



Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

July 8, 2019

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

MINUTES

PRESENT: President Robert Krebs; Directors Ian Davidson, Colleen Busch, and Doug Rodgers
Board (who arrived at 5:55 p.m.)
ABSENT: Directors Sadie Carney, Chi Nguyen, and Charles Richards
Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; ~~Al McCoy,~~
~~Director of Finance/CFO;~~ Patricia Feeny, Director of Communication; Paula Dixon,
Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program
Management; Chip Colby, IT Manager; Dan Knauss, Contracts & Procurement
Manager; Jim Kirkland, ITS Administrator; Linda Galeazzi, Executive Assistant

1. CALL TO ORDER 5:55 PM

President Bob Krebs called the work session to order at 5:55 p.m. when a quorum was present. He noted there were 61 days to the new Saturday service.

Mr. Pollock shared a *Safety Moment* for the month of July about stress management when things do go the way you planned. Meditation has been recommended to help manage stress, as well as eating right, getting enough sleep and having a good support system.

There were no changes to the agenda.

2. PRESENTATION – None

3. DISCUSSION

A. Service Enhancement Update – September 7th Activities

Staff report: Pages 1-2 of the agenda

Presenter: Patricia Feeny, Director of Communication

Ms. Feeny reported on the progress for the events on September 7, 2019. Staff formed a Saturday's Alright for Riding Committee to plan, promote, and execute a celebration on this first day of Saturday service. The public event is scheduled from 10 a.m. to 4 p.m. at the Downtown Transit Center, with activities on or near the North Block. Staff has reached out to both the Governor's and the Senate President's offices, and is working on its VIP invitation list. The formal part of the program, with invited speakers, is tentatively scheduled to begin at noon. A new bus will be available for people to tour. Vendors will set up food carts along Chemeketa between High and Church streets. Staff representing Travel Training, Trip Choice, and Marketing will have tables with information and promotional items commemorating this special day in Cherrits history.

Follow-up: Board members were asked to provide a list of attendees they would like to invite to the September 7th festivities.

B. Fare Free Day

Staff report: Pages 3-4 of the agenda

Presenter: Allan Pollock, General Manager

Board members discussed the potential of offering "Fare Free" days on Saturdays during the month of September to help attract new riders and promote the new service. There are four (4) Saturdays in September (7, 14, 21, and 28). Mr. Pollock advised that offering fare free days meets the provisions of Section 710.05 of the District's Policy 710 for fare changes.

Board members concurred that they had no objections. Director Rodgers said it was a good way to generate excitement. President Krebs said it was a good marketing tool and a good incentive to give back to the community.

Director Davidson asked about a former fare free offering called "Spare the Air" Day. Director Busch suggested they use that theme for a fare free day in honor of Transit Operator and Maintenance Appreciation Day.

Mr. Pollock said that marketing will use it as a spring board.

Follow-up: The Board will take action on the offering of *Fare Free Days* at the July 25th board meeting.

C. Briefing on ITS (CAD/AVL) Contract

Staff report: Pages 5-6 of the agenda

Presenter: Chip Colby, IT Manager

Dan Knauss, Contracts & Procurement Manager

Mr. Colby reported that the ITS Phase 4 selection committee has identified a successful Proposer and solution. GVM Syncromatics, from Spain, was the successful proposer, obtaining the highest point evaluations based upon the evaluation criteria identified in the solicitation for solution implementation of the Comprehensive CAD/AVL project. The Executive Leadership Team was briefed on this selection by members of the selection committee on July 2, 2019 and endorsed the justification provided by the committee for this selection. He said the steps include contract negotiations, drafting a contract and legal review, the Notice of Intent to Award, a Protest Period, and finally Board approval of the selection and potentially a contract at the July Board Meeting, and the Notice of Intent to Proceed once a contract has been signed.

Follow-up: The substantial project completion deadline is set for December 31, 2020.

D. South Salem Transit Center Project Update

Staff report: Pages 7-13 of the agenda

Presenter: Steve Dickey, Director of Strategic Initiatives & Program Management
Board members were apprised of the background and history from the beginning of the South Salem Transit Center (SSTC) project to its current status. Mr. Dickey advised the Board of the options they considered as a starting point for discussion. Staff felt it would be appropriate to enlist the services of a consulting firm to provide guidance, assistance, and work with the District through the process of site selection, acquisition, preliminary design, and FTA required environmental evaluation. The project has approximately \$1.9 million in federal grant funds (including local match) dedicated to the project.

Follow-up: Staff formed an internal work-group focused on this project, and is in the process of developing a scope of work for issuing a Request for Proposals (RFP) for consulting services.

E. Budget Committee Vacancies

Staff report: Pages 13-18 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock advised that there are three vacancies on the Budget Committee in Subdistrict 1, 3 and 5 as is indicated on the updated Budget Committee Roster. Board members in those Subdistricts must each chose a candidate for appointment according to Rule 22-2 of the Bylaws.

Follow-up: The board will decide on these appointments at the September board meeting.

F. Review Officer Duties, Requirements and Process

Staff report: Pages 19-20 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock informed the Board of the available officer positions, the primary responsibilities of the officers, and discussed the election process that will occur during the July Board meeting. Rule 8 in the Bylaws describes responsibilities of officer positions. Rule 9 describes the requirements and provisions for electing board officers.

Follow-up:

G. Board Policy 116 General Managers Performance Evaluation and Compensation Change

Staff report: Pages 21-28 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock reviewed Policy 116 with the new Board and began a discussion on the development of goals and expectations of the general manager. He provided a copy of Board Policy 116 and a blank evaluation form that has been used in the past.

Follow-up:

4. GENERAL MANAGER COMMENTS

Staff report: Pages 29-34 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the July 25, 2019 board meeting, upcoming agenda items for Board review or action, and the Board's calendar of scheduled meetings and events.

Follow-up:

5. WORK SESSION ADJOURNED

7:12 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board