



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

December 12, 2019

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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 MEETING

December 12, 2019

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT Board	President Ian Davidson; Directors, Charles Richards, Colleen Busch (left at 6:48 p.m.), Chi Nguyen, Sadie Carney, and Robert Krebs
ABSENT: Staff	Director Doug Rodgers Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Strategic Initiatives & Program Management; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Mark Poulson, Transportation Manager; Wendy Feth, Accounting Manager; Roxanne Beltz, Trip Choice Program Coordinator; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Ron Hartwig, Chair, Citizens Advisory Committee; Todd Burton, Past President of Government Finance Officers Association (GFOA) and Retired Financial Planning & Debt Project Manager, Tualatin Water District; Mikel Burke, Cherriots Transit Operator and Executive Officer, ATU Local 757 Board

- A. CALL TO ORDER 6:30 PM**
President Davidson called the meeting to order. Attendance was noted and a quorum was present. Director Richards led the Pledge of Allegiance.
- B. “SAFETY MOMENT” THOUGHT FOR THE DAY**
Mr. Pollock shared a *Safety Moment* about being aware of your surroundings during the holiday season.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**
- D. PRESENTATIONS**
Todd Burton presented the Board with a certificate from the GFOA of the United States and Canada recognizing Salem Area Mass Transit District for its comprehensive annual financial report (CAFR). The CAFR is submitted to the GFOA for review each year, and upon review, the GFOA awards its Certificate of Achievement Award for Excellence in Financial Reporting to those governments that comply with the CAFR accounting standards of preparation. The District received notification on October 17,



2019 that their CAFR, for fiscal year ending June 30, 2018, qualified for a Certificate of Achievement for Excellence in Financial Reporting. It is the 7th consecutive year that the District received this award.

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR 6:40 PM

Motion: **3. Approval of Minutes**
 a. October 24, 2019 Board of Directors Meeting
 b. November 12, 2019 Board Work Session

4. Routine Business
 a. Adopt Resolution No. 2019-10 to Rescind and Replace the Bylaws Governing the Procedures and Conduct of the Citizens Advisory Committee
 b. Committee Appointments:
 • **Budget Committee**
 • **Special Transportation Fund Advisory Committee**
 • **Statewide Transportation Improvement Fund Advisory Committee**
 • **Citizens Advisory Committee**
 c. Approval of Staggered Terms for the Citizens Advisory Committee
 d. Appoint Citizens Advisory Committee Chair and Vice-Chair

Motion by: **Director Robert Krebs**
Second: **Director Charles Richards**
Discussion: **No items were deferred from the Consent Calendar.**
Vote: **Motion passed unanimously (6) Busch, Carney Davidson, Krebs, Nguyen, Richards; *Absent:* Director Doug Rodgers**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

Mr. Trimble introduced the chair of the Citizens Advisory Committee, Rick Hartwig. Mr. Hartwig said the committee has three new members; one member is a high school student for the first time. The Committee serves a very important purpose.

H. ACTION ITEMS

- 1. Adopt Resolution #2019-09 to rescind Resolution #2018-02 adopted on April 26, 2018, to no longer seek to acquire the real property identified in Exhibit A for the South Salem Transit Center.**

Staff report: Pages 65-74 in the agenda



Presenter: Steve Dickey, Director of Strategic Initiatives & Program Management
 During Fiscal Year 2018, SAMTD was in the process of acquiring property for the South Salem Transit Center (SSTC) and had selected property described in Exhibit A as the preferred location on Commercial Street SE. This property was owned by Walmart. The Board took formal action on April 26, 2018 by adopting Resolution #2018-02 to support the use of eminent domain if that course of action was needed. Resolution #2019-09 will rescind that authorization. The District no longer seeks to acquire the real property identified in Exhibit A for the South Salem Transit Center.

