

Salem Area Mass Transit District
BOARD OF DIRECTORS
WORK SESSION
Thursday, March 23, 2023 at 5:30 P.M.

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

AGENDA

I. CALL TO ORDER	
• Announcements	
II. PRESENTATION DISCUSSION	
A. Board Travel Policy	3
B. Paratransit Boundary Guidelines	13
III. GENERAL MANAGER COMMENTS	
A. Upcoming Board Agenda Items	17
B. Board Calendar Review	18
IV. ADJOURNMENT	

Vision

We Deliver Valued Mobility Options that Inspire Community Pride

Mission

Creating Community Connections

Work Session Agenda Pkt. 1

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 750 1876 | Passcode: 581378
Go to: <https://cherriots-org.zoomgov.com/j/1617501876?pwd=MW1obXdqdkhVa3FMZlczYzIzdExuZz09>
- One Tap Mobile: + 16692545252,,1617501876#,,,,*581378# 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.

Policy: Board of Directors Travel Policy	Number: 122
	Page: 1 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

122.01 Purpose:

The purpose of this Travel Policy (this “Policy”) is to provide guidelines to the Board of Directors of Salem Area Mass Transit District (the “District”) for complying with the District’s travel policies, and the requirements for processing expense claims for official business travel.

As required by Federal and State statutes, all official travel must be accomplished in an efficient, cost-effective manner, resulting in the best value for the District. The General Manager is responsible for determining the number of Directors who may attend the same out-of-state business meeting or conference and, to the extent possible, facilitate the sharing of information obtained at any such meeting among District Board Members. The General Manager is also responsible for determining the necessity and justification for conducting official travel in support of the operations and objectives of the District, the type of travel assignment, the method of travel and resource availability. All travel outside of the continental United States requires General Manager approval.

All Directors must comply with all provisions of this Policy. Failure to do so may be treated as unauthorized use of District resources. If the District determines that a Director obtained payment of travel expenses by knowingly or intentionally falsifying or misrepresenting an expense item or per diem amount for personal gain, or purposely allowed another person to arrange travel in any manner that does not comply with this Policy, the Director may be held financially responsible for any costs incurred.

All Directors must submit an approved Travel Authorization Form prior to incurring any travel expense for which they will be reimbursed, regardless of whether they are requesting a Travel Advance. Please see attached forms: 1) Travel Authorization and Advance Form; and 2) Travel Reimbursement Form. All Directors must receive prior approval from the General Manager for reimbursement of any costs associated with returning early from an approved conference or meeting.

To comply with Internal Revenue Service Regulations (Publication 535 –

Policy: Board of Directors Travel Policy	Number: 122
	Page: 2 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

Business expenses and Publication 463 – Travel Expenses), this Policy uses travel payment methodology defined as an accountable plan, which assumes the following IRS criteria have been met:

- All expenses were incurred while on official District business
- Expenses must be adequately accounted for within 10 business days.
- All excess payments or advances must be returned to the District within 10 business days.

122.02 Policy Requirements:

No exceptions shall be authorized to the following requirements:

- All air and train travel paid or reimbursed by the District will be coach class only.
- Director vehicle mileage will not be paid for miles that exceed the number of miles driven from the District office at 555 Court St NE, Salem, Oregon.
- There will not be reimbursement for alcohol of any kind.

122.03 Personal Expenses:

Personal expenses include, but are not limited to: hotel safe fees, movie or game rentals, extra person costs for non-Directors, and pet fees. There shall be no reimbursement of personal expenses. Personal expenses incurred at a hotel must be paid by the Director prior to leaving the hotel.

122.04 District Paid Expenses:

Every Director shall pre-arrange official business meetings and have the costs paid directly by the District when possible. Travel related expenditures or accommodations paid by or provided by the District shall not be reimbursed to the Director.

122.05 Train Travel:

As noted above, all train travel paid or reimbursed by the District will be coach class only. Any class or other upgrades will be at the Director's cost by providing a personal check to Accounts Payable when submitting the Travel Authorization form.

