

Salem Area Mass Transit District
BOARD OF DIRECTORS *VIRTUAL MEETING*
Thursday, July 23, 2020 at 6:30 PM

Live on CCTV Channel 21 and on Cherriots Facebook Live
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

Pursuant to Governor Brown’s Executive Order 20-16 issued in response to the COVID-19 pandemic, Cherriots Administration Offices remain closed to the public. The Board of Directors meeting will be held virtually via Cherriots Facebook Live, on CCTV’s Comcast Cable Channel 21 and YouTube, and on the internet using the link below for Google Meet. To provide comments to the Board of Directors about board business, please send them by email to publictestimony@cherriots.org; or by mail to the address above.

The public may also watch the meeting live on the internet via:

- Link: meet.google.com/pdm-hpmr-hfq; or join by
- Phone: (US) +1 617-675-4444
- PIN: 468 742 307 1608#

A. CALL TO ORDER

1. Note of Attendance for a Quorum
2. Pledge of Allegiance
3. Safety Moment

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

D. PUBLIC COMMENT (publictestimony@cherriots.org)

Time is designated at each Board meeting to receive written comments from members of the public to testify on any items of Board business. Comments will be entered into the minutes as a public record for this meeting.

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. June 25, 2020 Board of Directors Meeting and Budget Hearing **1**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Accept Preliminary FY 2020 Financial Report (Supplement) **13**
- 2. Rescind and Replace the Bylaws Governing the Board’s Appointed Committees **15**
 - A. Resolution #2020-04 Rescind and Replace the Bylaws Governing the Citizens Advisory Committee (Attachment A) **17**
 - B. Resolution #2020-05 Rescind and Replace the Bylaws Governing the Special Transportation Fund Advisory Committee (Attachment B) **31**
 - C. Resolution #2020-06 Rescind and Replace the Bylaws Governing the Statewide Transportation Improvement Fund Advisory Committee (Attachment C) **47**
- 3. Approval of 5310 Urban Projects **67**
- 4. Resolution #2020-07 Adoption of the PTASP Policy Statement/Plan **71**
- 5. Appointment to the STIFAC to Fill an Unexpired Term **115**
- 6. Approval of an MOU between the City of Salem and SAMTD **117**

H. INFORMATIONAL REPORTS

I. GENERAL MANAGER’S REPORT

J. BOARD OF DIRECTORS REPORTS

- Board members report on their Board assignments as representatives of the District. **124**

Next Regular Board Meeting and Work Session Date: Thursday, August 27, 2020

This is a public meeting in a place that is ADA accessible. With 48 hours of notice, 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). 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 en un lugar al que se puede acceder por ADA. Con 48 horas de anticipación, 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). 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 Junta, vaya a www.cherriots.org/board.

K. ADJOURN BOARD MEETING

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Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
 June 25, 2020
 Courthouse Square – Senator Hearing Room
 555 Court Street NE, Salem, Oregon 973010

<u>ACTIONS</u>	<u>PAGE</u>
Adopt Resolution #2020-02 for the adoption of the approved budget for Fiscal Year 2020-21 in the amount of \$94,681,706; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.	4
Approval of the Consent Calendar:	4
<u>Approval of Minutes</u>	
a. Minutes of the May 28, 2020 Board of Directors Meeting	
<u>Routine Business Items</u>	
a. Approval of Annual Allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2021	
b. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Member Appointments and Reappointments for FY 2021	
c. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Appointment of a Chair and Vice-Chair for FY 2021	
d. Resolution No. 2020-03 Amendment to the FY2020 Adopted Budget	
Authorize the General Manager to execute a contract with Creative Bus Sales, for the purchase of two (2) cutaway-style vehicles for Cherriots Regional service for a not-to-exceed amount of \$177,263?	5
Approve the FY2021 Annual Work Plan for the General Manager with the addition of the project to establish a Diversity, Equity, and Inclusion (DEI) Plan that was slated for FY2022 in the General Manager’s Strategic Work Plan for FY 2021-2023...	7
President Davidson announced that he was establishing a Diversity, Equity and Inclusion Committee, effective immediately. This body will assist General Manager Pollock in developing the comprehensive diversity, equity and inclusion plan for the District. It will have wide latitude to evaluate all aspects of the District’s business to determine areas for change and improvement. He asked Director Nguyen to chair the committee and she accepted.	7



Salem Area Mass Transit District

BOARD OF DIRECTORS VIRTUAL MEETING

June 25, 2020

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT:	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Chi Nguyen,
Board	Robert Krebs, and Charles Richards
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Dan Knauss, Contract/Procurement Manager; Gregg Thompson, Maintenance Manager; Ross Aguilar, Systems Administrator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
Guests	Nick Fortey, Transportation and Infrastructure Chair, West Salem Neighborhood Association; Maria Hinojos Pressey, community member

A. CALL TO ORDER

6:33 PM

President Ian Davidson called the meeting to order and led the audience in the Pledge of Allegiance. Attendance was noted, and a quorum was present.

Mr. Pollock shared a *Safety Moment* in accordance with the Governor’s guidance to be safe whether a person is inside or outside, to wear a mask, wash your hands and wipe down high touch areas, and practice social distancing.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson announced changes to the staff report under Action Item I.1., where financial information was updated for the purchase of two cut-away vehicles. He reminded the Board to “mute” themselves if they were not speaking during the virtual meeting to help with audio feedback during CCTV’s live broadcast.

C. PRESENTATIONS

Director Doug Rodgers was honored with a plaque of appreciation for his dedicated service on the Board of Directors as a representative of Subdistrict #4. Director Rodgers resigned from his position effective June 30, 2020 due to work-related commitments that kept him from being an active board member as he would have liked.

Director Rodgers said it was a privilege and an honor to be on the board for two different terms. It takes a lot of hands to run a seamless transportation agency, like Cherriots.

D. PUBLIC COMMENT

Nick Fortey, Transportation and Infrastructure Chair West Salem Neighborhood Association

Mr. Fortey provided written comments to the Board about the creation of a multimodal and dynamic transportation system that works for all. He recommended that the District play a role with other regional partners to study and better understand the changing demands of public transportation, and crafting response policies. (Herein given as Attachment A and by this reference made a part of these Minutes)

President Davidson asked that staff see what they can do to accommodate Mr. Fortey's request to engage in increased collaboration with the City to adapt to the new realities.

E. BUDGET HEARING – Adoption of the FY 2021 Approved Budget

Shall the Board adopt Resolution No. 2020-02 for the adoption of the approved budget for Fiscal Year 2020-2021 Budget in the amount of \$94,681,706; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund, make appropriations, impose and categorize taxes?

Presenter: Director Robert Krebs – Chair of the Budget Committee

Staff Report: Pages 1-4 of the agenda; and the Supplemental Agenda Packet

Financial Impact: The Budget Committee approved the FY2020-21 Budget in accordance with Oregon State Budget Law on May 7, 2020 for a total appropriation of all funds of \$63,129,835, and an unappropriated total amount of \$31,551,871, for a total approved budget of \$94,681,706.

Director Krebs, as Chair of the Budget Committee presented the FY 2021 Approved Budget to the Board with their recommendation to adopt the approved budget.

President Davidson opened the Budget Hearing at 6:44 p.m. and asked if anyone from the community wished to testify. He asked if anyone had provided written testimony regarding the budget. Executive assistant, Ms. Galeazzi stated that the Board received no written testimony. With that, President Davidson closed the Budget Hearing at 6:45 p.m. and opened into deliberation.

F. DELIBERATION OF BUDGET HEARING

Director Carney said the adoption of an initial budget is a public process. She asked about the Board's responsibility and how the process works for making corrections?

Chief Financial Officer Al McCoy explained the requirements of Oregon's budget law to amend an adopted budget for an amount over a certain percentage of a particular fund, a new fund or a category. The agency is not allowed to spend over any fund. A supplemental budget requires a budget hearing; and an amendment to add revenue to the budget is done by resolution. He said there were many scenarios in the budget law, and he would send the board more information.

Motion to: **Adopt Resolution #2020-02 for the adoption of the approved budget for Fiscal Year 2020-21 in the amount of \$94,681,706; and approval of taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.**

Motion by: **Director Robert Krebs**

Second: **Director Colleen Busch**

Discussion: **There was no further discussion**

Vote: **Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers, Richards**

G. CONSENT CALENDAR

1. Approval of Minutes

a. Minutes of the May 28, 2020 Board of Directors Meeting

2. Routine Business Items

a. Approval of Annual Allocation of "Day Passes" to the United Way of the Mid-Willamette Valley for Fiscal Year 2021

b. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Member Appointments and Reappointments for FY 2021

c. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Appointment of a Chair and Vice-Chair for FY 2021

d. Resolution No. 2020-03 Amendment to the FY2020 Adopted Budget

Motion to: **Approve the Consent Calendar**

Motion by: **Director Colleen Busch**

Second: **Director Doug Rodgers**

Discussion: **No items were deferred from the Consent Calendar.**

Vote: **Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers, Richards**

H. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

I. ACTION ITEMS

1. Shall the Board authorize the General Manager to execute a contract with Creative Bus Sales for the purchase of two (2) cutaway-style, gasoline-powered vehicles for the delivery of Cherriots Regional service, for a not-to-exceed amount of \$177,263?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 33-34 and a supplemental copy of the staff report with corrections in Table 1 and in the Financial Impact shown in Table 2.

Financial Impact: Funding was provided by the Statewide Transportation Improvement Fund (STIF) Discretionary Grant totaling \$132,533. The Local Match totaled \$33,133 and Contingency at 7% at \$11,597 for a Grand Total of \$177,263.

Mr. Thompson explained that the contract price was based upon a State of Oregon price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division. The District issued a formal, competitive Invitation to Bid for medium-size Category D vehicles. Three (3) responsive bids were received. Creative Bus Sales met all required specifications and was the lowest cost. Mr. Thompson noted that the purchase of these buses has been included in the FY 2021 Budget. Time was provided for questions and answers.

Motion to: Authorize the General Manager to execute a contract with Creative Bus Sales, for the purchase of two (2) cutaway-style vehicles for Cherriots Regional service for a not-to-exceed amount of \$177,263?

Motion by: Director Robert Krebs

Second: Director Sadie Carney

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers, Richards

2. Shall the Board approve the FY2021 General Manager Annual Work Plan?

Presenter: Allan Pollock, General Manager

Staff Report: Pages 35-40 in the agenda

President Davidson spoke about the senseless killing of George Floyd that unleashed a wave of frustration across the country. In recognition of deeply rooted racism which touches every aspect of society, and while a lot of the frustration and attention has been focused on policing, he asked that the board consider his proposal to modify and accelerate the timetable in the General Manager's three-year Strategic Plan to establish a Diversity, Equity, and Inclusion (DEI) Plan in FY2021 which starts July 1. Doing so will reflect the prioritization that he thinks is needed in the agency and broader culture, recognizing that public transit is not immune from systematic racism and prejudice. His proposal to modify the strategic plan approved by the Board on April 23, 2020, would also be reflected in the general manager's annual work plan for FY2021.

Director Carney wholeheartedly endorsed the proposal and asked that the Board also think about the relationship between climate change and equity, and the interplay of the most vulnerable communities that have been traditionally disenfranchised and exposed to systematic racism, and other disparities within the systems and power structures. She asked if it would make sense to align the two efforts at this point or at a future point.

Director Krebs supported the change, and said the District needs to be a grass roots movement, and be aware of the inequity. It has been way too long for equity to occur. By taking action, we are at least doing it within our own organization.

Director Busch gave her support saying they need to pay attention to this issue. Realigning the diversity, equity and inclusion plan by bringing it to the forefront will help with what we are already doing through the Title VI Program, an extensive program that reaches out into many areas. She felt the District was headed in the right direction with the award they approved for funding new electric buses that will be used to provide service on the heavily used Route 11-Lancaster/Verda; where it is most needed, and is affected by Title VI as well.

Director Rodgers asked if the District had been accused of doing anything wrong where diversity, equity and inclusion was concerned. He thought the District practiced hiring the best people it could regardless of who they were. He would never want it to be said that a person could not be hired because of the pigmentation of their skin or anything like that.

President Davidson said the District has an opportunity to improve on an issue that is as important as systemic racism. His proposal was not reactive to a claim of discrimination within the Cherriots workplace. As a white male, he has not experienced systemic racism to the same degree as someone else. This is an opportunity for us as an employer and as a public agency serving members of the community, to improve. The Diversity, Equity and Inclusion Plan will allow us to firmly articulate what those values are that we hold, and how we execute those values.

Mr. Pollock answered “no” in response to Director Rodger’s question. Everything the District does is really in the guise of respect for all. What we can do is improve; being more intentional in promoting how we incorporate equity in to our service planning decisions. Sometimes we are too close to it. We know we are doing it, but maybe not communicating it. That is an opportunity for us to share and to be more intentional in our outreach, to hear from all members of our community. It is an opportunity for us to step back, reinforce the good things we are doing, but also to make improvements if there are things we can do to be equitable and inclusive in service to the community.

Director Nguyen said this was a move to be proactive and ensure that the District continues to deliver a world class customer experience for everybody that uses public transit. With the creation of the DEI Plan and making it a priority in FY2021, it ensures that Team Cherrriots reflects equitable service to the community, in the way that we procure, in choosing vendors, and promoting within staff ranks; as well as any disparate impacts that Director Busch highlighted. The District will have a baseline to work off of with the Title VI Report. We can use that tool, once the DEI Plan has been implemented, to see if we were able to address and ensure that the best democracy is representative democracy.

Motion to: Approve the FY2021 Annual Work Plan for the General Manager with the addition of the project to establish a Diversity, Equity, and Inclusion (DEI) Plan that was slated for FY2022 in the General Manager’s Strategic Work Plan for FY 2021-2023.

Motion by: Director Chi Nguyen

Second: Director Sadie Carney

Discussion: Director Carney wholeheartedly was supportive.

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers, Richards

President Davidson advised that with this action, the Board has a responsibility to speak out as community leaders, to be visible, and most importantly, to act to ensure that everybody has access to safe transportation; and that members of the community feel safe and welcome every time they ride in one of our vehicles or visits one of our properties. It has to be real and transparent, and backed up with action more than words.

President Davidson announced that he was establishing the Board’s Diversity, Equity and Inclusion Committee, effective immediately. This body will assist General Manager Pollock in developing the comprehensive diversity, equity and inclusion plan for the District. It will have wide latitude to evaluate all aspects of the District’s business to determine areas for change and improvement. He asked Director Nguyen to chair this committee.

Director Nguyen said she was humbled and would be honored to lead this effort on behalf of Cherrriots. As an organization, Cherrriots is committed to treating its customers and employees with courtesy, respect, and civility. She has served the District through three budget cycles and had something noteworthy to celebrate about staff producing the tool that communicates the District’s values. Budget Committee members have always asked questions to ensure that any security vendor they consider, has values that align with our own, striving to maintain a peaceful environment for all users of the public transit system. Unlike other transit districts, Cherrriots relies on a private, peace keeping provider whose employees are trained in de-escalation techniques and are unarmed. Allied Universal is very customer centric, and uses specialized security

training modules so that its employees have the tools and resources to protect and keep our customers, employees, and properties safe.

As President Davidson said, anyone can make statements but now is the time to take bold action. We have to start having the difficult conversations. As we navigate this effort, we may stumble and struggle to identify the right words and ask the right questions; but we will approach this effort with great humility, compassion, and understanding. Anyone can speak in the moment, but without strategic, deliverable actions, the plan exists only on paper. She affirmed, on behalf of the board, that they support the peaceful assembly and protests happening in our community. People are taking highly visible action that can't be dismissed, ignored, or disregarded. Turning words into action is the only way to drive change.

J. INFORMATION ITEMS

1. Ridership Report for the Third Quarter

Staff Report: Pages 41- 44 in the agenda

Presenter: Chris French, Senior Planner

Mr. French reported on Cherriotics service affected by the COVID-19 pandemic since March 8, 2020. He used charts to show the weekday and Saturday averages, and total monthly ridership from January to May, 2020. Service had been reduced on Cherriotics Local because there were not enough transit operators available to drive the scheduled service. On March 31, service was suspended, with the exception of Cherriotics LIFT. On April 7, service resumed at 25% of its regular weekday service. Customers used transit for essential trips only following the Governor's order to shelter in place. The number of passengers on a bus was limited to eight to ten in order to adhere to social distancing. Maintaining physical distance is still a requirement. Service was increased twice and restored on April 6. April was the lowest point for Cherriotics with a 91% decrease in monthly ridership totaling 27,196. From March 31 to April 6, Cherriotics LIFT was the only service in operation for life-sustaining trips such as rides to dialysis clinics during the suspension of Cherriotics Local service. The hours of service per day for the Cherriotics Regional system was set to match that of the Cherriotics Local buses. The Polk County Flex has been temporarily suspended due to the lack of reservations with the closures of Garten and Goodwill in Dallas. Overall, service continues to increase based on the demand and bus capacity. As of July 13, service on most of the Core Network will increase to 15-minute headways to provide more space for people to ride. There will be another service change in September.

K. GENERAL MANAGER'S REPORT

Mr. Pollock shared that he received thank you letters from the Santiam Hospital and Salem Health for the District's donation of supplies in the early stages of the pandemic.

He sent tips for better virtual meetings to the Board prior to the meeting saying it might be a good refresher to read before each board meeting until they get the process down.

