

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

Thursday, March 23, 2023 at 6:30 PM

*This meeting is open to the public, please see page 2 for available formats.*

**AGENDA**

<b>I. CALL TO ORDER</b>	
<b>A. Note the Attendance for a Quorum</b>	
<b>B. Pledge of Allegiance</b>	
<b>C. Safety Moment</b>	
<b>II. ANNOUNCEMENTS AND CHANGES TO AGENDA</b>	
<b>III. PRESENTATION(S)</b>	
<b>IV. PUBLIC COMMENT *</b>	
<b>V. CONSENT CALENDAR **</b>	
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1. February 23, 2023 Board of Directors Work Session	
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1. Appoint new member to Budget Committee	
<b>VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR</b>	
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<b>A. Adoption of Resolution No. 2023-03 – Board Travel Policy</b>	
<b>VIII. INFORMATIONAL REPORTS</b>	
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**Next Regular Board Meeting Date: Thursday, April 27, 2023**

**Available meeting formats:**

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 750 1876 | Passcode: 581378  
Go to: <https://cherrriots-org.zoomgov.com/j/1617501876?pwd=MW1obXdqdKhVa3FMZlczYzIzdExuZz09>
- Comcast Channel 21
- Live Stream: <https://www.capitalcommunitymedia.org/all>
- One Tap Mobile: + 16692545252,,1617501876#,,, \*581378# US
- Landline Phone: +1 669 254 5252 US

**\*Public Comment:** *Designated time for community members to testify before the board on any items of Board business, being limited to three minutes. Public Comments are accepted in writing, by email, in person, or by ZoomGov (Written testimony will be submitted and entered in to the record if it is received by 5:00 P.M. on the day of the meeting).*

Email: [Board@cherrriots.org](mailto:Board@cherrriots.org)

Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301

**\*\*Consent Calendar:** *Items are considered routine and are adopted as a group by a single motion, unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.*

**\*\*\* Board of Director Report:** *Time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as representatives of the District.*

**Virtual Meetings:** The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via *ZoomGov*. The meeting I.D. and passcode are below the agenda.

**Closed Captioning (CC):** *ZoomGov*'s live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.

**Alternate Formats:** This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

**Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at:

<https://www.cherriots.org/meetings/>.

**Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).

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**Reuniones Virtuales:** La reunión de la Junta Directiva es una reunión pública; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de *ZoomGov*. La reunión I.D. y el código de acceso están debajo de la agenda.

**Subtítulos (CC):** la plataforma de transmisión en vivo de *ZoomGov* incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

**Formatos alternativos:** esta es una reunión pública en un lugar accesible según la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

**Las copias electrónicas** del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.

**Lista de distribución de correo electrónico:** Para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).



Salem Area Mass Transit District  
**Board of Directors Work Session Minutes**

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

**February 23, 2023**

**Attendees:**

Board: President Ian Davidson, Directors Ramiro Navarro Jr., Sadie Carney, Maria Hinojos Pressey, Sara Duncan (Virtual, arrived at 6PM), and Bill Holmstrom (Virtual).

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CHRO Christina Conner, CFO Denise LaRue, CCO Patricia Feeny, COO Tom Dietz, Strategic Initiatives Administrator Bobbi Kidd, Executive Assistant Kirra Pressey.

Guest: Principal with TransPro Consulting James Rubin.

**I. CALL TO ORDER**

President Ian Davidson called the work session to order at 5:34 P.M.  
Attendance was noted and a quorum was present.

**II. PRESENTATION / DISCUSSION**

- A. CCO Patricia Feeny introduced James Rubin (Principal with TransPro Consulting) who presented the Customer and Community Survey Results during his presentation.

**III. GENERAL MANAGER COMMENTS**

- A. No discussion on Upcoming Board Agenda Items.
- B. No discussion on the Board Calendar.

**IV. WORK SESSION ADJOURNED**

President Ian Davidson Adjourned the work session at 6:33 P.M.



Salem Area Mass Transit District  
**Board of Directors Meeting**  
February 23, 2023

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3. January 26, 2023 Board of Directors Meeting	
<b>B. Routine Business Items</b>	
1. Appoint new member to Statewide Transportation Improvement Fund Advisory Committee (STIFAC)	
 Move to authorize the General Manager to execute a contract amendment with Creative Bus Sales Inc. for the purchase of four (4) category D vehicles for use in the local fixed route service for an amount not to exceed \$729,464 (Seven-hundred and twenty-nine thousand, four-hundred and sixty-four dollars) .....	 <b>3</b>

Salem Area Mass Transit District  
**Board of Directors Meeting Minutes**

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

**February 23, 2023**

Full Video of Board Meeting can be accessed at: [https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iYD\\_YiUu7ABEx92](https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iYD_YiUu7ABEx92)

**Attendees:**

Board: President Ian Davidson, Directors Ramiro Navarro Jr., Sadie Carney, Maria Hinojos Pressey, Sara Duncan (Virtual), and Bill Holmstrom (Virtual).

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CHRO Christina Conner, CFO Denise LaRue, CCO Patricia Feeny, COO Tom Dietz, Service Planning Manager Chris French, Maintenance Manager Gregg Thompson, Strategic Initiatives Administrator Bobbi Kidd, Executive Assistant Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual), Principal with TransPro Consulting James Rubin.

**I. CALL TO ORDER**

- A. President Ian Davidson called the meeting to order at 6:42 P.M. Attendance was noted and a quorum was present.
  
- B. For the Safety Moment, GM Allan Pollock provided tips for driving in the snow and/or ice, advising to stay home whenever possible and when able, leave it to the professionals and take the bus.

**II. PRESENTATION(S)**

- A. Customer Satisfaction and Community Value Surveys Presentation**  
Presenter: James Rubin (Principal with TransPro Consulting), introduced by CCO Patricia Feeny  
Staff Report and Presentation: Pg. 5-12  
James Rubin discussed the results of the Customer Satisfaction Survey for both fixed route buses and paratransit. In addition he also discussed the results of the Community Value Surveys.
  
