



**SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS  
~ SPECIAL MEETING ~**

Monday, June 12, 2017  
5:30 PM

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

**AGENDA**

- 1. CALL TO ORDER** (President Bob Krebs)
  
- 2. ACTION ITEMS**
  - a. Verify Receipt of the Certified Results of the May 16, 2017 Special District Election and Accept it as the Official Election Results 1
  
  - b. Resolution No. 2017-07 Commitment to Sustainability 9
  
- 3. ADJOURN SPECIAL MEETING**

**Mission**

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

**Values**

*Safety – Service Excellence – Communication – Innovation – Accountability*

**SPECIAL ACCOMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

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

Salem-Keizer Transit ~ 555 Court St NE, Suite 5230 ~ Salem, OR 97301 Phone (503) 588-2424 ~ [www.cherriots.org](http://www.cherriots.org)



**MEMO TO: BOARD OF DIRECTORS**

**FROM: LINDA GALEAZZI, EXECUTIVE ASSISTANT**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: ACCEPTANCE OF MAY 16, 2017 SPECIAL DISTRICT ELECTION RESULTS**

**Issue**

Shall the Board verify receipt of the certified results of the May 16, 2017 Special District Election and accept it as the official election results?

**Background**

On May 16, 2017, an election was held in Marion and Polk Counties for special districts. The election results for Salem Area Mass Transit District were certified by the Marion and Polk County Clerks (in Attachment A) and were received by the District on June 5, 2017.

The SAMTD Board must formally review the results from each Subdistrict and declare the winners (the candidates with the most votes). The SAMTD Board shall also determine if the person with the most votes is qualified to accept the Board of Director position as is written in the District's Bylaws.

The District must also notify the Marion County Elections Office in writing that the District has reviewed the Abstract of Votes for the May 16, 2017 Special District Election and has determined that the herein named candidates are qualified to hold office in July 2017 as a result of this election; hereby causing the County Clerk to issue a Certificate of Election to the following:

- Colleen Busch                      Subdistrict # 2                      (4 year term)
- Doug Rodgers                      Subdistrict # 4                      (4 year term)
- Robert Krebs                      Subdistrict # 6                      (4 year term)

**Financial Impact**

None

**Recommendation**

Staff recommends that the Board accept the election results for the May 16, 2017 Special District Election as certified by the Marion County and Polk County Clerks, and authorize the President to verify receipt and acceptance.

**[SP-1]**

**Proposed Motion**

**I move that the Board accept the Election Results for the May 16, 2017 Special District Election as certified by the Marion County and Polk County Clerks, and authorize the President to verify receipt and acceptance.**

**-OR-**

**I move to staff's recommendation.**



***Marion County***  
**OREGON**  
COUNTY CLERK

**COUNTY CLERK**  
**William J. Burgess**

Voice (503) 588-5225  
E-Mail: [bburgess@co.marion.or.us](mailto:bburgess@co.marion.or.us)  
Website: <http://www.co.marion.or.us/CO>

**ELECTIONS OFFICE**

Voice (503) 588-5041  
1-800-655-5388  
TTY/TTD: (503) 588-5610  
FAX: (503) 588-5383  
E-Mail: [elections@co.marion.or.us](mailto:elections@co.marion.or.us)

May 31, 2017

**To:** District Clerks and/or District Board of Directors  
**From:** Connie Higgins, Elections & Recording Manager  
**Re:** Post Election Process for the May 16, 2017 Special District Election

**Enclosed are the certified results of the May 16, 2017 Special District Election.**

The following steps should be taken so that Certificates of Election may be issued to the winning candidates prior to the time they take office in July 2017:

- **The District elections authority** reviews the results from each district and declares the winners (the candidate with the most votes). **If the District extends into multiple counties review results from all counties involved.**
- **The District elections authority** shall determine if the person with the most votes is qualified to accept the position per the District's requirements, whether the person was a filed candidate on the ballot or won by write-in votes. In the event of a tie vote contact our office.
- If any candidate with the most votes is not qualified to accept the position, in accordance with the District's by-laws, (i.e. residency requirement, not a registered voter, lives outside the district, not a landowner, etc.), **or does not accept** the write-in nomination, the position is declared vacant. The vacancy is then filled in accordance with your District by-laws.
- Per ORS 255.295, the District must notify the Marion County Elections Office, in writing, of all qualified candidates scheduled to take office in July 2017 as a result of this election. **Please complete, sign and return the enclosed "Acceptance of Results" form on or before June 16, 2017, 5:00 PM.** We are required to issue Certificates of Election and the candidates must have them prior to taking office.

**\*\* Marion County Elections Office** is responsible for the following:

If the person with the most votes is elected by write-in votes, **Marion County Elections** will provide them with a "Write-In Acceptance" form. Oregon law requires candidates elected by write-in votes to formally accept the office prior to being issued a Certificate of Election. If the candidate accepts the office, they must complete the form and return it in person to the Marion County Elections Office at 555 Court ST NE, STE 2130, Salem, OR 97301 **OR** by mail to PO BOX 14500, Salem, OR 97309, on or before June 20, 2017, 5:00 PM.

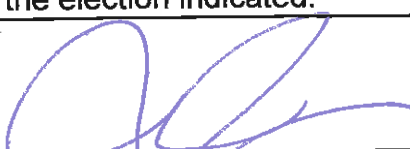
If the same person receives the most write-in votes for more than one position on your board, **Marion County Elections** will send them an Acceptance Form for each position. This person can only accept one position and in this instance, the remaining position(s) will be declared vacant. The vacancy is then filled in accordance with your District by-laws.

**Marion County Elections** will notify Districts of the write-in candidate's receipt of Acceptance Forms.

If you have any questions or concerns, please contact this office at 503-588-5041 or 1-800-655-5388.

