

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

October 27, 2016

Index of Board Actions

<u>ACTION</u>	<u>PAGE</u>
Moved to approve the Consent Calendar:	4
2. <u>Routine Business</u>	
a. Approval of the Special District’s Association of Oregon’s Special Districts Insurance Services (SDIS) Board Check List	
Moved to approve the September 22, 2016 Board Meeting Minutes as corrected in BOLD on page 4 under H.2 <i>Potential Action on Issue Related to the Salem River Crossing Project</i>	4
Moved to authorize the General Manager to negotiate the final contract language and to execute a contract with Tyler Technologies for the Munis software in the not to exceed amount of \$346,540.	5
Moved to adopt the FY2017-18 Budget Calendar as proposed in Attachment A:	5

Day	Date	Time	Responsible	Activity
Thursday	October 27, 2016	6:30 PM	Finance	Board adopts FY 2016-2017 Budget Calendar
Mon - Fri	Week of April 10, 2017		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 17, 2017		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Friday	April 28, 2017		Executive Team	Executive Team approves draft for Budget Committee consideration
Thursday	May 4, 2017	6:00 PM	Finance	Budget Committee Orientation
Thursday	May 11, 2017	6:00 PM	Executive Team	First Budget Committee Meeting – Election of Officers & Budget Message
Thursday	May 18, 2017	6:00 PM	Finance	Second Budget Committee meeting - Deliberation & Approval
Thursday	June 1, 2017	6:00 PM	Finance	Third Budget Committee Meeting - Deliberation & Approval (if necessary)
Mon - Fri	Week of June 5, 2017		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 22, 2017	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 22, 2017	6:30 PM	Board	Board of Directors adopts 2017/2018 Budget, makes appropriation and levies taxes
Friday	July 14, 2017		Finance	Adopted budget and levy certification form due to County Assessors (July 15, 2017)

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

October 27, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT:	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley,
Board	Jerry Thompson, Steve Evans and Kathy Lincoln
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communications; Chip Colby, Information Technology Manager; Jared Isaksen, Finance Manager; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Iryna Kupchuk, Assistant Counsel to Parliament, Ukraine; citizens, David Beem and Randy Morgan

A. CALL TO ORDER AND NOTE OF ATTENDANCE **6:30 PM**
President Krebs called the meeting to order and a quorum was present.

B. PLEDGE OF ALLEGIANCE led by Director Colleen Busch

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None

D. PRESENTATION - None

E. PUBLIC COMMENT **6:32 PM**
Iryna Kupchuk - Assistant Counsel to Parliament, Parliament of Ukraine; American Councils for International Education; Professional Fellows, United States Department of State – Ms. Kupchuk serves as an assistant-counsel to a member of Parliament in Ukraine. She analyzes international law to implement progressive practices in the Ukrainian legal system. She drafts bills and amendments with a focus on the Ukrainian budget, does research on local and international issues and prepares analytical materials. She spoke about her experiences in the United States to gather first-hand knowledge of best practices in budget research and execution, and analyses of fiscal and budget policy. This information will help her to improve the efficiency and organization of the Ukrainian budget process.

Mr. Styner from Seattle, WA – Mr. Styner spoke about the inconvenience of the bus stop

location at Chemeketa Community College; and in a separate topic, what he perceived to be fraternization.

Director Hammill said the new CCC bus stop location had also directly affected him. Mr. Pollock explained the new bus stop location is due to a decision made by Chemeketa staff. The District received many complaints and is seeking a solution. In regard to Mr. Styner's issue about fraternization, he said staff will visit with him for more information.

F. CONSENT CALENDAR

Director Lincoln requested that the September 22, 2016 Minutes be pulled from the Consent Calendar. The Minutes were pulled.

- Motion:** Moved to approve the Consent Calendar:
- 3. Routine Business
 - b. Approval of the Special District's Association of Oregon's Special Districts Insurance Services (SDIS) Board Check List
- Motion by:** Director Jerry Thompson
Seconded: Director Steve Evans
Vote: Motion passed unanimously (7)

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

F.1.a Approval of Minutes for the September 22, 2016 Board Meeting

Director Lincoln explained that in her review of the minutes, she felt there was a need for technical changes to minor errors in the characterization of the City of Salem's potential land use action to be taken on page 4 under *H.2 Potential Action on Issue Related to the Salem River Crossing Project*. Those changes are highlighted in **RED**.

