

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

~ WORK SESSION ~

Monday, April 8, 2019
5:30 PM

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

AGENDA

- 1. CALL TO ORDER** (President Robert Krebs)
- 2. "SAFETY MOMENT"**
- 3. PRESENTATION** - Renewable Natural Gas
- 4. DISCUSSION**
 - a. Service Enhancement Oral Update
 - b. Review of Environmental Policy Statement **1**
 - c. Board Protocol **5**
- 5. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the April 25, 2019 Regular Meeting **7**
 - b. Upcoming Board Agenda Items **9**
 - c. Calendar Review **11**
- 6. ADJOURN**

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

This is an open and public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats are available. Requests can be made directly to the Clerk of the Board by email to linda.galeazzi@cherriots.org, by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

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

Esta es una reunión pública y abierta en un lugar al que se puede acceder por ADA. Con 48 horas de anticipación, audífonos y servicios auxiliares, y formatos alternativos están disponibles. Las solicitudes se pueden hacer directamente al Secretario de la Junta por correo electrónico a linda.galeazzi@cherriots.org, por teléfono al 503-588-2424 o con la asistencia de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM.

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



WORK SESSION MEMO

Agenda Item #WS.4.b

To: Board of Directors

From: Allan Pollock, General Manager

Date: April 8, 2019

Subject: Review of Proposed Board Environmental Policy Statement

One of the Strategic Priorities in the District's Strategic Plan is to "Be an Environmentally Responsible Organization." One of the action items in this priority is to establish a Board-adopted environmental sustainability policy statement. The District's sustainability committee established this task as part of its annual work plan.

The committee prepared a draft statement for the Board to review and comment on. The sustainability committee will take the feedback from the Board and finalize the proposed statement and present it to the Board for adoption at a future meeting.

A copy of the draft proposed statement is attached.

SALEM AREA MASS TRANSIT DISTRICT

SUSTAINABILITY POLICY STATEMENT	Number: 119
Adopted by the Board of Directors:	Page: 1 of 1

119.01 PURPOSE

To provide guidance to the District to implement environmentally supportive actions, behaviors, and activities.

119.02 INTRODUCTION

The Mission of Salem Area Mass Transit District (District) is: *Connecting people with places through safe, friendly, and reliable public transportation services.* For this mission to be achieved, the District understands that it is necessary to create a culture of environmental stewardship and to promote sustainability in the community we serve by incorporating sustainable concepts into all functions of District activities.

It is our goal to carry out the mission in a way that establishes the District as a local, regional, and industry leader in environmental and sustainable practices. We will do this by planning, constructing, operating, and maintaining the District's equipment, facilities, and services in a way that protects both the mission and the environment.

This policy statement represents a commitment of the Salem Area Mass Transit District Board of Directors, Management, Employees, and its service contractors to be responsible stewards of our environment and natural resources.

119.03 General Guidelines

To demonstrate this commitment, the District will:

- A. Look for opportunities to minimize pollution and reduce greenhouse gas emissions
- B. Work to utilize natural resources more efficiently
- C. Explore and utilize new technologies when available

SALEM AREA MASS TRANSIT DISTRICT

SUSTAINABILITY POLICY STATEMENT	Number: 119
Adopted by the Board of Directors:	Page: 1 of 2

- D. Strive to build and operate our system with the utilization of sustainable features and practices
- E. Seek Leadership in Energy and Environmental Design (LEED) certifications and/or equivalent whenever possible
- F. Comply with, and when possible, exceed all local, state, and federal laws, ordinances, and regulations concerning environmental management
- G. Provide necessary training, education, and information to all employees, contractors, and volunteers working on behalf of the District to successfully carry out this policy
- H. Maintain a commitment to the continual reduction of the District's environmental impact.