Motion: **Moved to adopt Resolution #2019-09 to rescind Resolution #2018-02**

Motion by: **Director Robert Krebs**

Second: **Director Colleen Busch**

Discussion: **In response to questions asked, Mr. Dickey reported that the District still intends to have a transit center in south Salem. An RFP will go out in February for consultation services.**

Vote: **Motion passed unanimously (6) Busch, Carney Davidson, Krebs, Nguyen, Richards; Absent: Director Doug Rodgers**

Director Busch left the meeting at 6:48 p.m.

I. INFORMATION ITEMS

6:48 PM

1. January 2020 Service Change Briefing

Staff report: Pages 75-76 of the agenda

Presenter: Chris French, Senior Planner

The Board receive a briefing on changes to Cherrriots fixed route services beginning January 5, 2020. Schedule adjustments will occur on the local Route 2-Market/Brown, Route 26-Glenn Creek/Orchard Heights, Route 27-Glen Creek/Eola, and Route 19-Broadway/River Road. On regional bus service, schedule adjustments will occur on Route 10X-Woodburn/Salem Express and Route 40X-Polk County/Salem Express.

2. First Quarter Performance Report

6:51 PM

Staff report: Pages 77-100 of the agenda

Presenter: Chris French, Senior Planner

The Board receive a quarterly briefing on Cherrriots services for the first quarter of FY20 with Saturday service data included as a result of the expansion of service. Revenue hours for weekday service on the Cherrriots local service increased an average of 38 hours a day and 338 hours were added per Saturday. There were 154 miles a day added to weekday service and 4,124.5 miles added per Saturday. Weekday ridership increased 6.6 percent for a total of 759,293 rides. Total ridership for Saturday service that began in September was 27,174. The lowered youth fare implemented in June



2019 continues to impact fare category usage. Youth Fare, Day, and 30-Day pass usage for weekday service increased by 66,585 more passes used or 75.5 percent. Saturday service was fare free in September for both local and regional service.

Revenue hours for the Cherriots regional service increased with the addition of more weekday trips at an average of 14.2 hours a day and 32 hours with the new Saturday service. There were 169 revenue miles a day added to weekday service and 729 miles added per Saturday. Ridership increased 8.8 percent with a total of 27,719 rides. Total ridership for Saturday service was 729. Youth fare, Day, and Monthly pass usage increased 26.1 percent to 199 more passes used.

3. First Quarter Cherriots Trip Choice Report

7:07 PM

Staff report: Pages 101-114 of the agenda

Presenter: Roxanne Beltz, Trip Choice Program Coordinator

The Board received a quarterly briefing on the Trip Choice Program activities. The Trip Choice team will host a display table at the Capitol in March 2020 commemorating Cherriots 40th Anniversary. In the first quarter, Cherriots Trip Choice (CTC) revised the ODOT work plan to include increased outreach into Polk and Yamhill counties as part of CTC's expanded markets and vanpool program growth. CTC staff attended various outreach events and its social media channels promoted employer services and resources, commuter benefits, safety tips, *A Better Cherriots* campaign, vanpool routes, Cherriots service enhancements, bikeshare, and the *Get There Challenge*. Staff also participated on three Service Integration Teams (SIT) in Polk and Yamhill counties. The quarterly Employee Transportation Coordinators networking meeting was held on Sept. 26. The Oregon Department of Land Conservation and Development (DLCD) was successfully enrolled into the Group Pass Program. All of the DLCD employees were provided with passes and resources at a worksite event. Marion County Environmental Services and CTC created a collaborative survey to gauge the impact that residents from northeast Salem have on traveling. The survey had a total of 396 respondents who ranged in age from 18 to 65. The survey results provided staff with direction on how to develop a follow up outreach campaign in northeast Salem for the second and third quarters.

In response to a question asked about how to get a bikeshare in a particular locale, Ms. Beltz advised that bikeshares need to first be sponsored. She was not sure if the agency had plans to expand, but she would be willing to find out if there was interest.

