



Salem Area Mass Transit District
BOARD OF DIRECTORS

May 25, 2017

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar with the exception of Routine Business Items 2.b and 2.c:	4
1. <u>Approval of Minutes</u>	
a. Regular Board Meeting of April 27, 2017	
b. Special Board Meeting of April 24, 2017	
2. <u>Routine Business</u>	
a. Adopt the FY2018 Board Meeting Schedule	
b. MV Contract Extension PULLED	
c. Police Services Contract PULLED	
Moved to approve Routine Business Item -	4
<i>F.2.b. MV Contract Extension</i> and authorize the General Manager to execute a six-month contract extension with MV Transportation for Contracted Transportation Services for the period July 1, 2017, to December 31, 2017 in the amount of \$2,244,676; and for	
<i>Item F.2.c. Police Services Contract</i> to authorize the General Manager to finalize negotiations and enter into a not-to-exceed \$265,000 contract with the City of Salem for Police Services for the period July 1, 2017 - June 30, 2019.	
Move to authorize the General Manager to execute a contract with Creative Bus Sales for the purchase of five (5) ADA Paratransit replacement transit vehicles for Cherrlots LIFT service for a not-to-exceed amount of \$634,644.	5
Move to authorize the General Manager to execute a contract with Western Bus Sales for the purchase of three (3) medium heavy duty replacement transit buses for Cherrlots Regional service for a not-to-exceed amount of \$647,208.	5



Move to adopt Resolution #2017-04 to rescind and replace Policy #104 “Language Assistance” in accordance with the guidelines set forth that will provide language assistance to people with limited English proficiency. 6

Move to adopt Resolution #2017-05 to rescind and replace Policy #108 “Public Participation Process for Proposed Fare Increases and/or Transit Service Reductions” to conduct a public participation process in the event of any increase in fares or transit service reductions. 6

Move to adopt Resolution #2017-06 to approve the 2017 Title VI Program; and direct the General Manager to submit the document to the Federal Transit Administration (FTA) by May 31, 2017 as required by federal rules and regulations. 6-7

Regular Board meetings were video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
May 25, 2017
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT:	President Robert Krebs; Directors John Hammill, Colleen Busch, Jerry Thompson,
Board	Kathy Lincoln, and Steve Evans; ABSENT: Director Marcia Kelley
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development, Gregg Thompson, Maintenance Manager; Chris French, Senior Planner; Roxanne Beltz, Trip Choice Coordinator; Wendy Feth, Accountant, Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Citizens – Damon Talbot, Joshua Dye, and Mark Knecht

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 - None

E. PUBLIC COMMENT

Damon Talbot – provided written comments (attached) about changes that could be made to six routes in the current service, ways to fund the service, public comment; and making more information publicly available about the services.

Joshua Dye – spoke about accessibility of an ADA scooter on an older bus to ride up on the ramp and get into position and having the correct straps to keep the scooter placed. He suggested that the District consider getting smaller buses.

Mark Knecht – asked about the process for a non-profit organization or church to purchase an ADA-accessible bus. Mr. Pollock explained what the disposition process was for buses.



F. CONSENT CALENDAR

6:44 PM

Discussion: Director Busch pulled Routine Business Items – F.2.b MV Contract Extension on pages 13-14 of the agenda; and F.2.c Police Services Contract on pages 15-29 - from the Consent Calendar.

Motion: **Move to approve the Consent Calendar with the exception of Routine Items 2.b and 2.c. -**

1. Approval of Minutes

a. Regular Board Meeting of April 27, 2017

b. Special Board Meeting of April 24, 2017

2. Routine Business

a. Adopt the FY2018 Board Meeting Schedule

b. ~~MV Contract Extension~~

c. ~~Police Services Contract~~

Motion by: **Director John Hammill**

Second: **Director Colleen Busch**

Vote: **Motion passed (6)**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

Discussion Director Busch explained that the District is having to extend the contract with MV for six months due to a delay in the process for approval by the Federal Transit Administration. The extension will end up costing the District more financially in revenue hours.

Director Busch explained, regarding Item 2.b Police Services, that the District has an intergovernmental agreement with the City of Salem for police services that is already in the budget. The Board's action will settle the negotiation between the District and the Salem Police Department.

