



## SALEM AREA MASS TRANSIT DISTRICT

### BOARD OF DIRECTORS WORK SESSION AGENDA PACKET

Thursday, June 12, 2025 at approximate 6:00 p.m. (Immediately following Executive Session)

Members: Joaquín Lara Midkiff | Ramiro Navarro Jr. | Sadie Carney | Maria Hinojos Pressey |  
Ian Davidson | Sara Duncan | Bill Holmstrom

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#### Available meeting formats:

**In Person:** Senator Hearing Room, 555 Court Street NE, Salem, Oregon 97301

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## AGENDA

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**1. CALL TO ORDER**

- A. Note of Attendance for a Quorum
- B. Safety Minute
- C. Announcements | Changes to Agenda

**2. PRESENTATIONS**

- A. Micromobility ..... 3
- B. Fare Policies | Regional & Local Systems ..... 15
- C. CAC Bylaws Review ..... 29

**3. DISCUSSIONS - None**

**4. GENERAL MANAGER COMMENTS**

- A. Upcoming Board Agenda Items ..... 49
- B. Board Calendar Review ..... 51

**5. ADJOURN**

**NEXT MEETING: JULY 10, 2025**



## WORK SESSION MEMO

Agenda Item WS 2.A

**To:** Board of Directors  
**From:** Kiki Dohman, Commuter Options Coordinator  
Shofi Ull Azum, Chief Planning and Development Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** June 12, 2025  
**Subject:** Shared Micromobility Study

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The District is advancing its Shared Micromobility Feasibility Study and Implementation Plan to explore the potential for introducing sustainable and equitable transportation options such as bikeshare in the Salem-Keizer region. The study is designed to improve mobility, reduce congestion, and enhance transit connectivity by addressing first and last-mile challenges.

The existing conditions analysis phase is now complete, including visioning workshops with key stakeholders and a series of peer agency interviews. Community outreach is nearing completion, with two final community events and a social media campaign scheduled in the coming weeks. The community survey, launched earlier this spring, will close in the second week of June 2025. Outreach efforts have also included two Bike Month community events and two targeted focus groups to ensure diverse perspectives are represented.

Based on findings from the existing conditions analysis and community engagement, the consultant team has developed three potential operational models for a shared micromobility system tailored to the Salem-Keizer area.

The purpose of this Board presentation ([Attachment A](#)) is to review these draft framework scenarios, engage in discussion with the Board, and gather input to help identify the most viable model for implementing a successful regional shared micromobility program.

# The District Regional Shared Micromobility Study



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## Agenda

- Project overview
- What we learned
- Operational model scenarios
- Next steps

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# Project Overview

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## Background

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- This study builds on the **Long Range Transit Plan's** recommendations to build the District into a mobility integrator and explore opportunities to integrate shared mobility options.
- Shared micromobility provides an opportunity for first-last-mile connections to transit services.





## Study Goals

Continue to build the District into a mobility integrator by exploring shared micromobility solutions:

- Assess conditions for shared micromobility
- Define program benefits
- Recommend optimal shared micromobility program model
- Develop program guidelines and performance measures

## Study Components

1. Existing Conditions Assessment *(completed)*
2. Visioning *(completed)*
3. Community Engagement *(ongoing)*
4. Operational and Financial Model *(ongoing)*
5. Program Guidelines *(not yet started)*
6. Performance Measures and Implementation Plan *(not yet started)*

# What we Learned

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## Regional Readiness for Shared Micromobility

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Opportunities
• Agency priority
• Growing regional active transportation network
• Supportive topography and market appeal in high density areas
• First/last mile connections to transit
• <b>Coming soon:</b> paid parking in downtown Salem, Center St Bridge seismic upgrade

Challenges
• Multi-jurisdictional coordination
• Equitable access
• Willamette River and Interstate 5
• Mode shift

# Community Engagement

- Online Survey (open until June 7):
  - 141 responses as of 5/30/25
- Pop-up at May 22 Bike Month Event
- Social Media Promotion

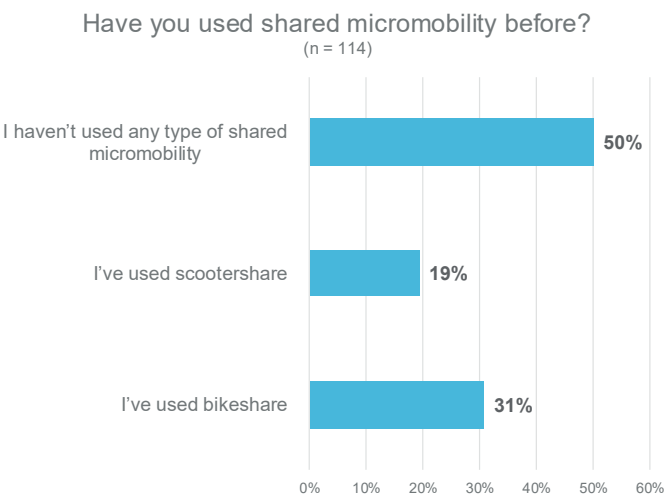
**Your voice matters** in shaping transportation for the Salem-Keizer community. Help us build a system that works for you. Together, we can make our communities stronger — one ride at a time.

**Take our quick survey!**

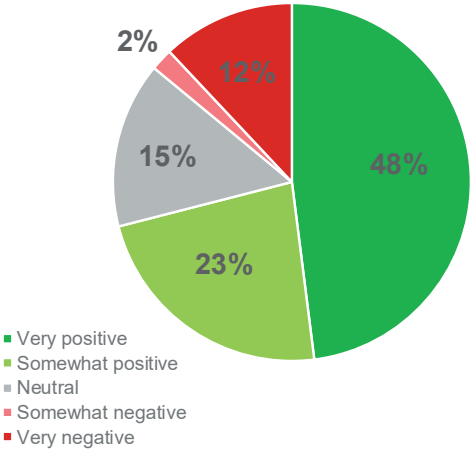
We want to hear from you — what's working, what's not, and what's missing. What does your community need for micromobility?



## Community Survey Results (as of 5/30/25)

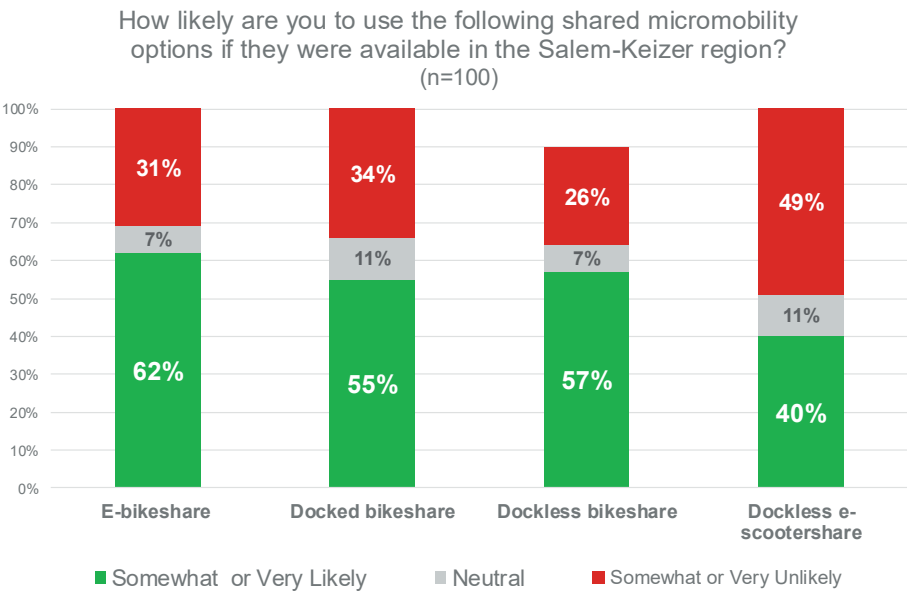


How do you feel about introducing a shared micromobility program in the Salem-Keizer region?  
(n = 100)



