

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

~ WORK SESSION ~

Thursday, February 27, 2020

5:00 PM

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

AGENDA

1. CALL TO ORDER

- a. "SAFETY MOMENT" Thought for the Day
- b. Announcements

2. PRESENTATION - None

3. DISCUSSION

- a. Summary of the May 2020 Polk County Flex Redesigned Service Plan 1
- b. Draft General Manager's Work Plan for FY2021 17
- c. Board Governance

4. GENERAL MANAGER COMMENTS

- a. Draft Agenda for February 27, 2020 Board of Directors Meeting 27
- b. Upcoming Board Agenda Items 29
- c. Calendar Review 31

5. ADJOURN

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

This is an open and public meeting in a place that is ADA accessible. Auxiliary hearing 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). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board's agenda packet, go to www.cherriots.org/board.

Esta es una reunión pública y abierta en un lugar al que la ADA puede acceder. Los audífonos y servicios auxiliares y los formatos alternativos están disponibles para 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 Oregón al 1-800-735-2900 (o 711). Permita un aviso de 48 horas. El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.



To: Board of Directors

From: Ted Stonecliffe, Transit Planner II, Programs
David Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: February 27, 2020

Subject: Polk County Flex Redesign

ISSUE

Shall the Board receive a summary of the redesign of the Polk County Flex service?

BACKGROUND AND FINDINGS

The Polk County Flex (PCF) is the only flex service in the Cherriots Regional system. It is an origin-to-destination service serving the communities of Monmouth, Independence, and Dallas, running Monday through Friday from 7 a.m. to 5 p.m.

In February 2019, staff discovered schedule challenges with the PCF. During peak periods of the day, the bus was serving too many pick up locations, and during the off-peak, it was underutilized and, at times, sitting idle. In an effort to ensure the schedule was on time, changes were made in the spring, 2019 to reduce the number of locations covered per schedule window to one or two per town. This change resulted in the service maintaining its schedule; however, the service is still underutilized and the ridership has dropped significantly. Staff determined after making the changes in the spring that a public survey was needed in order to determine whether the current service level met the needs and desires of riders and non-riders. The goals of the survey were as follows:

- Assess general public knowledge of the service
- Identify current riders' trip purposes
- Quantify trip denial rates
- Ask whether calling 24-hours in advance is a barrier to use
- Determine opinion of two alternatives vs. no changes

Survey Results

In general the survey results found the following:

- Many people do not know the PCF is a public transit service
- PCF is used for many trip purposes
- Some riders getting denied a reservation
- People do not want to call 24-hours in advance
- Desire for more stops and better access to transit
- Redesigning the PCF to a deviated fixed route is preferred

Move to convert service to a deviated fixed route

After hearing from the public that a change was desired, planning staff began looking for funding to convert the service from its current form to a deviated fixed route, the preferred option chosen in the survey. Staff also began contacting city staff and working with them to finalize routing and bus stop locations.

Funding for conversion

A grant from the Statewide Transportation Improvement Fund (STIF) discretionary grant program was obtained to pay for the stop installation. Comments from the survey, from city council members, and from city staff were used to determine the final routing and stop locations. A plan to implement the service by May 4, 2020 has been drafted and will be presented tonight in a PowerPoint presentation.

Marketing campaign

Another major component of the project is a comprehensive marketing campaign to advertise the service because it was found in the survey that 47% of non-riders do not know that this is a public transit service available to the general public. Marketing staff have developed the following plan for advertising the service:

Digital / Social Media

- Promote on **Cherriots.org** and update existing pages
- Targeted social media posts and e-newsletter
- Short video with route animation

Cherriots property

- Take-ones on Regional buses
- Monitor ads at the Downtown Transit Center
- Notices on new stop poles prior to service implementation

Community outreach

- Targeted messaging to organizations that currently use PCF
- Flier/letter sent by USPS to current PCF riders

- Advertise in newsletters that go out with water/electric bills
- Fliers in public libraries, social service buildings, and senior centers
- Door hangers for residents who may be affected by parking removal
- KWIP radio interview (*Spanish radio station in Dallas*)
- Dallas and Independence movie theater ads
- Print ad in the Itemizer Observer
- Staffed table at Western Oregon University
- Advertise the opening day in Two Cities One Community (2C1C) Online Magazine

Property owner notification of parking removal

In order for the new bus stops to be compliant with the Americans with Disabilities Act, the bus must be able to access the curb at each of the new bus stops. Therefore, parking removals have been requested from the cities and/or state at many of the new bus stops, if parking is currently allowed. To limit the amount of concern from neighborhood residents and business owners, letters to all adjacent property owners were sent to notify them that parking will be removed. These notifications were sent at least three or four weeks in advance of the request going to each city council. We also distributed 400 door hangers to nearby residents to the new stops notifying them of the upcoming changes too.

Conclusions

- Objectives for redesign:
 - Create a bus service that will provide more access to transit for the communities of Monmouth, Independence, and Dallas.
 - Eliminate the 24-hour calling requirement. (24-hour request for deviation is still available.)
 - Establish new stops so people don't have to plan the day before.
 - Increase visibility and awareness of the service through a comprehensive marketing campaign.
- Funding secured to install new stops and convert service by May 4, 2020.

Next steps

The next steps for the project are to:

- Gain final approval from each city council and to hire a contractor to install the stops for the service implementation by May 4. Presentations have been made to the city councils in Monmouth and Independence, and staff will be going to Dallas on March 2, 2020 in order to solidify the plan.

- Finish the procurement process to hire a contractor to install the new bus stop poles and signs by the end of April.
- Continue marketing campaign in front of the May 4th service launch.
- Launch new service on May 4, 2020.
- Continue marketing new service actively in May.

FINANCIAL IMPACT

Information item only.

RECOMMENDATION

Information item only.

PROPOSED MOTION

Information item only.

Polk County Flex Service Redesign

Cherriots Board Work Session

February 27, 2020

By Ted Stonecliffe, Transit Planner II



Introduction

- Overview of existing Cherriots Regional transit service in Polk County
- Analysis of Polk County Flex (PCF) in Feb. 2019
- Public survey objectives and results, summer 2019
- Call to action: change PCF service type and begin marketing campaign
- Details of new service
- Notification of on-street parking removals
- Next steps
- Questions and answers

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CHERRIOTS

Current Cherriots Regional services

CHERRIOTS REGIONAL

Cherriots Regional Express
Regional express routes from Salem with high-speed service on weekdays. Service every 15 minutes.

