SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS
~ SPECIAL MEETING ~

Monday, June 12, 2017
5:30 PM

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

AGENDA

1. CALL TO ORDER (President Bob Krebs)

2. ACTION ITEMS
   a. Verify Receipt of the Certified Results of the May 16, 2017 Special District Election and Accept it as the Official Election Results
   b. Resolution No. 2017-07 Commitment to Sustainability

3. ADJOURN SPECIAL MEETING

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

Values
Safety – Service Excellence – Communication – Innovation – Accountability

SPECIAL ACCOMMODATIONS Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

NECESIDADES ESPECIALES Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.
MEMO TO: BOARD OF DIRECTORS

FROM: LINDA GALEAZZI, EXECUTIVE ASSISTANT

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: ACCEPTANCE OF MAY 16, 2017 SPECIAL DISTRICT ELECTION RESULTS

Issue
Shall the Board verify receipt of the certified results of the May 16, 2017 Special District Election and accept it as the official election results?

Background
On May 16, 2017, an election was held in Marion and Polk Counties for special districts. The election results for Salem Area Mass Transit District were certified by the Marion and Polk County Clerks (in Attachment A) and were received by the District on June 5, 2017.

The SAMTD Board must formally review the results from each Subdistrict and declare the winners (the candidates with the most votes). The SAMTD Board shall also determine if the person with the most votes is qualified to accept the Board of Director position as is written in the District's Bylaws.

The District must also notify the Marion County Elections Office in writing that the District has reviewed the Abstract of Votes for the May 16, 2017 Special District Election and has determined that the herein named candidates are qualified to hold office in July 2017 as a result of this election; hereby causing the County Clerk to issue a Certificate of Election to the following:

- Colleen Busch Subdistrict # 2 (4 year term)
- Doug Rodgers Subdistrict # 4 (4 year term)
- Robert Krebs Subdistrict # 6 (4 year term)

Financial Impact
None

Recommendation
Staff recommends that the Board accept the election results for the May 16, 2017 Special District Election as certified by the Marion County and Polk County Clerks, and authorize the President to verify receipt and acceptance.
Proposed Motion

I move that the Board accept the Election Results for the May 16, 2017 Special District Election as certified by the Marion County and Polk County Clerks, and authorize the President to verify receipt and acceptance.

-OR-

I move to staff’s recommendation.
May 31, 2017

To:       District Clerks and/or District Board of Directors
From:    Connie Higgins, Elections & Recording Manager
Re:      Post Election Process for the May 16, 2017 Special District Election

Enclosed are the certified results of the May 16, 2017 Special District Election.

The following steps should be taken so that Certificates of Election may be issued to the winning candidates prior to the time they take office in July 2017:

- The District elections authority reviews the results from each district and declares the winners (the candidate with the most votes). If the District extends into multiple counties review results from all counties involved.

- The District elections authority shall determine if the person with the most votes is qualified to accept the position per the District’s requirements, whether the person was a filed candidate on the ballot or won by write-in votes. In the event of a tie vote contact our office.

- If any candidate with the most votes is not qualified to accept the position, in accordance with the District’s by-laws, (i.e. residency requirement, not a registered voter, lives outside the district, not a landowner, etc.), or does not accept the write-in nomination, the position is declared vacant. The vacancy is then filled in accordance with your District by-laws.

- Per ORS 255.295, the District must notify the Marion County Elections Office, in writing, of all qualified candidates scheduled to take office in July 2017 as a result of this election. Please complete, sign and return the enclosed “Acceptance of Results” form on or before June 16, 2017, 5:00 PM. We are required to issue Certificates of Election and the candidates must have them prior to taking office.

** Marion County Elections Office is responsible for the following:**

If the person with the most votes is elected by write-in votes, Marion County Elections will provide them with a “Write-In Acceptance” form. Oregon law requires candidates elected by write-in votes to formally accept the office prior to being issued a Certificate of Election. If the candidate accepts the office, they must complete the form and return it in person to the Marion County Elections Office at 555 Court ST NE, STE 2130, Salem, OR 97301 OR by mail to PO BOX 14500, Salem, OR 97309, on or before June 20, 2017, 5:00 PM.

If the same person receives the most write-in votes for more than one position on your board, Marion County Elections will send them an Acceptance Form for each position. This person can only accept one position and in this instance, the remaining position(s) will be declared vacant. The vacancy is then filled in accordance with your District by-laws.

Marion County Elections will notify Districts of the write-in candidate’s receipt of Acceptance Forms.

If you have any questions or concerns, please contact this office at 503-588-5041 or 1-800-655-5388.
<table>
<thead>
<tr>
<th>Turnout Percentage</th>
<th>Registered Voters</th>
<th>Total Ballots Cast</th>
<th>Election Day Ballots Cast</th>
<th>Vote by Mail</th>
<th>Undervotes</th>
<th>Overvotes</th>
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<td>72</td>
<td>2,918</td>
<td>8,256</td>
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Salem Area Mass Transit District, Director, Subdistrict 6 - 4 Year Term Vote For One

May 16, 2017 Special District Election

Marion County, Oregon
I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Bill Burgess
Signature of County Clerk

Date of Abstract

5/31/2017

<table>
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<tr>
<th>Precinct</th>
<th>Turnout Percentage</th>
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<th>Total Ballots Cast</th>
<th>Election Day Ballots Cast</th>
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<td>1,793</td>
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<td>0</td>
<td>0</td>
<td>277</td>
<td>114</td>
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Total: 189

Salem Area Mass Transit District, Director, Subdistrict 4 - Year Term Vote For One

