



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

**~ WORK SESSION ~**

Monday, February 8, 2016  
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. The Addition of Trips during Peak Hours to Route 1X/Wilsonville Express **1**
  - b. Purchase of CNG Fixed Route Buses ..... **17**
  - c. Budget Document and Role of the Budget Committee ..... **19**
  - d. Budget Committee Applicants – Subdistrict #2/Keizer ..... **21**
  - e. Designation of General Manager Pro Tempore ..... **27**
- 3. GENERAL MANAGER COMMENTS**
  - a. Calendar Review ..... **29**
  - b. Upcoming Board Agenda Items ..... **30**
  - c. Draft Agenda for the February 25, 2016 Regular Meeting ..... **31**

**Mission**

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

**Values**

*Safety – Service Excellence – Communication – Innovation – Accountability*

**SPECIAL ACCOMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

**NECESIDADES ESPECIALES** Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales 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.

Salem-Keizer Transit ~ 555 Court St NE, Suite 5230 ~ Salem, OR 97301 Phone (503) 588-2424 ~ [www.cherriots.org](http://www.cherriots.org)



**MEMO TO: BOARD OF DIRECTORS**

**FROM: TED STONECLIFFE, LONG-RANGE PLANNING ANALYST**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: ROUTE 1X REVISIONS FOR MARCH 7, 2016 SERVICE CHANGE**

Overcrowding and the need to add special trippers behind over-capacity buses prompted the District and South Metro Area Regional Transit (SMART) staff to meet to find a reasonable solution. As a result of the meetings, and responses from a survey of Route 1X riders in July 2015, a plan has been developed for revising the service beginning with the March 7, 2016 service change. SMART and the District have developed a new schedule that will alleviate crowding and provide additional service at a minimum additional cost.

SMART has redesigned other aspects of their service, allowing an increase in trips on the 1X. The additional investment from SMART will result in schedule adjustments, and one additional round trip in the morning.

Currently, Cherriots' first morning trip to Wilsonville has a 73-minute layover in Wilsonville. In the proposed schedule, layover time will be cut to 45 minutes. This savings of 28 minutes reduces the overall revenue hour increase resulting from the addition of an additional round trip in the afternoon.

Table 1 below indicates the service increase for both SMART and Cherriots. The 1.35 additional service hours represent the new afternoon trip and some additional layover/recovery time in other trips in order to maintain roughly 20-minute headways during the peak hour in the morning (6:30-7:30 a.m.) and 30-minute headways in the afternoon (3:35-5:30 p.m.).

**Table 1. Current and New Route 1X Daily Service Hours**

Total current daily service hours		Share	Total proposed daily service hours		Share	Absolute Increase	Percent Increase
<b>Cherriots</b>	10.08	44%	<b>Cherriots</b>	11.43	44%	<b>1.35</b>	<b>13.4%</b>
<b>SMART</b>	12.77	56%	<b>SMART</b>	14.40	56%	<b>1.63</b>	<b>12.8%</b>

This plan will not require additional buses or operators to the current peak pullout for the afternoon. Planning has spoken with Gregg Thompson and Charlie Clarke about this change, and both of them support the change.

Table 2 shows the calculation of additional cost associated with this new trip.

**Table 2. Approximate Annual Cost Increase to Cherriots Route 1X Service**

	Approximate Annual Cost Increase Assuming \$63.01/service hour and \$2.23/service mile
Cost due to additional service hours	\$ 21,521.07
Cost due to additional service miles	\$ 40,170.33
Total (includes deadhead)	<b>\$ 61,691.39</b>

The schedule is shown in Table 3 on the following page. Runs provided by Cherriots are labeled with a “**C**” and colored *Rose*. Likewise, trips operated by SMART are labeled with an “**S**” and colored *Green*.

**Table 3. New Route 1X Schedule**

		Route 1X to Wilsonville					Route 1X to Salem													
		A	B	C	D	E	E	F	G											
		A g e n c y	Salem Downtown TC	Court @ Capitol	Market @ Savage	Market Street P&R	Wilsonville TC	A g e n c y	Wilsonville TC	Market @ Hawthorne	Salem Downtown TC									
Notes	Morning											Morning								
*1	C											5:00	--	--	5:10	5:45	S	6:00	6:35	6:48
	C											6:25	--	--	6:41	7:17	C	6:30	7:05	7:18
	S	7:00	--	--	7:10	7:48	S	6:50	7:25	7:38										
	S	7:50	--	--	8:00	8:35	S	7:10	7:45	7:58										
	S	8:15	--	--	8:25	9:00	C	7:30	8:05	8:18										
*2	S	9:05	--	--	9:15	9:48	S	8:05	8:40	8:53										
		Afternoon					Afternoon													
*3	C	15:35	15:39	15:52	--	16:27	S	15:37	16:12	16:25										
	C	16:00	16:04	16:17	--	16:52	S	16:07	16:42	16:55										
	S	16:30	16:34	16:47	--	17:22	C	16:37	17:12	17:25										
	S	17:00	17:04	17:17	--	17:52	C	17:07	17:42	17:55										
	C	17:30	17:34	17:47	--	18:22	S	17:37	18:12	18:25										
	S	18:35	18:39	18:49	--	19:22	S	18:07	18:40	18:53										
	S	19:05	19:09	19:19	--	19:52	C	18:37	19:12	19:25										

**\*Notes:**

1. 1st trip leaves 28 min. later and has 28 min. less layover in Wilsonville
2. Added morning trip per SMART
3. Added trip to relieve 4:00pm overcrowded bus

Overcrowding is frequent on the 4:00pm Cherrlots departure from the Downtown Transit Center and poses a safety issue for long-distance interstate highway driving. Adding a 3:40pm departure will alleviate the overcrowding for the 4:00 trip.

The final report for the July 2015 Route 1X On-board Survey is provided as a reference in **Attachment A**.

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

**BACKGROUND**

Salem-Keizer Transit (SKT) was approached in May 2015 by South Metro Area Regional Transit (SMART) executive staff to help solve an overcrowding issue on the Route 1X buses. Especially when the State Legislature is in session, SMART has had to run a small cut-away bus behind the 40-ft bus they run for the 7:00 am departure in Wilsonville in order to accommodate the overload. Additionally, SKT operates a very crowded 1X trip at 4:00 pm, which often has 10-15 standees. SKT and SMART staff agreed to review the service, identifying potential adjustments to improve crowding. The hope is to optimize the performance of the route without adding any additional operations and maintenance costs to either agency. As a first step towards the redesign of the schedules, two surveys were envisioned by the group. The surveys were developed by SKT Planning staff and sent to SMART for review and comment.

The first survey asked the riders whether it was necessary to meet the first WES train in the morning (5:21 am departure from Wilsonville WES Station), or if the first bus could leave from Salem 30 minutes later and meet the 5:51 train. The second survey asked for confirmation that additional trips were needed during the morning and afternoon peak hours (6:30-7:30 am and 4:00-5:00 pm, respectively) amongst other topics.

On Tuesday, July 27<sup>th</sup> and Wednesday, July 28<sup>th</sup>, 2015, the survey was handed out by bus operators to all Route 1X passengers.

The actual survey forms handed out can be found in Appendix A. The results of each survey are in the next section followed by an analysis and recommendations for changes.

**SURVEY RESULTS AND CONCLUSIONS**

**First Trip (4:32 am Salem departure) Survey**

Eight people responded to the first trip survey. According to the bus operator, there were a few people on vacation that didn't get the survey, but this is a good representative sample of the daily riders on that trip. When asked whether they could still use the service if the bus departed a half hour later, only one person said that it would not work for them. This supports the proposed morning departure change from Salem. By leaving at 5:00 from Salem, the amount of layover time spent in Wilsonville would also be minimized, providing a cost savings.

When asked about trip purpose and frequency, every respondent said that they ride Route 1X every weekday to get to work. Only half of respondents transfer to the WES train, and 3 out of 8 bring their bicycle on the bus. None of these riders however would be able to leave their bicycle in Salem since they need it to reach their final destination after getting off the bus/train.

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

A space for suggestions was included in the survey and the majority were positive. One negative comment was to not make such drastic increases in the cost of bus fares. Many people reiterated the desire for a later departure than 4:32 a.m.

**GENERAL SURVEY**

There was a good response rate to the General Survey with 142 responses. Over three-quarters of the respondents ride every weekday and 92 percent were travelling for work purposes as shown in Figures 1 and 2 below.