Mr. Pollock spoke about the special legislative session that met earlier in the day with a hearing on Senate Bill 60 relating to transportation and two items of importance to transit. One of the items was in the language to consolidate the Special Transportation Fund and the Statewide Transportation Improvement Fund. He thanked the Oregon Transit Association for their efforts. The second item was a request for flexibility in transit's use of the STIF to maintain service if it was not used to enhance service. He read a report from Dale Penn, the District's state legislative advocate, who said the joint committee moved SB 60 with unanimous support to the Senate and House floor. Representative McClain will carry it, and if passed, the Governor will sign it. This will allow transit some flexibility to provide service while moving through the process to consolidate the STF and STIF funds effective July 1, 2023.

Mr. Pollock reported on the federal transportation bill that passed in the House Transportation and Infrastructure Committee, was merged into H.R. 2, and is waiting for a vote on the House Floor, and then Conference Committee work. The APTA's legislative steering committee, of which Mr. Pollock plays a role, strongly supports the bill which represents mobility and mobility-on-demand issues. They are hopeful that at some point they will have a new transportation bill.

Mr. Pollock announced with great sadness, the death of transit operator, Mike Mattison, on June 18, 2020. Mike had been a transit operator since 1998 and always had a smile on his face. Mr. Pollock asked his wife, Karen, who is also a transit operator, for permission to close tonight's meeting in honor and remembrance of Mike Mattison.

L. BOARD OF DIRECTORS REPORTS

President Davidson announced that he changed the format for the Board's committee reports by listing the Subdistricts in order. Board members will have an opportunity to report on items they think are of significance to the Board; whether it be about the external committees the board serves on, or other work.

Director Busch, the Board liaison for the Citizens Advisory Committee, said the committee did not meet in June but will meet in July. She attended several transportation webinars and other events in the community to try and keep transit on the forefront.

Director Carney attended the Salem-Keizer Area Transportation Study (SKATS) meeting earlier in the week where the State's Transportation Improvement Plan was amended to include the U.S. Department of Transportation award of \$3,730,581 to Cherriots for the Low-No Emission Vehicle Program. She noted that SKATS offered their support and Chair Cathy Clarke, as the Mayor of Keizer submitted a letter of support for this

grant request. She also noted that ODOT posted “Every Mile Counts” on their website (<https://www.oregon.gov/odot/Programs/Pages/Every-Mile-Counts.aspx>). It is part of the agency’s effort to update statewide transportation strategy. Director Carney will keep the Board informed as the project moves forward.

Director Rodgers attended his neighborhood association meeting where a few people showed up. He announced his resignation to the association saying he hoped there would be a nice pool of people who step up to be a part of the Cherriots board. He was thankful to be a part of the Board and could not recall a time when the Board did not get along while they tried to work things out with very different opinions on many things, but still worked together. He said it was a real blessing and he appreciated that kind of quality membership on the Board.

President Davidson reported on the Mid-Willamette Valley Council of Governments where they approved their budget and continue their executive director search. He also received an email about ODOT’s financial outlook. It did not appear to impact public transit at this time but because of issues related to the pandemic, there were some opportunities for improvement. He recommended that the Board develop a legislative agenda of core principles that the Board supports. He feels it will be helpful to have a clear direction about how the Board feels about a particular project versus another which will allow them to speak confidently from the Board’s perspective rather than as an individual. If the Board has an interest in this, he asked that they send an email to Mr. Pollock for discussion at a future board meeting.

Director Krebs attended his neighborhood association meeting virtually on Zoom. He also attended the Oregon Metropolitan Planning Organization Consortium (OMPOC) meeting held on June 1. Several issues, brought up by the other board members, were discussed at this meeting. There was also discussion about changing the OMPOC Bylaws and leadership roles, and about funding problems experienced by transit agencies coming from user fees, and the employer payroll tax.

Director Richards had been housebound since December 13 but was able to attend his neighborhood association meeting where there were a group of people interested in what was going on with Cherriots. He felt he made new friends. He will also get back to his volunteer position at the air museum in McMinnville.

President Davidson explained the process for appointing a new Board member through the Governor’s Office, with Director Rodgers resignation. The Governor will appoint a candidate that has applied. That appointment will go before the Senate for confirmation during the September Legislative Days, and a new board members will start to participate on the District’s board in October. President Davidson thanked Director Rodgers again for his service, and as a friend and colleague.

President Davidson closed the Board meeting in honor and remembrance of transit operator, Michael Mattison

M. MEETING ADJOURNED

7:46 PM

Respectfully submitted,

President/Presiding Officer

In honor and memory of Transit Operator,
Michael Curtis "Mike" Mattison
1962 - 2020





Linda Galeazzi <linda.galeazzi@cherriots.org>

Testimony for June 25th meeting

1 message

Nick Fortey <fortey.nick@gmail.com>
To: publictestimony@cherriots.org

Thu, Jun 25, 2020 at 4:49 PM

Dear SAMTD Board,

As we are all aware, COVID-19, and the allied social distance response, has had a large effect on our society, our economic system, our health care system, and our transportation system. It is this last area, transportation, that I would like to focus upon.

We have all seen increases in bicycling and walking and, due to social distancing requirements, a drop in transit ridership. What will happen with future transportation patterns is uncertain but there is a role that the Salem Transit District can play in crafting a study to better understand the changing public transportation demand landscape and the District's role in crafting response policies.

The City's 2020 Transportation System Plan lays out long-range policies and investments in various transportation modes. There are substantial investments in Tier 3 (the 15-20 + years of the Plan) for bicycling (75% of dollar total) and pedestrian projects (over 60%). If we expect changes in demand for bicycling and walking, then a change in priorities may be worth evaluating. There are allied investment and operating strategies evidenced in Cherriots Strategic Plan. We expect modal connectivity will assume more importance moving forward.

Transportation issues are more pronounced in West Salem given the substantial needs and likely lengthy time for achievement given the costs of full roadway upgrades. This demand change may support more rapid implementation methods to provide critical crossings and connections.

The changes in demand also have important implications for auto commute traffic across the Center and Marion Street Bridges and along Wallace Road, which have long-been major issues for our neighborhood association. While we appreciate that telecommuting is not an option for everyone, an expected larger take up of working at home, even if for one or two days a week, could have substantial impacts for improved traffic flow in West Salem. Transit has an important role to play in responding to and supporting change-in-workplace options and also serves to reduce auto trips across the bridges.

We think these issues, and likely others, deserve a more complete airing and study to determine how to ensure the City has a resilient and agile transportation system that works for all. We would support and urge the Board to consider a study with other regional partners to create a multimodal and dynamic transportation system working for all.

Nick Fortey

Transportation and Infrastructure Chair

West Salem Neighborhood Association

To: Board of Directors
From: Al McCoy, Chief Financial Officer
Thru: Allan Pollock, General Manager
Date: July 23, 2020
SUBJECT: FY 2020 Preliminary Year-End Financial Report

Issue

Shall the Board accept the FY2020 preliminary year-end financial report?

Background and Findings

The District's fiscal year ended June 30, 2020. Oregon Revised Statute 267 regarding Mass Transit Districts states in ORS 267.140(5) that one of the duties of general manager is to "prepare and submit to the board within 30 days after the end of each fiscal year a complete report of the finances and administrative activities of the district for that preceding fiscal year."

To comply with the timeframe established by the State of Oregon, District staff will prepare a report providing preliminary results. However, due to the timing of the July Board meeting this year, staff will not have closed the month by the deadline for issuing agenda packets to the Board. The preliminary report will be sent out separately prior to the Board meeting on July 23.

The preliminary report will include statements for the General Fund, Transportation Programs Fund, and the Capital Project Fund. These statements will compare the budget amounts to actual amounts by legal appropriations category.

Recommendation

Staff recommends the Board accept the FY2020 preliminary year-end financial report as presented.

Proposed Motion

I move the Board accept the FY2020 preliminary year-end financial report as presented.



BOARD MEETING MEMO

Agenda Item G.2

To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management
David Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: July 23, 2020

Subject: Bylaws that Govern the Procedures and Conduct of the Board's Appointed Advisory Committees

Issue

Shall the Board revise the Bylaws that govern the Board's appointed advisory committees?

Background and Findings

As stated in the Board's Bylaws under *Rule 22. Committees*, any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created. Board-appointed committees are subject to the direction and control of the Board. Recommendations of such committees are considered advisory only.

The Board has three appointed standing advisory committees; each with Bylaws that stipulate the duties to be performed.

- A. Citizens Advisory Committee
- B. Special Transportation Fund Advisory Committee
- C. Statewide Transportation Improvement Fund Advisory Committee

Revisions to the advisory committee bylaws are being proposed by staff in an effort to bring consistency and uniformity to the Bylaws for each committee.

Recommendation

Staff recommends that the Board adopt the following resolutions:

ATTACHMENT A:

Resolution No. 2020-04 will rescind Resolution No. 2019-10 adopted on December 12, 2019; and replace the Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District.

ATTACHMENT B:

Resolution No. 2020-05 will rescind Resolution No. 2018-10 adopted on November 13, 2018; and replace the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District.

ATTACHMENT C:

Resolution No. 2020-06 will rescind Resolution No. 2018-08 adopted on September 27, 2018; and replace the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District.

Proposed Motions

I move to adopt Resolution No. 2020-04, 2020-05, and 2020-06 as stated in the Recommendation.



RESOLUTION NO. 2020-04
BYLAWS GOVERNING PROCEDURES AND CONDUCT OF
THE CITIZENS ADVISORY COMMITTEE

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws" and

WHEREAS, the Board has three appointed advisory committees with bylaws that govern the organizational and functional aspects of each committee. The bylaws are not consistent in their procedures for filling vacancies, reappointments, length of service, staggered terms or appointments and responsibilities of a chair and vice-chair, and organizational structure, for example.

WHEREAS, Resolution #90-01 included Attachment A, Rules Governing Proceedings and Conduct of the Elderly/Handicapped Transit Advisory Committee. The Bylaws in Attachment A have been revised by Resolution #91-02 on March 28, 1991, by Resolution #97-02 on February 27, 1997; and by Resolution #97-28 on December 18, 1997 when the committee was renamed the Senior and Disabled Consumer Advisory Committee. On March 25, 1999, the committee was dissolved by Resolution #99-02 to form the Consumer Advisory Committee; and was superseded by Resolution #11-13 on December 8, 2011 to form the Citizens Advisory Committee (CAC). The bylaws for the CAC were amended on December 12, 2013 by Resolution #13-12. In 2015, the CAC was disbanded and reestablished on December 14, 2017 by Resolution #2017-13 and revised on December 12, 2019 by Resolution 2019-10.

WHEREAS, in an effort to further bring consistency and clarity to the Board's appointed advisory committees, Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District" has been redrafted with changes recommended by staff to govern the organizational and functional aspects of the committee for adoption by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT;

THAT the amended Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District," is hereby rescinded and replaced by Resolution No. 2020-04.

ADOPTED by the Board of Directors on this 23rd day of July 2020.

Ian Davidson
SAMTD President

ATTEST:

Recording Secretary

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
CITIZENS ADVISORY COMMITTEE (CAC)
OF SALEM AREA MASS TRANSIT DISTRICT**

ARTICLE I –PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the CAC Program

The mission of the Citizens Advisory Committee, established by the Salem Area Mass Transit District (SAMTD) Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

Section 2. Committee Name and Purpose

The name of the committee is the Citizens Advisory Committee also referred to as the CAC, hereinafter referred to as “Committee.” The purpose of the Committee shall meet to discuss and make recommendations to the SAMTD Board of Directors, on the District’s transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

Section 3. Committee Procedures and Duties

The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The Committee shall establish an Executive Subcommittee. The Committee Chair and Vice-Chair, along with another member appointed by the Chair, shall serve on the Executive Subcommittee. The Executive Subcommittee may meet at a frequency directed by the Committee Chair.

The Executive Subcommittee will lead the efforts to create and implement a two-year plan which will incorporate the actions and goals of the Committee. The working document should be updated and reviewed by the Committee on a quarterly basis.

Section 4. Open Meetings and Records

All meetings shall be conducted according to Oregon’s Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted in accordance the provisions of Robert's Rules of Order for small boards (11th Ed.). A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

Section 5. Ethics

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STIF Advisory Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest. Further, in the case of an actual conflict of interest, the Member must refrain from participating in any discussion or vote on the matter.

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the Committee are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. Based on the discretion of the SAMTD Board of Directors the Committee shall have no more than eleven (11) voting members. Each member must meet anyone or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term.

The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to serve as a member of the Committee, the person must live and/or work in the SAMTD service area, representative of a cross-section of the Salem/Keizer community, and as much as possible be a person who meets one of the following qualifications:

- Paratransit User
- Recreational/Bike/Pedestrian Advocate
- Social Services Agency Representative
- Medical Community/Care Provider
- Chambers of Commerce/Business Economic Development Organization
- Major Employer (over 100 Employees)
- School District Representative/Educational Community
- Ethnic Community Member
- At-large Member
- Youth Leader (High School Student, one year term with “school year term” option)

Voting members appointed to the Committee must live and/or work within the District’s service area.

Section 3. Terms of Service

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two consecutive two-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least 12 months for reappointment.

Section 4. Chair and Vice-Chair Election and Responsibilities

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may recommend to the Board, members to serve as Chair or Vice Chair.

Committee recommendations are to be completed in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint sub-committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Section 5. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 6. Removal and Vacancies

Members of the Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, from a call

for applications for the position, or in any other manner determined by the Board of Directors.

Section 7. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III – MEETINGS

Section 1. Frequency

The Committee will meet as often as necessary to carry out the responsibilities of the Committee; however, the Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Section 4. Minutes

Minutes of Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and the Chair's designee may present recommendations of the Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

ARTICLE IV - SUBCOMMITTEES

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

ARTICLE V - AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2020-04 on July 23, 2020.

RESOLUTION #2019-10

BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE CITIZENS ADVISORY COMMITTEE

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws" and

WHEREAS, the Board has three appointed advisory committees with bylaws that govern the organizational and functional aspects of each committee. The bylaws are not consistent in their procedures for filling vacancies, reappointments, length of service, staggered terms or appointments and responsibilities of a chair and vice-chair, for example.

WHEREAS, Resolution #90-01 included Attachment A, Rules Governing Proceedings and Conduct of the Elderly/Handicapped Transit Advisory Committee. The Bylaws in Attachment A have been revised by Resolution #91-02 on March 28, 1991, by Resolution #97-02 on February 27, 1997; and by Resolution #97-28 on December 18, 1997 when the committee was renamed the Senior and Disabled Consumer Advisory Committee. On March 25, 1999, the committee was dissolved by Resolution #99-02 to form the Consumer Advisory Committee; and was superseded by Resolution #11-13 on December 8, 2011 to form the Citizens Advisory Committee (CAC). The bylaws in Attachment A for the CAC were amended on December 12, 2013 by Resolution #13-12. In 2015, the CAC was disbanded and reestablished on December 14, 2017 by Resolution #2017-13.

WHEREAS, in an effort to bring consistency and clarity to the Board's appointed advisory committees, Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District" has been redrafted with changes recommended by staff to govern the organizational and functional aspects of the committee for adoption by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT;

THAT the amended Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District," is hereby rescinded and replaced by Resolution #2019-10.

ADOPTED by the Board of Directors on this 12th day of December 2019.

Ian Davidson, President
SAMTD Board of Directors

ATTEST:

Chi Nguyen, Secretary
SAMTD Board of Directors

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
CITIZENS ADVISORY COMMITTEE
OF SALEM AREA MASS TRANSIT DISTRICT**

Article 1 - Purpose and Mission

The mission of the Citizens Advisory Committee, established by the Salem Area Mass Transit District ("District") Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

Article 2 - Responsibilities

The Citizens Advisory Committee ("Committee") shall meet to discuss and make recommendations to the Board of Directors ("Board"), on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

Article 3 - Membership and Terms of Appointment

Membership shall consist of 11 voting members, including one student member. Members shall serve at the pleasure of the Board.

Committee membership shall consist of a cross-section of the Salem/Keizer community which shall include to the extent possible, a:

- **Paratransit User**
- **Recreational/Bike/Pedestrian Advocate**
- **Social Services Agency Representative**
- **Medical Community/Care Provider**
- **Chambers of Commerce/Business Economic Development Organization**
- **Major Employer (over 100 Employees)**
- **School District Representative/Educational Community**
- **Ethnic Community Member**
- **At-large Member**
- **Youth Leader (High School Student, one year term with "school year term" option)**

Voting members appointed to the Committee must live and/or work within the District's service area.

Members shall be appointed to the Committee by the Board for a period of two years. Members may only serve two consecutive two-year terms on the Committee. Committee terms will begin in the month of January and end in the month of December.

The Board may appoint committee members to fill unexpired terms. Committee members appointed to serve the balance of an unexpired term shall have the opportunity to serve two consecutive two-year terms after the conclusion of the original appointment. In the transition period inaugural committee members will be allowed to serve the remainder of a term in an Excess At Large Capacity.

A Committee member who has served two consecutive terms may be nominated and recommended for future terms 12 months after their previous term has expired.

Article 4 - Officers

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may nominate and recommend to the Board, members to serve as Chair or Vice Chair.

Nominations are to be held every December (or in the meeting month closest to the end of the calendar year) prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint subcommittee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Article 5 - Executive Subcommittee

The Committee Chair and Vice-Chair, along with another member appointed by the Chair, shall serve on the Citizens Advisory Committee (CAC) Executive Subcommittee. The Executive Subcommittee may meet at a frequency directed by the Committee Chair.

