

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

**~ WORK SESSION ~**

Monday, May 13, 2019

5:30 PM

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

**AGENDA**

**1. CALL TO ORDER**

- a. "SAFETY MOMENT" Thought for the Day
- b. Announcements

**2. PRESENTATION - None**

**3. DISCUSSION**

- a. Communication Plan for *A Better Cherriots (ABC)* ..... **1**
- b. Coordinated Plan Update ..... **5**
- c. Proposed Fiscal Year 2020 Board Meeting Dates ..... **21**
- d. Issue Performance Evaluation Packets for GM Review ..... **25**

**4. GENERAL MANAGER COMMENTS**

- a. Draft Agenda for the May 23, 2019 Regular Meeting ..... **29**
- b. Upcoming Board Agenda Items ..... **31**
- c. Calendar Review ..... **33**

**5. ADJOURN**

**Mission**

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

**Values**

Safety – Service Excellence – Communication – Innovation – Accountability

**SALEM AREA MASS TRANSIT DISTRICT  
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**Mission**

Connecting people with places  
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## WORK SESSION MEMO

Agenda Item WS.3.a

**To:** Board of Directors

**From:** Patricia Feeny, Director of Communication

**Thru:** Allan Pollock, General Manager

**Date:** May 13, 2019

**Subject:** *A Better Cherriots* Communication Plan Update

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After the passage of HB 2017, Cherriots staff began planning and working on its enhanced service strategy. For the Transportation Development and Communication divisions, the first step was identifying a name that would capture the spirit of this historical opportunity and encompass all parts of the organization that would be working together to achieve a successful outcome.

The promotion of enhanced service has been a collective and inclusive process from the beginning. After several weeks, one whiteboard, and 121 ideas, *A Better Cherriots* was conceived.

In January 2018, the District began a soft rollout of *A Better Cherriots*, featuring it in advertising, Cherriots.org, social media platforms, and at outreach events. Beginning this month, however, the promotion of Saturday and later evening service begins ramping up and will continue until the September 7 enhanced service celebration.





## **A BETTER CHERRIOTS ROLL OUT UPDATE**

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A Better Cherriots Communication Plan comprises five areas of focus: internal communication, public outreach, community education, stakeholder outreach, rider education

### **Main objectives:**

**Awareness** — letting people know public transportation exists and serves the Mid-Willamette Valley

**Education** — educating the population about Cherriots services and their benefits; dispel misconceptions

**Image/Perception** — creating a positive and inclusive image of Cherriots

**Ridership** — encouraging trial ridership among new customers and continued use among existing riders; generate ridership among those groups with transportation needs that the transit system can meet

**Support** — building support in the broad community and among community leaders, decision makers and tax payers

**Visibility** — build visibility for transit and the important role it plays in the community

### **TIMELINE**

**Fall 2017** A Better Cherriots was conceived through an inclusive exercise that involved all parts of the District. A total of 121 ideas were suggested.

*We have been rolling since January of 2018.*

**January 2018** A Better Cherriots page created on Cherriots.org

**February 2018** First public use of A Better Cherriots began with advertising of outreach events

**Spring, Summer, Fall 2018 and Winter 2019** Continued to incorporate A Better Cherriots in advertising (Keizer Lifestyle Directory, North Willamette Valley Visitor Guide, Our Town Newspaper, Salem Chamber 503, Salem-Keizer Health and Wellness Magazine)

**June 2018** Hosted Keizer Chamber Greeters to celebrate fifth anniversary of KTC

**September 2018** Held ribbon cutting for new local, regional and paratransit vehicles

**December-January 2019** A Better Cherriots incorporated in career fair promotion

**March 28, 2019** Update on A Better Cherriots at quarterly Employee Transportation Coordinators' meeting



**April 9, 2019** Transit Day at the Capitol

**April 25, 2019** National Get on Board Day

**April 2019** A Better Cherriots Sept. 7 Committee forms; first meeting April 15

**April 2019** Monthly articles on A Better Cherriots in internal and external newsletters

**May 15, 2019** First tabling event at Wednesday Market (*We will have a table once a month in May, June, July and then every week beginning in August leading up to Sept. 7 kick off of enhanced service*)

**May 2019** A Better Cherriots video completed (debuting soon)

**September 7, 2019** Kick-off event for enhanced service

**Leading up to September other planned activities include:**

Create public service announcement on ABC for local and regional radio

Continue to place A Better Cherriots ads in partner publications: Enterprise, 503, Travel Salem, Keizer Monthly

Create bus ads in conjunction with the Customer Education Campaign

Continue to update Cherriots.org/better with new information as it becomes available

Create Customer Education Campaign Team Cherriots web page/presence completed

Create short YouTube videos to educate, inform and raise awareness of Cherriots

Employ Facebook and Twitter posts leading up to and to follow A Better Cherriots roll out

Reintroducing A Better Cherriots video- May 2019 completed

Produce posters, fliers, tent cards for breakrooms on A Better Cherriots

Produce a brochure/leave behind on A Better Cherriots

Create ABC tagline for annual poster contest

Present A Better Cherriots update quarterly to ETC: Next meeting June 27

Continue to provide announcements/information/formal presentation to Latino Business Alliance, Keizer Greeters, and Salem Greeter



## WORK SESSION MEMO

Agenda Item WS.3.b

**To:** Board of Directors

**From:** Ted Stonecliffe, Transit Planner II, Programs and STF Advisory Committee Coordinator

**Thru:** Allan Pollock, General Manager

**Date:** May 13, 2019

**Subject:** Updates to Coordinated Plan and 5310 Program Management Plan (PMP)

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The Coordinated Public Transit – Human Services Transportation Plan (“Coordinated Plan”), which was adopted by the SAMTD Board of Directors at their August 25, 2016 Board meeting, is the guiding document for the District’s investments in projects funded by state Special Transportation Fund (STF) and federal Section 5310 (§5310) grant funds. In accordance with the current State Management Plan, the Coordinated Plan must be reviewed by the STF Advisory Committee (STFAC) at least once every three years, and a major update completed every five years.

Tonight, staff brings minor changes to your attention that were reviewed by the STFAC at their April 2 and May 7, 2019 meetings. Since these changes are not substantive in nature, board approval is not necessary. The changes are mainly to update the document to reflect Cherriots re-branding, the current style guide used by Cherriots for all formal documents, to update demographic maps, and reorganize the existing services chapter and appendix to clarify what Cherriots considers an “existing service” and what services are not currently funded by STF or 5310 grant funds.