- B. TransDASH FY 2023 Q2 Presentation**  
Presenter: James Rubin, introduced by Strategic Initiatives Administrator Bobbi Kidd  
Staff Report and Presentation: Pg. 13-18

**III. PUBLIC COMMENTS**

The Board received one written comment from Kathryn Lincoln for their review. The comment is located in the Board Packet, Item III.

#### IV. CONSENT CALENDAR

Presenter: President Davidson

Staff Report: Pg. 13-18

##### C. Approval of Minutes

4. January 26, 2023 Board of Directors Executive Session
5. January 26, 2023 Board of Directors Work Session
6. January 26, 2023 Board of Directors Meeting

##### D. Routine Business Items

2. Appoint new member to Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

Motion: **Approve the Consent Calendar**

Motion By: **Director Sadie Carney**

Second: **Director Maria Hinojos Pressey**

Vote: **Motion Passed Unanimously**

#### V. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

#### VI. ACTION ITEMS

- A. Shall the Board authorize the General Manager to execute a contract amendment with Creative Bus Sales Inc. for the purchase of four (4) category D vehicles for use in the local fixed route service for an amount not to exceed \$729,464?

Presenter: Maintenance Manager, Gregg Thompson

Staff Report: Pg. 35-36

Motion: **Move to authorize the General Manager to execute a contract amendment with Creative Bus Sales Inc. for the purchase of four (4) category D vehicles for use in the local fixed route service for an amount not to exceed \$729,464 (Seven-hundred and twenty-nine thousand, four-hundred and sixty-four dollars).**

Motion By: **Director Ramiro Navarro Jr.**

Second: **Director Sadie Carney**

Vote: **Motion Passed Unanimously**

#### VII. INFORMATIONAL REPORTS

- A. Performance FY 2023 Q2 Report

Presenter: Service Planning Manager Chris French

Staff Report and Presentation: Pg. 37-76

In addition to presenting the Performance report for FY 2023 Q2, Chris French also discussed Youth Zero Ridership for January 2023.

- B. Strategic Plan FY2023 Q2 Report

Presenter: Strategic Initiatives Administrator Bobbi Kidd

Staff Report and Presentation: Pg. 77-84

- C. Financial FY 2023 Q2 Report  
Presenter: CFO Denise LaRue  
Staff Report and Presentation: Pg. 85-91

**VIII. GENERAL MANAGER'S REPORT**

GM Pollock provided the General Manager's report. In addition, he provided recognition to Cherriots EOC Staff and Frontline Employees who were present at 4:00 AM this morning to assist in getting buses ready and on the road to serve the public during winter weather conditions.

**IX. BOARD REPORT**

President Davidson, and Directors provided reports on committees and activities in which they represent SAMTD.

During President Davidson's report the following changes in appointments were made:

- Director Duncan was appointed to serve on the DEI Subcommittee. In addition, Director Duncan was also appointed to serve as Chair on the DEI Subcommittee.
- Director Holmstrom will now serve on the Citizen Advisory Committee in place of Director Hinojos Pressey.

In addition President Davidson asked Cherriots staff to undertake the re-naming of the Citizens Advisory Committee to the Community Advisory Committee.

**X. ADJOURN**

President Davidson adjourned the meeting at 8:37 P.M.

**Respectfully Submitted**

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**Ian T. Davidson, President**





## BOARD MEETING MEMO

Agenda Item V.B.1

**To:** Board of Directors  
**From:** Kirra Pressey, Executive Assistant  
**Thru:** Allan Pollock, General Manager  
**Date:** March 23, 2023  
**Subject:** Budget Committee Citizen Member Appointment

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### ISSUE

Shall the Board appoint Marie Greene to the Budget Committee as a citizen member representing Subdistrict #4 for an unexpired term, ending June 30, 2024?

### BACKGROUND AND FINDINGS

There are two citizen member vacancies on the Budget Committee representing Subdistricts #1 and #4. 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 District boundaries, preferably within the subdistrict to be appointed to.
- 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 citizen member position(s) on the budget committee.

Marie Greene has lived in the Salem Area for approximately 10 years; she currently resides in Subdistrict 7. She is a published author and a small business owner in South Salem. Previously she was a Hospital Finance Special Projects Manager. She is a registered voter and strong advocate for public transportation. She stated in her application she "loves her community" and "finds a lot of value in being involved." A completed application for this candidate is on file; a redacted version is included in Attachment A. The Current Budget Committee Roster is included in Attachment B.

### FINANCIAL IMPACT

There is no financial impact to these appointments.

## **RECOMMENDATION**

Director Hinojos Pressey recommends the board appoint Marie Greene to the Budget Committee as a citizen member representing Subdistrict #4 for an unexpired term, ending June 30, 2024.

## **PROPOSED MOTION**

**I move the Board appoint Marie Greene to the Budget Committee as a citizen member representing Subdistrict #4 for an unexpired term, ending June 30, 2024.**



Salem-Area Mass Transit District  
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 4

LENGTH OF APPOINTMENT: Subdistrict #4: unexpired term to June 30, 2024

NAME: Marie E. Greene

ADDRESS: [REDACTED]

EMAIL ADDRESS: [REDACTED]

TELEPHONE: [REDACTED] (Evening) same as day phone

How long have you resided at this address? 3 years

Are you a registered voter? Yes

**BACKGROUND** Please provide a brief biography of your personal and professional background as it applies to the Budget Committee in the following areas:

### EDUCATION -

I studied psychology at Western Nebraska Community College.

### WORK EXPERIENCE -

I am a published author and small business owner in South Salem (Olive Knits LLC - www.oliveknits.com). I also have my own app for my business - Knit Camp app on Google Play and App Store. Prior to this I was a Hospital Finance Special Projects Manager for Sidney Regional Medical Center (Sidney, Nebraska).