Article 6 – Committee Work Plan

The Executive Subcommittee will lead the efforts to create and implement a two-year plan which will incorporate the actions and goals of the Citizens Advisory Committee. The working document should be updated and reviewed by the committee on a quarterly basis.

Article 7 - Committee Vacancies

When a vacancy occurs, the Board, by majority vote of its members at any meeting, may appoint a new member to the committee to serve the remainder of the unexpired term. The Board may select an appropriate appointee from those responding to a public advertisement, from candidates expressing an interest in such an appointment, or may refer to leaders or organizations in the represented group for appropriate candidates.

Article 8 – Conduct of Meetings

All meetings shall be conducted according to Oregon’s Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted according to Robert’s Rules of Order. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week’s notice and will be held at the District’s Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

All members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, that member shall contact the District’s staff representative and/or the Committee Chair at least one business day in advance, to give notice, except in cases of an emergency. A member who fails to notify the District’s staff representative and/or the Committee Chair of their intended absence for two consecutive meetings, or is absent three or more meetings over a one year period, may have his/her membership declared vacant.

Article 9 - Amendments

The Citizens Advisory Committee, through its Chair, may recommend to the Board, amendments to the Bylaws that govern the Committee by a two-thirds vote of all its members.

Only the SAMTD Board of Directors shall have the authority to amend these Bylaws.

Adopted by Resolution No. 2019-10 on December 12, 2019.

Ian Davidson, President of the Board

Colleen Busch, Secretary of the Board

Actions taken by the Board of Directors

<u>Resolution</u>	<u>Date</u>	<u>Action</u>	<u>Change</u>
90-01	Jan 25, 1990	Adopt	• Attachment A Elderly/Handicapped Transportation Advisory
91-02	Mar 28, 1991	Amend	• Attachment A Elderly/Handicapped Transportation Advisory
97-02	Feb 27, 1997	Amend	• Renamed Elderly and Disabled Consumer Advisory Committee
97-28	Dec 18, 1997	Amend	• Renamed Senior and Disabled Consumer Advisory Committee;
99-02	Mar 25, 1999	Rescind	• Dissolve Elderly/Handicapped Transit Advisory Committee; Form Consumer Advisory Committee; Replace with CAC Bylaws
11-13	Dec 08, 2011	Rescind	• Dissolve Consumer Advisory Committee; Form Citizens Advisory Committee Bylaws; Replace Bylaws
13-12	Dec 12, 2013	Amend	• Amend the Citizens Advisory Committee Bylaws
2017-03	Dec 14, 2017	Amend	• Amend the Citizens Advisory Committee Bylaws – Attachment A
2019-10	Dec 12, 2019	Rescind	• Supersede the Citizen Advisory Committee Bylaws – Attachment A

RESOLUTION NO. 2020-05

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws" and

WHEREAS, the Board has three appointed advisory committees with bylaws that govern the organizational and functional aspects of each committee. The bylaws are not consistent in their procedures for filling vacancies, reappointments, length of service, staggered terms or appointments and responsibilities of a chair and vice-chair, and organizational structure, for example.

WHEREAS, Resolution #90-1 includes Attachment B, titled "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee"; which was last revised by Resolution #2016-03 on April 28, 2016; and

WHEREAS, the STFAC Bylaws have been revised to correct the method for filling vacancies and to specify a minimum number of members in Article II – Membership, Appointments and Terms under Section 1. Membership in the first paragraph; and under Section 2. Appointments and Terms of Service in the first paragraph; and

WHEREAS, the Board of Directors approved these revisions on November 13, 2018 by Resolution #2018-10; and,

WHEREAS, in an effort to further bring consistency and clarity to the Board's appointed advisory committees, Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District" has been redrafted with changes recommended by staff to govern the organizational and functional aspects of the committee for adoption by the Board of Directors.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
SALEM AREA MASS TRANSIT DISTRICT;**

THAT the amended Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District," is hereby rescinded and replaced by Resolution No. 2020-05.

ADOPTED by the Board of Directors on this 23rd day of July 2020.

ATTEST:

Ian Davidson, President

Recording Secretary

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE (STFAC)
OF SALEM AREA MASS TRANSIT DISTRICT**

DEFINITIONS:

Seniors – Individuals who are age 60 or older.

Terms not otherwise defined in these bylaws shall have the meaning set forth in ORS 391.800-391.830 or, if not defined therein, in the applicable implementing regulations (OAR Chapter 732-005-0010).

ARTICLE I – PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the STF Program

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for seniors and individuals with disabilities as provided under ORS 391.800-391.830. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD) is the designated recipient of STF formula funds and discretionary grants for Marion and Polk Counties. The SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STF program within the two counties.

Section 2. Committee Name and Purpose

The name of the committee is the Special Transportation Fund Advisory Committee also referred to as the “STFAC” or “Committee.” The purpose of the Committee is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District’s STIF Plan.

Section 3. Committee Procedures and Duties

The STF Advisory Committee will:

- a) Participate in annual reviews of STF funded projects;
- b) Provide input to SAMTD staff on the development and review of the STF process, timeline and application forms; and to ensure process is in conformance with State STF directives;

- c) Review Discretionary Grant proposals, interview applicants and make informed recommendations to the SAMTD Board of Directors;
- d) Review the proposed distribution of Formula Program moneys and make informed recommendations to the SAMTD Board of Directors;
- e) Advise the SAMTD Board of Directors regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services, to avoid duplication of service, and address gaps in service;
- f) Participate in developing the STF Plan and complete a review of the STF Plan every three years;
- g) Advise the SAMTD Board of Directors and the SAMTD General Manager, or the General Manager's designee, on:
 - 1) the transportation needs of Marion and Polk County residents who are seniors and/or have a disability,
 - 2) evaluating the need for and use of available resources,
 - 3) the productive and efficient use of Special Transportation Funds, federal Section 5310 funds, and other funds which may be used to provide transportation for seniors and individuals with disabilities as defined by the adopted STF Plan;
- h) Comply with the public involvement policies of SAMTD.

Section 4. Open Meetings and Records

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted in accordance with the provisions of Robert's Rules of Order for small boards (11th Ed.). A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

Section 5. Ethics

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STIF Advisory Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest. Further, in the case of any actual conflict of interest, the Member must refrain from participating in any discussion or vote on the matter.

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the Committee are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. Per OAR 732-005-0031 (10), the minimum size of the committee shall be five members, and based on the discretion of the SAMTD Board of Directors the Committee shall have no more than eleven (11) members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term.

The Board will appoint Committee members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to serve as a member of the STF Advisory Committee, the person must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following qualifications:

- (a) Is a person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
- (b) Is a person who is senior or an individual with a disability *and* who

lives in an area of Marion or Polk Counties where there are no public transportation services;

- (c) Is a representative of seniors residing in Marion or Polk Counties;
- (d) Is a representative of individuals with disabilities residing in Marion or Polk Counties; or
- (e) Is a representative of a provider of services to seniors or individuals with disabilities residing in Marion or Polk Counties.

In making appointments, the Board may give consideration to seeking a majority of members who are individuals who are seniors or have a disability. Furthermore, the Board may appoint members to provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem/Keizer.

Transportation providers may serve as non-voting members.

Section 3. Terms of Service

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two consecutive two-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least 12 months for reappointment.

Section 4. Chair and Vice-Chair Election and Responsibilities

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may recommend to the Board, members to serve as Chair or Vice Chair.

Committee recommendations are to be completed in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint sub-committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Section 5. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 6. Removal and Vacancies

Members of the Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, from a call for applications for the position, or in any other manner determined by the Board of Directors.

Section 7. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III – MEETINGS

Section 1. Frequency

The Committee will meet as often as necessary to carry out the responsibilities of the Committee; however, the Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Section 4. Minutes

Minutes of Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and the Chair's designee may present recommendations of the Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

ARTICLE IV - SUBCOMMITTEES

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select or appoint subcommittee members

and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

ARTICLE V – AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2020-05 on July 23, 2020.

REVISED



**AMENDMENT TO RULES GOVERNING PROCEEDINGS AND CONDUCT OF
THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT**

**ATTACHMENT B - BYLAWS GOVERNING PROCEEDINGS AND CONDUCT OF
THE SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws"; and

WHEREAS, Resolution #90-1 includes Attachment B, titled "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee"; which was last revised by Resolution #2016-03 on April 28, 2016; and

WHEREAS, the STFAC Bylaws have been revised to correct the method for filling vacancies and to specify a minimum number of members in *Article II – Membership, Appointments and Terms* under *Section 1. Membership* in the first paragraph; and under *Section 2. Appointments and Terms of Service* in the first paragraph; and

WHEREAS, the Special Transportation Fund Advisory Committee accepted these revisions at their November 13, 2018 meeting with their recommendation to the Board of Directors to replace this same Attachment B;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
SALEM AREA MASS TRANSIT DISTRICT;**

THAT, Resolution #2018-10 is hereby adopted to rescind and replace Resolution #2016-03 with revisions to Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District."

ADOPTED and **EFFECTIVE** on this 13th day of December, 2018.

ATTEST:

President
SAMTD Board of Directors

Secretary
SAMTD Board of Directors

**BYLAWS OF THE
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE
OF SALEM AREA MASS TRANSIT DISTRICT**

ARTICLE I - STF PROGRAM, PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of STF Program

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for seniors and individuals with disabilities as provided under ORS 391.800-391.830. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD) is the designated recipient of STF formula funds and discretionary grants for Marion and Polk Counties. The SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STF program within the two counties.

Section 2. STF Advisory Committee Purpose

An STF Advisory Committee is established by the SAMTD Board of Directors to advise and assist the SAMTD Board of Directors in carrying out the purpose of the STF program and to perform the functions set forth in Section 3 of these bylaws.

Section 3. STF Advisory Committee Roles and Responsibilities

The STF Advisory Committee will:

- (a) Participate in annual reviews of STF funded projects;
- (b) Provide input to SAMTD staff on the development and review of the STF process, timeline and application forms; and to ensure process is in conformance with State STF directives;
- (c) Review Discretionary Grant proposals, interview applicants and make informed recommendations to the SAMTD Board of Directors;
- (d) Review the proposed distribution of Formula Program moneys and make informed recommendations to the SAMTD Board of Directors;
- (e) Advise the SAMTD Board of Directors regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services, to avoid duplication of service, and address gaps in service;
- (f) Participate in developing the STF Plan and complete a review of the STF Plan every three years;

- (g) Advise the SAMTD Board of Directors and the SAMTD General Manager, or his or her designee, on:
 - 1. the transportation needs of Marion and Polk County residents who are seniors and/or have a disability,
 - 2. evaluating the need for and use of available resources,
 - 3. the productive and efficient use of Special Transportation Funds, federal Section 5310 funds, and other funds which may be used to provide transportation for seniors and individuals with disabilities as defined by the adopted STF Plan;
- (h) Comply with the public involvement policies of SAMTD.

Members of the STF Advisory Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest; refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STF Advisory Committee; and publicly announce any actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action.

ARTICLE II - MEMBERSHIP, APPOINTMENTS AND TERMS

Section 1. Membership

The STF Advisory Committee shall have the number of members determined, from time to time, by the SAMTD Board of Directors. Per OAR 732-005-0031 (10), the minimum size of the committee shall be five members. To be qualified to serve as a member of the STF Advisory Committee, the person must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following qualifications:

- (a) Is a person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
- (b) Is a person who is senior or an individual with a disability *and* who lives in an area of Marion or Polk Counties where there are no public transportation services;
- (c) Is a representative of seniors residing in Marion or Polk Counties;
- (d) Is a representative of individuals with disabilities residing in Marion or Polk Counties; or

- (e) Is a representative of a provider of services to seniors or individuals with disabilities residing in Marion or Polk Counties.

In making appointments, the Board may give consideration to seeking a majority of members who are individuals who are seniors or have a disability. Furthermore, the Board may appoint members to provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem/Keizer.

Transportation providers may serve as non-voting members.

Section 2. Appointments and Terms of Service

The SAMTD Board of Directors will appoint members to the STF Advisory Committee. Committee members shall serve for a term of two years, commencing on January 1. A new member appointed to fill a vacant position shall serve the remainder of that vacant term before beginning their first full two-year term. If not filling a vacant term, the member shall serve from the time of appointment, and the following shall determine the start of the first full two-year term of service. The term of members appointed during the first six months of the year shall commence as of the preceding January 1 and the term of members appointed during the last six months of the year shall commence as of the next succeeding January 1.

Members are eligible for re-appointment for up to three consecutive terms. Terms should be staggered so that not more than one-half of the voting members have a term that expires in the same year.

Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term.

Section 3. Chair and Vice Chair - Election and Responsibilities

The officers of the STF Advisory Committee shall be a Chair and a Vice-Chair. Voting members of the Committee shall elect a Chair and Vice-Chair in the first meeting held in each calendar year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

The duties of the Chair are to call and convene meetings, preside over the meetings, act as the primary liaison between the Board of Directors and STF Advisory Committee, and perform other duties assigned by the Board of Directors. The Chair, on behalf of

the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STF Advisory Committee.

The duties of the Vice-Chair are to perform the duties of the Chair, in his or her absence.

Section 4. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff, the Committee Chair or the Vice Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than four meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 5. Removal and Vacancies

Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.

The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Section 6. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III - MEETINGS

Section 1. Frequency; Open Meetings

The STF Advisory Committee shall meet at least two times each year.

All STF Advisory Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meeting laws.

The STF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STF Advisory Committee. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the STF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the STF Advisory Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will cast a vote only in cases of a tie.

Actions taken at the STF Advisory Committee shall be conducted under *Roberts Rules of Order, Newly Revised*.

Section 4. Minutes

Minutes of STF Advisory Committee meetings will be prepared and distributed by

staff. Minutes will note major points discussed and any conclusions reached and/or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his/her designee may present recommendations of the STF Advisory Committee to the SAMTD General Manager and/or Board of Directors in person or in writing.

ARTICLE IV - SUBCOMMITTEES

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the STF Advisory Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the STF Advisory Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the STF Advisory Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

ARTICLE V - AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STF Advisory Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the SAMTD Board of Directors. These bylaws amend and restate all prior STF Advisory Committee Bylaws.

Adopted by Board Resolution # ~~2018-10~~ on ~~December 13, 2018~~.

//LJG

RESOLUTION #2020-06

BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws;" and

WHEREAS, the Oregon Legislature made a significant investment in transportation with the passage of House Bill 2017 Keep Oregon Moving. The Statewide Transportation Improvement Fund (STIF) was created by the Oregon Department of Transportation (ODOT) for this dedicated source of funding to expand public transportation services in Oregon; and ODOT developed rules that establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary Fund under OAR Chapter 732, Divisions 40; and the Oregon Transportation Commission approved the rules effective July 1, 2018; and

WHEREAS, the District is the Qualified Entity for Marion and Polk Counties; and advisory committees are required to assist Qualified Entities in carrying out the purposes of the STIF; and,

WHEREAS, on June 28, 2018, the Board established the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) and appointed eight members. The STIFAC met on August 1, and on August 29, 2018 and reviewed a draft of the Bylaws for the STIFAC. On August 29, 2018, the Committee approved the Bylaws and recommended that the Board of Directors adopt the Bylaws; and,

WHEREAS, the Board has three appointed advisory committees with bylaws that govern the organizational and functional aspects of each committee. The bylaws are not consistent in their procedures for filling vacancies, reappointments, length of service, staggered terms or appointments, and responsibilities of a chair and vice-chair, and organizational structure, for example; and,

WHEREAS, in an effort to further bring consistency and clarity to the Board's appointed advisory committees, Attachment C to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the STIFAC of Salem Area Mass Transit District" has been

redrafted with changes recommended by staff to govern the organizational and functional aspects of the committee for adoption by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT;

THAT the amended Attachment C to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District," is hereby rescinded and replaced by Resolution #2020-06.

ADOPTED by the Board of Directors on this 23rd day of July 2020.

ATTEST:

Ian Davidson, President

Recording Secretary

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE
OF SALEM AREA MASS TRANSIT DISTRICT**

DEFINITIONS:

High Percentage of Low-Income Households -

For purposes of evaluating projects seeking Statewide Transportation Improvement Funds (STIF), Salem Area Mass Transit District (SAMTD), in its role as the Qualified Entity, has defined High Percentage of Low-Income Households as geographic areas within Marion and Polk counties, which are determined to have a high percentage of low-income households (households with income less than 200% of the federal poverty level).

Project -

A plan or project proposed by a Public Transportation Service Provider that is eligible for funding by the District with STIF monies.

Terms not otherwise defined in these bylaws shall have the meaning set forth in ORS 184.751-184.766 or, if not defined therein, in the applicable implementing regulations (OAR Chapter 734 Division 40).

ARTICLE I – PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the STIF Program

The State of Oregon has established a Statewide Transportation Improvement Fund (STIF) for the purpose of financing and enhancing public transportation programs as provided under ORS 184.751-184.766. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STIF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD or District) is the designated Qualified Entity eligible to receive STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors hereby establishes an advisory committee to advise and assist the Board of Directors with regard to the District’s STIF program within the two counties.

Section 2. Committee Name and Purpose

The name of the committee is the Statewide Transportation Improvement Fund Advisory Committee, also referred to as the “STIFAC” or “Committee.” The purpose of the Committee is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District’s STIF Plan.

