

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Courthouse Square
555 Court Street NE
Salem, Oregon 97322

Thursday, April 28, 2016

5:30 PM Executive Session ORS 192.660(2)(d)(4) • **Salem Conference Room**
6:30 PM Regular Board Meeting • **Senator Hearing Room**

AGENDA

EXECUTIVE SESSION - ORS 192.660(2)(d)(4)

The Board will meet in executive session prior to the regular meeting to conduct deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d). All members of the audience including representatives of the news media will be asked to leave the room for this discussion pursuant to ORS 192.660(4). No decisions will be made in executive session. If there is to be any final action taken after the executive session, this will be announced when the regular Board meeting begins.

REGULAR BOARD MEETING

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director Kathy Lincoln

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION - None

E. PUBLIC COMMENT - Each person's comments are limited to three (3) minutes.

F. CONSENT CALENDAR

1. Approval of Minutes [Action]

- a. Minutes of the February 25, 2016 Board Meeting **1**
- b. Minutes of the March 24, 2016 Board Meeting **9**

2. Routine Business Items [Action]

- a. Adopt Resolution #2016-03 to rescind Resolution #08-08 dated June 26, 2008; and Replace the Former STF Advisory Committee Bylaws in Attachment B with the Revised Bylaws dated April 28, 2016. **15**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

- 1. Potential Action regarding a Labor Contract between Amalgamated Transit Union Local 757 and Salem Area Mass Transit District, Resolution No. 2016-04
- 2. Authorize the General Manager to Enter Into a Five Year Base, Two One-Year Options Contract with Medical Transportation Management, Inc. to provide TripLink Call Center Services

I. INFORMATION ITEMS

J. REPORTS

1. Board Subcommittee Reports <i>[Receive and File]</i>	37
a. Minutes of February 8, 2016 Work Session	39
b. Minutes of February 6, 2016 Board Planning Retreat	43
c. Minutes of April 5, 2016 STF Advisory Committee Meeting	49

K. BOARD & MANAGEMENT ISSUES

1. General Manager
2. Board President
3. Board of Directors

L. ADJOURNMENT

BOARD MEETING PROCEDURES

CONSENT CALENDAR AND AGENDA ITEMS All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.

APPEARANCE OF INTERESTED CITIZENS & AGENCIES Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda which are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.

TO GET ITEMS ON THE AGENDA All communications and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors Email Address is: Board@cherriots.org

SPECIAL ACCOMODATIONS Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

PROCEDIMIENTOS DE LA REUNIÓN

CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.

COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.

PARA TENER ASUNTOS EN EL ORDEN DEL DIA Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; Board@cherriots.org

NECESIDADES ESPECIALES Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregón, 711.

Next Regular Board Meeting Date: Thursday, May 26, 2016

Regular Board meetings are televised and can be viewed on CCTV's website: www.cctvsalem.org.

Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet.

Salem-Keizer Transit Administration Office ~ 555 Court Street NE, Suite 5230 ~ Salem, OR 97301

Phone (503) 588-2424 ~ Board of Directors Email Address: Board@cherriots.org

**Salem Area Mass Transit District
BOARD OF DIRECTORS**

February 25, 2016

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to appoint Michael DeBlasi to the citizen member position on the Budget Committee representing Subdistrict #2 to complete a three-year term from July 1, 2015 to June 30, 2018.	3
Moved to receive the final report for the Regional Transit Planning Project titled “ <i>Volume II of a Regional Transit Plan</i> ” written by Jarett Walker and Associates.	4
Moved to approve the applications to ODOT for the FY2016-2019 STF Discretionary Grant Program as shown in <i>Attachments A through E</i> ; and direct the General Manager to submit the application by March 11, 2016 to the ODOT Rail and Public Transit Division for consideration.	4-5

	<u>Recipient</u>	<u>Project</u>	<u>Amount Requested</u>	<u>Scaled Request</u>
A	SAMTD	Replace nine CherryLift vehicles • (scaled request reflects only one vehicle)	\$ 683,625	\$ 80,000
B	Silverton Health	Two replacement vehicles for CareVan program • (scaled request reduces it to one vehicle)	\$ 104,440	\$ 44,000
C	City of Woodburn	Bus stop improvements at nine locations to bring stops to current ADA standards	\$ 32,000	\$ 32,000
D	City of Silverton	Replace on-board vehicle security cameras • (scaled request would only replace hard drives)	\$ 16,500	\$ 3,130
E	Partnerships in Community Living	New Vehicle Purchase for Disability Support/ Services	\$ 52,398	\$ 50,000
TOTAL			\$ 888,963	\$ 209,130

Moved to authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses for a contract amount of \$10,080,000. **5**

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District
BOARD OF DIRECTORS

MINUTES

February 25, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

PRESENT: Board	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, Steve Evans, and Kathy Lincoln
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Jared Isaksen, Finance Manager; Gregg Thompson, Maintenance Manager; SueAnn Coffin, Contracted Transportation Manager; Roxanne Rolls, Rideshare & Outreach Coordinator; Kiki Dohman, Rideshare Specialist; Matt Berggren, Planning Analyst; Kristian Sorensen, Technology Services Support Analyst; Linda Galeazzi, Executive Assistant
Guests	Michelle Poyourow, Senior Project Manager, Jarrett Walker & Associates; Chuck Swank and Ryan Pasquarella, Certified Public Accountants, Grove, Mueller & Swank, P.C.; Tanya DeHart, Chair, STF Advisory Committee; Michael DeBlasi, nominee, Budget Committee citizen member position; Bill Holmstrom, Budget Committee Chair; Brent Standridge, Operations Manager, TripLink Call Center, MV Transportation; citizens: John Gear, Mark Knecht, Randy Morgan and Josh Pollock

- A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:40 PM**
President Krebs called the meeting to order at 6:40 p.m.. Attendance was noted and a quorum was present.
- B. PLEDGE OF ALLEGIANCE**
Director Steve Evans led the Pledge of Allegiance.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA** - None
- D. PRESENTATION - FY2015 Auditors Report** **6:41 PM**
Chuck Swank, CPA, presented the audit reports, FY2014-15 Comprehensive Annual Financial Report, and management letter to the Board from pages 1-110 of the agenda. To meet Oregon Revised Statutes as specified in OAR 162(10)000-162(10)320, the District prepared a Comprehensive Annual Financial Report (CAFR) in compliance with the rigorous guidelines for financial reporting as defined by the Governmental Finance Officers Association (GFOA). The report was submitted to GFOA's Certificate of Achievement for Excellence in Financial Reporting Program. In preparing the report, the District followed the Governmental Accounting Standards Board (GASB) Statement No. 34, "Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments." This format is required for the CAFR and has traditionally been used by the District. One change from last year was a new requirement to record the full liability of the District's pensions in the financial statement on page 13. The auditors concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion that the District's basic financial statements for fiscal year ended June

30, 2015 were fairly presented in material respects in conformity with GAAP.

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR

6:52PM

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

1. Routine Business

a. Appointment of Citizen Member to Budget Committee representing Subdistrict #2

Deferred: **Director Busch asked to defer the Agenda Item No. *F.1.a Appoint of the Citizen Member to the Budget Committee* from the Consent Calendar.**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

6:52PM

1. Appoint Citizen Member to the Budget Committee

Staff Report: Pages 111-116 of the agenda

Presenter: Director Busch announced her recommendation of Michael DeBlasi for appointment as a citizen member to the Budget Committee representing Subdistrict #2. She introduced Michael DeBlasi to the Board. Mr. DeBlasi spoke about his interest in serving on the Budget Committee and the experience he has to offer. Mr. DeBlasi works for the Oregon Department of State Lands as their Aquatic Resource Coordinator. He was a member of the Board's Citizens Advisory Committee from 2013-2015; and currently serves on the City of Keizer's Planning Commission as Chair.

Motion: **Moved to appoint Michael DeBlasi to the citizen member position on the Budget Committee representing Subdistrict #2 to complete the three-year term from July 1, 2015 to June 30, 2018.**

Motion by: **Director Colleen Busch**

Seconded: **Director John Hammill**

Vote: **Motion passed unanimously**

ACTION ITEMS

H.1 Receive the Final Report for the Regional Transportation Plan Project

Staff report: Pages 117-212 of the agenda packet

Presenter: Michelle Poyourow, Senior Project Manager, JWA
Jarrett Walker and Associates (JWA) was hired in July, 2015 to perform an analysis of the District's existing regional services in Marion and Polk counties and recommend changes to some or all of the services to increase ridership, maximize efficiency, and improve the usefulness of public transportation services.

JWA delivered a presentation at the October 12, 2015 Board work session on "*Volume I: Existing Conditions Report.*" Numerous public meetings were held presenting the findings from *Volume I*. Stakeholders were polled about how they envision the transit system for the future at a workshop in Keizer, JWA and District staff met with various city staff and elected officials in November and December 2015 using a map to illustrate their recommendations. Ms. Poyourow stated that JWA recommends that with no new funding the focus be on travel between cities rather than on circulator routes. Deviation creates uncertainty and unreliability; so do an

express network. Shift service from low ridership areas to areas where there are more riders. On-demand service is great for people who use it, but the cost is high and the service would not be more efficient. Route 30 West is very productive; adding a route would make it more productive. The 2X is not being used to its full potential, and there is a route that goes up the canyon whether there is a rider or not.

City officials from Aumsville, Gates, Lyons, and Mill City wrote letters to support CARTS 30 service east of Stayton. Letters were also received from Eugene Edwards, Director of Community Life at Corban University; and from Sandra Rupert, board member of the North Santiam Canyon Economic Development Corporation (NSCEDC).

Once the Board receives the final report by JWA titled “*Volume II of a Regional Transit Plan*,” there will be policy steps for the Board to consider. Staff will develop a service proposal with maps, schedules, and a Title VI service equity analysis of the changes. Public hearings will be held throughout the region in areas served by CARTS in late April and early May. After receiving public input, staff will develop a final proposal and bring it to the Board for approval at the July 28, 2016 Board meeting.

