

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

~ WORK SESSION ~

Monday, October 16, 2017
5:30 PM

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

AGENDA

- 1. CALL TO ORDER** (President Bob Krebs)

- 2. DISCUSSION**
 - a. Transportation Service Contract Oral Report
 - b. Seal of the District Discussion **1**
 - c. Proposed FY2019 Budget Calendar **7**
 - d. Proposed Agenda for Board Planning Retreat

- 3. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the October 26, 2017 Regular Meeting **9**
 - b. Upcoming Board Agenda Items **11**
 - c. Calendar Review **13**

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

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

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability



WORK SESSION MEMO

Agenda Item WS.2.b

To: Board of Directors

From: Linda Galeazzi, Executive Assistant

Thru: Allan Pollock, General Manager

Date: October 16, 2017

Subject: Seal of the District

Shall the Board adopt the form of a Seal as the official Seal of the District; or shall the Board amend the Bylaws to remove the reference to a Seal?

In the Bylaws, there is a section under Rule 2 about the Seal of the District and what it should look like –

“The seal of the District shall be in the form of a circle and shall bear the name of the District and the year of its organization.”

As the “keeper” of the Seal, I have searched through archives, visited with retirees and local vendors to inquire about this historical find, and have found no indication that a Seal was used by the District in the past 30 plus years.

Letters of inquiry were sent to fellow Clerks of the Board to gather information about their Seals and to find out what they use them for. Most agencies no longer use a Seal. Those who have a Seal, continue to use it for commendations, certification letters, to attest and seal contracts and legal agreements, and/or on Minute Orders. There are samples of their Seals attached, as well as a sample of what the District Seal could look like. Cost for an embossing seal and embosser is approximately \$150.

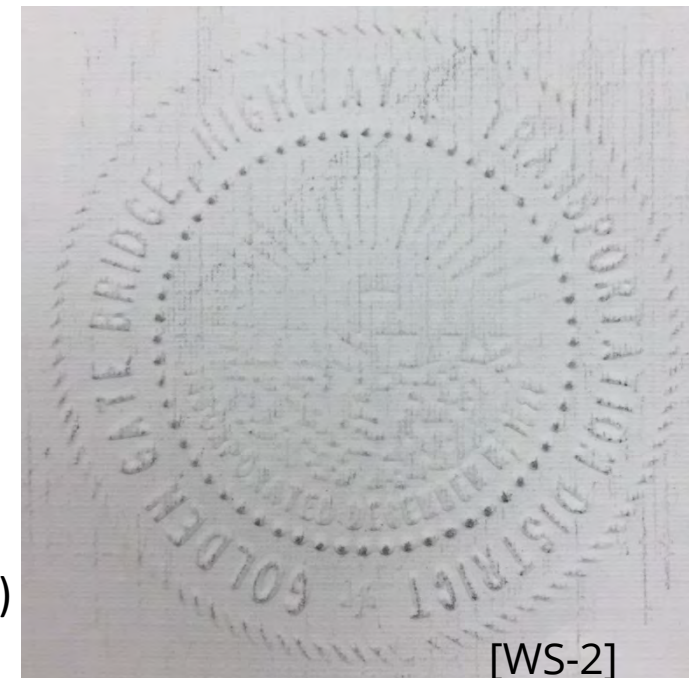
Legal Counsel advised that most modern organizations do not use seals, as they are an anachronism. If a seal is desired, then the Board has to adopt the form of the seal as the official seal of the District. Alternatively, the Bylaws could be amended to remove the reference to a seal.

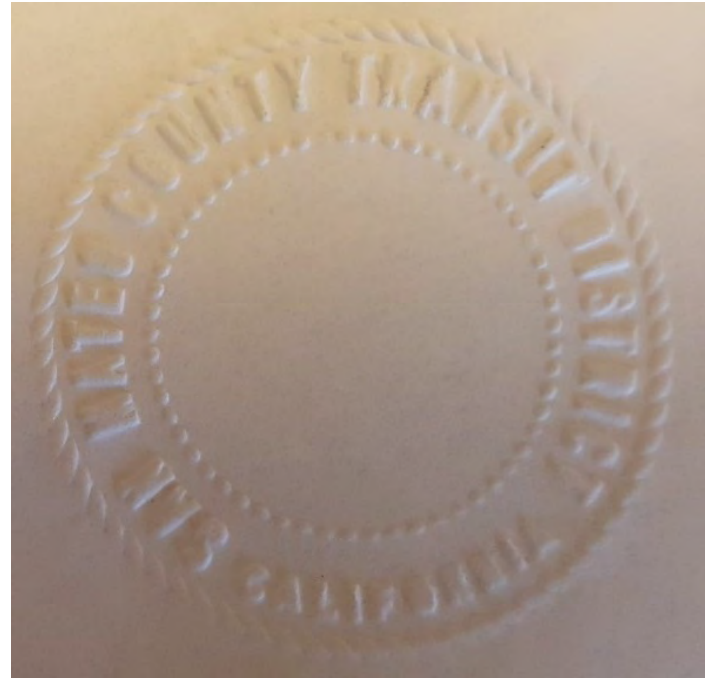
As the Clerk of the Board, I am requesting Board direction in this matter -

