

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

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**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” Thought 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>1</b> |
| b. Minutes of the March 28, 2019 Board Meeting .....      | <b>5</b> |

**2. Routine Business - None**

**F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**G. ACTION ITEMS**

- |   |           |
|---|-----------|
| 1. Resolution No. 2019-04 Adoption of Environmental Sustainability Policy 119 ... | <b>13</b> |
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**H. INFORMATIONAL REPORTS**

1. May Service Change Briefing ..... 17

**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. .... 19

**K. ADJOURN BOARD MEETING**

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**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](mailto: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](http://www.cherriots.org/board).

Si necesita ayuda para comprender esta informacion, 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](http://www.cherriots.org/board).



Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

March 11, 2019

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

**MINUTES**

**PRESENT:** President Robert Krebs; Directors Jerry Thompson, Steve Evans, Colleen Busch,  
**Board** Doug Rodgers and Marcia Kelley; **ABSENT:** Kathy Lincoln

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy,  
Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon,  
Director of Administration; Steve Dickey, Director of Transportation Development;  
Ted Stonecliffe, Transit Planner II; Chip Colby, Information Technology Manager;  
Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER 5:30 PM**

President Bob Krebs called the work session to order at 5:30 p.m. He announced that there were 180 days left until the new service.

**2. SAFETY MOMENT**

Mr. Pollock shared a *Safety Moment* for the month of March about the impact of prescription drugs use, the misuse and addiction according to a national employer survey by the National Safety Council.

**3. PRESENTATION - None**

**4.. DISCUSSION**

**a. Special Transportation Fund Briefing**

**Staff report:** Pages 1-154 of the agenda.

**Presenter:** Ted Stonecliffe, Transit Planner II

Board members reviewed the priorities and strategies identified in the *Coordinated Public Transit-Human Services Transportation Plan* (on pages 5-134 of the agenda) that was adopted by the Board at their August 25, 2016 meeting. The Coordinated Plan serves to

guide funding decisions for STF and Section 5310(ODOT) projects within Marion and Polk counties. The Board also reviewed the instructions for the *2019-2021 Cherriots STF Grant Application for Projects Located within Marion and Polk Counties, Oregon* for Special Transportation Fund Grants on pages 135-142 of the agenda, and for 5310(ODOT) Formula Funds on pages 143-154.

Applications received were included in the supplemental agenda and staff provided a recap of the February 5<sup>th</sup> STFAC meeting where Mr. Pollock advised the STF Advisory Committee that the guidelines in the Coordinated Plan were not followed to determine priority rankings. At that time, Mr. Pollock provided the STFAC with two proposals with scaled requests for their consideration.

Staff responded to questions from the Board regarding issues raised at the February 28 board meeting about recommendations for STF and 5310(ODOT) funding and from testimony shared in support of funding for the Falls City Direct Connect (FCDC). The FCDC provides service in Falls City about ten miles from Dallas in Polk County. Grant funding for FCDC service was provided by the Coordinated Care Organization (CCO). One component of the FCDC service is that they feel their driver needs to be a social worker and the service be free.

Mr. Pollock advised that the current STF estimate is not enough to fund all of the existing services.

Director Kelley said that she would feel more comfortable to know that the FCDC tapped their other resources for funds that might be available. We can work together to see what they can do, and work with their CCO and the county commissioners to help pay for the service. She advised that the Special Transportation Fund (STF) comes to the District on a per capita basis; and there is a big difference in the census numbers between Polk and Marion Counties. Woodburn Transit has supplemental funding from the City of Woodburn. The West Valley Health Foundation is a part of Salem Health. You hate to leave people out in the cold, but there needs to be flexibility and compromise.

President Krebs spoke about other funding sources that could be located through grants from businesses like Fred Meyers, Roth's or Safeway. There is an opportunity to ask businesses if they would be willing to sponsor one day a week of service.

Director Evans noted that Representative Paul Evans is on the state's transportation committee. Director Kelley said they needed to be sure to talk with them to get more funding for STF. If there are that many people on the Oregon Health Plan, the CCO should get involved.

Mr. Stonecliffe stated that the District applied for a grant from the Statewide Transportation Improvement Fund (STIF) to open up new fixed route stops along the route for the Polk County Flex. The PC Flex transported 150 riders per month from June to December 2018.

Mr. Pollock said that the hard part about the new STIF money, is that it cannot be used to fund lost revenue but must be used to enhance existing service.

