

**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS**

~ WORK SESSION ~

Monday, February 11, 2019
5:30 PM

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- 1. CALL TO ORDER** (President Bob Krebs)
- 2. “SAFETY MOMENT”**
- 3. PRESENTATION - None**
- 4. DISCUSSION**
 - a. Service Enhancement Discussion – Fare Process and Career Fair **1, 27**
 - b. FY 2019 Budget Amendment Discussion **3**
 - c. Federal Statutory Changes to the Micro-Purchase and Simplified Acquisition (Small Purchase) Thresholds **5**
 - d. Request for Bus Donation **11**
 - e. South Salem Transit Center – Next Steps **15**
- 5. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the February 28, 2019 Regular Meeting and Public Hearing on Changes to Youth Fares **21**
 - b. Upcoming Board Agenda Items **23**
 - c. Calendar Review **25**
- 6. ADJOURN**

Mission

Connecting people with places
through safe, friendly, and reliable public transportation services

Values

Safety – Service Excellence – Communication – Innovation – Accountability

**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS****~ WORK SESSION ~**

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WORK SESSION MEMO

Agenda Item WS.4.a

To: Board of Directors

From: Chris French, Senior Planner
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: February 11, 2019

Subject: Fare Ordinance 2019-01 Update

The District conducted the First Reading of Ordinance No. 2019-01 by Title and opened a Public Hearing at the January 24, 2019 Board meeting. The Public Hearing will close at the February 28, 2019 Board meeting, and any citizen testimony regarding proposed changes to the fare structure, fare programs and fare levels as described in the proposed Ordinance No. 2019-01 will be considered by the Board before approving the new ordinance.

As of January 30, 2019, the only citizen testimony regarding proposed changes came at the January 24, 2019 Board meeting, with two citizens providing testimony. Staff will continue to collect this testimony until 12:00 pm on February 28, 2019 and provide it to the Board in the Board meeting packet.

Staff met after the January 24, 2019 Board meeting for our regular recap meeting to ensure that all issues are followed up on. Discussion of the proposed timeline for the changes on July 1, 2019 created a question about when the start date should be. This was triggered by discussion around the removal of the Summer Youth Pass. These discussions have brought to light some challenges for a July 1, 2019 implementation.

The issue is in how to address the timing of the discontinuance of the Summer Youth Pass. Currently the cost of a Summer Youth Pass, covering the months of June, July, and August, is \$40.00. The proposed cost for three 30 day passes if implemented on June 1, 2019 would be \$30.00 which would be a savings of \$10.00 from the Summer Youth Pass. However, if the effective date of July 1, 2019 were kept, youth would end up paying more by paying the current price in June of \$22.50 and \$10.00 for each

additional 30 day pass in July and August, bringing their total up to \$42.50 for an equivalent time period.

Staff would like the board to consider the possibility of starting the new youth fares on June 1, 2019. This would allow for a clean break from the current youth fare structure and transition to the proposed youth fare; and the costs of producing a Summer Youth Pass altogether in 2019. Moreover, establishing a youth fare subsidized by Statewide Transportation Improvement Fund (STIF) funds would also help with the one issue that was noted by the Oregon Department of Transportation on our STIF formula funds application, that Cherriots has not met the requirement for allocating 1% of the funds to benefit riders in grades 9-12 during FY 19.



WORK SESSION MEMO

Agenda Item WS.4.b

To: Board of Directors

From: Al McCoy, Director of Finance/CFO

Thru: Allan Pollock, General Manager

Date: February 11, 2019

Subject: FY 2018-19 Supplemental Budget

At the time of preparation and adoption of the FY 2018-19 budget, House Bill 2017 had recently been passed, creating the Statewide Transportation Improvement Fund (STIF). Regulations and details of the program implementation were not finalized at the time of adoption; estimates of revenues generated were in the early stages.

Due to these unknowns, staff elected to wait until the District had a clearer picture of regulations and how funding would be distributed to Qualified Entities, both in-district and out-of-district. After attending ODOT training, and with guidance from the Executive Leadership Team, staff put together detailed plans for the use of the STIF monies. The STIF Plan was approved by the STIF Advisory Committee on October 15, 2018, and by the Board on October 25, 2018 in Resolution No. 2018-09.

The District will need new appropriation authority from the Board to incorporate these funds and expenditures into the FY18-19 Adopted Budget. Essentially, this Supplemental Budget request will incorporate Year 1 of the three-year STIF Plan.

Oregon Budget Law, ORS 294.47, allows for the adjustment of fund expenditures equal to 10 percent or less of each fund to be adopted at a regularly scheduled meeting of the governing body. The budget committee is not required to be involved. Public notice is required for a supplemental budget that will be considered. The notice will be published on or before Friday, February 22, 2019.

At the February 28, 2019 Board meeting, staff will recommend approval of Resolution 2019-01 to adopt the supplemental budget and make any necessary appropriations.

