



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

~ WORK SESSION ~

Monday, August 14, 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. DISCUSSION**
 - a. Review of the Service Planning Policy **1**
 - b. Response to President Krebs Memo re: Valley Retriever **7**
 - c. Non-Emergent Medical Transportation (NEMT) Update
 - d. Eclipse Event Update
 - e. Disadvantaged Business Enterprise (DBE) Goal **11**
 - f. Board Committee Assignments **17**
 - g. Review of Neighborhood Association’s Points of Contact **21**
 - h. Issue GM Performance Evaluation Packets **25**
- 3. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the August 24, 2017 Regular Meeting **27**
 - b. Upcoming Board Agenda Items **29**
 - c. Calendar Review **30**

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.



WORK SESSION MEMO

Agenda Item WS.2.a

To: Board of Directors

From: Matt Berggren, Transit Planner II
Chris French, Senior Planner

Thru: Allan Pollock, General Manager

Date: August 14, 2017

Subject: Service Guidelines Update

Over the past six months, Planning staff have been developing a new comprehensive Service Guidelines document. The purpose of this document is to codify the entire service planning process, and to establish new policies and standards to guide our decision making in order to make our service safe, productive, efficient, reliable, comfortable, appropriate, available, equitable, direct, and simple.


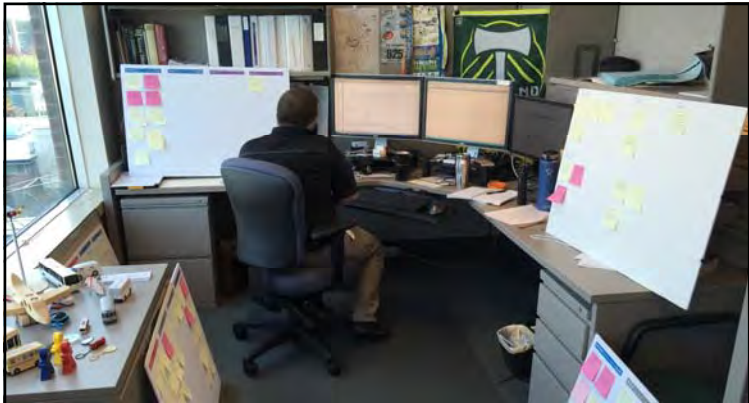
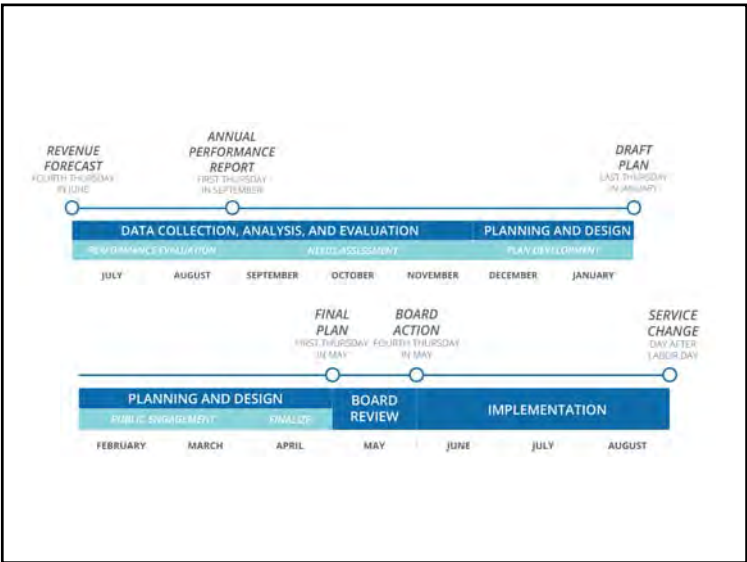
The Service Guidelines document is split into six chapters, all of which are derived from the annual service planning process.

- **Chapter 1** – Performance Evaluation
- **Chapter 2** – Needs Assessment
- **Chapter 3** – Plan Development
- **Chapter 4** – Design Standards
- **Chapter 5** – Public Engagement
- **Chapter 6** – Implementation

Planning staff will complete the Service Guidelines document in the next several months. Once the document is complete, a final copy will be made available to the Board in their document library.

Service Guidelines

August 2017 Update

1 Performance Evaluation





2 Needs Assessment



3 Plan Development

MAINTAIN
Improve reliability and decrease crowding

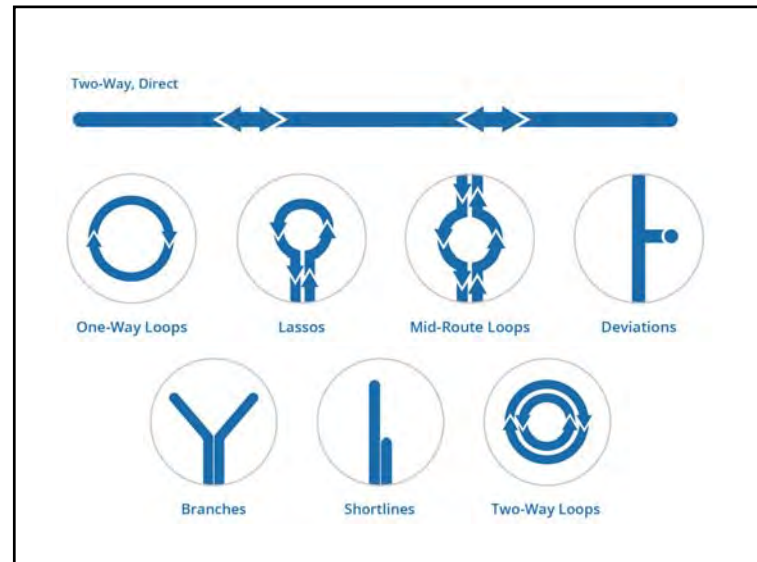
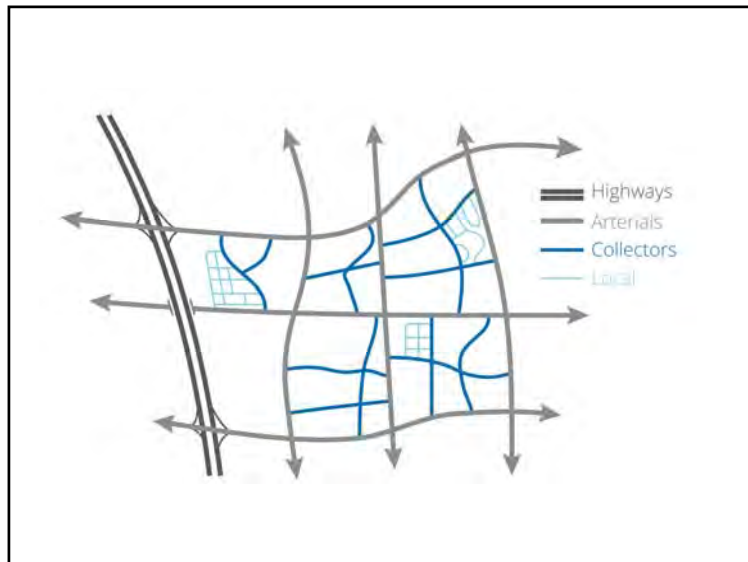
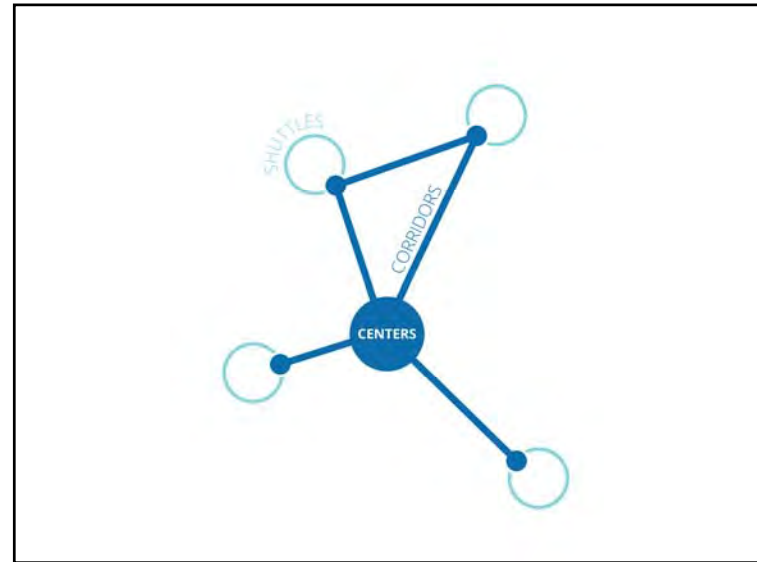
OPTIMIZE
Better match service to demand

