

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, September 22, 2022 at 6:30 PM

This meeting is open to the public in the Senator Hearing Room at Courthouse Square at 555 Court Street NE, Salem, Oregon 97301. For individuals who are not able to attend the meeting in person, the following options are available to watch the meeting if you have internet access on a cellphone or laptop, or have a television.

- ZOOMGOV * **Meeting ID:** 160 519 4427 | **Passcode:** 512136
Go to: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>
- COMCAST CHANNEL 21
- LIVE STREAM: <https://www.capitalcommunitymedia.org/all>
- ONE TAP MOBILE: +16692545252,,1605194427#,,,,*512136# US (San Jose)
- LANDLINE PHONE: +1 669 254 5252 US (San Jose) or +1 669 216 1590 US (San Jose)

AGENDA

A. CALL TO ORDER

- Note the Attendance for a Quorum
- Pledge of Allegiance
- Safety Moment

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

Service Award for Director Charles Richards presented to his wife, Judi Richards

D. PUBLIC COMMENT – *In writing, by email, in person, or by ZoomGov**

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This is time designated for community members to testify before the Board on any items of Board business, being limited to three minutes. Please send your comments in writing or share your comments before the Board in person or by Zoom:

- ZoomGov: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>
 - Email: Board@cherriots.org
 - Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301
- Written testimony will be submitted and entered into the record if it is received by 5:00 p.m. on the day of the meeting.

E. 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. August 25, 2022 Board of Directors Meeting **6**
- b. August 25, 2022 Work Session **7**

2. Routine Business Items

- a. Citizen Advisory Committee Member Appointments **16**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Authorize the General Manager to execute a contract award for Contracted Transportation Services **19**
- 2. Authorize the General Manager to execute 5-year lease agreement with Pacific Office Automation for copier equipment and support **23**
- 3. Authorize the General Manager to execute a contract award for EV Chargers at Keizer Transit Center

H. INFORMATIONAL REPORTS - None

- 1. FY2022 Annual Security Report **25**

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS **40**

This is the time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as representatives of the District.

K. EXECUTIVE SESSION **41**

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. ORS 192.660(2)(i) and 192.660(8)

L. POTENTIAL ACTION

- 1. Review of General Manager performance and compensation adjustment

M. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, October 27, 2022

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

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- Reuniones virtuales: La reunión de la Junta Directiva es una reunión pública; típicamente en un lugar que sea accesible según la ADA. Sin embargo, esta reunión de la Junta se llevará a cabo virtualmente a través de ZoomGov siguiendo las directivas del Gobernador Brown para mantener a las personas seguras y saludables durante la pandemia de Covid-19.
 - Subtítulos ocultos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos ocultos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre se traduce con precisión.
 - Formatos alternativos Esta es una reunión pública en un lugar accesible a 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 oficina de la administración de Cherriots es de lunes a viernes de 8:00 a. M. A 5:00 p. M.
 - Se distribuyen copias electrónicas del paquete de la agenda de la reunión de la Junta por correo electrónico 6-7 días antes de la reunión. El paquete de la 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.



FY 2021 BOARD PRIORITIES AND PRINCIPLES

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

Cherriots Board of Directors adopts the following priorities and principles:

Support of increased public transit funding

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

Pedestrian and bicyclist infrastructure

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

Environmental justice

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

Maintenance of existing travel lanes before building new infrastructure

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

Unaccounted costs

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



Re: Youth zero program

1 message

Linda Galeazzi <Linda.Galeazzi@cherriots.org>
To: Sam Spink <recycling399@gmail.com>
Cc: board@cherriots.org, Info Cherriots <info@cherriots.org>

Fri, Sep 9, 2022 at 1:51 PM

Good afternoon to you Sam, our Cherriots superfan - I am writing on behalf of the Board to let you know the Board received your email about the Youth Zero Program. Thank you also for writing to us about your concerns after riding the bus on Route 8 yesterday. These will be passed forward to appropriate staff for review and investigation for resolution.

On Fri, Sep 9, 2022 at 11:23 AM Sam Spink <recycling399@gmail.com> wrote:

Good morning,

My name is Sam Spink (AKA the Cherrriots superfan) and I have some major concerns regarding the new youth zero program. Some of the concerns I have are kids being rowdy on the buses and disrespecting other passengers. I was on route 8 yesterday and some of the kids were pulling the cord for every stop which caused us to be late downtown and I missed my bus connection as a result. Another issue i have is people in the reduced fare catigory that say we are discriminating against the elderly. We also have people who are over 18 clearly who are trying to get the free youth fare and arguing with drivers causing delays. I have spoken to many operators I know and they share some of the same concerns. I know the program is still new but these problems are forcing other riders to get off early or not ride at all. I have spoken to some of my neighbors who said the youth. keep them from riding. As a youth I like the program but these problems are keeping me from riding as often.

Thanks

Respectfully
Sam Spink



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

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

August 25, 2022

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. July 28, 2022 Board of Directors Meeting	
b. July 28, 2022 Work Session	
c. July 28, 2022 Executive Session - ORS 192.660(2)(d)	
Moved to approve the three-year labor agreement with ATU 757 for the period of July 1, 2022, through June 30, 2025.	4
Moved to adopt the Cherriots Organizational Strategic Plan as shown in Attachment A of the staff report.	4
Moved to authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$105,786.00	5

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
August 25, 2022

PRESENT: Board: President Ian Davidson; Directors Ramiro Navarro, Jr., (virtually); Sara Duncan; and Sadie Carney

ABSENT: Directors Maria Hinojos Pressey, and Chi Nguyen

Staff: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Gregg Thompson, Maintenance Manager; Chris French, Service Planning Manager; Bobbi Kidd, Strategic Initiative Administrator; Dan Knauss, Contract/Procurement Manager; Chip Colby, Information Technology Manager; Ross Aguilar, Systems Administrator; Kiki Dohman, Commuter Options Coordinator; Linda Galeazzi, Executive Assistant; and Sara Sayles, SAMTD Legal Counsel

GUESTS: Shirley Block, President, and Mikel Burke, Executive Board Officer, representing the Amalgamated Transit Union (ATU) Local 757; Mark Aesch, CEO; Matt Webb, Principal, AICP; and Mike Haynes, Performance Practice Lead from TransPro Consulting Services

MINUTES

CALL TO ORDER

6:30 PM

- A. President Ian Davidson called the meeting to order and led the Pledge of Allegiance. Attendance was noted with a quorum of four members present.

For the Safety Moment, GM Pollock spoke about back to school safe driving tips.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

- B. GM Pollock noted some changes to the agenda with the addition of an action item to approve the labor contract between the District and the ATU Local 757. With that, the agenda items will be moved around in a different order. The presentation of the FY2022 Needs Assessment report will be moved to Informational Items and the approval of the ATU Labor Contract will be the first action item.

PRESENTATION



C.1 FY22 Needs Assessment (moved to Information Items)

PUBLIC COMMENTS - None

CONSENT CALENDAR

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 129-138 of the agenda

Moved to approve the Consent Calendar:

1. Approval of Minutes
 - a. July 28, 2022 Board of Directors Meeting
 - b. July 28, 2022 Work Session
 - c. July 28, 2022 Executive Session - ORS 192.660(2)(d)
2. Routine Business

Motion: Moved to approve the Consent Calendar
Motion By: Director Sadie Carney
Second: Director Sara Duncan
Vote: Motion passed: Carney, Davidson, Duncan, Navarro (4)
Absent: Directors Nguyen and Hinojos Pressey (2)

ITEMS DEFERRED FROM THE CONSENT CALENDAR

F. No items were deferred from the Consent Calendar

ACTION ITEMS

G.1 Approval of a Three-Year Labor Agreement with the Amalgamated Transit Union (ATU)

Local 757 for the period of July 1, 2022, through June 30, 2025

Presenter: David Trimble, Deputy General Manager (DGM)
Shirley Block, President, Amalgamated Transit Union (ATU)
Mikel Burke, Executive Board Officer, ATU Local 757

Staff Report: Pages 35-36 of the supplemental agenda

DGM Trimble reviewed the progression of the union negotiations that began on December 9, 2021 and later included mediation services to get to a tentative agreement which bargaining unit members ratified through a voting process on August 17, 2022. Trimble spoke about the economic highlights of the agreement that included a 6.0% wage increase for ATU members in the first year of the contract (retroactive back to July 1, 2022), and increases of 5% on July 1, 2023, and 2024. Further changes and increases were listed in the staff report.



