

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

~ WORK SESSION ~

Monday, September 10, 2018

5:30 PM

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, Oregon 97301

AGENDA

- 1. CALL TO ORDER** (President Bob Krebs)
- 2. “SAFETY MOMENT”**
- 3. DISCUSSION**
 - a. Report on 2018 Triennial Review **1**
 - b. Overview of Draft Transit Asset Management (TAM) Policy **29**
 - c. South Salem Transit Center Project Review **Supplement**
 - d. Service Enhancement Discussion
 1. Fare Proposals **Supplement**
 2. Final Draft Bylaws for the Statewide Transportation Improvement Fund Advisory Committee **35**
- 4. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the September 27, 2018 Regular Meeting and Executive Session **45**
 - b. Upcoming Board Agenda Items **49**
 - c. Calendar Review **51**

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

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

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting. People with a hearing loss should call the Oregon Telecommunications Service at 711.

Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas con pérdida de audición deben llamar al Servicio de Telecomunicaciones de Oregon al 711.

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WORK SESSION MEMO

Agenda Item WS.3.a

To: Board of Directors

From: Al McCoy, Director of Finance/CFO

Thru: Allan Pollock, General Manager

Date: September 10, 2018

Subject: 2018 Triennial Review

This agenda item is to present the findings from the FY18 Triennial Review conducted by the Federal Transit Administration (FTA) on June 5-6, 2018.

Chapter 53 of Title 49, United States Code, requires that at least once every three years every transit agency receiving federal funds be reviewed and evaluated by the FTA on its program performance and compliance with all statutory requirements. In addition, this year the FTA selected SAMTD for an Enhanced Module Review (ERM) in the Procurement area. The purpose of an ERM is to conduct a more comprehensive review of underlying issues identified during the pre-assessment state of the Triennial Review. The ERM was conducted on May 24-25, 2018.

The Triennial Review looked at SAMTD's compliance in 20 areas. No deficiencies were found in 19 of the 20 areas. A final report documenting deficiencies, corrective action, and a timetable for submitting required documentation was received by the District on July 26, 2018. A copy of the final report is attached for your review.

The lone area with deficiencies was Procurement. District staff is addressing the corrective action plans and documentation required for submission by the deadlines mutually agreed upon by the FTA and Procurement staff. The earliest deadline is November 7, 2018; the latest is January 31, 2019.

The reviewer also identified three documents created by District staff as a Best Practice, which the reviewer will suggest to other agencies as an example to help improve their processes. These were:

- Grants Tracker, a spreadsheet posted online by the Grant Administrator to convey the District's status with each grant;
- Milestone Progress Report, created by the Grant Administrator, to help standardize the required narrative information for input into FTA quarterly online grant reports: and
- Public Engagement Report, produced by Transportation Development staff. This document summarized the recent public outreach process, proposed 2018 and 2019 service changes, and the public's responses to various components of the proposals.



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

July 26, 2018

Mr. Robert Krebs
President, Board of Directors
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301-3980

RE: Federal Transit Administration (FTA) Fiscal Year 2018 Triennial Review – Final Report

Dear Mr. Krebs:

The enclosed report documents the Federal Transit Administration's (FTA) Triennial Review of the Salem Area Mass Transit District (SAMTD). This review is required by Chapter 53 of Title 49, United States Code, Section 5307. Although not an audit, the Triennial Review is the FTA's assessment of SAMTD's compliance with federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on SAMTD's compliance in 20 areas. No deficiencies were found with the FTA requirements in 19 areas. Deficiencies were found in one area: Procurement. SAMTD had four repeat deficiencies from the 2015 Triennial Review.

As part of this year's Triennial Review of SAMTD, FTA incorporated an Enhanced Review Module (ERM) in the Procurement area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM are presented in the Procurement section of the report that follows.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to Mr. Steve Saxton, General Engineer, by phone at (360) 402-1972 or james.saxton@dot.gov.

Sincerely,

for Linda M. Gehrke
Regional Administrator

Enclosure

cc: Steve Saxton, General Engineer, FTA
Allan Pollock, General Manager, SAMTD
Trisha Bunsen, Grants Administrator, SAMTD
Gwen Larson, Reviewer, Qi Tech, LLC

FINAL REPORT

**FISCAL YEAR 2018
TRIENNIAL REVIEW**

of

**Salem Area Mass Transit District
SAMTD
Salem, OR
Recipient ID: 1740**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION X**

Prepared by:

Qi Tech, LLC

**Scoping Meeting Date: March 6, 2018
Site Visit Date: June 5-6, 2018
Final Report Date: July 2018**

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Salem Area Mass Transit District (SAMTD) of Salem, Oregon. The review was performed by Qi Tech, LLC. During the site visit, administrative and statutory requirements were discussed and documents were reviewed. SAMTD’s transit facilities were toured to provide an overview of activities related to FTA-funded projects.

The Triennial Review focused on SAMTD’s compliance in 20 areas. Deficiencies were found in the areas listed below. As part of this year’s Triennial Review of SAMTD, FTA incorporated an Enhanced Review Module (ERM) in the Procurement area. The purpose of an ERM is to conduct a more comprehensive review of underlying or contributing issues identified during the pre-assessment stage of the Triennial Review. Deficiencies resulting from the ERM are presented in the Procurement area of this report.

Review Area	Deficiencies	
	Code	Description
Procurement	P4-1*	Responsibility determination deficiencies
	P4-2	No verification that excluded parties are not participating
	P7-1*	Lacking full and open competition for one or more methods of procurement
	P8-5	Lacking required justifications and documentation for sole-source awards
	P8-6	Lacking required justifications and documentation for single-bid awards
	P10-1*	Lacking independent cost estimate
	P10-2*	Lacking required cost/price analysis
	P12-2	Lobbying certifications not included in procurement solicitations or signed by contractors or subcontractors
	P14-1	Insufficient documentation to support change orders

* Denotes repeat deficiency

II. Review Process and Background

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every three years, the Secretary shall review and evaluate completely the performance of a grantee in carrying out its program, specifically referring to compliance with statutory and administrative requirements.”

The Triennial Review includes a review of the recipient’s compliance in 20 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of SAMTD. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of grants. The specific documents reviewed and referenced in this report are available at FTA’s regional office or the recipient’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a review scoping meeting with the FTA regional office, and an on site visit to the recipient’s location. A Recipient Information Request (RIR) package was sent to SAMTD advising it of the review and site visit and containing a list of items and questions that the recipient was required to submit to the reviewer. The review scoping meeting was conducted with the Region X Office on March 6, 2018. Additional files retained by the regional office were sent to the reviewer electronically. A Site Visit Agenda package was sent to SAMTD advising it of the site visit date and indicating information that would be needed and issues that would be discussed. The site visit to SAMTD occurred on June 5-6, 2018.

The on site portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. The reviewers visited SAMTD’s Keizer Transit Center to provide an overview of activities related to FTA-funded projects.