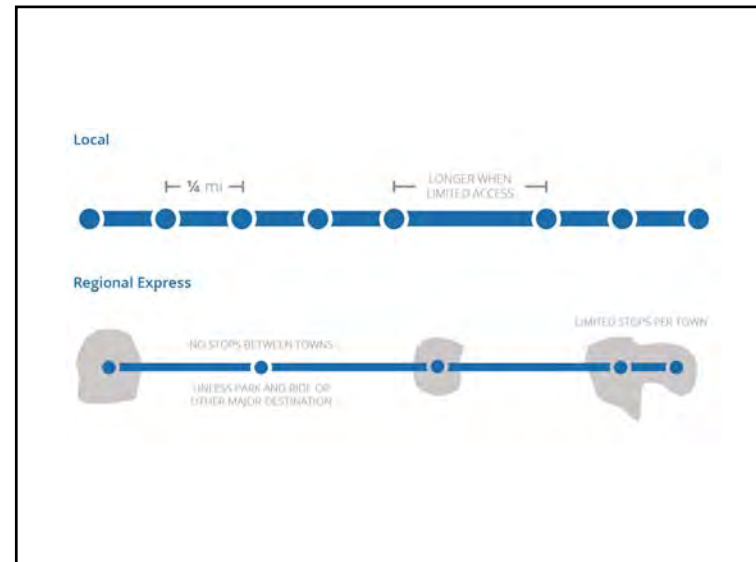
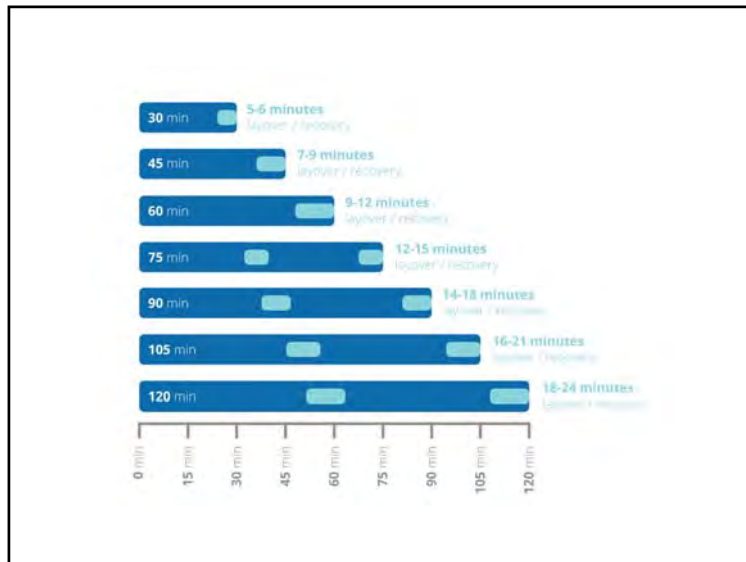
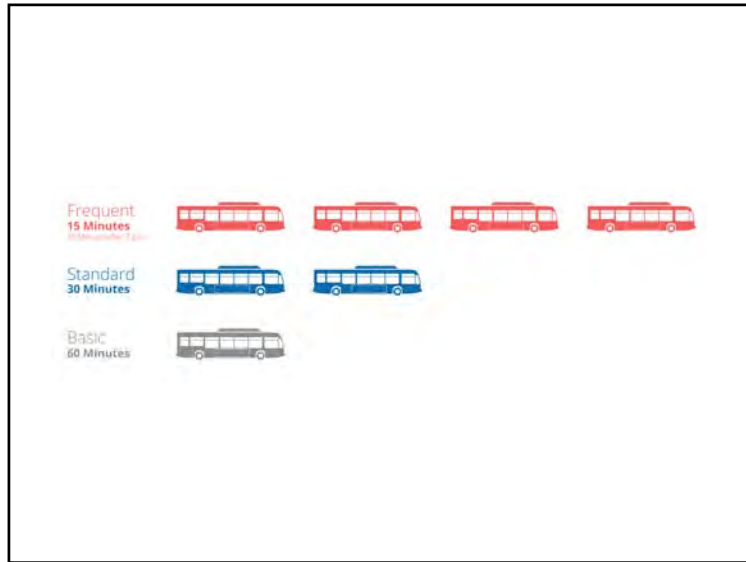
EXPAND
Add additional service when budget grows

REDUCE
Decrease service when budget shrinks



4 Design Standards







5 Public Engagement



6 Implementation





WORK SESSION MEMO

Agenda Item WS.2.b

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: August 14, 2017

Subject: Cherriots Regional Expansion Valley Retriever Replacement

In response to an inquiry presented by Board President Bob Krebs, Planning staff have explored the possibility of Cherriots expanding its regional service to replace the service that was provided by Valley Retriever until May of 2017. The service was operated by a for-profit company and provided one round trip per day. This trip started in Newport at 5:30 am with stops in cities between Newport and Salem, and Salem and Bend, a return trip from Bend at 10:55 am served the same cities on the return trip. This service was interlined with Greyhound service at the Albany Amtrak Station. The service did not receive any subsidies for operating cost, although Federal funds were used to purchase the buses that they used for the service.