Section 3. Committee Procedures and Duties

Pursuant to OAR 732-040-0030(4)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Marion and Polk counties in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

In applying for STIF funding, transit improvements benefiting low-income households may be demonstrated in the following manner:

- Fare programs that have a positive benefit for low-income households;
- New route miles that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- New service hours that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- Purchases of new capital equipment or construction of new facilities that have a demonstrated improvement to low-income households, and areas benefitting individuals from low-income households;
- Or, any combination of the aforementioned improvements that result in an overall improvement of services to low-income households, and areas benefitting individuals from low-income households.

Improvements benefiting low-income households are not limited to services provided directly to areas with high percentages of low-income households. Improvements are also defined as services that connect individuals from low-income households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed improvements, this aspect is an important consideration.

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the Committee shall review every Project, and advise and assist the Board of Directors in prioritizing Projects. After a Project proposal is transmitted by the Board of Directors to the Chair, the Chair will promptly distribute the Project proposal to members of the Committee. At the next regular meeting of the Committee following the distribution of the Project by at least 30 days, the Committee will set a schedule for its review, deliberation and recommendation of the Project. The schedule may be modified by the Committee upon a majority vote at any subsequent meeting.

The Committee may also advise the Board of Directors regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service.

In addition, the Committee may propose changes to the policies or practices of the Board of Directors when the Committee considers that such changes are necessary to ensure that: (a) a public transportation service provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes described in the provider's plan or project proposal; and (b) a plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

The Committee will consider the following criteria when reviewing Projects:

- A. Whether the Project increases the frequency of bus service to areas with a High Percentage of Low Income Individuals;
- B. Whether the Project expands bus routes and bus services to serve areas with a High Percentage of Low Income Individuals;
- C. Whether the Project reduces fares for public transportation for Low Income Individuals;
- D. Whether the Project will procure buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
- E. Whether the Project will improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- F. Whether the Project increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
- G. Whether the project provides student transit services for students in grades 9 through 12.
- H. Whether the Project will maintain a productive service funded by the STIF Formula funds during a previous funding cycle; and
- I. Other factors to be determined by the District such as geographic equity.

Section 4. Open Meetings and Records

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted in accordance with the provisions of Robert's Rules of Order for small boards (11th Ed.). A record of each meeting will be kept with written

minutes.

Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

Section 5. Ethics

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STIF Advisory Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest before action is taken. Further, in the case of an actual conflict of interest, the Member must refrain from participating in any discussion or vote on the matter.

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the Committee are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. The Committee is composed of no less than seven members and no more than eleven (11) members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term.

The Committee must include at least one person who is or represents low-income individuals; people with disabilities, or individuals age 65 or older; and a Public Transportation Service Provider or non-profit public transportation service provider.

The Board will appoint Committee members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to serve as a member of the Committee, the person must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the District. In addition, to be qualified to be appointed and continue to serve, the person must be a member of or represent any one or more of the following:

- (A) local governments, including land use planners;
- (B) Public Transportation Service Providers;
- (C) non-profit entities which provide public transportation services;
- (D) neighboring public transportation service providers;
- (E) employers;
- (F) public health, social and human service providers;
- (G) transit users;
- (H) transit users who depend on transit for accomplishing daily activities;
- (I) individuals age 65 or older;
- (J) people with disabilities;
- (K) low-income individuals;
- (L) social equity advocates;
- (M) environmental advocates;
- (N) bicycle and pedestrian advocates;
- (O) people with limited English proficiency;
- (P) educational institutions; or,
- (Q) major destinations for users of public transit.

Section 3. Terms of Service

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two consecutive two-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least 12 months for reappointment.

Section 4. Chair and Vice-Chair Election and Responsibilities

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no

more than two consecutive terms. The Committee may recommend to the Board members to serve as Chair or Vice Chair.

Committee recommendations are to be completed in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint sub-committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Section 5. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 6. Removal and Vacancies

Members of the Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, from a call for applications for the position, or in any other manner determined by the Board of Directors.

Section 7. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III – MEETINGS

Section 1. Frequency

The Committee will meet as often as necessary to carry out the responsibilities of the Committee; however, the Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Section 4. Minutes

Minutes of Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and the Chair's designee may present recommendations of the Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

ARTICLE IV - SUBCOMMITTEES

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

ARTICLE V - AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2020-06 on July 23, 2020.



RESOLUTION No. 2018-08

**BYLAWS GOVERNING PROCEEDINGS AND CONDUCT OF THE
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as “District,” did on January 25, 1990, adopt Resolution No 90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as “Bylaws;” and

WHEREAS, the Oregon Legislature made a significant investment in transportation with the passage of House Bill 2017 *Keep Oregon Moving*. The Statewide Transportation Improvement Fund (STIF) was created by the Oregon Department of Transportation (ODOT) for this dedicated source of funding to expand public transportation services in Oregon; and ODOT developed rules that establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary Fund under OAR Chapter 732, Divisions 40; and the Oregon Transportation Commission approved the rules effective July 1, 2018; and

WHEREAS, the District is the Qualified Entity for Marion and Polk Counties; and Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF; and,

WHEREAS, on June 28, 2018, the Board established the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) and appointed eight members. The STIFAC met on August 1, and on August 29, 2018 and reviewed a draft of the Bylaws for the STIFAC. On August 29, 2018, the Committee approved the Bylaws and recommended that the Board of Directors adopt the Bylaws.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SALEM
AREA MASS TRANSIT DISTRICT;**

THAT, Resolution No. 2018-08 for Attachment C to the Board’s Bylaws, titled “Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee” is hereby adopted by the Board of Directors on this 27th day of September, 2018.

ATTEST:

President Robert Krebs

Colleen Busch, Secretary

**BYLAWS OF THE
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE
OF
SALEM AREA MASS TRANSIT DISTRICT**

DEFINITIONS:

Definition of High Percentage of Low-Income Households

For purposes of evaluating projects seeking Statewide Transportation Improvement Funds (STIF), Salem Area Mass Transit District (SAMTD), in its role as the Qualified Entity, shall define High Percentage of Low-Income Households as geographic areas within Marion and Polk counties, which are determined to have a high percentage of low-income households (households with income less than 200% of the federal poverty level).

Pursuant to OAR 732-040-0030(4)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Marion and Polk counties in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

In applying for STIF funding, transit improvements benefiting low-income households may be demonstrated in the following manner:

- Fare programs that have a positive benefit for low-income households;
- New route miles that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- New service hours that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- Purchases of new capital equipment or construction of new facilities that have a demonstrated improvement to low-income households, and areas benefitting individuals from low-income households;
- Or, any combination of the aforementioned improvements that result in an overall improvement of services to low-income households, and areas benefitting individuals from low-income households.

Improvements benefiting low-income households are not limited to services provided directly to areas with high percentages of low-income households. Improvements are also defined as services that connect individuals from low-income households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed improvements, this aspect is an important consideration.

“Project” means a plan or project proposed by a Public Transportation Service Provider that is eligible for funding by the District with STIF monies.

Terms not otherwise defined in these bylaws shall have the meaning set forth in ORS 184.751-184.766 or, if not defined therein, in the applicable implementing regulations (OAR Chapter 734 Division 40).

ARTICLE I – STATEWIDE TRANSPORTATION IMPROVEMENT FUND PROGRAM, PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the STIF Program

The State of Oregon has established a Statewide Transportation Improvement Fund (STIF) for the purpose of financing and enhancing public transportation programs as provided under ORS 184.751-184.766. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STIF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD or District) is the designated Qualified Entity eligible to receive STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors hereby establishes an advisory committee to advise and assist the Board of Directors with regard to the District’s STIF program within the two counties.

Section 2. Committee Name and Purpose

The name of the committee is the “STIF Advisory Committee” (STIFAC). The purpose of the STIFAC is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District’s STIF Plan.

Section 3. STIFAC Procedures and Duties; Review Criteria

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the STIFAC shall review every Project, and advise and assist the Board of Directors in prioritizing Projects. After a Project proposal is transmitted by the Board of Directors to the Chair, the Chair will promptly distribute the Project proposal to members of the STIFAC. At the next regular meeting of the STIFAC following the distribution of the Project by at least 30 days, the STIFAC will set a schedule for its review, deliberation and recommendation of the Project. The schedule may be modified by the STIFAC upon a majority vote at any subsequent meeting.

The STIFAC may also advise the Board of Directors regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service.

In addition, the STIFAC may propose changes to the policies or practices of the Board of Directors when the STIFAC considers that such changes are necessary to ensure that: (a) a public transportation service provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes described in the provider's plan or project proposal; and (b) a plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

The STIFAC will consider the following criteria when reviewing Projects:

- A. Whether the Project increases the frequency of bus service to areas with a High Percentage of Low Income Individuals;
- B. Whether the Project expands bus routes and bus services to serve areas with a High Percentage of Low Income Individuals;
- C. Whether the Project reduces fares for public transportation for Low Income Individuals;
- D. Whether the Project will procure buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
- E. Whether the Project will improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- F. Whether the Project increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
- G. Whether the project provides student transit services for students in grades 9 through 12.
- H. Whether the Project will maintain a productive service funded by the STIF Formula funds during a previous funding cycle; and
- I. Other factors to be determined by the District such as geographic equity

Section 4. Open Meetings and Records

Meetings and records of the STIFAC are subject to Oregon's open meetings law and public records law, respectively. Notice of meetings must be given as required by law and meetings must be open to the public. To the extent practicable, the STIFAC will

follow those procedures for providing public notice and fostering public engagement which are followed by the SAMTD Board of Directors.

Section 5. Ethics

Members of the STIF Advisory Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STIF Advisory Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STIF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action on the matter.

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the STIFAC are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. The STIFAC is composed of no less than seven (7) members and no more than eleven (11) members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term.

The STIFAC must include at least one person who is or represents low-income individuals; people with disabilities, or individuals age 65 or older; and a Public Transportation Service Provider or non-profit public transportation service provider.

The Board will appoint STIFAC members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the STIFAC who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to be appointed and continue to serve as a member of the STIFAC, the person must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the District. In addition, to be qualified to be appointed and continue to serve, the person must be a member of or represent any one or more of the following:

- (A) local governments, including land use planners;
- (B) Public Transportation Service Providers;
- (C) non-profit entities which provide public transportation services;
- (D) neighboring public transportation service providers;
- (E) employers;
- (F) public health, social and human service providers;
- (G) transit users;
- (H) transit users who depend on transit for accomplishing daily activities;
- (I) individuals age 65 or older;
- (J) people with disabilities;
- (K) low-income individuals;
- (L) social equity advocates;
- (M) environmental advocates;
- (N) bicycle and pedestrian advocates;
- (O) people with limited English proficiency;
- (P) educational institutions; or,
- (Q) major destinations for users of public transit.

Section 3. Terms of Service

Except in the case of the initial formation of the STIFAC, described below, committee members shall serve for a term of two years, commencing on July 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

At the time of the initial formation of the STIFAC, the Board will determine by lot which of the members will be appointed to a one year term and which members will be appointed to two year terms, so that the terms of office of the initial members of the STIFAC will be staggered.

A STIFAC member who has served two consecutive terms of two year each ceases to be eligible to continue to serve, but may thereafter be appointed for future terms following the expiration of at least 12 months .

Section 4. Chair and Vice-Chair Election and Responsibilities

The officers of the STIF Advisory Committee shall be a Chair and a Vice-Chair. The Chair and Vice-Chair shall be appointed by the Board and shall serve for a term of 12 months, but for no more than two consecutive terms. The STIFAC may recommend to the Board committee members to serve as Chair or Vice Chair. Appointments are to be made in July of each year.

The duties of the Chair are to call and convene meetings, preside over the meetings, act as the primary liaison between the Board of Directors and STIF Advisory Committee, and perform other duties assigned by the Board of Directors consistent with the purpose of the Committee. The Chair, on behalf of the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STIF Advisory Committee.

The duties of the Vice-Chair are to perform the duties of the Chair, in his or her absence.

Section 5. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 6. Removal and Vacancies

Members of the STIF Advisory Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired

term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Section 7. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III – MEETINGS

Section 1. Frequency

The STIF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STIF Advisory Committee; however, the STIF Advisory Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the STIF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the STIF Advisory Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Actions taken at the STIF Advisory Committee shall be conducted under *Roberts Rules of Order, Newly Revised*, including special provisions applicable to small boards.

Section 4. Minutes

Minutes of STIF Advisory Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his or her designee may present recommendations of the STIF Advisory Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

ARTICLE IV – AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STIF Advisory Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2018-08 on September 27, 2018.





To: Board of Directors

From: Ron Harding, Chair, Special Transportation Fund Advisory Committee
Steve Dickey, Director of Strategic Initiatives and Program Management

Thru: Allan Pollock, General Manager

Date: July 23, 2020

Subject: Recommendation to the Board for Funding FTA Section 5310 Grants for Fiscal Year 2020

ISSUE

Shall the Board approve funding of the Federal Transit Administration FY20 Section 5310 projects following the Special Transportation Fund Advisory Committee's recommendation, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation?

BACKGROUND AND FINDINGS

Salem Area Mass Transit District (SAMTD) serves as the designated recipient for the Federal Transit Administration (FTA) Section 5310 funds for the Salem-Keizer urbanized area because the population is greater than 200,000, therefore classifying the urban area as a "large" urban area. The purpose of the Section 5310 grant program is to enhance the mobility of seniors and individuals with disabilities. As the designated recipient of these funds, the District conducts a selection process to determine the use of the funds, and to certify that projects were derived from the Coordinated Plan.

A public notice of this year's Section 5310 grant solicitation was published in the Statesman-Journal on April 10, 2020. The amount of the grant funds available is \$244,731. A copy of the publication can be found in **Attachment A**. English and Spanish versions of the notice were posted on the District's website during the entire application period (April 10, 2020 through June 19, 2020).

Announcements were also made via social media posts, Cherriots' email list, and through direct contacts with minority contacts list, per the District's adopted Title VI Program.

In accordance with the District's Section 5310 Program Management Plan (PMP) dated May 11, 2015, a Technical Advisory Committee (TAC) was formed to review and rank applications received by the June 19, 2020 deadline. The TAC consisted of all Special Transportation Fund Advisory Committee (STFAC) members, and one member of the Salem Keizer Area Transportation Study (SKATS).

The TAC met on July 7, 2020 to hear presentations from applicants, discuss and rank the projects, and make a recommendation to the STFAC for funding.

A primary priority of the PMP related to project selection, is to ensure the project selection process was guided by the currently adopted Coordinated Plan. In order for a Section 5310 project to be funded, it must be listed in the Coordinated Plan. Secondly, there must be coordination of projects to ensure at least 55 percent of the annual apportionment is used for "traditional" 5310 projects as defined in the FTA Circular (FTA C 9070.1G dated July 7, 2014 ("Circular")).

Of the three applications submitted, SAMTD Cherriots Mobility Management Call Center, and SAMTD Cherriots Shop and Ride Preventative Maintenance applications qualify as traditional projects. The SAMTD Cherriots Shop and Ride purchased service application qualifies as an "other" project. The draft minutes for July 7, 2020 TAC and STFAC meetings are provided in **Attachment B** as a reference.

In forming a recommendation to the STFAC, the TAC calculated the awards amounts for each submitted application based on the estimated amount of \$244,731 and the 55/45 percent requirements of the Section 5310 fund distribution as mentioned above. The STFAC voted to accept the TAC's recommendation as-is.

Table 1. STFAC recommendation for funding Section 5310 projects

Rank	Project	Category	Funding
1	Cherriots Shop and Ride Purchased Service	Other	\$104,731
2	Cherriots Mobility Management Call Center	Traditional	\$128,000
3	Cherriots Shop and Ride Preventative Maintenance	Traditional	\$12,000
		Total:	\$244,731

The funding distribution shown in Table 1 above satisfies the requirement for 55 percent traditional projects and 45 percent other projects based on the estimated amount of \$244,731.

FINANCIAL IMPACT

The budget for Cherriots Shop and Ride and Mobility Management has been historically entirely funded by grant funds, the majority of which come from Section 5310. With the final allocation of Section 5310 in the amount of \$244,731, the overall allocation increased by \$4,619 or 1.92% (\$244,731 in FY20 versus \$240,112 in FY19).

RECOMMENDATION

The STF Advisory Committee recommends that the Board approve funding of the FY20 Section 5310 projects following the committee's recommendation, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.

PROPOSED MOTION

I move that the Board approve funding of the FY20 Section 5310 projects as recommended by the STF Advisory Committee, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.

