



EXECUTIVE LEADERSHIP TEAM MEETING AGENDA

Wednesday, March 9, 2016
1:30 PM
Pringle Creek Conference Room

1. Presentations

- a. MIP Presentations
- b. Travel/Training Reports – Lorna, Jenny; Jared, Wendy (GFOA) - **TBD**
- c. d. Risk Management Report (after 3rd Mon) K Garcia/M Majors/R Siegrist – **Mar 23**
- e. Performance Report (Qtrly/2nd Wed) – Tim/Matt – **May 11**

2. Strategic Discussion/Resolution/Decisions

- a. Reconciliation of the STF Biennium Year Ending June 2015 – Jared I – **Mar 9**
- b. Plan Update for Operator / Maintenance Appreciation Day – David Trimble – **Mar 9**
- c. Wellness Fair Update – Michiel Majors – **Mar 23**

3. Board Agenda Development & Upcoming Meetings

- a. March 16 Executive Leadership Team Meeting – **TBD** (APTA Legislative Conference)

4. Division Updates & Miscellaneous Items

5. Future Items for Agenda Development

- a. Use of Tracking Numbers for IGAs and MOUs Follow Up
- b. Route 2X 101
- c. DMAP 101
- d. Proposed Intranet Portal Update – Matt Berggren

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

Salem Area Mass Transit District
BOARD OF DIRECTORS

Thursday, March 24, 2016
5:30 PM Executive Session
6:30 PM Regular Meeting

Courthouse Square 555 Court St NE, Salem, OR 97301
• Salem Conference Room
• Senator Hearing Room

AGENDA

EXECUTIVE SESSION – ORS 192.610(2)(d)(f)(4)

The governing body will conduct deliberations with persons designated by the governing body to carry on labor negotiations; and consider information/records that are exempt by law from public inspection.

REGULAR BOARD MEETING

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director Colleen Busch

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION

Legislative Update – Joel Rubin and Dale Penn II, CFM Strategic Communications

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

F. CONSENT CALENDAR

1. Approval of Minutes [Action]

a. Minutes of the January 28, 2016 Board Meeting

2. Routine Business Items [Action]

a. Resolution No. 2016-XX to Adopt a Policy for a General Manager Pro Tempore

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

1. Approve the Keizer Transit Center Signalized Intersection Project Change Order
2. Approve the Change Order to the Century West BSIP Contract

I. INFORMATION ITEMS

1. Update on the Bus Stop Improvement Project
2. Fixing America's Surface Transportation Act or "FAST Act" Transportation Bill Briefing

J. REPORTS

1. APTA Legislative Report
2. Board Subcommittee Reports [*Receive and File*]
 - a. Minutes of the January 11, 2016 Board Work Session
 - b. Minutes of the March 1, 2016 STF Advisory Committee Meeting

K. BOARD & MANAGEMENT ISSUES

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

L. ADJOURNMENT



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

~ WORK SESSION ~

Monday, March 7, 2016

5:30 PM

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

AGENDA

- 1. CALL TO ORDER** (President Bob Krebs)
- 2. DISCUSSION**
 - a. Review Draft of the Amended Special Transportation Fund Advisory Committee Bylaws
 - b. Bus Advertising and Youth Bus Pass Program Concept
- 3. GENERAL MANAGER COMMENTS**
 - a. Calendar Review
 - b. Upcoming Board Agenda Items
 - c. Draft Agenda for the March 24, 2016 Regular Meeting

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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



