



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

Monday, June 11, 2018

SPECIAL MEETING 5:00 PM
WORK SESSION 5:30 PM

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

AGENDA

SPECIAL MEETING

- 1. CALL TO ORDER** (President Robert Krebs)
- 2. ACTION ITEM**
 - a. Appoint a Chair and Vice-Chair for the Citizens Advisory Committee **SP-1**
- 3. DISCUSSION**
 - a. Update on the Procurement Process for Construction Contract of the Keizer Transit Center Signalized Intersection Project
- 4. ADJOURN SPECIAL MEETING**

WORK SESSION

- 1. CALL TO ORDER** (President Robert Krebs)
- 2. DISCUSSION**
 - a. SDIS Best Practices Assessment
 - b. Report from Salem City Council’s Congestion Relief Task Force **WS-1**
 - c. Service Enhancement – Update on the Recommendations for Appointment to the Statewide Transportation Improvement Fund Task Force (STIFAC) **WS-7**
- 3. GENERAL MANAGER’S COMMENTS**
 - a. Draft Agenda for June 28, 2018 Regular Meeting **WS-13**
 - b. Upcoming Board Agenda Items **WS-15**
 - c. Calendar Review **WS-17**
- 4. ADJOURN WORK SESSION**



Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

This is an open public meeting in a place accessible to people with disabilities. For individuals who need the assistance of Interpreters for sign language or for languages other than English to participate in the meeting, please contact the Clerk of the Board at least two days prior to the meeting; by phone at 503-588-2424. (For individuals with a hearing impairment, please call the Oregon Telecommunications Service, 711.) Office hours are Monday-Friday from 8:00 AM to 5:00 PM.

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Cherriots / 555 Court St NE, Suite 5230 / Salem, OR 97301 / (503) 588-2424 / www.cherriots.org



BOARD MEETING MEMO

Agenda Item SP.2.a

To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: June 11, 2018

Subject: Appointment of Chair and Vice Chair of the Citizens Advisory Committee

ISSUE

Shall the Board appoint John Hammill as the Chair and Rick Hartwig as Vice-Chair of the Citizens Advisory Committee from June to December 2018 in accordance with the Citizens Advisory Committee Bylaws?

BACKGROUND AND FINDINGS

The District desired to reestablish the Citizens Advisory Committee (CAC) which was disbanded in 2015. The Board amended the CAC Bylaws – Attachment A by Resolution No. 2017-13 on December 14, 2017, members were appointed to the newly formed committee in March 2018; and the CAC had their first meeting on May 22, 2018.

President Krebs asked CAC member, John Hammill to serve as Chair for the first six months of the committee's inception because of Mr. Hammill's familiarity with the District and meeting procedures. The Citizens Advisory Committee also voted to recommend Rick Hartwig as the Vice Chair.

Article 4 of the Citizens Advisory Committee Bylaws, states that the terms of the Chair and Vice-Chair will end in December (or in the meeting month closest to the end of the calendar year). At that time, CAC members may recommend a Chair and Vice-Chair to serve for a term of 12 months, but no more than two consecutive years.

The Citizens Advisory Committee acts as an advisory committee to the Board on transportation-related issues of the District. The CAC will make recommendations to the Board on the District's transportation policies, programs and services. They will

encourage and promote transportation services that meet the needs of the communities served, and perform other duties as assigned by the Board.

FINANCIAL IMPACT

None

RECOMMENDATION

The Citizens Advisory Committee recommends the appointments of John Hammill as the Chair and Rick Hartwig as Vice-Chair of the Citizens Advisory Committee for a term to end on December 31, 2018?

PROPOSED MOTION

I move that the Board appoint John Hammill as the Chair and Rick Hartwig as Vice-Chair of the Citizens Advisory Committee for a term to end on December 31, 2018.



WORK SESSION MEMO

Agenda Item WS.2.b

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: June 8, 2018

Subject: Salem City Council's Congestion Relief Task Force

The City of Salem's Congestion Relief Task Force met on May 18, 2018. The task force received a presentation from DKS about average hourly weekday volumes and the capacity of the bridges, bridgeheads, ingress and egress streets, and their relationships which lead to congestion problems. Solution packages for improving capacity on the Marion Street and Center Street bridges, bridgeheads, ingress streets and egress streets were covered.