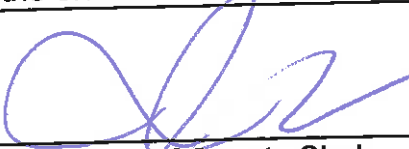
Precinct	Robert (Bob) Krets	Cast Votes	Overvotes	Undervotes	Write-Ins	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
325	339	339	0	277	10	626	626	2511	24.93 %
331	72	72	0	58	1	131	131	393	33.33 %
333	246	246	0	106	5	357	357	1334	26.76 %
334	39	39	0	19	0	58	58	237	24.47 %
335	0	0	0	0	0	0	0	0	0.00 %
337	941	941	0	658	24	1623	1623	4497	36.09 %
340	484	484	0	376	17	877	877	2801	31.31 %
342	0	0	0	0	0	0	0	5	0.00 %
343	751	751	0	586	20	1357	1357	3881	34.97 %
344	839	839	0	576	22	1437	1437	4751	30.25 %
781	21	21	0	15	3	39	39	143	27.27 %
783	34	34	0	22	0	56	56	237	23.63 %
<b>Totals</b>	<b>3766</b>	<b>3766</b>	<b>0</b>	<b>2693</b>	<b>102</b>	<b>6561</b>	<b>6561</b>	<b>20790</b>	<b>31.56 %</b>

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

	5/31/2017
Signature of County Clerk Bill Burgess	Date of Abstract

Precinct	Doug Rodgers	Patrick Schwab	Cast Votes	Overvotes	Undervotes	Write-Ins	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
351	54	37	91	0	40	1	132	132	651	20.28 %
352	23	31	54	0	23	0	77	77	685	11.24 %
353	161	132	293	0	107	1	401	401	1741	23.03 %
354	9	14	23	0	16	3	42	42	166	25.30 %
355	2	10	12	0	2	0	14	14	65	21.54 %
357	2	11	13	0	4	0	17	17	232	7.33 %
361	21	26	47	0	13	1	61	61	718	8.50 %
364	188	186	374	0	148	3	525	525	2198	23.89 %
400	0	0	0	0	0	0	0	0	0	0.00 %
586	16	6	22	0	7	0	29	29	174	16.67 %
678	0	0	0	0	0	0	0	0	5	0.00 %
690	207	202	409	0	74	2	485	485	3557	13.64 %
691	354	292	646	0	127	5	778	778	4478	17.37 %
692	5	7	12	0	4	0	16	16	52	30.77 %
694	104	76	180	0	25	0	205	205	1590	12.89 %
<b>Totals</b>	<b>1146</b>	<b>1030</b>	<b>2176</b>	<b>0</b>	<b>590</b>	<b>16</b>	<b>2782</b>	<b>2782</b>	<b>16312</b>	<b>17.05 %</b>

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.


 5/31/2017

Signature of County Clerk  
Bill Burgess

Date of Abstract

Precinct	Colleen Rusch	Cast Votes	Overvotes	Undervotes	Write-ins	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
401	456	456	0	270	14	740	740	3543	20.89 %
402	485	485	0	256	5	746	746	2496	29.89 %
403	509	509	0	241	9	759	759	3602	21.07 %
404	421	421	1	150	7	579	579	3234	17.90 %
405	299	299	0	119	5	423	423	2264	18.68 %
406	446	446	0	224	5	675	675	3286	20.54 %
407	354	354	0	135	1	490	490	3677	13.33 %
577	0	0	0	1	0	1	1	2	50.00 %
589	0	0	0	0	0	0	0	2	0.00 %
<b>Totals</b>	<b>2970</b>	<b>2970</b>	<b>1</b>	<b>1396</b>	<b>46</b>	<b>4413</b>	<b>4413</b>	<b>22106</b>	<b>19.96 %</b>

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

	5/31/2017
Signature of County Clerk Bill Burgess	Date of Abstract





**Marion County**  
**OREGON**  
 COUNTY CLERK

**COUNTY CLERK**  
**William J. Burgess**

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 E-Mail: [bburgess@co.marion.or.us](mailto:bburgess@co.marion.or.us)  
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**Acceptance of Results Form - District Candidates**

**TO:** Bill Burgess, Marion County Clerk

**SUBJECT:** Abstract of Votes for the May 16, 2017 Special District Election

Salem Area Mass Transit District

\_\_\_\_\_ (District Name) notifies Bill Burgess, Marion County Clerk that the District has reviewed the Abstract of Votes for the May 16, 2017 Special District Election and has determined that the herein named candidates are qualified to hold office and hereby causes the County Clerk to issue a Certificate of Election to the following:

<u>Name</u>	<u>Office/Position/Zone #</u>
Colleen Busch	Subdistrict 2
Doug Rodgers	Subdistrict 4
Robert Krebs	Subdistrict 6

June 12, 2017  
 \_\_\_\_\_  
 (date)

\_\_\_\_\_  
 (authorizing signature)

President, SAMTD Board of Directors  
 \_\_\_\_\_  
 (title)

**Completed form must be returned by: June 16, 2017**  
 (Form may be returned by fax, e-mail or regular mail.)



**MEMO TO: BOARD OF DIRECTORS**

**FROM: DAVID TRIMBLE, CHIEF OPERATING OFFICER**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: AMEND RESOLUTION #13-01 WITH THE ADOPTION OF  
RESOLUTION #2017-07 TO UPDATE THE VEHICLE ACQUISITION  
POLICY #106**

**Issue**

Shall the Board amend Resolution #13-01, that was adopted by the Board on January 24, 2013, with the adoption of Resolution #2017-07 to include guidelines to Vehicle Acquisition Policy #106 for the District's commitment of a goal to reduce the carbon emissions of its fleet; and continue its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles?

