

Salem Area Mass Transit District
BOARD OF DIRECTORS
July 25, 2019
Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. Minutes of the June 10, 2019 Board Work Session	
b. Minutes of the April 25, 2019 Board Meeting	
c. Minutes of the June 27, 2019 Board Meeting and Executive Session	
2. <u>Routine Business</u> : None	
 Moved to authorize the General Manager to execute a contract with GMV Syncromatics for the acquisition of a Comprehensive CAD/AVL Solution in the not-to-exceed amount of \$1,579,532 that includes a 10% project contingency of \$144,134.....	4
 Moved to adopt Resolution 2019-07 declaring Saturdays in September 2019 to be "Fare Free Days"	4
 Moved to accept the FY2019 Preliminary year-end financial report.....	5
 Election of Officers:	6-7
Moved to elect Director Ian Davidson as Board President.	
Moved to elect Director Sadie Carney as Board Vice-President	
Moved to cast a unanimous ballot for the Secretary [Director Chi Nguyen] and Treasurer [Director Robert Krebs] nominated.	

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

July 25, 2019

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

***Corrected* MINUTES**

PRESENT: President Robert Krebs; Directors Sadie Carney, Chi Nguyen, Colleen Busch, Ian Davidson (via telephone conference) and Doug Rodgers (Arrived at 7:09 p.m.)
Board:
Absent: Director Charles Richards

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 Strategic Initiatives and Program Management;
Gregg Thompson, Maintenance Manager; Ben Fetherston, Legal Counsel; Chip Colby, Information Technology Manager; Susie Primmer, Technology Services; Linda Galeazzi, Executive Assistant

Guests: No guests

- A. CALL TO ORDER 6:30 PM**
President Krebs called the meeting to order. The attendance was noted and a quorum was present. Director Busch led the Pledge of Allegiance.
- B. "SAFETY MOMENT" THOUGHT FOR THE DAY**
Mr. Pollock shared a Safety Moment about stress reduction and stress management. Learn and practice relaxation techniques: Try meditation, deep breathing, yoga, exercise regularly, eat healthy and get enough sleep.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**
1. President Krebs welcomed the new Directors to the Board.
2. Only 44 days to the new Saturday service.

D. VIDEO PRESENTATIONS

Stephen Custer, Digital Marketing Coordinator, shared with the Board two videos that promote our services and other services that we are involved in. The first video is a commercial by Northwest Natural Gas, "Meet the Newest Renewable" that features a cameo of Cherriots. The second video "Re-Introducing a Better Cherriots" tells a brief history of Cherriots, describes our current services and explains the new service enhancements that are coming soon.

E. PUBLIC COMMENT

1. Phil and Brandon DeCamp both addressed the board regarding a stop location at Lancaster and Market. When construction ended a few months ago, the bus stop was moved to the northwest corner. At the end of the school year they started having issues. The bus now drops off right at the business door. This is a problem because they are a marijuana dispensary and the law doesn't allow minors to be on the property. There is currently no shelter for the bus stop, so juveniles regularly use their building for shelter while waiting. We are here to ask the Board for assistance to either move the bus stop or to build a shelter. Mr. Pollock requested background info and will report back to the Board their assessment.

2. Dolce Hernandez, a student at CCC is involved with a project called transportation justice. She came to address the new board members, to remind them that public transportation has been very essential for the community. Ms. Hernandez feels that public transportation has been dominated by business and real estate interest and feels that it has left out people from low-income communities, people of color, and people with disabilities. She is addressing the board to encourage them to have better changes in public transportation that is more equitable for everyone. Director Busch stated that she had attended the active transportation network and heard the presentation given by Ms. Hernandez and wanted to thank her for all the research and information. President Krebs stated that the Board is very concerned about providing a good transportation service to the community because they are aware that so many people rely on it and that is one of the reasons they are so happy to bring back Saturday service and extended evening services.