STF and Federal Section 5310(ODOT) grant applications must be submitted to ODOT by March 29, 2019 in order to receive funds in time for the next biennium, which begins on July 1, 2019.

**Follow-up:** The Special Transportation Fund Advisory Committee (STFAC) will reconvene on March 12, 2019, as requested by the Board at their February 28 board meeting. Applicants will again be invited to give their presentations and answer any questions from the committee. The STFAC will then form a recommendation on projects to fund to bring to the Board at the March 28 meeting for a final decision for the 2019-21 biennium.

## **b. Procurement Threshold**

**Staff report:** Pages 155-156 of the agenda

**Presenter:** Al McCoy, Director of Finance/CFO  
Allan Pollock, General Manager

The Board discussed whether to modify Board and GM-approval thresholds changes due to recent federal statutory changes to the micro-purchase and the simplified acquisition (small purchase) thresholds that took effect in June 2018. Staff modified its procurement policies to align with the Federal thresholds as identified in OMB memorandum OM-18-18. At the February 11, 2019 work session, staff suggested the modification of Financial Policy #413 to match the FTA thresholds for Board approval levels. Board members requested a list of contract activities over the last two years (from March 1, 2017 to February 28, 2019) to help inform their discussion. According to the table (on page 156 of the agenda), two contracts out of ten would not have gone to the Board for approval if the new, higher \$250,000 threshold had been in place. The current threshold for Board approval is \$100,000.

**Follow-up:** Board members were comfortable with the current threshold of \$100,000 at this time. It was more transparent; so, no action will be taken.

## **c. Service Enhancement Discussion: Update on the STIFAC**

**Staff report:** Pages 19-20 of the agenda

**Presenter:** Allan Pollock, General Manager

Mr. Pollock provided a recap of the Statewide Transportation Improvement Fund Advisory Committee's meeting on March 7 where the committee reviewed seven applications for discretionary funding and recommended "Fund" or "No Fund" as requested by the Oregon Department of Transportation.

**Follow-up:**

**5. GENERAL MANAGER COMMENTS**

**Staff report:** Pages 157-162 of the agenda

**Presenter:** Allan Pollock, General Manager

Board members reviewed a draft agenda for the March 28, 2019 board meeting, upcoming agenda items for Board review or action, and the Board's calendar of scheduled meetings and events.

President Krebs presented two concepts for new service that he had shared in an email to the Board for their consideration at the work session. The first concept was to have a transit connection with 15-20 minute service from south Salem to southeast Salem along Kuebler Boulevard. The Board would ask staff to investigate the possibility and the cost of a new line that is about 4.7 miles from Commercial Street to the new Amazon complex. The second concept for consideration was to begin a study of a high capacity corridor from downtown Salem to West Salem using a smaller bus or rail car. The second concept may have to wait until the aftermath of the third bridge calms down; however, Board members were generally supportive of the Kuebler connection.

**Follow-up:** The first concept presented by President Krebs will be put on the March 28 agenda for action.

**4. WORK SESSION ADJOURNED**

**7:02 PM**

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



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

**March 28, 2019**

**Index of Board Actions**

<b><u>Action</u></b>	<b><u>Page</u></b>
Moved to write a letter of support to the City of Salem Planning Administrator for the Union Gospel Mission’s new project “Hope has a New Address.”	<b>3</b>
Moved to approve the Consent Calendar:	<b>4</b>
1. <u>Approval of Minutes</u>	
a. Minutes of the February 28, 2019 Board Meeting	
b. Minutes of the February 11, 2019 Board Work Session	
Moved to approve the STF Advisory Committee’s recommendation for funding the 2019-21 biennium STF and 5310 (ODOT) grant applications (as shown in Attachment A on page 43 of the agenda); and authorize the General Manager to submit the applications in advance of ODOT’s March 29, 2019 deadline.	<b>5</b>
Moved to adopt Resolution No. 2019-03 to amend Resolution No. 2018-09 and accept the revisions made in STIF Plan application for 2019-21 biennium STIF formula grant funds; and direct the General Manager to submit the amending resolution in advance of ODOT’s April 15, 2019 deadline.	<b>6</b>
Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of nine (9) fixed-route, Compressed Natural Gas (CNG) transit vehicles for Cherrriots fixed-route service for a not-to-exceed amount of \$4,967,180.	<b>6</b>
Moved to authorize the General Manager to direct staff to evaluate an express bus route on Kuebler Boulevard to connect Routes #6/Fairview Industrial, #8 and #18/12 <sup>th</sup> -Liberty, and #21/South Commercial near Commercial Street SE and Route #11/Lancaster-Verda near the Aumsville Highway; and report back at the July 2019 board meeting.	<b>7</b>

Regular Board meetings are video recorded and are available for viewing on the CCTV website at [www.cctvsalem.org](http://www.cctvsalem.org).







Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**

March 28, 2019

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

**MINUTES**

<b>PRESENT Board</b>	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Jerry Thompson, Steve Evans and Kathy Lincoln
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Gregg Thompson, Maintenance Manager; Ted Stonecliffe, Transit Planner II; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Ryan Pasquarella, CPA, Grove, Mueller & Swank PC; Dan Clem, Executive Director, Union Gospel Mission; Ron Harding, Chair, Special Transportation Fund Advisory Committee (STFAC); Brent DeMoe, Director, Polk County Family & Community Outreach; Jeremy Gordon, Mayor, City of Falls City; Victor Repetto, member, STFAC

- A. CALL TO ORDER 6:30 PM**  
President Krebs called the meeting to order. The attendance was noted and a quorum was present. Director Kelley led the Pledge of Allegiance.
- B. “SAFETY MOMENT” THOUGHT FOR THE DAY**  
Mr. Pollock shared a *Safety Moment* having to do with the wet weather, and being extra careful so you don’t experience any slips and falls. Board members also received a flyer with tips from CCTV on how to use the microphones at the dais to help CCTV when they record the meeting.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**  
President Krebs announced that there were 163 days to the first day of the new, Saturday service. He advised that there would be changes in the order of the Action Items. Agenda Item No.H.2 would be first and Agenda Item No. H.1 would follow. There were also two additional action items - one for the purchase of new buses and another having to do with the evaluation of express bus service on Kuebler.
- D. PRESENTATIONS 6:33 PM**

## 1. FY2018-2019 CAFR and Audit Report

**Staff report:** Pages 1-14 of the agenda

**Presenter:** Ryan Pasquarella, CPA, Grove, Mueller & Swank PC

Grove, Mueller & Swank, P.C., a firm of licensed certified public accountants, audited the District's financial statements with the goal to provide reasonable assurance that the financial statements were free of material misstatements. Mr. Pasquarella stated that based on the audit, the auditors concluded that there was a reasonable basis for rendering an unqualified opinion that the District's basic financial statements for the fiscal year ended June 30, 2018 are fairly presented in material respects in conformity with Generally Accepted Accounting Practices (GPPA).

## 2. Union Gospel Mission "Hope has a New Address" Project

**Staff report:** PowerPoint Presentation

**Presenter:** Dan Clem, Executive Director, Union Gospel Mission

Salem's Union Gospel Mission is building a new mission for recovery services at 777 Commercial Street NE. The building project is across the street from the new Salem Police Department that is currently being built. Mr. Clem provided details of the project that they have been working on since 1993. The City approved their conditional use permit. They are now finishing up the fundraising with a matching campaign for \$2.9 million, and filing documents related to the design, site plan, and parking variance. They will go before the Planning Commission sometime between April and June; demolition is scheduled for October, ground breaking is February 1, 2020 and completion of the project is scheduled for December 2020. He asked the Board to consider writing a letter of support for the project, sending it to the City Planning Administrator by May 1.

**Motion:** **Moved to write a letter of support to the City of Salem Planning Administrator for the Union Gospel Mission's new project "Hope has a New Address."**

**Motion by:** **Director Steve Evans**

**Second:** **Director Doug Rodgers**

**Vote:** **Motion passed**

**Ayes: Kelley, Thompson, Rodgers, Lincoln, Busch, Evans, Krebs**

## E. PUBLIC COMMENT

President Krebs advised that testimony on the STFAC recommendation for STF and 5310 funds would be received prior to deliberation for that agenda item; however, general public comments would be taken at this time.

There were no general public comments.