**Background and Findings**

At the April 9, 2012 Board Work Session, the District presented a cost analysis comparing CNG and clean diesel-fueled vehicles in preparation for a vehicle replacement plan for the fixed-route fleet. The analysis concluded that CNG vehicles offering newer, more efficient technologies are the best cost/benefit. The Board considered maintaining a fleet that consisted of approximately 50% clean diesel buses and 50% CNG buses to ensure continuity of service.

On January 24, 2013, the Board adopted the Vehicle Acquisition Policy #106. The Policy has ensured organizational viability by providing the most cost effective forms of transportation. The Policy improves and promotes environmental sustainability by analyzing the emissions of available fuel types and aligns with the District's Strategic Plan. As part of the Strategic Plan, the District is committed to "Being an Environmentally Responsible Organization." The District will ensure daily practices and transportation services which will support environmentally responsible stewardship, by the adoption of an environmental sustainability policy statement, and by implementing strategies to incorporate environmental practices into daily operations.

The updates to Policy #106 under *General Rules #106.04(2)(a)(h)* will ensure organizational viability by providing the most cost effective forms of transportation; and will improve

**[SP-9]**

and promote environmental sustainability by analyzing the emissions of available fuel types; and will align with the District's Strategic Plan.

### **Fiscal Impacts**

Funding for vehicle purchases is largely covered through various grant opportunities which include grants from the Federal Transit Administration (FTA), Oregon Department of Transportation (ODOT), and Oregon State Special Transportation Funds (STF).

The current SAMTD fleet consists of the following:

Fixed Route:	34 CNG buses, 30 clean diesel buses
Paratransit:	35 gas cutaways, 8 gas mini-vans
Rural Transportation:	5 gas cutaways, 9 diesel buses 1 hybrid bus.
Senior and Disabled:	3 gas cutaways, 2 gas mini-vans
Maintenance Support:	5 gas trucks, 1 CNG truck
Non-Revenue	18 Vehicles

### **Recommendation**

Staff recommends that the Board amend Resolution #13-01 that established Vehicle Acquisition Policy #106 on January 24, 2013 by adopting Resolution #2017-07 to include guidelines in the Policy for the District's commitment to a goal of reducing the carbon emissions of its fleet, and continuing its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles.

### **Proposed Motion**

**I move that the Board amend Resolution #13-01 that established Vehicle Acquisition Policy #106 by adopting Resolution #2017-07 to include guidelines in the Policy for the District's commitment to a goal of reducing the carbon emissions of its fleet; and continuing its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles.**

**[SP-10]**



## RESOLUTION #2017-07

### AMENDING RESOLUTION #13-01 TO UPDATE VEHICLE ACQUISITION POLICY #106

**WHEREAS**, Salem Area Mass Transit District, hereafter referred to as “District,” wishes to amend Resolution #13-01 to update the Vehicle Acquisition Policy #106 to include guidelines for the District’s commitment to a goal of reducing the carbon emissions of its fleet and continuing its efforts toward maintaining environmental responsibility through the future acquisition of Low and No Emissions Vehicles.

**WHEREAS**, on July 25, 1996, the Board authorized the District to pursue all available financial assistance to implement a systematic program of converting the District’s diesel fixed route vehicle fleet to compressed natural gas (CNG). The first CNG buses arrived in 1998 and ran for eight years;

**WHEREAS**, on July 27, 2006 the Board directed the District to purchase clean diesel replacement buses after the results of a fuel analysis conducted to determine new advances in diesel and other technologies concluded the overall fuel economy of buses run on biodiesel was improved by four percent;

**WHEREAS**, on April 9, 2012, the Board considered maintaining a fleet that consisted of 50% clean diesel buses and 50% CNG buses to ensure continuity of service in preparation for a fixed-route vehicle replacement plan; and

**WHEREAS**, on January 24, 2013, the Board adopted the Vehicle Acquisition Policy #106 to establish guidelines for future vehicle acquisitions; to ensure organizational viability by providing the most cost-effective forms of transportation; and to improve and promote environmental sustainability by analyzing the emissions of available fuel types that align with the District’s Strategic Plan.

**WHEREAS**, the District has been engaged in sustainability efforts through an ongoing commitment to projects, operations, and planning for many years. Each step has been an important building block in a solid foundation of reducing energy consumption, saving money and contributing to a healthier, cleaner environment.

**WHEREAS**, in accordance with the Board of Directors’ Strategic Guiding Principles, the District is committed to “Being an Environmentally Responsible Organization;” and will ensure daily practices and transportation services that support environmentally responsible stewardship by the adoption of an environmental sustainability policy statement, and by implementing strategies to incorporate environmental practices into daily operations.

**WHEREAS**, the adoption of this Resolution re-enforces the Board’s continued commitment to sustainability and the environment through the acquisition of Low and No Emissions Vehicles.

[SP-11]

**Resolution 2017-07**

**Page 2 of 2**

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

**THAT**, the District will periodically evaluate the effectiveness of its environmental performance efforts through its Comprehensive Fleet Maintenance Plan and vehicle replacement schedule plan, and

**THAT**, the District will provide the necessary training education, and support to staff and those working on the District's behalf in order to successfully carry out this Resolution in their daily responsibilities.

**THAT** Policy #106 will ensure organizational viability by providing the most cost effective forms of transportation; and will improve and promote environmental sustainability by analyzing the emissions of available fuel types; and will align with the District's Strategic Plan.

**THAT** the Board hereby amends Resolution #13-01 with the adoption of Resolution #2017-07 to include guidelines in the Vehicle Acquisition Policy #106 that state the District's commitment to a goal of reducing carbon emissions of its fleet and continuing its efforts toward maintaining environmental responsibility through the future acquisition of Low and No Emissions Vehicles.

