

Salem Area Mass Transit District  
BOARD OF DIRECTORS**WORK SESSION**

Thursday, October 12, 2023

*This meeting is open to the public, please see page 2 for available formats.*

**AGENDA**

- I. CALL TO ORDER**
  - A. Safety Moment
  - B. Announcements
  
- II. PRESENTATION(S) | DISCUSSION(S)**
  - A. Board Training (Special Districts, Board Authority, Expectations, Public Meetings, and Ethics) ..... 3
  
- III. GENERAL MANAGER COMMENTS**
  - A. Upcoming Board Agenda Items ..... 31
  - B. Board Calendar Review ..... 32
  
- IV. ADJOURNMENT**

**Available meeting formats:**

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 160 629 0899 | Passcode: 624273  
Go to: <https://cherriots-org.zoomgov.com/j/1606290899?pwd=aElhUUE0VkZmSE85Sy9EMFBBY1RJQT09>
- One Tap Mobile: +16692545252,,1606290899#,,,,\*624273# US
- Landline Phone: +1 669 254 5252 US

**Virtual Meetings:** The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via *ZoomGov*. The meeting I.D. and passcode are below the agenda.

**Closed Captioning (CC):** *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.

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

**Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.

**Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).

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**Reuniones Virtuales:** La reunión de la Junta Directiva es una reunión pública; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de ZoomGov. La reunión I.D. y el código de acceso están debajo de la agenda.

**Subtítulos (CC):** la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

**Formatos alternativos:** esta es una reunión pública en un lugar accesible según la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

**Las copias electrónicas** del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.

**Lista de distribución de correo electrónico:** Para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org)



**CHERRIOTS**

Board Training  
October 12, 2023



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## Today's Topics

- About Special Districts
- District & Board Authority
- Board & Staff Expectations
- Public Meetings
- Ethics
- Additional Programs



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## About Special Districts

- What is a Special District?
- About SDAO
- About SDAO Consulting Services Program
- About Mark Knudson



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## About Special Districts

### What is a Special District?

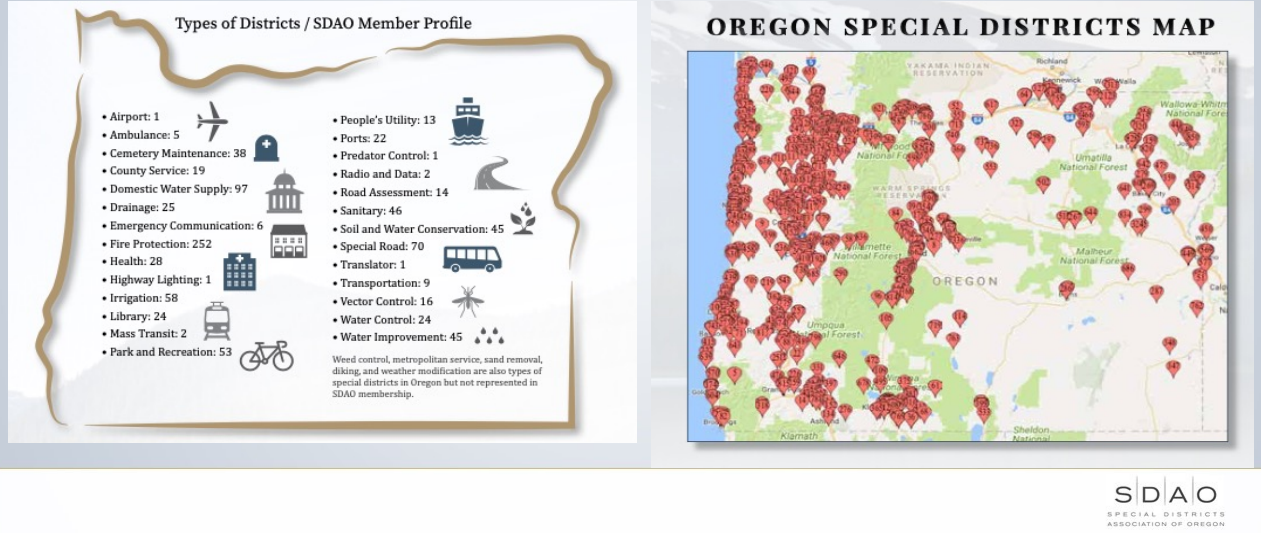
Local form of government (a public agency) created by the community to meet specific needs

- Over 1,000 special districts in Oregon
- Currently 34 types of districts in Oregon
- Extend across city and county jurisdictional boundaries
- Statutory authority to ...
  - Sign contracts, employ staff, acquire real property
  - Issue bonds, impose taxes, levy assessments, charge fees
  - Sue and be sued

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## About Special Districts What is a Special District?

