

Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

May 9, 2016  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

PRESENT: President Robert Krebs; Directors Jerry Thompson, Colleen Busch, John Hammill, Board Marcia Kelley, and Steve Evans, ABSENT: Kathy Lincoln

Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Patricia Feeny, Director of Communication; Matt Berggren, Planning Technician; Kristian Sorensen, Technology Support Services Analyst; and Linda Galeazzi, Executive Assistant

Guests Mike Jaffe, Transportation Program Director, Mid-Willamette Valley Council of Governments (MWVCOG)

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

**2. DISCUSSION**

**a. Congestion Mitigation Air Quality (CMAQ) Briefing** **5:30 PM**

Staff report: Pages 1-8 of the agenda

Presented by: Mike Jaffe, Transportation Program Director, MWVCOG

Mr. Jaffe reviewed the purpose of the federal Congestion Management and Air Quality Improvement Program for areas that do not meet air quality standards in non-attainment areas and maintenance areas; and the types of projects that qualify for CMAQ funding to support transportation projects and programs that help to improve air quality and reduce traffic congestion. The Federal Highway Administration (FHWA) ranks the projects with a cost benefit component for more effective projects. There is more information about the guidelines on the website: [http://www.fhwa.dot.gov/environment/air\\_quality/cmaq/](http://www.fhwa.dot.gov/environment/air_quality/cmaq/).

It was recently determined by the Oregon Department of Transportation (ODOT) and the FHWA that Salem-Keizer and Eugene-Springfield areas are eligible to receive a portion of Oregon's CMAQ funds which currently total \$17 million. The Salem-Keizer Area Transportation Study (SKATS\*), a designated Metropolitan Planning Organization (MPO) and the Central Lane MPO are working with ODOT to determine how and when this funding will be reallocated to include Salem-Keizer and Eugene-Springfield areas. SKATS and Central Lane have recommended that funding be based on the historical inclusion when funding was distributed by the level of non-attainment and population. It is currently based on funding levels received in 2009.

ODOT is reviewing all options to allocate the formulas and will send a letter to all of the agencies affected in June 2016. The State is forming a task force and will have consultations with all of the MPOs to determine the next steps. Meetings will be set up in June and July. A

decision is anticipated in the Fall 2016.

Comments: Mr. Jaffe explained that the State may be setting up a proposal. Salem has been eligible for years, but has received no funding; in contrast, Portland has been granted funds for years.

President Krebs noted some news shared at an OMPOC meeting, that funds had already been allocated in the Transportation Improvement Plan (TIP\*) for projects submitted by Medford, Grants Pass, Klamath Falls and Portland. There are many projects in the TIP that could use the funds but the District could possibly not see funding until 2019. He recommended that a transit official be included on the task force for input.

Mr. Jaffe suggested that letters from supporting agencies, like the Oregon Transit Association, be written at some point in the future to emphasize the need for the ITS projects and traffic flow improvements.

Board members discussed that the Board can play a role in helping to not lose these funds.

Director Kelley suggested that she may be able to discuss the issues with the Mid-Willamette Area Commission on Transportation (MWACT). It has an effect on Keizer, Turner, and CARTS, etc.

Mr. Jaffe said he will keep the SKATS Policy Committee informed. There are a lot more discussions that will take place.

**Direction: Board members recommended to Mr. Jaffe that President Krebs be considered to serve on the task force. President Krebs is the District's representative at all of the Oregon Metropolitan Planning Organization Consortium (OMPOC\*) meetings. President Krebs said the Board needs to know the timeline and how the funds will be divided. Director Hammill said the Board needs to decide on some projects.**

- OMPOC: <http://www.ompoc.org/> Oregon currently has eight MPOs covering metropolitan areas of Portland, Salem- Keizer, Corvallis, Eugene-Springfield, Medford-Ashland, Bend, Albany Area, and Middle Rogue. Each MPO has two representatives on the OMPOC.
- MPO: a federally mandated body for any urban area over 50,000 in population.
- SKATS: the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area. <http://www.mwvcog.org/programs/transportation-planning/skats/>
- SKATS Policy Committee: adopts the long-range regional transportation plan and decides how the federal transportation funds available to the urban area will be spent on transportation projects and programs
- TIP: 4-year allocation of federal and state transportation funds to projects; Updated every 2-3 years <http://www.mwvcog.org/programs/transportation-planning/skats/planning-programs/transportation-improvement-program-tip/>

## **b. State Employee Bus Pass Program and Route 15X Implementation**

**6:00 PM**

Staff report: Pages 9-12 of the agenda

Presented by: Steve Dickey, Director of Transportation  
Matt Berggren, Planning Technician

Mr. Berggren presented an overview of the new express Route 15X from Airport Road Park & Ride to the Oregon State Capitol Mall that begins operation on June 6, 2016. Route 15X will operate from 6:15 a.m. to 8:53 p.m. It will run every 15 minutes in the peak commute hours (6:15 a.m. to 9:00 a.m. and 3:00 to 6:00 p.m.) and every 30 minutes in the off-peak hours. With the addition of this express route, Route 4 will discontinue its hourly run to the Airport Park & Ride. There will be a new bid on June 6<sup>th</sup> and with that, there will be a few minor service changes.

Mr. Dickey reported on the State Employee Bus Pass Program that officially begins July 1, 2016.

