



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

July 28, 2022

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar -	3
1. <u>Approval of Minutes</u>	
a. May 26, 2022 Board of Directors Meeting	
b. June 18, 2022 Board Retreat	
c. June 23, 2022 Board of Directors Meeting	
d. June 23, 2022 Work Session	
2. <u>Routine Business</u>	
a. Approval of Contract for Incident Management Software	
b. Acceptance of the Preliminary FY2022 Financial Report	
Moved to adopt the Diversity, Equity & Inclusion Strategic Plan	4
Moved to select Site 8 as the final site for the completion of a NEPA study that receives concurrence from the FTA in preparation for the development of the South Salem Transit Center.	5

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
July 28, 2022

- PRESENT: Board: President Ian Davidson (attending virtually); Directors Maria Hinojos Pressey, Ramiro Navarro, Jr., and Sara Duncan (4)
- ABSENT: Director Sadie Carney and Chi Nguyen (2)
- PRESENT: Staff: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Chief Financial Officer; Patricia Feeny, Tom Dietz, Director of Operations; Director of Communication; Christina Conner, Chief Human Resources Officer; Steve Dickey, Director of Technology & Program Management; Chris French, Service Planning Manager; Dan Knauss, Contract/ Procurement Manager; Chip Colby, Information Technology Manager; Ross Aguilar, Systems Administrator; Bobbi Kidd, Strategic Initiative Administrator; Linda Galeazzi, Executive Assistant; and Sara Sayles, SAMTD Legal Counsel
- GUESTS: Dave Keen, Annette Humm Keen from Keen Consulting

MINUTES

CALL TO ORDER

6:30 PM

- A. President Ian Davidson called the meeting to order. Attendance was noted with a quorum of four members present. Director Ramiro Navarro Jr., led the Pledge of Allegiance.

The Safety Moment was presented by General Manager Pollock who provided a real time safety update as we are in the middle of a heat wave that has been extended into the weekend and the air quality index has been rated poor so be aware if you have conditions that could be affected; continue to keep hydrated in the hot weather and take precautions to avoid heat wave accidents.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

- B. Mr. Pollock announce that the Work Session agenda item C.2 for the *South Salem Transit Center final site selection report* would be brought forward to tonight's board meeting to be presented prior to the Action Item for the same listed under G.2.

PRESENTATION

- C. Cherriots Rider Survey and Needs Assessment
Presenter: Chris French, Service Planning Manager
Staff Report: Pages 5-74 of the agenda



The District completes a Cherriots rider survey approximately every two years with the exception of the 2020 survey that was delayed due to the COVID-19 pandemic. Instead, the survey was underway on October 25, 2021 and ended on November 3, 2021 with over 1,000 responses that were collected during that time frame. The purpose of the rider survey is to collect a statistically significant number of responses from existing Cherriots Local and Regional transit customers in order to learn how they use the transit system. The data helps staff to assess changes in the ridership profile of transit passengers. The results are used, first, to inform any fare equity analysis done in accordance to Cherriots applicable policies and the adopted Title VI Program. The second major purpose of the rider survey is to inform planning projects such as the Needs Assessment, Fares analysis, Long Range Transit Plan, and Statewide Transportation Improvement Fund service plan. The final report was included in the agenda packet with a PowerPoint presentation.

Time was given for questions and answers. Director Duncan wants to see reports from past years. There was a brief discussion about where the gaps in ridership were and why.

PUBLIC COMMENT

D. Hallie Marler, Facility Maintenance, Cherriots

Ms. Marler voiced her concern about violent acts occurring to transit operators and maintenance crews while they work out on the road. It was important to her that Cherriots operators and maintenance workers were protected and felt safe when working; and that more can be done to make certain that they are.

