

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

October 10, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT: Vice-President Steve Evans and Directors Marcia Kelley, Jerry Thompson, John Hammill, Kathy Lincoln, and Colleen Busch **ABSENT:** President Bob Krebs

Staff Allan Pollock, General Manager; Linda Galeazzi, Executive Assistant; Jared Isaksen, Finance Manager, Wendy Feth, Accountant; Michiel Majors, Safety & Loss Specialist; Chip Colby, Information Technology Manager

1. CALL TO ORDER **7:15 PM**
Vice-President Steve Evans called the work session to order.

2. DISCUSSION

a. Proposed FY2018 Budget Calendar **7:15 PM**

Staff report: Pages 23-28 of the agenda

Presented by: Jared Isaksen, Finance Manager

Board members were provided with three options for budget committee meeting dates in the month of May 2017 to consider. A doodle poll will be conducted to determine which option best fits the entire budget committee's schedule. Results will be presented to the Board at the October 27, 2016 regular meeting where they will take action to adopt the proposed Budget Calendar.

b. Contract for Human Resources / Finance Software Replacement **7:18 PM**

Staff report: Pages 29-32 of the agenda

Presented by: Jared Isaksen, Finance Manager

The Board was apprised of the procurement process to enter into a contract with Tyler Technologies for Munis software to replace two different software solutions for human resources and financial needs that were initially implemented in 2008 and 2009. The replacement software will be funded with Federal 5307 Capital Funds. The proposed contract will go before the Board at their October 27, 2016 regular meeting for approval.

In response to questions asked, the length of the contract is five years with an evaluation of its continued use every year after that. Staff is currently using AccuFund and Fleet Net for financial needs, and People Trac for Human Resource needs. There will be 24 user licenses initially. There will be twenty licenses for managers and directors with permissions for review and approval and 100 read-only user licenses for things like leave requests and travel expenses. Other agencies using this software solution include Spokane Transit who just completed their first year of use, and Lane Transit District. Pierce Transit in Washington is also very interested in the software.

Mr. Pollock asked that the Board let him know if they need any more information that was not provided.

c. SDIS Best Practices Checklist

7:25 PM

Staff report: Pages 33-38 of the agenda

Presented by: Michiel Majors, Safety & Loss Specialist

Board members received a copy of the *Oregon Ethics Law Best Practices Checklist* provided by Special Districts Insurance Services that is to be completed by each Board member. At the October 27 regular meeting, the Board will need to certify that they reviewed and approved all of the answers in the check list in order to qualify for a two percent credit toward the District's 2017 property and casualty insurance. The SDIS has a total of five "opportunities" at two percent each for a maximum ten percent discount.

d. Review Testimony for the October 12, 2016 City of Salem Joint Public Hearing

Staff report: Pages 1-22 of the agenda

Presented by: Allan Pollock, General Manager

Board members were provided with draft public testimony work sheets to create a document for Director Lincoln's use when she attends the October 12th joint public hearing hosted by the City of Salem regarding the Salem River Crossing and land use amendments to expand the City's urban growth boundary along Marine Drive and amend the Transportation System Plan.

3. GENERAL MANAGER COMMENTS

Staff report: Pages 39-42 of the agenda

Presented by: Allan Pollock, General Manager

Mr. Pollock reviewed the Board's Calendar, upcoming agenda items for the Board's future work sessions and regular meetings; and a draft of the agenda for the December 8, 2016 regular board meeting.

4. WORK SESSION ADJOURNED

8:00 PM

Recorded by: Linda Galeazzi, Executive Assistant/Clerk of the Board