

Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**

Thursday, April 27, 2023 at 6:30 PM

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

**AGENDA**

<b>I. CALL TO ORDER</b>	
<b>A. Note the Attendance for a Quorum</b>	
<b>B. Pledge of Allegiance</b>	
<b>C. Safety Moment</b>	
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## XI. ADJOURNMENT

**Next Regular Board Meeting Date: Thursday, May 25, 2023**

**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>
- Comcast Channel 21
- Live Stream: <https://www.capitalcommunitymedia.org/all>
- One Tap Mobile: + 16692545252,,1617501876#,,,,\*581378# US
- Landline Phone: +1 669 254 5252 US

**\*Public Comment:** Designated time for community members to testify before the board on any items of Board business, being limited to three minutes. Public Comments are accepted in writing, by email, in person, or by ZoomGov (Written testimony will be submitted and entered in to the record if it is received by 5:00 P.M. on the day of the meeting).

Email: [Board@cherriots.org](mailto:Board@cherriots.org)

Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301

**\*\*Consent Calendar:** Items are considered routine and are adopted as a group by a single motion, unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.

**\*\*\* Board of Director Report:** Time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as representatives of the District.

**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](mailto:publictestimony@cherriots.org).

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**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](mailto:publictestimony@cherriots.org).



**To:** Board of Directors  
**From:** Denise LaRue, CFO  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Certificate of Achievement for Excellence in Financial Reporting

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## **ISSUE**

Shall Salem Area Mass Transit District be recognized by the Government Finance Officers Association of the United States and Canada (GFOA) for its Annual Comprehensive Financial Report (ACFR)?

## **BACKGROUND AND FINDINGS**

The ACFR was established by the GFOA in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles (GAAP) to prepare annual comprehensive financial reports that exhibit the spirit of transparency and full disclosure, and to recognize individual governments that succeed in achieving that goal.

An ACFR shows the total of all financial accounting, provides a comparison of annual budget and actual, and gives a detailed showing of investment accounts by category reflecting balances over previous years. Various levels of government – federal, state, local and municipal – each began producing an ACFR to catalog an accurate picture of institutional funds, enterprise or financial holdings, assets and total investment incomes for those government and nongovernmental entities using the report. By the 1970s, the ACFR had become the nationwide paradigm for local government accounting.

The ACFR is submitted to the GFOA for review each year, and upon review, the GFOA awards its Certificate of Achievement Award for Excellence in Financial Reporting to those governments that comply with the ACFR accounting standards of preparation.

On December 28, 2022, the District received notification (Attachment A) from the GFOA that their ACFR for fiscal year ending June 30, 2021, qualified for a Certificate of Achievement for Excellence in Financial Reporting. This is the 10<sup>th</sup> consecutive year the District has received this recognition. In order to be awarded a Certificate of Achievement (Attachment B), a government must publish an easily readable and efficiently organized ACFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

**FINANCIAL IMPACT**

None. Information Only

**RECOMMENDATION**

None. Information Only

**PROPOSED MOTION**

None. Information Only



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

12/28/2022

Denise LaRue  
Chief Financial Officer  
Salem Area Mass Transit, Oregon

Dear Ms. LaRue:

We are pleased to notify you that your June 30, 2021 fiscal year end annual comprehensive financial report has been awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. However, our review noted one or more serious deficiencies, which required that the Certificate be issued on a qualified basis. While these deficiencies do not disqualify your report from receiving the Certificate, failure to correct them in your next submission will almost certainly preclude award of the Certificate. *If you have any questions, or do not understand precisely what changes are required, we strongly suggest that you contact us promptly in order to have sufficient time to correct the identified deficiencies for your next submission, keeping in mind that additional work by your staff and/or contractors (including possibly actuaries and auditors) may be necessary to do so.*

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations on having satisfied the high program standards.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** These documents note the specific deficiency or deficiencies that caused the award qualification. We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to this year's comments and suggestions for improvement be included when submitting your next report. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent annual comprehensive financial report. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial

Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.

- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). Plaques and medallions will be mailed separately.

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine  
Director, Technical Services



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Salem Area Mass Transit  
Oregon**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2021

*Christopher P. Morill*

Executive Director/CEO





Salem Area Mass Transit District  
**Board of Directors Work Session Minutes**

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

**March 23, 2023**

**Attendees:**

Board: President Ian Davidson, Directors Ramiro Navarro Jr., Sadie Carney (Virtual), Maria Hinojos Pressey (Arrived at 5:50 PM), Sara Duncan, and Bill Holmstrom.

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CHRO Christina Conner, CFO Denise LaRue, CCO Patricia Feeny, COO Tom Dietz, Contracted Services Manager Ben Sawyer, Service Planning Manager Chris French, Marketing Coordinator Jonah Hanson, and Executive Assistant Kirra Pressey.

Guest: None

**I. CALL TO ORDER**

President Ian Davidson called the work session to order at 5:31P.M.  
Attendance was noted and a quorum was present.

**II. PRESENTATION / DISCUSSION**

- A. CFO Denise LaRue presented the Board with an overview of the proposed Board Travel Policy No. 122.
- B. Contracted Services Manager Ben Sawyer reviewed the paratransit service and its boundaries, providing a breakdown of the urban growth boundary.

**III. GENERAL MANAGER COMMENTS**

- A. GM Allan Pollock discussed upcoming Board agenda items.
- B. He also discussed the Board Calendar, making special mention of the SEI Filer due date and the upcoming Budget Committee Meeting in May.

**IV. WORK SESSION ADJOURNED**

President Ian Davidson Adjourned the work session at 6:28 P.M.



Salem Area Mass Transit District  
**Board of Directors Meeting**  
March 23, 2023

**Index of Board Actions**

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<b>A. Approval of Minutes</b>	
1. February 23, 2023 Board of Directors Work Session	
2. February 23, 2023 Board of Directors Meeting	
<b>B. Routine Business Items</b>	
1. Appoint new member to Budget Committee	

Salem Area Mass Transit District  
**Board of Directors Meeting Minutes**

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

**March 23, 2023**

Full Video of Board Meeting can be accessed at: [https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iiYD\\_YiUu7ABEx92](https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iiYD_YiUu7ABEx92)

**Attendees:**

Board: President Ian Davidson, Directors Ramiro Navarro Jr., Sadie Carney (Virtual), Maria Hinojos Pressey, Sara Duncan, and Bill Holmstrom.

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CHRO Christina Conner, CFO Denise LaRue, CCO Patricia Feeny, COO Tom Dietz, Service Planning Manager Chris French, Contract/Procurement Manager Dan Knauss, Marketing Coordinator Jonah Hanson, and Executive Assistant Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual).

**I. CALL TO ORDER**

- A. President Ian Davidson called the meeting to order at 6:34 P.M.  
Attendance was noted and a quorum was present.
  
- B. For the Safety Moment, GM Allan Pollock discussed lessons learned from the COVID Pandemic including the need to focus on emergency preparedness.

**II. ANNOUNCEMENTS / CHANGES TO THE AGENDA**

President Davidson announced that Action Item VII.A was pulled from the Agenda and will be revisited for adoption at the April Board Meeting.