CONSENT CALENDAR

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 75-103 of the agenda and the supplemental agenda packet

3. Approval of Minutes

e. May 26, 2022 Board of Directors Meeting

f. June 18, 2022 Board Retreat

g. June 23, 2022 Board of Directors Meeting

h. June 23, 2022 Work Session

4. Routine Business

c. Approval of Contract for Incident Management Software

d. Acceptance of the Preliminary FY2022 Financial Report

Motion: **Approval of the Consent Calendar**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Ramiro Navarro Jr.**



Vote: Motion passed:, Davidson, Duncan, Hinojos Pressey, Navarro (4)
Absent: Directors Nguyen and Carney (2)

ITEMS DEFERRED FROM THE CONSENT CALENDAR

F. No items were deferred from the Consent Calendar

ACTION ITEMS

G.1 Shall the Board adopt the Diversity, Equity & Inclusion Strategic Plan?

Presenter: David Keen and Annette Humm Keen from Keen Independent Research consulting team
 Bobbi Kidd, Strategic Initiatives Administrator

Staff Report: Pages 103-124 of the agenda and PowerPoint presentation

David Keen and Annette Humm Keen presented highlights of their DEI consulting study. The District engaged Keen Independent Research LLC in January 2021 to assess equity and fairness in its personnel policies and practices through a diversity, equity, and inclusion (DEI) study, and develop a context-specific DEI Strategic Plan to show their approach and strategic process, and their results and recommendations for governance and community engagement, the workforce, contracting, the services provided to the community, how services are delivered, and internal and external communications. Final review of the DEI Strategic Plan was done by the DEI subcommittee on July 12th, 2022. Subcommittee members were able to ask questions and discuss results. Once adopted, staff will establish an action plan that will include a short term, mid-term, and long term plan to guide the District through implementation of the DEI Strategic Plan. There was a time for questions and answers.

Bobbi Kidd reviewed the staff report for the motion. Board members spoke favorably of the DEI Strategic Plan and looking forward to what the Board can do. GM Pollock stated that they took time to create this plan and did not act in the heat of the moment. He thanked the DEI subcommittee and staff for the work they put into the plan.

Motion: Moved to adopt the Diversity, Equity & Inclusion Strategic Plan
Motion By: Director Maria Hinojos Pressey
Second: Director Ramiro Navarro Jr.
Vote: Motion passed:, Davidson, Duncan, Hinojos Pressey, Navarro (4)
Absent: Directors Nguyen and Carney (2)

G.2 Shall the Board select Site **[8 or d or f]** as the final site for the completion of a NEPA study that receives concurrence from the FTA in preparation for the development of the South Salem Transit Center.



Presenter: Steve Dickey, Director of Technology & Program Management

Staff Report: Pages 125-148 of the agenda

The Board approved the final site selection report that identified three finalist sites at their June 23, 2022 meeting. Parametrix, Inc.'s final cost estimate was made available to the Board at their July 28th meeting. The estimates presented several scenarios that showed the background behind the cost of full development; and a detailed breakdown of the expenses associated with the project. The estimates did not include relocation costs for any business or residence, any potential environmental mitigation measures, land acquisition, construction change orders, operating and maintenance costs, or the District's financial, administrative, or legal expenses. The SSTC Site Selection Study Final Report, provided at the June 23, 2022 board meeting, documented the full process involved in the site selection process and the rationale for the final recommendation of the sites identified in the study. All of this information was considered and discussed during the board work session that was held prior to the July 28, 2022 board meeting.

Motion: Moved to select Site 8 as the final site for the completion of a NEPA study that receives concurrence from the FTA in preparation for the development of the South Salem Transit Center.

Motion By: Director Sara Duncan

Second: Director Ramiro Navarro Jr.

Vote: Motion passed:, Davidson, Duncan, Hinojos Pressey, Navarro (4)

Absent: Directors Nguyen and Carney (2)

INFORMATION ITEMS - None

GENERAL MANAGERS REPORT

- I.1 GM Pollock stated that the House approved the Draft FY 23 THUD appropriations bill for \$260 million spending that includes money for the District's South Salem Transit Center project. The Senate issued their appropriations bill and it is unclear when they will mark theirs up. When that happens, both sides will come together in a conference committee to come to an agreement to finalize the package and the President will sign it. Not only will the District have this money for their FY 23 projects but for the future South Salem Transit Center project. GM Pollock announced that August was the month for parades. A Cherriots bus will be in the Dallas Days parade on Saturday and will promote Cherriots regional service in Polk County. On August 13, Cherriots will have a bus in the KeizerFest parade and is a sponsor. On August 20, Cherriots will have a bus in the Aumsville Corn Parade to promote its regional service in Marion County. He reported that the State of Oregon recently held the World Track and Field Meet in Eugene. Rides were provided to people between the airport and hotels by Lane Transit District.



