

BOARD OF DIRECTORS
Salem Area Mass Transit District

***** EXECUTIVE SESSION *****

Thursday, January 26, 2017

Courthouse Square – Salem Conference Room
555 Court Street N.E., Salem, Oregon 97301

MINUTES

Call To Order President Thompson announced that there would be an executive session prior to the Board's regular meeting.

President Krebs called the executive session to order at 6:09 p.m. and announced the purpose for the meeting to consider information and records exempt by law from public inspection; and to consider the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.610(a)(f).

President Krebs announced that representatives of the news media and designated staff would be allowed to attend the executive sessions pursuant to ORS 192.660(4) and that representatives of the news media were specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

PRESENT: President Robert Krebs; Directors Colleen Busch, Marcia Kelley, and Kathy Lincoln
Board **ABSENT:** Directors Jerry Thompson, Steve Evans and John Hammill

Staff: Allan Pollock, General Manager, Paula Dixon, Director of Administration; and Ben Fetherston, SAMTD Legal Counsel

There were no representatives of the media present.

Board members and staff moved into the Salem Conference Room for their discussion during the Executive Session.

Adjourned The Executive Session was adjourned at 6:15 p.m.

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

January 26, 2017

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Moved to approve the Consent Calendar with corrections made in the December 8, 2016 Minutes under the first action item where the title should read “H.1. Appoint Citizen Members to the <u>STF Advisory</u> Committee”.	3
Move to adopt the 2017 state and federal legislative agendas as described in Attachment A on pages 18-22 of the agenda.	3
Move to approve the proposed regional service plan as described in Attachment D on pages 310-336 of the agenda.	4

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Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

January 26, 2017

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT:	President Robert Krebs; Directors Colleen Busch, Marcia Kelley, and Kathy Lincoln
Board	ABSENT: Directors Jerry Thompson, Steve Evans and John Hammill
Staff	Allan Pollock, General Manager; Paula Dixon, Director of Administration; Chris French, Senior Planner; Ted Stonecliffe, Long-Range Planning Analyst; Jared Isaksen, Finance Manager; Chip Colby, Information Technology Manager; SueAnn Coffin, Contracted Transportation Manager; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Chuck Swank and Ryan Pasquarella from Grove, Mueller & Swank, P.C., and Dale Penn II, SAMTD Legislative Advocate; Bill Holmstrom, Chair, SAMTD Budget Committee; citizens, Tina Hanson and Kendra Slater

- A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:31 PM**
President Krebs called the meeting to order and a quorum was present.
- B. PLEDGE OF ALLEGIANCE**
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA** - None
- D. PRESENTATION** – FY2016 Auditors Report
Chuck Swank and Ryan Pasquarella from Grove, Mueller & Swank, P.C., presented audit reports for the FY2015-16 Comprehensive Annual Financial Report (CAFR) to the Board. The District prepared the CAFR in compliance with rigorous guidelines for financial reporting as defined by the Governmental Finance Officers Association (GFOA). The report was submitted to GFOA's Certificate of Achievement for Excellence in Financial Reporting Program. If received, it will be the fifth year in a row that the District receives this prestigious certificate. The financial report was prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments." Grove, Mueller & Swank, P.C., did an independent audit of the District's financial statements and concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion

that the District's basic financial statements for the fiscal year ended June 30, 2016 were fairly presented in material respects in conformity with GAAP.

E. PUBLIC COMMENT -

Tina Hansen and Kendra Schaber, citizens

Ms. Hansen and Ms. Schaber had heard rumors that the transit district was doing some partnerships with the Reed Opera House. They asked for more information if this information was true or to let them know the information was false.

Mr. Pollock responded that he was not aware of any partnerships with the Reed Opera House so that information would be false.

F. CONSENT CALENDAR

6:32 PM

Motion: Moved to approve the Consent Calendar with corrections made in the December 8, 2016 Minutes under the first action item where the title should read "H.1. Appoint Citizen Members to the STF Advisory Committee".