A summary of the changes is found in Table 1 below:





**Table 1.** Major proposed changes to the Coordinated Plan

<b>Category of change</b>	<b>Description of change</b>
Cherriots re-branding	Update all old names in document to current brand names (i.e., "CARTS" to "Cherriots Regional")
Format	The current document does not follow the current style guide used by Cherriots for all formal documents
Demographic map updates	All maps showing demographics such as population, income, and age are updated with current information provided by the U.S. Census American Community Survey
Description of existing services	Updates to descriptions of all existing public transportation service providers in Marion and Polk Counties
Added a description of grant solicitation process and grant application forms for STF and 5310(ODOT) grants	These clarifications will help document Cherriots policies and procedures to the STF and 5310(ODOT) grant solicitation and approval processes

<b>Things NOT updated</b>	<b>Justification</b>
List of transportation needs, priorities, and strategies	These will require a more in-depth public process in order to change
Any changes in response to updates made by ODOT in the latest revision of the State Management Plan	These are not finalized and have not been released to the public yet

A major update to the Coordinated Plan would require considerable public involvement and is usually paid for by Oregon Department of Transportation (ODOT) planning dollars. ODOT has told staff that such funds are not available in FY20, but could be available in FY21.

A copy of the revised Coordinated Plan is provided as **Attachment A**. Since Chapter 3 of the document was rewritten to provide clarification of what is considered an "existing service," Appendix D was also revised, including the addition of the Falls City Direct Connect operated by Polk County. Appendix D is provided as **Attachment B** for your reference as well.

Like the Coordinated Plan, the 5310 Program Management Plan (PMP) is the document used to guide funding decisions for the Section 5310 grant funds the District receives as a direct recipient of federal transit dollars. This document was approved by the Federal Transit Administration (FTA) in June, 2015. There is no need for Board approval of the document since it is approved by FTA directly. Similar to the changes made to the Coordinated Plan, the changes to the 5310 PMP are to reflect the Cherrriots re-branding, to bring the document into compliance with the current Cherrriots style guide, and to fix dead web links in the document. Table 2 shows the major changes made to the 5310 PMP:

**Table 2.** Major proposed changes to the 5310 PMP

<b>Category of change</b>	<b>Description of change</b>
Cherrriots re-branding	Update all old names in document to current brand names (i.e., "CARTS" to "Cherrriots Regional")
Format	The current document does not follow the current style guide used by Cherrriots for all formal documents
Fixing dead web links	New links that work are provided for online materials

<b>Things NOT updated</b>	<b>Justification</b>
List of transportation needs, priorities, and strategies	These will require a more in-depth public process in order to change

A copy of the revised document is provided as **Attachment C**.

## **Appendix D: Public providers**

The following transit and social service providers do not currently receive STF and Section 5310 grant funding through SAMTD, and therefore are not considered “existing” providers, as prioritized in Chapters 6 and 7 of the Coordinated Plan.

### **D.1 Canby Area Transit (CAT)**

Canby Area Transit (CAT) provides service within Canby and to Oregon City, Barlow, Aurora, Hubbard, and Woodburn from Canby Transit Center. Route 99X is the only fixed-route currently in operation and provides circulation within the city between the Canby Market Center, Canby Transit Center, and Canby Square areas with headways between 30 and 60 minutes. Service is provided between 5a.m. and 10:45 p.m., Monday through Friday and does not operate on major holidays. Route 99X makes 12 daily round trips from Oregon City to the Canby Transit Center. Another 14 round trips go from Oregon City to the Bi-Mart store in Woodburn on Mt. Hood Avenue.

In Oregon City, the 99X provides connections to TriMet buses at the Oregon City Transit Center. Connections with Woodburn Transit and Cherriots Regional Routes 10X and 20X are possible at the Bi-Mart stop in Woodburn. Additionally, SMART Route 3X serves the Canby Transit Center every 60 to 90 minutes, offering connections to Wilsonville and the South Clackamas Transportation District (SCTD) has bus service to Molalla every 60 to 90 minutes (eight total daily round trips) from the Canby Transit Center. CAT service on Route 99X costs \$1.00 for a one-way ride, and is free for children six years old and younger. A monthly pass may be purchased for \$20.

A few of the CAT trips to Woodburn meet with Cherriots Regional Routes 10X and/or 20X within a reasonable connection time period. A planning study was completed in 2018 to identify the possibilities of CAT and Cherriots partnering to provide some service that travels from Salem to Oregon City, but an agreement hasn't been finalized as of February 2019.

SMART operates its Route 3X between Canby and Wilsonville with 12 daily round-trips. The service costs \$1.50 per trip for adults and \$0.75 for seniors (60+), disabled, and youth. A transfer to TriMet Westside Express Service (WES) commuter rail is possible at SMART Central at Wilsonville Station.

CAT operates a dial-a-ride service for members of the general public who are traveling to or from destinations within the Canby Urban Growth Boundary. Service is available from 8 a.m. to 6 p.m., Monday through Friday. Service is not available during major holidays. Dial-A-Ride vehicles are equipped with wheelchair lifts, prioritized seating for seniors and people with disabilities, and bicycle racks. Paratransit service is available for eligible people who are unable to use shuttles or fixed route buses. Reservations can be made via phone up to 14 days in advance. General dial-a-ride service costs \$1.00 per ride.

## D.2 South Metro Area Regional Transit (SMART)

South Metro Area Regional Transit (SMART) is operated by the City of Wilsonville and provides public transit service in and around Wilsonville. SMART operates nine fixed bus routes from 5 a.m. to 8:30 p.m. on weekdays, two routes (Routes 2X and 4) on Saturdays, and does not operate on Sundays or major holidays.

Route 1X is jointly operated by Cherriots and runs between SMART Central at Wilsonville Station and the Downtown Salem Transit Center. Route 2X travels to the Barbur Boulevard Transit Center in Portland and connects with TriMet Routes 12, 64, and 94. Route 3X travels to Canby Transit Center allowing for direct transfers with CAT Route 99X and the SCTD bus to Molalla. Routes 4, 5, and 6 operate exclusively within Wilsonville. Routes 5 and 2X connect with TriMet Route 96, with service to downtown Portland, at Commerce Circle in Wilsonville. Route 7 provides a shuttle service to and from the Villebois neighborhood in West Wilsonville. Routes C and V are mid-day shopper shuttles from the Charbonneau and Villebois neighborhoods, respectively. All numbered SMART routes connect with TriMet WES Commuter Rail at SMART Central at Wilsonville Station. WES provides weekday peak period service to Tualatin, Tigard, and Beaverton.

SMART fares are shown in **Table 11**. Service is free on Routes C, V, 4, 5, 6, and 7 that operate within Wilsonville. Universal monthly passes for all routes are available for \$85 (\$42.50 for youth, seniors, disabled, or Medicare card holders).

**Table 1.** SMART Fares

Fare Type	Route(s)		
	1X	2X, 3X	C, V, 4, 5, 6, 7
Adult (19-59)	\$3.00	\$1.50	Free
Youth (5-17) / Senior (60+) / Disabled Medicare Card Holders	\$1.50	\$0.75	Free

SMART operates an origin to destination dial-a-ride service for people in Wilsonville who are unable to use the fixed route system. Priority is given to riders who meet ADA eligibility requirements. Dial-a-ride services operate from 5 a.m. to 9:15 p.m., Monday-Friday and 8:30 a.m. to 5:30 p.m. on Saturdays. Service may be scheduled up to 14 days in advance by making a reservation by phone. Service is free within Wilsonville and is \$3.00 for a one-way trip on Routes 2X and 3. All dial-a-ride vehicles are fully accessible.