Motion: **Move to approve Routine Business Items**

***F.2.b. MV Contract Extension* and authorize the General Manager to execute a six-month contract extension with MV Transportation for Contracted Transportation Services for the period July 1, 2017, to December 31, 2017 in the amount of \$2,244,676; and**

***F.2.c. Police Services Contract* to authorize the General Manager to finalize negotiations and enter into a not-to-exceed \$265,000 contract with the City of Salem for Police Services for the period July 1, 2017 - June 30, 2019.**

Motion by: **Director Colleen Busch**

Second: **Director Kathy Lincoln**



Vote: Motion passed (6)

H. ACTION ITEMS

1. Approval of Vehicle Procurement

6:46 PM

a. Cherriots Lift Vehicles

Staff report: Pages 31-34 in the agenda

Presenter: Gregg Thompson, Maintenance Manager

SAMTD's current fleet for Cherriots LIFT service consists of 43 lift-equipped vehicles. The five vehicles to be replaced have exceeded Useful Life Benchmarks of five (5) years, 150,000 miles. The vehicles to be replaced are at nine (9) years of age with an average of over 196,500 miles each. Funding for the proposed contract is covered through a Federal Transit Administration (FTA) 5309 grant (\$427,435), Oregon State Special Transportation funds (\$154,710), and Insurance Settlement Funds (\$52,499).

Motion: **Move to authorize the General Manager to execute a contract with Creative Bus Sales for the purchase of five (5) ADA Paratransit replacement transit vehicles for Cherriots LIFT service for a not-to-exceed amount of \$634,644.**

Motion by: **Director John Hammill**

Second: **Director Steve Evans**

Vote: **Motion passed (6)**

b. Cherriots Regional Vehicles

SAMTD's current fleet for Cherriots Regional service consists of 15 lift-equipped vehicles. The three vehicles to be replaced have exceeded Useful Life Benchmarks of 10 years, 350,000 miles. The vehicles to be replaced are at 13 years of age, with an average of over 395,750 miles each. Funding for the proposed contract is provided through an ODOT 5310 Grant (\$447,589), an ODOT 5339 Grant (\$209,523), and Oregon State Special Transportation funds (\$94,142).

Motion: **Move to authorize the General Manager to execute a contract with Western Bus Sales for the purchase of three (3) medium heavy duty replacement transit buses for Cherriots Regional service for a not-to-exceed amount of \$647,208.**

Motion by: **Director Colleen Busch**

Second: **Director Kathy Lincoln**

Vote: **Motion passed (6)**

2. Adoption of the 2017 Title VI Program Updates

7:00 PM

a. Resolution 2017-04 Policy #104 Language Assistance

b. Resolution 2017-05 Policy #108 Public Participation



c. Resolution 2017-06 Approve the 2017 Title VI Program

Staff report: Pages 35-62 in the agenda

Presenter: Ted Stonecliffe, Transit Planner II

The FTA requires transit agencies receiving federal funds to maintain a Title VI Program that follows the statutes, laws, regulations, and administrative rules established in 49 U.S.C. Chapter 53. FTA requires the Title VI Program to be updated every three years and submitted to them for review. Mr. Stonecliffe reviewed the changes made to Policies #104 and #108 that are included in the further updated Title VI Program that was last submitted to the FTA on May 31, 2014.

- a. Language Assistance: Due to the newly updated demographic data obtained from the U.S. Census American Community Survey (ACS), some population statistics have changed since 2014 when the Title VI Program was last updated. As a result, Policy #104 must be revised with an update of the foreign languages included in SAMTD Title VI notifications to Spanish and Russian since ACS data shows populations of five percent or 1,000 individuals as not speaking English “very well” for both of these language groups in Marion and Polk Counties
- b. Public Participation: As a result of policy changes to Major Service Changes, Policy #108 must be modified to reflect the thresholds that define a “Major Service Change” and the definition used for “low-income” populations were adjusted per community feedback.