Cherriots Regional First Zone
Call 503-315-5544 to book your trip 24 hours in advance.

PCF Polk County Flex
Salem to Independence/Dallas

Neighboring agencies
A number of neighboring agencies are connected with the Cherriots Regional system, as indicated on the map.

- GAU: Clatsop Area Transit
- YUB: Yuba Falls
- VCTR: Yamhill County Transit Area
- ECTD: Filsum County Transit District

Salem Amtrak and Greyhound
Additional services connect the Salem Amtrak and Greyhound Stations at 501 10th St. Get there on Cherriots Routes 6 and 18.

- AMT: Amtrak
- CAFD: Cascades POINT
- GRY: Greyhound

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CHERRIOTS

What is the Polk County Flex (PCF)?


- Flexible origin-to-destination service
- Serves primarily seniors and people with disabilities, while open to all riders
- Operates in and between Dallas, Monmouth, and Independence
- Must call one business day beforehand to book trip (by 5 p.m.)

Service availability by city / time

| Service available in Independence / Monmouth | Service available in Dallas |
|--|-----------------------------|
| 7:00-7:30a | 7:45-8:15a |
| 8:00-8:30a | 8:45-9:15a |
| 8:30-9:00a | 9:15-9:45a |
| 11:00-11:30a | 10:15-10:45a |
| 12:30-1:00p | 11:45a-12:15p |
| 2:00-2:30p | 1:15-1:45p |
| 3:30-4:00p | 2:45-3:15p |
| 4:45-5:15p | 4:00-4:30p |

Actual travel route will be determined by the origin and destination of each trip.


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Why are we here?

- Inefficiencies identified - February 2019
 - Polk County Flex (PCF) was running behind schedule during peak times
 - PCF was sitting idle for large portions of the day (off-peak)
- Action taken:
 - Limited number of deviations to 1 or 2 per town
 - Surveyed current riders and general public
- The survey - Summer 2019
 - General public knowledge of service
 - Current trip purposes
 - Trip denial rates
 - Whether calling 24-hours in advance is a barrier to use
 - Opinion of two alternatives vs. no changes

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Why are we here?

- Survey results show:
 - Many people don't know the PCF is a public transit service
 - PCF is used for many trip purposes
 - Some riders getting denied a reservation
 - People do not want to call 24-hours in advance
 - Desire for more stops and better access to transit
 - Redesigning the PCF to a deviated fixed route is preferred
- Grant funding already obtained for conversion to a deviated fixed route (DFR) with up to 45 new stops
 - DFR offers right fit for service need
- Wide marketing campaign planned
- Notification of property owners & tenants of pending new bus stop locations

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CHERRIOTS



ONLINE SURVEY

Survey notes

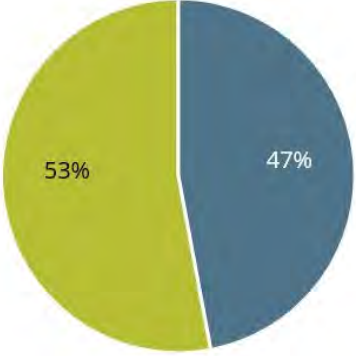
- Attended community events in Independence, Monmouth, & Dallas
- Online survey open in June and July

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CHERRIOTS

Lack of awareness and understanding

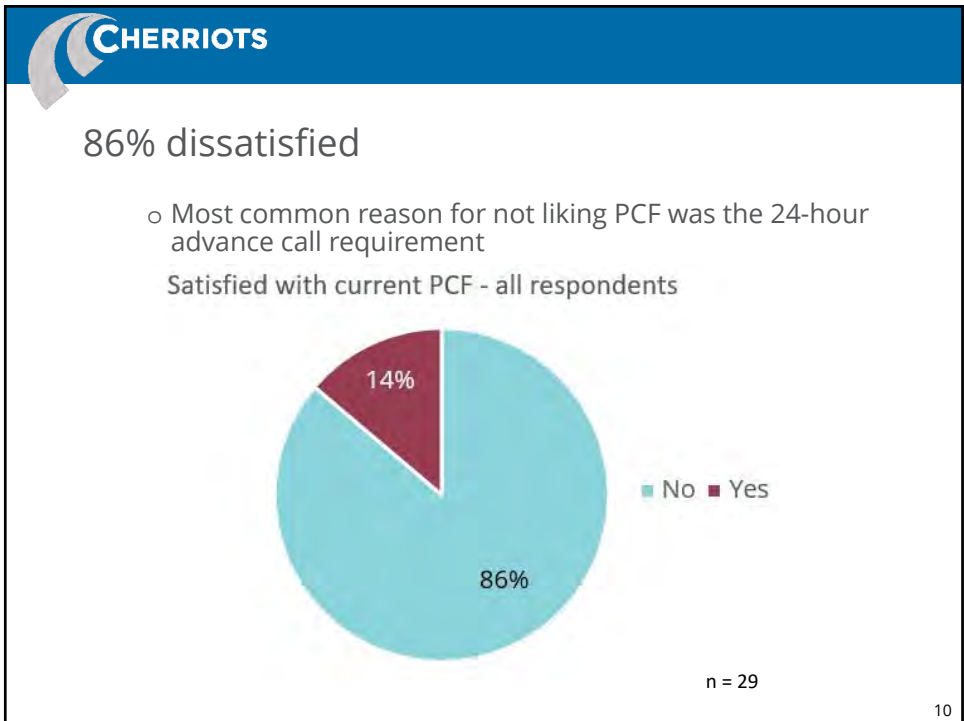
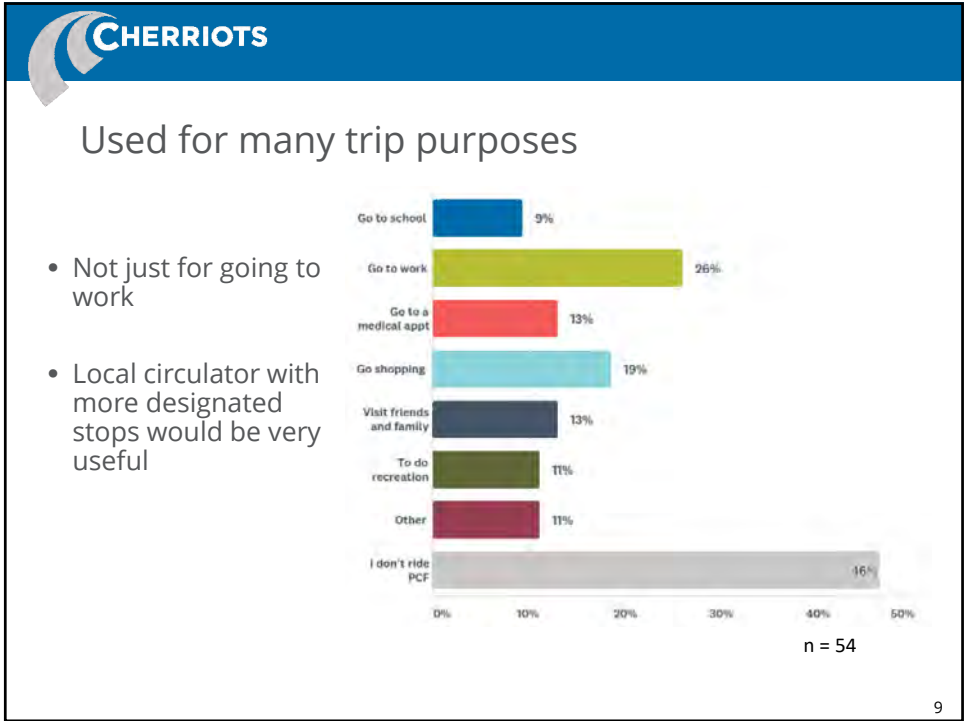
- People associate transit with bus stops, a fixed path, and a schedule.
- This provides justification for converting the PCF to a deviated fixed-route service.

