

SALEM AREA MASS TRANSIT DISTRICT

BOARD OF DIRECTORS MEETING

Thursday, December 19, 2024

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Adopt Resolution No. 2024-05, approving the list of projects and funding amounts of the 2025-2027 Biennium STIF Formula funded projects, as recommended by the STIFAC; and direct the General Manager to submit the Qualified Entity STIF Formula funding recommendation and STIF Plan to ODOT in accordance with the STIFAC recommendation by January 16, 2025	5



SALEM AREA MASS TRANSIT DISTRICT
BOARD MEETING MINUTES

Thursday, December 19, 2024 at 5:30 p.m.

ATTENDEES: President Hinojos Pressey | Directors Joaquín Lara Midkiff | Ramiro Navarro Jr. |
Sadie Carney (Virtual) | Ian Davidson | Sara Duncan | Bill Holmstrom

ABSENT: None

STAFF: GM Allan Pollock | DGM David Trimble | CSO Cliff Carpentier | CFO Denise LaRue |
CELRO Jaél Rose | CCO Patricia Feeny | COO Tom Dietz | CPDO Shofi Ull Azum | Security and Emergency
Management Manager Karen Garcia | Capital and Project Control Manager Melissa Kidd | IT Manager
Ross Aguilar | Strategic Initiatives Administrator Bobbi Kidd | Transit Planner II Jeremy Jorstad
| Commuter Options Coordinator Kiki Dohman | Emergency Coordinator Randy Navalinski | Executive
Assistants Crisandra Williams | Kirra Pressey

GUEST: National Weather Service in Portland Meteorologist Chris Burling | GFOA Review Committee
Chair Susan Brown

1. CALL TO ORDER

A. Note of Attendance for a Quorum

President Hinojos Pressey called the meeting to order at 5:34 p.m.
Attendance was noted and a quorum was present.

B. Safety Minute

GM Pollock presented the safety moment discussing tips for work place safety.

C. Announcements | Changes to Agenda:

DGM Trimble introduced and welcomed the Districts new CSO Cliff Carpentier.

2. PRESENTATIONS

A. National Weather Service StormReady Community Designation Presentation

Presenter: Emergency Coordinator Randy Navalinski

Agenda Packet: Pg. 4-5

Emergency Coordinator Navalinski presented the Weather-Ready Nation initiative and the StormReady® program, which promote community resilience to extreme weather through preparedness. National Weather Service in Portland's Meteorologist Burling presented the District with their recognition.

B. GFOA Presentation

Presenter:

Agenda Packet: Pg. 6-10

CFO Larue introduced Past President of the Oregon Government Officers Association and GFOA Review Committee Chair Brown, who highlighted GFOA's history and commitment to excellence, as well as the stringent requirements for



the Certificate of Achievement. Brown presented the District with the award, marking its 12th consecutive year of recognition.

3. PUBLIC COMMENT: None

4. CONSENT CALENDAR

9. Approval of Minutes

1. October 24, 2024 Board of Directors Meeting
2. November 14, 2024 Board of Directors Special Meeting

10. Routine Business Items

- i. Community Advisory Committee (CAC) Appointment(s)
- ii. CAC Officer Appointments
- iii. Statewide Transportation Improvement Fund Advisory Committee (STIFAC) Appointment(s)
- iv. STIFAC Officer Appointments
- v. Fiscal Year 2025 Quarter 1 (FY25 Q1) NTD Reportable Assault Data
- vi. ~~Award of Contract for Tyler Technologies for SaaS related Services~~ **PULLED**
- vii. Award of Contract for Healthcare Brokerage
- viii. Award of NIGB Contract

Action			
Motion:	Approve Consent Calendar with the exception of B.6		
Motion by:	Director Bill Holmstrom	Second:	Director Ian Davidson
Vote			
Aye:	President Hinojos Pressey, Directors Lara Midkiff, Navarro Jr., Carney, Davidson, Duncan, and Holmstrom		
Motion passes unanimously 7-0			

5. ITEMS DEFERRED FROM CONSENT CALENDAR:

A. Award of Contract for Tyler Technologies for SaaS related Services

Presenter: IT Manager Ross Aguilar

Agenda Packet: 50-51

IT Manager Aguilar addressed the Board of Directors' questions regarding Tyler Technologies. DGM and CFO LaRue shared feedback on their departments' experiences with Tyler Technologies, as requested by the Board.



Action			
Motion:	Authorize the General Manager to execute a contract with Tyler Technologies for SaaS related services for an amount not to exceed \$326,710		
Motion by:	Director Sadie Carney	Second:	Director Ramiro Navarro Jr.
Vote			
Aye:	President Hinojos Pressey, Directors Navarro Jr., Carney, and Holmstrom		
Nay:	Director Lara Midkiff, Davidson, and Duncan		
Motion passes 4-3			

6. ACTION ITEMS

A. Award of Contract for Enterprise Vanpool Program

Presenter: Commuter Options Coordinator Kiki Dohman

Agenda Packet: Pg. 57-58

Commuter Options Program Coordinator Dohman presented on the District's contract with EAN Holdings, LLC to provide subsidized vanpool services in Marion, Polk, and Yamhill counties. The program expands access to employment sites beyond the fixed-route system, supports sustainability goals by reducing CO2 emissions and traffic congestion, and reinforces the District's role as a regional mobility integrator. EAN Holdings, LLC, the exclusive vanpool provider for Oregon, offers pricing that aligns with the District's growth goals for the program.

