

Salem Area Mass Transit District
BOARD OF DIRECTORS**WORK SESSION**

Thursday, August 10, 2023

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. GHG Emissions Inventory 3
- B. Bike Rack Discussion
- C. Service Change Process
- D. Google Drive Update

III. GENERAL MANAGER COMMENTS

- A. Upcoming Board Agenda Items 14
- B. Board Calendar Review 15

IV. ADJOURNMENT

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 160 629 0899 | Passcode: 624273
Go to: <https://cherriots-org.zoomgov.com/j/1606290899?pwd=aElhUUE0VkZmSE85Sy9EMFBY1RlQOT09>
- One Tap Mobile: +16692545252,,1606290899#,,,,*624273# US
- Landline Phone: +1 669 254 5252 US

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



WORK SESSION MEMO

Agenda Item II.A

To: Board of Directors
From: Bobbi Kidd, Strategic Initiatives Administrator
Thru: Allan Pollock, General Manager
Date: August 10, 2023
Subject: Greenhouse Gas (GHG) Emissions Inventory Report

Beginning in March, 2023 the District partnered with Mott MacDonald to begin the process of completing the District's first ever Greenhouse Gas Emissions Inventory.

The GHG inventory included CY 2022 Scope 1 and Scope 2 emissions. Data for Scope 1 was calculated based on the purchased quantities of commercial fuels using published emission factors and Scope 2 emissions were primarily sourced from metered electricity along with supplier or grid-based emissions factors.

After completing the GHG inventory, Mott MacDonald conducted a three-hour in-person training session with key Cherrriots staff, and covered the following topics:

- GHG emissions overview
- GHG emission methodology, assumptions, and gaps
- Interpretation of findings and hotspots
- Detailed explanation of recommendations and opportunities for improvement
- Tracking of emissions over time
- Next steps and discussion

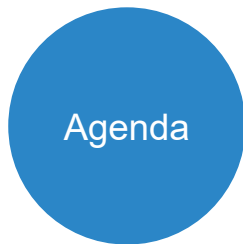
Mott MacDonald is presenting the GHG Emissions report findings to the board.

SAMTD - Carbon Management

Eddy Santosa
Mott MacDonald

August 10, 2023

Non-confidential - Standard

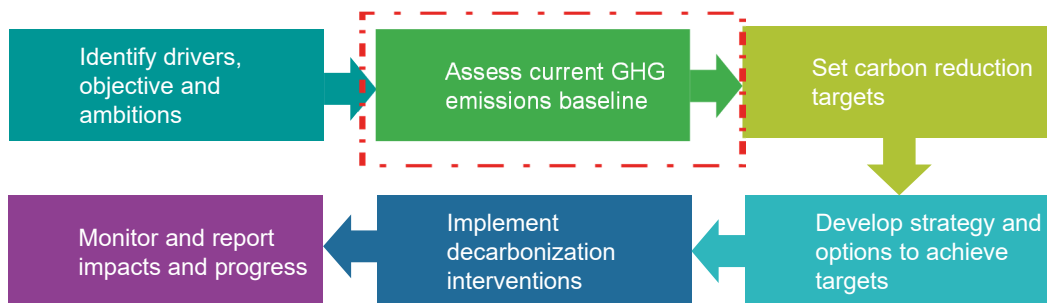


- 1 Introduction
- 2 Part I: SAMTD's Carbon Inventory
- 4 Part II: Carbon Workshop
- 6 Q&A