Copy of Publication from the Statesman Journal for the 5310(FTA) Public Notice

4/10/2020

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PUBLIC NOTICE FUNDS AVAILABLE FOR TRANSPORTATION PROJECTS SERVING SENIORS AND INDIVIDUALS WITH DISABILITIES The Federal Transit Administration has announced the availability of federal fiscal year 2020 Section 5310 Formula funds (\$244,731). Salem Area Mass Transit District (SAMTD) is a designated recipient of 5310(FTA) funds for the Salem-Keizer urban area and is responsible for soliciting for projects on an annual basis. Section 5310 funds (5310(FTA)) can be used for public transportation projects serving seniors and individuals with disabilities within the Salem-Keizer urban growth boundary only. Matching local funds are required for this grant. The match ratio is dependent on the type of project proposed. Projects must be listed in the Cherriots "Coordinated Public Transit Human Services Transportation Plan" dated September 2019. A link to this document can be found at Cherriots.org/grants, and a list of eligible projects can be found in the tables of Chapter 6, beginning on p. 54. During two public meetings, a Technical Advisory Committee (TAC) will review and rank applications for 5310 dollars, and the Special Transportation Fund Advisory Committee (STFAC) will review grant proposals and make a project priority ranking recommendation to the SAMTD Board. There will be time for public testimony at the TAC and STFAC meetings. Full details of the process including applications, instructions, and dates/times of the public meetings will be available at Cherriots.org/grants beginning April 10, 2020. Please refer to the corresponding grant

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application instructions for all of the eligibility requirements for organizations and projects. Virtual Training Session for new and returning applicants is scheduled on April 16, 2020 from 2:00 p.m. to 3:00 p.m. Participation is by phone or webcast only. There will be no in-person gathering for this meeting. To register for the virtual training session for assistance with the application process for your projects or for more information, contact Jolene White, Email: jolene.white@cherriots.org | Phone: 503-361-7521. To submit a proposal, send it to: Attn: Jolene White, SAMTD, 555 Court St NE, Suite 5230, Salem, OR 97301. Applications must be received by 5:00 p.m., June 19, 2020 to be considered. Si desea una copia de este aviso público en español, por favor visite el sitio web a partir del 20 de marzo de 2020 (<http://cherriots.org/grants>) o por teléfono: 503-588-2424. Statesman Journal April 10, 2020

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To: Board of Directors

From: David G. Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: July 23, 2020

Subject: ADOPTING PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

ISSUE

Shall the Board adopt Resolution No. 2020-07 establishing the Public Transportation Agency Safety Plan (PTASP) for Salem Area Mass Transit District (SAMTD)?

BACKGROUND AND FINDINGS

On July 19, 2018, the Federal Transit Administration (FTA) published the PTASP Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants, to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

Because SAMTD qualified as a small public transportation provider, SAMTD was eligible for assistance from the State of Oregon's PTASP process. The PTSAP meets all of the regulatory requirements and once adopted by the Board, will be submitted to the Oregon Department of Transportation for final approval. The original deadline for submittal set by the Federal Transit Administration (FTA) was July 20, 2020; however, due to the impacts of the COVID-19, the deadline was extended to December 31, 2020.

SAMTD partnered with ODOT, through their consultant RLS & Associates, who drafted the PTASP. An associate from RLS & Associates visited SAMTD offices in July, 2019, to meet with all District departments in order to learn about processes and procedures regarding safety, and incident reporting. From that visit, and through subsequent planning sessions, RLS & Associates delivered a draft plan for staff review. That plan

was later reviewed by an internal team, and a copy was sent to ODOT for review. Presently, all reviews have been completed.

The PTASP, is a Safety Management System (SMS), similar to a financial, or quality management system. It ensures that SAMTD has the necessary organizational structure, training resources, and operational procedures in place to efficiently and effectively align safety priorities and promote continuous improvement in safety performance.

SAMTD's Plan objectives are as follows:

- Integrate safety management and hazard control practices within each department.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with District safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Identify, analyze, and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.
- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

Once all parties have approved the final plan, staff will begin implementation of the plan elements with specific procedures and policies. The Plan will then need to be updated and certified annually.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board adopt Resolution No. 2020-07 establishing the Public Transportation Agency Safety Plan for the District as presented.

PROPOSED MOTION

I move that the Board adopt Resolution No. 2020-07 establishing the Public Transportation Agency Safety Plan (PTSAP) for Salem Area Mass Transit District as presented.

Resolution No. 2020-07

**PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) FOR SALEM AREA
MASS TRANSIT DISTRICT**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District," is required under the Federal Transit Administration (FTA) to establish a Public Transportation Agency Safety Plan (PTASP); and,

WHEREAS, The FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule on July 19, 2018; and,

WHEREAS, the FTA requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems; and,

WHEREAS, The District qualified as a small public transportation provider eligible for assistance from the State of Oregon's PTASP process; and,

WHEREAS, the District developed a PTASP with Oregon Department of Transportation (ODOT) consultant guidance in accordance with FTA regulation; and,

WHEREAS, The District will submit the PTASP to ODOT for approval; and,

WHEREAS, the District is required to update the PTASP annually.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SALEM
AREA MASS TRANSIT DISTRICT;**

THAT, the Board adopts the Public Transportation Agency Safety Plan for Salem Area Mass Transit District as presented.

ADOPTED by the Board of Directors on the 23rd day of July, 2020, and effective thereupon.

ATTEST:

Secretary
Board of Directors

President
Board of Directors

Public Transportation Agency Safety Plan

Salem Area Mass Transit District (SAMTD)



July 2020

DRAFT

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Section 1. Transit Agency Information

General Information

Agency Name	Salem Area Mass Transit District (SAMTD)
Administrative Office	555 Court St. NE, Suite 5230, Salem, OR 97301
Accountable Executive	Allan Pollock, General Manager/CEO
Chief Safety Officer	David G. Trimble, Deputy General Manager/Chief Operating Officer
Modes of Service	Fixed Route Bus, ADA Paratransit, Vanpool
FTA Funding Sources	FTA Section 5307, 5310, 5311
Modes of Service Directly Provided	Fixed Route Bus

SAMTD does not provide transit services on behalf of another transit agency or entity.

Description of services provided:

Salem Area Mass Transit District (SAMTD) is the third largest transit district in the state of Oregon. The fixed route service (Cherriots Local), commonly known as “Cherriots,” provides regularly scheduled transit service within the Salem-Keizer urban growth boundary. The Transit District’s Paratransit service (Cherriots LIFT) service provides complementary paratransit service under the Americans with Disabilities Act (ADA). The Cherriots Regional program provides flex and fixed route service in rural areas.

Additional Facility Information

Administrative Offices

General Manager, Deputy General Manager/COO, Communication, Finance and Technology, Strategic Initiatives and Program Management, Human Resources (Safety and Risk Management), and a portion of the Operations Division Department are all located at:

555 Court St NE, Suite 5230

Salem, OR 97301

Phone: 503-588-2424

Fax: 503-566-3933

info@Cherriots.org

Open weekdays 8 a.m. to 5 p.m.

Cherriots Call Center

3140 Del Webb Ave

Salem, OR 97301

Phone: 503-315-5544

Toll-free: 888-315-5544

Oregon Relay Service: 7-1-1

Fax: 503-315-5514

Call weekdays, 6 a.m. to 6 p.m.; Saturdays and Sundays, 8 a.m. to 4 p.m.

Cherriots LIFT Eligibility Office

555 Court Street NE, Suite 5230

Salem, OR 97301

Phone: 503-361-7554

Fax: 503-361-7560

adaeligibility@Cherriots.org

Open weekdays 8:30 a.m. to 5 p.m.

Customer Service

Customer Service, Security, and Mobility Assessment offices are all located at:

220 High St NE

Salem, OR 97301

Phone: 503-588-2877

info@Cherriots.org

Customer Service is open weekdays, 6 a.m. to 7 p.m.; Saturdays, 7 a.m. to 6 p.m.

Del Webb Operations Headquarters

Operations, Contracted Services, Cherriots Call Center, and Transportation Department all located at:

3140 Del Webb Ave

Salem, OR 97301

The Del Webb facility also includes the parking area for buses not in service.

Maintenance Facility

3170 Del Webb Avenue

Salem, OR 97301

Downtown Transit Center

555 Court St NE

Salem, OR 97301

Keizer Transit Center

5860 Keizer Station Blvd NE

Keizer, OR 97303

Section 2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Oregon Department of Transportation (RLS & Associates) in cooperation with SAMTD		
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval	
	Relevant Documentation (title and location)		
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification	
	Relevant Documentation (title and location)		
Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
Annual Review and Update of the Public Transportation Agency Safety Plan			
<i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>			
The Plan will be reviewed and updated on an annual basis in October of each year. Updated targets will be included in our annual NTD reporting and amendments to the Plan will be approved by Cherriots Board.			

Section 3. Safety Performance Targets

Safety Performance Targets							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
Mode of Transit Service	Fatalities	Injuries	Safety Events	System Reliability	Other	Other	Other
Fixed Route Bus	0	3	1.0/100K	9,000 miles			
Demand Response	0	2	1.0/100K	3,000 miles			

Safety Performance Target Coordination		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
Salem-Keizer Area Transportation Study (SKATS) is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area. The SKATS MPO is directed by a Policy Committee composed of elected representatives from the cities of Keizer, Salem, and Turner; Marion and Polk Counties; the Salem Area Mass Transit District; the Salem-Keizer School District; and a manager from the Oregon Department of Transportation (ODOT) Region 2 office. Mid-Willamette Valley Council of Governments staff provide the day-to-day staff work for SKATS.		
Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Oregon Department of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Salem-Keizer Area Transportation Study (SKATS)	

Section 4. Safety Management Policy

Safety Management Policy Statement

Salem Area Mass Transit District (SAMTD)/Cherriots strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all Cherriots system operations. By using the procedures contained in the PTASP, Cherriots can continue to improve the safety and security of Cherriots operation and services.

This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for Cherriots employees, customers, and the public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

Each department has a responsibility under the PTASP. Directors and managers shall provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this effort is for employees to be aware that they are accountable for safely performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others.

Cherriots must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, Cherriots will continue to improve performance and the safety of the system while creating a culture of safety.

Cherriots commitments are to:

- **Support** the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of Cherriots safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities--including an employee safety reporting program as a fundamental source for safety concerns and hazard identification--to eliminate or mitigate the safety risks of the consequences of hazards resulting from Cherriots operations or activities, to a point which is consistent with an acceptable level of safety performance;

- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

Cherriots Goals for Safety are established as follows:

- Design, construct, test, and operate a transportation system that achieves an optimum level of safety, exceeding the safety performance of other transit districts of a similar size in the United States.
- Identify and evaluate, then eliminate or control, hazards to employees, customers, and the public.
- Meet or exceed all government and industry occupational health and safety standards and practices.
- Maximize the safety of future operations by affecting the design and procurement processes.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of Cherriots safety efforts. The PTASP objectives are:

- Integrate safety management and hazard control practices within each Cherriots department.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.

- Verify compliance with Cherrlots safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Identify, analyze, and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.
- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

Cherrlots takes these commitments seriously as the lives of Cherrlots riders, employees, and the public depend on Cherrlots ability to operate in a culture of safety.

Accountable Executive – Allan Pollock, General Manager/CEO

Date

Safety Management Policy Communication

Cherriots realizes the importance of ensuring its employees and riders are aware of Cherriots safety management policies and procedures to effectively manage the system's day-to-day operations. To do this, Cherriots relies on several forms of effective communication.

Employees: Cherriots is constantly evaluating existing policies and procedures to verify their effectiveness. To do this, Cherriots seeks input from all staff to determine if change is necessary based on trends, data analysis, operational changes, or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- ◆ Safety Committee
- ◆ Employee Online Directive Information System Slides
- ◆ Employee Portal (Intranet)
- ◆ Newsletters
- ◆ Risk Committee
- ◆ Service Excellence Team
- ◆ Employee memorandum through paycheck, daily manifest of work orders, and agency meetings
- ◆ Bulletin board notices
- ◆ Employee email notification
- ◆ Labor Union notification

Cherriots includes a training element for safety management policies impacting safety or service delivery and is conducted before the policy effective date. New policies and procedures are incorporated into orientation training for new employees as well.

Depending on the importance of the policy or procedure change, policies are distributed through email and an electronic confirmation, which is recorded, verifying employees' understanding of the change.

Riders: If a rider policy is changed or added, Cherriots notifies riders through the following methods:

- ◆ Notice posted on vehicle and facilities, including effective date and whom to contact for more information;
- ◆ Changes to digital rider guidance including schedules and ride guides as appropriate;
- ◆ Public Meetings;
- ◆ Social Media; and
- ◆ Any services impacted by policy changes will include outreach as required by Federal Guidance

Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this PTASP falls to the Accountable Executive. The Chief Safety Officer, the administration and management team, as well as employees, fulfill their commitment to safety on a day-to-day basis support the AE.

Accountable Executive (AE): The Accountable Executive will determine, based on feedback from senior staff, the level of Safety Management System principals to maintain to ensure a safe work environment, rider experience, and community safety. Cherriots AE is committed to providing employees with the tools and training needed to be successful and safe in their roles with Cherriots. The AE will continually strive to create a culture of safety among the employees, and Cherriots expects each employee to play a role in maintaining a safe workplace.

Cherriots AE will be responsible for developing an annual budget to provide the necessary funding to support training for new hires and experienced staff, while also maintaining assets in a State of Good Repair (SGR) and/or replacing them, if they are no longer able to function as originally intended.

The AE is Allan Pollock, General Manager. He is responsible for implementation and changes to this Plan.

Chief Safety Officer (CSO): Cherriots has concluded one CSO will be sufficient to manage the day-to-day adherence to this Plan and, while in this role, report directly to the AE. As CSO, this individual will monitor safety and security throughout the organization including sub-contractors. All departments have been notified of the CSO's role and the established reporting requirements relating to safety-related matters.

Cherriots CSO will be responsible for the following:

- ◆ Developing and maintaining SMS documentation;
- ◆ Directing hazard identification and safety risk assessment;
- ◆ Monitoring safety risk mitigation activities;
- ◆ Providing periodic reports on safety performance;
- ◆ Briefing the Accountable Executive and Board of Directors on SMS implementation progress;
- and
- ◆ Planning safety management training

Roll of Staff to Develop and Manage Safety Management Systems (SMS)

Accountable Executive

The AE, who also serves as General Manager, will work with the CSO and Administrative staff to adjust the PTASP as needed based on staff feedback, trends, and data analysis. The AE is vested with the primary responsibility for the activities of the transit district and overall safety performance. The AE fulfills these responsibilities by providing the resources necessary to achieve PTASP goals and objectives by exercising the approval authority for system modifications as warranted. The AE also sets the agenda and facilitates the cooperative decision making of the Executive Leadership Team (management team).

Chief Safety Officer

For purposes of managing the SMS and PTASP, the CSO will report directly to the AE to determine strategy, policy, and goals for maintaining safety and security for passengers, employees, and the public. The CSO will monitor day-to-day operations and work with staff to identify and mitigate risk through evaluation, feedback, and data analysis.

Directors and Managers

Directors and managers are responsible for safety within their divisions/departments, including employees, facilities, operations, and services provided. This responsibility includes determining and implementing measures required to counteract safety hazards and problems and coordinating the implementation and maintenance of safety programs within their functional areas. They are also responsible for ensuring that employees have required licenses and up-to-date certifications. Furthermore, they are responsible for communicating safety information to employees, and for assuring that all employees follow all appropriate safety rules and procedures.

Supervisors

Supervisors are responsible for the safety performance of all personnel and equipment under their supervision. They are responsible for the initial investigation of all accidents and incidents, and for reporting these accidents and incidents to the Human Resources and the Operations Department.

Employees

All Cherrits personnel are responsible for performing their work safely and for following established safety-related rules, procedures, and work practices. This includes reporting all accidents, incidents, and hazards to their supervisor per established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.

Key Staff

Cherrits staff will be responsible for maintaining high standards of safety, customer service, and security. The Employee Safety Reporting Program (ESRP) will define the employees' role to identify and mitigate risk through open communication to superiors including the CSO and AE. Administrative staff will be instrumental in ensuring action is taken to reduce risk and the whole system is continuously monitored to ensure actions are effective and appropriate.

Cherrits staff will be involved with updates, modifications, and implementation of the PTASP. Each staff member brings a valued perspective to the development of policies and procedures he or she will be expected to implement. Every opportunity will be given for employees and riders to provide input to increasing safety at Cherrits. Those opportunities include monthly safety meetings, annual employee meetings and training, department meetings, customer and employee surveys, and an open-door policy with access to all management staff.

Employee Safety Reporting Program (ESRP)

As stated in the [Safety Management Policy Statement](#), Cherrits is determined to provide a safe environment for its employees, riders, and the public. To ensure success, Cherrits has developed an ESRP to enable employees to report any risk or perceived risk to a supervisor, the CSO, or member of administration.

The ESRP allows each employee to report detailed information and observations whether they are a driver in service, maintenance staff, or other on-duty employee. This program dovetails with other methods currently in place to proactively identify hazards or threats. Those methods include, but are not limited to, the following:

- ◆ Pre/Post Trip Inspections
- ◆ Preventive Maintenance Inspections
- ◆ Employee Evaluations
- ◆ Facility Maintenance Plan
- ◆ Service Evaluation and Planning Program
- ◆ Training Program
- ◆ Rider and Public Complaint/Compliment Process
- ◆ Safety and Employee Meetings
- ◆ Incident/Accident Policies
- ◆ Safety and Risk Committees

Cherriots has developed a Hazard Reporting Form used to identify and provide information about hazards observed by Cherriots employees while on duty. The three-page form identifies vital information to assist employees in determining an action to mitigate the threat or hazard. This form is not meant to replace accident or incident forms currently being used. It is a proactive reporting method to identify a perceived threat or hazard potentially endangering employees, riders, or the public. The form is located in Appendix A of this Plan.

