



**Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING
May 27, 2021**

INDEX OF BOARD ACTIONS

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| Moved to approve the Consent Calendar: | 4 |
| <u>Approval of Minutes</u> | |
| a) April 22, 2021 Board Work Session | |
| b) April 22, 2021 Board of Directors Meeting | |
| c) April 22, 2021 Executive Session re: Potential Litigation | |
| <u>Routine Business</u> | |
| a. Adopt the FY 2022 Board Meeting Schedule | |
| b. Authorize the General Manager to execute a contract with MTM, Inc. for ADA paratransit Eligibility Determination Services for an amount not to exceed \$392,306.35 | |
| c. Authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$144,144 | |
| Moved to authorize the General Manager to negotiate the final contract language and execute a contract with Keen Independent Research, LLC for the development of a Diversity, Equity, and Inclusion Strategic Plan in the not to exceed amount of \$106,875. | 5 |
| Moved to adopt Resolution No. 2021-05 establishing Board Policy No. 121 Board Member Compensation. | 6 |
| Moved to approve the FY 2022 General Manager’s Work Plan. | 7 |
| Moved to authorize President Davidson to sign letters of support to the U.S. Department of State, Bureau of Population, Refugees, and Migration for Salem for Refugees’ proposal to establish a refugee resettlement affiliate in Salem; and to the United States Department of Transportation’s RAISE grant program for the City of Salem’s McGilchrist Complete Street project application for funding assistance. | 7 |

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Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
May 25, 2021

MINUTES

PRESENT:

| | |
|--------|---|
| Board | President Ian Davidson; Directors Charles Richards, Chi Nguyen, Colleen Busch, Sadie Carney, Maria Hinojos Pressey, and Robert Krebs |
| Staff | Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Paula Dixon, Director of Human Resources & Labor Relations; Denise LaRue, Chief Financial Officer; Steve Dickey, Director of Technology & Program Management; Melissa Kidd, Customer Service Manager; Scott Kirkland, Network Administrator; Karen Garcia, Security & Emergency Management Manager; Dan Knauss, Contract/Procurement Manager; Ben Sawyer, Contracted Services Manager; Roxanne Beltz, Transportation Options Coordinator; Kiki Dohman, Transportation Options Coordinator; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel |
| Guests | Newly appointed board members R.J. Navarro Jr., and Sara Duncan representing Subdistricts #2 and #6, respectively, whose terms begin July 1, 2021. |

A. CALL TO ORDER

6:37 PM

President Ian Davidson called the meeting to order and members said the Pledge of Allegiance. Attendance was noted and a quorum was present. President Davidson announced that he and General Manager (GM) Pollock were fully vaccinated so they were taking off their masks during the meeting. He also introduced and congratulated Sara Duncan and R.J. Navarro Jr. on their appointments to the Board as of July 1, 2021.

GM Pollock spoke about safety tips for the holiday weekend while driving.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

Two letters of support were added to Action Items under G.4. The first was a letter to support *Salem for Refugees'* proposal to establish a refugee resettlement affiliate in Salem. The second letter was in support of the City of Salem's *McGilchrist Complete Street* project application for funding assistance to the United States Department of Transportation' 2021 RAISE grant program.

C. PRESENTATION - None



D. PUBLIC COMMENT - None

GM Pollock spoke about the shootings that occurred at the Santa Clara Valley Transportation Authority's light rail yard by a gunman who killed nine co-workers. GM Pollock reached out to express his condolences and support of the agency on behalf of the District.

E. CONSENT CALENDAR

Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 5-24 of the agenda

1. Approval of Minutes

- a) April 22, 2021 Board Work Session
- b) April 22, 2021 Board of Directors Meeting
- c) April 22, 2021 Executive Session re: Potential Litigation

2. Routine Business

- a. Adopt the FY 2022 Board Meeting Schedule
- b. Authorize the General Manager to execute a contract with MTM, Inc. for ADA paratransit Eligibility Determination Services for an amount not to exceed \$392,306.35
- c. Authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$144,144

Motion: **Move to approve the Consent Calendar**

Motion By: **Director Robert Krebs**

Second: **Director Colleen Busch**

Vote: **Motion passed:**

Davidson, Nguyen, Busch, Carney, Hinojos Pressey, Krebs, and Richards (7)

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

1. Shall the Board approve a Diversity, Equity, and Inclusion (DEI) consulting contract with Keen Independent Research, LLC in the amount of \$99,875 plus up to another \$7,000 in optional post plan development support?