Shirley Block, the ATU President, who has been in office since 2015 and represents 29 organizations, said the ATU and the District worked together on common ground. DGM Trimble noted that the new contract is more typical now due to a driver shortage in the transit industry. At the District, a record number of ATU members came out to vote to ratify the agreement. Executive Board Officer, Mikel Burke said they worked on the revised agreement for 16 months, facing the unknown challenges of the pandemic. They not only survived, but grew and expanded service as planned. As they face new challenges, they will work together to overcome them.

Special thanks for their leadership and direction was given to Shirley Block and Mikel Burke representing the ATU team, and to GM Pollock, Don Clifford, the Transportation Manager; Tom Dietz, Director of Operations; and to CHRO Christina Conner.

Motion: Moved to approve the three-year labor agreement with ATU 757 for the period of July 1, 2022, through June 30, 2025.
Motion By: Director Sara Duncan
Second: Director Sadie Carney
Vote: Motion passed: Carney, Davidson, Duncan, and Navarro (4)
Absent: Directors Nguyen and Hinojos Pressey (2)

G.2 Adoption of the 2022 Cherriots Organizational Strategic Plan

Presenter: Bobbi Kidd, Strategic Initiatives Administrator
 TransPro Consulting Services team: Mark Aesch, CEO; Matt Webb, Principal, AICP; and Mike Haynes, Performance Practice Lead

Staff Report: Pages 139-141 of the agenda

CEO Mark Aesch provided a brief review and responded to questions regarding the District’s efforts, with the support of TransPro Consulting to create an updated Strategic Plan for the District since January 2022. A PowerPoint presentation of the 2022 Cherriots Organizational Strategic Plan was included in the agenda packet. The process to develop the plan was well documented with input from District employees, the Board, and the community. It is now moving into the implementation phase. Staff will monitor specific steps toward goals they committed to that will provide clarity, support employee engagement and professional growth, increase the District’s value in the community, and achieve financial health over the course of the next year. The FY2023 budget includes funding to implement the plan for one year; and the Board will receive quarterly updates.

Motion: Moved to adopt the Cherriots Organizational Strategic Plan as shown in Attachment A of the staff report.
Motion By: Director Sadie Carney



Second: Director Sara Duncan
Vote: Motion passed: Carney, Davidson, Duncan, and Navarro (4)
Absent: Directors Nguyen and Hinojos Pressey (2)

GM Pollock remarked that working with TransPro was a great partnership that caused them to think differently as the leadership team dove into the tactics. After the adoption of the strategic plan, a series of final documents will roll out for the implementation phase. Strategic Initiatives Administrator Bobbi Kidd, will lead the effort and keep us on track.

G.3 Authorize the General Manager to execute a contract with E & M Electric & Machinery, LLC for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility.

Presenter: Gregg Thompson, Maintenance Manager
Staff Report: Pages 141-142 of the agenda

Maintenance Manager Thompson reported that staff began the switchgear procurement prior to the construction solicitation because they were made aware that this piece of equipment may be experiencing long lead times due to supply chain issues. Switchgear is an electric power system that is custom made for each unique project. It is composed of electrical disconnect switches and circuit breakers that protect circuits and the cabinet where each circuit is isolated. Staff worked closely with its engineering consulting firm Mott MacDonald, and the local electrical utility, Salem Electric, to identify electrical capacity and proper infrastructure sizing that would provide adequate power from the transformer to the ChargePoint chargers. The District was awarded two (2) consecutive Lo/No grants in 2020 and in 2021. Each grant award provided for five (5) battery electric buses, charging infrastructure and project management costs to charge the buses overnight using plug in dispensers at the Del Webb Maintenance facility.

In response to questions asked, Thompson said the equipment is like massive, custom-made electrical panels with the capacity to charge 20-25 buses. The equipment will be installed by the vendor.

Motion: Moved to authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$105,786.00.
Motion By: Director Ramiro Navarro Jr.
Second: Director Sara Duncan
Vote: Motion passed: Carney, Davidson, Duncan, Navarro (4)
Absent: Directors Nguyen and Hinojos Pressey (2)



INFORMATION ITEMS

C. FY 2022 Needs Assessment

Staff Report: Supplemental Agenda Packet, pages 9-34

Presenter: Chris French, Service Planning Manager

Chris French reported on the fiscal year 2022 needs assessment that identifies current unmet transit needs. It is used for the biennial service planning process with a focus on improvements that can be made in the near future, that follows the Statewide Transportation Improvement Fund (STIF) calendar. Results of the needs assessment include a total of 2,366 comments about weekend service expansion, frequency improvements, the fare structure and technology, intercity requests, local and regional operations, bus stop amenities and safety, for example. With the results and criteria for design standards, safety and compliance, performance targets and available funds, staff forms a service plan and applies for STIF funding that will be made available July 1, 2023 for service that would begin in September of the next year. French explained that the District was also the Qualified Entity (QE) for Marion and Polk county's public transportation service providers (PTSP). They compile their projects into one application and the Board votes on the application at their November board meeting. Approved applications are due to ODOT by January 1, 2023 for the completion of the process for funding.

Results of the assessment were included in the supplemental agenda packet.

During a period of questions and answers, a brief discussion was held on the possibility of sponsored benches and advertising in bus shelters. Steve Dickey said the City of Salem is very specific about what is allowed in bus shelters. It will take a change in the City's sign code. Keizer and Marion County don't have that limitation.

H.1 September Service Change Briefing for FY2022

Staff Report: Pages 143-144 in the agenda

Presenter: Chris French, Service Planning Manager
Patricia Feeny, Director of Communication

Chris French briefed the Board on the Cherrlots fixed-route service changes to begin September 4, 2022 and will be in effect through December 31, 2022. Weekday service will increase to 15 minute service throughout most of the day on Route 17 Edgewater Street. Service on Labor Day and on Veteran's Day will operate at Sunday service levels; and LIFT service will match Local fixed route hours of operation for all days of service. Cherrlots Regional will have a new Route 80X – Wilsonville / Keizer Express that provides



four weekday round trips connecting Keizer Transit Center with Wilsonville via Woodburn. A trip to the evening schedule was added to Route 45 – Central Polk County from Independence to Dallas via Monmouth. The route was also adjusted to serve F Street in Independence.

Patricia Feeny reported on the District’s marketing efforts on radio stations KMUZ FM Community Radio and KYKN 1430AM to promote the *Youth Zero Pass* that eliminates the fare for youth ages 0-18 years. Feeny acknowledged Tricia McCain, Communication Administrative Assistant, for the graphic design used to promote the *Youth Zero Pass*. Funding was made possible through a collaboration between Cherriots, the City of Salem, and the City of Keizer. The cities of Salem and Keizer committed to funding the program for the next year. This commitment signifies an investment in the health and well-being of the community as a whole, but especially for those who rely on public transit the most [<https://www.cherriots.org/youthzeropass/>].

H.2 Fourth Quarter Transportation Options Report

Staff Report: Pages 145-152 in the agenda

Presenter: Kiki Dohman, Commuter Options Coordinator

Kiki Dohman reported that Cherriots was selected by the Oregon Department of Transportation (ODOT) to be featured in the *Get There Oregon* photoshoot. The *Get There Challenge* is scheduled for October 3-6, 2022. Fourth quarter activity results for *Get There Oregon* users totaled 11,654. In addition, staff met with five organizations about the Group Pass program and commuter benefits, and is working with contracted videographers at Skyline Video to collaborate on ideas for a safety video that focuses on both bike and transit. Staff enlisted the Mid-Willamette Valley Council of Governments to edit and improve the local bike map; while both Meduri Farms and DCI Inc.’s vanpool programs have experienced rapid growth. Staff works with the vendor, Commute with Enterprise, to promote vanpooling and meets with organizations throughout the Mid-Willamette Valley. Staff is currently working with colleagues to create a 90-minute panel session for the 2022 Association for Commuter Transportation International Conference on how vanpool is a viable and equitable commute option.

