



Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

March 11, 2019

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

**MINUTES**

**PRESENT:** President Robert Krebs; Directors Jerry Thompson, Steve Evans, Colleen Busch,  
**Board** Doug Rodgers and Marcia Kelley; **ABSENT:** Kathy Lincoln

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy,  
Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon,  
Director of Administration; Steve Dickey, Director of Transportation Development;  
Ted Stonecliffe, Transit Planner II; Chip Colby, Information Technology Manager;  
Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER 5:30 PM**

President Bob Krebs called the work session to order at 5:30 p.m. He announced that there were 180 days left until the new service.

**2. SAFETY MOMENT**

Mr. Pollock shared a *Safety Moment* for the month of March about the impact of prescription drugs use, the misuse and addiction according to a national employer survey by the National Safety Council.

**3. PRESENTATION - None**

**4.. DISCUSSION**

**a. Special Transportation Fund Briefing**

**Staff report:** Pages 1-154 of the agenda.

**Presenter:** Ted Stonecliffe, Transit Planner II

Board members reviewed the priorities and strategies identified in the *Coordinated Public Transit-Human Services Transportation Plan* (on pages 5-134 of the agenda) that was adopted by the Board at their August 25, 2016 meeting. The Coordinated Plan serves to

guide funding decisions for STF and Section 5310(ODOT) projects within Marion and Polk counties. The Board also reviewed the instructions for the *2019-2021 Cherriots STF Grant Application for Projects Located within Marion and Polk Counties, Oregon* for Special Transportation Fund Grants on pages 135-142 of the agenda, and for 5310(ODOT) Formula Funds on pages 143-154.

Applications received were included in the supplemental agenda and staff provided a recap of the February 5<sup>th</sup> STFAC meeting where Mr. Pollock advised the STF Advisory Committee that the guidelines in the Coordinated Plan were not followed to determine priority rankings. At that time, Mr. Pollock provided the STFAC with two proposals with scaled requests for their consideration.

Staff responded to questions from the Board regarding issues raised at the February 28 board meeting about recommendations for STF and 5310(ODOT) funding and from testimony shared in support of funding for the Falls City Direct Connect (FCDC). The FCDC provides service in Falls City about ten miles from Dallas in Polk County. Grant funding for FCDC service was provided by the Coordinated Care Organization (CCO). One component of the FCDC service is that they feel their driver needs to be a social worker and the service be free.

Mr. Pollock advised that the current STF estimate is not enough to fund all of the existing services.

Director Kelley said that she would feel more comfortable to know that the FCDC tapped their other resources for funds that might be available. We can work together to see what they can do, and work with their CCO and the county commissioners to help pay for the service. She advised that the Special Transportation Fund (STF) comes to the District on a per capita basis; and there is a big difference in the census numbers between Polk and Marion Counties. Woodburn Transit has supplemental funding from the City of Woodburn. The West Valley Health Foundation is a part of Salem Health. You hate to leave people out in the cold, but there needs to be flexibility and compromise.

President Krebs spoke about other funding sources that could be located through grants from businesses like Fred Meyers, Roth's or Safeway. There is an opportunity to ask businesses if they would be willing to sponsor one day a week of service.

Director Evans noted that Representative Paul Evans is on the state's transportation committee. Director Kelley said they needed to be sure to talk with them to get more funding for STF. If there are that many people on the Oregon Health Plan, the CCO should get involved.

Mr. Stonecliffe stated that the District applied for a grant from the Statewide Transportation Improvement Fund (STIF) to open up new fixed route stops along the route for the Polk County Flex. The PC Flex transported 150 riders per month from June to December 2018.

Mr. Pollock said that the hard part about the new STIF money, is that it cannot be used to fund lost revenue but must be used to enhance existing service.

STF and Federal Section 5310(ODOT) grant applications must be submitted to ODOT by March 29, 2019 in order to receive funds in time for the next biennium, which begins on July 1, 2019.

**Follow-up:** The Special Transportation Fund Advisory Committee (STFAC) will reconvene on March 12, 2019, as requested by the Board at their February 28 board meeting. Applicants will again be invited to give their presentations and answer any questions from the committee. The STFAC will then form a recommendation on projects to fund to bring to the Board at the March 28 meeting for a final decision for the 2019-21 biennium.

## **b. Procurement Threshold**

**Staff report:** Pages 155-156 of the agenda

**Presenter:** Al McCoy, Director of Finance/CFO  
Allan Pollock, General Manager

The Board discussed whether to modify Board and GM-approval thresholds changes due to recent federal statutory changes to the micro-purchase and the simplified acquisition (small purchase) thresholds that took effect in June 2018. Staff modified its procurement policies to align with the Federal thresholds as identified in OMB memorandum OM-18-18. At the February 11, 2019 work session, staff suggested the modification of Financial Policy #413 to match the FTA thresholds for Board approval levels. Board members requested a list of contract activities over the last two years (from March 1, 2017 to February 28, 2019) to help inform their discussion. According to the table (on page 156 of the agenda), two contracts out of ten would not have gone to the Board for approval if the new, higher \$250,000 threshold had been in place. The current threshold for Board approval is \$100,000.

**Follow-up:** Board members were comfortable with the current threshold of \$100,000 at this time. It was more transparent; so, no action will be taken.

## **c. Service Enhancement Discussion: Update on the STIFAC**

**Staff report:** Pages 19-20 of the agenda

**Presenter:** Allan Pollock, General Manager

Mr. Pollock provided a recap of the Statewide Transportation Improvement Fund Advisory Committee's meeting on March 7 where the committee reviewed seven applications for discretionary funding and recommended "Fund" or "No Fund" as requested by the Oregon Department of Transportation.

**Follow-up:**

**5. GENERAL MANAGER COMMENTS**

**Staff report:** Pages 157-162 of the agenda

**Presenter:** Allan Pollock, General Manager

Board members reviewed a draft agenda for the March 28, 2019 board meeting, upcoming agenda items for Board review or action, and the Board's calendar of scheduled meetings and events.

President Krebs presented two concepts for new service that he had shared in an email to the Board for their consideration at the work session. The first concept was to have a transit connection with 15-20 minute service from south Salem to southeast Salem along Kuebler Boulevard. The Board would ask staff to investigate the possibility and the cost of a new line that is about 4.7 miles from Commercial Street to the new Amazon complex. The second concept for consideration was to begin a study of a high capacity corridor from downtown Salem to West Salem using a smaller bus or rail car. The second concept may have to wait until the aftermath of the third bridge calms down; however, Board members were generally supportive of the Kuebler connection.

**Follow-up:** The first concept presented by President Krebs will be put on the March 28 agenda for action.

**4. WORK SESSION ADJOURNED**

**7:02 PM**

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board