Motion: Moved to receive the final report for the Regional Transit Planning Project titled “*Volume II of a Regional Transit Plan*” written by Jarett Walker and Associates as shown in Attachment A.

Motion by: Director Marcia Kelley

Seconded: Director Colleen Busch

Vote: Motion passed unanimously

H.2 Approval of the ODOT STF 5310 Grant Project Submittals **7:35 PM**
Recommended by the STF Advisory Committee

Staff report: Pages 213-273 of the agenda

Presenter: Tanya DeHart, Chair, STF Advisory Committee

Motion: Moved to approve the applications to ODOT for the FY2016-2019 STF Discretionary Grant Program as shown in *Attachments A through E*; and direct the General Manager to submit the application by March 11, 2016 to the ODOT Rail and Public Transit Division for consideration.

	<u>Recipient</u>	<u>Project</u>	<u>Amount Re</u> <u>quested</u>	<u>Scaled Req</u> <u>uest</u>
A	SAMTD	Replace nine CherryLift vehicles • (scaled request reflects only one vehicle)	\$ 683,625	\$ 80,000
B	Silverton Health	Two replacement vehicles for CareVan program • (scaled request reduces it to one vehicle)	\$ 104,440	\$ 44,000
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E	Partnerships in Community Living	New Vehicle Purchase for Disability Support/ Services	\$ 52,398	\$ 50,000
TOTAL			\$ 888,963	\$ 209,130

Motion by: Director Kathy Lincoln

Seconded: **Director Steve Evans**
Discussion: Director Kelley noted that Columbia Northwest and Cascade West have been added to our region.
Vote: **Motion passed unanimously**

H.3 Approve RFP#2015-03 Purchase of 12 CNG Fixed Route Buses 7:43 PM

Staff report: Pages 274-282 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Staff recommended the replacement of 21 compress natural gas (CNG) buses. SAMTD issued RFP #2015-03 on August 3, 2015. A committee comprised of Operations and Maintenance employees convened to review submitted proposals received from Gillig LLC and New Flyer of America Inc. Each proposal was reviewed independently and assessed an initial score. The scoring committee then met, recorded their independent score, discussed both proposals and submitted their final score. In each scoring step, New Flyer of America ranked higher. Scoring criteria consisted of price, adherence to specifications, warranty, delivery schedule and serviceability.

Total project cost is approximately \$10,080,000. The initial order of 12 buses is \$5,760,000. Funding for the initial order comes from three grant sources - the Federal 5339 Fund with a match of 20%; the Federal 5307 Fund with a match of 20%; and the STP Fund with a match of 10.27%. The local match will come from the General Fund. In the event additional funding is located there is an option for ten additional buses.

Motion: Moved to authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses for a contract amount of \$10,080,000.

Motion by: Director Steve Evans

Seconded: Director Marcia Kelley

Discussion: In response to questions asked by Board members, Mr. Thompson said the buses will be built in Aniston, Alabama. Pending Board approval the buses will be delivered by the end of the calendar year. The maintenance crew will then outfit each bus with a fare box, fire extinguisher, and other necessary equipment and accessories. That takes approximately three weeks per bus.

Vote: Motion Passed Unanimously

INFORMATION ITEMS

I.1 West Salem Connector Update

7:50 PM

Staff report: Pages 283-292 of the agenda

Presenter: Matthew Berggren, Planning Analyst

The Board received an update on the West Salem Connector pilot project that began operations on June 1, 2015 in the West Salem area. The Connector provides flexible, on-demand service with connections to regular fixed-route service. Rides were fare-free for the first six months and on December 1, 2015, the regular fixed-route fare was implemented. Performance measures include updated ridership figures from the two months following the implementation of the fare, the most popular stops, numbers on the booking method that people use to book their trips, where

most of the trips start and end; and how many of the trips are on time, late or are early. There is information on the January 4, 2016 ice event, and an overview of the upcoming driver interface redesign. The driver interface is an application used by drivers on tablets in the vehicles. The new interface promises to make it easier for drivers to understand the order in which to pick up and drop off riders, and will give better driving directions for getting to those locations. Staff is in the process of testing the new interface, with a target date to set it live by March 2016.

REPORTS

J.1 Performance – Second Quarter

8:09 PM

Staff report: Pages 293-306 of the agenda

Presenter: Matthew Berggren, Planning Analyst

Data for the performance measures for the second quarter of fiscal year 2016 are derived from adjusted Trapeze schedules, vehicle fareboxes, passenger counting systems, and the RouteMatch and Mobility DR reservation software for Cherriots fixed-route, paratransit (CherryLift), rural (CARTS), deviated-fixed routes, zone routes, dial-a-ride, and RED Line. For most Cherriots routes, comparing boardings, revenue hours, and revenue miles from this year to last is not possible because of the major service change in September 2015. Second quarter revenue hours and revenue miles for Cherriots fixed-route were up compared with fiscal year 2015. Boardings or unlinked trips for all of the services showed a decrease in the second quarter of FY2016 compared to FY2015.

President Krebs suggested that staff have a report next month of the revenues generated compared to the boardings against the revenue rates.

Director Evans suggested interviewing people who use the West Salem Connector for a success story in the newspaper. His office sits right next to a Connector bus stop. He does not hear much from the West Salem Business Association about the service. He does not think they are fully aware of the service.

J.2 Rideshare – Second Quarter

8:26 PM

Staff report: Pages 307-320 of the agenda

Presenter: Kiki Dohman, Rideshare Specialist

Rideshare staff completed its work with ODOT and the marketing consultants on the *Drive Less, Save More* individualized marketing campaign. Two Salem neighborhoods were selected as target areas. Direct mail messages were sent to 4,378 households, asking them to complete a pre-survey regarding their travel behavior and mode choice. The survey was followed up by several newsletters with information on how to receive transportation options information and a free gift. As requests for more information were received, literature was assembled into a “go-kit” and delivered to the requestors’ homes by a temporary employee on a bicycle hired for this campaign. Emily Loberg, a bicycling advocate, proved invaluable as she managed much of the survey data entry, compilation and delivery of the go-kits and organization of local tours on foot and by bicycle. She also arranged

for tabling opportunities at the farmers market and several local businesses. The goals established for the campaign by the District were to focus on the residents, inform the community about new services, develop partnerships and focus on equity. The final report is available for review on the Salem-Keizer Transit website at www.cherriots.org.

Director Lincoln asked for a follow-up survey of the participants to see if they had a change in attitude or if the changes they made had a long-term effect. Ms. Dohman stated that there will be a follow up process.

J.3 Finance – Second Quarter

8:40 PM

Staff report: Pages 321-330 of the agenda

Presenter: Jared Isaksen, Finance Manager

In the second quarter of fiscal year 2016, the District received 99 percent of the projected property taxes and 91 percent of projected miscellaneous revenue from an insurance dividend reimbursement. The interest on investments is at 100 percent of what was projected as the LGIP balance is higher than prior years and interest rates are increasing. Passenger Fares were under one half of the amount anticipated would be received.

General Fund expenses are under budget overall with the exception of expenses under Operations for West Salem Connector activities at 68 percent in the second quarter. Staff has been monitoring the Connector expenses. In the Special Transportation Fund, all programs are within their budgeted amount with the exception of Mobility Management at 67 percent. This is due to higher personnel expenses and Garten Services costs to provide the District with Transit Ambassadors on the transit mall at Courthouse Square. The Capital Project Fund is at 14 percent of the approved budget. Most of the capital projects are in the procurement stage and will increase as the year progresses and the projects get underway.

J.4 Board Subcommittee Report

8:51 PM

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members inform the Board of the issues discussed in the committees listed on pages 331-332 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies websites.

Minutes of the Board's January 11, 2016 Work Session on pages 333-336, and the minutes of the February 2, 2016 STF Advisory Committee meeting and the January 25, 2016 STFAC Technical Advisory Committee meeting on pages 337-345 were received and filed.

BOARD AND MANAGEMENT ISSUES

K.1 General Manager

9:00 PM

Mr. Pollock passed out information about the 1X service being enhanced. He announced that Patricia Feeny has been hired by the District as the new Director of Communications. Her first day on the job is February 29, 2016. Mr. Pollock and two board members will attend the APTA Legislative Conference in Washington D.C. on March 13-16.

K.2 Board President

9:02 PM

It is at this time that President Krebs reports on his transit Board and community service activities since the last board of directors meeting.

K.3 Board of Directors

9:03 PM

Board members give an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public. Transit-related Board activity hours are logged monthly by the executive assistant for a year-end report as part of the Special Districts Association's *SDIS Best Practices Program* that the Board reviews and approves at the end of the year for submission to the SDAO.

L. Meeting Adjourned

9:17 PM

Respectfully submitted,

Robert Krebs, President

**Salem Area Mass Transit District
BOARD OF DIRECTORS**

March 24, 2016

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	2
1. Approval of Corrected Minutes	
a. Regular Board meeting of January 28, 2016	
Moved to adopt Resolution No. 2016-02 designating a general manager pro tempore.	2-3

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District
BOARD OF DIRECTORS

MINUTES

March 24, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

PRESENT: Board	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, and Kathy Lincoln ABSENT: Director Steve Evans
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 Communications; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Dale Penn II, Senior Public Affairs Associate; Joel Rubin, Partner; and Michael Skipper, Federal Affairs Associate from CFM Strategic Communications

- A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:35 PM**
President Krebs called the meeting to order. Attendance was noted and a quorum was present.
- B. PLEDGE OF ALLEGIANCE**
Director Colleen Busch led the Pledge of Allegiance.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**
- D. PRESENTATION – Legislative Update** **6:37 PM**
A PowerPoint presentation, on pages 1-9 and an Oregon legislative session summary on pages 12-24 of the supplemental agenda packet, illustrated highlights of the District's federal and state legislative affairs. Federal and state legislative advocates, Joel Rubin and Dale Penn, and their teams from CFM Strategic Communications provide the District with services that provide specific and broad funding advocacy.