**ADOPTED by the Salem Area Mass Transit District Board of Directors on this 12th day of June, 2017.**

ATTEST:

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Robert Krebs, President  
SAMTD Board of Directors

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John Hammill, Secretary  
SAMTD Board of Directors

<b>Policy:</b>	<b>VEHICLE ACQUISITION POLICY</b>	<b>Number: 106</b>
Resolution #13-01 adopted by the SAMTD Board of Directors on 01-24-13; amended by Resolution #2017-07 on 06-12-17	Effective Date: 06/12/17	Page 1 of 2

**106.01 APPLICATION**

For all matters related to future vehicle purchases by Salem Area Mass Transit District (SAMTD).

**106.02 PURPOSE**

To set clear guidelines to facilitate the decision making process when selecting vehicles for future purchase.

**106.03 DEFINITIONS**

Pertains to all vehicles purchased by SAMTD including:

- Fixed Route
- Paratransit
- Rural Transportation Senior and Disabled Non Revenue Vehicles
- Maintenance Support Vehicles
- Operations Support Vehicles Administrative Vehicles

**106.04 GENERAL RULES**

1. When determining all future vehicle purchases, a fleet combination of at least two different fuel types should be utilized whenever possible and practical.
  - a. If diesel fueled vehicles are selected, the usage should be biodiesel with a minimum B5 rating.
  - b. Maintaining a fleet that uses two (2) different fuel types will reduce the risks and impacts when there are fuel shortages, price increases, unfavorable economic conditions and natural disasters that may affect fuel availability.
2. Additional factors to consider when determining all vehicle purchases, revenue and non-revenue will include, but are not limited to:
  - a. Environmental Protection and Sustainability – Before beginning the vehicle procurement process, SAMTD staff will meet with Agency stakeholders to analyze vehicle needs. During the analysis, staff will consider Low and No Emissions vehicles as an addition to the fleet to ensure alignment with the District’s commitment to being an environmentally responsible organization.

<b>Policy: VEHICLE ACQUISITION POLICY</b>		<b>Number: 106</b>
Resolution #13-01 adopted by the SAMTD Board of Directors on 01-24-13; amended by Resolution #2017-07 on 06-12-17	Effective Date: 06/12/17	Page 2 of 2

- b. Bus Use Demands - The vehicle type chosen will consider the needs of SAMTD to include passenger capacity, vehicle length and how these options would best integrate with the services provided by SAMTD.
- c. Fuel Economy -Determine which fuel type would have the least financial impact as measured in cost per mile.
- d. Reliability of the Vehicle - An analysis will be performed using references from other agencies operating similar vehicles under similar conditions. In the event unproven technology is being pursued, all efforts will be made to research developmental data.
- e. Infrastructure Needs - If a technology is selected that differs from the technology currently in place, the costs of implementing and supporting the new technology will be factored into the overall cost.
- f. Fuel Availability & Cost - When selecting vehicles by fuel type the accessibility and frequencies of fuel deliveries will be considered, and when possible the future costs of the proposed fuel.
- g. Training Requirements - Consideration will be made concerning additional training required to proficiently operate and maintain selected vehicles.
- h. Employee Support – Staff will provide the necessary education, tools, and support to all SAMTD employees and those working on SAMTD’s behalf in order to successfully carry out this policy in their daily responsibilities and work functions.
- i. Vehicle Support - The availability of parts and service should be a consideration in the decision making process.
- j. Air Quality - The quantity of greenhouse gases created during the production and use of alternative fuel vehicles should be factored.

**Adopted by:**

**Date:**

June 12, 2017

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President, SAMTD Board of Directors / General Manager

**[SP-14]**





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

Monday, June 12, 2017  
Immediately following the Special Meeting

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

**AGENDA**

- 1. **CALL TO ORDER** (President Robert Krebs)
- 2. **DISCUSSION**
  - a. Status of the Advertising RFP ..... 1
  - b. Budget Committee Vacancies ..... 5
  - c. City of Salem Transit Committee
- 3. **GENERAL MANAGER COMMENTS**
  - a. Draft Agenda for the June 22, 2017 Regular Meeting ..... 13
  - b. Upcoming Board Agenda Items ..... 15
  - c. Calendar Review ..... 17
- 4. **ADJOURN WORK SESSION**

**Mission**

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

**Values**

*Safety – Service Excellence – Communication – Innovation – Accountability*

**SPECIAL ACCOMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

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

Salem-Keizer Transit ~ 555 Court St NE, Suite 5230 ~ Salem, OR 97301 Phone (503) 588-2424 ~ [www.cherriots.org](http://www.cherriots.org)



**MEMO TO: BOARD OF DIRECTORS**

**FROM: LORNA ADKINS, MARKETING AND COMMUNICATION COORDINATOR  
PATRICIA FEENY, DIRECTOR OF COMMUNICATION**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: ADVERTISING RFP UPDATE**

The Salem Area Mass Transit District received best and final offer (BAFO) proposals from Stott Outdoor Advertising and All Points Media at the end of May 2017.

The review committee met to discuss the BAFO's and to do the final scoring on each proposal. Stott Outdoor Advertising received the higher score. Their BAFO increased the revenue sharing proposal from 35 percent to 37.5 percent. The guaranteed minimum payment increased from \$480,000 over five years to \$540,000. Stott's proposal demonstrated experience with bus advertising sales. It included more solid references from transit properties.

The other proposer's final fee proposal contained errors, and showed a decreased revenue projection from the first proposal. See Attachment A.

At the June Board meeting, staff will recommend that the Board authorizes the General Manager to negotiate the final contract language and to execute a contract with Stott Outdoor Advertising for commercial advertising on District property.