**III. PRESENTATION(S) - None**

**IV. PUBLIC COMMENTS - None**

**V. CONSENT CALENDAR**

Presenter: President Davidson

Staff Report: Pg. 4-14

**A. Approval of Minutes**

- 1. February 23, 2023 Board of Directors Work Session
- 2. February 23, 2023 Board of Directors Meeting

**B. Routine Business Items**

- 1. Appoint new member to Budget Committee

Motion: **Approve the Consent Calendar**  
Motion By: **Director Ramiro Navarro Jr.**  
Second: **Director Maria Hinojos Pressey**  
Vote: **Motion Passed Unanimously**

**VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None**

**VII. INFORMATIONAL REPORTS**

**A. Youth Zero Program Update**

Presenter: Service Planning Manager Chris French and Marketing Coordinator Jonah Hanson

Staff Report and Presentation: Pg. 27-32

Jonah Hanson presented the current and upcoming education outreach accompanying the Youth Zero Program. Chris French provided the board with ridership details, including a comparison between FY2022 and FY2023; Low Youth Fare and Youth Zero Pass; and pre and post pandemic.

**B. Service Change Briefing for May 2023**

Presenters: Service Planning Manager Chris French

Staff Report and Presentation: Pg. 33-36

Chris French presented the Service Change Briefing for May 2023, noting 100% service levels will be reached which includes an extension of later evening service. He also discussed additional adjustments made to route 13 and 19.

**VIII. GENERAL MANAGER'S REPORT**

GM Pollock provided the General Manager's report. In addition both he and Director Navarro provided a review of the 2023 APTA Legislative Conference they both attended in Washington, DC this month.

**IX. BOARD REPORT**

President Davidson, and Directors provided reports on committees and activities in which they represent SAMTD.

During President Davidson's report the following changes in appointments were made:

- Director Duncan was appointed to take President Davidson's spot on MWACT
- President Davidson was appointed to take Director Duncan's spot on MWACT as her alternate.

Following the Board's reports, President Davidson opened a discussion to address separating Board Work Sessions and Board Meetings, allowing for more time during Work Sessions on a separate day.

**X. ADJOURN**

President Davidson adjourned the meeting at 7:27 P.M.

**Respectfully Submitted**

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**Ian T. Davidson, President**



## BOARD MEETING MEMO

Agenda Item V.B.1

To: Board of Directors

From: Kirra Pressey, Executive Assistant  
Allan Pollock, General Manager

Date: April 27, 2023

Subject: Adopt Resolution No. 2023-04 to Amend Resolution No. 2016-02, Updating Policy No. 113, Designation of General Manager Pro Tempore.

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### **ISSUE**

Shall the Board adopt Resolution No. 2023-04 to amend Resolution No. 2016-02, updating policy No. 113, Designation of General Manager Pro Tempore?

### **BACKGROUND AND FINDINGS**

At the March 24, 2016 Board Meeting, the Board adopted Resolution No. 2016-02, allowing the Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager (GM).

Prior to the adoption of Resolution No. 2016-02, an acting GM was appointed prior to planned absences. However, there was no provision in the event of an unforeseen absence or disability.

With the current resolution in place, the chief operating officer would serve as the general manager pro tempore in the absence or disability of the GM. During the absence or disability of both the GM and the chief operating officer, the SAMTD Board would appoint the Director of Transportation Development as the GM pro tempore.

In Resolution No. 2023-04 ([Attachment A](#)), Policy 113 ([Attachment B](#)) has been updated to reflect the Deputy GM serving as the general manager pro tempore in the absence or disability of the GM. In the event that the GM and general manager pro tempore are unavailable for a certain period of time, the Board authorizes the GM to designate another general manager pro tempore.

### **FINANCIAL IMPACT**

None

## **RECOMMENDATION**

Staff recommends the Board adopt Resolution No. 2023-04 to Amend Resolution No. 2016-02, updating policy No. 113, Designation of General Manager Pro Tempore.

## **PROPOSED MOTION**

I move that the Board adopt Resolution No. 2023-04 to Amend Resolution No. 2016-02, updating policy No. 113, Designation of General Manager Pro Tempore.



**RESOLUTION NO. 2023-04**

**AMMENDMENT OF BOARD POLICY NO. 113  
DESIGNATING GENERAL MANAGER PRO TEMPORE**

**WHEREAS**, ORS Chapter 267.145(2) allows the Salem Area Mass Transit District (hereafter referred to as “District” or “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 BY THE BOARD OF DIRECTORS OF SAMTD;**

**THAT** the SAMTD Board of Directors appoints the deputy general manager to serve as the general manager pro tempore during the absence or disability of the general manager.

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 and general manager pro tempore are unavailable for a certain period, the Board authorizes the general manager to designate another general manager pro tempore.

**ADOPTED** by the SAMTD Board of Directors on the 27<sup>th</sup> day of April, 2023.

**ATTEST:**

\_\_\_\_\_  
Ian T. Davidson, Board President

\_\_\_\_\_  
Recording Secretary



<b>Policy: DESIGNATION OF GENERAL MANAGER PRO TEMPORE</b>	<b>Number: 113</b>
Resolution #2016-02 adopted by the SAMTD Board of Directors on <del>03/24/16</del> <u>4/27/23</u>	<b>Effective Date: 03/24/16</b> <b>Page 1 of 1</b>

**113.01 APPLICATION**

ORS Chapter 267.145(2) allows the Salem Area Mass Transit District, (hereafter referred to as “District” or “SAMTD”) Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager.

**113.02 PURPOSE**

The official business of the District must continue during such times when the general manager may be absent or disabled.

**113.03 SELECTION GUIDELINES**

1. The SAMTD Board of Directors shall appoint the ~~Chief Operating Officer~~ Deputy General Manager to serve as the general manager pro tempore during the absence or disability of the general manager.
- ~~2. During the absence or disability of the general manager and the general manager pro tempore appointed above, the SAMTD Board shall appoint the Director of Transportation Development to serve as the general manager pro tempore.~~
- ~~3.~~ 2. In the event that the general manager and general manager pro tempore, ~~and the Director of Transportation Development~~ are unavailable for a certain period, the Board shall authorize the general manager to designate another general manager pro tempore.
- ~~4.~~ 3. 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.
- ~~5.~~ 4. For unforeseen or emergency absences of the general manager, the designation will take effect without prior notice.

**~~113.04 EFFECTIVE DATE~~**

~~This policy for appointment came into effect on March 24, 2016 and shall remain in effect until the SAMTD Board appoints a new general manager pro tempore.~~

Signed by:

Date:

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~~Allan Pollock, General Manager~~ President Ian T. Davidson, Board of Directors

<b>Policy: Designation of General Manager Pro Tempore</b>	<b>Number:</b> 113
	<b>Page:</b> 1 of 1
<b>Adopted by the Board of Directors:</b> 3/24/2016 Resolution No. 2016-02	
<b>Amended by the Board of Directors:</b> 4/27/2023 Resolution No. 2023-04	

**113.01 Application:**

ORS Chapter 267.145(2) allows the Salem Area Mass Transit District, (hereafter referred to as "District" or "SAMTD") Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager.

**113.02 Purpose:**

The official business of the District must continue during such times when the general manager may be absent or disabled.

**133.03 Selection Guidelines:**

1. The SAMTD Board of Directors shall appoint the deputy general manager to serve as the general manager pro tempore during the absence or disability of the general manager.
2. In the event that the general manager and general manager pro tempore are unavailable for a certain period, the Board shall authorize the general manager to designate another general manager pro tempore.
3. 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.
4. For unforeseen or emergency absences of the general manager, the designation will take effect without prior notice.

Signed By:

Date:

\_\_\_\_\_  
President Ian T. Davidson, Board of Directors

\_\_\_\_\_



## BOARD MEETING MEMO

Agenda Item V.B.2

**To:** Board of Directors  
**From:** Patricia Feeny, Chief Communications Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Transit Host Services

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### ISSUE

Shall the Board authorize the General Manager to enter into a two (2) year contract with Garten for Transit Host services in the amount not to exceed \$134,070?