### COMMUNITY INVOLVEMENT -

I'm an active voter and love my community. I have volunteered for many different organizations and events in Oregon and find a lot of value in being involved in my community. I actively support the legislative process, have attended House Committee meetings and lobby days, and think it's important to stay involved to support my community.

OTHER (i.e., Why you want to serve on the Budget Committee?) –  
I have been looking for a new opportunity to volunteer in my community. I'm passionate about helping our city appropriate funds in a way that is responsible and impactful to our citizens and way of life.

**Date** 02/28/2023

**Signature** Marie E. Greene



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.



Salem Area Mass Transit District  
Budget Committee

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**SUBDISTRICT #1**

**VACANT**

- Term Ends 06/30/23\*

**VACANT**

Term: 07/01/22- 06/30/25

**SUBDISTRICT #2**

**RAMIRO NAVARRO JR**

- Term Expires 06/30/25

**ANDREW HICKEY**

- Appointed 01/27/22; Expires 06/30/24

**SUBDISTRICT #3**

**SADIE K. CARNEY**

- Term Expires 06/30/23

**KATHY LINCOLN**

- Appointed 12/17/20\*; Expires 06/30/25

**SUBDISTRICT #4**

**MARIA HINOJOS PRESSEY**

- Term Expires 06/30/25

**VACANT**

Unexpired Term: 07/01/21-06/30/24\*

**SUBDISTRICT #5**

**IAN T. DAVIDSON**

- Term Expires 06/30/23

**CARL F. GARNER**

- Appointed 12/12/19; Expires 06/30/25

**SUBDISTRICT #6**

**SARA DUNCAN**

- Term Expires 06/30/25

**ASHLEY CARSON COTTINGHAM**

- Appointed 12/17/20; Expires 06/30/23

**SUBDISTRICT #7**

**BILL HOLMSTROM**

- Term Ends 06/30/23\*

**SHERONNE BLASI**

- Reappointed 12/17/20; Expires 06/30/23

**BUDGET OFFICER**

**ALLAN POLLOCK**, General Manager/CEO

Phone: (503) 588-2424 | Fax: (503) 566-3933

Email: [allan.pollock@cherriotics.org](mailto:allan.pollock@cherriotics.org)

**DENISE LA RUE**, Director of Finance/CFO

Phone: (503) 588-2424 | Fax: (503)361-7542

Email: [denise.larue@cherriotics.org](mailto:denise.larue@cherriotics.org)

**Budget Committee Email:** [publictestimony@cherriotics.org](mailto:publictestimony@cherriotics.org)

**\*unexpired term**



## BOARD MEETING MEMO

Agenda Item VII.A

**To:** Board of Directors  
**From:** Denise LaRue, CFO  
**Thru:** Allan Pollock, General Manager  
**Date:** March 23, 2023  
**Subject:** Adopt Resolution No. 2023-03

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### ISSUE

Shall the Board adopt Resolution No. 2023-03 (Attachment B) establishing Board Policy No. 122?

### BACKGROUND AND FINDINGS

During the March 23, 2023 work session, the Board discussed a proposed Travel Policy (Attachment A) which provides guidance on reimbursable expenses and the processes for submitting for reimbursement. If adopted, this policy clarifies the authorization and reimbursement guidelines for Board of Directors travel.

### FINANCIAL IMPACT

None

### RECOMMENDATION

None

### PROPOSED MOTION

**I move the Board adopt Resolution No. 2023-03, as shown in Attachment B, which provides guidance for authorization and reimbursement for Board of Directors travel on behalf of Salem Area Mass Transit District.**

<b>Policy:</b> Board of Directors Travel Policy	<b>Number:</b> 122
	<b>Page:</b> 1 of 10
<b>Adopted by the Board of Directors:</b> 3/23/2023 Resolution #2023-03	
<b>Amended by the Board of Directors:</b>	

**122.01 Purpose:**

The purpose of this Travel Policy (this “Policy”) is to provide guidelines to the Board of Directors of Salem Area Mass Transit District (the “District”) for complying with the District’s travel policies, and the requirements for processing expense claims for official business travel.

As required by Federal and State statutes, all official travel must be accomplished in an efficient, cost-effective manner, resulting in the best value for the District. The General Manager is responsible for determining the number of Directors who may attend the same out-of-state business meeting or conference and, to the extent possible, facilitate the sharing of information obtained at any such meeting among District Board Members. The General Manager is also responsible for determining the necessity and justification for conducting official travel in support of the operations and objectives of the District, the type of travel assignment, the method of travel and resource availability. All travel outside of the continental United States requires General Manager approval.

All Directors must comply with all provisions of this Policy. Failure to do so may be treated as unauthorized use of District resources. If the District determines that a Director obtained payment of travel expenses by knowingly or intentionally falsifying or misrepresenting an expense item or per diem amount for personal gain, or purposely allowed another person to arrange travel in any manner that does not comply with this Policy, the Director may be held financially responsible for any costs incurred.

All Directors must submit an approved Travel Authorization Form prior to incurring any travel expense for which they will be reimbursed, regardless of whether they are requesting a Travel Advance. Please see attached forms: 1) Travel Authorization and Advance Form; and 2) Travel Reimbursement Form. All Directors must receive prior approval from the General Manager for reimbursement of any costs associated with returning early from an approved conference or meeting.

To comply with Internal Revenue Service Regulations (Publication 535 –



<b>Policy:</b> Board of Directors Travel Policy	<b>Number:</b> 122
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<b>Adopted by the Board of Directors:</b> 3/23/2023 Resolution #2023-03	
<b>Amended by the Board of Directors:</b>	

Business expenses and Publication 463 – Travel Expenses), this Policy uses travel payment methodology defined as an accountable plan, which assumes the following IRS criteria have been met:

- All expenses were incurred while on official District business
- Expenses must be adequately accounted for within 10 business days.
- All excess payments or advances must be returned to the District within 10 business days.

### **122.02 Policy Requirements:**

No exceptions shall be authorized to the following requirements:

- All air and train travel paid or reimbursed by the District will be coach class only.
- Director vehicle mileage will not be paid for miles that exceed the number of miles driven from the District office at 555 Court St NE, Salem, Oregon.
- There will not be reimbursement for alcohol of any kind.