Action			
Motion:	Authorize the General Manager to execute a three-year contract with EAN Holdings, LLC for vanpool services for an amount not to exceed \$975,000.		
Motion by:	Director Ian Davidson	Second:	Director Joaquín Lara Midkiff
Vote			
Aye:	President Hinojos Pressey, Directors Lara Midkiff, Navarro Jr., Carney, Davidson, Duncan, and Holmstrom		
Motion passes unanimously 7-0			



B. Approve STIF Formula Recommendations

Presenter: CPDO Shofi Ull Azum and CFO Denise LaRue

Agenda Packet: Pg. 59-418

CPDO Azum and CFO LaRue presented the 2025-2027 Biennium STIF Plan, outlining the background and funding sources for public transportation improvements. The STIF Advisory Committee (STIFAC) reviewed applications and recommended funding for both population-based and payroll-based formulas. The STIFAC's funding recommendation was presented to the District Board of Directors for approval

Action			
Motion:	Adopt Resolution No. 2024-05, approving the list of projects and funding amounts of the 2025-2027 Biennium STIF Formula funded projects, as recommended by the STIFAC; and direct the General Manager to submit the Qualified Entity STIF Formula funding recommendation and STIF Plan to ODOT in accordance with the STIFAC recommendation by January 16, 2025.		
Motion by:	Director Joaquín Lara Midkiff	Second:	Director Sara Duncan
Discussion:	Director Davidson made special note he does work for ODOT, though he does not directly work with the program.		
Vote			
Aye:	President Hinojos Pressey, Directors Lara Midkiff, Navarro Jr., Carney, Davidson, Duncan, and Holmstrom		
Motion passes unanimously 7-0			

7. **INFORMATIONAL REPORTS**

A. Service Change Briefing for January 2025

Presenter: Transit Planner II Jeremy Jorstad

Agenda Packet: Pg. 419-421

Transit Planner II Jeremy Jorstad presented the upcoming service changes effective January 5, 2025. He highlighted notable adjustments within local and regional services and discussed the upcoming holiday service levels.

B. FY25 Q1 Strategic Plan Report

Presenter: Strategic Initiatives Administrator Bobbi Kidd

Agenda Packet: Pg. 422-427



Strategic Initiatives Administrator Bobbi Kidd provided a report on the progress of the Organizational Strategic Plan adopted by the Board in August 2022., focusing on FY25 Q1 progress. She reviewed accomplishments tied to the District's four Success Outcomes: Community Value, Customer Satisfaction, Culture of Ownership, and Financial Sustainability, while providing updates on the Organizational Tactics.

C. FY25 Q1 Performance Report

Presenter: CPDO Shofi Ull Azum

Agenda Packet: Pg. 428-464

CPDO Ull Azum presented the FY25 Q1 Performance Report, outlining various key metrics. He highlighted notable ridership trends, indicating a 7.1% increase in in systemwide ridership.

D. FY25 Q1 Financial Report

Presenter: CFO Denise LaRue

Agenda Packet: Pg. 465-471

CFO LaRue presented the FY25 Q1 Finance report, covering various financial aspects. She discussed ongoing and forthcoming audits and offered an overview of the General Fund, Transportation Program, and Capital Fund financial performance year-to-date.

8. GENERAL MANAGER'S REPORT

GM Pollock invited DGM Trimble to provide an update on the South Salem Transit Center (SSTC) during his General Manager's Report. DGM Trimble announced that the District has received a categorical exclusion letter from the FTA, enabling progress on the acquisition process, including survey work and an appraisal. He also shared updates on the SSTC, highlighting a value engineering meeting in November and discussions between the District, the property owner, and their realtor.

GM Pollock invited CPDO Azum to provide updates on the TSP and Micromobility projects. CPDO Azum reported that the city's fiber communication system is back online, enabling continued progress. He noted that the shared micromobility project is set to begin in 2025 and is expected to take approximately ten months to complete.

GM Pollock shared that he has been reappointed for another term on the City of Salem's Downtown Advisory Board. He also reported that the ODOT Public Transit Advisory Committee has reviewed all applications for STIF Discretionary Funds and recommended twenty projects for approval, two of which were submitted by the



District. Lastly, he noted that the District's Gingerbread Contest began today and encouraged Board members to visit Del Webb to see the creative entries.

9. BOARD OF DIRECTORS REPORT

President Hinojos Pressey and Directors provided reports on committees and activities in which they represent the District.

10. ADJOURN

President Hinojos Pressey adjourned the meeting at 7:57 p.m.

Respectfully Submitted

A handwritten signature in cursive script that reads "Maria Hinojos Pressey".

Maria Hinojos Pressey, Board President