### D.3 Tri-County Metropolitan Transportation District of Oregon (TriMet)

Tri-County Metropolitan Transportation District of Oregon (TriMet) is the transit operator for the Portland metropolitan area, including parts of Multnomah, Washington, and Clackamas counties. TriMet is the largest transit operator in the state and provided approximately 97 million boardings in Fiscal Year 2018 on 85 bus lines, five MAX light rail lines, and WES commuter rail. Service across the TriMet system is available 24 hours a day on some routes, but generally from 4:30 a.m. to 2:30 a.m. on the majority of the system. Fares on TriMet are shown below in **Table 12**, and allow passengers to ride on any combination of buses, MAX light rail, WES, or the Portland streetcar system.

**Table 2.** TriMet fares

Fare Type	2.5-Hr Ticket	1-Day Pass	Monthly Pass	Annual Pass
Adult (18-64)	\$2.50	\$5.00	\$100	N/A
Honored Citizen (Low income, 65+, Medicare or disability) / Youth (7-17 or high school/GED)	\$1.25	\$2.50	\$28	N/A
LIFT Paratransit	\$2.50	-	\$74	\$888

LIFT is TriMet’s shared-ride service for people who are unable to use regular buses or trains because of a physical or mental disability. Passengers must apply and be registered customers in order to use LIFT. The LIFT service area covers all locations within TriMet’s service boundary that are within three-fourths of a mile of any TriMet bus and light rail route. Service hours are similar to TriMet’s regular service window and are available from 4:30 a.m. to 2:30 a.m. daily. Advance reservation is required for all trips, and must be made before 5 p.m. on the day before the trip.

More information on TriMet's LIFT program can be found online at this URL: [trimet.org/pdfs/lift/liftguide.pdf](https://trimet.org/pdfs/lift/liftguide.pdf)

The TriMet system provides connections to surrounding transit systems including Cherriots; C-TRAN in Vancouver, Washington; Columbia County Rider (CC Rider); Tillamook County Transit District (The Wave); Columbia Area Transit; SMART; Canby Area Transit (CAT); Columbia Area Transit (Hood River CAT); Sandy Area Metro (SAM); Central Oregon Breeze; Amtrak; Point (Amtrak through) buses; and private companies such as Greyhound and the Bolt Bus.

## **D.4 Yamhill County Transit Area (YCTA)**

Yamhill County Transit Area (YCTA) provides public transit service in Yamhill County with regional connections to the Tillamook County Transportation District, TriMet and Cherriots systems. Local service is provided in McMinnville (Route 2: East-West Express and Route 3: City Loop) and Newberg (Routes 5 and 7) on weekdays. There is no local service in McMinnville or Newberg on the weekends or on major holidays. In addition to local services, Yamhill County Transit provides several routes connecting communities in the area.

- Route 11 (McMinnville - Salem): Connects McMinnville to West Salem at the West Salem Transit Center for transfers to Cherriots Local buses. Route 11 makes two morning, a midday, and two afternoon round trips on weekdays.
- Route 22 (McMinnville - West Valley): Connects McMinnville to Sheridan, Willamina, and Grand Ronde with seven weekday round trips, and four Saturday round trips.
- Route 33 (McMinnville - Hillsboro): Connects McMinnville to Carlton, Yamhill, Gaston, Forest Grove and to the MAX light rail (Blue Line) in Hillsboro with two morning, a midday, and two afternoon round trips on weekdays.
- Route 44 (McMinnville - 99W): Connects McMinnville to Lafayette, Dundee, Newberg, Sherwood, and Tigard. Route 44 operates 10 weekday round trips, which includes an express route (Route 45x), and four Saturday round trips.

Fixed route one-way regular fare is \$1.25 and a single day-pass is \$2.50. Unlimited monthly passes are \$35. Service runs from 5 a.m. to 9 p.m.

YCTA provides origin to destination dial-a-ride services for anyone who is unable to access the fixed route system because of mobility limitations or those whose origins and destination are not within close proximity to fixed routes. The fare is \$1.75 one-way and \$40 for an unlimited monthly pass. Dial-a-ride service operates from 8 a.m. to 4:30 p.m. on weekdays. Reservations must be made 24 hours in advance by phone.

## **D.5 Albany Transit**

Albany Transit System (ATS) provides public transit service in Albany. ATS connects to the Linn-Benton Loop and the Linn Shuttle buses at the Albany Transit Center located at the Amtrak Station downtown. The Linn-Benton Loop provides service to Corvallis, and the Linn Shuttle serves Lebanon and Sweet Home. Local service in Albany is provided with hourly frequency on three routes between 6:30 a.m. and 6:30 p.m. on weekdays. There is no local service on the weekends or on major holidays.

Fixed route, one-way regular fare on ATS buses is \$1.00 and \$0.50 for seniors older than 60, people with disabilities, and youth aged 6-17 years old. Unlimited monthly passes are \$30 and \$15 for seniors, people with disabilities, and youth. Coupon books containing 20 rides each can be purchased for \$17 for regular fares and \$8.50 for seniors, people with disabilities, and youth.

ATS also provides curb-to-curb Call-A-Ride senior and disabled transportation services within Albany and Millersburg. Eligibility is limited to those residents who live within the City of Albany or Millersburg and are over 60 years old or have a disability that prevents them from accessing the fixed route ATS bus system. The fare is \$2.00 one-way and \$40 for a 20 ride ticket book. Call-a-ride service operates from 6:30 a.m. and 6:30 p.m. on weekdays and from 8a.m. to 6 p.m. on Saturdays. No service is provided on Sunday or on holidays. Reservations can be made up to two weeks in advance by phone for the Call-A-Ride.

## **D.6 Tillamook County Transportation District**

The Tillamook County Transportation District (TCTD) took over service between Salem and Grand Ronde that was formerly provided by Cherriots (Route 2X) in January 2018. Now, TCTD's Routes 60X and 70X offer seven daily round trips to Grand Ronde. The 70X serves the Rickreal park and ride lot in Polk County and also goes to Spirit Mountain Casino (the largest employer in Grand Ronde), and the Grand Ronde Health and Wellness Center. The Coastal Connector (Route 60X) provides seven-day a week service between Salem and Lincoln City running three round trips per day, including stops at the Chinook Winds Casino in Lincoln City and Rose Lodge (located about half way between Lincoln City and Grand Ronde). The 60X and 70X routes serve both the Downtown Salem Transit Center and the Salem Amtrak/Greyhound Station to provide intercity connections with Greyhound, Amtrak, and Cascades Point buses as well as the Cherriots Local and Regional bus systems.