Motion: **Move to adopt Resolution #2017-04 to rescind and replace Policy #104 “Language Assistance” in accordance with the guidelines set forth that will provide language assistance to people with limited English proficiency.**

Motion by: **Director Kathy Lincoln**

Second: **Director John Hammill**

Vote: **Motion passed (6)**

Motion: **Move to adopt Resolution #2017-05 to rescind and replace Policy #108 “Public Participation Process for Proposed Fare Increases and/or Transit Service Reductions” to conduct a public participation process in the event of any increase in fares or transit service reductions.**

Motion by: **Director Kathy Lincoln**

Second: **Director Colleen Busch**

Vote: **Motion passed (6)**

Motion: **Move to adopt Resolution #2017-06 to approve the 2017 Title VI Program; and direct the General Manager to submit the document to the Federal**



Transit Administration (FTA) by May 31, 2017 as required by federal rules and regulations.

Motion by: Director Steve Evans
Second: Director Colleen Busch
Vote: Motion passed (6)

I. INFORMATION ITEMS - None

J. REPORTS

Finance – Second Quarter

7:07 PM

Staff report: Pages 63-70 of the agenda

Presenter: Wendy Feth, Accountant

Most of the property taxes have been received by the end of the third quarter, and as a result, General Fund revenue is at 71% of the annual budget. The DMAP Reimbursement is a result of reconciling FY2016 expenses against revenues received which created a balance due back to Oregon Health Authority (OHA). General Fund expenses are under budget in most appropriation levels. The Communication budget for Customer Service is at 77% due to the retirement of a long-time employee resulting in leave cash outs and a need for temporary help. The Transportation Programs Fund revenue is at 61% due to the reimbursement nature of federal grants. The Federal 5307 is at 6% but after fiscal year-end accruals, the District will have requested the full amount budgeted as reimbursement. The Divisions under Transportation Programs Fund are close or under budget. The Special Transportation Coordination program is at 81%. A grant to fund a new bus purchase for Legacy Health, formerly known as Silverton Health, (\$83,582) was obtained after the budget was adopted. A budget amendment will be brought to the Board at the June 22nd Board meeting to increase budget appropriations for this grant. The Capital Project Fund spent 2% of the approved budget at the end of the third quarter. Many of the capital projects are in the planning or procurement stages and will be carried forward to next fiscal year to be completed in that year. Actual operating revenues / resources at \$17,299,039 is at 71% of the budget in the third quarter. Actual operating expenses / requirements at \$17,080,425; is at 70% of the budget.

Trip Choice (fka Rideshare) – Second Quarter

7:15 PM

Staff report: Pages 71-96 of the agenda

Presenter: Roxanne Beltz, Trip Choice Coordinator

During the third quarter of fiscal year 2017, staff completed the FY2018 Annual Work Plan required by ODOT and the Mid-Willamette Valley Council of Governments (MWVCOG), and a market analysis that will be used to guide their program outreach



in Polk, Marion and Yamhill counties. The annual Student Poster Contest called “Oh, The Places You Will Go” is complete. There were 400 posters entered into the contest. Six winners were selected and 13 Honorable Mentions. Many of the posters will be featured in the 2018 Cherriots calendar and exhibited in the Salem Art Association’s Young Artist Showcase. There has been a decline in the use of the ride matching database. ODOT indicated they will begin to research other ride matching platforms.

Board members praised the Trip Choice staff for their work in Keizer to acquire a bike repair station; and with Travel Salem on the walking maps; and on the open house for Safe Routes to School.

Performance – Second Quarter

7:25 PM

Staff report: Pages 97-114 of the agenda

Presenter: Matt Berggren, Transit Planner II

Performance measures beginning January 1, 2017 to March 31, 2017 show a separation of the local Cherriots service from Cherriots Regional service (aka CARTS). Reporting for *Cherriots Local* now includes the local fixed- and express- routes. Qualified Human Service Organization (QHSO) routes, and the West Salem Connector. Reports for *Cherriots Regional* includes the regional express routes, deviated fixed routes, flex routes and dial-a-ride. Reporting was also recorded for the RED Line, Cherriots Lift, the State Bus Pass Program, and on the January 2017 service changes.

Board Subcommittee Report

7:37 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 page 115 of the agenda.

Minutes of the Board’s April 10, 2017 Work Session were received and filed.