Cherriots supported their efforts with five cutaway paratransit vehicles. LTD's interim general manager thanked Cherriots for their support. He shared that 600 people had been transported between the airport and the hotel, their *EmX* ridership went up 25% for that period and their overall ridership was up 11%.

BOARD OF DIRECTORS REPORTS

J.1 Subdistrict 2: Director Ramiro Navarro Jr., reported attending a Keizer United meeting. They had a conversation about Cherriots' and their involvement in the community. Somebody brought up an idea having to do with their library and using a donated, decommissioned bus as a Book Bus. In the DEI Report there was information about youth participating more in the community also. Director Navarro thought it was a great idea. He announced that the Splash Pool is open for those who want to stay cool at Keizer city hall area from Wednesdays to Saturdays, 12:00 p.m. to 7:00 p.m.

Subdistrict 4: Director Maria Hinojos Pressey gave the DEI Subcommittee Report that included the presentation by the Keen Independent Research consulting team and the adoption of the DEI Strategic Plan. The General Manager will now develop an action plan to guide the District through implementation. She thanked the DEI Subcommittee, Keen Independent Research and staff for their work in developing the plan and for the outreach they were able to do. As a reminder, Director Hinojos Pressey talked about the heat protection rules for workers if the temperature rises above 86 degrees Fahrenheit. Employees have rights of employers providing shady areas to rest, more breaks and access to clean water. When the temperature rises to 90 degrees Fahrenheit, communication should be more frequent, workers should be monitored more frequently throughout the shift, and something new she learned was that certain medications, such as SSRIs, may make you more prone to dehydration. So it is important to drink more water.

Subdistrict 5: President Ian Davidson invited all of the board members to the MWVCOG legislative luncheon on May 9 hosted by the Confederated Tribes of Grand Ronde in Grand Ronde for community leaders to meet the candidates running for office. He thanked GM Pollock for drafting an advocacy document for the MWVCOG about the importance of regional transit for economic development in the region and the basic necessities of getting back and forth to work, health care, etc. President Davidson announced that during this heat event, Cherriots is offering free rides to cooling centers in Marion and Polk counties. Riders need to tell the transit operator when they get on the bus that they want to go to a cooling center, and the ride will be free. The ARCHES Project put together a map of their locations throughout Marion and Polk counties with their hours of operation. ARCHES is a division of the Mid-Willamette Valley Community Action Agency.



Subdistrict 6: Director Sara Duncan provided a SKATS Policy Committee report on behalf of Director Carney where they had been advocating for a citizen's advisory committee to work with SKATS or at least to report on looking in to one. <https://skats-mwvcog.hub.arcgis.com/>. At the June 28, 2022 SKATS meeting, it was noted that the timing was bad for moving forward with the idea. Board members hope to bring the idea up again in four years if not sooner if they can find a way to do it. The SKATS Technical Advisory Committee at the July 12, 2022 meeting made five pending amendments on the Transportation Improvement Program to recommend to the Policy Committee to adopt. <https://www.mwvcog.org/cause/skats-fy-2024-2029-transportation-improvement-program/>. Director Duncan said that new federal performance measures were introduced. SKATS will work with ODOT around CO² emissions. To date, she said we have not been able to get quantifiable data. She is looking forward to seeing how this plays out while they explore different options based on data availability. They will meet with staff to review the federal measurements for the District, and to consider their recommendations for the best place for these measurements.

ADJOURN

K.1 The board meeting was adjourned.

8:26 pm

Respectfully Submitted

Ian Davidson, President