



Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, September 27, 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 - 5:33 PM

Adjourned - 6:00 PM

PRESENT: BOARD

- x President Robert Krebs
- x Director Steve Evans
(arrived 5:40 PM)
- 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 (arrived 5:52 PM)
- x Ben Fetherston, SAMTD Legal Counsel
(by conference phone)
- x Paula Dixon, Director of Administration

Under the Authority of:

- x 192.660(2)(i) **Employment-related Evaluation**

Specific Issues Discussed:

The executive session was held to evaluate the performance of the General Manager from July 1, 2017 to June 30, 2018, and to discuss his compensation.

Paula Dixon, Director of Administration

RECORDING SECRETARY



Salem Area Mass Transit District
BOARD OF DIRECTORS

September 27, 2018

Index of Board Actions

Action	Page
Moved to approve the Consent Calendar:	4
1. <u>Approval of Minutes</u>	
a. Minutes of the August 23, 2018 Board Meeting	
b. Minutes of the August 13, 2018 Board Work Session	
2. <u>Routine Business</u>	
a. Approval of Annual Special Districts Insurance Services Board Check List	
Moved to accept the FY2018 Annual Security Report as presented.	4
Moved to declare Position #2 vacant that was held by Sharon Heuer and appoint Beth Jackson to fill the unexpired term from October 1, 2018 and ending December 31, 2019; moreover, that Bryant Baird be appointed to fill the unexpired term of Position #9 from October 1, 2018 to December 31, 2018.	5
Moved to adopt Resolution 2018-07 to establish the Transit Asset Management (TAM) Policy #119 and the Transit Asset Management Plan which outlines the District's strategies to ensure that all of its Rolling Stock, Equipment, and Facilities are maintained in a consistent State of Good Repair.	6
Moved to adopt Resolution 2018-08 establishing Attachment C of the Board's Bylaws titled "Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee" with the revision noted in the last paragraph on page 48 of the agenda where it shall state "The Board will include appoint STIFAC members from both within and outside District boundaries to the extent practicable.	6
Moved to provide the General Manager with a \$5,000 merit award	7

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



Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

September 27, 2018

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

AMENDED 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/CFD ; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chris French, Senior Planner; Gregg Thompson, Maintenance Manager; Melissa Kidd, Operations Programs Administrator; Karen Garcia, Security & Emergency Management Manager; Michiel Majors, Safety & Loss Control Specialist; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	John Hammill, Chair, Special Transportation Fund Advisory Committee (STFAC); Beth Jackson, candidate for Position 2 on the STFAC

REGULAR BOARD MEETING

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:30 PM**
President Krebs called the meeting to order; a quorum was present. Director Lincoln led the Pledge of Allegiance.
- B. "SAFETY MOMENT" THOUGHT FOR THE DAY**
Mr. Pollock announced that the District will hold a Bus Roadeo safety event on Saturday, September 29 for transit operators who can practice their safety skills while driving through obstacles.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**
- D. PRESENTATION - None**
- E. PUBLIC COMMENT - None**

F. CONSENT CALENDAR

- Motion:** Moved to approve the Consent Calendar:
- 1. Approval of Minutes**
 - a. Minutes of the August 23, 2018 Board Meeting**
 - b. Minutes of the August 13, 2018 Board Work Session**
 - 2. Routine Business**
 - a. Approval of Annual Special Districts Insurance Services Board Check List**
- Motion by:** Director Jerry Thompson
Second: Director Marcia Kelley
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. Accept the Annual FY2018 Security Report 6:35 PM

Staff report: Pages 17-24 in the agenda

Presenter: Karen Garcia, Security & Emergency Management Manager

Ms. Garcia presented the District's Annual FY2018 Security Report and explained how the District evaluates its success, and reaches its goals, to provide a safe and secure environment for its customers, employees and members of the public, on District property and in its vehicles.

Ms. Garcia responded to questions about the meanings of the words "loitering" and "exclusions." She noted that incidents were down, and that staff has been working to complete their disaster planning process called the *Continuity of Operations Plan*.

Motion: Moved to accept the FY2018 Annual Security Report as presented.

Motion by: Director Marcia Kelley

Second: Director Kathy Lincoln

Vote: Motion passed unanimously (7)

2. Appoint Members to Unexpired Terms on the STFAC 6:50 PM

Staff report: Pages 25-30 in the agenda

Presenter: John Hammill, Chair, Special Transportation Funds Advisory Committee
Steve Dickey, Director of Transportation Development

Mr. Hammill proposed that the Board approve the Committee's recommendations to remove Sharon Heuer as a member from Position #2, declare that it is vacant, and appoint Beth Jackson to fill the unexpired term ending December 31, 2019; and

appoint Bryant Baird to Position #9 that has an existing but vacant three-year term from January 1, 2016 to December 31, 2018.

Candidate Beth Jackson attended the meeting and was introduced to the Board. She shared a little bit about her background and about her interest in serving on the STF Advisory Committee.