BOARD AND MANAGEMENT ISSUES

K.1 General Manager

7:50 PM

Mr. Pollock reported on the Iris Festival Sponsor Recognition Luncheon. A former employee, Guy Dana and other staff members decorated the bus that was entered in the Iris Festival Parade. He reminded the Board that Monday was a holiday. District offices would be closed and there would be no bus service in recognition of Memorial Day. He noted that he would be attending the Center for Transit Innovation with Patricia Feeny and Director Lincoln. Staff is also preparing talking points for public hearings while they wait for the State’s transportation bill to come out.

K.2 Board President

7:51 PM



President Krebs reports on his transit-related Board and community service activities since the last board of directors meeting. Of note, President Krebs has been elected Vice-Chair of the Board for the Oregon Metro Planning Organization Consortium.

K.3 Board of Directors

7:52 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.

Director Thompson noted that Sean O'Day became the new Executive Director of the Mid-Willamette Valley Council of Governments.

Director Hammill advised that the Special Transportation Fund Advisory Committee was looking for citizen-members to fill openings on the committee.

Director Lincoln reported on her attendance at the Center for Transit Innovation in Seattle, Washington where there were much discussion about how to prepare for and conduct ballot measure campaigns. She proposed that the General Manager conduct an analysis of the District's current structure and how to lay the ground work for a campaign. Part of the discussion included having a timeline of about two years, and how to form a coalition and partnerships. Mr. Pollock said there was the role of the campaign committee and the role of the District laying the ground work with marketing and education. It was an opportunity for the Board to take a step back and ask if they really want to do this; are they set up with the right priorities; and to analyze what needs to be done.

Mr. Pollock reported that the City Council for the City of Salem adopted a resolution to set up a Transit Committee with three councilors and six citizens to work with the District. Mr. Pollock will contact the City Manager to find out more about this committee and if there will be a transit representative on the committee.

L. Meeting Adjourned

8:09 PM

Respectfully submitted,

A handwritten signature in black ink that reads "Robert Krebs". The signature is fluid and cursive, with a long horizontal stroke at the end.

Robert Krebs, President

**The Public Transportation Question:
A Letter and independent Transportation Plan
from a Transit Bound Citizen**

To the Salem-Keizer Transit Board,
City of Salem, and the Citizens
and Community Members
of our Great City of Salem,

My name is Damon Talbot a resident of Salem only since 2016. After moving here I was excited to be back in a big city with many new opportunities to explore after spending the last 7 years in smaller cities here in Oregon and previously Michigan. It was not long after my arrival I found my first major disappointment.

No public transportation at night or on weekends.

Not only did this mean I would be stuck home unable to participate in community events, activities, nightlife and other experiences the bigger issue was transportation needed for gainful employment.

Many job opportunities require nights and weekends. The current transit system only works for a Monday to Friday daytime shift. You cannot even look at Swing Shift which typically ends at 11:00 pm, a full two hours after the last buses.

I have seen many echo the same complaints and talk of costly long time studies but have decided to jump in and give my own take on the issue. Though I have ZERO experience in Transportation Planning I tend to be a very analytical problem solver. Maybe an outside out of the box perspective may shine a new light on the issue to consider.

I also have only had access to very limited amounts of information on the current system. This includes only having the current routes and schedules but no ridership information. I also have very little detailed data on the budget just overall operations costs.

In the end maybe that's a good thing? I'm not limited by what I know and have to look at a "best case" type of view.

I would be glad to meet and discuss this plan in person and go over anything that may be helpful in bettering the transportation in our community..

Damon Talbot

The Elephant in the Room: We need Nighttime and Weekend Transportation Options

As stated in my opening letter the biggest issue I along with many others have is the inability to use the bus at night or on weekends. This is a very limiting problem that affects those that are transit bound but could also be impacting the overall city economy.

I have had the opportunity to drive into downtown later at night and on weekends and our city has a lot going on even when the weather is bad, I can imagine how vibrant the summer will be. I already have seen events coming up throughout summer both downtown and at other local venues. Unfortunately for those of us that do not drive they mostly are at night, or on weekends.

