



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
Thursday, March 25, 2021 at 6:30 PM

PURSUANT TO GOVERNOR BROWN'S EXECUTIVE ORDER TO KEEP THE COMMUNITY SAFE DURING THE CONTINUING COVID-19 PANDEMIC EVENT, THIS MEETING WILL BE ONLINE ONLY. GO TO:

Join ZoomGov Meeting: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZlV1BUJ3QvWEU3bnplbHYzZz09>

Meeting ID: 160 519 4427
Passcode: 512136

Comcast Cable Channel 21
Cherriots Facebook Live at <https://www.facebook.com/cherriots/>
YouTube through CC:Media at <https://www.capitalcommunitymedia.org/all>

AGENDA

A. CALL TO ORDER (President Ian Davidson)

- 1. Note of Attendance for a Quorum
- 2. Pledge of Allegiance
- 3. "Safety Moment"

B. ANNOUNCEMENTS & CHANGES TO AGENDA

If any agenda item involves a potential conflict of interest, Board members should so note this before the adoption of the Consent Calendar.

C. PRESENTATION - None

D. PUBLIC COMMENT

To offer testimony on any Board business, send an email to: board@cherriots.org by 5:00 p.m., the day of the Board meeting; or by mail to Cherriots Board of Directors, 555 Court Street NE, Suite 5230, Salem, OR 97301. Testimony received will be acknowledged at the Board meeting and will be included in the minutes for public record.

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.

1. Approval of Minutes

- a. February 25, 2021 Board of Directors Meeting **5**
- b. February 25, 2021 Work Session **19**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Approval of FY 2022-24 General Manger Three-Year Strategic Work Plan **21**

H. INFORMATIONAL REPORTS

- 1. Briefing on South Salem Transit Center Project **25**

I. GENERAL MANAGER’S REPORT

J. BOARD OF DIRECTORS REPORTS

- Board members report on their committee assignments as representatives of the District. **31**

K. ADJOURN BOARD MEETING

Next Regular Board Meeting and Work Session Date: Thursday, April 22, 2021

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 are available to individuals with limited English proficiency. Requests can be made directly 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.

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, los audífonos y servicios auxiliares y los formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregon 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.



FY 2021 BOARD PRIORITIES AND PRINCIPLES

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

Cherriots Board of Directors adopts the following priorities and principles:

Support of increased public transit funding

While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.

Pedestrian and bicyclist infrastructure

Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong “first mile/last mile” infrastructure.

Environmental justice

Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.

Maintenance of existing travel lanes before building new infrastructure

Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.

Unaccounted costs

Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.

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**Salem Area Mass Transit District
BOARD OF DIRECTORS *VIRTUAL* MEETING
February 25, 2021**

Index of Board Actions

Action	Page
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. January 28, 2021 Board of Directors Meeting	
b. January 28, 2021 Board Work Session	
c. January 28, 2021 Executive Session re: Labor Negotiations	
Moved to adopt Resolution No. 2021-01 amending the current “floor offset” non-bargaining retirement program to limit eligibility to those positions hired before March 1, 2021 and those specified in this resolution.	5
Moved to adopt Resolution No. 2021-02 authorizing an additional Defined Contribution Retirement Plan for non-bargaining employees hired after March 1, 2021 except as noted; and with an amendment that the election shall be an “opt out” for employer contributions.	5
Moved to adopt Resolution No. 2021-03 to approve the Special Transportation Fund and FTA 5310 (through ODOT) Projects for the 2022-2023 biennium.	6
Moved to adopt Resolution No. 2021-04 to support the Statewide Transportation Improvement Fund Discretionary and Statewide Transportation Network Projects for the 2022 – 2023 biennium.	6
Moved to authorize the General Manager to execute a contract with Western Bus Sales, Inc. for the purchase of four (4) replacement buses and three (3) expansion buses for the operation of the Cherrriots Regional service in an amount not-to-exceed \$1,769,353.	6-7

Pursuant to Governor Brown’s Executive Order issued in response to the COVID-19 pandemic, this meeting was held virtually.

- **Zoom ID:** <https://cherrriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FITE5XSHIGdzYvRWpuUT09>
- **Cherrriots Facebook Live:** <https://www.facebook.com/cherrriots>
- **YouTube** via <https://www.capitalcommunitymedia.org/all>
- **Comcast Channel 21**

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>

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Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
 February 25, 2021

MINUTES

PRESENT:	President Ian Davidson; Directors Charles Richards, Chi Nguyen, Colleen Busch, Maria Hinojos Pressey, Robert Krebs, and Sadie Carney
Board	
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Chris French, Service Planning Manager; Roxanne Beltz, Transportation Options Coordinator; Wendy Feth, Accounting Manager; Chip Colby, Information Technology Manager; Gregg Thompson, Maintenance Manager; SueAnn Coffin, Contracted Services Manager; Scott Kirkland, Network Administer; Linda Galeazzi, Executive Assistant; Kathryn Pawlick, SAMTD Legal Counsel
Guests	Tim Williams, General Manager, MV Transportation; Clark Williams, Hetzel Williams PC SAMTD Counsel for Retirement

A. CALL TO ORDER

6:30 PM

President Davidson called the meeting to order and led the Pledge of Allegiance. Attendance was noted and a quorum was present.

Mr. Pollock shared a *Safety Moment* reporting that the Governor lifted the restrictions for Marion County from extreme risk to high risk beginning Friday. People should continue to wash their hands, wear their mask and watch their distance being mindful of the people around them to safeguard against the spread of the COVID-19 virus.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Ian Davidson and each member of the Board expressed their sentiments and offered their condolences to the family and friends of former board member, Jerry Thompson; and for MV Transportation transit operators Rachael Bunting and Ralph Starkweather.