For Cherriots to provide this service, the model would require a change. The previous service started in Newport and made a round trip. This would not be possible without having a satellite location or deadhead trips adding to the overall cost of the service. Cherriots services would need to start in Salem and go out to Newport and Bend with return trips to Salem. To determine the need, usefulness, and schedule of the service, extensive outreach would be needed to ensure the success of the route.

High Level Cost Estimates

Cost estimates were developed using current revenue hours and miles costs for Cherriots Regional and a fare of \$35 one-way. This does not include overhead for management of the service. If Cherriots were to operate this service, a zone based fare structure would need to be explored for the shorter trips not going the full distance.

Salem / Bend / Salem

Miles	Hours	Cost	Passenger count needed to break even per round trip with \$35 Fare
262	7	\$1,128	32

Salem / Corvallis / Newport / Corvallis / Salem

Miles	Hours	Cost	Passenger count needed to break even per round trip with \$35 Fare
174	5.5	\$794	23

Ridership

Reliable ridership data is not available. Oregon Department of Transportation (ODOT) was never able to acquire this information from Valley Retriever Bus Lines.

Vehicles

To operate this service Cherriots would need to acquire vehicles for the service. The 4 vehicles that were used are being reclaimed by ODOT on July 28, 2017 and values will be determined. ODOT reports that three of these vehicles have more than 800k miles and the fourth has about 500k miles. Also, ODOT reports that maintenance was being deferred to make payroll by the former operator of the service. This puts all of the buses beyond their useful life and raises questions about their reliability. These are all Category B buses with a useful life of 7 years 350,000 miles.

Factors to consider

- Lack of buses
- Number of passengers needed to make it revenue neutral
- Service between Newport and Corvallis/Albany already exists, providing 4 round trips daily
- ODOT has multiple for-profit companies interested in providing the service
- Cherriots has not fully met the needs of our current service area

Conclusion

Based on the evaluation of operational costs, lack of data for demand, any reliable existing data on historical demand or actual operating costs, it is staff's recommendation that this opportunity is not a good fit for Cherriots' business model at this time. To start a new service of this nature would require a significant amount of staff time and additional capital resources, at the same time that staff is preparing for the delivery of additional weekend, holiday, and later evening service to Cherriots' primary service area.



Linda Galeazzi <linda.galeazzi@cherriots.org>

Expanded Cherriots Regional Service

1 message

Robert Krebs <robert.krebs@cherriots.org>

Sat, Jun 10, 2017 at 5:07 PM

To: Allan Pollock <Allan.Pollock@cherriots.org>, Colleen Busch <colleen.busch@cherriots.org>, Jerry Thompson <Jerry.Thompson@cherriots.org>, Marcia Kelley <Marcia.Kelley@cherriots.org>, Steve Evans <Steve.Evans@cherriots.org>, John Hammill <John.Hammill@cherriots.org>, Kathy Lincoln <kathy.lincoln@cherriots.org>, Bob Krebs <SLMgrandOR@comcast.net>, Linda Galeazzi <Linda.Galeazzi@cherriots.org>, Steve Dickey <Steve.Dickey@cherriots.org>, Patricia Feeny <patricia.feeny@cherriots.org>, David Trimble <david.trimble@cherriots.org>

AN OPPORTUNITY TO EXPAND CHERRIOTS REGIONAL BUSES TO BETTER SERVE OUR CONSTITUENTS

The Valley Retriever Bus Line went out of business in mid May due to the death of owner Dennis Dick. This resulted in loss of intercity bus service on the route from Newport to Bend via Corvallis, Albany, Salem and Sisters. Currently there does not seem to be another intercity operator interested in operating this line.

Now to get to Bend from Salem, Albany or Corvallis, you must go through Portland or Eugene. This adds both cost and time to the trip.

Let's consider expanding Cherriots' "Connecting People with Places..." by taking over portions or this entire route. Since this is an intercity service with higher fares, it can be done without diverting funds from current operations. The Salem-Bend Adult one-way fare would be about \$35. Farebox recovery should cover operating costs plus a small profit. Some staff time would be required for planning and supervision of the service.

The service would be provided under the Cherriots Regional Trade Name. The route could be divided into three segments to be considered for operation by SKT.

Segment 1 – Salem to Bend. This route would begin at the Cherriots Downtown Salem Transit Station, with stops at the Salem Railroad Station, Mill City, Gates, Detroit, Santiam Pass, Black Butte Ranch and Sisters. This service would provide extra Cherriots Regional service to the Upper Santiam Canyon paid for by the long distance riders. Beyond Gates fares would be based on distance traveled.

Segment 2 – Salem to Corvallis. This route should be changed to better serve our constituents. Suggested route would begin at the Cherriots Downtown Salem Transit Station traveling Highway 22 to Rickreall and Highway 99W south to Corvallis. Stops would be made at the Rickreall Transit Stop and Western Oregon University in Monmouth. Beyond Monmouth fares would be based on distance traveled. This route must serve the Salem Railroad Station for intercity connections.

These first two segments provide more transit access to more destinations for our constituents. The service could be operated as a through bus from Corvallis via Salem to Bend. This would increase ridership and revenue on the line.

Segment 3 – Corvallis to Newport. This segment is outside our service area and could possibly be operated under contract with Newport, Lincoln County, ODOT or another transit agency. Through service Newport to Bend would generate more revenue for the entire route.

Steps to implement the service are quite simple.

Step 1 – Determine the cost of operating round trip service on the three segments.

Step 2 – Research the ridership and revenue generated by the line in the recent past. If revenue covers costs of operation (not capital) this proposal is feasible and the project can move to step 3.

Step 3 – ODOT probably holds title to the Valley Retriever Buses. If these buses have useful life, determine if they can be transferred to SKT for operating the route. These buses are designed to operate over the Santiam Pass in the winter. Also ask ODOT for 5311 or new intercity transit funds to cover operating losses during the start up period. The route is not currently operating and it will take a few months to recoup ridership levels.

Step 4 – Prep work for service (Routes, Stops/Stations, Signs, Ticket Documents, Ticket Outlets, Interline Agreements, Driver Training, Vehicle Graphics, Marketing, Public Outreach, IT Programs, etc.)

NOTE: Intercity bus operations have some different components than urban transit systems. For over a decade I was the ODOT staff person who managed the Oregon Intercity Bus and Rail Programs. If SKT decides to pursue this project, I will assist staff as a volunteer (un-paid) consultant with planning and in accomplishing tasks required to implement this service.

Step 5 – Implement the service which would offer at least one round trip Salem-Bend and two round trips Salem – Corvallis.

This is a business like way to address the issue. It is a responsible “outside the box” opportunity for SKT.

This idea just popped into my head last night. I wrote this quickly to share it with you. Let me know your thoughts. If it is legal for SKT to undertake, I think it is a great project that will yield many positive results (Better service for our clients, great PR, better connections to other cities, financially stable).