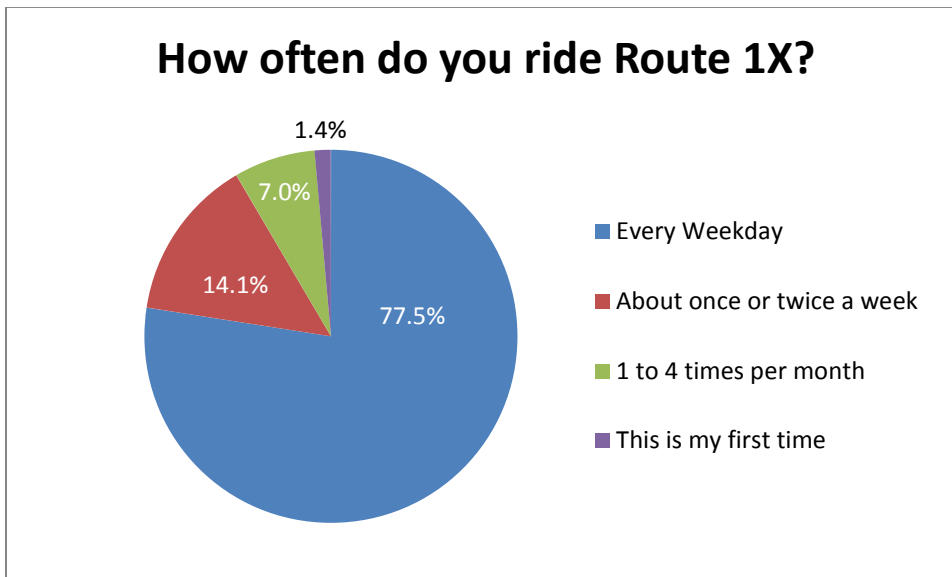


Figure 1. Frequency of Route 1X Usage

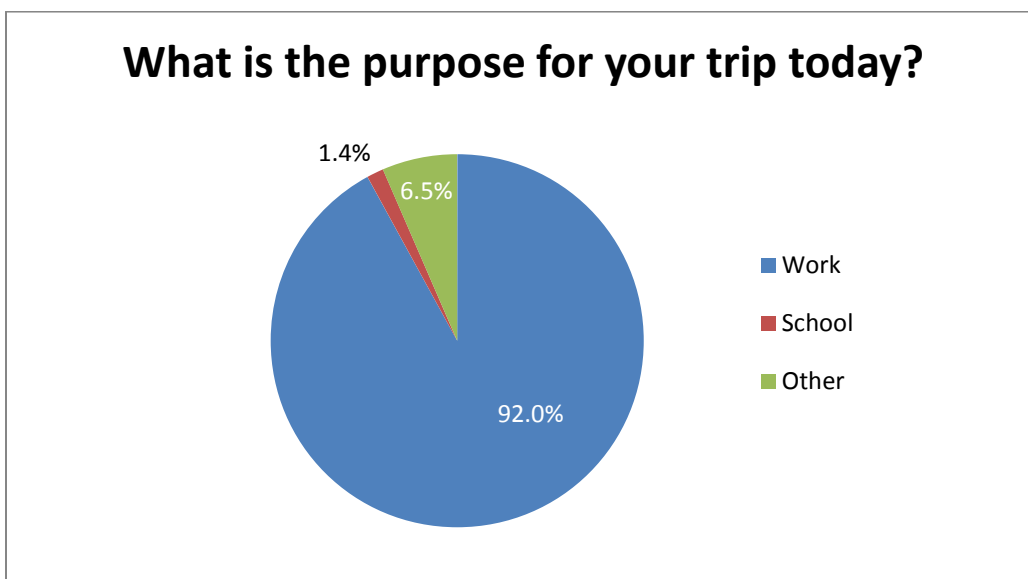


Figure 2. Trip Purpose



**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

Nearly three-quarters of the respondents travel towards Salem in the morning, which was confirmed by the county of residence question; 77 percent of respondents live in either Clackamas, Washington, or Multnomah counties. These results are shown in Figures 3 and 4.

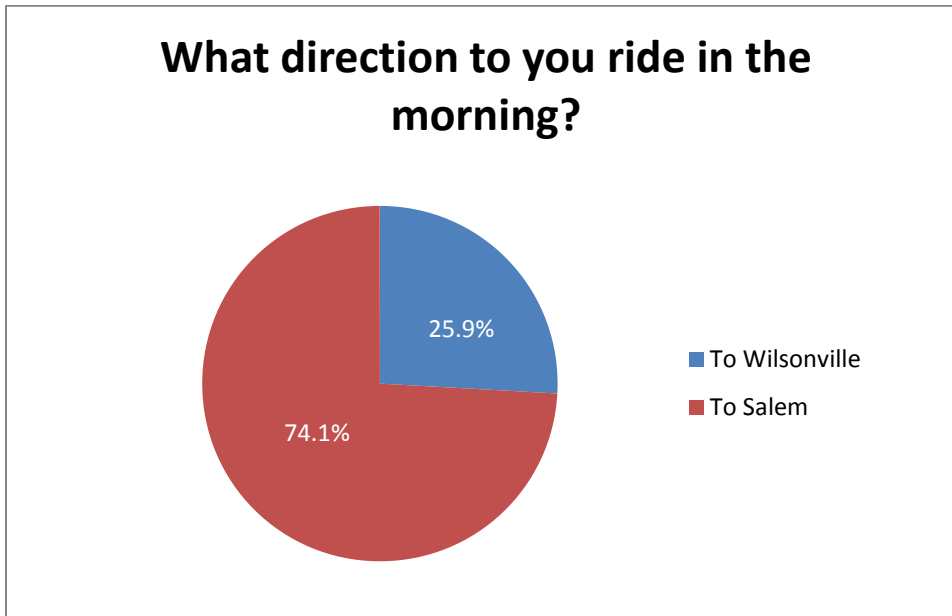


Figure 3. Direction of Travel in the Morning

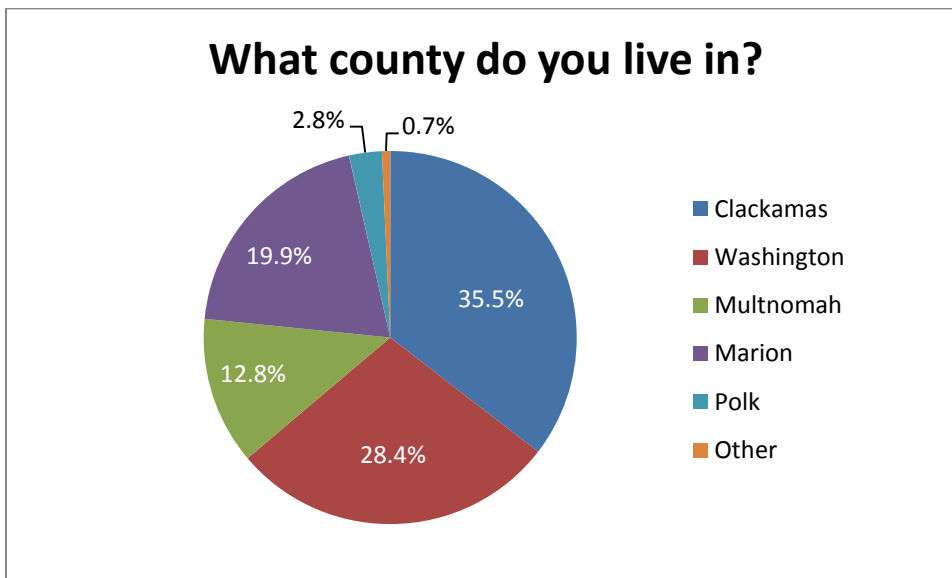


Figure 4. County of Residence

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

As shown in Figures 5 and 6, most respondents rode during the peak hour of the morning and afternoon (6:30-7:30 a.m. had 61 percent of respondents and 4:00-5:00 p.m. had 56 percent). Each section of the pie in Figures 5 and 6 represents a discrete trip, not a range of times during the day. Responses off of the hour and half-hour were lumped into the “other” category in order to simplify the charts.