Jerry Thompson who passed away peacefully on February 13 after a courageous battle with pancreatic cancer, will be greatly missed. Jerry served on the Cherriots Board for 20 years from 1999 to 2019 as an officer of the board, as a mentor to his fellow board members, and on numerous committees representing the District at the local, regional



and state level. President Davidson provided written testimony honoring Jerry and his service while on the Board that is posted at the end of these minutes.

MV Transportation general manager Tim Williams was introduced and thanked everyone who sent their condolences. He thanked Cherriotics for their most caring attitude toward their staff during this very rough time. Rachel Bunting and Ralph Starkweather were transit operators for MV Transportation’s Cherriotics’ Regional contracted services, and were two of their top ten drivers with spotless records. They were both great drivers with good hearts and a lot of life to offer. Mr. Williams said they were loved by everybody at MV, and he knew that Cherriotics felt the loss deeply.

Ralph Starkweather had been diagnosed with brain cancer in November 2020 and passed away on February 6 after a brave fight battling the cancer. Rachel Bunting died on the evening of February 4 from a fatal accident involving a Cherriotics regional bus and another vehicle that took the lives of three people.

Upon review of the video of the crash as part of the investigation, Mr. Wilson could see that Rachel did everything right. She could not have done anything different that night to change the outcome. Mr. Wilson announced that beginning in 2022 on every February 3rd, MV will recognize and celebrate their top drivers, for as long as they can, In Rachel’s name.

C. PRESENTATION - None

D. PUBLIC COMMENT - None

E. CONSENT CALENDAR

Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: 3-14 of the agenda

1. Approval of Minutes

- a. October 22, 2020 Board Work Session
- b. October 22, 2020 Board of Directors Meeting
- c. October 22, 2020 Executive Session re: Labor Negotiations

Motion: **Move to approve the Consent Calendar.**
 Motion By: **Director Colleen Busch**
 Second: **Director Chi Nguyen**
 Vote: **PASSED UNANIMOUSLY (7):**
Davidson, Nguyen, Richards, Busch, Carney, Hinojos Pressey, Krebs

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None



G. ACTION ITEMS

1. Shall the Board adopt Resolution No. 2021-01 to approve an amendment to the current non-bargaining retirement plan to define eligible employees as those first hired before March 1, 2021 and for certain positions currently under recruitment?

Presenter: Paula Dixon, Director of Human Resources and Labor Relations
Clark Williams, Hetzel Williams PC | SAMTD Retirement Counsel

Staff Report: Pages 15-18 of the agenda

Ms. Dixon introduced Clark Williams who provided his expertise during the District's review and analysis of its retirement plans. He prepared the amendment and the resolution that the Board will take action on. The Board discussed details of the new retirement plan under agenda item G.2 first to have a better understanding of their vote for amending the current plan.

Staff recommended adoption of Resolution No. 2021-01 to amend the definition of eligible employees to those hired before March 1, 2021, and to include the two new positions that are currently under recruitment, in the current non-bargaining (NB) retirement program.

In response to questions from the board, Ms. Dixon explained that going forward, employees hired on March 1 or after will be eligible for the new plan with the exception of the new positions currently under recruitment. The current plan is a defined benefit and defined contribution plan. The new plan is a defined contribution plan with an employer match program.

Mr. Williams said the current plan is more generous to employees in terms of a defined benefit they're receiving. That is why it is vested over five years. The only reason an employee might want to shift to the new plan, if given the opportunity, is because they knew they were leaving a year or two before the five year vesting period.

Ms. Dixon recalled the August 27 work session in 2020 where the Board reviewed an analysis of the current plan design and some alternative plans design and factors for evaluating them. From the feedback of that meeting, after reviewing four different plan designs, the District concluded that the defined contribution plan was best suited for the District. It was a common model and easily understood. Through an employer match of certain employee contributions, it provided an incentive for employees to also save for their own retirement. It was portable and employees could self-direct their funds. Under the proposed plan, the district contributes five percent of wages with an additional match of up to five percent if contributed by the employee. The employee can choose their own investments within the ICMA pool or they can select what is known as a targeted fund.



To the question about “opting in,” the current plan is automatic; the District makes the contributions and provides all of the funding. With the proposed plan, it would be automatic for the first five percent but the employee would have to opt in for the second five percent as the agreement is written. President Davidson was supportive of making a change to the agreement to “opt out.” The language to “opt in” infers that a person has to let someone know that they want to make an additional five percent, for instance. If the language states to “opt out” it makes it easier to invest. You get more people saving for their futures and retirement.

There was further discussion about increasing the retirement age from 60 to 65; the decision for choosing ICMA to manage the plan, and making sure that an orientation is provided for employees about the new retirement program.

Motion: **Move to adopt Resolution No. 2021-01 amending the current “floor offset” non-bargaining retirement program to limit eligibility to those positions hired before March 1, 2021 and those specified in the resolution.**

Motion By: **Director Chi Nguyen**

Second: **Director Charles Richards**

Vote: **PASSED UNANIMOUSLY (7):
Davidson, Nguyen, Richards, Busch, Carney, Hinojos Pressey, Krebs**

2. Shall the Board adopt Resolution No. 2021-02 to authorize the proposed new plan design for a Defined Contribution Retirement Plan for new non-bargaining employees?

Presenter: Paula Dixon, Director of Human Resources and Labor Relations
Clark Williams, Hetzel Williams PC | SAMTD Retirement Counsel

Staff Report: Pages 19-36 of the agenda

President Davidson recommended that language in the new retirement plan be amended to state that employees can “opt out” of the employee contribution.