Presenter: Director Chi Nguyen, Chair of the Board's DEI Committee

Paula Dixon, Director of Human Resources and Labor Relations

Staff Report: Pages 25-26 in the agenda

One of the projects in the general managers' Strategic Work Plan for FY 2021-23 was to establish a DEI Plan, approved by the board at their April 23, 2020 meeting.



President Davidson appointed a subcommittee to work on this project. Chair Nguyen, President Davidson and Director Hinojos Pressey met to develop a request for proposal (RFP) for a consultant to guide the development of the DEI Plan. The RFP was advertised. The District received five responsive proposals that were evaluated on the proposer's qualifications and experience, and on their project management plan and technical approach. The top three proposals were identified and interviewed. Additional questions for further information were asked of two of the proposers. After additional review and discussion, Keen Independent Research, LLC was selected as the consultant for this project. The proposers had been notified of the District's Notice of Intent to Award, and the ten (10) day protest period elapsed without any protests. The cost to develop a DEI Strategic Plan was \$99,875.00. The contract also included an option for up to 20 hours of post plan development support at \$7,000.

Motion: **Moved to authorize the General Manager to negotiate the final contract language and execute a contract with Keen Independent Research, LLC for the development of a Diversity, Equity, and Inclusion Strategic Plan in the not to exceed amount of \$106,875.**

Motion By: **Director Chi Nguyen**

Second: **Director Maria Hinojos Pressey**

Discussion: Director Carney expressed her excitement that the board was advancing on this work. She thanked those who served on the subcommittee and for all of their efforts on behalf of the District and the community.

Director Busch said it has been a long road but it will be good for the community. The Board started with a diversified group of people to work a diverse situation into something that is cohesive.

Vote: **Motion passed:
Davidson, Nguyen, Busch, Carney, Hinojos Pressey, Krebs, and Richards (7)**

2. Shall the Board adopt Resolution No. 2021-05 establishing Board Policy No. 121 Board Member Compensation?

Presenter: Ian Davidson, Board President
Allan Pollock, General Manager

Staff Report: Pages 27-32 in the agenda

President Davidson provided a historical background of this motion when the Board began to consider board stipends at a work session in February 2020 with the assistance of legal counsel who researched questions asked and considered. President Davidson shared from personal experience early in his tenure when he brought his daughters to a work session because his wife had a late night meeting. He was grateful for some of his life circumstances to be able to serve on the board; but, he said, if he was a single parent,



he could not, he would not serve because he would not have the means or the resources; especially if he had to pay out of pocket child care costs. When speaking to a potential board candidate, he asked why they would not be able to serve and was told they could not pay the internet costs for electronic meetings. President Davidson's goal was to have wider pool of interest. A stipend could help to overcome obstacles for those who may wish to serve, and to create a more representative democracy that is reflected in those that do serve.

President Davidson reviewed the financial impact of a board stipend that is in the board report. ORS 198.190 provides that members of the governing board of a district may receive an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body. The Board discussed various options for implementation of a Board Compensation Policy at the March 25, 2021 work session, and focused on the provision of a monthly stipend set to a 10% of per capita income. Staff recommended the use of the Marion County Per Capita Personal Income as provided in the State of Oregon Employment Department data. The 2019 per capita, personal income for Marion County was \$45,158. The annual stipend would be \$4,515 per year, per person (or \$376 per month) for an annual fiscal year total of \$13,547 for the three qualified people in accordance with the proposed policy. Funds in the FY 22 Board of Directors budget have been approved to cover the cost of \$13,547.

President Davidson noted that most of the Board will not benefit from this motion unless and until they are appointed to a new term in July 2023. Appointees Sara Duncan and R.J. Navarro Jr. qualify because their term begins July 1, 2021. Director Hinojos Pressey is completing an unexpired term; and was appointed to serve a new term beginning July 1. Director Hinojos Pressey announced that she would abstain from voting on this policy due to a conflict of interest pursuant to ORS 244.120(2)(a).

