



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

March 28, 2019

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1. <u>Approval of Minutes</u>	
a. Minutes of the February 28, 2019 Board Meeting	
b. Minutes of the February 11, 2019 Board Work Session	
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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

March 28, 2019

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

MINUTES

PRESENT Board	President Robert Krebs; Directors Doug Rodgers, 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; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Gregg Thompson, Maintenance Manager; Ted Stonecliffe, Transit Planner II; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Ryan Pasquarella, CPA, Grove, Mueller & Swank PC; Dan Clem, Executive Director, Union Gospel Mission; Ron Harding, Chair, Special Transportation Fund Advisory Committee (STFAC); Brent DeMoe, Director, Polk County Family & Community Outreach; Jeremy Gordon, Mayor, City of Falls City; Victor Repetto, member, STFAC

- A. CALL TO ORDER 6:30 PM**
President Krebs called the meeting to order. The attendance was noted and a quorum was present. Director Kelley led the Pledge of Allegiance.
- B. “SAFETY MOMENT” THOUGHT FOR THE DAY**
Mr. Pollock shared a *Safety Moment* having to do with the wet weather, and being extra careful so you don’t experience any slips and falls. Board members also received a flyer with tips from CCTV on how to use the microphones at the dais to help CCTV when they record the meeting.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**
President Krebs announced that there were 163 days to the first day of the new, Saturday service. He advised that there would be changes in the order of the Action Items. Agenda Item No.H.2 would be first and Agenda Item No. H.1 would follow. There were also two additional action items - one for the purchase of new buses and another having to do with the evaluation of express bus service on Kuebler.
- D. PRESENTATIONS 6:33 PM**

1. FY2018-2019 CAFR and Audit Report

Staff report: Pages 1-14 of the agenda

Presenter: Ryan Pasquarella, CPA, Grove, Mueller & Swank PC

Grove, Mueller & Swank, P.C., a firm of licensed certified public accountants, audited the District's financial statements with the goal to provide reasonable assurance that the financial statements were free of material misstatements. Mr. Pasquarella stated that based on the audit, the auditors concluded that there was a reasonable basis for rendering an unqualified opinion that the District's basic financial statements for the fiscal year ended June 30, 2018 are fairly presented in material respects in conformity with Generally Accepted Accounting Practices (GPPA).

2. Union Gospel Mission "Hope has a New Address" Project

Staff report: PowerPoint Presentation

Presenter: Dan Clem, Executive Director, Union Gospel Mission

Salem's Union Gospel Mission is building a new mission for recovery services at 777 Commercial Street NE. The building project is across the street from the new Salem Police Department that is currently being built. Mr. Clem provided details of the project that they have been working on since 1993. The City approved their conditional use permit. They are now finishing up the fundraising with a matching campaign for \$2.9 million, and filing documents related to the design, site plan, and parking variance. They will go before the Planning Commission sometime between April and June; demolition is scheduled for October, ground breaking is February 1, 2020 and completion of the project is scheduled for December 2020. He asked the Board to consider writing a letter of support for the project, sending it to the City Planning Administrator by May 1.

Motion: **Moved to write a letter of support to the City of Salem Planning Administrator for the Union Gospel Mission's new project "Hope has a New Address."**

Motion by: **Director Steve Evans**

Second: **Director Doug Rodgers**

Vote: **Motion passed**

Ayes: Kelley, Thompson, Rodgers, Lincoln, Busch, Evans and Krebs

E. PUBLIC COMMENT

President Krebs advised that testimony on the STFAC recommendation for STF and 5310 funds would be received prior to deliberation for that agenda item; however, general public comments would be taken at this time.

There were no general public comments.