## Proposal Evaluation

Evaluation Criteria	Fee Proposal	Firm Performance	Firm References	Project Approach	Total Score
Maximum Score	25	25	25	25	100
<b>Stott Outdoor Advertising</b>					
Initial Score	25	12.3	12	13.3	<b>62.6</b>
<b>All Points Media</b>					
Initial Score	13.9	16	14.8	22	<b>66.7</b>

Evaluation Criteria	Fee Proposal	Firm Performance	Firm References	Project Approach	Total Score
Maximum Score	25	25	25	25	100
<b>Stott Outdoor Advertising</b>					
Final Score	25	16.3	16.33	16	<b>73.63</b>
<b>All Points Media</b>					
Final Score	14.4	14	11.7	11.3	<b>51.4</b>

## Fee Proposals

### Original

Stott Outdoor Advertising	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Projected Revenue	\$ 174,000.00	\$ 381,000.00	\$ 525,000.00	\$ 642,000.00	\$ 720,000.00	\$ 2,442,000.00
35% Revenue to SAMTD	\$ 60,900.00	\$ 133,350.00	\$ 183,750.00	\$ 224,700.00	\$ 252,000.00	\$ 854,700.00
Guaranteed Payment	\$ 72,000.00	\$ 84,000.00	\$ 96,000.00	\$ 108,000.00	\$ 120,000.00	\$ 480,000.00

### Final

Stott Outdoor Advertising	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Projected Revenue	\$ 174,000.00	\$ 381,000.00	\$ 525,000.00	\$ 642,000.00	\$ 720,000.00	\$ 2,442,000.00
37.5% Revenue to SAMTD	\$ 65,250.00	\$ 142,875.00	\$ 196,875.00	\$ 240,750.00	\$ 270,000.00	\$ 915,750.00
Guaranteed Payment	\$ 84,000.00	\$ 96,000.00	\$ 108,000.00	\$ 120,000.00	\$ 132,000.00	\$ 540,000.00

### Original

All Points Media	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Projected Revenue	\$ 186,000.00	\$ 330,000.00	\$ 396,000.00	\$ 474,000.00	\$ 474,000.00	\$ 1,860,000.00
35% Revenue to SAMTD	\$ 65,100.00	\$ 115,500.00	\$ 138,600.00	\$ 165,900.00	\$ 165,900.00	\$ 651,000.00
Guaranteed Payment	\$ 40,000.00	\$ 60,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 310,000.00

### Final

\$ -

All Points Media	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Projected Revenue	\$ 186,000.00	\$ 330,000.00	\$ 474,000.00	\$ 474,000.00	\$ 474,000.00	\$ 1,938,000.00
35% Revenue to SAMTD	\$ 65,100.00	\$ 115,500.00	\$ 165,900.00	\$ 165,900.00	\$ 165,900.00	\$ 678,300.00
Guaranteed Payment	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 200,000.00

**MEMO TO: BOARD OF DIRECTORS**

**FROM: LINDA GALEAZZI, EXECUTIVE ASSISTANT**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: BUDGET COMMITTEE VACANCIES**

**Issue**

Shall the Board appoint citizen members to the Budget Committee representing Subdistricts #1, #6 and #7 respectively for a three year term beginning July 1, 2017 and ending June 30, 2020?

**Background and Findings**

According to the State of Oregon's local budgeting laws, the Budget Committee is the fiscal planning advisory committee for Salem Area Mass Transit District ("District"). The Committee's main function is to meet in a series of public meetings to review, discuss, make additions or deletions, and approve the proposed budget presented by the local government's budget officer. Upon completion of its deliberations, the Committee approves the budget and sets the tax rate or amount needed to balance the budget.

The Budget Committee consists of the members of the local governing body and an equal number of citizens at large. Citizens are appointed by the governing body and serve terms of three years. Terms are staggered so that about one-third of the appointed terms end each year.

Three citizen member positions representing Subdistrict #1, Subdistrict #6 and Subdistrict #7 on the District's Budget Committee will be vacant due to terms ending on June 30, 2017.

District Bylaws provide for filling vacancies on the Committee at the discretion of the Board as follows:

- a. A Qualified Elector must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large; except officers, agents, or employees of the District
- b. The Board member representing the Subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector. The Board then moves to accept or reject that appointment; or
- c. The Board member representing the Subdistrict of the vacancy may call for applications for the Budget Committee.

**Fiscal Impact**

None

**Recommendation**

For Discussion

**Proposed Motion**

For Discussion.

[WS-6]





Salem-Keizer Transit  
Attn: Executive Assistant  
555 Court St NE, Suite 5230  
Salem OR 97301

Phone: (503) 588-2424 ext 7535  
Email: Board@cherriots.org  
Website: cherriots.org/budget-committee

### Application for Vacant Budget Committee Citizen Position

OPEN POSITIONS: Subdistricts 1 – 6 - 7

LENGTH OF APPOINTMENT: July 1, 2017 - June 30, 2020

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

How long have you resided at this address? \_\_\_\_\_ Email Address: \_\_\_\_\_

Are you a registered voter? \_\_\_\_\_

#### A. BACKGROUND

Please provide a *brief* biography of your personal and professional background as it applies to the Budget Committee in the following areas (you may use separate paper):

EDUCATION –

WORK EXPERIENCE –

COMMUNITY INVOLVEMENT –

OTHER (i.e., Why you want to serve on the Budget Committee?) –

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



Completion of this section is *VOLUNTARY*. The information you provide will be used for Title VI purposes only. Salem-Keizer Transit operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or income status in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

**RACE/ETHNIC STATUS**

- WHITE**  
(Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK OR AFRICAN AMERICAN**  
(Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- HISPANIC OR LATINO**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ASIAN**  
(Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**  
(Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE**  
(Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
- TWO OR MORE RACES**  
(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of May 11, 2017