The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment. Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to SAMTD at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, no findings were noted with the grantee's implementation of the requirements.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the grantee does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization and Services

Salem Area Mass Transit District (SAMTD), d/b/a Cherriots, provides public transit service in the cities of Salem and Keizer, Oregon, and portions of Marion and Polk counties. SAMTD is a special Mass Transit District, established under Oregon State statute in November 1979. Its seven-member Board of Directors is elected by the constituents of the seven subdistricts within the Mass Transit District. The Board hires the General Manager who, in turn, is responsible for the day-to-day operations of SAMTD.

SAMTD operates fixed-route service directly and contracts with MV Transportation for ADA paratransit, dial-a-ride service, and the Cherriots Shop and Ride. SAMTD receives Section 5311 funding through Oregon Department of Transportation (ODOT) to operate its Cherriots Regional service in the rural portions of its service area. The population of SAMTD's service area is approximately 410,000.

SAMTD operates 23 fixed routes. Service is provided Monday through Friday from 5:30 a.m. to 10:00 p.m. Currently, there is no Saturday or Sunday service. Cherriots LIFT, SAMTD's ADA complementary paratransit service, operates the same days and hours as the fixed-route service. SAMTD operates a dial-a-ride service for individuals who do not qualify for ADA complementary paratransit from 8 a.m. to 6 p.m., Monday through Friday, and a Shopper Shuttle for seniors and people with disabilities on weekdays from 9 a.m. to 3 p.m.

The basic adult fare on fixed-route service is \$1.60. A reduced fare of \$0.80 is charged to seniors aged 60 and older, people with disabilities, Medicare cardholders, and youth between the ages of 6 and 18, during all hours of operation. The Cherriots LIFT fare is \$3.20 per ride.

SAMTD's fixed-route fleet consists of 64, low-floor 35- and 40-foot transit buses. Approximately half of the buses are Compressed Natural Gas (CNG) and half are biodiesel. The current peak requirement is 53 vehicles. The Cherriots LIFT paratransit fleet consists of 43 cutaway buses and accessible vans. All vehicles in the SAMTD fleet have federal interest, either through ODOT or FTA.

SAMTD's administrative offices are in the FTA-funded Court House Square Transit Center, a multi-use facility, located at 555 Court Street NE, Salem. Its service hubs around Court House Square, the West Salem Transit Center in Salem, and the Keizer Transit Center in Keizer. The Keizer Transit Center has FTA interest. SAMTD's maintenance and operations are housed in the FTA-funded Del Webb Facility in Salem. SAMTD also maintains three park and ride facilities in the Salem area, but none have FTA interest.

2. Award and Project Activity

Below is a list of SAMTD’s open awards at the time of the review.

Award Number	Award Amount	Year Executed	Description
OR-95-X018-02	\$6,191,138	2011	08, 09, 10 STP for Replacement Buses
OR-04-0039-00	\$2,800,000	2013	11 5309 BLIV Keizer Transit Center
OR-04-0045-00	\$589,300	2013	12 5309 SGR Approx. 10 Paratransit Vehicles
OR-90-X173-00	\$5,847,526	2014	14 5307 ATI/PM/ADA/ Capital/Ops
OR-95-X015-01	\$695,380	2014	08/11 STP Stops/Shelters/Non-Hwy
OR-95-X043-00	\$796,923	2015	13 5307 STP Bus Stops & Shelters
OR-95-X067-00	\$350,000	2015	15 5307 STP South Salem Transit Center
OR-2017-001-01	\$2,610,093	2017	14-16 5339 Rolling Stock Replacement
OR-2017-002-01	\$2,055,547	2017	16 5307 STP Rolling Stock Replacement
OR-2017-006-01	\$456,931	2017	FY16 5310 PM,MM,CS
OR-2017-007-00	\$224,325	2017	16 5307 STP CAD/AVL
OR-2018-009-00	\$659,516	2018	FY18 STBG 5307 ITS Replacement and Upgrades

Projects Completed

During the review period, SAMTD completed the following noteworthy project:

- Assessment Center Project – All paratransit riders received interviews and professional functional assessments ensuring compliance to ADA guidelines for paratransit eligibility. The completion of this project has resulted in:
 - Revision of the Medical Professional Questionnaire section of the ADA complementary paratransit eligibility application
 - Translation of all documents pertinent to the eligibility process into Spanish versions
 - Incorporation of travel training services into the application interview process.

Ongoing Projects

SAMTD is currently in the process of implementing the following noteworthy projects:

- Replacing and upgrading its finance and human resources software
- Signalizing the intersection at the Keizer Transit Center
- Negotiating the purchase of land for the new South Salem Transit Center
- Replacing 21 CNG buses that have met their useful life

- Finalizing the Master Information Technology (IT) Plan that will address all technology within the SAMTD system
- Upgrading its Computer Aided Dispatch (CAD), Automated Vehicle Location (AVL), and communication systems.

Future Projects

SAMTD plans to pursue the following noteworthy projects in the next three to five years:

- Implement its Master IT Plan by upgrading and/or replacing the following items:
 - Automated passenger counters
 - Automated stop annunciators
 - Overhead stop displays
 - Bus surveillance systems
 - Traffic signal preemption
 - Real-time passenger information
 - Real-time system performance monitoring
 - Open payment fare options
 - Emergency notification system.

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the Federal Transit Administration (FTA) of legal matters and additionally notify the U.S. Department of Transportation (US DOT) Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management and Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Technical Capacity – Program Management and Subrecipient Oversight.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Satisfactory Continuing Control.

7. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep Americans With Disabilities Act (ADA) accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Maintenance.

8. Procurement

Basic Requirement:

States: When procuring property and services under a Federal award, a state must follow the same policies and procedures it uses for procurements from its non-Federal funds. The state will comply with 2 CFR §200.322 (*Procurement of Recovered Materials*) and ensure that every purchase order or other contract includes any clauses required by section 2 CFR §200.326 (*Contract Provisions*). All other non-Federal entities, including subrecipients of a state, will follow 2 CFR §§200.318 (*General Procurement Standards*) through 200.326 (*Contract Provisions*).

Non-state recipients: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200.

Enhanced Review Module (ERM): At the request of the FTA, an ERM was conducted in the Procurement area to ensure compliance and provide any needed technical assistance. The following subject matters within Procurement were reviewed extensively:

- Policies and procedures
- Management of the procurement functions.

In addition, an extended review of procurement files was conducted during the ERM.