### BACKGROUND AND FINDINGS

The District provides transit host services through a contractor. The contractor trains transit hosts to answer questions and provide information to riders at the Salem Downtown Transit Center.

The purpose of the transit hosts is to enhance the customer experience by providing additional support to any rider when and where it is needed. Examples of the general nature of the questions and interactions include:

- Where does the bus for my route park at the transit center? Which bay?
- What time does my bus arrive or depart?
- Which bus do I take to get to a specific location?
- Route plan with riders, whose trips include transfers from one route to another.
- Make referrals to Cherriots customer service representatives for more complex issues or concerns.

Transit Host average over 2,000 interactions per quarter.

Other duties of the transit hosts include waiting with a customer during a transfer; referring individuals who may benefit from additional travel training; assisting with packages; assisting with mobility devices and strollers; accompanying a rider with vision impairment to their bus, customer service lobby, or to a location they request to orient

themselves at the transit center; and instruct customers on how to travel routes, including navigation strategies.

A transit host must be able to work five, 6-hour shifts Monday through Friday for a total of 30 hours. They are responsible for getting to and from work independently. A transit host must be able to appropriately interact, collaborate, and communicate with riders, the other transit host, and Cherriots staff in a courteous and professional manner. Transit hosts must have a working knowledge and understanding of the Salem-Keizer area. Additionally, transit hosts report concerns and accidents to security personnel at the transit center and maintain a log of the assistance they provide.

The District issued RFP #2023-010 and received two qualified bidders. Based on the evaluation of the proposals the source evaluation committee scored Garten the highest qualified bidder.

### **FINANCIAL IMPACT**

The financial impact is the cost of the Transit Host Services contract in the amount of \$134,070 from Garten, which is based on the received proposal. Transit hosts are a qualifying expense of the mobility management grant and are a performance measure that is reported quarterly to the Oregon Department of Transportation (ODOT 5310). The mobility management grant has a 10.27% match requirement (\$13,769) funded with STIF Formula funds beginning fiscal year 2024.

### **RECOMMENDATION**

The source evaluation committee recommends that the Board authorize the General Manager to enter into two-year contract with Garten, effective July 1, 2023, for Transit Host services in the amount not to exceed \$134,070.

### **PROPOSED MOTION**

**I move that the Board authorize the General Manager to enter into a two-year contract with Garten, effective July 1, 2023 for Transit Host services in the amount not to exceed \$134,070 (one hundred and thirty-four thousand and seventy dollars).**



## BOARD MEETING MEMO

Agenda Item V.B.3

**To:** Board of Directors  
**From:** Kirra Pressey, Executive Assistant  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Budget Committee Community Member Appointment

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### ISSUE

Shall the Board appoint Nick Fortey to the Budget Committee as a community member representing Subdistrict #1 for a term, ending June 30, 2025?

### BACKGROUND AND FINDINGS

There is one community member vacancy on the Budget Committee representing Subdistrict #1. District Bylaws provide 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 District boundaries, preferably within the subdistrict to be appointed to.
- 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 community member position(s) on the budget committee.

Nick Fortey has lived in Subdistrict #1 for the past 25 years. For several of those years he has been a member of the West Salem Neighborhood Association and the traffic chair. He has held a variety of positions with the Federal Highway Administration, allowing him exposure to an assortment of projects and providing him with an understanding of the cost associated with those projects. He believes “in the importance of transit in forging and continuing connections for people to access opportunities.” A completed application for this candidate is on file; a redacted version is included in [Attachment A](#). The Current Budget Committee Roster is included in [Attachment B](#).

### FINANCIAL IMPACT

There is no financial impact to these appointments.

**RECOMMENDATION**

Staff recommends the board appoint Nick Fortey to the Budget Committee as a community member representing Subdistrict #1 for a term, ending June 30, 2025.

**PROPOSED MOTION**

**I move the Board appoint Nick Fortey to the Budget Committee as a community member representing Subdistrict #1 for a term, ending June 30, 2025.**



Budget Committee – Community Member Application

Salem Area Mass Transit District

Attn: Executive Assistant
555 Court St. NE. Suite 5230
Salem, OR 97301
Email: board@cherriotics.org
Phone: (503) 588-2424 Ext. 7535

Please return completed, signed application by mail or email to the address above.

Name: Nick Fortey
Address, City, State, Zip:
How long have you resided at this address? 25 years
Phone:
Email Address:
Are you a registered voter? Yes
Employer: Federal Highway Administration

Please provide a brief biography of your background as it applies to the Budget Committee in the following areas:

Education:
I have both a bachelor's and master's degree in Civil Engineering, with an emphasis on transportation, which would provide me some insight into transportation project development. I have had some coursework on transit planning and design and broader coursework on transportation planning, highway design, evaluation of alternatives, and construction. This range of course work also touched upon developing costs and making tradeoffs, even though I had no formal courses in public budgeting or accounting.

Work Experience:
I have worked all my career in transportation. Though with the same agency, I have had a variety of positions that has afforded me the opportunity to be exposed to projects in rural and urban areas, on freeways and downtowns, and at a variety of scales. In all these projects, whether at the beginning stages of planning a project or set of projects, or working through initial design to construction drawings, understanding the costs and what drives costs on projects was essential.

Community Involvement:
I have been a long-time member of the West Salem Neighborhood Association and the traffic chair for several years. That position has afforded me the opportunity to work with neighbors and a wide variety of government agencies to identify and resolve complex transportation issues affecting our quality of life. This has ranged from advocating for improved bus stops, to changing signal timing, and to improving bicycle and pedestrian connections through developments and across arterials. In all these cases the ability to listen to divergent viewpoints and craft workable and cost effective ideas was essential and I hope I can bring that spirit of collaboration to the committee.

Why do you want to serve on the Budget Committee?
I believe in the importance of transit in forging and continuing connections for people to access opportunities. Understanding needs and being conscious of limitations requires a well-thought-out budget and I hope that I can work to better understanding the opportunities and constraints of the agency and work to build a budget that ensures Cherriotics can be effective and efficient.

By Submitting my application, I affirm the facts and statements contained herein are true and complete.

Signature [Handwritten Signature]

Date: 4/12/23



## Salem Area Mass Transit District BUDGET COMMITTEE ROSTER

### Subdistrict: Board Member:

- 1 Vacant**  
Term Expires: 6/30/2023\*
- 2 Ramiro Navarro**  
Term Expires: 6/30/2025
- 3 Sadie K. Carney**  
Term Expires: 6/30/2023
- 4 Maria Hinojos Pressey**  
Term Expires: 6/30/2025
- 5 Ian Davidson**  
Term Expires: 6/30/2023
- 6 Sara Duncan**  
Term Expires: 6/30/2025
- 7 Bill Holmstrom**  
\* Term Expires: 6/30/2023

### Community Member:

- Vacant**  
Term: 7/1/2022-6/30/2025
- Andrew Hickey**  
Appointed: 12/17/2020 Expires: 6/30/2024
- Kathy Lincoln**  
Appointed: 12/17/2020\* Expires: 6/30/2025
- Marie Greene**  
Appointed: 3/23/2023\* Expires: 6/30/2024
- Carl F. Garner**  
Appointed: 12/12/2019 Expires: 6/30/2025
- Ashley Carson Cottingham**  
Appointed: 12/17/2020 Expires: 6/30/2023
- Sheronne Blasi**  
Appointed: 12/17/2020 Expires: 6/30/2023

### Budget Officer

**Allan Pollock**, General Manager / CEO  
 Phone: (503) 588-2424 | (503) 566-3933  
 Email: allan.pollock@cherriotics.org

**Denise LaRue**, Chief Financial Officer  
 Phone: (503) 588-2424 | (503) 361-7542  
 Email: denise.larue@cherriotics.org

**Budget Committee Email:** publictestimony@cherriotics.org

*\* Unexpired Term*





## BOARD MEETING MEMO

Agenda Item V.B.4

**To:** Board of Directors  
**From:** Tom Dietz, Chief Operations Officer  
David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Bylaws that Govern the Procedures and Conduct of the Board's Appointed Citizens Advisory Committee (CAC)

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### ISSUE

Shall the Board adopt Resolution No. 2023-05 ([Attachment A](#)) revising the Bylaws that govern the Board's community advisory committee?

