



Salem Area Mass Transit District
Board of Directors
~ **VIRTUAL WORK SESSION** ~

Pursuant to Governor Brown's Executive Order 20-16 issued in response to the COVID-19 pandemic, this meeting was held electronically via Google Meet.

Thursday, January 28, 2021
GOOGLE MEET Meeting ID: meet.google.com/nfo-rihw-vut
Phone: (US) +1 617-675-4444 PIN: 359 451 873 4625#

MINUTES

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

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Transportation; Chris French, Service Planning Manager; and Linda Galeazzi, Executive Assistant

1. **CALL TO ORDER** **5:50 PM**
President Ian Davidson called the work session to order at 5:50 p.m. Mr. Pollock shared the *Safety Moment* reminding people to use the Three W's to reduce the effects of the COVID virus – wash your hands, wear your mask, and watch your distance. There were no announcements and a quorum was present.
2. **PRESENTATION** – None
3. **DISCUSSION**
 - A. **2020 Service Guidelines Document**
Staff report: Pages 1-116 of the agenda
Presenter: Chris French, Service Planning Manager, Operations Division
Mr. French presented the Districts service guidelines for 2020. The guidelines steer the process for designing, evaluating, and modifying all types of Cherrriots bus service in both the local and regional systems. Service planning is a biennial process that follows the biennial calendar of the Statewide Transportation Improvement Fund (STIF) for grant funding, and revenue forecasting. Major planning occurs in even-numbered years while implementation happens in odd-numbered years. Abbreviated planning takes place every four months in January, May and September for minor changes to the service.

Mr. French explained how the District gets feedback from riders, transit operators and community members about the location of a bus route, or the frequency or timing of a route; and how this feedback is used in the planning process. He expects that there will be dramatic changes after the COVID pandemic ends.

The Board considered how equity issues, quantifying service, the census and a needs assessment could impact planning decisions. Mr. French described their plans for community outreach, surveys and other projects to get feedback for a needs assessment in February. Discussion ensued about the investment in technology infrastructure to get more demographics, and Planning's use of a ridership modeling tool for stop level data. Planning has the software now, and staff are being trained to model route changes and the effects on ridership.

Board members discussed the use of express routes, the District's history providing express service, and the tradeoffs to consider. Transfers make it hard for a choice rider to wait for a bus, for example. Mr. French noted that the District did have an express route from Keizer Station to south Salem. In review, it was a long route, and did not have the right timing. As the District gains technology and the tools needed, staff can look at how to make that service work.

Board members spoke highly of the 2020 Service Guidelines. Director Busch said it was exhaustive and informative. President Davidson said it was a very approachable document and a wonderful read. Director Nguyen congratulated staff for their resourcefulness. Director Carney said it was a job well done and a great document.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 117-118 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock reported that the Board will meet in a work session prior to the February 25th board meeting where they will have a discussion on collective bargaining. Action items of note for the board meeting will include a regional bus purchase, grant fund approvals, resolutions for non-bargaining retirement plans, and quarterly reports. On the calendar in February on Presidents Day, Cherriot's administration offices will be closed and there will be no bus service; but the District hopes to provide service on this holiday in the future.

5. WORK SESSION ADJOURNED

6:11 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board