



Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

October 16, 2017

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

MINUTES

PRESENT: President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley, Kathy Lincoln, and Doug Rodgers, and Colleen Busch
Board

Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant

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

2. DISCUSSION

a. Transportation Services Contract **5:30 PM**

Staff report: Verbal

Presenter: David Trimble, Chief Operating Officer

Mr. Trimble reported on the District's procurement efforts to submit a contract to the Board for action for the purchase of transportation services at the October 26th regular meeting. The District contracts with private providers for all of its contracted services for a total of 84,000 annual revenue hours of service. RFP #2018-02 was issued on July 10 and closed on August 30, 2017. Three proposals were received and the firms were interviewed on September 26, 2017. Best and final offers were received last week and are currently in the process of evaluation. The RFP process will be finalized by the end of the week. The current contract with MV Transportation ends on December 31, 2017.

b. Seal of the District Discussion **5:42 PM**

Staff report: Pages 1-6 of the agenda.

Presenter: Linda Galeazzi, Executive Assistant

Board members were asked for guidance concerning a Seal for the District as is noted in the District Bylaws under Rule 2. If a Seal is desired, the Board will be asked to adopt the form of a seal as the official Seal. Alternatively, the Bylaws could be amended to remove the reference to a Seal. Board members were in favor of amending the Bylaws.

c. Proposed FY2019 Budget Calendar

5:48 PM

Staff report: Pages 7-8 of the agenda

Presenter: Paula Dixon, Director of Administration

Board members reviewed the schedule for the Fiscal Year 2019 budget preparation calendar and had no issues with it. The calendar will go before the Board for adoption at the October 26 regular meeting.

d. Proposed Agenda for the Board Planning Retreat on October 21, 2017

5:50 PM

Staff report: Verbal

Presenter: President Robert Krebs
Allan Pollock, General Manager

Board members reviewed the draft agenda for the Board's planning retreat to be held on Saturday, October 21. Mr. Pollock now serves on the ODOT STIF Rules Advisory Committee. He said there were still many unknowns at the State level but the Board can discuss potential service and staffing plans, and public outreach to provide guidance to staff.

Director Busch advised the core network should be a part of the discussion. Director Lincoln was interested in more discussion on the proposed Senate Bill 10 introduced by Senator Courtney.

3. GENERAL MANAGER COMMENTS

6:06 PM

Staff report: Pages 9-4 of the agenda

Presenter: Allan Pollock, General Manager

The Board reviewed a draft agenda for the October 26, 2017 board meeting, the Board's calendar, and upcoming agenda items that will be brought before the Board for action.

Mr. Dickey and Director Lincoln attended the first meeting of the City of Salem's newly formed transit committee. Mr. Dickey reported that the committee's focus was on the purpose for the committee, its background and the Mayor's vision for the group. The committee asked the District to attend the next meeting with a comprehensive view of where the District is at now and where it wants to go.

Director Lincoln recalled several questions that were asked by committee members, i.e., what were the District's challenges, what incentives were offered by the District to increase ridership, and about the process for improving sidewalks that lead to a bus stop/shelter.

Board members discussed things the City and District could do in partnership with development codes, parking areas near bus stops and other ways to reduce congestion.

4. WORK SESSION ADJOURNED

6:28 PM

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