# Community Survey Results (as of 5/30/25)

- E-bikeshare was the most popular system type, while e-scootershare was least popular



## Operational/Business Model Scenarios

# Shared Micromobility: Business Models

Business Model	Program Admin and Management	Equipment Ownership	Risk and Liability	Daily Operations and Maintenance
Publicly-owned and operated	Public	Public	Public	Public
Publicly-owned, privately operated	Public/Private	Public	Public	Private
Privately owned and operated	Public/Private	Private	Private	Private



## #1: Low Resource, Zero-Subsidy Scenario

Operational Model	Potential District Role	Likely Vehicles/ System Type	Pros	Cons
Privately owned and operated, operators apply for a permit/license	<b>Advisor &amp; regional convener:</b> Convene and facilitate regional working group to draft unified permit terms and contribute staff time monitor program	Dockless e-scooter share	Fastest to launch  No public capital costs and little financial risk to public agencies	Limited control over fleet size, equity coverage, or pricing  Difficult to attract private operators, and higher risk of operator exit or service cutbacks  Curb/sidewalk clutter and enforcement challenges



# Real-World Example: CATMA E-Bikeshare

- Dockless e-bikeshare
- Privately owned and operated
- Permit program overseen by regional agency (CATMA) and group of city partners
- Ended in 2025: After 2 years, operator (Bird) left due to revenue challenges in a smaller market.



## #2: Medium Resource, Subsidized Scenario

Operational Model	Potential District Role	Likely Vehicles/ System Type	Pros	Cons
Privately owned and operated, with public subsidy for operations	<b>Funder &amp; regional administrator:</b> Provide funds for operations; lead procurement for private operator; manage private operator (with support from cities)	Hybrid (combination of docked and dockless) e-bikes and pedal bikes, with designated parking in high-density areas	Increased ability to dictate fleet type, service coverage, equity requirements, transit integration, and other KPIs  Shared costs, with operator still funding capital	Requires ongoing subsidy to provide required levels of service  Higher level of staff time required for procurement and ongoing contract and operator management



# Real-World Example: Peace Health Rides

- Docked bikeshare
- Privately owned and operated, with public subsidy for operations from City of Eugene
- Regional transit agency (LTD) is part of multi-jurisdictional Shared MicroMobility Working Group, has provided financial support on an ad-hoc basis
- LTD plans to take over contracting with the operator from the local cities



## #2: High Resource, Public System Scenario

Operational Model	Potential District Role	Likely Vehicles/ System Type	Pros	Cons
Publicly owned, with operations contracted to third-party operator	<b>System owner &amp; primary funder:</b> Secure capital grants to purchase equipment; lead procurement for private operator; set pricing and service standards; manage private operator (with support from cities)	Hybrid (combination of docked and dockless) e-bikes and pedal bikes, with designated parking in high-density areas	Full control over fleet type, service coverage, equity requirements, transit integration, and other KPIs  Assets are a long-term public investment, and agencies can leverage federal/state funding	Highest level of capital and staffing costs  Longer lead time for procurement and system launch



## Real-World Example: Roaring Fork Valley Bikeshare

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- Docked bikeshare
- Publicly owned and privately operated
- Regional transit agency (RFTA) funds and owns all equipment and pays 80% of operating costs to non-profit operator. Local jurisdictions are responsible for the remaining 20% of operating costs.

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## Next Steps

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# Next Steps

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- Operational and Financial Model (Jun 2025)
- Program Guidelines and Regulatory Framework ( Jul 2025)
- Performance Measures and Implementation Strategy (Aug 2025)
- Draft and Final Plan (Sept – Nov 2025)





## WORK SESSION MEMO

Agenda Item WS.2.B

**To:** Board of Directors  
**From:** Shofi Ull Azum, Chief Planning and Development Officer  
David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** June 12, 2025  
**Subject:** District Fare Policy Review and Discussion on Future Directions

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### Overview

Since 2005, The District has implemented a series of fare changes and service enhancements aimed at improving accessibility and equity. These changes reflect the District's ongoing commitment to making public transportation more inclusive, affordable, and responsive to the community's needs.

Staff have conducted a thorough review of:

- The history of fare changes and service levels since 2005
- The fare change process and decision criteria
- The development of youth fare reforms and the Youth Zero Pass Program
- Modernization of fare payment systems
- The current fare structure

In conjunction with this review, staff have developed a comprehensive Transit Pass Program proposal aimed at expanding access and affordability across the service area. [Attachment A](#) outlines this proposed program in detail.

### KEY CONSIDERATIONS

#### Fare Change History and Equity Focus

Past fare changes have often balanced the need for financial sustainability with goals of service equity. Youth fare reform and free youth transit passes are recent examples of targeted efforts to remove barriers for young riders and foster lifelong transit use.

#### Fare Payment Modernization

Recent improvements in electronic fare systems have improved convenience, reduced boarding delays, and increased data transparency for decision-making.

## **Transit Pass Program Proposal**

The proposed program in Attachment A is designed to:

- Expand affordable options for all residents, while supporting ridership growth
- Provide broader transit access for low-income riders, seniors, and other historically underserved populations
- Promote employer, school, and community partnerships for group pass distribution

## **STRATEGIC DIRECTION AND BOARD PRIORITIES**

As the District evaluates the next steps, including whether to adjust fares, staff suggest the Board consider the following strategic priorities:

### **1. Increase Access and Affordability**

The District's core mission is to provide equitable, accessible transportation. Holding fares steady or implementing targeted subsidies (as outlined in the Transit Pass Program) will enhance access and ensure affordability.

### **2. Increase Ridership**

Stable fare paired with a comprehensive pass program and service quality improvements, can encourage new and returning riders. Increasing ridership supports environmental, congestion reduction, and community connectivity goals.

### **3. Ensure Fiscal Sustainability**

While increasing fares may provide short-term revenue, it risks reducing ridership and undercutting equity goals. Instead, expanding pass partnerships and pursuing external funding (e.g., grants, public-private partnerships) may be more effective for long-term sustainability.

## Why We're Considering New Transit Benefit Frameworks

### Why are we even exploring this?

The suite of flexible transit benefit frameworks below is designed to meet the evolving mobility needs of organizations and individuals, from employers and higher education institutions to community-based organizations. Each model supports access to public transit in a way that aligns with different budget sizes, employee commute patterns, and equity goals.

- **Evolving commute patterns:** Hybrid work, flexible schedules, and shifting transit needs have made one-size-fits-all benefits outdated.
- **Diverse user needs:** From students and residents to white-collar workers and underserved populations, different groups need different solutions.
- **Budget and value alignment:** Organizations want to offer meaningful benefits without waste and provide options that are scalable and data-driven.
- **Equity and sustainability:** Transit is a lever for social impact and climate goals. These frameworks help align with broader mission-driven priorities.

