

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

~ WORK SESSION ~

Monday, March 12, 2018

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. Presentation of Eminent Domain Legal Requirements **1**
(Ben Fetherston, SAMTD Legal Counsel)
 - b. Service Enhancement Discussion – Holidays **3**
 - c. Citizens Advisory Committee Membership Discussion **5**

- 3. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the March 22, 2018 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.a

To: Board of Directors

From: Stephen Dickey
Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: March 12, 2018

Subject: Eminent Domain Process Presentation

Salem Area Mass Transit District ("District") is proceeding with the development and completion of several major capital projects over the next two to three years. As part of these projects there may be a need to acquire property or right-of-way from individuals or businesses that own the needed parcel of property. In an ideal setting, traditional negotiations would allow the District and the property owner to complete the transactions in a cooperative business manner.

However, in some cases a property owner may not be willing to negotiate selling a portion of their property to the District for the purpose of completing the capital project. When the District has determined that the parcel is critical to the success and function of the project, the option of exercising eminent domain may be necessary. Eminent domain involves particular legal procedural steps that must be followed to ensure all party's issues and concerns are addressed properly throughout the process.

Ben Fetherston, legal counsel for the District will provide an overview of the eminent domain process. This will include the rights of the property owner, the legal authority of the District to exercise eminent domain, and the role of the Board of Directors in the process. Mr. Fetherston will be able to address your questions within the context of an overview of the eminent domain process. This presentation is not intended to address specific elements, considerations, or intentions related to any particular project currently in process or in future consideration. Discussion of this nature will happen when the Board of Directors considers exercising eminent domain in relation to a particular project.



WORK SESSION MEMO

Agenda Item WS.2.b

To: Board of Directors

From: Chris French, Senior Planner
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: March 12, 2018

Subject: Holiday Service Level Proposal for HB 2017

Cherriots staff developed a proposal for holiday service levels for ***A Better Cherriots***, the 2019 service enhancement project that includes Cherriots Local, LIFT, and Regional services. Multiple factors were used to develop the proposed service levels that included the use of historical ridership data when holiday service was offered by the District in the past, data from the needs assessment survey, and service levels of peer agencies that provide service on holidays.

Proposal

Regular Service

Staff proposes to run regular service on Veterans Day and Martin Luther King Day. In most cases, buses would operate on weekday levels of service. However, since Veterans Day sometimes falls on a Saturday or Sunday, service would operate on Saturday or Sunday levels, respectively. If a holiday falls on a Sunday, Regional service would not operate.

Saturday Service

Presidents Day, Labor Day, Memorial Day, and Independence Day would typically operate at Saturday service levels. If Independence Day falls on a Sunday, it would run at Sunday service levels; and Regional service would again not operate on Sunday.

Sunday Service

Service on Easter would run at Sunday service levels; and is not a District holiday.

No Service

Thanksgiving Day, Christmas Day, and New Year's Day would have no service.

Cherriots **Holiday Service Proposal**

for Local, LIFT, and Regional

	HISTORIC <i>Average weekday ridership (2004-2007)</i>	SURVEY <i>People who said they would ride</i>	PEERS						PROPOSAL Level of Service
			Lane Transit District <i>Eugene, OR</i>	Spokane Transit <i>Spokane, WA</i>	Intercity Transit <i>Olympia, WA</i>	DART <i>Des Moines, IA</i>	Valley Regional Transit <i>Boise, ID</i>	Ben Franklin Transit <i>Tri-Cities, WA</i>	
Veterans Day	73%	72%	Weekday	Weekday	Weekday	Weekday	Weekday	Saturday	Weekday
MLK Jr Day	66%	No data	Weekday	Weekday	Weekday	Weekday	Weekday	Saturday	Weekday*
Presidents' Day	60%	72%	Weekday	Sunday	Weekday	Weekday	Weekday	Saturday	Saturday
Labor Day	49%	65%	Sunday	Sunday	Sunday	No service	No service	No service	Saturday
Memorial Day	38%	66%	Sunday	Sunday	Sunday	No service	No service	No service	Saturday
Independence Day	29%	62%	Sunday	Sunday	Sunday	No service	No service	No service	Saturday
Easter*	No data	No data	Sunday	Sunday	Sunday	Sunday	No service	Sunday	Sunday*
New Year's Day	No data	52%	Weekday	Sunday	No service	No service	No service	No service	No service
Thanksgiving Day	No data	45%	No service	Sunday	No service	No service	No service	No service	No service
Christmas Day	No data	40%	No service	Sunday	No service	No service	No service	No service	No service
TOTAL									

*Not a District Holiday



WORK SESSION MEMO

Agenda Item WS.2.c

To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: March 12, 2018

Subject: Appointment of Members to the Citizens Advisory Committee

The Board shall consider appointments to the Citizens Advisory Committee from a list of submitted applications. A total of eleven (11) applications were received during an eight-week period. One candidate withdrew his application due to a move from the area.