Motion: **Moved to declare Position #2 vacant that was held by Sharon Heuer and appoint Beth Jackson to fill the unexpired term from October 1, 2018 and ending December 31, 2019; moreover, that Bryant Baird be appointed to fill the unexpired term of Position #9 from October 1, 2018 to December 31, 2018.**

Motion by: **Director Colleen Busch**

Second: **Director Doug Rodgers**

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

3. Resolution No. 2018-07 Adoption of the Transit Asset Management Policy #119

6:57 PM

Staff report: Pages 31-40 in the agenda

Presenter: David Trimble, Chief Operating Officer

Mr. Trimble read through the purpose of the Policy for the Transit Asset Management (TAM) Plan; noting that the District must have the Plan in place by October 1, 2018. The District must report on its progress through the National Transit Database annually; and the Plan will be reviewed during the Triennial Review process. Mr. Trimble explained that the TAM Plan is the FTAs business model to guide optimal prioritization of funding and business decisions at transit properties using the condition of transit assets in order to keep transit networks in a State of Good Repair. The EMG Corporation was contracted by the District to evaluate the condition of its assets, equipment and facilities for five days. A report came back stating that the District's assets were rated in Good Repair according to term scale. Mr. Trimble also noted that the District developed a draft TAM Policy through a partnership with consultant, ABB Enterprise Software. Once approved, the policy will become part of the TAM Plan.

In response to questions asked by the Board, Mr. Trimble stated that buses beyond the FTA's useful life time span are not rated lower as long as they are maintained; he also explained why the FTA does not include bus stops in their definition of facilities.

Motion: **Moved to adopt Resolution 2018-07 to establish the Transit Asset Management (TAM) Policy #119 and the Transit Asset Management Plan which outlines the District's strategies to ensure that all of its**

Rolling Stock, Equipment, and Facilities are maintained in a consistent State of Good Repair.

Motion by: Director Steve Evans
Second: Director Doug Rodgers
Vote: Motion passed unanimously (7)

4. Resolution No. 2018-08 Adoption of the Statewide Transportation Improvement Fund Advisory Committee Bylaws 7:12 PM

Staff report: Pages 41-52 in the agenda

Presenter: Allan Pollock, General Manager

Board members made one change to the STIFAC Bylaws on page 48 of the agenda under *Article II - Section 1. Appointment and Membership* in the third paragraph where it states "The Board will *include appoint* STIFAC members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the STIFAC who represent diverse interests, perspectives, geography, and the population demographics of the area."

Motion: **Moved to adopt Resolution 2018-08 establishing Attachment C of the Board Bylaws titled "Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee" with the revision noted in the last paragraph on page 48 of the agenda where it shall state "The Board will *include appoint* STIFAC members from both within and outside District boundaries to the extent practicable.**

Motion by: Director Colleen Busch
Second: Director Kathy Lincoln
Vote: Motion passed unanimously (7)

5. General Manager's Performance Evaluation and Compensation 7:18 PM

Staff report: Verbal Report

Presenter: President Bob Krebs

President Krebs reported that the Board met in Executive Session prior to the board meeting to evaluate the performance of the general manager, and discuss his compensation package.

Motion: **Moved to provide the General Manager with a \$5,000 merit award.**
Motion by: Director Marcia Kelley
Second: Director Jerry Thompson
Vote: Motion passed unanimously (7)

I. INFORMATION ITEMS **7:20 PM**

Performance – Fiscal Year 2018

Staff report: Pages 53-70 of the agenda

Presenter: Chris French, Senior Planner
Jeremy Jorstad, Transit Planner I

Mr. French reported on the annual performance of the Cherriots system from the daily and total average revenue hours and miles, boardings, productivity, and on-time performance that were tracked from July 1, 2017 to June 30, 2018. The report offers insight that is used by the District to develop future service plans.

J. GENERAL MANAGER'S REPORT **7:38 PM**

Mr. Pollock reported on the Federal Transit Administration's grant awards. The District applied for funds to replace paratransit buses and for the South Salem Transit Center project; but was not an award recipient. ODOT was awarded a \$1.7 million grant on behalf of Yamhill County Transit, Canby Area Transit, Curry and Benton County, and the Mid-Columbia Economic Development District to replace or purchase new buses.

Mr. Pollock congratulated Julie Brown, Rogue Valley Transit District General Manager who was confirmed by the Senate as a member of the Oregon Transportation Commission. Mr. Pollock was elected by the American Public Transportation Association to chair the Small Operations Committee, and will also serve on the APTA Executive Committee.

Mr. Pollock spoke about the great turn out for the District's ribbon cutting ceremony on September 20 for the new buses at Keizer Transit Center with Representative Kurt Schrader, President Krebs, and Directors Jerry Thompson, Colleen Busch, Kathy Lincoln, Doug Rodgers and Steve Evans.

K. BOARD OF DIRECTORS REPORTS **7:41 PM**

Board members reported on citizen communications, and committee and meeting assignments that they attended (from page 71 of the agenda) as representatives of the District.

L. MEETING ADJOURNED **8:06 PM**

Respectfully submitted,



Robert Krebs, President