Policy: Board of Directors Travel Policy	Number: 122
	Page: 3 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

122.06 Air Travel:

All Directors completing air travel shall fly the minimum class that allows a seat assignment (with the exception of Southwest Airlines). Any class or other upgrades will be at the Director's cost, including an upgrade on Southwest to get an "A" boarding ticket. In making reservations, the Director must select the lowest fare available on all airlines, unless the Director pays the difference between a ticket on the Director's preferred airline and the lowest fare available by providing a personal check to Accounts Payable when submitting the Travel Authorization form.

Directors may obtain frequent flyer mileage and/or rewards points from business travel, from airlines, hotels, or personal credit cards and retain the mileage/points for personal use.

122.07 Per Diem:

Per diem is the allowance for lodging (excluding taxes), meals and incidental expenses. The General Services Administration ("GSA") establishes per diem rates for destinations within the Continental United States (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). The State Department establishes the foreign rates. The Department of Defense establishes non-foreign rates for Alaska, Hawaii, Puerto Rico, and Guam. Per diem rates reimbursed will be based on the published amount for the destination of the business travel.

122.08 Meals:

Meal expenses are reimbursed on a fixed per diem amount based upon IRS Publication 1542 for in-state and out-of-state travel. The standard rate and high-cost localities are located at the GSA website (<http://www.gsa.gov>). Meal amounts for overnight travel are based on the destination of business travel. Meal gratuities are considered part of the per diem allowance and will not be separately reimbursed. Receipts are not required for meals

Policy: Board of Directors Travel Policy	Number: 122
	Page: 4 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

reimbursed under the per diem rate. A Director may not claim reimbursement of meal expenses for another Director.

On the first day of travel (based upon departure time from residence/SAMTD office):

Departure Time	Meal per diems reimbursed
Prior to 6:00 a.m.	All meal per diem
6:00 a.m. to 12:00 p.m.	Lunch and dinner per diem
12:01 p.m. to 6:00 p.m.	Dinner per diem
After 6:00 p.m.	No meal per diem for the day

On the final day of travel (based upon return time to SAMTD office/residence):

Return Time	Meal per diems reimbursed
After 6:00 p.m.	All meal per diem
12:00 p.m. to 6:00 p.m.	Breakfast and lunch per diem
Prior to 12:00 p.m.	Breakfast per diem

The following will cause an adjustment to the daily allowable meal per diems:

1. When meals are provided at no additional cost to a Director attending an official District business meeting, meal per diem shall be deducted for that particular meal. The Director is responsible for recording on their expense reimbursement form when a meal has been provided, as well as attaching a copy of the conference registration and/or meeting agenda showing the meals provided.
2. When a Director attends an official District business meeting where attendance at the meal is required, but meal cost is in addition to any conference fees, the Director will be reimbursed for the actual cost of that meal. An itemized receipt for the meal must be provided for reimbursement. Official District business meetings are defined as two or more persons assembled, for the benefit of the District, to conduct official District business. Official District business meetings include conferences, training, workshops, testing, seminars, and other similar

Policy: Board of Directors Travel Policy	Number: 122
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03 Amended by the Board of Directors:	Page: 5 of 10

gatherings to conduct official District business.

Complimentary meals provided by a common carrier (i.e. airline) or hotel/motel do not affect the per diem meal allowance. No adjustment in these cases is required. Additionally, a continental breakfast at a conference or meeting is not considered a breakfast that would affect the per diem meal allowance.

Non-overnight Travel: A meal per diem is permitted during non-overnight travel for any meal that falls within the course of conducting District business.

122.09 Lodging:

Lodging will be reimbursed up to the GSA per diem rate as defined for the location of the travel. Itemized receipts are required for lodging and lodging taxes. Reimbursable lodging expenses are limited to: daily room expense, daily hotel room tax, authorized business expenses, resort fees beyond the control of the Director, and authorized parking costs (if use of a rental car is pre-approved or Director is authorized to drive). Lodging must be arranged in advance and payment for lodging will be made by the District in advance. A Director should coordinate with the General Manager regarding hotel payment authorization forms.

