

Salem Area Mass Transit District

**BOARD OF DIRECTORS VIRTUAL MEETING
& BUDGET HEARING**

Thursday, June 25, 2020 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

Join the Board Meeting with Google Meet:

Meeting ID: meet.google.com/ujq-ipra-hkw
Phone Number: (US) +1 617-675-4444
PIN: 511 235 780 0768#

BUDGET HEARING If you wish to provide testimony at the Budget Hearing, please email your written testimony to publictestimony@cherriots.org no later than 5:00 p.m. on Thursday, June 25, 2020. Written Testimony received will be provided to the Board of Directors and will be included in the public record for the Budget Hearing. You may also contact the Clerk of the Board at (503) 588-2424 for instructions to testify.

Find the FY2021 Approved Budget on the Cherriots website at <https://www.cherriots.org/meetings/>

PUBLIC COMMENTS on any of the agenda items is welcomed.

Comments by mail should be addressed to: SAMTD Board of Directors, 555 Court Street NE, Suite 5230, Salem, Oregon 97301

The order of business may be revised at the President's discretion. Due to time constraints, items on the agenda not considered will be continued to the next regularly scheduled Board meeting.

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- Cherriots Facebook Live - <https://www.facebook.com/cherriots/>
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No microphone or camera on your computer?

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If we can provide any other assistance for viewing or participation, please let us know.

Linda J. Galeazzi, CMC, Executive Assistant | Clerk of the Board
General Manager's Office | Salem Area Mass Transit District
e: linda.galeazzi@cherriots.org | Board: publictestimony@cherriots.org
p: (503)361-7535 | w: <http://www.cherriots.org/board/>

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This public meeting is in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats to individuals with limited English proficiency are available. Requests can be made with at least 48 hours of notice 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.

Esta reunión pública está en un lugar accesible para la ADA. Se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer con 48 horas de aviso 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 a.m. a 5:00 p.m.

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



Salem Area Mass Transit District
**BOARD OF DIRECTORS VIRTUAL MEETING
& BUDGET HEARING**

Thursday, June 25, 2020 - 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

BOARD OF DIRECTORS MEETING

A. CALL TO ORDER (President Ian Davidson)

1. Note the attendance for a Quorum
2. Pledge of Allegiance
3. Safety Moment (General Manager Allan Pollock)

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

Director Doug Rodgers will be honored for his dedicated service on the Board of Directors as a representative of Subdistrict #4.

D. PUBLIC COMMENT (publictestimony@cherriots.org)

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. BUDGET HEARING – Adoption of the FY 2021 Approved Budget ... Supplemental Packet

This is time designated for members of the public to testify before the Board on the Fiscal Year 2021 Budget or programs within the budget. **1**

F. DELIBERATION OF BUDGET HEARING

Shall the Board adopt Resolution 2020-02 for the Adoption of the Fiscal Year 2020-2021 Budget, Making Appropriations, and Imposing and Categorizing Taxes? **5**

G. CONSENT CALENDAR

Items on the Consent Calendar are considered routine 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. May 28, 2020 Board of Directors Meeting	9
2. Routine Business Items	
a. Approval of Annual Allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2021	19
b. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Member Appointments and Reappointments for FY 2021	21
c. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Appointment of a Chair and Vice-Chair for FY 2021.....	25
d. Resolution No. 2020-03 Amendment to the FY2020 Adopted Budget	27

H. ITEMS DEFERRED FROM THE CONSENT CALENDAR

I. ACTION ITEMS

1. Approval of the Purchase of Category D Regional Buses	33
2. Approval of the General Manager’s Work Plan for FY 2021	35

J. INFORMATIONAL REPORTS

1. Ridership Report for March-April-May 2020	41
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K. GENERAL MANAGER’S REPORT

L. BOARD OF DIRECTORS REPORTS

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Board members report on citizen communications, committee and meeting participation, or special projects they are participating in as a representatives of the District.

O. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, July 23, 2020

BUDGET HEARING ** Members of the public are encouraged to provide testimony for the Budget Hearing by submitting written testimony to publictestimony@cherriots.org or by mail and received no later than 5:00 p.m. on Thursday, June 25, 2020.. Correspondence by mail should be addressed to: SAMTD Board of Directors, 555 Court Street NE, Suite 5230, Salem, Oregon 97301. The FY2021 Approved Budget can be accessed on the Cherriots website at <https://www.cherriots.org/meetings/>.

The Board of Directors meet in a place accessible to people with disabilities. With at least 48 hours of notice, auxiliary aids and services, and alternate formats can be made available to individuals by request to the Clerk of the Board. Call 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.

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To: Board of Directors

From: Director Robert Krebs, Budget Committee Chair

Date: June 25, 2020

Subject: Budget Committee Recommendation to Adopt the FY 2020-21 Budget

President Davidson and Members of the Board:

As the chair of the Budget Committee for Salem Area Mass Transit District, I am pleased to present you with an Approved Budget for Fiscal Year 2020-21 with the Budget Committee's recommendation to adopt the budget.

Thanks go to both the elected members and the appointed citizen members of the Budget Committee for their service. The attention to detail and insight of all the members made the process productive and efficient. I'd also like to thank General Manager Allan Pollock and his great hardworking staff.

The District's FY21 budget includes appropriated funds at \$63.1 million, and unappropriated and reserve amounts at \$31.6 million, for a total of **\$94.7 million**. This budget will allow for a typical service level in FY21. This will occur incrementally in accordance with local, state, and federal guidelines, as the pandemic continues its course.

The District's General Fund budget at **\$39.6 million** includes property tax revenues, fare revenue, and various state and federal grant sources. The General Fund will provide approximately 205,066 annual vehicle revenue hours; an increase over last year.

The Transportation Program Fund budget at **\$10.4 million** includes state and federal grant funds and a local contribution from the General Fund. The Transportation Program Fund pays for services provided by the District other than Cherriots local fixed-route service. These services include the Cherriots paratransit service, regional service, Cherriots call center, Trip Choice and mobility management.

State and federal grant funds also provide for a **\$13.1 million** Capital Projects Fund. Major projects proposed for FY21 include vehicle replacements in fixed route, paratransit, and regional services. It also provides for a comprehensive ITS solution for the District's

buses, new software implementation in Finance and Human Resources, the South Salem Transit Center, and upgrades and replacements of Del Webb property and equipment.

The FY21 budget allows the District to offer a full year of service and has the resources to attract and maintain a quality workforce while the District collaborates with federal, state and local partners to identify funding to support public transit and infrastructure, and work toward more effective and efficient public transit services.

It was a pleasure chairing the budget committee. Thank you all for your commitment and hard work.

