

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

February 23, 2017

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	2-3
1. <u>Routine Business</u>	
a. Adopt Resolution No. 2017-01 to Amend the Non-Bargaining Retirement Pension Plan	
 Moved to approve the 2017-2019 applications for STF, Section 5310 (ODOT) and Section 5310 (FTA) grants as shown in Tables 1-3, and direct the General Manager to submit the applications for Section 5310 (ODOT) and STF no later than February 24, 2017 to the ODOT Rail and Public Transit Division for consideration. The applications for 5310 (FTA) funds shall be submitted directly to the Federal Transit Administration since SAMTD is a designated recipient of these funds.	3

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
February 23, 2017
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT :	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, Kathy Lincoln, 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 for the City of Aumsville and Vice-Chair for the STF Advisory Committee

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:31 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 -**
President Krebs announced that Agenda Item No. H.2 authorizing the general manager to execute a contract modification with McNeilus Truck and Manufacturing to purchase 84 CNG tanks and tank valves for \$242,540 was pulled from the agenda and will be considered at a later meeting.
- D. PRESENTATION - None**
- E. PUBLIC COMMENT - None**
- F. CONSENT CALENDAR 6:32 PM**
- | | |
|-------------------|--|
| Motion: | Moved to approve the Consent Calendar: |
| | 2. <u>Routine Business</u> |
| | a. Adopt Resolution No. 2017-01 to Amend the Non-Bargaining Retirement Pension Plan |
| Motion by: | Director Jerry Thompson |

Second: Director Marcia Kelley
Discussion: No items were deferred from the Consent Calendar.
Vote: Motion passed unanimously (7)

H ACTION ITEMS

1. Approve STF Advisory Committee Recommendations for FY2018- 6:33 PM 2019 Allocations of Federal 5310 and State STF Projects

Staff report: Pages 7-304 in the agenda

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

Motion: **Moved to approve the 2017-2019 applications for STF, Section 5310 (ODOT) and Section 5310 (FTA) grants as shown in Tables 1-3, and direct the General Manager to submit the applications for Section 5310 (ODOT) and STF no later than February 24, 2017 to the ODOT Rail and Public Transit Division for consideration. The applications for 5310 (FTA) funds shall be submitted directly to the Federal Transit Administration since SAMTD is a designated recipient of these funds.**

Motion by: Director John Hammill

Second: Director Busch

Vote: Motion passed unanimously (7)

I. INFORMATION ITEMS - None

J. REPORTS

6:48 PM

Performance – Second Quarter

Staff report: Pages 306-328 of the agenda

Presenter: Matt Berggren, Transit Planner II

Performance measures for the second quarter of Fiscal Year 2017 (F17 Q2) were reviewed beginning October 1, 2016 and ending December 31, 2016 and were compared to the previous fiscal year. Data used for these measures were derived from adjusted Trapeze schedules, vehicle fareboxes, passenger counting systems, and from the District's reservation software - RouteMatch and Mobility DR. A summary was given of the changes in average daily revenue hours by service, by revenue miles, and by daily boardings by service. The report noted there were an unusual number of winter weather events in December, which was determined to have a negative effect on ridership. The Board also received a report on the use of the State Bus Pass program and the January 2017 service changes.

Finance – Second Quarter

Staff report: Pages 337-346 of the agenda

Presenter: Wendy Feth, Accountant

The quarterly finance report included statements for the General Fund, Transportation Programs Fund, and Capital Project Fund. The statements compare the budget amounts to actual amounts by the legal appropriations category. The General Fund revenue for the second quarter is at sixty-one percent of the annual budget. General Fund expenses are under budget in most appropriation levels.

Trip Choice (fka Rideshare) – Second Quarter

Staff report: Pages 329-336 of the agenda

Presenter: Roxanne Beltz, Trip Choice Coordinator

Cherriots Trip Choice continued its work in accordance with the recommendations made in the 2015-2020 Strategic Plan. Tasks and activities associated with those can be summarized as management of the Regional Rideshare Database, providing marketing, outreach and incentives for the use of all transportation options and promotion and expansion of Transportation Demand Management (TDM) tactics within Polk, Marion and Yamhill Counties. During the second quarter the Drive Less Challenge was concluded, staff provided outreach and education regarding the new buffered bike lanes in Salem and conducted an Employee Transportation Coordinator (ETC) survey.

I.5 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 331-332 of the agenda.

Minutes of the Board's January 9, 2017 Work Session on pages 348-350 of the agenda were received and filed.

BOARD AND MANAGEMENT ISSUES

J.1 General Manager

Mr. Pollock reported on the APTA CEO Conference he attended where they discussed what is happening at the federal level concerning transit and the APTA's recruitment of a CEO. He attended a second meeting at ODOT regarding the reallocation of CMAQ funding with the addition of two new entities to include SKATS and Lane County COG. Recommendations will be brought to the Oregon Transportation Commission by June 2017 for the year 2019 and beyond. Mr. Pollock also announced that Transit Operator and Maintenance Appreciation Day is scheduled for March 17, 2017.

J.2 Board President

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

J.3 Board of Directors

7:37 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

7:46 PM

Respectfully submitted,

Robert Krebs, President