Staff completed a coordinated outreach plan to ensure wide-reaching efforts for participation in the Citizens Advisory Committee. Additionally, individual Board members actively recruited candidates for the Citizens Advisory Committee and interviewed candidates from the applicant pool.

The Citizens Advisory Committee acts as an advisory committee to the Board on transportation-related issues of the District. The Citizens Advisory Committee shall make recommendations to the Board on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Citizens Advisory Committee shall encourage and promote transportation services that meet the needs of the communities served.

In accordance with Article 3 of the Citizens Advisory Committee Bylaws, the Committee is composed of nine (9) community representatives – seven (7) selected by individual members of the Board and two (2) from a slate of candidates who apply and are chosen according to the process set out in the Bylaws. Committee members are appointed by the Board to a two-year term that begins in the month of January and ends in the month of December.

Members of the Citizens Advisory Committee must meet the following criteria:

- Must reside within the Cherriots service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk counties.
- Must have a familiarity with Cherriots services.
- Must be at least 18 years of age.
- Use Cherriots services periodically; however, transit dependency is not a requirement for membership.
- Must be able to communicate knowledgeably about Cherriots, in particular, and public transit in general.
- Should have the ability to advocate on behalf of public transit and promote Cherriots services.

The Citizens Advisory Committee was promoted at the following events and delivered through the following methods:

Event Locations

- Downtown Transit Center – Five (5) events
- Keizer Transit Center
- Roth's West Salem
- South Salem Senior Center
- Broadway Coffeehouse

Meeting Announcements by Staff

- Community Partners of East Salem
- Salem Chamber Greeters
- Keizer Chamber Greeters
- South Salem Connect
- Latino Business Alliance

Traditional and Digital Media

- Radio advertising (Spanish and English) – 65 air times
- Facebook
- Cherriots.org home page
- Staff interview on KWIP Radio
- News Release to Broadcast and Print in Marion and Polk counties

The Board will review all of the submitted applications from interested community members and may recommend member appointments at the March 12, 2018 work session. Appointments to the Citizens Advisory Committee will be made at the March 22, 2018 Board meeting.

Table I represents applicants who were interviewed by individual Board members upon receipt of their applications by the February 12, 2018 work session; and individuals whose applications were received after February 12th.

TABLE 1

Application #	Applicant	Notes
1	Jesse Moore	Interviewed by Director Evans <ul style="list-style-type: none"> <i>(withdrew his application)</i>
2	Frances Bosteder	Interviewed by Director Busch
3	Laurie Dougherty	Interviewed by Director Lincoln
4	John Hammill	Interviewed by Director Rodgers
5	Mary Sarabia	Interviewed by Director Thompson
6	Tealah Croner	Interviewed by Director Krebs
7	Robert Coto	Interviewed by Director Kelley
8	Mark Knecht	Not interviewed
9	Rick Hartwig	Not interviewed
10	Patrick Schwab	Not interviewed
11	Davis Dyer	Not interviewed

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, March 22, 2018 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 Kathy Lincoln (Subdistrict #3)
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION** - None
- 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 February 12, 2018 Board Work Session
 - b. Minutes of the February 22, 2018 Board Meeting
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Authorize Fixed Route Vehicle Purchase Contract
 - 2. Appoint Members to the Citizens Advisory Committee
- I. INFORMATION ITEMS** - None
- J. BOARD & MANAGEMENT REPORTS**
 - 1. General Manager
 - 2. Board of Directors
- K. ADJOURN REGULAR BOARD MEETING**