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #1**

**STEVE EVANS**

1936 Orchard Heights Rd  
Salem, OR 97304-2507

Term Expires 06/30/19

**E.M. EASTERLY**

775 Fir Gardens St NW  
Salem, OR 97304

Appointed 12-11-14;  
Appointment Expires 06/30/17

**Subdistrict #2**

**COLLEEN BUSCH**

4064 Noon Ave NE  
Keizer OR 97303

Term Expires 06/30/17

**MICHAEL DEBLASI, Secretary 2017**

1191 Mandarin Street NE  
Keizer, OR 97303

Appointed 02/25/16;  
Appointment Expires 06/30/18

**Subdistrict #3**

**KATHY LINCOLN**

3291 Willamette Dr N  
Keizer, OR 97303-6045

Term Expires 06/30/19

**RUSS BEATON**

1025 21<sup>st</sup> St NE  
Salem, OR 97301

Appointed 12/08/16  
Appointment Expires 06/30/19

**Subdistrict #4**

**JOHN HAMMILL**

4372 Vernon Loop NE  
Salem, OR 97305

Term Expires 06/30/17

**BILL HOLMSTROM**

145 Liberty St NE, Suite 201  
Salem, OR 97301

Appointed 09/27/09; Reappointed 09/27/12;  
10/22/15; Appointment Expires 06/30/18

**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of May 11, 2017

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #5**

**JERRY THOMPSON**  
4930 State Street  
Salem, OR 97301-5244

Term Expires 06/30/19

**HERSCH SANGSTER, Chair 2017**  
5158 Lacey Street N  
Keizer, OR 97303

Appointed 12/12/13; Reappointed 12/08/16;  
Appointment Expires 06/30/19

**Subdistrict #6**

**ROBERT KREBS**  
3435 Bluff Ave SE  
Salem, OR 97302

Term Expires 06/30/17

**SCOTT BASSETT**  
2243 Wildwood Drive SE  
Salem, OR 97304

Appointed 01/22/15;  
Appointment Expires 06/30/17

**Subdistrict #7**

**MARCIA KELLEY**  
396 Washington Street S  
Salem, OR 97302-5149

Term Expires 06/30/19

**SHERONNE BLASI**  
2375 Summer Street SE  
Salem, Oregon 97302

Appointed 03/26/15  
Appointment Expires 06/30/17

**BUDGET OFFICER**

**ALLAN POLLOCK**  
General Manager/CEO  
Salem Area Mass Transit District  
555 Court St NE, Suite 5230  
Salem, OR 97301-3980

Phone: (503) 588-2424  
Fax: (503) 566-3933  
Email: [allan.pollock@cherriots.org](mailto:allan.pollock@cherriots.org)  
or [Board@cherriots.org](mailto:Board@cherriots.org)

**Salem Area Mass Transit District**

**BUDGET CALENDAR  
 Fiscal Year 2017-2018**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Responsible</b>	<b>Activity</b>
Thursday	October 27, 2016	6:30 PM	Finance	Board adopts FY 2016-2017 Budget Calendar
Mon - Fri	Week of April 10, 2017		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 17, 2017		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Friday	April 28, 2017		Executive Team	Executive Team approves draft for Budget Committee consideration
Thursday	May 4, 2017	6:00 PM	Finance	Budget Committee Orientation
Thursday	May 11, 2017	6:00 PM	Executive Team	First Budget Committee Meeting - Election of Officers & Budget Message
Thursday	May 18, 2017	6:00 PM	Finance	Second Budget Committee meeting - Deliberation & Approval
Thursday	June 1, 2017	6:00 PM	Finance	Third Budget Committee Meeting - Deliberation & Approval (if necessary)
Mon - Fri	Week of June 5, 2017		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 22, 2017	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 22, 2017	6:30 PM	Board	Board of Directors adopts 2017/2018 Budget, makes appropriation and levies taxes
Friday	July 14, 2017		Finance	Adopted budget and levy certification form due to County Assessors (July 15, 2017)

## LOCAL BUDGET LAW

Most local governments in Oregon must prepare and adopt an annual or biennial budget. Schools, counties, cities, rural fire protections districts, and special districts are subject to budget law. Read our "[Citizen overview of local budget law](#)" for more information.

[Download forms, publications, and budget detail sheets](#) by searching "local budget" in our forms center. Budgets must be prepared in a format prescribed by statute.

### Local budget law training handouts

- [Sample budget.](#)
- [Statutory references.](#)
- [Budget committee and pre-meetings.](#)
- [Changes after adoption.](#)
- [Glossary.](#)
- [Property tax worksheet.](#)

### Other resources

- [The Local Budgeting Manual](#), 150-504-420.
- [Local Budgeting in Oregon](#), 150-504-400
- [Administrative rules](#), see chapters 294 and 310.

<http://www.oregon.gov/DOR/programs/property/Pages/local-budget.aspx>

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

Thursday, June 22, 2017

**6:00 PM** Reception for Outgoing Director John Hammill

**6:30 PM** Board Meeting and Budget Hearing

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

**MEETING AGENDA**

**A. CALL TO ORDER & NOTE OF ATTENDANCE**

**B. PLEDGE OF ALLEGIANCE** – Director John Hammill

**C. ANNOUNCEMENTS & CHANGES TO AGENDA**

**D. PRESENTATION – GFOA CAFR Award**

Anne Baker, the Representative from the Oregon Government Finance Officers Association will present the Certificate of Achievement for Excellence in Financial Reporting Award to Salem Area Mass Transit District for the Fifth Year in the Program

**E. BUDGET HEARING**

This is the time on the agenda designated for testimony by anyone on the subject of adopting the Salem Area Mass Transit District Budget for Fiscal Year 2018 that was approved by the Budget Committee on May 18, 2017 ..... **[Supplemental Packet]**