Motion: **Move to adopt Resolution No. 2021-02 authorizing an additional Defined Contribution Retirement Plan for non-bargaining employees hired after March 1, 2021 except as noted; and with the amendment that the election shall be an “opt out” for employer contributions.**

Motion By: **Director Colleen Busch**

Second: **Director Sadie Carney**

Vote: **PASSED UNANIMOUSLY (7):
Davidson, Nguyen, Richards, Busch, Carney, Hinojos Pressey, Krebs**

3. Shall the Board adopt Resolution No. 2021-03 to approve the Special Transportation Fund and FTA 5310 (through ODOT) Projects for the 2022-2023 biennium?

Presenter: Steve Dickey, Director of Technology and Program Management



Staff Report: Pages 37-90 of the agenda

Mr. Dickey summarized his staff report and asked for questions. There were no questions.

Motion: **Move to adopt Resolution No. 2021-03 to approve the Special Transportation Fund and FTA 5310 (through ODOT) Projects for the 2022-2023 biennium.**

Motion By: **Director Robert Krebs**

Second: **Director Sadie Carney**

Vote: **PASSED UNANIMOUSLY (7):
Davidson, Nguyen, Richards, Busch, Carney, Hinojos Pressey, Krebs**

- 4. Shall the Board adopt Resolution No. 2021-04 to support the Statewide Transportation Improvement Fund (STIF) Discretionary and Statewide Transportation Network (STN) Projects for the 2022–2023 biennium?

Presenter: Steve Dickey, Director of Technology and Program Management

Staff Report: Pages 91-160 of the agenda

Mr. Dickey read his staff report and fielded questions for clarification about the requests for the STIF discretionary and STN projects, and its purpose to improve connectivity and coordination between agencies.

Motion: **Move to adopt Resolution No. 2021-04 to support the Statewide Transportation Improvement Fund Discretionary and Statewide Transportation Network Projects for the 2022 - 2023 biennium.**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Robert Krebs**

Vote: **PASSED UNANIMOUSLY (7):
Davidson, Nguyen, Richards, Busch, Carney, Hinojos Pressey, Krebs**

- 5. Shall the Board authorize the General Manager to execute a contract with Western Bus Sales, Inc. for the purchase of seven revenue service vehicles which include, four (4) Category B buses for replacement, and three (3) Category B expansion buses for the Cherriots Regional service, for an amount not to exceed \$1,769,353?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 161-162

Mr. Thompson reviewed the information provided from his staff report and asked if there were questions. Having none, the Board took action.

Motion: **Move to authorize the General Manager to execute a contract with Western Bus Sales, Inc. for the purchase of four (4) replacement buses and three (3) expansion buses for the operation of the Cherriots Regional service in an amount not-to-exceed \$1,769,353?**

Motion By: **Director Sadie Carney**

Second: **Director Maria Hinojos Pressey**

H. INFORMATION ITEMS

1. FY2021 Performance Measures Second Quarter Report

Staff Report: Pages 163-192 in the agenda

Presenter: Chris French, Service Planning Manager

Mr. French used a PowerPoint presentation to report on Cherriots overall performance from October to December 2020 with the COVID 19 restrictions. He fielded questions and provided clarification on the data and how it is gathered for reporting. Of note, Cherriots Local weekday ridership was just over 700,000 rides; a 55% decrease compared to last year. Cherriots Regional service showed a 50% decrease. Cherriots Saturday service provided 88,498 rides. Year-to-date for the entire system totaled 840,653. All of the buses now have an automatic passenger count (APC) system which allows staff to look at stop level data for boardings and alightings to evaluate the activity. The top stop location in the system is at Lancaster and Sunnyview Road with an average of 135.7 boardings or activity during the day.

2. FY2021 Second Quarter Trip Choice Report

Staff Report: Pages 193-204 in the agenda

Presenter: Roxanne Beltz, Transportation Options Coordinator

Ms. Beltz summarized her staff report using a PowerPoint presentation. She announced that she had been appointed vice-president of the Monmouth Independence Chamber of Commerce board. She noted that staff continues to keep in touch with the employee transportation coordinators through an e-newsletter. Staff also finished their digital teleworking tool kit. Both the ETC e-newsletter and the digital teleworking tool kit are available resources for those who would like to receive one by contacting the Cherriots transportation options team. She spoke about the poster contest, vanpool program, the future of bike share, and provided results of the Drive Less Challenge. She spoke about the Oregon Department of Transportation's safety message on a video that can be watched on this link <https://youtu.be/bBVRE0ofyYg>.

3. FY2021 Second Quarter Finance Report

Staff Report: Pages 205-212 in the agenda

Presenter: Wendy Feth, Accounting Manager

Ms. Feth reported on the second quarter financial report by division. Total revenue in the second quarter came to 47% of the budgeted amount. Expenses were 41% of the budgeted amount.



4. **Albany-Salem Feasibility Study Update**

Staff Report: Verbal

Presenter: Steve Dickey, Director of Technology and Program Management

Mr. Dickey updated the Board on the Albany-Salem Corridor feasibility study project that is funded by the Statewide Transportation Improvement Fund (STIF). It is a joint project between the Albany area Metropolitan Planning Organization (MPO) and the District to evaluate the service feasibility between Albany and Salem, and potentially Millersburg and Jefferson, working with the consulting firm of Jarrett Walker and Associates (JWA). JWA established a needs assessment and existing conditions, and are now gathering input from the public through a virtual open house and survey from March 2 to April 2. They have focused on two alternatives. The first is an express-type service that would operate primarily during peak commute times between two endpoints in Albany and Salem. The second alternative is a coverage service circulating from Albany through Millersburg, Jefferson and then to Salem, for example. To get more information about this study and to participate in the survey, go to: <https://openhouse.jla.us.com/salem-albany-corridor>.

