

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

**May 26, 2016, 2016**

**Index of Board Actions**

Action Page

Moved to approve the Consent Calendar: ..... 2

1. Approval of Minutes

a. Executive Session and Regular Board Meeting of April 28, 2016

Moved to approve the applications for the federal Section 5310 and STF grants as shown in Attachments C through F and as recommended by the STF Advisory Committee; and further moved to authorize the General Manager to enter into agreements with Salem Health for their proposed project and to proceed with the federal application for FFY16 5310 funding. The remaining STF dollars should be allocated to the CARTS operating budget. .... 3

Table 1. Summary of Projects in Section 5310 and STF Applications

Applicant	Project Description	Grant Request	Match	Total	Total Allocation
Salem-Keizer Transit	RED Line Preventative Maintenance	\$ 14,400	\$ 3,600	\$ 18,000	
Salem-Keizer Transit	RED Line Purchased Service	100,816	25,204	126,020	
Salem-Keizer Transit	Mobility Management	108,817	27,204	136,021	
<b>Section 5310 Total</b>		<b>\$ 224,033</b>	<b>\$ 56,008</b>	<b>\$280,041</b>	<b>\$ 224,033</b>
Salem Health	Transportation Coordinator	32,000	-	32,000	
<b>STF Total</b>		<b>\$ 32,000</b>	<b>-</b>	<b>\$ 32,000</b>	<b>\$ 32,599</b>

Moved to approve Intergovernmental Agreement No. DASPS 107420-16 with the State of Oregon Department of Administrative Services-Fleet and Parking Services; and authorize the general manager to sign the agreement. .... 4

Nominate Director Lincoln to review the compilation of the general manager's comprehensive performance evaluation. .... 4

Minutes recorded by Linda Galeazzi, Executive Assistant

Regular Board meetings are video recorded and are available for viewing on the CCTV website at [www.cctvsalem.org](http://www.cctvsalem.org).

Salem Area Mass Transit District  
BOARD OF DIRECTORS

**MINUTES**

May 26, 2016  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

<b>PRESENT:</b>	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, Steve Evans, and Kathy Lincoln
<b>Board</b>	
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Jared Isaksen, Finance Manager; Wendy Feth, Accountant; Roxanne Rolls, Rideshare & Outreach Coordinator; Ted Stonecliffe, Long-Range Planning Analyst; Matt Berggren, Planning Technician; Susie Primmer, Technology Services Support Analyst; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Tanya DeHart, Chair, Special Transportation Fund Advisory Committee (STFAC); Brandon Primmer, Youth Citizen

**A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:31 PM**  
President Krebs called the meeting to order. Attendance was noted and a quorum was present.

**B. PLEDGE OF ALLEGIANCE**  
Director John Hammill led the Pledge of Allegiance.

**C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA** - None

**D. PRESENTATION** - None

**E. PUBLIC COMMENT** - None

**F. CONSENT CALENDAR** **6:32PM**

**Motion:** Moved to approve the Consent Calendar:  
2. Approval of Minutes  
a. Executive Session and Regular Board Meeting of April 28, 2016

**Motion by:** Director John Hammill  
**Seconded:** Director Steve Evans  
**Vote:** Motion passed unanimously (7)

**G. ITEMS DEFERRED FROM THE CONSENT CALENDAR** - None

**H. ACTION ITEMS**

**H.1 Acceptance of Recommendation from the STF Advisory Committee for** **6:44 PM**  
**Approval of Applications for FY2017 Section 5310 and STF Grants**

**Staff report:** Tanya DeHart, Chair of the STF Advisory Committee, described the process the STFAC went through (from pages 9-14 of agenda) to approve three applications (on pages 15-70) for Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) and one application for STF grant program funds to bring to the

Board with the STFAC's recommendation for the Board's approval.

**Motion:** Moved to approve the applications for the federal Section 5310 and STF grants as shown in Attachments C through F and as recommended by the STF Advisory Committee; and further moved to authorize the General Manager to enter into agreements with Salem Health for their proposed project and to proceed with the federal application for FFY16 5310 funding. The remaining STF dollars should be allocated to the CARTS operating budget.