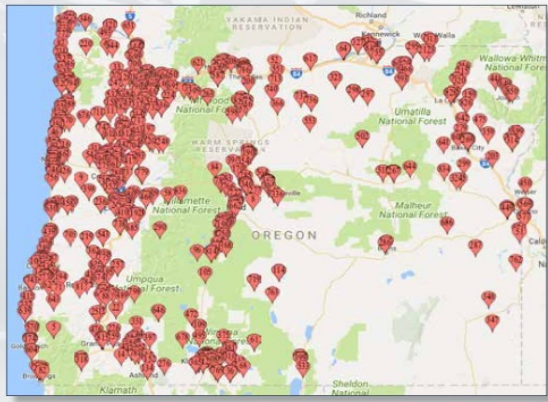


**Types of Districts / SDAO Member Profile**

<ul style="list-style-type: none"><li>• Airport: 1</li><li>• Ambulance: 5</li><li>• Cemetery Maintenance: 38</li><li>• County Service: 19</li><li>• Domestic Water Supply: 97</li><li>• Drainage: 25</li><li>• Emergency Communication: 6</li><li>• Fire Protection: 252</li><li>• Health: 28</li><li>• Highway Lighting: 1</li><li>• Irrigation: 58</li><li>• Library: 24</li><li>• Mass Transit: 2</li><li>• Park and Recreation: 53</li></ul>	<ul style="list-style-type: none"><li>• People's Utility: 13</li><li>• Ports: 22</li><li>• Predator Control: 1</li><li>• Radio and Data: 2</li><li>• Road Assessment: 14</li><li>• Sanitary: 46</li><li>• Soil and Water Conservation: 45</li><li>• Special Road: 70</li><li>• Translator: 1</li><li>• Transportation: 9</li><li>• Vector Control: 16</li><li>• Water Control: 24</li><li>• Water Improvement: 45</li></ul>
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Weed control, metropolitan service, sand removal, diking, and weather modification are also types of special districts in Oregon but not represented in SDAO membership.

**OREGON SPECIAL DISTRICTS MAP**



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## About Special Districts About SDAO

### Special Districts Association of Oregon

*To assist special service districts in providing cost-effective and efficient public services to the people of Oregon*

- Formed in 1979 to provide strong and united voice
- Provides advocacy at federal, state, and local levels
- Provides training, information resources, and support programs
- Operates as 501(c)(6) not-for-profit corporation
- Governed by 12-member board of directors
- Over 900 local government members
- Sister organization is Special Districts Insurance Services (SDIS)

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## About Special Districts

# About SDAO Consulting Services Program

- Experienced industry professionals
  - Range of experts and expertise
- Provides management advice, guidance, and support services
  - Does not include professional engineering, audit, or attorney services
- Provides guidance, oversight, training, and assessments
- Why?
  - To reduce risk, improve service, support future planning



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## About Special Districts

# About Mark Knudson



- Senior Consultant with SDAO Consulting Services
- Over 35 years of utility management experience
  - Retired CEO of Tualatin Valley Water District
  - Former Director of Operations & Maintenance for Portland Water Bureau
  - Professional Engineer (Civil & Environmental)
  - Certified Water Operator (WD4 & WT3)
- Former Board Member Business Oregon Infrastructure Finance Authority
- Former Board Member Oak Lodge Water Services

[mknudson@sdao.com](mailto:mknudson@sdao.com)

503-319-5256



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## District & Board Authority

- District Authority
- Board Authority
- Board Member Rights & Duties



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## District & Board Authority District Authority

Expressed powers as provided by state statute

- Principal Act of Transportation Districts - ORS 267
  - Statutory authority of transportation district
  - Duties, powers, and meetings of Board of Directors
  - Election and appointment of Directors
  - Board Officers
  - Duties of General Manager
    - Full charge for administration of business affairs of district



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## District & Board Authority

### District Authority

Implied powers to carry out expressed powers:

- Purchasing supplies
- Employing staff
- Entering contracts
- Incidental tasks relating to exercise of authority

Districts have narrower authorities than cities or counties

- District authority limited by statute (principal act)
- District do not have “home rule” charter authority

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## District & Board Authority

### District Authority

Must comply with other applicable statutes such as:

- Intergovernmental Agreements (ORS 190)
- Public Records, Public Meetings (ORS 192)
- Election of Directors, Recall (ORS 198)
- Ethics (ORS 244)
- Elections (ORS 255)
- Contracts, Procurements, Public Improvements (ORS 279A, B, C)
- Budget (ORS 294)
- And many, many more

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## District & Board Authority

### Board Authority

- Serves the best interests of community and constituents
- Sets policy and direction of District by Board Action
  - Must be at a properly called public meeting
  - Requires a quorum of Board to be present
  - Requires approval by majority of the Board
  - Votes taken publicly - no secret ballots
- Hires the District General Manager



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## District & Board Authority