Respectfully submitted,



Robert Krebs
SAMTD Budget Committee Chair

From the Statesman Journal published in the June 3, 2020 Edition

FORM LB-1 **NOTICE OF BUDGET HEARING**

A public meeting of the Salem Area Mass Transit District will be held on June 25, 2020 at 6:30 p.m. at the Senator Hearing Room in Courthouse Square, 555 Court St. NE, Salem, Oregon 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020, as approved by the Salem Area Mass Transit Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the SAMTD Administration Office at 555 Court St NE, Suite 5230, Salem OR 97301, between the hours of 9:00 a.m. and 5:00 p.m. or online at www.cherriots.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Al McCoy, Chief Financial Officer Telephone: 503-588-2424 Email: al.mccoy@cherriots.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018 - 2019	Amended Budget This Year 2019 - 2020	Approved Budget Next Year 2020 - 2021
Beginning Fund Balance/Net Working Capital	24,715,588	26,740,220	26,558,626
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,598,276	3,227,497	1,844,110
Federal, State & all Other Grants, Gifts, Allocations & Donations	30,865,700	42,411,968	44,577,736
Interfund Transfers	335,448	1,569,609	3,546,576
All Other Resources Except Current Year Property Taxes	403,303	1,335,651	1,658,082
Current Year Property Taxes Estimated to be Received	12,868,092	12,660,092	12,950,000
Total Resources	71,786,407	87,945,037	91,135,130

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	22,483,477	25,835,597	28,514,330
Materials and Services	12,253,490	14,077,071	12,962,697
Capital Outlay	13,518,082	16,418,534	13,059,656
Interfund Transfers	335,448	1,569,609	3,546,576
Contingencies	0	1,500,000	1,500,000
Unappropriated Ending Balance and Reserved for Future Expenditure	23,555,910	28,544,226	31,551,871
Total Requirements	71,786,407	87,945,037	91,135,130

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
General Mgr/Board of Directors/Strategic Initiatives/Program Mgt*	587,320	874,673	1,366,223
FTE	3.0	3.5	4.5
Administration	834,894	898,065	855,391
FTE	5.8	5.8	5.8
Finance & Technology*	1,161,178	2,921,878	3,156,021
FTE	9.3	16.5	17.4
Communication*	1,514,056	2,271,238	2,246,264
FTE	13.2	13.3	13.0
Transportation Development	2,179,474	0	0
FTE	11.0	0.0	0.0
Operations*	19,171,334	23,075,787	25,832,481
FTE	164.1	186.4	198.7
Unallocated General Administration and Contingency	1,003,128	2,670,787	2,642,550
FTE	9.0	11.0	0.0
Transportation Programs Fund	8,621,031	10,269,849	10,424,673
FTE	9.3	11.5	8.7
Capital Projects Fund	13,158,082	16,418,534	13,059,656
FTE	1.6	0.4	0.0
Unappropriated Ending Balance and Reserved for Future Expenditure	23,555,910	28,544,226	31,551,871
FTE	0.0	0.0	0.0
Total Requirements	71,786,407	87,945,037	91,135,130
Total FTE	216.3	237.4	248.1

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING

The FY2020-21 Approved Budget reflects an revised organizational unit structure that went into effect in FY2019-20. Transportation Development was dissolved and its departments were absorbed into Organizational Units indicated with asterisks above. New revenues are included in this budget from federal and state sources that address increased expenses necessary to maintain service and address safety of passengers and employees during the COVID-19 epidemic.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2018 - 2019	Rate or Amount Imposed This Year 2019 - 2020	Rate or Amount Approved Next Year 2020 - 2021
Permanent Rate Levy (rate limit 0.7609 per \$1,000)	0.7609	0.7609	0.7609
Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a



BOARD MEETING MEMO

Agenda Item F

To: Board of Directors

From: Al McCoy, Chief Financial Officer

Thru: Allan Pollock, General Manager

Date: June 25, 2020

Subject: Adoption of Fiscal Year 2020-21 Budget, Making Appropriations, Imposing and Categorizing Taxes

ISSUE

Shall the Board adopt Resolution #2020-02 for the FY2020-21 Budget, making the appropriations accordingly, and imposing and categorizing the taxes?

BACKGROUND AND FINDINGS

In accordance with Oregon State Budget Law, the Budget Committee reviewed and approved the FY2020-21 Budget on May 7, 2020 for a total appropriation of all funds of \$63,129,835, and an unappropriated total amount of \$31,551,871, for a total approved budget of \$94,681,706.

Following approval by the Budget Committee at the May 7 meeting, the Budget Committee Chair, Bob Krebs, asked that the Board set the Budget Hearing. On June 3, the budget summary and notice of a public hearing were published on the District's website and in the local newspaper as required by law. The Budget Hearing was scheduled for June 25, 2020, prior to the consideration of this resolution asking for adoption of the budget.

FINANCIAL IMPACT

The Budget Committee approved total appropriation of all funds of \$63,129,835, and a tax rate of \$.7609 per \$1,000 of assessed value, the permanent rate set by Measure 50. Resolution #2020-02 also imposes and categorizes taxes in accordance with Oregon Budget Law requirements.

RECOMMENDATION

The Budget Committee recommends the Board adopt Resolution #2020-02, thereby adopting the FY2020-21 Budget, making appropriations accordingly, and imposing and categorizing property taxes.

PROPOSED MOTION

I move that the Board adopt Resolution #2020-02 for the adoption of the approved budget for Fiscal Year 2020-21 in the amount of \$94,681,706; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.

Resolution No. 2020-02

**Adopt the Fiscal Year 2020-21 Budget for
Salem Area Mass Transit District**

I move that the Board adopt Resolution #2020-02 for the adoption of the approved budget for Fiscal Year 2020-21 in the amount of \$94,681,706; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.

GENERAL FUND

General Manager/Board/SIPM	\$ 1,366,223
Administration	855,391
Finance & Technology	3,156,021
Communication	2,246,264
Operations	25,832,481
Unallocated - General Administration	1,142,550
Transfers	3,546,576
Contingency	1,500,000
Total	\$ 39,645,506

TRANSPORTATION PROGRAMS FUND

General Manager/Board/SIPM	\$ 840,185
Operations	9,090,227
Communication	494,261
Transfers	-
Total	\$ 10,424,673

CAPITAL PROJECT FUND

Finance & Technology	\$ 1,291,557
General Manager/Board/SIPM	3,288,206
Operations	8,479,893
Transfers	-
Total	\$ 13,059,656

Total Appropriations, All Funds	\$ 63,129,835
Total Unappropriated and Reserve Amounts, All Funds	\$ 31,551,871
TOTAL APPROVED BUDGET	\$ 94,681,706

CATEGORIZING THE TAX

General Government Limitation	Excluded from Limitation
Permanent Rate Tax.....\$.7609/\$1,000	\$0.00

The above resolution statements were approved and declared adopted on this 25th day of June 2020.

