

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

July 28, 2016

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• To provide an automatic COLA adjustment equal to the COLA awarded to non-represented employees based on cost of living factors; and	
• To modify the General Manager's evaluation review to September; and further that	
• The performance evaluation policy be revised to designate the Secretary of the Board as the person to review the compilation of the annual performance review.	

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District
BOARD OF DIRECTORS

MINUTES

July 28, 2016

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

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

Board

Staff Allan Pollock, General Manager; Paula Dixon, Director of Administration; David Trimble, Chief Operating Officer (left at 7:15 PM) ; Steve Dickey, Director of Transportation Development (left at 7:15 PM) ; Patricia Feeny, Director of Communications (left at 7:15 PM); SueAnn Coffin, Contracted Transportation Manager (left at 7:15 PM); Jared Isaksen, Finance Manager and Wendy Feth, Accountant (left at 6:40 p.m.); Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel

Guests Citizens, Tina Hansen and Kendra Schaber (left at 7:15 PM)

A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:30 PM
President Krebs called the meeting to order. Attendance was noted and a quorum was present.

B. PLEDGE OF ALLEGIANCE
Director Jerry Thompson led the Pledge of Allegiance.

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA
Steve Dickey introduced Chip Colby as the newly hired Technology Services Manager. Mr. Colby was the former Director of Information Services at the Oregon State University Student Health Center.

President Krebs noted an addition to the agenda with an information item presented by Director Kathy Lincoln regarding the Salem River Crossing Project. Board members received a supplemental packet of information regarding this topic at the board meeting.

D. PRESENTATION - None

E. PUBLIC COMMENT
Tina Hansen (Address on File): Ms. Hansen encouraged the Board to keep working on ways to expand transit. She had questions about improvements being made on Route #1 North River Road/South Commercial.

F. CONSENT CALENDAR 6:35 PM

Motion: Moved to approve the Consent Calendar:
2. Approval of Minutes
a. Regular Board meeting of June 23, 2016

Motion by: Director Jerry Thompson

Seconded: Director Kathy Lincoln

Discussion: No items were deferred from the Consent Calendar.

Vote: Motion passed unanimously by those present (6)

Absent: Director Steve Evans

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

ACTION ITEMS

H.1 Accept Annual Preliminary Year-End Financial Report for FY2016

6:35 PM

Staff report: Pages 6-14 of the agenda

Presented by: Wendy Feth, Accountant

Ms. Feth reported on the preliminary year-end financial report covering the period from July 1, 2015 through June 30, 2016. This report does not include certain transactions and adjustments that have not yet been made; such as asset depreciation, year-end accruals of expenses and revenues, and any invoices that have yet to be received and paid for in the 2016 fiscal year.

At the time of this report's preparation, in the General Fund, only three quarters of the federal grant revenue has been recorded. Accruing these revenues will be a part of the fiscal year-end process. After last month's budget amendment, appropriation for the General Manager/Board of Directors Division is at 97% of its annual budget. Expenses for both the Administration and Transportation Development Divisions are less than their respective annual appropriations. The Operations Division is at 91% of annual appropriation. The West Salem Connector activities have expended 128% of its operations budget and 253% of its vehicle maintenance budget. Cost to operate the program was higher than anticipated due to software costs and contracted service costs. Vehicle maintenance costs were higher as a result of an older vehicle fleet.

Revenues recorded in the Transportation Programs Fund for the fiscal year-end reflect all revenues received through July 11, 2016. It does not include certain revenues owed to the District but have not yet been received. Those revenues will be included in the audited financial report. The programs in the Transportation Programs Fund are below budget for fiscal year-end. The Transportation Development budget is relatively low. The budget for staffing in the Special Transportation Coordination portion was reassigned to other projects. Certain transportation programs exceeded their individual budget but were covered by other program appropriations not spent. Mobility Management was 10% over budget due to additional expense for Transit Hosts. Only 20% of the Capital Projects Fund budgeted was expended. Many of the projects are in the planning/procurement stages of the process. Their current year budgets have been carried forward into the adopted budget for FY 2017.

Motion: Moved to accept the FY2016 preliminary year-end financial report as presented.