### Board Authority – Legislative Authority

Authority to establish policy and direction of District

- Examples: establishing District budget, capital plan, bonds, taxing, rules & regulations, policies, inter-governmental agreements
- Ordinance = local law
  - Authority to enforce / formal adoption procedures
- Resolution = statement of policy
  - District policies and procedures / simple adoption procedure
- Board CAN NOT delegate Legislative Authority

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## District & Board Authority

### Board Authority – Administrative Authority

Authority to implement Board-established policies, practices and procedures to guide day-to-day administration of District

- Examples: HR practices, staff position descriptions, purchasing procedures, financial procedures, operating standards, administrative procedures
- Board CAN delegate Administrative Authority to staff or professionals ... requires formal Board Action

SDAO Recommendation: *“Board members should use caution in exercising administrative power because of the potential of liability, workers’ compensation issues, staff morale issues, and other considerations.”*

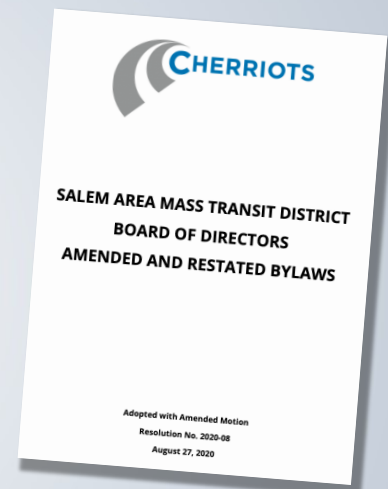
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## District & Board Authority

### Board Member Rights & Duties

Understand and adhere to District Bylaws

- Board Policies
  - Powers, Rights & Liabilities
  - Eligibility & Duties of the Board
  - Vacancies
  - Officers
- Public Meetings
  - Regular Meetings, Special Meetings, Emergency Meetings
  - Executive Sessions
  - Conduct of Meetings
- Suggestions: Board Member Acknowledgement and Commitment

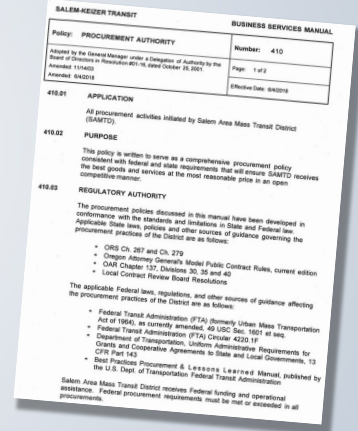


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## District & Board Authority Board Member Rights & Duties

### Understand and adhere to Federal Transit Administration (FTA) Policies

- Critical source of District funding
- Administered through ODOT
- Application of Federal Law & Policies
  - Procurements & Contracting
  - Ethics and Conflict of Interest
  - Contract Administration
  - Recordkeeping
  - Civil Rights
  - Accessibility
  - Environmental Protection & NEPA
  - Energy Conservation
  - Preference for US Property



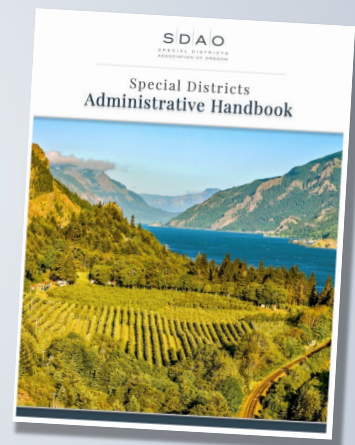
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## District & Board Authority Board Member Rights & Duties

### Understand Administrative Policies & Procedures

- Human Resources, Hiring
- Harassment, Discrimination & Retaliation
- Ethics & Conflicts of Interest
- Public Records; Retention & Access
- Public Engagement & Communication
- Travel & Expense Reimbursement
- Public Contracting & Procurement
- Information & Technology Security
- Financial Management Policies
- Accounting Systems, Accounting Policies & Procedures
- Internal Controls Polices & Procedures
- Audits & Financial Reports
- Budget Process & Documents



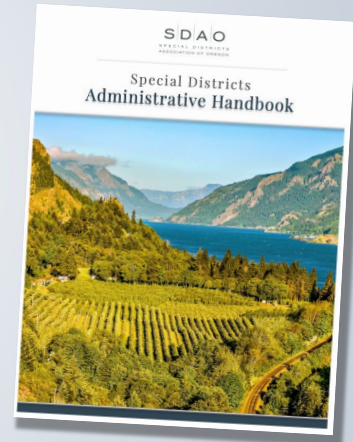
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## District & Board Authority Board Member Rights & Duties

Really? We need all these polices?

