

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

**June 23, 2016**

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Moved to amend the motion for <i>Routine Business Item F.2.c</i> that the Board adopt Resolution #2016-06 to amend Resolution #2015-02 that adopted the Fiscal Year 2016 Budget on June 25, 2015; and approve a budget transfer in the General Fund of \$30,000 from the Operations Division budget to the General Manager/Board of Directors budget to cover the costs of the November 2015 special election.....	<b>3-4</b>
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Salem Area Mass Transit District  
BOARD OF DIRECTORS

**MINUTES**

June 23, 2016

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

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**PRESENT:** President Robert Krebs; Directors Colleen Busch, Marcia Kelley, Steve Evans, and  
**Board** Kathy Lincoln **ABSENT:** Directors Jerry Thompson and John Hammill

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon,  
Director of Administration; Steve Dickey, Director of Transportation Development;  
Patricia Feeny, Director of Communications; Jared Isaksen, Finance Manager; Matt  
Berggren, Planning Technician; Susie Primmer, Technology Services Support Analyst;  
Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel

**Guests** Bill Holmstrom, Chair, Budget Committee; Randy Morgan, citizen

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**A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:31 PM**  
President Krebs called the meeting to order. Attendance was noted and a quorum was present.

**B. PLEDGE OF ALLEGIANCE**  
President Krebs led the Pledge of Allegiance.

**C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**  
There were no announcements or changes to the agenda.

**D. BUDGET HEARING** **6:39 PM**  
Bill Holmstrom, Chair of the Budget Committee, presented the approved fiscal year 2017 budget to the Board. He praised the District for doing an excellent job with the resources they have. He said the District has no debt; they are keeping health care costs in line; and are getting good value for the money they have. The unfortunate thing is having a lack of revenue for service to match the needs in the community. He congratulated staff and the Board for a job well done.

President Krebs thanked Mr. Holmstrom for his leadership on the committee; and the other committee members for their help in preparing the budget document.

President Krebs opened the Budget Hearing at 6:39 p.m. There was no written testimony. No one from the audience wished to testify. President Krebs closed the Hearing.

**DELIBERATION OF THE BUDGET HEARING** **6:40 PM**  
Director Kelley thanked Mr. Holmstrom for his kind words. She said there is a special joint transportation committee talking about improvements to funding transportation. They will have a meeting in Salem during Legislative Days in September where they will take testimony. The State needs to become a partner with us to find stable funding that is a dedicated, transit source.

**Motion:** Moved to adopt Resolution No. 2016-05 for the adoption of the Fiscal Year 2017 Budget, making appropriations, and imposing and categorizing taxes.

**Motion by:** Director Marcia Kelley  
**Seconded:** Director Steve Evans  
**Vote:** Motion passed unanimously by those present (5)  
**Absent:** Directors Hammill and Thompson

**E. PUBLIC COMMENT - None**

**F. CONSENT CALENDAR**

**6:52 PM**

Prior to the motion to approve the Consent Calendar, Director Marcia Kelley pulled Routine Business Item F.2.c *Resolution No. 2016-06 Amending the FY2016 Adopted Budget* from the Consent Calendar for more discussion.

**Deferred:** Agenda Item F.2.c was deferred from the Consent Calendar.

**Motion:** Approve the Consent Calendar with the exception of agenda item F.2.c.

1. Approval of Minutes

a. Board Meeting of May 26, 2016

2. Routine Business Items:

a. Adopt the Board Meeting Calendar for FY2017

b. Approve an Annual Allocation of 5,000 Day Passes to the United Way of the Mid-Willamette Valley for FY 2016-2017

**Vote:** Motion passed unanimously by those present (5)

**Absent:** Directors Hammill and Thompson

**G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**6:54 PM**

**Routine Business Item F.2.C Resolution No. 2016-06 Amending the FY2016 Adopted Budget from the Consent Calendar**

**Deferred:** Routine Business Item F.2.c *Resolution No. 2016-06 Amending the FY2016 Adopted Budget* was pulled from the Consent Calendar for discussion about the amount of the budget transfer from \$50,000 to \$30,000.

**Discussion:** The question was asked about the impact to the District if expenses went over the budgeted amount. Finance Manager, Jared Isaksen was directed to provide the Board with an updated calculation of the end of the fiscal year expenses; and with that, President Krebs tabled the discussion on the amount of the budget transfer until later in the meeting.

At 7:38 p.m., Mr. Isaksen returned to the meeting to provide the Board with an update to the end of the year expenses. He advised that there is \$16,000 left in the budget with one more payroll. There were 27 payrolls in this budget year rather than the normal 26, and there were vacation cash outs. These, along with previous unforeseen expenses (i.e., the ballot measure) will put the budget \$26,000 over without a budget transfer.