### **122.03 Personal Expenses:**

Personal expenses include, but are not limited to: hotel safe fees, movie or game rentals, extra person costs for non-Directors, and pet fees. There shall be no reimbursement of personal expenses. Personal expenses incurred at a hotel must be paid by the Director prior to leaving the hotel.

### **122.04 District Paid Expenses:**

Every Director shall pre-arrange official business meetings and have the costs paid directly by the District when possible. Travel related expenditures or accommodations paid by or provided by the District shall not be reimbursed to the Director.

### **122.05 Train Travel:**

As noted above, all train travel paid or reimbursed by the District will be coach class only. Any class or other upgrades will be at the Director's cost by providing a personal check to Accounts Payable when submitting the Travel Authorization form.

<b>Policy:</b> Board of Directors Travel Policy	<b>Number:</b> 122
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<b>Adopted by the Board of Directors:</b> 3/23/2023 Resolution #2023-03	
<b>Amended by the Board of Directors:</b>	

**122.06 Air Travel:**

All Directors completing air travel shall fly the minimum class that allows a seat assignment (with the exception of Southwest Airlines). Any class or other upgrades will be at the Director's cost, including an upgrade on Southwest to get an "A" boarding ticket. In making reservations, the Director must select the lowest fare available on all airlines, unless the Director pays the difference between a ticket on the Director's preferred airline and the lowest fare available by providing a personal check to Accounts Payable when submitting the Travel Authorization form.

Directors may obtain frequent flyer mileage and/or rewards points from business travel, from airlines, hotels, or personal credit cards and retain the mileage/points for personal use.

**122.07 Per Diem:**

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration ("GSA") establishes per diem rates for destinations within the Continental United States (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). The State Department establishes the foreign rates. The Department of Defense establishes non-foreign rates for Alaska, Hawaii, Puerto Rico, and Guam. Per diem rates reimbursed will be based on the published amount for the destination of the business travel.

**122.08 Meals:**

Meal expenses are reimbursed on a fixed per diem amount based upon IRS Publication 1542 for in-state and out-of-state travel. The standard rate and high-cost localities are located at the GSA website (<http://www.gsa.gov>). Meal amounts for overnight travel are based on the destination of business travel. Meal gratuities are considered part of the per diem allowance and will not be separately reimbursed. Receipts are not required for meals

<b>Policy:</b> Board of Directors Travel Policy	<b>Number:</b> 122
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<b>Adopted by the Board of Directors:</b> 3/23/2023 Resolution #2023-03	
<b>Amended by the Board of Directors:</b>	

reimbursed under the per diem rate. A Director may not claim reimbursement of meal expenses for another Director.

On the first day of travel (based upon departure time from residence/SAMTD office):

<b>Departure Time</b>	<b>Meal per diems reimbursed</b>
Prior to 6:00 a.m.	All meal per diem
6:00 a.m. to 12:00 p.m.	Lunch and dinner per diem
12:01 p.m. to 6:00 p.m.	Dinner per diem
After 6:00 p.m.	No meal per diem for the day

On the final day of travel (based upon return time to SAMTD office/residence):

<b>Return Time</b>	<b>Meal per diems reimbursed</b>
After 6:00 p.m.	All meal per diem
12:00 p.m. to 6:00 p.m.	Breakfast and lunch per diem
Prior to 12:00 p.m.	Breakfast per diem

The following will cause an adjustment to the daily allowable meal per diems:

1. When meals are provided at no additional cost to a Director attending an official District business meeting, meal per diem shall be deducted for that particular meal. The Director is responsible for recording on their expense reimbursement form when a meal has been provided, as well as attaching a copy of the conference registration and/or meeting agenda showing the meals provided.
2. When a Director attends an official District business meeting where attendance at the meal is required, but meal cost is in addition to any conference fees, the Director will be reimbursed for the actual cost of that meal. An itemized receipt for the meal must be provided for reimbursement. Official District business meetings are defined as two or more persons assembled, for the benefit of the District, to conduct official District business. Official District business meetings include conferences, training, workshops, testing, seminars, and other similar

<b>Policy:</b> Board of Directors Travel Policy	<b>Number:</b> 122
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<b>Amended by the Board of Directors:</b>	

gatherings to conduct official District business.

Complimentary meals provided by a common carrier (i.e. airline) or hotel/motel do not affect the per diem meal allowance. No adjustment in these cases is required. Additionally, a continental breakfast at a conference or meeting is not considered a breakfast that would affect the per diem meal allowance.

Non-overnight Travel: A meal per diem is permitted during non-overnight travel for any meal that falls within the course of conducting District business.

## **122.09 Lodging:**

Lodging will be reimbursed up to the GSA per diem rate as defined for the location of the travel. Itemized receipts are required for lodging and lodging taxes. Reimbursable lodging expenses are limited to: daily room expense, daily hotel room tax, authorized business expenses, resort fees beyond the control of the Director, and authorized parking costs (if use of a rental car is pre-approved or Director is authorized to drive). Lodging must be arranged in advance and payment for lodging will be made by the District in advance. A Director should coordinate with the General Manager regarding hotel payment authorization forms.

If a Director attends a conference or meeting and stays at the official lodging, as defined in the conference or meeting registration or agenda, the District will pay the conference rate for the lodging. It is the District's preference that the Director stay at the designated conference hotel(s). If alternative lodging is required because the conference hotel is no longer available, the District will reimburse the Director only up to the rate of the conference hotel and approval must be obtained in advance from the General Manager.

Traveler safety is a factor considered by the District in the evaluation of an alternate lodging facility. Other forms of lodging such as Airbnb or vacation rentals must be approved in advance by the General Manager. These forms of lodging will rarely be approved.