There were four solution packages for the Marion Street Bridge and three solution packages for the Center Street Bridge. The Task Force removed package #3 from the Marion Street Bridge proposals and removed package #2 from the Center Street Bridge proposals. A summary of the bridge packages are below and a copy of the full presentation can be found at <https://www.cityofsalem.net/Pages/congestion-relief-task-force.aspx>

A meeting with ODOT will be set to discuss the viability of the remaining solutions packages prior to the Task Force next meeting which is scheduled for June 29, 2018.

Summary of Marion St Bridge Packages

Package #1



- Improves Front Street, Marion St, and Wallace Worsens Commercial St
- Maximum capacity of package = 900 vph

Package #2



- Improves Front Street, Commercial St, and Wallace
- No improvements for Marion St
- Maximum capacity of package = 850 vph

Package #3



- Improves Front Street, Commercial St, and Wallace No improvements for Marion St
- Maximum capacity of package = 1,400 vph

Package #4



- Improves Commercial St, Marion St, and Wallace
- Weaving on bridge still occurs and with five lanes, **previously not endorsed by ODOT**
- No improvements for Front St
- Maximum capacity of package = 900 vph

Summary of Center St Packages

Package #1



- Improves Wallace Rd and Front St
- Bottlenecks still exist at both Commercial St/Front St intersections
- Maximum capacity of package = 850 vph
*assuming intersection “bottlenecks” are addressed

Package #2



- Improves Wallace Rd and Front St
- Bottleneck still exists at Commercial St/Front St intersection
- Flyover ramp creates visual, roadway, and building impacts
- Maximum capacity of package = 850 vph

Package #3



- Improves Wallace Rd
- Can be added to Center Solution Packages #1 or #2
- Maximum capacity of package = 800 vph

Each of the solutions packages provided high level evaluation of the impact they will have on the congestion issues. DKS will now take the three solutions packages for the Marion St. Bridge and the two solutions packages for the Center St. Bridge and do a more in-depth analysis. This analysis will be presented at the June 29, 2018 Congestion Relief Task Force meeting. The goal of the next meeting will be to narrow down to a single solution package for each bridge. All Task Force members will need to be present to participate in making decisions at the June meeting. The goal is consensus, with a 3- 1 majority as a back-up.



WORK SESSION MEMO

Agenda Item WS.2.c

To: Board of Directors

From: Allan Pollock, General Manager

Date: June 11, 2018

Subject: STIFAC Member Composition

Below is an updated list of potential Statewide Transportation Improvement Fund Advisory Committee (STIFAC) members for review and discussion. It is my intent to submit a list of names for approval to the committee at the June Board meeting.

Appointment and Membership

Members of the STIFAC are appointed by the SAMTD Board of Directors, and serve at the pleasure of the Board. The STIFAC is composed of no less than seven (7) members and no more than nine (9) members. Each member must meet any one or more of the qualifications listed below at the time of their appointment and for the duration of their term. **The STIFAC must include at least one person who is a low-income individual; one person who is disabled or is age 65 or older; and one Public Transportation Service Provider or non-profit public transportation service provider.**

The District **will include STIFAC members from both within and outside District boundaries to the extent practicable.** The District will attempt to appoint a STIFAC composed of members that represent diverse interests, perspectives, geography, and the demographics of the area.

Qualification

In order 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.

Member Composition

Pos #	Criteria	Candidate	Board/Staff POC	Status
1	Public Transit Service Provider	Woodburn Transit Jim Row	Pollock	Yes
2	Educational/ Employer	Chemeketa CC Tim Rogers, Assoc VP	Pollock	Yes
3	Limited English Proficiency	Mano-A-Mano Levi Herrera	Evans	
4	Transit User	Chris Havel	Lincoln	Yes
5	Transit User City of Salem	Transit Committee Ian	Pollock	
6	Social Equity	Becky Gilliam SRTS	Pollock	Yes
7	Education Outside District	Western Oregon Univ	Pollock	
8	Social Human Services	St. Francis Shelter Kimberly Lemon	Kelley	
9	Social Human Services	Catholic Community Svc Jim Seymour	Lincoln	
	Public Health/ Employer	Salem Health TBD	Pollock	Yes