Page 7 of 16

May 16, 2017 Special District Election

Marion County, Oregon

Located votes reporting 12:13 PM
Located votes reporting 4:26 PM
100.00% of votes reported
122 of 122 = 100.00%
I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

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<th>Precinct</th>
<th>Turnout Percentage</th>
<th>Registered Voters</th>
<th>Total Ballots Cast</th>
<th>Election Day Voting Ballots Cast</th>
<th>Write-Ins</th>
<th>Undervotes</th>
<th>Overvotes</th>
<th>Cast Votes</th>
<th>Colleen Rush</th>
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Acceptance of Results Form - District Candidates

TO: Bill Burgess, Marion County Clerk

SUBJECT: Abstract of Votes for the May 16, 2017 Special District Election

Salem Area Mass Transit District

____________________ (District Name) notifies Bill Burgess, Marion County Clerk that the District has reviewed the Abstract of Votes for the May 16, 2017 Special District Election and has determined that the herein named candidates are qualified to hold office and hereby causes the County Clerk to issue a Certificate of Election to the following:

Name

Colleen Busch

Doug Rodgers

Robert Krebs

Office/Position/Zone #

Subdistrict 2

Subdistrict 4

Subdistrict 6

_________________________

(date)

_________________________

(authorizing signature)

President, SAMTD Board of Directors

_________________________

(title)

Completed form must be returned by: June 16, 2017

(Form may be returned by fax, e-mail or regular mail.)

[SP-7]
MEMO TO: BOARD OF DIRECTORS
FROM: DAVID TRIMBLE, CHIEF OPERATING OFFICER
THRU: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: AMEND RESOLUTION #13-01 WITH THE ADOPTION OF RESOLUTION #2017-07 TO UPDATE THE VEHICLE ACQUISITION POLICY #106

Issue
Shall the Board amend Resolution #13-01, that was adopted by the Board on January 24, 2013, with the adoption of Resolution #2017-07 to include guidelines to Vehicle Acquisition Policy #106 for the District's commitment of a goal to reduce the carbon emissions of its fleet; and continue its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles?

Background and Findings
At the April 9, 2012 Board Work Session, the District presented a cost analysis comparing CNG and clean diesel-fueled vehicles in preparation for a vehicle replacement plan for the fixed-route fleet. The analysis concluded that CNG vehicles offering newer, more efficient technologies are the best cost/benefit. The Board considered maintaining a fleet that consisted of approximately 50% clean diesel buses and 50% CNG buses to ensure continuity of service.

On January 24, 2013, the Board adopted the Vehicle Acquisition Policy #106. The Policy has ensured organizational viability by providing the most cost effective forms of transportation. The Policy improves and promotes environmental sustainability by analyzing the emissions of available fuel types and aligns with the District's Strategic Plan. As part of the Strategic Plan, the District is committed to “Being an Environmentally Responsible Organization.” The District will ensure daily practices and transportation services which will support environmentally responsible stewardship, by the adoption of an environmental sustainability policy statement, and by implementing strategies to incorporate environmental practices into daily operations.

The updates to Policy #106 under General Rules #106.04(2)(a)(h) will ensure organizational viability by providing the most cost effective forms of transportation; and will improve
and promote environmental sustainability by analyzing the emissions of available fuel types; and will align with the District’s Strategic Plan.

**Fiscal Impacts**
Funding for vehicle purchases is largely covered through various grant opportunities which include grants from the Federal Transit Administration (FTA), Oregon Department of Transportation (ODOT), and Oregon State Special Transportation Funds (STF).

The current SAMTD fleet consists of the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route:</td>
<td>34 CNG buses, 30 clean diesel buses</td>
</tr>
<tr>
<td>Paratransit:</td>
<td>35 gas cutaways, 8 gas mini-vans</td>
</tr>
<tr>
<td>Rural Transportation:</td>
<td>5 gas cutaways, 9 diesel buses 1 hybrid bus.</td>
</tr>
<tr>
<td>Senior and Disabled:</td>
<td>3 gas cutaways, 2 gas mini-vans</td>
</tr>
<tr>
<td>Maintenance Support:</td>
<td>5 gas trucks, 1 CNG truck</td>
</tr>
<tr>
<td>Non-Revenue</td>
<td>18 Vehicles</td>
</tr>
</tbody>
</table>

**Recommendation**
Staff recommends that the Board amend Resolution #13-01 that established Vehicle Acquisition Policy #106 on January 24, 2013 by adopting Resolution #2017-07 to include guidelines in the Policy for the District’s commitment to a goal of reducing the carbon emissions of its fleet, and continuing its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles.

**Proposed Motion**
I move that the Board amend Resolution #13-01 that established Vehicle Acquisition Policy #106 by adopting Resolution #2017-07 to include guidelines in the Policy for the District’s commitment to a goal of reducing the carbon emissions of its fleet; and continuing its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles.
RESOLUTION #2017-07

AMENDING RESOLUTION #13-01
TO UPDATE VEHICLE ACQUISITION POLICY #106

WHEREAS, Salem Area Mass Transit District, hereafter referred to as “District,” wishes to amend Resolution #13-01 to update the Vehicle Acquisition Policy #106 to include guidelines for the District's commitment to a goal of reducing the carbon emissions of its fleet and continuing its efforts toward maintaining environmental responsibility through the future acquisition of Low and No Emissions Vehicles.