I know that Passage of HB -2017-3 must be our primary focus now. However, this is an opportunity for SKT to step up and fill a transportation void in our service area.

See you at the work session Monday evening,

—
Robert Krebs, President
Board of Directors



A copy of this document is also attached.

 **Bend Route.docx**



WORK SESSION MEMO

Agenda Item WS.2.e

To: Board of Directors

From: Brian Woodall, Procurement & Contracts Manager
Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: August 14, 2017

Subject: DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL

The DBE program was established to help create a level playing field for small businesses owned by minorities and women. As recipients of federal funds, the District is required to set a disadvantaged business enterprise (DBE) participation goal every three years. The new period begins October 1, 2017.

The District's goal is an estimation of DBE participation in its federal contracts without any effects of discrimination. (Contracts are not awarded based on race, color, creed, national origin, sex, age or disability).

The goal setting requirements are set forth in 49 CFR Part 26. Staff looked at the ratio between the number of ready, willing, and able DBE's in the District's area compared to total businesses. Staff applied that ratio to the District's federal projects to set a goal. A breakdown of the goal rationale and Marion County business patterns are attached.

The District's goal for FFY 2018-2020 is 4% (\$173, 430) for DBE participation in federal contracts.

Staff published this goal on August 7, 2017 on the Cherriots website. The DBE officer is accepting comments on the goal calculation and rationale until September 7, 2017. On September 8, 2017, staff will submit the District's goal to FTA for approval.

The District's goal and DBE information will remain on the Cherriots website to promote contract participation with minorities and women owned businesses.

**Salem Area Mass Transit District
DBE - 3-Year Goal Determination 2018-2020**

Future Projects and Estimated Budget for contracted services with potential for DBE participation:

Fiscal Year	NAICS	Project	Estimated Budget	Estimated FTA Funds	All Firms	DBE Firms
2018-20	2362, 237, 238	SSTC - South Salem Transit Center		\$1,349,120	763	20
2018-19	2362, 237, 238	Stops & Shelters		\$1,103,077	763	20
2018-19	2362, 237, 238	KTC Signalization Project		\$1,829,788	763	20
2018	541320	DW Landscape		53,775	4	1
				\$ 4,335,760	2293	61

Goal Calculation			
# DBE Certified Firms in Marion County		61	
# DBE and Non-DBE Firms in Marion County		2293	
DBE Goal		4.00%	\$173,430

**DBE 3-Year Goal Determination
FFY's 2018-2020**

Future projects and estimated budget for contracted services with potential for DBE participation

Fiscal Year	NAICS Codes	Project	All Firms	DBE Firm
2018-20	2362, 237, 238	SSTC – South Salem Transit Center	763	20
2018-19	2362, 237, 238	Stops & Shelters	763	20
2018-19	2362, 237, 238	KTC Signalization Project	763	20
2018	541320	DW Landscape	4	1
		Totals	2293	61

GOAL CALCULATION SUMMARY

DBE Certified Firms in Marion County: 61

DBE and Non-DBE Firms in Marion County: 2293

DBE Goal 4%, \$ 173,430

Salem - Keizer Transit intends to meet the entire goal using race/gender neutral measures.

Section 26.45: DBE Goal Calculation

Overall Goal

Salem Area Mass Transit District's overall goal is 4% (\$173,430.00). The goal is based on Department of Transportation (DOT) contracting opportunities projected to take place for the federal fiscal years 2018-2020 excluding DOT funds to be used for the purchase of transit vehicles.

The goal was developed in compliance with federal regulations set forth in 49 CFR Part 26, Participation by Disadvantaged Business Enterprises (DBE) in U.S. DOT Programs. The goal identifies the relative availability of DBEs based on evidence of ready, willing and able DBEs in relationship to all comparable businesses which are known to be available to compete for USDOT assisted contracts.

Methodology used to Calculate Overall Goal

Step 1: 26.45(c)

a.) Determine the weight of each type of work by NAICS Code :

The amount of DOT funds for each of the projected projects sorted by NAICS code is divided by the total of DOT anticipated funds to determine the weight (%total of DOT funds).

b.) Determine the relative availability of DBE's by NAICS Code:

The number of available firms is divided by the number of DBE firms for each NAICS category.

Ready, willing, and able DBE firms=61

Ready, willing, and able ALL Firms= 2293

The data source or demonstrable evidence used to derive the number of willing and able firms was the U.S. Census Bureau, 2012 County Business Patterns (NAICS).

The data source or demonstrable evidence used to derive the number of willing and able DBE firms was the Oregon Business Development Department Office of Minority, Women, and emerging Small Business (OMWEB).

a) Determine the Weighted Base Figure

Each project weight determined in a) above is multiplied by the relative availability in b) to determine the weighted base figure.

Step 2: 26.45 (d)

Adjustments to the goal.

Base figure for goal 4%.

Adjustments can be made based on:

- a) Current capacity of DBE's to perform works as measured by the volume of work DBEs have performed in recent years.**

Historically, DBE's have not responded to procurement solicitations. Actual participation could be higher or lower than the projected goal in the upcoming period.

- b) Evidence from current disparity studies**

No current studies are available.

Public Participation

We published a notice in the media listed below on August 9, 2017 announcing our overall three-year goal. The goal and its rationale are available for inspection at the SAMTD office for 30 days. The goal and rationale are also posted on the SAMTD website, www.cherriots.org. Written comments on our proposed goal will be accepted for 30 days from the date of the notice. Comments can be submitted via email, US mail, or hand delivered to the SAMTD office.

Direct comments to:

Paula Dixon, Director of Administration, DBE Liaison Officer
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301
503-588-2424
info@cherriots.org



To: Board of Directors

**From: Robert Krebs, President
SAMTD Board of Directors**

Thru: Allan Pollock, General Manager

Date: August 14, 2017

Subject: Appointment of Board Members to Committee Assignments

Issue

Shall the Board President appoint Board members as designated District representatives to standing local and state committees, and to Board appointed subcommittees?

Background

According to *Rule 22(a) Committees* in the Board's Bylaws, "The president, from time to time, or the Board, by majority vote of its members at any meeting, may appoint Board members and other interested private citizens and representatives of groups and organizations to serve on standing or special committees. At the time of appointment of such members, the president shall state the purpose and duties of the committee. Any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created and shall be subject to the direction and control of the Board..."

Attachment A includes the committee appointments for FY 2017-2019.

Recommendation

President Krebs will appoint Board members to Board committee assignments.

Proposed Motion

(President Krebs): I am appointing Board members to committee and subcommittee assignments as listed in Attachment A.