Introduction

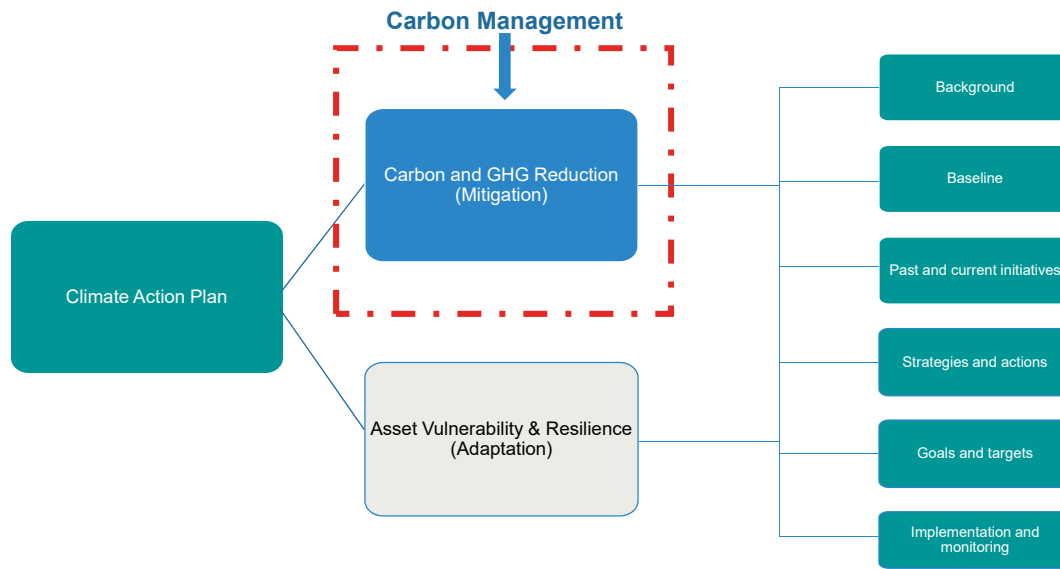
Mott MacDonald

The Carbon Management Process



Mott MacDonald

Climate Action Plans



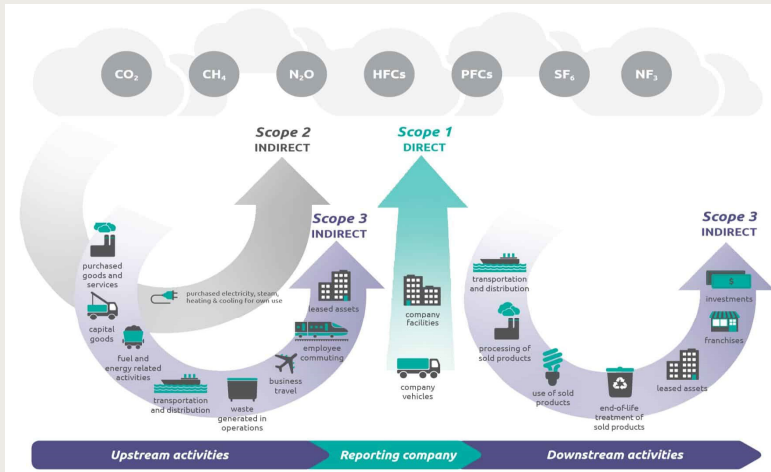
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Part I: Carbon Inventory

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The Greenhouse Gas (GHG) Protocol

GHG Emissions - Scopes

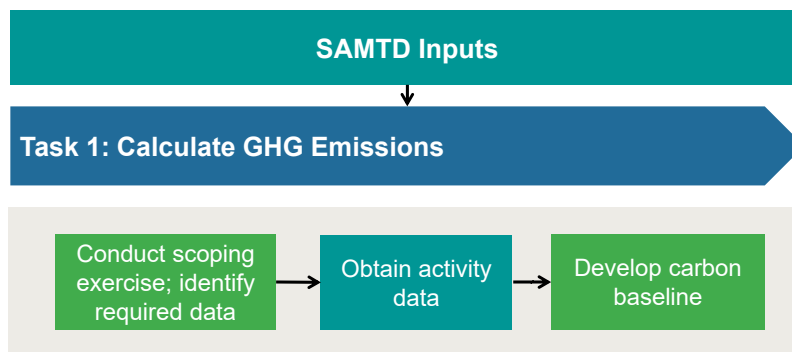


Source: Greenhouse Gas Protocol (2004). A Corporate Accounting and Reporting Standard

Mott MacDonald

SAMTD Carbon Inventory

Methodology



Key

Dependency

MM Input

Mott MacDonald

SAMTD Carbon Inventory

Results

3,920 tCO₂e
Scope 1 GHG emissions

412 tCO₂e
Scope 2 GHG emissions

4,310 tCO₂e
Total GHG emissions

~ 47 – 220*
US households/year

*Song, K., Qu, S., Taiebat, M., Liang, S., & Xu, M. (2019). Scale, distribution and variations of global greenhouse gas emissions driven by U.S. households. *Environment International*, 133, 105137.

