



Salem Area Mass Transit District  
BOARD OF DIRECTORS

December 13, 2018

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Moved to approve the Consent Calendar: .....	<b>3</b>
1. <u>Approval of Minutes</u>	
a. Minutes of the October 25, 2018 Board Meeting and Executive Session	
b. Minutes of the November 13, 2018 Board Work Session	
2. <u>Routine Business</u>	
a. Approval of Board-appointed Advisory Committee’s Annual Appointments –	
1) Special Transportation Fund Advisory Committee (STFAC)	
2) Citizens Advisory Committee (CAC) Chair and Vice-Chair	
b. Approve and Authorize the Board President to Sign the Planning and Financial Intergovernmental Agreement No. 32794 between ODOT/MPO/SAMTD	
 Move to authorize the General Manager to execute a contract with Brown Contracting, Inc. for the construction of Keizer Transit Center Signalized Intersection Project in the not to exceed amount of \$1,815,645. ....	 <b>4</b>
 Move to adopt Resolution 2018-10 to rescind Resolution 2016-03 and replace Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District with revisions to Membership, Appointments and Terms. ....	 <b>5</b>

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Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
 December 13, 2018  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>PRESENT Board</b>	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Kathy Lincoln and Marcia Kelley; <b>Excused Absence:</b> Directors Jerry Thompson and Steve Evans
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Roxanne Beltz, Trip Choice Program Coordinator; Jeremy Jorstad, Transit Planner I; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	John Hammill, Chair, STF Advisory Committee

**EXECUTIVE SESSION**

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:30 PM**  
 President Krebs called the meeting to order; a quorum was present.
- B. PLEDGE OF ALLEGIANCE** led by President Krebs
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**  
 Mr. Pollock announced that there would be two presentations added to the agenda regarding the Keizer Festival of Lights Parade. KGW8 News interviewed Vehicle Maintenance Supervisor, John Hortsch at the Del Webb Operations Facility about Cherrlots participation in the parade and its decorated bus. Stephen Custer, Digital Marketing Coordinator, took a video shot of the bus in the parade.
- D. PRESENTATION**  
 KGW8 Media Interview, and Video recording taken by Stephen Custer of decorated Cherrlots bus in the Keizer Festival of Lights Parade
- E. PUBLIC COMMENT 6:37 PM**  
**Les W. Ruark** - email correspondence was received on December 7, 2018 and was acknowledged by President Krebs during Public Comment. Mr. Ruark expressed his



thanks for the 2018 Cherriots holiday desk calendar, stating that it was a smart and continuously impacting way of keeping the District's work in one's mind; and his appreciation for the good work over the most recent years on behalf of the District. In the preliminary days of the District, Mr. Ruark assisted with the media effort that was a part of the campaign to create and later fund the District. His email is herein given as Attachment A and by this reference made a part of these Minutes.

**F. CONSENT CALENDAR**

**6:38 PM**

**Motion:** **Moved to approve the Consent Calendar:**

- 3. Approval of Minutes**
  - a. Minutes of the October 25, 2018 Board Meeting and Executive Session**
  - b. Minutes of the November 13, 2018 Board Work Session**
- 4. Routine Business**
  - a. Approval of Board-appointed Advisory Committee's Annual Appointments -**
    - 3) Special Transportation Fund Advisory Committee (STFAC)**
    - 4) Citizens Advisory Committee (CAC) Chair and Vice-Chair**
  - b. Approve and Authorize the Board President to Sign the Planning and Financial Intergovernmental Agreement No. 32794 between ODOT / MPO / SAMTD**

**Motion by:** **Director Marcia Kelley**

**Second:** **Director Kathy Lincoln**

**Discussion:** **No items were deferred from the Consent Calendar.**

**Vote:** **Motion passed (5) Krebs, Busch, Lincoln, Kelley, Rodgers**  
**Absent (2) Evans, Thompson**

**G. Items Deferred From The Consent Calendar**

**H. ACTION ITEMS**

**1. Approval of Construction Contract for Keizer Transit Center Signalization Project**

**6:38 PM**

**Staff report:** Supplement in the agenda

**Presenter:** Steve Dickey, Director of Transportation

Mr. Dickey reported that the KTC Signalized Intersection project is funded by federal grants with local match. On October 1, 2018, the District released an Invitation to Bid (ITB) for the construction the KTC Signalized Intersection project. The construction bid documents, included in the bid solicitation, were prepared under contract by Kittleson and Associates, Inc. on behalf of Salem Area Mass Transit District (SAMTD).



The closing date for submittals was November 13, 2018. The bids were received and opened in a public bid opening. Four qualified bids were received with Brown Contracting, Inc. from Eugene, Oregon being the lowest responsible bidder with a total project bid of \$1,578,822. The other three qualified bidders were CPM Development, PCR, Inc., and Mainline Paving, Inc. Funding for the contract is included in the Capital Project Fund in the FY2018-19 Adopted Budget and the activities of the contract are covered in the grant agreements. An electronic copy of the proposed contract was included as Attachment A in the agenda packet.