I. **GENERAL MANAGERS REPORT**

Mr. Pollock thanked the Board for their comments in remembrance of MV Transportation operators Rachel Bunting and Ralph Starkweather, and former board member, Jerry Thompson who served the District from 1999 to 2019. He announced that Governor Brown updated the risk levels from extreme risk to high risk for Marion and Polk counties effective February 26 to March 11. The Cherriots Administration Office will be open again but it will not change the District's street level protections on the buses. Mr. Pollock spoke about the Salem-Albany Feasibility Study Open House and encouraged people to participate. He will also provide more information in his weekly report about the Wheatland Road project and open house hosted by the City of Keizer.

J. **BOARD OF DIRECTORS REPORTS**

7:33 PM

Director Nguyen introduced her son, Alexander who attended the virtual meeting briefly. She reported that the Diversity, Equity and Inclusion (DEI) Committee's work so far was to open up the Request for Proposal (RFP) process for DEI Consulting Services. The District received five responses at the close of the solicitation. The selection committee will score the proposals and meet on March 6 to do an initial scoring.

Director Busch reported that she attended Coffee with [Mayor] Cathy Clark. She attended Senator Wyden's town hall meeting where the focus was on the wildfire cleanup efforts, and several chamber greeters' events in Keizer, Woodburn and Salem. She also attended the Marion County Commissioners meetings where it is always good to get that level of information. From the chamber meeting in Woodburn on March 5,



Cherriots received a “shout out” for their transportation coordination to the vaccination clinic there. Bill Post was the host of a Keizer chamber meeting where he encouraged people to participate in the legislative process verbally or with written testimony. Director Busch sent her condolences to the families of the people who lost their lives, and she thanked all of the first responders, electrical companies, hospital workers who helped throughout the ice storm. She said they were important, they made a difference to those around them. We need each other to make our community work.

Director Carney expressed huge kudos to those who helped with the storm clean up including the Cherriots workers who cleared the bus stop areas for people. She experienced significant tree loss, a fence that got crushed in a couple of spots and a basement that filled up with water when the sump pump didn't have electricity to run. One great lesson she learned from the storm had to do with the traffic signals not working with the loss of electricity. In some places, there was an obvious need for traffic signals where there were huge backups. In other places where traffic wasn't as heavy, people operating their vehicles were much more mindful of what was going on at the intersections. They were watching and making eye contact with other people at the intersection to make sure they were all on the same page about who went next, turning left or right. So often, as motorists, we get focused on the signal and our whole situational awareness is diminished. It was a really nice lesson from the storm, and a great opportunity for her family because they had sheltered in place for so long, to have a reason to connect with their friends and spend time outside picking up tree limbs. She noted that the Salem Keizer Area Transportation Study (SKATS) meeting was cancelled. The next meeting is March 23. The *Our Salem* stakeholder advisory committee meeting is scheduled for April 3. Director Carney will connect with Director Hinojos Pressey before then to talk about those efforts. She also received an email invitation from the Department of Land Conservation and Development (DLCD) to attend a public meeting scheduled for May 25 from 6:30-9:00 p.m. about the DLCD commission's rulemaking on transportation planning rules that are related to both housing and transportation. They are asking for the District's participation and feedback so she will send that information forward to staff. She felt it was important to attend and provide feedback.

Director Hinojos Pressey reported that the Citizens Advisory Committee will meet in March. She was excited to hear that the City of Salem's *Our Salem* advisory committee will reconvene. She is also on the DEI Committee where they have been working through the procurement process to hire a consulting service. She expressed her condolences to all of the families who lost someone in the Cherriots family. The year 2020 has been such a crazy time and we are all hanging in there as best as we can. She appreciates everyone that is working with our communities, our marginalized communities, and our underserved communities. The ice storm made her realize a lot while she gave



support to her in-laws who felt isolated in their home without power in Silverton. She had a really hard time finding propane in Salem.

President Davidson spoke about one of the ways he processes his grief is by taking action. After learning about Rachel Bunting's death, he emailed the chair of the Mid-Willamette Area Commission on Transportation (MWACT) to see if he could say a few words at their meeting that day. The ACT is able to make recommendations for funding to ODOT, and 99E is a road that ODOT owns and maintains. He was given an opportunity to speak about the accident that killed Ms. Bunting and two others on the 99E corridor and asked that the commission make that corridor a priority for safety improvements; it has been dangerous far too long and too many people have been impacted and harmed along the corridor. So at the next MWACT meeting, the commission will be briefed on the different safety measures for the corridor to make changes there. President Davidson hopes that the influence that MWACT has can wield more influence at the state level to reduce the likelihood that this will happen in someone else's life because of the way the road is designed.

President Davidson attended Congressman Schrader's round table with Director Krebs. President Davidson was able to thank the congressman for his support on transit and transportation funding; in particular, the funding for the electric buses that the District will use on Route 11; and his support of the Climate Action Plan. He asked the congressman for his continued support in the next round for the infrastructure bill at the federal level. He also attended an optional meeting held by the City of Salem on greenhouse gas emissions because their regularly scheduled meeting was cancelled.

Director Krebs said he really misses the camaraderie and interaction of the in-person meetings and will be glad when people can get back to their new normal lives again. He did get his first COVID vaccination and encouraged people to go online to sign up. The Statesman Journal had an article with vaccine information that people could look up about the local vaccine clinics. He attended the Oregon Metropolitan Planning Organization Commission (OMPOC) meeting where there was discussion about ODOT funding at \$2.1 billion in the budget, and \$100 million additional funds for transit. It was projected that there will be additional COVID funds coming from the federal government that may help to offset some of the costs transit has incurred in dealing with COVID. ODOT noted that they have been doing a lot of work for the forest fire damage by clearing the trees off the roads and working with other agencies to clean up the trees and other hazardous waste materials so that people can get back on their properties. FEMA has also provided additional fund to take care of some of these things. Director Krebs again expressed condolences to the Cherriots family.



