



Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

February 27, 2020

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

MINUTES

PRESENT: President Ian Davidson; Directors Robert Krebs, Chi Nguyen, Colleen Busch, Sadie Carney and Charles Richards

ABSENT: Director Doug Rodgers

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; *Al McCoy, Chief Financial Officer*; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Ted Stonecliffe, Transit Planner II (Programs); Chris French, Senior Planner; Dan Knauss, Procurement/Contracts Manager; Gregg Thompson, Maintenance Manager; Stephen Custer, Digital Marketing Coordinator; Kiki Dohman, Transportation Options Coordinator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel

Guests: None

1. CALL TO ORDER 5:02 PM

President Ian Davidson called the work session to order at 5:02 p.m.

Mr. Pollock shared a *Safety Moment* for the month of February about symptoms of fatigue and ways to prevent it.

2. PRESENTATION – None

3. DISCUSSION

A. Summary of the May 2020 Polk County Flex Redesigned Service Plan

Reported by: Ted Stonecliffe, Transit Planner II (Programs)
Stephen Custer, Digital Marketing Coordinator

Narrative: Pages 1-16 of the agenda

Board members were apprised of the background and objectives for redesigning the service plan for the Polk County Flex (PCF). Staff identified inefficiencies in February 2019. The PCF was running behind schedule during peak times and was sitting idle for large portions of the day during off-peak times. Staff took action to limit the number of deviations to one or two per town. They also conducted a survey online and at community events during the Summer 2019 in Independence, Monmouth and Dallas. Survey results from current riders and the general public showed that many people did not know the PCF was a public transit service, and they did not want to call 24-hours in advance for a ride. Survey responses indicated that people preferred a deviated fixed route, more stops and better access to transit. Staff has been working to convert the PCF service for the communities of Monmouth, Independence and Dallas by May 4, 2020. Funding has been secured for the conversion and to install new stops. The 24-hour call-in requirement will be eliminated; new stops will be established; and visibility and awareness of the service will be increased through a comprehensive marketing campaign.

There was a time for questions and answers.

Follow-up: Staff is currently seeking final approval for stops from the cities. By early March, the bid package will be released to potential contractors. In late April, new stop poles and signs will be installed, and marketing will begin about the new Route 45 thirty days in advance of the launch scheduled on May 4, 2020.

B. Draft of General Manager's Work Plan for FY2021-2023

5:38 PM

Reported by: Allan Pollock, General Manager

Narrative: Pages 17-26 of the agenda

Board members reviewed a proposed version of the general manager's work plan for FY 2021-2023 and performance evaluation.

Follow-up: The Executive Committee will incorporate comments received into a final draft of the documents for action at the March board meeting.

C. Board Governance

5:55 PM

Reported by: President Ian Davidson

Ben Fetherston, SAMTD Legal Counsel

Narrative: Supplemental

Board members reviewed a proposed board stipend as part of board recruitment, retention, board diversity and fair compensation with an understanding that public service should be attainable to everyone.

Representative democracy should be representative. Current board members would be ineligible for a stipend during their current term. Options for setting a stipend could be based on a market rate or a percentage of Salem’s median household income. Uses of a stipend for board members conducting Board business could include childcare when attending meetings, reimbursement for time off work, a different job with different hours, money in pocket for board expenses, or donating to a good cause.

After a time for questions and answer, Board members expressed their support of the concepts shared.

Follow-up: Staff will do some research and analysis. The district’s legal counsel will provide legal advice about the compensation itself and whether the Board has the authority to compensate itself.

4. GENERAL MANAGER COMMENTS

Reported by: Allan Pollock, General Manager

Narrative: Pages 27-32 of the agenda

Board members reviewed a list of upcoming agenda items for future work sessions and board meetings, and the Board’s calendar of scheduled meetings and events.

Mr. Pollock advised that there will be a March work session prior to the board meeting.

5. WORK SESSION ADJOURNED

6:17 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board