SAMTD Carbon Inventory

Results

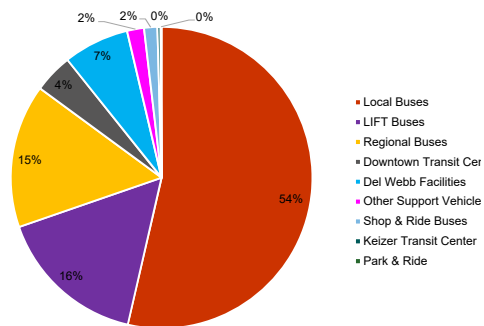


Figure 1: Total tons CO₂e from all facilities and assets

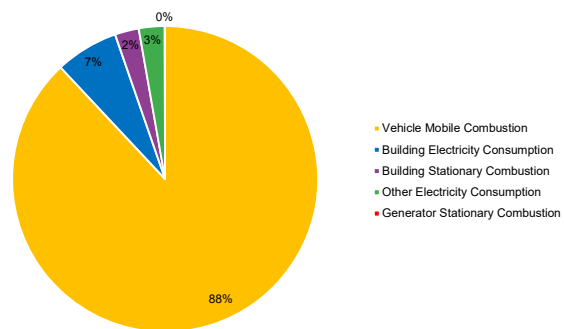


Figure 2: Total tons CO₂e broken down by asset type and source

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SAMTD Carbon Inventory

Results

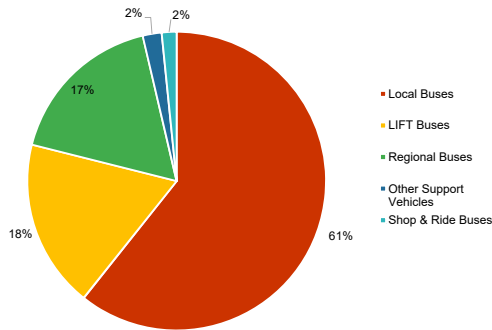


Figure 3: Total tons CO₂e from mobile combustion broken down by source

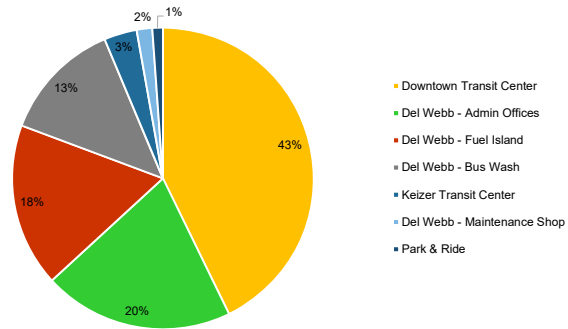


Figure 4: Total tons CO₂e from electricity consumption broken down by source

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SAMTD Carbon Inventory

Recommendations

1. System for reporting and mitigating GHG

Embed a culture of carbon management

- Decarbonization committee
- Reporting commitments
- Carbon mitigation plan

2. Close data gaps

Evaluate options to gather missing data

- Refrigerants use
- Vehicle mileage
- Generators fuel use
- Fuel economy information

3. Scope 3 screening

Conduct a screening exercise to identify:

- Materiality
- Potential sources
- Influence



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Part II: Carbon Workshop

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Carbon Workshop

Participants

Cherriots:

- Bobbi Kidd: Strategic Initiatives Administrator
- Allan Pollock: General Manager
- Denise LaRue: Chief Financial Officer
- Tom Dietz: Chief Operations Officer
- Gregg Thompson: Maintenance Manager
- Kelsie Cole: Grant Writer
- Mike Taylor: Supervisor, Facilities Maintenance
- Ben Sawyer: Contracted Services Manager