4. First Quarter Financial Report

7:22 PM

Staff report: Pages 115-124 of the agenda

Presenter: Al McCoy, Director of Finance/CFO



The Board received a briefing on the first quarter financial report for FY2020. The total *Operating Expenditures* of the General Fund are slightly under budget at 23% of the total budget. All divisions in the General Fund are at or below the 25% of the total budget. Expenditures for the *Transportation Programs Fund* are at 23% and at 4% for the *Capital Project Fund*. Under *General Fund Revenues*, *Passenger Fares* received are at 19% of the total budget; *STIF Formula Funds* are at 15%. The District received 1% of the projected *Property Taxes* in the first quarter. *Advertising* revenue performed above the budgeted level at 38%. *Oregon State In-Lieu* showed no receipts; however, a quarterly payment of \$1.7 million from the Oregon Department of Administrative Services was received in October.

J. GENERAL MANAGER’S REPORT 7:32 PM

Staff report: Oral Report
Presenter: Allan Pollock, General Manager

The Board received the general manager’s report. Mr. Pollock said the Operations team enacted a contingency schedule for transit services at Keizer Station with the opening of the *In-N-Out* restaurant today. Mr. Pollock thanked Director Busch for representing the Board at the Employee Holiday Luncheon on December 10. He reminded the Board to sign up for the Mid-Willamette Valley Council of Governments Annual Meeting, and noted that the Legislative Committee will meet on December 20. He announced that Cherriots will have a decorated bus in Keizer’s holiday parade on December 14. The decorations on the bus represent Cherriots’ 40 years of service in the community. He wished everyone Happy Holidays.

K. BOARD OF DIRECTORS REPORTS 7:35 PM

Staff report: Page 125 of the agenda
Presenter: Board of Directors

Board members report to the full Board about the meetings, public hearings, and other activities they attended on behalf of the District. President Davidson read from Director Busch’s notes (attached) about her activities for the month.

L. MEETING ADJOURNED 7:46 PM

Respectfully submitted,

Ian Davidson, President



Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, December 12, 2019
Courthouse Square – Salem Conference Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)(5)

Meeting Called to Order - 5:40 PM

Adjourned - 6:05 PM

PRESENT: BOARD

- x** President Ian Davidson
 - x** Director Robert Krebs
 - x** Director Charles Richards
 - x** Director Colleen Busch
 - x** Director Sadie Carney
 - 0** Director Doug Rodgers
 - x** Director Chi Nguyen *
- (*arrived at 6:00 p.m.)

STAFF

- x** Allan Pollock, General Manager
- x** David Trimble, Chief Operating Officer
- x** Paula Dixon, Director of Administration
- x** Ben Fetherston, SAMTD Legal Counsel
- x** Chris Duckworth, SAMTD Labor Counsel

Under the Authority of:

- x** 192.660(2)(f) Exempt Public Records

Specific Issues Discussed: Confidential Memo

Allan Pollock, General Manager

RECORDING SECRETARY



Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, December 12, 2019
Courthouse Square – Salem Conference Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)(5)

Meeting Called to Order - 6:06 PM

Adjourned - 6:25 PM

PRESENT: BOARD

- x** President Ian Davidson
- x** Director Robert Krebs
- x** Director Charles Richards
- x** Director Colleen Busch
- x** Director Sadie Carney
- 0** Director Doug Rodgers
- x** Director Chi Nguyen

STAFF

- x** Allan Pollock, General Manager
- x** David Trimble, Chief Operating Officer
- x** Paula Dixon, Director of Administration
- x** Michiel Majors, Safety & Loss Control Specialist
- x** Ben Fetherston, SAMTD Legal Counsel
- x** Ron Downs, SDIS Legal Counsel
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Under the Authority of:

- x** 192.660(2)(h) Legal Counsel / Litigation

Specific Issues Discussed: Pending litigation

Allan Pollock, General Manager

RECORDING SECRETARY