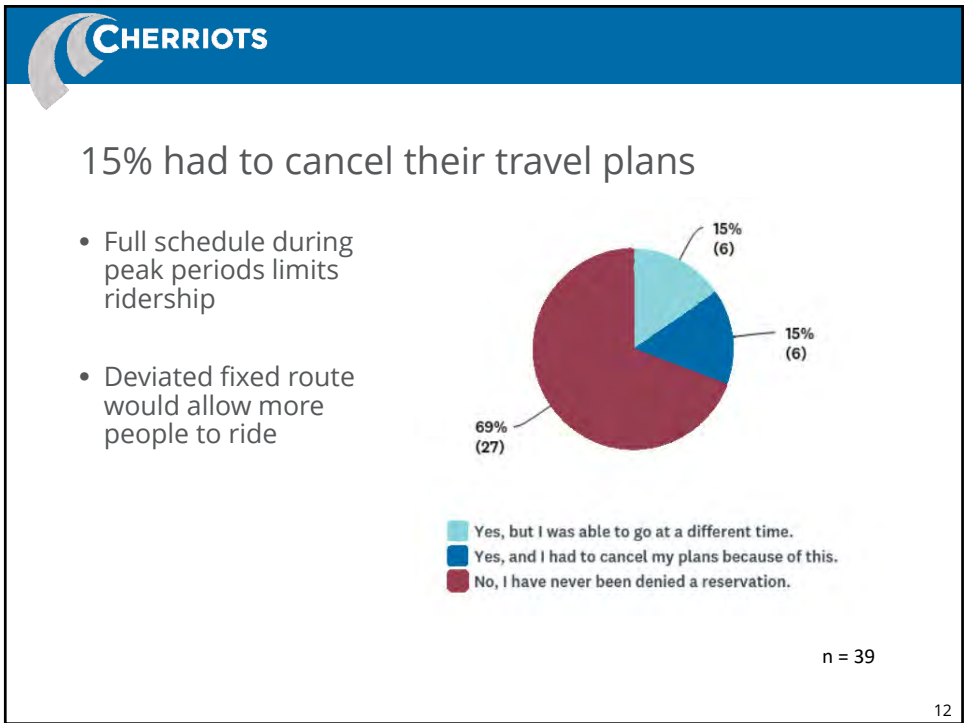
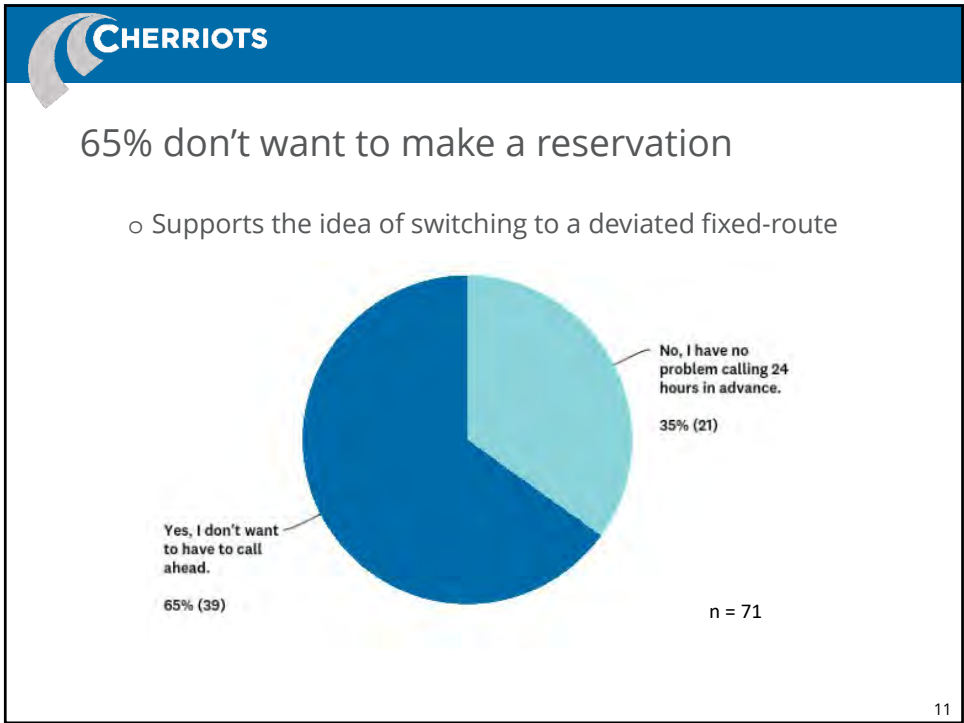