- Policies provide structure & processes that support effective planning, informed decision-making & accountability
- Fiduciary responsibility rests with the Board
- Board Members can be found personally liable for repayment of unlawful expenditure of public funds (ORS 294.100)



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## District & Board Authority Board Member Rights & Duties

- Effective use of Board subcommittees & advisory committees
  - Board-approved charter to define role, responsibilities, term, authority, membership, public meetings, and reporting
  - Board-approved appointments to committees
  - Periodic review, charter updates, and sunseting
- Indemnity
  - Board Members are entitled to indemnity under OTCA for claims of negligence against Board and/or District
  - Board Members are NOT entitled to indemnity if acting outside “course and scope” of position

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## District & Board Authority Board Member Rights & Duties

### Office becomes vacant if Board Member ...

- Dies or resigns
- No long meets qualification required for position to which he/she was elected or appointed
- Convicted of an infamous crime, or any offense involving the violation of the oath of office
- Has election or appointment declared void by a competent tribunal
- Is found to be a mentally diseased person by a competent tribunal
- Is “a member of, or affiliated with, any organization which teaches the doctrine of, or advocates, the overthrow of the Government of the United States by force or violence.” (ORS 236.030)
- Agrees to engage in, or does engage in, a duel, or “curry a challenge” to a duel to another person (Or. Const. Art. II, Section 9)

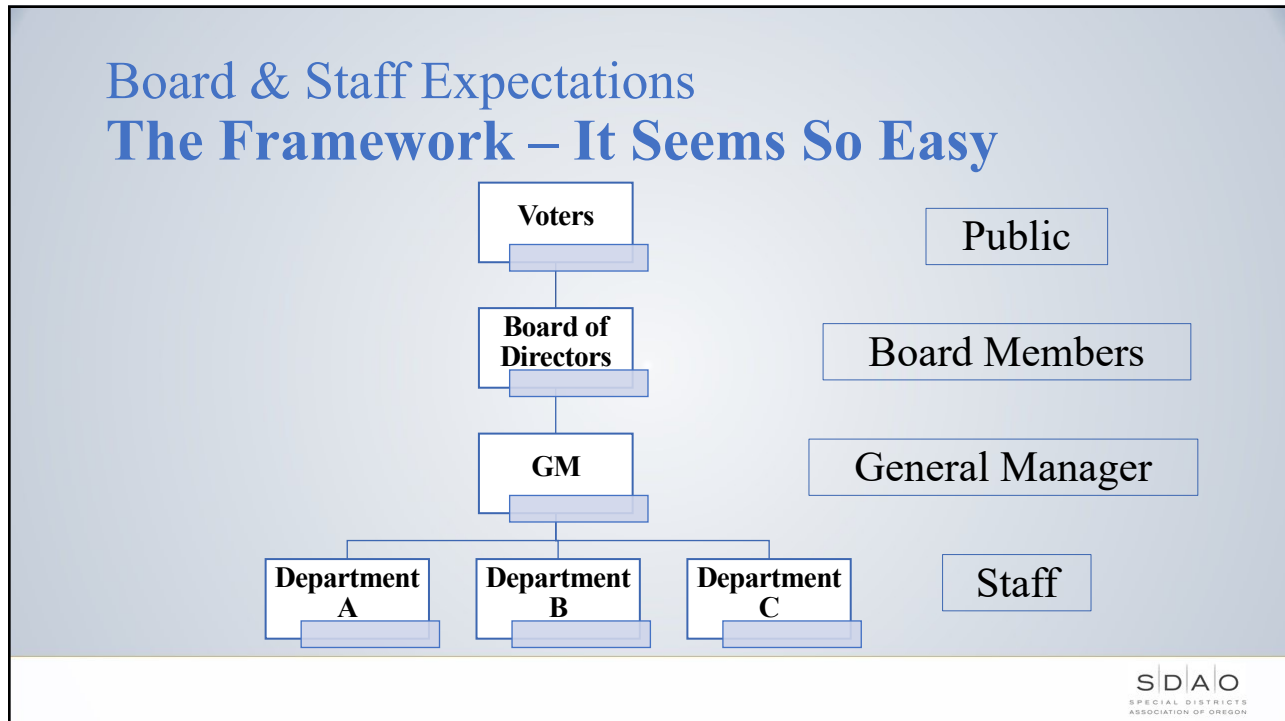
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## Board & Staff Expectations

- The Framework
- Expectations of Board Members
- Expectations of GM
- Characteristics of Effective Boards & GM



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- ## Board & Staff Expectations The Framework – Key Roles
- 1. Public**
    - Elects/Appoints Board Members, holds Board accountable
    - Provides input and feedback on Board-established policies
  - 2. Board**
    - Establishes policy and direction of District by Board Action
    - Hires GM, oversees GM's performance, holds GM accountable
  - 3. General Manager**
    - Implements Board-established policy
    - Collaborates with Board; provides timely information to support decisions
    - Hires staff, oversees staff's performance, holds staff accountable
  - 4. Staff**
    - Implements GM's direction, collaborates with GM
- The SDAO logo is in the bottom right corner.