ATTEST:

Secretary
Board of Directors

President
Board of Directors



Salem Area Mass Transit District
BOARD OF DIRECTORS

May 28, 2020

Index of Board Actions

<u>Action</u>	<u>Page</u>
Approval of the Consent Calendar:	3
<u>Approval of Minutes</u>	
a. April 23, 2020 Board of Directors Meeting	
 Adopt Resolution No. 2020-01 to approve the Title VI Program with the language changes on pages 5-6; and direct the General Manager to submit the document to the Federal Transit Administration by June 1, 2020 as required by federal rules and regulations.	4
 Adopt the schedule of board meeting dates for Fiscal Year 2021 as shown in Attachment B for twelve meetings.	4
 Authorize the general manager to execute a one-year contract extension with Medical Transportation Management, Inc. for a not-to-exceed amount of \$120,025.80.	5
 Authorize General Manager to execute a contract with ThermoGuard for the purchase of 63 protection barriers for an amount not to exceed \$116,625.	5

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
 May 28, 2020
 Courthouse Square – Senator Hearing Room
 555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT:	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Chi Nguyen and
Board	Robert Krebs
ABSENT:	Director Charles Richards
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
Guests	The following people attended the meeting and/or gave staff reports – Ron Siegrist, Customer Service Manager; Chris French, Senior Planner; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement/Contracts Manager; Chip Colby, Information Technology Manager; SueAnn Coffin, Contracted Services Manager; Stephen Custer, Digital Marketing Coordinator; Roxanne Beltz, Transportation Options Coordinator; Ted Stonecliffe, Transit Planner (Programs); Scott Kirkland, Network Administrator; and Daniel Gonzales, Customer Experience Specialist

A. CALL TO ORDER

6:32 PM

President Ian Davidson called the meeting to order. Attendance was noted with the absence of Director Richards, and a quorum was present. The Pledge of Allegiance was led by Director Krebs.

Mr. Pollock shared a *Safety Moment* about ways that the District continues in safety mode and is utilizing protective measures to prevent the spread of the COVID-19 virus. He said it was important for everyone to continue to practice safety measures.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson announced three changes to the agenda packet. There was a language update on pages 5-6 in the Title VI Program document under G.1; and two additional action items under G.3 Authorizing the General Manager to execute a contract extension for ADA Paratransit Eligibility Assessments; and under G.4



Authorizing the General Manager to execute a contract with ThermoGuard for the purchase of operator projection barriers.

C. PRESENTATIONS - None

D. PUBLIC COMMENT

Kathy Lincoln – Address on File:

President Davidson acknowledged written comments received from Ms. Lincoln to the Board (in the Supplemental Agenda Packet) congratulating the District and Board for forging ahead under the most unusual and difficult circumstances. She was also pleased to see the Board’s commitment to a sustainability plan; doing it sooner rather than later. She provided a link to an article about China’s success in reducing its CO2 emissions by switching to electric buses - <https://singularityhub.com/2019/04/22/chinas-electric-buses-save-more-diesel-than-all-electric-cars-combined/>.

E. CONSENT CALENDAR

1. Approval of Minutes

b. April 23, 2020 Board of Directors Meeting

Motion to:	Approve the Consent Calendar
Motion by:	Director Doug Rodgers
Second:	Director Robert Krebs
Discussion:	No items were deferred from the Consent Calendar.
Vote:	Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers
Absent:	Director Charles Richards

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

1. Shall the Board adopt Resolution No. 2020-01 to approve the Title VI Program and direct the General Manager to submit the document to the Federal Transit Administration by June 1, 2020 as required by federal rules and regulations?

Presenter: Ted Stonecliffe, Transit Planner II (Programs)

Staff Report: Pages 29-136 of the agenda and the Supplemental Agenda

Mr. Stonecliffe noted a clerical error on pages 5-6 of the Title VI Program document that had been corrected. Under 2019 fare change it now reads *“Outreach events were held in May and June of 2018 for the July 1, 2019 fare change. A public survey was held May 13 – June 10, 2018 to gain feedback on the proposed new fare structure. In-person events were held in the Customer Service lobby at the Downtown Transit Center, Chemeketa Community College, and various high schools, senior centers, and neighborhood associations throughout Salem and Keizer.”*



There was a time for questions from the Board. In response, Mr. Stonecliffe explained that no changes would be needed to address emergency situations, like the pandemic, in the document at this time. Mr. Dickey explained why tribal consultation is required each time the District does a capital project. Mr. Pollock advised that the District has made system changes but have not made service changes which are reportable to the FTA.

Motion to: **Adopt Resolution No. 2020-01 to approve the Title VI Program with the language changes on pages 5-6; and direct the General Manager to submit the document to the Federal Transit Administration by June 1, 2020 as required by federal rules and regulations.**

Motion by: **Director Chi Nguyen**

Second: **Director Doug Rodgers**

Vote: **Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers**

Absent: **Director Charles Richards**

2. Shall the Board adopt the Fiscal Year 2021 Board Meeting Schedule?

Presenter: President Ian Davidson
Allan Pollock, General Manager

Staff Report: Pages 137-140 in the agenda

Staff recommended that the Board choose from one of two options for the Fiscal Year 2021 schedule of Board of Directors meetings as described in the staff report under Attachment A (for eleven meetings) and Attachment B (for twelve meetings).

Motion to: **Adopt the schedule of board meeting dates for Fiscal Year 2021 as shown in Attachment B for twelve meetings.**

Motion by: **Director Colleen Busch**

Second: **Director Robert Krebs**

Vote: **Motion passed with five (5) YES votes: Davidson, Nguyen, Carney, Busch, and Krebs; and one (1) NO vote: Rodgers**

Absent: **Director Charles Richards**

3. Shall the board authorize the general manager to execute an extension of the current contract with Medical Transportation Management, Inc. for ADA paratransit eligibility assessments for one year?

Presenter: Ron Siegrist, Customer Service Manager

Staff Report: Pages 141-143 in the agenda

Mr. Siegrist explained that the contract extension with Medical Transportation Management, Inc. was for twelve months from June 1, 2020 to May 31, 2021. The cost at \$120,025.80 increased three percent over the previous year; and is accounted for in the District’s Fiscal Year 20-21 Budget.



There was a time for questions. In response, Mr. Siegrist reported that the contract language was reviewed by legal counsel. Mr. Pollock advised that the District will also be rebidding a contract for ADA paratransit eligibility assessments service during the one year extension.

Motion to: Authorize the general manager to execute a one-year contract extension with Medical Transportation Management, Inc. for a not-to-exceed amount of \$120,025.80.
Motion by: Director Colleen Busch
Second: Director Chi Nguyen
Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers
Absent: Director Charles Richards

4. Shall the Board authorize the General Manager to execute a contract with ThermoGuard Company for an amount not to exceed \$116,625?

Presenter: Gregg Thompson, Maintenance Manager
Staff Report: Supplemental Agenda

Mr. Thompson reported the project costs to purchase 63 protection barriers from ThermoGuard totaled \$116,625 and will be covered by the FY20 Budget under Maintenance. The cost is eligible for reimbursement through the federal Coronavirus Aid Relief and Economic Security (CARES) Act.

