Salem Area Mass Transit District
Board Of Directors Meeting Agenda Packet

Thursday, October 22, 2026 at 5:30 p.m.

Directors: Spencer Rosenau, 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 St. NE, Salem, OR 97301
- **Watch the Live Stream on CC Media's YouTube** or view on **Comcast Channel 21**
- **Zoom Gov:**
  - **Join the Board Meeting Virtually**
    Meeting ID: 161 115 6964; Passcode: 680098
  - Phone: (669) 254-5252 (US)

Public Comment: The public may provide comments on transit-related matters during the meeting. Public comment is limited to three minutes per speaker.

Comments can be submitted:

- In person
- Via ZoomGov
- By email - Board@cherriots.org
- By mail - Attn: District Board of Directors, 555 Court St. NE, Suite 5230, Salem, OR 97301

Written comments received by 12:00 p.m. on the meeting day will be included in the official record.

Consent Calendar: Routine items are approved by a single motion. Any Director may request that an item be removed from the Consent Calendar for separate discussion and action.

Board of Director Reports: Directors report on transit-related issues, including committee participation, community outreach, and special projects representing the District.

Closed Captioning (CC): Live closed captioning is available through ZoomGov.

Alternative Formats: Individuals who need meeting materials in alternative formats, sign language interpretation, translation, or other auxiliary aids or services are encouraged to contact the Clerk of the Board at (503) 588-2424 or clerkoftheboard@cherriots.org or TTY 711 (Oregon Relay Service), at least 48 hours in advance of the meeting.

Electronic Copies: **Download Board Meeting Agenda Packet**.

Email Distribution List: Email clerkoftheboard@cherriots.org to join the District's public meeting distribution list.

Formatos de reunión disponibles:

- **En persona:** Senator Hearing Room, 555 Court St. NE, Salem, OR 97301
- **Vea la transmisión en vivo en el canal de YouTube de CC Media** o en el canal 21 de Comcast.
- **Zoom Gov:**
  - **Participe virtualmente en la reunión de la junta directiva**.
    Meeting ID: 161 115 6964; Código de acceso**:** 680098
  - Teléfono: **(**415) 449-4000 (US)

Comentarios del público: El público puede presentar comentarios sobre asuntos relacionados con el transporte público durante la reunión. Los comentarios públicos están limitados a tres minutos por persona.

Los comentarios pueden enviarse:

- En persona
- A través de ZoomGov
- Por correo electrónico: Board@cherriots.org
- Por correo postal: A la atención de: Junta Directiva del Distrito, 555 Court St. NE, Suite 5230, Salem, OR 97301

Los comentarios escritos recibidos antes de las 12:00 p.m. del día de la reunión se incluirán en el acta oficial.

Calendario de Consentimiento: Los puntos rutinarios se aprueban mediante una única moción. Cualquier director puede solicitar que se elimine un punto del calendario de consentimientos para su debate y resolución por separado.

Informes de la Junta Directiva: Los directores informan sobre cuestiones relacionadas con el transporte público, incluida la participación en comités, la divulgación comunitaria y los proyectos especiales que representan al Distrito.

Subtítulos (CC): Se ofrecen subtítulos en directo a través de ZoomGov.

Formatos alternativos: Se recomienda a las personas que necesiten materiales de la reunión en formatos alternativos, interpretación en lengua de signos, traducción u otras ayudas o servicios auxiliares que se pongan en contacto con el secretario de la Junta en el (503) 588-2424 o en clerkoftheboard@cherriots.org o TTY 711 (Servicio de Retransmisión de Oregón), al menos 48 horas antes de la reunión.

Copias electrónicas: Descargue el paquete de la agenda de la reunión de la Junta.

Lista de distribución por correo electrónico: Envíe un correo electrónico a clerkoftheboard@cherriots.org para unirse a la lista de distribución de reuniones públicas del Distrito.

Agenda

1. **Call To Order**
   A. Note Attendance for a Quorum
   B. Safety Minute – Finance/HR
   C. Announcements and/or Changes to the Agenda
2. **Presentations**
   A. GFOA Certificate of Achievement for Excellence in Financial Reporting 4
   B. GFOA Distinguished Budget Presentation Award .....Addendum A
3. **Public Comment**
4. **Consent Calendar**
   A. Approval of Minutes
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   B. Routine Business Items
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6. **Action Items**
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   B. Authorize Contract Amendment for Comprehensive Operational Analysis 19
   C. Authorize Contract Amendment for Legislative Services 21
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   A. General Manager
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9. **Adjourn**

Next Meeting: December 10, 2026 at 5:30 P.M.

Board Meeting Memo – Agenda Item 2.A

To: Board of Directors
From: RaeLynn North, Chief Financial Officer
Thru: David Trimble, Interim General Manager
Date: October 22, 2026
Subject: Certificate of Achievement for Excellence in Financial Reporting – FY25

Issue

Shall the District be recognized by the Government Finance Officers Association of the United States and Canada (GFOA) for its Annual Comprehensive Financial Report (ACFR)?