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<b>Amended by the Board of Directors:</b>	

### **122.10 Non-Commercial Lodging Per Diem:**

The intent of the non-commercial lodging per diem is to reimburse Directors using their personal travel trailer, motor home, tent or staying with friends or family members, which results in a cost savings for the District. Whether for short or long-term travel, the daily non-commercial lodging per diem is \$25. The non-commercial lodging rate shall apply for any overnight stay away from the Director's home that does not take place in a commercial lodging establishment. The non-commercial lodging per diem is not an eligible cost under federal funding, and will not be reimbursed for federally funded projects. Non-commercial lodging per diem must be pre-approved by the General Manager.

### **122.11 Transportation Costs While At Conference/Meeting:**

All costs for Taxi, Uber, Lyft, or transit fares will be reimbursable for any business-related transportation while traveling.

### **122.12 Airport Parking Fees:**

Airport parking will be reimbursed at the economy lot rate. Any additional fees to park over and above the economy lot rate will be at the expense of the Director and will be deducted from the reimbursement request.

### **122.13 Automobile Usage:**

Total allowable reimbursement of private vehicle mileage shall be paid to and from the District office at 555 Court St. NE, Salem, Oregon.

A Director must use a District vehicle in lieu of the Director's vehicle if a District vehicle is available.

### **122.14 Use of Rented Vehicle:**

Vehicle rental fees are reimbursable when vehicle rental has been pre-approved and when a rented vehicle is required as a means of continuing travel including a common carrier. Drivers must have a valid current driver's

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license for the class of vehicle to be driven. Only economy-size or compact-size vehicles will be reimbursed by the District.

Vehicles shall be rented in the name of the Director and the District. District insurance provides coverage for liability as well as physical damage of the rental vehicle up to \$50,000. A Director should not purchase any insurance from a vehicle rental agency.

Collision damage waiver insurance offered by rental agencies for rented vehicles is not a reimbursable expense.

### **122.15 Combining Personal Travel with District Business Travel:**

Directors may combine business and personal travel if authorized in advance by the General Manager. IRS regulations require that if a business trip includes personal travel, the trip must be determined to be “primarily business related.” This means that personal travel days taken in conjunction with the business trip cannot exceed the number of work days associated with the business trip.

For out-of-state trips between points where scheduled airline service is available and where a Director is combining official District travel with personal travel, reimbursement will be based on the cost of round-trip coach airfare and the meal and lodging per diems to which personnel would have been entitled while traveling by the least expensive reasonable means of travel to the business meeting location. Reimbursement will be made for only the period during which the Director is in travel status on official District business. No reimbursement will be made for days added for personal reasons. Any cost differential of attaching personal travel with business travel must be paid in advance by the Director at the Director’s cost by providing a personal check to Accounts Payable when submitting the Travel Authorization form. Directors are prohibited from using their official position for personal benefit (e.g., obtaining a government air fare or hotel rate for personal travel). Doing so may be an ethics violation.

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The District will not make travel reservations for a Director's personal travel. The only exception to this is if the personal travel is an extension of time only and does not require additional travel arrangements.

If business travel is cancelled for any reason, the Director will still be responsible for the personal travel expenses if they are not refundable.

### **122.16 Travel Expenses Paid by Outside Entity**

The General Manager is responsible for reviewing travel paid by an entity other than the District to ensure that the travel is in line with the District's mission, does not pose a conflict of interest, does not constitute luxurious travel that is not allowed in this policy, and does not conflict with ORS 244.040. The District is required to properly account for travel costs funded by outside sources as miscellaneous revenue and any related reimbursement as District expenses.

Directors shall not accept travel paid for by contractors or potential contractors. Directors shall not accept travel expense reimbursement from an entity other than the District for travel that occurs while on official District travel status. Payment from an entity other than the District must be made to the District or directly to travel vendors.

Upon completion of travel paid for by an entity other than the District, the Director must submit the required accounting of expenses for review and approval. The District will reimburse the Director for any shortfall between allowable costs and costs reimbursed by the outside entity, once the appropriate and approved travel documentation and forms have been submitted to Accounts Payable.

### **122.17 Travel Authorization and Reimbursement Forms**

All travel must be documented on the appropriate form. Alternate versions of travel forms will not be accepted. Explanation for the travel must demonstrate a direct relationship to the District's business. Expense accounts must be properly itemized on the appropriate form, signed by the

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Director and approved by the General Manager. No Director may claim payment for the expenses of another Director. Travel reimbursement forms must be inclusive of all costs related to the travel, including but not limited to registration fees, lodging, airfare, meals, parking, and mileage.

The General Manager is responsible for review of the form and documentation for allowable expenses and to only approve those expenses that are acceptable.

Expenses must be adequately accounted for and turned into Accounts Payable within 10 business days of completion of the business travel. A check for any excess travel advance must be submitted to Accounts Payable with the final Travel Reimbursement Form. Directors who submit travel reimbursement forms more than 10 days after the return from travel will no longer be eligible for Travel Advances.

### **122.18 Receipt Requirements:**

Itemized receipts are required for reimbursement of lodging expenses. Lodging receipts must indicate the name of the Director, dates of occupancy, room rate, and evidence that payment has been made.

Receipts for meals are not required for meal per diem reimbursements. However, itemized receipts are required for reimbursement where adjustments to meal per diem amounts are made.

Documentation of authorized business meals must include the following: itemized receipts, documentation of business purpose of meeting and agenda discussed, and list of participant names, titles and business affiliations.

Receipts are required for reimbursement of baggage and luggage fees. The District will only reimburse for the first checked bag. Any other luggage fees will be at the expense of the Director.

Itemized receipts are required for reimbursement of expenses for business supplies purchased while traveling, regardless of the amount.



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Itemized receipts are required for reimbursement of any and all other authorized travel expenses that individually exceed \$25. Reimbursement for tuition for a class requires a receipt and notice of completion. Receipts are not required for reimbursement of authorized travel expenses less than \$25, except in the case where travel is funded by federal, state, or local grant dollars, or in the case of authorized business meals. Any expenses to be reimbursed for non-travel related costs and meal expenses must be accompanied by an itemized receipt regardless of amount.

