



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

May 26, 2022

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b. Approval of Committee Member Appointments to the STIF Advisory Committee	
 Moved to approve the addition of Juneteenth Day, the federal and state holiday, as an annual District-paid holiday benefit for employees beginning June 19, 2022.	 3
 Moved to adopt Resolution #2022-03 to amend Resolution #2013-01 that established the Vehicle Acquisition Policy #106 and include guidelines in the Policy for the District’s commitment to a goal of a 100% Zero Emissions Fleet by 2040, reducing the carbon emissions of its fleet, and continuing its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles.	 4

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Salem Area Mass Transit District
BOARD OF DIRECTORS *VIRTUAL* MEETING
May 26, 2022

- PRESENT: BOARD: President Ian Davidson; Directors Chi Nguyen (virtual), Ramiro Navarro Jr., Sadie Carney, Maria Hinojos Pressey, and Sarah Duncan
STAFF: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Tom Dietz, Director of Operations; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Dan Knauss, Contract/Procurement Manager; Ben Sawyer, Contracted Services Manager; Kiki Dohman, Transportation Options Coordinator; Sara Sayles, SAMTD Legal Counsel (virtual); Ross Aguilar, Systems Administrator; and Linda Galeazzi, Executive Assistant
- GUESTS: Marja Byers

MINUTES

CALL TO ORDER

6:34 PM

- A. President Ian Davidson called the meeting to order. Attendance was noted with a quorum of six members present.

For the Safety Moment, GM Pollock spoke about backyard barbecue tips. Making sure that the BBQ is ten feet away from the house with lots of ventilation. Don't leave the BBQ unattended, and clean it regularly. Have a spray bottle of water handy or a fire extinguisher; and know how to use it.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

- B. President Davidson spoke about the recent tragedies that rocked communities and destroyed families due to gun violence at a grocery store in Buffalo, New York, and at an elementary school in Uvalde, Texas; and the need to make and support policy decisions, rather than continue the debates.

PRESENTATION - None

PUBLIC COMMENT

- D. There were no verbal or written comments submitted.

CONSENT CALENDAR

- E. Shall the Board approve the Consent Calendar?



Presenter: President Davidson
Staff Report: Pages 5-40 of the agenda

Approval of Minutes

- a. April 28, 2022 Work Session
- b. April 28, 2022 Board Meeting

Routine Business

- a. Adopt the FY 2023 Board Meeting Schedule
- b. Approval of Committee Member Appointments to the STIF Advisory Committee

Motion: **Approve the Consent Calendar**
 Motion By: **Director Ramiro Navarro Jr.**
 Second: **Director Sara Duncan**
 Vote: **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Navarro and Nguyen (6)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR

F. No items were deferred from the Consent Calendar

ACTION ITEMS

G.1 Shall the Board approve the federal and state holiday for Juneteenth as a District-paid holiday benefit beginning June 19, 2022?

Presenter: Allan Pollock, General Manager
Staff Report: Pages 41-42 of the agenda

Members of the Board’s Diversity, Equity and Inclusion Subcommittee recommend the Board approve the addition of the federal and state holiday, Juneteenth Day, as an annual District-paid holiday benefit for employees beginning June 19, 2022. The financial impact of this additional District paid holiday is estimated at \$92,300 which is the fully burdened (includes taxes and benefits) cost for all employees. The District will operate at a Holiday level of service (Sunday schedule) on this holiday.

Motion: **Moved to approve the addition of Juneteenth Day, the federal and state holiday, as an annual District-paid holiday benefit for employees beginning June 19, 2022.**
 Motion By: **Director Sara Duncan**
 Second: **Director Sadie Carney**
 Vote: **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Navarro and Nguyen (6)**

G.2 Shall the Board adopt Resolution No. 2022-03 to amend Resolution No. 2013-01 to include updated guidelines to the Vehicle Acquisition Policy #106 that states the District’s



commitment to develop and maintain a Zero-Emissions Bus (ZEB) Rollout Plan designed to transition the District's bus fleet to a 100% zero-emission fleet by 2040?