Motion by: Director Kathy Lincoln

Seconded: Director Jerry Thompson

Discussion: No Discussion

Vote: Motion passed unanimously by those present (6)

Absent: Director Steve Evans

INFORMATION ITEMS

I.1 City of Salem Work Session re: Request for Salem River Crossing (SRC) Regional Planning Action

6:40 PM

Board report: Pages 17-28 of the supplemental agenda included the City of Salem City Council meeting agenda for the August 1, 2016 Work Session, a copy of the

City of Salem Wards dated August 1, 2016; a letter dated July 19, 2016 from Salem's City Manager, Steve Powers to Keizer's City Manager, Chris Eppley on the subject of a Request for SRC Regional Planning Action; and a draft of the City of Salem's Resolution No. 2016-35 Initiating Major Comprehensive Plan Amendments Pertaining to the Salem River Crossing Preferred Alternative to Amend the Salem Transportation System Plan, Modify the Urban Growth Boundary, Take an Exception to Statewide Planning Goal 15 (Willamette River Greenway), and an Amendment to Chapter 64 of the Salem Revised Code to Amend the Definitions of the Salem Transportation System Plan and the Urban Growth Boundary; a Preferred Alternative Description that was selected for the Study in the SRC Final Environmental Impact Statement by the SRC Oversight Team on February 6, 2014.

Presented by: Director Kathy Lincoln

Director Lincoln reported that she had been made aware that the City of Salem was moving forward with a land use action pertaining to the Salem River Crossing project. Salem's City Council is meeting in a work session on August 1, 2016 at 5:30 p.m. to review the recommendation to adopt Resolution No. 2016-35 to initiate major comprehensive plan amendments pertaining to the SRC preferred alternative. She was concerned that once it was voted upon, it would mean transit-related projects would no longer be a part of the plan. She wants to be sure that transit is in the picture and is being considered. She will attend the City Council's work session to listen to the discussion on this resolution. She voiced her concern that if the project is adopted, other proposals will be hard to get into the Transportation System Plan. Property taxes, maintenance costs, state and federal tax dollars could also get absorbed into the project.

Mr. Pollock introduced Mr. Dickey who had further information that he was able to gather earlier in the day. Mr. Dickey reported that he contacted Julie Warnke from the City of Salem who directed him to the Oregon Department of Transportation (ODOT). There are updates at the Salem-Keizer Area Transportation Study (SKATS) Policy Committee – many of the members are on the SRC Oversight Committee. Hearings would start in early September or later and it was felt there would be time to discuss approaches to the bridge. District staff has been at the table with the consultant team and ODOT to discuss bus stop improvements and would be a part of the design throughout the process. The signal prioritization would still be considered.

Director Kelley commented that she was surprised that the City wants to expand the urban growth boundary area without a financial plan; given that ODOT is a part of the project and has said it is not a priority for them because they do not have that kind of money. She wondered why it was being done so soon when there is no financial plan. When there is an expanded UGB, the District has more service area.

Mr. Pollock stated that it is appropriate for the transit Board to go to the City Council's work session to hear the discussion. Even if the Council takes action at their August 8th meeting, it will be to start the process. There should be an opportunity to provide public input. The transit Board has already taken steps to create a Salem River Crossing Committee for the purpose of formulating a position.

Director Hammill asked if the Board needs to be wary of the additional service area where

CherryLift is concerned. Will it include the cost of paratransit service? He said there would be 37- ½ acres added to the UGB if it is expanded and by definition paratransit would be a part of this expanded UGB. Director Lincoln recalled that Marine Drive is a part of the proposal and will probably want service. Mr. Pollock noted that it also becomes a taxable property.

Mr. Dickey said there was some debate about whether they should or should not expand the UGB. The land is for farm use and is in the flood plain area. A piece of the river crossing design encroaches in that area. Director Kelley recalled there are exceptions with farmland and she would not expect much money.

REPORTS

J.1 Board Subcommittee Report

6:55 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 page 15 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies websites.

BOARD AND MANAGEMENT ISSUES

K.1 General Manager

7:04 PM

Mr. Pollock announced that he was elected chair of ODOT's Public Transportation Advisory Committee (PTAC). The committee is currently working on the Oregon Public Transportation Plan. The U.S. Department of Transportation's Federal Transit Administration (FTA) announced its selection of projects to receive a share of \$55 million in competitive grants for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities in communities nationwide under the FAST Act, through FTA's Low or No Emission Vehicle Deployment Program (LoNo). Salem-Keizer Transit projects were not selected. Mr. Pollock will work with Joel Rubin, the District's legislative advocate to set up a meeting with the FTA to get more information.

K.2 Board President

7:05 PM

President Krebs reported on his transit-related Board and community service activities. He attended two Chamber of Commerce meetings and a neighborhood association meeting. He was called for an interview by the Eugene Register Guard for an interview regarding rail and attended the Association of Oregon Rail and Transit Advocates meeting in Portland.

K.3 Board of Directors

7:06 PM

Board members gave 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.

