



Salem Area Mass Transit District  
BOARD OF DIRECTORS

August 27, 2020

Index of Board Actions

<u>Action</u>	<u>Page</u>
Approve the Consent Calendar: .....	4
1. <u>Approval of Minutes</u>	
a. July 23, 2020 Board Work Session	
b. July 23, 2020 Board of Directors Meeting	
Adopt Resolution No. 2020-08 to amend and restate the Board’s Bylaws as presented with the addition of an amendment to move Rule 10 Board Vacancies to Rule 6 so that similar subjects are grouped together; and renumber all of the subsequent rules affected. ....	4

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**

August 27, 2020

Google Meet ID: meet.google.com/igu-aaaw-wcn  
Phone: (US) +1 617-675-4444 | Pin: 363 966 447 1052#  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 973010

**MINUTES**

- 
- PRESENT:** President Ian Davidson; Directors: Charles Richards, Colleen Busch, Chi Nguyen,  
**Board** Sadie Carney, and Robert Krebs
- ABSENT:** Vacancy (Subdistrict 4)
- Staff** Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
- Guests** Dale Penn, State Affairs Partner, CFM Strategic Advocates, Portland, Oregon;  
Gavin Pritchard, Associate Transit Planner, Jarrett Walker + Associates
- 

**A. CALL TO ORDER 6:32 PM**

President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present. The Pledge of Allegiance was led by President Davidson

Mr. Pollock shared a *Safety Moment* about ways the District continues to use protective measures to prevent the spread of the COVID-19 virus. He encouraged people to follow Governor Brown’s directive to slow the spread of the virus by practicing the “Three W’s” – Wear a mask, Wash your hands, and Watch your distance.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**

**C. PRESENTATIONS**

**1. 2020 State Legislative Special Session**

Presenter: Dale Penn II, SAMTD Legislative Advocate in State Affairs

Staff Report: PowerPoint presentation on Pages 3-4 of the agenda packet

**D. PUBLIC COMMENT - None**



## E. CONSENT CALENDAR

Shall the Board adopt items on the Consent Calendar that are considered to be routine business as a group by a single motion unless a Director requests to withdraw an item?

### 1. Approval of Minutes

c. July 23, 2020 Board Work Session

d. July 23, 2020 Board of Directors Meeting

Presenter: Allan Pollock, General Manager

Staff Report: Pages 5-16 of the agenda packet

**Motion to: Approve the Consent Calendar**

**Motion by: Director Robert Krebs**

**Second: Director Colleen Busch**

**Discussion: No items were deferred from the Consent Calendar.**

**Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards**

**Absent: Vacancy (Subdistrict 4)**

## F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

## G. ACTION ITEMS

### 1. Shall the Board adopt Resolution No. 2020-08 to amend and restate the Salem Area Mass Transit District Board Bylaws?

Presenter: Allan Pollock, General Manager

Staff Report: Pages 17-58 of the agenda packet

Financial Impact: None

Director Busch recommended moving Rule 10 Board Vacancies to Rule 6 where the subject of board vacancies related to the subject matter of Rule 5 Eligibility and Duties of the Board. Subsequently, Rules 7 to 10 would become Rule 7 Board Acting as a Body, Rule 8 Board Conflict of Interest, Rule 9 Officers, and Rule 10 Election of Officers, respectively.

**Motion to: Adopt Resolution No. 2020-08 to amend and restate the Board's Bylaws as presented with the addition of an amendment to move Rule 10 Board Vacancies to Rule 6 so that similar subjects are grouped together; and renumbering all of the subsequent rules affected.**

**Motion by: Director Colleen Busch**

**Second: Director Sadie Carney**

**Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards**

**Absent: Vacancy (Subdistrict 4)**





## H. INFORMATION ITEMS

### 1. Overview of the Albany-Salem Transit Feasibility Study Project

Presenter: Steve Dickey, Director of Strategic Initiatives & Program Management  
Gavin Pritchard, Associate Transit Planner, Jarrett Walker + Associates

Staff Report: Pages 59-64 in the agenda

Mr. Dickey reported on the progress of the Albany-Salem Transit Feasibility Study project. A contract was executed on July 21, 2020 with Jarrett Walker + Associates (JWA) to provide transit planning consultant services to develop a Feasibility Study. The Scope of Work and project timeline were included in the agenda packet.

Gavin Pritchard was introduced and was available along with Mr. Dickey to answer questions from the Board. In response to questions asked, the grant awarded to the District will be used for Step One to fund the feasibility study to evaluate the possibility of developing transit service between Albany and Salem. JWA will provide two alternatives with financial cost estimates for implementing options and outcomes. Dependent on the current circumstances related to the COVID-19 pandemic at least two outreach efforts will include a webinar and an online open house for public participation in Albany, Millersburg, Jefferson, and Salem. The first scheduled outreach effort in September will be to gather information regarding the needs of the communities to develop the alternatives. The second outreach effort in February will be held to present the alternatives. A final recommendation will be presented in August 2021.

Director Nguyen voiced her concerns about conducting intentional outreach and representing the under-represented communities.

Director Busch was glad to see the project come to fruition; and acknowledged Director Krebs' work on the project while he served as President of the Board.