**F. DELIBERATION OF BUDGET HEARING**

Shall the Board adopt Resolution No. 2017-XX for the Fiscal Year 2018 Budget, Making Appropriations, and Imposing and Categorizing Taxes

**G. PUBLIC COMMENT** - Each person's comments are limited to three (3) minutes.

**H. CONSENT CALENDAR**

**1. Approval of Minutes [Action]**

a. Board Meeting of XXXXXXXX

**2. Routine Business Items [Action]**

a. Approval of the United Way Donation for Fiscal Year 2018

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

**J. ACTION ITEMS**

1. Resolution 2017-XX Amendment to the FY2017 Adopted Budget
2. Approval of Advertising RFP

**K. INFORMATION ITEMS**

[WS-13]

## L REPORTS

### 1. Board Subcommittee Reports *[Receive and File]*

Board members are appointed to local, regional, or national committees and also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities, time is scheduled for an oral report.

### 2. Minutes of May 8, 2017 Work Session

## M. BOARD & MANAGEMENT ISSUES

1. General Manager
2. Board President
3. Board of Directors

## N. ADJOURNMENT

**Next Regular Board Meeting Date: Thursday, July 27, 2017**

### BOARD MEETING PROCEDURES

**CONSENT CALENDAR AND AGENDA ITEMS** All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item. **APPEARANCE OF INTERESTED CITIZENS & AGENCIES** Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda that are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item. **TO GET ITEMS ON THE AGENDA** All communication and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Cherrriots Administration Office, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors email address is: [Board@cherrriots.org](mailto:Board@cherrriots.org). **SPECIAL ACCOMMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Individuals with a hearing impairment may call Oregon Telecommunications Relay Service, 711.

### PROCEDIMIENTOS DE LA REUNIÓN

**CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA** Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día. **COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS** Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto. **PARA TENER ASUNTOS EN EL ORDEN DEL DIA** Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; [Board@cherrriots.org](mailto:Board@cherrriots.org) **NECESIDADES ESPECIALES** Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

For electronic copy of the Board meeting agenda packet, go to [www.cherrriots.org/board](http://www.cherrriots.org/board). Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV's website at <https://www.cctvsalem.org/all/>.



## Upcoming Board Meeting and Work Session Agenda Items

June 12, 2017

Work Session	Board Meeting
<p><b>June 12, 2017 SPECIAL MEETING / Work Session</b>  <b>Packets due to GM office: June 5</b></p> <ul style="list-style-type: none"> <li>Approval of local election results (C)</li> <li>Resolution #2017-07 Application for Electric Vehicles / Commitment to Sustainability</li> </ul> <p>Work Session</p> <ul style="list-style-type: none"> <li>Strategic Planning Discussion</li> <li>Budget Committee Vacancies</li> <li>Advertising Policy Update</li> </ul>	<p><b>June 22, 2017</b>  <b>Packets due to GM office: June 8</b></p> <p>RECEPTION for outgoing Director Hammill 6:00 PM</p> <ul style="list-style-type: none"> <li>Presentation GFOA CAFR</li> <li>Hearing/Res#2017-08 adopt FY18 budget</li> <li>Res#2017-09 Amendment to FY17 Budget</li> <li>Approval of FY2018 United Way Donation (C)</li> <li>Approval of Advertising RFP</li> </ul>
<p><b>July 10, 2017</b>  <b>Packets due to GM office: July 3</b></p> <ul style="list-style-type: none"> <li>Review core network policy</li> <li>Review service planning policy</li> <li>TAM (Transit Asset Management)</li> <li>Strategic planning discussion</li> </ul>	<p><b>July 27, 2017</b>  <b>Packets due to GM office: July 13</b></p> <ul style="list-style-type: none"> <li>Oath of Office for newly elected Board (2017)</li> <li>Election of Officers/Oath of Office (2017)</li> <li>Approval of private security services contract</li> <li>Accept Annual Preliminary Year-end Financial Report for FY2016</li> <li>Adopt core network policy</li> </ul>
<p><b>August 14, 2017</b>  <b>Packets due to GM office: August 7</b></p> <ul style="list-style-type: none"> <li>Board Committee assignments (2017)</li> <li>Board ethics training</li> </ul>	<p><b>August 24, 2017</b>  <b>Packets due to GM office: August 10</b></p> <ul style="list-style-type: none"> <li>Accept annual security report</li> <li>Appoint Board Committee assignments (2017)</li> <li>Fiscal year end trip choice report</li> </ul>
<p><b>September 11, 2017</b>  <b>Packets due to GM office: September 5, Tue</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><b>September 28, 2017</b>  <b>Packets due to GM office: September 14</b></p> <ul style="list-style-type: none"> <li>Approval of annual SDIS board check list</li> <li>Fiscal year end performance report</li> <li>GM performance evaluation (Executive Session)</li> </ul>
<p><b>October 16, 2017</b>  <b>Packets due to GM office: October 9</b></p> <ul style="list-style-type: none"> <li>Proposed FY2019 budget calendar</li> </ul>	<p><b>October 26, 2017</b>  <b>Packets due to GM office: October 12</b></p> <ul style="list-style-type: none"> <li>Approval of FY2019 budget calendar (C)</li> </ul>
<p><b>November 13, 2017</b>  <b>Packets due to GM office: November 6</b></p>	<p><b>November - No Board meeting</b></p>