**Motion:** **Move to authorize the General Manager to execute a contract with Brown Contracting, Inc. for the construction of Keizer Transit Center Signalized Intersection Project in the not to exceed amount of \$1,815,645.**

**Motion by:** **Director Kathy Lincoln**

**Second:** **Director Colleen Busch**

**Vote:** **Motion passed (5) Krebs, Busch, Lincoln, Kelley, Rodgers  
Absent (2) Evans, Thompson**

**2. Adopt Resolution 2018-10 to Rescind and Replace the Bylaws for the Special Transportation Fund Advisory Committee 6:48 PM**

**Staff report:** Pages 51-66 of the agenda

**Presenter:** John Hammill, Chair, STF Advisory Committee

Mr. Hammill reported on the STF Advisory Committee’s recommendation to make changes to the STFAC Bylaws under *Article II Membership, Appointments and Terms* in Sections 1 and 2. Modifications to the membership criteria in STFAC Bylaws were adopted in 2016; but were unclear on the method and process for filling vacancies on the Committee and the number for members on the committee. Revisions were drafted and approved to address these issues at the STFAC November 13, 2018 meeting. Resolution 2018-10 will rescind Resolution 2016-03 adopted on April 28, 2016 to replace the STFAC Bylaws with the inclusion of these revisions under:

*Section 1. Membership:*

*The STF Advisory Committee shall have the number of members determined, from time to time, by the SAMTD Board of Directors. **Per OAR 732-005-0031(10), the minimum size of the committee shall be five members;***

*Section 2. Appointments and Terms of Service:*

*The SAMTD Board of Directors will appoint members to the STF Advisory Committee. Committee members shall serve for a term of two years, commencing on January 1. **A new member appointed to fill a vacant position shall serve the remainder of that vacant term before beginning their first full two-year term. If not filling a vacant***



***term, the member** shall serve from the time of appointment, **and** the following shall determine the start of the **first full** two-year term of service.*

**Motion:** Move to adopt Resolution 2018-10 to rescind Resolution 2016-03 and replace Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District with revisions to Membership, Appointments and Terms.  
**Motion by:** Director Colleen Busch  
**Second:** Director Doug Rodgers  
**Vote:** Motion passed (5) Krebs, Busch, Lincoln, Kelley, Rodgers  
Absent (2) Evans, Thompson

**I. INFORMATION ITEMS**

**January 2019 Service Changes**

**6:50 PM**

**Staff report:** Pages 67-68 of the agenda

**Presenter:** Chris French, Senior Planner

Mr. French briefed the Board on changes beginning January 6, 2019 to Cherriots Local and Regional service based on quarterly input from customers, transit operators, Cherriots employees and performance monitoring results. Schedule times were adjusted for service on Routes 2 Market/Brown, 7/Mission Street and 17/Edgewater Street; a modification to *deadheading* was made to and from Keizer Transit Center; and corrections were made to printed materials and the website for the name of a bus stop on Route 20X North Marion County/Salem Express. These changes will increase annual Revenue Hours by 126 and zero Revenue Miles for an annualized financial increase of \$15,858.36. This increase was included in the adopted FY19 Budget.

**Performance – First Quarter**

**6:56 PM**

**Staff report:** Pages 69-84 of the agenda

**Presenter:** Jeremy Jorstad, Transit Planner I

Mr. Jorstad reported on performance measures for the first quarter of the 2019 fiscal year. Data is compared to the previous fiscal year 2018 and is derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (RouteMatch and Mobility DR). Revenue Hours, Miles, and Boardings are reported for Cherriots Local, Cherriots Regional, Cherriots Shop and Ride, and Cherriots LIFT.

**Trip Choice – First Quarter**

**7:05 PM**

**Staff report:** Pages 85-96 of the agenda

**Presenter:** Roxanne Beltz, Trip Choice Coordinator

Ms. Beltz reported on the goals and metrics that were structured by the Oregon Department of Transportation’s (ODOT) approved work plan for fiscal year 2019 to



be accomplished during the year. The goals in the Work Plan include Awareness & Understanding, Safety, Expanded Markets, and Congestion & Construction Mitigation. Ms. Beltz then reviewed the activities of the Cherriotics Trip Choice program for the first quarter in accordance with the ODOT work plan.

### **Finance – First Quarter**

**7:20 PM**

**Staff report:** Pages 97-106 of the agenda

**Presenter:** Al McCoy, Director of Finance/CFO

Mr. McCoy provided the first quarter finance report with information about how the budget plan for FY2019 is being implemented. The report included statements for the General Fund, Special Transportation Fund, and Capital Project Fund; and a statement of budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances. In summary, Mr. McCoy noted that General Fund Operating Revenues and Resources in the first quarter was at 4% and totaled \$26,116,001. Operating Expenses/Requirements was at 27% totaling \$25,971,612. Capital Revenue/Resources totaled \$29,622,684. Expenses/Requirements was at 22% totaling \$29,127,114. The Transportation Program Fund Revenues/ Resources totaled \$7,460,735 at 4%; Expenses/ Requirements totaled \$8,206,309 at 26%.