Others

Boys & Girls Club – Sue Bloom

SLF – Skillern

Candidate Worksheet

Local governments, including land use planners;	City of Salem City of Keizer Marion County Polk County (Elected, planners, Transit Committee)
Public Transportation Service Providers;	Cherriots Woodburn Transit Silverton Trolley
Non-profit entities which provide public transportation services;	
Neighboring public transportation service providers;	City of Albany SMART
Employers;	Salem Health Chemeketa Community College
Public health, social and human service providers;	Kimberly Lemon, St. Francis Shelter
transit users;	
Transit users who depend on transit for accomplishing daily activities;	
Individuals age 65 or older;	
People with disabilities;	
Low-income individuals;	
Social equity advocates;	
Environmental advocates;	
Bicycle and pedestrian advocates;	

People with limited English proficiency;	Mano-A-Mano
Educational institutions; or,	Chemeketa Community College Willamette University Corban College Western Oregon University
Major destinations for users of public transit.	Salem Health Chemeketa Community College

Becky Gilliam, Safe Routes to Schools Regulatory Policy Manager – based in Silverton (outside the UGB Boundary?)



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
and
BUDGET HEARING

Thursday, June 28, 2018
6:30 PM

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

MEETING AGENDA

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director Marcia Kelley

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION - Cherriots Website Reveal

presented by Stephen Custer, Digital Marketing Coordinator

E. PUBLIC BUDGET HEARING - FY 2018-2019 Approved Budget

presented by Budget Committee Chair Hersch Sangster

*This is time designated for members of the public to testify before the Board on the approved budget or programs within the budget. Written testimony will be submitted and entered into the record if received by 5:00 p.m. on June 27, 2018.***

F. DELIBERATION OF BUDGET HEARING

Shall the Board adopt Resolution No. 2018-03 for the Fiscal Year 2019 Budget, Making Appropriations, and Imposing and Categorizing Taxes

G. PUBLIC COMMENT

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

H. CONSENT CALENDAR

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

1. Approval of Minutes [Action]

- a. Board Meeting of May 24, 2018
- b. Work Session of May 14, 2018

2. Routine Business Items [Action]

- a. Approval of the United Way Donation for Fiscal Year 2019
- b. Resolution No. 2018-04 Amending Pension Plan for Bargaining Unit
- c. Resolution No. 2018-05 Amending Pension Plan for Non-Bargaining Unit
- d. Appointments to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

I. ITEMS DEFERRED FROM THE CONSENT CALENDAR

J. ACTION ITEMS

- 1. United Way Presentation and Action for Future Surplus Bus Donation
- 2. Resolution No. 2018-06 Amendment to the FY2018 Adopted Budget
- 3. Accept the Plan for Canby's Hwy 99E Corridor Project
- 4. Approval of Contract for Cherriots LIFT Vehicle Purchase

K. INFORMATIONAL REPORTS

L. GENERAL MANAGER'S REPORT

M. BOARD OF DIRECTORS REPORTS

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

N. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, July 26, 2018

PUBLIC HEARING ** Members of the public are encouraged to provide testimony during the Public Hearing. Persons unable to attend the Public Hearing may submit written testimony by 5:00 p.m. the day prior to the Public Hearing. Testimony may be submitted electronically to board@cherriots.org. Mail correspondence should be addressed to -