WHEREAS, on July 25, 1996, the Board authorized the District to pursue all available financial assistance to implement a systematic program of converting the District's diesel fixed route vehicle fleet to compressed natural gas (CNG). The first CNG buses arrived in 1998 and ran for eight years;

WHEREAS, on July 27, 2006 the Board directed the District to purchase clean diesel replacement buses after the results of a fuel analysis conducted to determine new advances in diesel and other technologies concluded the overall fuel economy of buses run on biodiesel was improved by four percent;

WHEREAS, on April 9, 2012, the Board considered maintaining a fleet that consisted of 50% clean diesel buses and 50% CNG buses to ensure continuity of service in preparation for a fixed-route vehicle replacement plan; and

WHEREAS, on January 24, 2013, the Board adopted the Vehicle Acquisition Policy #106 to establish guidelines for future vehicle acquisitions; to ensure organizational viability by providing the most cost-effective forms of transportation; and to improve and promote environmental sustainability by analyzing the emissions of available fuel types that align with the District’s Strategic Plan.

WHEREAS, the District has been engaged in sustainability efforts through an ongoing commitment to projects, operations, and planning for many years. Each step has been an important building block in a solid foundation of reducing energy consumption, saving money and contributing to a healthier, cleaner environment.

WHEREAS, in accordance with the Board of Directors’ Strategic Guiding Principles, the District is committed to “Being an Environmentally Responsible Organization;” and will ensure daily practices and transportation services that support environmentally responsible stewardship by the adoption of an environmental sustainability policy statement, and by implementing strategies to incorporate environmental practices into daily operations.

WHEREAS, the adoption of this Resolution re-enforces the Board’s continued commitment to sustainability and the environment through the acquisition of Low and No Emissions Vehicles.
NOW THEREFORE, BE IT RESOLVED BY THE SALEM AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS:

THAT, the District will periodically evaluate the effectiveness of its environmental performance efforts through its Comprehensive Fleet Maintenance Plan and vehicle replacement schedule plan, and

THAT, the District will provide the necessary training education, and support to staff and those working on the District’s behalf in order to successfully carry out this Resolution in their daily responsibilities.

THAT Policy #106 will ensure organizational viability by providing the most cost effective forms of transportation; and will improve and promote environmental sustainability by analyzing the emissions of available fuel types; and will align with the District’s Strategic Plan.

THAT the Board hereby amends Resolution #13-01 with the adoption of Resolution #2017-07 to include guidelines in the Vehicle Acquisition Policy #106 that state the District’s commitment to a goal of reducing carbon emissions of its fleet and continuing its efforts toward maintaining environmental responsibility through the future acquisition of Low and No Emissions Vehicles.

ADOPTED by the Salem Area Mass Transit District Board of Directors on this 12th day of June, 2017.

ATTEST:  
Robert Krebs, President  
SAMTD Board of Directors

John Hammill, Secretary  
SAMTD Board of Directors
106.01 APPLICATION
For all matters related to future vehicle purchases by Salem Area Mass Transit District (SAMTD).

106.02 PURPOSE
To set clear guidelines to facilitate the decision making process when selecting vehicles for future purchase.

106.03 DEFINITIONS
Pertains to all vehicles purchased by SAMTD including:
- Fixed Route
- Paratransit
- Rural Transportation Senior and Disabled Non Revenue Vehicles
- Maintenance Support Vehicles
- Operations Support Vehicles Administrative Vehicles

106.04 GENERAL RULES
1. When determining all future vehicle purchases, a fleet combination of at least two different fuel types should be utilized whenever possible and practical.
   a. If diesel fueled vehicles are selected, the usage should be biodiesel with a minimum B5 rating.
   b. Maintaining a fleet that uses two (2) different fuel types will reduce the risks and impacts when there are fuel shortages, price increases, unfavorable economic conditions and natural disasters that may affect fuel availability.
2. Additional factors to consider when determining all vehicle purchases, revenue and non-revenue will include, but are not limited to:
   a. Environmental Protection and Sustainability – Before beginning the vehicle procurement process, SAMTD staff will meet with Agency stakeholders to analyze vehicle needs. During the analysis, staff will consider Low and No Emissions vehicles as an addition to the fleet to ensure alignment with the District’s commitment to being an environmentally responsible organization.
Policy: VEHICLE ACQUISITION POLICY

| Resolution #13-01 adopted by the SAMTD Board of Directors on 01-24-13, amended by Resolution #2017-07 on 06-12-17 | Effective Date: 06/12/17 | Page 2 of 2 |

b. **Bus Use Demands** - The vehicle type chosen will consider the needs of SAMTD to include passenger capacity, vehicle length and how these options would best integrate with the services provided by SAMTD.

c. **Fuel Economy** - Determine which fuel type would have the least financial impact as measured in cost per mile.

d. **Reliability of the Vehicle** - An analysis will be performed using references from other agencies operating similar vehicles under similar conditions. In the event unproven technology is being pursued, all efforts will be made to research developmental data.

e. **Infrastructure Needs** - If a technology is selected that differs from the technology currently in place, the costs of implementing and supporting the new technology will be factored into the overall cost.

f. **Fuel Availability & Cost** - When selecting vehicles by fuel type the accessibility and frequencies of fuel deliveries will be considered, and when possible the future costs of the proposed fuel.

g. **Training Requirements** - Consideration will be made concerning additional training required to proficiently operate and maintain selected vehicles.

h. **Employee Support** – Staff will provide the necessary education, tools, and support to all SAMTD employees and those working on SAMTD’s behalf in order to successfully carry out this policy in their daily responsibilities and work functions.

i. **Vehicle Support** - The availability of parts and service should be a consideration in the decision making process.

j. **Air Quality** - The quantity of greenhouse gases created during the production and use of alternative fuel vehicles should be factored.