<ul style="list-style-type: none"> <li>Proposed appointments to the STFAC</li> </ul>	
<p align="center"><b>December – No work session</b></p>	<p><b>December 14, 2017</b>  <b>Packets due to GM office: November 30</b></p> <ul style="list-style-type: none"> <li>Appointments to the STFAC</li> <li>Q1 finance, trip choice, perf report</li> </ul>
<p><b>January 8, 2018</b>  <b>Packets due to GM office: January 2</b></p> <ul style="list-style-type: none"> <li>Present draft 2018 legislative agenda</li> </ul>	<p><b>January 25, 2018</b>  <b>Packets due to GM office: January 11</b></p> <ul style="list-style-type: none"> <li>Adoption of 2018 legislative agenda</li> </ul>
<p><b>February 12, 2018</b>  <b>Packets due to GM office: February 5</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><b>February 22, 2018</b>  <b>Packets due to GM office: February 8</b></p> <ul style="list-style-type: none"> <li>Q2 finance, trip choice, performance report</li> </ul>
<p><b>March 12, 2018</b>  <b>Packets due to GM office: March X</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><b>March 22, 2018</b>  <b>Packets due to GM office: March 8</b></p> <ul style="list-style-type: none"> <li></li> </ul>
<p><b>April 9, 2018</b>  <b>Packets due to GM office: April 2</b></p> <ul style="list-style-type: none"> <li></li> </ul>	<p><b>April 26, 2018</b>  <b>Packets due to GM office: April 12</b></p> <ul style="list-style-type: none"> <li></li> </ul>
<p><b>May 14, 2018</b>  <b>Packets due to GM office: May 7</b></p> <ul style="list-style-type: none"> <li>Review Draft FY19 Board meeting schedule</li> <li>Strategic planning discussion</li> <li>Advertising RFP Update</li> <li>MV Contract Extension</li> </ul>	<p><b>May 24, 2018</b>  <b>Packets due to GM office: May 10</b></p> <ul style="list-style-type: none"> <li>Consent: Adopt FY2019 BOD meeting schedule</li> <li>Q3 finance, trip choice, performance report</li> </ul>
<p><b>To Be Scheduled</b></p> <ul style="list-style-type: none"> <li>Contract for Capital Project Manager</li> <li>Stops &amp; Shelters Construction/Design Contract</li> <li>COOP (July/Aug)</li> <li>Transportation Services Contract</li> </ul>	<p><b>To Be Scheduled</b></p> <ul style="list-style-type: none"> <li></li> </ul>



UPDATED: June 8, 2017

**TO:** SAMTD BOARD OF DIRECTORS  
**FROM:** ALLAN POLLOCK, GENERAL MANAGER  
**SUBJECT:** CALENDAR OF SCHEDULED MEETINGS

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• **JUNE 2017**

- 12 Mon 5:30 PM SAMTD Board Work Session and Special Meeting
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting and Budget Hearing

• **JULY 2017**

- 4 Tue CLOSED **HOLIDAY** 4<sup>th</sup> of July  
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 10 Mon 5:30 PM SAMTD Board Work Session
- 27 Thu 6:30 PM SAMTD Board of Directors Meeting

• **AUGUST 2017**

- 14 Mon 5:30 PM SAMTD Board Work Session
- 21 Mon Total Eclipse Events
- 24 Thu 6:30 PM SAMTD Board of Directors Meeting

• **SEPTEMBER 2017**

- 4 Mon CLOSED **HOLIDAY** Labor Day  
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 5 Tue 3:00 PM STF Advisory Committee
- 11 Mon 5:30 PM SAMTD Board Work Session
- 28 Thu 6:30 PM SAMTD Board of Directors Meeting
- 29-30 ..... 2017 Oregon Public Transportation Bus Rodeo, Pendleton, OR

• **OCTOBER 2017**

- 1-4 ..... 2017 Oregon Public Transportation Conference, Pendleton, OR
- 3 Tue 3:00 PM STF Advisory Committee
- 9 Mon 5:30 PM SAMTD Board Work Session
- 26 Thu 6:30 PM SAMTD Board of Directors Meeting

• **NOVEMBER 2017**

- 7 Tue 3:00 PM STF Advisory Committee
- 11 Sat CLOSED **HOLIDAY: Veterans Day**  
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 13 Mon 5:30 PM SAMTD Board Work Session
- 23 Thu CLOSED **HOLIDAY: Thanksgiving Day**  
Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **DECEMBER 2017**

- 9 Sat **Keizer Holiday Parade**
- 14 Thu 6:30 PM SAMTD Board of Directors Meeting
- 25 Mon CLOSED HOLIDAY: Christmas Day  
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 11:30-1:30 **Cherriots Employee Holiday Luncheon**

• **JANUARY 2018**

- 1 Mon HOLIDAY: New Year's Day  
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- Tue 3:00-4:30p STF Advisory Committee
- Mon 5:30 PM SAMTD Board Work Session
- 25 Thu 6:30 PM SAMTD Board of Directors Meeting  
 MWVCOG Annual Dinner

• **FEBRUARY 2018**

- Tue 3:00-4:30p STF Advisory Committee
- Mon 5:30 PM SAMTD Board Work Session
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting

• **MARCH 2018**

- ..... **Due Date:** District Candidates to File with County Elections Official (ORS 255.235)  
 ... Verified Signatures or \$10 filing fee
- ..... **Due Date:** Filing Candidate Statements with the County Election Officials for  
 Inclusion in County Voters' Pamphlet
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting

• **APRIL 2018**

- 26 Thu 6:30 PM SAMTD Board of Directors Meeting

• **MAY 2018**

- 24 Thu 6:30 PM SAMTD Board of Directors Meeting
- 28 Mon CLOSED **HOLIDAY MEMORIAL DAY**  
 Cherriots Administration Offices-Customer Service **Closed; NO** Bus Service

• **JUNE 2017**

- Thu 6:00 PM SAMTD Budget Committee Meeting (if necessary)
- Sat 6:00 PM Cherriots Employee Recognition Banquet