



Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

April 8, 2019

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

MINUTES

PRESENT:	President Robert Krebs; Directors Jerry Thompson, Kathy Lincoln, Colleen Busch, Doug Rodgers (arrived 5:43 p.m.) and Marcia Kelley; ABSENT: Steve Evans
Board	
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Gregg Thompson, Maintenance Manager; Linda Galeazzi, Executive Assistant
Guests	No guests

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

- 2. SAFETY MOMENT**
Mr. Pollock shared the *Safety Moment* for the month of April about slips, trips and falls that can happen when walking on carpeted surfaces to tile floors. Missteps may also occur when getting on and off a bus. Be sure to use the handrails that are provided.

- 3. PRESENTATION**
Renewable Natural Gas
Staff report: Oral Update
Presenter: Gregg Thompson, Maintenance Manager
David Trimble, Chief Operating Officer
Mr. Thompson spoke about the renewable natural gas (RNG) that comes from organic sources. Natural gas consists largely of methane; biogas typically consists of methane and carbon dioxide. Biogas is cleaned and conditioned in order to produce RNG. By capturing more greenhouses gases than it emits, RNG is considered carbon-negative and is processed interchangeably with traditional pipeline-quality natural gas to ensure the safe and reliable operation of the fixed route fleet.

RNG producers receive CO2 Abatement and Carbon Credits when they can show the fuel produced is being used in vehicle fleets. The producer shares a percentage of the revenue received because the credits cannot be generated without the vehicle fleets. An RNG broker connects RNG producers with RNG users. The benefit to the District would be financial and further their goal to be environmentally friendly. The District would be certified as an "off-user" to generate the credits used by a broker. Using current natural gas therms, estimates for revenue have been \$100,000 - \$120,000 per year.

Maintenance has been working on vehicle strategies and capital planning for the next two years; and have been conducting research into the RNG process before moving in that direction.

Follow-up: Staff will look into both the fixed cost and variable revenue per therm when drafting an RFP for a contract.

4. DISCUSSION

a. Service Enhancement

Staff report: Oral Update

Presenter: Allan Pollock, General Manager

Mr. Pollock reported on the following. Mr. Pollock attended the Joint Committee on Transportation meeting where he, and representatives from Coos County Area Transit (CCAT) and TriMet testified about their agencies' plans for the new STIF funding.

The Board will receive a detailed briefing at the May 13 work session on the roll out of public education for the new service in September.

The recruitment and selection process for new hires continues. Many interviews were conducted by staff and another training class for transit operators is beginning. In response to questions asked by the Board, Mr. Pollock explained that once the drivers go through training class, they drive. Trainers go with the drivers on the buses to ride along. New drivers start by covering for vacations schedules.

The District submitted their Statewide Transportation Improvement Fund discretionary grant application. It will be the end of summer before the District will know whether it will be approved or not. Director Kelley spoke about the Area Commission on Transportation's procedure for the STIF discretionary grant process; noting that all of the projects were moved forward with the exception of a request from Cascade West Council of Governments for a feasibility study and operation of their project.

Follow-up:

b. Review of Environmental Policy Statement

Staff report: Pages 1-4 of the agenda

Presenter: Allan Pollock, General Manager

The District's sustainability committee oversees the business practices of the District from a sustainability perspective. As part of the committee's annual work plan, they drafted an environmental sustainability policy statement for the Board to review and comment on.

Follow-up: The sustainability committee will take the feedback received from the Board to finalize a proposed statement and present it to the Board for action at the April 25, 2019 regular meeting. In addition, staff will investigate LEED certification for the Keizer Transit Center, and check to see if Courthouse Square needs to be recertified. Mr. Pollock will follow up with the Condo Board at their next meeting.

c. Board Protocol

Staff report: Pages 5-6 of the agenda

Presenter: Allan Pollock, General Manager

Board members took time to review the protocol stated in the Board's Bylaws under *Rule 17-1 Conduct of Meetings – Presiding Officer* for the appropriate procedures during the public comment period scheduled for each board meeting with the increase in public comment activity.

President Krebs advised that members of the board who have issues to be addressed at a board meeting should let him and Mr. Pollock know in advance.

Mr. Pollock noted that work sessions are held to educate the board on upcoming action items, and to find out what information the board needs to make informed decisions.

Follow-up:

5. GENERAL MANAGER COMMENTS

Staff report: Pages 7-12 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed a draft agenda for the April 25, 2019 board meeting, the Board's calendar of scheduled meetings and events and upcoming agenda items for Board review or action. Mr. Pollock reminded the Board that there will not be a budget committee orientation this year; instead the first budget committee meeting is scheduled for May 2. Staff will send out a reminder email to the budget committee with that information.

Follow-up:

4. WORK SESSION ADJOURNED

6:27 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board