



Salem Area Mass Transit District  
BOARD OF DIRECTORS  
MEETING

November 17, 2022

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Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
**November 17, 2022**

**PRESENT:**

- Board:** President Ian Davidson; Directors Bill Holmstrom, Ramiro Navarro, Jr., Sara Duncan, Maria Hinojos Pressey, Chi Nguyen and Sadie Carney (virtual)
- Staff:** Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, CFO; Christina Conner, CHRO; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Bobbi Kidd, Strategic Initiative Administrator; Ross Aguilar, System Administrator; Linda Galeazzi, Executive Assistant; and Sara Sayles, SAMTD Legal Counsel (virtual)
- Guests:** Jeff Hamm, former general manager; Colleen Busch, former board member; Jamey Dempster, Transportation Planning Project Manager, Jacobs Engineering Group; District staff: Ted Stonecliffe, Dan Knauss, Chris French, and Ben Sawyer

**MINUTES**

**CALL TO ORDER**

**6:30 PM**

- A. President Ian Davidson called the meeting to order. Attendance was noted with a quorum of the full board members present. The topic shared for the Safety Moment was about Cyber Security.

**ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

- B. President Davidson announced the resignation of Director Chi Nguyen from the Board as of December 1, 2022. Director Nguyen served Subdistrict #1 in West Salem. She and her family are moving out of the District. That position is now open for a newly appointed representative through the Governor's Office. Linda Galeazzi, the clerk of the Board for 18 years is also retiring in December. A reception was held prior to the Board meeting to honor both Director Nguyen and Linda Galeazzi for their service.

**PRESENTATION**

**C.1 Long Range Transit Plan Draft Review**

- Presenters:** Jamey Dempster, Transportation Planning Manager, Jacobs Engineering Group  
Ted Stonecliffe, Transit Planner II (Programs)
- Staff Report:** Pages 5-56 of the agenda



Board members were asked to review and provide feedback on a draft of the 2043 Long Range Transit Plan (LRTP) document prior to its adoption at the December 15, 2022 board meeting. In response to questions asked by board members, GM Pollock advised that the best way to send comments about the plan would be through GM Pollock by Wednesday, November 23<sup>rd</sup>.

**PUBLIC COMMENTS** – There were no written or verbal public comments.

### **CONSENT CALENDAR**

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 57-74 of the agenda

Moved to approve the Consent Calendar:

1. Approval of Minutes

- a. October 27, 2022 Board of Directors Meeting
- b. October 27, 2022 Work Session
- c. October 22, 2022 Executive Session re: Potential Litigation

2. Routine Business

- a. Contract Extension Award for a Second Year Option on Petro Card
- b. Reappoint Two Citizen Members to the Budget Committee representing Subdistricts #3 and #5

Motion: **Approve the Consent Calendar**

Motion By: **Director Sara Duncan**

Second: **Director Ramiro Navarro**

Vote: **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Holmstrom, Navarro and Nguyen (7)**

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

### **ACTION ITEMS**

G.1 Shall the Board authorize the General Manager to enter into a contract with VIA Mobility, LLC, for the delivery of a demand response software management tool and approve a project budget of \$1,595,000?

Presenter: Ben Sawyer, Contracted Services Manager

Staff Report: Pages 75-78 of the agenda

Contracted Service Manager, Ben Sawyer advised that software from RouteMatch, that the District had been using is now obsolete and is no longer supported by RouteMatch. A Request for Proposal (RFP) was set to identify a vendor to provide a turn-key demand response software management solution, which would replace the RouteMatch software





in August of 2022. The RFP closed in October 2022. Through the competitive bid process, VIA Mobility, LLC scored as the best value for the District as described in the staff report. The multi-year contract included three base years and four one-year options for a contract total of \$1,595,000. The contract includes software installation, licensing fees, maintenance, hardware installation, and funds for contingencies, if needed. The first year of the contract includes a 20% local match using 5307 funds for software installation and a 10% contingency. The charges for software licensing and maintenance in years 2-7 will be budgeted for, in each of the coming fiscal years, as an operating expense.

In response to questions asked by the board, Manager Sawyer stated that the new software is open source, it will work across all devices and will be CherrioticsLIFT-branded. The District owns the data and will have complete control.