- Shall the Board adopt the form of a Seal as the official Seal of the District; or
- Shall the Board amend the Bylaws to remove the reference to a Seal?



- Bay Area Rapid Transit (BART)
- City of Carlton, OR
- Catham Area Transit (CAT)
- Santa Clara Valley Transportation Authority (VTA)
- Golden Gate Bridge Highway & Transportation District (Golden Gate Transit)





- City of Independence, OR
- San Mateo County Transit District (SamTrans)
- City of Springfield, OR
- Washington Metropolitan Area Transit Authority (Metro)
- City of Sherwood, OR





- Regional Transportation District (RTD) – Colorado
- Metropolitan Rapid Transit Authority (MARTA) – Georgia
- Clark County Public Transit Benefit Area Authority (C-Tran)
- City of Monmouth, OR
- City of Florence, OR





- City of Central Point, OR
- Embosser 1
- Embosser 2



DRAFT





WORK SESSION MEMO

Agenda Item WS.2.c

To: Board of Directors

From: Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: October 16, 2017

Subject: FY 2018-19 Budget Calendar

Issue

Shall the Board adopt the proposed Budget Calendar for the FY2018-19 budget preparation?

Background and Findings

Pursuant to Oregon Budget Law, the FY2018-19 budget must be adopted by the Board no later than June 30, 2018 in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published twice between 10 and 30 days before the meeting, separated by at least five days. The proposed calendar schedules these publications during the weeks of April 9 and April 16, 2018.

The budget committee work begins with an orientation meeting, proposed for Thursday May 3, 2018. At its first meeting after the orientation, the budget committee receives the proposed budget presented by the General Manager. During this and any subsequent meetings, the committee reviews and ultimately approves the budget. The Budget Committee schedule will be three Thursday evenings starting at 6:00 PM on May 10, May 17, and May 31st (if needed).

The Budget Committee will present the approved budget to the Board at the June 21, 2018 Board meeting; and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the budget hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of June 4, 2018.

Salem Area Mass Transit District

BUDGET CALENDAR
Fiscal Year 2018-2019

| Day | Date | Time | Responsible | Activity |
|------------|---------------------------|-------------|--------------------|--|
| Thursday | October 26, 2017 | 6:30 PM | Finance | Board adopts FY 2018-2019 Budget Calendar (for FY 2018-2019 Budget) |
| Mon - Fri | Week of April 9, 2018 | | Finance | Publish First Notice of Budget Committee Meeting (10-30 Days) |
| Mon - Fri | Week of April 16, 2018 | | Finance | Publish Second Notice of Budget Committee Meeting (5-30 Days) |
| Friday | April 27, 2018 | | Executive Team | Executive Team approves draft for Budget Committee consideration |
| Thursday | May 3, 2018 | 6:00 PM | Finance | Budget Committee Orientation |
| Thursday | May 10, 2018 | 6:00 PM | Executive Team | First Budget Committee Meeting - Election of Officers & Budget Message |
| Thursday | May 17, 2018 | 6:00 PM | Finance | Second Budget Committee meeting - Deliberation & Approval |
| Thursday | May 31, 2018 | 6:00 PM | Finance | Third Budget Committee Meeting - Deliberation & Approval (if necessary) |
| Mon - Fri | Week of June 4, 2018 | | Finance | Publish Budget Summary and Notice of Budget Hearing (5-30 Days) |
| Thursday | June 21, 2018 | 6:30 PM | Budget Committee | Board holds Budget Hearing |
| Thursday | June 21, 2018 | 6:30 PM | Board | Board adopts 2018/2019 Budget, makes appropriation and levies taxes |
| Friday | July 13, 2018 | | Finance | Adopted budget and levy certification form due to County Assessors (July 15, 2018) |