### BACKGROUND AND FINDINGS

As stated in the Board's Bylaws under *Rule 22 Committees*; any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created. Board-appointed committees are subject to the direction and control of the Board. Recommendations of such committees are considered advisory only.

The Bylaws governing the Procedures and Conduct of the Citizen Advisory Committee were revised on July 23, 2020 with the adoption of Resolution No. 2020-04. The Citizens Advisory Committee is now recommending a change under Article I, Section 1; Purpose and Mission of CAC Program in the description for the Committee from "Citizens Advisory Committee" to "Community Advisory Committee" in the Bylaws with the adoption of Resolution No. 2023-05.

### FINANCIAL IMPACT

None

### RECOMMENDATION

The CAC recommends that the Board adopt Resolution No. 2023-05 to restate the Bylaws under Article I, Section 1 ([Attachment B](#)). Purpose and Mission of CAC Program as described above.

## **PROPOSED MOTION**

**I move the Board adopt Resolution No. 2023-05 to restate and replace the Citizens Advisory Committee Bylaws that were amended by Purpose and Mission of CAC Program in the description for the Committee from "Citizens Advisory Committee" to "Community Advisory Committee."**



## RESOLUTION NO. 2023-05

### BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE COMMUNITY ADVISORY COMMITTEE

**WHEREAS**, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws" and

**WHEREAS**, the Bylaws included attachments for each of the Board's advisory committees. The bylaws in Attachment B refer to the Rules Governing Proceedings and Conduct of the Elderly/Handicapped Transit Advisory Committee.

**WHEREAS**, these bylaws were revised by Resolution #91-02 on March 28, 1991, by Resolution #97-02 on February 27, 1997; and by Resolution #97-28 on December 18, 1997 when the committee was renamed the Senior and Disabled Consumer Advisory Committee. On March 25, 1999, the committee was dissolved by Resolution #99-02 to form the Consumer Advisory Committee; and was superseded by Resolution #11-13 on December 8, 2011 to form the Citizens Advisory Committee (CAC). The Bylaws were amended on December 12, 2013 by Resolution #13-12. In 2015, the CAC was disbanded and reestablished on December 14, 2017 by Resolution #2017-13 and revised on December 12, 2019 by Resolution 2019-10. On July 23, 2020, *Article II, Section 1 Appointment and Membership* of the CAC Bylaws was revised with the adoption of Resolution #2020-04, to allow up to eleven (11) members serving on the CAC. On December 15, 2022, *Article II, Section 2 of the CAC Bylaws* was revised with the adoption of Resolution #2022-05, to change the qualification from "Youth Leader (High School Student, one year term with a "school year term" option)" to "Youth Leader (between 16 - 24 years of age;" and,

**WHEREAS**, the SAMTD Board of Directors wishes to amend the Bylaws.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT;**

**THAT** the Purpose and Mission of CAC Program in the description for the Committee change from "Citizens Advisory Committee" to "Community Advisory Committee."

**THAT** the form of Bylaws attached as Attachment B, titled "Bylaws Governing Procedures and Conduct of the Community Advisory Committee of the Salem Area Mass Transit District," is hereby adopted as the restated bylaws of SAMTD on this 27<sup>th</sup> day of April 2023 following a meeting of the SAMTD Board of Directors.

**ADOPTED** by the SAMTD Board of Directors on the 27<sup>th</sup> day of April, 2023.

**ATTEST:**

\_\_\_\_\_  
Ian T. Davidson, Board President

\_\_\_\_\_  
Recording Secretary



**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF  
THE CITIZENSCOMMUNITY ADVISORY COMMITTEE (CAC)  
OF SALEM AREA MASS TRANSIT DISTRICT**

**ARTICLE I -PURPOSE, ROLES AND RESPONSIBILITIES**

**Section 1. Purpose and Mission of the CAC Program**

The mission of the CitizensCommunity Advisory Committee, established by the Salem Area Mass Transit District (SAMTD) Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

**Section 2. Committee Name and Purpose**

The name of the committee is the CitizensCommunity Advisory Committee also referred to as the CAC, hereinafter referred to as "Committee." The purpose of the Committee shall be to meet to discuss and make recommendations to the SAMTD Board of Directors, on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

**Section 3. Committee Procedures and Duties**

The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The Committee shall establish an Executive Subcommittee. The Committee Chair and Vice- Chair, along with another member appointed by the Chair, shall serve on the Executive Subcommittee. The Executive Subcommittee may meet at a frequency directed by the Committee Chair.

The Executive Subcommittee will lead the efforts to create and implement a two-year plan which will incorporate the actions and goals of the Committee. The working document should be updated and reviewed by the Committee on a quarterly basis.

**Section 4. Open Meetings and Records**

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted in accordance the provisions of Robert's Rules of Order for small boards (11th Ed.). A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice to the members and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws. In the event of an emergency or special meeting, the District will notify all members no later than 24 hours prior to such meeting.

## **Section 5. Ethics**

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest. Further, in the case of an actual conflict of interest, the Member must refrain from participating in any discussion or vote on the matter.

## **ARTICLE II -APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS**

### **Section 1. Appointment and Membership**

Members of the Committee are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. Based on the discretion of the SAMTD Board of Directors the Committee shall have no more than eleven (11) voting members. Each member must meet ~~anyone any~~ **one** or more of the qualifications identified in Article 11, Section 2 at the time of their appointment and for the duration of their term.

The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

### **Section 2. Qualification**

To be qualified to serve as a member of the Committee, the person must live and/or work in the SAMTD service area, ~~be a~~ representative of a cross-section of the Salem/Keizer community, and as much as possible be a person who meets one of the following qualifications:

- Paratransit User
- Recreational/Bike/Pedestrian Advocate
- Social Services Agency Representative
- Medical Community/Care Provider

- Chambers of Commerce/Business Economic Development Organization
- Major Employer (over 100 Employees)
- School District Representative/Educational Community
- Ethnic Community Member
- At-large Member
- Youth Leader (between 16 - 24 years of age)

Voting members appointed to the Committee must live and/or work within the District's service area.

### **Section 3. Terms of Service**

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two consecutive two-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least 12 months for reappointment.

### **Section 4. Chair and Vice-Chair Election and Responsibilities**

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may recommend to the Board, members to serve as Chair or Vice Chair.

Committee recommendations are to be completed in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint sub-committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

### **Section 5. Participation**

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a

member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one- year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

## **Section 6. Removal and Vacancies**

Members of the Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

## **Section 7. Staff Role and Responsibility**

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

# **ARTICLE ~~III~~ - MEETINGS**

## **Section 1. Frequency**

The Committee will meet as often as necessary to carry out the responsibilities of the Committee; however, the Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the District's Administrative offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

## **Section 2. Agendas**

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

## **Section 3. Quorum and Voting**

A quorum of the Committee shall consist of a majority of all the ~~voting~~ members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.