## **D.7 Polk County Falls City Direct Connect**

The Falls City Direct Connect (FCDC) is a rural bus line that serves the residents of Falls City by providing free transportation to critical services in Dallas and Monmouth/Independence. Service connections include agencies that provide basic needs, health and social services, employment and educational opportunities, etc. Except for a convenience store, none of these services are available within or near Falls City. Moreover, 78% of riders in the last year reported having no other transportation.

2017 census estimates for Falls City included: 1,055 total residents; 369 seniors age 55+; 189 seniors age 65+; 319 persons with disabilities (30.2% of the total city population compared to 14.4% in Polk County and 14.6% state-wide); and 106 seniors age 65+ with disabilities (10.0% of the total city population compared to 6.0% in Polk County and 6.0% state-wide). This population has a notably higher percentage of persons with disabilities, who are isolated from basic needs and critical services. Access to reliable transportation is essential for the health and well-being of this community.

FCDC services are open to the public and the bus is equipped with a wheel chair lift to support riders with disabilities. Currently, the FCDC operates every Tuesday and Thursday to Dallas and once a month to Monmouth. Bus times, routes and stops are planned based on community input and identified need.

## **D.8 Disabled American Veterans Transportation**

Disabled American Veterans (DAV) offers transportation on weekdays to the Veterans Hospital in Portland. Services may be expanding to offer rides within Salem in summer of 2016. Transportation is provided by a van at designated stops in the Portland metro area, Salem, Keizer, Brooks, Woodburn, Wilsonville and Aurora. The service is provided free of charge and is available only to veterans for VA sanctioned appointments. A four-day minimum advance reservation is required.

The vans hold up to 8 passengers each, but are not wheelchair accessible. Pickup is scheduled per city from a designated pickup location, and the service uses all volunteer drivers. The Salem pickup locations are at the park and ride lot at Market and Hawthorne Streets at 7:30 am and the Salem community-based Outpatient Clinic on McGilchrist Street at 7:00 am. The pickup locations in Keizer are at the Safeway on River Road at 7:40 am and the Keizer Transit Center park and ride lot at 7:45 am. The van arrives in Portland by 9:00 am and heads back to Salem when the last appointment is completed or by 3:00 pm, whichever comes first.



Rides are only available when volunteer drivers are available, and this is one of the barriers to providing service. All maintenance is provided outside the hospital by maintenance contractors. Appointments are scheduled from the Portland VA Hospital.

The DAV transportation program service has not coordinated with other agencies in the past.

## **D.9 Marion County Housing Authority**

The Marion County Housing Authority's mission is to provide safe and affordable housing to low income families in Marion County. The program currently oversees multiple apartment complexes in Woodburn, Mt. Angel, Silverton, Stayton, Aumsville and Jefferson. The Authority also administers a voucher program, under contract with the US Department of Housing that assists residents with paying their rent for the areas of Marion County which are outside the Urban Growth Boundary of Salem. Although the Housing Authority currently does not provide transportation for residents, they are interested in cooperation opportunities between transportation services and their organization, similar to the type of cooperation they currently have with health services.

Some housing clients currently use Cherriots Regional but could better utilize the service if public transportation were more convenient and if a more proactive program to educate residents about the availability of services were implemented. The Cherriots Travel Training program has trained a number of housing clients and other low income residents on how to use Cherriots Regional. Groups of clients ride Cherriots Regional with the Travel Trainers to a destination (such as the Salud Medical Center in Woodburn), learning the skills needed to ride the bus. The greatest obstacle to using the currently available resources is unfamiliarity with options and the lack of connections from housing to other services.

## **D.10 Marion County Retired Senior Volunteer Program (RSVP)**

The Retired Senior Volunteer Program (RSVP) recruits, interviews and links volunteers 55 years and older with opportunities in the community. RSVP volunteers work in schools, hospitals, museums, the arts and environment, food banks and other nonprofit agencies throughout the region.

One of the key volunteer needs in Marion County is drivers for the volunteer dial a ride service coordinated through Woodburn Transit. The dial a ride program arranges for volunteer drivers to take elderly Woodburn residents and those with disabilities to medical appointments in all areas between Portland and Salem.

Volunteer drivers use their personal vehicles and are reimbursed for their mileage at the federal rate. Requests for reservations must be made at least one day in advance and can be made by calling the City of Woodburn at 503.982.7433. There is no charge for the service and drivers are not permitted to accept tips; however, donations are accepted for the service.

The RSVP program receives partial federal funding through Senior Corps, which is administered by the Corporation for National and Community Service (also oversees AmeriCorps and Learn and Serve America).

## **D.11 Northwest Senior and Disability Services**

Northwest Senior and Disability Services provides assistive services to seniors and persons with disabilities. Services include adult protective services, in-home care, meal programs, employment services, counseling, volunteer opportunities, and medical and financial assistance. The organization does not offer transportation services to clients but refers them to transportation brokerages like Cherriots call center. In general, people who do not use public transportation use their own personal vehicles and mileage is reimbursed for medical trips through the Medical Assistance Program.

Clients who require public transportation need door-to-door and timely service to and from their homes in rural locations. Major obstacles to arranging transportation for clients have been the cost to the client, resistance to using the available options, and the unfamiliarity with the available choices.

Northwest Senior and Disability Services has not coordinated transportation with any agencies.

## **D.12 Oregon Commission for the Blind**

The Oregon Commission for the Blind provides training to visually impaired persons to assist in finding employment, independent living, and self-sufficiency. The Commission does not currently use transportation directly but assists clients in travel training so they can use the existing services independently.

The greatest obstacles for their clients have been the cost of transportation, unfamiliarity with services, services not being able to meet the clients' needs, and inaccessible information like websites and schedules. Clients need door-to-door services and safer environments around bus stops in order to use public transportation more often.

The Oregon Commission for the Blind has coordinated with agencies such as Cherriots Regional, Cherriots Local, and Cherriots Shop and Ride in the past by arranging special trip contracts with them. The major benefit of these efforts has been the reduction of effort spent on meeting the transportation needs of clients. Obstacles that have impeded coordination have been when agencies refuse to schedule in advance or are booked with subscription trips closer to the trip time.

### **D.13 Oregon Health Authority**

The Oregon Health Authority (OHA) provides coordination assistance and contracts for Medicaid non-emergent medical transportation (NEMT) brokerages, senior and disabled non-medical transportation, and vocational rehabilitation ride vouchers. OHA pays for transportation for their clients, with rides being booked through the Cherriots call center. Transportation is scheduled with the most appropriate and cost-effective means that meets a client's needs, including the following types of transportation services: bus (tickets/pass); wheelchair van/bus; taxi or sedan; secure transport; stretcher car. Staff also provides transportation for foster children and mileage vouchers to clients for medical trips. In addition to using the above services, OHA clients use Veterans' Affairs transportation as well as the RSVP volunteer driver program, although these are not coordinated for clients through OHA.