Background and Findings

Established by the GFOA in 1945, the ACFR program encourages state and local governments to go beyond the minimum requirements of Generally Accepted Accounting Principles (GAAP) to prepare reports that embody transparency and full disclosure.

The District's ACFR provides a complete, transparent picture of financial health by:

- Consolidating all financial accounting data across District Activities.
- Comparing annual budgeted figures against actual financial performance.
- Detailing categorized, multi-year investment balances and asset yields.

On August 10, 2026, the GFOA notified the District (Attachment A) that its FY 2024-25 ACFR qualified for the Certificate of Achievement for Excellence in Financial Reporting (Attachment B)

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. To earn the award, the District's report had to satisfy all applicable legal requirements, comply with GAAP, and present complex financial data in an easily readable, efficiently organized format. Achieving this award for 14 consecutive years demonstrates a long-term commitment to operational integrity and public transparency.

Special recognition is extended to the Finance Team for their ongoing dedication to sound financial stewardship, strong internal controls, and exemplary reporting standards.

Financial Impact

None.

Recommendation

For information only.

Proposed Motion

None.

Return to the Agenda

8/10/2026

Denise LaRue
Chief Financial Officer
Salem Area Mass Transit, Oregon

Dear Denise:

Congratulations!

We are pleased to inform you that your annual comprehensive financial report for the fiscal year ended June 30, 2025 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting (Certificate Program).

The Certificate Program, established by GFOA in 1945, was created to encourage and assist state and local governments in going beyond the minimum requirements of generally accepted accounting principles. Its goal is to promote the preparation of annual comprehensive financial reports that demonstrate transparency and full disclosure. The program recognizes individual governments that succeed in achieving this goal. The Certificate of Achievement represents the highest form of recognition in governmental accounting and financial reporting. Congratulations again on meeting these rigorous standards.

Your electronic award packet includes:

- **Summary of Grading** form and a confidential list of comments and suggestions for improvement. We strongly encourage you to incorporate these recommendations in your next report. Program policy requires that written responses to these comments be included with your 2026 fiscal year-end submission. If any comment is unclear or appears inconsistent, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program reviewer.

- **Certificate of Achievement,** valid for one year. Current holders may reproduce the Certificate in their immediately subsequent annual comprehensive financial report. Please refer to the included instructions for proper reproduction.

Chicago Office
Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210

Washington, DC Office
Federal Liaison Center
660 North Capitol Street, NW, Suite 410
Washington, DC 20001

Government Finance Officers Association
@GFOA #GFOA #GFOA2026
GFOA of the US & Canada
@gfoa_

- **Award of Financial Reporting Achievement (AFRA),** presented to the department identified in your application as primarily responsible for earning the Certificate.

- **Sample press release,** which you may use to publicize this significant accomplishment.

Additionally, award recipients will receive by mail either a plaque (for first-time recipients or governments that have earned the Certificate ten times since their last plaque) or a brass medallion to affix to an existing plaque. These items will be mailed separately.

As an award-winning government, we invite one or more members of your reporting team to apply to join GFOA's Special Review Committee. Serving as a peer reviewer provides exposure to reports from across the country, offers insights to improve your own reports, and contributes to the advancement of financial reporting standards. Please visit our website for application details.

Thank you for your participation and support of the Certificate of Achievement Program. If you have any questions or need further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

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Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Salem Area Mass Transit
Oregon

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2025

and issued to the public 170 days after the fiscal year end

Christopher P. Morrill

Executive Director/CEO

Board Meeting Memo – Agenda Item 2.B

To: Board of Directors

From: RaeLynn North, Chief Financial Officer

Thru: David Trimble, Interim General Manager

Date: October 22, 2029

Subject: GFOA Distinguished Budget Presentation Award-FY2027

Issue

Shall the District be recognized by the Government Finance Officers Association of the United States and Canada (GFOA) for its Distinguished Budgeted Presentation Award?

Background and Findings

We are pleased to announce that GFOA has awarded our organization the Distinguished Budget Presentation Award for our annual budget document. This is our first submission and first time being an awardee. The Distinguished Budget Presentation Award is the highest form of recognition in governmental budgeting, reflecting significant commitment by our staff toward financial transparency, sound governance and fiscal accountability.

To earn this recognition, the District's budget document underwent a rigorous evaluation by an independent panel of GFOA peer reviewers. Submissions are accessed on how effectively the document services as a policy document, a comprehensive financial plan, an operations guide, and an engaging communications device for the public. The Budget Book successfully met these strict technical and quality standards, demonstrating exceptional clarifying in translating compliance finances into accessible information for all stakeholders.