The following tables show the elements of the proposed supplemental budget, adding revenues and associated expenditures of the STIF Plan for FY19:

Revenues:

	General Fund	Capital Project Fund	Transportation Programs Fund	Total
STIF Formula	\$2,196,015	\$ 228,484	\$ 100,000	\$2,524,499
STIF Pass-Through	0	0	214,501	214,501
TOTAL	\$2,196,015	\$ 228,484	\$ 314,501	\$2,739,000

Expenditures:

	General Fund	Capital Project Fund	Transportation Programs Fund	Total
Operations	\$ 525,000	\$ 220,000	\$ 75,000	\$ 820,000
Communications	60,000	0	0	60,000
Transportation Development	0	0	175,000	175,000
Reserve for Future Expenditures*	1,611,015	8,484	64,501	1,684,000
TOTAL	\$2,196,015	\$ 228,484	\$ 314,501	\$2,739,000

*The Reserve for Future Expenditures line is for reserves set aside in the approved STIF plan, and is informational only. This expenditure category cannot be appropriated per Oregon Budget Law. However, should future conditions, plans, or unanticipated costs necessitate the use of these STIF reserve funds, staff will present a subsequent budget amendment for Board approval that will request appropriation by appropriate category.



WORK SESSION MEMO

Agenda Item #WS.4.c

To: Board of Directors

From: Dan Knauss, Procurement & Contracts Manager
Al McCoy, Director of Finance/CFO

Thru: Allan Pollock, General Manager

Date: February 11, 2019

Subject: Federal Statutory Changes to the Micro-Purchase and the Simplified Acquisition (Small Purchase) Thresholds

This agenda item is to review the Federal threshold changes for procurement that took effect in June 2018 and the SAMTD thresholds identified in SAMTD Financial Policies and Procurement Procedures.

On June 20, 2018, the Office of Management and Budget (OMB) issued memorandum OM-18-18, *“Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance.”* In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA), this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. The increases for micro-purchases and the simplified acquisition threshold apply to FTA-funded procurements made on or after June 20, 2018.

The following table compares the current SAMTD thresholds as identified in SAMTD Procurement Procedures and Financial Policy Manuals and the new Federal thresholds:

	SAMTD Financial and Procurement Policies	New Federal Thresholds as of June 20, 2018
Micro-Purchases	\$ 3,500	\$ 10,000
Simplified Acquisition Threshold (Small Purchases)	\$ 100,000	\$ 250,000

Staff intends to modify its financial policies and procurement procedures to align with the Federal thresholds as identified in OMB memorandum OM-18-18. Staff also suggests the modification of these policies and procedures to match the FTA thresholds for Board approval levels.

Copies of the following documents are included and attached as reference:

- OMB Memorandum OM-18-18, dated June 20, 2018.
- FTA FAQ regarding implementation of OM-18-18



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

OFFICE OF FEDERAL
FINANCIAL MANAGEMENT

June 20, 2018

M-18-18

MEMORANDUM FOR CHIEF FINANCIAL OFFICERS AND HEADS OF SMALL EXECUTIVE AGENCIES

FROM:

Tim Soltis

Deputy Controller, Office of Federal Financial Management

SUBJECT:

Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance

In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. Further, it implements an approval process for certain institutions that want to request micro-purchase thresholds higher than \$10,000. Agencies are required to implement these changes in the terms and conditions of their awards, and recipients of existing Federal financial assistance awards may implement them in their internal controls.

Background

This memorandum applies to all Federal agencies, as defined at 5 U.S.C. § 551(1), that award grants or cooperative agreements. It implements changes to the micro-purchase and simplified acquisition thresholds for financial assistance under the NDAA for Fiscal Year (FY) 2017 and FY2018. The micro-purchase threshold refers to purchases of supplies or services using simplified acquisition procedures, not to exceed an established amount pursuant to the Office of Management and Budget (OMB) Governmentwide Guidance for Grants and Agreements (“Uniform Guidance”) at 2 C.F.R. § 200.67 (Micro-purchase). The simplified acquisition threshold refers to purchases of property or services using small purchase methods not to exceed an established amount pursuant to 2 C.F.R. § 200.88 (Simplified acquisition threshold). For Federal financial assistance awards, these purchases are acquired for use by a Federal program. The NDAA for FY2017 increased the micro-purchase threshold from \$3,500 to \$10,000 for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes (41 U.S.C. § 1908). The NDAA for FY2018 increases the micro-purchase threshold to \$10,000 for all recipients and also increases the simplified acquisition threshold from \$100,000 to \$250,000 for all recipients.

Implementing the NDAA for FY2017

Section 217(b) of the NDAA for FY2017 raises the micro-purchase threshold to \$10,000 for procurements under grants and cooperative agreements for institutions of higher education, or related or affiliated nonprofit entities, nonprofit research organizations or independent research institutes.¹

¹ Pub. L. No. 114-328 (codified at 41 U.S.C. § 1902(a)(2)).

The NDAA for FY2017 also establishes an interim uniform process by which these recipients can request and Federal agencies can approve requests to apply a higher micro-purchase threshold. Specifically, the 2017 NDAA allows a threshold above \$10,000 if approved by the head of the relevant executive agency. For purposes of this approval, the institution's cognizant Federal agency for indirect cost rates will be the relevant executive agency as defined in 2 C.F.R. § 200.19 (Cognizant agency for indirect costs). To receive a higher threshold, the institution must either have "clean single audit findings" (*i.e.*, in accordance with 2 C.F.R. § 200.520 - Criteria for a low-risk auditee), have an acceptable internal institutional risk assessment, or the higher threshold must be consistent with State law for public institutions.

Agencies should reflect this change through policy or terms and conditions in awards for those institutions. The effective date for this change was when the NDAA for FY2017 was signed into law on December 23, 2016. OMB intends to revise the Uniform Guidance to conform with the law.²

Process for Requesting a Higher Threshold Under the NDAA for FY2017

Requests for approval should be submitted to the institution's cognizant Federal agency for indirect cost rates; however, institutions should contact the agency before sending the request to determine the correct point of contact. The cognizant Federal agency will assign review of the request to the appropriate office within the agency to determine whether to approve, and will maintain records and justification of all approvals. The request should include the threshold level being requested and the justification(s) for it based on the criteria above per Section 217(b) of the NDAA for FY2017.

