



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

May 23, 2019

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Moved to approve the Consent Calendar:	3
1.Approval of Minutes	
a. Minutes of the April 8, 2019 Board Work Session	
2.Routine Business	
a. Adopt Fiscal Year 2020 Board Meeting Schedule	
Moved to authorize the General Manager to execute the purchase of two data storage arrays in the amount of \$183,565.44 from CDW-G, for the purpose of storing and protecting backups of all District data.	3
Moved to provide a letter of support to the Oregon Transportation and Growth Management (TGM) program for the application Salem Area Mass Transit District (SAMTD) is submitting for a grant to complete a new 20-year long-range plan for Cherrits Local and Regional services.	4

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Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

May 23, 2019

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT Board	President Robert Krebs; Directors Colleen Busch, Jerry Thompson, and Kathy Lincoln; ABSENT: Directors Doug Rodgers, Marcia Kelley, 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; Roxanne Beltz, Trip Choice Program Coordinator; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Sadie Carney, Charles Richards, and Ian Davidson

- A. CALL TO ORDER** **6:30 PM**
President Krebs called the meeting to order. The attendance was noted and a quorum was present. Director Busch led the Pledge of Allegiance.
- “SAFETY MOMENT” THOUGHT FOR THE DAY**
Mr. Pollock received news prior to the Board meeting that the public transit industry had lost one of its transit operators to a tragedy. Thomas Dunn, from Hillsborough Area Regional Transit Authority in Tampa Bay, Florida was stabbed in the neck by a passenger while driving on an express route. He died after he brought the bus safely to a stop. Mr. Pollock said that even with all of the safety training that is provided in the industry, unexpected things like this still happen in the best of circumstances. Mr. Pollock expressed his condolences on behalf of the Board and staff to Mr. Dunn’s family and co-workers.
- B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**
President Krebs announced that there were 107 days to the new Saturday Service.
- C. PRESENTATION**



Mr. Pollock shared a short video that was presented to attendees during the opening general session at the APTA Mobility Conference called "Public Transportation Transforms Lives."

D. PUBLIC COMMENT - None

E. CONSENT CALENDAR

Motion: Moved to approve the Consent Calendar:
1. Approval of Minutes
a. Minutes of the April 8, 2019 Board Work Session
2. Routine Business
a. Adopt Fiscal Year 2020 Board Meeting Schedule
Motion by: Director Jerry Thompson
Second: Director Kathy Lincoln
Discussion: No items were deferred from the Consent Calendar.
Vote: Motion passed unanimously (7)

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

6:39 PM

1. Authorize the General Manager to Execute the Purchase of Two Data Storage Arrays in the Amount of \$183,565.44 from CDW-G

Staff report: Pages 9-10 in the agenda
Presenter: Chip Colby, Information Technology Manager

Mr. Colby stated that the storage arrays project was competitively bid on ORPIN as ITB 19-021 Storage Array for Backups. The solicitation received four bids. Cost of the purchase is included in the FY2019 Adopted Budget under the Capital Projects Fund that will be funded by a federal grant with a local match.

Motion: Moved to authorize the General Manager to execute the purchase of two data storage arrays in the amount of \$183,565.44 from CDW-G, for the purpose of storing and protecting backups of all District data.

Motion by: Director Kathy Lincoln
Second: Director Jerry Thompson
Vote: Motion passed unanimously (4) Krebs, Thompson, Lincoln, Busch
Absent: Evans, Kelley, Rodgers

2. Authorize Letter of Support to the Oregon Transportation and Growth Management (TGM) Program for a Grant to Complete a New 20-year Long-Range Plan for Cherrriots Local and Regional Services.

Staff report: Pages 11-26 in the agenda



Presenter: Steve Dickey, Director of Transportation Development

Mr. Dickey reported that the District is applying for a TGM program grant to create a new long-range transit plan (LRTP) to replace its existing 20-year plan for Cherriots Local and Regional services. The project cost is estimated at \$200,000. It will support a comprehensive analysis of all Cherriots services in Marion and Polk counties and public outreach to form the final 20-year planning document. Current planning documents used by the District were completed in 2004 and 2013 respectively. Creating a new LRTP is essential with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The District received positive feedback from TGM program staff for the pre-application submitted on February 27, 2019. As of May 16, 2019, the Cities of Dallas, Keizer, Mt. Angel, Salem, Silverton, and Stayton have written letters of support to include with the District's application.

Motion: **Move to provide a letter of support to the Oregon Transportation and Growth Management (TGM) program for the application Salem Area Mass Transit District (SAMTD) is submitting for a grant to complete a new 20-year long-range plan for Cherriots Local and Regional services.**

Motion by: Director Colleen Busch

Second: Director Kathy Lincoln

Vote: Motion passed unanimously (4) Krebs, Thompson, Lincoln, Busch

Absent: Evans, Kelley, Rodgers

H. INFORMATION ITEMS

6:52 PM

1. Update on the Activities of the City of Salem's Congestion Relief Task Force

Staff report: Pages 27-30 in the agenda

Presenter: Steve Dickey, Director of Transportation Development

Mr. Dickey reported on a meeting that he and Mr. Pollock attended on April 23, 2019 with Transportation Planning Manager, Julie Warnke, and Assistant Public Works Director, Robert Chandler from the City of Salem to discuss the short-list of potential projects to alleviate traffic in the downtown area, and improve travel across the Marion and Center Street bridges. The projects were a result of the efforts of the Congestion Relief Task Force (CRTF) and were considered to be reasonable in cost demonstrating some benefit in a reasonable period of time. The City's Public Transit Committee had also investigated ways to support and improve the public transportation system in the community. Two of the projects included Cherriots and Cherriots Trip Choice services with the provisions of a downtown circulator bus or trolley. The District recommended a study on the feasibility of providing a downtown circulator bus or trolley. There was discussion about the scope of work, proposed timeline, and how the study would be



funded and paid for by each agency. A rough estimate of the cost was in the range of \$100-\$150,000 with a timeline of 12-18 months to complete.