The feedback provided by the GFOA review team was positive across all major evaluation categories. Reviewers specifically highlighted our Strategic Plan as a very public facing document with clear alignment to the budget process, ensuring our community can easily understand how strategic goals directly drive funding decisions. Additionally, the reviewers described our budget process as outstanding and noted that it was greatly enhanced by the inclusion of a detailed calendar and clear process flowchart. The role of the Budget Committee and Board was praised for being presented in a clear concise manner, establishing explicit accountability through the planning cycle. Reviewers also commended our design and presentation choices, emphasizing our great use of charts and graphs to enhance the overall narrative as well as to explain complex financial data.

Special recognition goes to Kirra Pressey, Crisandra Williams, and the entire Finance team, whose hard work, meticulous attention to detail, and dedication made achieving this award in our inaugural year possible. Moving forward, staff will be building upon the feedback received from the GFOA to continually refinance our financial reporting and maintain this high standard of excellence in future budget cycles.

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Financial Impact
None

Recommendation
For information only.

Proposed Motion
None.

GOVERNMENT FINANCE OFFICERS ASSOCIATION

NEWS RELEASE

FOR IMMEDIATE RELEASE

10/16/2026

For more information, contact:
Technical Services Center
Phone: (312) 977-9700
Email: budgetaward@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **Salem Area Mass Transit, Oregon** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,900 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 25,000 members and the communities they serve.

Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 *fax:* 312.977.4806

October 16, 2026

Raelynn North
Chief Financial Officer
Salem Area Mass Transit, Oregon

Dear Raelynn:

A panel of independent reviewers have completed their examination of your Annual budget document for the period beginning July 2026. We are pleased to inform you that the panel has voted to award your budget document the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA). Please note that the Award has been granted on a qualified basis.

As you know, certain criteria of the Budget Awards Program are mandatory. Normally, failure to satisfy one of the mandatory criteria as determined by two or all three reviewers would preclude an organization from obtaining the award. Our review indicated that your budget document failed to satisfy the following criteria:

Financial policies
Debt
Performance measures

Because of your organization's past participation in the Budget Awards Program, this deficiency will not disqualify your budget document from receiving the Award this year. However, we encourage your entity to correct this deficiency by your next budget submission, or within two budget cycles at the latest, in order to continue to be eligible to receive the GFOA's Distinguished Budget Presentation Award.

Your Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption.

Your electronic award package contains the following:

- **Scores and Comments**. Each entity submitting a budget to the program is provided with reviewers' scores for each of the categories on which the budget document was judged along with reviewers' confidential comments and suggestions for possible improvements to the budget document. We urge you to carefully consider these suggestions as you prepare your next budget.
- **Budget Award**. A camera-ready reproduction of the Award is included for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. Please refer to the instructions for reproducing your Award in your next budget (also included in your award package).
- **Certificate of Recognition**. When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award.
- **Sample press release.** Attaining this Award is a significant accomplishment. The sample press release may be used to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if the government is a first-time recipient or has received the Award fifteen times since it received its last plaque) or a brass medallion to affix to the plaque.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Awards Programs staff at (312) 977-9700.

Sincerely,

Michele Mark Levine
Director, Technical Services Center

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Salem Area Mass Transit
Oregon

For the Fiscal Year Beginning

July 01, 2026

Christopher P. Morrill

Executive Director

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Salem Area Mass Transit District

Board Of Directors Meeting Minutes

Thursday, September 24, 2026 at 5:30 p.m.

Index of Board Actions

Action Page

Approve the Consent Calendar 3

A. Approval of Minutes

I. August 24 Board Meeting

B. Routine Business Items

I. Authorize the Interim General Manager to execute Contract No. 27-012, with Via Transportation, Inc. for Remix Transit Planning software licenses, for a term beginning October 1, 2026, and ending April 22, 2030, in an amount not to exceed $142,180.

Authorize the Interim General Manager to approve the donation of one surplus diesel bus to the City of Gervais, Oregon for the purposes of creating a mobile Emergency Operations Center 3

Adopt Resolution No. 2026-12, amending the Agency Safety Plan. 3-4

Adopt Resolution No. 2026-13 to approve the 2026 Title VI Program and direct the Interim General Manager to submit the Title VI Plan to the Federal Transit Administration by October 1, 2026 4

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Attendance

Board Directors:
Present:
Vice -President Ian Davidson
Spencer Rosenau
Ramiro Navarro Jr (5:53 p.m.)
Sadie Carney
Sara Duncan
Bill Holmstrom (Virtual)
Absent:
Maria Hinojos Pressey

Staff:
Interim GM David Trimble
CSO Cliff Carpentier
CBDO Jaél Rose
CFO RaeLynn North
CPDO Shofi Azum
COO Tom Dietz
Senior Manager, Project & Contract
IT Manager Brenden Keane
Service Planning Manager Chris French
Risk Manager Deb Grant
Commuter Options Coordinator Kiki Dohman
Security Coordinator Justin Kinyon
Emergency Coordinator Randy Navalinksi
Executive Assistant Kirra Pressey
Guest:
Legal Counsel Sara Sayles

Meeting Information

1. Call To Order

A. Note of Attendance for a Quorum

Vice President Davidson called the meeting to order at 5:30 p.m., noting President Hinojos Pressey requested Vice-President Davidson to lead the meeting in her absence. Attendance was noted and a quorum was present.