A reimbursement may be denied when an itemized receipt and other required documentation is unavailable or lost.

**122.19 Travel Advances:**

Travel advances will be issued by request only. Travel advances will not be issued for non- overnight travel. Travel advances are limited to meal per diem amounts, economy airport parking, and baggage fees. On the rare occasion that a hotel will not accept an advance payment authorization form, travel advances will include hotel reimbursement. Travel advances will not be issued to Directors who have been delinquent in accounting for or repaying prior expense requests. Only one travel advance per Director will be allowed at a time, and shall cover a period not to exceed 30 days.

Approved By:

\_\_\_\_\_  
President Ian T. Davidson, Board of Directors

\_\_\_\_\_  
Date



**RESOLUTION NO. 2023-03**

**ADOPTION OF BOARD POLICY NO. 122  
TO PROVIDE GUIDELINES FOR COMPLYING WITH DISTRICT'S TRAVEL POLICIES**

**WHEREAS**, the Salem Area Mass Transit District, hereafter referred to as "District," is governed by a Governor appointed Board of Directors; and

**WHEREAS**, the District Board of Directors desires to establish a policy to clearly define guidelines for complying with the District's Board of Directors Travel Policy and requirements for processing expense claims for official business travel;

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

**THAT**, the Board adopts Resolution No. 2023-03 establishing Board Policy No. 122 Board Travel Policy.

**ADOPTED** by the Board of Directors on the 23<sup>rd</sup> day of March, 2023.

**ATTEST:**

\_\_\_\_\_  
Ian T. Davidson, Board President

\_\_\_\_\_  
Recording Secretary



# BOARD MEETING MEMO

Agenda Item VIII.A

**To:** Board of Directors  
**From:** Chris French, Service Planning Manager  
Jonah Hanson, Marketing Coordinator  
David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** March 23, 2023  
**Subject:** Youth Zero Pass Program Update

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## ISSUE

Shall the Board receive the Youth Zero Pass program update?

## BACKGROUND AND FINDINGS

In September 2022 Cherriots partnered with the City of Salem, the City of Keizer, and Salem Keizer Public Schools to implement the Youth Zero Pass program. This program allows youth from 0 through 18 years of age to ride all of Cherriots services without having to pay a fare.

As part of this program Cherriots is working with its partners to ensure successful outcomes. Agreements with each of the partners have been developed and reporting on the program is done monthly. Cherriots is working closely with Salem Keizer Public Schools to help get educational materials to students so they understand the rules for riding the bus and staying safe. The program has been off to a great start resulting in increased youth ridership. Each month we have seen increases over the same month from the previous year on both Cherriots Local and Regional routes. Youth Ridership from September through January of the 2022-23 school year is up 80% (131,442 total rides) compared to the same time period the previous year.

## FINANCIAL IMPACT

Information item only.

## RECOMMENDATION


Information item only.

## PROPOSED MOTION

Information item only.


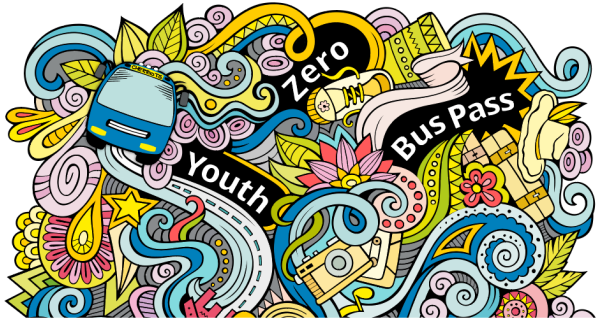


# Youth Zero Program

Program update September – December 2022







-  **Efficiency** | Ways to help improve efficiency and keep buses on time
-  **Safety** | Ways to stay safe on the bus and at transit centers
-  **Courtesy** | Ways to be courteous and ensure everyone enjoys the ride

**Salem-Keizer Public Schools**  
 November 11, 2022 at 10:02 AM

Let's work together to keep all rides running smoothly! In partnership with **Cherriots**, all youth 0-18 can now access free rides throughout the community.



**Keep it Clean!**  
 Eating is prohibited on the bus and drinks must be in hard-sided, spill-proof containers. Check out more tips for accessing public transit and the new Youth Zero Pass: [https://vhsbaack.ks20.com/act/\\_/cherriots-keep-offering-00\\_0/](https://vhsbaack.ks20.com/act/_/cherriots-keep-offering-00_0/)


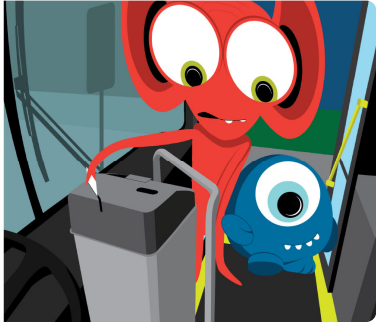
**Salem-Keizer Public Schools**  
 December 20, 2022 at 10:03 AM

Let's work together to keep riders safe throughout our community! Tomorrow is the darkest day of the year. Whenever it is dark, out remember:

**Be seen, be safe!** Please wear reflective clothing and use lights to be seen in the dark. Did you know that youth and teens 0-18 can now access no-cost rides from Cherriots? Learn more: [https://vhsbaack.ks20.com/act/\\_/cherriots-keep-offering-00\\_0/](https://vhsbaack.ks20.com/act/_/cherriots-keep-offering-00_0/)

**CHERRIOTS**



Wait your turn and respect other riders' space by letting them finish paying at the farebox before you board the bus.

**CHERRIOTS**




Traffic does not stop for Cherriot buses. Never walk in front of the bus to cross the street and always use crosswalks when possible.

**CHERRIOTS**

Stand away from the edge of the street so that the bus can safely approach the stop and wait until the bus comes to a complete stop before stepping toward the door.

**CHERRIOTS**




Pulling the cord just for fun will delay the bus and everyone else on it. Pull the cord only for the stop you want and make sure you give the driver enough time to stop once you pull it.