Director Richards expressed his sorrow for the losses of the members of the Cherriots family and the others who died in the vehicle accident. He serves on the board for Northwest Senior Services that provides the Meals on Wheels program. They were very busy handing out food and water to those in dire straits. After the ice storm, he and eleven other people met to clean up much of the tree debris in front of seven houses along the street that he lives on. He said it really showed what you can do when you work together. Director Richards also volunteers at the air museum in McMinnville and announced that the museum will open on Friday after almost a year.

President Davidson invited the Board to recommend any items they would like to add to the agenda for future discussions. He adjourned the meeting in memory of the three members of the Cherriots family that they lost to Jerry Thompson, Rachel Bunting, and Ralph Starkweather.

K. ADJOURN BOARD MEETING

8:55 pm

Respectfully Submitted

Ian Davidson, President



Remembering
The service of Jerry Thompson, Rachel Bunting, and Ralph Starkweather
by Board President Ian Davidson

I would like to take a moment to share a series of tragic events that have occurred this past month. It has been a sad few weeks for everyone at Cherriots and MV Transportation, which operates our regional bus service. We have lost three members of our Cherriots family.



On the night of February 4th there was a fatal accident involving a Cherriots bus and another vehicle. Three people died. Among them was Transit Operator Rachel Bunting.

Friends and family described her as kind-hearted, often taking in stray animals. She was loyal and caring, sticking up for and always focusing on the needs of her coworkers and her passengers.

Her husband Carl said that she just had a big heart, a heart of gold.

Rachel was a transit operator for eight years with MV Transportation and was proud of her spotless driving record.

The other two people who died from injuries sustained in the accident were the driver and passenger of the other vehicle.

On behalf of all the members of the Cherriots board of directors, I offer our condolences and warmest thoughts to Rachel's husband Carl, her friends and family, and her MV Transportation family.

We also express our condolences to the family and friends of the others who died in this tragic accident.



Sadly, that same week MV Transportation transit operator Ralph Starkweather, who was diagnosed with brain cancer in November 2020, passed away, after a courageous battle, on February 6.

Our condolences also go out to MV Transportation and Ralph's family and friends.



Lastly, I am deeply saddened to share the February 13 passing of my predecessor on the board, Jerry Thompson.



Jerry was a consummate public servant. He was a 38-year military veteran and a 25-year veteran of the Salem Police Department. As a 20-year Cherriots board member, he served as president, vice-president, and secretary.

At the dedication of the Keizer Transit Center Jerry said that events like that celebrate the hours, days, months, and in some cases, years of hard work that go into putting together such a wonderful facility. I think the same can be said about Jerry, who was instrumental in making Cherriots the mission-minded and value-driven organization it is today.

We all benefited from the hours, days, months, and years of hard work that Jerry put into Cherriots and our community.

Jerry, thank you for your dedicated service.

To Sue, his wife, and the rest of his family and friends, we send our deepest sympathy and heartfelt thoughts.

Even though Rachel, Ralph, and Jerry are no longer with us, the memory of them lives on in our hearts.



Salem Area Mass Transit District
 Board of Directors
 ~ **VIRTUAL WORK SESSION** ~
 February 25, 2021

Pursuant to Governor Brown’s Executive Order 20-16 issued in response to the COVID-19 pandemic, this meeting was held electronically via Google Meet.

Join ZoomGov Meeting:
<https://cherriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FIT5XSHIGdzYvRWpuUT09>

Meeting ID: 160 836 1530
 Passcode: 864458
 By Phone: +1 669 254 5252
 Meeting ID and Passcode: same as above

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

MINUTES

PRESENT:	President Ian Davidson; Directors Charles Richards, Chi Nguyen, Colleen Busch, Maria Hinojos Pressey, Robert Krebs, and Sadie Carney
Board	
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Scott Kirkland, Network Administrator; and Linda Galeazzi, Executive Assistant
Guests	Tim Williams, General Manager, MV Transportation; Adam Collier, Attorney, CDR Labor Law, LLC

1. **CALL TO ORDER** **5:30 PM**
 President Ian Davidson called the work session to order at 5:30 p.m. A quorum was present.

 For the *Safety Moment*, Mr. Pollock said to adhere to the Three “W’s” – washing your hands, wear your mask and watch your distance; and for those who have not heard, the Governor modified restrictions effective tomorrow. Marion County goes from extreme high risk to high risk.
2. **PRESENTATION** – None
3. **DISCUSSION**
 - A. **Cherriots Collective Bargaining Agreement and Process**

Staff report: PowerPoint Presentation

Presenter: Paula Dixon, Director of Human Resources and Labor Relations
Adam Collier, SAMTD Labor Attorney
David Trimble, Deputy General Manager

Ms. Dixon provided an overview of the District's collective bargaining unit, the negotiation process, areas of bargaining with mandatory, permissive, and prohibited subjects and provisions. She covered management rights, union security, grievance procedures, strikes and sanctions, terms of the contract, daily operations, and trends.

The Amalgamated Transit Union Local 757 represents the transit operators, mechanics, service technicians, service workers, facility maintenance workers and parts and supply clerk at Salem Area Mass Transit District. Their current contract dated July 1, 2018 to June 30, 2021 was ratified with an extension to June 30, 2022 with the same contract provisions and a three percent cost of living adjustment (COLA) effective July 1, 2021.