F. CONSENT CALENDAR

Motion: Moved to approve the Consent Calendar:

1. Approval of the Minutes

a. Minutes of the June 10, 2019 Board Work Session

b. Minutes of the April 25, 2019 Board Meeting

c. Minutes of the June 27, 2019 Board Meeting and Executive Session

2. Routine Business Items - None

Motion by: Director Colleen Busch

Second: Director Sadie Carney

Discussion: No items were deferred from the Consent Calendar
Vote: Motion passed unanimously (5)

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

6:47 PM

1. Approval of Vendor Selection & Contract Execution for Comprehensive CAD/AVL

Staff report: Pages 37-38 in the agenda

Presenter: Chip Colby, Information Technology Manager

Mr. Colby reported on the Computer Aided Dispatch / Automatic Vehicle Location (CAD/AVL) solution for the District. This comprehensive CAD/AVL solicitation incorporated three phases to include the physical CAD/AVL and automated passenger counter and automatic stop announcement solutions. The Board was briefed on the finalists and the status of the evaluation process at the June Work Session. The process of RFP evaluation continued through the end of June at which time the Selection Committee's evaluation identified a successful proposer, GMV Syncromatics. Funding for this proposed contract is included in the FY2019-20 Adopted Budget in the Capital Project Fund. Project is funded by Federal grants and a local match.

Motion: Moved to authorize the General Manager to execute a contract with GMV Syncromatics for the acquisition of a Comprehensive CAD/AVL Solution in the not-to-exceed amount of \$1,579,532 that includes a 10% project contingency of \$144,134.

Motion by: Director Colleen Busch

Second: Director Chi Nguyen

Vote: Motion passed unanimously (5)

2. Resolution #2019-07 Declaring Fare Free Saturdays in September 2019 **6:55 PM**

Staff report: Pages 39-40 in the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock reported that Resolution 2019-07 Declaring Fare Free Saturday's in September in order to celebrate weekend service. The District will be having a major event on September 7th to celebrate the return of weekend service. Fare free Saturday's is to promote the new service to attract new riders.

Motion: Move that the Board adopt Resolution 2019-07 declaring Saturdays in September 2019 to be "Fare Free Days".

Motion by: Director Chi Nguyen

Second: Director Colleen Busch

Vote: Motion passed unanimously (5)

3. Preliminary Annual EOY FY2019 Financial Report

6:57 PM

Staff Report: BD Supplemental pages 1-10

Presenter: Al McCoy, Director of Finance/CFO

District staff prepared a financial report with preliminary results for the previous year available to the Board in compliance with the timeframe established by the State of Oregon. Audited reports will be prepared when the independent audit work has been completed. The District's fiscal year ended June 30, 2019. Because this is an early preliminary look at FY19, some transactions and adjustments have not yet been made. These items include depreciation of assets, year-end accruals for vacation and sick leave and last five days of payroll, year-end revenue accruals, and various expense adjustments.

Motion: Move to accept the FY2019 preliminary year-end financial report.

Motion by: Director Colleen Busch

Second: Director Chi Nguyen

Vote: Motion passed unanimously (5)

I. INFORMATION ITEMS

7:09 PM

1. Ride Salem Cycle Share Program

Staff Report: Page 41 in the agenda

Presenter: Patricia Feeny, Director of Communication

Ms. Feeny reported that Ride Share officially launched its shared bicycle program in June. The program has 20 bicycles and allows riders to rent a bicycle from any of the five stations placed around Salem and then drop it off when they are done at any of the docking stations. Until July 31, new customers can ride free for up to four hours. The cost to ride is \$1.50 for 30 minutes, with annual memberships available. Cherriots trip choice is a business sponsor on two of the fleet's bicycles. The District also received five, one-year passes, which will be available to Cherriots employees.

J. ELECTION OFFICERS AND OATH OF OFFICE

President: Director Carney nominated Director Davidson for President. Director Rodgers nominated Director Busch for President. There were no other nominations so nominations were closed.

Motion: Moved to appoint Director Davidson as Board President.