## F. CONSENT CALENDAR

**7:10 PM**

**Motion:** **Moved to approve the Consent Calendar:**  
**2. Approval of Minutes**  
**a. Minutes of the February 28, 2019 Board Meeting**  
**b. Minutes of the February 11, 2019 Board Work Session**

**Motion by:** **Director Marcia Kelley**  
**Second:** **Director Jerry Thompson**  
**Discussion:** **No items were deferred from the Consent Calendar.**  
**Vote:** **Motion passed**  
**Ayes: Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs**

**G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None**

**H. ACTION ITEMS 7:10 PM**

**1. Approval of STF Advisory Committee Recommendations for Funding of Federal 5310 and State STF Projects**

**Staff report:** Pages 39-44 in the agenda; and Supplemental Packet

**Presenter:** Ron Harding, Chair, Special Transportation Fund Advisory Committee  
 Ted Stonecliffe, Transit Planner II

**Testimony:** Testimony in favor of funding the FCDC was proposed by Brent DeMoe, Director of Polk County Family & Community Outreach both in writing and orally; by Mayor Jeremy Gordon from the City of Falls City, and by Victor Repetto, a member of the STFAC, who testified on his own behalf and not as a representative of the STFAC.

Mr. Harding and Mr. Stonecliffe provided a review of the process that was used by the STF Advisory Committee (STFAC) to form their recommendations for funding of Federal 5310 and State STF projects. The staff report on pages 39-44 goes into detail about the results of the meetings held by the technical advisory committee and the STFAC on January 29, February 12, 2019, respectively. Board members listened to testimony at the February 28, 2019 board meeting, from representatives of the Falls City Direct Connect (FCDC) project operated by Polk County. The Board expressed their concerns that the process that led to the STFAC's recommendation was rushed and the priorities outlined in the adopted Coordinated Plan may not have been followed properly. The Board chose to postpone their decision to the March 28 board meeting and to request an extension of two weeks from ODOT.

The STFAC met again on March 12, 2019 as is detailed in the staff report. Public testimony was heard from three representatives of the Falls City Direct Connect (FCDC) project. No one else gave testimony. Committee members discussed the priorities in the Coordinated Plan, and deliberated first about the 5310(ODOT) applications. The Committee voted to stay with their prior recommendation for the 5310 projects, which was to fund all of the existing projects at their scaled requests.

In the deliberation for funding the Federal STF applications, an analysis of the scaled requests for existing services showed available funding at \$22,282. Committee member Hammill made a motion that was seconded to fund all existing projects at their scaled requests and award \$22,282 to Polk County for the FCDC project.

In the discussion that followed, committee member Meagher-Osteen advised that the (Coordinated Plan) clearly states the first priority for funding was to maintain existing services. Funding at the scaled level did not accomplish this priority. She recommended that the remaining \$22,282 be allocated proportionately to the four existing services to bring funding levels closer to a level to maintain the existing services. The discussion had the committee split with two members favoring the motion as stated and the others wishing to follow the Coordinated Plan to maintain existing services. Representatives of the Cherrlots regional service and the City of Woodburn said they would need to make cuts if they only received the scaled request.

Mr. Hammill amended his motion, which was seconded by Ms. Meagher-Osteen, to state that all existing projects would be funded at their scaled requests and that the leftover amount (\$22,282) would be distributed in proportion to their scaled request amounts as they relate to the total allocation. This would follow the priorities of the Coordinated Plan more closely. The amendment to the motion passed and the amended motion passed with a vote of five “yes” and two “nos.” It was noted that there was a difference of opinion expressed by members of the committee with the majority calling for all of the money to be spent on existing services and the minority preferring the money go to the FCDC run by Polk County. The Board was advised of this detail in the committee’s recommendation.

**Motion:** **Moved to approve the STF Advisory Committee’s recommendation for funding the 2019-21 biennium STF and 5310 (ODOT) grant applications (as shown in Attachment A on page 43 of the agenda); and authorize the General Manager to submit the applications in advance of ODOT’s March 29, 2019 deadline.**

**Motion by:** **Director Jerry Thompson**

**Second:** **Director Kathy Lincoln**

**Vote:** **Motion passed**

**Ayes:** **Kelley, Thompson, Rodgers, Lincoln, Krebs**

**Nays:** **Busch, Evans**

## **2. Adopt Resolution No. 2019-03 for Approval of Statewide Transportation Improvement Fund Formula Plan Application Modifications**

**Staff report:** Pages 33-38 in the agenda

**Presenter:** Ted Stonecliffe, Transit Planner II

During ODOTs review process, substantive revisions were required in the 2019-2021 Statewide Transportation Improvement Fund (STIF) Plan for formula funds. The Board, as the Qualified Entity (QE), needs to approve these changes by April 15, 2019. The STIF Plan is the legally binding document in lieu of a grant agreement. Approval enables action by the Oregon Transportation Commission (OTC); for subsequent disbursement of formula funds by ODOT in early May.