Mr. Rubin shared a 'good story' about the FAST Act from 2012 and *MAP 21* (Moving Ahead for Progress in the 21st Century Act), a two-year transportation reauthorization bill to the passing of the *FAST Act (The Fixing America's Surface Transportation Act)*; a *long term bill* that will provide funding certainty for surface transportation. He talked about the passing of the amended Surface Transportation Reauthorization Reform Act (STRR) from the House Committee on Transportation and Infrastructure that was created with \$90 million in the first two years of this new discretionary six-year bill, but nothing thereafter for Section 5339 a bus/bus facilities program. Representatives Jaime Herrera-Beutler (WA.) and Kurt Schrader (OR) introduced a bipartisan amendment to the Act to significantly increase federal investment in the bus capital programs under Section 5339 and would utilize funding to support bus and vehicle replacement needs in all 50 states through the Section 5339 program that was currently designed for use by just seven high density states under the Section 5340 program. Board members watched a *You Tube* video of the vote on the House floor that took place on the amendment to the bill. The amended bill passed. (<https://www.youtube.com/watch?v=W6ouSSj6548&feature=youtu.be>) Mr. Rubin also

reviewed the District's 2016 federal agenda.

Mr. Penn reported on the outcomes of the 2016 State Legislative Session that included the failure of the transit House Bill 4078 sponsored by Representative Bill Post and supported by the chambers of commerce for Salem and Keizer; SB 1521 – Mass Transit District Employee Tax, sponsored by President Courtney, authorizes mass transit districts to impose a tax on the employees of employers within the district if the district imposes an excise tax on those employers. The bill remained in committee upon adjournment. SB 1527 – Prepaid Transportation Cards exempts prepaid transportation cards from the Uniform Disposition of Unclaimed Property Act and provisions related to regulation of gift cards that expire. The District provided testimony in support of the bill and lobbied legislators prior to the public hearing and work session. This bill will go into effect January 1, 2017.

The District's first priority for the session is the State Employee Bus Pass Program contract and budget that was approved. The District will also continue to work on the reimbursement of the energy tax credits, having conversations around a transit component of a 2017 transportation package, and a property tax reform.

Mr. Pollock thanked Mr. Rubin and Mr. Penn for all of their hard work with this year's legislation and the positive outcomes. He thanked Senator Peter Courtney's staff for taking the lead role working behind the scenes on the logistics for the state employee bus pass program.

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR

7:47 PM

Motion: Moved to approve the Consent Calendar:
1. Approval of Corrected Minutes
a. Regular Board meeting of January 28, 2016
Motion by: Director Marcia Kelley
Seconded: Director Colleen Busch
Discussion: None
Vote: Motion passed unanimously

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

ACTION ITEMS

H.1 Resolution No. 2016-02 Adopting a Policy for a G.M. Pro Tempore

7:47 PM

Staff report: Pages 7-10 of the agenda packet
Presenter: Allan Pollock, General Manager
ORS Chapter 267.145(2) allows the SAMTD Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager. Board members discussed the idea at their February 8, 2016 work session to formalize this process with a policy so there are clear lines of authority during general manager absences, planned or unforeseen. Resolution No. 2016-02 identifies the positions that will be designated as the General Manager Pro Tempore, and back up, if the General Manager Pro Tempore is also not available.

Motion: Moved to adopt Resolution No. 2016-02 designating a general manager pro tempore.
Motion by: Director John Hammill

Seconded: Director Jerry Thompson
Discussion: None
Vote: Motion passed unanimously

INFORMATION ITEMS

I. **Fixing America's Surface Transportation Act Transportation Bill Briefing** 7:50 PM

Staff report: Pages 31-38 of the supplemental agenda packet

Presenter: Allan Pollock, General Manager

On December 4, 2015 President Obama signed the FAST Act reauthorizing surface transportation programs through Fiscal Year 2020. The Board received a breakdown of the components of the FAST Act prepared by the American Public Transportation Association (APTA), a table reflecting the funding levels in the bill, and an estimated breakdown of FAST Act funding sources by fiscal year for the District.

REPORTS

J.1 **APTA Legislative Report** 7:55 PM

Staff report: President Krebs and Director Lincoln reported on their trip to the APTA Legislative Conference in Washington D.C. on March 12-16, 2016.

The theme of the conference was "Where Public Transportation Goes Community Grows." The main topic was about the new, federal, five-year *FAST Act* (Fixing America's Surface Transportation) bill and its benefit to transit and intercity services. The bill will replace a series of short term extensions and provide a more reliable funding package for five years. It will help to eliminate project and service reductions that have resulted from stop-gap, short-term federal funding. General sessions were very informative with talks by FTA administrators and staff, members of Congress including Representatives Earl Blumenauer and Peter DeFazio, and transit professionals. Allan Pollock, Director Lincoln and President Krebs met with FTA staff to discuss the District's funding requests and future needs; and they met with Congressman Schrader and staff leaders for Senators Wyden and Merkley. President Krebs said this was one of the better APTA Legislative Conferences that he has attended with a more positive posture to the event. This was the first APTA conference for Director Lincoln. She said it was very enlightening. The FAST Act bill will only last for five years so the Board will need to work to educate lawmakers and legislative staff over the next few years for the next bill.

J.2 **Board Subcommittee Report** 8:02 PM

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members inform the Board of the issues discussed in the committees listed on pages 11-12 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies' websites.

Minutes of the Board's March 7, 2016 Work Session on pages 13-14 of the agenda, and minutes of the March 1, 2016 STF Advisory Committee meeting on pages 17-20 were received and filed.

BOARD AND MANAGEMENT ISSUES

J.1 **General Manager** 8:06 PM

Mr. Pollock introduced Patricia Feeny, the District's new Director of Communication. He

expressed his appreciation for Board members who took part in the festivities for National Transit Operator and Maintenance Day at the downtown transit center; and he thanked David Trimble, the project lead for the event.

J.2 Board President **8:07 PM**
President Krebs reported on his transit-related Board and community service activities since the last board of directors meeting.

J.3 Board of Directors **8:10 PM**
Board members gave an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public.

L. Meeting Adjourned **8:22 PM**
Respectfully submitted,

Robert Krebs, President

MEMO TO: BOARD OF DIRECTORS

**FROM: TANYA DEHART, CHAIR, SPECIAL TRANSPORTATION FUND
ADVISORY COMMITTEE**

THRU: ALLAN POLLOCK, GENERAL MANAGER

**SUBJECT: ADOPT RESOLUTION #2016-03 RESCIND AND REPLACE THE STF
ADVISORY COMMITTEE BYLAWS**

Issue

Shall the Board adopt Resolution #2016-03 (in Attachment A) to rescind Resolution #08-08 and replace *Attachment B- Bylaws of the Special Transportation Fund (STF) Advisory Committee* with the revised Bylaws dated April 28, 2016?

Background and Findings

The STF Advisory Committee was established in the mid-1980s after the Oregon State Legislature created the STF program for seniors and individuals with disabilities. As the STF Agency for Marion and Polk Counties, Salem-Keizer Transit makes funding decisions whenever STF or federal Section 5310 funds are available. Both of these grant programs focus on projects that benefit transportation for seniors and individuals with disabilities.

Resolution #90-1 was adopted on January 25, 1990 to set forth rules governing proceedings and conduct of the Board of Directors referred to as "Bylaws." The Bylaws included *Attachment B - "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee."* The STF Advisory Committee (STFAC) Bylaws were last revised at the June 26, 2008 Board meeting with the adoption of Resolution #08-08.

The STFAC feels changes are needed in the STFAC bylaws' requirements for membership in order to attract and retain members because it is often difficult to obtain a quorum at the meetings.

Staff has taken comments from the Board's reviews at the March 7, 2016 and April 11, 2016 work sessions and incorporated them into the final draft of the bylaws. The STFAC reviewed the bylaws at their April 5, 2016 meeting and passed a motion to recommend adoption of the new bylaws by the Board.

The bulleted list below provides a summary of changes made to the Bylaws. The actual text is provided in Attachment B.

Attachment C shows the *tracked changes* from the existing Bylaws with explanatory comments in the margins.

Section

Change Proposed

Document-wide

- Update the terms “elderly” and “people with disabilities” to the currently used terms “seniors” and “individuals with disabilities”

I.1 Purpose and Mission

- Update to add state law reference and delete any reference to the STF Agency, which is not a legal entity.

I.2 Committee Purpose

- Per SAMTD legal counsel, we rely on the language of Article II, Section 2 to state that the committee is appointed by the SAMTD Board of Directors.
- Deletes last paragraph since the purpose and function of the Board’s advisory committees is defined in the Board’s Bylaws.

I.3 Committee Roles and Responsibilities

- Updates the roles and responsibilities of the committee to the current guidance provided by the Oregon Department of Transportation (ODOT).
- Changes the period for review of the STF Plan from every two years to every three per the SAMTD Section 5310 Program Management Plan.
- Adds three subjects to advise the Board, General Manager, or his or her designee on including transportation needs, the use of available resources, and the use of funds used to provide transportation to seniors and individuals with disabilities as defined by the adopted STF Plan.
- Adds public involvement, public meeting law compliance, and ethics law requirements per Oregon Revised Statute.

II.1 Membership

- Removes the maximum number of members, which is not defined by state statute.
- Changed membership requirements to match ODOT’s current STF Guidebook language.
- Deletes sentence regarding the Board’s option to appoint non-voting members, but this does not take that option away from the Board. Per SAMTD legal counsel, this does not belong in the STF Advisory Committee’s bylaws because it is a consideration for the District’s processes, which the Board’s Bylaws address.
- Divided run-on sentence regarding geographical representation into two per Director Kelly’s request; changed to reflect the Board’s wish to be able to determine the mix of rural/urban geographical representation of members.
- Leaves provision of transportation providers to serve on the committee as non-voting members.

