

Salem Area Mass Transit District
BOARD OF DIRECTORS
WORK SESSION
Thursday, July 11, 2024

This meeting is open to the public, please see page 2 for available formats.

AGENDA

- I. CALL TO ORDER**
 - A. Safety Moment
 - B. Announcements

- II. PRESENTATION(S) | DISCUSSION(S)**
 - A. Service Enhancement Subcommittee Update 3

- III. GENERAL MANAGER COMMENTS**
 - A. Upcoming Board Agenda Items 10
 - B. Board Calendar Review 11

- IV. ADJOURNMENT**

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 821 3987 | Passcode: 200746
Go to:
<https://cherriots-org.zoomgov.com/j/1618213987?pwd=WDVadHdEcWh4WGp3TGFnek1QZjUrUT09>
- One Tap Mobile: 16692545252,,1618213987#,,,,*200746#US
- Landline Phone: +1 415 449 4000US

Virtual Meetings: The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via *ZoomGov*. The meeting I.D. and passcode are below the agenda.

Closed Captioning (CC): *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.

Alternate Formats: This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made 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.

Electronic Copies of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.

Email Distribution List: To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

Reuniones Virtuales: La reunión de la Junta Directiva es una reunión pública; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de ZoomGov. La reunión I.D. y el código de acceso están debajo de la agenda.

Subtítulos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

Formatos alternativos: esta es una reunión pública en un lugar accesible según la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Las copias electrónicas del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.

Lista de distribución de correo electrónico: Para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a publictestimony@cherriots.org

Service Enhancement Subcommittee Recommendations

Service Enhancement Subcommittee members:

Directors Ian Davidson, Ramiro Navarro and Bill Holmstrom

Total Meetings to Date: 05

Date: July 11, 2024

Present – 2026: On-going Service Enhancement Activities

Planning and Mobility:

- CAD/AVL (Avail) implementation complete in early 2025 which will provide stop level ridership and on-time performance data, etc.
- Comprehensive operations analysis (COA) is anticipated to be completed in late summer 2025. Potential outcomes include existing route adjustments, proposed new routes or other cost effective on-demand services (i.e., microtransit).
- Shared micromobility (bikeshare, scootershare, etc.) feasibility study for Salem-Keizer area is anticipated to be completed in mid-2025.
- Complete system wide bus stop amenities and accessibility inventory in late 2024.

Capital Projects:

- Transit Signal Priority (TSP) Phase I on Lancaster Drive is expected to be completed in December 2024. Phase II will start after successful implementation of phase I.
- Final design and begin construction of the South Salem Transit Center. Anticipated substantial completion in late 2026.
- Initiate the NEPA process, and begin preliminary engineering for the Chemeketa Transit Center (Proposed name). Expected to complete preliminary engineering by 2026.

Sustainability:

- Zero Emission Transition Plan and Board resolution for transitioning to ZEB fleet by 2040.
- Complete Climate Action Plan (CAP) in 2025.

Challenges to keep in mind:

- Increased lead-time for vehicle delivery. Need to purchase additional vehicles in preparation for service enhancements and zero-emission transition.
- Recruit and hire operator and maintenance staff in preparation for service enhancements.

Baseline Year- 2026

Recommended Service Enhancements (0-5 years from Baseline)