Presenter: Tom Dietz, Director of Operations

Staff Report: Pages 43-52 of the agenda

Staff is bringing the Vehicle Acquisition Policy back to the Board to amend General Rules #106.04(1)(2)(a)(h) that will ensure organizational viability by providing the most cost effective forms of transportation; and will improve and promote environmental sustainability by transitioning to a 100% Zero Emissions Fleet by 2040; that will align with the District's Strategic Plan. This action has no financial impacts.

Motion: Moved to adopt Resolution #2022-03 to amend Resolution #2013-01 that established the Vehicle Acquisition Policy #106 and include guidelines in the Policy for the District's commitment to a goal of a 100% Zero Emissions Fleet by 2040, reducing the carbon emissions of its fleet, and continuing its efforts to maintain environmental responsibility through the future acquisition of Low and No Emissions Vehicles.

Motion By: Director Maria Hinojos-Pressey

Second: Director Sadie Carney

Vote: Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Navarro and Nguyen (6)

INFORMATION ITEMS

H.1 Third Quarter Performance Report

Staff Report: Pages 53-86 in the agenda

Presenter: Chris French, Service Planning Manager

The Board receive the quarterly information briefing on Cherrriots services for the third quarter of FY22 which began January 1, 2022 and ended March 31, 2022. The top performer for local weekday rides per revenue hour for corridor routes was Route 21 with 16.1 boardings; for coverage routes it was Route 16 at 10.2 boardings; and for Regional and Local weekday riders per revenue hour on Commuter Express Routes, the top performer was Route 40X at 5.7 boardings. The top performer on local Saturday rides on corridor routes per revenue hour was Route 21 at 16.5 boardings; on coverage routes, Route 16 was the winner with 7.9 boardings. The top performer on Sunday rides per revenue hour on all routes was Route 21 with 14.8 boardings. Total holiday ridership for the third quarter was 3,661 on MLK Day and 2,776 on Presidents Day.

H.2 Third Quarter Transportation Options Report

Staff Report: Pages 87-90 in the agenda



Presenter: Kiki Dohman, Transportation Options Coordinator

During this quarter, staff promoted vanpool formation, biking, walking, teleworking, and the use of the *Get There Oregon* tool; working with the Employee Transportation Coordinator (ETC) network as they returned to the office. Staff connected with 12 employers to discuss commute planning tools and ways to promote transportation options to employees. They assisted ODOT with an online survey to human resource professionals in Oregon to assess awareness of and attitudes toward employee commutes and commute solutions, identifying what may motivate human resource professionals to support related benefits and programs. Staff is updating the program materials that highlight all of the employer services the District offers. Staff continues to promote the Group Pass Program (GPP), and started work on a Cherriots Travel Tools video, contracting with Skyline Video, to showcase the trip planning process and the Travel Training program. Cherriots currently supports and subsidizes 24 vanpools traveling in Polk, Marion, and Yamhill counties; working closely with the vendor, *Commute with Enterprise*, to promote vanpooling and meet with organizations throughout the Mid-Willamette Valley.

In response to questions asked, GM Pollock explained that the District provides rides to people on jury duty. It is a public service and has been in place for a long time. Ms. Dohman will get information that shows the percentage of Medura employees taking advantage of their employer program. Ms. Dohman was asked why non-profits pay a higher rate for the Group Pass Program. She stated that there was a higher rate for non-profits because they do not pay property taxes; whereas a for-profit agency pays property tax. Ms. Dohman was asked if staff has ever approached businesses through the Chamber of Commerce. Ms. Dohman said she can research that. In response to questions about helping employers decide between vanpool or the group pass, Ms. Dohman explained that they ask questions to determine the employer's needs. She noted that the group pass applied to the 1X route as well.