It's not just fun and games though. Looking for a job has become a job in itself. I don't know how many possible positions I have had to pass by due to transportation needs. Some have required weekends or swing shift of which neither works with the current transit system. Lots of these are entry level or "blue collar" such as custodial or manufacturing. So those that would be working some of the lowest wage jobs, and that need jobs the most, are the ones most unable to get them.

This affects our economy by stagnating the workforce and also preventing those with jobs but no transportation from spending extra money in the city and participating in the community.

In starting to look at the issue I made a few key decisions;

- We need service, but it can be limited in nature.
- Most important times are until Midnight to 1am and Saturday
- Routes should be within 1 mile of almost the entire city
- Maximize schedules to limit need for equipment and operators.

Based on these key concepts I worked through the information available publicly online I could find, looked at maps, routes and schedules to create the following plan:

Chariots would implement an Extended Service that would run 6 routes that cover within one mile of a majority of the city. These would run on a hourly round trip schedule limiting the number of required buses and operators to only one per each of the routes. The preference would be to run until at least the Midnight hour with possible extensions to 1 or 2 am if appropriate and able. Running until Midnight should help for those on Swing and Graveyard in getting to and from jobs. It is still somewhat early for "nightlife" but does allow much more participation in late evening events, or other entertainment.

Based only on the map, and looking at what schedules run most often as indicator of 'major' routes the following were selected as outlined in a proposed schedule. A better planned extended Schedule may include some route realignments and adjustments to provide even better service.

Evening and Weekend Service

	Outbound					Inbound			
ROUTE 19 - Broadway / River Rd	Downtown Transit Center	Broadway @ Pine	River Rd @ Chemawa	Keizer Transit Center		Keizer Transit Center	River Rd @ Chemawa	River Rd @ Chemawa	Downtown Transit Center
	:00	:06	:12	:19		:25	:32	:44	:50
ROUTE 21 - South Commercial	Downtown Transit Center	Commercial @ Rain	Commercial @ Kopka	Madras @ Forest		Madras @ Forest	Commercial @ Kopka	Commercial @ Rain	Downtown Transit Center
	:00	:06	:13	:22		:28	:34	:41	:50
ROUTE 8 - Liberty Road	Downtown Transit Center	Pringle @ Madrona	Skyline @ Kuebler	Barnes @ Commercial		Barnes @ Commercial	Skyline @ Kuebler	Pringle @ Madrona	Downtown Transit Center
	:00	:11	:20	:30		:30	:40	:49	:59
ROUTE 3 - Portland Road	Downtown Transit Center	Brooks @ Highland	Portland Rd @ Hycinth	Chemeketa College		Chemeketa College	Portland Rd @ Bill Frey Dr	Portland Rd @ Highland	Downtown Transit Center
	:00	:09	:15	:27		:30	:38	:42	:53
ROUTE 4 - State Street	Downtown Transit Center	State Street @ Airport Rd	State Street @ Lancaster	Ricky Street @ ShopKo		Ricky Street @ ShopKo	State Street @ Lancaster	State Street @ Airport Rd	Downtown Transit Center
	:00	:09	:12	:23		:30	:35	:39	:51
ROUTE 11 - Lancaster / Keizer	Rickey @ Connecticut	Lancaster @ Market	Chemeketa College	Keizer Transit Center		Keizer Transit Center	Chemeketa College	Lancaster @ Market	Rickey @ Connecticut
	:10	:21	:30	:47		:00	:18	:27	:38