Linda Galeazzi <linda.galeazzi@cherriots.org>

Committee Assignments FY 2017-2019

1 message

Robert Krebs <robert.krebs@cherriots.org>

Wed, Aug 9, 2017 at 4:03 PM

To: Jerry Thompson <Jerry.Thompson@cherriots.org>, Marcia Kelley <Marcia.Kelley@cherriots.org>, Steve Evans <Steve.Evans@cherriots.org>, Colleen Busch <colleen.busch@cherriots.org>, Kathy Lincoln <kathy.lincoln@cherriots.org>, Doug Rodgers <doug.rodgers@cherriots.org>, Allan Pollock <Allan.Pollock@cherriots.org>, Linda Galeazzi <Linda.Galeazzi@cherriots.org>, Bob Krebs <SLMgrandOR@comcast.net>

Hello everyone,

At next Monday's board work session we will be discussing directors' committee assignments for the next two years. If you have a preference for an activity or have an employment conflict that makes it difficult to attend meeting during the business day, please let me know. I plan to remain the representative to OMPOC, because I am vice chair. The change in board membership will also require some changes in assignments.

Send me an e-mail or be prepared to discuss Monday evening. It is an exciting time for Cherriots as we work to implement daily service to our community.

See you Monday evening,

--

Robert Krebs, President
Board of Directors



TRANSIT BOARD COMMITTEE MEMBERSHIP

Updated August 7, 2017

Group	Role	Board Rep
Executive Committee	The president, vice president, and treasurer serve on the Executive Committee. In the absence of any member, the secretary may attend. The Executive Committee may meet at the discretion of the president to resolve any emergency policy or legislative issue that requires immediate action between regularly scheduled Board meetings. The Executive Committee is subject to the authority of the Board, and none of the acts of the Executive Committee shall conflict with action previously taken by the Board regarding the same subject. To the extent possible, such emergency actions are deferred to a special meeting of the Board.	President Bob Krebs Vice President Steve Evans Treasurer Marcia Kelley (a) Secretary Colleen Busch
Special Transportation Fund Advisory Committee	Advisory committee to the SAMTD Board of Directors on allocation of special transportation funds for Marion and Polk Counties. Meets the 1 st Tuesday of the month from 3:00-4:30 p.m. (except June-August and December).	P: A:
Mid-Willamette Valley Council of Governments Board of Directors (MWVCOG)	A voluntary association of local governments - Marion, Polk, and Yamhill Counties, cities within those counties, several special districts, and the Confederated Tribes of Grand Ronde. MWVCOG coordinates regional planning and development activities; and provides technical assistance and local services tailored to member governments. The COG Board usually meets the 3 rd Tuesday of March, June, October and December at 3:30 p.m. SAMTD Board President typically fills this role.	P: A:
Salem/Keizer Area Transportation Study Policy Committee	SKATS is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area; and is directed by a Policy Committee. SKATS focuses on transportation planning activities, plans, and studies within the Salem-Keizer urban area for transportation facilities of regional significance. The Policy Committee adopts the long-range regional transportation plan and decides how the federal transportation funds available to the urban area will be spent on transportation projects and programs. Meets the 4 th Tuesday of every month from 12:00-1:00 p.m.	P: A:

TRANSIT BOARD COMMITTEE MEMBERSHIP

Updated August 7, 2017

Group	Role	Board Rep
Oregon Metropolitan Planning Organization Consortium	Provides a forum to address common needs, issues and solutions to transportation and land use challenges facing Oregon's metropolitan regions and surrounding areas; provides recommendations for individual action of Oregon MPOs on issues of common interest; advocates for Oregon MPO policy, regulatory and funding interests at the state and federal level. Meetings are quarterly; travel is required.	P: A:
Mid-Willamette Area Commission on Transportation	Advisory to the Oregon Transportation Commission (OTC) on STIP; prioritizes STIP projects; conducts highway safety studies; hears presentations on issues and developments on all modes of transportation. Meets the 1st Thursday of the month as needed from 3:30-5:00 p.m.	P: A:
Salem Chamber of Commerce Monthly Forums and Public Policy Committee	Chamber monthly forums are held the 2 nd Monday of month at 12:00 p.m. Public policy committee meets the 1st Thursday of every month from 7:00-8:30 a.m.	P: A:
Keizer Chamber of Commerce & Economic Development & Government Affairs Committee (EDGA)	Chamber monthly meetings are held the 2 nd Tuesday of the month at 12:00 PM. The EDGA Committee meets the 3 rd Wednesday of the month at 12:00 p.m. at the Keizer Chamber Office.	P: A:
Salem Economic Development Corporation (SEDCOR)	Experts speak about timely topics pertinent to business leaders across the spectrum of industries each month represented by our membership. This forum is held as a business lunch on the 2 nd Wednesday of each month at Broadway Commons.	P: A:
West Salem Business Association	Meetings provide members an opportunity to network, exchange ideas and information, and get updates on association activities. Monthly meetings are held the 4 th Thursday of each month at West Salem Roth's from 11:45 a.m. – 1:00 p.m.	P: A:
North Salem Business Association	The NSBA strives to improve business conditions of the North Salem community. Geographic boundaries include businesses located north of Downtown Salem, specifically in these Salem neighborhoods: Northgate, Grant, Highland, Lansing, Northeast Salem, Northeast Neighbors and North Lancaster. Meetings are held on the 1 st Thursday of the month from 11:30 a.m. – 1:00 p.m.	P: A:

Neighborhood Associations Board Member Representatives

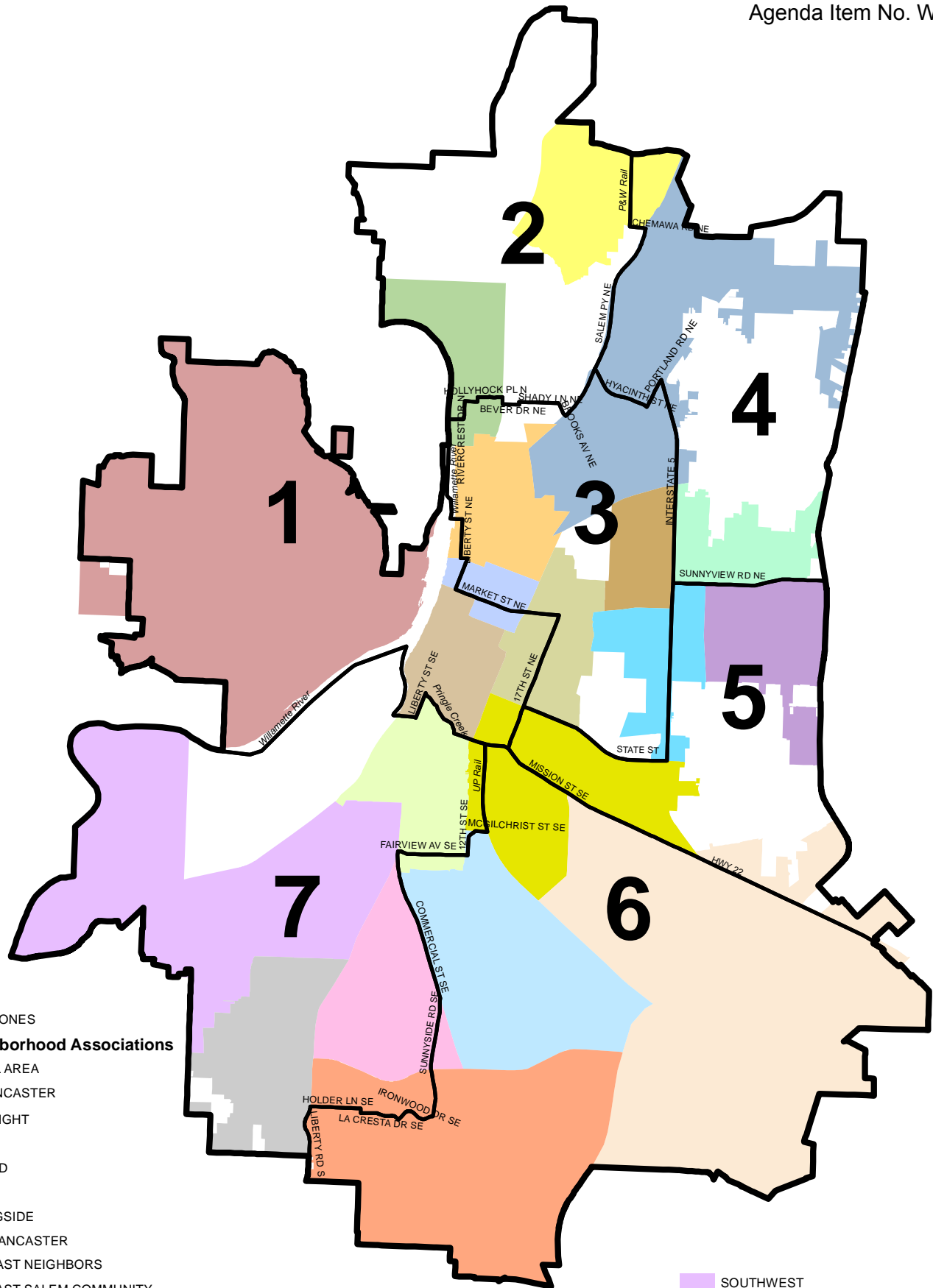
<u>Subdistrict</u>	<u>Board Member</u>	<u>Association</u>
1	Steve Evans	Central Area Neighborhood Development Organization (CAN-DO) Grant Neighborhood Association Highland Neighborhood Association NE Neighbors (NEN) Southeast Salem Neighborhood Association (SESNA) West Salem Neighborhood Association (WSNA)
2	Colleen Busch	Greater Gubser Neighborhood Association West Keizer Neighborhood Association
3	Kathy Lincoln	Grant Neighborhood Association Highland Neighborhood Association Lansing Community Action Association Northeast Salem Community Association (NESCA) Northgate Neighborhood Association Northeast Neighborhoods (NEN) West Keizer Neighborhood Association
4	Doug Rodgers	Greater Gubser Neighborhood Association Northgate Neighborhood Association North Lancaster Neighborhood Association (NOLA)
5	Jerry Thompson	East Lancaster Neighborhood Association (ELNA) East Salem Suburban Neighborhood Association (ESSNA) Northeast Salem Community Association (NESCA) Southeast Mill Creek Association (SEMCA) Southeast Salem Neighborhood Association (SESNA)
6	Bob Krebs	Faye Wright Neighborhood Association Morningside Neighborhood Association South Central Association of Neighbors (SCAN) South Gateway Neighborhood Association Southeast Mill Creek Association (SEMCA) Southeast Salem Neighborhood Association (SESNA)
7	Marcia Kelley	Faye Wright Neighborhood Association South Central Association of Neighbors (SCAN) Southeast Salem Neighborhood Association (SESNA) South Gateway Neighborhood Association Sunnyslope Neighborhood Association Southwest Neighborhood Association

Neighborhood Associations Board Member Representatives

<u>Association</u>	<u>Director</u>	<u>Subdistrict</u>
Central Area Neighborhood Development Organization (CAN-DO)	Steve Evans	1
East Lancaster Neighborhood Association (ELNA)	Jerry Thompson	5
East Salem Suburban Neighborhood Association (ESSNA)	Jerry Thompson	5
Faye Wright Neighborhood Association	Robert Krebs	6
	Marcia Kelley	7
Grant Neighborhood Association	Steve Evans	1
	Kathy Lincoln	3
Greater Gubser Neighborhood Association	Colleen Busch	2
	Doug Rodgers	4
Highland Neighborhood Association	Steve Evans	1
	Kathy Lincoln	3
Lansing Community Action Association	Kathy Lincoln	3
Morningside Neighborhood Association	Robert Krebs	6
Northeast Neighborhoods (NEN)	Steve Evans	1
	Kathy Lincoln	3
Northeast Salem Community Association (NESCA)	Kathy Lincoln	3
	Jerry Thompson	5
Northgate Neighborhood Association	Kathy Lincoln	3
	Doug Rodgers	4
North Lancaster Neighborhood Association (NOLA)	Doug Rodgers	4
South Central Association of Neighbors (SCAN)	Robert Krebs	6
	Marcia Kelley	7
South Gateway Neighborhood Association	Robert Krebs	6
	Marcia Kelley	7
Southeast Mill Creek Association (SEMCA)	Jerry Thompson	5
	Robert Krebs	6
Southeast Salem Neighborhood Association (SESNA)	Steve Evans	1
	Jerry Thompson	5
	Robert Krebs	6
	Marcia Kelley	7
Southwest Neighborhood Association	Marcia Kelley	7
Sunnyslope Neighborhood Association	Marcia Kelley	7
West Keizer Neighborhood Association	Colleen Busch	2
	Kathy Lincoln	3
West Salem Neighborhood Association (WSNA)	Steve Evans	1

Subdistrict Boundaries Effective 2012

For August 14, 2017 Board Work Session
Agenda Item No. WS.2.g



- BOARD ZONES
- Salem Neighborhood Associations**
- CENTRAL AREA
- EAST LANCASTER
- FAYE WRIGHT
- GRANT
- HIGHLAND
- LANSING
- MORNINGSIDE
- NORTH LANCASTER
- NORTHEAST NEIGHBORS
- NORTHEAST SALEM COMMUNITY
- NORTHGATE
- SOUTH CENTRAL
- SOUTH GATEWAY
- SOUTHEAST MILL CREEK
- SOUTHEAST SALEM

- SOUTHWEST
- SUNNYSLOPE
- WEST SALEM
- Keizer Neighborhood Associations**
- GUBSER NEIGHBORHOOD ASSOCIATION
- WEST KEIZER NEIGHBORHOOD ASSOCIATION