Director Carney said that she was proud to be on this Board with its' forward thinking and all of the inclusive engagement. She is proud of the leadership they are offering in the community. She hopes that other boards and volunteers will follow suit.

Motion: **Moved to adopt Resolution No. 2021-05 establishing Board Policy No. 121 Board Member Compensation.**
Motion By: **President Ian Davidson**
Second: **Director Robert Krebs**
Vote: **Motion passed: Davidson, Nguyen, Busch, Carney, Krebs, and Richards (6)**
Abstained: **Hinojos Pressey**

3. Shall the Board approve the FY 2022 General Manager's Work Plan?

Presenter: Allan Pollock, General Manager



Staff Report: Pages 33-36 in the agenda

The Board approved the General Manager three-year Strategic Work Plan for FY2022-2024 at the March 25, 2021 meeting. The general manager's annual work plan for FY2022 describes the actions and activities in the first year of the strategic work plan. Projects include Board policies, a District facility assessment, an employee engagement survey, the establishment of a Diversity, Equity, Inclusion and Access Plan, a multi-year Strategic Plan and a Climate Action Plan.

Motion: **Moved to approve the FY 2022 General Manager's Work Plan.**

Motion By: **Director Colleen Busch**

Second: **Director Sadie Carney**

Vote: **Motion passed:**

Davidson, Busch, Carney, Hinojos Pressey, Krebs, Nguyen, and Richards (7)

4. Shall the Board authorize President Davidson to sign letters of support to the U.S. Department of State, Bureau of Population, Refugees, and Migration for Salem for Refugees' proposal to establish a refugee resettlement affiliate in Salem; and to the United States Department of Transportation's RAISE grant program for the City of Salem's McGilchrist Complete Street project application for funding assistance?

Presenter: Allan Pollock, General Manager

Staff Report: Supplemental Packet

The letters of support will become a part of these minutes; known as Attachment A and B, respectively.

Motion: **Moved to authorize the President to sign letters of support to the U.S. Department of State, Bureau of Population, Refugees, and Migration for Salem for Refugees' proposal to establish a refugee resettlement affiliate in Salem; and to the United States Department of Transportation's RAISE grant program for the City of Salem's McGilchrist Complete Street project application for funding assistance.**

Motion By: **Director Robert Krebs**

Second: **Director Maria Hinojos Pressey**

Vote: **Motion passed:**

Davidson, Busch, Carney, Hinojos Pressey, Krebs, Nguyen, and Richards (7)

H. INFORMATION ITEMS

1. COVID-19 Return to Work Update

Staff Report: Pages 37-40 in the agenda

Presenter: Tom Dietz, Director of Transportation (DT)



Board members received an update on the District's COVID-19 activities and plans for a return to work. With the pandemic that began 13+ months ago, new schedules, new business practices, and daily work routines have been adjusted and readjusted. Employees were asked to work differently. The District increased the frequency of cleaning the buses and at all facilities. Personal Protective Equipment (PPE) became an integral part of doing business, and social distancing was the new "together." Moving forward, staff is finalizing plans for employees' return to the office following the CDC and the State of Oregon's guidance. There will continue to be a focus on employee and customer safety, with plans to install an active air purification system in all revenue vehicles and common areas of the facilities. Staff is designing a formal Telework Policy for more long-term options. The District anticipates a return to collecting fares, front door boarding/alighting, and full seating capacity starting July 6, 2021; and the Customer Service lobby will re-open in a phased approach on June 28 to allow for full customer service options for our riders.

2. Performance Measures – 3rd Quarter Report for FY 2021

Staff Report: Pages 41-70 in the agenda

Presenter: Chris French, Service Planning Manager (SP Manager)

Data for the third quarter, on pages 41-70, reflect the changes to service made in response to the COVID-19 pandemic and the ice storm in February. Most notably, daily average revenue hours and miles, daily average rides, and fares. Some routes were not in operation for the entire quarter while others operated at reduced levels. Due to these circumstances, staff included data comparing the third quarter to the second quarter of FY2021 to illustrate how service changed in the current pandemic environment. Staff has also begun to collect and test real time data in a beta product environment on the Core Network. Manager French provided a snapshot of the top ten core network stops. Lancaster at Devonshire southbound and northbound took the top two spots.