B. Safety Minute

Marketing Coordinator Jonah Hanson presented the Safety Minute, highlighting fall safety, including reduced daylight, vehicle maintenance, and the risk of slipping on wet leaves.

C. Announcements and/or Changes to Agenda

None

2. Presentations

A. Million Mile Driver
Presenter: COO Tom Dietz
Agenda Packet: 4-5
COO Dietz presented Transit Operator Sergiy Matveychuk for recognition upon achieving Million-Mile status. He outlined the program criteria and highlighted the recognition honors awarded for completing 12 consecutive years of revenue service driving without a preventable accident.

3. Public Comment

Vice President Davidson noted written public comment was received from Tyler McCulley and Chelsea McQuarrie, and in-person public comment was received from Ken Bussell, for the Board's review and consideration.

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4. Consent Calendar

A. Approval of Minutes

I. August 24, 2026 Board Meeting

B. Routine Business Items

I. Authorize the Interim General Manager to execute Contract No. 27-012, with Via Transportation, Inc. for Remix Transit Planning software licenses, for a term beginning October 1, 2026, and ending April 22, 2030, in an amount not to exceed $142,180.

Action

- Motion: I move to approve the Consent Calendar as presented.
- Motion by: Director Carney
- Second: Director Duncan
- Vote: Aye: Vice - President Davidson, Directors, Rosenau, Carney, Duncan, and Holmstrom.
  Nay: None
- Outcome: Motion passes unanimously 5-0

5. Items Deferred From Consent Calendar

None

6. Action Items

A. Authorize City of Gervais Bus Donation

Presenter: COO Tom Dietz, Police Chief Bob Morris

Agenda Packet: Pg. 12-14

COO Dietz presented a donation of a decommissioned 35-foot 2008 Gillig bus (#115) to the City of Gervais for use as a mobile Emergency Operations Center. He noted that the vehicle is past its useful life benchmark and that the Federal Transit Administration (FTA) approved the donation to support municipal continuity of operations in lieu of sending the bus to public auction.

Action

- Motion: Authorize the Interim General Manager to approve the donation of one surplus diesel bus to the City of Gervais, Oregon for the purposes of creating a mobile Emergency Operations Center.
- Motion by: Director Duncan
- Second: Director Rosenau
- Vote: Aye: Vice - President Davidson, Directors, Rosenau, Carney, Duncan, and Holmstrom.
- Nay: None
- Outcome: Motion passes unanimously 5-0

B. Adopt Resolution 2026-12, Amending the District Agency Safety Plan (ASP)

Presenter: CSO Cliff Carpentier

Agenda Packet: Pg. 15-63

CSO Carpentier presented Resolution No. 2026-12, amending the District's Agency Safety Plan (ASP), as required by the FTA. He noted that the revisions were reviewed and recommended by the District's Safety Committee, focusing on safety performance targets, risk register scales, and minor administrative title updates, with no changes to existing safety processes or policies

Action

- Motion: Adopt Resolution No. 2026-12, amending the Agency Safety Plan .
- Motion by: Director Carney
- Second: Vice-President Davidson
- Vote: Aye: Vice - President Davidson, Directors, Rosenau, Navarro, Carney, Duncan, and Holmstrom.
- Nay: None

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- Outcome: Motion passes unanimously 6-0

C. Adopt Resolution 2026-13 Amending the District Title VI Plan

Presenter:

Agenda Packet: Pg. 64-5 & Addendum A

Service Planning Manager French presented Resolution No. 2026-13, approving the 2026 Title VI Program for submission to the FTA. He noted that the required triennial update incorporates updated demographic profiles from the 2020–2024 American Community Survey, recent service and fare equity analyses, and service monitoring reports comparing performance on minority and non-minority routes

Action

- Motion: Adopt Resolution No. 2026-13 to approve the 2026 Title VI Program and direct the Interim General Manager to submit the Title VI Plan to the Federal Transit Administration by October 1, 2026
- Motion by: Director Navarro
- Second: Director Carney
- Vote: Aye: Vice - President Davidson, Directors, Rosenau, Navarro, Carney, Duncan, and Holmstrom.
- Nay: None
- Outcome: Motion passes unanimously 6-0

7. Informational Reports

A. FY26 Annual Commuter Options Report

Presenter: Commuter Options Coordinator Kiki Dohman

Agenda Packet: Pg. 66-87

Commuter Options Coordinator Dohman presented the FY26 Annual Commuter Options Program Report, reviewing key accomplishments from the past fiscal year, including 178 organizational engagements and 25 outreach events reaching 3,174 participants across Marion, Polk, and Yamhill counties, completion of the Shared Micromobility Feasibility Study, and vanpool performance subsidizing 40 vanpools and over 103,000 passenger trips. She also outlined FY27 priorities, including vanpool expansion, employer transit pass frameworks, regional shared micromobility planning, and sustained community engagement campaigns.

