

Salem Area Mass Transit District
Board of Directors
~ WORK SESSION ~

Thursday, October 27, 2022
at 5:45 PM or immediately following executive session
Senator Hearing Room at Courthouse Square
555 Court Street NE, Salem Oregon 97301

For community members who want to stay informed, this meeting is open to the public;
Or you can watch the meeting from home, click on the ZoomGov Meeting URL below:
<https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>

- **Meeting ID:** 160 519 4427 | **Passcode:** 512136

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AGENDA

- 1. CALL TO ORDER**
Announcements
- 2. PRESENTATION** - None
- 3. DISCUSSION**
 - Triennial Review Briefing
 - Review Board Priorities
- 4. GENERAL MANAGER COMMENTS**
 - Upcoming Board Agenda Items
 - Board Calendar Review
- 5. ADJOURN**

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

Virtual Meetings: The Board's work sessions are public meetings in a place that is ADA accessible. The Work Session is not broadcast on Comcast Channel 21 but can be viewed live on ZoomGov. The meeting I.D. and password are provided in the agenda.

Closed Captioning (CC): ZoomGov's live streaming platform includes Closed Captioning (CC) to allow for greater audience inclusion in the meeting. The not so good thing about Closed Captioning (CC) is that it does not always translate well.

Alternate Formats are available to individuals who require translation or other interpretive service. Requests can be made to the Clerk of the Board with at least a 48 hour notice. Call by phone at 503-588-2424 ext. 7535; 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.

Electronic Copies of the Board's work session agenda packet is distributed 6-7 days prior to the meeting, and can be found on the Cherriots website under <https://www.cherriots.org/meetings/>.

Email Distribution List: If you wish to be added to the Board's meeting distribution list, please send your email address to the Clerk of the Board at board@cherriots.org.

Reuniones virtuales: Las sesiones de trabajo de la Junta son reuniones públicas en un lugar accesible según la ADA. La sesión de trabajo no se transmite en el canal 21 de Comcast, pero se puede ver en vivo en ZoomGov. La reunión I.D. y la contraseña se proporcionan en la agenda.

Subtítulos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC) para permitir una mayor inclusión de la audiencia en la reunión. Lo no tan bueno de los subtítulos (CC) es que no siempre se traduce bien.

Los formatos alternativos están disponibles para las personas que requieren traducción u otro servicio de interpretación. Las solicitudes se pueden hacer al Secretario de la Junta con al menos un aviso de 48 horas. Llame por teléfono al 503-588-2424 ext. 7535; o con la asistencia de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Se distribuyen copias electrónicas del paquete de la agenda de la sesión de trabajo de la Junta de 6 a 7 días antes de la reunión, y se pueden encontrar en el sitio web de Cherriots en Reuniones públicas y avisos: <https://www.cherriots.org/meetings/>.

Lista de distribución de correo electrónico: si desea que se le agregue a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a board@cherriots.org.



To: Board of Directors
From: Denise LaRue, Chief Financial Officer
Thru: Allan Pollock, General Manager
Date: October 27, 2022
Subject: Triennial Audit Briefing

The Triennial Audit is an audit that is required by the Federal Transit Administration (FTA) that normally happens every three years. Due to the pandemic, there was a one year extension, meaning that this Triennial Audit was an audit of the last four years. This audit assists the FTA in reporting on FTA programs to the Secretary of Transportation, Congress, other oversight agencies, and the transit industry.

This audit is completed by a consulting firm hired by the FTA, in this case Milligan Consulting. In previous audits, the work was completed onsite. This particular audit was completed virtually.

The Triennial includes a review of SAMTD's compliance in 23 areas, ranging from Financial, Maintenance, Procurement, American with Disabilities Act (ADA), Equal Employment Opportunity (EEO), and the Public Transportation Agency Safety Plan (PTASP), just to name a few. The audit reviews compliance in each area following "The Contractor's Manual," which is a 650 page manual that includes the specific details of the 23 areas being reviewed. In our case, the audit process began in January 2022 with official notification of the audit and a very long list of required information to submit. Information was submitted to the reviewers, with the audit being scheduled for late May through the middle of June. Normally, the audit happens sooner to the original notification, but once again, the pandemic delayed the process. During the audit process, the reviewers work closely with the District, allowing for updates to policies and procedures.