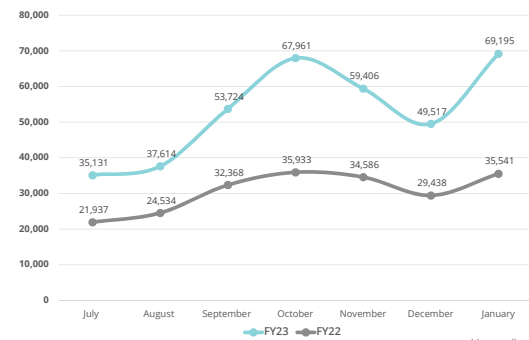
The poles on the bus are not for pull ups, hanging, swinging, or climbing. If no seats are available, you may stand while the bus is moving and use them to hold onto for safety only.

## Youth Ridership

- FY22 to FY23 comparison
- Comparing impacts of youth fare changes on ridership - 2019 lower youth fare and 2022 Youth Zero Pass
- Calendar year 2019 (pre-pandemic) to calendar year 2022 (post-pandemic) comparisons



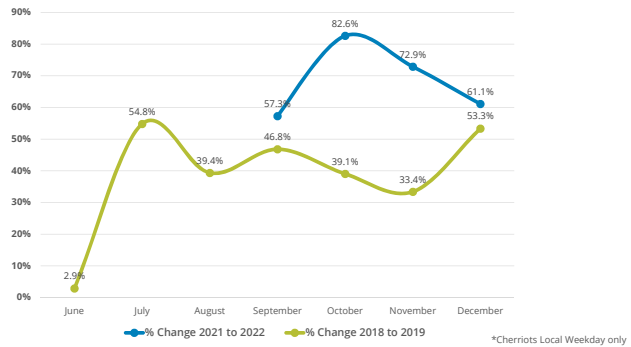
### Total Youth Ridership\* Comparing FY22 and FY23



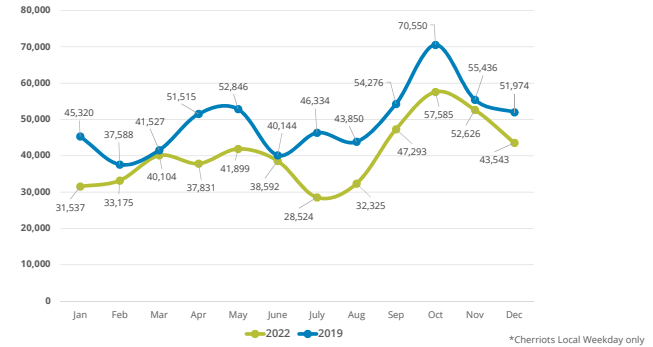
\*Across all services and all service days.



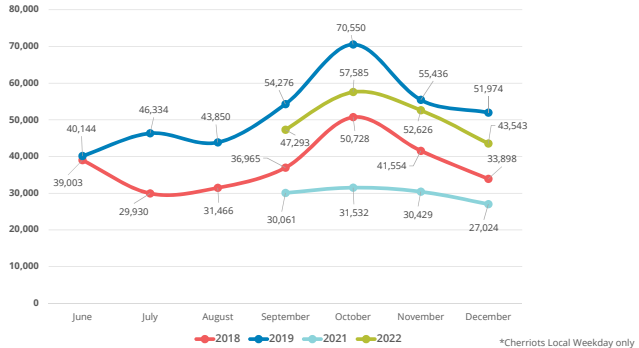
### Lower Youth Fare STIF Program <=> Youth Zero Pass\* Change in youth fare ridership - Local Weekday



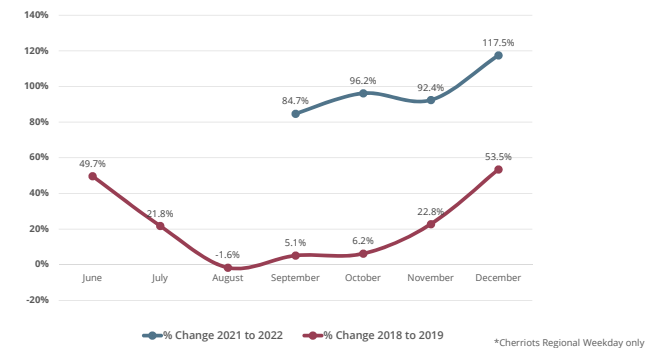
### Youth Fare Trends Pre- <=> Post-Pandemic\* Total youth fare ridership - Local Weekday



### Lower Youth Fare STIF Program <=> Youth Zero Pass\* Total youth fare ridership - Local Weekday

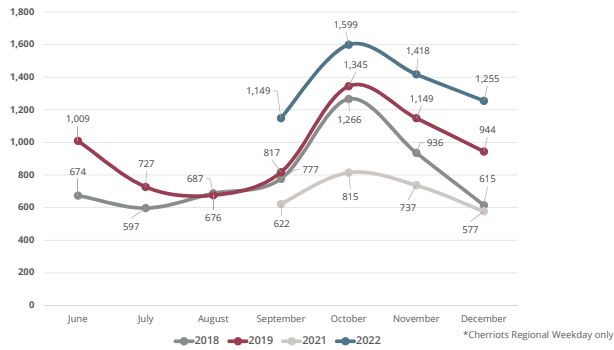


### Lower Youth Fare STIF Program <=> Youth Zero Pass\* Change in youth fare ridership - Regional Weekday

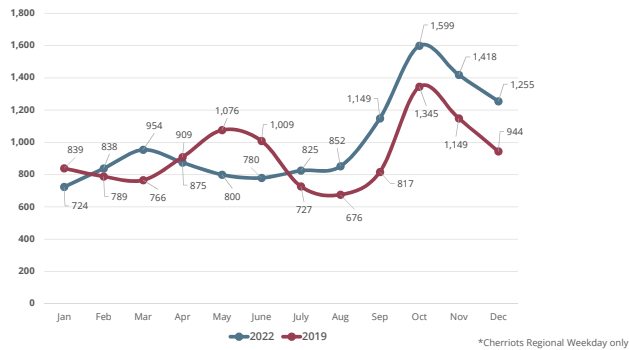




### Lower Youth Fare STIF Program <=> Youth Zero Pass\* Total youth fare ridership – Regional Weekday



### Youth Fare Trends Pre <=> Post Pandemic\* Total youth fare ridership – Regional Weekday







**To:** Board of Directors  
**From:** Chris French, Service Planning Manager  
 David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** March 23, 2023  
**Subject:** May 2023 Service Change Briefing

**ISSUE**

Shall the Board receive a briefing regarding Cherriots fixed route service beginning May 7, 2023?

