



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

September 28, 2017

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Moved to approve the Consent Calendar:	2-3
1. <u>Approval of Minutes</u>	
a. Minutes of the August 24, 2017 Board Meeting	
b. Minutes of the August 14, 2017 Board Work Session	
c. Minutes of the September 11, 2017 Board Work Session	
2. <u>Routine Business</u>	
a. Adopt Resolution No. 2017-11 to Amend the SAMTD Defined Benefit Plan for Bargaining Unit Employees	
b. Adopt Resolution No. 2017-12 to Amend the SAMTD Defined Benefit Plan for Non-Bargaining Employees	
c. Approval of 2017 Special Districts Insurance Services Board Check List	
Moved to approve the West Salem Connector replacement plan and the associated Title VI equity analysis.	3-4
Moved to accept the FY2017 Annual Security Report as presented.	5
Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of twelve (12) fixed route transit buses for Cherriots fixed route service for a not to exceed amount of \$6,700,883.	5
Moved to approve the reallocation of \$655 in STF funds from the City of Silverton to the City of Woodburn as recommended by the STF Advisory Committee.	6
Moved to award General Manager, Allan Pollock, a performance bonus of \$5,000.	7

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
 September 28, 2017
 Courthouse Square – Senator Hearing Room
 555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT Board President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Jerry Thompson, Kathy Lincoln, and Steve Evans

Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Karen Garcia, Security and Emergency Management Manager; Gregg Thompson, Maintenance Manager; Chip Colby, Information Technology Manager; Michiel Majors, Safety and Loss Specialist; Chris French, Senior Planner; Matt Berggren, Transit Planner II, Ted Stonecliffe, Transit Planner II; Jeremy Jorstad, Transit Planner I; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel

Guests

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:32 PM**
 President Krebs called the meeting to order and a quorum was present.
- B. PLEDGE OF ALLEGIANCE** led by Director Kathy Lincoln
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA** - None
- D. PRESENTATION** - None
- E. PUBLIC COMMENT** - None
- F. CONSENT CALENDAR 6:33 PM**
Motion: Moved to approve the Consent Calendar:
 - 3. Approval of Minutes**
 - a. Minutes of the August 24, 2017 Board Meeting**
 - b. Minutes of the August 14, 2017 Board Work Session**
 - c. Minutes of the September 11, 2017 Board Work Session**
 - 4. Routine Business**
 - a. Adopt Resolution No. 2017-11 to Amend the SAMTD Defined Benefit Plan for Bargaining Unit Employees**



b. Adopt Resolution No. 2017-12 to Amend the SAMTD Defined Benefit Plan for Non-Bargaining Employees

c. Approval of 2017 Special Districts Insurance Services Board Check List

Motion by: Director Jerry Thompson
Second: Director Kathy Lincoln
Discussion: No items were deferred from the Consent Calendar.
Vote: Motion passed unanimously (7)

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

H. ACTION ITEMS

1. Approval of Connector Service Replacement Plan & Title VI Analysis 6:34 PM

Staff report: Pages 33-70 in the agenda

Presenter: Matt Berggren, Transit Planner II

Mr. Berggren reviewed the proposed service changes to occur in West Salem with the *Connector* replacement plan. He noted a one-time associated cost with the changes that will be implemented January 2, 2018.

Director Evans shared his concerns for the proposed Route 27. He said there could be a problem on Burley Hill because there is no place to park; Orchard Heights has a real back up problem in the mornings waiting through three signals to get on to Wallace. It is the same for drivers on Eola to Edgewater.

Director Lincoln asked if Capital Manor had been contacted with the proposed route changes. Mr. Berggren said they did not contact Capital Manor. There is very little ridership there. Director Kelley said Capital Manor has also made some policy changes.

Director Busch asked about the outreach at the West Salem Neighborhood Association. Was there anyone who was averse to losing the *Connector*? Mr. Stonecliffe said there were over 100 people in attendance. He presented the proposed service changes and passed out a survey. Some said they wanted both the fixed route service and the *Connector*. Some said they could not walk the distance to get to the proposed bus stops. Some wanted smaller buses. Mr. Stonecliffe said the District was considering the use of smaller buses. Mr. Berggren said the District will use 35 foot buses when the new service is implemented in January 2018.

Motion: Moved to approve the West Salem replacement plan and the associated Title VI equity analysis.