Adopted By:

President, SAMTD Board of Directors

Date



To: Board of Directors

From: Allan Pollock, General Manager

Date: April 8, 2019

Subject: Board Rules Governing Proceedings and Conduct of the Board

The Board rules, established in Resolution 2015-04, govern the proceedings and conduct of the Board. Rule 17 Conduct of Meetings lists the duties of the Presiding Officer in Rule 17-1. Since there appears to be an increase in public comment activity, it creates an opportunity to refresh ourselves with rules so that we are following proper protocol. Rule 17-1 states:

RULE 17. CONDUCT OF MEETINGS

17-1 Presiding Officer

- a. The president, and in the president's absence, the vice-president, shall preside at meetings of the District directors. In the absence of both, the secretary shall preside, and in the absence of the other officers, the treasurer shall preside.
- b. The presiding officer shall vote on all matters and may make and second motions and participate in discussions and debate.
- c. The presiding officer shall be responsible to assure that order and decorum are maintained during all meetings of the Board. The president of the Board, when necessary, may appoint a sergeant-at-arms who shall have the responsibility to maintain order to enforce the rules of conduct, and to enforce the orders given by the presiding officer.
- d. Time for testimony by members of the audience at public hearings or any Board meeting may be limited or extended for each speaker and for each subject by the presiding officer or by majority vote of the members present. All questions and discussions by members of the audience shall be directed to the presiding officer.

- e. Direct discussion between members of the audience and Board members or District employees is permitted only at the discretion of the presiding officer. Every person desiring to speak shall first address the presiding officer, and upon recognition, shall give his/her name and shall confine his/her comments to the issue under consideration.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, April 25, 2019 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 Colleen Busch)
3. “Safety Moment” Though for the Day

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

D. PUBLIC COMMENT

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

E. CONSENT CALENDAR

Items on the Consent Calendar are considered routine business and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar. If any item involves a potential conflict of interest, Board members should so note that before the adoption of the Consent Calendar.

1. Approval of Minutes

- a. Minutes of the March 11, 2019 Board Work Session
- b. Minutes of the March 28, 2019 Board Meeting

2. Routine Business - None

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

1. Resolution No. 2019-XX Adoption of Sustainability Statement
2. Fuel Card Contract for Services

3. Paratransit Vehicle Purchase

H. INFORMATIONAL REPORTS

1. May Service Change Briefing

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

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

K. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: Thursday, May 23, 2019

Salem Area Mass Transit District ("Cherriots") is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). If you require special assistance to participate in this meeting, please contact the City Recorder at least two business days prior to the meeting by email at linda.galeazzi@cherriots.org or call (503)588-2424 (for TTY services, dial 7-1-1, to make reasonable arrangements to ensure accessibility to the meeting. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM. The Senator Hearing Room is wheelchair accessible for all public meetings. Regular Board meetings are cablecast on Comcast Channel 21, and are streamed live on Cherriots Facebook Live and on CCTV Salem's website. For an electronic copy of the Board's agenda packet, go to www.cherriots.org/board.

Si necesita ayuda para comprender esta información, por favor (503)588-2424. El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM. Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.

Upcoming Board Meeting and Work Session Agenda Items
April 8, 2019

Work Session	Board Meeting
<p>April 8, 2019 Packets due to GM office: Apr 1</p> <ul style="list-style-type: none"> • Service Enhancement Discussion • Review of Sustainability Statement • Renewable Natural Gas Presentation • Board Governing Rules 	<p>April 25, 2019 - APTA "Get On Board" Day Packets due to GM office: April 11</p> <ul style="list-style-type: none"> • May Service Change Briefing • Resolution No. 2019-XX Adoption of Sustainability Statement • Purchase Paratransit Vehicles • Fuel Card Contract for Services
<p>May 13, 2019 Packets due to GM office: May 6</p> <ul style="list-style-type: none"> • Service Enhancement Discussion: Public Education Campaign 	<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 Trip Choice, Performance, Finance • Coordinated Plan Update
<p>June 10, 2019 Packets due to GM office: Jun 3</p> <ul style="list-style-type: none"> • Service Enhancement Discussion • ITS Contract Briefing on the Comprehensive CAD/AVL Project 	<p>June 27, 2019 Packets due to GM office: June 13</p> <ul style="list-style-type: none"> • Board Reception for Outgoing Board Members • Appoint Committee Chairs and Vice-Chairs • Budget Hearing • Res#2019-XX Adopt FY20 Approved Budget • Approval of FY2020 United Way Donation • ITS (CAD/AVL) Contract
<p>July 8, 2019 Packets due to GM office: Jul 1</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>July 25, 2019 Packets due to GM office: July 11</p> <ul style="list-style-type: none"> • Accept Prelim Annual EOY FY2019 Financial Report • Budget Committee Appointments • PLACEHOLDER: Election of Officers • Report on Kuebler Blvd Express Route Study
<p>August 12, 2019 Packets due to GM office: Aug 5</p> <ul style="list-style-type: none"> • SDIS Board Best Practices Assessment • Issue GM Performance Evaluation Packets • Review Neighborhood Association Contacts • Board Committee assignments 	<p>August 22, 2019 Packets due to GM office: August 8</p> <ul style="list-style-type: none"> • Trip Choice Report – 4th Quarter/Year End • Performance Report – 4th Quarter • September Service Change Briefing