Effective September 28, 2020, all Cherriots employees will receive one hour of training on the procedures associated with the Hazard Reporting Form. The training will cover the following areas:

- ◆ Locations of blank Hazard Reporting Forms
- ◆ When to use a Hazard Reporting Form
- ◆ Capturing critical information on the form
- ◆ Notification process depending on the hazard
- ◆ Proper assessment of the reported hazard
- ◆ Supervisor and CSO role in completing the form
- ◆ Follow-up process to determine effectiveness of mitigation

The following process is used as part of the ESRP.

Immediate Action Required

If an employee has identified a hazard which is perceived to be a risk to the employee, fellow employees, passengers or the public, the hazard must be reported immediately to the on-duty supervisor/dispatcher. Once reported, the employee must determine if immediate action is necessary to prevent additional risk. If immediate action is required, the employee will communicate the risk of no action to the supervisor before taking action if time allows. Once action has been taken to mitigate the potential harm to the employee, others, or property, employee will notify a supervisor of the results of actions taken. Once time allows, the employee will complete the Hazard Reporting Form with complete information and give to the supervisor on-duty.

Delayed Action Required

Once a hazard has been identified and assessed to be of no further risk if immediate action is not taken, the Cherriots employee will await further instructions from a supervisor. If the employee determines

delayed action is appropriate, a full report must be completed using the Hazard Reporting Form and submitted to the on-duty supervisor.

Role of Supervisor

The on-duty supervisor is responsible for advising the employee on immediate action if the situation allows for advice, or delayed action to mitigate a hazard. The supervisor must then review the Hazard Reporting Form to ensure all information is included, adding additional information from their perspective. Once the form is complete it must be reviewed by the CSO to determine action necessary, investigate root cause of hazard, and follow-up.

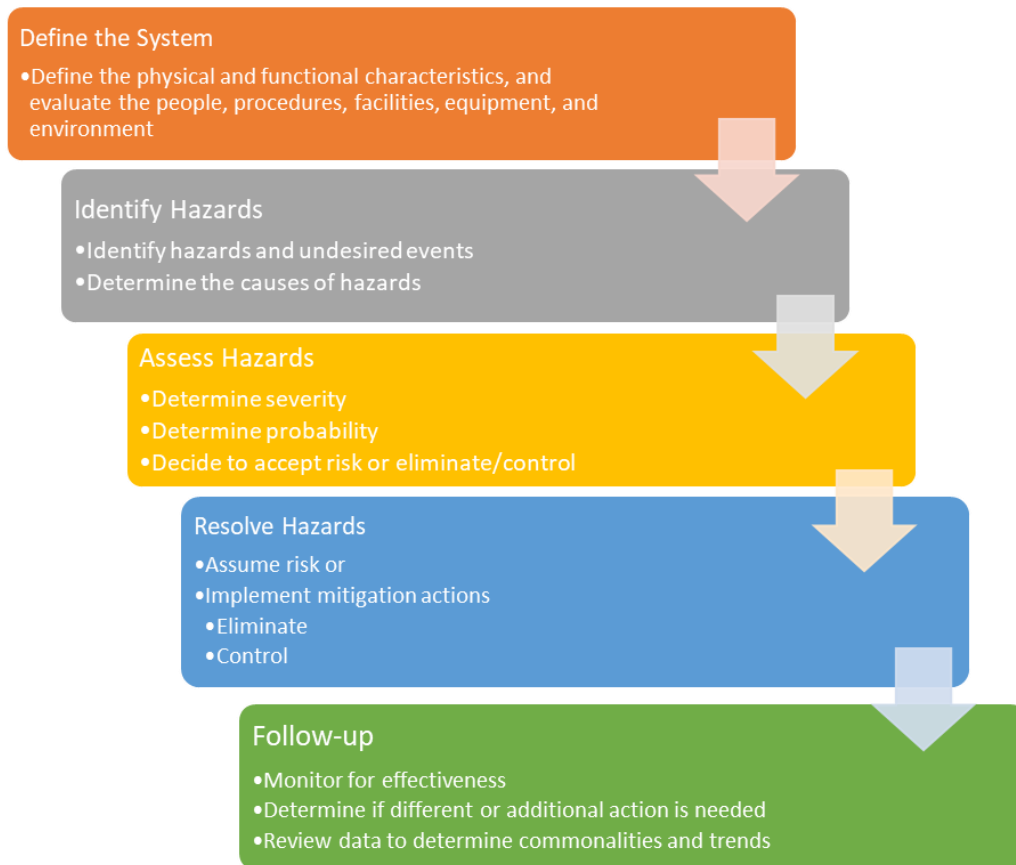
The CSO is responsible for determining the status of each hazard reported. In some cases, hazards may be identified and are not able to be resolved, but actions are taken to reduce the risk of the hazard. It is Cherriot's goal to eliminate all identified hazards if possible. Some hazards may require continuous monitoring to ensure the hazard does not elevate to an action level.

All hazard reports will be documented and integrated into current performance measures and data collection. The CSO will track each hazard to completion and recommend policy or procedural changes, if needed, as a result of the hazard mitigation.

Cherriots Responsibility

Cherriots takes every hazard report seriously and investigates each one to determine if it's an isolated case or emerging trend requiring evaluation of policies and procedures, or service modifications. Employees reporting hazards will not face disciplinary action unless that employee contributed to the hazard. Cherriots wants to encourage all employees to report any hazard or threat they observe and help make the Cherriots system as safe as possible for its employees, riders, and the public. Employees may report the hazard to their immediate supervisor, or go directly to the CSO to submit and discuss their report.

The following process chart illustrates the steps taken as part of the hazard identification process through the ESRP.



Section 5. Safety Risk Management

Cherriots provides training to all personnel in the identification of hazards and security threats while also providing tools to enable personnel to report these risks. Once the risk has been identified, Cherriots conducts an assessment of the risk to determine the necessary response and response time. The response may include further investigation or monitoring, action(s) to mitigate the hazard or security threat, and follow-up assessment to ensure action taken is appropriate and effective.

Safety Hazard Identification

Hazard and security threats are identified through different methods of monitoring the system. This includes system, employee, and asset assessments conducted daily and on incremental basis. Cherriots conducts the following routine and random evaluations of the system in the following departments:

Personnel

Each Cherriots employee is evaluated annually to ensure they are performing their job to the expectations of the agency. As part of their orientation process the employee is provided training and tools to perform their job while not receiving permanent status until completing 180 days of employment. During the 180-day period, the employee is evaluated to determine if they are properly prepared to perform their job.

Additional evaluations of the employee are conducted throughout the year through spot-checks of various aspects of their job function. If through spot-check, or annual evaluation it is determined the employee's performance does not meet expectations or training standards, remedial training will be provided and additional evaluations will take place to ensure remedial training was effective.

Assets

Rolling stock, facilities, and equipment are monitored through a vigorous preventive maintenance plan aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Transportation and Maintenance Departments coordinate the preventive maintenance program including Daily Vehicle Inspection Reports (DVIRs), incremental, and annual inspections.

Cherriots updates the FTA-required Transit Asset Management (TAM) Plan annually with data relevant to each asset to include a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in a State of Good Repair (SGR). The TAM Plan allows Cherriots management to plan asset replacement or rehabilitation for future years.

System

As part of Cherriots safety management system monitoring, the agency uses service evaluations when planning, spot-checking or responding to an event like an accident or incident. New routes are strategically developed with safety being the first priority and passenger access second. Cherriots route planners plan and test all routes before activating the route for revenue service. All routes are reviewed periodically to determine if environmental hazards may exist requiring modification to the route, schedule, or vehicle.

All front-line staff have been trained to note any changes to service which may be considered a hazard or security threat and through the ESRP, and notify their supervisors immediately or upon return to Cherrlots depending on the severity of the hazard.

Hazard Identification Procedure

Any employee seeing something through inspection or observation they deem to be a hazard, is instructed to immediately report that hazard to their immediate supervisor regardless of the perceived level of threat. Depending on the situation, either the immediate supervisor or the employee will complete a Hazard Reporting Form and submit it to the CSO.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk which may, or may not, alleviate the risk completely. Additional actions may be taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk, but are still reported and the CSO will be responsible for risk assessment, investigation, and mitigation strategy.

In some cases, a passenger or member of the public may call Cherrlots with a complaint about a front-line employee which may rise to the level of hazardous behavior or actions. Cherrlots currently documents all customer complaints/compliments and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by on-duty supervisors.

Hazard Identification Forms will be located on all vehicles along with standard safety kits for accident and incident reporting, with all Customer Service Representatives (CSRs), Dispatch, Transportation, and Maintenance Departments. A copy of the form is located in Appendix A.

The Hazard Identification Form will require the employee to briefly describe the hazard noting date, time of day, location, and other pertinent information. The form includes a section for the CSO or immediate supervisor to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, and a section for additional follow-up action. All forms will be processed by the CSO and summarized periodically for trend analysis and included in safety performance measures.

49 CFR part 673.5

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Risk Assessment

All Cherrlots staff have been provided with training appropriate for their positions within the organization. Cherrlots expects its employees to respond to hazards or threats with professional judgment as sometimes there might not be time to contact a supervisor to prevent an emergency event.

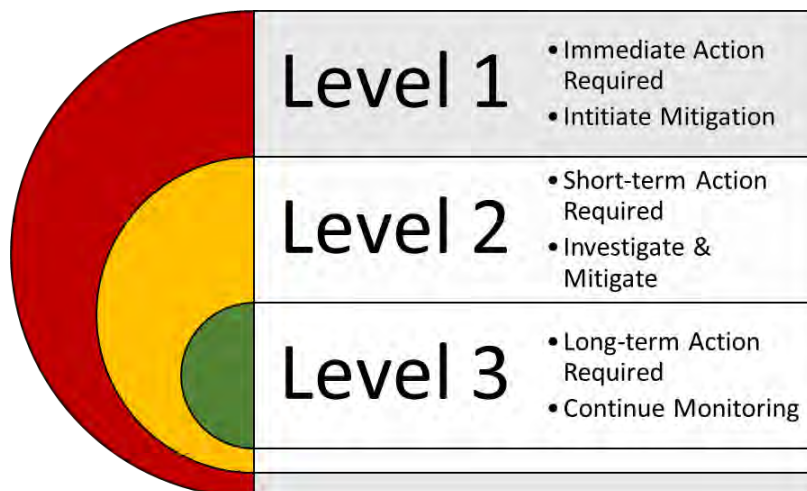
In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of their report.

Once received by the CSO, the initial risk assessment may be amended requiring immediate, short, or long-term response.

Level 1 - Immediate: A deficiency, threat or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.

Level 2 – Short-term: Action is needed within seven days to mitigate an identified deficiency, threat or hazard. The deficiency, threat or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.

Level 3 – Long-term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.



The CSO in coordination with staff will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk. Additional mitigation may be needed based on follow-up monitoring to the action taken.

Safety Risk Mitigation

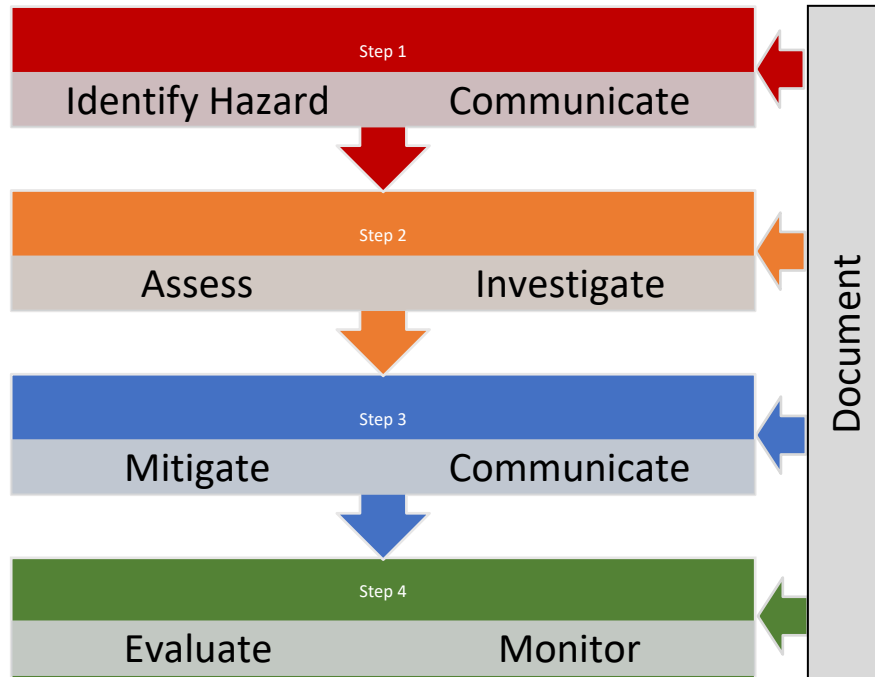
In response to all identified and assessed hazards, Cherriots will take steps to mitigate the hazard and reduce or eliminate the risk to employees, riders, and public. Mitigation strategies will be dependent on results of investigation into the elements contributing to the risks. The investigation may include more

than one department and may include interviews outside of the transit system.

Actions to mitigate risk will include all employees, riders, and the public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. Cherrits will communicate actions to appropriate staff through methods appropriate to risk assessment. In some cases, immediate communication through two-way communications (dispatch system, text burst, email, or web alert) may be necessary. In other cases, bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented, Cherrits will monitor the actions to determine if full mitigation is possible and, if not, is additional action necessary to alleviate the risk, or is stepped-up monitoring necessary. Some risks may not be completely mitigated, but awareness to the risk is a top priority.

All actions taken to mitigate risk will be documented and linked to the initial deficiency, threat, or hazard identification step.



Section 6. Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of the transit agency's activities to understand safety performance. Through these efforts, Cherrlots can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which it is effectively implementing SMS.

Cherrlots is constantly striving to maintain the highest level of safety through its monitoring methods to include adherence to policies and procedures, safety and maintenance plans, and system and employee evaluation processes. These methods allow Cherrlots to determine the need to make changes to improve policies, employee training, and service delivery.

Maintenance

Maintenance Standards and Procedures

Standards and procedures are included in the SAMTD Fleet Maintenance Plan. In general, maintenance procedures are designed to ensure that the maintenance recommendations of the manufacturer are met, maximum efficiency in performance and operation is obtained, and maximum bus life and condition are maintained. Daily bus inspections, an active Preventive Maintenance Program, contractor oversight, and careful monitoring are included in procedures to ensure the safety of buses and adequacy of the Fleet Maintenance Plan.

Operator Inspections

All operators are required to perform a pre-trip and post-trip inspection to ensure that the vehicle is safe and in good operating condition. If any defects are noted by the operator, a Defect Slip is completed and, depending on the severity and extent of the defect, the vehicle may be repaired or taken out of service until a repair can be made. In the case of a defect that develops or is noted once a vehicle is in service, the operator is required to communicate the problem to Transportation, who will then notify Maintenance.

Daily Servicing and Inspections

Maintenance team members inspect and service every bus used in revenue service each day. The buses are fueled and washed, all fluids are checked, tires and lugs are checked, and the vehicle is inspected for any leaks or unusual noises. The Service Workers clean the bus interiors each day. When a defect is noted, it is reported to the Mechanic, or Supervisor on shift, so that evaluation and, if necessary, a repair can be conducted.

Mileage-Based Maintenance Inspections

All buses receive preventive maintenance inspections (PMI) at designated mileage intervals. Mileages are determined by vehicle and subcomponent manufacturers and real-world experience. Oil sampling is

performed periodically for both engines and transmissions. A description of the schedule and type of inspection and service performed for each bus series is included in the Fleet Maintenance Plan.

Operations

Facility Monitoring

Formal facility inspections of all Cherrlots facilities and grounds are conducted by members of the Safety Committee quarterly using a facility checklist. The purpose of the inspections is to identify any unsafe or unhealthy conditions which may exist, and that may require maintenance or modification. Each facility is also visually inspected for compliance with Occupation Safety Health Administration and local fire codes.

Any guests to the Cherrlots administration facility must check in through a secured process requiring check-in and validation of visit purpose. Employees are trained on procedures for visitors in the workplace and facility access is limited through security systems.

Frequency

The Facility Maintenance Department conducts quarterly safety inspections. Mechanics and Facilities Maintenance employees look for potential hazards with equipment whenever they are using that equipment. The vehicle hoists, chain pulls, and cranes in the vehicle maintenance shop are inspected annually by contractors. Preventive maintenance of equipment and facilities is performed in accordance with the manufacturer's recommended practice. Hazards are also identified by analyzing work accident trends, through Hazard Report Forms submitted by employees. Forms are used by employees to report safety concerns and to make safety recommendations.

Reporting

When deficiencies are noted during quarterly inspections, they are documented and reported to the manager of the department in which the safety hazard is located. When safety hazards are noted by non-scheduled observation, they must be reported by the observer to a supervisor. Hazard Reporting Forms are routed to the department, CSO, or the director best equipped to evaluate the concern and, when necessary, propose a resolution.

Hazard Resolution

The primary purpose of facility inspections and hazard reporting is to identify conditions that could lead to accidents and losses. In view of this, it is crucial that all departments and employees be involved in the Facility Inspection and the Hazard Identification and Resolution processes. Hazard resolution is related to the severity of the hazard and the probability and severity of a negative consequence of the hazard.

Follow-up

Corrective action for a confirmed hazard that has been identified by any established process is the responsibility of the manager of the department area in which the hazard exists, or the CSO. This includes arranging for the services of other Cherrlots departments or outside parties, as necessary, to eliminate or control the hazard.