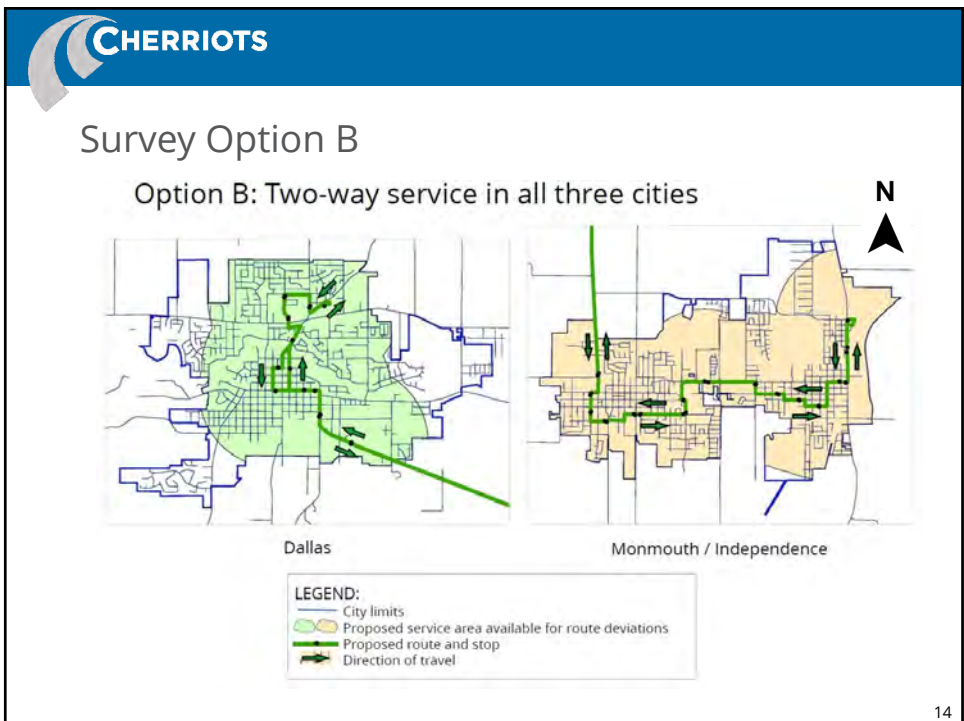
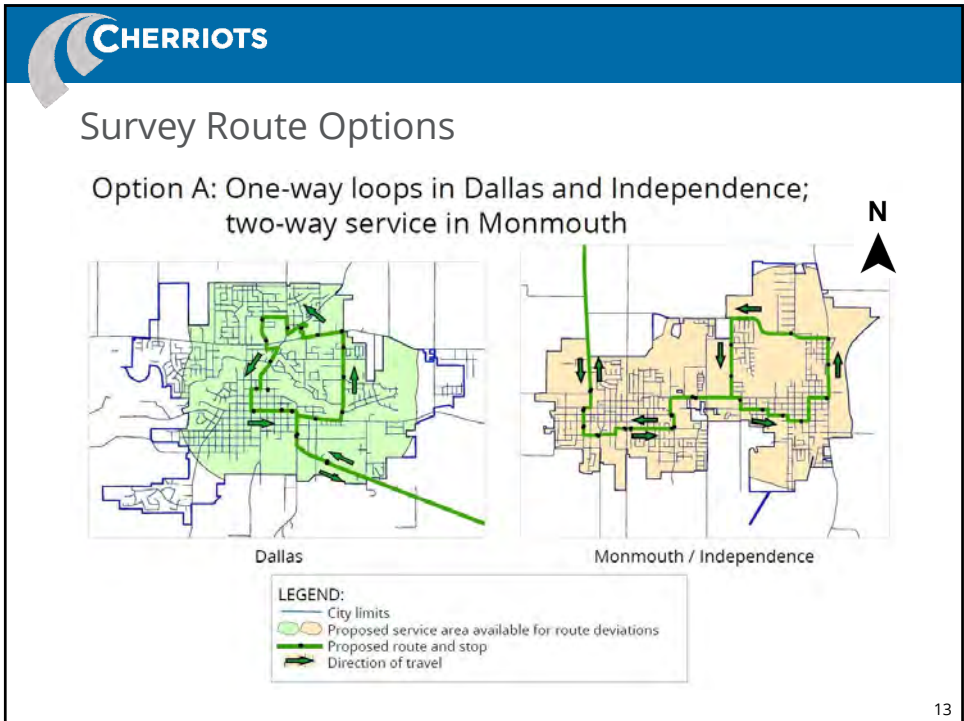
| Awareness Level | Percentage |
|---------------------------------------|------------|
| Do not know PCF is open to the public | 53% |
| Do know PCF is open to the public | 47% |