Upcoming Board Meeting and Work Session Agenda Items
March 7, 2016

<u>Month</u>	<u>Work Session</u>	<u>Board Meeting</u>
April 2016	<ul style="list-style-type: none"> FY17 Board Agenda Planning Calendar TripLink Call Center RFP R#2016-XX Approve Amended STFAC Bylaws (Mar/Apr) 	<ul style="list-style-type: none"> TripLink Call Center RFP
May 2016	<ul style="list-style-type: none"> GM Evaluation Process HOLD: Approval of SKT Coordinated Plan 	<ul style="list-style-type: none"> West Salem Connector Annual Review Approval of the SKT Coordinated Plan Select Board Member to Review GM CPE Finance, Rideshare, Performance Report – 3rd Qtr
June 2016		<ul style="list-style-type: none"> <u>Consent:</u> <ul style="list-style-type: none"> Adopt FY2017 BOD Mtg Schedule United Way Donation FY2017 Budget Hearing/Res#2016-XX Adopt FY17 Budget ES(2): GM CPE - Prior to <i>and</i> After Board meeting
July 2016	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Oath of Office for Newly Elected Board (2017) Election of Officers/Oath of Office (2017) Accept Annual Preliminary Year-end Financial Rpt Approval of Regional Transportation Plan
August 2016	<ul style="list-style-type: none"> Board Committee Assignments 	<ul style="list-style-type: none"> Annual Security Report - Karen Finance, Rideshare, Performance Report - 4th Qtr Appoint Board Committee Assignments
September 2016	<ul style="list-style-type: none"> SDIS Board Check List 	<ul style="list-style-type: none"> Year End Performance Report 2015 End of Legislation Session Report (Dale Penn) Approval of SDIS Board Check List
October 2016	<ul style="list-style-type: none"> Proposed FY2018 Budget Calendar 	<ul style="list-style-type: none"> Proposed FY2018 Budget Calendar Budget Committee Appointment
November 2016	<ul style="list-style-type: none"> 	(NO REGULAR BOARD MEETING)
December 2016	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> STF Advisory Committee Appointments Finance, Rideshare, Performance Reports – 1st Qtr
January 2017	<ul style="list-style-type: none"> 2017 Legislative Priorities Update on ODOT Grant Programs 	<ul style="list-style-type: none"> 2017 Legislative Priorities FY2016 Auditor's Report (Chuck Swank)
February 2017	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Finance, Rideshare, Performance Report – 2nd Qtr
March 2017	<ul style="list-style-type: none"> Update on BSIP (Bryon) Review of the Amended STFAC Bylaws 	<ul style="list-style-type: none"> APTA Legislative Report FAST ACT Briefing Adopt GM Pro Tempore Policy Century West BSIP KTC Signalized Intersection Change Order Resolution 2016-XX Amended STFAC Bylaws 1X Briefing CFM Federal Legislative Agenda (Joel Rubin) ** Mar/Apr?

To Be Determined:

- Award Construction Contract for KTC Signalization Project
- Contract Award for Maintenance Lift
- Contract Award Landscape/Irrigation Design @ DW
- Approval of FTA SKT Safety Plan

UPDATED: March 8, 2016



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

All meetings of the Board are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted.

• **MARCH 2016**

13-15	APTA Legislative Conference [Washington D.C.]	Krebs, Lincoln
18		Transit Appreciation Day	All Board
24	Thu 6:30 PM	SAMTD Board Meeting	All Board
Mar 15 – Apr 15		OGEC Webinar Training for Public Officials Fill Out & File SEI http://www.oregon.gov/OGEC/Pages/training.aspx /RSVP to OGEC.training@oregon.gov 24 hours in advance	All Board

• **APRIL 2016**

2	Sat 6:00 PM	SKT Employee Appreciation Banquet	All Board
5	Tue 3:00-4:30p	STF Advisory Committee	
11	Mon 5:30 PM	SAMTD Board Work Session	All Board
15	Fri	DUE DATE: Statement of Economic Impact (SEI)	
28	Thu 6:30 PM	SAMTD Board Meeting	All Board

• **MAY 2016**

3	Tue 3:00-4:30p	STF Advisory Committee	
5	Thu 6:00 PM	Budget Committee Orientation	
9	Mon 5:30 PM	SAMTD Board Work Session	All Board
12	Thu 6:00 PM	Budget Committee Meeting	
		• Budget Message; Election of Chair and Secretary	
19	Thu 6:00 PM	Budget Committee Meeting	
26	Thu 6:30 PM	SAMTD Board Meeting	All Board
30	Mon HOLIDAY	MEMORIAL DAY - SKT Administration Office Closed; Customer Service Closed; No Bus Service	

• **JUNE 2016**

2	Thu 6:00 PM	Budget Committee Meeting (if necessary)	
7	Tue 3:00-4:30p	STF Advisory Committee	
13	Mon 5:30 PM	SAMTD Board Work Session	
23	Thu 6:30 PM	SAMTD Board Meeting	

• **JULY 2016**

4	Mon	HOLIDAY: Independence Day	
	Tue 3:00-4:30p	STF Advisory Committee	
11	Mon 5:30 PM	SAMTD Board Work Session	
28	Thu 6:30 PM	SAMTD Board Meeting	

• **AUGUST 2016**

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

A calendar for upcoming Board meetings, a copy of the adopted Budget, and minutes of past Board meetings can be found on Salem-Keizer Transit's website at: www.cherriots.org/board or at the District's Administration Office at 555 Court Street NE, Suite 5230, Salem, Oregon 97301. For a televised recording of past Board meetings, go to www.cctvsalem.org.



