



Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

April 9, 2018

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

MINUTES

PRESENT:	President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley,
Board	Kathy Lincoln, Colleen Busch and Doug Rodgers
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Al McCoy, Director of Finance/CFO, Linda Galeazzi, Executive Assistant; Chris French, Senior Planner; Chip Colby, Information Technology Manager; and Matt Berggren, Transit Planner II
Guests	None

1. CALL TO ORDER **5:32 PM**
President Bob Krebs called the work session to order at 5:32 p.m.

2. DISCUSSION

a. ITS Project Update (CAD/AVL) **5:32 PM**

Staff report: Pages 1-4 of the agenda

Presenter: Chip Colby, IT Manager

The procurement process for the Intelligent Transportation System (ITS) is nearing completion. Funding for this project has been granted through the Salem Keizer Area Transportation Study (SKATS) in three different funding cycles for a combined total of \$2,618,171 that includes the District’s 10% match. In addition to the Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL), the project will replace obsolete automatic passenger counters, automated stop announcement (both audio and visual) systems, destination sign systems, and security camera systems. The ITS suite will include real-time passenger information, electronic fare collection (including smart phone), automated system monitoring, and software solutions that provide coordination between all of the above mentioned systems. Phase One of the ITS project is the CAD/AVL. The

completion date is planned for the end of 2019. Future phases include the Transit Signal Priority (TSP), Security & Camera System Upgrades, and the Electronic Fare System (EFP).

Follow-up: The *Fund Allocations* worksheet presented in a PowerPoint presentation will be sent to Board members for their review. (Herein given as Attachment A and by this reference made a part of these Minutes)

b. Hwy 99E Corridor Planning Project

5:48 PM

Staff report: Pages 5-14 of the agenda.

Presenter: Chris French, Senior Planner

The 99E Corridor Planning Project began in November, 2016 with a “Transit Network” grant from the Oregon Department of Transportation (ODOT) and discretionary grant funding from the state Special Transportation Fund to study the viability of a partnership between Canby Area Transit (CAT) and Cherriots to improve transit service along the 99E corridor from Salem to Oregon City. Jarrett Walker and Associates (JWA) was awarded the contract to lead this project on June 9, 2017.

In April 2018, CAT increased its daily service to 14 round trips from 6:30 a.m. to 7:30 p.m. between Woodburn and Canby. Cherriots Route 10X runs six round trips between Salem and Woodburn from 6:30 a.m. to 6:30 p.m. The two systems connect at the Woodburn Bi-Mart near 99E. JWA developed two alternatives for the project that build off a baseline alternative using existing levels of revenue hours and vehicles for the corridor. CAT uses three vehicles to provide its service. Cherriots uses one bus to provide the 10X service.

Board members were invited to meet with members of the Canby City Council and its’ Transit Advisory Committee to discuss the alternatives for service on the 99E corridor as is shown below in the chart.

Alternative	Round Trips/day to Woodburn	Daily Revenue Hours (RH) Increase Compared to Baseline	Buses required
Baseline	6 RT/day (Cherriots) 14 RT/day (CAT)	0.0	1 (Cherriots), 3 (CAT)
Alternative 1 – Timed Transfers	8 RT/day (Cherriots) 14 RT/day (CAT)	4.0 RH/day (Cherriots) 0.0 RH/day (CAT)	2 (Cherriots), 3 (CAT)
Alternative 2 – Traded Trips	4 RT/day full route (Cherriots) • Salem to Oregon City, 4 RT/day full route (CAT) • and 6 RT/day to Woodburn	4.0 RH/day (Cherriots) 0.0 RH/day (CAT)	2 (Cherriots), 3-4 (CAT)*

*Vehicle requirement depends on level of peaking.

Follow-up: President Krebs will appoint members to a subcommittee to meet with the Canby City Council and their Transit Advisory Committee. The SAMTD Board will take action on the final corridor planning project at their June 28, 2018 Board meeting.

c. Salem City Council's Congestion Relief Task Force Report

6:08 PM

Staff report: Pages 15-44 of the agenda

Presenter: Steve Dickey, Director of Transportation Development

The Salem City Council created a member-based Congestion Relief Task Force to address traffic congestion issues in and around the Marion and Center Street bridges over the Willamette River. The task force has had one meeting and are scheduled to meet on April 20, May 4 and on May 18 to evaluate potential options available to address the increased traffic congestion in peak traffic periods.