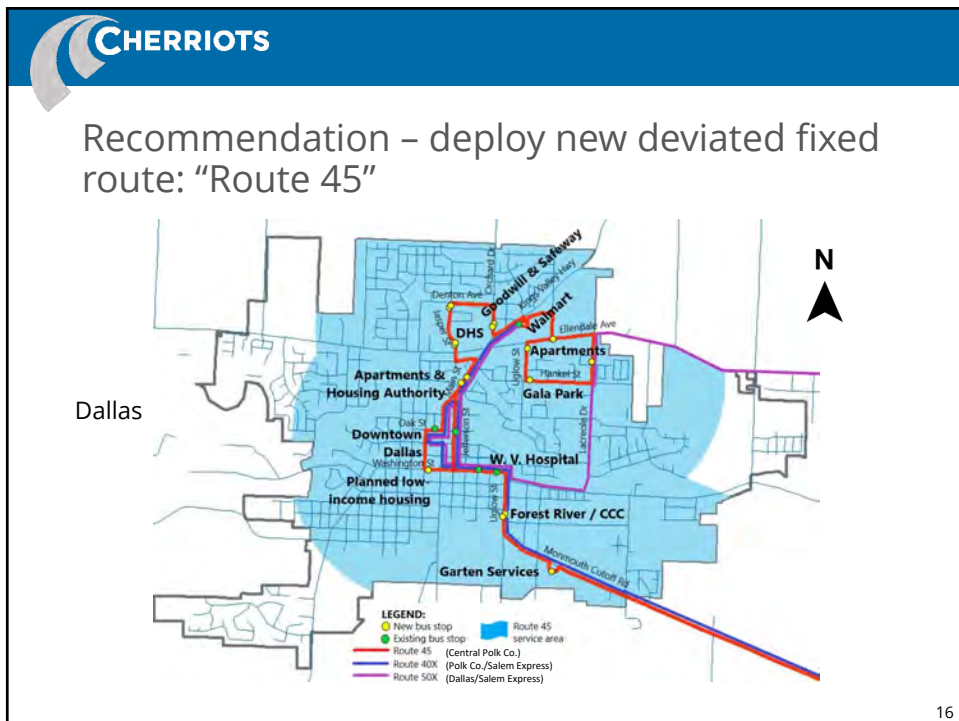
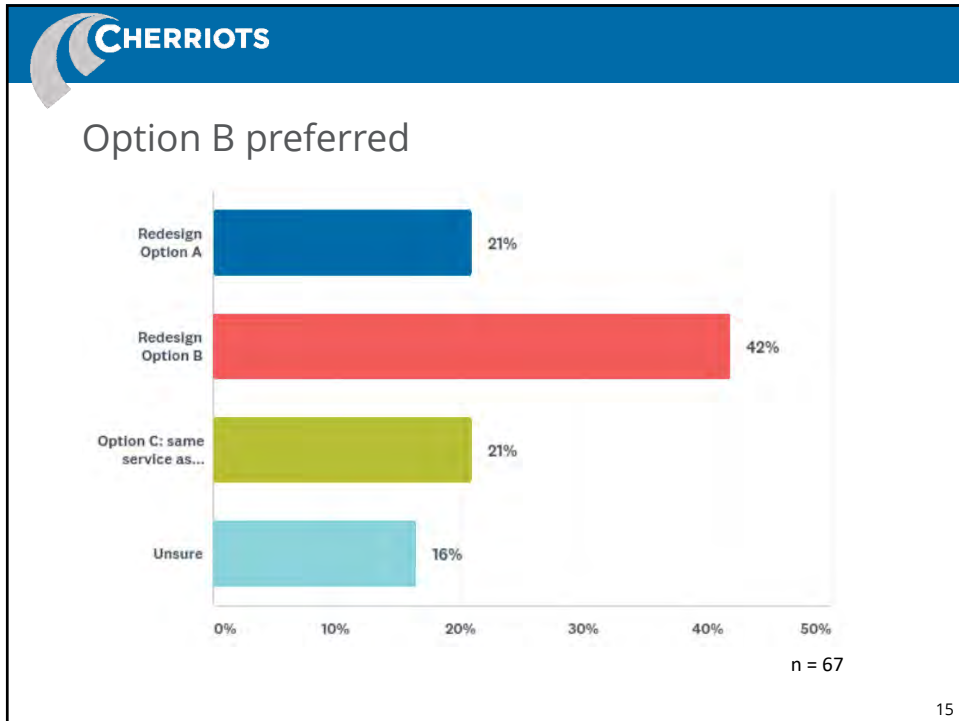
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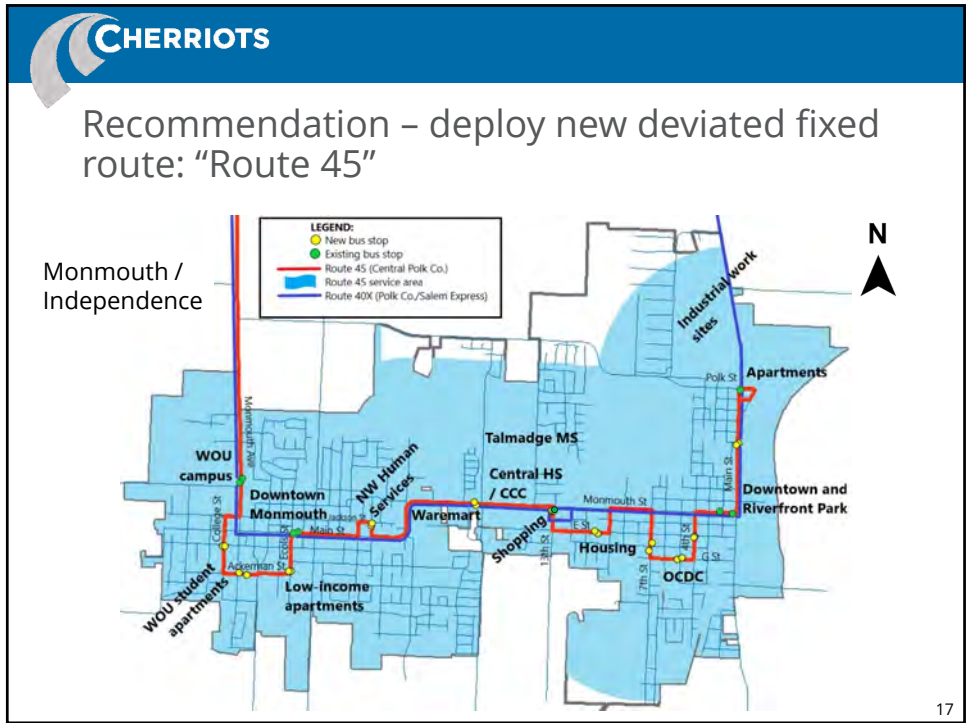
8











CHERRIOTS

Funding for stops installation project

| Item | Cost |
|---|------------|
| 37 new signs/poles + installation (comes from STIF-Discretionary grant) | \$21,500 |
| Vehicles (same as today) | \$0 |
| Marketing (comes from current budget allocation) | \$0 |
| Total dollar ask to complete project | \$0 |

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Notification of on-street parking removal

Property owners adjacent to new stops

- Sent letters certified, return receipt USPS mail to each property owner
- Door hangers placed on 400 doors in vicinity of on-street parking removals and new bus stops
- Website with all the details: cherriots.org/NewRoute45
 - Project description / background
 - Route 45 maps
 - New schedule
 - Bus stop list
 - Contact info

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Route 45 Marketing plan

Digital / Social Media

- Promote on **Cherriots.org** and update existing pages
- Targeted social media posts and e-blast
- Short video with route animation

On Cherriots Services

- Take-ones on Regional buses
- Monitor ads at the Downtown Transit Center
- Notices on new stop poles prior to service implementation
- Bus wraps to advertise Regional service

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Route 45 Marketing plan, continued

Community outreach

- Targeted messaging to organizations that currently use PCF
- Flier/letter sent by USPS to current PCF riders
- Advertise in newsletters that go out with water/electric bills
- Fliers in public libraries, social service buildings, and senior centers
- KWIP radio interview (*Spanish radio station in Dallas*)
- Dallas and Independence movie theater ads
- Staffed table at Western Oregon University events

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Conclusions

- Objectives for redesign:
 - Create a bus service that will provide more access to transit for the communities of Monmouth, Independence, and Dallas.
 - Eliminate 24-hour calling requirement
 - Establish new stops so people don't have to plan the day before.
 - Increase visibility and awareness of the service through a comprehensive marketing campaign.
- Funding secured to install new stops and convert service by May 4, 2020.