<p>September 9, 2019 Packets due to GM office: Sep 2</p>	<p>September 26, 2019 Packets due to GM office: September 12</p> <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • FY 2019 Performance Report • GM performance evaluation (Executive Session)
<p>October 14, 2019 Packets due to GM office: October 4</p> <ul style="list-style-type: none"> • Proposed FY2021 Budget Calendar 	<p>October 24, 2019 Packets due to GM office: October 10</p> <ul style="list-style-type: none"> • Approval of FY2021 Budget Calendar (C)
<p>November 12, 2019 Tuesday Packets due to GM office: November 1</p> <ul style="list-style-type: none"> • STIFAC / CAC / STFAC Updates for Dec meeting <ul style="list-style-type: none"> ○ Member Appointments ○ Chairs & Vice-Chairs Appointments 	<p>November - No Board meeting</p>
<p>December - No work session</p>	<p>December 12, 2019 Packets due to GM office: November 27 (Wed)</p> <ul style="list-style-type: none"> • CONSENT CALENDAR: <ul style="list-style-type: none"> ○ Committee Appointments-STFAC/CAC ○ Appoint Chair & Vice-Chair CAC • January Service Change Briefing • Q1 Finance, Trip Choice, Perf Report
<p>January XX, 2020 Packets due to GM office: January X</p> <ul style="list-style-type: none"> • Board-appointed Advisory Committees • MWVCOG Annual Meeting/Dinner • Present Draft 2019 Legislative Agenda 	<p>January XX, 2020 Packets due to GM office: January XX</p> <ul style="list-style-type: none"> • Adoption of 2019 Legislative Agenda
<p>February XX, 2020 Packets due to GM office: February X</p> <ul style="list-style-type: none"> • Service Enhancement Discussion STFAC Recommendations for STF/5310 Projects 	<p>February XX, 2020 Packets due to GM office: February XX</p> <ul style="list-style-type: none"> • Q2 Finance, Trip Choice, Performance Report • STFAC Recommendations for STF/5310 Projects
<p>March xx, 2020 Packets due to GM office: March 4</p> <ul style="list-style-type: none"> • 	<p>March xx, 2020 Packets due to GM office: March 14</p> <ul style="list-style-type: none"> • Presentation: FY2019 CAFR / Audit Report
<p>To Be Scheduled – Work Session</p> <ul style="list-style-type: none"> • Uniform Contract, Tire Contract & Fuel Contract • Audit Services Contract • Staggered Terms for Committees 	<p>To Be Scheduled – Board Meeting</p> <ul style="list-style-type: none"> • Capitol City CycleShare Program (Spring 2019) • R#2018-XX re: IT Policy

UPDATED: April 3, 2019

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**

• APRIL 2019

2	Tue	3:00-4:30p	Special Transportation Fund Advisory Committee
			• <u>Ethnic Training</u> presented by Attorney Ben Fetherston
8	Mon	5:30 PM	SAMTD Board Work Session
9	Tue		Oregon Transit Association's "Transit Day at the Capitol"
13-15		APTA CEOs Seminar, Chicago, IL
15	Mon	REMINDER to file SEI Report
24	Wed	"Administrative Professionals" Day
25	Thu	"Take our Daughters and Sons to Work" Day
25	Thu	American Public Transportation Association's National Transit Day "Get on Board"
25	Thu	6:30 PM	SAMTD Board of Directors Meeting
29-30		WSTA Clerks of the Transit Authority Meeting