H.3 **Third Quarter Financial Report**

Staff Report: Pages 91-96 in the agenda

Presenter: Denise LaRue, Director of Finance/Chief Financial Officer

The quarterly Finance Report includes budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances.

General Fund Revenues indicate that *Passenger Fares* are at 120% of the annual budget. *Federal Funding* is at one-percent; however, the district recently submitted and received a federal drawdown for CCRSSA funds of \$13.4 million dollars, and the District received 106%



of the annual budget for Property Taxes. Interest rates have decreased, but will fluctuate throughout the year.

Total Operating Expenditures of the General Fund are under budget at 65% of total annual budget. All divisions in the General Fund are at or below the anticipated 75% of total budget, ranging from 52% to 75% of annual budget expended. Many divisions have had vacant positions and there has been very little travel to date due to COVID-19. In the Transportation Program Fund Revenues, *Passenger Fares* are 101% of the annual budget. *Federal Funds* are below budget but the District received the federal drawdown revenues in the 4th quarter of this fiscal year. *Transfers from Other Funds* are recognized at the end of the fiscal year. *Transportation Programs Fund* expenditures are 52% of the annual budget. All divisions are in line with spending less than 75% of the annual budgeted amount.

Total Capital Revenues in the Capital Project Fund are at 3% of total budget through the third quarter. There are some very large projects in process right now, and the District is experiencing supply chain challenges. The Miscellaneous Revenues consist of reimbursement from the City of Keizer for the KTC Signalization Project. Overall the *Capital Project Fund* expenditures are 10% of the annual approved budget. Some of the larger projects that have had expenditures are South Salem Transit Center, Bus Stops and Shelters, Regional Revenue Vehicles, and Air Purifiers. The very large budgeted projects take time to complete and then submit for reimbursement.

GENERAL MANAGERS REPORT

- I.1 GM Pollock thanked the DEI Subcommittee for leading the efforts to adopt Juneteenth as a District holiday. He announced that Cherriots was awarded a 2022-2024 ODOT discretionary award of \$152,000 for stops and shelters in regional areas that will be installed in the next couple of years. A mutual aid agreement between Lane Transit District, TriMet and SAMTD was signed yesterday for a major track and field event working with LTD for shuttle service. The mutual aid agreement will continue past the games. GM Pollock announced that the District Board will end virtual meetings and begin in-person meetings again in June. The District will, however, continue to provide electronic means for the community to watch the meetings. June 18 is scheduled for a full day Board Retreat where they will finalize their strategic plan for an August adoption. The DEI Strategic Plan is scheduled for adoption at the July Board meeting. GM Pollock announced the unexpected death of service technician Richard Earle who was a 30 plus year triathlete taking part in a competition in Texas. Flowers from the District were sent to the memorial service, and numerous employees attended the service which was held last Sunday.



BOARD OF DIRECTORS REPORTS

J.1 Board members expressed deep sorrow at the loss of life and tragedy of the mass shootings, and most recently at the elementary school in Uvalde, Texas. Director Nguyen prepared a written statement that has been entered into the record as Attachment A.

Director Carney shared what will follow for the Our Salem Plan after the hearing at the June 16 Salem City Council meeting.

Director Hinojos Pressey was glad the Board passed the Juneteenth holiday. She noted that the first day of Pride Month was in five days, and she hopes everyone can take time to rest and recover.

President Davidson spoke about the briefing received from the League of Oregon Cities on their priorities at the Mid-Willamette Valley Council of Governments Legislative Committee meeting. He said there was no MWACT meeting. A project list was sent to the City of Salem for sidewalk improvements on Pringle and Fischer Roads. There is a bond piece that will need to go to ballot. The Salem City Council adopted very aggressive climate rules but they will need policies as well.

President Davidson asked GM Pollock for research on two fare structures – regional and local. With the approved electronic fare system, he would like to have staff investigate an equalized fare structure between regional and local services.

ADJOURN

K.1 The board meeting was adjourned.

8:00 PM

Respectfully Submitted

Ian Davidson, President