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Next Steps:

- Seek final approval for stops from cities – March 2nd in Dallas
- Release bid package to potential contractors – early March
- Begin marketing new service at least 30 days in advance of launch
- Install new stop poles & signs – late April
- Launch new service on May 4, 2020
- Continue marketing new service actively in May

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Questions?

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To: Board of Directors

From: Executive Committee
Allan Pollock, General Manager

Date: February 27, 2020

Subject: GM Performance Evaluation

In accordance with Policy 116 (attachment A) the Board is responsible for evaluating the General Manager. The criteria used to evaluate the General Manager will be determined through the use of an evaluation document developed annually by the Board and General Manager for the upcoming appraisal year listing the Board's primary goals and expectations for the General Manager.

The criteria used will provide a benchmark of the Board's satisfaction with the general management and leadership abilities of the General Manager that are:

- a) Defined in advance
- b) Objective in nature and to the extent possible, measurable
- c) Pertaining to outcomes over which the General manager has a reasonable degree of control
- d) Within the evaluation period from July 1 through June 30

The Executive Committee determined that the better process would be to annually (March) prepare a work plan of projects and activities that the Board would like to see accomplished over the following two-three years. At the May Board meeting, the General Manager would then submit a detailed work plan for the following fiscal year of priority actions, in support of the multi-year work plan.

A draft version of the FY 2021-2023 General Manager Performance Evaluation is shown as attachment B and draft Work Plan is shown as attachment C for discussion. The intent is to receive Board input into the proposed work plan. The executive committee will incorporate comments into a final draft for consideration at the March Board Meeting.

| | | |
|---|---|--------------------|
| Policy: | General Manager's Performance Evaluation and Compensation Change | Number: 116 |
| Resolution: #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution: #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution: #2016-07. | Effective Date: 12-08-16 | Page 1 of 3 |

116.01 PURPOSE

To provide guidelines for the General Manager's performance evaluation and compensation change process.

116.02 ROLES AND RESPONSIBILITIES

The SAMTD Board of Directors, as the governing body of the District, has the authority to appoint a general manager, based on the qualifications of the general manager with special reference to the actual experience in or knowledge of accepted practices in respect to the duties of the office of the general manager. A general manager shall hold office for an indefinite term and may be removed by the board only by an affirmative vote of a majority of the members. (ORS 267.135(1); ORS 192.660(2)(a)(b))

1. The Board of Directors is responsible for evaluating the performance of the General Manager.
2. The Director of Administration is responsible for ensuring the annual evaluation process is completed in accordance with District policy.

116.03 EVALUATION CRITERIA

The criteria used to evaluate the General Manager will be determined through the use of an evaluation document developed annually by the Board and General Manager for the upcoming appraisal year listing the Board's primary goals and expectations for the General Manager.

1. The criteria used will provide a benchmark of the Board satisfaction with the general management and leadership abilities of the General Manager that are:
 - a. Defined in advance
 - b. Objective in nature and to the extent possible, measurable;
 - c. Pertaining to outcomes over which the General Manager has a reasonable degree of control; and
 - d. Within the evaluation period from July 1 through June 30
2. The Board shall determine the weight to be assigned to each criterion in conjunction with the General Manager.
3. Consideration shall be given to any change in the General Manager's compensation package based on factors that include:
 - a. Merit increases, retirement contribution offsets or similar increases as specified in the General Manager's contract and in accordance with District guidelines.
 - b. Changes in benefits granted other District management employees.
 - c. Total compensation paid to General Managers of comparable transit districts in Oregon and Washington.
 - d. Total compensation paid to Salem area local government agency leaders

| | | |
|---|---|--------------------------|
| Policy: | General Manager's Performance Evaluation and Compensation Change | Number: 116 |
| Resolution #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution: #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution #2016-07. | | Effective Date: 12-08-16 |
| | | Page 2 of 3 |

- e. Performance as documented on the evaluation
- f. Performance toward accomplishment of defined goals communicated to the General Manager at the outset of the evaluation period.

116.04 ANNUAL EVALUATION PROCESS AND TIMELINE

The performance evaluation of the General Manager shall take place at the completion of each fiscal year in the month of September during a regular, special or emergency meeting in executive session.

1. The Director of Administration will work with the Board to complete the General Manager's annual performance evaluation process.
2. The General Manager provides the Board with copies of his/her self-evaluation of the prior fiscal year and his/her goals for the upcoming year.
3. Each Board member will receive an evaluation package with a Performance Evaluation Form and the General Manager's self-evaluation form. The Board will treat the evaluation package as confidential.
4. Completed performance evaluation forms will be returned to the Director of Administration within a predetermined time period. The Director of Administration will in turn ensure that all completed evaluation forms are tabulated and summarized; and shall include all comments from every Board member.
5. This compilation or composite performance evaluation will be reviewed by the Secretary of the Board for accuracy prior to its distribution to the Board for use during the evaluation process.
6. The Director of Administration provides a completed Composite Performance Evaluation to the Board and the General Manager and maintains a copy in the General Managers personnel file.

116.05 OPEN SESSION – REGULAR MEETING, SPECIAL OR, EMERGENCY MEETING

The process to evaluate the performance of the General Manager shall occur in accordance with Public Meeting Laws.

1. Executive Session
 - a. The performance evaluation of the General Manager shall take place in executive session during a regular, special or emergency meeting.
 - b. The General Manager will be present at the meeting(s) and may participate in the discussion of the results.
 - c. The Board will review the Composite Performance Evaluation and any other information relevant to the General Manager's performance evaluation; and develop a report and recommendation for the Board's consideration.
2. Any compensation change for the General Manager (e.g., increase in annual salary rate, a one-time merit pay award and/or increase in fringe benefits) will be adopted in open session.

| | | |
|--|---|--------------------|
| Policy: | General Manager's Performance Evaluation and Compensation Change | Number: 116 |
| <small>Resolution: #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution #2016-07.</small> | Effective Date: 12-08-16 | Page 3 of 3 |

- 3. When adopting a change in the General Managers' compensation package, the Board will verbally, for public record, provide an explanation for the change, and the change will be based on the evaluation criteria described in Section 116.03.