3. Transportation Options Program (fka Trip Choice) – Third Quarter Report for FY 2021

Staff Report: Pages 71-80 in the agenda

Presenter: Roxanne Beltz, Transportation Options Coordinator
Kiki Dohman, Transportation Options Coordinator

The Transportation Options (TO) team worked remotely with adapted program activities and outreach. Even with challenges posed by the pandemic, the team conducted educational outreach to the Employee Transportation Coordinators (ETC) and other employers throughout Polk, Marion, and Yamhill counties. Staff supported and promoted activities such as teleworking, bicycling, walking, and vanpooling. The TO team provided updates at 25 Service Integration Team meetings and 11 chamber



greeters/meetings attended by more than 800 people; and at the Academy Resource Fair sponsored by the Polk County Resource Center. The March eNewsletter included information about Transit Operator and Maintenance Worker Appreciation Month, the teleworking toolkit, suggestions on ways to get safe and healthy exercise in spite of COVID restrictions, and some carpooling tips. Staff held one-on-one meetings with ETC's to ensure they had the resources and support they needed throughout the pandemic and as they began the process of implementing their return-to-work plans. Staff met twice with local cycling advocates to discuss the future of bike share in Salem; and spearheaded a pilot campaign to test the 'teams challenge' feature in the Get There tool. Staff is planning an outreach campaign with all of the current vans participating in the Valley Vanpool program. Participation levels will be reported in the fourth quarter report. Cherriots supports and subsidizes 17 vanpools.

4. Finance – Third Quarter Report for FY 2021

Staff Report: Pages 81-90 in the agenda

Presenter: Denise LaRue, Chief Financial Officer

General Fund Total Operating Revenues through 3rd quarter are at 70% of total annual budget. Advertising is performing below the budgeted level, at 61%. The vendor and the District negotiated an agreement to waive the contract minimums through the month of December 2020, due to the pandemic-related reduction in business advertising. This agreement has been revised to extend through June 30, 2021. Miscellaneous revenues continue to perform better than expected, at 103% of annual budget, due to the sales of various assets sold this year. Total Operating Expenditures of the General Fund are under budget at 65% of the total annual budget. All divisions in the General Fund are at or below the anticipated 75% of total budget, ranging from 43% to 73% of annual budget expended. STIF Formula, STIF Pass-Through Formula Funds, and STF Pass-Through Funds categories are at 76%, 90%, and 75% of annual budget, respectively. Total Transportation Programs Fund expenditures are at 55% of annual budget. The Special Transportation Coordination category is at 25% of annual budget. Total Capital Revenues in the Capital Projects Fund are at 7% of total budget this quarter reflecting first and second quarter reimbursements from FTA and STIF funds. Overall the Capital Projects Fund expenditures are 14% of the annual approved budget.

I. GENERAL MANAGERS REPORT

GM Pollock congratulated transit operators, Jose Ayala and Vicki Morris, who were promoted to Operations Supervisor positions. From a report shared at a G.M. Round Table, GM Pollock stated that the Customer Service Lobby will be open to the public beginning June 28 to purchase fares, exchange passes and get information; Monday through Friday, 7:00 a.m. to 6:00 p.m., Saturdays, 8:00 a.m. to 5:00 p.m.; and closed



on Sundays. Customers will also have access to the newly remodeled restrooms. Beginning Tuesday, July 6, fares will be charged and passengers will return to front-door boarding. The last week to ride fare free is June 28 to July 3. Administrative employees at Courthouse Square will be welcomed back to the office on July 6 after working from home during the emergency declaration. A Telework Policy and hybrid programs will be put into place in the next couple of weeks. GM Pollock noted that Monday, May 31 is the Memorial Day holiday. District offices will be closed and there will be no bus service. In September 2021, the District will begin its holiday service except on Thanksgiving Day, Christmas Day and New Year's Day.

J. BOARD OF DIRECTORS REPORTS

Director Nguyen congratulated R.J. Navarro, Maria Hinojos Pressey, and Sara Duncan on their appointments to the board beginning July 1, 2021. Nguyen appreciated board members for their action to approve the contract for consulting services to guide the development of a Diversity, Equity, Inclusion and Access (DEIA) Plan, and for approving the Board Stipend Policy.