During this audit process, we were notified that there would be an Enhanced Review Module (ERM) of Procurement. This happens when you have had challenges in previous reviews in a particular area and the FTA determines that this area needs

additional focus. This was at least the second consecutive ERM of Procurement that has been required of the District. The reviewers were very pleased that the corrective actions put into place four years ago are still in place. The District did not have any findings in the area of Procurement through this Triennial Audit – a very significant accomplishment!

I have attached a copy of the findings of this Triennial Audit. We have until November 21, 2022 to respond to the three areas with corrective actions, which consist of Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), and our Drug and Alcohol Program. We will start submitting these corrective actions very early in November, to make sure that all actions are addressed and accepted prior to the November 21, 2022 deadline.

There are some steps that we are taking to ensure success in future Triennial Audits. The Contractor's Manual from the FTA is published every year, around the beginning of the calendar year. This 650 page manual lists all of the changes for the upcoming year over the previous year. We will be reviewing this each year to make sure that any new changes or requirements of the FTA are addressed on an annual basis, rather than waiting to address those changes or requirements at the time of each Triennial Audit. We are also seeking additional training in those areas necessary, to increase our internal knowledge base. For example, Dan Knauss, our Procurements and Contracts Manager, and myself, have taken classes through the National Transit Institute and received our certifications in DBE.

We are using this experience to strengthen policies, procedures, and reporting so that we remain compliant with FTA guidelines. While it is extremely rare for an agency to complete the Triennial Audit with no findings, we will be working to limit the number of findings during each audit cycle.

Thank you!

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	D	TC-AM2-1: Incorrect FFR Reporting	Submit to the FTA regional office procedures for including all appropriate Unliquidated Obligations in future reports	November 21, 2022	August 1, 2022
4. Technical Capacity – Program Management and Subrecipient Oversight	ND				
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	D	SCC10-2: Lacking contingency plan/plan out of date	Submit to the FTA regional office a contingency fleet plan for the contingency fleet that addresses a narrative plan describing the need for the contingency fleet, the justification for activation, and the use of the vehicles in the contingency fleet.	November 21, 2022	August 1, 2022
8. Maintenance	ND				
9. Procurement	ND				
10. Disadvantaged Business Enterprise	D	DBE5-1: DBE uniform reports contain inaccuracies and/or are missing required information	Review all uniform reports submitted in 2019 through 2022 and identify any reports that need correction. Submit corrected DBE uniform reports as necessary to the FTA RCRO, along with implemented procedures for correctly completing Uniform Reports of DBE Awards or Commitments and Payments.	November 21, 2022	
			Submit a revised DBE Program to correctly describe how SAMTD will implement accurate reporting	November 21, 2022	

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
			Perform an analysis of the effects the incorrect reports may have had on the current DBE goal. Work with the RCRO to determine if the current goal needs to be revisited.	November 21, 2022	
		DBE11-1: Unreported transit vehicle purchases	Submit to the FTA RCRO an implemented process to ensure that future awards of FTA-funded transit vehicle purchases are reported timely to the FTA Office of Civil Rights.	November 21, 2022	July 26, 2022
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	D	EEO4-3: EEO reporting and/or monitoring system deficiencies	Develop and submit to the FTA RCRO a detailed monitoring and reporting system to include schedules and documentation of meetings between the EEO Officer and upper management, as well as presentations to all employees about the EEO program. The monitoring and reporting system should also include required training on EEO topics and inclusion of the EEO program in the managers' and supervisors' performance evaluations.	November 21, 2022	
15. School Bus	ND				
16. Charter Bus	ND				
17. Drug-Free Workplace	ND				
18. Drug and Alcohol Program	D	DA2-2: Supervisor training not provided/insufficient	Submit to the FTA regional office reasonable suspicion training protocols and documentation that supervisors and other officials designated within the past two years to make reasonable suspicion determinations have received the required training, along with procedures for ensuring training is provided before individuals can make reasonable suspicion testing decisions.	November 21, 2022	

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	ND				
21. Section 5311 Program Requirements	NA	This section only applies to recipients that receive Section 5311 funds directly from the FTA; therefore, the related requirements are not applicable to the Triennial Review of SAMTD.			
22. Public Transportation Agency Safety Plan	ND				
23. Cybersecurity	NA	This section only applies to recipients that operate rail fixed guideway public transportation systems; therefore, the related requirements are not applicable to the Triennial Review of SAMTD.			

