



Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, October 25, 2018
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 - 5:31 PM Adjourned - 6:06 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
- X Troy Brynelson, Government/Business Reporter for the Salem Reporter

STAFF

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

Under the Authority of:

- X 192.660(2)(e) Real Property Transactions

Specific Issues Discussed:

The Board met in executive session to conduct deliberations with persons designated by the District to negotiate real property transactions having to do with the South Salem Transit Center project.

Linda Galeazzi, Executive Assistant
RECORDING SECRETARY



Salem Area Mass Transit District
BOARD OF DIRECTORS

October 25, 2018

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar (on pages 7-26 of the agenda):	3
1. <u>Approval of Minutes</u>	
a. Minutes of the September 10, 2018 Board Work Session	
b. Minutes of the September 27, 2018 Board meeting and Executive Session	
c. Minutes of the October 8, 2018 Board Work Session	
2. <u>Routine Business</u>	
a. Approval of the FY2020 Budget Calendar	
 Moved to adopt Resolution No. 2018-09 to approve the Statewide Transportation Improvement Fund (STIF) Plan as recommended by the STIF Advisory Committee; and direct the General Manager to submit the STIF Plan Application to ODOT by the November 1, 2018 deadline.	 4

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

October 25, 2018

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

MINUTES

PRESENT Board	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Jerry Thompson, Marcia Kelley, Kathy Lincoln and Steve Evans
Staff	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; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Don Hudson, Finance Director, City of Tualatin and Past President of the Oregon Government Finance Officers Association (GFOA); Michiel Majors, Mischa O’Reilly, John Love, and John Hortsch, employee/members of the Cherriots Sustainability Committee; Stephen Custer, Digital Marketing Coordinator/Photographer

BOARD OF DIRECTORS MEETING

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:31 PM**
President Krebs called the meeting to order and noted that a quorum was present. Director Rodgers led the Pledge of Allegiance.
- B. SAFETY MOMENT**
Mr. Pollock spoke about the statistics for car crashes involving teenage drivers. Those who have gone through drivers’ education training were far less likely to be involved in a car crash.

Mr. Pollock announced that SAIF awarded the District a safety performance dividend from its policy year 2017. The amount is determined by the policyholder’s claims experience. Cherriots was awarded a 9.82% dividend. The District will use a portion of the dividend to fund safety and wellness programs.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**
- D. PRESENTATION 6:34 PM**



1. Don Hudson, representing the Government Finance Officers Association presented the Board with the GFOA Certificate of Achievement for Excellence in Financial Reporting by a government and its management. This is the sixth consecutive year that the District has received this recognition.
2. Mr. Pollock introduced the employees on the District’s Sustainability Committee and announced that the District was awarded Marion County’s EarthWISE Certification Award for the District’s commitment to improving and promoting environmental sustainability practices in the workplace.

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR 6:32 PM

Motion: **Moved to approve the Consent Calendar (on pages 7-26 of the agenda):**

- 1. Approval of Minutes**
 - a. Minutes of the September 10, 2018 Board Work Session**
 - b. Minutes of the September 27, 2018 Board meeting and Executive Session**
 - c. Minutes of the October 8, 2018 Board Work Session**
- 2. Routine Business**
 - a. Approval of the FY2020 Budget Calendar**

Motion by: **Director Jerry Thompson**

Second: **Director Kathy Lincoln**

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

G. Items Deferred From The Consent Calendar - None

H. ACTION ITEMS

**1. Adopt Resolution No. 2018-09 to Approve the Statewide 6:44 PM
Transportation Improvement Fund (STIF) Plan**

Staff report: Pages 27-68 in the agenda

Presenter: Chris French, Senior Planner

Mr. French reported on the STIF Plan in its final draft form. Proposed projects in the Plan were submitted to Salem Area Mass Transit District, as the Qualified Entity for Marion and Polk Counties, by Public Transportation Service Providers - Cherriots Local, Cherriots Regional, Woodburn Transit and the City of Silverton’s Silver Trolley. The STIF Advisory Committee reviewed the projects that were submitted and agreed that there should be reduced youth fares for the Cherriots Local and Regional Service in the Plan (as presented on pages 39-40 of the agenda). The STIFAC



approved the Plan at their October 15, 2018 meeting with a recommendation that the Board accept the Plan for approval. A summary of the financial impact (on page 43 of the agenda) shows that the proposed additions of service, reduced youth fares, and capital purchases made possible by House Bill 2017 have a cost, but will be fully funded by STIF funding. The annualized total costs range from an estimated \$2,739,000 to fund the 100% Plan in FY2019 to an estimated \$9,014,487 to fund the 130% Plan in FY2021.

Mr. French stated that the new service proposed will be implemented in stages. Saturday and later evening service will be implemented in September 2019. Sunday and holiday service will be implemented in May 2019. New fares must go through an Ordinance process with the STIFAC recommendation for reduced youth fares. The STIFAC also recommended that low income fares be reviewed at the next biennium.