### 2. September Service Change Briefing

Presenter: Chris French, Service Planning Manager

Staff Report: Pages 65-66 in the agenda

Mr. French reported on changes to Cherrriots fixed route services beginning September 27, 2020. In response to a question asked, Mr. French stated that the Cherrriots Local and Regional services will be about 95% of pre-COVID service.

Director Carney asked if there was anything in the data to suggest that they may need to reconsider the frequencies in the next round of service changes. Mr.



French said that the District's primary goal is to get back to pre-COVID service and restore the Core Network of service.

### **3. Performance Measures Report - Fourth Quarter**

Presenter: Chris French, Service Planning Manager

Staff Report: Pages 67-94

Mr. French reported on the fourth quarter changes in service that were made in response to the COVID-19 pandemic, affecting all areas of the performance measures, most notably in daily average revenue hours, daily average revenue miles, daily average rides, and fares. These are detailed in *Attachment A - FY20 Q4 Performance Measures April-June 2020*.

In response to questions asked, Mr. French stated that Devonshire Street at Lancaster, and Baxter Street at Commercial were very popular stop locations. The Shopper Shuttle is not yet up and running. It takes a number of people to one place, while its counterpart, the Dial-A-Ride service runs 12.5 hours a day. He said that because fares are free, operators track free rides. In response to President Davidson's question, Mr. French explained that surveys are done on the buses to determine a rider's destination. State employees typically ride the 1X route from Wilsonville so the number of pre-COVID state employee ridership could be compared to current ridership on the 1X route, to get an idea of COVIDs impact.

### **4. Trip Choice Report - Fourth Quarter**

Presenter: Roxanne Beltz, Trip Choice Coordinator

Staff Report: Pages 95-108

Ms. Beltz spoke about Trip Choices' change in focus during the fourth quarter with a temporary staffing reduction and COVID-19 mandates regarding work and business practices. Daniel Gonzalez was added to the team to assist with social media and outreach. Public outreach activities were cancelled and meetings were held virtually. Cherriots services became free to the public until further notice. Staff focused on putting out an RFP for vanpool services, working with *Ride Salem* to restart the bike sharing program, supporting the programs of the *Safe Routes to School* steering committee and *Get There Oregon*, creating an Employee Transportation Coordinator (ETC) newsletter for distribution, and promoting telework, bicycling, and walking through social media.

Director Busch acknowledged how staff has had to adjust again and again. She spoke about Keizer's Traffic Safety Committee giving away bicycle helmets and fixing bicycles on the 7<sup>th</sup> and 21<sup>st</sup> of August. They will do it again on September 4.





President Davidson share his appreciation of all Trip Choice's efforts in biking. He would like to advocate for the bike riders in the community; and will bring more information at a work session to promote and effect change.

**5. Intelligent Transportation Systems (ITS) for Transit Project;  
Progress Update and Demonstration**

Presenter: David Trimble, Deputy General Manager / COO  
Steve Dickey, Director of Strategic Initiatives & Program Management  
Chris French, Service Planning Manager

Staff Report: Pages 109-110

Mr. Trimble and Mr. Dickey provided a briefing on the progress of the Intelligent Transportation Systems (ITS) project. Mr. French demonstrated how the system will work to enable the District to manage its' services.

President Davidson and Director Carney expressed their excitement over the project. In response to questions asked, Mr. French shared that transit operators would receive training and coaching. There will be a learning curve for everyone. They are working out the quirks. It will be pushed out to customers via Google Map and will give real-time data. To better represent the recovery time, staff can tweak the schedules and software and break it down even further. Early and late departures can be remedied with continued training and riders will know whether they can make their stop or not.

**I. GENERAL MANAGER'S REPORT**

Mr. Pollock reported that the American Public Transportation Association's Mobility Recovery and Restoration Task Force is nearing completion of the work they were tasked to do with a set of recommendations critical to public transit's ongoing success. Participating agencies were asked to be a part of the process and provide input. There will be a kick-off meeting on September 9, 2020.

**J. BOARD OF DIRECTORS REPORTS**

Board members reported on their Board assignments, and citizen communications.

Director Nguyen reported on the progress of the development of the Diversity, Equity and Inclusiveness (DEI) Committee. Staff is drafting an RFP to engage a consultant. Director Nguyen has also been attending DEI webinars.



Director Busch reported on her participation at the Keizer Mayor's *Coffee with Cathy*. She attended a bicycle event hosted by the Chamber and participated in a webinar hosted by the American Public Transportation Association (APTA) on transit in the future.

Director Carney participated in the Salem-Keizer Area Transportation Study (SKATS) meeting where there was discussion on budget adjustments to the sidewalk project, and on tracking incidents of crashes year-by-year, and support for Safe Routes to School. She noted that Directors Busch and Krebs were also in attendance.

Director Krebs did a radio interview on behalf of Cherriots efforts to protect its staff and customers from the COVID-19 virus and on climate change. He also attended the Morningside Neighborhood Association's virtual meeting and the AORTA meeting in Portland where they discussed funding shortfalls.


Director Richards attended a forum where candidates were being interviewed for the upcoming election at Northwest Senior Services. He also worked with his daughter at Food Share.

President Davidson noted that there was no meeting of the Mid-Willamette Valley Council of Governments (MWVCOG) and said they were continuing their executive director search.

**K. MEETING ADJOURNED**

**8:25 PM**

Respectfully submitted,

  
\_\_\_\_\_  
President/Presiding Officer