**Adopted by:**

President, SAMTD Board of Directors / General Manager

**Date:**

June 12, 2017
SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS
~ WORK SESSION ~

Monday, June 12, 2017
Immediately following the Special Meeting

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

AGENDA

1. CALL TO ORDER (President Robert Krebs)

2. DISCUSSION
   a. Status of the Advertising RFP ........................................ 1
   b. Budget Committee Vacancies ........................................... 5
   c. City of Salem Transit Committee

3. GENERAL MANAGER COMMENTS
   b. Upcoming Board Agenda Items ...................................... 15
   c. Calendar Review ........................................................... 17

4. ADJOURN WORK SESSION

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

Values
Safety – Service Excellence – Communication – Innovation – Accountability

SPECIAL ACCOMMODATIONS Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

NECESIDADES ESPECIALES Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.
MEMO TO: BOARD OF DIRECTORS
FROM: LORNA ADKINS, MARKETING AND COMMUNICATION COORDINATOR
       PATRICIA FEENY, DIRECTOR OF COMMUNICATION
THRU: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: ADVERTISING RFP UPDATE

The Salem Area Mass Transit District received best and final offer (BAFO) proposals from Stott Outdoor Advertising and All Points Media at the end of May 2017.

The review committee met to discuss the BAFO’s and to do the final scoring on each proposal. Stott Outdoor Advertising received the higher score. Their BAFO increased the revenue sharing proposal from 35 percent to 37.5 percent. The guaranteed minimum payment increased from $480,000 over five years to $540,000. Stott’s proposal demonstrated experience with bus advertising sales. It included more solid references from transit properties.

The other proposer’s final fee proposal contained errors, and showed a decreased revenue projection from the first proposal. See Attachment A.

At the June Board meeting, staff will recommend that the Board authorizes the General Manager to negotiate the final contract language and to execute a contract with Stott Outdoor Advertising for commercial advertising on District property.
## Proposal Evaluation

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<th>Firm References</th>
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**Evaluation Criteria**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Fee Proposal</th>
<th>Firm Performance</th>
<th>Firm References</th>
<th>Project Approach</th>
<th>Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Score</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
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<tr>
<td>Stott Outdoor Advertising</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Final Score</td>
<td>25</td>
<td>16.3</td>
<td>16.33</td>
<td>16</td>
<td>73.63</td>
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<tr>
<td>All Points Media</td>
<td></td>
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<tr>
<td>Final Score</td>
<td>14.4</td>
<td>14</td>
<td>11.7</td>
<td>11.3</td>
<td>51.4</td>
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### Fee Proposals

#### Original

**Stott Outdoor Advertising**

<table>
<thead>
<tr>
<th>Year</th>
<th>Projected Revenue</th>
<th>35% Revenue to SAMTD</th>
<th>Guaranteed Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$174,000.00</td>
<td>$60,900.00</td>
<td>$72,000.00</td>
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<tr>
<td>2</td>
<td>$381,000.00</td>
<td>$133,350.00</td>
<td>$84,000.00</td>
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<tr>
<td>3</td>
<td>$525,000.00</td>
<td>$183,750.00</td>
<td>$96,000.00</td>
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<tr>
<td>4</td>
<td>$642,000.00</td>
<td>$224,700.00</td>
<td>$108,000.00</td>
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<tr>
<td>5</td>
<td>$720,000.00</td>
<td>$252,000.00</td>
<td>$120,000.00</td>
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<tr>
<td>Total</td>
<td>$2,442,000.00</td>
<td>$854,700.00</td>
<td>$480,000.00</td>
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</table>

**All Points Media**

<table>
<thead>
<tr>
<th>Year</th>
<th>Projected Revenue</th>
<th>35% Revenue to SAMTD</th>
<th>Guaranteed Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$186,000.00</td>
<td>$65,100.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>2</td>
<td>$330,000.00</td>
<td>$115,500.00</td>
<td>$60,000.00</td>
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<tr>
<td>3</td>
<td>$396,000.00</td>
<td>$138,600.00</td>
<td>$70,000.00</td>
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<tr>
<td>4</td>
<td>$474,000.00</td>
<td>$165,900.00</td>
<td>$70,000.00</td>
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<tr>
<td>5</td>
<td>$474,000.00</td>
<td>$165,900.00</td>
<td>$70,000.00</td>
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<tr>
<td>Total</td>
<td>$1,860,000.00</td>
<td>$651,000.00</td>
<td>$310,000.00</td>
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</table>

#### Final

**Stott Outdoor Advertising**

<table>
<thead>
<tr>
<th>Year</th>
<th>Projected Revenue</th>
<th>37.5% Revenue to SAMTD</th>
<th>Guaranteed Payment</th>
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<tr>
<td>1</td>
<td>$174,000.00</td>
<td>$65,250.00</td>
<td>$84,000.00</td>
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<td>$525,000.00</td>
<td>$196,875.00</td>
<td>$108,000.00</td>
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<tr>
<td>4</td>
<td>$642,000.00</td>
<td>$240,750.00</td>
<td>$120,000.00</td>
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<td>5</td>
<td>$720,000.00</td>
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<tr>
<td>Total</td>
<td>$2,442,000.00</td>
<td>$915,750.00</td>
<td>$540,000.00</td>
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</table>