Implementing the NDAA for FY2018

This memorandum also implements provisions of the NDAA for FY 2018, Pub. L. No. 115-91, which became law on December 12, 2017. Specifically, section 806 raised the micro-purchase threshold from \$3,500 to \$10,000, and section 805 raised the simplified acquisition threshold from \$100,000 to \$250,000. Pursuant to 2 C.F.R. § 200.67 (Micro-purchase) and 2 C.F.R. § 200.88 (Simplified acquisition threshold), these higher thresholds are not effective until implemented in the Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 (Definitions).³

In order to allow maximum flexibility for grant recipients in light of the changes to the NDAA for FY2018, OMB is granting an exception allowing recipients to use the higher threshold of \$10,000 for micro-purchases and \$250,000 for simplified acquisitions in advance of revisions to the FAR at 48 C.F.R. Subpart 2.1 and the Uniform Guidance. Pursuant to 2 C.F.R. § 200.102 (Exceptions), OMB may allow exceptions to the Uniform Guidance when exceptions are not prohibited by statute. The exception takes effect upon the date of issuance of this memo. Agencies should apply this exception to all recipients. Recipients should document any change based on this exception in accordance with 2 C.F.R. § 200.318 (General procurement standards).

If you have any questions regarding this memorandum, please contact Mary Tutman at Mary.E.Tutman@omb.eop.gov or Gil Tran at Hai_M._Tran@omb.eop.gov.

² The American Innovation and Competitiveness Act, Pub. L. No. 114-329, § 207(b) (2017) states that the Uniform Guidance shall be revised to conform with the requirements concerning the micro-purchase threshold.

³ Codified at 41 U.S.C. § 1902(f).

- Funding
- Grant Programs
- Applying
- Grantee Tools
- Resources

Small Purchases

Frequently Asked Questions

Has FTA incorporated and flowed down to its regional offices the instructions as outlined by OMB in [OM-18-18](#) dated June 20, 2018, increasing the micro-purchase and simplified acquisition thresholds?

On June 20, 2018, OMB issued memorandum [OM-18-18](#), "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance." In accordance with recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for fiscal years 2017 and 2018, this memorandum raises the threshold for micro-purchases under Federal financial assistance awards to \$10,000, and raises the threshold for simplified acquisitions to \$250,000 for all recipients. The increases for micro-purchases and the simplified acquisition threshold apply to FTA-funded procurements made on or after June 20, 2018.

However, please be advised that the increase in the simplified acquisition threshold to \$250,000 does not apply for Buy America purposes, as the small purchase amount is established at \$150,000 in FTA's statute at 49 U.S.C. 5323(j)(13) and is no longer tied to the simplified acquisition threshold. See FTA's [September 2016 policy letter](#) for an explanation.

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WORK SESSION MEMO

Agenda Item WS.4.d

To: Board of Directors

From: Allan Pollock, General Manager

Date: February 11, 2019

Subject: Request for Bus Donation

The Northwest HUB is a not-for-profit full service bicycle shop, bike reclamation program and training center. Proceeds from the cycling center directly serve neighbors in need of transportation who “purchase” a bike through service to the community.

On January 16, 2019, Kirk Seyfert, Executive Director of Northwest HUB submitted a letter to the Board requesting the donation of a surplus vehicle. The vehicle would be used for further outreach and impact in Marion and Polk Counties. Specifically, they aim to expand the scale of free bicycle repair, bike and helmet distribution, bicycle safety and repair education to residents in need of alternative transportation assistance.

Currently Bus 303 (Cherrlots Regional service fleet) is designated as a surplus vehicle that meets the needs of the Northwest HUB. Mr. Seyfert did inspect this vehicle and concurs that this would be a useful vehicle for their needs.

It is staff’s intent to place this request on the February meeting agenda for Board action. Mr. Seyfert plans to attend the meeting and address any questions the Board may have. A copy of the request from Northwest Hub (dated January 16, 2019) is attached.



1230 Broadway Street NE, Salem, Oregon 97301
info@thenorthwesthub.org
503-584-1052

January 16, 2019

To: Cherriots Board of Directors
555 Court St. NE, Suite 5230
Salem, OR 97301

Dear Cherriots Board Members,

On behalf of the entire Northwest Hub Board, we would like to thank you and your staff for the opportunity to request the acquisition of a decommissioned vehicle to further our outreach and impact in Marion and Polk Counties. Our objective in obtaining a vehicle is to expand and improve the quality of outreach we provide in Marion and Polk County. Specifically, we aim to expand the scale of free bicycle repair, bike and helmet distribution, bicycle safety and repair education to residents in need of alternative transportation assistance. Currently our outreach efforts occur in collaboration with many community partners including Marion and Polk County Connect, CAPES, Open Streets, various Title One Schools, Open Streets Salem and many others (many of which you also generously partner and support).

Once again, we believe our missions align as we strive to offer a simple form of sustainable mobility that can be of benefit to many. Therefore, we are hopeful that you will partner with us by accepting our request for the donation of a decommissioned Cherry Lift vehicle. Said vehicle will help us to overcome the limitations and inefficiency of our tired Suburban and replace it with a vehicle capable of adequately transporting our crew and the materials needed to provide a widening range of services to Title One students and all residents in need of free bicycle repair, safety education, bicycle and helmet distribution.