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA)



WORK SESSION MEMO

Agenda Item WS.3.b

To: Board of Directors

From: Allan Pollock, General Manager

Date: October 27, 2022

Subject: Review of 2021 Board Priorities and Principles

The Board adopted a set of priorities and principles at the October 22, 2020 board meeting (Attachment A). The purpose of the priorities and principles is to serve as a guide for board members as you navigate your roles, representing the board as a whole, and empower board members to speak with confidence on mutually agreed upon principles and priorities.

Since the board adopted a revised strategic plan at the August 25, 2022 meeting, now is a good time to review the current Board priorities and principles. The intent of today's work session is to review the priorities and principles to determine if they should be modified. If the board determines modifications should be made to the document, staff will bring the proposed revisions to the November board meeting for board adoption.



FY 2021 BOARD PRIORITIES AND PRINCIPLES

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

Cherriots Board of Directors adopts the following priorities and principles:

Support of increased public transit funding

While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.

Pedestrian and bicyclist infrastructure

Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong "first mile/last mile" infrastructure.

Environmental justice

Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.

Maintenance of existing travel lanes before building new infrastructure

Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.

Unaccounted costs

Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.

Upcoming Work Session and Board Meeting Agenda Items

October 18, 2022


<p>To Be Scheduled</p> <ul style="list-style-type: none"> • WS: Infineum Project (TD) • BSIP Group #5 and #6 (SD) • Project Management Services Contract (SD) 	<ul style="list-style-type: none"> • Annual Transit Asset Management Plan (DT) • Fare Ordinance/Title VI-EPS & Youth Fare (DT) • Award of Contract for Security Services (DT)
<p>November 17, 2022 (3rd Thursday) Packets due to GM office: November 3</p> <p>Reception for outgoing Board Clerk</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • Presentation: LRTP (DT) • CC: Award of Contract for Insurance Broker Services (CC) • Approval of 2023-25 PTSP and QE STIF Application (DT/SD) • Award of Contract for Demand-Response Software (TD) • Annual PTASP Update (DT) • Service Change Briefing for January 2023 (DT) • Q1 Reports: Finance, Performance 	
<p>December 15, 2022 (3rd Thursday) Packets due to GM office: December 1</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • CC: Advisory Committee Appointments (TD/SD) • CC: Budget Committee Appointments (AP) • Advisory Committee Chair/Vice-Chair Appointments (TD/SD) • Award of Contract for Architectural Services (SD) • Award of Contract for Legislative Advocacy Services (AP) 	
<p>January 26, 2023 Packets due to GM office: January 12</p> <p>Work Session</p> <ul style="list-style-type: none"> • <p>Board Meeting</p> <ul style="list-style-type: none"> • Adoption of 2023 Federal and State Legislative Agendas (AP) • Strategic Plan Quarterly Report (AP) 	
<p>February 23, 2023 Packets due to GM office: February 9</p> <p>Work Session</p> <ul style="list-style-type: none"> • <p>Board Meeting</p> <ul style="list-style-type: none"> • Q2 Reports: Finance, Performance 	

<p>March 23, 2023 Packets due to GM office: March 9</p> <p>Work Session •</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • Service Change Briefing for May 2023 (DT)
<p>April 27, 2023 Packets due to GM office: April 13</p> <p>Work Session •</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • Strategic Plan Quarterly Report (AP)
<p>May 25, 2023 Packets due to GM office: May 11</p> <p>Work Session •</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • Consent: Adopt FY 2024 Board Meeting Schedule (AP) • Q3 Reports: Finance, Performance
<p>June 22, 2023 Packets due to GM office: June 8</p> <p>Work Session •</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • Consent: Approval of FY 2024 United Way Donation (AP) • Budget Hearing (DL) • Adopt Resolution No. 2023-XX to Adopt FY Budget (DL)
<p>July 27, 2023 Tentative per Board adoption Packets due to GM office: July 13</p> <p>Executive Session •</p> <p>Work Session •</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • Election of Officers and Oath of Office (odd # years) (AP) • CC: Acceptance of the Preliminary FY 2023 Financial Report (DL) • Service Change Briefing for September 2023 (DT) • Strategic Plan Quarterly Report (AP)
<p>August 24, 2023 Tentative per Board adoption Packets due to GM office: August 10</p> <p>Work Session •</p> <p>Board Meeting</p> <ul style="list-style-type: none"> • FY2023 Annual Report: Transportation Options/Commuter Options (PF) • Board's Committee Assignments (odd # years) (AP)


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

- CHERRIOTS.ORG/MEETINGS/ for more information about a particular meeting. All meetings below are scheduled in the Senator Hearing Room at Courthouse Square unless noted otherwise.
- **PUBLIC COMMENTS:** use publictestimony@cherriots.org for your comments on any Board or advisory committee business; or to be added to the email distribution list for meeting announcements.
- CHERRIOTS.ORG/GETTINGINVOLVED for more information about the advisory committees to the Board, or to contact your Board representative. Thank you for your interest in Cherriots.