If a Director attends a conference or meeting and stays at the official lodging, as defined in the conference or meeting registration or agenda, the District will pay the conference rate for the lodging. It is the District's preference that the Director stay at the designated conference hotel(s). If alternative lodging is required because the conference hotel is no longer available, the District will reimburse the Director only up to the rate of the conference hotel and approval must be obtained in advance from the General Manager.

Traveler safety is a factor considered by the District in the evaluation of an alternate lodging facility. Other forms of lodging such as Airbnb or vacation rentals must be approved in advance by the General Manager. These forms of lodging will rarely be approved.

Policy: Board of Directors Travel Policy	Number: 122
	Page: 6 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

122.10 Non-Commercial Lodging Per Diem:

The intent of the non-commercial lodging per diem is to reimburse Directors using their personal travel trailer, motor home, tent or staying with friends or family members, which results in a cost savings for the District. Whether for short or long-term travel, the daily non-commercial lodging per diem is \$25. The non-commercial lodging rate shall apply for any overnight stay away from the Director's home that does not take place in a commercial lodging establishment. The non-commercial lodging per diem is not an eligible cost under federal funding, and will not be reimbursed for federally funded projects. Non-commercial lodging per diem must be pre-approved by the General Manager.

122.11 Transportation Costs While At Conference/Meeting:

All costs for Taxi, Uber, Lyft, or transit fares will be reimbursable for any business-related transportation while traveling.

122.12 Airport Parking Fees:

Airport parking will be reimbursed at the economy lot rate. Any additional fees to park over and above the economy lot rate will be at the expense of the Director and will be deducted from the reimbursement request.

122.13 Automobile Usage:

Total allowable reimbursement of private vehicle mileage shall be paid to and from the District office at 555 Court St. NE, Salem, Oregon.

A Director must use a District vehicle in lieu of the Director's vehicle if a District vehicle is available.

122.14 Use of Rented Vehicle:

Vehicle rental fees are reimbursable when vehicle rental has been pre-approved and when a rented vehicle is required as a means of continuing travel including a common carrier. Drivers must have a valid current driver's

Policy: Board of Directors Travel Policy	Number: 122
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03 Amended by the Board of Directors:	Page: 7 of 10

license for the class of vehicle to be driven. Only economy-size or compact-size vehicles will be reimbursed by the District.

Vehicles shall be rented in the name of the Director and the District. District insurance provides coverage for liability as well as physical damage of the rental vehicle up to \$50,000. A Director should not purchase any insurance from a vehicle rental agency.

Collision damage waiver insurance offered by rental agencies for rented vehicles is not a reimbursable expense.

122.15 Combining Personal Travel with District Business Travel:

Directors may combine business and personal travel if authorized in advance by the General Manager. IRS regulations require that if a business trip includes personal travel, the trip must be determined to be “primarily business related.” This means that personal travel days taken in conjunction with the business trip cannot exceed the number of work days associated with the business trip.

For out-of-state trips between points where scheduled airline service is available and where a Director is combining official District travel with personal travel, reimbursement will be based on the cost of round-trip coach airfare and the meal and lodging per diems to which personnel would have been entitled while traveling by the least expensive reasonable means of travel to the business meeting location. Reimbursement will be made for only the period during which the Director is in travel status on official District business. No reimbursement will be made for days added for personal reasons. Any cost differential of attaching personal travel with business travel must be paid in advance by the Director at the Director’s cost by providing a personal check to Accounts Payable when submitting the Travel Authorization form. Directors are prohibited from using their official position for personal benefit (e.g., obtaining a government air fare or hotel rate for personal travel). Doing so may be an ethics violation.

Policy: Board of Directors Travel Policy	Number: 122
	Page: 8 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

The District will not make travel reservations for a Director's personal travel. The only exception to this is if the personal travel is an extension of time only and does not require additional travel arrangements.