Finding: During this Triennial Review of SAMTD, deficiencies were found with the FTA requirements for Procurement. The table below summarizes the deficiencies found with each reviewed procurement:

Deficiency	KTC Design <i>Sole Source</i>	Bus Stop Poles & Signs <i>ITB</i>	Triplink Call Center <i>RFP</i>	ADA Paratransit Services <i>Contract Amendment</i>	Bid Management Module <i>Change Order</i>	Buses <i>State Contract</i>	Project Management Services <i>RFQ</i>
Responsibility determination deficiencies						X	X
No verification that excluded parties are not participating	X	X					X
Lacking full and open competition for one or more methods of procurement	X			X			X
Lacking required justifications and documentation for sole-source awards	X			X			
Lacking required justifications and documentation for single-bid awards							X
Lacking independent cost estimate				X	X		
Lacking required cost/price analysis				X	X		X
Lobbying certifications not included in procurement solicitations or signed by contractors or subcontractors	X						
Insufficient documentation to support change orders					X		

Finding: Two of the procurement files reviewed during the ERM, Buses and Project Management Services, did not contain evidence that a responsibility determination had been made prior to awarding the contracts. However, 49 U.S.C. Section 5325 (j) requires recipients to make FTA-assisted contract awards only to “responsible” contractors possessing the ability, willingness, and integrity to perform successfully under the terms and conditions of the contract. FTA expects the prospective contractor to demonstrate affirmatively to the recipient that it qualifies as “responsible” and that its proposed subcontractors also qualify as “responsible.” Factors that may be considered when making responsibility determinations include integrity and ethics, public policy, administrative and technical capacity, financial resources, and performance record. This is a repeat finding from SAMTD’s FY 2015 Triennial Review.

Corrective Actions and Schedule: By November 7, 2018, SAMTD must provide the FTA regional office documentation of an implemented process to make adequate responsibility determinations prior to award of a contract. For its next three procurements, submit to the FTA regional office documentation that the required process was implemented prior to award of the contract.

Finding: Three of the procurement files reviewed during the ERM, Kezier Transit Center (KTC) Design, Bus Stop Poles and Signs, and Project Management Services, did not contain evidence that verification was made that excluded parties were not participating prior to awarding the contracts. Per 49 U.S.C. Section 5325 (j), recipients are required to ensure, to the best of their knowledge and belief, that none of its principals, affiliates, third party contractors, and subcontractors is suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions or procurements. For each third party contract expected to equal or exceed \$25,000, recipients must verify that the bidder is not excluded or disqualified by: checking System for Award Management (SAM) Exclusions (at SAM.gov); or collecting a certification; or adding a clause or condition to the covered transaction.

Corrective Actions and Schedule: By November 7, 2018, SAMTD must submit to the FTA regional office procedures for making excluded party determinations before entering into applicable transactions. For its next three applicable procurements, submit to the FTA regional office documentation that the required process was implemented prior to the award of the contract.

Finding: Two of the procurements reviewed during the ERM, KTC Design and ADA Paratransit Services, were intentionally procured by noncompetitive means. The KTC Design was a sole source procurement, but there was no documentation to justify a sole source method for this A&E project. The ADA Paratransit Services contract was extended for six months with no justification or an analysis of the increase in the cost of the contract, which was approximately 13.5 percent. A third procurement, Project Management Services, only received one proposal, and SAMTD did not document an attempt to determine the reasons only one proposal was received. Therefore, it appears the Request for Qualifications (RFQ) that was issued for this project may have restricted competition.

According to 49 U.S.C. 5325 and 2 CFR 200.319, recipients must conduct procurement transactions in a manner providing full and open competition. Recipients are prohibited from restricting competition in federally supported procurement transactions. The procurement actions utilized for the KTC Design, ADA Paratransit Services, and Project Management Services appear to have restricted competition and were not properly documented to demonstrate otherwise. This is a repeat finding from SAMTD's FY 2015 Triennial Review.

Corrective Actions and Schedule: By November 7, 2018, SAMTD must provide the FTA regional office procurement procedures that ensure full and open competition in all procurement transactions. For its next three procurements, submit to the FTA regional office documentation that each procurement was conducted according to full and open competition methods prior to the award of the contracts.

Finding: Two of the procurements reviewed during the ERM, KTC Design and ADA Paratransit Services, were sole source awards. There was no documentation to justify a sole source method for the KTC Design procurement, which was an A&E project. The ADA Paratransit Services contract was extended for six months with no justification or an analysis of the increase in the cost of the contract, which was approximately 13.5 percent. FTA considers the extension of the ADA Paratransit Services a sole source award since there were no options in the original contract to extend it beyond its original terms.

Per 2 CFR 200.320 (f), procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply: (1) The item is available only from a single source; (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or (4) After solicitation of a number of sources, competition is determined inadequate. SAMTD did not document that any of these conditions were met with the KTC Design and ADA Paratransit Services procurements.

Corrective Action and Schedule: By November 7, 2018, SAMTD must submit to the FTA regional office revised sole source procedures and forms or checklist to document sole source procurements.

Finding: Only one proposal was received for the Project Management Services contract, which was awarded through an RFQ process. As stated in FTA C. 4220.1F Chapter VI 3. i. (1) (b) 2, "Upon receiving a single bid or single proposal in response to a solicitation, the recipient should determine if competition was adequate. This should include a review of the specifications for undue restrictiveness and might include a survey of potential sources that chose not to submit a bid or proposal." SAMTD did not document an attempt to determine the reasons only one proposal was received.

Corrective Actions and Schedule: By November 7, 2018, SAMTD must submit to the FTA regional office revised single bid procedures and forms or checklist to document single bid procurements.

Finding: Two of the procurement files reviewed during the ERM, ADA Paratransit Services and the Bid Management Module change order, did not include documentation that an Independent Cost Estimate was conducted prior to initiating the two procurement actions. As explained in 2 CFR 200.323, the independent cost estimate (ICE) is a tool to assist in determining the reasonableness of the bid or proposal being evaluated; that is, to assist in performing the cost or price analysis. It is required for all procurements exceeding the simplified acquisition threshold and for change orders. In SAMTD's procurement manual, an ICE is to be completed prior to receipt of bids or proposals for all procurements over \$3,500 or construction procurements over \$2,000. This a repeat deficiency from SAMTD's FY 2015 Triennial Review.

Corrective Actions and Schedule: By November 7, 2018, SAMTD must provide the FTA regional office documentation that it has updated its procurement process to include development of independent cost estimates prior to receipt of bids or proposals that are above the threshold defined in SAMTD's procurement manual. For its next three applicable procurements, submit to the FTA regional office documentation that the required process was implemented prior to receipt of bids or proposals.

Finding: Three of the procurement files reviewed during the ERM, ADA Paratransit Services, the Bid Management Module change order, and Project Management Services, did not contain evidence that a cost or price analysis was conducted prior to awarding the contracts. Per FTA C. 4220.1F Chapter VI 6.a, recipients must obtain a cost analysis when a price analysis will not provide sufficient information to determine the reasonableness of the contract cost. Recipients are also expected to obtain a cost analysis when price competition is inadequate, when only a sole source is available, even if the procurement is a contract modification, or in the event of a change order. Regarding a price analysis, FTA C. 4220.1F Chapter VI 6. b explains that if the recipient determines that competition was adequate, a price analysis, rather than a cost analysis, is required to determine the reasonableness of the proposed contract price. This is a repeat deficiency from SAMTD's FY 2015 Triennial Review.