With the help of Allan and Greg, who have generously guided us through this process, we have earmarked a vehicle that will help us expand our mobile repair services to underserved communities. We hope this donation and burgeoning partnership with Cherriots and the Hub will promote sustainable and reliable mobility options for all our neighbors. On behalf of the entire Hub Board, which approved this request for a decommissioned Cherry Lift donation on

January 16th, I thank you for your consideration and look forward to hearing word of your decision.

With gratitude,

A handwritten signature in black ink, appearing to read "Kirk Seyfert". The signature is written in a cursive, somewhat stylized font.

Kirk Seyfert, on behalf of the Northwest Hub Board of Directors
Executive Director
503.507.4293



To: Board of Directors

From: Stephen Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: February 11, 2019

Subject: South Salem Transit Center Next Steps

Background and History

The background and history section of this memo is lengthy, but due to the time that has elapsed from the beginning of the South Salem Transit Center (SSTC) project, staff felt it would be helpful to provide a full summary of the project from beginning to the current status. The discussion will focus on the next steps for the project, options to consider, and a consideration of project priorities.

Conceptual Period

The idea for a SSTC came from the Strategic Business Plan developed by the SAMTD that was adopted by the Board of Directors in 2004. The core philosophy driving the business need for transit centers was derived from a concept known as the 3 C's. The three C's stood for Corridors, Circulators, and Centers. The concept focused on utilizing a network of high frequency corridors that operated on main arterials. The corridor routes were fed by less frequent circulator routes that provided coverage service into neighborhoods, and lower traffic commercial areas. In order for these two types of service to connect in an efficient customer friendly manner, centers would be developed in various strategically selected locations around the SAMTD service area. The first locations called out in the Strategic Business Plan were Keizer and south Salem.

Initial Project Funding and Site Selection

In order for the project to proceed, funding was sought for a site selection study for both Keizer and south Salem. In 2005, a Federal Transit Administration (FTA) section 5309 federal earmark was awarded to SAMTD for the purpose of conducting a site selection study for the two locations. In November 2006, a scope of work was developed to procure the services of a consultant team to assist with the site selection process. Waterleaf Architecture was awarded the contract and began working with SAMTD on

the site selection process. The process started with evaluating locations in both Keizer and south Salem based on a premise that a bus must be able to travel from the Downtown Transit Center (DTC) to the Keizer Transit Center (KTC), or the SSTC and return to the DTC in 30 minutes. With this stipulation, the intersection of River Road N and Chemawa Road in Keizer, and the intersection of Commercial Street SE and Madrona Street SE in south Salem were selected as the central focal point for the study in each area.

In 2005, the District received a federal grant of \$750,000 to advance the SSTC project. The site selection process moved ahead at the area of focus identified in the previous paragraph. By 2008, approximately \$70,000 had been spent to conduct an initial evaluation of potential transit center sites in south Salem.

Once the studies had identified potential locations in both areas, SAMTD conducted public involvement processes, and evaluated the practicality of the area of focus. It was determined that the 30 minute round-trip limitation was not realistic, and did not consider future growth in the greater Salem-Keizer urban area.

During this time period, funding for design and construction for SSTC was being sought by SAMTD. Applications for federal funding were submitted at every opportunity available from 2009 through 2018. These requests were repeatedly turned down for funding. As a result of the initial unsuccessful attempts to obtain funding, a decision was made to temporarily suspend active work on the SSTC project. The focus would remain to pursue funding for SSTC, while shifting active work to KTC.

While the SSTC project was unsuccessful in receiving funding, the KTC was successful in securing funding through federal earmarks, the American Recovery and Reinvestment Act (ARRA), and Connect Oregon programs. Eventually, enough funding was secured to move ahead with the design and construction of the transit center in Keizer, and SAMTD made a decision to focus on the completion of this project.

The process involved a final refinement of the site selection criteria that resulted in a site being located more central to SAMTD's service area and not just centered in Keizer. Design and construction moved forward without delay once the site had been selected. The design process included public input, and coordinating with the City of Keizer to ensure the design would be an asset to the business development of the greater Keizer Station development area. Construction proceeded on schedule and the KTC opened in July of 2013. The project was completed with the funding that was available with a remaining balance that is now being used to fund the construction of the signalized intersection at the entrance of KTC.

Once the KTC was complete, SAMTD restarted the site selection process for the SSTC. This effort used the remainder of the \$750,000 grant originally awarded to the SSTC project in 2005. In March of 2013, the SAMTD Board of Directors awarded a contract to Parsons-Brinkerhoff to conduct the site selection process.

The SSTC site selection study began in the spring of 2013 with market and stakeholder research that included a bus rider survey, community survey, and stakeholder interviews. The results of this research were presented to the Board on September 9, 2013. Subsequently, an Existing and Future Conditions Report was prepared which included demographics, and a land use and market analysis for the project study area. It also identified constraints and opportunities associated with the transit center.

A workshop with SAMTD and City of Salem identified site requirements. Based on the site requirements and findings from the Existing and Future Conditions report, eight potential areas for location of the transit center were reviewed. The analysis concluded that a site located in the vicinity of the Commercial Street SE and Kuebler Boulevard SE intersections would best serve current and future transit needs in south Salem.