Motion by: Director Kathy Lincoln

Second: Director Colleen Busch

Vote: Motion passed

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR – as noted above

H ACTION ITEMS

1. Adoption of the 2017 Legislative Agenda

6:45 PM

Staff report: Pages 17-30 in the agenda

Presenter: Allan Pollock, General Manager

Dale Penn II, SAMTD Legislative Advocate

The Board annually adopts a legislative agenda to set direction for legislative activities and projects. The agenda is used as a guide when responding to legislative matters and as a communication tool with legislators and other interested parties. Staff developed the agenda for the District in conjunction with CFM Strategic Communications, the District's legislative consultant. The District's agenda identifies legislative priorities and projects for annual appropriations and grant opportunities. The draft legislative agenda was reviewed by the Board at the January 9, 2017 Work Session.

Motion: Move to adopt the 2017 state and federal legislative agendas as described in Attachment A on pages 18-22 of the agenda.

Motion by: Director Marcia Kelley

Second: Director Kathy Lincoln

Vote: Motion passed

2. Approval of the Regional Service Plan

7:05 PM

Staff report: Pages 31-336 in the agenda

Presenter: Ted Stonecliffe, Long Range Planning Analyst

The CARTS Redesign Project stemmed from the Regional Transit Planning Project conducted by Jarrett Walker and Associates between August 2015 and February 2016. The Board received "Volume II of a Regional Transit Plan" with recommended changes to the CARTS network, at the February 25, 2016, board meeting. The consultant's recommendation were then modified to coincide with the District's priorities. The initial draft plan was released to the public on September 1, 2016. Six weeks of public outreach about the draft plan was completed in October of 2016. Two unique aspects of the outreach were the geographic diversity it represented and the effort to reach both current riders and potential future riders. As a result of the feedback, revisions were made on the proposed schedules, routing and stops for each route. The final proposed plan was emailed to Board members and the public during the first week of January for review. As part of the new service, proposed to be launched May 8, 2017, CARTS will be rebranded to "Cherriots Regional" to help the public identify the service with Cherriots and clear misperceptions that CARTS is not public transit, nor service only for students, seniors or people with disabilities. Changes are proposed to route number that will have an "X" added to the number to designate the service as an express bus. In addition, flag stops and route deviations will be removed and CARTS 45 will be renamed to Polk County Flex with no designated route number.

Motion: **Move to approve the proposed regional service plan as described in Attachment D on pages 310-336 of the agenda.**

Motion by: **Director Kathy Lincoln**

Second: **Director Colleen Busch**

Vote: **Motion passed**

I. INFORMATION ITEMS - None

J. REPORTS

7:35 PM

Board Subcommittee Report

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises. Board members inform the Board of District and/or transit-related issues discussed in the committees listed on page 337 of the agenda.

Minutes of the Board's November 14, 2016 Work Session and the December 8, 2016 Web Design Subcommittee meeting on pages 339-348 of the agenda were received and filed.

BOARD AND MANAGEMENT ISSUES

J.1 General Manager

7:43 PM

Mr. Pollock reported on the January 19, 2017 Oregon Transportation Commission meeting he attended as chair of the Public Transit Advisory Committee where they participated in a workshop about transportation fund options. He announced that the Board should mark their calendars for "Transit Day" at the Capitol hosted by the Oregon Transit Association that is scheduled for April 11, 2017. He publicly thanked District employees for all of their hard work during the three episodes of adverse winter weather.

J.2 Board President

7:47 PM

President Krebs reports on his transit-related Board and community service activities since the last board of directors meeting. President Krebs talked about his attendance at the Salem City Council meeting where he introduced himself to the new councilors and thanked Mayor Bennett for his support of extended transit service to include Saturdays and Sundays.

J.3 Board of Directors

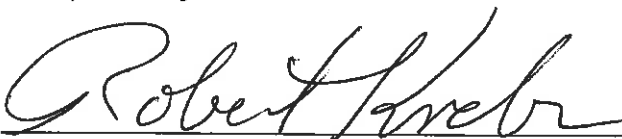
7:50 PM

Board members gave an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public. Of note, was the January 25, 2017 Mid-Willamette Valley Council of Governments Annual Meeting, meetings of the Salem Area and Keizer chambers of commerce, the Salem City Club, neighborhood associations, the cities of Keizer and Salem, and the swearing in ceremonies of the mayors and city councilors.

L. Meeting Adjourned

8:00 PM

Respectfully submitted,



Robert Krebs, President