• MAY 2019

2	Thu	6:00 PM	SAMTD Budget Committee Meeting 1
7	Tue	3:00-4:30p	Special Transportation Fund Advisory Committee
9	Thu	6:00 PM	SAMTD Budget Committee Meeting 2
13	Mon	5:30 PM	SAMTD Board Work Session
16	Thu	11:30a-1:30p	KeizerFEST Sponsor Appreciation Luncheon
			• 4100 Cherry Ave NE, Keizer, Oregon
16	Thu	6:00 PM	SAMTD Budget Committee Meeting 3 (if necessary)
18	Sat	10:30 AM	KeizerFEST Parade "Flowers, Family & Fun"
			• Runs south on River Road from Lockhaven to Glynbrook
17-21		APTA International Bus Roadeo, Louisville, KY
19-22		APTA Mobility Conference, Louisville, KY
23	Thu	6:30 PM	SAMTD Board of Directors Meeting
27	Mon	CLOSED	HOLIDAY: MEMORIAL DAY Cherriots Administration Offices-Customer Service Center Closed ; NO Bus Service

• JUNE 2019

8	Sat	6:00 PM	Cherriots Employee Recognition Banquet
10	Mon	5:30 PM	Board Work Session

SAMTD Board of Directors
Calendar of Scheduled Meetings

18	Tue	5:30 PM	Citizens Advisory Committee
27	Thu	6:30 PM	SAMTD Board of Directors Meeting
			• Budget Hearing
30	Sun	2019 Legislation Session Ends

• **JULY 2019**

4	Wed	CLOSED	HOLIDAY 4th of July Cherriots Administration Offices-Customer Service Closed ; NO Bus Service
8	Mon	5:30 PM	SAMTD Board Work Session
25	Thu	6:30 PM	SAMTD Board of Directors Meeting
			• Oath of Office / Officer Elections

• **AUGUST 2019**

	Wed	5:00 PM	Statewide Transportation Improvement Fund Advisory Committee
	Mon	5:30 PM	SAMTD Board Work Session
	Thu	6:30 PM	SAMTD Board of Directors Meeting

• **SEPTEMBER 2019**

2	Mon	CLOSED	HOLIDAY: Labor Day Cherriots Administration Offices-Customer Service; Closed - NO Bus Service
3	Tue	CHERRIOTS SERVICE CHANGES (go to: http://cherriots.org/en/changes)
		3:00-4:30p	Special Transportation Fund Advisory Committee
9	Mon	5:30 PM	SAMTD Board Work Session
17	Tue	5:30 PM	Citizens Advisory Committee
26	Thu	6:30 PM	SAMTD Board of Directors Meeting and
		5:30 PM	• Executive Session ORS 192.660(2)(l) GM Performance Evaluation

• **OCTOBER 2019**

.....	Drive Less Connect Challenge (http://www.drivelessconnect.com/)
1	Tue	3:00 PM	Special Transportation Fund Advisory Committee
	Wed	5:00 PM	Statewide Transportation Improvement Fund Advisory Committee
14	Mon	5:30 PM	SAMTD Board Work Session
24	Thu	5:30 PM	Executive Session (ORS 192.660(2)(4)
		6:30 PM	SAMTD Board of Directors Meeting
.....	Oregon Public Transportation Conference

• **NOVEMBER 2019**

3	Sun	2:00 AM	DAYLIGHT SAVING TIME ENDS – Fall Back
5	Tue	3:00 PM	Special Transportation Fund Advisory Committee
4	Mon	CLOSED	HOLIDAY: Veterans Day Observance Cherriots Administration Offices/Customer Service Closed; NO Bus Service
11	Tue	5:30 PM	SAMTD Board Work Session
21	Thu	CLOSED	HOLIDAY: Thanksgiving Day Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **DECEMBER 2019**

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