If business travel is cancelled for any reason, the Director will still be responsible for the personal travel expenses if they are not refundable.

122.16 Travel Expenses Paid by Outside Entity

The General Manager is responsible for reviewing travel paid by an entity other than the District to ensure that the travel is in line with the District's mission, does not pose a conflict of interest, does not constitute luxurious travel that is not allowed in this policy, and does not conflict with ORS 244.040. The District is required to properly account for travel costs funded by outside sources as miscellaneous revenue and any related reimbursement as District expenses.

Directors shall not accept travel paid for by contractors or potential contractors. Directors shall not accept travel expense reimbursement from an entity other than the District for travel that occurs while on official District travel status. Payment from an entity other than the District must be made to the District or directly to travel vendors.

Upon completion of travel paid for by an entity other than the District, the Director must submit the required accounting of expenses for review and approval. The District will reimburse the Director for any shortfall between allowable costs and costs reimbursed by the outside entity, once the appropriate and approved travel documentation and forms have been submitted to Accounts Payable.

122.17 Travel Authorization and Reimbursement Forms

All travel must be documented on the appropriate form. Alternate versions of travel forms will not be accepted. Explanation for the travel must demonstrate a direct relationship to the District's business. Expense accounts must be properly itemized on the appropriate form, signed by the

Policy: Board of Directors Travel Policy	Number: 122
	Page: 9 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

Director and approved by the General Manager. No Director may claim payment for the expenses of another Director. Travel reimbursement forms must be inclusive of all costs related to the travel, including but not limited to registration fees, lodging, airfare, meals, parking, and mileage.

The General Manager is responsible for review of the form and documentation for allowable expenses and to only approve those expenses that are acceptable.

Expenses must be adequately accounted for and turned into Accounts Payable within 10 business days of completion of the business travel. A check for any excess travel advance must be submitted to Accounts Payable with the final Travel Reimbursement Form. Directors who submit travel reimbursement forms more than 10 days after the return from travel will no longer be eligible for Travel Advances.

122.18 Receipt Requirements:

Itemized receipts are required for reimbursement of lodging expenses. Lodging receipts must indicate the name of the Director, dates of occupancy, room rate, and evidence that payment has been made.

Receipts for meals are not required for meal per diem reimbursements. However, itemized receipts are required for reimbursement where adjustments to meal per diem amounts are made.

Documentation of authorized business meals must include the following: itemized receipts, documentation of business purpose of meeting and agenda discussed, and list of participant names, titles and business affiliations.

Receipts are required for reimbursement of baggage and luggage fees. The District will only reimburse for the first checked bag. Any other luggage fees will be at the expense of the Director.

Itemized receipts are required for reimbursement of expenses for business supplies purchased while traveling, regardless of the amount.

Policy: Board of Directors Travel Policy	Number: 122
	Page: 10 of 10
Adopted by the Board of Directors: 3/23/2023 Resolution #2023-03	
Amended by the Board of Directors:	

Itemized receipts are required for reimbursement of any and all other authorized travel expenses that individually exceed \$25. Reimbursement for tuition for a class requires a receipt and notice of completion. Receipts are not required for reimbursement of authorized travel expenses less than \$25, except in the case where travel is funded by federal, state, or local grant dollars, or in the case of authorized business meals. Any expenses to be reimbursed for non-travel related costs and meal expenses must be accompanied by an itemized receipt regardless of amount.

A reimbursement may be denied when an itemized receipt and other required documentation is unavailable or lost.

122.19 Travel Advances:

Travel advances will be issued by request only. Travel advances will not be issued for non- overnight travel. Travel advances are limited to meal per diem amounts, economy airport parking, and baggage fees. On the rare occasion that a hotel will not accept an advance payment authorization form, travel advances will include hotel reimbursement. Travel advances will not be issued to Directors who have been delinquent in accounting for or repaying prior expense requests. Only one travel advance per Director will be allowed at a time, and shall cover a period not to exceed 30 days.

