

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

April 27, 2017

Index of Board Actions

Action

Page

Moved to approve the Consent Calendar: **4**
 1. Approval of the Minutes
 a. Minutes of the March 23, 2017 Board Meeting

Move to revise the original funding allocation of the 2017-2019 STF program funds with the amounts shown in Table 2; and direct the General Manager to submit a revised application for 2017-19 STF funds to the ODOT Rail and Public Transit Division. **4-5**

Applicant	Grant	Description	Requested Amount	Recommended Amount
SAMTD	STF	Operations (CARTS, CherryLift, RED Line), grant match and contingency	\$ 1,489,898	\$ 1,489,898
City of Woodburn	STF	Woodburn Transit System Services and replacement vehicle	\$ 476,489	\$ 410,000
City of Silverton	STF	Silver Trolley, 5311 Match	\$ 40,000	\$ 33,000
Salem Health West Valley Foundation	STF	Connections Van providing medical transportation	\$ 61,484	\$ 45,000
Salem Health	STF	Salem Health Medical Transportation Coordinator	\$ 82,335	\$ -
Partnerships in Community Living	STF	New Vehicle Purchase for Disability Supports and Services	\$ 54,216	\$ -
Total 2017-19 Marion-Polk Counties STF Allocation				\$ 1,977,898

Moved to approve the Title VI Equity Analysis for the Cherriots Regional service changes to go into effect May 8, 2017. **6**

Moved to accept the results of the Connector Pilot Project and officially close the pilot project period. During the transition period, extend the operation of the West Salem Connector through the end of December 2017 to allow staff the

time to further develop a fixed-route replacement, work with the community, and implement the replacement on January 2, 2018. **6-7**

Moved to adopt Resolution #2017-03 authorizing the transfer of 22 bus shelters to Central Oregon Intergovernmental Council (COIC) to support its Cascades East Transit Program. **7**

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 MEETING

April 27, 2017

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

MINUTES

PRESENT:	President Robert Krebs; Directors John Hammill, Marcia Kelley, and Kathy Lincoln; ABSENT: Directors Colleen Busch, Jerry Thompson, and Steve Evans
Board	
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development, Matt Berggren, Transit Planner II, Ted Stonecliffe, Long-Range Planning Analyst; Roxanne Beltz, Trip Choice Coordinator; Wendy Feth, Accountant, Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Ron Harding, City Manager, City of Aumsville and Vice-Chair, STF Advisory Committee

A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:30 PM

President Krebs called the meeting to order and a quorum was present.

B. PLEDGE OF ALLEGIANCE led by Director John Hammill

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None

D. PRESENTATION - 2017 Western Region Sustainable Fleet Award 6:31 PM

Presenters: Patricia Feeny, Director of Communication
Gregg Thompson, Maintenance Manager

President Krebs received the 2017 Western Region Sustainable Fleet Award presented to Ms. Feeny and Mr. Thompson on behalf of the District at the Pacific Northwest's Alternative Fuels Transportation Summit and Expo in Portland on April 11, 2017. Sponsors of the award included the Columbia-Willamette, Rogue Valley, Western Washington, East Bay, Treasure Valley, Denver Metro, Southern Colorado, Northern Colorado, Grand Teton and Utah Clean Cities Coalitions. The Clean Cities program advances the nation's economic, environmental and energy security by supporting local actions to cut petroleum use in transportation. Clean Cities has saved more than 7.5 billion gallons of petroleum since its inception in 1993. There were 14 fleets evaluated on the extent to which their planning, management and ongoing operations conserve fuel, promote efficiencies, integrate alternative fuel

and advanced technology vehicles, minimize environmental impacts in communities historically disproportionately impacted by environmental harms; improve fleet performance over time; and embrace innovative practices or fleet technologies.

E. PUBLIC COMMENT –

Mark Knecht (address on file) – Mr. Knecht had questions about the bus shelter transfer to COIC. He also asked about improvements to the bus stop location near the Social Security Administration Office.

F. CONSENT CALENDAR

6:40 PM

Motion: Moved to approve the Consent Calendar:
2. Approval of the Minutes
a. Minutes of the March 23, 2017 Board Meeting
Motion by: Director Marcia Kelley
Second: Director John Hammill
Vote: Motion passed

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

H ACTION ITEMS

1. Approval of Allocation Changes to the FY2017-2019 Biennial STF Funding

6:41 PM

Staff report: Pages 7-10 in the agenda

Presenter: Ron Harding, Vice-Chair for the STF Advisory Committee

On February 23, 2017, the Board approved the 2017-2019 applications for STF, Section 5310 (ODOT) and Section 5310 (FTA) grants. The applicants were the District, the Cities of Woodburn and Silverton, West Valley Foundation, Salem Health and Partnerships in Community Living. At the April 4, 2017 STF Advisory Committee meeting, Salem Health advised the Committee of their decision to release the STF funds totaling \$20,000 allocated to its project. The STFAC moved to recommend to a reallocation of the funds.

Motion: Moved to revise the original funding allocation of the 2017-2019 STF program funds with the amounts shown in Table 2; and direct the General Manager to submit a revised application for 2017-19 STF funds to the ODOT Rail and Public Transit Division.

