



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

July 23, 2020

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Moved to approve the Consent Calendar:	3-4
1. <u>Approval of Minutes</u>	
a. June 25, 2020 Board of Directors Meeting	
Moved to accept the preliminary fiscal year 2020 financial report as presented.	4
Moved to adopt Resolution No. 2020-04, 2020-05, and 2020-06 as is stated in the Recommendation for:	4-5
ATTACHMENT A: Resolution No. 2020-04 will rescind Resolution No. 2019-10 adopted on December 12, 2019; and replace the Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District.	
ATTACHMENT B: Resolution No. 2020-05 will rescind Resolution No. 2018-10 adopted on November 13, 2018; and replace the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District.	
ATTACHMENT C: Resolution No. 2020-06 will rescind Resolution No. 2018-08 adopted on September 27, 2018; and replace the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District.	
Moved to approve funding of the FY20 Section 5310 projects as recommended by the STF Advisory Committee, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.	6

Rank	Project	Category	Funding
1	Cherriots Shop and Ride Purchased Service	Other	\$ 104,731
2	Cherriots Mobility Management Call Center	Traditional	\$ 128,000
3	Cherriots Shop and Ride Preventative Maintenance	Traditional	\$ 12,000
		Total:	\$ 244,731



Moved to adopt Resolution No. 2020-07 establishing the Public Transportation Agency Safety Plan (PTSAP) for Salem Area Mass Transit District as presented. **6-7**

Moved to appoint Diane McClaran to fill an unexpired term on the Statewide Transportation Improvement Fund Advisory Committee that ends June 30, 2020 **7**

Moved to authorize the General Manager to sign a Memorandum of Understanding addressing coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem. **8**

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
July 23, 2020

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

MINUTES

PRESENT:	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Robert Krebs,
Board	Chi Nguyen and Charles Richards
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Scott Kirkland, Network Administrator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
Guests	Maria Hinojos-Pressey, SAMTD Budget Committee citizen member; Nick Fortey, WSNA Transportation & Infrastructure Committee Chair, Julie Warncke, Transportation Planning Manager, Public Works Department, City of Salem

A. CALL TO ORDER 6:32 PM

President Ian Davidson called the meeting to order and led the Pledge of Allegiance.
Attendance was taken by roll call and a quorum was present.

Mr. Pollock shared a *Safety Moment* to help prevent the spread of the COVID-19 virus.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None

C. PRESENTATIONS - None

D. PUBLIC COMMENT – None received

E. CONSENT CALENDAR

Approval of Minutes

a. June 25, 2020 Board of Directors Meeting

Motion to: Approve the Consent Calendar

Motion by: Director Robert Krebs

Second: Director Charles Richards



Discussion: No items were deferred from the Consent Calendar.

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

1. Shall The Board Accept The Preliminary FY 2020 Financial Report?

Presenter: Al McCoy, Chief Financial Officer

Staff Report: Pages 13-14 of the agenda and the Supplemental Agenda

Financial Impact: Total General Fund revenues are at 91% and expenses are 79% of the FY2020 budget. Transportation Programs Fund revenues are at 73% and expenditures are 80% of the appropriated amount. The Capital Project Fund received and expended about 36% of the appropriated budget.

Details of the preliminary fiscal year 2020 financial report were provided with an explanation of transactions and adjustments to be made. Some of the planned FY20 capital projects were impacted by the pandemic, which created delays in schedule. These have been carried forward to the Adopted FY 2021 budget year to be completed. It was noted that audited reports will be prepared when the independent audit work has been completed.

There was time for comments and questions prior to the motion.

Motion to: Move to accept the preliminary fiscal year 2020 financial report as presented.

Motion by: Director Chi Nguyen

Second: Director Sadie Carney

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

2. Shall the Board revise the Bylaws that govern the Board's Appointed Advisory Committees?

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management

Staff Report: Pages 15 - 66 in the agenda

The Board has three appointed advisory committees, each with Bylaws that stipulate the duties to be performed. Revisions to the advisory committee bylaws were proposed by staff in an effort to bring consistency and uniformity to the Bylaws for each committee.

There was time for comments and questions prior to the motion.

Motion to: Move to adopt Resolution No. 2020-04, 2020-05, and 2020-06 as is stated in the Recommendation for:



ATTACHMENT A: Resolution No. 2020-04 will rescind Resolution No. 2019-10 adopted on December 12, 2019; and replace the Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District.

ATTACHMENT B: Resolution No. 2020-05 will rescind Resolution No. 2018-10 adopted on November 13, 2018; and replace the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District.

ATTACHMENT C: Resolution No. 2020-06 will rescind Resolution No. 2018-08 adopted on September 27, 2018; and replace the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District.

Motion by: Director Chi Nguyen

Second: Director Colleen Busch

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

3. Shall the Board approve funding of the Federal Transit Administration FY20 Section 5310 projects following the Special Transportation Fund Advisory Committee's recommendation, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation?

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management

Staff Report: Pages 67-70 in the agenda

Financial Impact: The Section 5310 allocation increased by \$4,619 (1.92%) totaling \$244,731.