GENERAL MANAGERS REPORT

I.1 GM Pollock acknowledged Bobbi Kidd for her work on the District’s new strategic plan, as the project manager. She had only been with the District for two months when we started, and he is grateful to her as part of that work. He also acknowledged the District’s negotiating team as part of the ATU contract. The relationships were built



before the negotiation process. He announced that the Board would meet in a work session with the Salem City Council on Monday, September 19 from 6:00-8:00 p.m.

BOARD OF DIRECTORS REPORTS

J.1 Director Ramiro Navarro Jr., reported on his participation at the KeizerFest luncheon where he received an award on behalf of the District. He also noted that Cherrriots will provide free transportation to the Veterans Stand Down event at the Salem YMCA on Court Street on September 14 from 8:00 a.m. to 4:00 p.m.

Director Sara Duncan reported on the Citizens Advisory Committee meeting held on August 16, 2022.

Director Sadie Carney reported on the SKATS Policy Committee's August 23, 2022 meeting where there was discussion about whether the Policy Committee could form a subcommittee composed of Policy Committee members. They continued discussion about the SKATS recommendation to support state-level targets that were proposed by ODOT and the District; and the need to finalize criteria and weights proposed in evaluating potential projects for inclusion in the SKATS 2023-2050 Metropolitan Transportation Plan.

President Davidson reported on the MWVCOG legislative luncheon hosted by the Confederated Tribe of Grand Ronde. There were approximately 100 people in attendance to meet and hear from local elected and appointed officials, and candidate running for office. He also reported on the MWACT meeting where they received a Tolling briefing from ODOT.

ADJOURN

K.1 The board meeting was adjourned.

8:40 pm

Respectfully Submitted

Ian Davidson, President



Salem Area Mass Transit District
Board of Directors
~ **WORK SESSION** ~
August 25, 2022

Join ZoomGov Meeting: <https://cherriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FIT5XSHIGdzYvRWpuUT09>

By Phone US (San Jose): +1 669 254 5252

Meeting ID: **160 836 1530**

Passcode: **864458**

Meeting ID and Passcode: same as above

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

MINUTES

PRESENT: President Ian Davidson; Directors Sadie Carney, Sarah Duncan and Ramiro Navarro Jr., (virtual)

ABSENT: Directors Maria Hinojos Pressey, and Chi Nguyen

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Tom Dietz, Director of Operations; Patricia Feeny, Director of Communication; Bobbi Kidd, Strategic Initiatives Administrator; Ross Aguilar, Systems Administrator; and Linda Galeazzi, Executive Assistant

1. CALL TO ORDER 5:32 PM

President Ian Davidson called the work session to order at 5:32 p.m.
A quorum was present.

2. PRESENTATION – None

3. DISCUSSION

A. TransDash Digital Dashboard

Staff report: PowerPoint Presentation in the agenda packet

Presenter: Mark Aesch, CEO; Matt Webb, Principal, AICP; and Mike Haynes, Performance Practice Lead from TransPro Consulting

The TransPro consulting team provided a PowerPoint presentation of their national transit database for measuring and communicating the value of public transit in the community and nationally powered by TransDASH, a performance dashboard. General Manager Pollock

and President Ian Davidson first heard the consulting team present their ideas at the 2021 APTA Conference. TransDASH will provide the District with relative comparative outcomes, reporting tools, digital and current data, peer benchmarks, and a local and national perspective with the participation of the District with other transit agencies in a virtual national quarterly performance presentation that show industry trends and results by outcomes and key performance indicators (KPIs).

Follow-up: General Manager Pollock reported on the next steps. He will attend the APTA TRANSform Conference where there will be a discussion about the next steps for all of the agencies participating. A packet of information is being built for use internally. TransPro Consulting will host a virtual launch of the TransDASH performance dashboard on September 28, 2022. A second event is scheduled for October 9, 2022. At the end of January, the District will have completed its first report for the fourth quarter.

4. GENERAL MANAGER COMMENTS

Staff report: In the agenda packet for the Board's Work Session

Presenter: Allan Pollock, General Manager

GM Pollock provided a brief review of the upcoming agenda items and board calendar. He noted that there will be a work session prior to the September 22, 2022 board meeting where they will have a comprehensive review of the battery electric bus project. After the board meeting, the Board will hold an executive session for the performance evaluation of the general manager. In October, the board will review and discuss their priorities at the October 27, 2022 work session.

CHRO Christina Conner reviewed the procedure for the general manager performance evaluation and compensation study. Board members received a copy of the evaluation document that will be used.

Follow-up: CHRO Conner will email an electronic version of the evaluation with a copy of the general manager's self-evaluation to board members to be completed and returned to her by September 19, 2022 to be compiled. The Board Secretary, Chi Nguyen, will review the compilation for accuracy; and the Board will meet in executive session on September 22 to review and discuss the evaluation compilation. Any consideration to compensation changes will be taken at the regular board meeting as an action item.

5. WORK SESSION ADJOURNED

6:13 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



BOARD MEETING MEMO

Agenda Item E.2.a

To: Board of Directors

From: Linda Galeazzi, Executive Assistant/Clerk of the Board
Tom Dietz, Director of Operations

Thru: Allan Pollock, General Manager

Date: September 22, 2022

Subject: Appointment of a Member to the Citizens Advisory Committee

ISSUE

Shall the Board appoint Ms. Sue Coffin to Position 7 on the Citizens Advisory Committee filling the position opened by the resignation of Michele Roland-Schwartz for the unexpired term ending December 31, 2022?

BACKGROUND AND FINDINGS

In accordance with the Citizens Advisory Committee (CAC) Bylaws in Article 2 under *Section 1. Appointment and Membership*, members of the Committee are appointed by the Board, and serve at the pleasure of the Board. Based on the discretion of the Board, the Committee shall have no more than eleven (11) voting members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

As stated in Article II, Section 6, when a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, from a call for applications for the position, or in any other manner determined by the Board of Directors.

To be qualified to serve as a member of the Committee according to *Section 2. Qualification*, the person must live and/or work in the SAMTD service area, representative of a cross-

section of the Salem/Keizer community, and as much as possible be a person who meets one of the following qualifications:

- Paratransit User
- Recreational/Bike/Pedestrian Advocate
- Social Services Agency Representative
- Medical Community/Care Provider
- Chambers of Commerce/Business Economic Development Organization
- Major Employer (over 100 Employees)
- School District Representative/Educational Community
- Ethnic Community Member
- At-large Member
- Youth Leader (High School Student, one year term with “school year term” option)

Voting members appointed to the Committee must live and/or work within the District’s service area. A term is two-years commencing on January 1 and ending December 31.

Ms. Coffin worked for Cherriots as the Contracted Services Manager prior to her retirement. Ms. Coffin lives within Cherriots regional service area and brings a background in rural community, working with persons with disabilities and seniors/elders. Ms. Coffin’s application was received and is on file.

FINANCIAL IMPACT

None

RECOMMENDATION

The Citizens Advisory Committee (CAC) met on Tuesday, August 16, 2022 and voted to recommend the Board appoint Sue Coffin to Position 7 of the CAC for an unexpired term ending December 31, 2022. The Board will take action on September 22, 2022. The CAC Roster is attached.

PROPOSED MOTION

I move that the Board appoint Sue Coffin, to Position 7 of the Citizens Advisory Committee for an unexpired term ending December 31, 2022.



**Salem Area Mass Transit District
CITIZENS ADVISORY COMMITTEE**

September 2022

Position	Member Position	Member Name	Term* **
1	Committee Member	Rick Hartwig*	1/01/21 – 12/31/22
2	Committee Member	Davis Dyer**	1/01/22 – 12/31/22
3	Committee Member	Laurie Dougherty*	1/01/21 – 12/31/22
4	Committee Vice-Chair	John Hammill**	1/01/22 – 12/31/22
5	Committee Member	Joe Tilman	1/01/22 – 12/31/23
6	Committee Member	Youth Member - Open	1/01/22 – 12/31/22
7	Committee Member	Sue A. Coffin***	1/01/21 – 12/31/22
8	At-Large Member	Mark Knecht*	1/01/21 – 12/31/22
9	At-Large Member Chair	Patrick Schwab**	1/01/22 – 12/31/22
10	At-Large Member	Erin Ross**	1/01/22 – 12/31/22
11	At-Large Member	Lucinda Edwards	1/01/22 – 12/31/23

*** Completing Unexpired Term from 09/22/22 to 12/31/22 due to resignation in Position 7

NOTES:

* Completing 2nd Term - 01/01/21 to 12/31/22

** Completing One-year Special Appointed Term 01/01/22 to 12/31/22 that was added to a 2nd Term [01/01/20 to 12/31/21] according to the December 16, 2021 staff report; due to the unusual circumstances caused by service reductions due to COVID-19. This has not allowed the committee to begin significant work on its work plan. Moreover, there are currently three (3) member vacancies that need to be filled for the upcoming calendar year.