B. FY26 Annual Performance Report

Presenter: CPDO Shofi Azum

Agenda Packet: Pg. 88-132

CPDO Azum presented the FY26 Annual Performance Report, detailing District performance metrics and achievements from July 1, 2025, to June 30, 2026. He highlighted key accomplishments, including providing 3.65 million total rides, exceeding the 85% system-wide on-time performance target, expanding the battery-electric bus fleet to 22 vehicles, and increasing digital fare adoption. He also outlined FY27 priorities, focusing on converting improved reliability into stronger ridership and productivity, expanding regional youth outreach, and implementing short-term recommendations from the Comprehensive Operational Analysis

C. FY26 Annual Safety & Risk Report

Presenters: CSO Cliff Carpentier, Risk Manager Deb Grant, Security Coordinator Justin Kinyon, and Emergency Coordinator Randy Navalinksi

Agenda Packet: Pg. 133-159

CSO Carpentier introduced the FY 2025–26 Safety and Security Division Annual Report, providing an overview of division operations, organizational alignment, and future priorities. Security Coordinator Kinyon reviewed system security achievements, including the transition to Allied Universal contracted security, an increase in security bus rides, and employee de-

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escalation training. Risk Manager Grant detailed safety performance targets and Safety Management System (SMS) process enhancements. Emergency Coordinator Navalinski outlined emergency readiness accomplishments, including StormReady designation, regional mutual aid agreements, and plans to implement the Standard Response Protocol agency-wide.

8. Reports

A. General Manager's Report

Interim General Manager Trimble welcomed Director Rosenau to the Board and expressed appreciation for his service. He provided an update on August 2026 ridership and diesel fuel costs, noting that staff will present a deeper dive on fuel costs at the upcoming Board Work Session. He also reported an upcoming meeting with CFM to discuss state and federal legislative priorities and indicated that staff will forward photographs of the South Salem Transit Center to the Board for review.

B. Board of Directors Report

Vice-President Davidson and Directors provided reports on committees and activities in which they represent the District.

9. Adjourn

Vice President Davidson adjourned the meeting at 8:15 p.m.

Respectfully Submitted

Maria Hinojos Pressey, Board President

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Salem Area Mass Transit District

Board Work Session Minutes

Thursday, October 8, 2026 at 5:30 p.m.

Attendance

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

Staff:
Interim GM David Trimble
CSO Cliff Carpentier
CBDO Jaél Rose
CFO RaeLynn North
COO Tom Dietz
Senior Manager, PCA, Melissa Kidd
Budget & Grants Manager Peggy Greene
Financial Services Manager Tim Reedy
Maintenance Manager Zach Leeth
Executive Assistant Kirra Pressey

Meeting Information

1. Call To Order

A. Note of Attendance for a Quorum

President Hinojos Pressey called the meeting to order at 5:30 p.m.
Attendance was noted.

B. Safety Minute

Budget and Grants Manager Peggy Green provided the Safety Minute, noting October is Domestic Violence Awareness Month, she highlighted resources and ways to show support.

C. Announcements | Changes to Agenda

None

2. Presentations

None

3. Discussions

A. BEB Update

Presenter: COO Tom Dietz
Agenda Packet: Pg. 3-24

COO Dietz presented an operational update on the District's Battery Electric Bus (BEB) program as it enters its third year, bringing the total zero-emission fleet to 22 vehicles. He reviewed performance trends across vehicle model years, noting that depot charging at Del Webb Operations Headquarters has operated reliably while inductive charging at Keizer Transit Center has experienced ongoing technical challenges. He detailed lessons learned regarding cold-weather range impacts and non-warranty maintenance costs, noting that increased mileage on earlier BEB models led to rising repair expenses—including battery pack replacements and charging pad failures, whereas newer BEB model years have shown significantly lower early repair costs per mile. He identified replacement parts costs and

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inventory standardization as key focus areas for managing total cost of ownership, and outlined staff recommendations for future fleet resilience, emphasizing fleet diversification balanced across battery electric, renewable natural gas (RNG), and renewable diesel vehicles.

B. SKATS Discussion

Interim GM Trimble introduced the discussion regarding the SKATS Policy Committee Cooperative Agreement, noting that a draft was not yet available for review and that formal action on whether to sign the amended agreement would take place at a future public Board meeting. He emphasized the need for the Board to develop a long-term strategic approach to navigate ongoing conflicts within the SKATS Policy Committee.