The District is actively working with the City to fulfill the recommendations of the CRTF and the City's Public Transportation Committee successfully. The District will draft an outline of the scope and the City will prepare a rough outline for an agreement. If either agency is not able to secure funding, the project will not move forward. Both agencies agreed that regularly scheduled meetings would be beneficial in the future. Julie Warnke and Stephen Dickey will coordinate these scheduled meetings.

Director Lincoln commented that there were lots of suggestions for the mobility study eight years ago; what will make the difference now? She asked if the CRTF had discussed express buses as a relief measure. Mr. Dickey responded that the District and City have a more agreeable, open and cooperative relationship now. The District receives supportive dialog from City staff in a variety of settings. Mr. Pollock added that they have kept it visible while working with the governing body. Mr. French stated that there had been some conversation about express buses, but it was not their primary focus.

Director Busch asked if on-time performance and green light extensions could be funneled into the study. Mr. Dickey said that it could; they are working in a supportive manner.

2. Third Quarter Performance Report

Staff report: Pages 31-46 in the agenda; and replaced Tables for pages 33-34, and 42.

Presenter: Chris French, Senior Planner

Mr. French used a PowerPoint presentation to report on the performance measures for the third quarter in FY2019. He also handed out pages 33-34, and 42 of the agenda with corrections to the Tables. The measures originate from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (Route Match). The data is measured quarterly and is compared to the previous quarter in the previous fiscal year. Data is collected for services provided by Cherriots Local and Cherriots Regional; Cherriots Shop And Ride, the shopper shuttle and dial-a-ride service; and for Cherriots Lift, the paratransit service.

3. Third Quarter Trip Choice Report

Staff report: Pages 47-56 in the agenda

Presenter: Roxanne Beltz, Trip Choice Program Coordinator

Ms. Beltz used a PowerPoint to report on Cherriots Trip Choice projects and programs for the third quarter. Reporting is done on a quarterly basis for Trip Choice projects and programs that are based on ODOTs four goal categories - Awareness &



Understanding, Safety, Expanded Markets, and Congestion & Construction Mitigation. Ms. Beltz spoke about the following. There were 350 posters submitted by middle school and high school students in the Student Poster Contest. There were 14 winning posters; three of those came from Sprague High School. Due to a transition by ODOT the *Drive Less Connect* brand will be changed to "*Get There.*" *Valley Vanpool* will also have a new name "*Vanpool Northwest*" to be inclusive of other areas that include the Willamette Valley. Staff participated in a behavior change project through Willamette University students to identify barriers to other modes of transportation. Lastly, *Open Streets Salem* is scheduled for September 7, 2019. Staff is working with the City of Salem to determine a route.

4. Third Quarter Financial Report

Staff report: Pages 57-66 in the agenda

Presenter: Al McCoy, Director of Finance/CFO

Mr. McCoy used a PowerPoint to present the third quarter FY2019 financial report with statements for the General Fund, Special Transportation Fund, and Capital Project Fund; of budget to actual on a non-GAAP basis by fund, and the legal appropriations by category with actual amounts and variances.

Mr. McCoy noted that advertising revenue has been better than expected. Director Busch said that Director Kelley will be excited to hear that advertising has done so well.

J. GENERAL MANAGER'S REPORT

Mr. Pollock reported on the APTA Mobility Conference where there was a huge mobility focus. They looked at changing needs and how to incorporate technology. It will provide a future opportunity for the District to integrate mobility and take the lead to ensure that mobility keeps up with technology and the needs of the people in the mid-Willamette Valley. Mr. Pollock, met with APTAs Legislative Steering Committee to refine APTAs priority recommendations for the reauthorization of the transportation bill and reestablish the 40-20-20 split in the Fixing America's Surface Transportation Act. He shared a short presentation of the *No Drama Llama's* visit to the Downtown Transit Center, and announced the winners of the Annual International Bus Roadeo. Eleven northwest transit agencies participated in the Roadeo with 78 other contestants. Intercity Transit and Ben Franklin Transit from Washington State were the top performers. Cherriotics transit operator, Dan Miller won 17th place overall. Mr. Pollock reminded the Board that the reduction in the youth fare begins June 1, 2019.

K. BOARD OF DIRECTORS REPORTS

7:43 PM

Board members report, both verbally and in writing, on their Board assignments listed on page 67 of the agenda. Several of the board members met with incoming



board members. Several board members attended the KeizerFest Sponsor Luncheon where the District was honored as a *Silver Sponsor*. The District also won the Iris Award for its decorated bus in the parade driven by transit operator, John Welch.

Director Busch reported that she will not be in attendance at the June 27th Board meeting so she took time to thank Directors Marcia Kelley, Jerry Thompson, Kathy Lincoln, and Steve Evans for their great examples of service

L. MEETING ADJOURNED

7:54 PM

Respectfully submitted,

A handwritten signature in cursive script, reading 'Robert Krebs', written over a horizontal line.

Robert Krebs, President