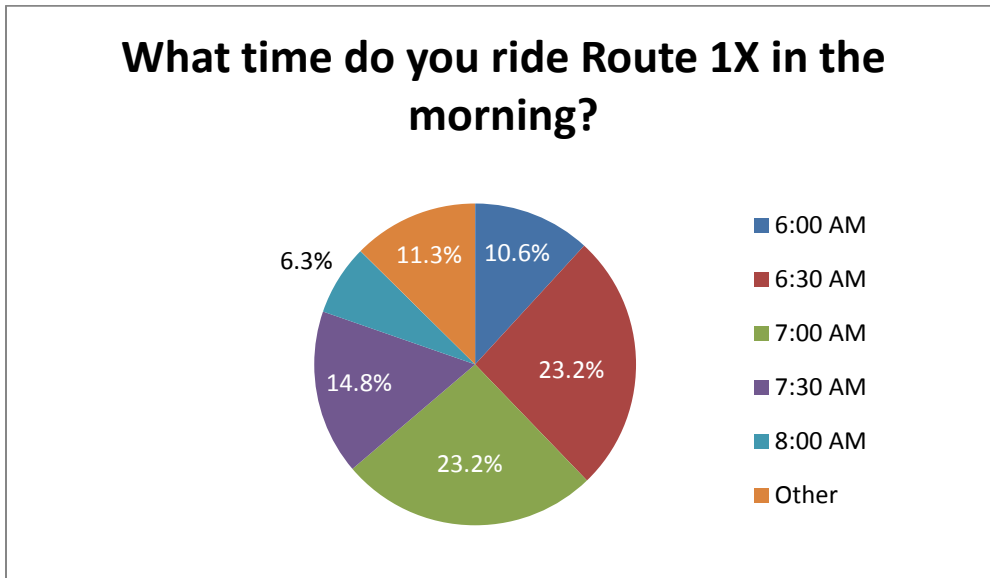


Figure 5. Time of Morning Route 1X Travel

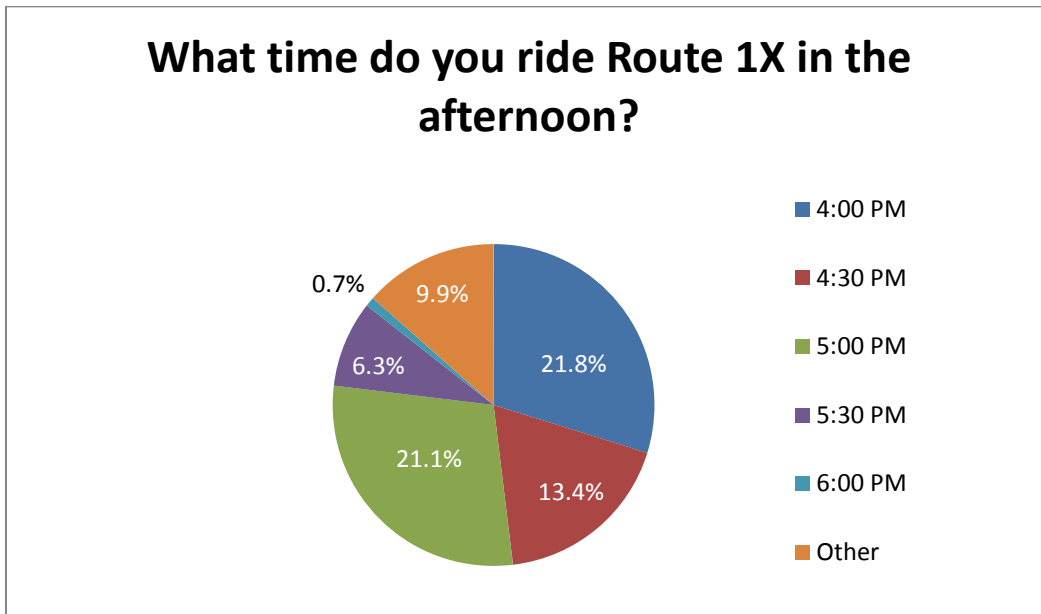


Figure 6. Time of Afternoon Route 1X Travel

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

Figure 7 shows that 57 percent of respondents said that all of the seats are often occupied on the bus(es) they ride. In the suggestions and comments, many people asked for an earlier departure from Salem (3:30 or 3:45 p.m.) due to the overcrowding problem. Many also indicated that overcrowding was a problem. In addition, eleven people requested a mid-day trip giving people the option to go home early, if needed.

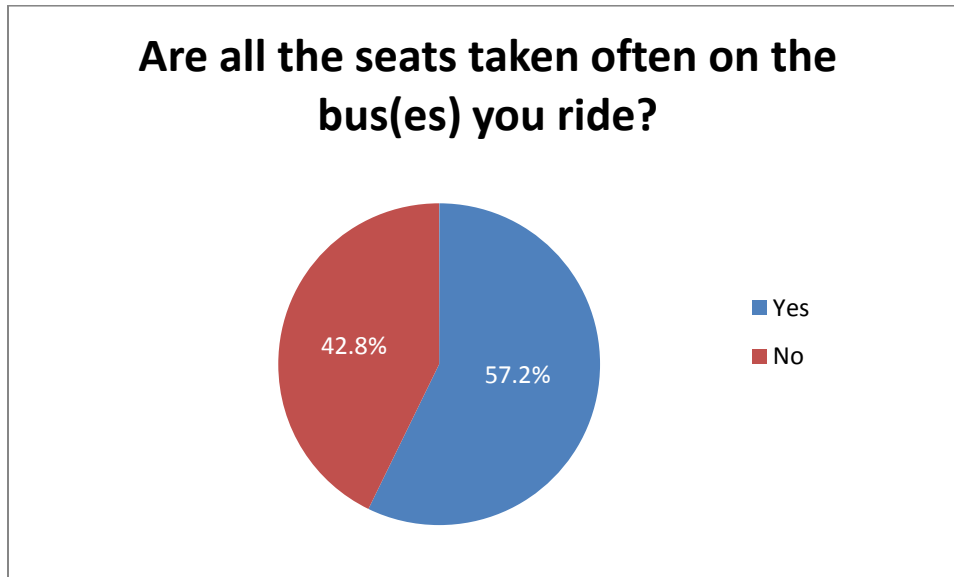


Figure 7. Bus Overcrowding

Questions about the mode of access to and from their ride on Route 1X revealed that almost three quarters of respondents drove a car or were dropped off before taking Route 1X. About 85 percent of people said they would not transfer to the WES train or a SMART or Cherriots bus after alighting from the 1X. The second most popular mode of access and egress to/from Route 1X is another bus. Only 6.3% said they walked to get to the 1X and 2.8% said they rode a bicycle. One surprising result was only about five percent of respondents transferred to a WES train after making their Route 1X trip. This matched the proportion of people using WES to get to the 1X. This shows that not many people are taking Route 1X to connect with the WES in the morning from Salem. Perhaps a reason for this is that it does not go in the direction of their final destination. Figures 8 and 9 show the results of the modal questions:

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

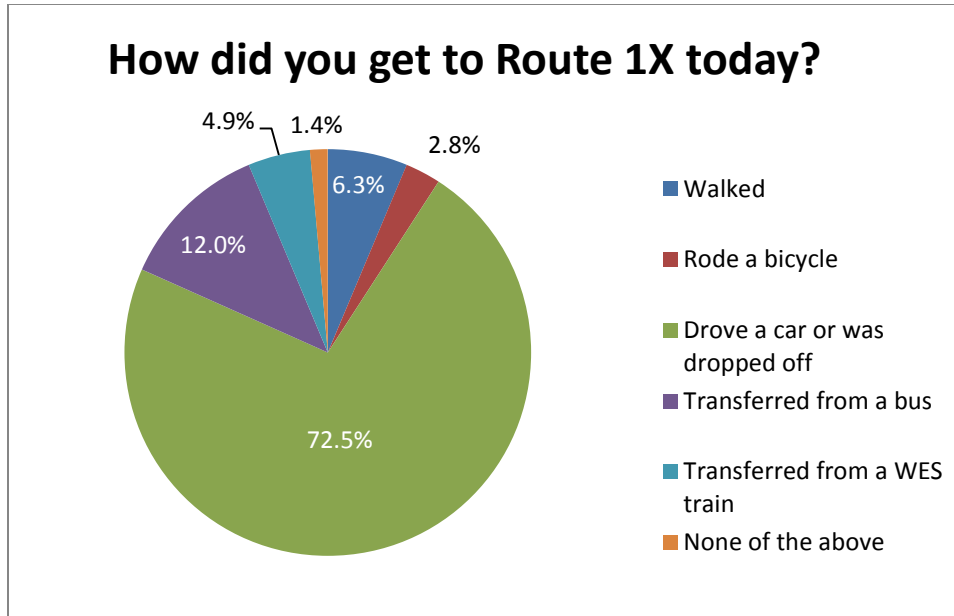


Figure 8. Mode of Access to Route 1X

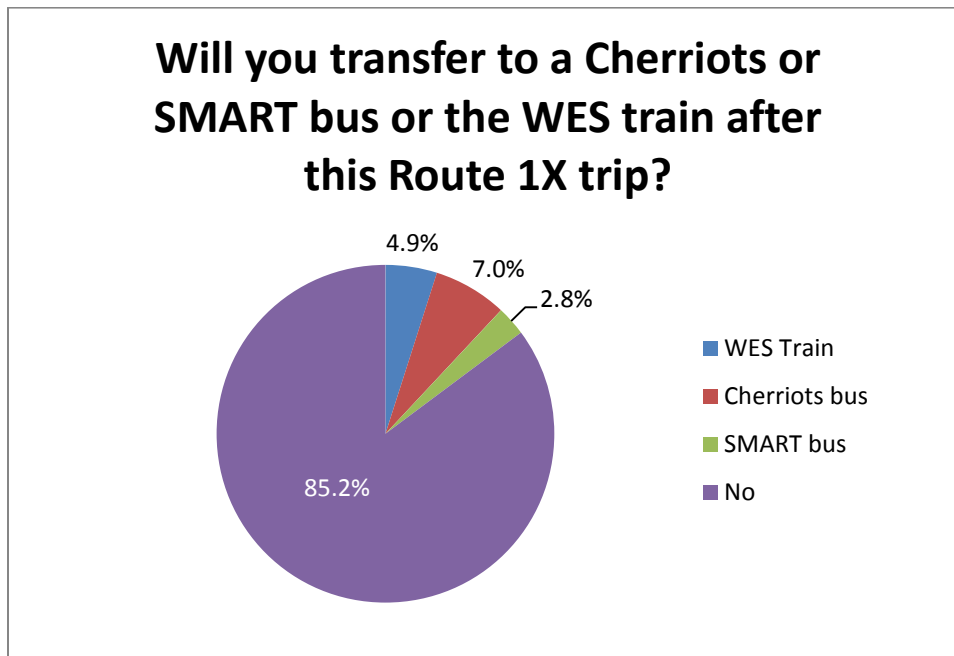


Figure 9. Mode of Choice After Route 1X Trip

The questions about modes used to access and egress Route 1X service reveal the importance of the park-and-ride lots in Wilsonville and Salem. The Market Street Park-and-Ride in Salem is the obvious choice for people driving to the bus in Salem and the Wilsonville Park-and-Ride is well utilized by 1X riders at the North end.

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

**OPINION OF RIDERS AND SUGGESTIONS FOR IMPROVEMENTS**

The suggestions for how to improve the service were mostly positive. Table 1 below shows a summary of the comments that had more than one occurrence. The most popular items are listed at the top:

**Table 1. Suggestions for Service Improvements**

<b>Summary of Suggestions</b>	<b>Count</b>
Earlier bus in the afternoon (3:00, 3:30 or 3:45)	16
Shorter headways or larger vehicles during peak hours	14
Mid-day trip around noon	11
No improvements needed, compliments to the drivers	10
WiFi	6
Extend WES to Salem	3
Later evening service from Salem (8:00 or 9:00 p.m.)	3
Real-time bus tracking	3
Weekend service	2
More time to transfer to WES	2
A/C too cold	2

It is clear that the overall opinion of the service is positive and that it is well utilized by people who have the choice whether to ride the bus or drive/ride in a car. This is evident in Figures 10 and 11, which report the car ownership and annual household income of respondents. With over 80 percent of people having access to a car and over 70 percent having an annual household income of greater than \$50,000, it is clear that Route 1X riders are making the choice to ride the bus rather than ride in a car or drive their personal vehicle on I-5 every day between Wilsonville and Salem. This is a positive outcome of the survey and shows good support for the route by non-transit dependent individuals.

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

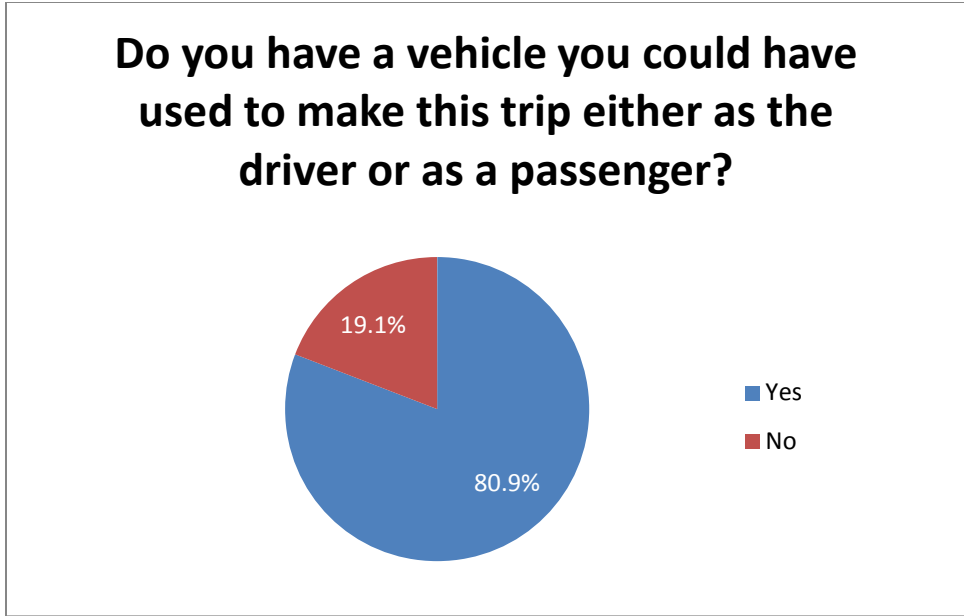


Figure 10. Vehicle Possession

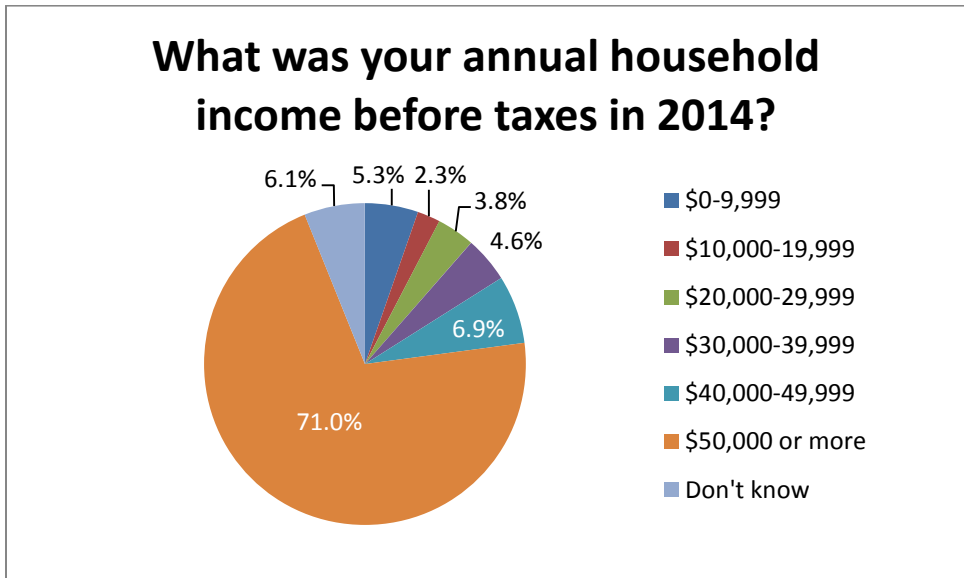


Figure 11. 2014 Annual Household Income

Finally, to meet SKT and SMART's Title VI goals, we asked about the riders' racial or ethnic background. This demographic breakdown was expected due to the general demographics of the five counties surveyed, which are a majority white/caucasian. Figure 12 shows the results below:

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

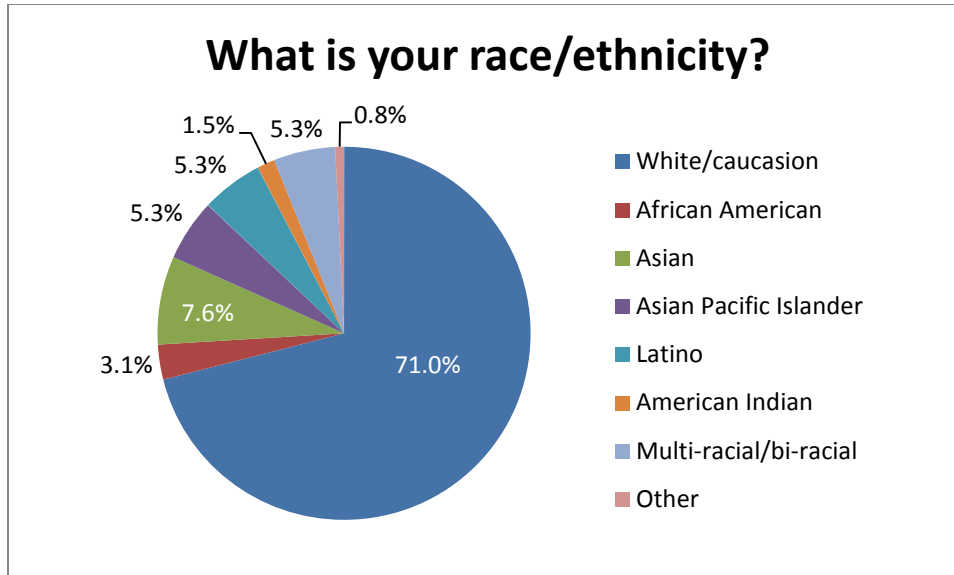


Figure 12. Racial or Ethnic Background

**CONCLUSIONS AND NEXT STEPS**

In general, the survey results support what SKT and SMART had suspected:

- The first trip in the morning from Salem can leave a half hour later to meet the second WES train out of Wilsonville (5:51 AM dep.) instead of the first train.
- While the Route 1X service is respected and well used, there is a need for more capacity in the peak hours of 6:30 to 7:30 AM (to Salem) and 4:00 to 5:00 PM (to Wilsonville). Per discussions with SMART in October 2015, they propose to add an additional trip in the morning to provide relief for their 7:00 AM run from Wilsonville, which is often overcrowded.
- Through savings of layover time in the morning, Cherriots proposes to provide an additional trip in the afternoon leaving at 3:35 PM to alleviate crowding on the 4:00 departure from Salem. This new schedule would provide 20-minute headways between 6:30-7:30 AM from Wilsonville and maintain 30-minute headways from Salem in the afternoon between 3:35-5:30 PM.

Some unexpected results may be helpful for the future if additional funding is secured:

- A mid-day trip is desired by a good portion of survey respondents, but is out of the scope of the proposed service changes.
- Wi-Fi on the buses could be implemented if each agency can find the capital and operating dollars to spend, but this will not be a priority for the changes associated with the service.

**ATTACHMENT A: Final Report for July 2015 Route 1X On-board Survey**

**DRAFT SCHEDULES**

Table 2 below shows the final proposed Route 1X schedule alongside the existing schedule in smaller red text.

**Table 2. Final Draft Route 1X Schedule** (Existing schedule is in **small red text**)

Northbound					Southbound				
Trip	Provider	Salem DTC	Wilsonville TC	WES	Trip	Provider	WES	Wilsonville TC	Salem DTC
A	Cherriots	5:00 <small>4:32</small>	5:45 <small>5:17</small>	5:51	C	SMART	N/A	6:00 <small>6:00</small>	6:48 <small>6:48</small>
B	Cherriots	6:25 <small>6:25</small>	7:17 <small>7:17</small>	7:21	A	Cherriots	6:25	6:30 <small>6:30</small>	7:18 <small>7:18</small>
C	SMART	7:00 <small>7:05</small>	7:48 <small>7:48</small>	7:51	D	SMART	6:25	6:50 <small>7:00</small>	7:38 <small>7:48</small>
D	SMART	7:50 <small>8:05</small>	8:35 <small>8:48</small>	8:51	E	SMART	6:55	7:10 <small>N/A</small>	7:58 <small>N/A</small>
E	SMART	8:15 <small>N/A</small>	9:00 <small>N/A</small>	N/A	B	Cherriots	7:25	7:30 <small>7:30</small>	8:18 <small>8:18</small>
F	SMART	9:05 <small>9:05</small>	9:48 <small>9:48</small>	N/A	F	SMART	7:55	8:05 <small>8:00</small>	8:53 <small>8:48</small>
G	Cherriots	15:35 <small>N/A</small>	16:27 <small>N/A</small>	16:28	I	SMART	N/A	15:37 <small>15:37</small>	16:22 <small>16:25</small>
H	Cherriots	16:00 <small>16:00</small>	16:52 <small>16:51</small>	16:58	J	SMART	N/A	16:07 <small>16:07</small>	16:52 <small>16:55</small>
I	SMART	16:30 <small>16:30</small>	17:22 <small>17:21</small>	17:28	G	Cherriots	16:32	16:37 <small>N/A</small>	17:22 <small>N/A</small>
J	SMART	17:00 <small>17:00</small>	17:52 <small>17:51</small>	17:58	H	Cherriots	17:02	17:07 <small>17:07</small>	17:52 <small>17:55</small>
K	Cherriots	17:30 <small>17:30</small>	18:22 <small>18:21</small>	18:28	L	SMART	17:32	17:37 <small>17:37</small>	18:22 <small>18:25</small>
L	SMART	18:35 <small>18:35</small>	19:22 <small>19:21</small>	N/A	M	SMART	18:02	18:07 <small>18:07</small>	18:52 <small>18:55</small>
M	SMART	19:05 <small>19:05</small>	19:52 <small>19:52</small>	N/A	K	Cherriots	18:32	18:37 <small>18:37</small>	19:22 <small>19:25</small>



**APPENDIX A: SURVEYS HANDED OUT TO PASSENGERS**

**Route 1X Rider Survey** (for 4:32 a.m. Salem departure bus only)

**Dear Rider:** Thank you for riding the Route 1X to Wilsonville. Please take a few moments to answer the following questions. This information will help us serve you better. Please return the survey to the envelope attached to the bus fare box after you finish. Thank you!

1. How often do you ride Route 1X to Wilsonville?
  - a. Every weekday
  - b. About once or twice a week
  - c. 1 to 4 times per month
  - d. This is my first time
2. What is the purpose for your trip today?
  - a. Work
  - b. School
  - c. Other \_\_\_\_\_
3. Do you ever transfer to the WES train in Wilsonville after getting off the Route 1X bus?
  - a. Yes
  - b. No
4. If you're traveling to work regularly on the 4:32 a.m. departure, would you still be able to use the Route 1X if the bus departed a half hour later (leaving Salem's Downtown Transit Center at 5:00 a.m., arriving at the Wilsonville WES Station at 5:47 a.m. instead of 5:17 a.m.)?
  - a. Yes
  - b. No
5. Do you sometimes bring a bicycle with you on the bus?
  - a. Yes
  - b. No
6. Would you use secure bicycle parking in Salem if it was available, or do you need your bicycle to get to your final destination?
  - a. Yes, I would use a bicycle locker if one was available in Salem. I don't need my bike to get to my final destination.
  - b. No, I need my bike to get to my final destination after getting off the Route 1X bus. I have no choice but to bring my bike on the bus.
7. What is your race/ethnicity?
  - a. White/caucasian
  - b. African American
  - c. Asian
  - d. Asian Pacific Islander
  - e. Latino
  - f. American Indian
  - g. Multi-racial/bi-racial
  - h. Other \_\_\_\_\_
8. What was your annual household income before taxes in 2014?
  - a. \$0-\$9,999
  - b. \$10,000-\$19,999
  - c. \$20,000-\$29,999
  - d. \$30,000-\$39,999
  - e. \$40,000-\$49,999
  - f. \$50,000 or more
  - g. Don't know
9. Suggestions to improve service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Route 1X Rider Survey (General)**

**Dear Rider:** Thank you for riding the Route 1X. Please take a few moments to answer the following questions. This information will help us serve you better. Please return the survey to the envelope attached to the bus fare box after you finish. Thank you!