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## Board & Staff Expectations The Framework – Why We Get Confused

- Organizations with different governance frameworks
  - Charter authority of Mayor, Commissioners, Council, Board, Chair, or Commission
- Lack of staff capacity
  - “We don’t have a \_\_\_\_\_ ... and somebody needs to do it.”
- Individual motivations
  - “I am just trying to help” (or “... save us some money” or “... offer my expertise”)
  - “I was elected to make change”
- Encouraged by public or staff
  - “A member of the public (or staff) suggested I look into this”
- We’ve always done it this way
  - “I’ve been on this Board for \_\_\_ years – I know this organization better than anyone”

***Board Members’ authority comes through the Board***

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## Board & Staff Expectations The Framework – Guiding Principles

1. The Board’s authority comes from the public
  - *The Board is accountable to the public*
2. Board Members’ authority comes through the Board
  - *Board Members generally do not have authority to act alone*
3. The Board has one employee: the GM
  - *The GM is accountable to the Board*
4. The staff works for the GM
  - *Staff is accountable to the GM*

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## Board & Staff Expectations

### Expectations of Board Members

- Get Oriented ... understand statutes and District policies
- Be Prepared and Informed ... for every meeting
- Be Honest, Courteous & On Time ... all the time
- Be Respectful ... of other Board Members, staff, organization & public
- Represent Board Positions and Board Actions
- Respect Limitations of Role ... work through the GM
- Collaborate with the GM ... hold GM accountable for performance

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## Board & Staff Expectations

### Expectations of the General Manager

- Be Prepared and Informed ... for every meeting
- Be Honest, Courteous & On Time ... all the time
- Represent Board Positions and Board Actions
- Provide Options & Recommendations ... not direction or decisions
- Support the Board ... provide information & meeting packets
- Collaborate with Board Members... be accountable to the Board
- Collaborate with the Staff ... hold staff accountable for performance

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## Board & Staff Expectations Characteristics of Effective Boards

### Clarity and alignment with District's ...

- Vision, mission and values
- Strategic Plan

### Creative and collaborative partners

- Mutual respect; all members as equals
- Respect for roles of Board & staff

### Commitment to collective accountability

- Board performance
- GM performance
- District performance

### Commitment to communication; no secrets, no surprises



## Board & Staff Expectations Characteristics of Effective GMs

### Clarity and alignment with District's ...

- Vision, mission and values
- Strategic plan & priorities

### Respect and support for Board's roles

- Collaborative partner with Board
- Provides timely and accurate information to Board

### Effective organizational leader

- Respect and support for staff; commitment to culture

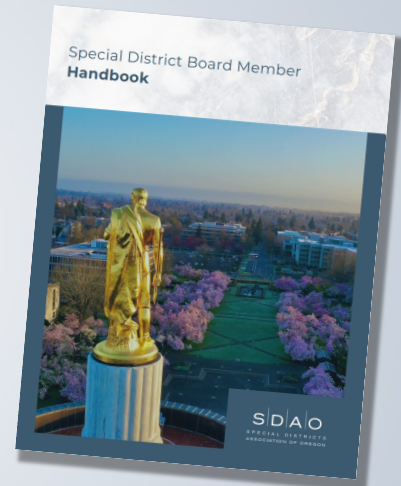
### Commitment to accountability

- Focus on achieving District goals and strategic direction
- Regular feedback from Board – shared understanding of expectations
- Regular feedback to staff – shared understanding of expectations

### Commitment to communication; no secrets, no surprises

## Public Meetings

- Application of the Law
- Board Meetings
- Executive Sessions
- Tips for Success



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## Public Meetings Application of the Law

### Purposes of Public Meetings Law

- To open meetings of governing bodies to the public
- To give notice of the time and place of meetings
- To make meetings accessible to those wishing to attend

### A Public Meeting is

- Any meeting where a quorum of the decision-making body is present and is discussing or “deliberating toward decision” on a matter of District business
- Any meeting of a body formed to advise a public body is a public meeting

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# Public Meetings Board Meetings

## Public Meetings must be appropriately noticed

- At least 24 hours before meeting: must include topics to be discussed (agenda)
- Public posting: at building entrance, website, bulletin boards, press releases
- Interested persons: mailing lists
- Paid advertising is NOT required

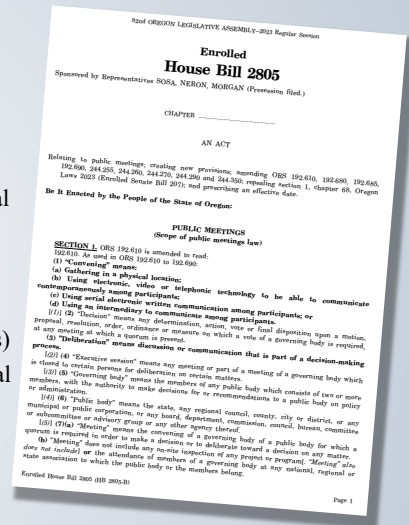
## Limitations on communications between Board Members