The chair will be entitled to vote.

#### **Section 4. Minutes**

Minutes of Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

#### **Section 5. Recommendations to the SAMTD Board of Directors**

The Chair and the Chair's designee may present recommendations of the Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

#### **ARTICLE IV - SUBCOMMITTEES**

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

#### **ARTICLE V - AMENDMENTS**

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #~~2022-05~~2023-05 on ~~December 15, 2022~~ April, 27, 2023.



**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF  
THE COMMUNITY ADVISORY COMMITTEE (CAC)  
OF SALEM AREA MASS TRANSIT DISTRICT**

**ARTICLE I -PURPOSE, ROLES AND RESPONSIBILITIES**

**Section 1. Purpose and Mission of the CAC Program**

The mission of the Community Advisory Committee, established by the Salem Area Mass Transit District (SAMTD) Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

**Section 2. Committee Name and Purpose**

The name of the committee is the Community Advisory Committee also referred to as the CAC, hereinafter referred to as "Committee." The purpose of the Committee shall be to meet to discuss and make recommendations to the SAMTD Board of Directors, on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

**Section 3. Committee Procedures and Duties**

The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The Committee shall establish an Executive Subcommittee. The Committee Chair and Vice- Chair, along with another member appointed by the Chair, shall serve on the Executive Subcommittee. The Executive Subcommittee may meet at a frequency directed by the Committee Chair.

The Executive Subcommittee will lead the efforts to create and implement a two-year plan which will incorporate the actions and goals of the Committee. The working document should be updated and reviewed by the Committee on a quarterly basis.

**Section 4. Open Meetings and Records**

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## **Section 5. Ethics**

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest. Further, in the case of an actual conflict of interest, the Member must refrain from participating in any discussion or vote on the matter.

## **ARTICLE II -APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS**

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The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

### **Section 2. Qualification**

To be qualified to serve as a member of the Committee, the person must live and/or work in the SAMTD service area, be a representative of a cross-section of the Salem/Keizer community, and as much as possible be a person who meets one of the following qualifications:

- Paratransit User
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- Social Services Agency Representative

- Medical Community/Care Provider
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- Ethnic Community Member
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Voting members appointed to the Committee must live and/or work within the District's service area.

### **Section 3. Terms of Service**

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

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The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

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All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one- year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

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Members of the Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

## **Section 7. Staff Role and Responsibility**

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

## **ARTICLE III - MEETINGS**

### **Section 1. Frequency**

The Committee will meet as often as necessary to carry out the responsibilities of the Committee; however, the Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the District's Administrative offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

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A quorum of the Committee shall consist of a majority of all the members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

#### **Section 4. Minutes**

Minutes of Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

#### **Section 5. Recommendations to the SAMTD Board of Directors**

The Chair and the Chair's designee may present recommendations of the Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

#### **ARTICLE IV - SUBCOMMITTEES**

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

#### **ARTICLE V - AMENDMENTS**

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2023-05 on April 27, 2023.



## UPDATED BOARD MEETING MEMO

Agenda Item VII.A

**To:** Board of Directors  
**From:** David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Authorize the General Manager to Execute a Contract with SinWaves, Inc. (dba) LYT, for the Provision of a Traffic Signal Priority System

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### ISSUE

Shall the Board authorize the General Manager to execute a contract with SinWaves, Inc. dba LYT, for the provision of a traffic signal priority system, for an amount not to exceed \$388,380?

### BACKGROUND AND FINDINGS

Transit Signal Priority (TSP) is one tool that the Salem Area Mass Transit District (SAMTD) will use to make its transit service more efficient and reliable for its riders, thereby, increasing the attractiveness to travelers of using public transit over their personal automobiles for their daily trips throughout the service area.

TSP is accomplished through green light extension by technology in the traffic signal controller being engaged as a bus approaches the intersection, and technology advising the traffic signal controller of its status in relation to the schedule it is following. If specific scheduling parameters are met, a TSP event is requested, and the traffic signal controller then applies its internal algorithm to make adjustments within the timing software of the signal operation.

The TSP system shall be operated conditionally related to the traffic signals and the bus route schedules. In cooperation with the City of Salem Public Works Department, timing parameters will be developed for each intersection and corresponding bus route schedule prior to implementation. Requests for TSP may or may not be served by the traffic signal depending on the TSP operating parameters at each intersection.

As part of efforts to improve operational efficiency and ensure a high level of dependability for Cherriots riders, a solution to provide traffic signal priority (specifically, green light extension and queue jump capability) was sought. This solution is based on

the same technology that emergency vehicle use to deliver services in a timely manner. The system is engaged if a bus is running behind schedule by a predetermined threshold, thus allowing the bus to get back on schedule. Transit vehicles will always have secondary priority behind emergency vehicles if both were approaching the same intersection with a request for signal priority.

This project is in partnership with the City of Salem's Traffic Engineering Department.

On August 25, 2022, a Request for Proposals (RFP) was released seeking proposals to provide this system. The deadline for proposals was September 30, 2022, and four proposals were received.

The proposals were received from:

- Aaken Corporation
- ACT Traffic Solutions
- Global Traffic Technologies
- SinWaves, Inc.

These proposals were reviewed by Procurement Department staff for responsiveness, and then the Source Evaluation Committee (SEC) reviewed the proposals, conducted interviews with three finalist firms (one was eliminated based on the proposal with no need to proceed with that vendor), and scored the proposals based on the information in the proposals, responses to clarifying questions, and the interviews. After a thorough process, the SEC selected SinWaves, Inc. as the successful proposer.

The cost proposal was reviewed by Procurement Department staff to determine if the cost proposal was considered fair and reasonable in the current market for like services.

## **FINANCIAL IMPACT**

This project is included as part of the Capital Projects section of SAMTD's Adopted FY2022/23 Budget.

Funding for the proposed contract is covered through FTA 5339b grant with funds being allocated as shown in Table 1 below:



**TABLE 1**

FUND SOURCE	GRANT PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
FTA 5339b	80	20	\$310,704	\$77,676	\$388,380
<b>Grand Total</b>					<b>\$388,380</b>

**RECOMMENDATION**

Staff recommends the Board authorize the General Manager to execute a contract with SinWaves, Inc. dba LYT, for the provision of a traffic signal priority system, for an amount not to exceed \$388,380.

**PROPOSED MOTION**

**I move that the Board authorize the General Manager to execute a contract with SinWaves, Inc. dba LYT, for the provision of a traffic signal priority system, for an amount not to exceed \$388,380 (three hundred eighty-eight thousand, three hundred eighty dollars).**



## BOARD MEETING MEMO

Agenda Item VII.B

**To:** Board of Directors  
**From:** David G. Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Authorize the General Manager to Execute a Contract with Mott MacDonald, LLC for the Delivery of Project Management Services.

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### ISSUE

Shall the Board authorize the General Manager to execute a contract with Mott MacDonald, LLC for a four (4) year base term and three (3) one year extensions, for an amount not to exceed \$1,687,000?

### BACKGROUND AND FINDINGS

Salem Area Mass Transit District (SAMTD) released a solicitation for a vendor to provide project management services for the completion of six (6) primary capital development and construction projects. SAMTD was also seeking the availability of ongoing services to assist with the management of other future major capital projects.