1. How often do you ride Route 1X?
    - a. Every weekday
    - b. About once or twice a week
    - c. 1 to 4 times per month
    - d. This is my first time
  2. What is the purpose for your trip today?
    - a. Work
    - b. School
    - c. Other \_\_\_\_\_
  3. Do you have a vehicle you could have used to make this trip either as the driver or as a passenger?
    - a. Yes
    - b. No
  4. How did you get to Route 1X today?
    - a. Walked
    - b. Rode a bicycle
    - c. Drove a car or was dropped off
    - d. Transferred from a bus
    - e. Transferred from a WES train
    - f. None of the above
  5. Will you transfer to a Cherriots or SMART bus or the WES train after this Route 1X trip?
    - a. Yes, I will transfer to \_\_\_\_\_
    - b. No
  6. What time do you ride Route 1X in the morning and afternoon?
    - a. Morning: \_\_\_\_\_ a.m.
    - b. Afternoon: \_\_\_\_\_ p.m.
  7. What direction do you ride in the morning?
    - a. Towards Wilsonville
    - b. Towards Salem
  8. Are all the seats taken often on the bus(es) you ride?
    - a. Yes
    - b. No
  9. What county do you live in?
    - a. Clackamas
    - b. Washington
    - c. Multnomah
    - d. Marion
    - e. Polk
    - f. Other \_\_\_\_\_
  10. What is your race/ethnicity?
    - a. White/caucasian
    - b. African American
    - c. Asian
    - d. Asian Pacific Islander
    - e. Latino
    - f. American Indian
    - g. Multi-racial/bi-racial
    - h. Other \_\_\_\_\_
  11. What was your annual household income before taxes in 2014?
    - a. \$0-\$9,999
    - b. \$10,000-\$19,999
    - c. \$20,000-\$29,999
    - d. \$30,000-\$39,999
    - e. \$40,000-\$49,999
    - f. \$50,000 or more
    - g. Don't know
  12. Suggestions to improve service: \_\_\_\_\_
-

**MEMO TO: BOARD OF DIRECTORS**

**FROM: GREGG THOMPSON, MAINTENANCE MANAGER  
 DAVID TRIMBLE, CHIEF OPERATING OFFICER**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: FIXED ROUTE VEHICLE ACQUISITION**

**Issue**

Shall the Board authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route buses?

**Background and Findings**

SAMTD currently operates and maintains a fleet of 64 fixed route buses. Of these 64 buses, 34 are CNG-powered. Currently there are 24 CNG buses that exceed their FTA recommended useful life as of January 2015. The September 2015 service redesign resulted in reducing the fleet needs by three (3) buses. These three buses are being placed into contingency status and are not slated for replacement. Staff is recommending the replacement of the remaining 21 CNG buses.

SAMTD issued RFP #2015-03 on August 3, 2015. A committee comprised of Operations and Maintenance employees convened to review submitted proposals. Submittals were received from Gillig LLC and New Flyer of America Inc. Each proposal was reviewed independently and assessed an initial score. The scoring committee then met, recorded their independent score, discussed both proposals and then submitted their final score. In each scoring step, New Flyer of America ranked higher. Scoring criteria consisted of price, adherence to specifications, warranty, delivery schedule and serviceability.

Evaluation Criteria:	Price per Bus Unit	Adherence to Specifications	Delivery Schedule	Serviceability (completeness & clarity of parts & service manuals)	Quality & Desirable Operating Characteristics	Total Possible Score (x5)
Maximum Score (x5):	<b>33</b>	<b>32</b>	<b>15</b>	<b>10</b>	<b>10</b>	<b>100</b>

**NEW FLYER**

• Initial Score	155	133	63	44	39	<b>434</b>
• Final Score	155	134	72	41	43	<b>445</b>

**GILLIG**

• Initial Score	129	149	61	46	44	<b>429</b>
• Final Score	134	149	60	46	42	<b>431</b>

Buses would be ordered according to the table below:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
12	0	3	3	3

In the event additional funding is located there is an option for ten (10) additional buses.

Total project cost is approximately \$10,080,000.

The initial order of 12 buses is \$5,760,000. Funding for the initial order comes from three grant sources - the Federal 5339 Fund with a match of 20%; the Federal 5307 Fund with a match of 20%; and STP Fund with a match of 10.27%. The local match will come from the General Fund.

The other nine vehicles in Years 3, 4, and 5 total \$4,320,000.

Grant Source	Local Match Required	Grant Amount	General Fund/ Local Match	Total
Federal 5339	(80/20)	\$ 2,631,689	\$ 657,255	\$ 3,288,944
STP	(89.73/10.27)	\$ 1,902,913	\$ 217,797	\$ 2,120,710
Federal 5307	(80/20)	\$ 280,276	\$ 70,069	\$ 350,346
		<b>\$ 4,814,876</b>	<b>\$ 945,121</b>	<b>\$ 5,760,000</b>

**Recommendation**

Staff recommends that the Board authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses.

**Proposed Motion**

I move that the Board authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses for a contract amount of \$10,080,000.



Linda Galeazzi <linda.galeazzi@cherriots.org>

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## Fwd: Concerns about Participating in the 2016 Budget Process

1 message

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Allan Pollock <allan.pollock@cherriots.org>  
To: Linda Galeazzi <Linda.Galeazzi@cherriots.org>

Wed, Feb 3, 2016 at 10:14 AM

For the Board Work Session Packet.

Thanks.

Allan

**Allan Pollock**  
General Manager/CEO

----- Forwarded message -----

From: **Robert Krebs** <robert.krebs@cherriots.org>  
Date: Wed, Jan 27, 2016 at 1:23 PM  
Subject: Re: Concerns about Participating in the 2016 Budget Process  
To: Scott Bassett <bassettpost@gmail.com>

Hi Scott,

I have been ill and out of circulation with a cold the last few days. Now back with the living.

Last year there have been some brief discussions about your budget concerns. We lost the election "big time" due to misinformation and misunderstandings. The budget document may be one of the ways to show the value of transit services.

Let me talk to SKT management to see how the budget document might be improved to address your issues.

I will get back to you as soon as I have something to report.

Bob

Robert Krebs, President  
Board of Directors



On Sun, Jan 24, 2016 at 10:33 PM, Scott Bassett <bassettpost@gmail.com> wrote:  
Bob,

I appreciated that you recruited me for the Budget Committee last year, but I am concerned that I am not the right fit for the work of the Budget Committee in 2016.

I was disappointed in some of the responses (nonresponses) I received from staff during the budget meetings last year and I would like to know if it is likely to be different this year.

The focus of the budget document and budgeting process was to offer the minimum information required by law. If that is the intent again this year, I am not interested in serving on the Budget Committee.

The budget document and budgeting process could be used to explain what the organization does and how well. It could document how many riders receive what quality of services and reference industry standards. I know that some of this information is shared with Board members through the year, but not much of it was summarized in the budget document or shared during the budget hearings.

I submitted questions by email during the budget process last year and staff did not even attempt to respond to some of them. I asked at the last Budget Committee meeting, as things were wrapping up, if staff would address my questions and was asked what questions I had. This was at the 11th hour and members were ready to go home, so I only focused my comments on the process and asked that more information be shared with Budget Committee members next year.

One Board member expressed interest in addressing my concerns. There was mention of a potential new initiative and work group that would provide more performance related information for the budget but I don't know if that will move forward for the meetings in May.

Since I did not receive answers intended to address some of my questions last year, I would need assurance that staff will be much more transparent with information and be responsive to questions from Budget Committee members this year.

I know that it is a small organization with few staff and that the Board might feel very comfortable with the current level of information in the budget deliberations. If you are aware of some changes that are in the works to make the budget process more informative for budget committee members, I would like to hear about them.

Thank you,

Scott

**MEMO TO: BOARD OF DIRECTORS**

**FROM: LINDA GALEAZZI, EXECUTIVE ASSISTANT**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: BUDGET COMMITTEE VACANCY**

There is one citizen member vacancy on the Budget Committee representing Subdistrict #2 due to a term ending June 30, 2015. The citizen member position representing Subdistrict #2 is a three-year term from July 1, 2015 to June 30, 2018.

District Bylaws provides for filling vacancies on the Committee at the discretion of the Board as follows:

- a. A Qualified Elector must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large.
- b. The Board member representing the Subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector. The Board then moves to accept or reject that appointment; or
- c. The Board member representing the Subdistrict of the vacancy may call for applications for the Budget Committee.

In October 2015, advertisements were published in the Statesman Journal and the KeizerTimes to announce there was a citizen member position on the Budget Committee. As a result, two applications were received.

At the November 30, 2015 work session, Director Busch asked that the process for appointing a citizen member be delayed. Several people had inquired about the position, but she was unable to respond to them because of the campaign for the November election and the holidays. She wanted the opportunity to respond to the inquiries she received.