In October of 2013, the SSTC site selection study was temporarily put on hold while SAMTD conducted a Comprehensive Service Analysis (CSA), which would provide additional guidance regarding the location and operational requirements for a transit center in South Salem. The CSA was completed in February 2014, and results from the study confirmed that the area in the vicinity of Commercial Street SE and Kuebler Boulevard SE would function best for the SSTC. However, the CSA led to some refinements to the specific geographic limits for the SSTC, as well as suggesting a slightly smaller transit center.

The SSTC study resumed in March 2014. Using direction provided by the CSA, a programming workshop was held on April 24, 2014 to consider revised SSTC site requirements. That workshop led to more specific site requirements, with a focus on minimizing travel time and site development costs, while still providing an efficient and effective site. Site requirements included a focus on locating the center within a tight geographic boundary very near Commercial Street SE between Baxter Road SE and Hilfiker Lane SE with multi-directional access, in order to minimize travel time. It also provided for a minimal building with flexible requirements for the number of bus bays and parking on site. It was estimated that the site would need to be at least 1.5 acres. More property would be needed if all six bus bays were off-street.

A comprehensive list of possible sites for the transit center was generated by using Geographic Information System (GIS) data to identify properties with certain characteristics regarding site size, zoning, and level of development. This information was supplemented with discussions with realtors and field visits.

Eight potential sites that met the minimum requirements were identified. These eight sites were evaluated against ten Board-adopted site selection criteria:

1. **Functionality:** Create a center that provides convenience for users (including convenient transfers between neighborhood routes and corridor routes) while minimizing traffic impacts.
2. **Capacity:** Build a center that provides adequate space to accommodate existing and future, planned transit services.
3. **Integration:** Locate a center so that transit users have the opportunity to use nearby businesses or housing; design the transit center so it conveys the values of the surrounding community and builds a sense of place.
4. **Value:** Develop a center that will be cost-effective and efficient in meeting the needs of transit riders, the community and the District.
5. **Efficiency:** Develop a center that provides for efficient transit operations with a minimum amount of time required for transferring between bus routes.
6. **Security:** Create a center where visibility and design help riders, community members and employees feel safe and secure.
7. **Accessibility:** Develop a center that is fully accessible to a wide range of users including riders with special needs, pedestrians, cyclists, auto drop-offs/pick-ups, and park-and-riders.
8. **Economic Vitality:** Develop a center that supports economic development and community vitality.
9. **Plans and Policies:** Develop a center that is consistent with local and environmental plans and policies.
10. **Community Support:** Select a site that has community support for transit center use.

When the site selection study was completed, the site identified on the northeast corner of the intersection of Baxter Road SE, and Commercial Street SE, was selected as the preferred alternative. It is currently a part of the south Salem Walmart property. This location was accepted by the SAMTD Board of Directors as the preferred alternative. Notice had been provided to the three finalist locations prior to consideration by the Board of Directors. SAMTD staff had also met with representatives from each of the finalist locations before making a final recommendation.

As part of the contract for the Site Selection Study, the consultant team completed the National Environmental Protection Act (NEPA) process with the FTA (for confirmation of Categorical Exclusion that was received on November 5, 2015) and established a basic preliminary design for each of the finalist locations. The preliminary design was necessary to ensure the operational needs could be accommodated on the proposed site.

In 2015, the SSTC project was awarded a \$1,000,000 Connect Oregon V grant and in the same year, the Salem Keizer Area Transportation Study (SKATS) awarded a \$350,000 grant for match against the Connect Oregon V grant. These funds were identified for property acquisition, design, and construction. The purpose of including all of these elements was an uncertainty of how much of the project could be accomplished with \$1.35 million, and any limitations on other sources of funds that might be acquired to complete the project. The Connect Oregon V grant funds have a five year limit and the projects funded with Connect Oregon revenue must be completed within that timeframe to be eligible.

In April 2015, SAMTD also hired its third capital projects manager since December of 2010. The project manager inherited projects that were underway, but did not have a good set of documentation from the previous capital project manager that left five months prior. The third project manager made contact with Walmart Realty representatives, but in spite of multiple tries, was unable to establish a productive dialogue. However, this capital projects manager separated employment in October 2016. Again documentation was not complete leaving gaps in progress.

During the 2017-2018 budget process it was determined that SAMTD would hire a consulting firm to take on the project management responsibilities for all major capital projects, including the SSTC. Once the budget was adopted and the Request for Proposals process was complete, a contract with Mott MacDonald, LLC was signed in late 2017. Mott MacDonald proceeded to resume contact with Walmart and began moving the process forward. As they and their team had begun to make progress, it was becoming clear that Walmart may not be a willing seller and the potential for the use of eminent domain must be considered. This option was presented to the SAMTD Board of Directors and the board took formal action to support the use of eminent domain if that course of action was needed.

When it became clear that the use of eminent domain was becoming more likely, SAMTD legal counsel stepped into the lead role of communicating, and eventually negotiating with the Walmart Realty legal counsel. During this process, a meeting was held between Walmart representatives, including a representative from the corporate office in Bentonville, Arkansas, and SAMTD staff and legal counsel.

During this meeting, multiple design alternatives were presented by Walmart for consideration. SAMTD did review and consider the options, and had the City of Salem traffic engineer review the options for compliance with the city's traffic code. Upon review, it was determined that none of the design options were acceptable to the City of Salem, and would not meet the needs of SAMTD. The only option at the time was to proceed with eminent domain if the project were to move ahead.