F. CONSENT CALENDAR

7:10 PM

Motion: **Moved to approve the Consent Calendar:**
2. Approval of Minutes
a. Minutes of the February 28, 2019 Board Meeting
b. Minutes of the February 11, 2019 Board Work Session

Motion by: **Director Marcia Kelley**

Second: **Director Jerry Thompson**

Discussion: **No items were deferred from the Consent Calendar.**

Vote: **Motion passed**
Ayes: Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

H. ACTION ITEMS 7:10 PM

1. Approval of STF Advisory Committee Recommendations for Funding of Federal 5310 and State STF Projects

Staff report: Pages 39-44 in the agenda; and Supplemental Packet

Presenter: Ron Harding, Chair, Special Transportation Fund Advisory Committee
Ted Stonecliffe, Transit Planner II

Testimony: Testimony in favor of funding the FCDC was proposed by Brent DeMoe, Director of Polk County Family & Community Outreach both in writing and orally; by Mayor Jeremy Gordon from the City of Falls City, and by Victor Repetto, a member of the STFAC, who testified on his own behalf and not as a representative of the STFAC.

Mr. Harding and Mr. Stonecliffe provided a review of the process that was used by the STF Advisory Committee (STFAC) to form their recommendations for funding of Federal 5310 and State STF projects. The staff report on pages 39-44 goes into detail about the results of the meetings held by the technical advisory committee and the STFAC on January 29, February 12, 2019, respectively. Board members listened to testimony at the February 28, 2019 board meeting, from representatives of the Falls City Direct Connect (FCDC) project operated by Polk County. The Board expressed their concerns that the process that led to the STFAC's recommendation was rushed and the priorities outlined in the adopted Coordinated Plan may not have been followed properly. The Board chose to postpone their decision to the March 28 board meeting and to request an extension of two weeks from ODOT.

The STFAC met again on March 12, 2019 as is detailed in the staff report. Public testimony was heard from three representatives of the Falls City Direct Connect (FCDC) project. No one else gave testimony. Committee members discussed the priorities in the Coordinated Plan, and deliberated first about the 5310(ODOT) applications. The Committee voted to stay with their prior recommendation for the 5310 projects, which was to fund all of the existing projects at their scaled requests.

In the deliberation for funding the Federal STF applications, an analysis of the scaled requests for existing services showed available funding at \$22,282. Committee member Hammill made a motion that was seconded to fund all existing projects at their scaled requests and award \$22,282 to Polk County for the FCDC project.

In the discussion that followed, committee member Meagher-Osteen advised that the (Coordinated Plan) clearly states the first priority for funding was to maintain existing services. Funding at the scaled level did not accomplish this priority. She recommended that the remaining \$22,282 be allocated proportionately to the four existing services to bring funding levels closer to a level to maintain the existing services. The discussion had the committee split with two members favoring the motion as stated and the others wishing to follow the Coordinated Plan to maintain existing services. Representatives of the Cherriots regional service and the City of Woodburn said they would need to make cuts if they only received the scaled request.

Mr. Hammill amended his motion, which was seconded by Ms. Meagher-Osteen, to state that all existing projects would be funded at their scaled requests and that the leftover amount (\$22,282) would be distributed in proportion to their scaled request amounts as they relate to the total allocation. This would follow the priorities of the Coordinated Plan more closely. The amendment to the motion passed and the amended motion passed with a vote of five "yes" and two "nos." It was noted that there was a difference of opinion expressed by members of the committee with the majority calling for all of the money to be spent on existing services and the minority preferring the money go to the FCDC run by Polk County. The Board was advised of this detail in the committee's recommendation.