SAMTD Board of Directors / 555 Court Street NE, Suite 5230 / Salem, Oregon 97301

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

Upcoming Board Meeting and Work Session Agenda Items
June 6, 2018

Work Session	Board Meeting
<p>June 11, 2018 Packets due to GM office: June 4</p> <p><u>SPECIAL MEETING-5:00PM:</u></p> <ul style="list-style-type: none"> • KTC Signalization Prj - Construction Contract • CAC Appointment of Chair and Vice-Chair <p><u>WORK SESSION-5:30PM:</u></p> <ul style="list-style-type: none"> • SDIS Best Practices Assessment (1-½ hrs) • Salem CC Congestion Relief Task Force Rpt • Service Enhancement Discussion-Update on STIF Advisory Committee Recommendations 	<p>June 28, 2018 Packets due to GM office: June 14</p> <ul style="list-style-type: none"> • Presentation: Cherriots Website Reveal • Budget Hearing • Res#2018-03 Adopt FY19 Approved Budget • Res#2018-06 Amendment to FY18 Budget • Presentation / Action on Bus Donation/United Way • Accept Plan for Hwy 99E Corridor Project • Contract for Cherriots LIFT Vehicle Purchase <p><u>CONSENT:</u></p> <ul style="list-style-type: none"> • Res#2018-04 Amend Pension Plan (Barg) • Res#2018-05 Amend Pension Plan (NB) • Approval of FY2019 United Way Donation • STIFAC Appointments
<p>July 9, 2018 Packets due to GM office: July 2</p> <ul style="list-style-type: none"> • South Salem Transit Center Update • Service Enhancement Discussion 	<p>July 26, 2018 Packets due to GM office: July 16</p> <ul style="list-style-type: none"> • Accept Prelim Annual EOY FY2018 Financial Report
<p>August 13, 2018 Packets due to GM office: August 6</p> <ul style="list-style-type: none"> • Board Committee assignments (2019) • Issue GM Performance Evaluation Packets • Review of Neighborhood Association Contacts • Service Enhancement Discussion 	<p>August 23, 2018 Packets due to GM office: August 13</p> <ul style="list-style-type: none"> • Appoint Board Committee Assignments (2019) • Trip Choice Report – 4th Quarter/Year End • Performance Report – 4th Quarter • September Service Change Briefing
<p>September 10, 2018 Packets due to GM office: September 4 Tue</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>September 27, 2018 Packets due to GM office: September 17</p> <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • FY 2018 Performance Report • GM performance evaluation (Executive Session)
<p>October 8, 2018 Packets due to GM office: October 1</p> <ul style="list-style-type: none"> • Proposed FY2020 Budget Calendar • Service Enhancement Discussion 	<p>October 25, 2018 Packets due to GM office: October 15</p> <ul style="list-style-type: none"> • Approval of FY2020 Budget Calendar (C)

<p>November 13, 2018 Tuesday Packets due to GM office: November 5</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>November - No Board meeting</p>
<p>December - No work session</p>	<p>December 13, 2018 Packets due to GM office: December 3</p> <ul style="list-style-type: none"> • Appointments to the STFAC (C) • Appointments to Budget Committee (C) • Q1 Finance, Trip Choice, Perf Report
<p>January 14, 2019 Packets due to GM office: January 7</p> <ul style="list-style-type: none"> • MWVCOG Annual Meeting/Dinner • Present Draft 2019 Legislative Agenda 	<p>January 24, 2019 Packets due to GM office: January 14</p> <ul style="list-style-type: none"> • Adoption of 2019 Legislative Agenda
<p>February 11, 2019 Packets due to GM office: February 4</p> <ul style="list-style-type: none"> • 	<p>February 28, 2019 Packets due to GM office: February 18</p> <ul style="list-style-type: none"> • Q2 Finance, Trip Choice, Performance Report
<p>March 11, 2019 Packets due to GM office: March 4</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>March 28, 2019 Packets due to GM office: March 18</p> <ul style="list-style-type: none"> •
<p>April x, 2019 Packets due to GM office: April x</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>April xx, 2019 Packets due to GM office: April xx</p> <ul style="list-style-type: none"> • Presentation: 2019 Legislative Session Review • Presentation: CAFR and Single Audit Presentation
<p>May x, 2019 Packets due to GM office: May x</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>May xx, 2019 Packets due to GM office: May xx</p> <ul style="list-style-type: none"> • Consent: Adopt FY2020 BOD meeting schedule • Q3 trip choice, performance report •
<p>To Be Scheduled</p> <ul style="list-style-type: none"> • R#2018-XX Adopt STIFAC Bylaws • R#2018-XX re: IT Policy 	<p>To Be Scheduled</p> <ul style="list-style-type: none"> •



UPDATED: June 6, 2018

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

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

• **JUNE 2018**

- 2 Sat 6:00 PM Cherriots Employee Recognition Banquet
- 11 Mon **5:00 PM** **SPECIAL BOARD MEETING**
- 5:30 PM SAMTD Board Work Session
- 19 Tue 8:30-10a Keizer Transit Center - 5 Year Anniversary
 - 5860 Keizer Station Blvd
- 19 Tue 5:30 PM Citizens Advisory Committee
- 23-26 APTA Public Transportation & Universities Conference
 - Santa Cruz, CA
- 28 Thu 6:30 PM SAMTD Board of Directors Meeting and Budget Hearing