116.06 REVIEW OF POLICY

The Board will review this policy at least every three (3) years to ensure that it remains relevant and appropriate.

Adopted by:

Date:



12-08-2016

President, SAMTD Board of Directors / General Manager

Completed by: XX

Allan Pollock

Organizational Performance

The General Manager/CEO's performance is critically linked to the District's performance and implementation of the strategic plan and strategic operations plan. As part of the annual budget process a work plan is developed consistent with Board goals and priorities.

Creates a culture of accountability to accomplish work plan objectives; communicates progress to the Board, employees, stakeholders, and the public.

| Not Satisfied 1 | 2 | Satisfied 3 | 4 | Extremely Satisfied 5 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XX

Leadership, Management, and Administration

Effectively organizes and directs staff; motivates others to accomplish District objectives; ensures that management practices and procedures promote the safe, economical and effective use of resources (human, financial, capital); institutes programs, procedures and controls to ensure Board actions and policies are effectively administered

| Not Satisfied 1 | 2 | Satisfied 3 | 4 | Extremely Satisfied 5 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XX

Communication Skills

Communicates in a clear, concise, logical manner, both orally and in writing; communicates sensitive information with tact and impartiality; makes effective presentations, speeches, and briefings before the Board, elected officials, staff, community groups and the public.

| Not Satisfied 1 | 2 | Satisfied 3 | 4 | Extremely Satisfied 5 |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XX

Representation of District and District's Interests

Creates a favorable impression; promotes a positive image of the District at various meetings of community groups and organizations; expresses and protects the District's interests.

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Not Satisfied 1 | 2 | Satisfied 3 | 4 | Extremely Satisfied 5 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XX

Intergovernmental Coordination

Works effectively and cooperatively with other governmental agencies at the federal, state, and local levels; coordinates activities between the District and other governmental agencies.

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Not Satisfied 1 | 2 | Satisfied 3 | 4 | Extremely Satisfied 5 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XX

Relationship to the Board

Provides effective staff support and communication; maintains open communications; understands group needs for information; cooperates and works with all members of the Board; investigates and responds in a timely manner to issues raised by the Board; anticipates Board needs; is responsible to Board's concerns and interests.

| | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Not Satisfied 1 | 2 | Satisfied 3 | 4 | Extremely Satisfied 5 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

XX

Open-Ended Questions:

1. Based on the self-evaluation, what have been the most significant achievements of the General Manager/CEO over the past year?

XX

2. From your perspective, are there specific leadership or management issues that you believe the General Manager/CEO could have addressed differently or with a higher priority? If yes, please explain.

XX

3. Of these difficult issues, are you satisfied with the way the General Manager/CEO addressed them? Are there things you think should have been handled differently?

XX

4. Additional Comments?

XX

General Manager/CEO Work Plan
For the Fiscal Years 2021-2023

This work plan identifies general manager priorities for the coming years. This work plan will be revised annually to identify priority projects for the General Manager/CEO

| Project | Description | Target Date | |
|--|--|-------------|-------|
| Strategic Plan | Develop a multi-year District Strategic Plan | Q1 | FY 22 |
| Climate Action Plan | Develop a District Climate Action Plan | | TBD |
| Ridership Analysis and Ridership Growth Plan | <p>Conduct a comprehensive evaluation of the District’s ridership history and barriers preventing residents from riding the bus.</p> <p>Develop a ridership growth plan that addresses those barriers so that we can grow ridership.</p> | Q3 | FY 22 |
| Review, update and establish Board policies | Review and update existing board policies identify and establish policies for board adoption as necessary. | | FY 21 |
| Establish a plan that ensures the District acts as a mobility integrator for the Mid-Valley region | <p>Technology is transforming how people view mobility.</p> <p>Establish a plan that ensures Cherriots leads the efforts in the concept of shared modes that complements public transit enhancing mobility.</p> | | FY 23 |
| Establish a Diversity, Equity, and Inclusion (DEI) Plan | To ensure Cherriots delivers a World Class Customer Experience for all people develop and establish a DEI Plan for | | |

| | | | |
|---|---|----|-------|
| | ensuring Team Cherriots reflects its community and also ensures equitable service to the community. | | |
| Develop an action plan to implement SB 1536 Section 7 | Develop a work plan that will provide for the District to implement an employer payroll tax as provided for in SB 1536. | | FY 21 |
| Conduct a District facility assessment | Prepare a report for the board identifying the District's long-term facility needs to ensure continued and expanding service. | Q1 | FY 22 |
| Conduct an employee engagement survey | Engage a firm to conduct an employee engagement survey to evaluate leadership and organization performance. | | FY 21 |
| Conduct a feasibility study on integration of local and regional services | Determine viability of integrating local and regional service into a seamless program | | |

Thursday, January 23, 2020 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

A. CALL TO ORDER (President Ian Davidson)

1. Note of Attendance for a Quorum
2. Pledge of Allegiance (Director Charles Richards)
3. “Safety Moment” Thought for the Day

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION [None]

D. 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.

E. CONSENT CALENDAR

Items on the Consent Calendar are considered routine business 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. Minutes of the January 23, 2020 Board of Directors Meeting
- b. Minutes of the January 31, 2020 Board’s Legislative Committee Meeting

2. Routine Business [None]

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

1. Adoption of 2020 Federal Legislative Agenda
2. Approval of Contract for Design Services for Bus Stop Improvements
3. Approval of Generator Procurement

H. INFORMATIONAL REPORTS

1. Performance Report - Second Quarter
2. Trip Choice Report - Second Quarter
3. Financial Report - Second Quarter

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

Board members report on their Board assignments - committee and meeting participation - as representatives of the District.