BOARD MEETING MEMO

Agenda Item G.1

To: Board of Directors

From: Tom Dietz, Director of Operations
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: September 22, 2022

Subject: Transportation Services Contract Award

ISSUE

Shall the Board authorize the General Manager to enter into a contract with MTM Transportation for the delivery of transportation services, and approve a project budget of five (5) base years with two (2) option years for a total of \$44,827,623.18?

BACKGROUND AND FINDINGS

The District's (SAMTD) Americans with Disabilities (ADA) Complementary Paratransit service provides demand responsive transportation services to eligible people with disabilities within the Salem-Keizer Urban Growth Boundary (UGB). The District began Cherriots LIFT Paratransit service in 1992 to meet ADA requirements. SAMTD subsequently eliminated trip denials, implemented next day service, and is fully ADA compliant.

The Cherriots LIFT service currently operates origin-to-destination service according to service standards that meet or exceed the standards set forth in the ADA law. Persons eligible for Cherriots LIFT service have a physical condition/disability or cognitive disability that precludes them from using the regular fixed route transportation service for some or all of their trips. The aforementioned condition or disability must pass a medical certification to determine eligibility. Cherriots LIFT also provides transportation for clients sponsored by social service agencies that contract with the District. Customers must be registered in the program before receiving a ride, with the exception of Cherriots LIFT applicants being transported to eligibility assessments. Approximately 14,838 active customers are eligible to receive Cherriots LIFT service. Cherriots LIFT provides approximately 12,400 one-way trips per month.

The Cherriots Regional service provides public transportation that connects 17 communities in rural Marion and Polk counties. The service is available to everyone. All buses are ADA accessible and equipped with bicycle racks. Cherriots Regional service currently consists of five (5) Express routes and one (1) Flex-route. The District does not guarantee that the number of one-way trips, revenue hours, or revenue miles will surpass or equal the amount specified in this request for proposal, as the system is currently under study and review. Cherriots Regional service provided approximately 70,000 unlinked passenger trips in FY2020-21. Cherriots Regional service operates Monday – Saturday 6:00 a.m. to 9:20 p.m. Some routes do not operate on Saturday. There are currently no Sunday routes.

The Cherriots Shop and Ride service is for older adults (60 years of age or older) and people with disabilities. All Shop and Ride vehicles are ADA accessible; anyone with a disability or using a mobility device can ride. Cherriots Shop and Ride serves the Salem-Keizer UGB. Service is available Monday through Friday from 8:15 am to 5:15 pm. There are currently no Saturday or Sunday trips.

We received four (4) proposal responses to the Request for Proposals (RFP). All proposers were determined to be responsive per Federal Transit Administration (FTA) guidelines. The Source Evaluation Committee (SEC) met and scored them as follows:

FIRST TRANSIT	A (20)	B (25)	C (20)	D (35)	TOTAL	RANK
Evaluator 1	18	22	20	27	87	
Evaluator 2	18	22	20	27	87	
Evaluator 3	18	22	17	27	84	
Evaluator 4	19	22	20	27	88	
Evaluator 5	15	24	15	27	81	
TOTALS	17.6	22.4	18.4	27.0	85.4	2

MTM Transp.	A (20)	B (25)	C (20)	D (35)	TOTAL	RANK
Evaluator 1	18	22	20	35	95	
Evaluator 2	19	22	20	35	96	
Evaluator 3	16	19	18	35	88	
Evaluator 4	15	18	20	35	88	
Evaluator 5	14	24	15	35	88	
TOTALS	16.4	21.0	18.6	35.0	91.0	1

MV Transp.	A (20)	B (25)	C (20)	D (35)	TOTAL	RANK
Evaluator 1	14	18	20	28	80	
Evaluator 2	17	22	18	28	85	
Evaluator 3	19	23	19	28	89	
Evaluator 4	10	16	20	28	74	
Evaluator 5	12	18	15	28	73	
TOTALS	14.4	19.4	18.4	28.0	80.2	4

NATL EXPRESS	A (20)	B (25)	C (20)	D (35)	TOTAL	RANK
Evaluator 1	17	20	20	34	91	
Evaluator 2	12	14	10	34	70	
Evaluator 3	16	18	17	34	85	
Evaluator 4	11	18	20	34	83	
Evaluator 5	12	13	15	34	74	
TOTALS	13.6	16.6	16.4	34.0	80.6	3

- A = QUALIFICATIONS & EXPERIENCE**
- B = PROJ. MGMT PLAN & TECH APPROACH**
- C = REFERENCES**
- D = PRICE PROPOSAL**

The SEC narrowed the search to two (2) finalists and initiated interviews, Best and Final Offer, and final scoring. Scoring was as follows:

FIRST TRANSIT	A (20)	B (25)	C (20)	D (35)	TOTAL	RANK
Evaluator 1	18	21	20	28	87	
Evaluator 2	19	24	20	28	91	
Evaluator 3	18	22	17	28	85	
Evaluator 4	19	24	20	28	91	
Evaluator 5	20	23	20	28	91	
TOTALS	18.8	22.8	19.4	28.0	89.0	2

MTM Transp.	A (20)	B (25)	C (20)	D (35)	TOTAL	RANK
Evaluator 1	18	23	20	35	96	
Evaluator 2	18	23	20	35	96	
Evaluator 3	18	22	18	35	93	
Evaluator 4	19	23	20	35	97	
Evaluator 5	20	23	20	35	98	
TOTALS	18.6	22.8	19.6	35.0	96.0	1

- A = QUALIFICATIONS & EXPERIENCE**
- B = PROJ. MGMT PLAN & TECH APPROACH**
- C = REFERENCES**
- D = PRICE PROPOSAL**

The SEC determined that MTM Transportation was the successful proposer. The contract will be for a period of five (5) base years with two (2) one year option years.

FINANCIAL IMPACT

The expenses associated with this contract are accounted for in the adopted FY 2022-2023 operating budget. The subsequent years of this contract will also be accounted for in the upcoming FY operating budgets. The cost breakdown is shown in the table below.

Description	Cost
Start Up	\$377,697.16
Year 1 (Hourly Rate - \$81.06)	\$5,835,990.95
Year 2 (Hourly Rate - \$83.83)	\$6,037,277.14
Year 3 (Hourly Rate - \$86.00)	\$6,194,086.63
Year 4 (Hourly Rate - \$88.14)	\$6,349,141.24
Year 5 (Hourly Rate - \$90.26)	\$6,502,915.02
TOTAL:	\$31,297,108.14
Option Year 1 (Hourly Rate - \$92.62)	\$6,666,897.57
Option Year 2 (Hourly Rate - \$95.23)	\$6,863,617.47
GRAND TOTAL:	\$44,827,623.18

RECOMMENDATION

Staff recommends the Board authorize the General Manager to enter into a contract with MTM Transportation for the delivery of transportation services and approve a project budget that totals \$44,827,623.18 over five (5) base years with two (2) option years.

PROPOSED MOTION

I move that the Board authorize the General Manager to enter into a contract with MTM Transportation for the delivery of transportation services; and approve a project budget that totals \$44,827,623.18 over five (5) base years with two (2) option years.



BOARD MEETING MEMO

Agenda Item G.2

To: Board of Directors

From: Chip Colby, Information Technology Manager
Steve Dickey, Director of Technology and Program Management

Thru: Allan Pollock, General Manager

Date: September 22, 2022

Subject: Authorizing the General Manager to Execute a Lease Agreement with Pacific Office Automation for Copier Equipment and Support

ISSUE

Shall the Board authorize the General Manager to execute a 5-year lease agreement with Pacific Office Automation for copier equipment, copies, supplies, and support for the amount of \$170,000?

BACKGROUND AND FINDINGS

The District currently utilizes an array of multifunction print and copy devices at Courthouse Square and the Del Webb Operations Center that are currently leased from Pacific Office Automation. The current inventory of devices is three at Courthouse Square and two at the Del Webb Operations Center.