As of January 5, 2016, Director Busch was able to email and/or follow up with nine people about the budget committee citizen member position. As a result, four people applied for the position and three declined. Applications received were reviewed to be sure candidates were qualified electors.

There are now three applicants that qualify for the citizen member position.

At the work session, Board members will discuss their next steps in order to form a recommendation to present to the full Board for a vote at the next regular Board meeting.

**Salem-Keizer Transit — Board of Directors  
Budget Committee Citizen Member Vacancy  
Three Year Term Ending June 30, 2018**

Salem-Keizer Transit is recruiting for one citizen member position to represent Keizer in Subdistrict #2 on Salem-Keizer Transit's Budget Committee. The appointee would serve a three year term that ends June 30, 2018.

The Budget Committee typically meets three times in the month of May each year to review, discuss, make changes and approve the proposed budget presented by Salem-Keizer Transit staff. The approved budget is later presented to the Board of Directors who authorize its adoption. To qualify, you must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large.

If you are interested in being considered for the citizen member position, more information and an application packet are available on the District's website at <http://cherriots.org/budget-committee> or at the Salem-Keizer Transit administration office, Suite 5230, 555 Court Street NE, Salem, Oregon 97301/ 503-588-2424.

Completed applications should be returned no later than Monday, November 30, 2015 at 5:00 p.m. by mail to the attention of the General Manager's Office at the address above or by email to [linda.galeazzi@cherriots.org](mailto:linda.galeazzi@cherriots.org).

The citizen member appointment is scheduled to be made during the December 10, 2015 Board meeting.





**Subdistrict #1**

**STEVE EVANS**  
1936 Orchard Heights Rd  
Salem, OR 97304-2507

Term Expires 06/30/19

**E.M. EASTERLY**  
775 Fir Gardens St NW  
Salem, OR 97304

Appointed 12-11-14;  
Appointment Expires 06/30/17

**Subdistrict #2**

**COLLEEN BUSCH**  
4064 Noon Ave NE  
Keizer OR 97303

Elected 2-year Unexpired Term 06/30/15  
(Full Term Expires 06/30/17)

**VACANT [CRAIG WILLIAMS]**  
1069 Parkmeadow Dr NE  
Keizer, OR 97303

Appointed 10/25/12;  
Appointment Expires 06/30/15

**Subdistrict #3**

**KATHY LINCOLN**  
3291 Willamette Dr N  
Keizer, OR 97303-6045

Term Expires 06/30/19

**DERIK E. MILTON**  
2517 Dan Ave NW  
Salem, OR 97304-4252

Appointed 12/12/13;  
Appointment Expires 06/30/2016

**Subdistrict #4**

**JOHN HAMMILL**  
4372 Vernon Loop NE  
Salem, OR 97305

Term Expires 06/30/17

**BILL HOLMSTROM, Chair 2015**  
625 14<sup>th</sup> Street NE  
Salem, OR 97301

Appointed 09/27/09; Reappointed 09/27/12;  
10/22/15; Appointment Expires 06/30/18

**Subdistrict #5**

**JERRY THOMPSON**  
4930 State Street  
Salem, OR 97301-5244

Term Expires 06/30/19

**HERSCH SANGSTER, Secretary**  
832 Maine Av  
Keizer, OR 97303

Appointed 12/12/13;  
Appointment Expires 06/30/16

**Subdistrict #6**

**ROBERT KREBS**  
3435 Bluff Ave SE  
Salem, OR 97302

Term Expires 06/30/17

**SCOTT BASSETT**  
2243 Wildwood Drive SE  
Salem, OR 97304

Appointed 01/22/15;  
Appointment Expires 06/30/17

**Subdistrict #7**

**MARCIA KELLEY**  
396 Washington Street S  
Salem, OR 97302-5149

Term Expires 06/30/19

**SHERONNE BLASI**  
2375 Summer Street SE  
Salem, Oregon 97302

Appointed 03/26/15  
Appointment Expires 06/30/17

**BUDGET OFFICER**

**ALLAN POLLOCK**  
General Manager/CEO  
Salem Area Mass Transit District  
555 Court St NE, Suite 5230  
Salem, OR 97301-3980

Phone: (503) 588-2424  
Fax: (503) 566-3933  
Email: [allan.pollock@cherriots.org](mailto:allan.pollock@cherriots.org)  
or [Board@cherriots.org](mailto:Board@cherriots.org)

## **ORS 294.414<sup>1</sup> Budget Committee**

(1) Except as provided in ORS [294.423 \(Governing body of certain municipal corporations to be budget committee\)](#), the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

(6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members. [Formerly ORS 294.336<sup>1</sup> (Title not available: statute has been repealed or renumbered.) [1963 c.576 §6; 1973 c.61 §1; 1979 c.310 §2; 1997 c.308 §6; 2001 c.135 §32; renumbered [294.414 \(Budget committee\)](#) in 2011]



**MEMO TO: BOARD OF DIRECTORS**

**FROM: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: DESIGNATION OF GENERAL MANAGER PRO TEMPORE**

In the past, during planned absences (conferences, vacations, etc.), I have designated an acting general manager for that certain period. However, there has been no provision in the event of an unforeseen absence, i.e. medical leave, etc.

ORS Chapter 267.145 (2) allows the District's Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager. It is a good idea to formalize this process so there are clear lines of authority during my absences, planned or unforeseen.

I have drafted a resolution for your review and discussion. Ultimately, it would be the responsibility of the Board to identify the positions that would be designated the General Manager Pro Tempore, and back up, if the General Manager Pro Tempore is also not available.

It is my recommendation that the Executive Committee works with me on finalizing a resolution to back to the Board at a future Board meeting for adoption.

**ORS 267.145(2)**

**General Managers Attendance at Board Meetings**

• **Pro Tempore Manager**

(1)The general manager shall attend the meetings of the board and may participate in its deliberations, but has no vote.

(2)The board may appoint a general manager pro tempore during the absence or disability of the general manager. [1969 c.643 §16]

**DRAFT**

**RESOLUTION NO. 2016-XX**

**DESIGNATING GENERAL MANAGER PRO TEMPORE**

WHEREAS, ORS Chapter 267.145 (2) allows the SAMTD Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager; and

WHEREAS, the official business of the District must continue during such times when the general manager may be absent or disabled;

NOW, THEREFORE, BE IT RESOLVED that the SAMTD Board of Directors appoints the XXXXXXXX to serve as the general manager pro tempore for Salem-Keizer Transit during the absence or disability of the general manager. Further, the SAMTD Board appoints the XXXXXXXXXXXX to serve as the general manager pro tempore during the absence or disability of the general manager and the general manager pro tempore appointed above. For planned absences, the general manager will provide notice to the SAMTD Board and staff that the designation of general manager pro tempore will be in effect for a specific period. For unforeseen or emergency absences of the general manager, the designation will take effect without prior notice. In the event that the general manager, general manager pro tempore, and the XXXXXXXX are unavailable for a certain period, the Board authorizes the general manager to designate another general manager pro tempore.

This appointment shall remain in effect until the SAMTD Board appoints a new general manager pro tempore.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, SAMTD

UPDATED: February 4, 2016



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

All meetings of the Board are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted.