### Programs Researched

- Trimet - [employers](#) [access](#) [honored citizen \(military\)](#) [reduced fares](#)
- LTD - [group pass](#)
- [ORCA Business Programs - Employer Programs - King County, Washington](#) has information on the difference between Choice and our Passport (Area or Per-Trip)
- [SmartPass | VTA](#) (this is the group that has very formal eligibility requirements and they have a link to their contract/more info on their site.)
- [SEPTA Key Partner Programs | SEPTA](#) – university pass program w/ tiers
- [Metro Employer Annual Pass Program - LA Metro](#)
- UTA - several pass programs including university program [Pass Programs \(rideuta.com\)](#)
- Boulder Neighborhood EcoPass program: [Guide to Starting a NECO Pass Neighborhood | City of Boulder \(bouldercolorado.gov\)](#)
- Metro transit in MN has a residential program at a discount: [Residential Pass - Metro Transit](#)

## Frameworks Overview

### 1. Tier-Based Transit Discount Framework

**Use this when:** Budget is tight, organizations are testing the waters, or trying to build a commuter benefit program

- Discounts increase by participation tiers (25%–88%). Requires a minimum of 20 employees to ensure cost-effectiveness and program sustainability.
- Scalable and low-risk intro to transit support
- Rewards participation with cost savings
- Great for employers, residential buildings, and campuses
- Start small and scale up as interest increase

### 2. Usage-Based Billing Framework

**Use this when:** Orgs that are on a tight budget but still want to provide commuter benefits; a flexible model that fits hybrid work

- Pay only when benefits are used and reduce any perceived waste
- Provides real insights for future planning
- Organizations evaluating ROI

### 3. Pre-Tax Commuter Benefit Program

**Use this when:** Empower employees with a tax-smart option at little cost

- Easy, familiar, and low-lift for HR/payroll
- Flexible for employees with inconsistent commutes
- Boosts total rewards package without major spend

### 4. Community Access Pass

**Use this when:** Organizations working with or funding underserved communities

- Low-barrier access to jobs, school, and healthcare
- Budget-stretching alternative to vouchers or shuttles
- Strong alignment with equity, inclusion, and social impact

## Qualified Transportation Fringe Benefits (QTFBs)

Under Internal Revenue Code Section 132(f), employers can offer specific transportation-related benefits that are **exempt from federal income tax**, Social Security, and Medicare taxes **up to monthly limits**. These can be provided by the employer directly, or funded by employees through **pre-tax salary reductions** under a written plan.

### Monthly Exclusion Limits for 2025:

- **Transit Passes:** Up to **\$325** per month
- **Qualified Parking:** Up to **\$325** per month
- **Commuter Highway Vehicles (Vanpools):** Up to **\$325** per month

### Benefits For Employees:

- Employees can use pre-tax dollars (via payroll deductions) to pay for qualified transportation expenses up to the monthly cap
- Amounts deducted are not subject to federal income tax, Social Security, or Medicare taxes
- Any amount above the monthly limit must be treated as taxable wages

### Benefits For Employers:

- Amounts provided or deducted under the allowable limits are not subject to employer FICA taxes
- However, employers cannot deduct these expenses as a business expense if they pay them directly (due to the Tax Cuts and Jobs Act of 2017)
- Employers do not owe payroll taxes on the excluded amounts

### Restrictions and Special Rules

- No cash reimbursement is allowed for transit passes unless a voucher system is not available
- Personal vehicle commuting expenses (e.g., gas, mileage) are not covered
- Bicycling reimbursement is no longer a tax-free fringe benefit (suspended through 2025)
- The benefits are only tax-free if offered under a qualified plan. Reimbursements outside such a plan are taxable

### **Who Qualifies?**

- Benefits must be offered on a nondiscriminatory basis, though there are no specific non-discrimination rules for QTFBs
- Control employees (e.g., officers, highly compensated employees) have specific limitations if using employer vehicles or other commuting benefits

Framework Name	Target Audience	Key Features	How It Works	Pricing Structure	Who Pays?	Benefits	Considerations	Best For	Pilot Ready?
Tier-Based Transit Discount Framework	Employers/property managers with varying budgets; scalable entry-point	Tiered discount structure; higher enrollment = greater discount	Organizations enroll a % of users; discounts increase by participation tiers (25%-88%)	Based on enrollment tier, a month pass can cost as little as \$5.60 or as much as \$33.75, as opposed to the regular rate of \$45. <b>See Table 1</b>	Employers, higher ed institutions, residential properties	Scalable, budget-friendly, flexible, equity-oriented, easy marketing  Expands existing Group Pass Program offering	Requires tracking enrollment & admin monitoring	Employers, higher ed, and residential properties testing transit benefits	✓
Usage-Based Billing Framework	Employers and higher ed with hybrid/remote staff or cost sensitivity	Only pay for actual employee rides + admin fee	Set up an employer Umo account; the employer can preload passes into employee Umo accounts; Umo tracks trips taken and employers are only charged for the passes that are used; billed quarterly	Organization pays \$1.60/ride (w/ fare-capping); plus admin fee, see <b>Table 2</b>	Employer pays for actual ride usage + admin fee. May set a cap or ask employees to co-pay beyond limit.	Flexible, supports hybrid work and ensuring benefits paid for are being used.	usage variability; based on employee interest through a survey and internal promotion	Employers, hybrid offices	✓
Pre-tax Commuter Benefit Program	Employers offering tax-free or subsidized transit value	Stored funds on Umo	Employees use pre-tax or subsidized value; pay-per-ride	Up to \$315/month (IRS pre-tax limit)	Employee	Tax-efficient, flexible	Payroll integration; variable ridership	Mid-large employers, HR-focused benefit teams	✓
Community Access Pass	Veterans, low-income, college students, nonprofits	Free/discounted passes for underserved groups	Eligibility verified by community partners; could be subsidized by grants/public-private	\$0-\$15 monthly; org pays small admin fee, see <b>Table 2</b>	Can be subsidized by CBO or higher ed institution. End user pays nothing or very little.	Mobility equity, workforce access, supports inclusion	Requires outreach, grant funding, impact tracking	Housing agencies, workforce programs, nonprofits, CBOs, higher ed	✓
<b>Table 1: Tier-Based Discounts</b>					<b>Table 2 - Admin/Enrollment Fee Structure</b>				
Tier	Participation Rate	Discount	Monthly Pass Price (After Discount)		Organization Size	Recommended Admin Fee Structure			
Tier 1	10% – 24% enrolled	25%	\$33.75		Small orgs (<50 participants)	Flat \$100/year			
Tier 2	25% – 49% enrolled	50%	\$22.50		Mid-size (50–200)	Flat \$150/year			
Tier 3	50% – 74% enrolled	75%	\$11.25		Large employers (>200)	Flat \$200/year			
Tier 4	75% – 99% enrolled	80%	\$9.00						
Tier 5 (Group Pass Program)	100% enrolled	87.50%	\$5.60						

# Fare Policy Overview

Presented by:  
Shofi Ull Azum  
Chief Planning and Development Officer



## Presentation Overview

- The District Fare Change History
- Youth Fare Reform in 2019
- Major Modernization in 2023
- Fare Change Process
- Current Fare Structure
- Farebox Recovery and Subsidy
- Proposed Transit Pass Program
- Discussion

# Fare Change History

Since 2005, the Salem Area Mass Transit District (District) has implemented several fare changes to enhance service accessibility and equity.