- No decisions or deliberations leading to decision outside of public forum
- No serial meetings
- Limitations and risks of email and text messages

# Public Meetings Board Meetings

## Evolving Requirements – HB 2805

- Approved in 2023 Session, effective September 2023
  - Defines "convening" to include gatherings, virtual meetings, and serial communications
  - Defines "deliberations" as "communication that is part of decision-making process"
  - Excludes public meeting requirements for certain communications between board members (education, topics not related to deliberations)
  - Requires training on public meetings law for organizations with annual expenditures of \$1million or more
  - Expands role of Oregon Govern Ethics Commission to provide oversight of public meetings law
- Stay Tuned! Administrative rules and training curriculum being developed by OGEC



## Public Meetings Executive Sessions

Executive sessions can be called only for topics defined in ORS 192.660:

- To discuss employment of individual employees or agents
- To conduct employee performance evaluations; discuss discipline or discharge
- To consult with the District's labor negotiator or conduct labor negotiations
- To consult regarding specific real estate transaction for the District
- To discuss a public record exempt from disclosure
- To meet with legal counsel to discuss litigation filed or likely to be filed
- To conduct negotiations with private persons or businesses
- To discuss information relating to security programs

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## Public Meetings Executive Sessions

- Must be noticed, notice must identify applicable statutory authority – ORS 192.660 (2)(xx)
- Cite the authority into the minutes when calling the executive session
- Announce if / when regular public session will reconvene
- Media is entitled to attend (exceptions include labor negotiations); can instruct media
- No decisions are made in executive session; all decisions must be made in public meeting
- Executive session materials and discussions protected from disclosure
- Take minutes

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## Public Meetings

### Tips for Success: Plan for the Meeting

#### Plan the meeting ...

- Develop the agenda and organize the content
- GM & staff draft agenda; any Board Member may request item to be added

#### Know and follow public meetings law ...

- Meeting appropriately noticed
- Remote access available (ORS 192.670: "...by telephone, video or other ... virtual means")
- No meetings or deliberations outside the public forum

#### Be prepared ...

- Review the material in advance
- Ask clarifying questions in advance if possible

## Public Meetings

### Tips for Success: Manage the Meeting

#### Board President conducts the meeting

- Everyone follows the agenda / all Board Members participate

#### Formalize all decisions

- Motion & second for all Board decisions / publicly discuss & deliberate
- Publicly state your vote
- Once a decision has been made ... move on

#### Treat members of the public, Board, and staff with respect

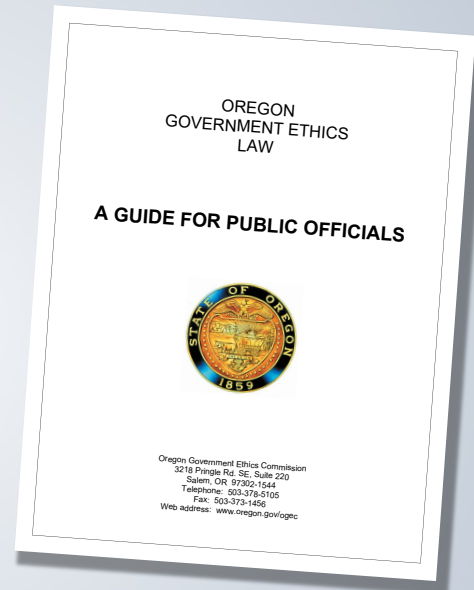
- Limit "public debate" with members of public
- Avoid "public squabbles" between Board Members and/or staff

#### GM & staff provide essential support roles

#### Keep accurate minutes

## Ethics

- Application of the Law
- Financial Gain
- Gifts
- Conflicts of Interest
- Other Limitations & Considerations
- Penalties



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## Ethics Application of the Law

### Ethics laws apply to all Public Officials

- Elected, candidates, appointees, staff, volunteers, and relatives

### Scope of “relatives” is extensive

- Spouse; parent, stepparent, child, sibling, stepsibling, son-in-law, daughter-in-law of the public official, or of the public official’s spouse; any individual for whom the public official has a legal support obligation; or who benefits financially from the public official’s employment with the public entity

### Government Ethics Commission

- Governor Appointed (Peers)
- Oversight and enforcement role

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## Ethics

### Application of the Law

#### No nepotism:

- A public official may not appoint, employ, or promote a relative to a paying position within the public body
- Exceptions:
  - Volunteers
  - Complies with conflict-of-interest procedures
  - Legislative staff