Salem Neighborhood Association Executive Board

<p>CAN-DO (Central Area Nbrhd Dev Org) third Tuesday at 6:00 p.m. First Christian Church 685 Marion St NE</p> <p style="text-align: right;">URA</p> <p>Bruce Hoffman (Chair) 370 Leslie St SE, 97301 bruhof@gmail.com</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>1-Kaser</i></p> <p style="text-align: right;">SPDist:7</p>	<p>Croisan-Illahe (Croisan-Illahe Nbrhd Assoc) Merged with South Salem See SWAN</p> <p>VACANT</p> <p>Liaison: Specialist: Ward:</p> <p style="text-align: right;">SPDist:</p>	<p>ELNA (East Lancaster Nbrhd Assoc) first Thursday at 7:00 p.m. Swegle Elementary School 1751 Aquilas Ct NE</p> <p>Sue Fowler (Co-Chair) 4535 Thrush Dr NE, 97301 503-378-1845h nanasue03@yahoo.com</p> <p>Susann Kaitwasser (Co-Chair) 2797 Islander Ave NW, 97304 503-363-3998h susann@kaltwasser.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>6-Vacant</i></p> <p style="text-align: right;">SPDist:6</p>	<p>Faye Wright (Faye Wright Nbrhd Assoc) Second Thursday at 7:00 p.m. (odd months) Wright Elementary School 4060 Lone Oak Rd SE</p> <p>Shawn Range (Co-Chair) 575 Boone Rd SE, 97306 503-991-7570h strange306@gmail.com</p> <p>Adam Villarreal (Co-Chair) 3480 Neef Av SE, 97302 503-580-4517h avilla86@icloud.com</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>3-Nanke, 7-Cook</i></p> <p style="text-align: right;">SPDist:10</p>
<p>Grant (Grant Nbrhd Assoc) first Thursday at 6:15 p.m. Grant Community School 725 Market St NE</p> <p style="text-align: right;">URA</p> <p>Eric Bradfield (Co-Chair) 934 Cottage St. NE, 97301 503-508-7576h ebradfield@gmail.com</p> <p>Sam Skillern (Co-Chair) 1255 Cottage St NE, 97301 503-315-8683w sam@salemif.org</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>1-Kaser</i></p> <p style="text-align: right;">SPDist:2</p>	<p>Highland (Highland Nbrhd Assoc) second Thursday at 7:00 p.m. North Neighbors Resource Center 945 Columbia St NE</p> <p style="text-align: right;">URA</p> <p>Steve Emerson (Co-Chair) 935 Tamarack St NE, 97301 503-362-7941h dfhmdf@yahoo.com</p> <p>Geoff Darling (Co-Chair) 960 Highland Ave NE, 97301 503-316-9153h higeoff@comcast.net</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>1-Kaser, 5-Ausec</i></p> <p style="text-align: right;">SPDist:2</p>	<p>Lansing (Lansing Nbrhd Assoc) fourth Tuesday at 7:00 p.m. Waldo Middle School 2805 Lansing Ave NE</p> <p>Patty Tipton (Chair) 3240 Hammel St NE, 97301 503-947-1413w patty.j.tipton@oregon.gov</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>5-Ausec</i></p> <p style="text-align: right;">SPDist:1</p>	<p>Morningside (Morningside Nbrhd Assoc) second Wednesday at 6:30 p.m. Pringle Creek Community Painters Hall 3911 Village Center Dr SE</p> <p style="text-align: right;">URA</p> <p>Pamela Schmidling (Chair) 735 Ratcliff Dr SE, 97302 503-585-6641h sidrakdragon@live.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>3-Nanke, 2-Andersen</i></p> <p style="text-align: right;">SPDist:11</p>
<p>NEN (Northeast Neighbors) 1st & 3rd Tues. at 6:30 pm Salem First Church of the Nazarene 1550 Market St NE</p> <p>Joan Lloyd (Chair) 1577 Court St NE, 97301 503-585-0811h jello879@gmail.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>2-Andersen, 1-Kaser</i></p> <p style="text-align: right;">SPDist:3</p>	<p>NESCA (Northeast Salem Community Assoc) third Tuesday at 7:00 p.m. Fresh Start Market and Espresso 3020 Center St NE, meeting room</p> <p>Eli Brody (Chair) 1545 23rd St NE, 97301 503-507-5213h elinortheast@gmail.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>2-Andersen, 6-Vacant, 1-Kaser</i></p> <p style="text-align: right;">SPDist:4</p>	<p>NOLA (North Lancaster Nbrhd Assoc) first Wednesday at 6:30 p.m. Scott Elem School, Media Center 4700 Arizona Av SE, 97301</p> <p>Doug Rodgers (Co-Chair) 2250 Brown Rd NE, 97305 503-363-5064h dougrogersfororegon@outlook.com</p> <p>Steve Walsh (Co-Chair) 2827 Shelly Ann Wy NE, 97305 971-223-2815h steve@heresident.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>6-Vacant</i></p> <p style="text-align: right;">SPDist:6</p>	<p>Northgate (Northgate Nbrhd Assoc) second Tuesday at 7:00 p.m. Hiee Hee Illahee RV Resort 4751 Astoria St NE - clubhouse</p> <p style="text-align: right;">URA</p> <p>Jason Cox (Chair) 3470 Duncan Ave NE, 97301 971-599-3115h northgatesalem@gmail.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>5-Ausec</i></p> <p style="text-align: right;">SPDist:1</p>
<p>SCAN (South Central Assoc of Neighbors) second Wednesday at 6:30 p.m. South Salem High School 1910 Church St SE</p> <p style="text-align: right;">URA</p> <p>Jeff Schumacher (Chair) 1945 W Nob Hill St SE, 97302 503-583-2070h jeff.schumacher@gmail.com</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>2-Andersen, 7-Cook</i></p> <p style="text-align: right;">SPDist:8</p>	<p>SEMCA (Southeast Mill Creek Assoc) second Tuesday at 10:00 a.m. Paradise Island Park, Recreation Hall 3100 Turner Rd SE</p> <p style="text-align: right;">URA</p> <p>Cory Poole (Chair) 3100 Turner Rd SE - Office, 97302 503-363-7717w robosushi@robosushi.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>3-Nanke, 4-McCoid, 2-Andersen</i></p> <p style="text-align: right;">SPDist:11</p>	<p>SESNA (South East Salem Nbrhd Assoc) fourth Tuesday at 7:00 p.m. Capital Park Church 410 19th SE</p> <p style="text-align: right;">URA</p> <p>Shannon Priem (Chair) 320 23rd St SE, 97301 503-365-8416h / 503-561-2762w spriem@hotmail.com</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>3-Nanke, 2-Andersen</i></p> <p style="text-align: right;">SPDist:9</p>	<p>South Gateway (South Gateway Nbrhd Assoc) second Thursday at 6:30 p.m. Our Savior's Lutheran Church 1770 Baxter Rd SE</p> <p>TJ Sullivan (Chair) 455 Inverness Dr SE, 97306 503-585-2211w tj@huggins.com</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>4-McCoid</i></p> <p style="text-align: right;">SPDist:10</p>
<p>Sunnyslope (Sunnyslope Nbrhd Assoc) third Thursday at 7:00 p.m. Schirle Elementary School 4875 Justice Way S</p> <p>Alan Alexander (Chair) 4389 Oakman St S, 97302 503-779-4204h awa8025@aol.com</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>4-McCoid, 7-Cook</i></p> <p style="text-align: right;">SPDist:10</p>	<p>SWAN (SouthWest Assoc of Neighbors) first Thursday at 6:30 p.m. (Odd Months) LifeSource Community Room 2649 Commercial St S</p> <p>Becky Miner (Chair) 3675 Lachs Ct S, 97302 503-363-4173h bjminer@q.com</p> <p>Liaison: Specialist: <i>Nikki Paxton</i> Ward: <i>7-Cook</i></p> <p style="text-align: right;">SPDist:8</p>	<p>West Salem (West Salem Nbrhd Assoc) first and third Monday at 7:00 p.m. Roth's West 1130 Wallace Rd NW</p> <p style="text-align: right;">URA</p> <p>Steve Anderson (Co-Chair) 3240 Gehlar Rd NW, 97304 503-602-1623h andersonriskanalysis@comcast.net</p> <p>Evan Sorce (Co-Chair) 510 Upper Lavista Ct NW, 97304 503-602-4396h evansorce41@gmail.com</p> <p>Liaison: Specialist: <i>Rose Walker</i> Ward: <i>8-Lewis, 1-Kaser</i></p> <p style="text-align: right;">SPDist:5</p>	