State employees who choose to ride the bus and work in the Capitol Mall area will fill out a form provided by the Department of Administrative Service (DAS) and will receive a sticker to put on their State employee identification badge. The sticker serves as a bus pass and is good on all of the fixed-routes for any purpose. The pass will include the SMART Route 1X to Wilsonville but will not include Route 2X to Grand Ronde. That is because Route 2X is a commuter service provided by contract through the Confederated Tribes of Grand Ronde. The District has not yet had a conversation with them about the State's bus pass program.

The District will begin a soft opening of the bus pass program on June 6<sup>th</sup> to coincide with the initiation of the Route 15X service. The State is working on their internal process to get ready and has asked for electronic informational materials to give to each of the state agencies to promote as they see fit. The Airport Park & Ride lot has also been cleaned up and re-stripped.

Comments: Director Thompson asked about the changes to Routes 4 and 4a. Mr. Berggren explained that time was added to the schedule for those routes which will make those trips much better.

Director Evans asked how full they anticipate the express route bus will be. Mr. Dickey responded in previous years, the route was full during the peak hours, and during the legislative session there was standing room only. Director Hammill commented that it was used a lot. Not having to find a parking spot or pay for parking was a big incentive.

Director Busch asked if the bus pass program was addressed in the proposed budget. Mr. Pollock responded that it is as a pass-through program.

In response to President Krebs question, Mr. Dickey explained that a map and schedule for Route 15X will be up on bus shelters along that route. The Market Street Park & Ride is another place the Capitol Mall employees can park to use the bus to work. DAS also has an incentive for their employees if they are willing to try the service and are also waiting for a parking space; that employee will not lose their spot on the waiting list.

Director Hammill asked if the stickers were dated. Mr. Dickey responded that the stickers on the I.D. badges will be good for one calendar year.

Director Kelley spoke about writing a letter to DAS to tell them about the convenience of signing up for the program. Mr. Pollock advised that that the process for signing up would begin again with each new year in January. The contract is good for five years.

**Direction: Director Evans recommended that the service be advertised in the Keizertimes and West Salem newspaper. Director Kelley said that she could spread the word to the Capitol Club and legislative administration.**

**Director Kelley recommended that staff research an intermediate stop after the Airport Park & Ride stop at the ODOT Region 2/Lottery Office site. She recalls that there may have been a stop at that site when Route 15X was the old Route 20.**

### **c. Review Process for General Manager's Performance Evaluation**

**6:30 PM**

Staff report: Verbal

Presented by: Paula Dixon, Director of Administration

Ms. Dixon explained the process for doing a performance evaluation of the general manager. The Board will choose a member of the Board to review the compilation of performance evaluations prior to the executive session for accuracy. The Board will meet in a Special Meeting/Executive Session to review the compilation on July 11 after their work session and if there is any action to be taken, will do so in the Special meeting.

Direction: **The tentative schedule for the general manager's performance evaluation was discussed as follows: Mr. Pollock will complete his self-evaluation for Board review in one week. Board members will complete the general manager's performance evaluation by the June 13 work session. A board member will be chosen to review the compilation of the evaluations at the May 26 Board meeting. The Board will meet in executive session on July 11 after the work session for discussion of the compilation and compensation.**

### 3. GENERAL MANAGER COMMENTS

6:11 PM

Staff report: Pages 13-16 of the agenda

Presented by: Allan Pollock, General Manager

Board members reviewed their May calendar. The Budget Committee Orientation is May 5<sup>th</sup>, and the Budget Committee will meet to hear the Budget Message and review the Proposed Budget for Fiscal Year 2017 on May 12<sup>th</sup> and May 19<sup>th</sup>. The first two outreach events to receive public input for the Coordinated Plan is at the Santiam Senior Center in Stayton at 1:30 p.m. and at the Country Meadows Village in Woodburn at 5:30 p.m. on May 17<sup>th</sup>.

Mr. Pollock noted that an update on the bus stop improvement project was pulled from the May 26<sup>th</sup> Board meeting agenda. He responded to questions for more information asked by Board members through emails -

- Director Hammill asked about the number of bus stops that had been placed in the bus stop improvement program. Mr. Pollock reported that 85 of the 115 bus stops are now placed. Concerning Director Hammill's inquiry about the schedule for Route 11 and its lack of timeliness, Mr. Pollock said that he will need more time for research.
- Director Kelley asked about the preparation of an RFP for a bus advertising contract. Mr. Pollock advised that the current Bus Advertising Policy will need to be updated and approved by the Board before they start the RFP process. He did not budget any revenue in the proposed FY2017 Budget for the after school you activity transportation program.

President Krebs reported that Director Lincoln had asked at the January Board Retreat that a subcommittee be formed to look at the issues regarding the Salem River Crossing. President Krebs appointed Director Lincoln, Director Evans and himself to serve on this committee. Mr. Dickey advised that Julie Warnke and Dan Fricke would be willing to present new information on this project. There is a land use decision to be made before the EIS is determined.

President Krebs reminded the Board to turn in the Service Log/Activity Reports each month. The Board is covered by the State Industrial Accident Insurance and they need an accurate reflection of the Board's time. He also commented that the Board needs to continue to find ways to get funding; to get this funding at the State level.

### 4. WORK SESSION ADJOURNED

6:52 PM

Recorded by: Linda Galeazzi, Executive Assistant/Clerk of the Board