**2005:**

- Fare: \$0.75 → \$0.85
- Service: Mon – Sat & Holidays

**2006:**

- Fare: \$0.85 → \$1.00
- Service: Mon – Sat

**2008:**

- Fare: \$1.00 → \$1.25
- Service: Mon – Sat

**2010:**

- Fare: \$1.25 → \$1.50
- Service: Mon – Fri

**2015:**

- Fare: \$1.50 → \$1.60
- Service: Mon – Fri

# Youth Fare Reform - 2019

- Introduction of reduced youth fare
- Funded via Statewide Transportation Improvement Fund (STIF)
- Saturday and holiday service resumed

# Major Modernization - 2023

- Youth Zero Fare Program launched
- Fare unification for Cherriots Local and Regional Services
- Launched electronic fare (E-fare) system (Umo fare capping benefits)
- E-fare and zero-youth fare mark a new era of accessible transit in Salem.
- Service expanded to Monday through Sunday & holidays

# Fare Change Process

- A fares analysis is conducted by Planning every two years.
- The analysis is presented to the Executive Leadership Team (ELT) and the Board.
- If changes are necessary:
  - The results and proposed fare adjustments are shared with the public for comment.
  - The process follows the public hearing procedures before going to the District Board of Directors for final approval.

## Current Fare Structure

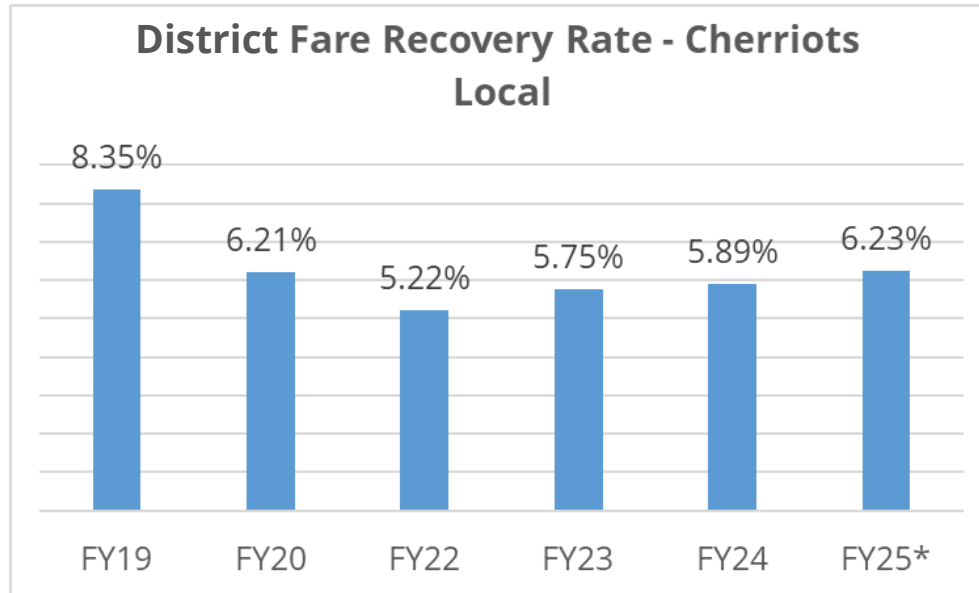
Cherriots Local and Cherriots Regional	Full Fare	Reduced Fare
One-Ride ( <i>not a physical pass - pay at farebox</i> )	\$1.60	\$0.80
Day Pass	\$3.25	\$1.50
30 Day Pass or Month Pass	\$45.00	\$22.50
Annual Pass (available only with <a href="#">Umo</a> )	\$540.00	\$270.00

## Current Fare Structure

Cherriots LIFT and Cherriots Dial-a-Ride	Fare
One-Ride ( <i>one way</i> )	\$3.20
Universal LIFT Month Pass (available only with <a href="#">Umo</a> )	\$90.00

- Full Fare: ages 19 – 59
- Reduced Fare: age 60+, people with disabilities, or Medicare card holders
- Youth Zero Pass: ages 0 – 18

# Fare Recovery Rate



# Fare Recovery and Subsidy

<b>Service</b>	<b><i>Fare Revenue/Ride</i></b>	<b><i>Operating Cost per Ride</i></b>	<b><i>Subsidy/Ride</i></b>	<b>Fare Recovery</b>
Local	\$0.87	\$13.59	\$12.72	6.41%
LIFT	\$0.94	\$57.61	\$56.68	1.63%
Regional	\$1.42	\$20.92	\$19.50	6.81%
Shop & Ride	\$3.52	\$71.22	\$67.69	4.95%

**Data Period: FY25 Q3**

# Transit Pass Program

- Tier-Based Transit Discount Framework
- Usage based Billing Framework
- Pre-Tax Commuter Benefit Program
- Community Access Pass Program

Attachment A for Details

## Discussion

**Should we modify fare or keep it steady?**

### CASE STUDY SNAPSHOTS

**New York MTA (multiple fare hikes):** Typically sees a **short-term dip of 1-3%** in ridership following hikes, but some recover if service remains strong.

**Los Angeles Metro (2014 fare increase):** Saw a significant ridership **drop of ~10%**, due in part to **service reductions** and car-ownership increases.

**San Francisco Muni (automatic CPI-based increases):** Smaller, gradual increases result in less dramatic ridership impact due to predictability and **coupling with service improvements**.

# Discussions

**Should fare be based on “per trip” or “duration of time”?**

Fare Structure Comparison: TriMet, LTD, and the District

Agency	Single Ride	2.5 hr Fare	Day Pass	Monthly Pass	3-Month Pass	Annual Pass
District	\$1.60	NA	\$3.25	\$45.00	NA	\$540.00
LTD	\$1.75	NA	\$3.50	\$50.00	\$135.00	NA
TriMet	NA	\$2.80	\$5.60	\$100.00	NA	NA

# Discussions

**What is a priority for the District Board of Directors?**

- Increase ridership
- Increase in fare
- Increase farebox recovery ratio
- Increase access to transit
- Affordable and equitable transit

**To:** Board of Directors  
**From:** Jaél Rose, Chief Employee and Labor Relations Officer  
David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** June 12, 2025  
**Subject:** Community Advisory Committee (CAC) Bylaws

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As stated in the Board's Bylaws under Rule 22 Committees; any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created. Board-appointed committees are subject to the direction and control of the Board. Recommendations of such committees are considered advisory only.

Under the direction of the Board DEI Subcommittee and as part of a broader effort to modernize our committee governance, the Board initiated a review of the CAC bylaws.

The intent was to ensure alignment with the Board's expectations, uphold equitable representation, and clarify appointment and operational procedures.

The review began with Article III (formerly Article II), which contained outdated language regarding eligibility, membership qualifications, and term limits. As the review progressed, it became evident that broader revisions were necessary to support transparency, long-term sustainability, and legal compliance.

The revised bylaws:

- Expand and clarify representation categories to better reflect the Salem-Keizer community;
- Increase the number of voting members from 11 to 13;
- Establish minimum and maximum meeting frequency aligned with a formal work plan;
- Define a clearer appointment and reappointment structure, including term limits and break periods;
- Introduce formal expectations for meeting conduct and committee representation; and,
- Align subcommittee formation with Board oversight and strategic priorities

All updates have been reviewed and approved by legal counsel as well as the Board DEI Subcommittee. A six-month transition plan, starting in July 2025, accompanies the proposed bylaws to respectfully phase out legacy roles and support recruitment under the new structure.