URA - Urban Renewal Area

SPDist - Police District

Consult the weekly Neighborhood Services Calendar for possible meeting changes.

Community Development Department, Neighborhood Services * 555 Liberty St SE #300, Salem OR 97301 * 503-588-6207



WORK SESSION MEMO

Agenda Item WS.2.h

To: Board of Directors

From: Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: August 14, 2017

Subject: General Manager's Performance Evaluation

Every year the Board of Directors conduct a performance evaluation for the General Manager. Until this year, the appraisal had been done in June.

During the 2016 performance evaluation process, the Board directed that the performance evaluation process be moved to September to allow for a full accounting of the fiscal year performance. Prior to this change, the general manager was required to provide a self-evaluation in April which did not allow a full accounting of performance for the evaluation period. The evaluation period of July 1 to June 30 remains the same.

Under the evaluation process, each Director completes an individual evaluation form. Those forms are given to the Director of Administration who compiles all of the comments into a single document. That document will be reviewed by the Secretary of the Board to ensure accuracy. After this review, the document is provided to the Board for review prior to the performance evaluation discussion. Salary survey information for comparable transit agencies and local government officials will also be provided.

The performance evaluation discussion will be held in executive session. Any changes to the General Manager's compensation package will be approved in a public meeting.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, August 24, 2017 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Secretary Colleen Busch
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION – Legislative Update** by Dale Penn II, CFM Strategic Solutions
- 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 July 27, 2017 Board Meeting
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Approval of Security Contract Extension
 - 2. Award Contract for Capital Project Management
 - 3. Approval of Service Enhancement Public Input Plan
 - 4. Appointment of Board Committee Assignments
- I. INFORMATION ITEMS**
 - 1. September Service Change
- J. REPORTS**
 - 1. Board Member Committee Reports [*Receive and File*]
 - a. Minutes of the July 10, 2017 Board Work Session
 - 2. Trip Choice Fiscal Year-end Report
 - 3. Performance Report – Fourth Quarter
- K. BOARD & MANAGEMENT ISSUES**
 - 1. General Manager
 - 2. Board President
 - 3. Board of Directors
- L. ADJOURNMENT**

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call the General Manager's Office at 503-588-2424 at least two business days prior to the meeting.

Next Regular Board Meeting Date: Thursday, September 28, 2017

Regular Board meetings are televised and can be viewed on CCTV's website: www.cctvsalem.org.
Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet.

Cherriots Administration Office ~ 555 Court Street NE, Suite 5230 ~ Salem, OR 97301
Phone (503) 588-2424 ~ Board of Directors Email Address: Board@cherriots.org

Upcoming Board Meeting and Work Session Agenda Items
August 9, 2017

Work Session	Board Meeting
August 14, 2017 Packets due to GM office: August 7 <ul style="list-style-type: none"> • Board Committee assignments (2017) • Issue GM Performance Evaluation Packets • Review service planning policy • Response to President Krebs Memo re Valley Retriever • NEMT Update • Eclipse Update • DBE Goals • Review of Neighborhood Association Contacts 	August 24, 2017 Packets due to GM office: August 10 <ul style="list-style-type: none"> • Security Contract Extension • Appoint Board Committee assignments (2017) • Fiscal year end Trip Choice report • Legislative Update • September Service Change Briefing • Briefing on Service Enhancement Public Input Plan • Performance Report – 4th Quarter • Award Contract for Capital Project Management
September 11, 2017 Packets due to GM office: September 5, Tue <ul style="list-style-type: none"> • Fixed Route Vehicles • Discussion of Public Outreach Structure • Connector Replacement Plan 	September 28, 2017 Packets due to GM office: September 14 <ul style="list-style-type: none"> • Approval of Connector Service Replacement Plan and Title VI Analysis • Approval of Bus Stop Signage Agreement • Accept annual security report • Approval of annual SDIS board check list • Approval of Fixed-route Vehicles Purchase • Fiscal year end Performance Report • GM performance evaluation (Executive Session)
October 16, 2017 Packets due to GM office: October 9 <ul style="list-style-type: none"> • Proposed FY2019 Budget Calendar • Transportation Services Contract 	October 26, 2017 Packets due to GM office: October 12 <ul style="list-style-type: none"> • Award Presentation • Approval of FY2019 Budget Calendar (C) • Approval of Transportation Services Contract
November 13, 2017 Packets due to GM office: November 6 <ul style="list-style-type: none"> • Proposed appointments to the STFAC 	November - No Board meeting
December – No work session	December 14, 2017 Packets due to GM office: November 30 <ul style="list-style-type: none"> • January Service Change Briefing • Appointments to the STFAC • Q1 finance, trip choice, perf report



UPDATED: August 9, 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

• 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
- 27 Sun 4:00 PM Cherriots Night at Volcano Stadium**
 - Pre-game BBQ; Game against Spokane Indians 5:00 PM

• 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
- 16 Sat 2017 Cherriots Employee Bus Rodeo
- 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
- 8-11 APTA Annual Meeting and EXPO, Atlanta, GA
- 16** 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

- 5 Tue 11:30-1:30 Cherriots Employee Holiday Luncheon
- 9 Sat Keizer Holiday Parade
- 14 Thu 6:30 PM SAMTD Board of Directors Meeting
- 25 Mon CLOSED **HOLIDAY: Christmas Day**

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.

[WS-30]