



Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

Monday, January 8, 2018

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, Doug Rodgers and Colleen Busch (left at 7:32 PM)
Board	
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Chris French, Senior Planner; Matt Berggren, Transit Planner II; Linda Galeazzi, Executive Assistant
Guests	Chip Colby, Information Technology Manager; Stephen Custer, Digital Marketing Coordinator; Susie Primmer, Information Technology Services Support Analyst

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

2. DISCUSSION

a. Proposed 2018 Legislative Agenda Presentation 5:30 PM

Staff report: Pages 1-5 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock presented the proposed 2018 Legislative Agenda for the District’s federal and state priorities and projects for annual appropriations and grant opportunities. Federal grant requests include the replacement of six CNG buses at \$2,475,000; five zero-emission buses at \$4,104,000; Regional Transit Center Construction totaling \$2 million; and the Intelligent Transportation System project totaling \$1.5 million. Policy issues on the federal agenda include extending and making permanent the alternative fuels tax credit. The annual impact of this legislation on operations is approximately \$170,000. The second policy issue is a technical fix to the health retirement account – VEBA. Mr. Pollock advised that the District submitted a formal offer to Walmart for

property for the South Salem Transit Center project, to be paid for with a Connect Oregon grant. The District is awaiting Walmart's response.

Mr. Pollock spoke about seven priorities proposed for the State Legislative Agenda. The top three priorities include technical fixes and implementation of House Bill 2017; continuation of the State Employee Bus Pass Program; and a redraft of Senate Bill 10 to align the District's governance model with that of TriMet and Lane Transit District, including similar taxing authority. Transferability of existing and expiring energy incentive tax credits, cap and invest, TNC legislation-Uber/Lyft and the Volkswagen settlement are also on the State Legislative Agenda.

In addition, the District supports the Oregon Transit Associations' 2018 legislative priorities. Mr. Pollock advised that the District's legislative advocates will monitor and report on any legislation that may impact the District, and prepare an appropriate response.

Follow-up: The proposed 2018 Legislative Agenda will be brought before the board at their January 25th regular meeting for action.

b. Service Enhancement/Results of the 2017 Needs Assessment Report 5:50 PM

Staff report: Pages 6-90 of the agenda.

Presenters: Matt Berggren, Transit Planner II

Much of the work session focused on a review of the *Cherriots 2017 Needs Assessment Report* that was created to determine the unmet transit needs in the District's region, and ascertain whether these unmet needs can be met using the District's current or future resources. Mr. Berggren, who gave the presentation, stated that solutions will be incorporated into the service plan when unmet transit needs are determined to be reasonable. In a typical year, service changes occur annually in September. He noted that the District expects a funding increase in 2019 as a result of the passage of House Bill 2017 that established dedicated funding for expanding Oregon public transportation services. The *2017 Needs Assessment Report* will be a tool they use to plan for significant service enhancements. He also spoke about an Outreach Plan for February and March.

Director Lincoln asked for further explanation about the frequency to coverage ratio on page 48 of the needs assessment report. According to responses in the survey, 66% (342 respondents) asked for more frequency on current routes; and 34% (174 respondents) wanted expanded coverage in areas not currently served by transit. Mr. Berggren said the Board adopted a policy for urban services [*on July 24, 2014 by Resolution #2014-08 for Policy #109 Urban Service Design Principles*] - 75% of the revenue hours was allocated to increased ridership; 25% was allocated to coverage.

Director Kelley requested that there be a category in the survey showing riders and non-riders. She said they cannot tell from the survey results whether the responses are

from riders or non-riders. She said sidewalks are also an issue that needs to be considered when talking about the expansion. She also recommended that the addition of regional service on Sundays be taken off the table until regional service is more robust.

Director Evans proposed that staff look at the syncing time for Routes #16/Wallace Road and #17/Edgewater & Gerth and for Routes #26/Glen Creek+ & Orchard Heights and #27/Glen Creek & Eola.

Director Rodgers asked about the bus shelters that are removed from bus stops. Mr. Pollock explained there is a required disposition process that the District abides by. Many of the old shelters were not ADA compliant and the District received a grant to replace those. Approximately 30 shelters were sold to a transit provider in Bend.