A number of obstacles stand in the way of arranging transportation for OHA clients including the cost to the agency, client resistance to using the available options, unfamiliarity of the options available, and the current choices not meeting clients' needs. To be able to use public transportation, OHA clients require the following options to be available to them:

- Free service
- Door-to-door service
- Wheelchair accessible
- Provision for an escort
- Boarding and alighting assistance
- Safer areas around bus stops and better amenities
- Additional education

### **D.14 Resource Connections of Oregon**

Resource Connections of Oregon (RCO) is a non-profit corporation which helps adults with developmental disabilities to live independently. The organization uses personal agents who work with each customer to provide a self-directed plan including services such as finding supported employment, living support, family

training, and securing non-medical transportation. RCO distributes federal and state funding under the direction of the customer to assist in the improvement of the customer's quality of life and independence. The organization operates in Marion, Yamhill, and Linn counties with about 720 customers.

RCO customers use Cherriots Local, Cherriots LIFT, and Cherriots Regional to access services. RCO staff helps customers pay for the transportation. The biggest obstacles to arranging transportation are the customer's resistance to using the available transportation or that the options available are not feasible and do not meet the customer's needs. RCO has not entered into any coordinated efforts with any transportation services.

## **D.15 Shangri-La Corporation**

Shangri-La is a non-profit human services organization that serves people with disabilities and disadvantages so they may recognize and achieve their full potential.

Shangri-La's primary service lines include daily living supports and employment for people with developmental disabilities, community transition supports for people with mental illness, and job search and family management services for low-income and at-risk families in Marion, Polk and Yamhill counties. Shangri-La has over 100 individuals in Marion County with developmental disabilities that use Cherriots Local, Cherriots LIFT, and Cherriots Shop and Ride. Shangri-La also provides transportation to persons served via an in-house fleet of vehicles. Funding for the operation comes from contracts with State and County agencies, revenues from the subsidiary businesses, private donations, and grants.

## **D.16 Private providers**

Private transportation options in the area include rail service provided by Amtrak, regional bus service provided by Greyhound, HUT Airport Shuttle to Portland Airport, the casino shuttle, and a number of taxi services.

## **Amtrak**

Amtrak is the nationwide rail service allowing residents to travel within Oregon and across the nation. Amtrak service in Marion and Polk counties is only available in Salem. The Salem Amtrak Station is located at 500 13th Street NE and is served by Cherriots Routes 8 and 18. Two Amtrak routes serve Salem: the Amtrak Cascades and the Coast Starlight.

The Amtrak Cascades connects the Pacific Northwest from Vancouver, Canada to Eugene, Oregon. Eleven weekday northbound and southbound trips depart from Salem at various times to various destinations using a combination of rail and Thruway bus (Cascades Point bus) connections. Some trains and buses run daily while others run Monday through Friday or Saturday and Sunday only.

The Coast Starlight provides service along the west coast from Vancouver, Canada to San Diego, California. Only one northbound and southbound trip is offered daily.

## **Greyhound**

Greyhound provides nationwide bus service. Greyhound is available in Salem and Woodburn. The Salem Greyhound Station is located at 500 13th Street SE, approximately 1 mile away from the Salem Downtown Transit Center served by Cherriots Local routes and Cherriots Regional. Service is available from Salem and Woodburn to Corvallis and Portland. Four daily northbound and southbound trips are available from the Salem Station. Only two trips in each direction stop in Woodburn.

## **HUT Airport Shuttle**

HUT provides connections from Salem and Woodburn to Portland International Airport. The shuttle operates seven days a week and provides service every two hours from 3:15 AM to 11:15 PM in Salem, departing at the Salem municipal airport. Service from the Best Western Hotel in Woodburn on Newberg Highway is available every two hours from 3:30 AM to 11:30 PM seven days a week. The fare is \$36 per adult one way from Salem and \$33 per adult one way from Woodburn.

The trip takes approximately an hour from Woodburn and an hour and 15 minutes from Salem.

### **Spirit Mountain Casino Shuttle**

Spirit Mountain Casino operates casino shuttles from numerous departure points in and around Portland, Salem and Vancouver to their facility seven days a week. Cities served include Salem, Keizer, Woodburn, Wilsonville, Albany, Corvallis and the greater Portland area. Round trip service is free, but you must be a Coyote Club Member (or agree to sign up when you arrive) to ride the bus. Cities served by the shuttle change by day of the week.

Depending on the day of the week, the casino operates up to five large over-the-road coaches. The service is contracted out to a private charter company, who operates the service and provides vehicle maintenance for the casino.

The shuttle does not coordinate with any current services, according to casino staff.

### **Taxis**

- The larger taxicab companies in Marion and Polk Counties are based in Salem and provide some service to smaller communities without taxicab service. All taxicab companies listed provide service to Salem, Portland, as well as the rest of Marion and Polk counties. There are thirteen cab companies in Woodburn that are not listed here.
- Willamette Valley Yellow Cab: Based in Salem, has wheelchair accessible vehicles available
- Amanda's Taxi: Based in Salem
- Diamond Cab: Based in Salem
- Affordable Taxi: Based in Salem
- Silverton Taxi: Operates one cab
- Squirrels Taxi Service: Operates one cab serving Dallas, Monmouth, and Independence



## WORK SESSION MEMO

Agenda Item WS.3.c

**To:** Board of Directors

**From:** Linda Galeazzi, Executive Assistant / Clerk of the Board

**Thru:** Allan Pollock, General Manager

**Date:** May 23, 2019

**Subject:** Adoption of the FY 2020 Board Meeting Dates

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Under Rule 11 of the Bylaws, it states that the Board will hold regular meetings on the evening of the fourth Thursday of each month except for meetings announced in advance. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday (as shown below), such meeting shall be held on another date and time designated by the Board. The start time for Board meetings has been 6:30 p.m.

Due to the Thanksgiving and Christmas holidays, past practice has been to schedule eleven meetings in the fiscal year by cancelling the November Board meeting and rescheduling the December meeting to the second Thursday of the month. In FY 2020, the November Board meeting date falls on Thursday, November 28, 2019. The December Board meeting falls on December 26, 2019.

Work sessions have typically been scheduled on the second Monday of each month at 5:30 p.m. The work session scheduled on Monday, November 11, 2019 is a District holiday in observance of Veteran's Day. In this case, past practice has been to choose another date in the month, i.e., Monday, November 4 or Tuesday, November 12, 2019.

Board members are asked to provide feedback on the dates and times of the draft board meeting calendar. Shall the Board –

- Maintain an eleven (11) board meeting schedule;
- Reschedule the October work session to Monday, October 7 due to the American Public Transportation Association's annual meeting;
- Reschedule the November work session to either Monday, November 4 or Tuesday, November 12, 2019 due to the Veteran's Day holiday observance.

