

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

February 25, 2016

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	<u>Recipient</u>	<u>Project</u>	<u>Amount Requested</u>	<u>Scaled Request</u>
A	SAMTD	Replace nine CherryLift vehicles • (scaled request reflects only one vehicle)	\$ 683,625	\$ 80,000
B	Silverton Health	Two replacement vehicles for CareVan program • (scaled request reduces it to one vehicle)	\$ 104,440	\$ 44,000
C	City of Woodburn	Bus stop improvements at nine locations to bring stops to current ADA standards	\$ 32,000	\$ 32,000
D	City of Silverton	Replace on-board vehicle security cameras • (scaled request would only replace hard drives)	\$ 16,500	\$ 3,130
E	Partnerships in Community Living	New Vehicle Purchase for Disability Support/ Services	\$ 52,398	\$ 50,000
TOTAL			\$ 888,963	\$ 209,130

Moved to authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses for a contract amount of \$10,080,000. **5**

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

February 25, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

PRESENT: Board	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, Steve Evans, and Kathy Lincoln
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Jared Isaksen, Finance Manager; Gregg Thompson, Maintenance Manager; SueAnn Coffin, Contracted Transportation Manager; Roxanne Rolls, Rideshare & Outreach Coordinator; Kiki Dohman, Rideshare Specialist; Matt Berggren, Planning Analyst; Kristian Sorensen, Technology Services Support Analyst; Linda Galeazzi, Executive Assistant
Guests	Michelle Poyourow, Senior Project Manager, Jarrett Walker & Associates; Chuck Swank and Ryan Pasquarella, Certified Public Accountants, Grove, Mueller & Swank, P.C.; Tanya DeHart, Chair, STF Advisory Committee; Michael DeBlasi, nominee, Budget Committee citizen member position; Bill Holmstrom, Budget Committee Chair; Brent Standridge, Operations Manager, TripLink Call Center, MV Transportation; citizens: John Gear, Mark Knecht, Randy Morgan and Josh Pollock

- A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:40 PM**
President Krebs called the meeting to order at 6:40 p.m.. Attendance was noted and a quorum was present.
- B. PLEDGE OF ALLEGIANCE**
Director Steve Evans led the Pledge of Allegiance.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA** - None
- D. PRESENTATION - FY2015 Auditors Report** **6:41 PM**
Chuck Swank, CPA, presented the audit reports, FY2014-15 Comprehensive Annual Financial Report, and management letter to the Board from pages 1-110 of the agenda. To meet Oregon Revised Statutes as specified in OAR 162(10)000-162(10)320, the District prepared a Comprehensive Annual Financial Report (CAFR) in compliance with the rigorous guidelines for financial reporting as defined by the Governmental Finance Officers Association (GFOA). The report was submitted to GFOA's Certificate of Achievement for Excellence in Financial Reporting Program. In preparing the report, the District followed the Governmental Accounting Standards Board (GASB) Statement No. 34, "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments." This format is required for the CAFR and has traditionally been used by the District. One change from last year was a new requirement to record the full liability of the District's pensions in the financial statement on page 13. The auditors concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the District's basic financial statements for fiscal year ended June

30, 2015 were fairly presented in material respects in conformity with GAAP.

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR

6:52PM

Motion: **Moved to approve the Consent Calendar:**

1. Routine Business

a. Appointment of Citizen Member to Budget Committee representing Subdistrict #2

Deferred: **Director Busch asked to defer the Agenda Item No. *F.1.a Appoint of the Citizen Member to the Budget Committee* from the Consent Calendar.**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

6:52PM

1. Appoint Citizen Member to the Budget Committee

Staff Report: Pages 111-116 of the agenda

Presenter: Director Busch announced her recommendation of Michael DeBlasi for appointment as a citizen member to the Budget Committee representing Subdistrict #2. She introduced Michael DeBlasi to the Board. Mr. DeBlasi spoke about his interest in serving on the Budget Committee and the experience he has to offer. Mr. DeBlasi works for the Oregon Department of State Lands as their Aquatic Resource Coordinator. He was a member of the Board's Citizens Advisory Committee from 2013-2015; and currently serves on the City of Keizer's Planning Commission as Chair.

Motion: **Moved to appoint Michael DeBlasi to the citizen member position on the Budget Committee representing Subdistrict #2 to complete the three-year term from July 1, 2015 to June 30, 2018.**

Motion by: **Director Colleen Busch**

Seconded: **Director John Hammill**

Vote: **Motion passed unanimously**

ACTION ITEMS

H.1 Receive the Final Report for the Regional Transportation Plan Project

Staff report: Pages 117-212 of the agenda packet

Presenter: Michelle Poyourow, Senior Project Manager, JWA

Jarrett Walker and Associates (JWA) was hired in July, 2015 to perform an analysis of the District's existing regional services in Marion and Polk counties and recommend changes to some or all of the services to increase ridership, maximize efficiency, and improve the usefulness of public transportation services.