**SALEM AREA MASS TRANSIT DISTRICT  
COMMUNITY ADVISORY COMMITTEE  
BYLAWS**

GOVERNING PROCEDURES AND CONDUCT

## TABLE OF CONTENTS

ARTICLE I.....	3
MISSION, PURPOSE, AND DUTIES .....	3
Section 1. Mission .....	3
Section 2. Purpose .....	3
Section 3. Procedures and Duties .....	3
ARTICLE II.....	3
GOVERNANCE PROCEEDINGS .....	3
Section 1. Open Meetings and Records .....	3
Section 2. Ethics .....	4
ARTICLE III.....	4
APPOINTMENT, MEMBERSHIP, ELIGIBILITY, REPRESENTATION, AND TERMS .....	4
Section 1. Appointment and Membership.....	4
Section 2. Eligibility and Representation .....	4
Section 3. Terms of Service .....	5
Section 4. Chair and Vice-Chair Appointment and Responsibilities .....	6
Section 5. Participation.....	6
Section 6. Removal and Vacancies .....	6
Section 7. Staff Role and Responsibility .....	7
ARTICLE IV .....	7
MEETINGS.....	7
Section 1. Frequency.....	7
Section 2. Agendas.....	7
Section 3. Quorum and Voting.....	7
Section 4. Minutes.....	8
Section 5. Recommendations .....	8
Section 6. Meeting Protocols and Interactions.....	8
ARTICLE V .....	8
SUBCOMMITTEES.....	8
ARTICLE VI .....	8
AMENDMENTS .....	9

## **ARTICLE I**

### **MISSION, PURPOSE, AND DUTIES**

#### **Section 1. Mission**

The mission of the Community Advisory Committee, (hereinafter Committee), established by the Salem Area Mass Transit District (hereinafter District) Board of Directors by Resolution No. 2017-13 on December 14, 2017, is to advise the Board on District-related transportation issues.

#### **Section 2. Purpose**

The purpose of the Committee is to discuss, review, and make recommendations to the Board of Directors, on the District's transportation policies, programs and services, and perform other duties as assigned by the Board, including but not limited to the facilitation of ongoing public participation of persons with disabilities in accordance with the U.S. Department of Transportation Federal Transit Administration Circular C 4710,1.

#### **Section 3. Procedures and Duties**

Committee members are responsible for advising the Board based on their own experiences and the perspectives of the communities they represent, recognizing that communities consist of diverse viewpoints. Members are selected for their unique eligibility and representation to ensure diverse insights.

The Committee's leadership (Chair and Vice-Chair), in collaboration with the Board of Directors, will lead the development and implementation of a two (2) year work plan that incorporates the Committee's actions and goals. This work plan should be updated and reviewed annually during a joint work session between Committee leadership and the Board of Directors.

## **ARTICLE II**

### **GOVERNANCE PROCEEDINGS**

#### **Section 1. Open Meetings and Records**

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

The meetings shall be conducted in accordance with the provisions of the most current edition of Robert's Rules of Order for small boards. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one (1) weeks' notice to the members and

will be held in the Board Room of the District, unless a different place is designated from time to time, and so noticed in conformance with applicable laws. In compliance with Oregon Public Meeting Law, virtual means of attendance shall also be made available to ensure accessibility and participation by the public and Committee members. In the event of an emergency or special meeting, the District will notify all members no later than 24 hours prior to such meeting.

## **Section 2. Ethics**

Members of the Committee must comply with the Oregon Ethics Laws, ORS Chapter 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the Committee. In the case of any actual or potential conflict of interest, the member must publicly announce the actual or potential conflict of interest. Further, in the case of an actual conflict of interest, the member must refrain from participating in any discussion or vote on the matter.

## **ARTICLE III APPOINTMENT, MEMBERSHIP, ELIGIBILITY, REPRESENTATION, AND TERMS**

### **Section 1. Appointment and Membership**

Members of the Committee are appointed by the Board of Directors, and serve at the pleasure of the Board of Directors. The Committee shall consist of up to 13 voting members, as determined by the Board of Directors. Each member must meet any one (1) or more of the eligibility and representations identified in Article III, Section 2 at the time of their appointment and for the duration of their term.

The Board will strive to appoint Committee members who represent a variety of perspectives, geographic areas, and population demographics within the community or as representatives of the community.

### **Section 2. Eligibility and Representation**

District Employees are not allowed to serve on the Committee. To serve as a member of the Committee, an individual must live and/or work in the Urban Growth Boundary service area, represent a cross-section of the Salem/Keizer community, and meet at least one (1) of the following criteria:

- **At-large Member:** A community member who does not represent a specific

group or organization but brings a general perspective on the broader community's transportation needs and who regularly uses public transportation.

- **Business Interest Organization:** A representative from a local organization dedicated to supporting and advocating for business interests, economic growth, and community development.
- **Chambers of Commerce:** A representative from either the Salem or Keizer Chamber of Commerce, with membership alternating between the two (2) chambers.
- **Local Employer -** A representative from a locally operated business or franchise, excluding national chain franchises without significant local ownership or involvement.
- **Medical Community/Care Provider:** A representative from the healthcare sector, such as a doctor, nurse, therapist, or administrator, who brings insights into how transportation impacts access to medical care.
- **Community Member Three (3)** To the extent not represented in the other categories, the Board shall ensure that these Community Members are a representation of the Community. This category may be used to ensure that there is equal racial, ethnic, age, gender, and disability representation on the committee.
- **Paratransit User:** A person who regularly uses paratransit services, which are specialized, accessible public transportation options for individuals with disabilities or mobility challenges who are unable to use standard transit services.
- **Bike/Pedestrian Advocate:** An individual who actively promotes, supports, and uses cycling infrastructure, and pedestrian-friendly initiatives, advocating for safe and accessible routes for non-motorized transportation.
- **School District Representative/Educational Community:** A person from the education sector, such as a school board member, administrator, or teacher, representing the transportation needs of students, faculty, and staff.
- **Social Services Agency Representative:** A person representing an organization that provides support and resources to individuals or families in need, such as housing assistance, mental health services, or food security programs.
- **Youth Leader - between 16-24 years of age:** An individual who actively engages in leadership activities, representing the perspectives and transportation needs of youth and young adults within the community.

### Section 3. Terms of Service

Committee members shall serve for a term of two (2) years, commencing on January 1. Members are eligible for re-appointment for one (1) term. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two (2) consecutive two (2) year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least twelve (12) months for reappointment.

#### **Section 4. Chair and Vice-Chair Appointment and Responsibilities**

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice-Chair shall serve for a term of twelve (12) months; and no more than two (2) consecutive terms. The Committee may nominate and recommend to the Board of Directors, members to serve as Chair or Vice-Chair.

Committee recommendations are to be completed by October of each year in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee in accordance with the workplan. The Chair may appoint committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

#### **Section 5. Participation**

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one (1) business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two (2) consecutive meetings, or misses more than two (2) meetings over a one (1) year period, will be reported to the District Board, and the Board of Directors may declare that person's position vacant.

#### **Section 6. Removal and Vacancies**

Members of the Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one (1) of its members to the Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article III, Section 3 of these Bylaws. The Board of Directors may select an appointee from among people expressing an interest in such appointment, or from a call of applications for the position. Appointments are subject to the requirements of Article III, Sections 1 and 2 of these Bylaws.