Motion by: Director Jerry Thompson

Second: Director Steve Evans



Vote: Motion passed unanimously (7)

2. Accept the FY2017 Annual Security Report

6:49 PM

Staff report: Pages 71-82 in the agenda

Presenter: Karen Garcia, Security and Emergency Management Manager

Ms. Garcia provided a PowerPoint presentation to review the fiscal year 2017 key performance indicators for customer service contacts, exclusions from service, security ride-a-longs, ordinance violations, security incidents and law enforcement activity. The most common incidents were 46 medical emergencies, 43 graffiti, and 25 loitering incidents. The top three types of activity involving the police remained the same – 66 trespassing; 47 non-Cherriots incidents; and 40 disorderly conduct. Unruly or unwanted behavior decreased from 73 to 57 incidents. There were three assaults between private citizens; and one incident when a passenger spit on a transit operator.

Ms. Garcia reported that a Continuity of Operations Plan (COOP) is being developed. Emergency Management activated its Emergency Operation Center (EOC) for the total eclipse event. A Visitor Policy and access badges have been redesigned to increase security and awareness for those within the District's secure spaces. Training on ways to avoid assaultive behavior and de-escalation techniques is also provided for operators and staff. The customer education campaign will help to increase rider awareness of behavior expectations throughout the system.

Questions arose about various violations. Director Evans asked if the District had a working relationship with mental health groups for mental health related situations. He asked if the District provided bus passes to people to get to warming stations or cooling stations dependent on the weather. Director Busch asked if the District had policies for those types of situations. Director Kelley asked if the District could work with the City to get more visibility on bike riding and skateboarding issues that are violations in the downtown area. There used to be signage in the downtown area to warn people against skate boarding or riding their bikes on the sidewalks. Director Rodgers asked what percentage of transit operators have CPR training. He would like to see more transit operators have CPR training. He asked how the ride-a-longs work; and he wanted to know if the District also had intergovernmental agreements with the City of Keizer police department and the Marion County Sheriff's Office.

Ms. Garcia explained that the District has procedures in place to help people in situations where there is extreme heat or excessive cold conditions. She said the District does not have agreements with the City of Keizer or Marion County for police services because the need is not that great. The District also has protocol in place for transit operators dealing with a medical situation. Operators call Dispatch



to get emergency medical services as soon as possible. Operation Supervisors are medically trained in the use of cardiopulmonary resuscitation (CPR) if needed. If the District need help for a mental health incident, they would contact the police. They have officers who have gone through training specifically for mental health issues.

Motion: Moved to accept the FY2017 Annual Security Report as presented.

Motion by: Director Kathy Lincoln

Second: Director Jerry Thompson

Vote: Motion passed unanimously (7)

3. Approval to Execute a Contract for the Purchase of Fixed-Route Transit Vehicles

7:15 PM

Staff report: Pages 83-84 in the agenda

Presenter: Gregg Thompson, Maintenance Manager

Mr. Thompson reviewed the procurement process for a contract to purchase six 40-foot and six 35-foot heavy duty Category A vehicles through the Washington State price agreement set by the Washington Department of Transportation's Public Transit Division. Funding for the proposed contract is at least 80% federal grant funded and is under the District's Capital Project budget for FY2018. What was not stated in the staff report is that these are compressed natural gas buses. Cost for a 40-foot vehicle is \$558,379 each; and \$553,268 for a 35-foot vehicle. The delivery date for the new vehicles proposed by Gillig LLC is May 2018.

Motion: Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of twelve (12) fixed route transit buses for Cherrriots fixed route service for a not to exceed amount of \$6,700,883.

Motion by: Director Marcia Kelley

Second: Director Doug Rodgers

Vote: Motion passed unanimously (7)

4. Approval of STFAC Reallocation Recommendation

Staff report: Pages 85-92 in the agenda

Presenter: Ted Stonecliffe, Transit Planner II

Mr. Stonecliffe provided a review of the Board approved STF grant allocation of \$5,000 to the City of Silverton for the 2013-2015 biennium for scheduling software and a transit shelter at the City's senior center. The City purchased scheduling software at a higher cost than anticipated at \$4,345. They decided not to purchase a bus shelter and returned the remainder of the grant to the Board so that the money



could be reallocated. At their September 5, 2017 meeting, the Special Transportation Fund Advisory Committee voted to recommend to the Board that the reallocation of \$655 go to the City of Woodburn based on the priorities determined for the 2017-2019 biennium. Woodburn was identified as the number two priority in the ranking.

Director Thompson stated that \$655 was a small amount of money. He proposed that such a small amount of money should be set aside to distribute with the next allocation process. Mr. Stonecliffe said the District would pursue a method to do so in the future.