Mott MacDonald:

- Eddy Santosa: Senior Specialist – Climate and Nature Design
- Mark Spiering: Senior Project Manager - Transportation



Mott MacDonald

Carbon Workshop

Group Discussions



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Carbon Workshop

Group Discussions

ASSET LEVEL	GOAL	STRATEGIES, OPPORTUNITIES, CHALLENGES	TRACKING & REPORTING	RESPONSIBLE GROUP
INTERNAL FLEET				
EXISTING				
NEW				
EXTERNAL FLEET				
EXISTING				
NEW				
UPCOMING				
DECARBONIZATION STRATEGY				
KPI				
Reduction Goal				
Timeline				
Rank	350	23	111	3544
	23			445
				5

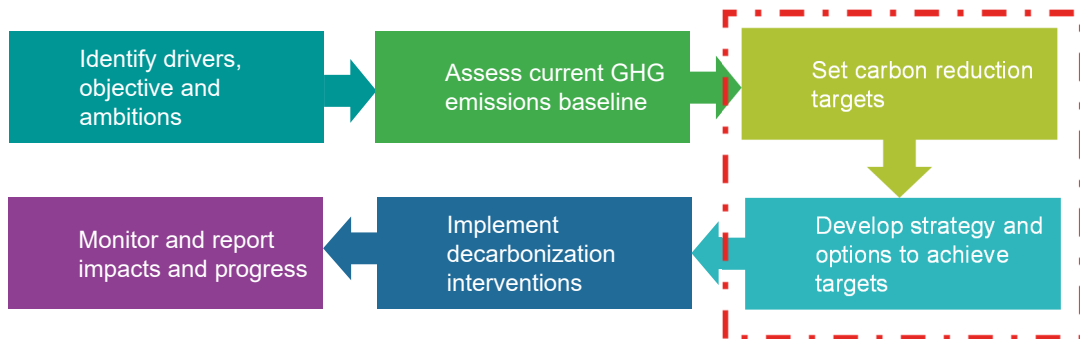
ASSET LEVEL	GOAL	STRATEGIES, OPPORTUNITIES, CHALLENGES	TRACKING & REPORTING	RESPONSIBLE GROUP
Building				
→ EXISTING				
→ NEW				
OTHERS				

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Next Steps

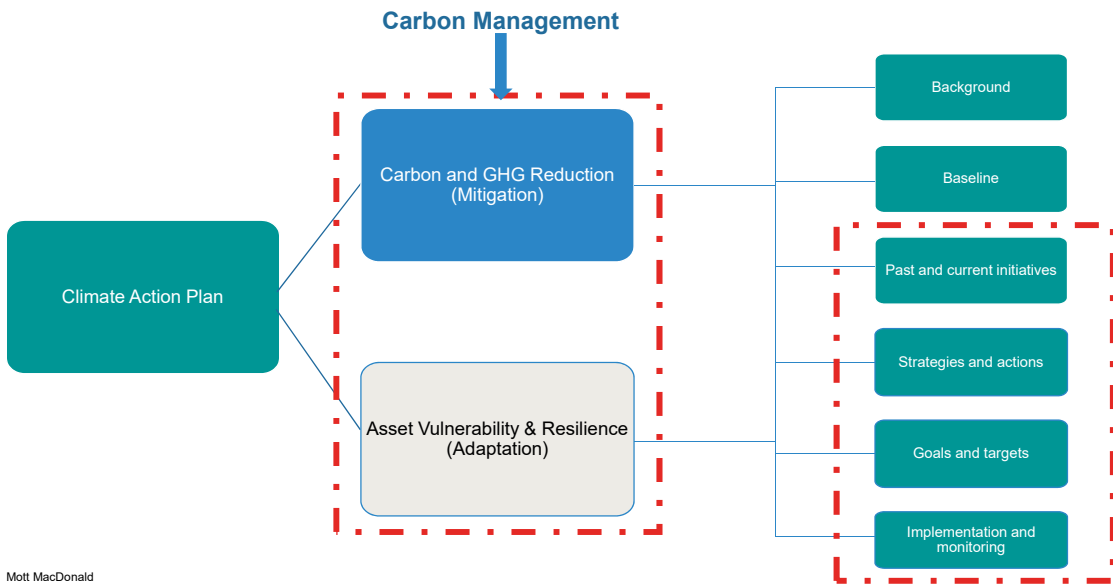
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The Carbon Management Process



