



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

**June 28, 2018**

**Index of Board Actions**

**Action** **Page**

Moved to approve the request to donate a surplus bus to the United Way of the Mid-Willamette Valley for their mobile shower project; and that the General Manager take appropriate step to investigate the feasibility of a donation, and to develop a detailed plan for a donation of a surplus bus ..... **4**

Moved to adopt Resolution #2018-06 for the adoption of the FY2018-2019 Budget, making appropriations, and imposing and categorizing taxes. .... **5**

Moved to approve the Consent Calendar as amended: ..... **5**

**1. Approval of Minutes**

- a. Minutes of the May 24, 2018 Board Meeting
- b. Minutes of the May 14, 2018 Board Work Session

**2. Routine Business**

- a. Approval of the United Way Donation for Fiscal Year 2019
- b. Resolution No. 2018-04 Amending Pension Plan for Bargaining Unit
- c. Resolution No. 2018-05 Amending Pension Plan for Non-Bargaining Unit
- d. ~~Appointments to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC)~~ **DEFERRED**
- e. Appointment to the City of Salem’s Stakeholder Advisory Committee for the “Our Salem Today” Comprehensive Plan Project.

Move to appoint members to the Statewide Transportation Improvement Fund Advisory Committee, as proposed. .... **6**

<u>Position #</u>	<u>Criteria</u>	<u>Candidate</u>
1*	Public Transit Service Provider	Jim Row, Assistant City Administrator Woodburn Transit
2*	Low-Income Individuals	-
3*	Individuals age 65 or older People with Disabilities Outside of District - Marion County	Ron Harding, Chair, STF Committee City Administrator - Aumsville
4	Educational Institutions/ Employer	Tim Rogers, Associate VP/CIO Chemeketa Community College
5	Transit User	Chris Havel



6	Bicycle and Pedestrian Advocates	Becky Gilliam, Pacific NW Regional Policy Manager-Safe Routes to School
7	Public Health, Social and Human Service Providers	Jim Seymour, Executive Director Catholic Community Services
8	Public Health, Social and Human Service Providers	Glenn Morrison, Sr. Epic Analyst Salem Health
9	Outside of District – Polk County	Kathy Martin-Willis, City Councilor City of Independence
10	-	-
11	-	-

\* Required criteria under HB 2017

Move to accept the final consultant report for the Highway 99E Transit Corridor Planning Project. .... **7**

Move to authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of six (6) replacement vehicles for the provision of Cherrriots LIFT and Cherrriots Shop and Ride services, for a not-to-exceed amount of \$460,482. .... **7-8**

Regular Board meetings are video recorded and are available for viewing on the CCTV website at [www.cctvsalem.org](http://www.cctvsalem.org).



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

**MINUTES**

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<b>PRESENT Board</b>	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Jerry Thompson, Kathy Lincoln and Steve Evans
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Ted Stonecliffe, Transit Planner II; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Claire Adams, Board Member United Way of the Mid-Willamette Valley; Michelle Poyourow, Senior Associate/Project Manager and Gavin Pritchard, Associate/Transit Planner & Designer from Jarrett Walker & Associates

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**REGULAR BOARD MEETING**

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

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

**B. PLEDGE OF ALLEGIANCE** led by Director Marcia Kelley

**C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

**D. PRESENTATION -**

**1. United Way DIY Mobile Hygiene Project 6:32 PM**

**Staff report:** Supplemental Letter from United Way of the Mid-Willamette Valley

**Presenter:** Claire Adams, Board Member, United Way

Ms. Adams gave a presentation on a project she is spearheading with her leadership class at South Salem High School to bring a Mobile Hygiene Bus to the Salem-Keizer area. In response to questions asked by Board members, she explained that they want to convert a transit bus with the addition of showers, toilets and possibly a washer and dryer. The water used will then be dumped appropriately. Volunteers will drive the bus to locations throughout the community to provide these basic services to individuals in need. The project team’s goal is to raise \$150,000 in the Fall of 2018 to pay for the cost



to refurbish the bus. The project is intended to be a way to help people overcome homelessness.

Mr. Pollock advised that the District will have some retired buses in the Fall. There are some processes to go through yet, but that will give the group time for their fundraising efforts.