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, October 26, 2017 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Doug Rodgers (Subdistrict #4)
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION**
 - 1. 2017 Association for Commuter Transportation 40 Under 40 Award Presentation recognizing Kiki Dohman, Cascade Chapter Director for ACT and Trip Choice Program Specialist for Cherriots.
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR - [Action]**
 - 1. **Approval of Minutes**
 - a. Minutes of the September 28 Board Meeting
 - 2. **Routine Business**
 - a. Approval of the Fiscal Year 2018-2019 Budget Calendar
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Authorize the General Manager to negotiate the final contract language and execute a contract with XXXX for Transportation Services in the not to exceed amount of \$XXX,XXX.
 - 2. Authorize the General Manager to negotiate the final contract language and execute a contract with XXXX for Security Services in the not to exceed amount of \$XXX,XXX.
- I. INFORMATION ITEMS**

J. BOARD & MANAGEMENT REPORTS

1. General Manager
2. Board of Directors

K. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, December 14, 2017

Regular Board meetings are televised live on Channel 21 and can be viewed on CCTV's website: www.cctvsalem.org. Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet. The Board of Directors can be reached by email at Board@cherriots.org.

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Upcoming Board Meeting and Work Session Agenda Items
October 16, 2017

| Work Session | Board Meeting |
|---|---|
| October 16, 2017 Packets due to GM office: October 9 <ul style="list-style-type: none"> • Proposed FY2019 Budget Calendar • Transportation Services Contract Update • Review of the Board Retreat Agenda • Seal of the District Discussion | October 26, 2017 Packets due to GM office: October 12 <ul style="list-style-type: none"> • Award Presentation • Approval of FY2019 Budget Calendar (C) • Approval of Transportation Services Contract • Award Contract for Security Services |
| November 13, 2017 Packets due to GM office: November 6 <ul style="list-style-type: none"> • Advertising Update • Proposed appointments to the STFAC • Preview of New Website w/OMBU | November - No Board meeting |
| December – No work session | December 14, 2017 Packets due to GM office: November 30 <ul style="list-style-type: none"> • Award Contract for Legislative Advocacy Services • January Service Change Briefing • Appointments to the STFAC • Q1 finance, trip choice, perf report |
| January 8, 2018 Packets due to GM office: January 2 <ul style="list-style-type: none"> • Present draft 2018 legislative agenda | January 25, 2018 Packets due to GM office: January 11 <ul style="list-style-type: none"> • Adoption of 2018 legislative agenda |
| February 12, 2018 Packets due to GM office: February 5 <ul style="list-style-type: none"> • | February 22, 2018 Packets due to GM office: February 8 <ul style="list-style-type: none"> • Q2 finance, trip choice, performance report |
| March 12, 2018 Packets due to GM office: March 5 <ul style="list-style-type: none"> • | March 22, 2018 Packets due to GM office: March 8 <ul style="list-style-type: none"> • |
| April 9, 2018 Packets due to GM office: April 2 | April 26, 2018 Packets due to GM office: April 12 <ul style="list-style-type: none"> • May Service Change Briefing |

| | |
|---|---|
| <p>May 14, 2018 Packets due to GM office: May 7</p> <ul style="list-style-type: none"> • | <p>May 24, 2018 Packets due to GM office: May 10</p> <ul style="list-style-type: none"> • Consent: Adopt FY2019 BOD meeting schedule • Q3 finance, trip choice, performance report |
| <p>June 12, 2018 Packets due to GM office: June 4</p> <ul style="list-style-type: none"> • | <p>June 22, 2018 Packets due to GM office: June 14</p> <ul style="list-style-type: none"> • Hearing/Res#2018-XX adopt FY19 budget • Res#2018-XX Amendment to FY18 Budget • Approval of FY2019 United Way Donation (C) |
| <p>July 10, 2018 Packets due to GM office: July x</p> <ul style="list-style-type: none"> • | <p>July 27, 2018 Packets due to GM office: July xx</p> <ul style="list-style-type: none"> • Accept Preliminary Annual Year-end Financial Report for FY2017 |
| <p>August xx, 2018 Packets due to GM office: August x</p> <ul style="list-style-type: none"> • DBE Goals (2020) • Board Committee assignments (2018) • Issue GM Performance Evaluation Packets • Review of Neighborhood Association Contacts | <p>August xx, 2018 Packets due to GM office: August x</p> <ul style="list-style-type: none"> • Appoint Board Committee Assignments (2018) • Trip Choice Report – 4th Quarter/Year End • September Service Change Briefing • Performance Report – 4th Quarter |
| <p>September XX, 2018 Packets due to GM office: September x</p> <ul style="list-style-type: none"> • | <p>September xx, 2018 Packets due to GM office: September xx</p> <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • Fiscal year end Performance Report • GM performance evaluation (Executive Session) |
| <p>To Be Scheduled</p> <ul style="list-style-type: none"> • Board Ethics Training • Budget Committee Appointments | <p>To Be Scheduled</p> <ul style="list-style-type: none"> • Stops & Shelters Construction/Design Contract • COOP |