Motion: **Moved to approve the STF Advisory Committee's recommendation for funding the 2019-21 biennium STF and 5310 (ODOT) grant applications (as shown in Attachment A on page 43 of the agenda); and authorize the General Manager to submit the applications in advance of ODOT's March 29, 2019 deadline.**

Motion by: **Director Jerry Thompson**

Second: **Director Kathy Lincoln**

Vote: **Motion passed**

Ayes: Kelley, Thompson, Rodgers, Lincoln, Krebs

Nays: Busch, Evans

2. Adopt Resolution No. 2019-03 for Approval of Statewide Transportation Improvement Fund Formula Plan Application Modifications

Staff report: Pages 33-38 in the agenda

Presenter: Ted Stonecliffe, Transit Planner II

During ODOTs review process, substantive revisions were required in the 2019-2021 Statewide Transportation Improvement Fund (STIF) Plan for formula funds. The Board, as the Qualified Entity (QE), needs to approve these changes by April 15, 2019. The STIF Plan is the legally binding document in lieu of a grant agreement. Approval enables action by the Oregon Transportation Commission (OTC); for subsequent disbursement of formula funds by ODOT in early May.

Motion: **Moved to adopt Resolution No. 2019-03 to amend Resolution No. 2018-09 and accept the revisions made in STIF Plan application for 2019-21 biennium STIF formula grant funds; and direct the General Manager to submit the amending resolution in advance of ODOT's April 15, 2019 deadline.**

Motion by: **Director Steve Evans**

Second: **Director Doug Rodgers**

Vote: **Motion passed**

Ayes: Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs

3. Acquisition of Nine Compressed Natural Gas Fixed-Route Transit Vehicles

Staff report: Supplemental Packet

Presenter: Gregg Thompson, Maintenance Manager

Nine vehicles, approaching 17 years of age, are scheduled to be replaced. An order for nine 40-foot Compressed Natural Gas (CNG) vehicles will be procured under procedures set by the Washington Department of Transportation's Public Transit Division. The contract price is based upon a Washington State price agreement. Funding for this project is included in the Capital Projects Fund in the FY2018-19 Adopted Budget and includes two federal grants at \$3,891,963 and a local match of \$1,075,217. The total purchase price is \$4,967,180.

Motion: **Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of nine (9) fixed-route, Compressed Natural Gas (CNG) transit vehicles for Cherriots fixed-route service for a not-to-exceed amount of \$4,967,180.**

Motion by: **Director Marcia Kelley**

Second: **Director Doug Rodgers**

Vote: **Motion passed**

Ayes: Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs

4. Evaluate Connecting Express Bus Service on Kuebler Boulevard from South Salem to the Mill Creek Industrial Complex

Staff report: Supplemental Report

Presenter: President Robert Krebs

At the March 11 work session, President Krebs proposed that the Board consider taking action to begin the planning process at the March 28 board meeting with an

evaluation of express bus service on Kuebler Boulevard that would include a review of the cost of 15, 20 and 30-minute frequencies. Service from South Salem to the Mill Creek Industrial Complex would better connect family housing areas with new employment opportunities at Mill Creek where the new Amazon warehouse is located. He recommended that staff report back to the Board in July 2019.

Motion: **Moved to authorize the General Manager to direct staff to evaluate an express bus route on Kuebler Boulevard to connect Routes #6/Fairview Industrial, #8 and #18/12th-Liberty, and #21/South Commercial near Commercial Street SE and Route #11/Lancaster-Verda near the Aumsville Highway; and report back at the July 2019 board meeting.**

Motion by: **Director Marcia Kelley**

Second: **Director Kathy Lincoln**

Vote: **Motion passed**

Ayes: Kelley, Thompson, Rodgers, Lincoln, Evans, Busch, Krebs

I. INFORMATION ITEMS - None

J. GENERAL MANAGER'S REPORT

Mr. Pollock reported on the APTA Legislative Conference which he attended with President Krebs and Director Rodgers.

K. BOARD OF DIRECTORS REPORTS

7:37 PM

Board members reported, both verbally and in writing, on their Board assignments, and citizen communications as representative of the District.

Director Thompson announced that legal counsel, Ben Fetherston was scheduled to provide ethics training at the next STFAC meeting.

Director Evans provided a recap of the Citizens Advisory Committee meeting. The next meeting is scheduled for June 18, 2019.

L. MEETING ADJOURNED

8:48 PM

Respectfully submitted,



Robert Krebs, President