The project management vendor will provide the following services, at minimum:

- Property acquisition negotiations and process management
- Oversight of engineering and design phase of project development
- National Environmental Protection Act (NEPA) compliance
- Americans with Disabilities Act (ADA) compliance
- Pre-construction negotiations
- Construction negotiations and management
- Construction project scope management
- Prevailing wage monitoring and documentation
- Construction project close-out

**Description of Projects:**

There are currently six primary projects that are at various stages of progress. The current status of the six projects ranges from pre-construction design, to the initial stages of construction. It will be imperative that these projects can be managed concurrently, if needed, and will require adequate staffing to accommodate peak project management demands encountered with managing multiple projects simultaneously.

**Bus Stop Improvement Program**

The Bus Stop Improvement Program (BSIP) addresses accessibility and customer convenience issues at existing bus stops, and the addition of some new bus stops in the greater Salem-Keizer region. The improvements include minor civil work connecting sidewalks to curbs, more complex civil work addressing grade issues, installation of shelters, and installation of solar powered lighting, parking removal, addition of amenities such as benches, trashcans, and signs. Engineering and design for most of the stops has been completed and submitted to local jurisdictions for plan review, and in some cases the issuance of permits. Right-of-way constraints due to physical barriers or property owners not willing to grant access easements limit full adherence to ADA requirements in some locations. In these circumstances, coordination with SAMTD staff is critical to ensure that the greatest level of accessibility is achieved in each specific location.

This is a high priority project with the emphasis on moving the construction phase forward.

**South Salem Transit Center (SSTC)**

The SSTC project as planned is to construct a new transit center in South Salem. The proposed property is currently vacant. Preliminary design and National Environmental Protection Act (NEPA) evaluation will be underway by winter of 2023. Following completion of the NEPA evaluation process, including concurrence and a finding of no significant impact from the Federal Transit Administration (FTA), the property acquisition process as prescribed by FTA will commence.

Once the property acquisition process is complete, the design and engineering phase of the project will commence. The documents created will be used to procure the services of a construction firm to complete the construction of the facility.

**Del Web Facility Security Improvements**

This project is composed of multiple phases. The first phase is to reconfigure the gated access to the property to be automated with secure access, and to install additional perimeter fencing to close existing gaps in the perimeter fence. The second phase is to improve the penetration resistance of the perimeter fence. This could involve replacing the current cyclone fence with a more penetration resistant perimeter fence, or reinforcing the existing fence with more durable materials. The third phase would be the addition of intrusion detection systems to assist onsite security and personnel with monitoring the facility.

**Server Room Construction**

This project has been fully designed and is in the process of solicitation for a construction contract. Project management services for this project would be limited to any additional project oversight assistance needed by SAMTD, beyond what is provided by the design architect.

**CNG Filling Station Replacement**

This project will replace the current CNG compressors and fueling facility. The project is at the stage where construction / installation will take place once equipment is available and on order through a competitive solicitation. The project management firm will assist the SAMTD project manager with any construction / installation oversight needed.

**Reconfiguration of Internal Office Space for Administration Offices**

The administrative offices on the fifth floor of the Downtown Transit Center need to be reconfigured to make better use of the space, and to increase the number of workstations available for employees. The project management firm would assist the SAMTD project manager with evaluating space saving options.

**Other Future Projects**

Other projects are also on the horizon and are likely to at least get started during the term of this contract. They include an East Salem Transit Center, a Comprehensive Operations Campus Project, an Auxiliary Power at the Keizer Transit Center, and a Hydrogen Fuel Cell Fuel Production and Fueling Facility. The estimated total project cost for each of these projects is yet to be determined.

The overall project is comprised of a base term of four (4) years and three (3) additional options years. The solicitation was released on December 7, 2022 and closed on January

24, 2023. SAMTD received only one (1) responsive proposal. Because no other proposals were submitted, the Procurement and Contracts department surveyed other potential proposers in order to determine a reason(s) for lack of submission. Ultimately, Procurement and Contracts determined that there was adequate competition in the market and the lack of response was not due to scope or circumstances within SAMTD's control. SAMTD proceeded under the single-bid rule. Award was made to single bid proposer. Procurement determined the cost to be fair and reasonable for rates of similar services in the market. Notice of "Intent to Award" was issued on March 3, 2023 with no protests being received.

## FINANCIAL IMPACT

Please see Table 1:

Project Name	Estimated Costs	PM Percentage	PM Cost Estimate
Bus Stop Improvement	\$4,000,000	10%	\$400,000
South Salem TC	\$12,000,000	5%	\$600,000
Del Webb Security Improvements	\$1,600,000	5%	\$80,000
Del Webb Server Room	\$150,000	5%	\$7,500
CNG Station Replacement (2)	\$1,650,000	1%	\$16,500
DTC Floor/Station Reconfiguration	\$250,000	1%	\$2,500
Future Projects	TBD		\$300,000

**Total** **\$1,406,500**  
**W/ Contingency (20%)** **\$1,687,000**  
**Seven-year annual average costs** **\$241,114/yr.**

All projects have dedicated funding allocations and funding plans. These projects are funded through a combination of grant funds, with local funds covering the match amounts. The grants used to fund these projects are from Federal funds, ODOT funds, and Statewide Transportation Improvement Fund (STIF) Discretionary and Formula funds.

## RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Mott MacDonald LLC for project management services for a four (4) year base term and three (3) one-year contract extensions for an amount not-to-exceed \$1,687,000.

**PROPOSED MOTION**

**I move the Board authorize the General Manager to execute a contract with Mott MacDonald LLC for project management services for a four (4) year base term and three (3) one-year contract extensions for an amount not-to-exceed \$1,687,000 (one million, six hundred and eighty-seven thousand dollars).**



## BOARD MEETING MEMO

Agenda Item VII.C

**To:** Board of Directors  
**From:** Gregg Thompson, Maintenance Manager  
Tom Dietz, Chief of Operations  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Authorize the General Manager to Execute a Contract amendment with Gillig for the purchase of five (5) 40' battery electric buses.

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### ISSUE

Shall the Board authorize the General Manager to execute a contract amendment with Gillig for the purchase of five (5) 40' battery electric buses to replace five 35' diesel buses for an amount not to exceed \$5,386,750?

### BACKGROUND AND FINDINGS

At the April 21, 2021 Board meeting, approval was awarded for the General Manager to enter into a contract with Gillig for the purchase of 5 battery electric buses for an amount to not exceed \$3,597,775.

The On-Board Charging equipment was approved at the November 18, 2021 Board meeting for a total cost of \$395,750.

At that time the District was planning on leasing batteries which would have been a separate approval. However, changes from the Governmental Accounting Standards Board (GASB No. 87) made this a less attractive option to obtain the batteries and also, since that time, we have received local, state sourced funds to purchase electric bus batteries.

This request also includes other expenses since the original approvals on April 21, 2021 and November 18, 2021. The items include training and vehicle graphics.