Corrective Actions and Schedule: By November 7, 2018, SAMTD must provide the FTA regional office documentation that it has updated its procurement process to include performing a cost or price analysis for procurements that are above the threshold defined in SAMTD's procurement manual. For its next three applicable procurements, submit to the FTA regional office documentation that the required analysis was implemented prior to award of the contract.

Finding: For one of the procurement files reviewed during the ERM, the KTC Design, there was no lobbying certification included in the procurement solicitation or signed by the contractor awarded the project. According to 31 U.S. 1352, contractors that apply or bid for an award exceeding \$100,000 must file the required lobbying certification verifying that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress. Each contractor must also disclose any lobbying with non-Federal funds that takes place.

Corrective Actions and Schedule: By January 31, 2019, SAMTD must submit to the FTA regional office procedures for obtaining signed lobbying certifications for procurements above the \$100,000 threshold. For its next applicable procurement, submit to the FTA regional office a copy of the signed lobbying certification prior to award of the contract.

Finding: One of the procurement files reviewed during the ERM, the Bid Management Module change order, did not include an independent cost estimate (ICE), cost or price analysis, or a responsibility determination, so there was no method to ensure that the change order was fair and reasonable. SAMTD did not follow its own procurement policy, which requires an ICE, cost or price analysis, and responsibility determination prior to executing a change order. As explained in FTA Circular 4220.1F Chapter VII 2. a, these are the minimum procurement actions a recipient must take prior to executing a change order.

Corrective Action and Schedule: By January 31, 2019, SAMTD must submit compliant change order procedures to the FTA regional office.

Three additional procurements were reviewed during the ERM, because SAMTD had not yet drawn down any FTA funds for the procurements, but it was intended that future awards would be executed to cover these projects and FTA funds would be drawn down against them. Since these procurements did not comply with federal regulations, SAMTD is prohibited from applying FTA funds to these projects.

Below is a list of the three procurements and an explanation of the deficiencies with each procurement:

Fare Printer Encoder

Deficiency P8-2: Improper small purchase procedures used

SAMTD did not follow its procurement policy regarding small purchases, as required per 2 CFR 200.320 (b).

Deficiency P10-2: Lacking required cost/price analysis

There was no evidence that a cost or price analysis was conducted for this procurement, as required per FTA C. 4220.1F Chapter VI 6.a-b.

Deficiency DBE 12-4: Recipient not ensuring prompt payment

This procurement did not include the prompt payment and return of retainage clause, as required per 49 CFR 26.37.

Flooring

Deficiency P11-1: Missing FTA clauses

The flooring was purchased off the State of Washington Co-op Contract, and it did not include any of the FTA clauses, as required per Appendix II to 2 CFR Part 200.

CNG Cylinders

Deficiency P7-1: Lacking full and open competition for one or more methods of procurement

The original procurement for the CNG cylinders was a competitive RFP process. However, there were no options on the contract to order additional cylinders, so when SAMTD issued new purchase orders from the original contract, they were conducting a sole source procurement that lacked full and open competition. According to 49 U.S.C. 5325 and 2 CFR 200.319, recipients must conduct procurement transactions in a manner providing full and open competition.

Deficiency P8-4: Improper competitive proposal procedures used

There was a memo in the purchase order file for the CNG cylinders that indicated that the procurement was intentionally split into two purchase orders to keep the procurement under SAMTD's large purchase threshold of \$100,000. Per FTA 4220.1F Chapter VI 3. a. (2) (b), recipients are prohibited from dividing or reducing the size of a procurement to avoid the additional procurement requirements applicable to larger acquisitions.

Deficiency P8-5: Lacking required justification(s) and documentation for sole-source award(s)

As previously explained, since there were no options in the original contract to purchase additional cylinders, when SAMTD issued new purchase orders against the contract, it was a sole source procurement. Per 2 CFR 200.320 (f), sole source procurements may only be conducted in limited circumstances, and there must be detailed documentation in the procurement file to justify the sole source award.

9. Disadvantaged Business Enterprise

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. Recipients also must create a level playing field on which Disadvantaged Business Enterprises (DBEs) can compete fairly for US DOT-assisted contracts.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the U.S. Department of Transportation (US DOT) requirements for DBE.

10. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Title VI.

11. Americans With Disabilities Act – General

Basic Requirement: Titles II and III of the Americans With Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the US DOT requirements for Americans With Disabilities Act (ADA) – General.

12. Americans With Disabilities Act – Complementary Paratransit

Basic Requirement: Titles II and III of the Americans With Disabilities Act of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the US DOT requirements for ADA – Complementary Paratransit.

13. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability, be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission’s regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Equal Employment Opportunity (EEO).

14. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for School Bus.

15. Charter Bus

Basic Requirement: Recipients are prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community based charter services excepted under the regulations.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Charter Bus.

16. Drug-Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

17. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

18. Section 5307 Program Requirements

Basic Requirements: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off peak hours will not be more than one half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Recipients must annually certify that they are spending at least one percent of such funds for transit security projects or that such expenditures for security systems are not necessary.

Recipients must ensure that least one percent of such funds are expended on associated transit enhancement projects.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements. However, it was noted that the public participation plan of the local Metropolitan Planning Organization (MPO), known as the

Salem-Keizer Area Transportation Study (SKATS), is missing procedures, strategies, and desired outcomes for the following four required elements:

- Holding public meetings at convenient and accessible locations and times
- Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP
- Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges
- Coordinating with the statewide transportation planning public involvement and consultation processes.

FTA Region X will be instructing all its MPOs to update their public participation plans to ensure that the public involvement requirements for the Section 5307 Program of Projects is met in those plans.

19. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: During this Triennial Review of SAMTD, no deficiencies were found with the FTA requirements for Section 5310 Program Requirements.

20. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

This review area only applies to recipients that are *direct* recipients of Section 5311 funds; therefore, the requirements of this review area are not applicable to the review of SAMTD.

V. Summary of Findings

Review Area	Deficiencies		Corrective Action	Response Due Date	Date Closed
	Code	Description			
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Satisfactory Continuing Control	ND				
7. Maintenance	ND				
8. Procurement	P4-1*	Responsibility determination deficiencies	SAMTD must provide the FTA regional office documentation of an implemented process to make adequate responsibility determinations prior to award of a contract. For its next three procurements, submit to the FTA regional office documentation that the required process was implemented prior to award of the contract.	11/7/2018	
	P4-2	No verification that excluded parties are not participating	SAMTD must submit to the FTA regional office procedures for making excluded party determinations before entering into applicable transactions. For its next three applicable procurements, submit to the FTA regional office documentation that the required process was implemented prior to the award of the contract.	11/7/2018	
	P7-1*	Lacking full and open competition for one or more methods of procurement	SAMTD must provide the FTA regional office procurement procedures that ensure full and open competition in all procurement transactions. For its next three procurements, submit to the FTA regional office documentation that each procurement was conducted according to full and open competition methods prior to the award of the contracts.	11/7/2018	
	P8-5	Lacking required justifications and documentation for sole-source awards	SAMTD must submit to the FTA regional office revised sole source procedures and forms or checklist to document sole source procurements.	11/7/2018	