JWA delivered a presentation at the October 12, 2015 Board work session on "*Volume I: Existing Conditions Report.*" Numerous public meetings were held presenting the findings from *Volume I*. Stakeholders were polled about how they envision the transit system for the future at a workshop in Keizer, JWA and District staff met with various city staff and elected officials in November and December 2015 using a map to illustrate their recommendations. Ms. Poyourow stated that JWA recommends that with no new funding the focus be on travel between cities rather than on circulator routes. Deviation creates uncertainty and unreliability; so do an

express network. Shift service from low ridership areas to areas where there are more riders. On-demand service is great for people who use it, but the cost is high and the service would not be more efficient. Route 30 West is very productive; adding a route would make it more productive. The 2X is not being used to its full potential, and there is a route that goes up the canyon whether there is a rider or not.

City officials from Aumsville, Gates, Lyons, and Mill City wrote letters to support CARTS 30 service east of Stayton. Letters were also received from Eugene Edwards, Director of Community Life at Corban University; and from Sandra Rupert, board member of the North Santiam Canyon Economic Development Corporation (NSCEDC).

Once the Board receives the final report by JWA titled “*Volume II of a Regional Transit Plan*,” there will be policy steps for the Board to consider. Staff will develop a service proposal with maps, schedules, and a Title VI service equity analysis of the changes. Public hearings will be held throughout the region in areas served by CARTS in late April and early May. After receiving public input, staff will develop a final proposal and bring it to the Board for approval at the July 28, 2016 Board meeting.

Motion: Moved to receive the final report for the Regional Transit Planning Project titled “*Volume II of a Regional Transit Plan*” written by Jarett Walker and Associates as shown in Attachment A.

Motion by: Director Marcia Kelley
Seconded: Director Colleen Busch
Vote: Motion passed unanimously

H.2 Approval of the ODOT STF 5310 Grant Project Submittals 7:35 PM
Recommended by the STF Advisory Committee

Staff report: Pages 213-273 of the agenda
 Presenter: Tanya DeHart, Chair, STF Advisory Committee

Motion: Moved to approve the applications to ODOT for the FY2016-2019 STF Discretionary Grant Program as shown in Attachments A through E; and direct the General Manager to submit the application by March 11, 2016 to the ODOT Rail and Public Transit Division for consideration.

	<u>Recipient</u>	<u>Project</u>	<u>Amount Re</u> <u>quested</u>	<u>Scaled Req</u> <u>uest</u>
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Motion by: Director Kathy Lincoln

Seconded: **Director Steve Evans**
Discussion: Director Kelley noted that Columbia Northwest and Cascade West have been added to our region.
Vote: **Motion passed unanimously**

H.3 Approve RFP#2015-03 Purchase of 12 CNG Fixed Route Buses 7:43 PM

Staff report: Pages 274-282 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Staff recommended the replacement of 21 compress natural gas (CNG) buses. SAMTD issued RFP #2015-03 on August 3, 2015. A committee comprised of Operations and Maintenance employees convened to review submitted proposals received from Gillig LLC and New Flyer of America Inc. Each proposal was reviewed independently and assessed an initial score. The scoring committee then met, recorded their independent score, discussed both proposals and submitted their final score. In each scoring step, New Flyer of America ranked higher. Scoring criteria consisted of price, adherence to specifications, warranty, delivery schedule and serviceability.

Total project cost is approximately \$10,080,000. The initial order of 12 buses is \$5,760,000. Funding for the initial order comes from three grant sources - the Federal 5339 Fund with a match of 20%; the Federal 5307 Fund with a match of 20%; and the STP Fund with a match of 10.27%. The local match will come from the General Fund. In the event additional funding is located there is an option for ten additional buses.

Motion: Moved to authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses for a contract amount of \$10,080,000.

Motion by: Director Steve Evans

Seconded: Director Marcia Kelley

Discussion: In response to questions asked by Board members, Mr. Thompson said the buses will be built in Aniston, Alabama. Pending Board approval the buses will be delivered by the end of the calendar year. The maintenance crew will then outfit each bus with a fare box, fire extinguisher, and other necessary equipment and accessories. That takes approximately three weeks per bus.

Vote: Motion Passed Unanimously

INFORMATION ITEMS

I.1 West Salem Connector Update

7:50 PM

Staff report: Pages 283-292 of the agenda

Presenter: Matthew Berggren, Planning Analyst

The Board received an update on the West Salem Connector pilot project that began operations on June 1, 2015 in the West Salem area. The Connector provides flexible, on-demand service with connections to regular fixed-route service. Rides were fare-free for the first six months and on December 1, 2015, the regular fixed-route fare was implemented. Performance measures include updated ridership figures from the two months following the implementation of the fare, the most popular stops, numbers on the booking method that people use to book their trips, where

most of the trips start and end; and how many of the trips are on time, late or are early. There is information on the January 4, 2016 ice event, and an overview of the upcoming driver interface redesign. The driver interface is an application used by drivers on tablets in the vehicles. The new interface promises to make it easier for drivers to understand the order in which to pick up and drop off riders, and will give better driving directions for getting to those locations. Staff is in the process of testing the new interface, with a target date to set it live by March 2016.