## **FY 2020 HOLIDAY AND DISTRICT EVENTS**

### **2019**

- Thu, Jul 4           Holiday: Fourth of July
- Mon, Sep 2         Holiday: Labor Day
- **Oct 13-16\***        APTA TRANSform Conference (Annual Meeting)
- **Mon, Nov 11\***     Holiday: Veteran's Day
- Thu, Nov 21        Holiday: Thanksgiving Day
- Wed, Dec 25        Holiday: Christmas

### **2020**

- Wed, Jan 1         Holiday: New Year's Day
- Mon, Feb 17        Holiday: President's Day
- Mar 15-17         APTA Legislative Conference
- May 15-19         APTA International Bus Roadeo
- May 17-20         APTA Mobility Conference
- Mon, May 25        Holiday: Memorial Day



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

**REGULAR BOARD MEETING DATES  
 FY 2020**

**Eleven Meeting Schedule**

<b>Work Session</b>	<b>Board Meeting</b>
Monday, July 8, 2019	Thursday, July 25, 2019
Monday, August 12, 2019	Thursday, August 22, 2019
Monday, September 9, 2019	Thursday, September 26, 2019
*Mon, Oct. 7, 2019 (1 <sup>st</sup> Monday)	Thursday, October 24, 2019
*Mon, Nov 4, 2019 (1 <sup>st</sup> Monday) ...or Tuesday, Nov 12, 2019	--- NO November Board Meeting
--- NO December Work Session	Thursday, December 12, 2019
Monday, January 13, 2020	Thursday, January 23, 2020
Monday, February 10, 2020	Thursday, February 27, 2020
Monday, March 9, 2020	Thursday, March 26, 2020
Monday, April 13, 2020	Thursday, April 23, 2020
Monday, May 11, 2020	Thursday, May 28, 2020
Monday, June 8, 2020	Thursday, June 25, 2020





## WORK SESSION MEMO

Agenda Item WS.3.d

**To:** Board of Directors

**From:** Paula Dixon, Director of Administration

**Thru:** Allan Pollock, General Manager

**Date:** May 13, 2019

**Subject:** General Manager's Performance Evaluation

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Every year, the Board of Directors is responsible to conduct a performance evaluation of the General Manager. The evaluation period is July 1 to June 30.

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

Per Policy 116, adopted by the Board on December 8, 2016, under Section 116.04 it states that the performance evaluation would normally take place in the month of September during a regular, special or emergency meeting in executive session. However, due to the legislative change in governance from an elected board to an appointed board beginning January 1, 2019, four of the elected Board members' terms end on June 30, 2019. The Board felt it was appropriate to conduct the general manager's performance evaluation prior to their terms ending at the June 27, 2019 Board meeting executive meeting.

Action taken on any changes to the General Manager's compensation package would then be considered in the regular Board meeting, in accordance with Section 116.03 and for public record.

<b>Policy:</b>	<b>General Manager's Performance Evaluation and Compensation Change</b>	<b>Number: 116</b>
Resolution: #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution: #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution: #2016-07.	Effective Date: 12-08-16	Page 1 of 3

**116.01 PURPOSE**

To provide guidelines for the General Manager's performance evaluation and compensation change process.

**116.02 ROLES AND RESPONSIBILITIES**

The SAMTD Board of Directors, as the governing body of the District, has the authority to appoint a general manager, based on the qualifications of the general manager with special reference to the actual experience in or knowledge of accepted practices in respect to the duties of the office of the general manager. A general manager shall hold office for an indefinite term and may be removed by the board only by an affirmative vote of a majority of the members. (ORS 267.135(1); ORS 192.660(2)(a)(b))

1. The Board of Directors is responsible for evaluating the performance of the General Manager.
2. The Director of Administration is responsible for ensuring the annual evaluation process is completed in accordance with District policy.

**116.03 EVALUATION CRITERIA**

The criteria used to evaluate the General Manager will be determined through the use of an evaluation document developed annually by the Board and General Manager for the upcoming appraisal year listing the Board's primary goals and expectations for the General Manager.

1. The criteria used will provide a benchmark of the Board satisfaction with the general management and leadership abilities of the General Manager that are:
  - a. Defined in advance
  - b. Objective in nature and to the extent possible, measurable;
  - c. Pertaining to outcomes over which the General Manager has a reasonable degree of control; and
  - d. Within the evaluation period from July 1 through June 30
2. The Board shall determine the weight to be assigned to each criterion in conjunction with the General Manager.
3. Consideration shall be given to any change in the General Manager's compensation package based on factors that include:
  - a. Merit increases, retirement contribution offsets or similar increases as specified in the General Manager's contract and in accordance with District guidelines.
  - b. Changes in benefits granted other District management employees.
  - c. Total compensation paid to General Managers of comparable transit districts in Oregon and Washington.
  - d. Total compensation paid to Salem area local government agency leaders

<b>Policy:</b>	<b>General Manager's Performance Evaluation and Compensation Change</b>	<b>Number: 116</b>
Resolution #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution: #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution #2016-07.		Effective Date: 12-08-16
		Page 2 of 3

- e. Performance as documented on the evaluation
- f. Performance toward accomplishment of defined goals communicated to the General Manager at the outset of the evaluation period.

#### **116.04 ANNUAL EVALUATION PROCESS AND TIMELINE**

The performance evaluation of the General Manager shall take place at the completion of each fiscal year in the month of September during a regular, special or emergency meeting in executive session.

1. The Director of Administration will work with the Board to complete the General Manager's annual performance evaluation process.
2. The General Manager provides the Board with copies of his/her self-evaluation of the prior fiscal year and his/her goals for the upcoming year.
3. Each Board member will receive an evaluation package with a Performance Evaluation Form and the General Manager's self-evaluation form. The Board will treat the evaluation package as confidential.
4. Completed performance evaluation forms will be returned to the Director of Administration within a predetermined time period. The Director of Administration will in turn ensure that all completed evaluation forms are tabulated and summarized; and shall include all comments from every Board member.
5. This compilation or composite performance evaluation will be reviewed by the Secretary of the Board for accuracy prior to its distribution to the Board for use during the evaluation process.
6. The Director of Administration provides a completed Composite Performance Evaluation to the Board and the General Manager and maintains a copy in the General Managers personnel file.

#### **116.05 OPEN SESSION – REGULAR MEETING, SPECIAL OR, EMERGENCY MEETING**

The process to evaluate the performance of the General Manager shall occur in accordance with Public Meeting Laws.

1. Executive Session
  - a. The performance evaluation of the General Manager shall take place in executive session during a regular, special or emergency meeting.
  - b. The General Manager will be present at the meeting(s) and may participate in the discussion of the results.
  - c. The Board will review the Composite Performance Evaluation and any other information relevant to the General Manager's performance evaluation; and develop a report and recommendation for the Board's consideration.
2. Any compensation change for the General Manager (e.g., increase in annual salary rate, a one-time merit pay award and/or increase in fringe benefits) will be adopted in open session.

<p><b>Policy:</b></p>	<p><b>General Manager's Performance Evaluation and Compensation Change</b></p>	<p><b>Number: 116</b></p>
<p><small>Resolution: #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution #2016-07.</small></p>	<p>Effective Date: 12-08-16</p>	<p>Page 3 of 3</p>

- When adopting a change in the General Managers' compensation package, the Board will verbally, for public record, provide an explanation for the change, and the change will be based on the evaluation criteria described in Section 116.03.