Director Thompson attended a neighborhood association meeting; two Chamber policy meetings, and meetings to listen to candidates running for House Districts. He said it was budget time for the Mid-Willamette Valley Council of Governments board. David Porter, a U.S. Economic Advisor spoke about how to better seek grants; and Nancy Boyer, executive director for the MWVCOG has retired.

Director Kelley attended the work session, the Art Fair, and the Area Commission on

the Newberg/Dundee bypass and funding authorized to purchase the right of way to alleviate potential problems with the development. There is \$5 million set aside for projects other than roads in the Enhance It funding. The District has a request in for replacement buses for the 1X route. The August meeting is cancelled.

Director Busch attended the Marion County Fair and had a chance to talk with a constituent during that time. She attended the SKATS meeting where they received an update on the timeline for the Salem River Crossing project. She attended Coffee with (Mayor) Cathy Clark where the President of the Keizer Parks Foundation introduced the planning of events around the upcoming solar eclipse in 2017; and she attended a Keizer Chamber government affairs meeting.

Director Lincoln attended the work session and executive session by conference phone.

Director Hammill followed up on a customer contact issue that was sent to the Board by email from Donna McCario, Activities Director from Sherwood Park Nursing and Rehab Center, 4062 Arleta Avenue NE, Keizer, Oregon 97303 on July 13, 2016. Board members received staff's response to Ms. McCario's request at tonight's meeting. (Herein given as Attachment A and by this reference made a part of these Minutes.) Director Hammill stated that staff's response was right on the nose. President Krebs agreed.

L. Regular Meeting Recessed 7:15 PM

President Krebs read the announcement from Agenda Item No. M.

"The SAMTD Board of Directors will meet in Executive Session to review and evaluate the employment-related performance of the chief executive officer pursuant to ORS 192.660(2)(f). At the end of Executive Session, the Board will return to open session to take action, if necessary. No decision will be made in Executive Session. Representatives of the news media and designated staff shall be allowed to attend the executive session pursuant to ORS 192.660(2)(i). Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced."

And with that the regular meeting was recessed.

M. EXECUTIVE SESSION – ORS 192.660(2)(f) and ORS 192.660(2)(i) 7:30 PM

PRESENT: President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, and Kathy Lincoln **ABSENT:** Director Steve Evans; **STAFF:** Allan Pollock, General Manager; Paula Dixon, Director of Administration; Ben Fetherston, SAMTD Legal Counsel

Board members met in Executive Session to review information requested at the July 11th executive session pertaining to the general manager's performance evaluation and compensation. Mr. Pollock was then invited into the meeting to receive input and provide feedback.

N. ADJOURN EXECUTIVE SESSION 8:15 PM

O. RECONVENE INTO OPEN SESSION FOR OTHER BUSINESS 8:20 PM

PRESENT: President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, and Kathy Lincoln **ABSENT:** Director Steve Evans; **STAFF:** Allan Pollock, General Manager; Paula Dixon, Director of Administration; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel

President Krebs reconvened the regular board meeting for other business.

Motion: Moved to adjust the General Manager's salary by a COLA equal to 2.75% of his current base salary, and adjust the General Manager's salary by a performance award equal to 3.61% of his current base salary; and that the General Manager's contract be amended as follows:

- to provide an automatic COLA adjustment equal to the COLA awarded to non-represented employees based on cost of living factors; and further
- to modify the General Manager's evaluation review to September; and that
- The performance evaluation policy be revised to designate the Secretary of the Board as the person to review the compilation of the annual performance review.

Motion by: Director Marcia Kelley

Seconded: Director Jerry Thompson

Discussion: No Discussion

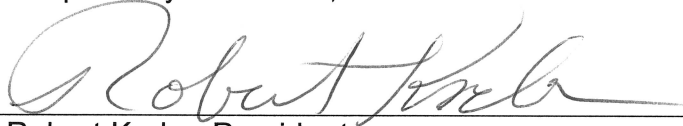
Vote: Motion passed unanimously by those present (6)

Absent: Director Steve Evans

P. ADJOURNED

8:22PM

Respectfully submitted,



Robert Krebs, President

Follow Up to Customer Comment - Donna McCario

Board of Directors
Allan Pollock
July 28, 2016 3:40 PM (17 hours ago)

Board,

Ms. McCario's Customer Comment:

After faxing the information to book rides for an upcoming field trip for our residents, (as we have done 3-5 times a year for the past five years), I was informed that CherryLift will no longer be providing transport for groups as it required too many vans out of commission during the transportation. We were told that we could book one van per person to transport these same seniors to the same event, at the same time, and being picked up at the same place.