A timeline was developed for the eminent domain process, final design and engineering, permitting and development review, and construction. It was determined that even with the most compressed schedule possible for all of these elements, it would not be possible to meet the five year deadline for use of the Connect Oregon funds. Based on that information, a decision was made to cancel the Connect Oregon V grant agreement, and release the funds back to the program.

The SSTC is still a priority project for SAMTD, however, staff will need to reassess the purpose and needs of the district, review and develop a solid attainable plan for the future construction of the SSTC. This will include a detailed project timeline, project funding, and the assignment of resources to manage the project efficiently for a successful outcome.

What is next?

While there is a need for the project priorities to be addressed, the goal will be to consider what options will efficiently meet those priorities for now and in the future. It is imperative that staff start with reevaluating what needs to be addressed with a transit center in south Salem. This includes how we reach the first and last mile from the SAMTD Core Network. Another issue to address is connectivity across all areas of south Salem keeping in mind that south Salem technically includes south Lancaster, the Mill Creek Corporate Center development, Fairview Industrial Park, as well as the residential and commercial development along and to the west Commercial Street SE.

Staff has considered the following options as a starting point for discussion:

- Reevaluate the eight sights that were identified in the last site selection process;
- Consider alterations to the area of focus at the central “hub” for transfers to take place;
- Consider the possibility of a network of “super-stops” (bus stops that are larger than typical that would accommodate 2 – 3 buses at a time and more passenger amenities) across south Salem to facilitate coordinated transfers;
- The possibility of transit oriented development (TOD) opportunities, i.e., transit center, affordable multi-family, and small retail/commercial; and
- Of course, staying with the original plan and building a transit center on the Walmart site, or doing nothing and continuing to operate as we do now.

Each of these options have pros and cons, but at this point of pause, staff felt it would be appropriate to start the conversation with the board and listen to the board’s thoughts on this matter.

Following the work session, staff will consider what has been discussed and begin working on a next steps plan that will guide SAMTD’s direction, funding strategies, and project timelines.



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Board Meeting and Public Hearing

Thursday, February 28, 2019
6:30 PM

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MEETING AGENDA

A. CALL TO ORDER

- 1. Note of Attendance for a Quorum
- 2. Pledge of Allegiance (Director Marcia Kelley)
- 3. "Safety Moment" Thought for the Day

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION - None

D. SECOND READING AND PUBLIC HEARING – Ordinance 2019-01 Fares

This is the Second Reading of Ordinance 2019-01 by Title; and the conclusion of the public hearing process for the establishment of a revised fare structure, rates and effective date. The Board will receive public comment at this time and then deliberate.

E. DELIBERATION OF PUBLIC HEARING

Shall the Board adopt Ordinance 2019-01 that will repeal Ordinance #2014-02 adopted on October 23, 2014; and establish a revised fare structure, rates and effective date for transportation services provided by Cherriots?

F. PUBLIC COMMENT

Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.

G. CONSENT CALENDAR

Items on the Consent Calendar are considered routine and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.

1. Approval of Minutes

- a. Board Meeting of January 24, 2019
- b. Work Session of January 14, 2019

2. Routine Business Items - None

H. ITEMS DEFERRED FROM THE CONSENT CALENDAR

I. ACTION ITEMS

1. Resolution No. 2019-02 Bus Donation
2. Resolution No. 2019-01 Amendment to the FY2019 Adopted Budget
3. Brokerage Insurance

J. INFORMATIONAL REPORTS

1. Trip Choice – Second Quarter Report
2. Performance – Second Quarter Report
3. Finance – Second Quarter Report

K. GENERAL MANAGER'S REPORT

L. BOARD OF DIRECTORS REPORTS

This is an opportunity for Board members to report on citizen communications, committee and meeting participation, or special projects they are participating in as a representatives of the District.

M. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, March 28, 2019

PUBLIC HEARING ** Members of the public are encouraged to provide testimony during the Public Hearing. Persons unable to attend the Public Hearing may submit written testimony prior to the Public Hearing. Testimony may be submitted electronically to board@cherriots.org. Mail correspondence should be addressed to – SAMTD Board of Directors, 555 Court Street NE, Suite 5230, Salem, Oregon 97301

This is an open and public meeting in a place accessible to people with disabilities. With 48 hours of notice, auxiliary aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board meeting agenda packet, go to www.cherriots.org/board. Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV's website - <https://www.cctvsalem.org/all>.

AUDIENCIA PÚBLICA ** Se alienta a los miembros del público a brindar testimonio durante la audiencia pública. Las personas que no puedan asistir a la audiencia pública pueden presentar un testimonio por escrito antes de la audiencia pública. El testimonio puede ser enviado electrónicamente a board@cherriots.org. La correspondencia por correo debe ser dirigida a Junta Directiva de SAMTD, 555 Court Street NE, Suite 5230, Salem, Oregon 97301

Esta es una reunión pública y abierta en un lugar accesible para personas con discapacidades. Con 48 horas de aviso, las ayudas y servicios auxiliares y los formatos alternativos están disponibles para las personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregon al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM.

Para obtener una copia electrónica del paquete de la agenda de la reunión de la Junta, vaya a www.cherriots.org/board. Las reuniones regulares de la Junta se televisan en el Canal 21; y se puede ver en cualquier momento en el sitio web de CCTV: <https://www.cctvsalem.org/all>.