Board members discussed their preferences and alternatives for service enhancements once funding from the HB2017 bill is distributed to transit providers. They considered what the priorities should be and whether to have two phases for the service enhancement in FY2019 and in FY2020. Board members considered that Saturday service, and the implementation of low income fares and the youth bus pass program were priorities. They discussed how "low income" should be defined and what the low income threshold should be. A ratio of 200% was comfortable to work with so that staff could work with some options to propose.

Director Kelley voiced her concern about doing a survey on income levels when people have already had to do that multiple times. She said it is difficult for citizens who are struggling. The Board and staff need to be sensitive to their needs.

Director Busch left the meeting at 7:32 p.m.

The Board considered what a youth/student bus pass program should entail; whether the fare should be free or come with a nominal charge; and at what age to offer the pass program. Staff estimated a loss of \$325,000 in revenue for a free fare program. The Board discussed their concerns about children riding a bus without a parent or guardian; implementing a student bus pass program in conjunction with the school year, and the use of I.D. badges for the pass program.

Directors Lincoln, Evans and Rodgers spoke about reasons to consider having a nominal bus fare.

Follow-up: The Board will review a potential holiday schedule for service at the February 12, 2018 work session. During the public outreach phase, staff will address the low income fare, the student pass program, Saturday service, and future plans for 2020.

The work session was recessed for a ten minute break.

7:50 PM

b.2 HB2017 Transit Advisory Committee Preparations

8:00 PM

Staff Report: Pages 91-96 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock spoke about the HB2017 requirements for Governing Bodies of Qualified Entities (QE) or Public Transportation Service Providers to appoint a local advisory committee to assist the QE in carrying out the purposes of the Statewide Transportation Improvement Fund (STIF) to determine the projects to be funded as a part of the QE's local or regional public transportation plan.

Board members reviewed the advisory committee requirements and discussed the composition for this Board-appointed committee, and the kinds of representation it should have. They considered the number of members, how to recruit for membership and using the categories listed (on page 95) to get a good mix of representation.

Follow-up: **Mr. Pollock will prepare draft Bylaws for the advisory committee for Board review at the February 12, 2018 work session. Board members will provide Mr. Pollock with names of potential candidates that fit the categories listed for committee membership. The Board will take action at the February 22nd Board meeting to adopt the Bylaws and will begin the membership recruitment process.**

c. Citizens Advisory Committee Membership Composition

8:20 PM

Staff report: Pages 97-100 of the agenda and supplemental memo (attached)

Presenter: David Trimble, Chief Operating Officer

Mr. Trimble reviewed the next steps to get the Citizens Advisory Committee (CAC) underway. The CAC will be comprised of nine community members. Seven members will be selected by board members and two will be selected from an application pool. Applications for the committee are on the District's website, and copies will be given to each Board member for their use. Action to appoint members to the committee will take place at the February 22, 2018 Board meeting.

Follow-up: **Board members will submit the names of their candidates for appointment to the CAC. The Board will review the applications submitted at the February 12, 2018 work session.**

d. City of Salem's Task Force on Near-Term Solutions to Reduce Bridge Congestion

8:30 PM

Staff report: Pages 101-106 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock reported that the City of Salem's Task Force on Near-Term Solutions to Reduce Bridge Congestion has hired a consultant to do a document review. He talked with a task force member about being sure to include the Board's transit alternative

recommendation. Mr. Pollock asked the Board for direction whether to have staff or board representation at the task force meetings and report back anything relevant to the District.

Follow-up: Staff will monitor the task force meetings and report back to the Board as needed.

e. MWVCOG Annual Meeting – January 31, 2018

8:35 PM

Staff report: Pages 107-108 of the agenda

Presenter: President Robert Krebs

The Board was reminded of the invitation to the Mid-Willamette Valley Council of Governments annual meeting and dinner on Wednesday, January 31st. Board members attending will RSVP to staff.

3. GENERAL MANAGER COMMENTS

Staff report: Pages 109-113 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the January 25, 2018 board meeting, the Board's calendar, and upcoming agenda items that will be brought before the Board for action. Mr. Pollock noted that there will also be two executive sessions prior to the January 25th Board meeting scheduled to start at 6:00 p.m.

A copy of the District's 2017 Annual Report was passed out to the Board.

4. WORK SESSION ADJOURNED

8:43 PM

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

