

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

~ VIRTUAL WORK SESSION ~

Pursuant to Governor Brown's Executive Order 20-16 issued in response to the COVID-19 pandemic, this meeting will be online only via Google Meet.

Thursday, October 22, 2020
5:45 PM or Immediately after the Executive Session

Google Meet ID: **meet.google.com/nje-fmeb-dwp**
By Phone: (US) **+1 (617)675-4444** | PIN: **817 766 459 8641#**
(Long Distance Charges apply on Landline Phone)

AGENDA

- 1. CALL TO ORDER**
 - a. "SAFETY MOMENT"
 - b. Announcements

- 2. PRESENTATION** - None

- 3. DISCUSSION**
 - a. Vehicle Acquisition Policy No. 106 **3**
 - b. Board of Directors Appointment Process

- 4. GENERAL MANAGER COMMENTS**
 - a. Upcoming Board Agenda Items **5**
 - b. Calendar Review **7**

- 5. ADJOURN**

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

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Phone Number: (US)+1 617-675-4444 | PIN: 817 766 459 8641#
(Long distance charges will apply for landline phones)

Pursuant to Governor Brown's Executive Order 20-16 issued in response to the COVID-19 pandemic, this Work Session will be online only via **Google Meet**. The Senator Hearing Room is closed to the public.

Community members wishing to offer testimony in advance on topics appearing on any Board agenda are strongly encouraged to do so in writing by email to publictestimony@cherriots.org or mail your comments to the attention of the Clerk of the Board at the address shown above.

This is an open and public meeting in a place that is ADA accessible. 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). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday 8:00 AM - 5:00 PM.

For an electronic copy of the Board's agenda packet, go to www.cherriots.org/board.

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De conformidad con la Orden ejecutiva 20-16 del gobernador Brown emitida en respuesta a la pandemia de COVID-19, esta sesión de trabajo estará disponible en línea únicamente a través de Google Meet. La Sala de Audiencias del Senador está cerrada al público.

Se recomienda encarecidamente a los miembros de la comunidad que deseen ofrecer su testimonio por adelantado sobre los temas que aparecen en cualquier agenda de la Junta que lo hagan por escrito por correo electrónico a publictestimony@cherriots.org o envíen sus comentarios por correo a la atención del Secretario de la Junta a la dirección que se muestra arriba.

Esta es una reunión pública y abierta en un lugar accesible a la ADA. 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 ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). Permita un aviso de 48 horas. El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a.m. - 5:00 p.m.

Para obtener una copia electrónica del paquete de la agenda de la Junta, visite www.cherriots.org/board.

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| | | |
|---|-----------------------------------|--------------------|
| Policy: | VEHICLE ACQUISITION POLICY | Number: 106 |
| 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 1 of 2 |

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.

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- 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:

Date:



June 12, 2017

President, SAMTD Board of Directors / General Manager

Upcoming Work Session and Board Meeting Agenda Items

October 2, 2020

To Be Scheduled

- B.I. Contract (AM)
- WS: United Way Pass Program (AP)
- Collective Bargaining Agreement 101 (PD)

October 22, 2020
Packets due to GM office: October 8
Executive Session (5:30 PM)

- Labor Relations

Work Session

- Discussion of Vehicle Acquisition Policy (AP)
- Board Member Appointment Process (AP)

Board Meeting

- Attitude and Awareness Report w/Consultant (PF)
- Information: DBE Goals (PD)
- Consent: Approval of FY 2022 Budget Calendar (AM)
- Approval of STF Recommendations for ODOTs Rural Vet Transportation Program (SD)
- Approval of STIF Discretionary Application (SD)
- Information: FY 2020 Security Report and Emergency Preparedness (DT)

November 19, 2020 (3rd Thursday)
Packets due to GM office: November 5
Work Session

- Service Guidelines (CF)

Board Meeting

- Q1 Reports: Finance, Performance, Trip Choice
- Health & Safety Commitments Campaign Briefing (PF)
- Consent: Contract Award for Transit Operator Uniforms (DT)
- Purchase of Battery Electric Buses (DT)
- Project Management of MUNIS Implementation (AM)
- Resolution No. 2020-10 for the adoption of Board Priorities and Principles (AP)

December 17, 2020 (3rd Thursday)
Packets due to GM office: December 3
Work Session

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Board Meeting

- January Service Change Briefing (DT)
- Approval of Contract for SSTC Consultant Services (SD)
- Advisory Committee Appointments
- Advisory Committee Chair/Vice-Chair Appointments

January 28, 2021

Packets due to GM office: January 14

Work Session

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Board Meeting

- Adoption of 2021 Federal and State Legislative Agendas (AP)
- Approval of SAMTD Transit Plan for STIF Formula Grant Application (SD)

February 25, 2021

Packets due to GM office: February 11

Work Session

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Board Meeting

- Q2 Reports: Finance, Performance, Trip Choice

March 25, 2021

Packets due to GM office: March 11

Work Session

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Board Meeting

-

April 22, 2021

Packets due to GM office: April 8

Work Session

-

Board Meeting

-

May 27, 2021

Packets due to GM office: May 13

Work Session

-

Board Meeting

- Consent: Adopt FY 2022 Board Meeting Schedule (AP)
- Q3 Reports: Finance, Performance, Trip Choice

UPDATED: October 15, 2020

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

**** Until the Covid-19 pandemic guidelines set by the CDC and State have been lifted, the District will hold its public meetings virtually via the internet using Google Meet.****

- Go to Cherriots.org/meetings/ for more information about a particular meeting.
- Send an email to publictestimony@cherriots.org with your comments on any Board or advisory committee business; or to be added to the email distribution list for meeting announcements.
- Go to Cherriots.org/gettinginvolved for more information about the advisory committees to the Board, or contact your Board representative. Thank you for your interest in Cherriots.

OCTOBER 2020

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|----|-----|---------|--|
| 21 | Wed | 4:30 PM | Diversity, Equity and Inclusivity Committee Inaugural Meeting |
| 22 | Thu | 5:00 PM | SAMTD Board Work Session ** |
| 22 | Thu | 6:30 PM | SAMTD Board of Directors Meeting ** |

NOVEMBER 2020

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|-----|-----|---------------|---|
| 11 | Wed | CLOSED | HOLIDAY: Veterans Day observance Cherriots Administrative Offices, Customer Service Closed No bus service |
| 17 | Tue | 5:30 PM | Citizens Advisory Committee ** |
| TBD | Thu | 5:00 PM | SAMTD Board Work Session ** |
| 19 | Thu | 6:30 PM | SAMTD Board of Directors Meeting ** |
| 26 | Thu | CLOSED | HOLIDAY: Thanksgiving Day Cherriots Administrative Offices, Customer Service Closed No bus service |

DECEMBER 2020

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|-----|-----|---------------|---|
| 15 | Tue | 5:30 PM | Statewide Transportation Improvement Fund Advisory Committee ** |
| TBD | Thu | 5:00 PM | SAMTD Board Work Session ** |
| 17 | Thu | 6:30 PM | SAMTD Board of Directors Meeting ** |
| 25 | Fri | CLOSED | HOLIDAY: Christmas Day Cherriots Administrative Offices, Customer Service Closed No bus service |

JANUARY 2021

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| 1 | Fri | CLOSED | HOLIDAY: New Year's Day Cherriots Administrative Offices, Customer Service Closed No bus service |
| TBD | | | Special Transportation Fund Advisory Committee (STFAC) ** |
| 5 | Tue | 5:30 PM | Statewide Transportation Improvement Fund Advisory Committee ** |