### FINANCIAL IMPACT

Funding for this proposed contract will be included in the Capital Projects Budget of SAMTD's Adopted FY2024 Budget. Overall vehicle costs are listed in Table 1 below:

**TABLE 1**

<b>Category</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Category A Electric Bus	\$ 1,077,350	5	\$5,386,750
<b>GRAND TOTAL</b>			<b>\$5,386,750</b>

Included in the overall vehicle cost are batteries, battery extended warranty, on-board chargers, training, and vehicle graphics. Itemized costs are outlined in Table 2 below:

**Table 2**

<b>Item</b>	<b>Cost Each</b>	<b>Total</b>
Battery Electric Bus	\$712,508	\$3,562,540
On-Board Chargers	\$79,150	\$395,750
Additional Costs:		
Vehicle Graphics	\$14,692	\$73,460
Batteries	\$194,000	\$970,000
Battery 6 year warranty	\$75,000	\$375,000
Training	\$2,000	\$10,000
Total Additional Costs:		\$1,428,460
<b>Grand Total</b>		<b>\$5,386,750</b>

Buses, batteries and on-board charging are being purchased with 3 different grants as reflected in Table 3 below:



**TABLE 3**

<b>Fund Source</b>	<b>Grant Percentage</b>	<b>Match Percentage</b>	<b>Grant Amount</b>	<b>Match Total</b>	<b>Total</b>
Low-No 5339(c) (Buses and Graphics)	75%	25%	\$2,727,0000	\$909,000	\$3,636,000
*Oregon DAS (Batteries and extended warranty)	100%	0%	\$1,345,000	\$0	\$1,345,000
FTA 5307a (On-Board Charging)	80%	20%	\$316,600	\$79,150	\$395,750
General Fund (Training)	0%	100%	\$0	\$10,000	\$10,000
<b>Grand Total</b>					<b>\$5,386,750</b>

\*Oregon DAS Funding is restricted funding received from the Energy Tax Credits.

Approval is only for the contract amendment with Gillig to purchase 5 battery electric buses and associated bus equipment as listed in Table 2 above.

Other costs to be included in the FY20 Battery Electric Bus project will include charging infrastructure engineering and design, chargers, and project management services as well as mid-life battery replacement and associated extended warranty.

### **RECOMMENDATION**

Staff recommends the Board authorize the General Manager to execute a contract amendment with Gillig for the purchase of five (5) 40' battery electric buses to replace five 35' diesel buses for an amount not exceed \$5,386,750.

### **PROPOSED MOTION**

**I move the Board authorize the General Manager to execute a contract amendment with Gillig for the purchase of five (5) 40' battery electric buses to replace five 35' diesel buses for an amount not exceed \$5,386,750 (five million, three hundred and eighty-six thousand, seven hundred and fifty dollars).**



## BOARD MEETING MEMO

Agenda Item VII. D

**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** April 27, 2023

**Subject:** Authorize the General Manager to Execute a Contract with PPC Solutions, Inc. for the Delivery of Security Services

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### ISSUE

Shall the Board authorize the General Manager to enter into a contract with PPC Solutions, Inc. for the delivery of transit security services and approve a project budget of four (4) base years with three (3) option years for a total of \$11,000,000?

### BACKGROUND AND FINDINGS

Salem Area Mass Transit District contracts with a private provider for the delivery of unarmed transit security services, which has included private security coverage at the Keizer Transit Center, Downtown Transit Center at Courthouse Square, and throughout the system, to provide a safe and secure environment for customers, employees, and members of the public who use our services.

Currently, this service is provided under a contract with Allied Universal Security Services. The current contract will expire on May 31, 2023.

In preparation to re-procure these services, Salem Area Mass Transit District (SAMTD) staff engaged in an internal process to review the existing contract to ensure the new Request for Proposal (RFP) was structured appropriately to provide for the current security needs of the District. The new scope of work includes an increase in security staffing at both the Keizer Transit Center and the Downtown Transit Center. Additionally, a mobile patrol component was added that will enable the contractor to provide security support to the operation throughout the local service area. This will include mobile security patrols and response to shelters and park and ride lots. Finally, the increase in staffing will allow the contractor to expand the security presence onboard buses.

The proposed contract was procured under procedures required by the Federal Transit Administration (FTA). SAMTD issued RFP #22-038 for Transit Security Services on November 30, 2022. Proposals were due on January 20, 2023.

We received seven (7) proposal responses to the RFP. All proposers were determined to be responsive. The Source Evaluation Committee (SEC) met and scored them as follows:

- Category A:** Qualifications and Experience of Firm And Staff
- Category B:** Project Management Plan & Technical Approach
- Category C:** Supervision, Quality Control, and Training
- Category D:** References
- Category E:** Price Proposal / Cost

**PPC SOLUTIONS, INC**

**RANK**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
<b>Evaluator 1</b>	20	16	19	10	15	80
<b>Evaluator 2</b>	25	20	25	10	15	95
<b>Evaluator 3</b>	25	20	23	10	15	93
<b>Evaluator 4</b>	20	20	25	10	15	90
<b>Totals</b>	<b>22.5</b>	<b>19.0</b>	<b>23.0</b>	<b>10.0</b>	<b>15.0</b>	<b>89.5</b>

**1**

**PORTLAND PATROL, INC.**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
<b>Evaluator 1</b>	19	15	17	10	15	76
<b>Evaluator 2</b>	25	12	20	10	15	82
<b>Evaluator 3</b>	25	18	20	10	15	88
<b>Evaluator 4</b>	18	15	20	10	15	78
<b>Totals</b>	<b>21.8</b>	<b>15.0</b>	<b>19.3</b>	<b>10.0</b>	<b>15.0</b>	<b>81.0</b>

**2**

**ONE SECURITY COMPANY**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
Evaluator 1	23	19	23	9	17	91
Evaluator 2	15	12	10	8	17	62
Evaluator 3	18	20	25	7	17	87
Evaluator 4	20	20	15	9	17	81
<b>Totals</b>	<b>19.0</b>	<b>17.8</b>	<b>18.3</b>	<b>8.3</b>	<b>17.0</b>	<b>80.3</b>

3

**ALLIED UNIVERSAL SECURITY SERVICES**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
Evaluator 1	22	17	21	10	20	90
Evaluator 2	12	9	9	10	20	60
Evaluator 3	25	17	15	10	20	87
Evaluator 4	20	5	10	10	20	65
<b>Totals</b>	<b>19.8</b>	<b>12.0</b>	<b>13.8</b>	<b>10.0</b>	<b>20.0</b>	<b>75.5</b>

4

**CASCADIA GLOBAL SECURITY**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
Evaluator 1	19	15	16	9	16	75
Evaluator 2	10	10	10	4	16	50
Evaluator 3	18	15	20	8	16	77
Evaluator 4	15	10	12	10	16	63
<b>Totals</b>	<b>15.5</b>	<b>12.5</b>	<b>14.5</b>	<b>7.8</b>	<b>16.0</b>	<b>66.3</b>

5

**FORTIFIED INTERNATIONAL**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
Evaluator 1	19	16	17	8	15	75
Evaluator 2	10	15	10	8	15	58
Evaluator 3	15	15	18	10	15	73
Evaluator 4	16	8	10	9	15	58
<b>Totals</b>	<b>15.0</b>	<b>13.5</b>	<b>13.8</b>	<b>8.8</b>	<b>15.0</b>	<b>66.0</b>

6

**WRIGHT SECURITY ENTERPRISES**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
<b>Evaluator 1</b>	20	16	18	9	8	71
<b>Evaluator 2</b>	8	10	4	8	8	38
<b>Evaluator 3</b>	23	20	20	10	8	81
<b>Evaluator 4</b>	16	10	15	9	8	58
<b>Totals</b>	<b>16.8</b>	<b>14.0</b>	<b>14.3</b>	<b>9.0</b>	<b>8.0</b>	<b>62.0</b>

7

The SEC narrowed the search to three (3) finalists and initiated interviews and final scoring. Scoring was as follows:

**PPC SOLUTIONS, INC**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
<b>Evaluator 1</b>	24	19	24	10	17	94
<b>Evaluator 2</b>	25	20	25	10	17	97
<b>Evaluator 3</b>	25	20	25	10	17	97
<b>Evaluator 4</b>	22	20	25	10	17	94
<b>Totals</b>	<b>24.0</b>	<b>19.8</b>	<b>24.8</b>	<b>10.0</b>	<b>17.0</b>	<b>95.5</b>