Motion: **Moved to approve the reallocation of \$655 in STF funds from the City of Silverton to the City of Woodburn as recommended by the STF Advisory Committee.**

Motion by: **Director Kathy Lincoln**

Second: **Director Steve Evans**

Vote: **Motion passed unanimously (7)**

I. INFORMATION ITEMS

1. Performance – Fiscal Year 2017

7:27 PM

Staff report: Pages 93-110 of the agenda

Presenter: Matt Berggren, Transit Planner II

Mr. Berggren highlighted details in the fiscal year 2017 annual performance report for the Cherriots system. To prepare for new service enhancements in September 2018, data from the report will be used with other demographic data and public outreach to generate a needs assessment. The needs assessment will be used to develop a service plan to address unmet needs with available funding.

2. House Bill 2017 Update

7:43 PM

Staff report: Pages 111-128 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock provided the Board with documentation to help explain House Bill 2017. He noted that the Oregon Transportation Commission met on September 22, 2017 and approved ODOT to begin the rule making process for implementation of the Statewide Transportation Improvement Fund (STIF), Section 122, including the approval of proposed membership structure for the Rules Advisory Committee.

J. BOARD AND MANAGEMENT ISSUES

1. General Manager

7:50 PM

Mr. Pollock said the City of Salem's Public Transit Committee scheduled its first meeting on October 6 at 4:00 p.m. He will attend the Oregon Public Transit



Conference in Pendleton on October 1- 4, and the American Public Transportation Association’s annual meeting and expo in Atlanta, Georgia, October 6 -10.

2. Board of Directors

7:50 PM

Staff report: Page 129-130

President Krebs talked about his meeting with Mayor Bennett to establish better communication between the City Council and the District’s Board. He said the Mayor was very interested in helping the District with better service and other ways to fund it. President Krebs spoke about his meeting with Senator Courtney, who asked that the city councils, county and District Board discuss their ideas with regard to Senate Bill 10 and come back to him with recommendations that the group is agreeable to.

Board members gave an account, both verbally and in writing, of their transit-related Board assignments and community service activities.

The Board was also reminded of the upcoming Board Planning Retreat scheduled for Saturday, October 21 from 9:00 a.m. to 2:00 p.m. at the Chemeketa Center for Business and Industry.

O. ACTION ITEMS / OTHER BUSINESS

7:15 PM

President Krebs announced the Board would move to Agenda Item O for an action item resulting from the executive session held prior to the regular board meeting on the general manager’s performance appraisal and compensation review.

Motion: Moved to award a performance bonus of \$5,000 for General Manager, Allan Pollock.

Motion by: Director Jerry Thompson

Second: Director Steve Evans

Vote: Motion passed unanimously (7)

P. Meeting Adjourned

8:11 PM

Respectfully submitted,

Robert Krebs, President

Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, September 28, 2017
Courthouse Square – Salem Conference Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)

Meeting Called to Order - 5:49 PM

Adjourned - 6:22 PM

PRESENT: BOARD

- X** President Robert Krebs
- X** Director Steve Evans
- X** Director Marcia Kelley
- X** Director Colleen Busch
- X** Director Kathy Lincoln
- X** Director Doug Rodgers
- X** Director Jerry Thompson

STAFF

- X** Allan Pollock, General Manager
- David Trimble, Chief Operating Officer
- Patricia Feeny, Director of Communication
- X** Paula Dixon, Director of Administration
- Steve Dickey, Director of Transportation Development
- Linda Galeazzi, Executive Assistant
- X** Ben Fetherston, SAMTD Legal Counsel
-

Under the Authority of:

- 192.660(2)(a) Employment of Public Officers, Employees and Agents
- 192.660(2)(b) Discipline of Public Officers and Employees
- 192.660(2)(d) Labor Negotiations (No Media pursuant to ORS 192.660(2)(d))
- 192.660(2)(e) Real Property Transactions
- 192.660(2)(f) Exempt Public Records
- 192.660(2)(g) Trade Negotiations
- 192.660(2)(h) Legal Counsel / Litigation
- X** 192.660(2)(i) Employment-related Evaluation
- 192.660(2)(j) Public Investments

Specific Issue Discussed: General Manager's Performance Evaluation

Mr. Pollock attended this meeting from 6:17 -6:20 PM.

Staff Initials: _____ Paula Dixon, Director of Administration

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- X Director Doug Rodgers
- X Director Jerry Thompson

STAFF

- X Allan Pollock, General Manager
- X David Trimble, Chief Operating Officer
- Patricia Feeny, Director of Communication
- X Paula Dixon, Director of Administration
- Steve Dickey, Director of Transportation Development
- Linda Galeazzi, Executive Assistant
- X Ben Fetherston, SAMTD Legal Counsel
- X Adam Collier, SAMTD Labor Council (by Phone)

Under the Authority of:

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- 192.660(2)(i) Employment-related Evaluation
- 192.660(2)(j) Public Investments

Specific Issue Discussed: Contract Negotiations

Staff Initials: _____ Paula Dixon, Director of Administration