REPORTS

J.1 Performance – Second Quarter

8:09 PM

Staff report: Pages 293-306 of the agenda

Presenter: Matthew Berggren, Planning Analyst

Data for the performance measures for the second quarter of fiscal year 2016 are derived from adjusted Trapeze schedules, vehicle fareboxes, passenger counting systems, and the RouteMatch and Mobility DR reservation software for Cherriots fixed-route, paratransit (CherryLift), rural (CARTS), deviated-fixed routes, zone routes, dial-a-ride, and RED Line. For most Cherriots routes, comparing boardings, revenue hours, and revenue miles from this year to last is not possible because of the major service change in September 2015. Second quarter revenue hours and revenue miles for Cherriots fixed-route were up compared with fiscal year 2015. Boardings or unlinked trips for all of the services showed a decrease in the second quarter of FY2016 compared to FY2015.

President Krebs suggested that staff have a report next month of the revenues generated compared to the boardings against the revenue rates.

Director Evans suggested interviewing people who use the West Salem Connector for a success story in the newspaper. His office sits right next to a Connector bus stop. He does not hear much from the West Salem Business Association about the service. He does not think they are fully aware of the service.

J.2 Rideshare – Second Quarter

8:26 PM

Staff report: Pages 307-320 of the agenda

Presenter: Kiki Dohman, Rideshare Specialist

Rideshare staff completed its work with ODOT and the marketing consultants on the *Drive Less, Save More* individualized marketing campaign. Two Salem neighborhoods were selected as target areas. Direct mail messages were sent to 4,378 households, asking them to complete a pre-survey regarding their travel behavior and mode choice. The survey was followed up by several newsletters with information on how to receive transportation options information and a free gift. As requests for more information were received, literature was assembled into a “go-kit” and delivered to the requestors’ homes by a temporary employee on a bicycle hired for this campaign. Emily Loberg, a bicycling advocate, proved invaluable as she managed much of the survey data entry, compilation and delivery of the go-kits and organization of local tours on foot and by bicycle. She also arranged

for tabling opportunities at the farmers market and several local businesses. The goals established for the campaign by the District were to focus on the residents, inform the community about new services, develop partnerships and focus on equity. The final report is available for review on the Salem-Keizer Transit website at www.cherriots.org.

Director Lincoln asked for a follow-up survey of the participants to see if they had a change in attitude or if the changes they made had a long-term effect. Ms. Dohman stated that there will be a follow up process.

J.3 Finance – Second Quarter

8:40 PM

Staff report: Pages 321-330 of the agenda

Presenter: Jared Isaksen, Finance Manager

In the second quarter of fiscal year 2016, the District received 99 percent of the projected property taxes and 91 percent of projected miscellaneous revenue from an insurance dividend reimbursement. The interest on investments is at 100 percent of what was projected as the LGIP balance is higher than prior years and interest rates are increasing. Passenger Fares were under one half of the amount anticipated would be received.

General Fund expenses are under budget overall with the exception of expenses under Operations for West Salem Connector activities at 68 percent in the second quarter. Staff has been monitoring the Connector expenses. In the Special Transportation Fund, all programs are within their budgeted amount with the exception of Mobility Management at 67 percent. This is due to higher personnel expenses and Garten Services costs to provide the District with Transit Ambassadors on the transit mall at Courthouse Square. The Capital Project Fund is at 14 percent of the approved budget. Most of the capital projects are in the procurement stage and will increase as the year progresses and the projects get underway.

J.4 Board Subcommittee Report

8:51 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 331-332 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 January 11, 2016 Work Session on pages 333-336, and the minutes of the February 2, 2016 STF Advisory Committee meeting and the January 25, 2016 STFAC Technical Advisory Committee meeting on pages 337-345 were received and filed.

BOARD AND MANAGEMENT ISSUES

K.1 General Manager

9:00 PM

Mr. Pollock passed out information about the 1X service being enhanced. He announced that Patricia Feeny has been hired by the District as the new Director of Communications. Her first day on the job is February 29, 2016. Mr. Pollock and two board members will attend the APTA Legislative Conference in Washington D.C. on March 13-16.

K.2 Board President

9:02 PM

It is at this time that President Krebs reports on his transit Board and community service activities since the last board of directors meeting.

K.3 Board of Directors

9:03 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. Transit-related Board activity hours are logged monthly by the executive assistant for a year-end report as part of the Special Districts Association's *SDIS Best Practices Program* that the Board reviews and approves at the end of the year for submission to the SDAO.

L. Meeting Adjourned

9:17 PM

Respectfully submitted,

Signed/Approved by VP Steve Evans

Robert Krebs, President