There was a time for questions and answers. Mr. Thompson explained what the protection barriers would be used for. He said Gillig buses have not changed very much on the inside and are fairly standard on fixed route buses. When the barriers are up, operators will be able to control the cabin temperature for air conditioning and heat.

Motion: Authorize General Manager to execute a contract with ThermoGuard for the purchase of 63 protection barriers for an amount not to exceed \$116,625.
Motion by: Director Chi Nguyen
Second: Director Sadie Carney
Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Rodgers
Absent: Director Charles Richards

H. INFORMATION ITEMS

1. Performance Report for the Third Quarter

Staff Report: Pages 155-184 in the agenda
Presenter: Chris French, Senior Planner



Mr. French announced that Cherriots Shop and Ride has been suspended. Dial-A-Ride will run again beginning June 1 with a four passenger limit. He reported that the data for March reflected the changes to service made in response to the COVID-19 pandemic, which ultimately required the suspension of service on March 31, 2020. The changes that took place in March have affected all areas of the service. Most notably, the daily average revenue hours, daily average revenue miles, daily average rides, and fares. Data for the months of January and February shows good overall system performance.

2. Cherriots Trip Choice Report for the Third Quarter

Staff Report: Pages 143-154 in the agenda

Presenter: Roxanne Beltz, Transportation Options Coordinator

Ms. Beltz reported on the activities, goals, and metrics of the Cherriots Trip Choice program that are structured around the 2019-2020 Oregon Department of Transportation approved work plan. She provided details of specific goals and activities accomplished during the third quarter. She also announced that vendors who provided for the Ride Salem bike sharing program have announced their closure due to the pandemic. The Ride Salem Board will meet to discuss their options. Ms. Beltz is on that board. She also reported that thirteen vanpools have suspended operation. The District will subsidize what they can and continue to work with the vendor.

3. Financial Report for the Third Quarter

Staff Report: Pages 185-191

Presenter: Al McCoy, Chief Financial Officer

Mr. McCoy reported that Total Operating Revenues are at 63% of total annual budget in the third quarter. Passenger Fares were at 58% of total budget, related to the COVID-19 virus pandemic. The Oregon State in Lieu payments were 57% of total budget, and the District received 99% of total projected Property Taxes by the end of the third quarter. Advertising revenues exceeded its annual budget but there will be a reduction in the final quarter from businesses already hurting from pandemic-related closures. The vendor and Cherriots have agreed to modify the contract for 6 months switching from guaranteed monthly amounts to a percentage basis.

Mr. McCoy stated that the Total Operating Expenditures of the General Fund are slightly under budget at 71%. All divisions except Administration and General Administration are at or below budget in their spending, ranging from 58% to 72% of the annual budget. The Administration Division was over budget at 78% because of benefits paid out for a retirement, higher than anticipated legal services, and other professional services costs. The General Administration Division is at 84% primarily



due to higher premium rates and the timing of payments for District membership dues in various organizations.

He said total fund expenditures are at 66% of the total annual budget in the Transportation Programs Fund. All divisions and programs within this fund are at or below the expected 75% of annual budget. Revenues in the Capital Project Fund are at 29%; they lag expenditures until the District is reimbursed by the granting federal or state agency. In total, Capital Project Fund expenditures are 38% of the annual approved budget. The signalization project at Keizer Transit Center, vehicle purchases for Cherriotics local service, CAD/AVL equipment purchases, bus stop and shelter improvements, and several replacement equipment items for the Maintenance shop were primary expenditures year-to-date.

I. GENERAL MANAGER'S REPORT

Mr. Pollock reported on the results of COVID-19 on the District and how the last two month have changed the way the District does business and provides service. The District went into emergency operations mode as a result. Service was reduced with a focus on essential trips only. Employees, riders and community members went into quarantine. Safety for the drivers and safety for the community was emphasized and enhanced. Ridership plummeted, service was changed and the Board and staff need to spend time looking at how Cherriotics will look like in the future. Mr. Pollock described three phases of major change as the ending, the neutral zone and the beginning. For Cherriotics that is the ending of transit service as it was. Phase two is the recovery phase and transition. Phase three will be the new normal and possibly it will happen when the new vaccine is out. He asked that the Board begin to think about some of the key issues that they should have serious discussion about, that are significant for the next five years.

J. BOARD OF DIRECTORS REPORTS

Board members reported on their Board assignments, and citizen communications. There were no meetings of the Mid-Willamette Area Commission on Transportation (MWACT) or the Cherriotics Citizens Advisory Committee (CAC). Meetings are scheduled on June 2nd for the Statewide Transportation Improvement Fund Advisory Committee (STIFAC), and on July 7th for the Special Transportation Fund Advisory Committee (STFAC).

President Davidson referred Directors to the Mid-Willamette Valley Council of Governments' website for the "COG Works" semi-annual report.

Director Carney reported that the Salem-Keizer Area Transportation Study (SKATS) Policy Committee met on May 26th where they approved projects for the Statewide



Transportation Improvement Program. She also attended her local neighborhood association meeting virtually.

Director Nguyen said she had been tracking Cherriots Facebook feed and sent kudos out to the communication team.

Director Rodgers announces his resignation from the Board as of June 30, 2020. He said he has loved serving the Board as a member but his work situation has made it impossible to attend the meetings. Director Busch thanked Director Rodgers for his work, his comradery and his contributions.

President Davidson said he was grateful for Director Rodgers dedicated service. He said that Mr. Pollock would work with the Governor's Office to appoint a replacement for Director Rodger's position representing Subdistrict #4.

Director Krebs' connection to speak from his computer was cutting out and was not clear. He was not able to give his report.

K. MEETING ADJOURNED

8:25 PM

Respectfully submitted,

President/Presiding Officer



BOARD MEETING MEMO

Agenda Item G.2.a

To: Board of Directors

From: Linda J. Galeazzi, Executive Assistant
Allan Pollock, General Manager

Date: June 25, 2020

Subject: Approval of FY 2021 Annual Allocation of Day Passes to the United Way of the Mid-Willamette Valley

ISSUE

Shall the Board approve the annual allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for fiscal year 2020-2021?

BACKGROUND AND FINDINGS

On February 25, 1999, the Board adopted Resolution #99-03 for a Policy regarding Donation of Transit Items. According to the Resolution, it is the wish of Salem Area Mass Transit District (SAMTD) to promote the use of public transit, to foster good community relations, and to be a proactive participant in community affairs. Further, in keeping with this goal, it is the District’s policy to respond to and work with businesses and agencies which service clientele in need of short-term assistance in riding the bus. Such services are intended to be provided on a limited basis to meet the extraordinary need on the part of clients, and are not intended to be ongoing.