RANK

1

**PORTLAND PATROL, INC.**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
<b>Evaluator 1</b>	20	17	20	10	17	84
<b>Evaluator 2</b>	20	17	18	10	17	82
<b>Evaluator 3</b>	18	18	22	10	17	85
<b>Evaluator 4</b>	20	15	20	10	17	82
<b>Totals</b>	<b>19.5</b>	<b>16.8</b>	<b>20.0</b>	<b>10.0</b>	<b>17.0</b>	<b>83.3</b>

2

**ONE SECURITY COMPANY**

	<b>A (25)</b>	<b>B (20)</b>	<b>C (25)</b>	<b>D (10)</b>	<b>E (20)</b>	<b>Total</b>
<b>Evaluator 1</b>	17	14	17	9	20	77
<b>Evaluator 2</b>	15	10	10	10	20	65
<b>Evaluator 3</b>	17	16	15	7	20	75
<b>Evaluator 4</b>	18	18	15	9	20	80
<b>Totals</b>	<b>16.8</b>	<b>14.5</b>	<b>14.3</b>	<b>8.8</b>	<b>20.0</b>	<b>74.3</b>

3

The SEC determined that PPC Solutions, Inc. was the successful proposer. The contract will be for a period of four (4) base years with three (3) one-year option years.

**FINANCIAL IMPACT**

The expenses associated with this contract are accounted for in the Approved FY 2022-2023 operating budget in the Security and Emergency Management department. All subsequent years of this contract will be accounted for in future budgets.

The cost breakdown is shown in the table below.

Hourly billing rates vary depending upon the officer position, i.e. Site Supervisor, Lead Security Officer or Security Officer. The mobile patrol service has its own billing rate which includes the cost of the officer and vehicle required to provide the service.

<b>Description</b>	<b>Cost</b>
Year 1	\$1,346,758
Year 2	\$1,414,096
Year 3	\$1,484,801
Year 4	\$1,559,041
<b>TOTAL:</b>	<b>\$5,804,696</b>
Option Year 1	\$1,636,993
Option Year 2	\$1,718,843
Option Year 3	\$1,804,785
<b>GRAND TOTAL:</b>	<b>\$10,965,317</b>

The grand total of the four (4) base years and three (3) one-year option years is \$10,965,317.

### **RECOMMENDATION**

The source evaluation committee recommends the Board authorize the General Manager to enter into a contract with PPC Solutions, Inc. for the delivery of transit security services and approve a project budget total not to exceed \$11,000,000 over four (4) base years with three (3) one-year option years.

### **PROPOSED MOTION**

**I move the Board authorize the General Manager to enter into a contract with PPC Solutions, Inc. for the delivery of transit security services and approve a project budget total not to exceed \$11,000,000 (eleven million dollars) over four (4) base years with three (3) one-year option years.**



## BOARD MEETING MEMO

Agenda Item VII.E

**To:** Board of Directors  
**From:** Denise LaRue, CFO  
**Thru:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Adopt Resolution No. 2023-03

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### ISSUE

Shall the Board adopt Resolution No. 2023-03 ([Attachment A](#)) establishing Board Policy No. 122?

### BACKGROUND AND FINDINGS

During the March 23, 2023 work session, the Board discussed a proposed Travel Policy ([Attachment B](#)) which provides guidance on reimbursable expenses and the processes for submitting for reimbursement. Recommendations were taken into account to finalize this policy. If adopted, this policy clarifies the authorization and reimbursement guidelines for Board of Director's travel.

### FINANCIAL IMPACT

None

### RECOMMENDATION

None

### PROPOSED MOTION

**I move the Board adopt Resolution No. 2023-03, as shown in Attachment A, which provides guidance for authorization and reimbursement for Board of Directors travel on behalf of Salem Area Mass Transit District.**





**RESOLUTION NO. 2023-03**

**ADOPTION OF BOARD POLICY NO. 122  
TO PROVIDE GUIDELINES FOR COMPLYING WITH DISTRICT'S TRAVEL POLICIES**

**WHEREAS**, the Salem Area Mass Transit District, hereafter referred to as "District," is governed by a Governor appointed Board of Directors; and

**WHEREAS**, the District Board of Directors desires to establish a policy to clearly define guidelines for complying with the District's Board of Directors Travel Policy and requirements for processing expense claims for official business travel;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SALEM AREA MASS TRANSIT DISTRICT;**

**THAT**, the Board adopts Resolution No. 2023-03 establishing Board Policy No. 122 Board Travel Policy.

**ADOPTED** by the Board of Directors on the 27<sup>th</sup> day of April, 2023.

**ATTEST:**

\_\_\_\_\_  
Ian T. Davidson, Board President

\_\_\_\_\_  
Recording Secretary

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

**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 –

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

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.

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

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

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

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

<b>Departure Time</b>	<b>Meal per diems reimbursed</b>
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):

<b>Return Time</b>	<b>Meal per diems reimbursed</b>
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 gatherings to conduct official District business.

Complimentary meals provided by a common carrier (i.e. airline) or

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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.

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### 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 license for the class of vehicle to be driven. Only economy-size or compact-

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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.

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.



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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 Director and approved by **both** the General Manager **and Chief Financial Officer**. 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,

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meals, parking, and mileage.

~~The~~ Both the General Manager and Chief Financial Officer are 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.

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

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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.

### **122.20 Personal Usage of Mileage and/or Rewards Points:**

Directors may earn mileage and/or rewards points from business travel and retain the mileage/points for personal use.

### **122.21 Unforeseen Circumstances:**

In case of travel changes due to unforeseen circumstances at no fault of the Director, please contact the General Manager.

Approved By:

\_\_\_\_\_  
President Ian T. Davidson, Board of Directors

\_\_\_\_\_  
Date

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**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.

To comply with Internal Revenue Service Regulations (Publication 535 – 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:

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- 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.

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**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.

**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 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):

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<b>Departure Time</b>	<b>Meal per diems reimbursed</b>
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):

<b>Return Time</b>	<b>Meal per diems reimbursed</b>
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 gatherings to conduct official District business.

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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.



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### **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 license for the class of vehicle to be driven. Only economy-size or compact-

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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.

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.

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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 Director and approved by both the General Manager and Chief Financial Officer. 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,

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meals, parking, and mileage.

Both the General Manager and Chief Financial Officer are 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.

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

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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.

### **122.20 Personal Usage of Mileage and/or Rewards Points:**

Directors may earn mileage and/or rewards points from business travel and retain the mileage/points for personal use.

### **122.21 Unforeseen Circumstances:**

In case of travel changes due to unforeseen circumstances at no fault of the Director, please contact the General Manager.

Approved By:

\_\_\_\_\_  
President Ian T. Davidson, Board of Directors

\_\_\_\_\_  
Date



# BOARD MEETING MEMO

Agenda Item X

**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** April 27, 2023  
**Subject:** Board Member Committee Report

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## ISSUE

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

## BACKGROUND AND FINDINGS

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 VACANT	West Salem Business Association
Subdistrict 2 Director Navarro	Keizer Chamber of Commerce Forum Keizer Chamber Government Affairs Committee State Transportation Improvement Fund Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Salem Chamber Public Policy Committee
Subdistrict 6 Director Duncan	Diversity, Equity, and Inclusion Committee SEDCOR Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 7 Director Holmstrom	Citizens Advisory Committee