LIFT Service and Boundaries

Salem Area Mass Transit District



LIFT Service Characteristics

- The Cherriotics LIFT Program provides legally mandated, complementary paratransit service to individuals unable to use regular bus service because of a disability.
- The Americans with Disabilities Act of 1990 (ADA) requires complementary paratransit service for all public transit agencies that provide fixed-route service.
- Paratransit is an "origin-to-destination" service, provided with vans, minibuses, or a combination of such vehicles.



LIFT Service Characteristics

- Federal regulations require that complementary paratransit service be "comparable" with fixed-route transit service in terms of the basic level and quality of service.
- Cherriotics LIFT paratransit service meets or exceeds all legal requirements of the ADA.
- Transit agencies must comply with six major requirements for complementary paratransit service.



Requirements for Paratransit Service

- **Service Area** – must be at least $\frac{3}{4}$ mile beyond fixed routes
- **Fares** – cannot be more than twice the undiscounted fixed route fare
- **Hours and Days of Service** – must be at least the same as fixed route, but agency may determine on a route-by-route basis



Requirements for Paratransit Service

- **Response Time** – must have next-day service available
- **No Trip Purpose Restrictions** – cannot prioritize or deny trips based on purpose or destination
- **No Capacity Constraints** – including untimely pickups, trip denials, excessively long trips, untimely drop offs, excessive phone hold times



LIFT Eligibility

- Under the ADA a person may be eligible for LIFT service if they have a disability or disabling health condition which prevents them from independently using Cherriots fixed-route bus service.
- Presence of the disability or disabling health condition by itself does not make someone eligible. Also, eligibility is not based solely on someone's age, inability to drive, or lack of availability or inconvenience of fixed-route bus service.



Types of Eligibility

- **Unconditional** – Applicant is eligible for all trips on LIFT.
- **Conditional** – Applicant is able to take some trips on fixed route and requires LIFT service when certain conditions apply.
- **Temporary** – Due to a temporary disability that will be resolved in a specific period of time, an applicant may be eligible to use LIFT service either unconditionally or conditionally during this time.
- **Visitor** – May be granted 21 days of eligibility per year.



LIFT Service Design

- Cherriots provides LIFT service through partnerships with private sector contractors.
- Cherriots provides all service vehicles and maintenance.
- Our contractors provide buildings, office equipment, and program management; and handles the eligibility process.
- Service providers have full administrative responsibility for dispatch, reservations, scheduling, customer service, and transportation employees.



LIFT Service Design

Many public transit agencies have chosen to use contractors to provide paratransit service.

Studies show that a majority of transit agencies contract all or a portion of their service.

Primary reasons are:

Cost – Public agencies are responsible for spending wisely, and competition among private companies tends to lower costs.

Flexibility – Agencies require contractors to be creative in dealing with changing demand levels and circumstances.

Expertise – Contractors have specialized experience with multiple paratransit programs through the nation.



Cherriots Boundary

- Cherriots has a boundary line that matches the Salem-Keizer Urban Growth Boundary line.
- This line was established when the Salem Area Mass Transit District was established.



Salem Area Mass Transit District - Cherriots

- SAMTD formed by a resolution in the general election November 6, 1979 under ORS 267.107. Per ORS 267.114, the District boundaries were set as the Salem-Keizer Urban Growth Boundary.
- ORS 267.107 the governing body of the most populous city in a metropolitan statistical area may by resolution propose creation of a mass transit district if the governing body finds that area-wide mass transit needs cannot be met by local transit operation...
- ORS 267.114 the territorial boundaries of a mass transit district whose formation was initiated under ORS 267.107 (Resolution to create certain districts) shall include, as a minimum area, all of the territory within the urban growth boundary, as the urban growth boundary may exist from time to time, of the city that proposed creation of the mass transit district.



What is an Urban Growth Boundary (UGB)?