Upcoming Board Meeting and Work Session Agenda Items
February 6, 2019

Work Session	Board Meeting
<p>February 11, 2019 Packets due to GM office: February 4</p> <ul style="list-style-type: none"> • Service Enhancement Discussion – Fare Process and Career Fair • Budget Amendment Discussion • Bus Donation – Resolution 2019-XX • South Salem Transit Center • DOT Procurement Thresholds Discussion 	<p>February 28, 2019 Packets due to GM office: February 14</p> <ul style="list-style-type: none"> • Resolution 2019-01 Amend 2019 Adopted Budget • 2nd Reading – Fare Ordinance #2019-01 • Public Hearing - Fares • Q2 Finance, Trip Choice, Performance Report • Brokerage Insurance • Bus Donation – Resolution 2019-02 • STFAC Recommendations for STF/5310 Projects
<p>March 11, 2019 Packets due to GM office: March 4</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>March 28, 2019 Packets due to GM office: March 14</p> <ul style="list-style-type: none"> • Purchase Fixed Route Vehicles • Purchase Paratransit Vehicles • Revisions to Policy 416 per Federal Changes • FY2018-2019 CAFR and Audit Report
<p>April 8, 2019 Packets due to GM office: Apr 1</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>April 25, 2019 Packets due to GM office: April 11</p> <ul style="list-style-type: none"> • May Service Change Briefing
<p>May 13, 2019 Packets due to GM office: May 6</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>May 23, 2019 Packets due to GM office: May 9</p> <ul style="list-style-type: none"> • Consent: Adopt FY2020 Board Meeting Schedule • Q3 TripChoice, Performance, Finance
<p>June 10, 2019 Packets due to GM office: Jun 3</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>June 27, 2019 Packets due to GM office: June 13</p> <ul style="list-style-type: none"> • Appoint STIFAC Chair and Vice-Chair • Budget Hearing • Res#2019-XX Adopt FY20 Approved Budget • Approval of FY2020 United Way Donation
<p>July 8, 2019 Packets due to GM office: Jul 1</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>July 25, 2019 Packets due to GM office: July 11</p> <ul style="list-style-type: none"> • Accept Prelim Annual EOY FY2019 Financial Report • Budget Committee Appointments

<p>August 12, 2019 Packets due to GM office: Aug 5</p> <ul style="list-style-type: none"> • SDIS Board Best Practices Assessment • Issue GM Performance Evaluation Packets • Review Neighborhood Association Contacts • Board Committee assignments 	<p>August 22, 2019 Packets due to GM office: August 8</p> <ul style="list-style-type: none"> • Trip Choice Report – 4th Quarter/Year End • Performance Report – 4th Quarter • September Service Change Briefing
<p>September 9, 2019 Packets due to GM office: Sep 2</p>	<p>September 26, 2019 Packets due to GM office: September 12</p> <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • FY 2019 Performance Report • GM performance evaluation (Executive Session)
<p>October 14, 2019 Packets due to GM office: October 4</p> <ul style="list-style-type: none"> • Proposed FY2021 Budget Calendar 	<p>October 24, 2019 Packets due to GM office: October 10</p> <ul style="list-style-type: none"> • Approval of FY2021 Budget Calendar (C)
<p>November 12, 2019 Tuesday Packets due to GM office: November 1</p> <ul style="list-style-type: none"> • STIFAC / CAC / STFAC Updates for Dec meeting <ul style="list-style-type: none"> ○ Member Appointments ○ Chairs & Vice-Chairs Appointments 	<p>November - No Board meeting</p>
<p>December – No work session</p>	<p>December 12, 2019 Packets due to GM office: November 27 (Wed)</p> <ul style="list-style-type: none"> • CONSENT CALENDAR: <ul style="list-style-type: none"> ○ Committee Appointments-STFAC/CAC ○ Appoint Chair & Vice-Chair CAC • January Service Change Briefing • Q1 Finance, Trip Choice, Perf Report
<p>January XX, 2020 Packets due to GM office: January X</p> <ul style="list-style-type: none"> • Board-appointed Advisory Committees • Advertising Discussion • Salem River Crossing Discussion • Fare Policy / Ordinance #2019-01 • MWVCOG Annual Meeting/Dinner • Present Draft 2019 Legislative Agenda • Service Enhancement Discussion – STIF Revenue Estimates 	<p>January XX, 2020 Packets due to GM office: January XX</p> <ul style="list-style-type: none"> • 1st Reading – Fare Ordinance #2019-01 • Adoption of 2019 Legislative Agenda
<p>To Be Scheduled – Work Session</p> <ul style="list-style-type: none"> • Uniform Contract, Tire Contract & Fuel Contract • Audit Services Contract 	<p>To Be Scheduled – Board Meeting</p> <ul style="list-style-type: none"> • Capitol City CycleShare Program (Spring 2019) • R#2018-XX re: IT Policy

UPDATED: February 7, 2019

TO: SAMTD BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: CALENDAR OF SCHEDULED MEETINGS

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• **FEBRUARY 2019**

- 5 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
- 11 Mon 5:30 PM SAMTD Board Work Session
- 18 Mon CLOSED HOLIDAY: President's Day**
 - **CLOSED** Cherriots Administration Offices-Customer Service: **NO** Bus Service
- 20 Wed 6:00 PM MWVCOG Annual Meeting / Dinner
 - Keizer Community Center, 930 Chemawa Rd NE, Keizer
- 24-26 APTA Legal Affairs Seminar, New Orleans, LA
- 28 Thu 6:30 PM SAMTD Board of Directors Meeting and Public Hearing
 - 2nd Reading of Ordinance 2019-01 re: Fares