- Motion:** Moved to approve the September 22, 2016 Board Meeting Minutes as corrected in BOLD on page 4 under *H.2 Potential Action on Issue Related to the Salem River Crossing Project*.
- Motion by:** Director Jerry Thompson
Seconded: Director Colleen Busch
Vote: Motion passed unanimously (7)

ACTION ITEMS

H.1 Approval of Contract for HR/Finance Software Replacement

6:45 PM

Staff report: Pages 13-58 of the agenda packet

Reporting: Jared Isaksen, Finance Manager

Mr. Isaksen reviewed staff's recommendation to authorize the General Manager to negotiate final contract language and execute a contract with Tyler Technologies for Munis software. The Board received a full report at their October 10, 2016 work session.

In response to questions asked about the cost of the maintenance agreement each year, staff explained that the maintenance costs for the first year is included in the purchase and is in the contract. After the first year, the costs for regular maintenance will come out of the operating budget.

Motion: Moved to authorize the General Manager to negotiate the final contract language and to execute a contract with Tyler Technologies for the Munis software in the not to exceed amount of \$346,540.

Motion by: Director John Hammill

Seconded: Director Kathy Lincoln

Vote: Motion passed unanimously (7)

H.2 Adoption of the Proposed FY2017-2018 Budget Calendar

Staff report: Pages 59-60 of the agenda packet

Reporting: Jared Isaksen, Finance Manager

Board members reviewed three options for a schedule of Budget Committee meetings at the October 10, 2016 work session. Budget Committee members provided input to staff about their availability and preference for meeting dates. The proposed FY2018 Budget Calendar complies with the budget laws and regulations.

Motion: Moved to adopt the FY2017-18 Budget Calendar as proposed in Attachment A.

Motion by: Director Jerry Thompson

Seconded: Director Colleen Busch

Vote: Motion passed unanimously (7)

I. INFORMATION ITEMS - None

REPORTS

J.1 Board Subcommittee Report

6:46 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 issues discussed in the committees listed on pages 61-66 of the agenda as they relate to transit and the District. Minutes for these external meetings can be found on the agencies websites.

Board members noted that meetings were cancelled for the STF Advisory Committee and the Mid-Willamette Area Commission on Transportation; and Director Busch attended the OMPOC meeting in President Krebs place while he was gone. She noted that the next meeting will be December 12th in Salem at ODOT where they will prepare for the 2017 Legislative Session. Director Busch sent the Board a link to the Public Transportation Plan for their review. (<https://www.oregon.gov/ODOT/TD/TP/Pages/optp.aspx>)

Minutes for the August 26, 2016 Strategic Planning Subcommittee meeting (pages 62-66) were received and filed.

BOARD AND MANAGEMENT ISSUES

K.1 General Manager

6:52 PM

Mr. Pollock announced that former transit operator, Matt Miller passed away on October 21, 2016. Employees, led by Harry McFadden, are wearing black ribbons in remembrance of Mr. Miller. Mr. Pollock reminded the Board that there will be no November Board meeting due to the Thanksgiving holiday. There will be a work session on November 14th and the next Board meeting is scheduled on the second Thursday of the month on December 8th.

K.2 Board President

President Krebs reported on his transit-related and Board activities serving 18 hours. He missed the October 10th work session due to work related activities that kept him out of town.

K.3 Board of Directors

6:55 PM

Board members gave an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public. Board members reported on meetings of the Salem City Club, Democratic Forum, Chamber meetings, the West Salem Business Association, a presentation given by Chuck Marohn called "Strong Towns" and a joint meeting led by the City of Salem City Council on October 12th.

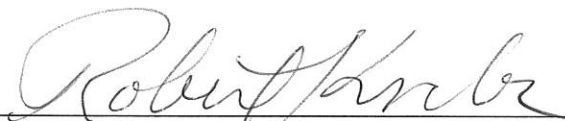
Several Board members had been approached several times by people from the CARTS service areas who were very concerned about losing service in their community.

Director Hammill shared about his time spent with people from Blind Skills and the Willamette Chapter of the American Council of the Blind at the CCTV studio to make a training video for transit operators on how to interact with people with visual impairments.

L. MEETING ADJOURNED

7:07 PM

Respectfully submitted,



Robert Krebs, President

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