On August 25, 2005, the Board amended the donation policy for transit items with the adoption of Resolution #05-04. A partnership was formed between SAMTD and the United Way of Mid-Willamette Valley to broker requests for transportation assistance and distribution of pre-loaded full fare day passes valued at \$3.25 each and youth day passes valued at \$1.50 each that becomes effective at time of activation on the bus.

The United Way of Mid-Willamette Valley has an application process for their member agencies to request passes. United Way staff screens member agency applicants for eligibility, and tracks distribution. This process has worked well and those in need of transportation assistance have been provided assistance through member agencies.

For the June 25, 2020 Board of Directors Meeting
Agenda Item No. G.2.a

In FY2016, the Board raised the District's donation from 4,000 to 5,000 day passes. Fifty percent of the allocation is distributed in July and January of each fiscal year.

FINANCIAL IMPACT

The value of the District's donation of 5,000 day passes for FY2020-21 may total up to \$16,250, dependent upon United Way's client needs. The 2019 allocation included 4,600 full fare day passes with a value of \$14,950 and 400 reduced/youth day passes valued at \$600, for a total donation value of \$15,550 to United Way.

RECOMMENDATION

Staff recommends the approval of an annual allocation of 5,000 day passes to the United Way of the Mid-Willamette Valley for FY 2021.

PROPOSED MOTION

I move that the Board approve an annual allocation of 5,000 day passes to the United Way of the Mid-Willamette Valley for FY 2021.



To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management

Thru: Allan Pollock, General Manager

Date: June 25, 2020

Subject: STIFAC Member Reappointments and Staggered Terms

ISSUE

Shall the Board reappoint the initial / charter members of the Statewide Transportation Improvement Fund Advisory Committee under staggered terms established for the committee in accordance with the STIFAC Bylaws as identified in **Attachment A**?

BACKGROUND AND FINDINGS

The Statewide Transportation Improvement Fund Advisory Committee (STIFAC) for the District was created in July 2018 after the State Legislature passed a transportation funding packages in November 2017 to create new revenue sources for transportation under House Bill 2017. To be qualified, members of the STIFAC had to be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the District, and be representative of further criteria established by the Oregon Department of Transportation for the Statewide Transportation Improvement Program.

On September 27, 2018, the Board adopted the STIFAC Bylaws by Resolution No. 2018-08. In *Article II - Section 3. Terms of Service* it states:

"... Except in the case of the initial formation of the STIFAC, described below, committee members shall serve for a term of two years, commencing on July 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

At the time of the initial formation of the STIFAC, the Board will determine by lot which of the members will be appointed to a one year term and which members will be appointed to two year terms, so that the terms of office of the initial members of the

STIFAC will be staggered.”

During the first biennium of the District’s STIF program, staggered terms were not established. As a result, all of the terms for the initial / charter members expire on June 30, 2020. The STIFAC convened on June 10, 2020 and passed a motion to recommend to the Board to reappoint the initial roster of STIFAC members under established staggered terms. **Attachment A** identifies the roster of members and their first term of service under staggered terms.

At the time of this recommendation, there were four vacancies on the STIFAC, leaving seven current members. Seven is the minimum number of members required under the STIF program requirements. Recruitment of additional members will be conducted over the next several months for recommendation to the Board for appointment.

FINANCIAL IMPACT

This action is related to advisory committee membership and has no fiscal impact.

RECOMMENDATION

The Statewide Transportation Improvement Fund Advisory Committee recommends that the Board approve the reappointment of the initial / charter members to their first term under staggered terms established for the membership in accordance with the STIFAC Bylaws; as identified in **Attachment A**. Initial / charter members of the STIFAC include Jim Row, Sandra Hernandez-Lomeli, Ron Harding, Becky Gilliam, Glen D. Morrison and Kathy Martin-Willis.

PROPOSED MOTION

I move that the Board approve the reappointment of the initial / charter roster of members to their first term under staggered terms established for the membership in accordance with the STIFAC Bylaws.

**Statewide Transportation Improvement Fund Advisory Committee
 Membership Roster**

July 1, 2020

POS	STIF CRITERIA	MEMBER AND [POSITION]	STAGGERED TERMS **
1	Low-Income, Non-English Speaking Community, Transit User	Sandra Hernández-Lomelí ** Director, Latinos Unidos Siempre; Youth Program Dir., Mano A Mano	July 1, 2020 – June 30, 2022
2	Public Transit Service Provider	Jim Row ** Assistant City Administrator Woodburn Transit	July 1, 2020 – June 30, 2021
3	Individuals age 65 + People with Disabilities and Outside of District – Marion County	Ron Harding ** Chair, STF Advisory Committee City Administrator, City of Aumsville	July 1, 2020 – June 30, 2022
4	Educational Institutions Employer	Vacant	July 1, 2020 – June 30, 2021
5	Bicycle and Pedestrian Advocates	Becky Gilliam ** Policy Manager, Pacific NW Regional Safe Routes to School	July 1, 2020 – June 30, 2022
6	Public Health, Social and Human Service Providers	Glen D. Morrison ** Senior Epic Analyst Salem Health	July 1, 2020 – June 30, 2021
7	Outside of District – Polk County	Kathy Martin-Willis ** City Councilor City of Independence	July 1, 2020 – June 30, 2022
8		VACANT	July 1, 2020 – June 30, 2021
9		VACANT	July 1, 2020 – June 30, 2022
10		VACANT	July 1, 2020 – June 30, 2021
11		VACANT	July 1, 2020 – June 30, 2022

** Staggered Terms were established on June 25, 2020 in accordance with the STIFAC Bylaws under Article II - Section 3. Initial / charter members of the committee were allowed to begin their terms of service under the established staggered terms.



To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management

Thru: Allan Pollock, General Manager

Date: June 25, 2020

Subject: Appointment of Chair and Vice Chair of the Statewide Transportation Improvement Fund Advisory Committee

ISSUE

Shall the Board appoint Becky Gilliam as the Chair, and Kathy Martin-Willis as Vice-Chair, of the Statewide Transportation Improvement Fund Advisory Committee for a one-year term from July 1, 2020 through June 30, 2021, in accordance with the Statewide Transportation Improvement Fund Advisory Committee Bylaws?

BACKGROUND AND FINDINGS

At its June 10, 2020 meeting, the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) passed a motion to recommend Becky Gilliam as the STIFAC Chair and, through a separate motion, recommended Kathy Martin-Willis as Vice-Chair of the committee.

Article 2, Section 4 of the STIFAC Bylaws, states that the terms of the Chair and Vice-Chair be appointed to commence in July of each year. At a meeting preceding July, members of the STIFAC may recommend a Chair and Vice-Chair to serve for a term of 12 months, but no more than two consecutive years.

The STIFAC acts as an advisory committee to the Board on transportation funding of projects associated with the STIF program. The committee considers projects from all qualified transportation service providers in Marion and Polk counties.