Recently, the Information Technology team undertook a review of District print and copy needs, and after examining the operational effectiveness of the current equipment, determined that similar equipment offered under a lease arrangement would be in the best interest of the District.

Konica-Minolta is the preferred equipment identified by the District. The Konica-Minolta equipment is available under an Oregon State Price Agreement (SPA) obtained through a competitive solicitation. The equipment is made available through authorized distributors by region, with Pacific Office Automation identified in the SPA as the only authorized distributor in the District's region.

FINANCIAL IMPACT

Funding for the contract amount is included in the FY2022-23 Technology and Program Management Department General Fund budget. The term of the contract runs through FY2027-28. Total contract cost for the 5-year term is \$170,000.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a 5-year lease agreement with Pacific Office Automation for copier equipment and support for the amount of \$170,000.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a 5-year lease agreement with Pacific Office Automation for copier equipment and support, for the amount of \$170,000.



BOARD MEETING MEMO

Agenda Item H.1

To: Board of Directors

From: Karen Garcia, Security and Emergency Management Manager
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: September 22, 2022

Subject: FY 2022 Security and Emergency Management Report

ISSUE

Shall the Board receive the FY 2022 Security and Emergency Management Report?

BACKGROUND AND FINDINGS

Each fall, the Board receives the annual report on the Districts security and emergency management activities provided by District staff, City of Salem Police, Allied Universal and DPI Security. Karen Garcia, Security and Emergency Management Manager will present the report as shown in Attachment A.

FINANCIAL IMPACT

None.

RECOMMENDATION

Staff recommends the Board receive the FY 2022 Security and Emergency Management Report.

PROPOSED MOTION

I move that the Board receive the FY 2022 Security and Emergency Management Report.

Security and Emergency Management Report FY 2021-22

Board Meeting – September 22, 2022

Karen Garcia
Security and Emergency Management Manager



Multi-Agency Security Team





Security Team Responsibilities

- Provide information about Cherriots services
- Respond to safety and security concerns
- Analyze security statistics and enhance public safety efforts
- Ensure a strong presence to deter unwanted activities
- Develop policies and procedures which help to ensure the safety and security of people, facilities, and other assets
- Enforce regulations and ordinances on all District properties
- Maintain a safe environment for all stakeholders



Private Security Provider – Allied Universal Security

- State certified unarmed security professionals
- Staff both transit centers during all hours of local service
- Provide World Class Customer Experience to employees and riders
- Assist riders in using Cherriots services
- Provide a visible security presence
- Respond to a variety of incident types
- Responsible for ordinance enforcement and exclusions
- Request police, as needed, for law violations or assistance with complex situations



Private Security Provider - The DPI Group (DePaul Industries)

- State certified unarmed security professionals
- Staff the Del Webb Operations Headquarters
- Provide coverage 24 hours per day, 7 days per week
- Provide a visible security presence
- Primarily responsible for monitoring access to the property
- Respond to incidents as requested
- Request police, as needed, for law violations or assistance with complex situations



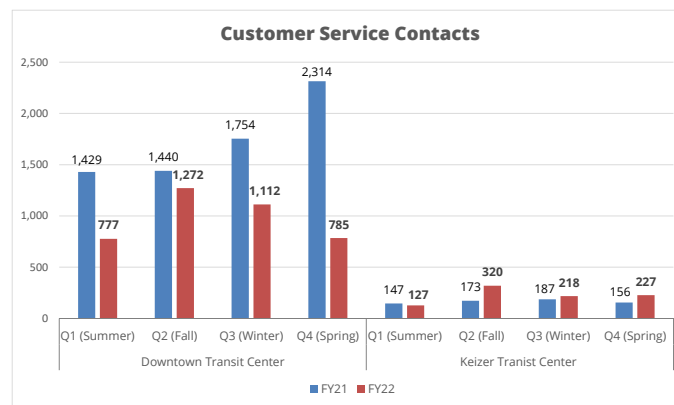
Intergovernmental Agreement – Salem Police Services

- Direct access to an on-call sworn police officer Monday-Friday from 12 p.m. to 9 p.m.
- Offer crime prevention assistance
- Respond to and investigate criminal activity
- Manage activities occurring on the block, not within the jurisdiction of Cherrlots private security
- Facilitate access to community social services for those in need
- Instrumental in providing youth safety and incident management
- Community stakeholder and partner aiming to enhance livability in the downtown core



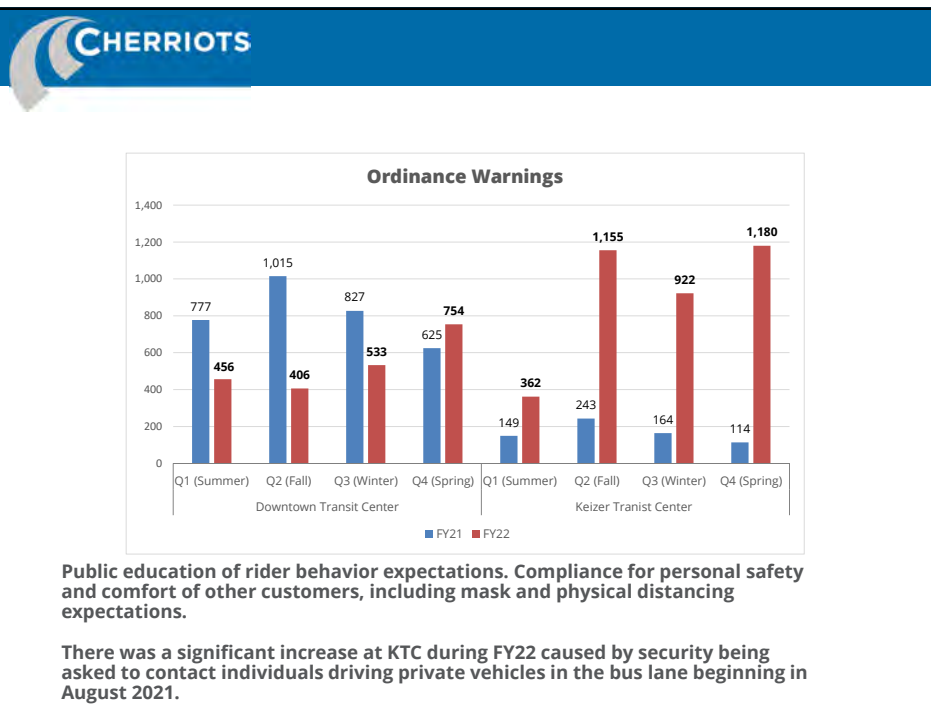
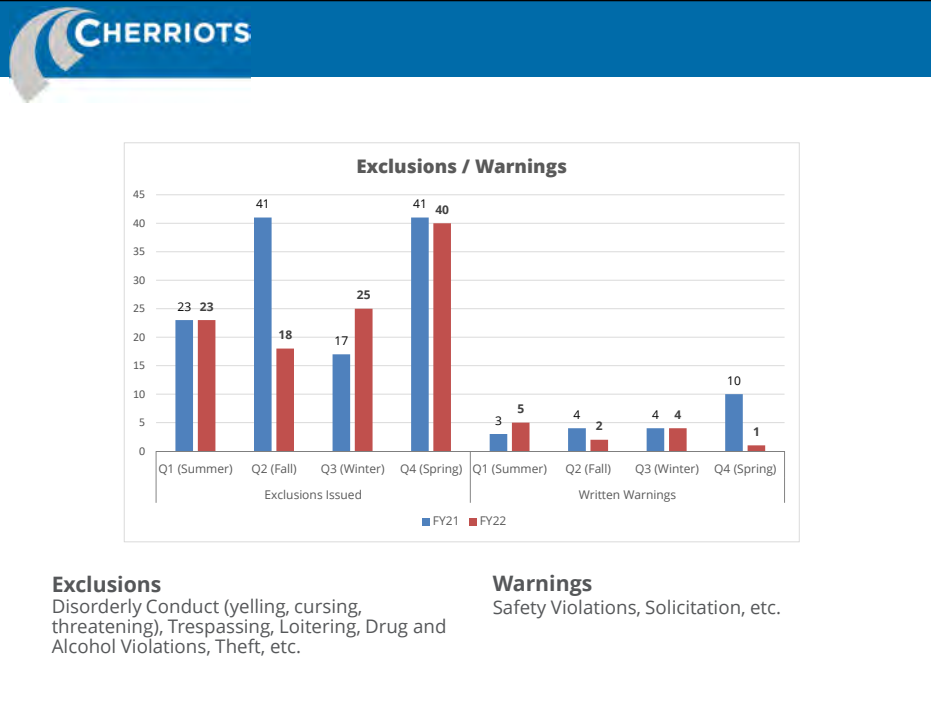
Memorandum of Understanding - Salem Police Services