A public official cannot directly supervise a relative

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## Ethics

### Financial Gain

#### Public Officials may NOT:

- Use or attempt to use position or office to obtain a **personal financial gain or avoid a personal financial detriment** if the opportunity would not otherwise be available **but for their official position or office** ... including gain by public official's relatives, members of household, and businesses
- Accept gifts that exceed \$50 from a source that has a **legislative or administrative interest** in the public official's governmental agency

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## Ethics Gifts

### Public Officials may NOT:

- Accept the payment of expenses for **entertainment** nor can a source offer such paid expenses (with exceptions)
- Solicit or accept **honoraria** (with exceptions)
- Solicit or accept the offer, pledge or promise of **future employment** based on any understanding that a vote, official action or judgment would be influenced by the offer
- Use or attempt to use **confidential information** gained through their position for financial gain (applies to former public officials)

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## Ethics Conflicts of Interest

### Actual Conflict

- You and/or a relative will benefit

### Potential Conflict

- You and/or a relative may benefit
- Perceived or assumed you might benefit

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## Ethics Other Considerations

### Public Officials MAY:

- Accept any part of their official compensation package from their public employer
- Solicit and accept a certificate, plaque, commemorative token or other items with a resale value of less than \$25
- Solicit and accept honoraria for services related to the public official's private profession, occupation, avocation or expertise

## Ethics Other Considerations

### Public Officials MAY:

- Request and accept the reimbursement of expenses from their public employer for expenses incurred while on official business
- Accept food and beverages provided when acting in an official capacity
- Have reasonable food, lodging, and travel expenses paid for public official and accompanying relative when acting in official capacity
- Accept gifts from a source when it is reasonable to believe that the source does not have a legislative or administrative interest in the public official's governmental agency

## Ethics Penalties

- Most penalties \$5,000 per violation
- Fine for violation of executive session law \$1,000, but excused if decision made in reliance on advice of public body's legal counsel
- No penalty if official or candidate relied in good faith on Ethics Manual or Ethics Commission opinion

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## Additional Programs

- Training & Additional Resources
- SDAO Annual Conference



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## Additional Programs

### SDAO Training & Additional Resources

- **Board Member Duties, Liabilities & Responsibilities:** Full-day training for board members and management staff - includes comprehensive review of laws and regulations governing Oregon's special districts and public officials.
- **Board Member Relations, Expectations & Ethics:** Training for board members and management staff – to build strong relationships on your board and a better understanding of rules regarding ethics for public officials

○ Fall 2024

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## Additional Programs

### SDAO Training & Additional Resources

- **Online Training & Webinars:** Online Risk Management Training Series / First Thursday 20-minute webinars (safety, regulations, HR, goal-setting, COVID, etc.)
- **Best Practices Training Credits:** Five opportunities to earn 2% discount up to a maximum 10% discount (Affiliate Organization Membership, Emergency Preparedness Plan, Emergency Plan Checklist, SDAO/SDIS Vector Solutions Training and Emergency Management Plan Training)
- **SDAO Board Practices Assessment:** Facilitated self-assessment of Board Practices to identify potential risks of District governance & administration

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## Additional Programs SDAO Annual Conference

### 2024 SDAO Annual Conference February 8-11, 2024 – Seaside, OR

- *20 Training & Education Sessions*
- *Caucus Meetings & SDAO Board Member Nominations*
- *Exhibitor Trade Show*
- *Annual Business Meeting & Board Member Elections*

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## Summary



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## Summary

# Make the Most of Your Opportunity

- Understand and respect the legal framework (ORS 267 & applicable statutes)
- Follow the Guiding Principles
  - Board Members' authority comes through the Board ... Board Members have no authority to act alone
  - Decisions and policy are made by the Board ... not individuals
  - The Board has one employee ... the GM
- Take the time to get oriented and be prepared
  - Adhere to Board Policies & Procedures
  - Adhere to Administrative Policies & Procedures
  - Understand and respect the roles and responsibilities of each member of the team
  - Be prepared for every meeting ... review the material and ask questions
- Practice preventative maintenance ... invest in Board Members and staff
- Maintain a commitment to accountability ... by Board, GM & staff
- Communicate, communicate, communicate ... with Board, GM & community

# Transportation Districts



## *Districts connect people with places*

- *12 transportation districts exist throughout the state that are independent local governments and not part of a local city or county, and may serve more than one city or county.*
- *Provide safe, efficient, and accessible transportation, enhancing the livability of the community.*
- *Help to reduce road congestion and travel times, air pollution, and energy and oil consumption, all of which benefit both riders and non-riders alike.*
- *Public transportation helps everyone—commuters, families, students, senior citizens, persons with disabilities, as they seek to fulfill their personal and career goals, meet their daily needs and maintain a high level of transportation independence.*
- *Governed by a board of seven directors elected at large in May of odd years serving four-year terms.*
- *District board is completely responsible for personnel administration, financial administration, and seeing that the requirements of laws governing areas ranging from public records and public meetings to civil rights are met.*
- *Receive tax revenues based on voter-approved permanent rate not to exceed in any one year one-half percent (0.005) of the real market value of all taxable property within the geographic boundaries of the district. Also authorized to charge fees for service and in some instances payroll taxes.*



