

Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

February 6, 2017  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

**PRESENT:** President Robert Krebs; Directors John Hammill, Kathy Lincoln, Marcia Kelley,  
**Board** Colleen Busch and Steve Evans **ABSENT:** Jerry Thompson

**Staff** 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; Chris French, Senior  
Planner; Matt Berggren, Transit Planner II; Wendy Feth, Accountant; Gregg  
Thompson, Maintenance Manager; Chip Colby, Information Technology Manager;  
Linda Galeazzi, Executive Assistant

**Guests** Clark Williams, Attorney, Heltzel Williams, PC; Bill Holmstrom, Chair, SAMTD Budget  
Committee

**1. CALL TO ORDER** **5:30 PM**  
President Bob Krebs called the work session to order.

**2. DISCUSSION**

**a. Non-Bargaining Retirement Plan Pension Amendment** **5:32 PM**

**Staff report:** Pages 1-4 of the agenda

**Presenter:** Clark Williams, Attorney, Heltzel Williams, P.C.  
Paula Dixon, Director of Administration

The Board considered a plan amendment to the District's Defined Benefit Plan for Non-Bargaining Employees under *Section 8.5(a) Employee Death Benefit* would be effective July 1, 2016 with respect to deaths occurring on or after that date. The Amendment is similar to the bargaining unit amendment as a result of the labor agreement approved in April 2016. The Defined Benefit Plan for Non-Bargaining Employees has been effective since January 1, 2010 and was recently restated on January 26, 2016. The Plan would remain the same in all other respects.

**Direction:** Formal action will be taken at the February 26, 2017 Board meeting.

## **b. Review Connector Pilot Project Analysis**

**5:50 PM**

**Staff report:** Pages 5-8 of the agenda

**Presenter:** Matt Berggren, Transit Planner II  
Chris French, Senior Planner

The West Salem Connector, a one-year pilot project for on-demand transit service, began operation on June 1, 2015 and with Board approval on June 23, 2016, was extended through May 2017 to allow time to work on improvements to the service and to build ridership. The initial purpose of this pilot project was to meet a multitude of needs in the hills of West Salem by serving people without access to vehicles, help students get to school, provide seniors with trips to the grocery store, and convince current drivers working in downtown Salem to get out of their car. Given the geometric, temporal and fiscal constraints, staff redefined the Connector as a coverage service with the primary goal of providing access to transit for those who need it at the time they need it in order to connect those riders with Cherrriots fixed-route buses.

**Direction:** The Board will receive information noted in the staff report on the next steps of the Connector. As a result of questions asked by the Board, data will also be provided on a cost estimate for new vehicles, peak loads, the number of unique riders, number of trips per rider, ridership to and from West Salem High School, and the percentage of trips booked by phone, on the web and by walk-ons.

The Board will receive an evaluation of the Connector service for their review prior to taking action on the future of the Connector service.

## **c. Continuation of Strategic Plan Discussion**

**6:32 PM**

**Staff report:** No staff report

**Presenter:** Allan Pollock, General Manager

There was no further discussion regarding the strategic plan from the Board's strategic planning session on Saturday, February 4, 2017

## **d. CNG Tank Acquisition**

**6:33 PM**

**Staff report:** Supplemental Agenda

**Presenter:** David Trimble, Chief Operating Officer  
Gregg Thompson, Maintenance Manager

Board members considered a modification to a contract approved by the Board on December 10, 2015 with McNeilus Truck and Manufacturing as a result of a delayed process to procure from a *Buy America* vendor, required by the Federal Transit Administration (FTA) when using Federal 5307 funds which are currently in the budget. The District has 34 CNG buses and each bus has seven CNG tanks. Twenty-four of the

buses were purchased in 2002, two were purchased in 2004 and eight were purchased in 2005. Tanks manufactured at this time have a 15 year limit before they are rendered unusable. The cost estimate to replace 84 CNG tanks and tank valves is \$249,784.

**Direction:** Formal action by the Board will be necessary for this contract modification.

### **3. GENERAL MANAGER COMMENTS**

**6:45 PM**

**Staff report:** Pages 9-12 of the agenda and Supplemental Agenda

**Presenter:** Allan Pollock, General Manager

The Board reviewed a draft agenda for the March 23, 2017 Board meeting and were apprised of future meetings, events and agenda items. A proposed list of grant requests for the 2017 Legislative Agenda and talking points were provided to the Board for the Community Leader's Roundtable hosted by Representative Kurt Schrader. The Board had been asked for RSVPs to the Roundtable.

**Direction:** Director Kelley said she will attend the roundtable discussion. Director Hammill said he will not be able to attend.

### **4. WORK SESSION ADJOURNED**

**6:55 PM**

Submitted and Recorded by: Linda Galeazzi, Executive Assistant/Clerk of the Board