• **JULY 2018**

- 4 Wed CLOSED **HOLIDAY 4th of July**
- ? ? ? *Closed* Cherriots Administration Offices-Customer Service; *NO* Bus Service
- Statewide Transportation Improvement Fund
- Advisory Committee
- 9 Mon 5:30 PM SAMTD Board Work Session
- 26 Thu 6:30 PM SAMTD Board of Directors Meeting

• **AUGUST 2018**

- 13 Mon 5:30 PM SAMTD Board Work Session
- 23 Thu 6:30 PM SAMTD Board of Directors Meeting

• **SEPTEMBER 2018**

- 3 CLOSED **HOLIDAY: Labor Day**
- Cherriots Administration Offices-Customer Service Closed; *NO* Bus Service
- 4 Tue 3:00-4:30p STF Advisory Committee
- 10 Mon 5:30 PM SAMTD Board Work Session
- 18 Tue 5:30 PM Citizens Advisory Committee
- 23-26 Sept 2018 APTA Annual Meeting, Nashville, TN
- 27 Thu 6:30 PM SAMTD Board of Directors Meeting and Executive Session ORS 192.660(2)(I) Performance Evaluation

• **OCTOBER 2018**

- 2 Tue 3:00 PM STF Advisory Committee

SAMTD Board of Directors
Calendar of Scheduled Meetings

8 Mon 5:30 PM SAMTD Board Work Session
 25 Thu 6:30 PM SAMTD Board of Directors Meeting
 28-31 Oregon Public Transportation Conference, Bend, OR

• **NOVEMBER 2018**

3 Sat **DAYLIGHT SAVINGS TIME ENDS** – Fall Back
 6 Tue 3:00 PM STF Advisory Committee
 12 Mon CLOSED **HOLIDAY: Veterans Day**
 Cherrits Administration Offices-Customer Service Closed; NO Bus Service
 13 Tue 5:30 PM SAMTD Board Work Session
 22 Thu CLOSED **HOLIDAY: Thanksgiving Day**
 Cherrits Administration Offices-Customer Service Closed; NO Bus Service

• **DECEMBER 2018**

17 Mon 11:30a-1:30p Cherrits Employee Holiday Luncheon
 Thu 12:00-1:00p Employee Transportation Coordinators (ETC) Luncheon
 Sat 5:45 pm Keizer Holiday Parade (Meet at Del Webb)
 13 Thu 6:30 PM SAMTD Board of Directors Meeting
 18 Tue 5:30 PM Citizens Advisory Committee
 25 Tues **CLOSED** **HOLIDAY: Christmas Day**
 Cherrits Administration Offices-Customer Service Closed; NO Bus Service

• **JANUARY 2019**

1 Tue **CLOSED** **HOLIDAY: New Year's Day**
 Cherrits Administration Offices-Customer Service Closed; NO Bus Service
 1 Tue 3:00-4:30p STF Advisory Committee
 14 Mon 5:30 PM SAMTD Board Work Session
 21 Mon **HOLIDAY: Martin Luther King Day**
 24 Thu 6:30 PM SAMTD Board of Directors Meeting
 Wed 6:30 PM MWVCOG Annual Meeting / Dinner
 Spirit Mountain Event Center, 27100 SW Salmon River Hwy, Grand Ronde

• **FEBRUARY 2019**

Mon 2019 Oregon Legislative Session begins
 5 Tue 3:00-4:30p STF Advisory Committee
 11 Mon 5:30 PM SAMTD Board Work Session
 18 Mon **CLOSED** **HOLIDAY: President's Day**
 Cherrits Administration Offices-Customer Service Closed: NO Bus Service
 28 Thu 6:30 PM SAMTD Board of Directors Meeting

• **MARCH 2019**

Tue 3:00-4:30p STF Advisory Committee
 Sat **DAYLIGHT SAVINGS TIME**
 11 Mon 5:30 PM SAMTD Board Work Session
 Fri Cherrits Transit Operators & Maintenance Appreciation Day
 APTA Legislative Conference, Washington D.C.