Table 2. Revised Recommendation Amounts for STF Projects

Applicant	Grant	Description	Requested Amount	Recommended Amount
SAMTD	STF	Operations (CARTS, CherryLift, RED Line), grant match and contingency	\$ 1,489,898	\$ 1,489,898

City of Woodburn	STF	Woodburn Transit System Services and replacement vehicle	\$ 476,489	\$ 410,000
City of Silverton	STF	Silver Trolley, 5311 Match	\$ 40,000	\$ 33,000
Salem Health West Valley Foundation	STF	Connections Van providing medical transportation	\$ 61,484	\$ 45,000
Salem Health	STF	Salem Health Medical Transportation Coordinator	\$ 82,335	\$ -
Partnerships in Community Living	STF	New Vehicle Purchase for Disability Supports and Services	\$ 54,216	\$ -
Total 2017-19 Marion-Polk Counties STF Allocation				\$ 1,977,898

Motion by: **Director John Hammill**
 Second: **Director Kathy Lincoln**
 Vote: **Motion passed**

2. Approval of Title VI Equity Analysis for the Cherriots Regional Service Change

6:45 PM

Staff report: Pages 11-26 in the agenda

Presenter: Matt Berggren, Planner II

The Board was apprised that the District is required to develop and submit a Title VI program to comply with the requirements of Chapter IV of FTA Circular 4702.1B every three years. Chapter IV applies only to providers of fixed-route transportation and does not make exceptions for the CARTS system even though it is funded separately and operates as a purchased service by an external contractor. The Title VI Program requires an equity analysis for major service changes. The District is not required to hold a public hearing since there are no decreases to any fixed-route services; and the District doesn't set policies by service type in its current program; but has one set of policies for all fixed routes. CARTS demand-responsive services on Routes 10, 20, 25, 30, 35, 40, and 50 will be eliminated so they don't need to be evaluated. The newly established fixed routes 10X, 20X, 30X, 40X, and 50X do not qualify as a "Major Service Change." The District will shift resources from the deviated-fixed routes to commuter express routes that fall under the classification of "fixed route" with the service change on May 8, 2017.

Motion: **Moved to approve the Title VI Equity Analysis for the Cherriots Regional service changes to go into effect May 8, 2017.**

Motion by: **Director Marcia Kelley**

Second: **Director John Hammill**

Vote: **Motion passed**

3. Approval of the Final Evaluation of the Connector Pilot Project and Development of a Fixed Route Proposal

6:49 PM

Staff report: Pages 27-64 in the agenda

Presenter: Matt Berggren, Planner II

The Board received a review of the West Salem Connector, an on-demand transit service, that began operation on June 1, 2015 as a one year pilot project; and on June 23, 2016 the Board of Directors extended the pilot through May 2017 to allow staff time to improve the service and build ridership. Staff recommended that the Board put the Connector program on hold. The District's priorities should take a step back from development, while continuing to be a resource to help other agencies understand what worked and didn't work with the Connector and why. They recommended that the Board accept the results of the Project and officially close the pilot project period. The operation of the West Salem Connector will be extended through the end of December 2017 to allow staff time to develop a fixed-route replacement, work with the community through public outreach, and implement a service replacement on January 2, 2018.

Motion: **Moved to accept the results of the Connector Pilot Project and officially close the pilot project period. During the transition period, extend the operation of the West Salem Connector through the end of December 2017 to allow staff the time to further develop a fixed-route replacement, work with the community, and implement the replacement on January 2, 2018.**

Motion by: **Director John Hammill**

Second: **Director Kathy Lincoln**

Vote: **Motion passed**

4. Resolution No. 2017-03 Approval to Authorize Transfer of Bus Shelters to Central Oregon Intergovernmental Council (COIC) Cascade East Transit (CET)

7:28 PM

Staff report: Pages 65-70 in the agenda

Presenter: David Trimble, Chief Operating Officer

The Board considered that the District was contacted by the Central Oregon Intergovernmental Council in Bend, Oregon regarding their need for shelters throughout their service area. Twenty-two of the District's bus shelters were removed from service in 2016 as part of the *Moving Forward* project. The shelters being transferred were no longer required to maintain service.

Motion: **Moved to adopt Resolution #2017-03 authorizing the transfer of 22 bus shelters to Central Oregon Intergovernmental Council (COIC) to support its Cascades East Transit Program.**

Motion by: **Director Marcia Kelley**

Second: Director Kathy Lincoln
Vote: Motion passed

I. INFORMATION ITEMS - None

J. REPORTS 7:34 PM
1. Board Subcommittee Report 7:29 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 District and/or transit-related issues discussed in the committees listed on pages 71-72 of the agenda.

Minutes of the April 4, 2017 STF Advisory Committee meeting and February 4, 2017 Board Planning Session on pages 73-94 were received and filed.

K. BOARD AND MANAGEMENT ISSUES

1. General Manager 7:45 PM

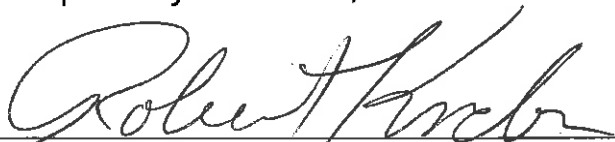
Mr. Pollock reported on the progress of the state transportation bill. He thanked the Board and others who attended Transit Day on April 11, 2017 at the Capitol to include Mr. Knecht. Mr. Pollock reported that 25 children participated in the annual "Take Your Child to Work" Day at the District. He also thanked Directors Lincoln and Busch for attending the Administrative Professionals Recognition Luncheon. He noted that invitations have been sent out to board members for the June 3, 2017 Employee Recognition Dinner. Mr. Pollock will meet with Director Hammill to provide him with the information he requested about the procedures for shelter donations.

2. Board President 7:48 PM
President Krebs reports on his transit-related Board and community service activities since the last board of directors meeting.

3. Board of Directors 7:50 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.

L. Meeting Adjourned 7:54 PM

Respectfully submitted,



Robert Krebs, President