**Motion:**        **Moved to approve the request to donate a surplus bus to the United Way of the Mid-Willamette Valley for their mobile shower project; and that the General Manager take appropriate step to investigate the feasibility of a donation, and to develop a detailed plan for a donation of a surplus bus.**

**Motion by:**     **Director Colleen Busch**

**Second:**        **Director Doug Rodgers**

## **2. Cherriots New Website**

**6:39 PM**

**Staff report:**    Pages 1-2 in the agenda

**Presenter:**     Stephen Custer, Digital Marketing Coordinator

Mr. Custer, from the Communication Division, unveiled the new Cherriots.org website. The District has been working on this project with a Portland-based web developer, OMBU, since March of 2017. The public was invited to check the new site out beginning June 29, 2018. The site is scheduled to go live on July 9, 2018.

## **E. BUDGET HEARING – FY2019 APPROVED BUDGET**

**6:53 PM**

**Staff report:**    Pages 3-6 in the agenda

**Presenter:**     Hersch Sangster, Chair of the Budget Committee  
                     Michael De Blasi, Secretary of the Budget Committee  
                     Al McCoy, Director of Finance, CFO

Hersch Sangster and Michael De Blasi presented the FY2019 Budget to the Board that the Budget Committee approved on May 17, 2018 with their recommendation to the Board to adopt the Budget.

Mr. McCoy provided a review of Resolution #2018-06 to adopt the FY2019 Budget for the total amount of \$84,071,837. The appropriation of all funds totaled \$64,805,032. Unappropriated and Reserve Amounts for All Funds totaled \$19,266,805; and the Resolution also imposes and categorizes taxes in accordance with Oregon Budget Law requirements at a tax rate of \$ .7609 per \$1,000 of assessed value.

President Krebs opened the Budget Hearing at 6:58 p.m. There was no verbal or written testimony so the Budget Hearing was closed at 6:58 p.m.



**F. DELIBERATION OF BUDGET HEARING** **6:58 PM**  
Motion: **Moved to adopt Resolution #2018-06 to adopt the FY2018-2019 Budget, making appropriations, and imposing and categorizing taxes.**  
Motion by: **Director Steve Evans**  
Second: **Director Doug Rodgers**  
Vote: **Motion passed unanimously (7)**

**G. PUBLIC COMMENT - None** **7:03 PM**

**H. CONSENT CALENDAR** **7:03 PM**

Motion: **Moved to approve the Consent Calendar as amended:**

- 1. Approval of Minutes**
  - a. Minutes of the May 24, 2018 Board Meeting**
  - b. Minutes of the May 14, 2018 Board Work Session**
- 2. Routine Business**
  - a. Approval of the United Way Donation for Fiscal Year 2019**
  - b. Resolution No. 2018-04 Amending Pension Plan for Bargaining Unit**
  - c. Resolution No. 2018-05 Amending Pension Plan for Non-Bargaining Unit**
  - ~~**d. Appointments to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) DEFERRED**~~
  - e. Appoint Director Marcia Kelley to Represent Cherrriots on the City of Salem’s Stakeholder Advisory Committee for the “Our Salem Today” Comprehensive Plan Project.**

Motion by: **Director Colleen Busch**  
Second: **Director Steve Evans**  
Vote: **Motion passed unanimously (7)**

**I. ITEMS DEFFERED FROM THE CONSENT CALENDAR**

**1. Appointments to the STIF Advisory Committee (STIFAC)** **7:03 PM**

Staff report: Pages 69-72 in the agenda  
Presenter: Allan Pollock, General Manager

Mr. Pollock advised that Routine Item No. 2.d was deferred from the Consent Calendar because the list in Attachment A of the staff report has been updated with two additional names to consider for the Statewide Transportation Improvement Fund Advisory Committee (STIFAC). The individuals on the list have agreed to serve on the committee. While the Board continues to look for members to fill the remaining spots, staff will



prepare for the kickoff meeting in late July or early August with a goal to meet ODOT's application deadline for new projects. The Board will determine the initial formation of the STIFAC by lot, upon adoption of the Bylaws. Members will initially be appointed to a one year term or to a two year term. This will allow for the terms of office to be staggered. Individuals who are interested in applying for this committee may contact the General Manager's Office for more information.