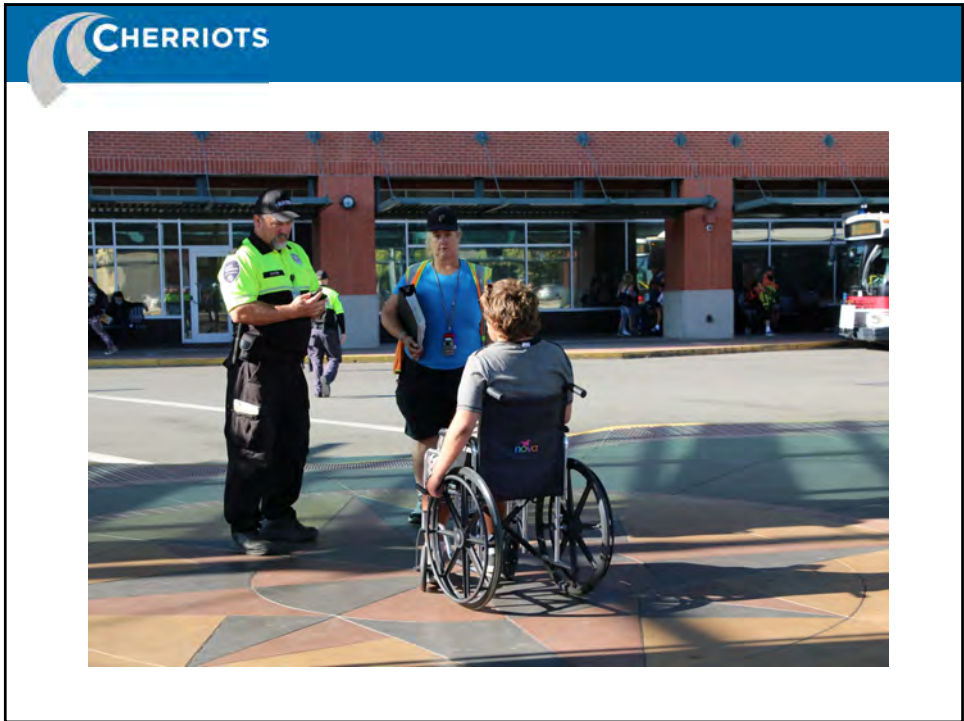
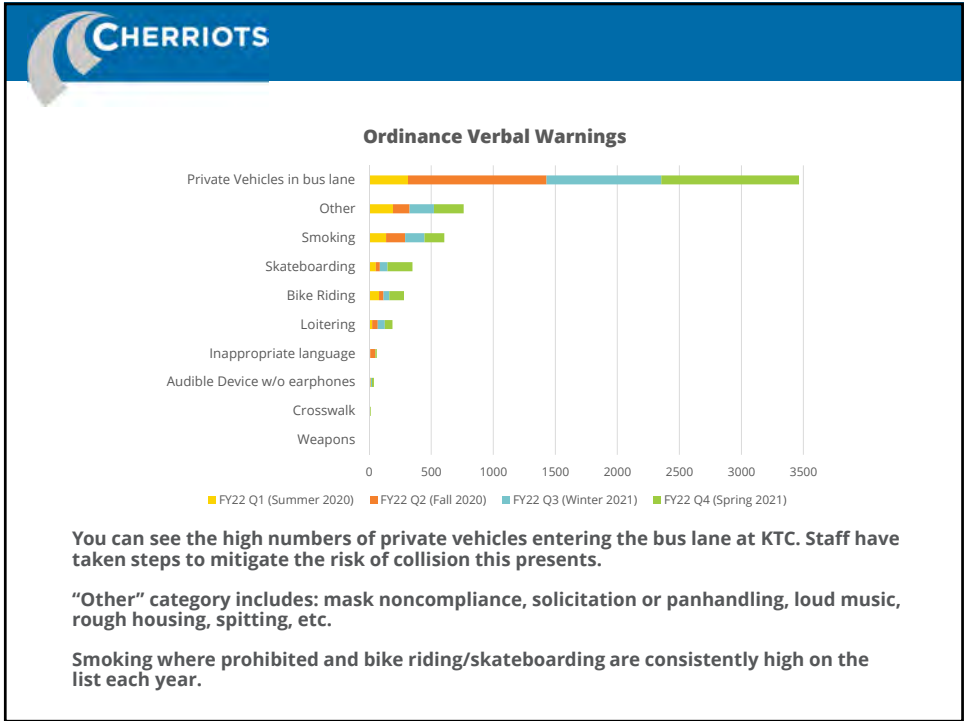
- Beginning July 1, 2022 the formal relationship with Salem Police Department and the District changed
- Salem PD provides a liaison officer assigned as the point of contact
- Facilitate information and evidence exchanges related to investigations
- Close coordination to manage incident activity at the Downtown Transit Center
- Collaboration related to community challenges, youth needs and access to social services for those in need
- Community stakeholder and partner aiming to enhance livability in the downtown core
- The Willamette Valley Communication Center will be contacted if a police response is needed
- Cherriotics will continue to be a valuable partner by providing District resources to aid in criminal investigations, as well as provide transportation education and resources to police officers

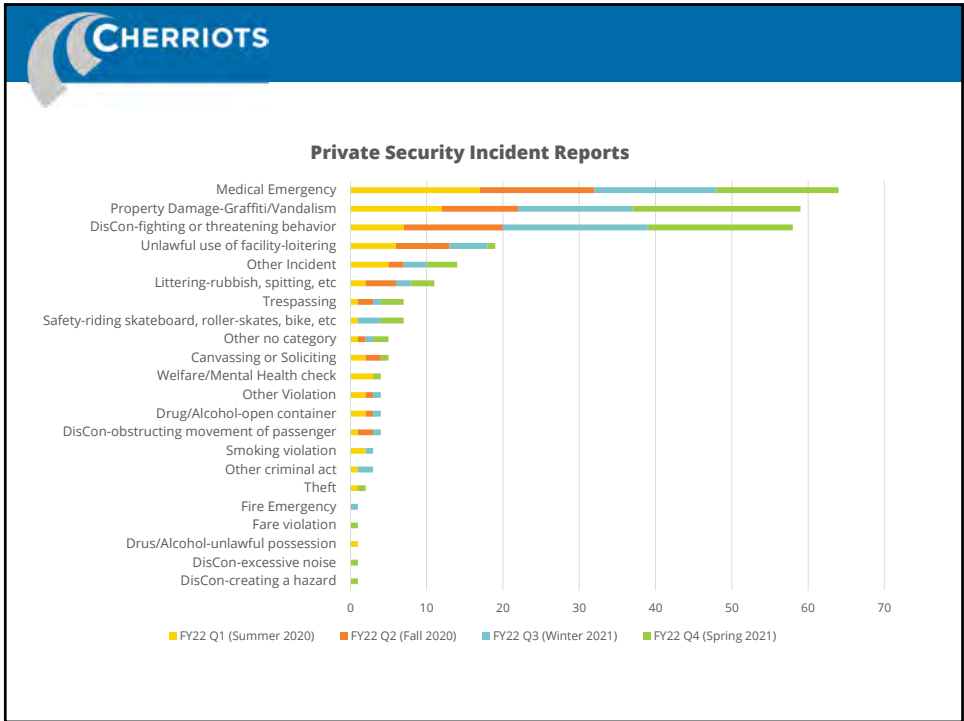
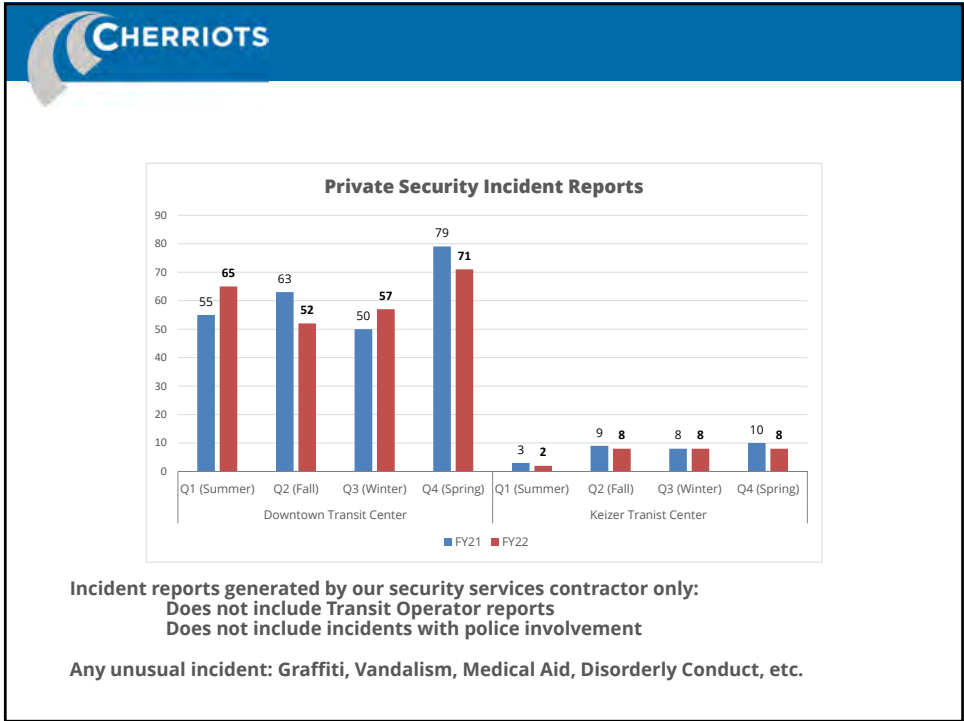


