



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

August 26, 2021

Pursuant to Governor Brown’s Executive Order issued in response to the COVID-19 pandemic, this meeting was held virtually.

- Zoom ID: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>
- Cherriots Facebook Live: <https://www.facebook.com/cherriots>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	2-3
1) <u>Approval of Minutes</u>	
a) July 22, 2020 Board Orientation – Part 1	
b) July 22, 2020 Board of Directors Meeting	
Move to authorize the General Manager to execute a contract with The Gunter Group, LLC for project management and technical services relating to the implementation of Tyler Munis ERP/HRM software in the not to exceed amount of \$500,000.	3

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
 August 26, 2021

MINUTES

PRESENT:

- Board President Ian Davidson; Directors Charles Richards (virtual), Ramiro Navarro Jr., Sadie Carney, Maria Hinojos Pressey, and Sara Duncan; ABSENT: Director Chi Nguyen
- Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Chief Financial Officer; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel
- Guests Kiki Dohman, Transportation Options Coordinator, Communication Division; Ted Stonecliffe, Transit Planner II
-

A. CALL TO ORDER

6:37 PM

President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present. For the Safety Moment, Mr. Pollock shared that the outdoor mask mandate begins on Friday, August 27, 2021. The Transportation Security Administration (TSA) extended the mandate to January 2022.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson announced the addition of Sunday Service beginning September 5, 2021. Most of this service will be hourly on 13 routes. Sunday service will be free throughout the month of September on September 5, 12, 19 and 26.

C. PRESENTATION - None

1. Patricia Feeny, Director of Communication awarded Kiki Dohman, Transportation Options Coordinator from the Communication Division with the 2021 Association for Commuter Transportation’s Presidents Award for extraordinary leadership in service to the ACT.
2. Ted Stonecliffe, Transit Planner II, gave a demonstration of TBEST, a transit boarding and estimation and simulation tool for short range transit ridership forecasting.

D. PUBLIC COMMENT - None

E. CONSENT CALENDAR

Shall the Board approve the Consent Calendar?

- Presenter: President Davidson
 Staff Report: 15-24 of the agenda



1. Approval of Minutes

2) July 22, 2020 Board Orientation – Part 1

3) July 22, 2020 Board of Directors Meeting

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

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Ramiro Navarro Jr**

Vote: **Motion passed: Davidson, Navarro, Hinojos Pressey, Carney, Richards (6)**

Absent: **Directors Nguyen (1)**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

- 1.** Shall the Board authorized the General Manager to execute a contract with The Gunter Group for project management and technical advisory service in the implementation of Tyler Munis Enterprise Resource Planning/Human resource management (ERP/HRM) software, for a term of two years and a not to exceed amount of \$500,000.

Staff Report: Pages 25-26 in the agenda

Presenter: Denise LaRue, Chief Financial Officer

Motion: **Move to authorize the General Manager to execute a contract with The Gunter Group, LLC for project management and technical services relating to the implementation of Tyler Munis ERP/HRM software in the not to exceed amount of \$500,000.**

Motion By: **Director Sadie Carney**

Second: **Director Charles Richards**

Vote: **Motion passed: Davidson, Navarro, Hinojos Pressey, Carney, Richards (6)**

Absent: **Directors Nguyen (1)**

H. INFORMATION ITEMS

1. September Service Change Briefing

Staff Report: Pages 27-32 in the agenda

Presenter: Chris French, Service Planning Manager

September 5, 2021 will be the first day of Sunday service from 8:00 a.m. to 8:00 p.m. Most routes will operate every 60 minutes. Cherrriots LIFT will continue to operate on all days and hours that Cherrriots Local is in operation. Holiday service will kick off on Veterans Day, November 11, 2021. Cherrriots will then operate holiday service beginning in 2022 on Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, and Veterans Day. There will be no holiday service on Thanksgiving Day, Christmas Day and New Year's Day. Cherrriots Regional routes will not offer Sunday or holiday service.



2. Fourth Quarter Performance Report

Staff Report: Pages 33-64 in the agenda

Presenter: Chris French, Service Planning Manager

Data for the fourth quarter reflects changes to service made in response to the COVID-19 pandemic. The changes that took place affected all areas of this report. Most notably, the daily average revenue hours, daily average revenue 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, data to compare the fourth quarter to the third quarter in FY2021 has been included to help illustrate how service is changing in the current pandemic environment.

3. Fourth Quarter Cherrriots FY2021 Trip Choice Program

Staff Report: Pages 65-80 in the agenda

Presenter: Roxanne Beltz, Transportation Options Coordinator

Staff worked with the Employee Transportation Coordinators (ETCs) in an outreach for the *Get There Games: Team Edition*, and with ODOT to spearhead a pilot campaign to test the team challenge feature in the *Get There* tool that will allow users to create and join teams and compete as teams under an account at *GetThereOregon.org*. The Group Pass Program (GPP) was relaunched in July. Salem Health and the Book Bin renewed their contracts. Cherrriots also entered into a new five-year contract for vanpool services with Commute with Enterprise. For more of the report, go to pages 65-80 in the agenda.

I. GENERAL MANAGERS REPORT

Mr. Pollock announced that the Hispanic Heritage Month Breakfast is Thursday, September 16, 2021 from 8:00 – 11:30 a.m. at the Salem Convention Center. He praised the service planning staff for the great job they did in preparing for the September service changes. He praised the transit operators for their hard work providing 17 to 18 hours of service a day due to their commitment to the community. Although Covid 19 has been tough on people, there were also the retirements and soliciting for new hires. Mr. Pollock will serve a second term as Chair for the American Public Transportation Association's Small Operations Committee; and lastly, Cherrriots received a sponsorship award for participating in the KeizerFest Parade.

J. BOARD OF DIRECTORS REPORTS

1. Board Committee Assignments for FY2022

Staff Report: Pages 81-83 of the agenda

Presenter: President Ian Davidson

Board members received their committee assignments for FY2022-2023.



2. Board Reports on Committee Assignments for FY2021

Staff Report: Page 84 of the agenda

Presenter: Board of Directors

Director Carney reported on the Salem Keizer Area Transportation Study (SKATS) meeting held earlier this week. She encouraged people to take the SKATS Public Participation Plan (PPP) survey offered by SKATS for the Regional Transportation Planning Process in the Salem-Keizer Urban Area. It serves as a guide in the process to ensure broad-based public participation in the development and review of regional transportation plans, programs, and projects. Go to:

<https://www.mwvcog.org/programs/transportation-planning/skats/public-participation/>

Director Hinojos Pressey reported that the Citizens Advisory Committee meeting will be held in September. The Diversity Equity and Inclusive Committee participated in an internal stakeholders meeting and later a meeting with consultants to discuss the planning process for the DEI Committee outreach.

President Davidson and GM Pollock were part of an interview by a local radio station. He talked with staff about updating the Board's vehicle acquisition policy and would like to receive feedback from the Board.

Director Navarro participated in a town hall meeting in August.

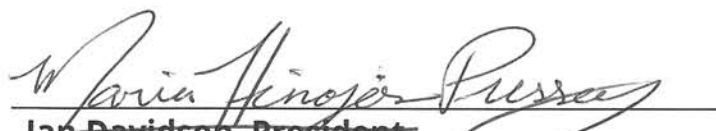
Director Duncan spoke about how hiring pools are not as typical as they once were. Employers are finding that they need to provide transportation for candidates to get to interviews.

Director Richards announced that he will miss the September board meeting for medical reasons.

K. ADJOURN BOARD MEETING

8:28 pm

Respectfully Submitted


~~Ian Davidson, President~~
Maria Hinojos Pressey, Treasurer