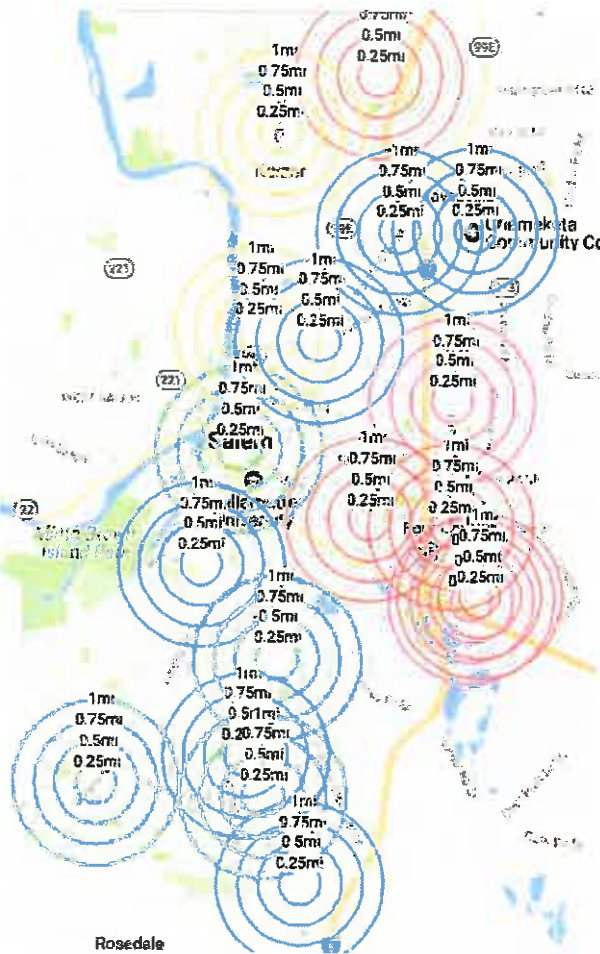
Weekdays: As you can see almost all routes will be able to use one bus for a round trip. Route 11 which takes almost 50 mins would need an inbound and outbound bus running. The schedules would run hourly beginning at 10, 11, and 12 with an addition of 1am on Friday this results in 21 new trips a night or 106 a week including the extra on Friday.

Saturday: My thought is to run the same schedule on Saturday but starting at 8am until 1am. This results in 119 trips.

Sunday: This one is tricky and I see three options. Do nothing and have no service as currently, run same service as Saturday, or run a limited schedule for a selected period of hours.

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Serving Everybody



In selecting the routes I looked at the routes that were marked as *15 minute schedules* with the assumption these were the most used. I then added two of the other routes to provide coverage to some areas that were showing underserved in my mapping.

<https://sartopo.com/m/JKEU>

To develop a plan for the map I created range rings at $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, and 1 mile and placed them only on the stops as listed in the schedule. This does leave some areas appearing to be underserved but if you look at the route path you see the bus does travel within the "1 mile" corridor I was trying to stay in. The goal is that you would be only a mile from the farthest stop.

In looking at the map there are a couple of routes that may benefit from a variance during extended service.

Most notable is Route 8 which goes through South Salem and covers much of what Route 21 reaches while still not maximizing the reach on South Salem.

One area was completely neglected in this plan and that is West Salem. With the new changes with the West Salem Connector and Routes coming I withheld any action on those at this time.

Another factor not accounted for is if the CherryLift, Regional, or other services. These would have to be decided up as to how to effectively give those that need these services especially CherryLift the same opportunity to have night and weekend access.

Operations Support

It is recommended that the Transit Centers would close at regular time during the week and have limited hours on Saturday. This would be supplemented by on duty operations supervisors.

Dispatch may be able to run on less staff or by the operations supervisors on shift depending on the abilities in Chariots. There may be a need for additional security for the new hours even with the interior of Transit Centers closed

Counting Beans

Just as much as I am no Transit expert I am not a budget guru. Clearly close to 200 new trips a week, additional staff time, maintenance, and etc will be an additional cost. Without having access to the numbers I cannot even begin to guess what the cost would actually be.

I can give a few ideas on where some of the funds could come from. First is there would be at least a increase in passenger revenue. I am sure that would not be enough to offset the costs. The next thing would be looking at any new grants that may be available for adding additional services.

Lastly is something I have no clue if has been discussed in the past or what the general feeling is on it. Advertising, whether it be on the buses, bus stops, full bus wraps to other marketing tools available transit advertising can be a revenue source.

Conclusion

There are many different options that the Salem-Keizer Board can look at. Even with what little information I had available I have presented a fairly reasonable concept. With some time, access to more detailed information, and support of staff I am sure a much more comprehensive plan can be developed.

Thinking out of the box one last time maybe the Board should not spend ten of thousands on a study of this issue but put together a public committee that could work together with staff support to take this to the next level.

Thank you for the consideration and reading the document.

Damon Talbot