When asked, staff affirmed that \$30,000 should cover the remaining expenses for FY2016 with one week left in the budget year leaving a \$4,000 cushion.

**Motion:** Moved to adopt Resolution #2016-06 to amend Resolution #2015-02 that adopted the Fiscal Year 2016 Budget on June 25, 2015; and approve a budget transfer in the General Fund of \$30,000 from the Operations Division budget to the General Manager/Board of Directors budget to cover the costs of the November 2015 special election.

**Vote:** Motion passed unanimously by those present (5)

Absent: Directors Hammill and Thompson

## ACTION ITEMS

### H.1 Approval of West Salem Connector Pilot Project Extension

6:48 PM

**Staff report:** Planning Technician, Matt Berggren gave the staff report on the extension of the West Salem Connector pilot project from pages 19-92 of the agenda.

Mr. Berggren said if staff were to measure the West Salem Connector purely based on productivity, this service would not be deemed successful. However, looking at other metrics, there were many other ways the Connector has been a success. There is more work to be done to improve the service and make it more useful, more popular, and more efficient in order to be considered a permanent service. Because of this, staff recommends the Board extend the pilot project into a second year so that staff can accomplish the following during the next year:

- Improve service in West Salem by developing and implementing a work plan to put into action all the recommendations in this report to help make the West Salem *Connector* more productive and useful without increasing resources.
- Explore and plan for new Connector zones that could be effective in other areas in the Salem-Keizer community. This will involve extensive public outreach, and will be part of a comprehensive look at the effectiveness of the Moving Forward service change.
- The current software contract is set to expire in March 2017; this would be a good opportunity to explore all the “on-demand” transit software that has come online in the last year and a half to ensure the *Connector* software offers riders the best possible experience.

**Comments:** Director Lincoln asked how trips are planned from the Glenn Creek Transit Center. Mr. Berggren explained that rides are prioritized by trips that are booked in advance; and a period of time is booked for walk-ons. A formula is used to determine the breakdown of the maximum ride for everyone which is thirty minutes.

Director Busch asked if the technology could be applied to other services like the Red Line. Mr. Berggren responded that it could not because of the design of the software.

Director Evans stated that the service is far better than what was provided before. People are excited about the flexibility they have with the Connector. He hopes that State workers realize they can use the Connector to make a connection to the Capitol Mall.

Director Kelley recommended that staff explore the South Salem area. The arterial on River Road has never been a safe place for bus stops and it has a similar configuration to West Salem that used to have buses run through it. SalemTowne is another area to explore. She advised that one thing different that the District provides is having the benefit of drivers with training that have been vetted and tested by federal standards.

President Krebs asked if subscription service was used. Mr. Berggren responded as long as you go once a week, a rider can book rides three

months at a time.

**Motion:** Moved to extend the West Salem Connector Pilot Project for the period of June 2016 through May 2017 in order to implement staff recommendations for improving service.

**Motion by:** Director Steve Evans

**Seconded:** Director Colleen Busch

**Vote:** Motion passed unanimously by those present (5)

**Absent:** Directors Hammill and Thompson

## I. INFORMATION ITEMS - None

### REPORTS

#### J.1 Board Subcommittee Report

7:42 PM

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members inform the Board of the issues discussed in the committees listed on pages 93 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies websites.

Minutes of the Board's May 9, 2016 Work Session on pages 94-97 of the agenda were received and filed.

### BOARD AND MANAGEMENT ISSUES

#### K.1 General Manager

7:43 PM

Mr. Pollock reported on the APTA Legislative Steering Committee meeting he attended. He noted that he would be on vacation from June 24 to July 5<sup>th</sup> and Mr. Trimble would be the GM Pro Tempore in his absence.

#### K.2 Board President

7:45 PM

President Krebs reported on his transit-related Board and community service activities for June and provided a written report.

#### K.3 Board of Directors

7:46 PM

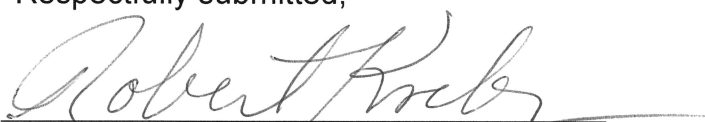
Board members give an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public.

Of note, Director Lincoln and Ms. Feeny went to a radio station for an interview on transit related issues. Director Busch attended a meeting for the Mid-Willamette Homeless Initiative; and she spent time riding the bus on Routes 1, 5, 3 and 11. Director Kelley attended a celebration of the local Refugee Resettlement Program at Peace Plaza. Director Evans attended the Oregon State Archives display of the Gorge Highway.

## L. Meeting Adjourned

7:55 PM

Respectfully submitted,



Robert Krebs, President