

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

February 8, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

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

Staff David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Gregg Thompson, Maintenance Manager; Jared Isaksen, Finance Manager; Ted Stonecliffe, Long-Range Planning Analyst; Kristian Sorensen, Technology Support Services Analyst; and Linda Galeazzi, Executive Assistant **ABSENT:** Allan Pollock, General Manager

Guests None

1. CALL TO ORDER **5:30 PM**
President Bob Krebs called the work session to order at 5:30 p.m.

2. DISCUSSION

a. Addition of Trips during Peak Hours to Route 1X/Wilsonville Express **5:30 PM**

Staff report: Pages 1-16 of the agenda

Presented by: Ted Stonecliffe, Long-Range Planning Analyst

Overcrowding and the need to add special trippers behind over-capacity buses prompted Salem-Keizer Transit (the "District") and South Metro Area Regional Transit (SMART) staff to develop a new schedule to alleviate crowding and provide additional service at a minimum additional cost.

Surveys were developed as the first step towards the redesign of the schedules, and passed out to Route 1X passengers on July 27th and 28th, 2015. The results of the surveys were tallied and analyzed. There was a good response rate to the General Survey with 142 responses. Over three-quarters of the respondents rode the 1X every weekday with 92 percent traveling for work purposes. The overall opinion of the service was positive. The 1X was well utilized by people who had the choice whether to ride the bus or drive/ride in a car. Over 80 percent of the people had access to a car and over 70 percent had an annual household income of greater than \$50,000.

Survey results supported revisions to the service hours - The first trip in the morning from Salem would leave a half hour later at 5:51 a.m. to meet the second WES train out of Wilsonville; rather than the first train. An additional morning trip would be added to provide relief for the 7:00 a.m. run from Wilsonville, which is often overcrowded. An additional trip leaving at 3:35 p.m. in the afternoon would alleviate crowding on the 4:00 departure from

Salem. This plan would not require additional buses or operators to the current peak pullout for the afternoon. The revised service is scheduled to begin March 7, 2016. This service change will not need Board approval.

There was a question and answer period about the history of the 1X commuter service, how the WES commuter rail is tied to the 1X in Wilsonville; how the 1X is now funded, how the cost is divided between the City of Wilsonville and the District, what the biggest cost is, and how the new service schedule will be marketed.

Comments: Hammill, Lincoln, Krebs, Kelley, Stonecliffe, Dickey

b. Purchase of CNG Fixed-Route Buses

5:56 PM

Staff report: Pages 17-18 of the agenda

Presented by: Gregg Thompson, Maintenance Manager

The District operates and maintains a fleet of 64 fixed route buses of which 34 are CNG-powered. As of January 2015, 24 CNG buses exceeded their FTA-recommended useful life. The September 2015 service redesign reduced the fleet needs by another three buses; these three buses were placed into contingency status, so that there are 21 CNG buses to replace. The District began the RFP process on August 3, 2015 with RFP #2015-03. Submittals were received from Gillig LLC and New Flyer of America Inc. Scoring criteria consisted of price, adherence to specifications, warranty, delivery schedule and serviceability. In each scoring step, New Flyer of America ranked higher. The initial order of twelve buses is \$5,760,000. Funding for the initial order will come from three grant sources - the Federal 5339 Fund with a match of 20%; the Federal 5307 Fund with a match of 20%; and STP Fund with a match of 10.27%. The local match will come from the General Fund. At the February 25, 2016 meeting, staff will recommend that the Board authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses for a contract amount of \$10,080,000.

There was time for questions and answers about restocking the bus parts and whether they are interchangeable with the Gillig buses; how much time it will take to build the bus; will the interiors have vandal-resistant seats; is there an "escape" clause in the contract; is there a plan for getting rid of the old CNG buses; is there a marketing program to promote the new buses when they arrive; have the CNG tanks been ordered?

Mr. Thompson explained that a lot of the parts are the same for the 2007 and 2010 Gilligs. The learning curve for those parts was intense at that time and the parts are interchangeable. The CNG tanks have been ordered. The interiors of the buses will have the same mix of seats with a balance of passenger comfort in the front of the bus; the harder seats are in the back of the bus and are vandal-resistant. New Flyer will bring a demonstration bus to the District to use for two weeks and the District will advertise its use. The District also has a marketing program to promote the new buses when they arrive. There is an escape clause in the contract. There are no "moth-balled" buses; however, it is more difficult to get rid of CNG buses because not everybody has the capability to fuel them and it is not easy to convert to diesel. The District has the largest CNG station in the State of Oregon rated by horse-power. In the past, the District has gone through State Surplus to sell items.

Comments: J. Thompson, Kelley, Krebs, Hammill, Busch, G. Thompson, Isaksen

c. Budget Document and Role of the Budget Committee

6:21 PM

Staff report: Pages 19-20 of the agenda

Presented by: President Robert Krebs

Board members discussed the concerns expressed in an email from Scott Bassett, a citizen member of the Budget Committee about the FY2015 budget document. His main concern was that he felt his questions were not answered. It was thought that Mr. Bassett was possibly used to policy option budget packages. Board members offered their suggestions. Some of the issues Mr. Bassett raised could be discussed during the budget orientation. An explanation for STF Medicaid would be helpful. A supplemental sheet on how well the organization works and how it has improved would be helpful. Shifting staff from fund to fund has been a problem. The local budget law training was helpful.

Comments: Krebs, Hammill, Kelley, Lincoln, Busch, Isaksen

Direction: President Krebs will meet with Mr. Bassett to discuss his concerns.

Mr. Isaksen asked that the Board let Mr. Pollock or Ms. Galeazzi know if there is something missing in the budget document so that staff can provide an adequate explanation to make it a stronger budget document.

President Krebs will put together a committee of three board members and three citizen members to review the budget document and the process; and come back to the Board with a report in October.

d. Budget Committee Applicants for Subdistrict #2/Keizer

Staff report: Pages 21-26 of the agenda

Presented by: Director Colleen Busch

Direction: In accordance with the Board's bylaws, Director Busch will recommend Michael DeBlasi for the Subdistrict #2 citizen position on the Budget Committee. Mr. DeBlasi meets the qualifications of a candidate. The Board will be asked to consider this appointment at the March board meeting.

e. Designation of General Manager Pro Tempore

6:58 PM

Staff report: Pages 27-28 of the agenda

Presented by: President Robert Krebs

Direction: President Krebs and Allan Pollock will meet to put a formal policy together for Board approval at the February 25, 2016 board meeting.

3. GENERAL MANAGER COMMENTS

6:11 PM

Staff report: Pages 29-32 of the agenda

Presented by: President Robert Krebs

Linda Galeazzi, Executive Assistant/Clerk of the Board

Board members reviewed the Board's monthly calendar of meetings, the draft February Board meeting agenda and the upcoming schedule of agenda items for the calendar year.

President Krebs noted that he will miss the March 7th work session. Director Steve Evans will fill in for him as Chair.

4. WORK SESSION ADJOURNED

7:21 PM

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