FINANCIAL IMPACT

None



RECOMMENDATION

The STIFAC recommends that the Board appoint Becky Gilliam as the Chair, and Kathy Martin-Willis as Vice-Chair of the STIFAC for a one-year term from July 1, 2020 through June 30, 2021, in accordance with the STIFAC Bylaws.

PROPOSED MOTION

I move that the Board appoint Becky Gilliam as the Chair, and Kathy Martin-Willis as Vice-Chair of the Statewide Transportation Improvement Fund Advisory Committee for a one-year term from July 1, 2020 through June 30, 2021, in accordance with the Statewide Transportation Improvement Fund Advisory Committee Bylaws.



To: Board of Directors

From: Al McCoy, Director of Finance/CFO

Thru: Allan Pollock, General Manager

Date: June 25, 2020

Subject: Adoption of Resolution #2020-03 for a FY2019-20 Budget Amendment

ISSUE

Shall the Board adopt Resolution #2020-03 that amends Resolution #2019-08 approved September 26, 2019, and Resolution #2019-05 approved June 27, 2019, in order to transfer funds between appropriated categories in the FY2019-20 Budget?

BACKGROUND AND FINDINGS

In accordance with Oregon State Budget Law, the FY2019-20 Budget was adopted last June at the Division and Fund level. In September, the Board amended the FY2019-20 Budget by resolution to reflect a District reorganization that took place in July.

Throughout the year, Finance staff monitors actual expenditures and estimates the year-end balances to determine if any appropriated Division or Fund will exceed appropriations. Staff currently projects that the Administration Division, in the General Fund, will be over budget by approximately \$66,000 or 7.3%. The overage is due to professional services, which includes consulting and legal costs, to be more than planned. Other divisions in the General Fund are projected to be under budget, allowing the capacity to transfer \$66,000 to provide the needed funds to Administration.

The following table shows the recommended appropriation transfers within the General Fund.

General Fund	Existing Appropriation	Change	Amended Appropriation
Communications	\$2,271,238	\$(66,000)	\$2,205,238
Administration	\$898,065	\$66,000	\$964,065
Total Appropriations	\$3,169,303	\$0	\$3,169,303

Staff is also recommending additional appropriations for the General Fund and the Transportation Programs Fund of \$6,027,132. These appropriations are funded by Federal 5307 CARES Act funds (\$5,916,514), Federal 5311 CARES Act funds (\$91,416), and Oregon Coronavirus Relief Fund (\$19,202). The amounts represent the estimated portion of each grant to be received in FY20. The remaining projected grant funding is programmed to be received in the FY2020-21 Approved Budget.

The following table shows the recommended added appropriations in the General Fund and the Transportation Programs Fund, by Division.

General Fund	Existing Appropriation	Change	Amended Appropriation
<i>Resources:</i>			
Oregon Coronavirus Relief	\$0	\$19,202	\$19,202
Federal 5307 CARES Act	\$0	\$5,438,864	\$5,438,864
Federal 5311 CARES Act	\$0	\$7,193	\$7,193
New Grant Revenue	\$0	\$5,465,259	\$5,465,259
<i>Requirements:</i>			
Administration	\$964,065	\$18,873	\$982,938
Communication	\$2,205,238	\$10,000	\$2,215,238
Operations	\$23,075,787	\$5,436,386	\$28,512,173
New Requirements	\$26,245,090	\$5,465,259	\$31,710,349

Transportation Programs Fund	Existing Appropriation	Change	Amended Appropriation
<i>Resources:</i>			
Federal 5307 CARES Act	\$0	\$477,650	\$477,650
Federal 5311 CARES Act	\$0	\$84,223	\$84,223
New Grant Revenue	\$0	\$561,873	\$561,873
<i>Requirements:</i>			
Operations	\$8,898,272	\$561,873	\$9,460,145
New Requirements	\$8,898,272	\$561,873	\$9,460,145

Per ORS 294.338(2) and (3), “unforeseen grants” at the time of budget for a specific purpose, or “funding for an unforeseen condition or pressing necessity” may be appropriated by the authorization of the governing body through resolution.

FINANCIAL IMPACT

There is an increase in total FY2019-20 Budget appropriations with this proposed resolution. The first recommended action is the transfer of \$66,000 from one division to another division within the General Fund. This is a net zero transfer. The second recommended appropriation increases the budget by \$6,207,132 to recognize grant funds expected to cover COVID-19 related costs in the General Fund and the Transportation Programs Fund.

RECOMMENDATION

Staff recommends the Board adopt Resolution #2020-03, thereby transferring \$66,000 to the Administration Division from the Communication Division within the General Fund, as outlined in the table above. Staff also recommends the additional appropriation of \$6,027,132 of federal and state grant funding for COVID-19 related costs, as shown in the table above.

PROPOSED MOTION

I move that the Board adopt Resolution #2020-03 to amend the FY2019-20 Budget by appropriation transfer; and authorize the transfer of \$66,000 within the General Fund to the Administration Division from the Communication Division; and that grant appropriations of \$6,027,132 be added by fund and division as detailed in this memo.



RESOLUTION NO. 2020-03

**A RESOLUTION ADOPTING A FISCAL YEAR 2019-20 BUDGET AMENDMENT
FOR SALEM AREA MASS TRANSIT DISTRICT**

WHEREAS, the Salem Area Mass Transit District (“District”) Board of Directors adopted Resolution No. 2019-05 to adopt the Fiscal Year 2020 Budget by major fund and category on June 27, 2019.

WHEREAS, on September 26, 2019, the Board of Directors adopted Resolution No. 2019-08 to amend the Fiscal Year 2020 Budget to recognize the reorganization of District divisions.

WHEREAS, ORS 294.463 permits the governing body of a municipal corporation to transfer appropriations within a fund or between funds by resolution if overall appropriations remain the same.

WHEREAS, ORS 294.388 permits the governing body of a municipal corporation to appropriate unforeseen grants or funding for an unforeseen necessity at the time of the budget adoption by resolution.