As each van can hold 3 to 4 wheelchairs and an attendant, wouldn't transporting 10 residents in three vans, using three drivers, take less vans out of commission than using ten vans and ten drivers for the same trip?

When I began arranging these off site field trips for our seniors, in 2011, we consistently ran into the issue of CherryLift sending more vans and drivers than necessary. It has taken us ALL of those years, with many phone calls, faxes, and a sit down meeting with SueAnn Coffin and Melissa Kidd, to attempt to work with CherryLift regarding the inefficient use of unnecessary vans, drivers, gas and mileage, and it wasn't until this past year that they seemed to realize it was more cost effective and more efficient, for them to only provide the number of vans/drivers that were required. I'm not sure why the board has decided to revert back to a more expensive, for them, and less effective, for all of us, system and would like to ask them at the next board meeting in hopes of an explanation that warrants added and unnecessary expense and less effective service.

We understand that ADA-required paratransit may have diminished funding, but this new tactic of requiring 10 separate vans and 10 separate drivers to pick up 10 separate people from the same address, at the same time and all with the same destination, seems to add to cost not lessen it.

We appreciate and value the partnership we have with the transit department, and are grateful for paratransit enabling our seniors the opportunity to enhance their lives. It is only with respect to creating a more efficient system that I hope to appear before the board.

Sincerely,
Donna McCario, Activity Director Certified
Sherwood Park Nursing and Rehab
4062 Arleta Ave. NE
Keizer, OR 97303
503 390 2271

Follow up information:

On July 13, 2016, Donna McCario, Sherwood Park Activities Director, sent a request for 28 residents and guests to go to the Oregon State Hospital Museum on July 26, 2016. After a staff review of the request, staff determined only six (6) residents of the 28 were identified as eligible CherryLift clients.

Sherwood Park has requested trips for large groups in previous years and staff has previously explained the limitations with regard to group trip requests. However, when these type trips are

booked for eligible customers, our scheduling department works diligently to consolidate individuals traveling to and from common locations.

Staff's concern regarding this request had nothing to do with the number of participants or potential number of vehicles. In fact, staff notified Ester at Sherwood Park that their original request would constitute a Charter, which CherryLift is prohibited from performing, in accordance with FTA rules. Staff further explained that CherryLift is a shared ride, complementary paratransit service for individuals who are eligible for the service. Staff further explained that they would assist with making reservations for those individuals who qualified for the service through eligibility, and that there was no guarantee everyone would travel together or that there would not be other customers on the vehicle at the same time. Staff also explained (as they had in previous years) that the service had to be open to all eligible customers who may want to book a trip at the requested time. Staff provided information on the eligibility process, along with other potential options for their self-described field trips.

In an effort to further assist with their transportation needs, staff met with Esther and Donna at Sherwood Park on Friday, July 22, 2016, to review options for their field trip request. During that meeting, the request was made by Donna to move all the residents not eligible for CherryLift to guest status. Staff explained the difference between a PCA/attendant and a guest in the FTA rules. Staff also explained that guests were allowed on a "space available" basis only.

CherryLift staff booked individual trips for the six clients who were eligible for the service--along with their personal care attendants. Donna and Ester from Sherwood Park thanked staff for their assistance and they were encouraged to contact CherryLift management staff directly should they have any future questions or concerns.

As always, we strive to deliver service excellence--within the parameters of our services. After this educational effort, I am confident the employees at Sherwood Park have a better understanding of our services.

Questions from Director Hammill with responses in red:

1. Isn't our trip match software supposed to recognize trip requests with similar origins, destinations, and times and combine them into shared rides? That's one of its key functions. From that standpoint, Ms. DeCario's situation should not occur. What's going on?
Your comments are correct however it only groups trips for eligible participants. In this situation only 6 of 28 participants were eligible.
2. It doesn't seem to me that policy or procedure necessarily enters into this. Nonetheless, we should also review these because of Ms. DeCario's comment that she was informed that CherryLift will no longer be offering group rides. I know we have offered them in the past: my mother-in-law went on some field trips from her adult foster care facility with CherryLift providing the transport. That would sound like a change in policy. One can't help but wonder how this reconciles with our scheduled rides from group homes to workshops for the disabled. What's actually going on?
Same answer as above. If all participants are eligible it creates that opportunity. What we have here is a charter trip with some participants eligible and most not. Just because some of the participants are CherryLift eligible doesn't make it OK to conduct a charter trip on one of our buses.

Thanks.

Allan Pollock, General Manager/CEO