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<b>STF Total</b>		<b>\$ 32,000</b>	<b>-</b>	<b>\$ 32,000</b>	<b>\$ 32,599</b>

**Motion by:** Director John Hammill  
**Seconded:** Director Kathy Lincoln  
**Vote:** Motion passed unanimously (7)

**H.2 Approval of IGA No. DASPS-107420-16 with State of Oregon Department of Administrative Services-Fleet and Parking Services 6:46 PM**

**Staff report:** Allan Pollock reported on the groundwork that went into restoring funding for the state employee bus pass program and the Route 15X/Airport Road Park & Ride Express (formerly known as Route 20) from pages 71-100 of the agenda. The intergovernmental agreement is for a period of five years beginning July 1, 2017. It will provide funding for the Airport Park and Ride Express, and rides for state employees assigned within a designated service area. The State will pay the District \$650,000 during the first year of the program; and each year thereafter. Funding will increase a minimum of two percent and a maximum of five percent based on actual costs. The District conducted a Title VI analysis (pages 91-100) and found no Disparate Impact or Disproportionate Burden associated with the restoration of Route 15X and has agreed to provide the service every 15-minutes during peak periods and 30-minutes during non-peak periods, in accordance with the IGA. The District anticipates recapturing a large base of commuter employees that was lost when the State's employee bus pass program ended in 2009 due to budget cuts.

**Comments:** Director Kelley noted there are potential cuts in the State's upcoming budget. She asked if funding for this program will need to be appropriated by the legislature. Mr. Pollock responded that it will and staff will continue to work with the legislature on this program. There will be quarterly statements to report on ridership and other activities.

President Krebs advised that this service is paid for by the State for Capitol Mall employees to alleviate congestion into the downtown area and the parking needs. Other employers can participate in this program by contacting the District office. The employee bus pass can be used on all fixed route buses that includes the 1X Route; but not the Route 2X to Grand Ronde which

is a contracted service.

**Motion:** Moved to approve Intergovernmental Agreement No. DASPS 107420-16 with the State of Oregon Department of Administrative Services-Fleet and Parking Services; and authorize the general manager to sign the agreement.  
**Motion by:** Director Kathy Lincoln  
**Seconded:** Director Steve Evans  
**Vote:** Motion passed unanimously (7)

### H.3 Select Board Member to Review the Compilation of the General Manager's Comprehensive Performance Evaluation

**Staff report:** Paula Dixon explained the procedure for the general manager's performance evaluation and the duties of the board member chosen to review the compilation of evaluations from page 101 of the agenda.

**Motion:** Moved to nominate Director Lincoln to review the compilation of the general manager's comprehensive performance evaluation.  
**Motion by:** Director Jerry Thompson  
**Seconded:** Director Marcia Kelley  
**Discussion:** Director Lincoln accepted the nomination. Nominations were closed.  
**Vote:** Motion Passed Unanimously (7)

### I. INFORMATION ITEMS - None

### J. REPORTS

#### J.1 Performance – Third Quarter

**6:45 PM**

**Staff report:** Matt Berggren reported on the performance measures for the third quarter of fiscal year 2016 from pages 103-118 of the agenda. Revenue hours and miles for fixed route service increased from fiscal year 2015. The average daily revenue hours were 642.7, a five percent increase that included fifteen daily revenue hours for the West Salem Connector. The average daily revenue miles were 8,758.6, a 7.8 percent increase. The average daily boarding at 11,884 decreased by 13.7 percent and is a trend that staff has noted since the September 8, 2015 major service change.

Consultant, Jarrett Walker & Associates (JWA) analyzed the boardings drop and concluded that the drop in ridership was largely due to a combination of decreased transfers between routes and the large decreases in gas prices.

CherryLift saw a decrease of 11.8% in boardings per day. The average boardings on CARTS deviated routes was down 12.6%; down 15.6% on the zone routes; and down 22.6% on the Dial-A-Ride. The RED Line Dial-A-Ride increased by 7.8%. The RED Line Shopper Shuttle decreased by 0.7%.

#### J.2 Rideshare – Third Quarter

**7:00 PM**

**Staff report:** Roxanne Rolls gave the third quarter report for the Cherriots Rideshare Program from pages 119-124 of the agenda. The Rideshare staff collaborated with the Valley Vanpool partners on an outreach and education campaign. Staff participated in five 45-minute presentations to students at Stephens Middle School as part of their college preparatory program called *AVID*. Rideshare staff also hosted a table at a State-sponsored *Green Team* event. The first 1,000

*Wander Walks Downtown Salem* maps have been distributed; the same amount will be reordered to ensure adequate stock for other outreach events.

Recommendations that remain active in Rideshare's first year of their strategic plan include refreshing its color palette, program name and logo; building a new one-stop-shop web site; conducting an employee transportation coordinator survey; and reallocating staff responsibilities.