• **FEBRUARY 2016**

- 15 Mon **HOLIDAY** **PRESIDENTS DAY** - SKT Administration Office Closed; Customer Service Closed; No Bus Service
- 16 Tue 9:00a-3:30p Basic Local Budget Law Workshop (OR Dept. of Revenue) Busch, Lincoln, Bassett
  - Linn County Fair & Expo Center, Rooms 1-2, 3700 Knox Butte Rd
- 25 Thu 6:30 PM SAMTD Board Meeting All Board

• **MARCH 2016**

- 1 Tue 3:00-4:30p STF Advisory Committee
- 7 Mon 5:30 PM SAMTD Board Work Session All Board
- 13-15 . . . . . APTA Legislative Conference [Washington D.C.] Krebs, Lincoln
- 18 Transit Appreciation Day
- 24 Thu 6:30 PM SAMTD Board Meeting All Board
- Mar 15 – Apr 15 Oregon Government Ethics Commission Webinar Training All Board  
Sessions for Public Officials required to fill out/file the SEI
  - Go to: <http://www.oregon.gov/OGEC/Pages/training.aspx>
  - RSVP to [OGEC.training@oregon.gov](mailto:OGEC.training@oregon.gov) 24 hours in advance

• **APRIL 2016**

- 2 Sat 6:00 PM SKT Employee Appreciation Banquet All Board
- 5 Tue 3:00-4:30p STF Advisory Committee
- 11 Mon 5:30 PM SAMTD Board Work Session All Board
- 15 Fri **DUE DATE**: Statement of Economic Impact (SEI)
- 28 Thu 6:30 PM SAMTD Board Meeting All Board

• **MAY 2016**

- 3 Tue 3:00-4:30p STF Advisory Committee
- 5 Thu 6:00 PM Budget Committee Orientation
- 9 Mon 5:30 PM SAMTD Board Work Session All Board
- 12 Thu 6:00 PM Budget Committee Meeting
  - Budget Message; Election of Chair and Secretary
- 19 Thu 6:00 PM Budget Committee Meeting
- 26 Thu 6:30 PM SAMTD Board Meeting All Board
- 30 Mon **HOLIDAY** **MEMORIAL DAY** - SKT Administration Office Closed; Customer Service Closed; No Bus Service

• **JUNE 2016**

- 2 Thu 6:00 PM Budget Committee Meeting (if necessary)
- 7 Tue 3:00-4:30p STF Advisory Committee
- 13 Mon 5:30 PM SAMTD Board Work Session
- 23 Thu 6:30 PM SAMTD Board Meeting

• **JULY 2016**

A calendar for upcoming Board meetings, a copy of the adopted Budget, and minutes of past Board meetings can be found on Salem-Keizer Transit's website at: [www.cherriots.org/board](http://www.cherriots.org/board) or at the District's Administration Office at 555 Court Street NE, Suite 5230, Salem, Oregon 97301. For a televised recording of past **BWS-291** meetings, go to [www.cctvsalem.org](http://www.cctvsalem.org).



Upcoming Board Meeting and Work Session Agenda Items  
February 10, 2016

<u>Month</u>	<u>Work Session</u>	<u>Board Meeting</u>
February 2016	<ul style="list-style-type: none"> <li>Route 1X Additional Trips</li> <li>Purchase of CNG Fixed Route Buses</li> </ul>	<ul style="list-style-type: none"> <li>FY2015 Auditor's Report (Chuck Swank)</li> <li>Appoint Budget Committee Citizen Member SD#2</li> <li>JWA's Final Report Regional Transportation Plan</li> <li>ODOT STF 5310 Grant Project Submittals</li> <li>RFP#2015-03 Approve Purchase of CNG Fixed Route Buses</li> <li>West Salem Connector Update</li> <li>Finance, Rideshare, Performance Report – 2nd Qtr</li> </ul>
March 2016	<ul style="list-style-type: none"> <li>Update on BSIP (Bryon)</li> </ul>	<ul style="list-style-type: none"> <li>APTA Legislative Report</li> <li>FAST ACT Briefing</li> </ul>
April 2016	<ul style="list-style-type: none"> <li>FY17 Board Agenda Planning Calendar</li> </ul>	<ul style="list-style-type: none"> <li>CFM Federal Legislative Agenda (Joel Rubin)</li> </ul>
May 2016	<ul style="list-style-type: none"> <li>GM Evaluation Process</li> </ul>	<ul style="list-style-type: none"> <li>West Salem Connector Annual Review</li> <li>Select Board Member to Review GM CPE</li> <li>Finance, Rideshare, Performance Report – 3<sup>rd</sup> Qtr</li> </ul>
June 2016		<ul style="list-style-type: none"> <li><u>Consent:</u> <ul style="list-style-type: none"> <li>Adopt FY2017 BOD Mtg Schedule</li> <li>United Way Donation FY2017</li> </ul> </li> <li>Budget Hearing/Res#2016-XX Adopt FY17 Budget</li> <li>ES(2): GM CPE - Prior to <i>and</i> After Board meeting</li> </ul>
July 2016	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Oath of Office for Newly Elected Board (2017)</li> <li>Election of Officers/Oath of Office (2017)</li> <li>Accept Annual Preliminary Year-end Financial Rpt</li> </ul>
August 2016	<ul style="list-style-type: none"> <li>Board Committee Assignments</li> </ul>	<ul style="list-style-type: none"> <li>Annual Security Report - Karen</li> <li>Finance, Rideshare, Performance Report - 4<sup>th</sup> Qtr</li> <li>Appoint Board Committee Assignments</li> </ul>
September 2016	<ul style="list-style-type: none"> <li>SDIS Board Check List</li> </ul>	<ul style="list-style-type: none"> <li>Year End Performance Report</li> <li>2015 End of Legislation Session Report (Dale Penn)</li> <li>Approval of SDIS Board Check List</li> </ul>
October 2016	<ul style="list-style-type: none"> <li>Proposed FY2018 Budget Calendar</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Proposed FY2018 Budget Calendar</li> <li>Budget Committee Appointment</li> </ul>
November 2016	<ul style="list-style-type: none"> <li></li> </ul>	(NO REGULAR BOARD MEETING)
December 2016	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>STF Advisory Committee Appointments</li> <li>Finance, Rideshare, Performance Reports – 1<sup>st</sup> Qtr</li> </ul>
January 2017	<ul style="list-style-type: none"> <li>2017 Legislative Priorities</li> <li>Update on ODOT Grant Programs</li> </ul>	<ul style="list-style-type: none"> <li>2017 Legislative Priorities</li> <li>FY2016 Auditor's Report (Chuck Swank)</li> </ul>
To Be Determined:		
<ul style="list-style-type: none"> <li>Award Construction Contract for KTC Signalization Project</li> <li>Contract Award for Maintenance Lift</li> <li>Contract Award Landscape/Irrigation Design @ DW</li> <li>Resolution to Amend STFAC Bylaws</li> </ul>		



Salem Area Mass Transit District  
BOARD OF DIRECTORS

Thursday, February 25, 2016  
6:30 PM Regular Meeting

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

**AGENDA**

**REGULAR BOARD MEETING**

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Steve Evans
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION**  
FY2105 Auditor’s Report by Chuck Swank
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR**
  - 1. **Approval of Minutes** [Action]
    - a. Minutes of the January 28, 2016 Regular Meeting
  - 2. **Routine Business Items** [Action]
    - a. Appointment of Citizen Member to Budget Committee for Subdistrict #2
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
  - 1. Acceptance of the Final Report for the Regional Transportation Plan Project  
Prepared by Jarrett Walker & Associates
  - 2. Approval of the ODOT STF 5310 Grant Project Submittals Recommended by the  
STF Advisory Committee
  - 3. Approve RFP#2015-03 Purchase of 12 CNG Fixed Route Buses
- I. INFORMATION ITEMS**
- J. REPORTS**
  - 1 Performance Report – Second Quarter
  - 2. Rideshare Report – Second Quarter
  - 3. Finance Report – Second Quarter
  - 4. Board Committee Reports [*Receive and File*] .....
    - a. Work Session of January 11, 2016
    - b. Special Transportation Fund Advisory Committee Meeting
- K. BOARD & MANAGEMENT ISSUES**
  - 1. General Manager
  - 2. Board President
  - 3. Board of Directors
- L. ADJOURNMENT**

**BOARD MEETING PROCEDURES**

**CONSENT CALENDAR AND AGENDA ITEMS** All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.

**APPEARANCE OF INTERESTED CITIZENS & AGENCIES** Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda which are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.

**TO GET ITEMS ON THE AGENDA** All communications and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors Email Address is: [Board@cherriots.org](mailto:Board@cherriots.org)

**SPECIAL ACCOMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

**PROCEDIMIENTOS DE LA REUNIÓN**

**CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA** Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.

**COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS** Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.

**PARA TENER ASUNTOS EN EL ORDEN DEL DIA** Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; [Board@cherriots.org](mailto:Board@cherriots.org)

**NECESIDADES ESPECIALES** Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales 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 Oregón, 711.

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**Next Regular Board Meeting Date: Thursday, March 24, 2016**

Regular Board meetings are televised and can be viewed on CCTV's website: [www.cctvsalem.org](http://www.cctvsalem.org).

Go to [www.cherriots.org/board](http://www.cherriots.org/board) for an electronic copy of the Board's agenda packet.

**Salem-Keizer Transit Administration Office ~ 555 Court Street NE, Suite 5230 ~ Salem, OR 97301**

**Phone (503) 588-2424 ~ Board of Directors Email Address: [Board@cherriots.org](mailto:Board@cherriots.org)**