### **South Salem Transit Center Briefing**

**7:35 PM**

**Staff report:** Verbal; Staff report handed out at the meeting.

**Presenter:** Allan Pollock, General Manager

Mr. Pollock provided the Board with a handout about the South Salem Transit Center (SSTC) project from 2012 to its current status [herein given as Attachment B, and by this reference made a part of these Minutes]. Mr. Pollock reported that the site selection process began in 2013 with the completion of the Keizer Transit Center. In December 2014, the Board selected the Walmart site as its preferred option for the transit center. In 2015, the District applied for and received the “*Connect Oregon*” grant that helped the District to get started. The District completed the design work and the next steps included land acquisition and construction. The District applied for federal grants yearly from 2012 to 2018, but did not receive any federal funds for construction. In 2018, the District and Walmart representatives met to identify a safe exit from the parking lot that would not create traffic conflicts; but were unable to reach an amicable agreement. Walmart’s proposed options did not meet city codes. Without an agreement and other delays, the District and legal counsel determined it could not meet the deadlines of the *Connect Oregon* grant for land acquisition or for a construction completion date by the end of 2020. As a result, the District will inform the Oregon Department of Transportation (ODOT) of its intent to terminate its *Connect Oregon* grant agreement with the State for the SSTC. The District will continue with the



land acquisition process and to seek funding to complete the project. This delay presents opportunities for refining the project. The District will re-engage the Board at the February 11, 2019 work session for a serious discussion about their next steps and how to get funding. As has happened in the past year, the District can take advantage of changing business circumstances related to public transportation at the local, state and federal levels with a greater focus on building momentum for public transportation. The District remains committed to building a convenient, efficient and appealing transit center to serve its South Salem customers.

**J. GENERAL MANAGER'S REPORT 7:39 PM**

Mr. Pollock reported on the December 10, 2018 Salem City Council meeting where the Council approved the recommendations of the Salem City Council Public Transit Committee. In his weekly report to the Board on Friday, Mr. Pollock will include the American Public Transportation Association's news release about the American Commuter, a 30-page study that included a survey and focus group on millennials. He thanked Director Busch and Director Rodgers for their participation in riding the bus in the Keizer holiday parade. He also thanked staff for their hard work in decorating the bus and participating the night of the parade.

**K. BOARD OF DIRECTORS REPORTS 7:44 PM**

Board members report, both verbally and in writing, on citizen communications, committee and meeting participation, or special projects they are involved in as a representative of the District. Board assignments are noted on page 117 of the agenda.

**L. MEETING ADJOURNED 8:09 PM**

Respectfully submitted,

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Robert Krebs, President



Minutes of the December 13, 2018 Board of Directors Meeting  
ATTACHMENT A - Public Comment from Les W. Ruark

December 7, 2018

Robert Krebs, President of the Board of Directors  
Marcia Kelley, Board Member  
Allan Pollock, General Manager  
Linda Galeazzi, Executive Assistant and Board Clerk  
Patricia Feeny, Director of Communication  
Salem Area Mass Transit District  
Salem, Oregon

Directors Krebs and Kelley; Allan; Linda; Patricia:

Just wanting you all to know that the annual holiday arrival in the mail of the Cherriots desk calendar is always a "neat" occasion for me, particularly given the more reflective time of year the holidays are.

It's truly a smart and continuously impacting way of keeping the district's work in one's mind, not to mention a quite meaningful means of involving succeeding generations of Salem's youth in helping with that.

As one who had the privilege of assisting with the media effort that was a part of the campaign to create and later fund the initial district, and who has over the years since continued to consider Salem his real hometown, I shall always think of the Cherriots with a genuinely particular appreciation—even from out here amongst the hinterlands of wheat fields and sagebrush where I've now lived and worked for some thirty-five years.

Thank you for keeping me on the mailing list to receive the calendar, and for the good work you've each contributed, over the more recent years, to helping keep the district the achieving entity it truly has been and remains.

Sincerely,

**Les**

leswruark@gmail.com  
(541) 454-2511



## BOARD MEETING MEMO

For the Minutes of the December 13, 2018 Board Meeting  
ATTACHMENT B

**To:** Board of Directors  
**From:** Patricia Feeny, Director of Communication  
**Thru:** Allan Pollock, General Manager  
**Date:** December 13, 2018  
**Subject:** South Salem Transit Center Update

Serving our region with a robust transportation system and a coordinated network of mobility options is the goal of Cherriots.

Central to this goal are the transit centers.

These strategically positioned community cores serve as convenient connectors for our current and future riders.

Designed to improve traffic flow, reduce commuter costs and travel times, and increase ridership options, they also play a vital role in moving Cherriots from a bus service to a mobility integrator.

These well-placed, efficient transit centers help Cherriots deliver a seamless customer transportation experience by incorporating available mobility options, as the person moves through the Mid-Willamette Valley.

Keizer Transit Center was completed in 2013. The next transit center construction is in south Salem.

The South Salem Transit Center (SSTC) site selection process began in 2013. Based on site requirements and findings from the Existing and Future Conditions Report, a comprehensive list of possible sites was narrowed to eight. In December 2014, the Board selected the Walmart site as its preferred option for a transit center in south Salem.