Tactics:	Supported by:	Prerequisite
<p>Weekend and holiday service enhancements Fulfill the Core Network promises (30 minutes frequency), and turns on coverage routes with 30 minutes frequency for weekends by adding an additional 702 weekend and holiday revenue hours per week.</p> <p>District can achieve this with the existing fleet size</p>	Service Enhancement Subcommittee, Long Range Transit Plan (LRTP) and Needs Assessment	<ol style="list-style-type: none"> 1) New funding source 2) Need to hire 18 new transit operators to achieve this milestone.
Implement early morning and late night service (i.e. extended fixed route hours, adaptive TNC, Taxi services, etc.)	Needs assessment, LRTP	<ol style="list-style-type: none"> 1) CAD/AVL Deployment 2) Comprehensive Operations Analysis (COA) 3) New funding source
Conduct on-demand (i.e., microtransit) pilot to improve connectivity and access in the underserved (transit deserts) area.	Service enhancement subcommittee, LRTP.	<ol style="list-style-type: none"> 1) CAD/AVL deployment 2) Comprehensive Operations Analysis (COA) 3) New funding source
Maintain on-demand (i.e., microtransit) service in the areas/zones where it is successful and develop new fixed route based on the pilot data.	Service enhancement subcommittee, LRTP.	<ol style="list-style-type: none"> 1) Comprehensive Operations Analysis (COA) 2) Microtransit pilot findings

<p>Weekday service enhancements Fulfill the Core Network promise for weekdays (15 minutes frequency during peak hours and 30 minutes service during off-peak hours) by adding an additional 920 Weekday revenue hours per week</p>	<p>Service enhancement subcommittee, LRTP and Needs Assessment.</p>	<ol style="list-style-type: none"> 1) New funding source 2) Need to hire 23 new transit operators to achieve this milestone 3) District will require additional 11 buses to achieve this milestone
<p>Final design and construct Chemeketa Transit Center</p>	<p>LRTP, Service enhancement subcommittee</p>	<ol style="list-style-type: none"> 1) NEPA concurrence, 2) Land Acquisition, 3) Additional funding
<p>Systemwide bus stop improvement project to improve safety and accessibility</p>	<p>LRTP, Service enhancement subcommittee, Needs Assessment</p>	<ol style="list-style-type: none"> 1) Completion of bus stop amenities inventory 2) CAD/AVL Deployment New Funding Source
<p>Establish Business Community Advisory Council</p>	<p>Service enhancement subcommittee</p>	<p>Board approval</p>
<p>Implement and operate shared micromobility service in Salem-Keizer area</p>	<p>Service enhancement subcommittee</p>	<ol style="list-style-type: none"> 1) Shared micromobility feasibility study 2) New funding for operating shared micromobility.
<p>Introduce Special Events service</p> <ul style="list-style-type: none"> ● Salem Art Fair ● World Beat ● State Fair and Marion County Fair ● Iron Man 	<p>Service enhancement subcommittee</p>	<p>New Funding Source</p>

Implement downtown Salem circulator route	Service enhancement subcommittee, LRTP	<ol style="list-style-type: none"> 1) New funding source 2) Additional buses and operators
Phase II: Traffic Signal Priority (TSP) project	LRTP, Service enhancement subcommittee	Completion of phase I

Recommended Service Enhancements (5-10 years from Baseline)

Tactics:	Supported by:	Prerequisite
Seamless multimodal payment system	Service enhancement subcommittee	Implementation of shared micromobility service and on-demand service.
Single campus for operating all Cherriots service	Service enhancement subcommittee	<ol style="list-style-type: none"> 1) New funding source 2) Land acquisition
Feasibility study for BRT corridors in Salem-Keizer area.	Service enhancement subcommittee	Comprehensive Operations Analysis (COA)
(Continue) Systemwide bus stop improvement project to improve safety and accessibility	LRTP, Service enhancement subcommittee, Needs Assessment	<ol style="list-style-type: none"> 1) Completion of bus stop amenities inventory 2) CAD/AVL Deployment 3) New funding source

Recommended Service Enhancements (10-15 years from Baseline)

Tactics:	Supported by:	Prerequisite
Design and construct BRT systems in Salem-Keizer area	Service enhancement subcommittee, LRTP	BRT feasibility study completion
(Continue) Systemwide bus stop improvement project to improve safety and accessibility	LRTP, Service enhancement subcommittee, Needs Assessment	1) Completion of bus stop amenities inventory 2) CAD/AVL Deployment 3) New Funding Source
(Continue) Single campus for operating all Cherrilots service	Service enhancement subcommittee	1) Land Acquisition 2) New Funding source