Upcoming Board Meeting and Work Session Agenda Items
March 14, 2018

Work Session	Board Meeting
March 12, 2018 Packets due to GM office: March 5 <ul style="list-style-type: none"> • Service Enhancement Discussion –Holidays • Review Eminent Domain Legal Requirements • CAC Membership 	March 22, 2018 Packets due to GM office: March 8 <ul style="list-style-type: none"> • Fixed Route Vehicle Purchase Contract • Appointments to CAC
April 9, 2018 Packets due to GM office: April 2 <ul style="list-style-type: none"> • Service Enhancement Discussion – Pass Programs • CAD/AVL Project Update • Draft STIFAC Bylaws Review 	April 26, 2018 Packets due to GM office: April 12 <ul style="list-style-type: none"> • Cherriots Lift Vehicle Purchase Contract • 2018 Legislative Session Review • R#2018-XX Adopt STIFAC Bylaws • Approval of CAD/AVL Contract • May Service Change Briefing • Results of Public Outreach • Resolution 2018-XX Declare Property Designation for SSTC Project
May 14, 2018 Packets due to GM office: May 7 <ul style="list-style-type: none"> • Service Enhancement Discussion 	May 24, 2018 Packets due to GM office: May 10 <ul style="list-style-type: none"> • R#2018-03 re: IT Policy • Adopt FY2019 BOD meeting schedule (C) • Q3 finance, trip choice, performance report
June 11, 2018 Packets due to GM office: June 4 <ul style="list-style-type: none"> • Service Enhancement Discussion • SDIS Best Practices Assessment 	June 28, 2018 Packets due to GM office: June 14 <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)
July 9, 2018 Packets due to GM office: July 2 <ul style="list-style-type: none"> • Service Enhancement Discussion 	July 26, 2018 Packets due to GM office: July 16 <ul style="list-style-type: none"> • Accept Preliminary Annual Year-end Financial Report for FY2018
August 13, 2018 Packets due to GM office: August 6 <ul style="list-style-type: none"> • Board Committee assignments (2019) • Issue GM Performance Evaluation Packets • Review of Neighborhood Association Contacts • Service Enhancement Discussion 	August 23, 2018 Packets due to GM office: August 13 <ul style="list-style-type: none"> • Appoint Board Committee Assignments (2019) • Trip Choice Report – 4th Quarter/Year End • September Service Change Briefing • Performance Report – 4th Quarter

<p>September 10, 2018 Packets due to GM office: September 4 Tue</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>September 27, 2018 Packets due to GM office: September 17</p> <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • FY 2018 Performance Report • GM performance evaluation (Executive Session)
<p>October 8, 2018 Packets due to GM office: October 1</p> <ul style="list-style-type: none"> • Proposed FY2020 Budget Calendar • Service Enhancement Discussion 	<p>October 25, 2018 Packets due to GM office: October 15</p> <ul style="list-style-type: none"> • Approval of FY2020 Budget Calendar (C)
<p>November 12, 2018 Packets due to GM office: November 5</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>November - No Board meeting</p>
<p>December - No work session</p>	<p>December 13, 2018 Packets due to GM office: December 3</p> <ul style="list-style-type: none"> • Appointments to the STFAC (C) • Appointments to Budget Committee (C) • Q1 Finance, Trip Choice, Perf Report
<p>January 14, 2019 Packets due to GM office: January 7</p> <ul style="list-style-type: none"> • MWVCOG Annual Meeting/Dinner • Present Draft 2019 Legislative Agenda 	<p>January 24, 2019 Packets due to GM office: January 14</p> <ul style="list-style-type: none"> • Adoption of 2019 Legislative Agenda
<p>February 11, 2019 Packets due to GM office: February 4</p> <ul style="list-style-type: none"> • 	<p>February 28, 2019 Packets due to GM office: February 18</p> <ul style="list-style-type: none"> • Q2 Finance, Trip Choice, Performance Report
<p>To Be Scheduled</p> <ul style="list-style-type: none"> • CAFR and Single Audit Presentation • 	<p>To Be Scheduled</p> <ul style="list-style-type: none"> • •

UPDATED: March 8, 2018

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

• MARCH 2018

6	Tue	3:00-4:30p	STF Advisory Committee
10	Sat		DAYLIGHT SAVINGS TIME
11	Sun		Oregon Legislative Session Ends (Constitutional Sine Die)
12	Mon		SAMTD Board Work Session
20	Tue	5:30 PM	Citizens Advisory Committee (3 rd Tue/Quarter)
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

1	Tue	3:00-4:30p	STF Advisory Committee
3	Thu	6:00 PM	SAMTD Budget Committee Orientation
4-8			APTA Bus & Paratransit Conference and International Bus Rodeo in Tampa FL
10	Thu	6:00 PM	SAMTD Budget Committee Meeting 1
14	Mon	5:30 PM	SAMTD Board Work Session
17	Thu	6:00 PM	SAMTD Budget Committee Meeting 2
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
31	Thu	6:00 PM	SAMTD Budget Committee Meeting 3 (if necessary)

• JUNE 2018

2	Sat	6:00 PM	Cherriots Employee Recognition Banquet
11	Mon	5:30 PM	SAMTD Board Work Session
19	Tue	5:30 PM	Citizens Advisory Committee
28	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