II.2 Appointments and Terms of Service

- Changes the term of appointment to two years with the option for up to two re-appointments, in order to make serving on the committee more attractive to people, especially in the rural areas. Appointments will be staggered so that approximately not more than half of the voting members have a term that expires in the same year.
- Added text to cover how members currently serving three-year terms will convert to two-year terms as well as when members shall begin serving after appointment to the committee.
- Deleted statement that said nominees for the committee will be made by the counties to

reflect current practice where the counties do not nominate members.

II.3 Chair and Vice Chair – Election and Responsibilities

- Adds a definition for who will be considered officers of the committee: the Chair and Vice Chair.

II.4 Participation

- Moves information on vacancies to new section (Section 5. Removal and Vacancies).
- Made it an option instead of mandatory for the Board to declare a position vacant if a committee member does not show for a meeting for two consecutive meetings or misses more than four meetings over a one-year period.

II.5 Removal and Vacancies

- Added new section on removal and vacancies per SAMTD legal counsel, taking appropriate text from Article II, Sections 2 and 4.
- Added text covering how unexpired terms will be covered

III.1 Frequency; Open Meetings

- Adds a minimum number of meetings per year, as required by statute.

III.3 Quorum and Voting

- *Robert's Rules of Order, Newly Revised* is proposed for all committee actions requiring a vote. This is the same rule book as the Board uses in its meetings.

V. Amendments

- Per Director Lincoln's direction, the former STFAC Bylaws will be rescinded and replaced by these new Bylaws at the April 28 Board meeting.

Recommendation

The STF Advisory Committee recommends that the Board of Directors adopt Resolution #2016-03, rescinding Resolution #08-08 dated June 26, 2008; and replace the former bylaws of the Special Transportation Fund Advisory Committee with the revised bylaws dated April 28, 2016.

Proposed Motion

I move that the Board adopt Resolution #2016-03 to rescind Resolution #08-08 dated June 26, 2008; and replace the former Special Transportation Fund Advisory Committee Bylaws in Attachment B with the revised Bylaws dated April 28, 2016.

RESOLUTION #2016-03

**AMENDMENT TO RULES GOVERNING PROCEEDINGS AND CONDUCT OF THE
BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT**

**ATTACHMENT B - BYLAWS GOVERNING PROCEEDINGS AND CONDUCT OF THE
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws"; and

WHEREAS, Resolution #90-1 includes Attachment B, titled "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee"; which was revised by Resolution #92-01 dated January 23, 1992; Resolution 92-12 dated May 28, 1992; Resolution 93-01 dated February 25, 1993; Resolution #93-18 dated November 17, 1993; Resolution #97-03 dated February 27, 1997; Resolution #97-29 dated December 18, 1997; Resolution #01-03 dated April 26, 2001; Resolution #01-17 dated December 13, 2001; Resolution #05-10 dated December 15, 2005; and Resolution #08-08 dated June 26, 2008; and

WHEREAS, the Board of Directors reviewed draft changes to the STF Advisory Committee Bylaws in Attachment B at Board Work Sessions on March 7, 2016 and April 11, 2016; and

WHEREAS, the Board desires to rescind Resolution #08-08 and replace this same Attachment B;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
SALEM AREA MASS TRANSIT DISTRICT;**

THAT, Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District," as last revised on June 26, 2008, is hereby rescinded and replaced with the attached revised Attachment B, dated April 28, 2016.

TO BE EFFECTIVE ON April 28, 2016; and **ADOPTED** by the Board of Directors on this 28th day of April, 2016.

ATTEST:

President
Board of Directors

Secretary
Board of Directors

555 Court Street NE, Suite 5230
Salem, OR 97301-3736

503-588-2424 Fax 503-566-3933
E-mail: sat@cherriots.org



CERTIFICATION

The undersigned duly qualified and acting Secretary of the Salem Area Mass Transit District Board of Directors certifies that the foregoing is a true and correct copy of Resolution # 2016-03 adopted at a legally-convened meeting of the Salem Area Mass Transit District held on the 28th day of April 2016.

Secretary
SAMTD Board of Directors

**BYLAWS OF THE
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE
OF
SALEM AREA MASS TRANSIT DISTRICT**

ARTICLE I – STF PROGRAM, PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of STF Program

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for seniors and individuals with disabilities as provided under ORS 391.800-391.830. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD) is the designated recipient of STF formula funds and discretionary grants for Marion and Polk Counties. The SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STF program within the two counties.

Section 2. STF Advisory Committee Purpose

An STF Advisory Committee is established by the SAMTD Board of Directors to advise and assist the SAMTD Board of Directors in carrying out the purpose of the STF program and to perform the functions set forth in Section 3 of these bylaws.

Section 3. STF Advisory Committee Roles and Responsibilities

The STF Advisory Committee will:

- (a) Participate in annual reviews of STF funded projects;
- (b) Provide input to SAMTD staff on the development and review of the STF process, timeline and application forms; and to ensure process is in conformance with State STF directives;
- (c) Review Discretionary Grant proposals, interview applicants and make informed recommendations to the SAMTD Board of Directors;
- (d) Review the proposed distribution of Formula Program moneys and make informed recommendations to the SAMTD Board of Directors;
- (e) Advise the SAMTD Board of Directors regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services, to avoid duplication of service, and address gaps in service;
- (f) Participate in developing the STF Plan and complete a review of the STF Plan every three years;
- (g) Advise the SAMTD Board of Directors and the SAMTD General Manager, or his or her designee, on:
 - 1. the transportation needs of Marion and Polk County residents who are seniors and/or have a disability,
 - 2. evaluating the need for and use of available resources,

3. the productive and efficient use of Special Transportation Funds, federal Section 5310 funds, and other funds which may be used to provide transportation for seniors and individuals with disabilities as defined by the adopted STF Plan;
- (h) Comply with the public involvement policies of SAMTD.

Members of the STF Advisory Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest; refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STF Advisory Committee; and publicly announce any actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action.

ARTICLE II – MEMBERSHIP, APPOINTMENTS AND TERMS

Section 1. Membership

The STF Advisory Committee shall have the number of members determined, from time to time, by the SAMTD Board of Directors. To be qualified to serve as a member of the STF Advisory Committee, the person must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following qualifications:

- (a) Is a person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
- (b) Is a person who is senior or an individual with a disability *and* who lives in an area of Marion or Polk Counties where there are no public transportation services;
- (c) Is a representative of seniors residing in Marion or Polk Counties;
- (d) Is a representative of individuals with disabilities residing in Marion or Polk Counties; or
- (e) Is a representative of a provider of services to seniors or individuals with disabilities residing in Marion or Polk Counties.

In making appointments, the Board may give consideration to seeking a majority of members who are individuals who are seniors or have a disability. Furthermore, the Board may appoint members to provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem/Keizer.

Transportation providers may serve as non-voting members.

Section 2. Appointments and Terms of Service

The SAMTD Board of Directors will appoint members to the STF Advisory Committee. Committee members shall serve for a term of two years, commencing on January 1. Members shall serve from the time of appointment, but the following shall determine the start of the two-year term of service for members appointed to fill an unexpired position that is vacant. The term of members appointed during the first six months of the year shall

commence as of the preceding January 1 and the term of members appointed during the last six months of the year shall commence as of the next succeeding January 1. Members are eligible for re-appointment for up to three consecutive terms. Terms should be staggered so that not more than one-half of the voting members have a term that expires in the same year.

Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term.

Section 3. Chair and Vice Chair – Election and Responsibilities

The officers of the STF Advisory Committee shall be a Chair and a Vice-Chair. Voting members of the Committee shall elect a Chair and Vice-Chair in the first meeting held in each calendar year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

The duties of the Chair are to call and convene meetings, preside over the meetings, act as the primary liaison between the Board of Directors and STF Advisory Committee, and perform other duties assigned by the Board of Directors. The Chair, on behalf of the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STF Advisory Committee.

The duties of the Vice-Chair are to perform the duties of the Chair, in his or her absence.

Section 4. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff, the Committee Chair or the Vice Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than four meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 5. Removal and Vacancies

Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.

The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Section 6. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III – MEETINGS

Section 1. Frequency; Open Meetings

The STF Advisory Committee shall meet at least two times each year.

All STF Advisory Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meeting laws.

The STF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STF Advisory Committee. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the STF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted..

Each member of the Committee has one vote. All actions of the STF Advisory Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will cast a vote only in cases of a tie.

Actions taken at the STF Advisory Committee shall be conducted under *Roberts Rules of Order, Newly Revised*.

Section 4. Minutes

Minutes of STF Advisory Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached and/or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his/her designee may present recommendations of the STF Advisory Committee to the SAMTD General Manager and/or Board of Directors in person or in writing.

ARTICLE IV – SUBCOMMITTEES

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the STF Advisory Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the STF Advisory Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the STF Advisory Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

ARTICLE V – AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STF Advisory Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the SAMTD Board of Directors. These bylaws amend and restate all prior STF Advisory Committee bylaws.

Adopted by Board Resolution #2016-03 on April 28, 2016

~~Bylaws Governing Procedures and Conduct of the Special Transportation Fund (STF) Advisory Committee of Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District (SAMTD)~~

Article I – STF Program, Purpose, Roles and Responsibilities

Section 1. Purpose and Mission of STF Program

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for ~~the elderly, seniors and people~~ individuals with disabilities as provided under ORS 391.800 - 391.830. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STF ~~Program. ODOT has~~ program. Pursuant to State law, Salem Area Mass Transit District (SAMTD) is the designated ~~SAMTD as the~~ recipient of STF ~~Agency formula funds and discretionary grants~~ for Marion and Polk Counties. ~~As The~~ SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STF ~~Agency, SAMTD is responsible for managing and coordinating the STF process program within the two counties. for the two counties.~~

Comment [TCS1]: Updates to current terminology.

Comment [TCS2]: Added per Director Lincoln's direction.

Comment [TCS3]: Update from SAMTD legal counsel to add state law reference and delete any reference to the STF Agency, which is not a legal entity.

Section 2. STF Advisory Committee Purpose

~~A Special Transportation Fund (An~~ STF Advisory Committee is established and appointed by the SAMTD Board of Directors to advise and assist the SAMTD ~~as the STF Agency~~ Board of Directors in carrying out the purpose of the STF program and to perform the functions set forth in Section 3 of these bylaws.