K. ADJOURN BOARD MEETING

Upcoming Work Session and Board Meeting Agenda Items

To Be Scheduled

- Committee Bylaws Revisions (SD)
- Resolution No. 2020-01 PTASP Policy Statement/Plan Adoption (DT)
- B.I. Contract (AM)
- Approval of Contract for SSTC Consultant Services (SD)
- Consultant Services for Albany-Salem Feasibility Study (SD)
- Sale of Surplus Property (Del Webb) – Executive Session / Board Action (AP)
- Vehicle Procurements (DT)

February 27, 2020
Packets due to GM office: February 13
Work Session

- May 2020 Polk County Flex Service Plan
- GM Work Plan
- Board Governance

Board Meeting

- Q2 Reports: Finance, Performance, Trip Choice
- Design Services for Bus Stop Improvements (SD)
- Adoption of 2020 Federal Legislative Agenda (AP)

March 26, 2020
Packets due to GM office: March 12
Work Session

- MAAS 101 (SD)

Board Meeting

- GM Work Plan (AP)

April 23, 2020
Packets due to GM office: April 9
Work Session
Board Meeting

- FY 2020 State Legislative Session Briefing (AP)
- May Service Change Briefing (DT)

May 28, 2020
Packets due to GM office: May 14
Work Session

-

Board Meeting

- Consent: Adopt FY 2021 Board Meeting Schedule
- Q3 Reports: Finance, Performance, Trip Choice

June 25, 2020

Packets due to GM office: June 11

Work Session

-

Board Meeting

- Budget Hearing
- Res #2020-XX Adopt FY 2021 Approved Budget
- Consent: Approve FY 2021 United Way Donation
- STIFAC Committee Appointments FY2020-21
- FY2021 GM Work Plan

July XX, 2020

Packets due to GM office: July XX

Work Session

- Budget Committee Vacancies

Board Meeting

- Accept Preliminary FY 2020 Financial Report
- Election of Officers and Oath of Office (odd # years)

August XX, 2020

Packets due to GM office: August XX

Work Session

-

Board Meeting

- Q4 Reports: Performance, Trip Choice
- September Service Change Briefing
- Board's Committee Assignments (odd # years)

September XX, 2020

Packets due to GM office: September XX

Work Session

- Proposed FY2022 Budget Calendar

Board Meeting

- FY 2020 Security Report
- FY 2020 Performance Report
- SDIS Board BPA ©

UPDATED: February 21, 2020

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

MARCH 2020

| | | | |
|-------|-----|------------------|--|
| 2 | Mon | 8:00a-5:00p | Cherriots 40 th Year Anniversary Display at the State Capitol |
| 3 | Tue | CANCELLED | Special Transportation Fund Advisory Committee |
| 8 | Sun | | Oregon Legislation Session Days end – Constitutional Sine Die |
| 10 | Tue | 11:30a-1:00p | State of the City with Mayor Cathy Clark/Keizer Chamber Luncheon Forum <ul style="list-style-type: none"> • Keizer Civic Center (Pre-registration & \$15 payment for Chamber members recommended) |
| 15-17 | | | APTA Legislative Conference <ul style="list-style-type: none"> • Washington D.C. |
| 17 | Tue | 5:30-7:30p | Citizens Advisory Committee |
| 26 | Thu | 5:00 PM | SAMTD Board Work Session |
| | | 6:30 PM | SAMTD Board of Directors Meeting |

APRIL 2020

| | | | |
|-------|-----|------------|--|
| 7 | Tue | 3:00-4:30p | Special Transportation Fund Advisory Committee |
| 15 | | | Board REMINDER to file SEI Report |
| 23 | Thu | 5:00 pm | SAMTD Board Work Session |
| | | 6:30 PM | SAMTD Board of Directors Meeting |
| 25-27 | | | APTA Transit CEO Seminar <ul style="list-style-type: none"> • Albuquerque, NM |

MAY 2020

| | | | |
|-------|-----|------------|---|
| 5 | Tue | 3:00-4:30p | Special Transportation Fund Advisory Committee |
| 7 | Thu | 6:00 PM | SAMTD Budget Committee Meeting 1 |
| 14 | Thu | 6:00 PM | SAMTD Budget Committee Meeting 2 |
| 15-19 | | | APTA International Bus Roadeo <ul style="list-style-type: none"> • San Antonio, TX |
| 17-20 | | | APTA Mobility Conference (APTA- <i>enhanced</i> Bus & Paratransit Conference) <ul style="list-style-type: none"> • San Antonio, TX |
| 21 | Thu | 6:00 PM | SAMTD Budget Committee Meeting 3 |
| 25 | Mon | | HOLIDAY: MEMORIAL DAY Cherriots Administration Offices Closed ; Buses run at Sunday Service Level |

| | | | |
|----|-----|---------|---|
| 28 | Thu | 5:00 PM | SAMTD Board Work Session |
| | | | <ul style="list-style-type: none"> Marion County Commissioners Board Room, 555 Court St NE |
| | | 6:30 PM | SAMTD Board of Directors Meeting |
| | | | <ul style="list-style-type: none"> Senator Hearing Room |

JUNE 2020

| | | | |
|----|-----|---------|---|
| 16 | Tue | 5:30 PM | Citizens Advisory Committee |
| 25 | Thu | 5:00 PM | SAMTD Board Work Session |
| | | 6:30 PM | SAMTD Board of Directors Meeting and Budget Hearing |

JULY 2020

| | | | |
|---|-----|-------|--|
| 3 | Fri | | District HOLIDAY In Observance of Independence Day <ul style="list-style-type: none"> Cherriots Administration Offices Closed |
| 4 | Sat | | HOLIDAY Independence Day Cherriots Administration Offices Closed ; Buses run at Sunday service level SAMTD Board Work Session SAMTD Board of Directors Meeting |

AUGUST 2020

SAMTD Board Work Session
SAMTD Board of Directors Meeting

SEPTEMBER 2020

| | | | |
|----|-----|---------------|---|
| 7 | Mon | CLOSED | HOLIDAY: Labor Day Cherriots Administration Offices Closed ; Buses run at Sunday service level |
| 15 | Tue | 5:30 PM | CHERRIOTS SERVICE CHANGES (go to: http://cherriots.org/en/changes) Citizens Advisory Committee SAMTD Board Work Session SAMTD Board of Directors Meeting |

OCTOBER 2020

| | | |
|-------|-------|---|
| 11-14 | | APTA's TRANSform Conference & Expo <ul style="list-style-type: none"> Anaheim, CA SAMTD Board Work Session SAMTD Board of Directors Meeting |
| 25-28 | | Oregon Public Transportation Conference |

NOVEMBER 2020

| | | | |
|----|-----|---------------|--|
| 9 | Mon | CLOSED | HOLIDAY: Veterans Day Observance Cherriots Administration Offices/ Customer Service Closed ; NO Bus Service |
| 17 | Tue | 5:30 PM | Citizens Advisory Committee |
| 26 | Thu | CLOSED | HOLIDAY: Thanksgiving Day Cherriots Administration Offices- Customer Service Closed; NO Bus Service |

DECEMBER 2020