- Every urban area in Oregon is required to define an Urban Growth Boundary (UGB).
- Intended to limit urban “sprawl”, while protecting agricultural lands and open spaces.
- Oregon's system of land-use regulation was enacted by Senate Bill 100 on May 2, 1973.
- The bill created the state Department of Land Conservation and Development (DLCD) and within it the seven-member Land Conservation and Development Commission (LCDC).



What is an Urban Growth Boundary (UGB)?

- Cities are required to submit their proposed UGBs to the LCDC and to justify them according to "19 Statewide Planning Goals".
- The plans must include preservation of highest-quality agricultural lands and conservation of forests and open space.
- The goals also aim to develop high-quality, livable cities and towns by increasing density, improving public transit options, and encouraging affordable housing close to jobs.



Who sets the UGB?

- Each Oregon city is surrounded by an urban growth boundary (UGB); a line drawn on planning maps to designate where a city expects to grow over a 20-year period.
- A UGB is expanded through a joint effort involving the city and county, and in coordination with special districts that provide important services in the urban area.
- Required to be revised at minimum every five years.



Why is the UGB important to transit operations?

- Oregon's local public transit services are funded through a combination of local property taxes, local payroll taxes paid by employers, transit fares, federal and state funds, and lesser amounts from advertising, private funds, and other sources.
- Local property taxes within the UGB fund LIFT transit services. Areas outside of the UGB do not contribute property taxes.



What authority does SAMTD have to operate outside of the boundary?

- SAMTD has no authority to operate outside of its designated boundaries.
- In order for SAMTD to operate outside the current boundary, the Board of Directors would need to change the boundary.



To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: March 23, 2023
Subject: Upcoming Work Session and Board Meeting Agenda Items

April 27, 2023

Work Session

- Capital Projects Update (DT)
- Presentation on District recruitment/staffing (CC)

Board Meeting

Action Items:

- Approval of CAC Bylaws Revision (TD)
- Award of Contract for Transit Host Services (PF)
- Award of Contract for Transit Signal Priority Project (DT)
- Award of Contract for Project Management Services (DT)
- Award of Contract for Security Services (DT)
- Adoption of Resolution 2023-XX - Approve FY24 FTA5310 Apportionment (DL)

Information Items:

- GFOA Presentation (DL)

May 25, 2023

Work Session

- CCC Transit Center Review (DT)

Board Meeting

Action Items:

- CC: Adopt FY2024 Board Meeting Schedule (AP)
- Award of Contract for Cherrlots ITS Project (TD)

Information Items:

- Q3 Reports: Strategic, Performance, Finance (AP, DT, DL)

June 22, 2023

Work Session

-

Board Meeting

Action Items:

- CC: Approval of FY2024 United Way Donation (AP)
- Adoption of Resolution No. 2023-XX to Adopt FY 2024 Budget (DL)

Information Items:


- Budget Hearing (DL)



To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: March 23, 2023
Subject: Calendar of Scheduled Meetings

April-23			
15	Fri.	8:00 AM	Due Date: Board to file SEI Report through OGEC
18	Tue.	5:30 PM	Citizens Advisory Committee Meeting
27	Thu.	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting

May-23			
2	Tue.	6:00 PM	SAMTD Budget Committee Meeting 1
3	Wed.	6:00 PM	SAMTD Budget Committee Meeting 2 <i>If necessary</i>
4	Thu.	6:00 PM	SAMTD Budget Committee Meeting 3 <i>If necessary</i>
25	Thu.	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting
29	Mon.	HOLIDAY	Memorial Day Cherrlots Administrative Offices Closed Customer Service Open Sunday Level Bus Service

June-23			
19	Mon.	HOLIDAY	Juneteenth Cherrlots Administrative Offices Closed Sunday Level Bus Service
20	Tue.	5:30 AM	Citizens Advisory Committee Meeting
22	Thu.	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting Budget Hearing
25	Sun.		2023 Oregon Legislative Session <i>ENDS</i>