**Vote: Majority Vote In favor of Director Davidson (Krebs, Carney, Nguyen, Davidson)
In favor of Director Busch (Rodgers, Busch)**

Vice President:	Director Davidson nominated Director Carney for Vice-President. Director Rodgers nominated Director Busch for Vice-President. There were no other nominations so nominations were closed.
Motion:	Moved to appoint Director Carney as Board Vice-President
Vote:	Majority Vote In favor of Director Carney (Krebs, Carney, Nguyen, Davidson) In favor of Director Busch (Rodgers, Busch)
Secretary:	Director Carney nominated Director Nguyen for Secretary. There were no other nominations so nominations were closed.
Treasurer:	Director Davidson nominated Director Krebs for Treasurer. There were no other nominations so nominations were closed.
Motion:	Moved to cast a unanimous ballot for the Secretary and Treasurer nominated.
Motion by:	Director Rodgers
Seconded:	Director Busch
Vote:	Motion passed unanimously (6)

The oath of office was signed by the newly-elected officers- President Davidson, Vice-President Carney, Secretary Nguyen and Treasurer Krebs by Ms. Galeazzi.

K. GENERAL MANAGER'S REPORT

7:23 PM

1. Mr. Pollock congratulated the new officers of the Board.
2. Mr. Pollock reported that he has served on ODOT's public transit advisory committee seven out of the last twelve years, with his current term ending as of June 30th. Cherrits has a permanent seat on that advisory committee. At this time
3. Mr. Pollock will step back from the committee and Steve Dickey, Director of Strategic Initiatives and Program Management will represent Cherrits for the next three years, beginning July 1, 2019.
4. Mr. Pollock shared a comment on the action the Board took awarding the contract with GMV Syncromatics for the acquisition of a Comprehensive CAD/AVL Solution. The decision was probably one of the major decisions for this district over the next 10 to 15 years. We will be able to be more responsive, effective and efficient as an organization and making the customer experience more world class. It shouldn't go unnoticed that this suite of technology is really going to help Cherrits be a much more effective organization. This decision tonight really changes public transportation in this community for the better and thanked the Board for this decision.
5. Mr. Pollock shared that he spent time earlier this week at the latest Transit Operator class, with 10 operators in training. They have all been hired due to the new State

Transportation package and they are here to provide the new enhanced service that begins on September 3rd.

6. Mr. Pollock was able to meet with Chemeketa Community College new President today to talk about their partnership and how they can work with each other for the bus pass program, transit center, and other items. Looking forward to her leadership in that role and watching our partnership with the college advance through that process.

L. BOARD OF DIRECTORS REPORTS

7:31 PM

1. Director Krebs stated that this would be his last report as President and that it has been an honor and a privilege. Mr. Krebs just celebrated 50 years in the transportation industry.
2. Director Rogers reported that this month has been extremely busy with starting a new job, in a new city with lots of overtime, but a very quiet month for Cherriots. Everyone is excited about Saturday service.
3. Director Busch was gone for a few weeks out of the country on a mission trip, teaching English. She was able to watch the Board meeting while there and attend the Work Session virtually. Several of the meetings she usually attends were canceled. She was able to attend the Keizer City Council and Keizer United. Looking forward to Saturday service.
4. Director Carney is pleased to report that in the state agency that she works for, union representatives were able to negotiate a transit pass for each of their employees. Next Tuesday, Kiki Dohman, from TRIP CHOICE will be onsite to hand out those passes and answer any questions. Many people are very excited about this and the hope is to see a spreading of trend and get more state agencies onboard. Many thanks to Cherriots for making this happen.
5. Director Nguyen wanted to express that she was pleased to see so many youth engage in participatory government and all the work of the coalition partners and advocates that made HB2017 happen in order to restore service and bring in new service.
6. Director Davidson informed the Board that he recently created a Facebook page to interact with the community. Last week he posted that Saturday service was coming and the page erupted and shared more than 150 times and the organic impressions were 1500. This truly was remarkable. This shows how interested and excited people are in the community.

M. MEETING ADJOURNED

7:38PM

Respectfully submitted,

President, SAMTD Board of Directors