Follow-up: None

4. GENERAL MANAGER COMMENTS

Staff report: Pages 3-4 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock reported on upcoming agenda items, and the Board's calendar of scheduled meetings and events. March 18 is the District's *"Transit Operator and Maintenance Employees Appreciation Day,"* and April 15 is the last day for board members to file their electronic Statement of Economic Income Report to the Oregon Government Ethics Commission.

In response to Director Nguyen's inquiry, Mr. Pollock noted that a board retreat would be held in the fall after the governor makes three appointments to fill vacant positions on the Board in Subdistricts 2, 4 and 6.

Follow-up: Noting the discussion about service guidelines at the January 28, 2021 work session, Director Carney asked what the District's responsibilities and obligations are if a route is sunset. What happens to the bus stop pads, for example? Mr. Pollock responded that generally, as is stated in the property agreement between the owner and the District, the property is returned back to its previous condition. Public outreach is another piece that is done. The higher the reductions, the more public outreach there will be. He will include more information in his weekly report.

5. WORK SESSION ADJOURNED

6:20 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



BOARD MEETING MEMO

Agenda Item G.1

To: Board of Directors

From: Allan Pollock, General Manager

Date: March 25, 2021

Subject: Approval of FY 2022-24 General Manager Strategic Work Plan

ISSUE

Shall the Board approve the FY 2022-2024 General Manager Strategic Work Plan?

BACKGROUND AND FINDINGS

In accordance with Policy 116, the Board is responsible for evaluating the General Manager. The criteria used for the evaluation begins with the Strategic Work Plan. The evaluation document that is developed annually by the Board and General Manager for the upcoming appraisal year lists the Board's primary goals and expectations for the General Manager.

The criteria will provide a benchmark of the Board's satisfaction with the general management and leadership abilities of the General Manager that are:

- a) Defined in advance
- b) Objective in nature and to the extent possible, measurable
- c) Pertaining to outcomes over which the General manager has a reasonable degree of control
- d) Within the evaluation period from July 1 through June 30

The process established will begin annually in March when the Board approves a three-year Strategic Work Plan that lays the foundation for the development of annual work plans. In May, the General Manager will submit an annual work plan for Board approval, with actions and activities to achieve Strategic Work Plan elements for the upcoming fiscal year.

For the March 25, 2021 Board of Directors Meeting
Agenda Item No. G.1

A proposed FY 2022-2024 General Manager Strategic Work Plan is presented as Attachment A.

FINANCIAL IMPACT

None

RECOMMENDATION

The General Manager recommends the Board approve the FY 2022-24 General Manager Strategic Work Plan as shown in Attachment A.

PROPOSED MOTION

I move the Board approve the General Manager FY 2022-24 Strategic Work Plan as shown in Attachment A.

General Manager/CEO Strategic Work Plan
 For Fiscal Years 2022-2024

Approved: March 25, 2021

This strategic work plan identifies general manager priorities for the coming year three fiscal years. This work plan will be revised annually to identify priority projects for the General Manager/CEO

Project	Description	Target Date
Review, update and establish Board policies	Finalize update of existing and new board policies for board adoption.	Q1 FY 22
Conduct a District facility assessment	Prepare a report for the board identifying the District’s long-term facility needs to ensure continued and expanding service.	Q2 FY 22
Conduct an employee engagement survey	Engage a firm and conduct an employee engagement survey to evaluate leadership and organization performance.	Q2 FY 22
Establish a Diversity, Equity, and Inclusion (DEI) Plan	Finalize and begin implementation of DEI Plan for ensuring Team Cherris reflects its community and also ensures equitable service to the community.	FY 22
Strategic Plan	Develop a District Strategic Plan	FY 22
Climate Action Plan	Develop a District Climate Action Plan	Q1 FY 23

Project	Description	Target Date
Ridership Analysis and Ridership Growth Plan	<p>Conduct a comprehensive evaluation of the District's ridership history and barriers preventing residents from riding the bus.</p> <p>Develop a ridership growth plan that addresses those barriers so that we can grow ridership.</p>	FY 23
Establish a plan that ensures the District acts as a mobility integrator for the Mid-Valley region	<p>Technology is transforming how people view mobility.</p> <p>Establish a plan that ensures Cherriots leads the efforts in the concept of shared modes that complements public transit enhancing mobility.</p>	FY 23
Conduct a feasibility study on integration of local and regional services	Determine viability of integrating local and regional service into a seamless program	FY 24



To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: March 25, 2021

Subject: South Salem Transit Center Site Selection Study Project Update

ISSUE

Shall the Board receive an update on the South Salem Transit Center Site Selection Study Project?

BACKGROUND AND FINDINGS

The South Salem Transit Center (SSTC) project has been part of the Districts plans for many years. This memo is intended to provide a comprehensive background of the project, including details around the conclusion of the last site selection effort. This information will help set the stage for the project today and going forward.

The process to construct a transit center in south Salem started in 2004 when a need for a transit center in south Salem was identified in the Cherriots Strategic Business Plan (SBP). The SSTC was included as part of the original 3 C's concept in the SBP that focused on the development of Corridors, Centers, and Circulators.

Following the adoption of the SBP, the District began pursuing funding through grants to develop both the Keizer Transit Center (KTC) and the SSTC. Site selection for the SSTC was also conducted at the same time as a site selection process for the KTC. In early 2008, site recommendations for both KTC and SSTC were developed and a report was presented to the Board that identified locations near Commercial Street SE and Madrona Street SE for the SSTC; and River Road N and Chemawa Road NE for the KTC.

Following the site selection process, funding was then pursued to construct both transit centers. During the next few years, applications for design and construction

funding were successful for the KTC. This project was completed and was open for service in July 2013. Applications for funding the SSTC project were repeatedly denied funding until the Connect Oregon V cycle in 2015.