Comment [TCS4]: Per SAMTD legal counsel, we rely on the language of Article II, Section 2 to state that the committee is appointed by the SAMTD Board of Directors.

Comment [TCS5]: Added by SAMTD legal counsel in his last review.

~~The STF Advisory Committee, by providing transportation policy and funding recommendations, enables the SAMTD Board of Directors to make informed~~

~~decisions. The committee shall make all recommendations in a timely fashion, consistent with the State's annual STF schedule.~~

Comment [TCS6]: Per SAMTD legal counsel, this is unnecessary since the purpose and function of advisory committees is defined in the Board's bylaws.

Section 3. STF Advisory Committee Roles and Responsibilities

The STF Advisory Committee will:

- (a) ~~(a)~~ Participate in annual reviews of STF funded projects;
- (b) ~~(b)~~ Provide input to SAMTD District staff on the development and review of the STF process, timeline and application forms; and to ensure process is in conformance with State STF directives;
- (c) ~~(c)~~ Review Discretionary Grant proposals, interview applicants and make informed recommendations to the SAMTD Board of Directors;
- (d) ~~(d)~~ Review the proposed distribution of Formula Program moneys and make informed recommendations to the SAMTD Board of Directors;
- (e) ~~(e)~~ Advise the SAMTD Board of Directors STF Agency regarding ~~the~~ opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services, to avoid duplication of service, and address gaps in service; ~~and~~
- ~~(f)~~ ~~(f)~~ Participate in developing the STF Plan and complete biennial a review of the STF Plan every three years;
- (g) Advise the SAMTD Board of Directors and the SAMTD General Manager, or his or her designee, on:
 - 1. the transportation needs of Marion and Polk County residents who are seniors and/or have a disability,
 - 2. evaluating the need for and use of available resources,
 - 3. the productive and efficient use of Special Transportation Funds, federal Section 5310 funds, and other funds which may be used to provide transportation for seniors and individuals with disabilities as defined by the adopted STF Plan;
- ~~(h)~~ ~~(g)~~ Comply with the public involvement policies of SAMTD.

Comment [TCS7]: Changed to match how the agency is referred to throughout the document.

Comment [TCS8]: Removed since the "STF Agency" is not a legal entity.

Comment [TCS9]: Per the SAMTD Section 5310 Program Management Plan we must review/revise the Coordinated Plan every three years.

Comment [BF10]: The statutory reference and administrative rules have not changed, so the "official" name is still STF Plan.

Members of the STF Advisory Committee must comply with the Oregon Ethics Laws, ORS ch. 244, and refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest; refrain from

Attachment C. Tracked Changes to Draft STF Advisory Committee Bylaws

accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STF Advisory Committee; and publicly announce any actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action.

Comment [TCS11]: Added public involvement, public meeting law compliance, and ethics law requirements per ORS.

Article II – Membership, Appointments and Terms

Section 1. Membership

~~In accordance with State statute, all~~ The STF Advisory Committee shall have the number of members determined, from time to time, by the SAMTD Board of Directors. To be: ~~(qualified to serve as a) Persons who member of the STF Advisory Committee, the person must~~ reside in Marion or Polk County, Oregon;

Comment [TCS12]: Removes the maximum number of members stated in the stricken paragraph between items (d) and (e) of this section, which is not defined by statute.

~~(b) Knowledgeable, be knowledgeable~~ about the transportation needs of ~~the elderly~~ seniors and ~~people~~ individuals with disabilities;
~~(c) A person who is elderly or with a disability, and is~~ be a person who is either meets one of the following qualifications:

(a) a user of transportation

services in ~~is a person who is a senior or an individual with a disability and is a user of Marion or Polk County and is either or a person with a disability~~ public transportation services in Marion or Polk Counties;

~~(d) A person who is elderly or with a disability who lives~~ (b) living in an area of the

District Marion or county Polk County where there are no public transportation services and is either elderly or with a person with a disability is a person who is senior or an individual with a disability and who lives in an area of Marion or Polk Counties where there are no public transportation services;

~~(e) Ac)~~ Is a representative of elderly seniors and persons residing in Marion or Polk Counties;

(d) Is a representative of people individuals with disabilities residing in the Marion or Polk Counties; or

District or county.

Comment [TCS13]: Changed to match the current ODOT STF Guidebook language.

Attachment C. Tracked Changes to Draft STF Advisory Committee Bylaws

~~The committee membership must have a minimum of five members and will not exceed nine members. More than half of all STF Advisory Committee members will be individuals who are seniors and/or people with disabilities, to the extent possible from the pool of qualified applicants and balanced between the regions.~~

Comment [TCS14]: Replaced by statement above that the Board will determine the number of members. The minimum of five members is stated in statute and does not need repeating here, per SAMTD legal counsel.

~~(e) Is a representative of a provider of services to the elderly seniors or people individuals with disabilities residing in Marion or Polk Counties.~~

Comment [TCS15]: Replaced by membership criteria above.

In making appointments, the Board may, ~~but is not required to,~~ give consideration to ~~seeking a majority of members who are individuals who are elderly seniors or have a disability. Furthermore, the Board may appoint members to provide a balance of~~ geographical representation from the rural areas of Marion and Polk Counties, ~~the rural area of Polk County~~ and from the urbanized area of Salem/Keizer.

Comment [TCS16]: Removed redundant clause.

~~The Board may, but is not obligated to, appoint one or more non-voting members who may meet such qualifications as the Board may require.~~ Transportation providers may serve as non-voting members.

Comment [TCS17]: Divided run-on sentence into two per Director Kelly's request; changed to reflect the Board's wish to be able to determine the mix of rural/urban geographical representation of members.

Comment [TCS18]: This is a consideration for the District's processes, but does not belong in the committee bylaws, per SAMTD legal counsel.

Section 2. Appointments and Terms of Service

The SAMTD Board of Directors will appoint members to the STF Advisory Committee. Committee members shall ~~be appointed~~ serve for a term of ~~three~~ two years, commencing on January 1. ~~Members shall serve from the time of appointment, but the following shall determine the start of the two-year term of service for members appointed to fill an unexpired position that is vacant. The term of members appointed during the first six months of the year shall commence as of the preceding January 1 and the term of members appointed during the last six months of the year shall commence as of the next succeeding January 1. of the year in which the member is appointed. A member may not serve more than, but Members are eligible for re-appointment for up to two-three~~ consecutive terms. Terms should be staggered so that not more than ~~4/3~~ one-half of the voting members have a term that expires in the same year.

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Comment [TCS19]: Changing the term of appointment to make serving on the committee a shorter-term commitment and hopefully attracting more applications.

~~Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term.~~

Comment [TCS20]: Added to cover how current members will transition from the current three-year terms to the two-year term system.

~~Representatives from the rural areas of Marion and Polk Counties will~~may be
~~nominated by the County they represent.~~

Comment [TCS21]: Removed to reflect current practice where the counties do not nominate members.

~~When a vacancy occurs, the Board may elect to make appointments to fill unfilled or vacant terms, and such terms shall expire on the date of the expiration of the original term. The Board may select an appointee from amongst people expressing an interest in such appointment, or from a call for applications for the position.~~

~~The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation. Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.~~

Comment [TCS22]: Replaced by language in the "Removal and Vacancies" section below.

Section 3. Chair and Vice Chair – Election and Responsibilities

~~The officers of the STF Advisory Committee shall be a Chair and a Vice-Chair.~~ Voting members of the Committee shall elect a Chair and Vice-Chair in the first meeting held in each calendar year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

Comment [TCS23]: Adds definition of who the officers of the committee are.

The duties of the Chair are to call and convene meetings, preside ~~at~~over the meetings, act as the ~~official~~primary liaison between the Board of Directors and STF Advisory Committee, and perform other duties assigned by the Board of Directors. The Chair, on behalf of the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STF Advisory Committee.

The duties of the ~~vice~~Vice-Chair are to perform the duties of the Chair, in his or her absence.

Section 4. Participation ~~and Vacancies~~

Attachment C. Tracked Changes to Draft STF Advisory Committee Bylaws

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff, the Committee Chair or the Vice Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chairy may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than four meetings over a one-year period, will be reported to the SAMTD Board, and the Board shallmay declare that person's position vacant. ~~Vacancies will be filled per Article II, Section 2.~~

Comment [TCS24]: Making this an option for the Board.

Section 5. Removal and Vacancies

Comment [TCS25]: New section created by SAMTD legal counsel.

Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.

The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Comment [TCS26]: Moved from Article II, Section 2.

Comment [TCS27]: New text from SAMTD legal counsel to cover committee vacancies.

Section 6. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

Article III – Meetings

Section 1. Frequency: Open Meetings

The STF Advisory Committee shall meet at least two times each year.

Comment [TCS28]: Required by statute.

All STF Advisory Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meeting laws.

The STF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STF Advisory Committee. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Comment [TCS29]: Added clarification.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be written paper or electronic copies.

Section 3. Quorum and voting

A quorum of the STF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted..

Each member of the Committee has one vote. All actions of the STF Advisory Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will cast a vote only in cases of a tie.

Actions taken at the STF Advisory Committee shall be conducted under Roberts Rules of Order, Newly Revised.

~~A quorum of the STF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted. To the maximum extent practical, the Committee shall operate on a consensus basis. However, at the discretion of the Chair, a vote of those members present may be called. When a vote is called, a~~

Attachment C. Tracked Changes to Draft STF Advisory Committee Bylaws

~~majority vote conducted under Robert's Rules of Order, Newly Revised of those members in attendance at a meeting where a quorum is present shall be required to approve any recommendation.~~

Comment [TCS30]: Revised rules to be followed to match current Board by-laws.

~~Each member of the Committee has one vote. The Chair will cast a vote only in cases of a tie. All actions of the STF Advisory Committee will be by motion passed by a majority of the members present and voting at a meeting where a quorum is present.~~

Section 4. Minutes

Minutes of STF Advisory Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached and/or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his/her designee may present recommendations of the STF Advisory Committee to the SAMTD General Manager and/or Board of Directors in person or in writing.

