



Salem Area Mass Transit District  
**Board of Directors Meeting**  
September 28, 2023

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

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

**September 28, 2023**

Full Video of Board Meeting can be accessed at: [https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71liYD\\_YiUu7ABEx92](https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71liYD_YiUu7ABEx92)

**Attendees:**

Board: Vice-President Ian Davidson, Directors Ramiro Navarro Jr., Sadie Carney, Sara Duncan, and Bill Holmstrom. Absent: President Maria Hinojos Pressey

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CTO Baofeng Dong, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Service Planning Manager Chris French, Contract/Procurement Manager Dan Knauss, Security and Emergency Management Manager Karen Garcia, Transit Planner II Ted Stonecliffe, and Executive Assistants Crisandra Williams and Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual), President of the Board of Directors for the Imperial Sovereign Court of the Willamette Empire (ISCWE) Michael Shelley and Prince Royale to the 45<sup>th</sup> Reign of ISCWE Beth Delaney.

**I. CALL TO ORDER**

- A.** Vice President Ian Davidson called the meeting to order at 5:30 p.m. Attendance was noted, indicating President Maria Hinojos Pressey was absent and requested Vice President Davidson to chair. Vice President Davidson also noted a quorum was present.
- B.** GM Allan Pollock provided the safety moment with a focus on keeping safe this fall, noting rain can cause slippery road ways and fallen leaves can cause slick walkways and potentially hide trip hazards. These combined with an increase in children walking to and from school and our days getting shorter, causing it to get darker earlier, are all cause to be vigilant and aware of our surroundings when driving and walking.

**II. ANNOUNCEMENTS | CHANGES TO THE AGENDA - None**

**III. OATH OF OFFICE**

Vice President Davidson asked newly elected Board Treasurer, Director Carney to move to the front of the dais to complete the Oath of Office. Director Carney completed the Oath of Office for a term ending June 30, 2025.

**IV. PRESENTATION(S)**

- A.** Imperial Sovereign Court of the Willamette Empire (ISCWE)

Presenter: President of the Board of Directors for ISCWE Michael Shelley and Prince Royale to the 45<sup>th</sup> Reign of ISCWE Beth Delaney.

Staff Report: NA – See Attachment A

ISCWE President Shelley and ISCWE Prince Royale Delaney presented three large poster boards filled with comments of gratitude for the “Ride with Pride” bus featured this past June for Pride Month. They both took the time to commend Cherriots on their courage to outwardly support the LGBTQIA+ community; and also extended their appreciation by noting if there was anything the ISCWE could assist Cherriots with, they would be grateful for the invitation.

**V. PUBLIC COMMENT - None**

**VI. CONSENT CALENDAR**

Presenter: Vice President Davidson

Staff Report: Pg. 4-13

**A. Approval of Minutes**

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**B. Routine Business Items - None**

Motion:	<b>Approve the Consent Calendar</b>
Motion By:	<b>Director Sadie Carney</b>
Second:	<b>Director Sara Duncan</b>
Vote:	<b>Motion Passed Unanimously</b>

**VII. ITEMS DEFERRED FROM THE CONSENT CALENDAR – None**

**VIII. ACTION ITEMS**

**A. Approve Title VI Plan**

Presenter: Transit Planner II Stonecliffe

Staff Report: Pg. 14-707

Transit Planner II Stonecliffe provided a brief overview of the Title VI program, along with a description for each attachment of the report. He did note for the Board, while Cherriots is required to update the Title VI Program every three years to meet obligations with the FTA, it is considered a living document and can be updated at any time.

Motion:	<b>I move that the Board adopt Resolution No. 2023-09 to approve the 2023 Title VI Program and direct the General Manager to submit the plan document to the Federal Transit Administration by October 1, 2023.</b>
Motion By:	<b>Director Ramiro Navarro Jr.</b>
Second:	<b>Director Sara Duncan</b>
Vote:	<b>Motion Passed Unanimously</b>

**B. Complete the General Manager Performance Evaluation and Compensation Change Process**

Presenter: GM Pollock

Staff Report: Pg. 708

GM Pollock recognized that in accordance with Board Policy, the Board of Directors is responsible for evaluating the performance of the general manager. In addition, the Board shall give consideration to any change in the general manager’s compensation package. He noted the Board of Directors has met in an Executive Session in July 2023 and September 2023, to review the composite performance evaluation and to formulate a potential compensation adjustment. There is no staff recommendation for this report.

Motion:	<b>I move that the Board approve a 5% base salary merit pay award and a 2% base salary merit increase effective July 1, 2023, for General Manager Allan Pollock</b>
Motion By:	<b>Director Sara Duncan</b>
Second:	<b>Director Ramiro Navarro Jr.</b>
Discussion on the Motion:	Director Carney thanked her fellow Board members for the insightful discussion surrounding this motion. She also took a moment to thank GM Pollock for all the work he does on the community’s behalf. Vice President Davidson highlighted the thought and consideration the Board took in making this decision.
Vote:	<b>Motion Passed Unanimously</b>

GM Pollock thanked the Board for their support and trust in his leadership. He took a moment to recognize the great team at Cherriots, indicating it is a collective effort to move the organization forward.

**IX. INFORMATIONAL REPORTS**

**A. FY2023 Security and Emergency Management Report**

Presenter: Security and Emergency Management Manager Garcia

Staff Report: 709-722

Security and Emergency Management Manager Garcia provided a brief overview of the Security Team Responsibilities along with the different Security Providers and the areas in which they serve. She then provided a detailed FY23/FY22 quarter by quarter comparison of customer service contacts, exclusions, warnings, ordinance warnings, security incident reports, request for police response and activity, and most common incidents. She made special note of a new reporting requirement that began on April 1, 2023, to the National Transit Database (NTD). Lastly she discussed emergency planning activities that have taken place over the last fiscal year, along with those taking place this fiscal year.

**B. Battery Electric Bus Project Update**

Presenter: COO Dietz

Staff Report: 723-730

COO Dietz provided a project recap along with an update on the progress made on the District's Battery Electric Bus project. He concluded his report with the remaining steps to be taken for project completion.

**X. GENERAL MANAGER'S REPORT**

GM Pollock provided the General Manager's Report. He noted Tri-Met will now be participating in TransDASH, therefore Oregon's three transit districts will now be a part of the program. He also discussed and encouraged participation in the upcoming Oregon Travel Study, which occurs once a decade. He shared a letter from Falk Ambulance, congratulating Cherriots on its recent sustainability award. GM Pollock also announced Cherriots new CHRO, Jaél Rose will be starting on Monday, October 2, 2023. Lastly, he highlighted key items provided on the talking points sheet provided by CCO Feeny.

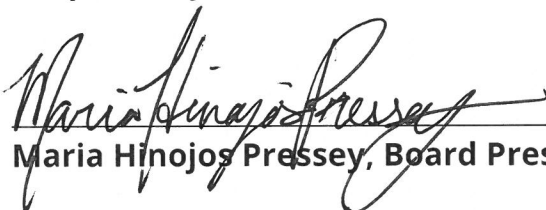
**XI. BOARD OF DIRECTORS REPORT**

Vice President Davidson and Directors provided reports on committees and activities in which they represent SAMTD.

**XII. ADJOURN**

Vice President Davidson adjourned the meeting at 7:53 p.m.

**Respectfully Submitted**



**Maria Hinojos Pressey, Board President**