Director Carney provided an update on recent discussions within the SKATS Policy Committee, highlighting current disagreements regarding proposed signatories, such as adding the local school district, whereas the current draft agreement only reflects the addition of the City of Aumsville. She noted that no decision was required at this meeting and expressed a desire to build strategic alliances within the Policy Committee to support SKATS staff efficiency and honor community input.

The Board discussed the timeline and legal considerations of the agreement, the impact of upcoming elections, and the need for proportional representation on the Policy Committee.

4. General Manager Comments

A. Upcoming Agenda Items

B. Board Calendar

Interim GM Trimble provided an update on the upcoming agenda and Board calendar. Items.

5. Adjourn

President Hinojos Pressey adjourned the meeting at 7:17 p.m.

Respectfully Submitted

Maria Hinojos Pressey, Board President

DRAFT

Board Meeting Memo – Agenda Item 4.B.I

To: Board of Directors

From: RaeLynn North, Chief Financial Officer

Thru: David Trimble, Interim General Manager

Date: October 22, 2026

Subject: FY2027-28 Budget Calendar

Issue

Shall the Board adopt a Budget Calendar for the FY2027-28 budget process?

Background and Findings

Pursuant to Oregon Budget Law, the FY2027-28 budget must be adopted by the Board no later than June 30, 2027, in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published at least 10 days before the meeting if publishing in both a newspaper and online.

Orientation for new Budget Committee members may be scheduled during the month of April by notifying the General Manager or Executive Assistant. Finance staff will then set up mutually convenient meeting date(s) and time(s) to cover the basic duties of the committee.

The work of the Budget Committee begins at the first meeting proposed for Tuesday, May 4, 2027. At this meeting, the Budget Committee receives the proposed budget presented by the General Manager. During this, and any subsequent meetings, the committee reviews and ultimately approves the budget.

Staff recommends meetings starting at 5:30 PM on May 4, May 5, and May 6 (if needed).

The Budget Committee will present the approved budget to the Board at the June 24, 2027 Board meeting, and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the budget hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of May 24, 2027.

Financial Impact

None.

Recommendation

Staff recommends adoption of the proposed FY2027-2028 Budget Calendar as presented in Attachment A.

Proposed Motion

I move that the Board adopt the proposed FY2027-2028 Budget Calendar.

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Budget Calendar

Fiscal Year 2027-2028

Day	Date	Time	Activity
Thursday	October 22, 2026	5:30 PM	Board adopts the FY2027-2028 Budget Calendar for the FY 2027-2028 Budget Process
Monday-Friday	Week of		Public Notice of Budget Committee Meeting at least 10 Days Prior
Wednesday	April 14, 2027		SAMTD Executive Leadership Team approves draft for Budget Committee consideration
Monday-Friday	Month of April 2027		Budget Committee Orientation with Committee members upon request
*Tuesday	May 4th, 2027	5:30 PM	First Budget Committee Meeting- • Election of Officers & Budget Message • Deliberation & Approval
*Wednesday	May 5th, 2027	5:30 PM	Secondary Budget Committee Meeting- (if necessary) • Deliberation & Approval
*Thursday	May 6th, 2027	5:30 PM	Third Budget Committee Meeting- (if necessary) • Deliberation & Approval
Monday	May 24th, 2027		Publish Budget Summary and Notice of Budget Hearing (5-30 Days Prior)
Thursday	June 24, 2027	5:30 PM	Board holds Budget Hearing
Thursday	June 24, 2027	5:30 PM	Board adopts FY2027-28 Budget, makes appropriate, levies taxes
Monday-Friday	Week of July 5, 2027		Adopted budget and levy certification forms due to County Assessors (submission required by July 15, 2027)

*Mandatory Attendance Required for Senior Leadership Team

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Board Meeting Memo – Agenda Item 6.A

To: Board of Directors

From: Tom Dietz, Chief Operations Officer

Thru: David Trimble, Interim General Manager

Date: October 22, 2026

Subject: Bus Donation Request

Issue

Shall the Board authorize the Interim General Manager to approve the donation of two surplus ADA paratransit buses to Garten for the purposes of replacing their aged vehicles?

Background and Findings

The District received a request from Garten for two surplus cutaway buses from the Cherriots LIFT fleet. Garten is a non-profit that serves the community by providing employment services and job training for people with disabilities. These vehicles will serve approximately 90 individuals with disabilities, elderly, and other clients of Garten's services. The programs that will use these vehicles, allow individuals to remain independent, expand community integration and engagement, and provide opportunities that would otherwise be near impossible.

These buses are a 26-foot 2009 StarTrans (# 834) and a 2010 StarTrans (# 843) that have been decommissioned and are well past the useful life benchmark. The FTA has approved this donation in lieu of scrapping. Under normal circumstances, the District would send this equipment to public auction. Considering past auctions, the District might have received $1,000-$3,000 for each bus listed above. By donating this bus to Garten, they will be repurposed in a productive manner and continue to deliver service to the most vulnerable in our community. See the attached letter of request.