Article ~~V~~ Subcommittee ~~IV~~ Subcommittees

Comment [TCS31]: Authorizes subcommittees such as the Technical Advisory Committee, which includes three members of the public and the STFAC members to review and recommend funding decisions to the STF Advisory Committee.

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the STF Advisory Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the STF Advisory Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the STF Advisory Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

Article ~~VIV~~ – Amendments

The SAMTD Board of Directors shall have the authority to amend these bylaws at any ~~regular~~meeting of the Board ~~meeting of Directors~~. The STF Advisory Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the SAMTD Board of Directors. These bylaws amend and restate all prior STF Advisory Committee bylaws.

Comment [TCS32]: Per Director Lincoln's direction, the former STFAC Bylaws will be rescinded and replaced by these new Bylaws at the April 28 Board meeting.

~~Amended by Board Resolution #92-01 January 23, 1992~~
~~Amended by Board Resolution #92-12 May 28, 1992~~
~~Amended by Board Resolution #93-01 February 25, 1993~~
~~Amended by Board Resolution #93-18 November 17, 1993~~
~~Amended by Board Resolution #97-03 February 27, 1997~~
~~Amended by Board Resolution #97-29 December 18, 1997~~
~~Amended by Board Resolution #01-03 April 26, 2001~~
~~Amended by Board Resolution #01-17 December 13, 2001~~
~~Amended by Board Resolution #05-10 December 15, 2005~~
~~Amended by Board Resolution #08-08 June 26, 2008~~
Adopted by Board Resolution #2016-03 April 28, 2016

MEMO TO: BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: BOARD MEMBER COMMITTEE REPORT

Issue

Shall the Board report on their committee participation and meetings attended?

Background and Findings

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities attended by individual members on behalf of SAMTD, time will be scheduled for an oral report/update. The following activities have designated board member representation:

<u>Board/Committee</u>	<u>Director(s)</u>
Special Transportation Fund Advisory Committee (STFAC)	Director Hammill Alternate: Director Thompson
Mid-Willamette Area Commission on Transportation (MWACT)	Director Kelley Alternate: Director Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	Director Thompson Alternate: President Krebs
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	President Krebs Alternate: Director Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	President Krebs Alternate: Director Busch
Salem River Crossing Oversight Committee	President Krebs Alternate: Director Lincoln

Recommendation

Receive and File

Proposed Motion

None

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

February 8, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

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

Staff David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Gregg Thompson, Maintenance Manager; Jared Isaksen, Finance Manager; Ted Stonecliffe, Long-Range Planning Analyst; Kristian Sorensen, Technology Support Services Analyst; and Linda Galeazzi, Executive Assistant **ABSENT:** Allan Pollock, General Manager

Guests None

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

2. DISCUSSION

a. Addition of Trips during Peak Hours to Route 1X/Wilsonville Express **5:30 PM**

Staff report: Pages 1-16 of the agenda

Presented by: Ted Stonecliffe, Long-Range Planning Analyst

Overcrowding and the need to add special trippers behind over-capacity buses prompted Salem-Keizer Transit (the "District") and South Metro Area Regional Transit (SMART) staff to develop a new schedule to alleviate crowding and provide additional service at a minimum additional cost.

Surveys were developed as the first step towards the redesign of the schedules, and passed out to Route 1X passengers on July 27th and 28th, 2015. The results of the surveys were tallied and analyzed. There was a good response rate to the General Survey with 142 responses. Over three-quarters of the respondents rode the 1X every weekday with 92 percent traveling for work purposes. The overall opinion of the service was positive. The 1X was well utilized by people who had the choice whether to ride the bus or drive/ride in a car. Over 80 percent of the people had access to a car and over 70 percent had an annual household income of greater than \$50,000.

Survey results supported revisions to the service hours - The first trip in the morning from Salem would leave a half hour later at 5:51 a.m. to meet the second WES train out of Wilsonville; rather than the first train. An additional morning trip would be added to provide relief for the 7:00 a.m. run from Wilsonville, which is often overcrowded. An additional trip leaving at 3:35 p.m. in the afternoon would alleviate crowding on the 4:00 departure from

Salem. This plan would not require additional buses or operators to the current peak pullout for the afternoon. The revised service is scheduled to begin March 7, 2016. This service change will not need Board approval.

There was a question and answer period about the history of the 1X commuter service, how the WES commuter rail is tied to the 1X in Wilsonville; how the 1X is now funded, how the cost is divided between the City of Wilsonville and the District, what the biggest cost is, and how the new service schedule will be marketed.

Comments: Hammill, Lincoln, Krebs, Kelley, Stonecliffe, Dickey

b. Purchase of CNG Fixed-Route Buses

5:56 PM

Staff report: Pages 17-18 of the agenda

Presented by: Gregg Thompson, Maintenance Manager

The District operates and maintains a fleet of 64 fixed route buses of which 34 are CNG-powered. As of January 2015, 24 CNG buses exceeded their FTA-recommended useful life. The September 2015 service redesign reduced the fleet needs by another three buses; these three buses were placed into contingency status, so that there are 21 CNG buses to replace. The District began the RFP process on August 3, 2015 with RFP #2015-03. Submittals were received from Gillig LLC and New Flyer of America Inc. Scoring criteria consisted of price, adherence to specifications, warranty, delivery schedule and serviceability. In each scoring step, New Flyer of America ranked higher. The initial order of twelve buses is \$5,760,000. Funding for the initial order will come from three grant sources - the Federal 5339 Fund with a match of 20%; the Federal 5307 Fund with a match of 20%; and STP Fund with a match of 10.27%. The local match will come from the General Fund. At the February 25, 2016 meeting, staff will recommend that the Board authorize the General Manager to enter into a five year contract with New Flyer of America to purchase 21 fixed route CNG buses for a contract amount of \$10,080,000.

There was time for questions and answers about restocking the bus parts and whether they are interchangeable with the Gillig buses; how much time it will take to build the bus; will the interiors have vandal-resistant seats; is there an "escape" clause in the contract; is there a plan for getting rid of the old CNG buses; is there a marketing program to promote the new buses when they arrive; have the CNG tanks been ordered?

Mr. Thompson explained that a lot of the parts are the same for the 2007 and 2010 Gilligs. The learning curve for those parts was intense at that time and the parts are interchangeable. The CNG tanks have been ordered. The interiors of the buses will have the same mix of seats with a balance of passenger comfort in the front of the bus; the harder seats are in the back of the bus and are vandal-resistant. New Flyer will bring a demonstration bus to the District to use for two weeks and the District will advertise its use. The District also has a marketing program to promote the new buses when they arrive. There is an escape clause in the contract. There are no "moth-balled" buses; however, it is more difficult to get rid of CNG buses because not everybody has the capability to fuel them and it is not easy to convert to diesel. The District has the largest CNG station in the State of Oregon rated by horse-power. In the past, the District has gone through State Surplus to sell items.

Comments: J. Thompson, Kelley, Krebs, Hammill, Busch, G. Thompson, Isaksen

c. Budget Document and Role of the Budget Committee

6:21 PM

Staff report: Pages 19-20 of the agenda

Presented by: President Robert Krebs

Board members discussed the concerns expressed in an email from Scott Bassett, a citizen member of the Budget Committee about the FY2015 budget document. His main concern was that he felt his questions were not answered. It was thought that Mr. Bassett was possibly used to policy option budget packages. Board members offered their suggestions. Some of the issues Mr. Bassett raised could be discussed during the budget orientation. An explanation for STF Medicaid would be helpful. A supplemental sheet on how well the organization works and how it has improved would be helpful. Shifting staff from fund to fund has been a problem. The local budget law training was helpful.

Comments: Krebs, Hammill, Kelley, Lincoln, Busch, Isaksen

Direction: President Krebs will meet with Mr. Bassett to discuss his concerns.

Mr. Isaksen asked that the Board let Mr. Pollock or Ms. Galeazzi know if there is something missing in the budget document so that staff can provide an adequate explanation to make it a stronger budget document.

President Krebs will put together a committee of three board members and three citizen members to review the budget document and the process; and come back to the Board with a report in October.

d. Budget Committee Applicants for Subdistrict #2/Keizer

Staff report: Pages 21-26 of the agenda

Presented by: Director Colleen Busch

Direction: In accordance with the Board's bylaws, Director Busch will recommend Michael DeBlasi for the Subdistrict #2 citizen position on the Budget Committee. Mr. DeBlasi meets the qualifications of a candidate. The Board will be asked to consider this appointment at the March board meeting.

e. Designation of General Manager Pro Tempore

6:58 PM

Staff report: Pages 27-28 of the agenda

Presented by: President Robert Krebs

Direction: President Krebs and Allan Pollock will meet to put a formal policy together for Board approval at the February 25, 2016 board meeting.

3. GENERAL MANAGER COMMENTS

6:11 PM

Staff report: Pages 29-32 of the agenda

Presented by: President Robert Krebs

Linda Galeazzi, Executive Assistant/Clerk of the Board

Board members reviewed the Board's monthly calendar of meetings, the draft February Board meeting agenda and the upcoming schedule of agenda items for the calendar year.

President Krebs noted that he will miss the March 7th work session. Director Steve Evans will fill in for him as Chair.

4. WORK SESSION ADJOURNED

7:21 PM

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

**Salem Area Mass Transit District
Board of Directors**

Planning Retreat

Saturday, February 6, 2016
West Salem Roth's – Oregon Conference Room
1130 Wallace Road NW, Salem, Oregon 97304

MINUTES

PRESENT:	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Board Thompson, and Kathy Lincoln	ABSENT:	Director Steve Evans
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; and Linda Galeazzi, Executive Assistant		
Guests	Dale Penn II, CFM Strategic Communications		

1. **WELCOME / OPENING COMMENTS:** President Robert Krebs 9:00 AM

2. **SKT STRATEGIC PLAN REVIEW -**

- **Strategic Plan** – pages 1-18 of the agenda
- **Board Goals Statement** – page 19

Mr. Pollock hit on key points in the narrative of the Strategic Plan created in Fiscal Year 2012 that described Salem-Keizer Transit's direction over the next twenty years.