### **J.3 Finance – Third Quarter**

**7:07 PM**

**Staff report:** Wendy Feth gave an account of the third quarter for fiscal year 2016 from pages 125-131 of the agenda to include charts on pages 132-134 -

- Passenger Fares continue to underperform. The District received more than the projected Property Tax collections and Miscellaneous Revenue (due to an unbudgeted insurance dividend reimbursement).
- Interest rates on investments were 179 percent of the projected amount and interest rates are increasing.
- The General Fund is under budget in all appropriation levels.
- The General Manager/Board of Directors Division exceeded 75 percent of its annual appropriations due to the higher than anticipated cost associated with the ballot measure. The District will propose a budget appropriation transfer at the June Board meeting to cover these costs.
- The Finance Department exceeded 75 percent of its annual appropriations due to NTD certification costs and procurement consulting and costs for temporary help. Any potential budget overage will be covered by other Administration appropriations that will not be spent.
- The overage for the operation of the West Salem Connector will be covered with other Operations appropriations that will not be spent.
- Only one program in the Transportation Program Fund exceeded 75 percent of the annual budget. Mobility Management spent 82 percent due to higher personnel expenses and Garten Services costs for Transit Ambassadors on the downtown transit center at Courthouse Square. Any potential budget overage will be covered by other appropriations that will not be spent.
- The Capital Projects Fund is at 19 percent of the approved budget. Many of the capital projects are still in the planning or procurement stages and will be carried forward in the proposed budget for fiscal year 2017.

### **J.4 Board Subcommittee Report**

**7:15 PM**

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members inform the Board of the issues discussed in the committees listed on page 135 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies websites.

Minutes of the Board's April 11, 2016 Work Session on pages 137-140, and minutes of the May 3, 2016 STF Advisory Committee meeting were received and filed.

## **K. BOARD AND MANAGEMENT ISSUES**

### **K.1 General Manager**

**7:22 PM**

Mr. Pollock reported on his attendance at the APTA Bus and Paratransit Conference and

being one of the presenters at the *Small Operations Best Practices* workshops. He attended the Community Transit Association of America (CTAA) Annual Meeting in Portland where he spoke during two sessions about *Transit Systems in Oregon That Are Doing It Right* and *Transit in the Future*. He was also elected President of the Salem City Club for the coming year when the Salem City Club will celebrate their 50<sup>th</sup> anniversary.

**K.2 Board President**

**7:25 PM**

President Krebs submitted a written report on his transit-related Board and community service activities since the last board of directors meeting.

**K.3 Board of Directors**

**7:27 PM**

Board members give an account, both verbally and in writing, of their voluntary, transit-related Board and community service activities that may be of interest to the other Board members and to the public. The meetings in May included the Board's work session and regular Board meeting, meetings of the budget committee, neighborhood associations, Chamber of Commerce for Salem and Keizer, Salem City Club, the Iris Festival, and more.

Director Hammill spoke about the dynamic outreach meeting in Stayton held for the regional transportation plan. There were fifteen participants and the discussion was very productive. The next meeting is June 1<sup>st</sup> and will be held at Courthouse Square in the Senator Hearing Room.

Director Lincoln reported on the Oregon Transportation Commission meeting she attended where she gave testimony to remind the Commission to pay attention to the finding regarding transit.

Director Busch attended the Board's executive session regarding labor negotiations. She also invited citizens to the Coordinated Plan workshop at Courthouse Square.

Director Evans met with citizens while waiting on a bench for the West Salem Connector and rode the Connector near the Eola area. He also attended the Iris Festival Recognition Luncheon.

Director Thompson attended meetings at SEDCOR, the Salem Chamber of Commerce and at the Mid-Willamette Valley Council of Governments.

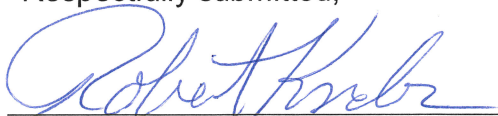
Director Kelley attended an Oregon Transportation Commission dinner and other activities having to do with local elections.

Mr. Pollock announced that the District participated in the Iris Festival Parade as a sponsor and with a decorated bus in the parade. As a result, the District received a trophy. Mr. Pollock thanked the maintenance crew and retired transit operator, Guy Dana, for their decorative work on the bus; and John Welch the transit operator who drove the bus in the parade.

**L. Meeting Adjourned**

**7:43 PM**

Respectfully submitted,

  
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Robert Krebs, President