**Motion:** Moved to authorize the General Manager to enter into a contract with VIA Mobility, LLC, for the delivery of a demand response software management tool and approve a multi-year contract to include the base term and all option years, for a combined contract total of \$1,595,000.

**Motion By:** President Ian Davidson

**Second:** Director Sadie Carney

**Vote:** Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Holmstrom, Navarro and Nguyen (7)

G.2 Shall the Board adopt the proposed FY2023-2024 Budget Calendar by selecting the schedule for Option A or B?

**Presenter:** Denise LaRue, Chief Financial Officer

**Staff Report:** Pages 79-82 of the agenda

CFO LaRue recollects that the Board had asked staff to poll the citizen members of the budget committee to find out which option they preferred prior to taking action at the October 27<sup>th</sup> meeting, and bring the matter back to the November meeting for action. There are currently five citizen members and two vacancies on the budget committee. When polled to find out which option for budget committee meetings worked best for them, all five citizen members preferred Option B.

**Motion:** Moved to adopt the proposed FY2023-2024 Budget Calendar by selecting Option B - consolidating the meetings into one week with the Budget Committee Meetings being on Tuesday, May 2, 2023; Wednesday, May 3, 2023; and Thursday, May 4, 2023; with the last two meetings only being held if necessary.

**Motion By:** Director Maria Hinojos-Pressey

**Second:** Director Sara Duncan



**Vote:** Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Holmstrom, Navarro (6)

**Abstained:** Directors Nguyen abstained since she will no longer be on the Board for budget committee meetings. (1)

## **INFORMATION ITEMS**

### **H.1 January 2023 Service Change Briefing**

Staff Report: Page 83-84 of the agenda

Presenter: Chris French, Service Planning Manager

Manager Chris French reported that service changes listed in the staff report on pages 83 and 84 for Cherriots fixed route services will begin January 1, 2023 and will be in effect until Saturday, May 6, 2023. Service levels will continue to be at 93% pre-pandemic levels due to insufficient operator staffing. Time was opened up for questions from the Board. Manager French advised that employees who work on the holidays, get holiday pay.

### **H.2 Performance Report – FY2023 First Quarter**

Staff Report: Pages 85-128 in the agenda and a PowerPoint presentation

Presenter: Chris French, Service Planning Manager

Service Planning Manager Chris French reported on the first quarter of fiscal year 2023. The report measures performance from July 1 to September 30, 2022. Total year-to-date ridership on all service days include Cherriots Shop and Ride at 1,149; Cherriots Regional deviated-fixed route at 1,016; Cherriots Regional at 18,454; CherriotsLIFT at 18, 201; and Cherriots Local at 618,070.

### **H.3 Financial Report – FY2023 First Quarter**

Staff Report: Pages 129-138 in the agenda

Presenter: Denise LaRue, Chief Financial Officer

CFO LaRue reported that the quarterly Finance Report provides information about how the budget is being implemented and includes statements for the General Fund, Special Transportation Fund, and Capital Project Fund. The Finance Report contains a statement of budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances. CFO LaRue noted under *Revenues* that *Passenger Fares* is at 22% of the annual budget. *Advertising* was discontinued, but the District will continue to receive *Advertising Revenues* until the end of December 2022 because the vendor had already sold advertising past the contract expiration date of July 31, 2022. *Total Operating Expenditures* of the General Fund are slightly under budget at 22% of total annual budget. All divisions in the General Fund are at or below





the anticipated 25% of total budget, ranging from 16% to 25% of the budget expended. *Transportation Programs Fund* expenditures are at 15% of annual budget. *Total Capital Revenues* in the Capital Project Fund are \$0 at the end of the first quarter, with the drawdowns for first quarter being processed at the end of October. *Capital Project Fund* expenditures are 1% of the adopted budget. Expenses under the Finance Division budget are for the Tyler Munis software implementation. The Operations Division expenses are for the Program Data Integration Software. Expenses under the Technology and Program Management Division are for the South Salem Transit Center project.

### **GENERAL MANAGERS REPORT**

- I. GM Pollock announced that Maintenance is already working on a decorated bus for the December 10<sup>th</sup> holiday parade in Keizer. Board members who wish to ride on the bus with their families should let GM Pollock know as soon as possible. In other news, GM Pollock announced that the District has five new charging stations at the Keizer Transit Center. The Salem/Keizer School District gave the District a Certificate of Appreciation for their support of their Vocational Students Program. There will be no service on the Thanksgiving holiday, November 24; on Christmas Day, December 25, or on New Year's Day, January 1st. The next board meeting is December 15, and the rollout of the Strategic Plan is in progress. A community rollout will begin in January.