The purpose of the FTA Section 5310 grant program and the selection process used by the District, as the designated recipient, were reviewed. Three applications had been submitted. *SAMTD Cherrlots Mobility Management Call Center*, and *SAMTD Cherrlots Shop and Ride Preventative Maintenance* applications qualified as traditional projects. The *SAMTD Cherrlots Shop and Ride Purchased Service* application qualifies as an "other" project. Draft minutes for the July 7, 2020 Technical Advisory Subcommittee (TAC) and the STFAC meetings were provided as a reference. After determining the use of the funds and certifying that the projects submitted were derived from the Coordinated Plan, the TAC calculated the award amounts for each submitted application based on the estimated amount of \$244,731 and the 55/45 percent requirements of the Section 5310 fund distribution. The Special Transportation Fund Advisory Committee (STFAC), voted to accept and recommend to the Board, the TAC recommendation.

There was time for comments and questions prior to the motion.



Table 1. STFAC recommendation for funding Section 5310 projects

Rank	Project	Category	Funding
1	Cherriots Shop and Ride Purchased Service	Other	\$ 104,731
2	Cherriots Mobility Management Call Center	Traditional	\$ 128,000
3	Cherriots Shop and Ride Preventative Maintenance	Traditional	\$ 12,000
		Total:	\$ 244,731

Motion to: **Move to approve funding of the FY20 Section 5310 projects as recommended by the STF Advisory Committee, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.**

Motion by: **Director Colleen Busch**

Second: **Director Robert Krebs**

Vote: **Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards**

4. Shall the Board adopt Resolution No. 2020-07 to Establish the Public Transportation Agency Safety Plan (PTASP) for Salem Area Mass Transit District?

Presenter: David Trimble, Deputy General Manager/Chief Operating Officer

Staff Report: Pages 71-114 of the agenda

On July 19, 2018, the Federal Transit Administration (FTA) published the PTASP Final Rule, requiring certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants, to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). It ensures that SAMTD has the necessary organizational structure, training resources, and operational procedures in place to efficiently and effectively align safety priorities and promote continuous improvement in safety performance.

SAMTD partnered with ODOT, through their consultant RLS & Associates, to draft the PTASP. An associate from RLS & Associates visited SAMTD in each department, to learn about processes and procedures regarding safety, and incident reporting. From that visit, and after subsequent planning sessions, RLS submitted a draft plan for review by staff and the Oregon Department of Transportation. Presently, all reviews have been completed. Once the Plan has been approved by the Board, staff will implement specific procedures and policies. The Plan will be updated and certified annually.

There was time for comments and questions prior to the motion.

Motion: **Move to adopt Resolution No. 2020-07 to establish the Public Transportation Agency Safety Plan (PTSAP) for Salem Area Mass Transit District as presented.**



Motion by: Director Colleen Busch

Second: Director Robert Krebs

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

5. Shall the Board appoint Diane McClaran to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) to fill an unexpired term that ends June 30, 2021?

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management

Staff Report: Pages 115 - 116 in the agenda

The STIFAC has five vacancies to fill. At the June 25, 2020 Board of Directors meeting, J.D. Wolf, representing educational facilities from Chemeketa Community College, was appointed for a term that began on July 1, 2020 to June 30, 2021. However, staff has learned that Mr. Wolfe had recently passed away, leaving the position vacant. Diane McClaran, Director of Community Relations for Chemeketa Community College, expressed an interest in serving on the STIFAC in place of Mr. Wolfe, and submitted an application to fill the unexpired term.

There was time for comments and questions prior to the motion.

Motion to: Move to appoint Diane McClaran to the Statewide Transportation Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2021?

Motion by: Director Robert Krebs

Second: Director Chi Nguyen

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

6. Shall the Board authorize the General Manager to sign a Memorandum of Understanding to address coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem?

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management
Julie Warnke, City of Salem

Staff Report: Pages 117-123 in the agenda

A proposed MOU was included in the staff report along with a copy of the MOU signed on April 27, 2009. The specific roles recognized in the MOU identify SAMTD as the operator of mass transit service within the Salem-Keizer Urban Growth Boundary, and with regional service connecting to outlying cities in Marion, Polk, Linn, and Clackamas counties. The MOU outlines the expectations of the SAMTD and the City concerning coordination of land use, transportation, and transit planning; and it addresses implementation, SAMTD Service Guidelines and Service Proposals, and the Transit Core Network. Updates were made to the MOU to include expectations for notifying



neighborhood property owners when parking is proposed to be removed. It adds clarification to the timing of transit input to be considered in making discretionary land use decisions; reestablishes regularly scheduled meetings between City and SAMTD staff, and establishes expectations of notification of service changes or developments that may have an impact on the other's interests.

There was time for comments and questions prior to the motion.

President Davidson stated for the record that he would like the District to sit at the table with the City to discuss greenhouse gas emissions.

Motion to: Move to authorize the General Manager to sign the Memorandum of Understanding (MOU) that addresses coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem?

Motion by: Director Sadie Carney

Second: President Ian Davidson

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

G. INFORMATION ITEMS - None

H. GENERAL MANAGER'S REPORT

Mr. Pollock reported that the District's purchase of driver cockpit barriers have been installed on all but five of the buses. When this project is complete, they will begin installation on the Cherriots Regional buses. He announced that Jarret Walker and Associates was the successful bidder of the Salem-Albany Feasibility Study. He also virtually met with Representative Alonso Leon and the District's legislative advocate, Dale Penn. Representative Leon was very interested in the Board's Diversity, Equity and Inclusion Committee and wants to be kept updated.

I. BOARD OF DIRECTORS REPORTS

Board members reported on their Board assignments, and citizen communications.

J. MEETING ADJOURNED

8:01 PM

Respectfully submitted,



President / Presiding Officer