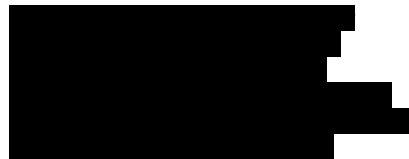
February 24, 2016

FY2015-2016 WORK SESSION Agenda Packet Schedule

	<u>Agenda Reports Due NLT</u> Monday	<u>Agenda Packets Issued</u> Friday	<u>Work Session</u> Monday
Mar	Feb 29*	Mar 4*	Mar 7*
Apr	Apr 4	Apr 8	Apr 11
May	May 2	May 6	May 9
Jun	Jun 6	Jun 10	Jun 13

FY2015-2016 Board Meeting Agenda Packet Schedule

	<u>Agenda Reports Due NLT</u> Thursday	<u>Agenda Packets Issued</u> Thursday	<u>Board Meeting</u> Thursday
Feb			
Mar	Mar 10	Mar 17	Mar 24
Apr	Apr 14	Apr 21	Apr 28
May	May 12	May 19	May 26
Jun	Jun 9	Jun 16	Jun 23



- Mar 13-15, 2016 - APTA Legislative Conference
- May 30, 2016 Mon - Memorial Day Holiday

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Linda Galeazzi <linda.galeazzi@cherriots.org>

Fwd: Now Accepting Applications for Eno's Transit Mid Manager Program

1 message

Allan Pollock <allan.pollock@cherriots.org>

Fri, Mar 4, 2016 at 11:03 AM

To: Paula Dixon <Paula.Dixon@cherriots.org>, David Trimble <david.trimble@cherriots.org>, Steve Dickey <Steve.Dickey@cherriots.org>, Patricia Feeny <patricia.feeny@cherriots.org>

Cc: Linda Galeazzi <Linda.Galeazzi@cherriots.org>

Please review and let's discuss at Wednesday meeting to see if we want to consider sending anyone since it is in Seattle. I believe Charlie has already attended.

David, can you get some feedback from Charlie to see if he recommends sending other managers.

Thanks.

Allan

Allan Pollock

General Manager/CEO

----- Forwarded message -----

From: **Alex Bond** <abond@enotrans.org>

Date: Fri, Mar 4, 2016 at 7:18 AM

Subject: Now Accepting Applications for Eno's Transit Mid Manager Program

To: pollocka@cherriots.org

Now Accepting Applications for Eno's TMM Seminar

[View this email in your browser](#)**Eno**Center for
Transportation**Now Accepting Applications**

Eno's Transit Mid-Manager Seminar

The Eno Center for Transportation is pleased to offer a weeklong, intensive training course for **mid-level managers** at transit operators and related organizations.

WHAT WILL YOU LEARN?

THE INDUSTRY -Have a broader knowledge of the trends across all modes of the transportation industry; Gain a deeper understanding of critical issues effecting transit; Develop an in-depth appreciation of the roles of the transit partners—Agency, Private Sector, Labor and FTA

THE ORGANIZATION -Understand the role of change; How to cope with economic pressures; Skills to resolve conflict; Managing in the middle; Managing problem employees; Question assumptions

THE INDIVIDUAL – Examine and appreciate emotional intelligence; Gain feedback; Hone listening and communication skills; Provide constructive feedback

WHEN: July 17-21, 2016

WHERE: King County Metro Transit, Seattle, Washington

HOW TO APPLY:

In order to apply you must submit an application form, resume, and statement of interest. Send the nomination form link to your supervisor, director, or president/CEO. All forms can be submitted from the link or saved and sent as an attachment to Erin Shumate, eshumate@enotrans.org.

ALL APPLICATIONS ARE DUE TO ENO BY APRIL 29, 2016.

[Learn more and apply here.](#)



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