### **Section 7. Staff Role and Responsibility**

The District General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

## **ARTICLE IV MEETINGS**

### **Section 1. Frequency**

The Committee will meet at a frequency determined by the work plan, with a minimum of once per quarter and a maximum of once per month. District staff will collaborate with the Chair to determine meeting schedules.

### **Section 2. Agendas**

Staff will consult with the Chair and the Board Liaison in developing meeting agendas. Staff will be responsible for distributing the final agenda and preparing or compiling the associated agenda materials for each meeting.

The agenda and other materials related to any agenda action item will be distributed in advance of the meeting and may be provided in paper or electronic format.

### **Section 3. Quorum and Voting**

A quorum of the Committee shall consist of a majority of all the members. A quorum must be present to conduct any official business.

Each member of the Committee has one (1) vote. All actions of the Committee will be by a motion passed by a majority of the members present, either physically or virtually, and

voting at a meeting where a quorum is present.

The chair will be entitled to vote.

#### **Section 4. Minutes**

Committee meeting minutes will be prepared and distributed by staff. Minutes will note major points discussed, any conclusions reached and any actions taken.

#### **Section 5. Recommendations**

The Chair or their designee may present recommendations of the Committee to the District General Manager or Board of Directors in person or in writing.

#### **Section 6. Meeting Protocols and Interactions**

**Conduct:** Committee members must conduct themselves in a respectful and professional manner when engaging with the public, the Board of Directors, District staff, and one another. Members are expected to listen, consider different perspectives, and communicate constructively.

**Discussion Procedures:** The majority of each meeting will focus on discussing relevant issues and developing recommendations for the Board of Directors. Discussions will occur only after District staff has provided necessary briefings and presentations.

**Meeting Decorum:** The following principles shall be observed:

1. Adherence to Agenda: Members shall focus on agenda topics to ensure efficient use of time and resources.
2. Equal Participation: Members shall allow equitable contributions to discussions.
3. Conflict Resolution: Disagreements shall be addressed constructively, with an emphasis on solutions.

**Representation:** Committee members shall accurately represent the committee's recommendations when communicating externally.

### **ARTICLE V SUBCOMMITTEES**

Subcommittees may be formed if outlined in the work plan and approved by Committee leadership and the Board of Directors.

### **ARTICLE VI**

## **AMENDMENTS**

The Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2022-05 on December 15, 2022.

Amended by Board Resolution #2023-05 on April 27, 2023.



**SALEM AREA MASS TRANSIT DISTRICT  
COMMUNITY ADVISORY COMMITTEE  
BYLAWS**  
GOVERNING PROCEDURES AND CONDUCT

TABLE OF CONTENTS

ARTICLE I..... 3

MISSION, PURPOSE, AND DUTIES ..... 3

    Section 1. Mission ..... 3

    Section 2. Purpose ..... 3

    Section 3. Procedures and Duties ..... 3

ARTICLE II..... 4

GOVERNANCE PROCEEDINGS ..... 4

    Section 1. Open Meetings and Records ..... 4

    Section 2. Ethics ..... 4

ARTICLE III..... 4

APPOINTMENT, MEMBERSHIP, ELIGIBILITY, REPRESENTATION, AND TERMS ..... 4

    Section 1. Appointment and Membership..... 4

    Section 2. Eligibility and Representation ..... 5

    Section 3. Terms of Service ..... 6

    Section 4. Chair and Vice-Chair Appointment and Responsibilities ..... 6

    Section 5. Participation..... 7

    Section 6. Removal and Vacancies ..... 7

    Section 7. Staff Role and Responsibility ..... 8

ARTICLE IV ..... 8

MEETINGS..... 8

    Section 1. Frequency..... 8

    Section 2. Agendas..... 8

    Section 3. Quorum and Voting..... 8

    Section 4. Minutes..... 9

    Section 5. Recommendations ..... 9

    Section 6. Meeting Protocols and Interactions..... 9

ARTICLE V ..... 9

SUBCOMMITTEES..... 9

ARTICLE VI ..... 10

AMENDMENTS ..... 10

## ARTICLE I

### MISSION, PURPOSE, ROLES AND DUTIES RESPONSIBILITIES

#### Section 1. ~~Purpose and~~ Mission of the CAC Program

The mission of the Community Advisory Committee, (~~hereinafter Committee~~), established by the Salem Area Mass Transit District (~~hereinafter District~~SAMTD) Board of Directors by Resolution No. 2017-13 on December 14, 2017, is to ~~act as an advisory committee to~~ the Board on District-related transportation ~~related~~ issues ~~of the District~~.

**Commented [KP1]:** Redundant, Not discussed in Section 1 & Discussed in Section 2

#### Section 2. ~~Committee Name and~~ Purpose

~~The name of the committee is the Community Advisory Committee also referred to as the CAC, hereinafter referred to as "Committee."~~ The purpose of the Committee ~~is shall be to meet to discuss, review, and make recommendations to the SAMTD Board of Directors, on the District's transportation policies, programs and services, and perform other duties as assigned by the Board, including but not limited to the facilitation of ongoing public participation of persons with disabilities in accordance with the U.S. Department of Transportation Federal Transit Administration Circular C 4710.1.~~ The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

**Commented [WJO2]:** The adopting resolution by the Board makes clear that one of the specific purposes of this committee is to comply with the requirements of public participation regarding services for persons with disabilities provided in the Circular. This just makes it clear in the Bylaws.

#### Section 3. ~~Committee~~ Procedures and Duties

~~The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.~~

**Commented [KP3]:** Redundant & Repeated in the next line.

~~The Committee shall establish an Executive Subcommittee. The Committee Chair and Vice Chair, along with another member appointed by the Chair, shall serve on the Executive Subcommittee. The Executive Subcommittee may meet at a frequency directed by the Committee Chair.~~

Committee members are responsible for advising the Board based on their own experiences and the perspectives of the communities they represent, recognizing that communities consist of diverse viewpoints. Members are selected for their unique eligibility and representation to ensure diverse insights.

**Commented [KP4]:** ADD a section indicating they are responsible for advising the Board from their experiences along with those they representing.... Etc.  
"Any community is not a monolith" DEI SC

~~The Executive Subcommittee~~ The Committee's leadership (Chair and Vice-Chair) will, in collaboration with the Board of Directors, will lead the efforts to create development and implementation of a two (2)-year work plan which will that incorporates the Committee's actions and goals of the Committee. This work plan. The working document should be updated and reviewed annually during a joint work session between by the Committee leadership and the Board of Directors, on a quarterly basis.

**Commented [KP5]:** Add an annual work session where the work plan is developed & implemented with the Board – MHP

## **ARTICLE II**

### **GOVERNANCE PROCEEDINGS**

#### **Section 14. Open Meetings and Records**

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

~~A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.~~

The meetings shall be conducted in accordance with the provisions of the most current edition of Robert's Rules of Order for small boards~~Robert's Rules of Order for small boards (11th Ed.)~~. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one ~~(1) week's notice~~weeks' notice to the members and will be held ~~in the Board Room of the District, unless a different place is designated from time to time, at the District's Administration Office; or such other place as designated by the District,~~ and so noticed in conformance with applicable laws. In compliance with Oregon Public Meeting Law, virtual means of attendance shall also be made available to ensure accessibility and participation by the public and Committee members. In the event of an emergency or special meeting, the District will notify all members no later than 24 hours prior to such meeting.

#### **Section ~~25~~. Ethics**

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch~~apter~~apter 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the Committee. In the case of any actual or potential conflict of interest, the member must publicly announce the actual or potential conflict of interest. Further, in the case of an actual conflict of interest, the member must refrain from participating in any discussion or vote on the matter.