• **MARCH 2019**

- 5 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
- 10 Sun 2:00 AM DAYLIGHT SAVING TIME Begins - Spring Forward**
- 11 Mon 5:30 PM SAMTD Board Work Session
- 17-19 APTA Legislative Conference, Washington D.C.
- 18 Cherriots Transit Operators & Maintenance Appreciation Day
- 19 Tue 5:30-7:30p Citizens Advisory Committee
- 28 Thu 6:30 PM SAMTD Board of Directors Meeting

• **APRIL 2019**

- 2 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
- 8 Mon 5:30 PM SAMTD Board Work Session
- 13-15 APTA CEOs Seminar, Chicago, IL
- 15 Mon REMINDER to file SEI Report
- 16 Tue 5:30 PM Citizens Advisory Committee
- 25 Thu National Transit Day "Get on Board"
- 25 Thu 6:30 PM SAMTD Board of Directors Meeting
- 29-30 WSTA Clerks of the Transit Authority Meeting

• **MAY 2019**

- 2 Thu 6:00 PM SAMTD Budget Committee Meeting 1
- 7 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
- 9 Thu 6:00 PM SAMTD Budget Committee Meeting 2
- 13 Mon 5:30 PM SAMTD Board Work Session
- 16 Thu 6:00 PM SAMTD Budget Committee Meeting 3 (if necessary)
- 17-21 APTA International Bus Roadeo, Louisville, KY

SAMTD Board of Directors
Calendar of Scheduled Meetings

19-22			APTA Mobility Conference (APTAs <i>enhanced</i> Bus & Paratransit Conference)
23	Thu	6:30 PM	SAMTD Board of Directors Meeting
27	Mon	CLOSED	HOLIDAY: MEMORIAL DAY Closed Cherriots Administration Offices-Customer Service; NO Bus Service
	Thu	11:30 AM	Keizer Iris Festival Sponsor Appreciation Lunch • In the big tent, 4100 Cherry Ave NE
	Sat	10:00 AM	Keizer Iris Festival Parade

• **JUNE 2019**

8	Sat	6:00 PM	Cherriots Employee Recognition Banquet
10	Mon	5:30 PM	Board Work Session
18	Tue	5:30 PM	Citizens Advisory Committee
27	Thu	6:30 PM	SAMTD Board of Directors Meeting • Budget Hearing
30			2019 Legislation Session Ends

• **JULY 2019**

4	Wed	CLOSED	HOLIDAY 4th of July Closed Cherriots Administration Offices-Customer Service; NO Bus Service
8	Mon	5:30 PM	SAMTD Board Work Session
25	Thu	6:30 PM	SAMTD Board of Directors Meeting

• **AUGUST 2019**

Wed	5:00 PM	Statewide Transportation Improvement Fund Advisory Committee
Mon	5:30 PM	SAMTD Board Work Session
Thu	6:30 PM	SAMTD Board of Directors Meeting
Wed	5:00 PM	Statewide Transportation Improvement Fund Advisory Committee

• **SEPTEMBER 2019**

2	Mon	CLOSED	HOLIDAY: Labor Day Closed Cherriots Administration Offices-Customer Service; NO Bus Service
3	Tue	CHERRIOTS SERVICE CHANGES (go to: http://cherriots.org/en/changes)
		3:00-4:30p	Special Transportation Fund Advisory Committee
9	Mon	5:30 PM	SAMTD Board Work Session
17	Tue	5:30 PM	Citizens Advisory Committee
26	Thu	6:30 PM	SAMTD Board of Directors Meeting and
		5:30 PM	• Executive Session ORS 192.660(2)(I) GM Performance Evaluation SAMTD Bus Rodeo – Del Webb Operation Facility Hispanic Heritage Month Breakfast APTA Annual Meeting Open Streets Salem

• **OCTOBER 2019**

.....		Drive Less Connect Challenge (http://www.drivelessconnect.com/)
1	Tue	3:00 PM	Special Transportation Fund Advisory Committee
	Wed	5:00 PM	Statewide Transportation Improvement Fund Advisory Committee
14	Mon	5:30 PM	SAMTD Board Work Session
24	Thu	5:30 PM	Executive Session (ORS 192.660(2)(4))



WORK SESSION MEMO

Agenda Item WS.4.a

To: Board of Directors

From: Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: February 11, 2019

Subject: Cherriots Career Fair

Cherriots kicked off our recruitment for enhanced service with our first career fair. Held in the Senator Hearing Room from 11:30 am to 7:00 pm, on Thursday January 31, 2019, we had more than 175 attendees.

Representatives from the hiring departments, Transportation and Maintenance were available to meet with attendees and talk to them about the different positions and what it is like to work for Cherriots. Representatives from Trip Choice offered information about different methods to get to work and staff from Human Resources discussed benefits and some of our internal work groups such as Cherriots Connect and the Wellness Committee.

Based on 179 feedback cards, the top three positions with the most interest were 63 for transit operator positions, 31 for administrative assistant positions, and 15 for service worker; 44 were interested in any position.

We did an intensive marketing campaign using social media, and advertisements inside and outside the bus, on transit center monitors and in select movie theaters. Based on the feedback cards, the most cited sources for learning about the job fair were ads outside the bus, ads inside the bus, our website, Facebook and our employees.

We recruited for nine positions, and candidates were able to fill out an online job application. Thirty-six applications were completed at the fair, and nearly sixty applications have been received through our website during the first 24 hours of posting.

We are continuing to accept online applications through the end of February.