WHEREAS, the Board of Directors has determined that it is necessary to transfer \$66,000 within the General Fund to cover higher than anticipated services costs for the Administration Division, and to additionally appropriate \$6,027,132 to the General Fund and the Transportation Programs Fund to reflect additional grant emergency funding related to expenses associated with the COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SALEM AREA MASS TRANSIT DISTRICT;

THAT, the Board of Directors adopts Resolution 2020-03 to amend the Budget for FY2019-20; and

THAT, the amounts shown below are hereby appropriated as follows, and shall become effective upon adoption of this Resolution:

Resolution 2020-03 continued

General Fund	Existing Appropriation	Change	Amended Appropriation
Communications	\$ 2,271,238	\$ (66,000)	\$ 2,205,238
Administration	\$ 898,065	\$ 66,000	\$ 964,065
Total Appropriations	\$ 3,169,303	\$ 0	\$ 3,169,303

General Fund	Existing Appropriation	Change	Amended Appropriation
<i>Resources:</i>			
Oregon Coronavirus Relief	\$ 0	\$ 19,202	\$ 19,202
Federal 5307 CARES Act	\$ 0	\$ 5,438,864	\$ 5,438,864
Federal 5311 CARES Act	\$ 0	\$ 7,193	\$ 7,193
New Grant Revenue	\$ 0	\$ 5,465,259	\$ 5,465,259
<i>Requirements:</i>			
Administration	\$ 964,065	\$ 18,873	\$ 982,938
Communication	\$ 2,205,238	\$ 10,000	\$ 2,215,238
Operations	\$ 23,075,787	\$ 5,436,386	\$ 28,512,173
New Requirements	\$ 26,245,090	\$ 5,465,259	\$ 31,710,349

Transportation Programs Fund	Existing Appropriation	Change	Amended Appropriation
<i>Resources:</i>			
Federal 5307 CARES Act	\$ 0	\$ 477,650	\$ 477,650
Federal 5311 CARES Act	\$ 0	\$ 84,223	\$ 84,223
New Grant Revenue	\$ 0	\$ 561,873	\$ 561,873
<i>Requirements:</i>			
Operations	\$ 8,898,272	\$ 561,873	\$ 9,460,145
New Requirements	\$ 8,898,272	\$ 561,873	\$ 9,460,145

ADOPTED by the SAMTD Board of Directors on the 25th day of June, 2020.

ATTEST:

President
SAMTD Board of Directors

Secretary
SAMTD Board of Directors



To: Board of Directors

From: Gregg Thompson, Maintenance Manager
David Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: June 25, 2020

Subject: Authorize the General Manager to execute a contract with Creative Bus Sales for the purchase of two (2) cutaway style transit vehicles.

ISSUE

Shall the Board authorize the General Manager to execute a contract with Creative Bus Sales for the purchase of two (2) cutaway-style, gasoline-powered vehicles for the delivery of Cherriots Regional service, for a not-to-exceed amount of \$170,891?

BACKGROUND AND FINDINGS

SAMTD's current fleet for delivery Cherriots Regional service consists of 11 lift-equipped vehicles, which vary in fleet type. Regular replacement of these vehicles is necessary to ensure safe, efficient delivery of this service. As part of the District's overall Capital Planning efforts, SAMTD staff is committed to ensuring our vehicles are replaced at a schedule consistent with industry best practices. The two (2) vehicles scheduled to be replaced are approaching 11 years of age, which far exceeds the 5 to 6-year Useful Life Benchmark set by the Federal Transit Administration, as well as the eight-year Useful Life Benchmark set in SAMTD's Transit Asset Management (TAM) Plan.

The contract price is based upon a State of Oregon price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division. In accordance with these procedures, SAMTD staff issued a formal, competitive Invitation to Bid for medium-size Category D vehicles. Three (3) responsive bids were received. Creative Bus Sales met all required specifications and was the lowest cost.

Pricing from each vendor is outlined in Table 1:

Table 1

VENDOR	COST PER BUS	TOTAL COST
Creative Bus Sales	\$77,723	\$155,446
Western Bus Sales	\$79,944	\$159,988
Schetky NW	\$80,233	\$160,466

FINANCIAL IMPACT

Funding for this proposed contract is included in the Capital Projects Fund of SAMTD’s Adopted FY2020-21 Budget. Project costs are listed in Table 2 below:

TABLE 2

FUNDING	GRANT AMOUNT	MATCH AMOUNT	TOTAL
STIF DISCRETIONARY	\$124,356	\$31,089	\$155,446
	10% Contingency		\$ 15,445
GRAND TOTAL:			\$170,891

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Creative Bus Sales for the purchase of two (2) cutaway-style vehicles for Cherriots Regional service for a not-to-exceed amount of \$170,891

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a contract with Creative Bus Sales, for the purchase of two (2) cutaway-style vehicles for Cherriots Regional service for a not-to-exceed amount of \$170,891.



To: Board of Directors
From: Allan Pollock, General Manager
Date: June 25, 2020
Subject: Approval of FY 2021 General Manager Annual Work Plan

ISSUE

Shall the Board approve the FY 2021 General Manager Annual Work Plan?

BACKGROUND AND FINDINGS

In accordance with Policy 116, the Board is responsible for evaluating the General Manager. The criteria used for the evaluation 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.

The criteria used will provide a benchmark of the Board's satisfaction with the general management and leadership abilities of the General Manager that are:

- Defined in advance
- Objective in nature and to the extent possible; measurable
- Pertain to outcomes over which the General Manager has a reasonable degree of control
- Within the evaluation period from July 1 through June 30

At the April 23, 2020 meeting, the Board approved the FY2021-2023 General Manager Strategic Work Plan (Attachment A). The annual work plan describes the general manager's plan for the actions and activities in the first year of the strategic work plan.

FINANCIAL IMPACT

None

RECOMMENDATION

The General Manager recommends the Board approve the FY 2021 General Manager annual work plan as shown in Attachment B.

PROPOSED MOTION

I move the Board approve the FY 2021 General Manager Annual Work Plan as shown in Attachment B.

General Manager/CEO Strategic Work Plan
 For the Fiscal Years 2021-2023 (Approved April 23, 2020)

This strategic work plan identifies general manager priorities for the coming years. This work plan will be revised annually to identify priority projects for the General Manager/CEO

Project	Description	Target Date	
Review, update and establish Board policies	Review and update existing board policies, identify and establish policies for board adoption as necessary.		FY 21
Develop an action plan to implement SB 1536 Section 7	Develop a work plan that will provide for the District to implement an employer payroll tax as provided for in SB 1536.		FY 21
Conduct an employee engagement survey	Engage a firm to conduct an employee engagement survey to evaluate leadership and organization performance.		FY 21
Strategic Plan	Develop a multi-year District Strategic Plan	Q1	FY 22
Conduct a District facility assessment	Prepare a report for the board identifying the District's long-term facility needs to ensure continued and expanding service.	Q1	FY 22
Ridership Analysis and Ridership Growth Plan	Conduct a comprehensive evaluation of the District's ridership history and barriers preventing residents from riding the bus. Develop a ridership growth plan that addresses those barriers so that we can grow ridership.	Q3	FY 22

ATTACHMENT A

Project	Description	Target Date	
Establish a Diversity, Equity, and Inclusion (DEI) Plan	To ensure Cherriots delivers a World Class Customer Experience for all people. Develop and establish a DEI Plan for ensuring Team Cherriots reflects its community and also ensures equitable service to the community.		FY 22
Climate Action Plan	Develop a District Climate Action Plan		FY 22
Establish a plan that ensures the District acts as a mobility integrator for the Mid-Valley region	Technology is transforming how people view mobility. Establish a plan that ensures Cherriots leads the efforts in the concept of shared modes that complements public transit enhancing mobility.		FY 23
Conduct a feasibility study on integration of local and regional services	Determine viability of integrating local and regional service into a seamless program		FY 23