## **ARTICLE III**

### **APPOINTMENT, MEMBERSHIP, ELIGIBILITY, REPRESENTATION,** **QUALIFICATION, AND TERMS**

#### **Section 1. Appointment and Membership**

Page 4 of 10 | SALEM AREA MASS TRANSIT DISTRICT COMMUNITY ADVISORY COMMITTEE BYLAWS

Commented [KP6]: Should we add either physically or virtually present??

Commented [KP7]: Redundant, discussed in Article IV Section 3

Members of the Committee are appointed by the ~~SAMTD~~ Board of Directors, and serve at the pleasure of the ~~SAMTD~~ Board of Directors. ~~Based on the discretion of the SAMTD Board of Directors~~ The Committee shall ~~consist of up to 13~~ have no more than eleven (11) voting members, ~~as determined by the Board of Directors~~. Each member must meet any one (1) or more of the ~~eligibility and representations qualifications~~ identified in Article ~~III~~ 4, Section 2 at the time of their appointment and for the duration of their term.

The Board will strive to appoint Committee members who represent a variety of perspectives, geographic areas, and population demographics within the community or as representatives of the community.

The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

## Section 2. Eligibility and Representation Qualification

~~District Employees are not allowed to serve on the Committee.~~ To ~~be qualified to~~ serve as a member of the Committee, ~~the person an individual~~ must live and/or work in the Urban Growth Boundary ~~SAMTD~~ service area, ~~be a representative of~~ a cross-section of the Salem/Keizer community, and ~~as much as possible be a person who meets at least one (1) of the following~~ criteria ~~qualifications~~:

- **At-large Member:** A community member who does not represent a specific group or organization but brings a general perspective on the broader community's transportation needs and who regularly uses public transportation.
- **Business Interest Organization:** A representative from a local organization dedicated to supporting and advocating for business interests, economic growth, and community development.
- **Chambers of Commerce:** A representative from either the Salem or Keizer Chamber of Commerce, with membership alternating between the two (2) chambers. ~~/Business Economic Development Organization:~~
- **Local Major Employer** ~~-(over 100 Employees:-)~~ A representative from a locally operated business or franchise, excluding national chain franchises without significant local ownership or involvement.
- **Medical Community/Care Provider:** A representative from the healthcare sector, such as a doctor, nurse, therapist, or administrator, who brings insights into how transportation impacts access to medical care.
- **Ethnic Community Member** Three (3) Members of an Underrepresented or Historically Marginalized Community: ~~To the extent not represented in the other categories, the Board shall ensure a that these Community Members are a~~

Commented [KP8]: Expand to 13 - MHP

Commented [KP9]: 1 at large Member - ACTIVE TRANSIT USER

1 Chamber (Alternate between S/K)  
1 Business (Modify language - maybe just Business Interest Organization)  
1 Major Employer CHANGE to LOCAL - Define what local is  
1 Medical  
2 Underrepresented (JLM - does this include older? - provide examples) (Representing 2 diff. communities.  
1 Para transit  
1 School District  
1 Social  
1 Youth  
1 Recreational  
1 Older Adults (60 years) (Include in the marginalized?)  
SD - Over time as members term out we would make up the demographic (SO not reappointing)  
JLM would like a committee - to appoint members.....  
SD - We will give priority to those who meet the qualifications.  
JLM - if the purpose of the committee is to sink their teeth into issues we don't have time for or have perspectives that we don't - so we want them to be representative of the county.

Formatted: Font: Not Bold

representation of the Community. This category may be used to ensure that there is equal racial, ethnic, age, gender, and disability representation on the committee. A person who identifies as part of a group that has experienced systemic inequities, including but not limited to individuals from racially or ethnically marginalized communities, LGBTQIA+ individuals, older adults (over the age of 60), or persons with disabilities.

**Commented [BJ10]:** Given the new DEI Executive Orders, I would rewrite this category as suggested.

- **Paratransit User:** A person who regularly uses paratransit services, which are specialized, accessible public transportation options for individuals with disabilities or mobility challenges who are unable to use standard transit services.
- **Recreational/Bike/Pedestrian Advocate:** An individual who actively promotes, supports, and uses cycling infrastructure, and pedestrian-friendly initiatives, advocating for safe and accessible routes for non-motorized transportation.
- **School District Representative/Educational Community:** A person from the education sector, such as a school board member, administrator, or teacher, representing the transportation needs of students, faculty, and staff.
- **Social Services Agency Representative:** A person representing an organization that provides support and resources to individuals or families in need, such as housing assistance, mental health services, or food security programs.
- **Youth Leader - (between 16-24 years of age):** An individual who actively engages in leadership activities, representing the perspectives and transportation needs of youth and young adults within the community.

Voting members appointed to the Committee must live and/or work within the District's service area.

**Commented [KP11]:** Redundant, the section above said all of that.

### Section 3. Terms of Service

Committee members shall serve for a term of two (2) years, commencing on January 1. Members are eligible for re-appointment for ~~one (1) up to two consecutive terms~~. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two (2) consecutive two (2)-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least ~~twelve (12)~~ months for reappointment.

**Commented [KP12]:** There needs to be clarification here – can they serve a total of 6 years because that is what we say in the first paragraph but in the second we say no more than 4 year?

### Section 4. Chair and Vice-Chair ~~Appointment Election~~ and Responsibilities

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice-Chair shall serve for a term of twelve (12) months; and no more than two (2) consecutive terms. The Committee may nominate and recommend to the Board of Directors, members to serve as Chair or Vice-Chair.

Committee recommendations are to be completed in by October of each year in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee in accordance with the workplan. The Chair may at the Board's direction, appoint sub-committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

## **Section 5. Participation**

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one (1) business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two (2) consecutive meetings, or misses more than two (2) meetings over a one (1)-year period, will be reported to the District SAMTD-Board, and the Board of Directors may declare that person's position vacant.

## **Section 6. Removal and Vacancies**

Members of the Committee shall serve at the pleasure of the SAMTD-Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one (1) of its members to the SAMTD-Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article III, Section 3 of these Bylaws. The Board of Directors may select an appointee from among people expressing an interest in such appointment, or from a call of applications for the position. Appointments are subject to the requirements of Article III.

Page 7 of 10 | SALEM AREA MASS TRANSIT DISTRICT COMMUNITY ADVISORY COMMITTEE BYLAWS

Sections 1 and 2 of these Bylaws.

## Section 7. Staff Role and Responsibility

The ~~District SAMTD~~ General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

## ARTICLE ~~IV~~ III MEETINGS

### Section 1. Frequency

The Committee will meet at a frequency determined by the work plan, with a minimum of once per quarter and a maximum of once per month, as often as necessary to carry out the responsibilities of the Committee; however, the Committee shall meet at least two times each year. District staff will collaborate with and the Chair to determine will confer as to the meeting schedules. ~~Meetings shall be held at the District's Administrative offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.~~

### Section 2. Agendas

Staff will consult with the Chair and the Board Liaison in developing meeting agendas. Staff will be responsible for distributing the final agenda and including preparing or compiling the associated agenda materials for each meeting.