**Motion: Move to appoint members to the Statewide Transportation Improvement Fund Advisory Committee as proposed in the updated Attachment A.**

<u>Position #</u>	<u>Criteria</u>	<u>Candidate</u>
1*	Public Transit Service Provider	Jim Row, Assistant City Administrator Woodburn Transit
2*	Low-Income Individuals	-
3*	Individuals age 65 or older People with Disabilities Outside of District – Marion County	Ron Harding, Chair, STF Committee City Administrator – Aumsville
4	Educational Institutions/Employer	Tim Rogers, Associate VP/CIO Chemeketa Community College
5	Transit User	Chris Havel
6	Bicycle and Pedestrian Advocates	Becky Gilliam, Pacific NW Regional Policy Mgr Safe Routes to School
7	Public Health, Social and Human Service Providers	Jim Seymour, Executive Director Catholic Community Services
8	Public Health, Social and Human Service Providers	Glenn Morrison, Sr. Epic Analyst Salem Health
9	Outside of District – Polk County	Kathy Martin Willis, City Councilor City of Independence
10	-	-
11	-	-

\* Required criteria under HB 2017

**Motion by: Director Kathy Lincoln**  
**Second: Director Steve Evans**  
**Vote: Motion passed unanimously (7)**

**J. ACTION ITEMS**

**1. Accept Consultant Report for Hwy 99E Transit Corridor Planning Project 7:13 PM**

**Staff report:** Pages 75-180 in the agenda and a PowerPoint Presentation

**Presenter:** Ted Stonecliffe, Transit Planner II  
 Michelle Poyourow, Senior Associate/Project Manager, JWA  
 Gavin Pritchard, Associate/Transit Planner & Designer, JWA

Ms. Poyourow gave a presentation on the final consultant's report for the Highway 99E Transit Corridor Planning Project provided by Jarrett Walker & Associates (JWA) with their recommendations and findings. JWA was chosen for the project because they were the



consultant for both the Cherriots Regional Transit Planning Study in 2016 and for the City of Canby's Transit Master Plan document in 2016 and 2017. A revenue neutral plan and one with increased funding has been developed by JWA to find a way to get from Salem to Portland with a minimum number of transfers and lowest cost. This is a goal of the District's current Coordinated Public Transportation - Human Services Plan ("The Coordinated Plan"). The Existing Conditions for the Highway 99E Corridor are documented in the consultant's first volume of the final report. Future Alternatives are included in Volume II. Both volumes were attached to the staff report provided.

President Krebs reminded the Board they were taking action on acceptance of the report and not on the options within the report. The options would not be considered until after Statewide Transportation Improvement Funds are available, and the Board decides what to do with that funding.

**Motion: Move to accept the final consultant report for the Highway 99E Transit Corridor Planning Project.**

**Motion by: Director Colleen Busch**

**Second: Director Doug Rodgers**

**Vote: Motion passed unanimously (7)**

## **2. Authorize Contract with Schetky Northwest Sales, Inc., for Purchase of Six Replacement Vehicles for Cherriots LIFT and Shop and Ride Services 7:47 PM**

**Staff report:** Pages 181-182 in the agenda

**Presenter:** David Trimble, Chief Operating Officer

Mr. Trimble advised that the District's current fleet for delivery of Cherriots LIFT service consists of 43 cut-away, ADA lift-equipped vehicles. The Shop and Ride service consists of five ADA lift-equipped vehicles. Six (6) vehicles will be replaced after approaching 11 years of service, with an average of 230,000 miles. This far exceeds the six-year Useful Life Benchmark set by the Federal Transit Administration. The District's goal is to replace these vehicles at eight years according to Transit Asset Management targets. Staff issued a formal, competitive Invitation to Bid for medium-size Category D vehicles. Four quotes were received from three vendors and a Source Evaluation Committee evaluated the quotes. Schetky Northwest Sales, Inc., satisfied all required specifications and was the lowest cost for a not-to-exceed amount of \$460,482. The contract price is based upon a State of Oregon price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division.

**Motion: Move to authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of six (6) replacement vehicles for the provision of Cherriots LIFT and Cherriots Shop and Ride services, for a not-to-exceed amount of \$460,482?**



Motion by: **Director Kathy Lincoln**  
Second: **Director Doug Rodgers**  
Vote: **Motion passed unanimously (7)**

**K. INFORMATION TO REPORT - None**

**L. GENERAL MANAGER'S REPORT**

**7:54 PM**

Mr. Pollock reported on the APTA Public Transportation and University Conference which he attended as the vice-chair of the Small Operations Committee. While at the conference, he was better able to see ways to work with the District's local universities. He announced that this was Day One of the bus build at the Gillig facility in California. The first bus is scheduled to arrive sometime at the end of summer or the beginning of fall.

**M. BOARD OF DIRECTORS REPORTS**

**7:55 PM**

Board members reported on citizen communications, committee and meeting assignments, and special projects they were involved in as representatives of the District. Board members also submit a monthly written report of their hours served.

**N. Meeting Adjourned**

**8:16 PM**

Respectfully submitted,

A handwritten signature in cursive script that reads 'Robert Krebs'.

Robert Krebs, President