**All Points Media**

<table>
<thead>
<tr>
<th>Year</th>
<th>Projected Revenue</th>
<th>37.5% Revenue to SAMTD</th>
<th>Guaranteed Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$186,000.00</td>
<td>$65,100.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>2</td>
<td>$330,000.00</td>
<td>$115,500.00</td>
<td>$60,000.00</td>
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<td>3</td>
<td>$396,000.00</td>
<td>$138,600.00</td>
<td>$70,000.00</td>
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<td>4</td>
<td>$474,000.00</td>
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<td>$70,000.00</td>
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<tr>
<td>5</td>
<td>$474,000.00</td>
<td>$165,900.00</td>
<td>$70,000.00</td>
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<tr>
<td>Total</td>
<td>$1,860,000.00</td>
<td>$651,000.00</td>
<td>$310,000.00</td>
</tr>
<tr>
<td></td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Projected Revenue</strong></td>
<td>$186,000.00</td>
<td>$330,000.00</td>
<td>$474,000.00</td>
</tr>
<tr>
<td><strong>35% Revenue to SAMTD</strong></td>
<td>$65,100.00</td>
<td>$115,500.00</td>
<td>$165,900.00</td>
</tr>
<tr>
<td><strong>Guaranteed Payment</strong></td>
<td>$40,000.00</td>
<td>$40,000.00</td>
<td>$40,000.00</td>
</tr>
</tbody>
</table>
MEMO TO: BOARD OF DIRECTORS
FROM: LINDA GALEAZZI, EXECUTIVE ASSISTANT
THRU: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: BUDGET COMMITTEE VACANCIES

Issue
Shall the Board appoint citizen members to the Budget Committee representing Subdistricts #1, #6 and #7 respectively for a three year term beginning July 1, 2017 and ending June 30, 2020?

Background and Findings
According to the State of Oregon's local budgeting laws, the Budget Committee is the fiscal planning advisory committee for Salem Area Mass Transit District (“District”). The Committee's main function is to meet in a series of public meetings to review, discuss, make additions or deletions, and approve the proposed budget presented by the local government's budget officer. Upon completion of its deliberations, the Committee approves the budget and sets the tax rate or amount needed to balance the budget.

The Budget Committee consists of the members of the local governing body and an equal number of citizens at large. Citizens are appointed by the governing body and serve terms of three years. Terms are staggered so that about one-third of the appointed terms end each year.

Three citizen member positions representing Subdistrict #1, Subdistrict #6 and Subdistrict #7 on the District's Budget Committee will be vacant due to terms ending on June 30, 2017.

District Bylaws provide for filling vacancies on the Committee at the discretion of the Board as follows:

a. A Qualified Elector must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large; except officers, agents, or employees of the District
b. The Board member representing the Subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector. The Board then moves to accept or reject that appointment; or
c. The Board member representing the Subdistrict of the vacancy may call for applications for the Budget Committee.
Fiscal Impact
None

Recommendation
For Discussion

Proposed Motion
For Discussion.
Application for Vacant Budget Committee Citizen Position

OPEN POSITIONS: Subdistricts 1 – 6 - 7

LENGTH OF APPOINTMENT: July 1, 2017 - June 30, 2020

NAME:

ADDRESS:

TELEPHONE: (Day) _______________ (Evening) _______________

How long have you resided at this address? ____________________________

Are you a registered voter? ____________________________

A. BACKGROUND

Please provide a brief biography of your personal and professional background as it applies to the Budget Committee in the following areas (you may use separate paper):

EDUCATION –

WORK EXPERIENCE –

COMMUNITY INVOLVEMENT –

OTHER (i.e., Why you want to serve on the Budget Committee?) –

Date: ________________________ Signature: ________________________
Completion of this section is VOLUNTARY. The information you provide will be used for Title VI purposes only. Salem-Keizer Transit operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or income status in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

RACE/ETHNIC STATUS

☐ WHITE
(Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

☐ BLACK OR AFRICAN AMERICAN
(Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

☐ HISPANIC OR LATINO
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

☐ ASIAN
(Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

☐ NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
(Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

☐ AMERICAN INDIAN OR ALASKAN NATIVE
(Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.

☐ TWO OR MORE RACES
(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.
<table>
<thead>
<tr>
<th>BOARD MEMBERS</th>
<th>CITIZEN MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subdistrict #1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>STEVE EVANS</strong></td>
<td><strong>E.M. EASTERLY</strong></td>
</tr>
<tr>
<td>1936 Orchard Heights Rd</td>
<td>775 Fir Gardens St NW</td>
</tr>
<tr>
<td>Salem, OR 97304-2507</td>
<td>Salem, OR 97304</td>
</tr>
<tr>
<td>Term Expires 06/30/19</td>
<td>Appointed 12-11-14; Appointment Expires 06/30/17</td>
</tr>
<tr>
<td><strong>Subdistrict #2</strong></td>
<td></td>
</tr>
<tr>
<td><strong>COLLEEN BUSCH</strong></td>
<td><strong>MICHAEL DEBLASI, Secretary 2017</strong></td>
</tr>
<tr>
<td>4064 Noon Ave NE</td>
<td>1191 Mandarin Street NE</td>
</tr>
<tr>
<td>Keizer OR 97303</td>
<td>Keizer, OR 97303</td>
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<tr>
<td>Term Expires 06/30/17</td>
<td>Appointed 02/25/16; Appointment Expires 06/30/18</td>
</tr>
<tr>
<td><strong>Subdistrict #3</strong></td>
<td></td>
</tr>
<tr>
<td><strong>KATHY LINCOLN</strong></td>
<td><strong>RUSS BEATON</strong></td>
</tr>
<tr>
<td>3291 Willamette Dr N</td>
<td>1025 21st St NE</td>
</tr>
<tr>
<td>Keizer, OR 97303-6045</td>
<td>Salem, OR 97301</td>
</tr>
<tr>
<td>Term Expires 06/30/19</td>
<td>Appointed 12/08/16</td>
</tr>
<tr>
<td></td>
<td>Appointment Expires 06/30/19</td>
</tr>
<tr>
<td><strong>Subdistrict #4</strong></td>
<td></td>
</tr>
<tr>
<td><strong>JOHN HAMMILL</strong></td>
<td><strong>BILL HOLMSTROM</strong></td>
</tr>
<tr>
<td>4372 Vernon Loop NE</td>
<td>145 Liberty St NE, Suite 201</td>
</tr>
<tr>
<td>Salem, OR 97305</td>
<td>Salem, OR 97301</td>
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<tr>
<td>Term Expires 06/30/17</td>
<td>Appointed 09/27/09; Reappointed 09/27/12; 10/22/15; Appointment Expires 06/30/18</td>
</tr>
</tbody>
</table>
BUDGET COMMITTEE
Salem Area Mass Transit District
As of May 11, 2017