List of Acronyms:

LRTP: Long-Range Transit Plan

ZEB: Zero Emission Bus

NEPA: National Environmental Policy Act

BRT: Bus Rapid Transit

COA: Comprehensive Operations Analysis

CAD/AVL: Computer-Aided Dispatch / Automatic Vehicle Location



To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: July 11, 2024
Subject: Upcoming Work Session and Board Meeting Agenda Items

Upcoming Work Session and Board Meeting Agenda Items

To Be Scheduled:

- Award of Contract for AIP Group 6 (SUA)
- Award of Contract for DW Fencing (TD)

Work Session:

- Tour of Transit Centers (AP)

July 25, 2024

Board Meeting

Action Items:

- Acceptance of the Preliminary FY2024 Financial Report (DL)
- Approval of Contract for Enterprise Vanpool Program (SUA)
- Award Contract for Tire Purchase (TD)

Information Items:

- Service Change Briefing for September 2024 (SUA)
- TransDash Presentation (AP)

August 8, 2024

Work Session

- Try Transit Week Community Leaders Challenge Briefing (SUA)

Executive Session

- General Manager Performance Evaluation (JR)

August 22, 2024

Board Meeting

Action Items:

- CC: Q4 Reportable Assault Data (DT)
- Potential Action on GM Performance Evaluation and Compensation (JR)
- Award of Contract for Maintenance Uniforms, Supplies, & Laundry Services (TD)

Information Items:

- FY2024 Q4 Reports: Strategic (AP)
- FY2024 Annual Report: Commuter Options (SUA)
- Get there Challenge Presentation (SUA)
- Safe Routes to School Year End Review (Beth Schmidt)

September 12, 2024

Work Session

NO WORK SESSION

September 26, 2024

Board Meeting

Action Items:

- Approval of Title VI Plan (SUA)
- Award of Contract for Landscape Maintenance Services (TD)

Information Items:

- FY2024 Security Report (DT)

October 10, 2024

Work Session

-

October 24, 2024

Board Meeting

Action Items:

- CC: Approval of FY2025 Budget Calendar (DL)
- CC: Reappoint Budget Committee Members (DL)

Information Items:

- FY2023 Annual Performance Report (SUA)



To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: July 11, 2024
Subject: Calendar of Scheduled Meetings

Board Calendar of Scheduled Meetings

July-24			
			Independence Day Cherriots Administrative Offices Closed Sunday Level Bus Service
4	Thu.	HOLIDAY	
11	Thu.	5:30 PM	SAMTD Board Work Session
25	Thu.	5:30 PM	SAMTD Board of Directors Meeting

August-24			
8	Thu.	11:45 AM	KeizerFEST Sponsor Appreciation Luncheon
8	Thu.	5:30 PM	SAMTD Board Work Session
10	Sat.	10:00 AM	KeizerFEST Parade
20	Tue.	5:30 PM	Community Advisory Committee
22	Thu.	5:30 PM	SAMTD Board of Directors Meeting
24	Sat.	11:00 AM	Family Fun Day

September-24			
			Labor Day Cherriots Administrative Offices Closed Sunday Level Bus Service
2	Mon.	HOLIDAY	
9/12-9/14	Thur.-Sat.		Latinos in Transit Leadership Summit
26	Thu.	5:30 PM	SAMTD Board of Directors Meeting
9/29-10/2	Sun.-Wed.		TRANSfom Conference

October-24			
15	Tue.	5:30 PM	Community Advisory Committee
27-30	Sun. - Wed.		OTA / WSTA Annual Conference
XX	XX	XX	Cherriots Connect's Family Fall Event
10	Thu.	5:30 PM	SAMTD Board Work Session
24	Thu.	5:30 PM	SAMTD Board of Directors Meeting