Customer Service Contacts: Assisting with route information, directions, etc. Additionally, update riders on current COVID requirements to ride and offer masks as needed.

You can see a significant drop in contacts beginning in Q1 as compared to FY21. The Customer Service Lobby reopened in July 2021 making information more accessible to riders.





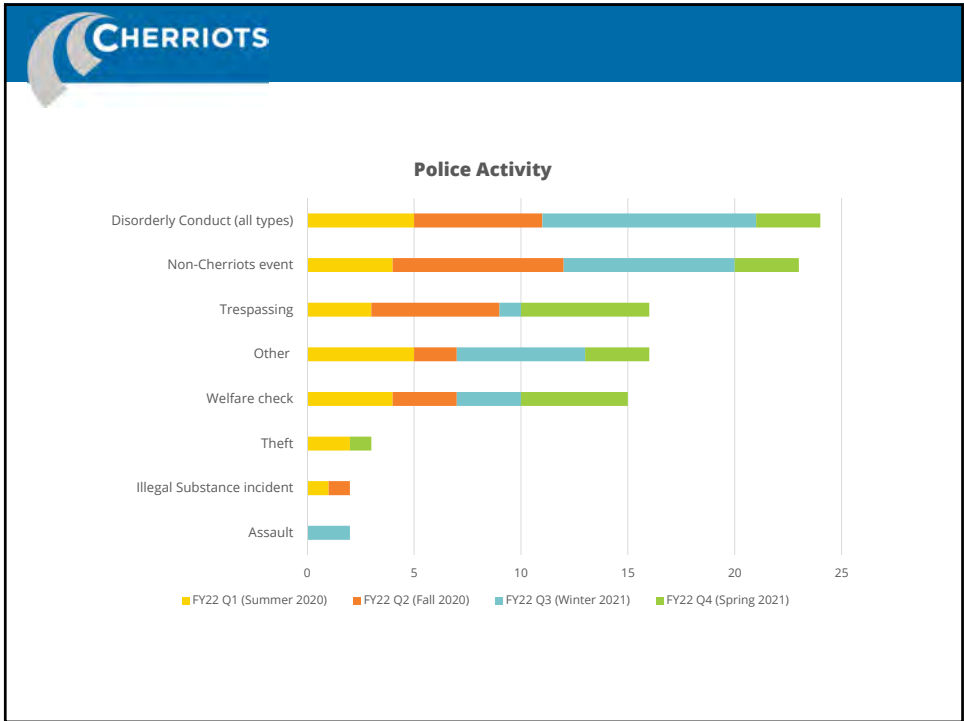
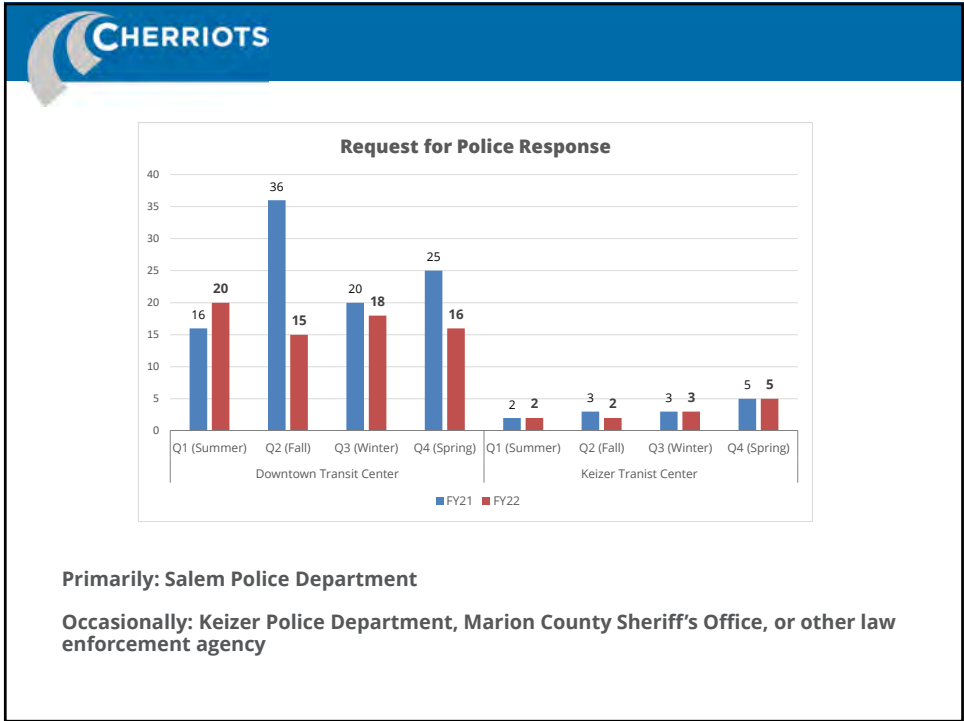




MOST COMMON INCIDENTS

- The top three types of incidents in FY21 were medical emergency, graffiti/vandalism, and disorderly conduct.
- In FY22, the most common incidents were as follows:
 - Medical Emergency – 64 (66 in FY21)
 - Graffiti/Vandalism – 59 (51 in FY21)
 - Disorderly Conduct – 58 (35 in FY21)







POLICE ACTIVITY

- The most common types of activities are fairly consistent from year-to-year.
- There was a decline in calls for police assistance this year, with 144 in FY21 and 101 in FY22:
 - Disorderly Conduct – 24 (59 in FY21)
 - Non-Cherriots – 23 (19 in FY21)
 - Trespassing – 16 (23 in FY21)
 - Other – 16 (17 in FY21)



DISORDERLY CONDUCT – UNRULY OR UNWANTED BEHAVIOR

Incidents of unruly and threatening behavior dropped slightly in comparison to last year, with 94 in FY21 and 91 in FY22. This total does not include Incident Reports from Transit Operators.

Of all incident reports District wide, 9 involved assaultive behavior (physical contact made), a decrease from 16 in FY21.

- 7 were between private citizens, either at the Downtown Transit Center or onboard a bus.
- 2 involved Cherriots employees, one employee was injured during the incident.