**Motion:** Moved to adopt Resolution No. 2019-03 to amend Resolution No. 2018-09 and accept the revisions made in STIF Plan application for 2019-21 biennium STIF formula grant funds; and direct the General Manager to submit the amending resolution in advance of ODOT's April 15, 2019 deadline.

**Motion by:** Director Steve Evans

**Second:** Director Doug Rodgers

**Vote:** Motion passed

**Ayes:** Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs

### **3. Acquisition of Nine Compressed Natural Gas Fixed-Route Transit Vehicles**

**Staff report:** Supplemental Packet

**Presenter:** Gregg Thompson, Maintenance Manager

Nine vehicles, approaching 17 years of age, are scheduled to be replaced. An order for nine 40-foot Compressed Natural Gas (CNG) vehicles will be procured under procedures set by the Washington Department of Transportation's Public Transit Division. The contract price is based upon a Washington State price agreement. Funding for this project is included in the Capital Projects Fund in the FY2018-19 Adopted Budget and includes two federal grants at \$3,891,963 and a local match of \$1,075,217. The total purchase price is \$4,967,180.

**Motion:** Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of nine (9) fixed-route, Compressed Natural Gas (CNG) transit vehicles for Cherriots fixed-route service for a not-to-exceed amount of \$4,967,180.

**Motion by:** Director Marcia Kelley

**Second:** Director Doug Rodgers

**Vote:** Motion passed

**Ayes:** Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs

### **4. Evaluate Connecting Express Bus Service on Kuebler Boulevard from South Salem to the Mill Creek Industrial Complex**

**Staff report:** Supplemental Report

**Presenter:** President Robert Krebs

At the March 11 work session, President Krebs proposed that the Board consider taking action to begin the planning process at the March 28 board meeting with an

evaluation of express bus service on Kuebler Boulevard that would include a review of the cost of 15, 20 and 30-minute frequencies. Service from South Salem to the Mill Creek Industrial Complex would better connect family housing areas with new employment opportunities at Mill Creek where the new Amazon warehouse is located. He recommended that staff report back to the Board in July 2019.

**Motion:** **Moved to authorize the General Manager to direct staff to evaluate an express bus route on Kuebler Boulevard to connect Routes #6/Fairview Industrial, #8 and #18/12<sup>th</sup>-Liberty, and #21/South Commercial near Commercial Street SE and Route #11/Lancaster-Verda near the Aumsville Highway; and report back at the July 2019 board meeting.**

**Motion by:** **Director Marcia Kelley**

**Second:** **Director Kathy Lincoln**

**Vote:** **Motion passed**

**Ayes: Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs**

**I. INFORMATION ITEMS - None**

**J. GENERAL MANAGER'S REPORT**

Mr. Pollock reported on the APTA Legislative Conference which he attended with President Krebs and Director Rodgers.

**K. BOARD OF DIRECTORS REPORTS**

**7:37 PM**

Board members reported, both verbally and in writing, on their Board assignments, and citizen communications as representative of the District.

Director Thompson announced that legal counsel, Ben Fetherston was scheduled to provide ethics training at the next STFAC meeting.

Director Evans provided a recap of the Citizens Advisory Committee meeting. The next meeting is scheduled for June 18, 2019.

**L. MEETING ADJOURNED**

**8:48 PM**

Respectfully submitted,

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Robert Krebs, President



**To:** Board of Directors

**From:** Allan Pollock, General Manager

**Date:** April 25, 2019

**Subject:** Adopt Board Resolution No. 2019-04 establishing an Environmental Sustainability Policy Statement

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## **ISSUE**

Shall the Board adopt Resolution No. 2019-04 establishing an environmental sustainability policy Statement?

## **BACKGROUND AND FINDINGS**

One of the Strategic Priorities in the District's Strategic Plan is to "Be an Environmentally Responsible Organization." An action item 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 during the April 8<sup>th</sup> work session. The sustainability committee used the feedback from the Board and finalized the proposed statement as shown in Attachment A.

## **FINANCIAL IMPACT**

No direct financial impact as a result of establishing this policy.

## **RECOMMENDATION**

The Sustainability Committee recommends that the Board adopt Resolution No. 2019-04 establishing Policy #119, Environmental Sustainability Statement.

## **PROPOSED MOTION**

I move the Board adopt Resolution No. 2019-04 establishing Policy 119, Environmental Sustainability Statement.