* Denotes repeat deficiency

Review Area	Deficiencies		Corrective Action	Response Due Date	Date Closed
	Code	Description			
	P8-6	Lacking required justifications and documentation for single-bid awards	SAMTD must submit to the FTA regional office revised single bid procedures and forms or checklist to document single bid procurements.	11/7/2018	
	P10-1*	Lacking independent cost estimate	SAMTD must provide the FTA regional office documentation that it has updated its procurement process to include development of independent cost estimates prior to receipt of bids or proposals that are above the threshold defined in SAMTD's procurement manual. For its next three applicable procurements, submit to the FTA regional office documentation that the required process was implemented to receipt of bids or proposals.	11/7/2018	
	P10-2*	Lacking required cost/price analysis	SAMTD must provide the FTA regional office documentation that it has updated its procurement process to include performing a cost or price analysis for procurements that are above the threshold defined in SAMTD's procurement manual. For its next three applicable procurements, submit to the FTA regional office documentation that the required analysis was implemented prior to award of the contract.	11/7/2018	
	P12-2	Lobbying certifications not included in procurement solicitations or signed by contractors or subcontractors	SAMTD must submit to the FTA regional office procedures for obtaining signed lobbying certifications for procurements above the \$100,000 threshold. For its next applicable procurement, submit to the FTA regional office a copy of the signed lobbying certification prior to award of the contract.	1/31/2019	
	P14-1	Insufficient documentation to support change orders	SAMTD must submit compliant change order procedures to the FTA regional office.	1/31/2019	
9. Disadvantaged Business Enterprise (DBE)	ND				
10. Title VI	ND				
11. Americans With Disabilities Act (ADA) - General	ND				

* Denotes repeat deficiency

Review Area	Deficiencies		Corrective Action	Response Due Date	Date Closed
	Code	Description			
12. Americans With Disabilities Act (ADA) – Complementary Paratransit	ND				
13. Equal Employment Opportunity (EEO)	ND				
14. School Bus	ND				
15. Charter Bus	ND				
16. Drug-Free Workplace Act	ND				
17. Drug and Alcohol Program	ND				
18. Section 5307 Program Requirements	ND				
19. Section 5310 Program Requirements	ND				
20. Section 5311 Program Requirements	NA				

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Salem Area Mass Transit District</i>			
Allan Pollock	General Manager	503-588-2424	allan.pollock@cherriots.org
Trisha Bunsen	Grants Administrator	503-361-7530	trisha.bunsen@cherriots.org
Charlie Clarke	Transportation Manager	503-361-7567	charlie.clarke@cherriots.org
SueAnn Coffin	Contracted Services Manager	503-588-2424	sueann.coffin@cherriots.org
Steven Dickey	Director of Transportation Development	503-361-2552	steve.dickey@cherriots.org
Paula Dixon	Director of Administration	503-361-2551	paula.dixon@cherriots.org
Patricia Feeny	Communication Director	503-588-2424	patricia.feeny@cherriots.org
Chris French	Senior Planner	503-361-7540	chris.french@cherriots.org
Dan Knauss	Procurement and Contracts Manager	503-361-2555	dan.knauss@cherriots.org
Michiel R.G. Majors	Safety and Loss Control Specialist	503-361-7538	michiel.majors@cherriots.org
Al McCoy	Director of Finance/CFO	503-361-7527	al.mccoy@cherriots.org
Charleen McCurdy	Procurement Contracts Analyst	503-361-7523	charleen.mccurdy@cherriots.org
Kathleen Smidt	Senior Accountant	503-361-7504	kathleen.smidt@cherriots.org
Gregg Thompson	Maintenance Manager	503-999-0337	gregg.thompson@cherriots.org
David Trimble	Chief Operating Officer	503-361-2553	david.trimble@cherriots.org
<i>FTA</i>			
Linda M. Gehrke	Regional Administrator	206-220-7954	linda.gehrke@dot.gov
Steve Saxton	General Engineer	360-402-1972	james.saxton@dot.gov
<i>Qi Tech, LLC</i>			
Gwen Larson	Lead Reviewer	920-746-4595	gwen_larson@qitechllc.com
Bobby Magee	Subject Matter Expert	626-808-2795	bobby_magee@qitechllc.com

VII. Appendices

No appendices included in this report.



To: Board of Directors

From: David G. Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: September 10, 2018

Subject: Discussion on Transit Asset Management Policy and Plan

Background Summary

As part of the Federal requirements set forth in Moving Ahead for Progress in the 21st Century (MAP-21) and subsequent rulemaking, transit providers who receive Federal funding are required to adhere to a set of guidelines and standards in their approach in maintaining capital assets. Transit providers are required to develop a Transit Asset Management (TAM) Plan by October 1, 2018. Transit providers will be required to report on their plan progress annually through the National Transit Database, and have their TAM plans reviewed during the Triennial Review process.

The Transit Asset Management Plan is a business model that uses the condition of assets to guide optimal prioritization of funding and business decisions at transit properties in order to keep transit networks in a *State of Good Repair (SGR)*.

The State of Good Repair is the condition in which an asset is able to operate at a full level of performance. This means the assets must meet the following conditions: (1) It is able to perform the designed function; (2) It does not pose a known unacceptable safety risk; and (3) Its useful life benchmark has not been met.

The benefits of a TAM Plan improves transparency and accountability and optimizes capital investments and maintenance decisions. Additional benefits include the ability to make improved, data-driven decisions and to increase the overall safety benefit to the organization.

The TAM plan must include the following elements:

- An inventory of all Capital Assets
- Condition Assessments of Capital Assets
- Decision Support Tools and Processes
- Investment Prioritization

SAMTD is considered a Tier II reporting agency. A Tier II agency means agencies that operate less than 101 vehicles across all fixed route models or operate less than 101 vehicles in one non-fixed route model. Below is a list of asset categories and classes in Table 1.

Table 1

Asset Categories	Classes
Rolling Stock	➤ <i>Revenue Vehicles</i>
Equipment	➤ <i>Non-Revenue Vehicles</i> ➤ <i>Maintenance Vehicles</i>
Facilities	➤ <i>Support Facilities</i> ➤ <i>Passenger Facilities</i>

SAMTD’s Capital Assets are listed below:

- 125 Revenue Vehicles
- 16 Non-Revenue Vehicles
- Four SAMTD-owned facilities
 - Del Webb Operations Building
 - Del Webb Maintenance Building
 - Downtown Transit Center
 - Keizer Transit Center

Through partnership with our consultant, ABB Enterprise Software, SAMTD has developed a Transit Asset Management Policy (Attachment A). This new policy will become part of the Transit Asset Management Plan. Highlights of the plan will be presented at the September 27, 2018 Board meeting. Moreover, the Board will be asked to consider the adoption of a Resolution for the TAM Policy and the TAM Plan.