Financial Impact

The financial impact of this is the loss of $2,000-$6,000 from the public auction.

Recommendation

Staff recommends the Board authorize the Interim General Manager approve the donation of two surplus ADA paratransit buses to Garten for the purposes of replacing their aged vehicles.

Proposed Motion

I move that the Board authorize the Interim General Manager to approve the donation of two surplus ADA paratransit buses to Garten for the purposes of replacing their aged vehicles.

garten

Garten Hawthorne • 500 Hawthorne Ave SE • Salem, OR
Mail: PO Box 13970 • Salem, OR 97309
Office: (503) 581-1984 • garten.org
EIN: 93-0582004

Dear Tom Dietz,

On behalf of Garten, I would like to thank you for considering our request for transportation support for the individuals with disabilities we serve throughout Marion and Polk Counties.

Founded in 1970, Garten is a local nonprofit organization dedicated to advancing employment for people with disabilities, creating life changing impact through genuine belonging. For more than 56 years, Garten has provided meaningful pathways for individuals with disabilities and barriers to employment to actively participate in their communities.

We respectfully request support for two cutaway buses to help transport individuals participating in our programs and services. Reliable transportation is essential to ensure the people we serve can safely access internship sites, volunteer opportunities, community activities, life skills programming, and other critical supports that foster independence and social connection.

These donated buses would primarily serve 87 adults and youth with disabilities, many of whom face significant transportation barriers. A large portion of the individuals we support do not have access to personal transportation, are unable to drive independently, or require accessible transportation accommodation. Our programs emphasize community integration and meaningful engagement, making dependable transportation a critical component of participation and success.

The need for additional transportation has grown significantly as our programs continue to expand. Our current vehicles are aging, increasingly unreliable, and unable to fully meet the growing demand for transportation services to our community. Limited transportation capacity can result in reduced access to employment opportunities, delayed services, and social isolation for the individuals we support. Securing two additional cutaway buses would greatly enhance our ability to provide safe, reliable, and accessible transportation while allowing us to continue expanding opportunities for people with disabilities across our community.

At Garten, we believe every person deserves the opportunity to contribute, connect, and thrive. Transportation is more than simply getting from one place to another, it is the bridge to independence, inclusion, and a higher quality of life.

Thank you for your consideration and for supporting organizations that create meaningful impact on the lives of people with disabilities. We would welcome the opportunity to discuss this request further and share more about the individuals and programs that would directly benefit from your support.

Sincerely,

William Posegate

William Posegate
Chief Executive Officer

Your donation is tax-deductible to the fullest extent allowed by law.
Garten's Tax ID number is 93-0582004.

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Board Meeting Memo – Item 6.B

To: Board of Directors

From: Chris French, Service Planning Manager
Shofi Ull Azum, Chief Planning and Development Officer

Thru: David Trimble, Interim General Manager

Date: September 24, 2026

Subject: Amendment No. 2 to Contract No. 24-046 with Nelson \ Nygaard Consulting Associates, Inc. for Comprehensive Operational Analysis (COA) Services

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Issue

Shall the Board authorize the Interim General Manager to execute Amendment No. 2 to Contract No. 24-046 with Nelson\Nygaard Consulting Associates, Inc., to increase the total not-to-exceed contract amount from $339,721.65 to $365,083.48, an increase of $25,361.83, for Comprehensive Operational Analysis services?

Background and Findings

The District entered into Contract No. 24-046 with Nelson\Nygaard for COA services in March 2025. Amendment No. 1 extended the performance period through February 28, 2027, without changing the baseline pricing structure. The original not-to-exceed amount is $339,721.65.

Technical delays in obtaining cleaned stop-level automatic passenger counter (APC) ridership data extended the project by about six months. The District identified APC data issues at the project's initiation in May 2025. The data was insufficient for planning purposes and required cleansing. The District subsequently procured APC data cleansing software and reliable APC data became available to the team in March 2026. The consultant team paused much of the analysis during that wait, while project-management check-ins continued, and used the interval to advance the transit center analysis and the bus stop balancing methodology.

The availability of reliable APC data in March 2026 also delayed the second round of community outreach, which was initially planned for early 2026 and rescheduled to April 2026, then to early July 2026. The revised schedule allowed the Board to review proposed service concepts before public outreach. The Board discussed the concepts on June 11, 2026 and the second round of community outreach regarding proposed Local and Regional route changes started following the Board's input.

Nelson\Nygaard requested $25,361.83, in a memorandum dated September 16, 2026, to cover added labor and coordination from the extended timeline and to support final delivery by December 2026. Some of the requested costs have already been incurred. Amendment No. 2 increases compensation only.

Project management accounts for 68 percent of the cost increase due to the extended schedule. The remaining balance stems from existing conditions, system analysis and

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outreach which was rescheduled across spring and summer 2026. Deliverables for the Implementation plan, COA adoption, and LOCUS platform remain unchanged.

