



Salem Area Mass Transit District  
**Board of Directors Meeting**  
**December 14, 2023**

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

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

**December 14, 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 Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Ramiro Navarro Jr., Ian Davidson, Sara Duncan, and Bill Holmstrom. Absent: Director Sadie Carney

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Contracted Services Manager Ben Sawyer, Strategic Initiatives Administrator Bobbi Kidd, Service Planning Manager Chris French, Contract/Procurement Manager Dan Knauss (Virtual), Risk Manager Deb Grant (Virtual), Security and Emergency Management Manager Karen Garcia, and Executive Assistant Kirra Pressey.

Guest: GFOA Representative Ron Harker and Legal Counsel Sara Sayles (Virtual)

**I. CALL TO ORDER**

**A.** President Hinojos Pressey called the meeting to order at 5:30 p.m.  
Attendance was noted, indicating Director Carney was absent.

**B.** GM Allan Pollock provided the safety moment with a focus on twelve safety tips to keep safe this holiday season.

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

President Hinojos Pressey announced the removal of Item VII.B, Award of Contract for Purchase of Paratransit Buses, from the Agenda.

**III. PRESENTATION(S)**

**A.** GFOA Presentation

Presenter: CFO LaRue and Government Finance Officers Association (GFOA)  
Representative Ron Harker

Staff Report: 4-8

CFO LaRue introduced GFOA Representative Ron Harker, who provided a brief history on membership, mission, and goals of both OGFOA and GFOA. He also discussed the requirements surrounding the Certificate of Achievement for Excellence in Financial Reporting, which the District is receiving for the eleventh consecutive year.

**IV. PUBLIC COMMENT**

The Board received written public comment from Mike Robinson for their review and consideration.

**V. CONSENT CALENDAR**

Presenter: President Hinojos Pressey

Staff Report: Pg. 9-97

**C. Approval of Minutes**

- 1. October 21, 2023 Board of Directors Retreat
- 2. October 26, 2023 Board of Directors Meeting
- 3. November 9, 2023 Board of Directors Work Session

**C. Routine Business Items**

- 1. Approve Community Advisory Committee (CAC) Member Appointments
- 2. Approve CAC Chair and Vice-Chair Appointments
- 7. Approve Statewide Transportation Improvement Fund Advisory (STIFAC) Committee Appointments
- 8. Approve STIFAC Chair and Vice-Chair Appointments
- 9. Approve the Public Transportation Agency Safety Plan (PTASP)
- 10. FY2024 Quarter 1 (FY24 Q1) Reportable Assault Data

Motion: **Approve the Consent Calendar**  
 Motion By: **Director Ramiro Navarro Jr.**  
 Second: **Director Ian Davidson**  
 Vote: **Motion Passed Unanimously**

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

**VII. ACTION ITEMS**

**A. Award of Contract for Camera Replacement**

Presenter: Security and Emergency Management Manager Karen Garcia

Staff Report: Pg. 98-99

Security and Emergency Management Manager Garcia discussed the importance of replacing the current camera system. She briefly discussed the RFPs received, indicating ADT was the lowest bidder and met the minimum technical requirements. Manager Garcia discussed the details of service to be provided along with the timeline indicated in the contract.

Motion:	<b>I move that the Board authorize the General Manager to execute a contract with ADT Commercial for the replacement of District Facilities Cameras for an amount not to exceed \$508,043.</b>
Motion By:	<b>Director Bill Holmstrom</b>
Second:	<b>Director Sara Duncan</b>
Vote:	<b>Motion Passed Unanimously</b>

## VIII. INFORMATIONAL REPORTS

### A. FY24 Q1 Strategic Plan Report

Presenter: Strategic Initiatives Administrator Bobbi Kidd

Staff Report: 102-109

Strategic Initiatives Administrator Kidd provided an overview of the District's guiding principles, including the vision, mission and values. She discussed the success outcomes for both FY 2023 and 2024. Administrator Kidd highlighted three of the organizational tactics for FY24, along with providing a look ahead at Q2.

### B. Service Change Briefing for January 2024

Presenter: Service Planning Manager Chris French

Staff Report: 111-112

Service Planning Manager French discussed upcoming schedule adjustments to both Local and Regional Services beginning January 2024. He also discussed upcoming holidays that will affect Local Service.

### C. FY24 Q1 Performance Report

Presenter: CPDO Shofi Ull Azum

Staff Report: 112-141

CPDO Azum presented the FY24 Q1 Performance Report. He discussed ridership trends, noting the District has seen a 21.5% increase in total boardings from FY23 Q1. He also discussed route productivity, providing a breakdown of boardings per route, per revenue hour. CPDO Azum also provided a snapshot of the Youth Zero Pass Program, indicating there was a total ridership increase of 64% on Local Services and an 87% increase on Regional Services. Lastly, he discussed trends in Cherriots LIFT, Shop and Ride, and Van Pool.

### D. FY24 Q1 Finance Report

Presenter: CFO Denise LaRue

Staff Report: 142-146

CFO LaRue presented the FY24 Q1 Finance Report, taking a moment to discuss the new format. She discussed the audits of general health, transparency, and written policies, noting each of these are considered favorable at this time. Lastly, she provided a brief overview of the General Fund, Transportation Program, and Capital Fund financial performance during Q1.

**IX. GENERAL MANAGER'S REPORT**

GM Pollock provided the General Manager's Report.

**X. BOARD OF DIRECTORS REPORT**

**A. New Board Committee Assignments**

President Hinojos Pressey announced the following changes and new assignments:

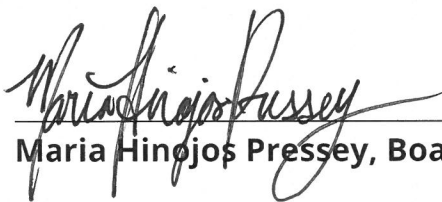
- Director Sadie Carney will be the chair of the Legislative Subcommittee.
- Director Joaquín Lara Midkiff will be replacing Director Ian Davidson on the DEI Subcommittee.
- Director Ian Davidson will be the chair of the Service Enhancement Subcommittee.
- Director Sadie Carney will be the District representative on the Salem Scenario Planning Advisory Committee.

President Hinojos Pressey and Directors provided reports on committees and activities in which they represent SAMTD.

**XI. ADJOURN**

President Hinojos Pressey adjourned the meeting at 7:29 p.m.

**Respectfully Submitted**



**Maria Hinojos Pressey, Board President**