General Manager/CEO FY 2021 Annual Work Plan

Project	Description
Review, update, and establish Board policies	<p>The District has embarked on a rewrite of its administrative policy manual. Currently there are 15 board policies.</p> <p>The intent is to work with the board executive committee to review and update existing policies and develop a set of new policies, as necessary, for board adoption no later than the February 2021 meeting.</p>
Develop a work plan to implement SB 1536 Section 7	<p>SB 1536 introduced in the 79th Legislative Assembly provides for the repeal of ORS 267.302 effective January 1, 2026. Multiple projects and actions must be completed in order to implement an employer payroll tax on January 1, 2026. Projects include an economic analysis, coordination with the Department of Revenue, service planning, community and business outreach among other activities.</p> <p>The intent is to develop a multi-year work plan sequencing events over the next several years in order to complete work for a board decision to allow for a January 1, 2026 implementation.</p>

ATTACHMENT B

Conduct an employee engagement survey	<p>Employee engagement is the extent to which employees feel passionate about their jobs, are committed to the organization, and put discretionary effort into their work.</p> <p>The intent is to hire a firm, develop the survey instrument, and conduct the survey in Q4.</p>
Strategic Plan	<p>Develop a multi-year District Strategic Plan</p> <p>The intent is to hire a firm to facilitate a strategic planning process that is to be completed for board adoption in Q1 FY 22.</p>
Conduct a District facility assessment	<p>Prepare a report for the Board assessing the District's long-term facility needs to ensure continued and expanding service.</p> <p>The intent is to hire a firm to conduct a facility assessment report to be presented to the board in Q1 FY22.</p>



BOARD MEETING MEMO

Agenda Item J.1

To: Board of Directors

From: Chris French, Service Planning Manager
David G. Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: June 25, 2020

Subject: Ridership Update – Informational Item Only

ISSUE

Shall the Board receive an update on the effect COVID-19 has had on system ridership?

BACKGROUND AND FINDINGS

Starting around the week of March 8, 2020, Cherriots began feeling the effects of the COVID-19 pandemic on the Cherriots Local routes. Service became increasingly unreliable because there were not enough transit operators available to drive the scheduled service. Staff began to evaluate ways to reduce service in order to maintain service reliability. In addition to reducing service for six (6) days, beginning on March 31, 2020, all service, except for Cherriots LIFT, was temporarily suspended.

On April 7, 2020, service resumed at a significantly reduced level. Cherriots Local service was about 25 percent of regular weekday service as measured in daily revenue hours. Cherriots Regional trips that departed before 7 a.m. or after 6 p.m. were temporarily suspended. Customers were asked to only use transit for essential trips and the number of customers allowed on the bus was limited to 8 to 10 in order to adhere to social distancing.

Service has been increased twice since it was restored on April 6, in an effort to meet the demand of customers. Maintaining physical distancing is a requirement, which has had a major impact on ridership. For ridership comparisons see Tables 1-3 below. They cover January 2020 through May 2020.

Cherriots Local Ridership

Prior to the dramatic effects felt by the COVID-19 pandemic in the months of January and February, Cherriots Local buses averaged 12,638 weekday boardings. There was an average of 5,502 boardings on Saturdays during this period. Total ridership for January and February was 579,829. With the effects of the COVID-19 pandemic, ridership in March dropped significantly. Average weekday boardings dropped to 8,740 and Saturdays to 4,005 with a total ridership of 208,292, which represents a drop of over 17.2 percent compared to March 2019, which did not include Saturdays.

All services, except Cherriots LIFT, were suspended from March 31 through April 6. During this time, staff reviewed how service could be restored in a way that would protect both operators and passengers. When service was resumed on April 7, 2020, the Governor's office issued a shelter in place order allowing service provided to only essential workers, or for essential trips. Average weekday boardings dropped to 1,128 for the month of April, and Saturday boardings averaged 594. Total Cherriots Local ridership for the month of April was 27,196. April was the lowest point for ridership in this comparison, representing a 91 percent decrease compared to April, 2019.

As we moved into May, restrictions started to lift and ridership saw a slight upward trend. May had an average of 2,418 weekday boardings and 1,232 average Saturday boardings with a total ridership of 54,529.

Table 1. Cherriots Local Ridership

Month	Weekday Average	Saturday Average	Total Monthly Ridership
January	12,330	5,359	292,683
February	12,946	5,644	287,146
March	8,740	4,005	208,292
April	1,128	594	27,196
May	2,418	1,232	54,529

Cherriots Regional Ridership

Similar to Cherriots Local, there had been a significant drop in ridership for the Cherriots Regional system. The span of service (hours of service per day) for Cherriots Regional was set to match that of the Cherriots Local buses. Therefore, a few Regional trips in the early morning and later evening were suspended; however, all other trips on both weekdays and Saturdays have remained in service for essential trips.

The Polk County Flex was temporarily suspended in mid-March due to the lack of reservations, mostly due to the closures of Garten and Goodwill in Dallas. This service has remained closed through April and May; however, staff is re-evaluating the service based on current demand.

Table 2. Cherriots Regional Ridership

Month	Weekday Average	Saturday Average	Total Monthly Ridership
January	402	145	9,417
February	413	128	8,895
March	275	101	6,454
April	65	25	1,525
May	113	42	2,460

Cherriots LIFT Ridership

Ridership on Cherriots LIFT matches the trend of Cherriots Local in March, April, and May. This is due to the fact that many people who ride Cherriots LIFT are considered high risk for contracting COVID-19, and were adhering to the shelter-in-place order. Ridership fell dramatically in mid-March and was very low in the months of April and May. Cherriots LIFT was the only service in operation during the temporary suspension of Cherriots Local service (March 31 to April 6). Those rides were maintained for life-sustaining trips such as rides to dialysis clinics. Cherriots LIFT is a complementary service, which means the service is matched to the Cherriots Local service hours; however, a few trips were approved that were outside of the service hours.

Table 3. Cherriots LIFT Ridership

Month	Weekday Average	Saturday Average	Total Monthly Ridership
January	528	87	11,959
February	521	93	10,882
March	296	60	6,750
April	71	51	1,759
May	91	97	2,309

FINANCIAL IMPACT

None.

RECOMMENDATION

Information only.

PROPOSED MOTION

Information only.



BOARD MEETING MEMO

Agenda Item L.1

To: Board of Directors

From: Allan Pollock, General Manager

Date: June 25, 2020

Subject: Board Member Committee Report

ISSUE

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

BACKGROUND AND FINDINGS

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	
Subdistrict 2 Director Busch	Citizens Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Rodgers	
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 6 Director Krebs	
Subdistrict 7 Director Richards	State Transportation Improvement Fund Advisory Committee Special Transportation Fund Advisory Committee