BOARD MEMBERS

Subdistrict #5

JERRY THOMPSON
4930 State Street
Salem, OR 97301-5244

Term Expires 06/30/19

HERSCH SANGSTER, Chair 2017
5158 Lacey Street N
Keizer, OR 97303

Appointed 12/12/13; Reappointed 12/08/16;
Appointment Expires 06/30/19

Subdistrict #6

ROBERT KREBS
3435 Bluff Ave SE
Salem, OR 97302

Term Expires 06/30/17

SCOTT BASSETT
2243 Wildwood Drive SE
Salem, OR 97304

Appointed 01/22/15;
Appointment Expires 06/30/17

Subdistrict #7

MARCIA KELLEY
396 Washington Street S
Salem, OR 97302-5149

Term Expires 06/30/19

SHERONNE BLASI
2375 Summer Street SE
Salem, Oregon 97302

Appointed 03/26/15
Appointment Expires 06/30/17

CITIZEN MEMBERS

BUDGET OFFICER

ALLAN POLLOCK
General Manager/CEO
Salem Area Mass Transit District
555 Court St NE, Suite 5230
Salem, OR 97301-3980

Phone: (503) 588-2424
Fax: (503) 566-3933
Email: allan.pollock@cherriots.org
or Board@cherriots.org
## Salem Area Mass Transit District

### BUDGET CALENDAR
Fiscal Year 2017-2018

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Responsible</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>October 27, 2016</td>
<td>6:30 PM</td>
<td>Finance</td>
<td>Board adopts FY 2016-2017 Budget Calendar</td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>Week of April 10, 2017</td>
<td></td>
<td>Finance</td>
<td>Publish First Notice of Budget Committee Meeting (10-30 Days)</td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>Week of April 17, 2017</td>
<td></td>
<td>Finance</td>
<td>Publish Second Notice of Budget Committee Meeting (5-30 Days)</td>
</tr>
<tr>
<td>Friday</td>
<td>April 28, 2017</td>
<td></td>
<td>Executive Team</td>
<td>Executive Team approves draft for Budget Committee consideration</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 4, 2017</td>
<td>6:00 PM</td>
<td>Finance</td>
<td>Budget Committee Orientation</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 11, 2017</td>
<td>6:00 PM</td>
<td>Executive Team</td>
<td>First Budget Committee Meeting – Election of Officers &amp; Budget Message</td>
</tr>
<tr>
<td>Thursday</td>
<td>May 18, 2017</td>
<td>6:00 PM</td>
<td>Finance</td>
<td>Second Budget Committee meeting - Deliberation &amp; Approval</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 1, 2017</td>
<td>6:00 PM</td>
<td>Finance</td>
<td>Third Budget Committee Meeting - Deliberation &amp; Approval (if necessary)</td>
</tr>
<tr>
<td>Mon - Fri</td>
<td>Week of June 5, 2017</td>
<td></td>
<td>Finance</td>
<td>Publish Budget Summary and Notice of Budget Hearing (5-30 Days)</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 22, 2017</td>
<td>6:30 PM</td>
<td>Budget Committee</td>
<td>Board holds Budget Hearing</td>
</tr>
<tr>
<td>Thursday</td>
<td>June 22, 2017</td>
<td>6:30 PM</td>
<td>Board</td>
<td>Board of Directors adopts 2017/2018 Budget, makes appropriation and levies taxes</td>
</tr>
<tr>
<td>Friday</td>
<td>July 14, 2017</td>
<td></td>
<td>Finance</td>
<td>Adopted budget and levy certification form due to County Assessors (July 15, 2017)</td>
</tr>
</tbody>
</table>
LOCAL BUDGET LAW

Most local governments in Oregon must prepare and adopt an annual or biennial budget. Schools, counties, cities, rural fire protections districts, and special districts are subject to budget law. Read our "Citizen overview of local budget law" for more information.

Download forms, publications, and budget detail sheets by searching "local budget" in our forms center. Budgets must be prepared in a format prescribed by statute.

Local budget law training handouts

- Sample budget.
- Statutory references.
- Budget committee and pre-meetings.
- Changes after adoption.
- Glossary.
- Property tax worksheet.

Other resources

- Local Budgeting in Oregon, 150-504-400
- Administrative rules, see chapters 294 and 310.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, June 22, 2017

6:00 PM Reception for Outgoing Director John Hammill
6:30 PM Board Meeting and Budget Hearing

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

MEETING AGENDA

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director John Hammill

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION – GFOA CAFR Award
   Anne Baker, the Representative from the Oregon Government Finance Officers
   Association will present the Certificate of Achievement for Excellence in Financial
   Reporting Award to Salem Area Mass Transit District for the Fifth Year in the Program

E. BUDGET HEARING
   This is the time on the agenda designated for testimony by anyone on the subject of
   adopting the Salem Area Mass Transit District Budget for Fiscal Year 2018 that was
   approved by the Budget Committee on May 18, 2017. [Supplemental Packet]

F. DELIBERATION OF BUDGET HEARING
   Shall the Board adopt Resolution No. 2017-XX for the Fiscal Year 2018 Budget,
   Making Appropriations, and Imposing and Categorizing Taxes

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

H. CONSENT CALENDAR
   1. Approval of Minutes [Action]
      a. Board Meeting of XXXXXXX
   2. Routine Business Items [Action]
      a. Approval of the United Way Donation for Fiscal Year 2018

I. ITEMS DEFERRED FROM THE CONSENT CALENDAR

J. ACTION ITEMS
   1. Resolution 2017-XX Amendment to the FY2017 Adopted Budget
   2. Approval of Advertising RFP

K. INFORMATION ITEMS
L. REPORTS
1. Board Subcommittee Reports [Receive and File]
   Board members are appointed to local, regional, or national committees and also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities, time is scheduled for an oral report.