Director Busch attended two Coffees with (Mayor) Cathy Clark to report on Board activities. She attended an Active Transportation Network meeting. Mike Jaffe gave an update on the sidewalk projects noting that 30 miles of sidewalks have been completed. Director Busch attended Keizer Chamber events and the West Keizer Neighborhood Association meeting. She reported on the Mid-Willamette Advisory Commission on Transportation (MWACT) meeting and the Cherriots budget committee meeting where the FY2022 budget was approved. For more details, Director Busch provided a written report.

Director Carney congratulated the new appointees to the Board. She gave a briefing on the Salem Keizer Area Transportation Study (SKATS) Policy meeting. They too sent a letter of support for the McGilchrist project to the Secretary of Transportation, Pete Buttigieg. The main topic concerned the Coronavirus Response and Relief Supplement Appropriations Act. ODOT created a methodology that helped illustrate to the Federal Highway Administration how much money had been lost in gas tax at approximately \$2 million as a result of the COVID epidemic. SKATS will send a letter to support ODOT's methodology for distributing the relief funding that is available. The MWCOG asked the committee for ways they could allocate that money equitably by population, or by keeping it in federal dollars for each project, or de-federalize the money into cash that could be spent. The last option seemed to be the strong preference of the group. Director Carney spoke about a conversation mentioned earlier with the Population Research Center based at Portland State University that is actually problematic for the City of Salem and Marion



County. The Population Research Center projected a decrease in the Salem area's population. This throws a wrench into the works for the growth planning in *Our Salem* and in the comprehensive plan for the City of Salem. Director Carney thinks they can expect some adjustments to correct those numbers to something more reasonable. Discussions are ongoing with the demographers at PSU. Director Carney also noted that there was not a review of OMPOCs report. Instead, Director Krebs was honored at the meeting for his many years of service to the community and his participation in OMPOC and on the SKATS Policy Committee and elsewhere. He has been Director Carney's mentor and inspiration since she has lived in Salem.

Director Hinojos Pressey congratulated Sara Duncan and R.J. Navarro on their new appointments to the Board. She had a very busy month but had nothing to report.

President Davidson wished his brother Logan a happy birthday. He reported on the City's climate action plan. He participated in a cost benefit analysis focused on land use and transportation strategy with a sub-group. The conversations are going well with the experts that have been hired. He is cautiously optimistic that the plan will be robust, that the leadership and elected officials will take the recommendations seriously, and that transit can play an integral roll. He also attended the MWACT meeting where a safety report was provided on Highway 99 East. where as you may recall one of our transit operators was killed in head on auto accident. That area at one time was designated as a safety corridor because there were so many accidents and deaths. However, the designation was taken down when the accidents and deaths decreased. He feels that the transit district can expend some influence for other safety measures. He met with the executive director of the MWVCOG to hear his vision for the MWVCOG and the role that Cherriots may play. President Davidson noted that the MWVCOG supported one of the Board's top legislative priorities regarding the conversion of the fuel credits. Conversations are still ongoing and the District's legislative advocates are working hard for it. He is grateful to have strong community partners like the MWVCOG.

Director Krebs thanked Director Carney for her accolades and congratulated Director Hinojos Pressey for being elected to the school board. Director Krebs attended SEMCA neighborhood association meetings and two SKATS meetings. He attended advocacy meetings in Washington State and Oregon having to do with intercity services. Once he retires from the District's board, he will continue to be involved with a streetcar committee for the Salem area. He hopes to one day see streetcars providing service in high capacity transit areas where streetcars can do things that buses cannot do. He has 34 days left on the Board. He looks forward to retiring and is glad to see confident



people coming aboard to replace the board going out because this Board does a lot of good work.

Director Richards spoke about the volunteer activities he participated in cutting down trees as a result of \$28,000 of damage done by the ice storm on the street where he lives, and helping a group of fellow veterans by driving them to vaccination sites to get their shots. He also volunteered with Northwest Senior Services to get food out to people. It's been a rough time for so many and people were running out of food.

K. ADJOURN BOARD MEETING

8:41 pm

Respectfully Submitted

A handwritten signature in black ink that reads 'Ian T Davidson'.

Ian Davidson, President