**To:** SAMTD Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** October 12, 2023  
**Subject:** Upcoming Work Session and Board Meeting Agenda Items

## Upcoming Work Session and Board Meeting Agenda Items

<p><b>To Be Scheduled:</b></p> <ul style="list-style-type: none"> <li>• Award of Contract for AIP Group 6 (DT)</li> <li>• Award of Contract for DW Fencing (TD)</li> <li>• Award of Contract for Internet Services (BF)</li> <li>• Customer Satisfaction/Community Value Survey Presentation (PF)</li> </ul>	<p><b>Work Session:</b></p> <ul style="list-style-type: none"> <li>• Tour of Transit Centers (AP)</li> </ul>
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<b>October 26, 2023</b>	
<b><u>Board Meeting</u></b>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• CC: Approval of FY2025 Budget Calendar (DL)</li> <li>• CC: Reappoint Budget Committee Members</li> <li>• Award Contract AIP Group 5 (SUA)</li> </ul>	<p><b>Information Items:</b></p> <ul style="list-style-type: none"> <li>• FY2023 Annual Performance Report (SUA)</li> </ul>

<b>November 9, 2023</b>	
<b><u>Work Session</u></b>	
<ul style="list-style-type: none"> <li>• Regional Transit Discussion (SUA)</li> </ul>	

<b>December 14, 2023</b>	
<b><u>Board Meeting</u></b>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• CC: CAC Advisory Committee Appointments (TD)</li> <li>• CC STIF Advisory Committee Appointments (SUA)</li> <li>• CC: CAC and STIF Advisory Committee Chair/Vice-Chair Appointments (TD,SUA)</li> <li>• Award of Contract for Camera Replacement (TD)</li> <li>• Approve the Public Transportation Agency Safety Plan (PTASP) (DT)</li> </ul>	<p><b>Information Items:</b></p> <ul style="list-style-type: none"> <li>• Service Change Briefing for January 2024 (SUA)</li> <li>• Q1 Reports: Strategic, Performance, Finance, (AP, SUA, DL)</li> </ul>

<b>January 11, 2024</b>	
<b><u>Work Session</u></b>	
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<b>January 25, 2024</b>	
<b><u>Board Meeting</u></b>	
<p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• Adopt 2024 Federal and State Legislative Agendas (AP)</li> </ul>	<p><b>Information Items:</b></p> <p style="text-align: center;">-</p>




**To:** SAMTD Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** October 12, 2023  
**Subject:** Calendar of Scheduled Meetings

## Board Calendar of Scheduled Meetings

### October-23

8-11	Sun. - Wed.		APTA TRANSform Conference & Expo - Orlando FL
12	Thu.	5:30 PM	SAMTD Board Work Session
17	Tue.	5:30 PM	Community Advisory Committee
26	Thu.	5:30 PM	SAMTD Board of Directors Meeting
27	Fri.	2-5:00 PM	Cherriots Connect's Family Fall Event


### November-23

5	Sun.		<i>Fall Back - Daylight Savings Time</i>
7	Tue.		<b>General Election Day</b>
9	Thu.	5:30 PM	SAMTD Board Work Session
11	Sat.	<b>HOLIDAY</b>	<b>Veterans Day   Sunday Level Bus Service</b>
			<b>Thanksgiving Day   Cherriots Administrative Offices Closed</b>
23	Thu.	<b>HOLIDAY</b>	<b>  Customer Service Closed   No Bus Service</b>

### December-23

9	Sat.	7:00 PM	Keizer Holiday Lights Parade (Meet at DW Facility at 5:00 PM)
12	Tue.	5:30 PM	Community Advisory Committee
14	Thu.	5:30 PM	SAMTD Board of Directors Meeting
			<b>Christmas Day   Cherriots Administrative Offices Closed  </b>
25	Mon.	<b>HOLIDAY</b>	<b>Customer Service Closed   No Bus Service</b>

### January-24

			<b>New Year's Day   Cherriots Administrative Offices Closed  </b>
1	Mon.	<b>HOLIDAY</b>	<b>Customer Service Closed   No Bus Service</b>
11	Thu.	5:30 PM	SAMTD Board Work Session
			<b>Martin Luther King Jr. Day   Cherriots Administrative Offices</b>
15	Mon.	<b>HOLIDAY</b>	<b>Closed   Customer Service Open   Saturday-level Bus Service</b>
			Basic 2024 Local Budget Law Training Schedule • <a href="https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx">https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx</a>
25	Thu.	5:30 PM	SAMTD Board of Directors Meeting