The Board discussed several goals that were met in the first five years of the Strategic Plan and areas to look at for improvement:

- Making a decision two years prior to strengthen the core service in Phase One of the *Moving Forward* project (Comments: Hammill);
- Service coverage was not increased in the South Salem area but a yearlong pilot project was launched in the West Salem area to provide service coverage with the *West Salem Connector* (Comments: Kelley, Pollock);
- Seniors and people with disabilities now have two more options of travel with the *RED Line Shopper Shuttle* and *Dial-A-Ride* service. It is hard to determine at this time if it is more cost effective but the cost per revenue hour is more efficient, and they will need to manage passengers per revenue hour. (Comments: Lincoln, Pollock)
- CherryLift has been in existence since the mid-1990s and is the most expensive service provided. The predictability of a CherryLift ride from pick up to delivery; in the coming ten years of operations, it may be possible through changes in technology, to schedule a trip with real-time technology. (Comments: Busch, Kelley, Hammill, Pollock)

Discussion on the Election and the Strategic Plan (Comments: Hammill, Kelley)

- The ballot measure got destroyed in the November election.
- We did not execute on the Strategic Plan, or the Plan did not focus on winning an election, and we need to deal with that.
- The Strategic Plan's Goal #1 states they want to focus on delivery of service that takes

people where they want to go in a timely fashion but it left the opportunity for failure in that most of the customers or primary ridership is transit-dependent. They need Saturday service in the core areas and on twelve other routes.

- Saturday ridership used to be about half of weekday ridership. You cannot take service from weekdays to add to Saturday without considering the additional cost.

Is it worth reducing week day service from a policy perspective? It is worth capturing concerns. (Comments: Kelley, Lincoln, Hammill, Thompson, Busch, Pollock)

- Saturday service along newer routes
- Let people know the concerns; let them know about the fixed route and paratransit requirements and costs
- It is difficult to communicate
- The election did not have anything to do with the Strategic Plan. We were outspent.
- We did not have our support base ahead of time.
- Empty buses are not the issue; it is empty cars
- A paper from the Governor's transportation visioning meeting made a statement about empty buses
- There is nothing in the Strategic Plan (SP) that –
 - Defines an acceptable level of service; it does not offer service connections to grocery stores. Collector routes should provide service to necessary resources like grocery stores, medical facilities, etc.
 - Talks about efforts to reach a threshold level of transit to reach a good and viable alternative to customer satisfaction
- The SP is more like a big map or work plan with priorities
- We will have to figure out how to pay for this or it goes on the shelf
- Have short term goals and objectives to accomplish
- In the execution of the SP, it permits us to make serious mistakes; it is not guiding us appropriately
- Thirty-three percent are transit dependent
- It is more than that now; We need to do a true ridership survey and put that in the budget
- Much of what is being discussed could be put in the Board's plans for Phase Two of the Moving Forward project
- I am a great believer in ridership versus coverage but have been hammered by people who are transit-dependent who need service

The Strategic Plan needs to be updated. President Krebs will form a subcommittee with himself, and Directors Hammill and Lincoln.

Dale Penn II arrived at the meeting at 9:52 a.m.

- When updating the SP, we need to be precise; funding what the District pays for.
 - The Board will need to decide what they want the budget document to mean.
- We need to write the SP to include a supplement long range; 20 years out regional plan to develop one seat rides.
- Western Oregon may want to partner with CARTS. We need to do some follow-up; Dale Penn and Mr. Pollock are working with Representative Evans on that.
- Fuel costs are going down for those who ride CARTS. It is having an impact on CARTS ridership.

- We could have a weekly column in the Statesman Journal; like a public forum. I would be happy to head that up – Director Lincoln
- The budget document is another way to reach people and transit supporters
- You can use Twitter and Facebook, etc. It is one of the main ways to communicate.
- If we need to expand, we need a blog
- Multi-channels to get the word out! On February 29th, the District will have a new Director of Communications

3. PERFORMANCE MEASUREMENTS

- **Performance Metrics** – page 19 of the agenda

Mr. Pollock explained that there were three levels of the performance report for management, the board and the community. As part of the update to the Strategic Plan, he wants to ask the community, what is important for them to know, to measure community acceptance. He asked that the Board review the performance metrics and let him know what is missing.

(Comments: Hammill, Thompson, Krebs, Kelley, Busch, Lincoln, Pollock)

- There are two communities – the riders and the taxpayers
- What are they complaining about – the TripLink Call Center, parents with strollers in ADA spaces on the buses. Changed signs – has it been effective, has it been dealt with. It is the law; it is a policy issue.
- The issue of the “empty bus” – Video
- When we update the SP, incorporate community measures

4. MOVING FORWARD PHASE II FUNDING – WHAT’S NEXT

10:12 AM

- a) **Governor’s Visioning Transportation Panel** – pages 21-25 of the agenda
- b) **OTA / OTF** – page 26–28
- c) **HB 4078 Salem Chamber Transit Bill** – pages 29-33
- d) **President Krebs’ Funding Proposal** – page 34

Dale Penn led the discussion about funding.

(Comments: Krebs, Kelley, Busch, Lincoln, Hammill, Pollock)

- a) The key preliminary findings from the Governor’s Transportation Vision Panel (on pages 24-25 of the agenda) included state and local transit investments, and increasing the flexibility of K-12 student transportation services across the state. A final report will be delivered to Governor Kate Brown by spring 2016 to serve as a tool to shore up and prioritize investments in the state’s transportation system over the next several years.
- b) As a result of a November government affairs strategic planning meeting, members of the Oregon Transit Association (OTA) authorized the creation of OTA subcommittees charged with developing a transit-specific revenue package proposal for consideration by the 2017 Oregon Legislative Assembly; and developing communications materials, coalition allies and grassroots capacity to support OTF advocacy efforts concerning a 2017 transportation investment package that would include transit.
- c) The Salem Area Chamber’s Transit Bill LC163 is “dead.” The big hurdle for this bill was how to fund the Transit Expansion Fund estimated at \$20 to \$40 million. Representative John Davis from Wilsonville spoke against the Chamber’s bill asking why the state should support the Chamber’s bill for a transit fund when the Chamber was not willing to support public transit in its own community. The main goal will be to continue the conversation about a transportation package for next year. Mr. Pollock attended the

hearing, as did Director Busch. Mr. Pollock did a good job answering the questions he was asked. **Mr. Penn will send the Board a link to the hearing.**

- d) Income tax package ready for the 2017 legislative session that funds transit throughout the state, is distributed by county at two levels - for local transit and intercity services. The funding source is needed to get federal dollars. Components of this tax may need to be approved by voters statewide; would need to get legal advice. It may require an adjustment to the tax for TriMet and Lane Transit District. Salem-Keizer Transit is willing to carry the flag for this potential statewide program and would also benefit.
- e) There is a hearing in the Senate on SJR 201 about doing different things with property tax and the real market value of owner-occupied property. There has been consensus that something needs to be done. Police, fire and other essential services including transit are all impacted by this. The League of Oregon Cities is bringing up the issue. Director Kelley recommended that they get involved with some of those discussions.

5. SKT ROLE WITH SALEM AREA AND KEIZER CHAMBERS OF COMMERCE 11:25 PM

Board members discussed their future roles with the chambers of commerce and next steps for discussions regarding funding opportunities.

(Comments: Lincoln, Hammill, Kelley, Krebs, Pollock, Penn)

- Board members discussed whether or not to continue the District's membership with the chambers of commerce of both Salem and Keizer after they aggressively opposed Ballot Measure 24-388 in the November 2015 election. The Chamber publicly stated that they felt transit was important to the community but they did not agree on the funding source. As an alternative, they intended to help the District find funding sources necessary to provide the services (for Phase II of the Moving Forward project).
- If there are no funds for Phase II, the Board will need to decide what service is important to the riders. Board members will not go out for another ballot measure in the near future.
- If the Board were to go out for a ballot measure in the November 2018 election, they would begin now to educate and gather local support. There is also the potential of a state solution in the works which they can support that may provide necessary funding.
- It is important to continue to educate the community and the Chamber about the District's services, how these services are funded and how the District is a strong steward of the people's tax dollars; encourage their understanding.
- When reaching out to thank the Chamber for their efforts with the LC163 Measure, discuss the possibility of other funding options, invite Chamber members to sit on the Budget Committee or a task force.

Mr. Pollock will set up meetings with President Krebs, Director Thompson, and the Keizer and Salem Area Chamber leaderships.

6. FUTURE ROLE OF THE CITIZEN'S ADVISORY COMMITTEE (CAC) 12:37 PM

- **CAC Bylaws** – page 35-38

Board members discussed the cessation and the future role of the CAC.

(Comments: Krebs, Hammill, Busch, Lincoln, Kelley, Thompson, Pollock):

- The first members were a mix of transit riders and all of the meeting time was spent educating the members with no end point. A new approach was taken with constituents from the business community, but they were not going back to their agencies and

sharing the information they received at the meetings. The goal was to be of value to the members and of value to the Board to make decisions; to create opportunities for town halls, etc. That did not happen.

- It was so much trouble to keep the membership. The first group was transit-dependent who did not have a constituency to go back to. The second group never engaged.
- There was nothing for the CAC to do – study something, go to a neighborhood association meeting – they just wanted to learn. They cannot give a good response unless they know what they are doing. Does the American Public Transportation Association or the Transit Research Board offer guidance?
- Focus groups may be the way to go to bounce back ideas from a wider group to the community.
- The Keizer Fire District Board convenes a CAC when they have an issue to discuss; targeted groups with influence in particular areas of need.
- We could get opinions on-line like ODOT has done or OPB.
- We did the phone poll for the ballot measure.
- We may get better participation now; like the Book Bins participation.
- The regional transportation workshops put on by Jarrett Walker & Association's were good presentations with stakeholders.