UPDATED: October 12, 2017

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

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

• OCTOBER 2017

21 Sat 9:00a-2:00p SAMTD Board Planning Retreat
 Chemeketa Center for Business & Industry – Room 115, 626 High St NE
 26 Thu 6:30 PM SAMTD Board of Directors Meeting

• NOVEMBER 2017

3 Fri 10:30 AM Ribbon Cutting Ceremony for “Salem Station” exhibition at the Gilbert House
 5 Sun **DAYLIGHT SAVINGS TIME ENDS** – Fall Back
 7 Tue 3:00 PM STF Advisory Committee
 11 Sat CLOSED **HOLIDAY: Veterans Day**
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service
 13 Mon 5:30 PM SAMTD Board Work Session
 23 Thu CLOSED **HOLIDAY: Thanksgiving Day**
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• DECEMBER 2017

5 Tue 11:30a-1:30p Cherriots Employee Holiday Luncheon
 9 Sat Keizer Holiday Parade
 14 Thu 6:30 PM SAMTD Board of Directors Meeting
 25 Mon CLOSED **HOLIDAY: Christmas Day**
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• JANUARY 2018

1 Mon CLOSED **HOLIDAY: New Year’s Day**
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service
 2 Tue 3:00-4:30p STF Advisory Committee
 8 Mon 5:30 PM SAMTD Board Work Session
 25 Thu 6:30 PM SAMTD Board of Directors Meeting
 MWVCOG Annual Dinner

• FEBRUARY 2018

6 Tue 3:00-4:30p STF Advisory Committee
 12 Mon 5:30 PM SAMTD Board Work Session
 19 Mon CLOSED **HOLIDAY: President’s Day**
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service
 22 Thu 6:30 PM SAMTD Board of Directors Meeting

SAMTD Board of Directors
Calendar of Scheduled Meetings

• **MARCH 2018**

- 6 Tue 3:00-4:30p STF Advisory Committee
- 12 Mon SAMTD Board Work Session
- 18-20 APTA Legislative Conference, Washington D.C.
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting

• **APRIL 2018**

- 3 Tue 3:00-4:30p STF Advisory Committee
- 9 Mon 5:30 PM SAMTD Board Work Session
- 26 Thu 6:30 PM SAMTD Board of Directors Meeting

• **MAY 2018**

- Thu 6:00 PM SAMTD Budget Committee Orientation
- Thu 6:00 PM SAMTD Budget Committee Meeting 1
- Thu 6:00 PM SAMTD Budget Committee Meeting 2
- 1 Tue 3:00-4:30p STF Advisory Committee
- 14 Mon 5:30 PM SAMTD Board Work Session
- 24 Thu 6:30 PM SAMTD Board of Directors Meeting
- 28 Mon CLOSED **HOLIDAY MEMORIAL DAY**
Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **JUNE 2018**

- Thu 6:00 PM SAMTD Budget Committee Meeting (if necessary)
- 2 Sat 6:00 PM Cherriots Employee Recognition Banquet
- 12 Mon 5:30 PM SAMTD Board Work Session
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting and Budget Hearing

• **JULY 2018**

- 4 Wed CLOSED **HOLIDAY 4th of July**
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- Mon 5:30 PM SAMTD Board Work Session
- Thu 6:30 PM SAMTD Board of Directors Meeting

• **AUGUST 2018**

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

• **SEPTEMBER 2018**

- 3 Mon CLOSED **HOLIDAY: Labor Day**
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 4 Tue 3:00-4:30p STF Advisory Committee
- 10 Mon 5:30 PM SAMTD Board Work Session
- Thu 6:30 PM SAMTD Board of Directors Meeting and
Executive Session ORS 192.660(2)(i) Performance Evaluation
Oregon Public Transportation Conference and Bus Rodeo
-
23-26 Sept 2018 APTA Annual Meeting, Nashville, TN