Follow-up: Staff will attend the task force meetings to observe and provide a report to the Board at future work sessions.

d. Service Enhancement Discussion re: Fare Programs

6:22 PM

Staff report: Pages 45-56 of the agenda

Presenter: Matt Berggren, Transit Planner II

Every two years, the District conducts an evaluation of the fare structure at the direction of the Board. Staff outlined the goals for this years' analysis and five potential strategies - to simplify the fare structure, facilitate transfers between local and regional buses, help families and low-income riders, encourage youth to ride, and ensure the fare structure is equitable. Staff estimated that the cost for the fare changes and programs they proposed would total approximately \$860,000 and could be reimbursed by the District's portion of the State's newly created Statewide Transportation Improvement Fund. It was also noted that funding used from the STIF for the proposed fare changes and programs would decrease the funding for new services proposed.

The next steps include public engagement in May with a report to the Board in June. A final draft of the fare changes and programs will be incorporated into the service enhancement plan beginning in July 2018, with implementation in July 1, 2019.

Follow-up: Board members asked if there were other entities with similar proposals. They would like to see the projected operational costs for each of the proposed strategies, the impact on the fare revenue by programs and the equity issues around discounted fares.

e. Review of Draft Bylaws for the Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

7:00 PM

Staff report: Pages 63-71 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed a draft version of the proposed Bylaws for a board-appointed Statewide Transportation Improvement Fund Advisory Committee (STIFAC). The draft Bylaws have in place language for STIF formula funds only; and the STIF Rules Advisory Committee has since released their recommendation of draft rules for discretionary

funds to the Oregon Transportation Commission for approval. Once approved, the District's STIFAC Bylaws will need to be amended to include that language.

Follow-up: Board members will send their recommendations for language additions or changes to the Bylaws to Mr. Pollock by April 13. Based on the discussion, a finalized version of the Bylaws will be drawn up and presented to the Board for adoption.

3. GENERAL MANAGER COMMENTS

7:18 PM

Staff report: Pages 27-30 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the August 24, 2017 board meeting, the Board's calendar, and upcoming agenda items that will be brought before the Board for action. Of note, the City of Salem's Transit Advisory Committee meets on April 10. In response to questions about Salem's State Streetscape project, the District has a staff representative on the City of Salem's Technical Advisory Committee where they receive updates. Board members were also invited to attend SEDCOR's Oregon Economic Forum on May 10. Director Busch advised that she is now a member of the City of Keizer's Citizens Advisory Committee and will send Mr. Pollock the information.

Follow-up:

4. WORK SESSION ADJOURNED

7:32 PM

Submitted and Recorded by:

Linda Galeazzi

Executive Assistant/Clerk of the Board

ITS Funds		Allocation Worksheet		
revised 3/22/18				
Source	For	Grant Amt	Match / GF	Total
STBGP-U thru SKATS TIP 2018	ITS*	1,308,417	149,754	1,458,171
STBG STIP #20756	APC & ASA	659,516	75,485	735,000
General Fund & 5307	Radio Replacement	140,000	35,000	175,000
STBG STIP #19741	CAD/AVL	224,325	25,675	250,000
	Total Funds for ITS Efforts			2,618,171
	Camera & Security Systems (Fixed)	440,700	300,500	741,200
	Open Payment Fare System		357,225	357,225
	Transit Signal Priority	501,500	13,920	515,420
ITS*				
Below are the original ITS Component cost estimates provided for SKATS TIP and updated cost estimates				
Component	SKATS TIP	PBT	Difference	
Transit Signal Priority (TSP)	487,500	515,420	27,920	
Camera & Security Systems	440,700	741,200	300,500	
Real-Time Traveler Info (TIS)	78,000			
Electronic Fare System (EFP)	65,000	357,225	292,225	
Integrated Software Package	344,500			
Project Management	42,471			
Total from SKATS TIP	1,458,171			
Totals we budgeted		1,613,845		

ITS Fund Allocation Urban & Regional					
NOTE: See breakdown matrix below for cost by unit and quantities					
Notes		Urban	Regional	Notes	
2018 thru 2022	ITS	86%	14%	Estimate based on fleet size	
From PBT	APC only	100%	0%	Fixes Route only	
From FY18 budget	Radio Replacem	100%	0%	Already done in FY16	
From PBT	CAD/AVL	100%	0%	Uses Routematch	
From PBT	Cameras	100%	0%	Regional buses use Apollo	
From PBT	eFare	86%	14%	Unknown	
From PBT	TSP	86%	14%	Strictly based on fleet size	
Matrix of costs Urban & Regional					
	Based on fleet size and usage				
		Urban	Regional	Notes	
		461,138	26,360	Regional needs bus equip only	
		440,640	0	Regional buses use Apollo	
Included in CAD/AVL		67,200	10,500		
		64,000	0	Regional not included in est	
Included in CAD/AVL		297,600	46,500		
Included in CAD/AVL		36,525	5,946		
		1,367,103	89,306		