Staff will put together a proposal for a restructured Citizens Advisory Committee.

7. SALEM RIVER CROSSING DISCUSSION

12:52 PM

- **Salem River Crossing Alternative Modes Study** – pages 39-130

Mr. Pollock reviewed the Board's involvement with the Salem River Crossing (SRC) Oversight Team and the Alternative Modes Study completed with strategies to help reduce congestion. When the transit district raised questions about funding to fulfill the strategies, those options were taken out.

Director Lincoln stated that the EIS is not out yet and in her opinion, the SRC is not going to improve congestion. She asked that the Board revisit their prior decision made on April 24, 2014 to adopt Resolution No. 2014-03 that states in part that ...

“as a matter of record, support for the Salem Alternative as the preferred alternative to be included in the Salem River Crossing Environmental Impact Statement (EIS), and ... in order to avoid additional costs and design conflicts, bus stop locations and construction shall be coordinated with Salem-Keizer Transit. In addition, other public transportation supportive amenities, such as park and ride lots, transit centers, bus queue jump lanes, and transit signal priority will be considered as part of the design of the project.”

Building the new highway will encourage more driving; there is nothing in the design project for the transit district. The study was supposed to reduce congestion by eight percent. The cost of the bridge will be \$8 billion. It does not include maintenance for the mile-long bridge that will end up costing approximately \$45 million per year. It will suck a lot of money out of the community. Salem-Keizer Transit only needs \$5 million for Saturday and Sunday service. When the final study comes out, the Board needs to rethink the impact on transit and on the community.

(Comments: Krebs, Kelley, Hammill, Thompson, Pollock):

- Other bridges have 80,000 vehicle trips per day.

- There may be no federal dollars to build the bridge and there are not enough local dollars. The state said there would be no funding. We should wait to see what kind of funding they come up with.
- Why would the Chamber support the bridge and not transit? It is an infrastructure project – lots of construction.
- Lane Transit District is talking about funding from Small Starts that they are getting for their projects.
- The project team is already working on Marine Drive. There has to be some investment or a funding footprint on their end to keep the project open in order to get the EIS funded.

Mr. Pollock proposed that when the EIS comes out, a subcommittee will be formed to delve into the details, and the committee can create a plan for when the money stops the project with transit solutions that save money.

8. BUS ADVERTISING TO FUND DISCOUNT STUDENT BUS PASSES CONCEPT

- **Director Kelley’s Proposal** – page 131

Director Kelley briefed the Board on the initial meeting she and Director Thompson had with Krina Lee from the Salem-Keizer Education Foundation (SKEF) to discuss the concept of bus advertising as a way to fund discounted youth bus passes for students for transportation to after school or extracurricular activities. It was important to Director Kelley that the revenue from the bus advertising sales be used for the kids, and this partnership would be a way to promote local good will.

Mr. Pollock advised that bus advertising will require a contract that will go through the request for proposal (RFP) process because it is a revenue stream. The District has received inquiries from several firms in the last few months that have an interest in doing bus advertising. The SKEF, a 501(c)(3) organization, would have to submit a proposal and go through the RFP process if they have an interest in the bus advertising sales as well as the youth bus pass distribution. Even if the bid went out to another firm, the revenue from the bus advertising sales could still be used to offset the costs for this program.

Comments (Hammill, Thompson, Lincoln, Krebs, Kelley, Pollock):

- Board members discussed what things might be included in an RFP; how to go about it and whether to form a committee.
- Director Kelley plans to meet with Ms. Lee again on February 8th at 3:00 p.m.

9. ANNOUNCEMENTS/COMMENTS

- Board members briefly discussed that Scott Bassett, a citizen member on the Budget Committee has made suggestions for changes to the District’s budget document and what it is the committee as a whole wants the budget document to say. The information he is asking for is important but it may need to be in a year-end report.

Director Lincoln suggested that the District contact Mr. Bassett to discuss his suggestions.

10. MEETING ADJOURNED (This planning session was voice recorded.)

2:13 PM

Respectfully Submitted:
Linda Galeazzi
Executive Assistant

**Salem-Keizer Transit
Special Transportation Fund Advisory Committee
Tuesday, April 5, 2016
Courthouse Square - Senator Hearing Room
555 Court St NE, Salem, Oregon 97301**

A. CALL TO ORDER & NOTE OF ATTENDANCE:

Tanya DeHart called the meeting to order at 3:00 p.m. with a quorum present.

MEMBERS PRESENT:

Tanya DeHart, Chair; Jean Sherbeck, Diane Lace, Marja Byers, Emily Broussard

MEMBERS ABSENT:

Gerald Heffner

STAFF:

Ted Stonecliffe, Long-Range Planning Analyst; Melissa Kidd, Mobility Coordinator; Allan Pollock, General Manager; SueAnn Coffin, Contracted Transportation Manager; Lisa Carignan, Outreach Representative; Jolynn Franke, Administrative Assistant, Transportation Development Division

SAMTD BOARD LIAISON:

John Hammill, SAMTD Board of Directors

PROVIDERS:

Kathleen McClaskey, City of Woodburn; Sharon Heuer, Salem Health; Brent Standridge, MV Transportation

GUESTS: None

B. PUBLIC COMMENT: None

C. ANNOUNCEMENTS: None

D. APPROVAL OF MEETING MINUTES – February 2, 2016 and March 1, 2016:

A motion to approve the February meeting minutes was made by Diane Lace. Marja Byers seconded the motion. The motion passed unanimously.

A motion to approve the March meeting minutes was made by Jean Sherbeck. Marja Byers seconded the motion. The motion passed unanimously.

E. ACTION ITEMS:

1. Election of a Committee Vice-Chair for the 2016 Calendar Year –

A motion was made to elect Diane Lace as Committee Vice-Chair for the 2016 calendar year by Jean Sherbeck. Marja Byers seconded the motion. The motion passed unanimously.

F. DISCUSSION ITEMS:

1. **Review of Draft Revisions to STF Advisory Committee Bylaws [Ted Stonecliffe]:**
 - a. **[ACTION ITEM]: Make a recommendation to the SAMTD Board of Directors to rescind and replace the STF Advisory Committee Bylaws with those provided with the agenda (along with any additional comments from the committee)**

Ted Stonecliffe reviewed the *STFAC Bylaws Complete Tracked Changes* compared to *Existing Bylaws 3-29-16.pdf* document with those in attendance. The STF Advisory Committee members have been provided with a copy of this document.

The draft bylaw revisions and any comments received at today's STF Advisory Committee meeting will be presented to the SAMTD Board of Directors (the Board) for discussion at the work session scheduled for Monday, April 11, 2016. A recommendation from the STF Advisory Committee (STFAC) to adopt the draft bylaw revisions will be presented at the Board meeting scheduled for Thursday, April 28, 2016. STFAC members are welcome to attend the work session and/or the Board meeting.

Jean Sherbeck commented that the bylaws made no mention of representation for low-income individuals. Ted Stonecliffe will seek clarification from ODOT on whether it would be appropriate to include this in the bylaws.

Tanya DeHart asked whether the draft revision to the committee member term length would apply to current members. Ted will seek clarification on this from the Board at the April 11, 2016 work session.

Marja Byers motioned to present the draft bylaw revisions as written with consideration to the comments from today's meeting to the Board for approval. Emily Broussard seconded the motion. The motion passed unanimously.

2. **Review Technical Memo #1 from Kittelson and Associates [Ted Stonecliffe]:**

The committee was provided with electronic copies of the *SKT_Tech_Memo_1-20160329.pdf* document. This document is the first product from the consultant, Kittelson and Associates, in the update to the Coordinated Plan project. This memo updates the demographic information in the Coordinate Plan using the 2010 U.S. census and the American Community Survey data collected from 2010 through 2014.

Ted Stonecliffe specifically called out *Appendix B: Public Service Providers* for review by the committee. This portion of the memo lists the contact information for and a brief description of many different public service providers in the Marion and Polk county region. Committee members were asked to provide Ted Stonecliffe with any updated information they may have for the public service providers currently listed in this portion of the memo, as well as information for any that are not currently listed.

3. **Schedule for Public Outreach for the Coordinated Plan Update [Ted Stonecliffe]:**

Public outreach for the Coordinated Plan update will begin with an event scheduled in Salem. Events are being considered in Polk County, Woodburn and the Santiam Canyon area as well.

4. *Regional Rethink* Project Timeline and Outreach [Ted Stonecliffe]:

“*Regional Rethink*” is the new title that has been given to the regional transit planning project. Salem-Keizer Transit (SKT) staff is currently in the process of developing a proposed plan that could be implemented by January 2017. First, this proposed plan will be presented to the public at outreach events held throughout the service area starting in May and into June. Feedback received from these outreach events will be considered in making changes to the proposed plan and developing a final proposal of the plan by September or October. This will allow time for the Board to approve the final plan and for necessary driver training that would need to occur before the plan could be implemented.

5. Next Step for FTA-direct 5310 and Carry-Over STF Grant Solicitation

Technical Advisory Committee Meeting April 11, 10:00 a.m. [Ted Stonecliffe]:

The Technical Advisory Committee (TAC) will meet on Monday, April 11, 2016 to review the applications submitted for these funds. The TAC will form a recommendation to be presented to the STFAC at their May 3, 2016 meeting. The STFAC will then form a final recommendation that will be presented to the Board at the May 26, 2016 Board meeting. Contracts for approved applications will be written in time for a July 1, 2016 start date.

6. Provider updates: None

7. Roundtable topics:

Jean Sherbeck requested that SKT’s new Director of Communications, Patricia Feeny, be invited to the STFAC meetings in the future. Jean feels that there is a need for more robust public communication of services, especially regarding CARTS. Patricia will be added to the invite list.

A. ADJOURN: The meeting adjourned at 4:19 p.m.

Recorded by: Jolynn Franke, Administrative Assistant, Transportation Development Division

NEXT MEETING:

Tuesday, May 3, 2016; 3:00 - 4:30 PM

Courthouse Square Building, Senator Hearing Room

555 Court St NE, Salem, OR 97301