Documentation

Hazards that have been identified, proposed resolutions, and corrective actions are recorded in hard copy by the Safety Committee and maintained by the CSO.

All front-line personnel are responsible for monitoring safety and security as part of their respective positions. If a hazard is identified through observation or interaction with customers or the public, it is reported to the immediate supervisor as well as following Cherriot's hazard reporting process.

Employee Hazard Reporting

Reporting Forms

Employees fill out a Hazard Reporting Form, which is turned into the affected department and the CSO, talk with a supervisor, and depending on the hazard, the Manager as well. They can also contact a Safety Committee member, which is composed of union and administrative members.

Depending on the severity/risk of the hazard identified, immediate action may be taken, or the input will be brought to the Safety Committee for discussion. Feedback will be provided to the employee on what action, if any, will be taken. All employees follow the Employee Hazard Reporting Program Policy.

Route/Operations Safety

Employees can fill out a Hazard Reporting Form or discuss suggestions for making the system/route safer. Cherriot's encourages employees to be advocates for safety while also suggesting methods of increasing performance. Management has an open-door policy and makes clear the importance of employee feedback: positive and negative.

Safety Events

Accident and Incident Reporting Process

All accidents and loss incidents are to be investigated. Cherriot's safe driving standards require professional safe performance of all operators. To ensure better than average safety performance, Cherriot's convenes an Accident Review/Determination Panel to determine if a collision or onboard incident could have been prevented. All personnel operating any Cherriot's vehicle are held to this standard. The Safety and Loss Control Specialist will evaluate the circumstances of an occurrence and render a determination on whether the occurrence will be classified as an accident, or incident. The Specialist will coordinate all determinations with the CSO.

The Salem Area Mass Transit District Operator's Manual includes procedures and responsibilities for accident/incident investigation. The combined manuals establish procedures for accident notification, response, and investigation.

Accident Definition

An accident, by definition of the National Safety Council, is any occurrence that results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred.

For the District's purposes, a vehicular accident is further defined as: vehicular contact with another object that results in any reported injury; any property damage other than to our vehicle; or any property damage to our vehicle that necessitates a repair.

See Safety and Security Procedure 3011, Accident Review and Determination.

Reporting an Accident

Transit Operators are required to report all accidents to Dispatch immediately and complete an Accident Report no later than the end of his/her shift that day. The Accident Report must be filled out accurately and completely by the transit operator involved in the accident. The transit operator's signature confirms his/her agreement with the accurate contents of the report.

What to Do at the Scene of an Accident

When involved in a vehicle accident, stop the bus as quickly as possible and do not move the bus. Report the accident to Dispatch immediately. Check for injuries and relay information to Dispatch. Do not move the bus until released by a police officer or an operations supervisor. If you feel it is necessary to move your bus, notify Dispatch and state your reason why.

Protect the scene – place emergency triangles in the proper configuration around your bus.

Begin the information exchange with the other driver. Use the proper District forms from your accident packet.

Distribute and collect courtesy cards, obtaining the names and phone numbers of customers on the bus or others outside the bus who may have witnessed the accident.

Anyone wanting to make a claim should be referred to the safety and loss control specialist or his/her designee in the District's Human Resources Department.

Do not make any statements describing the accident, how the accident occurred, or your opinion of fault to anyone, except the police, District supervisory personnel, and safety and loss control specialist, or his/her designee. Requests for information or questions about the accident are to be referred to supervisory personnel. All media requests for information are to be directed to the District's public information officer.

See General Administrative Manual Policy 203, Media Contacts.

Accident Classification

All accidents will be given a determination of preventable or non-preventable. The National Safety Council has developed this brief definition:

"A preventable collision is one in which the driver failed to do everything that reasonably could have been done to avoid it."

In other words, when a driver commits errors and/or fails to react reasonably to the errors of others, the National Safety Council considers a collision to be preventable. When a driver commits no errors and reacts reasonably to the errors of others, the Council considers the collision to be non-preventable.

Accident reports are reviewed and, if necessary, further investigated. A determination as to the preventability is issued to the transit operator in writing. A preventable accident will prevent a transit operator from receiving an annual National Safety Council Safe Driving Award.

Transportation coordinates with outside law enforcement agencies if they investigate an event. Administrative staff coordinates with outside insurance providers and provides support among Cherriot's departments and independent investigation to manage Cherriot's liability and claims.

Most accidents and incidents involving Cherriot's are relatively minor in severity and are investigated by Operations Field Supervision. Since most accidents involve buses, this section focuses on bus accidents. However, all non-bus accidents and incidents are also investigated.

Investigation

An attempt is made to complete the investigation of most accidents within three days. Operations Supervisors are required to complete an Accident/Incident Report. Operators are required to complete an Accident Information Report. The Supervisor is required to file both reports electronically, as well as a hard copy and attach all relevant media for use by the Accident Review and Determination Panel and the CSO.

A Report of Injury Form must be completed if an employee suffers an injury or illness as a result of an accident or incident. An 801 Form must be filed if medical treatment is necessary.

Accident Review Process

Accidents and incidents are classified as preventable or non-preventable.

Preventable accidents are defined as those accidents that could have been reasonably avoided if the operator had followed all defensive driving techniques as established by the National Safety Council Guidelines, and/or Cherriot's Transit Operations Procedures and Policies.

The Panel follows all policies, procedures, and definitions as in Safety and Security Procedure 3011, Accident Review and Determination. Examples of investigations may include reviews of accident and injury reports, vehicle condition reports, witness statements, employee interviews, accident scene sketches, bus videos, physical evidence, training manuals, and accident site visits. Employees who wish to appeal preventable determinations must notify the Safety and Loss Control Specialist in writing within 21 days of the date the employee was notified of the determination. At that time, the employee (or union representative) shall provide to the District's Safety and Loss Control Specialist all documents they wish the National Safety Council to consider. The Safety and Loss Control Specialist will submit these documents, along with the District's documentation, to the National Safety Council for their review and determination. The employee will receive a copy of all documents submitted. The National Safety Council's determination of the preventability or non-preventability of the accident is final and binding.

Hazard Resolution

The primary purpose of the accident investigation process is to determine the cause(s) of accidents so that they may be prevented or mitigated in the future. To this end, it is crucial that all relevant departments be appropriately involved in the process. A serious attempt is made to use lessons learned through the investigatory process to incorporate hazard resolutions into future procedures, designs, construction, modifications, training, and procurements.

Follow-up

Follow-up in the form of corrective action is the responsibility of the employee's direct supervisor or manager. The responsibility may be delegated to a designee, or the CSO.

Any disciplinary action will be assessed using the Collective Bargaining Agreement procedures and/or the Administrative Handbook. Disciplinary consequences for accidents may include warnings, suspensions, and discharge.

Training will be provided, in most cases, for employees who have been involved in two preventable accidents within one year. Training and re-training are not disciplinary in nature.

Internal Reporting

The employee's direct supervisor is responsible for ensuring that all accident reports are completed and filed.

Documentation

Management, the Safety and Loss Control Specialist, and the CSO maintain the accident investigation documentation.

Performance Measures

Through a series of performance measures relative to operations, maintenance, and safety, Cherriots can monitor the system's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts. The following performance measures are on a daily, monthly, and quarterly basis.

Maintenance

- ◆ **Preventive Maintenance On-time Inspection Percentage** – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and Cherriots mileage intervals.
- ◆ **Vehicles Removed From Revenue Service** – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site of failure, or once returned to the facility.
- ◆ **Annual Vehicle Condition Assessment** – through annual inspection, determines on a scale of 1-5 the overall condition of the asset. This performance measure is also used in annual updates of Cherriots Transit Asset Management Plan.

Transportation

- ◆ **Customer Complaints Per Month** – tracks all customer complaints to identify areas of deficiency with vehicle, driver, or other Cherriots areas. Safety-related complaints are immediately routed to a supervisor on-duty or the CSO for investigation mitigation and response. Complaints may be a result of phone calls, website, or Cherriots public forums.
- ◆ **On-time Performance** – serves as an indicator to issues with time management, environmental factors, scheduling, and vehicle and driver performance.
- ◆ **On-board Surveys** – conducted annually, allow Cherriots to receive rider feedback about bus operator performance, customer service, and vehicle safety.

Safety

- ◆ **Safety Performance Measure: Fatalities** (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Injuries** (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: Safety Events** (total number of reportable events and rate per total vehicle revenue miles by mode)
- ◆ **Safety Performance Measure: System Reliability** (mean distance between major mechanical failures by mode.)

7. Safety Promotion

Employee Selection

Hiring Practices

Selecting applicants best suited to excel at the Transit Operator, Dispatch, Supervisor, Maintenance job requirements, is critical to safe transit operations. The Transit Operator is directly responsible for the safety of not only the passengers, but also the pedestrians, bicyclists, drivers, and all others who share the road with the transit vehicle. Other Operations departments are instrumental in ensuring the Operator has a safe and reliable vehicle, clear and concise policies and procedures, effective communications, and proper training.

All safety-sensitive employees must meet Federal and State compliance requirements to be considered for a position with Cherriots. Cherriots hiring process is described thoroughly in the Section 320 of the SAMTD Personnel Policies.

Training

There are formal training programs for Transit Operators, Maintenance employees, and Transportation employees. These include training classes, manuals, Cherriot's Standard Operating Procedures, and on-the-job training. Training is provided by department manager and Training Supervisors in coordination with the Human Resources Department.

The safety component of training is designed to make employees aware of the hazards associated with their jobs and the appropriate methods for controlling these hazards. The training is intended to motivate employees to work safely. Trainings fall into three main categories: (1) Initial, (2) Periodic, and (3) Remedial, or Refresher.

Initial Bus Operator Training

New Bus Operators receive an intensive seven-week training course that covers every aspect of their new job. Some components of the training are delivered in the classroom. The majority of learning occurs on the buses during off-route and on-route training. The training includes, but is not limited to, the following areas:

- ◆ Traffic Technology Services Predictive Driving
- ◆ Orientation to Cherriot's
- ◆ Basic Bus Maneuvers
- ◆ Advanced Bus Maneuvers
- ◆ Service Stops
- ◆ System Overview
- ◆ System Procedures
- ◆ Communication Skills
- ◆ Customer Service
- ◆ Accessible Service
- ◆ Emergency Management
- ◆ Fleet Services
- ◆ Personal Safety
- ◆ Health/Injury Prevention
- ◆ Stress Management
- ◆ CDL Preparation
- ◆ On-route Training
- ◆ Vehicle Orientation of all Vehicles

- ◆ Vehicle Security Awareness
- ◆ Conflict Resolution

On-route training provides real service experience, both day and night, with an Operator Instructor during the Instructor's regularly scheduled work. The time the new employee operates the revenue route is increased daily. Each day the student receives a full review and debriefing from his or her instructor. Instructors communicate among one another regarding where additional training for new operators is required. Student rotation among the Operator Instructor group provides each student with experience across a variety of routes, vehicles, times of day, instructional styles, and driving conditions.

After the initial training, new Bus Operators receive additional support and training, including:

- Check-rides at the following intervals: one week, three months, six months, nine months, and twelve months
- Four-week Follow-up: Procedure and Policy Review
- Fall Bad Weather: Driving and Defensive Driving Course (DDC)
- Refresher
- 90-Day: Mid-trial Performance Review
- One-year Follow-up: Debriefing with Operations Training Supervisor and safety review with Transportation Department Management and the CSO
- One Year Refresh: In-service Training
- Operators with at least two years of experience, and no accidents or discipline within the last year, may apply to become Training Instructors as positions become available.

All new Cherriots employees are subject to a trial period of six (6) months at which time a determination will be made to give career status, terminate employment, or returned to previous classification if a vacancy exists.

Annual Training For All Bus Operators

Every year, each Bus Operator receives one full day of refresher and topical training. The training addresses, but is not limited to, the following topics:

- Safety and Customer Service
- Predictive Driving
- Signal and Intersection Management
- On-the-Road Exercise
- Effectively Dealing With People of Differing Ages

- Safety/Loss Control Topics – Blood Borne Pathogens
- ADA – Securement and Service Key Point Review
- Safety/Security Update

Partial-day trainings are also scheduled as needed and whenever warranted by the addition of new equipment or a change in configuration.

Initial Operations Supervisor Training

Transit Operations Supervisors typically begin their career path as Bus Operators who first work alongside full-time supervisors in Dispatch and on-the-road. However, some individuals come into the position from diverse backgrounds. Subjects taught and subsequent testing is received as follows:

- Drug & Alcohol (Policy and procedures for all types of FTA-mandated testing)
- Accident Investigation
- Emergency Procedures
- Security Procedures
- On-the-job Injury Claims
- Blood Borne Pathogens
- Data Entry and Recordkeeping
- Harassment
- Cultural Diversity
- Coaching/Counseling/Discipline
- Dispatch Operations
- Field Operations
- First Aid and Defibrillator
- Basic Data Entry and Storage
- Examination and Filing of Bus Camera Video Evidence
- Conflict Resolution, De-escalation.

In addition to their initial training, all Operations Supervisors will receive one full day of refresher and topical training annually via annual in-service training.

Injury and Illness Prevention Training

Injury and Illness Prevention Training is directed toward achieving a safe working environment for all employees and reducing the chance of occupational-related injuries and illnesses. The majority of

training targets employees working in the Maintenance and Facilities Maintenance Departments because these employees have the greatest exposure to occupational hazards. The program is based on applicable Federal, State, and local safety codes and regulations. Some areas addressed in training include:

- Handling Hazardous Materials (Right to Know)
- Slips, Trips, and Falls
- Personal Protection Equipment
- Safety Data Sheets (SDS)
- First Aid
- Forklift Safety
- Blood Borne Pathogens
- Hazardous Materials Storage
- Strains and Sprains
- Fall Protection
- Crane Operation
- Ergonomics
- Hazard Communication Program

Emergency Response Planning and Coordination

Details are contained in the Cherrlots Emergency Action Plan and Evacuation Request Procedures.

System Modification Design Review and Approval

General Process

The Cherrlots bus system is regularly modified in response to operational experience, the addition of new types of service, and changes in service design and levels. Cherrlots philosophy is to use appropriate new technologies to benefit the environment and the community it serves. The challenge is to review any proposed modification adequately before it is approved. Any proposed modification should be evaluated to ensure it is compatible with existing systems and does not introduce new hazards to the system or reduce the effectiveness of existing hazard controls.

Equipment modifications may be proposed by any employee of any department that uses the equipment. Changes may also occur from an analysis of reliability performance, historical data, and available improvements in equipment design and components.

Modification Design Review

A review of any modification in equipment design shall be made by the director and managers of the department responsible for the equipment. It is an informal practice to include Human Resources and Operations in the review of any change that might affect safety. The impact on the safety of all designs and specifications should be identified and evaluated before the change is approved. Some of the areas to be considered include, but are not limited to:

- Hazardous Materials (handling and use)
- Motor Vehicle Safety
- Human Factor
- Occupational Health and Safety
- Materials Compatibility
- Fire Protection
- Lighting
- Braking Systems
- Mirrors
- Warning Devices

Modifications must not be made before it is determined how they might affect the safety of the system, or any other systems. Other departments may evaluate a proposed change to determine its compatibility with other systems (e.g., hoists, fueling systems, communications systems). The evaluation may also include a review of applicable regulations, such as the Federal Motor Vehicle Safety Standards and Regulations and the State of Oregon OSHA.

Testing may also be performed to evaluate the safety of a proposed modification. The testing of small changes may be minimal. For substantial modifications, extensive field testing, mock-ups, and structural evaluations may be employed.

Modification Design Approval

Final approval is generally made by the Deputy General Manager/COO. When modifications are made by a bus manufacturer, the Maintenance Manager works with the manufacturer, and contractual changes may be made. If changes are substantial, additional training will be provided for maintenance and operation staff.

Monitoring

Once a modification is put in place, feedback from the operating department is solicited to evaluate the performance of the modification. Unsolicited input from the operating department and its employees (end users) is also encouraged. Depending on the nature of the modification, Human Resources and Planning and the Safety Committee, may be involved for input.

Documentation

The Maintenance Department is responsible for documenting any vehicle modifications. Facilities Services is responsible for documenting any modifications made to a facility. Documentation may involve changing diagrams, schematics, manuals, service bulletins, service intervals, standard operating procedures, and Safety Data Sheets. Maintenance Supervisors are responsible for updating Safety Data Sheets based on input from product manufacturers.

Routes

Route modifications are designed by the Planning Department. Planning may use a current Bus Operator to test routing and bus stop placement. This experience-based, real-world process is designed to protect the safety of the transit bus, transit passengers, other vehicles, and pedestrians.

The Planning Department informs the Service Excellence Team of any proposed route modifications. The Planning Department can request that the Committee evaluate a specific proposal, or the Committee can choose to evaluate any proposed modifications.

Transportation Management may request a route modification it believes will improve operations. It may also choose to evaluate a modification that has been proposed by another department. Input from individual Bus Operators is encouraged through the Hazard Reporting Form, direct communication, and periodic surveying of Operators conducted by Service Planners.

Finally, the Planning Department maintains a cooperative working relationship with the appropriate planning and road departments of all municipal levels of government within which Cherriots operates.