### **BOARD OF DIRECTORS REPORTS**

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

Board Report | page 139 of the agenda

Board members expressed their heartfelt thanks and offered well wishes to Director Chi Nguyen and the clerk of the board, Linda Galeazzi. Linda Galeazzi began her career at the District in June 2004 in the General Manager's Office and has been the clerk of the board for 18 years. Director Nguyen recalled after moving to Salem that she was asked to serve on the Budget Committee in 2017. She agreed and served for two years and then was appointed to the Board. During her time of service while at the meetings, she listened to learn. She served Subdistrict #1 in West Salem and the Edgewater District since 2019. She said that the work they do as board members is fulfilling, and people who live in the area with a heart for service should sign up to be considered for her position.

Director Ramiro Navarro Jr. attended Keizer Chamber's Government Affairs Committee where they considered expansion of Keizer's UGB area. He attended the Statewide



Transportation Improvement Fund Advisory Committee (STIFAC) meeting to hear about the projects submitted by the Public Transportation Services Providers (PTSP) for the STIF formula plan that must be approved by the Qualified Entities (the District) governing body for Marion and Polk Counties, before that plan is submitted to ODOT. He also congratulated Ron Harding and Marja Byers for their appointments as Chair and Vice-Chair on the STIFAC.

Director Sadie Carney said the SKATS Policy Committee meets next week where they will consider the project selection for STIF funding, and Cherriotics staff will present a draft of the 2043 Long Range Transit Plan.

Director Maria Hinojos Pressey said the Citizens Advisory Committee did not meet this month. She spoke to Director Nguyen about their time together working on the Board's Diversity, Equity & Inclusion Subcommittee. She said that Director Nguyen helped her to feel more empowered.

Director Sara Duncan will also attend the SKATS meeting when they meet next week. She spoke about the Bike Bus in Portland started by a coach at Alameda Elementary School.

Director Bill Holmstrom said that other than serving on the budget committee, he is waiting for his assignments as a new board member.

President Ian Davidson appointed Directors Carney and Navarro to serve with him on the Board's Legislative Subcommittee before the Board takes action at their January meeting on projects and priorities to support in the coming year. There was no MWACT meeting. However, the Council of Government's Legislative Committee met to discuss the DLCDC and OHCS recommendations for the acute housing crisis. President Davidson thinks that Cherriotics can play a small role by providing abundant service. He and GM Pollock met with Superintendent Christy Perry, Susan West, Jonah Hanson, marketing coordinator and Chris French, service planning manager to discuss the youth bus pass program.

**ADJOURN -**

**8:20 PM**

- K. President Davidson dedicated the meeting to Director Chi Nguyen and to Linda Galeazzi Clerk of the Board; and then adjourned the meeting.



Respectfully Submitted

A handwritten signature in black ink that reads 'Ian Davidson'.

Ian Davidson, President

Director Chi Nguyen  
Board of Directors  
Subdistrict #1  
July 2019 – December 2022



Linda J. Galeazzi  
Executive Assistant/Clerk of the Board  
General Manager's Office  
June 2004 – December 2022







Linda Galeazzi <linda.galeazzi@cherriots.org>

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## Letter of Resignation

1 message

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**Chi Nguyen** <chi.nguyen@cherriots.org>

Mon, Nov 7, 2022 at 5:04 PM

To: Allan Pollock <Allan.Pollock@cherriots.org>, Ian Davidson <ian.davidson@cherriots.org>

Cc: Linda Galeazzi <Linda.Galeazzi@cherriots.org>

Dear President Davidson and General Manager Pollock,

Please accept this as my letter of resignation. It has been an honor to serve our constituents by ensuring that our transit district delivers world-class service. I am unable to continue my service due to a move out of the district. The sale of my home closes on December 1st, so this month's meeting will also be my last. I will do all that I can to ensure a smooth transition.

--

*Chi Nguyen, MBA - she/her*

Board of Directors, Subdistrict #1

[chi.nguyen@cherriots.org](mailto:chi.nguyen@cherriots.org)

Direct: 503-588-2424