Director Kelley asked if changes could be made to the STIF Plan once it was approved. She considered that transit, in general, has low ridership on Sundays that should be acknowledged. Service could be put back into weekday service; and there may be something more creative that can be done with service that is not being used. There is not a lot of service in the area that she represents (Subdistrict #7). She is pleased with the addition of later evening service, and the addition of Saturday service which is critical. Director Kelley was happy to make this motion because she was the chair of the Board when they had to cut service.

Mr. Pollock advised that the District will need to let the new service run for a time to see how it does; it will be a part of the operational analysis.

Director Lincoln said that a lot of work has been done in a short amount of time; not knowing how much STIF funding the District will actually get; working with a new committee unfamiliar with the estimates; and there is a trade off when deciding on new service and lower fares. It will be good to look at this again in two years.

Director Busch acknowledged all of the work involved beginning with the work on House Bill 2017 to preparing the STIF Plan to completion.

Motion: Move to adopt Resolution No. 2018-09 to approve the Statewide Transportation Improvement Fund (STIF) Plan as recommended by the STIF Advisory Committee; and direct the General Manager to submit the STIF Plan Application to ODOT by the November 1, 2018 deadline.

Motion by: Director Marcia Kelley

Second: Director Doug Rodgers

Vote: Motion passed unanimously (7)



I. INFORMATION ITEMS - None 6:48 PM

J. GENERAL MANAGER'S REPORT 7:00 PM

Mr. Pollock briefed the Board on happenings at the District -

- Transit Operator Dan Miller won the safety obstacle course at the District's annual Bus Roadeo; and will now compete at the APTA International Bus Roadeo in Louisville, Kentucky.
- Cherriots will receive a 9.82% dividend on its insurance premiums from SAIF Corporation because of its safety record and demonstrated commitment to employee wellness. An article in the October 22, 2018 *Oregon Business Magazine* talks about SAIF policy holders reinvesting in wellness. Cherriots and Michiel Majors who leads the efforts of the Districts' wellness committee were featured.
- On October 5, 2018, 60 members of the Motor Bus Society visited the Downtown Transit Center to take photos of Cherriots buses and see the transit center. They last came to Salem in October of 2000 when Cherriots buses lined up on High Street. The Motor Bus Society, a non-profit organization for transit enthusiasts of buses past and present, operates a transportation document archive facility in New Jersey, provides support for the Museum of Bus Transportation in Hershey, Pennsylvania, and publishes a quarterly magazine called *Motor Coach Age*.
- Mr. Pollock attended the final meeting of the Salem City Council's Public Transit Committee of which he is a member. Recommendations from the committee will go before the City Council at the end of November or early December.
- A series of G.M. Round Tables were held to share the District's Strategic Plan with employees.
- During the upcoming holiday season, the District will be closed and there will be no bus service on Monday, November 12 in honor of Veteran's Day; there will be a Board work session on Tuesday, November 13, and a regular Board meeting on Thursday, December 13, 2018.

K. BOARD OF DIRECTORS REPORTS 7:03 PM

Board members report, both verbally and in writing, on citizen communications, committee and meeting participation, or special projects they were involved in as a representative of the District in October. Of note -

- President Krebs reported on the meetings he attended at the American Public Transportation Association's annual conference.
- Director Thompson attended the ribbon cutting ceremony for the new buses at Keizer Transit Center. He did not want to see advertisements on the new buses



and proposed that staff review the contract and put bus advertising on the November work session agenda for further discussion.

- Director Lincoln attended the Salem Keizer Area Transportation Study (SKATS) meeting where they are revising the Regional Transportation System Plan (RTSP). There was an announcement about unexpected federal funding for the SKATS area totaling between \$1-1.5 million that needs to be spent in one year for ready-to-go projects. Applications for this money are due November 15.
- Director Busch attended the ribbon cutting ceremony for the new buses at Keizer Transit Center and extended congratulations to Keizer for the completion of the Dearborn Avenue bridge replacement project.
- Director Rodgers attended several town hall meetings in East Salem hosted by Marion County and one at Broadway Commons. Director Rodgers was also elected chair of the North Lancaster Neighborhood Association.
- Director Evans attended the October 15th Statewide Transportation Improvement Fund Advisory Committee meeting where they had a lively discussion about the youth and low income fares until they found a balance and approved the STIF Plan. Director Evans passed along a concern from a constituent regarding the timing of Routes #26/Glen Creek-Orchard Heights and #27/Glen Creek-Eola in West Salem.
- Director Kelley was elected Secretary/Treasurer of the Salem Kiwanis Club. Director Kelley also spoke about the importance of citizens to vote in the upcoming election.

L. MEETING ADJOURNED

7:46 PM

Respectfully submitted,

APPROVED // LJG

Robert Krebs, Presiding Officer