Policy:	Transit Asset Management	Number: 119
Adopted by the Board of Directors on 09-27-18 by Resolution #2018-07	September 27, 2018	Page 1 of 4

1. PURPOSE

- A. In keeping with Salem Area Mass Transit District's (SAMTD or District) mission "Connecting people with places through safe, friendly, and reliable public transportation services," this policy serves to communicate the Board's commitment - to the SAMTD Team, and to the Salem-Keizer communities that SAMTD serves (including the surrounding rural communities) -to maintain the District's assets in a state of good repair.
- B. This policy also expresses the Board's intention to foster a culture of continuous improvement in asset management planning and performance.
- C. This policy will be made accessible to all Board members, to internal staff, external stakeholders and members of the public.
- D. This policy outlines the District's overall asset management approach in a manner consistent with current federal regulations (49 U.S. Code § 5326) and sets the direction for establishing and following through with transit asset management strategies and plans that are achievable with available funds.
- E. This policy complies with the Federal Transit Administration (FTA) Transit Asset Management (TAM) Final Ruling on July 26, 2016.

II. DEFINITIONS

"Asset Management" is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces assets to manage their performance, risks, and costs over their lifecycle to provide safe, cost-effective, reliable service to current and future customers.

"Transit Asset Management Plan (TAM Plan)" is the Plan through which SAMTD will document its' asset base, asset conditions, and State of Good Repair. The TAM Plan includes the asset management policy, TAM goals and objectives, governance structure for asset management, strategy for capital asset funding and prioritization, and key priorities for asset management.

Policy:	Transit Asset Management	Number: 119
Adopted by the Board of Directors on 09-27-18 by Resolution #2018-07	September 27, 2018	Page 2 of 4

“Transit Asset” as defined by the FTA, means both fixed long-life infrastructure assets (for example, facilities and electric bus charge stations) and equipment (bus, paratransit and non-revenue vehicles).

“State of Good Repair (SGR)” means a condition in which a capital asset is able to operate at a full level of performance. A capital asset is in a state of good repair when that asset:

1. Is able to perform its designed function,
2. Does not pose a known unacceptable safety risk, and
3. Its lifecycle investments must have been met or recovered.

“TAM Final Ruling” is a set of federal regulations that sets out minimum asset management practices for transit providers to bring all of the nation’s transit assets into a state of good repair.

“Capital Improvement Plan (CIP)” is a short-range plan, usually four to ten years, which identifies capital projects and equipment purchases. The CIP provides a planning schedule, and identifies options for funding the plan.

“Tier II Agency” as defined by the FTA, means agencies that operate less than 101 vehicles across all fixed route modes or operate less than 101 vehicles in one non-fixed route mode.

III. POLICY

A. SAMTD Commitment

SAMTD is committed to:

1. The allocation of resources necessary to reach its asset management goals;
2. Financial stewardship, transparency, and collaboration with our funding partners;
3. Promoting a culture that supports optimal asset management across the organization;
4. Focusing on high quality data-driven decision making to provide safe, reliable, sustainable service for the communities we serve;

Policy:	Transit Asset Management	Number: 119
Adopted by the Board of Directors on 09-27-18 by Resolution #2018-07	September 27, 2018	Page 3 of 4

5. Supporting the timely implementation of projects and programs to maintain our assets in a State of Good Repair over their entire life; and
6. Continually improving its asset management strategies and plans, including setting goals, objectives, and measures to monitor and improve performance.

B. SAMTD TAM investment priorities are:

1. Public and employee safety
2. Reliable service delivery
3. Sustainability
4. Responsible stewardship of public funds

SAMTD TAM Plan Elements

- A. The FTA regulation defines SAMTD as a Tier II agency and, as such, requires SAMTD to implement a TAM Plan that includes the first four of the nine TAM Elements listed below.
- B. SAMTD has gone above and beyond the minimum FTA regulation by developing and implementing the fifth element of a TAM and SGR policy.
 1. Inventory of assets – A register of capital assets and information about those assets
 2. Condition assessment – A rating of the asset’s physical state
 3. Decision support tool – Analytic process or tool to assist in capital asset investment prioritization needs
 4. Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets
 5. TAM and SGR policy – Executive-level direction regarding expectations for transit asset management
 6. Implementation strategy – Operational actions to achieve District TAM goals and policies
 7. Key annual activities – Describe the key TAM activity four-year plan
 8. Identification of resources – List resources needed to carry out the TAM Plan
 9. Evaluation plan – Monitor and update to support continuous TAM improvement

IV. AUTHORITY

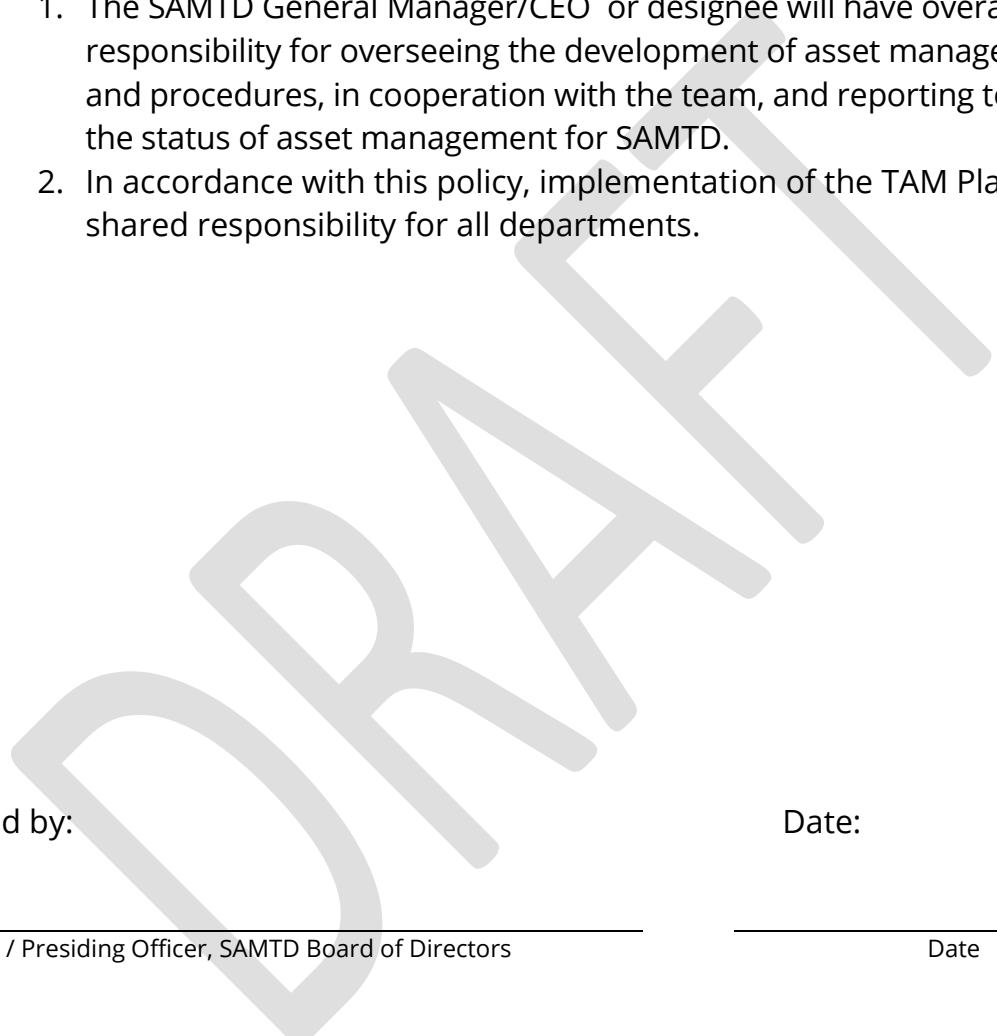
Policy:	Transit Asset Management	Number: 119
Adopted by the Board of Directors on 09-27-18 by Resolution #2018-07	September 27, 2018	Page 4 of 4