2. Minutes of May 8, 2017 Work Session

M. BOARD & MANAGEMENT ISSUES
1. General Manager
2. Board President
3. Board of Directors

N. ADJOURNMENT
   Next Regular Board Meeting Date: Thursday, July 27, 2017

BOARD MEETING PROCEDURES

CONSENT CALENDAR AND AGENDA ITEMS All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item. APPEARANCE OF INTERESTED CITIZENS & AGENCIES Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda that are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item. TO GET ITEMS ON THE AGENDA All communication and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Cherriots Administration Office, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors email address is: Board@cherriots.org. SPECIAL ACCOMMODATIONS Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Individuals with a hearing impairment may call Oregon Telecommunications Relay Service, 711.

PROCEDIMIENTOS DE LA REUNIÓN

CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un único propuesta a menos que un miembro de la Junta solicite retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día. COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto. PARA TENER ASUNTOS EN EL ORDEN DEL DÍA Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; Board@cherriots.org. NECESIDADES ESPECIALES Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregón, 711.

For electronic copy of the Board meeting agenda packet, go to www.cherriots.org/board. Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV’s website at https://www.cctvsalem.org/all/.
## Upcoming Board Meeting and Work Session Agenda Items

### June 12, 2017

**Work Session**
- June 12, 2017 SPECIAL MEETING / Work Session
  - Packets due to GM office: June 5
  - Approval of local election results (C)
  - Resolution #2017-07 Application for Electric Vehicles / Commitment to Sustainability
  - Work Session
  - Strategic Planning Discussion
  - Budget Committee Vacancies
  - Advertising Policy Update

**Board Meeting**
- June 22, 2017
  - Packets due to GM office: June 8
  - RECEPTION for outgoing Director Hammill 6:00 PM
  - Presentation GFOA CAFR
  - Hearing/Res#2017-08 adopt FY18 budget
  - Res#2017-09 Amendment to FY17 Budget
  - Approval of FY2018 United Way Donation (C)
  - Approval of Advertising RFP

### July 10, 2017

**Work Session**
- July 10, 2017
  - Packets due to GM office: July 3
  - Review core network policy
  - Review service planning policy
  - TAM (Transit Asset Management)
  - Strategic planning discussion

**Board Meeting**
- July 27, 2017
  - Packets due to GM office: July 13
  - Oath of Office for newly elected Board (2017)
  - Election of Officers/Oath of Office (2017)
  - Approval of private security services contract
  - Adopt core network policy

### August 14, 2017

**Work Session**
- August 14, 2017
  - Packets due to GM office: August 7
  - Board Committee assignments (2017)
  - Board ethics training

**Board Meeting**
- August 24, 2017
  - Packets due to GM office: August 10
  - Accept annual security report
  - Appoint Board Committee assignments (2017)
  - Fiscal year end trip choice report

### September 11, 2017

**Work Session**
- September 11, 2017
  - Packets due to GM office: September 5, Tue
  - Approval of annual SDIS board check list
  - Fiscal year end performance report
  - GM performance evaluation (Executive Session)

**Board Meeting**
- September 28, 2017
  - Packets due to GM office: September 14
  - Approval of FY2019 budget calendar (C)

### October 16, 2017

**Work Session**
- October 16, 2017
  - Packets due to GM office: October 9
  - Proposed FY2019 budget calendar

**Board Meeting**
- October 26, 2017
  - Packets due to GM office: October 12
  - Approval of FY2019 budget calendar (C)

### November 13, 2017

**Work Session**
- November 13, 2017
  - Packets due to GM office: November 6

**Board Meeting**
- November - No Board meeting
- Proposed appointments to the STFAC

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>December</strong></td>
<td>No work session</td>
</tr>
<tr>
<td>December 14, 2017</td>
<td>Packets due to GM office: November 30</td>
</tr>
<tr>
<td></td>
<td>• Appointments to the STFAC</td>
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<tr>
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<td>• Q1 finance, trip choice, perf report</td>
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<tr>
<td>January 8, 2018</td>
<td>Packets due to GM office: January 2</td>
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<tr>
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<td>• Present draft 2018 legislative agenda</td>
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<td>January 25, 2018</td>
<td>Packets due to GM office: January 11</td>
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<td>• Adoption of 2018 legislative agenda</td>
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<td>February 12, 2018</td>
<td>Packets due to GM office: February 5</td>
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<td>• Q2 finance, trip choice, performance report</td>
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<td>February 22, 2018</td>
<td>Packets due to GM office: February 8</td>
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<tr>
<td>March 12, 2018</td>
<td>Packets due to GM office: March X</td>
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<tr>
<td>March 22, 2018</td>
<td>Packets due to GM office: March 8</td>
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<tr>
<td>April 9, 2018</td>
<td>Packets due to GM office: April 2</td>
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<td>April 26, 2018</td>
<td>Packets due to GM office: April 12</td>
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<tr>
<td>May 14, 2018</td>
<td>Packets due to GM office: May 7</td>
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<tr>
<td></td>
<td>• Review Draft FY19 Board meeting schedule</td>
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<tr>
<td></td>
<td>• Strategic planning discussion</td>
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<tr>
<td></td>
<td>• Advertising RFP Update</td>
</tr>
<tr>
<td></td>
<td>• MV Contract Extension</td>
</tr>
<tr>
<td>May 24, 2018</td>
<td>Packets due to GM office: May 10</td>
</tr>
<tr>
<td></td>
<td>• Consent: Adopt FY2019 BOD meeting schedule</td>
</tr>
<tr>
<td></td>
<td>• Q3 finance, trip choice, performance report</td>
</tr>
<tr>
<td><strong>To Be Scheduled</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Contract for Capital Project Manager</td>
</tr>
<tr>
<td></td>
<td>• Stops &amp; Shelters Construction/Design Contract</td>
</tr>
<tr>
<td></td>
<td>• COOP (July/Aug)</td>
</tr>
<tr>
<td></td>
<td>• Transportation Services Contract</td>
</tr>
<tr>
<td><strong>To Be Scheduled</strong></td>
<td></td>
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</table>
**Updated: June 8, 2017**