The agenda and other ~~materials related to information associated with~~ any agenda action item will be distributed in advance of the meeting and may be provided in paper or electronic format. ~~These may be paper or electronic copies.~~

### Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the members. A quorum must be present to conduct any official business. ~~for any business to be conducted.~~

Each member of the Committee has one (1) vote. All actions of the Committee will be by a motion passed by a majority of the members present, either physically or virtually, and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Page 8 of 10 | SALEM AREA MASS TRANSIT DISTRICT COMMUNITY ADVISORY COMMITTEE BYLAWS

**Commented [KP13]:** Double check this – please. And ensure it meets with our current standard (this was not in here before)

**Commented [KP14]:** This is already stated in Article II

**Commented [KP15]:** Frequency – as needed = to be informed by the Work Plan MHP

Add Min. & Max - SD

**Commented [KP16]:**  
Agendas – staff will consult with the chair AND the Board Liaison MHP

**Commented [KP17]:** Physically or virtually or both?

#### Section 4. Minutes

~~Minutes of~~ Committee meetings minutes will be prepared and distributed by staff. Minutes will note major points discussed, ~~and~~ any conclusions reached ~~or~~ and any actions taken.

#### Section 5. Recommendations ~~to the SAMTD Board of Directors~~

The Chair ~~or and the Chair's~~ their designee may present recommendations of the Committee to the ~~District SAMTD~~ General Manager or ~~SAMTD~~ Board of Directors in person or in writing.

#### Section 6. Meeting Protocols and Interactions

**Conduct:** Committee members must conduct themselves in a respectful and professional manner when engaging with the public, the Board of Directors, District staff, and one another. Members are expected to listen, consider different perspectives, and communicate constructively.

**Discussion Procedures:** The majority of each meeting will focus on discussing relevant issues and developing recommendations for the Board of Directors. Discussions will occur only after District staff has provided necessary briefings and presentations.

**Meeting Decorum:** The following principles shall be observed:

1. Adherence to Agenda: Members shall focus on agenda topics to ensure efficient use of time and resources.
2. Equal Participation: Members shall allow equitable contributions to discussions.
3. Conflict Resolution: Disagreements shall be addressed constructively, with an emphasis on solutions.

**Representation:** Committee members shall accurately represent the committee's recommendations when communicating externally.

**Commented [KP18]:** I think something like this governing how individuals interact with one another, staff, etc. is important – thoughts?

### ARTICLE IV SUBCOMMITTEES

Subcommittees may be formed if outlined in the work plan and approved by Committee leadership and the Board of Directors. The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select or

~~appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.~~

## **ARTICLE VI AMENDMENTS**

The ~~SAMTD~~ Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2022-05 on December 15, 2022.

Amended by Board Resolution #2023-05 on April 27, 2023.

**Commented [KP19]:** MHP does not want them to have Subcommittees.  
JLM can establish with Board Approval  
SD if listed in the Workplan



**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** 6/12/2025  
**Subject:** Upcoming Work Session and Board Meeting Agenda Items

## Upcoming Work Session and Board Agenda Items

AP - Allan Pollock | DT - David Trimble | CC - Cliff Carpentier | DL - Denise LaRue | JR - Jaél Rose | SA - Shofi Azum | TD - Tom Dietz

*\* Consent Calendar*

To Be Scheduled:			
Board Meeting		Work Session	
Award of Contract for AIP Group 6	SA	Safety & Security   COOP	CC
Award of Contract for DW Fencing	CC	Cybersecurity Assessment	DT
Adoption of ZEF (Zero-Emission Fleet) Resolution	TD		
SSTC Land Acquisition	DT		
Award of Contract for Buy America Services	TD		
Award of Contract for Farebox Replacement	TD		
Ordinance (1) XX, First Reading	AP		
Ordinance (2) XX, First Reading	AP		
Ordinance (1) XX, Second Reading	AP		
Ordinance (2) XX, Second Reading	AP		

### June 26, 2025

#### Board Meeting

##### Action Items

Approval of FY2026 United Way Donation*	AP
Adopt Resolution No. 2025-XX to Adopt FY 2026 Budget	DL
Adopt Resolution No. 2025-XX, Amending CAC Bylaws*	JR   TD
Adopt Resolution No. 2025-XX for TGM Grant*	SA
Authorize Purchase of BEB	DT
Approve Budget Amendment	DL
Adopt Resolution No. 2025-XX, Approving 5310 STIFAC Recommendation*	SA

##### Informational Items

Budget Hearing	DL
CCC Update	AP   JR

##### Presentations

Climate Action Plan Strategy Review	BK
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### July 10, 2025

#### Work Session

COA	SA
Update Bus Stop Inventory	SA

# Upcoming Work Session and Board Agenda Items

AP - Allan Pollock | DT - David Trimble | CC - Cliff Carpentier | DL - Denise LaRue | JR - Jaél Rose | SA - Shofi Azum | TD - Tom Dietz

\* Consent Calendar

**July 24, 2025**

## Board Meeting

### Action Items

Acceptance of the Preliminary FY2025 Financial Report	DL
Election of Officers and Oath of Office	AP
Board Committee Review and Assignment	AP

### Informational Items

Service Change Briefing for September 2025	SA
CCC Update	AP   JR

### Presentations

2025 State Legislative Session Report	AP
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**August 14, 2025**

## Work Session

ITS & BEB Dashboard Demonstration	TD   SA
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## Executive Session

General Manager Performance Evaluation	JR
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**August 28, 2025**

**Agenda Reports Due August 14**

## Board Meeting

### Action Items

Q4 NTD Reportable Assault Data *	CC
Potential Action on GM Performance Evaluation and Compensation	JR
Year-End Project Review	DT

### Informational Items

Q4 Strategic Plan Report	AP
Q4 Performance Report	SA
Q4 Finance Report	DL
CCC Update	AP   JR

### Presentations

**September XX, 2025**

## Work Session



# WORK SESSION MEMO

Agenda Item 4.B

**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** June 12, 2025  
**Subject:** Board Calendar

## Board Calendar

### June

F	XX	9:30a	District Board DEI Subcommittee
Th	12	4:15p	District Board SES Subcommittee
Th	12	5:30p	District Board Work Session
Tu	17	5:30p	<del>Community Advisory Committee</del>
Th	26	5:30p	District Board of Directors Meeting
Th	19		<b>Juneteenth</b>   Cherriots Administrative Offices <b>Closed</b>   <b>Sunday-level</b> Bus Service
S	29		2025 Oregon Legislative Session Ends

### July

F	4		<b>Independence Day</b>   Cherriots Administrative Offices <b>Closed</b>   <b>Saturday-level</b> Bus Service
F	4	9:30a	District Board DEI Subcommittee
Th	10	4:15p	District Board SES Subcommittee
Th	10	5:30p	District Board Work Session
Th	24	5:30p	District Board of Directors Meeting

### August

	XX		KeizerFEST Sponsor Appreciation Luncheon
	XX		KeizerFEST Parade
	XX		Connects Family Fun Day
F	1	9:30a	District Board DEI Subcommittee
Th	14	4:15p	District Board SES Subcommittee
Th	14	5:30p	District Board Work Session
Tu	19	5:30p	Community Advisory Committee
Th	28	5:30p	District Board of Directors Meeting

### September

	XX		Get There Challenge
M	1		<b>Labor Day</b>   Cherriots Administrative Offices <b>Closed</b>   <b>Saturday-level</b> Bus Service
	14-17		APTA TRANSform Conference
F	5	9:30a	District Board DEI Subcommittee
Th	11	4:15p	District Board SES Subcommittee
Th	11	5:30p	District Board Work Session
Th	25	5:30p	District Board of Directors Meeting