**RESOLUTION NO. 2019-04**

**ESTABLISHING AN ENVIRONMENTAL SUSTAINABILITY POLICY STATEMENT**

**WHEREAS**, the mission of the Salem Area Mass Transit District is Connecting people with places through safe, friendly, and reliable public transportation services; and

**WHEREAS**, the District understands that is necessary to create a culture of environmental stewardship and to promote sustainability in the community by incorporating sustainable concepts into all functions of District activities; and

**WHEREAS**, the Board is desirous to establish the District as a local, regional, and industry leader in environmental and sustainable practices. The District 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.

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

**THAT**, the Board of Directors adopt Resolution No. 2019-04 establishing Policy 119, environmental sustainability statement.

**ADOPTED** by the Board of Directors on the 25<sup>th</sup> day of April, 2019, and effective thereupon.

**ATTEST:**

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President  
SAMTD Board of Directors

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Secretary  
SAMTD Board of Directors



## SALEM AREA MASS TRANSIT DISTRICT

<b>ENVIRONMENTAL SUSTAINABILITY POLICY STATEMENT</b>	<b>Number: 119</b>
<b>Adopted by the Board of Directors:</b>	<b>Page: 1 of 2</b>

### **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

**SALEM AREA MASS TRANSIT DISTRICT**

<b>ENVIRONMENTAL SUSTAINABILITY POLICY STATEMENT</b>	<b>Number: 119</b>
<b>Adopted by the Board of Directors:</b>	<b>Page: 2 of 2</b>

- C. Explore and utilize new technologies when available
- 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
- I. Lead by example and encourage community partners and other jurisdictions to enhance their sustainability commitment

Adopted By:

\_\_\_\_\_  
President, SAMTD Board of Directors

\_\_\_\_\_  
Date



**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** April 25, 2019

**Subject:** May 2019 Service Change Briefing

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## ISSUE

Shall the Board receive a briefing regarding changes to Cherriots fixed route services beginning May 5, 2019?

## BACKGROUND AND FINDINGS

### Service Changes

Every four months in January, May and September, service changes are implemented based on input from customers, transit operators, Cherriots employees, and performance monitoring results. Here is what is changing beginning May 5, 2019.

### Local Bus Service

#### *Modified Schedule Times*

- **Route 11 - Lancaster / Verda**
  - Scheduled times will be adjusted based on the Time Point Camera review that was conducted in Fall 2018.

#### *Modified Schedule Times and Routing*

- **Route 91 - Garten and Route 92 - Rockwest**
  - These routes will be combined to form one route - **Route 9192**. Arrival and departure times to and from the Downtown Transit Center (DTC) will be combined to form a single route for both organizations. Workers from both organizations will depart from DTC at 8:20a. The bus will then travel to Rockwest and drop workers at 8:37a. From there the bus will travel to

Garten to drop the remaining workers off at 8:51a. In the afternoon, the bus will deadhead from Del Webb (DW) to Rockwest to pick up workers at 14:55, then travel to Garten to pick up workers at 15:09 and continue on to the DTC and drop workers off at 15:24.

### **Regional Bus Service**

- **Polk County Flex**
  - Scheduled windows for the Polk County Flex will change beginning May 6, 2019 to better suit our current ridership. The changes made in September 2018, requiring customers to call in no sooner than the day before to book their trips, will still be in effect.

### **FINANCIAL IMPACT**

**None**

### **RECOMMENDATION**

**Information Only**

### **PROPOSED MOTION**

**Information only**



**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** April 25, 2019  
**Subject:** Board Member Committee Report

**ISSUE**

Shall the Board report on their committee participation and meetings attended?

**BACKGROUND AND FINDINGS**

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities attended by individual members on behalf of SAMTD, time will be scheduled for an oral report/update. The following activities have designated board member representation:

<u><b>Board/Committee</b></u>	<u><b>Director(s)</b></u>
Special Transportation Fund Advisory Committee (STFAC)	P: Director Jerry Thompson A: Director Colleen Busch
Mid-Willamette Area Commission on Transportation (MWACT)	P: Director Marcia Kelley A: Director Kathy Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	P: President Robert Krebs A: Director Jerry Thompson
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	P: Director Kathy Lincoln A: Director Colleen Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	P: Director Kathy Lincoln A: Director Colleen Busch

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

Receive and File

**PROPOSED MOTION**

None