Once the Connect Oregon funding had been awarded for the SSTC, with additional funding through the Salem Keizer Area Transportation Study (SKATS) for the match, the site selection and National Environmental Protection Act (NEPA) process were completed for the SSTC. The Board made a decision to move the preferred site location further south to accommodate future growth in the southern part of Salem and to allow for possible intercommunity transit connections. The preferred site was located on property occupied by the south Salem Walmart.

The District completed an Existing Conditions Report, public outreach, a Documented Categorical Exclusion report for NEPA, appraisals, site topographical surveys, and a preliminary design to prepare for purchase of the property. The District's legal counsel negotiated with Walmart's legal counsel for the purchase of the property, and made an offer to Walmart for the proposed site. Walmart did not accept the offer and the only other option the District had to acquire the property was to proceed with the condemnation process. If the offer had been accepted and property had been secured, the goal was to start and complete construction during the 2019 construction season.

A detailed account of the events for this first part of the history, is attached in **Table 1**. Negotiations with Walmart proved difficult and they clearly indicated that they would not allow the acquisition of the property through the use of eminent domain, without it being a very long and costly process, both financially as well as negatively impacting the District's public image.

As Table 1 documented, the District has been planning for the development of the SSTC for years. Following the failed negotiations with Walmart Corporation for the purchase of the property, the decision was made to no longer pursue that location and take a step back to evaluate plans for the SSTC. This pause has allowed the District to reevaluate how services will be delivered to south Salem, and other areas on the edges of the district's service area; resulting in a reshaping of the design and potential location of a transit center in south Salem.

After internal discussions took place, it was determined to start the process again. A Request for Proposals (RFP) was issued for services to conduct a site selection study for the SSTC on September 4, 2020 with a closing date of October 9, 2020. On December 17, 2020 a contract was awarded to Parametrix Engineering, Planning, and Environmental Services to complete the site selection process.

Current and Future Plans

The need for a new transit center in south Salem still exists, but the environment in which Cherriots operates has changed. There is a move toward transit systems moving away from large capacity bus or rail services, to a mix of other services that support the high capacity service. With that transition, the location and design of a transit center will also change. In combination with a shift in service delivery, is the change in customer expectations in a post-pandemic world. Demand is likely to shift both in when and how people want to travel. All of this places a higher level of importance on this plan.

Parametrix has started and will continue working on the plan in the following broad sequence:

- Understand transit needs
- Engage the public across all segments of the population
- Define desired transit center amenities and functions
- Screen potential site options
- Identify best site(s) and develop a conceptual design

This process will have several stages where various aspects of the community will be engaged to provide input on the desired outcome of the study. The current phase is the data collection and analysis. This information will be compiled into a current and future transit market technical memo. This will set the foundation for all of the work following.

The project started in January and is expected to take 78 weeks to complete.

FINANCIAL IMPACT

By the end of March, the project will have spent approximately \$26,800 of the \$325,256 contract budget. This is on-track with the anticipated rate of expenditure for this phase of the project. There will be an increased amount of spending against the contract once more members of the project team are engaged for their contribution to the effort. This will happen primarily over the next three quarters.

RECOMMENDATION

None, information item only.

PROPOSED MOTION

None, information item only.

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TABLE 1


Date	Event	Public?	Participants
10/28/04	Strategic Business Plan p. 39, 75, and 90 discussion on south Salem transit center.	Public document	Produced by internal staff
2/16/06	Letter of support from Bob Wells, City Manager for city of Salem. The letter was supporting the Connect Oregon application for transit centers in Keizer and south Salem.	Yes	External Stakeholder
2/16/06	Letter of support from Chris Eppley, City Manager for city of Keizer. The letter was supporting the Connect Oregon application for transit centers in Keizer and south Salem.	Yes	External Stakeholder
5/2/07	Scope of work developed to begin the process to conduct a site selection process for transit centers in Keizer and south Salem. The scope of work identified the need to involve external stakeholders from the community in the process.	No	Internal staff
2/14/08	Letter of support for SSTC federal earmark request.	Yes	Part of the public record for federal funding requests.
12/11/12	Draft scope of work for procurement of site selection services. Includes description of public input portions of the process which included surveys, and interviews with community stakeholders.	No	Developed by internal staff for the purpose of procuring services for site selection.
5/1/13	Onboard survey conducted by ETC Institute, a sub-contractor to Parsons-Brinkerhoff. The primary objective for conducting the survey was directly related to the site selection process for a transit center in south Salem.	Yes	General public transit riders on 27 Cherriots routes. 1,583 usable surveys were completed.
8/12/13	Community stakeholder interviews. The interviews were focused on the location and development of a transit center in south Salem. Interviews were conducted by Parsons-Brinkerhoff, the consulting firm that produced the Existing and Future Conditions Report.	Yes	Interviews were conducted with 15 community stakeholders. The stakeholders included both private and public sector individuals representing various elements of the community.
8/16/13	Telephone survey of 300 south Salem residents. Survey was conducted by Davis, Hibbits & Midghall, Inc. (DHM Research) Survey included questions regarding the preferred location of a transit center in south Salem.	Yes	Residents of south Salem.