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

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted.

### June 2017
- **12 Mon** 5:30 PM SAMTD Board Work Session and Special Meeting
- **22 Thu** 6:30 PM SAMTD Board of Directors Meeting and Budget Hearing

### July 2017
- **4 Tue** CLOSED  
  **Holiday 4th of July**  
  Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- **10 Mon** 5:30 PM SAMTD Board Work Session
- **27 Thu** 6:30 PM SAMTD Board of Directors Meeting

### August 2017
- **14 Mon** 5:30 PM SAMTD Board Work Session
- **21 Mon** Closed  
  **Total Eclipse Events**
- **24 Thu** 6:30 PM SAMTD Board of Directors Meeting

### September 2017
- **4 Mon** CLOSED  
  **Holiday Labor Day**  
  Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- **5 Tue** 3:00 PM STF Advisory Committee
- **11 Mon** 5:30 PM SAMTD Board Work Session
- **23 Thu** CLOSED  
  **Holiday: Thanksgiving Day**  
  Cherriots Administration Offices-Customer Service Closed; NO Bus Service

### October 2017
- **1-4** Closed  
  **2017 Oregon Public Transportation Conference, Pendleton, OR**
- **3 Tue** 3:00 PM STF Advisory Committee
- **9 Mon** 5:30 PM SAMTD Board Work Session
- **26 Thu** 6:30 PM SAMTD Board of Directors Meeting

### November 2017
- **7 Tue** 3:00 PM STF Advisory Committee
- **11 Sat** CLOSED  
  **Holiday: Veterans Day**  
  Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- **13 Mon** 5:30 PM SAMTD Board Work Session
- **23 Thu** CLOSED  
  **Holiday: Thanksgiving Day**  
  Cherriots Administration Offices-Customer Service Closed; NO Bus Service

A calendar for upcoming Board meetings, a copy of the adopted Budget, and minutes of past Board meetings can be found on Salem-Keizer Transit’s website at: [www.cherriots.org/board](http://www.cherriots.org/board) or at the District’s Administration Office at 555 Court Street NE, Suite 5230, Salem, Oregon 97301. For a televised recording of past Board meetings, go to [www.cctvsalem.org](http://www.cctvsalem.org).
### DECEMBER 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>9</td>
<td>Sat</td>
<td>Kelzer Holiday Parade</td>
</tr>
<tr>
<td>14</td>
<td>Thu</td>
<td>SAMTD Board of Directors Meeting</td>
</tr>
<tr>
<td>25</td>
<td>Mon</td>
<td>CLOSED; HOLIDAY: Christmas Day</td>
</tr>
</tbody>
</table>

11:30-1:30 **Cherriots Employee Holiday Luncheon**

### JANUARY 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon</td>
<td>CLOSED; HOLIDAY: New Year's Day</td>
</tr>
<tr>
<td>Tue</td>
<td>3:00-4:30p</td>
<td>STF Advisory Committee</td>
</tr>
<tr>
<td>Mon</td>
<td>5:30 PM</td>
<td>SAMTD Board Work Session</td>
</tr>
<tr>
<td>25</td>
<td>Thu</td>
<td>SAMTD Board of Directors Meeting</td>
</tr>
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</table>

### FEBRUARY 2018

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Tue</td>
<td>3:00-4:30p</td>
<td>STF Advisory Committee</td>
</tr>
<tr>
<td>Mon</td>
<td>5:30 PM</td>
<td>SAMTD Board Work Session</td>
</tr>
<tr>
<td>22</td>
<td>Thu</td>
<td>SAMTD Board of Directors Meeting</td>
</tr>
</tbody>
</table>

### MARCH 2018

**Due Date:** District Candidates to File with County Elections Official (ORS 255.235)
- Verified Signatures or $10 filing fee

**Due Date:** Filing Candidate Statements with the County Election Officials for Inclusion in County Voters’ Pamphlet

22 Thu 6:30 PM | SAMTD Board of Directors Meeting

### APRIL 2018

26 Thu 6:30 PM | SAMTD Board of Directors Meeting

### MAY 2018

24 Thu 6:30 PM | SAMTD Board of Directors Meeting

28 Mon CLOSED | CLOSED; HOLIDAY MEMORIAL DAY |

Cherriots Administration Offices-Customer Service Closed; NO Bus Service

### JUNE 2017

Thu 6:00 PM | SAMTD Budget Committee Meeting (if necessary)

Sat 6:00 PM | Cherriots Employee Recognition Banquet