A. Board Authority

1. SAMTD Board of Directors has the authority to approve and amend the SAMTD TAM Policy.
2. **The Board will review the TAM Policy every three years.**

B. District Authority

1. The SAMTD General Manager/CEO or designee will have overall responsibility for overseeing the development of asset management plans and procedures, in cooperation with the team, and reporting to the Board on the status of asset management for SAMTD.
2. In accordance with this policy, implementation of the TAM Plan will be a shared responsibility for all departments.



Adopted by:

Date:

President / Presiding Officer, SAMTD Board of Directors

Date



WORK SESSION MEMO

Agenda Item WS.3.d.a

To: Board of Directors

From: Allan Pollock, General Manager

Date: September 10, 2018

Subject: STIFAC By-Laws

At the August 29, 2018 Statewide Transportation Improvement Fund Advisory Committee (STIFAC) meeting, the committee unanimously passed a motion to recommend approval of the attached by-laws. Over the last several months, staff and District legal counsel have been developing by-laws for the STIFAC as required by state statute.

At the April 9, 2018 work session, the Board reviewed and recommended changes to a preliminary draft. Changes to this version include the definition of a high percentage of low income households; clarification in Article II, Section 1 that included a change to the composition of the committee that was seven to nine members and is now seven to eleven members; and clarification of language in the criteria for required membership.

A resolution adopting the draft by-laws will be brought to the September 27th Board meeting for action.

**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 732-040-0035(5)(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 include 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

SALEM AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS

NOTICE OF EXECUTIVE SESSION

The Board of Directors for Salem Area Mass Transit District (aka “Cherriots”) will hold an Executive Session prior to their Regular Board Meeting, pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

DATE: Thursday, September 27, 2018

TIME: 5:30 – 6:30 p.m.

PLACE: Salem Conference Room at Courthouse Square
555 Court Street NE, Salem, Oregon 97301

Only news media representatives and staff designated by the Board of Directors are permitted to attend the executive session pursuant to ORS 192.660(4). News media representatives, staff and Board members are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced. The Board will return to regular session if there is a need for action. No final action or decision may be taken in executive session. Any materials distributed will be collected by the Director of Administration at the end of the session.

This meeting is 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 Executive Assistant in the General Manager’s Office at least two weeks 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.

Esta reunión está en un lugar accesible para personas con discapacidades. Para las personas que necesitan la asistencia de intérpretes para el lenguaje de señas o para idiomas distintos al inglés para participar en la reunión, comuníquese con el Asistente Ejecutivo en la Oficina del Gerente General al menos dos semanas antes de la reunión llamando al 503-588-2424. (Para personas con impedimentos auditivos, llame al Servicio de Telecomunicaciones de Oregon, 711.) El horario de atención es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, September 27, 2018 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER** (President Robert Krebs)
 - 1. Note of Attendance for a Quorum
 - 2. Pledge of Allegiance (Director Kathy Lincoln)
- B. “SAFETY MOMENT” THOUGH FOR THE DAY**
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION** - None
- E. 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.
- F. CONSENT CALENDAR**

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

 - 1. **Approval of Minutes**
 - a. Minutes of the August 13, 2018 Board Work Session
 - b. Minutes of the August 23, 2018 Board Meeting
 - 2. **Routine Business**
 - a. Approval of Annual Special Districts Insurance Services Board Check List
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Accept the Annual FY2018 Security Report
 - 2. Resolution 2018-XX Adoption of the Transit Asset Management Policy
 - 3. **General Manager’s Performance Evaluation and Compensation Package******
- I. INFORMATIONAL REPORTS** - None

a. Fiscal Year 2018 Performance Report

J. GENERAL MANAGER'S REPORT

K. BOARD OF DIRECTORS REPORTS

This is the 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.

L. BOARD MEETING RECESS (**if necessary)**

M. CONTINUATION OF EXECUTIVE SESSION (**if necessary)**

N. ADJOURN EXECUTIVE SESSION

O. RETURN TO OPEN SESSION

P. ACTION ITEM

Q. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: Thursday, October 25, 2018

This is an open and 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 business 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.

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>.

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Esta es una reunión abierta y pública en un lugar accesible para personas con discapacidades. Para las personas que necesiten la asistencia de intérpretes para el lenguaje de señas o para idiomas distintos al inglés para participar en la reunión, comuníquese con el secretario de la Junta al menos dos días hábiles antes de la reunión, por teléfono al 503-588-2424. (Para personas con impedimentos auditivos, llame al Servicio de Telecomunicaciones de Oregon, 711.) El horario de atención es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

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

Upcoming Board Meeting and Work Session Agenda Items
September 7, 2018

Work Session	Board Meeting
September 10, 2018 Packets due to GM office: September 4 Tue <ul style="list-style-type: none"> • Service Enhancement Discussion <ul style="list-style-type: none"> • Fares and STIFAC Bylaws • SSTC Project Review • 2018 Triennial Review • Overview of TAM Draft Policy 	September 27, 2018 Packets due to GM office: September 13 <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • FY 2018 Performance Report • Resolution 2018-07 Adopt TAM Policy • Resolution 2018-08 Adopt STIFAC Bylaws • GM performance evaluation (Executive Session)
October 8, 2018 Packets due to GM office: October 1 <ul style="list-style-type: none"> • Proposed FY2020 Budget Calendar • Service Enhancement Discussion • Review STIF Local Plan Application 	October 25, 2018 Packets due to GM office: October 11 <ul style="list-style-type: none"> • Approval of FY2020 Budget Calendar (C) • Approval of STIF Local Plan Application
November 13, 2018 Tuesday Packets due to GM office: November 5 <ul style="list-style-type: none"> • Service Enhancement Discussion 	November - No Board meeting
December - No work session	December 13, 2018 Packets due to GM office: November 30 <ul style="list-style-type: none"> • KTC Signal Project Construction Contract • Appointments to the STFAC (C) • Appointments to Budget Committee (C) • Q1 Finance, Trip Choice, Perf Report
January 14, 2019 Packets due to GM office: January 7 <ul style="list-style-type: none"> • MWVCOG Annual Meeting/Dinner • Present Draft 2019 Legislative Agenda • 	January 24, 2019 Packets due to GM office: January 10 <ul style="list-style-type: none"> • 1st Reading – Fare Ordinance and Public Hearing • Adoption of 2019 Legislative Agenda
February 11, 2019 Packets due to GM office: February 4 <ul style="list-style-type: none"> • 	February 28, 2019 Packets due to GM office: February 14 <ul style="list-style-type: none"> • 2nd Reading – Fare Ordinance and Public Hearing • Q2 Finance, Trip Choice, Performance Report
March 11, 2019 Packets due to GM office: March 4 <ul style="list-style-type: none"> • Service Enhancement Discussion 	March 28, 2019 Packets due to GM office: March 14 <ul style="list-style-type: none"> •