**BACKGROUND AND FINDINGS**

Cherriots Local weekday service will be increasing from 93% to 100% of pre-pandemic service levels. All other Cherriots services will continue to operate at 100%. This service change will begin on Sunday, May 7, and be in effect until Saturday, September 2. Cherriots Regional will continue to operate at 100% of pre-pandemic levels on weekdays and Saturdays.

**Local bus service**

- **Extended weekday evenings**
  - This service change will reinstate extended weekday evening service for Cherriots Local routes, bringing service back to 100% of pre-pandemic levels. On most frequent service routes, 15 minute service will end at 7:00pm, currently it ends at 6:00pm. On most routes the last departure from the point of origin, e.g. the Downtown Transit Center (DTC), will be at 11:00pm. The span of service will start at the same time as the current service. (See **Table 1**).

**Table 1. Cherriots Local Weekday Span of Service and Frequency, effective Monday, May 8**

Route	Frequency	Span
2	15 min (30 min before 7:00 and after 19:00, 60 min. after 21:00)	6:30-23:00
3	30 min (60 min after 21:00)	6:30-23:00

4	30 min (60 min after 21:00)	6:30-23:00
5	15 min (30 min before 7:00 and after 19:00, 60 min. after 21:00)	6:00-23:00
6	60 min	6:00-21:00
7	30 min	6:00-23:00
8	60 min	7:00-23:00
9	30 min	6:30-21:00
11	15 min (30 min before 6:30 and after 19:00)	6:00-23:00
12	60 min	6:30-20:30
13	30 min (60 min after 21:00)	6:15-23:00
14	30 min	6:00-21:00
16	60 min	6:25-21:25
17	15 min (30 min after 19:00, 60 min. after 21:00)	6:00-23:00
18	60 min	6:30-22:30
19	15 min (30 min before 7:00 and after 19:00, 60 min. after 21:00)	6:30-23:00
21	15 min (30 min after 19:00, 60 min. after 21:00)	6:00-23:00
23	60 min	7:00-21:00
26	60 min	6:00-20:45
27	60 min	5:30-21:15

- **Route 13 - Silverton Road**

- Connecting with the :00 and :30 pulse at DTC
  - On weekdays, after the 18:45 departure from DTC, this route will depart with the :00 and :30 pulse until the last pull out at 23:00 to provide riders with connection to other routes downtown.

- **Route 19 - Broadway / River Road**

- Service in Keizer Station at the end of the night
  - On the last weekday trip departing Keizer Transit Center (KTC) at 22:28, this route will serve the stops in Keizer Station, as it does on Saturdays and Sundays. This trip helps riders make connections with other routes after Route 14 stops running.

## Local Holiday Service

- Memorial Day, Monday, May 29
  - Cherriots Local will operate at the **Sunday** service level.
- Juneteenth, Monday, June 19
  - Cherriots Local will operate at the **Sunday** service level.
- Independence Day, Tuesday, July 4
  - Cherriots Local will operate at the **Sunday** service level.

## Regional Service

- **Route 40X - Polk County / Salem Express**
  - New stop pair in Independence located on Monmouth Street (OR-51) near Gun Club Rd.
    - Route 40X will service two new stops located on Monmouth Street near Gun Club Rd (Stop ID 1959 and Stop ID 1963). These stops will replace the current stop located on 13th St. in Independence (Stop ID 1502), which will no longer be served. This change will result in a less diverted route path and revised schedule.
    - These two stops will be shared with Route 45 and the Monmouth-Independence (MI) Trolley service.
- **Route 45 - Central Polk County**
  - New stop pair in Independence located on Monmouth Street near Gun Club Rd.
    - Route 45 will service two new stops located on Monmouth Street near Gun Club Rd (Stop ID 1959 and Stop ID 1963) as stated above for Route 40X. The schedule will be revised to reflect the time savings since buses will not have to loop around the block to serve a single stop on 13th Street any longer.
  - New stops in Monmouth located on Heffley St. @ Main St. (Stop ID 1960) and Atwater St. @ Main St. (Stop ID 1962)

- These new stops will replace two current stops located on Atwater St. @ Jackson St. (Stop ID 1887 and Stop ID 1909) in Monmouth. Routing will be adjusted slightly to allow for the change.
- These two stops will be shared with the MI Trolley service.

### **Regional Holiday Service**

- Cherriots Regional does not operate on holidays.

### **LIFT Service**

- LIFT service will match Local fixed route hours of operation for all days of service.

### **FINANCIAL IMPACT**

None. For informational purposes only.

### **RECOMMENDATION**

None. For informational purposes only.

### **PROPOSED MOTION**

None. For informational purposes only.



# BOARD MEETING MEMO

Agenda Item X

**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** March 23, 2023  
**Subject:** Board Member Committee Report

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## ISSUE

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

## BACKGROUND AND FINDINGS

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 VACANT	West Salem Business Association
Subdistrict 2 Director Navarro	Keizer Chamber of Commerce Forum Keizer Chamber Government Affairs Committee State Transportation Improvement Fund Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT) Salem Chamber Public Policy Committee
Subdistrict 6 Director Duncan	Diversity, Equity, and Inclusion Committee SEDCOR
Subdistrict 7 Director Holmstrom	Citizens Advisory Committee