**116.06 REVIEW OF POLICY**

The Board will review this policy at least every three (3) years to ensure that it remains relevant and appropriate.

**Adopted by:**

**Date:**



*12-08-2016*

\_\_\_\_\_  
 President, SAMTD Board of Directors / General Manager

Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
Thursday, May 23, 2019 at 6:30 PM  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

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**AGENDA**

- A. CALL TO ORDER** (President Robert Krebs)
1. Note of Attendance for a Quorum
  2. Pledge of Allegiance (Director Colleen Busch)
  3. “Safety Moment” Thought for the Day
- B. ANNOUNCEMENTS & CHANGES TO AGENDA**
- C. PRESENTATION**
- D. PUBLIC COMMENT**  
Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.
- E. CONSENT CALENDAR**  
Items on the Consent Calendar are considered routine business and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.
1. **Approval of Minutes**
    - a. Minutes of the April 8, 2019 Board Work Session
    - b. Minutes of the April 25, 2019 Board Meeting
  2. **Routine Business**
    - a. Adopt the Fiscal Year 2020 Board Meeting Schedule
- F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- G. ACTION ITEMS**
1. Adopt Resolution No. 2019-05 to Amend the FY2019 Adopted Budget
  2. Adopt Resolution No. 2019-06 to Establish a Policy on Fingerprinting ....
  3. Approve the Purchase of Storage Arrays
  4. Letter of Support for TGM Project

**H. INFORMATIONAL REPORTS**

1. Update on the City of Salem's CRTF
2. Third Quarter Performance Report
3. Third Quarter Trip Choice Report
4. Third Quarter Financial Report

**I. GENERAL MANAGER'S REPORT**

**J. BOARD OF DIRECTORS REPORTS**

Board members to report on their Board assignments, citizen communications, committee and meeting participation as representatives of the District.

**K. ADJOURN BOARD MEETING**

**Next Regular Board Meeting Date: Thursday, June 27, 2019**

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

For an electronic copy of the Board's agenda packet, go to [www.cherriots.org/board](http://www.cherriots.org/board).

Esta es una reunión pública y abierta en un lugar al que se puede acceder por ADA. Con 48 horas de anticipación, los audífonos y servicios auxiliares y los formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregon al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM.

Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a [www.cherriots.org/board](http://www.cherriots.org/board).



Upcoming Board Meeting and Work Session Agenda Items  
May 8, 2019

Work Session	Board Meeting
<p><b>May 13, 2019</b> <b>Packets due to GM office: May 6</b></p> <ul style="list-style-type: none"> <li>• Issue GM Performance Evaluation Packets</li> <li>• Service Enhancement Discussion Communication Plan for <i>A Better Cherriots</i> (ABC)</li> <li>• Coordinated Plan Update</li> <li>• Possible Executive Session: Real Estate</li> </ul>	<p><b>May 23, 2019</b> <b>Packets due to GM office: May 9</b></p> <ul style="list-style-type: none"> <li>• Consent: Adopt FY2020 Board Meeting Schedule</li> <li>• FY19 Budget Amendment –Res#2019-<b>05</b></li> <li>• Q3 Trip Choice, Performance, Finance</li> <li>• CRTF Update</li> <li>• Approval of the Purchase of Storage Arrays</li> <li>• PLACEHOLDER: Adopt Res#2019-<b>06</b> Establishing Policy (#120) on Fingerprinting</li> <li>• Possible Executive Session / Action - Real Estate</li> </ul>
<p><b>June 10, 2019</b> <b>Packets due to GM office: Jun 3</b></p> <ul style="list-style-type: none"> <li>• Service Enhancement Discussion</li> <li>• ITS Contract Briefing on the Comprehensive CAD/AVL Project</li> </ul>	<p><b>June 27, 2019</b> <b>Packets due to GM office: June 13</b></p> <ul style="list-style-type: none"> <li>• Board Reception for Outgoing Board Members</li> <li>• GM performance evaluation (<b>Executive Session</b>)</li> <li>• Budget Hearing</li> <li>• Res#2019-<del>XX</del> Adopt FY20 Approved Budget</li> <li>• Approval of FY2020 United Way Donation -Consent</li> <li>• ITS (CAD/AVL) Contract</li> </ul>
<p><b>July 8, 2019</b> <b>Packets due to GM office: Jul 1</b></p> <ul style="list-style-type: none"> <li>• Service Enhancement Discussion</li> </ul>	<p><b>July 25, 2019</b> <b>Packets due to GM office: July 11</b></p> <ul style="list-style-type: none"> <li>• Accept Prelim Annual EOY FY2019 Financial Report (<i>handout at Board meeting</i>)</li> <li>• Election of Officers</li> <li>• Bank Signature Reauthorization</li> <li>• Report on Kuebler Blvd Express Route Study</li> </ul>
<p><b>August 12, 2019</b> <b>Packets due to GM office: Aug 5</b></p> <ul style="list-style-type: none"> <li>• SDIS Board Best Practices Assessment</li> <li>• Review Neighborhood Association Contacts</li> <li>• Board Committee assignments</li> </ul>	<p><b>August 22, 2019</b> <b>Packets due to GM office: August 8</b></p> <ul style="list-style-type: none"> <li>• Trip Choice Report – 4<sup>th</sup> Quarter/Year End</li> <li>• Performance Report – 4<sup>th</sup> Quarter</li> <li>• September Service Change Briefing</li> <li>• Board Committee Assignments</li> </ul>
<p><b>September 9, 2019</b> <b>Packets due to GM office: Sep 2</b></p> <ul style="list-style-type: none"> <li>• Proposed FY2021 Budget Calendar</li> </ul>	<p><b>September 26, 2019</b> <b>Packets due to GM office: September 12</b></p> <ul style="list-style-type: none"> <li>• Accept annual security report</li> <li>• Approval of annual SDIS board check list ©</li> <li>• FY 2019 Performance Report</li> </ul>