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Climate Action Plans



Q&A



To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: August 10, 2023
Subject: Upcoming Work Session and Board Meeting Agenda Items

Upcoming Work Session and Board Meeting Agenda Items

<p>To Be Scheduled:</p> <ul style="list-style-type: none"> • Award of Contract for AIP Group 5 & 6 (DT) 	<p>Work Session:</p> <ul style="list-style-type: none"> • Board Ethics Training (AP) • Tour of Transit Centers (AP)
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August 24, 2023	
<u>Board Meeting</u>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Board's Committee Assignments (odd # years) (AP) • Award of Contract for Cherrlots ITS Project (TD) • Award of Contract for Survey Services (PF) • Award of Contract for Steam Bay Vehicle Lift (TD) 	<p>Information Items:</p> <ul style="list-style-type: none"> • Q4 Reports: Strategic (AP) • TransDASH Debut • FY2023 Annual Report: Transportation Options (DT)

September 14, 2023	
<u>Work Session</u>	
<ul style="list-style-type: none"> • SSTC Update (DT) 	
September 28, 2023	
<u>Board Meeting</u>	
<p>Action Items:</p> <ul style="list-style-type: none"> • Approval of Title VI Plan (SA) 	<p>Information Items:</p> <ul style="list-style-type: none"> • FY2023 Security Report (DT)

October 12, 2023	
<u>Work Session</u>	
<ul style="list-style-type: none"> • Regional Transit Discussion (DT) 	
October 26, 2023	
<u>Board Meeting</u>	
<p>Action Items:</p> <ul style="list-style-type: none"> • CC: Approval of FY2025 Budget Calendar (DL) 	<p>Information Items:</p> <ul style="list-style-type: none"> • FY2023 Annual Performance Report (DT)

November 9, 2023	
<u>Work Session</u>	
-	

AP - Allan Pollock | DT - David Trimble | BD - Baofeng Dong | DL- Denise LaRue | PF - Patricia Feeny | SA - Shofi Ull Azum | TD - Tom Dietz



To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: August 10, 2023
Subject: Calendar of Scheduled Meetings

Board Calendar of Scheduled Meetings

August-23

10	Thu.	11:30-1:00 PM	KeizerFEST Sponsor Appreciation Luncheon
10	Thu.	5:30 PM	SAMTD Board Work Session
12	Sat.	10:30-12:30PM	KeizerFEST Parade
15	Tue.	5:30 PM	Community Advisory Committee
23	Wed.	9:00AM-3:00PM	SDAO Board Member Duties, Liabilities, & Responsibilities
24	Thu.	5:30 PM	SAMTD Board of Directors Meeting


September-23

			Labor Day Cherriots Administrative Offices Closed Sunday
4	Mon.	HOLIDAY	Level Bus Service
14	Thu.	5:30 PM	SAMTD Board Work Session
27	Wed.	9:00AM-2:00PM	SDAO Board Member Relations, Expectations, & Ethics
28	Thu.	5:30 PM	SAMTD Board of Directors Meeting

October-23

8, 9, 10, 11	Sun., Mon., Tue., Wed.		APTA TRANSform Conference & Expo - Orlando FL
12	Thu.	5:30 PM	SAMTD Board Work Session
17	Tue.	5:30 PM	Community Advisory Committee
26	Thu.	5:30 PM	SAMTD Board of Directors Meeting

November-23

			<i>Fall Back - Daylight Savings Time</i>
7	Tue.		General Election Day
9	Thu.	5:30 PM	SAMTD Board Work Session
11	Sat.	HOLIDAY	Veterans Day Sunday Level Bus Service
			Thanksgiving Day Cherriots Administrative Offices Closed
23	Thu.	HOLIDAY	Customer Service Closed No Bus Service