<p>April 8, 2019 Packets due to GM office: April 1</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>April 25, 2019 Packets due to GM office: April 11</p> <ul style="list-style-type: none"> • Presentation: 2019 Legislative Session Review • Presentation: CAFR and Single Audit Presentation
<p>May 13, 2019 Packets due to GM office: May 6</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>May 23, 2019 Packets due to GM office: May 9</p> <ul style="list-style-type: none"> • Consent: Adopt FY2020 Board Meeting Schedule • Q3 TripChoice, Performance
<p>June 10, 2019 Packets due to GM office: June 3</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>June 27, 2019 Packets due to GM office: June 13</p> <ul style="list-style-type: none"> • Budget Hearing • Res#2019-XX Adopt FY20 Approved Budget • Approval of FY2019 United Way Donation
<p>July XX, 2019 Packets due to GM office: July X</p> <ul style="list-style-type: none"> • South Salem Transit Center Update • Service Enhancement Discussion 	<p>July XX, 2019 Packets due to GM office: July XX</p> <ul style="list-style-type: none"> • Accept Prelim Annual EOY FY2019 Financial Report • Budget Committee Appointments • Appoint STIFAC Chair and Vice-Chair
<p>August XX, 2019 Packets due to GM office: August X</p> <ul style="list-style-type: none"> • SDIS Board Best Practices Assessment • Issue GM Performance Evaluation Packets • 	<p>August XX, 2019 Packets due to GM office: August X</p> <ul style="list-style-type: none"> • Trip Choice Report – 4th Quarter/Year End • Performance Report – 4th Quarter • September Service Change Briefing • Presentation: Healthiest Employer
<p>To Be Scheduled – Work Session</p> <ul style="list-style-type: none"> • R#2018-XX Adopt STIFAC Bylaws • R#2018-XX re: IT Policy • Review Neighborhood Association Contacts (Aug 2019) • Board Committee assignments (Aug 2019) 	<p>To Be Scheduled – Board Meeting</p> <ul style="list-style-type: none"> • Appoint Board Committee Assignments (2019)



UPDATED: September 7, 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

SEPTEMBER 2018

3	CLOSED	HOLIDAY: Labor Day Cherriots Administration Offices-Customer Service Closed; NO Bus Service
4	Tue	CHERRIOTS SERVICE CHANGES (go to: http://cherriots.org/en/changes) Special Transportation Fund Advisory Committee
10	Mon	5:30 PM SAMTD Board Work Session
14	Fri	8:00a-12:00p Hispanic Heritage Month Breakfast (<i>RSVP required</i>)
18	Tue	5:30 PM Citizens Advisory Committee
20	Thu	2:00-4:00 PM Ribbon Cutting for the New Buses at the Keizer Transit Center
22	Sat	11:00a-3:00p Open Streets Salem – NE Grant Neighborhood
23-26	Sept 2018	APTA Annual Meeting, Nashville, TN
27	Thu	6:30 PM SAMTD Board of Directors Meeting and 5:30 PM • Executive Session ORS 192.660(2)(I) GM Performance Evaluation
29	Sat	9:00a-12:00p SAMTD Bus Roadeo – Del Webb Operation Facility (<i>RSVP required</i>)

OCTOBER 2018

1-15	Drive Less Connect Challenge (http://www.drivelessconnect.com/)
2	Tue	3:00 PM Special Transportation Fund Advisory Committee
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

4	Sun	2:00 AM DAYLIGHT SAVINGS TIME ENDS – Fall Back
6	Tue	3:00 PM Special Transportation Fund Advisory Committee
12	Mon	CLOSED HOLIDAY: Veterans Day • Cherriots Administration Offices-Customer Service Closed; NO Bus Service
13	Tue	5:30 PM SAMTD Board Work Session
22	Thu	CLOSED HOLIDAY: Thanksgiving Day • Cherriots Administration Offices-Customer Service Closed; NO Bus Service

DECEMBER 2018

8	Sat	7:00 PM Keizer Holiday Lights Parade (5:45 PM Meet at Del Webb)
13	Thu	12:00-1:00p Employee Transportation Coordinators (ETC) Luncheon
13	Thu	6:30 PM SAMTD Board of Directors Meeting
17	Mon	11:30a-1:30p Cherriots Employee Luncheon

SAMTD Board of Directors
Calendar of Scheduled Meetings

18 Tue 5:30 PM Citizens Advisory Committee
25 Tues CLOSED HOLIDAY: Christmas Day
 • Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **JANUARY 2019**

1 Tue **CLOSED HOLIDAY: New Year's Day**
 • Cherriots Administration Offices-Customer Service Closed; NO Bus Service
 1 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
 14 Mon 5:30 PM SAMTD Board Work Session
 21 Mon **HOLIDAY: Martin Luther King Day**
 22 Tue 2019 Oregon Legislative Session begins
 24 Thu 6:30 PM SAMTD Board of Directors Meeting –
 • First Reading and Public Hearing to Amend Ordinance re: Fares
 Wed 6:30 PM MWVCOG Annual Meeting / Dinner

• **FEBRUARY 2019**

5 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
 11 Mon 5:30 PM SAMTD Board Work Session
 18 Mon **CLOSED HOLIDAY: President's Day**
 • Cherriots Administration Offices-Customer Service Closed: NO Bus Service
 28 Thu 6:30 PM SAMTD Board of Directors Meeting
 • Second Reading and Public Hearing to Amend Ordinance re: Fares

• **MARCH 2019**

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

• **APRIL 2019**

2 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
 8 Mon 5:30 PM SAMTD Board Work Session
 15 Mon REMINDER to file SEI Report
 16 Tue 5:30 PM Citizens Advisory Committee
 25 Thu 6:30 PM SAMTD Board of Directors Meeting

• **MAY 2019**

7 Tue 3:00-4:30p Special Transportation Fund Advisory Committee
 Thu 6:00 PM SAMTD Budget Committee Member Orientation
 APTA Bus & Paratransit Conference and International Bus Roadeo
 • Tampa, FL
 Thu 6:00 PM SAMTD Budget Committee Meeting 1
 13 Mon 5:30 PM SAMTD Board Work Session
 Thu 11:30 AM Keizer Iris Festival Sponsor Appreciation Lunch
 • In the big tent, 4100 Cherry Ave NE
 Thu 6:00 PM SAMTD Budget Committee Meeting 2