Financial Impact

Amendment No. 2 increases the lump-sum not-to-exceed amount by $25,361.83 (about 7.5 percent), from $339,721.65 to $365,083.48. No contract time is added. Allocation by task, as set out in the amendment:

Task	Original budget	Amendment No. 2	Revised task budget
Project Management	$20,937.70	$17,268.53	$38,206.23
Existing Conditions Analysis	$27,202.30	$3,454.31	$30,656.61
System Analysis	$104,248.82	$3,115.83	$107,364.65
Outreach and Engagement	$92,808.12	$1,523.16	$94,331.28
Implementation Plan	$8,289.74	$0.00	$8,289.74
COA Adoption	$16,234.96	$0.00	$16,234.96
LOCUS Platform Deliverables	$70,000.00	$0.00	$70,000.00
Total not-to-exceed	**$339,721.65**	**$25,361.83**	**$365,083.48**

Recommendation

Staff recommends that the Board authorize the Interim General Manager to execute Contract Amendment No. 2 to Contract No. 24-046, increasing the not-to-exceed amount by $25,361.83 to $365,083.48, without extending the contract termination date.

Proposed Motion

I move that the Board authorize the Interim General Manager to execute Amendment No. 2 to Contract No. 24-046 with Nelson\Nygaard Consulting Associates, Inc., increasing the not-to-exceed amount by $25,361.83 (twenty-five thousand, three hundred sixty-one dollars and eighty-three cents) to $365,083.48 (three hundred sixty-five thousand, eighty-three dollars and forty-eight cents), without extending the contract termination date of February 28, 2027.

Board Meeting Memo – Agenda Item 6.C

To: Board of Directors
From: Matt Marquez, Grant & Project Administrator
Thru: David Trimble, Interim General Manager
Date: October 22, 2026
Subject: Contract Amendment for Legislative Services with CFM Advocates

Issue

Shall the Board authorize the Interim General Manager to execute Amendment No. 1 to Contract No. 22-031 with CFM Advocates, to increate the total not to exceed amount from $1,149,960 to $1,223,966, an increase of $74,066, for state and legislative services?

Background and Findings

At its December 15, 2022 meeting, the Board approved contract with CFM Advocates for a term of seven-years (five (5) base years and two (2) options years) for a not-to-exceed contract amount of $1,149,960. CFM is approaching Year 5 of the contract.

CFM has worked to advance and protect the District's transportation priorities in Salem and Washington D.C, including but not limited to, advocating for state transit investments and engaging legislators to pursue competitive grants and congressionally directed funding. CFM has assisted the District with securing $25.3 million in federal funding since 2021, which includes $19.2 million for Zero-emissions vehicles and approximately $6.1 million in awards for our South Salem Transit Center and Mobility Hub.

Upcoming work includes preparation for the 2027 Oregon legislative session, federal transit funding and surface transportation reauthorization advocacy, as well as support for the District's relationships with legislators during the General Manager transition.

The current contract with CFM has no cost increases for the term of the contract. This amendment will allow for a 10% increase for state and federal lobbying and advocacy services and an annual three (3) percent cost of living adjustment (COLA) for the remaining term of the contract.

Financial Impact

Funding for this contract amendment is included in SAMTD's FY26-27 Adopted Budget in the General Manager Division. Future costs will be included in subsequent proposed budgets.

Recommendation

Staff recommends that the Board authorize the Interim General Manager to execute Contract Amendment No. 1 to Contract 22-031, with CFM Advocates in the amount of $74,066, for a new total contract not-to-exceed amount of $1,223,966.

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Proposed Motion

I move that the that the Board authorize the Interim General Manager to execute Contract Amendment No. 1 to Contract 22-031 with CFM Advocates, increasing the not-to-exceed amount by $74,066 (seventy-four thousand, sixty-six dollars), for a new total contract not-to-exceed amount of $1,223,966 (one million, two hundred twenty-three thousand, nine hundred sixty-six dollars).

Board Meeting Memo – Agenda Item 8.B

To: Board of Directors

From: David Trimble, Interim General Manager

Date: October 22, 2026

Subject: Board Member Committee Report

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 the District. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict:	Board Member:	Committee:
1	Director Rosenau	West Salem Business Association
2	Director Navarro	State Transportation Improvement Fund Advisory Committee (STIFAC) Mid-Willamette Area Commission on Transportation (MWACT)
3	Director Carney	Finance Subcommittee Legislative Subcommittee Salem-Keizer Area Transportation Study (SKATS) Salem Scenario Planning Advisory Committee
4	Director Hinojos Pressey	
5	Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG)
6	Director Duncan	Community Advisory Committee (CAC) Diversity, Equity, and Inclusion Subcommittee
7	Director Holmstrom	

Financial Impact

None.

Recommendation

For informational only.

Proposed Motion

None.