Additional Information

Safety and Security of the Oregon Public Transportation Plan (OPTP) aligns with the key components of the Federal Transit Administration's Safety Management System (SMS) principles in the Public Transportation Safety Action Plans. Goal 6 of the OPTP and SMS principles extend safety and security beyond vehicles and stations and include transit personnel, riders and the surrounding community. Safety is a basic expectation of all public transportation users and providers. Both the OPTP Goal 6 policies and strategies and the SMS principles encourage greater safety of the public transportation system through a range of strategies that proactively address design factors, personnel training, use of safety technologies, accident investigation and emergency management planning. The OPTP Goal 6 policies and strategies and SMS principles are scalable and effective across a broad range of organizations and applications. The goal of the OPTP and SMS is to ensure the agency has an inclusive and effective process to direct resources to optimally manage safety.

This PTASP was developed from information in other Cherriots documents, policies and procedures, and manuals. Those documents are listed below:

- SAMTD Personnel Policies
- Onboarding Checklists

- Transit Operator Handbook
- Safety and Security Plans, Policies, and Procedures
- General Administration Policies and Procedures

Appendix A

HAZARD REPORTING FORM

Reporting Employee			Report #	
Date of Report				
Time of Hazard			Time Report Submitted	
Location of Hazard			Route/Manifest	
Supervisor Notified				
(Check all that apply)				
Type of Hazard				
Vehicle		Weather Related		
Passenger		Road Condition		
Facility		Security		
Employee		Near Miss		
Description of Hazard				
Initial Action Taken to Mitigate Hazard				
Initial Assessment of Hazard				
	Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.			
	Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an Immediate level risk.			
	Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.			
Likelihood of re-occurrence of this hazard (1-10)				
Received by: _____			Date/Time _____/_____/_____	

HAZARD MITIGATION

Investigating Supervisor				Title		
Date of Investigation				Time		
Additional Information						
Assessment Classification (Circle)	Level 1	Level 2	Level 3			
				Report #		
Mitigation Action(s) Taken						
Action(s) Designed to:	Eliminate		Control		(Circle one)	
Describe Communication of Action(s)						
Follow-up						
Date			Contact			
Status of Action Taken						
Is additional action needed?	YES		NO			
Additional Action Taken						

HAZARD CLASSIFICATION

						Report #	
Category of Hazard							
Vehicle				Passenger			
Mechanical				Behavior			
Performance				Weapon			
Interior				Suspended from svc.			
Exterior				Medical Emergency			
Towed				Injury			
Repaired on scene				Death			
Safety equipment				Mobility Devise			
Lift/Ramp/Securemt							
See Pre-Trip							
Facility				Facility			
Safety Equipment				Shelter			
Security Systems				Fueling			
Plumbing				Hazardous Materials			
Electrical				Fencing/Gate			
Foundation				Passenger Amenities			
Parking							
Equipment				Employee			
HVAC/Heat				Behavior			
Roof				Theft			
Storage				Endangering Others			
Computer/Data				Property Abuse			
Farebox/Vault				Illegal Activity			
						Chief Safety Officer Initials	



To: Board of Directors
From: Stephen Dickey, Director of Strategic Initiatives and Program Management
Thru: Allan Pollock, General Manager
Date: July 23, 2020
Subject: Board STIFAC Member Appointment

ISSUE

Shall the Board appoint Diane McClaran to the Statewide Transportation Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2021?

BACKGROUND AND FINDINGS

New members and renewal terms for the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) members are appointed at the June meeting of the Board of Directors. Members serve a two year term that ends June 30. Unexpired vacancies are filled when needed by action of the Board of Directors.

The STIFAC currently has five overall vacancies to fill. At the June 25, 2020 Board of Directors meeting, J.D. Wolf, representing educational facilities from Chemeketa Community College, was appointed for a term that began on July 1, 2020 and ending June 30, 2021. However, staff has learned that Mr. Wolfe had recently passed away, leaving the position vacant.

Diane McClaran, Director of Community Relations for Chemeketa Community College is interested in serving on the STIFAC in place of Mr. Wolfe, and submitted an application to fill the unexpired term.

The roster for the STIFAC is attached (**ATTACHMENT A**).

FINANCIAL IMPACT

This action has no fiscal impact.

RECOMMENDATION

Staff recommends the Board appoint Diane McClaran to the Statewide Transportation Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2021.

PROPOSED MOTION

I move that the Board appoint Diane McClaran to the Statewide Transportation Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2021.

**Statewide Transportation Improvement Fund Advisory Committee
Membership Roster**

July 23, 2020

POS	STIF CRITERIA	MEMBER AND [POSITION]	STAGGERED TERMS **
1	Low-Income, Non-English Speaking Community, Transit User	Sandra Hernández-Lomelí ** Director, Latinos Unidos Siempre; Youth Program Dir., Mano A Mano	July 1, 2020 – June 30, 2022
2	Public Transit Service Provider	Jim Row ** Assistant City Administrator Woodburn Transit	July 1, 2020 – June 30, 2021
3	Individuals age 65 + People with Disabilities and Outside of District – Marion County	Ron Harding ** Chair, STF Advisory Committee City Administrator, City of Aumsville	July 1, 2020 – June 30, 2022
4	Educational Institutions Employer	Diane McClaran Director of Community Relations Chemeketa Community College	July 1, 2020 – June 30, 2021
5	Bicycle and Pedestrian Advocates	Becky Gilliam ** Policy Manager, Pacific NW Regional Safe Routes to School	July 1, 2020 – June 30, 2022
6	Public Health, Social and Human Service Providers	Glen D. Morrison ** Senior Epic Analyst Salem Health	July 1, 2020 – June 30, 2021
7	Outside of District – Polk County	Kathy Martin-Willis ** City Councilor City of Independence	July 1, 2020 – June 30, 2022
8		VACANT	July 1, 2020 – June 30, 2021
9		VACANT	July 1, 2020 – June 30, 2022
10		VACANT	July 1, 2020 – June 30, 2021
11		VACANT	July 1, 2020 – June 30, 2022

** Staggered Terms were established on June 25, 2020 in accordance with the STIFAC Bylaws under Article II - Section 3. Initial / charter members of the committee were allowed to begin their terms of service under the established staggered terms.



BOARD MEETING MEMO

Agenda Item G.6

To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management
David Trimble, Deputy General Manager / COO

Thru: Allan Pollock, General Manager

Date: July 23, 2020

Subject: Establishment of a Memorandum of Understanding with the City of Salem

Issue

Shall the Board authorize the General Manager to sign the Memorandum of Understanding (MOU) (**ATTACHMENT A**) addressing coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem?

Background and Findings

The City of Salem (City) and Salem Area Mass Transit District (SAMTD) entered into an MOU in 2009 (**ATTACHMENT B**). In December of 2018, City Council, at the recommendation of the City Council Public Transit Committee, directed staff to work with SAMTD to update the 2009 MOU to develop a common understanding of how the City and SAMTD can continue to improve working relationships.

City staff and SAMTD have initiated discussions to update a separate agreement that covers coordination in the event of emergencies.

The specific roles recognized in the MOU identify SAMTD as the operator of mass transit service within the Salem-Keizer Urban Growth Boundary, and with regional service connecting to outlying cities in Marion, Polk, Linn, and Clackamas counties.

The recommended MOU outlines the expectations of the SAMTD and the City concerning coordination of land use, transportation, and transit planning. The MOU addresses implementation, SAMTD Service Guidelines and Service Proposals, and the Transit Core Network. Specific updates to the MOU include expectations for SAMTD

notifying neighborhood property owners when parking is proposed to be removed, adds clarification on the timing of transit input to be considered in making discretionary land use decisions, reestablishes regularly scheduled meetings between City and SAMTD staff, and establishes expectations of notification of service changes or developments that may have an impact on the other's interests.

Areas that have a significant role in the relationship established by the proposed MOU include:

- The SAMTD Core Network. The Core Network provides the essential supporting structure to establish a system to provide adequate public transportation to the overall community.
- The 2018 SAMTD Service Guidelines for Bus Service. A critical piece of this document addresses bus stop design and location standards.
- The Salem Area Comprehensive Plan establishes a goal to provide a balanced, multimodal transportation system for the Salem Urban Area that supports safe and efficient movement of goods and people.
- The Salem Transportation System Plan, Transit System Element, establishes the goal to have a public mass transit system that provides convenient and accessible transit services to the citizens of the Salem Urban Area.
- The 2019 Salem Community Greenhouse Gas Inventory that concluded that 53 percent of Salem's greenhouse gas emissions are attributable to mobile sources. Increasing the percentage of trips that use public transportation is one means to reduce greenhouse gas emissions.
- Transit services rely on the City network of streets and sidewalks, including the ability to access the curb for boarding and alighting passengers.
- The location of transit stops impacts the use of the curb zone and on-street parking.
- City land use policies and development standards impact the effectiveness of transit operations by influencing the location and density of jobs and housing and accessibility to transit.

Recommendation

Staff recommends that the Board authorize the General Manager sign the attached MOU (**ATTACHMENT A**) addressing coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem.

Proposed Motion

I move to authorize the General Manager sign the attached MOU (ATTACHMENT A) addressing coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is a non-binding agreement between the City of Salem (City), an Oregon municipal corporation, and Salem Area Mass Transit District (SAMTD).

Whereas, the Salem Area Comprehensive Plan has established a goal of providing a balanced, multimodal transportation system for the Salem Urban Area that supports the safe and efficient movement of goods and people; and

Whereas, efficient and convenient transit service is necessary and desirable to serve the residents of the Salem Urban Area; and

Whereas, the parties recognize the need to coordinate planning activities involving land use, transportation, and transit to accomplish this goal; and

Whereas, the Salem Strategic Plan (2017) identified Public Transportation and Environmental Action as goals for the City of Salem and these goals have continued to be reflected in the annual City Council Policy Agendas; and

Whereas, the Salem City Council on December 10, 2018, accepted recommendations from the City Council Public Transit Committee, including a recommendation to work with SAMTD to update the 2009 MOU between the City and SAMTD and develop a common understanding of how the City and SAMTD can continue to improve working relationships; and

Whereas, the City of Salem undertook a community greenhouse gas inventory in 2019, the results of which indicated that the majority of Salem's greenhouse gas emissions (53 percent) are attributable to mobile sources; and

Whereas, increasing the percentage of trips that use public transportation is one means to reduce greenhouse gas emissions; and

Whereas, actions by the City in the areas of land use and transportation planning are instrumental in supporting a successful transit system; and

Whereas, the City is in the midst of a comprehensive update to the Salem Area Comprehensive Plan, referred to as Our Salem; and

Whereas, the purpose of this MOU is to outline the expectations of the parties concerning the coordination of their respective planning activities involving land use, transportation, and transit.

NOW, THEREFORE, the parties agree as follows:

- A. The City agrees to provide written notice to SAMTD of pending discretionary land use applications and pre-application conferences. This notice will be provided via email to an address supplied by SAMTD.
- B. SAMTD agrees to respond in writing within the 14-day comment period to identify transit-supportive requests to be considered in making discretionary land use decisions.
- C. The City agrees to encourage land use applicants to contact SAMTD early in the review process to receive comments and suggestions about incorporating transit service and transit design

elements related to the development. The City will continue to include a check box and fillable lines on land use application forms to indicate whether the applicant has contacted SAMTD'S Planning Department about the application, when the contact was made, and with whom.

- D. The City agrees to inform SAMTD in writing of pending proposed amendments to relevant governing regulations, including applicable amendments to the Salem Revised Code, Salem Area Comprehensive Plan, Salem Transportation System Plan, and changes to street classifications or alignments.
- E. SAMTD agrees to inform the City in writing of proposed amendments to relevant governing regulations, including applicable amendments to Service Guidelines and Service Proposals.
- F. The City and SAMTD agree to identify and share data that may be useful for planning purposes, including data that can support performance measures developed as part of the Our Salem planning process.
- G. The City agrees to notify SAMTD in writing and in a timely manner of pending City construction projects on streets on or near designated transit routes.
- H. SAMTD agrees to give notification at least 10 days in advance of any proposed on-street parking removal associated with constructing a new bus stop, relocating an existing bus stop, or expanding or otherwise modifying an existing bus stop. The notification shall be in writing to the neighborhood association and via certified mail to property owners immediately impacted and at least one adjacent property in each direction on both sides of the street, and by hanging door hangers on each residence within 100 feet of the proposed parking removal along both sides of the street. Notification of residents on side-streets will be considered on a case-by-case basis in consultation with the City. If the project does not proceed within one year of initial notification, new notification will be provided.
- I. The City and SAMTD agree to notify the other party of opportunities to participate in City or SAMTD-sponsored long-range planning projects that involve land use, transportation, and transit related issues.
- J. The City and SAMTD agree to provide opportunities for representatives of the other entity to participate on relevant boards, commissions, or advisory committees.
- K. SAMTD agrees to notify the City in writing and in a timely manner of pending changes to transit routes, transit stops, schedules, and service levels.
- L. SAMTD agrees to request input from the City when considering changes to the Transit Core Network.
- M. The City and SAMTD agree to schedule and hold regular meetings (at least quarterly) to foster communication, collaboration, and coordination.
- N. The City and SAMTD agree to communicate, collaborate, and coordinate their services during adverse weather-related events and other emergencies.
- O. The City and SAMTD agree to pursue projects and coordinate planning and development activities to improve traffic flow on the Transit Core Network.

- P. The City and SAMTD agree to coordinate during plan review, permitting, and development of projects involving housing and employment centers with the shared goal of providing more transportation options to more people.
- Q. The City and SAMTD agree to communicate, collaborate, and coordinate during planning and development of future transit centers.
- R. The SAMTD'S Board of Directors and the Salem City Council agree to hold joint work sessions to exchange information and perspectives when doing so has been determined desirable by both bodies.
- S. The City agrees to consult with SAMTD in advance and consider the positive benefit or negative impact to transit users when prioritizing transportation projects for inclusion in the Capital Improvement Plan.
- T. The City agrees to coordinate with SAMTD when scoping City-funded street improvement projects to mitigate impacts to existing transit facilities (i.e. transit stop locations) and to incorporate transit elements and safe pedestrian access, if appropriate for the projects.
- U. SAMTD agrees to design and construct improvements at transit stops in conformance with the most recent Service Guidelines for Bus Service, subject to availability of funding by SAMTD and City approval for work within the public right-of-way.

Salem Area Mass Transit District

 Allan Pollock, General Manager / CEO

Date: _____

City of Salem, an Oregon municipal corporation

 Steve Powers, City Manager

Date: _____

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (MOU) is a non-binding agreement between the City of Salem, an Oregon municipal corporation, (City) and Salem Area Mass Transit District (Cherriots).

Whereas, the Salem Area Comprehensive Plan has established a goal of providing a balanced, multimodal transportation system for the Salem Urban Area that supports the safe and efficient movement of goods and people;

Whereas, efficient and convenient transit service is necessary and desirable to serve the residents of the Salem Urban Area; and

Whereas, the parties recognize the need to coordinate planning activities involving land use, transportation and transit to accomplish this goal; and


Whereas, the purpose of this MOU is to outline the expectations of the parties concerning the coordination of their respective planning activities involving land use, transportation and transit.

NOW, THEREFORE, the parties agree as follows:

- A. City agrees to provide notice to Cherriots of pending discretionary land use applications and pre-application conferences.
- B. The City agrees to encourage land use applicants to contact Cherriots early in the review process to receive comments and suggestions about potential transit service or transit design elements related to the development. The City will amend the land use application forms to include a check box for whether the applicant has contacted Cherriots about the application, when the contact was made and with whom.
- C. The City agrees to inform Cherriots of pending proposed amendments to the Salem Revised Code, Salem Area Comprehensive Plan, Salem Transportation System Plan, and changes to street classifications or alignments.
- D. The City and Cherriots agree to identify and share data that may be useful for planning purposes.
- E. Cherriots agrees to share data collected through the Regional Rideshare Program in support of the Standards and Benchmarks adopted in the City's Salem Area Comprehensive Plan.
- F. The City agrees to notify Cherriots in a timely manner of pending City construction projects on streets on or near designated transit routes.
- G. The City agrees to notify Cherriots of opportunities that may arise to participate in special long-range planning projects and Cherriots agrees to notify the City of opportunities that may arise to participate in special transit service planning projects.

- H. Cherriots agrees to notify the City of pending changes to transit routes, transit stops, schedules, and service levels.
- I. The City and Cherriots agree to schedule and hold monthly meetings to foster communication and coordination.
- J. The City and Cherriots agree to communicate and coordinate services during weather related or other emergency events.
- K. The City and Cherriots agree to pursue and coordinate planning and development activities to assist with improving traffic flow on High Priority Transportation Corridors.
- L. The City and Cherriots agree to communicate and coordinate the planning and development of future Transit Centers.
- M. When necessary, the elected officials of Cherriots and the City agree to hold joint work sessions to exchange information.
- N. The City agrees to coordinate with Cherriots during the scoping of City funded street improvement projects to incorporate transit elements and safe pedestrian access, as appropriate.

Salem Area Mass Transit District


Allan Pollock, General Manager/CEO

Date: 4/27/09

City of Salem, an Oregon municipal corporation

Linda Norris, City Manager

Date: _____



To: Board of Directors

From: Allan Pollock, General Manager

Date: June 25, 2020

Subject: Board Member Committee Report

ISSUE

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

BACKGROUND AND FINDINGS

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	
Subdistrict 2 Director Busch	Citizens Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Rodgers	
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 6 Director Krebs	
Subdistrict 7 Director Richards	State Transportation Improvement Fund Advisory Committee Special Transportation Fund Advisory Committee