<p><b>October 14, 2019</b>  <b>Packets due to GM office: October 4</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>October 24, 2019</b>  <b>Packets due to GM office: October 10</b></p> <ul style="list-style-type: none"> <li>• Approval of FY2021 Budget Calendar (C)</li> </ul>
<p><b>November 12, 2019 Tuesday</b>  <b>Packets due to GM office: November 1</b></p> <ul style="list-style-type: none"> <li>• STIFAC / CAC / STFAC Updates for Dec meeting             <ul style="list-style-type: none"> <li>○ Member Appointments</li> <li>○ Chairs &amp; Vice-Chairs Appointments</li> </ul> </li> </ul>	<p><b>November - No Board meeting</b></p>
<p><b>December - No work session</b></p>	<p><b>December 12, 2019</b>  <b>Packets due to GM office: November 27 (Wed)</b></p> <ul style="list-style-type: none"> <li>• CONSENT CALENDAR:             <ul style="list-style-type: none"> <li>○ Committee Appointments-STFAC/CAC</li> <li>○ Appoint Chair &amp; Vice-Chair CAC</li> </ul> </li> <li>• January Service Change Briefing</li> <li>• Q1 Finance, Trip Choice, Perf Report</li> </ul>
<p><b>January XX, 2020</b>  <b>Packets due to GM office: January X</b></p> <ul style="list-style-type: none"> <li>• Present Draft 2019 Legislative Agenda</li> </ul>	<p><b>January XX, 2020</b>  <b>Packets due to GM office: January XX</b></p> <ul style="list-style-type: none"> <li>• Adoption of 2019 Legislative Agenda</li> </ul>
<p><b>February XX, 2020</b>  <b>Packets due to GM office: February X</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>February XX, 2020</b>  <b>Packets due to GM office: February XX</b></p> <ul style="list-style-type: none"> <li>• Q2 Finance, Trip Choice, Performance Report</li> </ul>
<p><b>March xx, 2020</b>  <b>Packets due to GM office: March 4</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>March xx, 2020</b>  <b>Packets due to GM office: March 14</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>April XX, 2020</b>  <b>Packets due to GM office: Apr x</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>April xx, 2020</b>  <b>Packets due to GM office: April xx</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>To Be Scheduled</b></p> <ul style="list-style-type: none"> <li>• Uniform Contract, Tire Contract &amp; Fuel Contract</li> <li>• Audit Services Contract</li> <li>• Staggered Terms for Committees</li> <li>• Appoint Committee Chairs and Vice-Chairs</li> <li>• Board Retreat</li> </ul>	<p><b>To Be Scheduled</b></p> <ul style="list-style-type: none"> <li>• Capitol City CycleShare Program (Spring 2019)</li> <li>• Purchase Paratransit Vehicles</li> <li>• Budget Committee Appointments</li> <li>• Sustainable Environmental Policy Details</li> </ul>



**UPDATED:** May 8, 2019

**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**

**• MAY 2019**

2	Thu	6:00 PM	SAMTD Budget Committee Meeting 1
7	Tue	3:00-4:30p	Special Transportation Fund Advisory Committee
9	Thu	6:00 PM	SAMTD Budget Committee Meeting 2
13	Mon	5:30 PM	SAMTD Board Work Session
16	Thu	11:30a-1:30p	KeizerFEST Sponsor Appreciation Luncheon • 4100 Cherry Ave NE, Keizer, Oregon
16	Thu	6:00 PM	SAMTD Budget Committee Meeting 3 (if necessary)
18	Sat	10:30 AM	KeizerFEST Parade "Flowers, Family & Fun" • Runs south on River Road from Lockhaven to Glynbrook
17-21	..... APTA International Bus Roadeo, Louisville, KY		
19-22	..... APTA Mobility Conference (APTA-enhanced Bus & Paratransit Conference)		
22	Wed	7:30-10:00am	SEDCOR Oregon Economic Forum • Salem Convention Center, 200 Commercial St SE
23	Thu	6:30 PM	SAMTD Board of Directors Meeting
27	Mon	<b>CLOSED</b>	<b>HOLIDAY: MEMORIAL DAY</b>   Cherriots Administration Offices-Customer Service Center <b>Closed; NO</b> Bus Service

**• JUNE 2019**

8	Sat	6:00 PM	Cherriots Employee Recognition Banquet
10	Mon	5:30 PM	SAMTD Board Work Session
18	Tue	5:30 PM	Citizens Advisory Committee
27	Thu	5:00 PM	Executive Session: GM Performance Evaluation ORS 192.660(2)(l)
		6:00 PM	SAMTD Board Reception for Outgoing Members
		6:30 PM	SAMTD Board of Directors Meeting and Budget Hearing
30	Sun	.....	2019 Legislation Session Ends

**• JULY 2019**

4	Thu	<b>CLOSED</b>	<b>HOLIDAY 4<sup>th</sup> of July</b>   Cherriots Administration Offices-Customer Service <b>Closed; NO</b> Bus Service
8	Mon	5:30 PM	SAMTD Board Work Session
25	Thu	6:30 PM	SAMTD Board of Directors Meeting

- Officer Elections

• **AUGUST 2019**

12	Mon	5:30 PM	SAMTD Board Work Session
22	Thu	6:30 PM	SAMTD Board of Directors Meeting

• **SEPTEMBER 2019**

2	Mon	<b>CLOSED</b>	<b>HOLIDAY: Labor Day</b>   Cherriots Administration Offices-Customer Service; <b>Closed - NO</b> Bus Service
3	Tue	..... 3:00-4:30p	<b>CHERRIOTS SERVICE CHANGES</b> (go to: <a href="http://cherriots.org/en/changes">http://cherriots.org/en/changes</a> ) Special Transportation Fund Advisory Committee
<b>7</b>	<b>Sat</b>		<b>Saturday Service Begins</b>
9	Mon	5:30 PM	SAMTD Board Work Session
17	Tue	5:30 PM	Citizens Advisory Committee
26	Thu	6:30 PM	SAMTD Board of Directors Meeting

• **OCTOBER 2019**

.....	.....		Drive Less Connect Challenge ( <a href="http://www.drivelessconnect.com/">http://www.drivelessconnect.com/</a> )
1	Tue	3:00 PM	Special Transportation Fund Advisory Committee
<b>13-16</b>			APTA's TRANSform Conference 2019 (fka APTA Annual Meeting) New York, NY
<b>TBD</b>		5:30 PM	SAMTD Board Work Session
24	Thu	6:30 PM	SAMTD Board of Directors Meeting
27-30	.....		Oregon Public Transportation Conference • Seaside Civic & Convention Center

• **NOVEMBER 2019**

3	Sun	2:00 AM	<b>DAYLIGHT SAVING TIME ENDS</b> – Fall Back
5	Tue	3:00 PM	Special Transportation Fund Advisory Committee
<b>11</b>	<b>Mon</b>	<b>CLOSED</b>	<b>HOLIDAY: Veterans Day Observance</b>   Cherriots Administration Offices/Customer Service Closed; NO Bus Service
<b>TBD</b>		5:30 PM	SAMTD Board Work Session
<b>21</b>	<b>Thu</b>	<b>CLOSED</b>	<b>HOLIDAY: Thanksgiving Day</b>   Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **DECEMBER 2019**

TBD		11:30a-1:30p	Cherriots Employee Holiday Luncheon
12	Thu	6:30 PM	SAMTD Board of Directors Meeting
14	Sat	7:00 PM	Keizer Holiday Lights Parade (5:45 PM Meet at Del Webb)
17	Tue	5:30-7:30p	Citizens Advisory Committee
25	Wed	<b>CLOSED</b>	<b>HOLIDAY: Christmas Day</b>   Cherriots Administration Offices-Customer Service <b>CLOSED</b> ; NO Bus Service

• **JANUARY 2020**