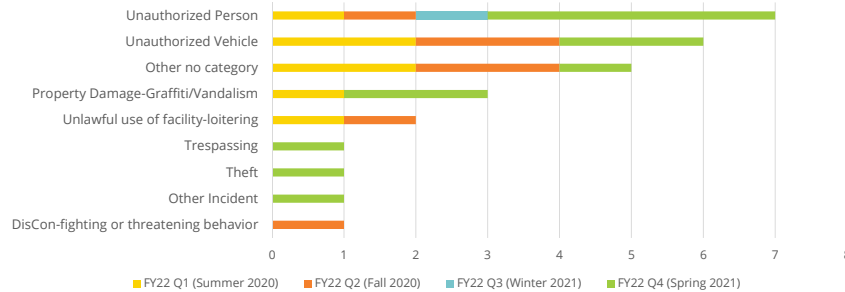


DPI SECURITY

- In August 2021, a security services contract began at the Del Webb Operations Headquarters.
- There were 27 incidents reported during FY22.
- The most common type of incidents were as follows:
 - Unauthorized Person – 7
 - Unauthorized Vehicle – 6



Private Security Incident Reports at the Del Webb Operations Headquarters





INTERNAL SYSTEM SAFETY AND SECURITY WORKGROUP

In February 2022, an internal workgroup was established comprised of various internal team members with an emphasis on frontline staff.

The goal of the group is to better understand safety and security concerns, as well as what our frontline staff are seeing and experiencing throughout their day.

The group aspired to collaboratively develop ways for the organization to respond to issues; implement policy, procedures and training for staff; and take actions necessary to address concerns to the greatest extent possible.



SERVICE DISRUPTIONS

The community experienced various incidents in the proximity of the transit centers that impacted operations.

- In December 2021, a suspicious package was investigated by Salem Police at the Equitable Center, located north of the Downtown Transit Center. Multiple road closures impacted operations; however, a full evacuation of the transit center was not necessary.
- In March 2022, a shooting occurred at the Salem Center Mall. The investigation and resulting road closures impacted the operation of the Downtown Transit Center and a shelter in place was called by Marion County for the Courthouse Square Building.



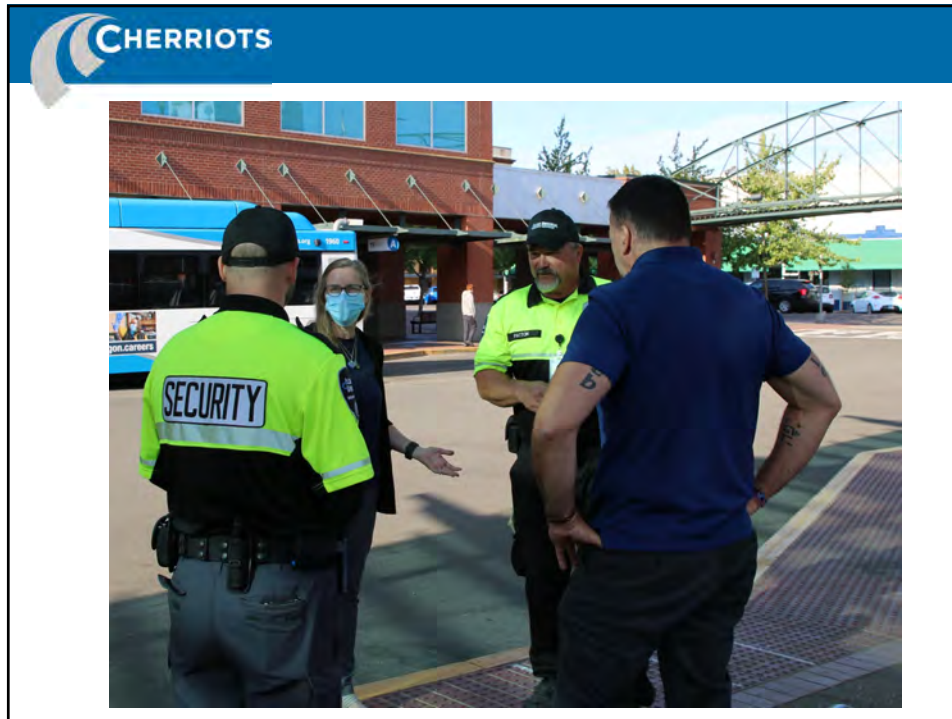
SERVICE DISRUPTIONS

- In March 2022, a suspicious package was reported on an inbound Cherriots bus. The bus was stopped and evacuated on Chemeketa St. prior to arrival at the Downtown Transit Center. Salem Police Department conducted an investigation and determined the incident was a false alarm.
- Additionally in March 2022, a fight occurred at the Downtown Transit Center, which proceeded into the middle of Church St. One of the suspects was cut with a knife. Salem Police Department responded and conducted an investigation, shutting down portions of Church St. The last departure of the service day was impacted due to the investigation.



SERVICE DISRUPTIONS

- In April 2022, a large rally event occurred at the Volcano Stadium in Keizer Station. The heavy volume of traffic resulted in Keizer Transit Center being inaccessible. Operations were temporarily moved to an alternate location until traffic cleared.
- In June 2022, a shooting occurred approximately one block north of the Downtown Transit Center. The Salem Police Department conducted an investigation, which impacted operations because the victim came to the North Block after being shot.



EMERGENCY PLANNING ACTIVITIES

- A number of emergency planning activities have taken place over the past year.
 - In October 2021, Cherrlots participated in the Great Shake Out, a world-wide earthquake preparedness exercise. Earthquake education and preparedness presentations and exercises were held at all three facilities.
 - Also in October, floor monitor training was conducted at Courthouse Square to prepare leaders for a building evacuation and educate them on their role in an emergency.



EMERGENCY PLANNING ACTIVITIES

- More exercises
 - In November 2021, a Winter Operations Emergency Operations Center exercise was conducted to prepare staff for inclement weather. This event better prepared staff to deliver vital transportation services even when serious weather strikes.
 - In February 2022, the Emergency Coordinator worked closely with the Customer Service staff to develop a relocation readiness plan that can be activated without notice to ensure our ability to provide a World Class Customer Experience during disruptions.
 - In June 2022, Incident Commander training was conducted at Courthouse Square. This training was followed by a functional exercise to practice radio protocols with floor monitors during a building emergency.



EMERGENCY PLANNING ACTIVITIES

- In January 2022, the Resolve to be Ready campaign was launched to enhance staff preparedness.
- Each month, topic specific information is provided to staff in an effort to improve personal and family preparedness. With the peace of mind that their families are safe and cared for, staff will be more likely to report to work in an emergency and support the Continuity of Operations Plan.
- An Emergency Preparedness web page was created on the employee portal, where information on various topics can be found. This page also includes links to local, state and federal preparedness resources.



Questions?





To: Board of Directors

From: Allan Pollock, General Manager

Date: September 22, 2022

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	Diversity, Equity, and Inclusion Committee West Salem Business Association
Subdistrict 2 Director Navarro	Keizer Chamber of Commerce Forum Keizer Chamber Government Affairs Committee State Transportation Improvement Fund Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	Citizens Advisory Committee
Subdistrict 5 President Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT) Salem Chamber Public Policy Committee
Subdistrict 6 Director Duncan	SEDCOR
Subdistrict 7 VACANT	

Salem Area Mass Transit District
BOARD OF DIRECTORS

Executive Session

September 22, 2022

At the end of the regular Board Meeting

K. EXECUTIVE SESSION - ORS 192.660(2)(i)

- Call Executive Session To Order
- Roll Call for a quorum
- Statement Read by President Davidson:

Pursuant to ORS 192.660(2)(i), the Board of Directors will meet in the Salem Conference Room for an executive session to review and evaluate the employment-related performance of the chief executive officer who does not request an open hearing.

While evaluating the chief executive officer, the governing body may not use the executive session to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.

No final action or decision may be taken in executive session. If there is to be any final action taken after the executive session, this will be announced when the Board returns to the Senator Hearing Room for the Board of Directors meeting.

Only news media representatives and staff designated by the Board of Directors are permitted to attend the executive session. News media representatives, staff and Board members are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced. Any materials distributed will be collected at the end of the session.

- **GENERAL MANAGER'S PERFORMANCE EVALUATION**
- **ADJOURN FROM EXECUTIVE SESSION**

L. RETURN TO THE REGULAR BOARD MEETING FOR POTENTIAL ACTION

The Board may return to the regular Board meeting to take potential action on a compensation adjustment for the General Manager.

M. ADJOURN FROM REGULAR BOARD MEETING