NOVEMBER 2022

1	Tue	10:00 AM	Oregon Transit Association VIRTUAL Board Meeting
6	Sun	2:00 AM	Daylight Savings Time FALLS BACK
8	Tue		General Election Day
11	Fri	HOLIDAY	Veterans Day Customer Service Open Sunday Level Bus Service Cherriots Administrative Offices Closed
11	Fri	5:30-11:00P	PCUN Annual Party / Celebration at Mt. Angel Event Center. A benefit event for PCUN. (Board members for more information contact GM Pollock)
17	Thu	6:30 PM	SAMTD Board of Directors Meeting • (Comcast Cable Channel 21 and Zoom)
24	Thu	HOLIDAY	Thanksgiving Day Cherriots Administrative Offices Closed Customer Service Closed No bus service

DECEMBER 2022

	Sat	7:00 PM	Keizer Holiday Lights Parade
6	Tue	10:00 AM	Oregon Transit Association VIRTUAL Board Meeting
7-9			Legislative Committee Days at the State Capitol
13	Tue	5:30 PM	Citizens Advisory Committee
15	Thu	6:30 PM	SAMTD Board of Directors Meeting • (Comcast Cable Channel 21 and Zoom)
25	Sun	HOLIDAY	Christmas Day Cherriots Administration Offices: Closed Customer Service Closed No bus service
26	Mon		Cherriots Observed Holiday Cherriots Administration Offices: Closed Customer Service Open Regular bus service

JANUARY 2023

1	Sun	HOLIDAY	New Year's Day Cherriots Administrative Offices Closed Customer Service Closed No bus service
2	Mon		Cherriots Observed Holiday Cherriots Administrative Offices Closed

3	Tue	10:00 AM	Oregon Transit Association In-Person Meeting
16	Mon	"I HAVE A DREAM"	Martin Luther King Jr. Day Cherrlots Administrative Offices Closed Customer Service Open Saturday-level bus service
TBD	TBD	TBD	Board Legislative Subcommittee Meeting
26	Thu	5:15 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting (Comcast Cable Channel 21 and Zoom)

FEBRUARY 2023

Go to Dept. of Revenue training website



Feb – June 2023

	Wed	11:30 AM	Basic 2023 Local Budget Law Training • https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx
	Tue	5:30 PM	2023 Oregon Legislative Session begins https://www.oregonlegislature.gov/calendar
21	Wed	6:00 PM	• Salem Convention Center [Registration required] Citizens Advisory Committee Meeting
	Mon	Holiday	MWVCOG –Annual Meeting and Awards Presentation • Registration is free and is required President’s Day Cherrlots Administrative Offices Closed Sunday-level bus service
23	Thu	5:15 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting • (Comcast Cable Channel 21 and Zoom)

MARCH 2023

12-14			2023 Oregon Legislative Session <i>ENDS</i> APTA Legislative Conference – Washington D.C.
12	Sun		<i>SPRING FORWARD Time Change - Set Clocks Ahead One Hour</i>
18	Sat		Transit Operators and Maintenance Employees Appreciation Day
23	Thu	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting • (Comcast Cable Channel 21 and ZOOM)

APRIL 2023

4	Tue	10:00 am	Oregon Transit Association In-Person Meeting APTA Transit CEOs Seminar - Denver, CO
15	Fri	8am-5pm	Due Date: Board to file SEI Report through OGEC
18	Tue	5:30 PM	Citizens Advisory Committee Meeting
27	Thu	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting • (Comcast Cable Channel 21 and ZOOM)

MAY 2023

2	Tue	10:00 AM	Oregon Transit Association VIRTUAL Meeting APTA Mobility Conference – Columbus, OH
		6:00 PM	SAMTD Budget Committee Meeting 1
	Tue		Primary Election Day