TABLE 1

Date	Event	Public?	Participants
8/28/13	Existing and Future Conditions Report	Public document	Documented conditions leading up to the process to conduct a site selection process, and the anticipated impact of the transit center.
9/11/14	District General Manager, Allan Pollock and District Director of Transportation Development, Stephen Dickey had a 2:00 pm meeting with the South Salem Walmart Store Manager to provide information on the proposed development of a transit center on the Walmart property.	No	District staff and Walmart Store Manager.
10/7/14	Open House held at the Baxter Community Center to present the final three locations identified in the site selection process. The selection criteria and how the final three locations score were presented by the District's consultants.	Yes	General public, District staff, and consultants.
10/1/15	A letter identifying SAMTD's interest in developing a transit center on the Walmart property was sent to Andrew Shelor, Walmart Realty Manager. No response was received from Walmart	No	Walmart Realty Manager and District staff.
12/9/15	Email sent from Magdala Ulysse-Mitchell (previous Walmart Realty Manager for the western region). Ms. Ulysse-Mitchell requested details of the inquiry. District staff then sent a copy of the letter previously sent to Mr. Shelor to Ms. Ulysse-Mitchell.	No	Walmart Realty Manager and District staff.
2/1/16	As of this date no response had been received from Walmart.	No	Walmart Realty Manager and District staff.
2/18/16	District staff called Ms. Ulysse-Mitchell, but only accessed her voice-mail. A message was left request a return call to discuss the letter previously sent to Ms. Ulysse-Mitchell and Mr. Shelor.	No	Walmart Realty Manager and District staff.
Multiple	8-22-13, 10-24-13, 12-11-14, 2-26-15, 3-12-18, 7-26-18 Board Work Sessions and Board of Directors meetings where the South Salem Transit Center was included on the agenda.	Yes	General public, District staff, District Board of Directors.

South Salem Transit Center

Site Selection




Agenda

- Project purpose and need
- History
- Project overview
- Discussion




Purpose and Need


- Need for new transit/“mobility hub”
- Facilitate better cross-town transit
- Serve growing neighborhoods
- Integrate “mobility options”



History


- South Salem TC has been longstanding agency goal
- Previous process had identified Wal-Mart site on Commercial
 - Ultimately, site was not tenable
- New process will consider past efforts and experience on projects like Keizer TC






Overview

- Understand transit needs
- Engage the public
- Define desired TC amenities and functions
- Screen site location options
- Identify best site(s) and develop a conceptual design




Schedule

	2021												2022				
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M
Task 1. Project Management	MONTHLY PMT MEETINGS																
Task 2. Review existing land use, transportation, and transit plans	[Bar]																
Task 3. Market Segmentation Analysis	[Bar]																
Task 4. Current/Future Transit Market Tech Memo	[Bar]																
Task 5. Stakeholder Coordination	[Icon: Jurisdictional & Subcommittee Engagement]			[Icon: Subcommittee Engagement]			[Icon: Jurisdictional & Subcommittee Engagement]			[Icon: Subcommittee Engagement]							
Task 6. Prototype Design	[Bar]																
Task 7. Public Engagement	[Icon: Outreach Milestone #1]			[Icon: Outreach Milestone #2]			[Icon: Outreach Milestone #3]										
Task 8. Site Selection Criteria	[Bar]																
Task 9. Preferred Site and Final Report	[Bar]												[Icon: Lightbulb]				



Transit Needs & Engagement

- Will look at the existing transit system and consider:
 - Future changes or extensions to routes
 - New routes or services
- Survey to understand needs from the public
 - Later: online engagement to vet Transit Center ideas
- Need to understand future of transit and other "mobility options" to select best site



TC Amenities & Functions

- Will look at what is needed at a future TC:
 - # of bus bays
 - Shelters
 - Parking?
 - Car-share, bike-share, bike parking....
 - Also: "super stops"
- Will screen potential sites based on criteria
- Identify best site options and develop conceptual designs
 - Also: early outreach to property owners



Mobility Hub Examples

CHERRIOTS

Incorporating Equity

- Engagement:
 - Translating materials (including project website)
 - Ensuring that the survey is distributed to diverse communities, including existing system riders
 - Will ask for demographic information
 - Online/paper materials to reach broadest audience
- Transit recommendations/Transit Center
 - Address needs of communities of concern
 - Incorporate findings from outreach
 - Jobs access important consideration
 - TC siting: ensure comfortable, safe, secure, ADA accessible

CHERRIOTS

Any questions about the process or project?

Task	2021												2022											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J						
Task 1. Project Management	MONTHLY PMT MEETINGS																							
Task 2. Review existing land use, transportation, and transit plans	[Progress bars]																							
Task 3. Market Segmentation Analysis	[Progress bars]																							
Task 4. Current/Future Transit Market Tech Memo	[Progress bars]																							
Task 5. Stakeholder Coordination	Jurisdictional & Subcommittee Engagement (Jan-Mar), Subcommittee Engagement (Apr-Jun), Jurisdictional & Subcommittee Engagement (Jul-Sep), Subcommittee Engagement (Oct-Dec)																							
Task 6. Prototype Design	[Progress bars]																							
Task 7. Public Engagement	Outreach Milestone #1 (Jan), Outreach Milestone #2 (Apr), Outreach Milestone #3 (Jul)																							
Task 8. Site Selection Criteria	[Progress bars]																							
Task 9. Preferred Site and Final Report	[Progress bars]																							

CHERRIOTS

Next Steps

www.southsalemmtc.org

- Now:
 - Survey out to community (April)
 - Develop understanding of transit market and needs
 - Develop recommended changes to transit network
- Summer:
 - Develop prototypical design





To: Board of Directors

From: Allan Pollock, General Manager

Date: March 25, 2021

Subject: Board Member Committee Report

ISSUE

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

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 on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	Diversity, Equity, and Inclusion Committee
Subdistrict 2 Director Busch	
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	Citizens Advisory Committee
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 6 Director Krebs	
Subdistrict 7 Director Richards	State Transportation Improvement Fund Advisory Committee Special Transportation Fund Advisory Committee

