



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

August 24, 2017

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Moved to approve the Consent Calendar:	3
1. <u>Minutes</u>	
 a. Minutes of the July 27, 2017 Board Meeting	
Moved to authorize the General Manager to execute a four-month contract extension with G4S Secure Solutions Inc. for the period September 4, 2017, to December 31, 2017 in the amount of \$87,792.25.	4
Moved to authorize the General Manager to negotiate a contract with Mott MacDonald, LLC for the provision of project management services associated with the delivery and completion of capital projects for the Salem Area Mass Transit District, in an amount not to exceed \$550,000, and upon successful completion of negotiations of a final contract, to execute the contract on behalf of the District.	4
Moved to direct the General Manager to prepare a draft plan for Board review in preparation for public outreach this winter regarding the service enhancements associated with the State Transportation Improvement Fund revenue.	4
President Krebs appointed members of the Board to serve on standing and/or special committees as representatives of the District for a term of two years. Committee assignments are listed on pages 90-92 of the agenda.	4

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
August 24, 2017
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT Board President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Jerry Thompson, Kathy Lincoln, and Steve Evans

Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Chris French, Senior Planner; Matt Berggren, Transit Planner II; Roxanne Beltz, Trip Choice Coordinator; Karen Garcia, Security & Emergency Management Manager; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel; Michiel Majors, Safety & Loss Control Specialist; Deon Maddox, Human Resources Specialist; Kiki Dohman, Trip Choice Program Specialist; Kristian Sorensen, Technology Services Support Analyst; Stephen Custer, Social Media Specialist; Jeremy Jorstad, Transit Planner I

A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:31 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. PRESENTATIONS - 6:33 PM

1. Healthiest Employers of Oregon Award:

Michiel Majors, Safety and Loss Control Specialist, along with Wellness Committee members – Kiki Dohman, Deon Maddox, Kristian Sorensen and Linda Galeazzi presented the plaque awarded to the Committee at the Portland Business Journal's 2017 HR Summit and Healthiest Employers of Oregon event. Healthiest Employer awards are given to businesses in the Portland Metro region that are dedicated to providing a healthier workplace for employees throughout the year. Winners were assessed by criteria that included foundational components, strategic planning, leadership commitment, reporting and analysis, communication and marketing, programming and interventions.

2. 2017 Legislative Update:



Dale Penn II and Zack Reeves, legislative advocates for Salem Area Mass Transit District ("District") provided an in depth summary of Oregon's State Legislative Session and the outcome of the District's legislative priorities found on pages 1-24 of the agenda. The Board received a briefing on the continuation of the State Employee Bus Pass Program, the transferability of existing and expiring Energy Incentive Tax Credit, and senior/disabled transit investments.

Mr. Penn discussed the historic passage of House Bill 2017 for a major statewide funding package to address Oregon's aging infrastructure, reduce congestion and improve transit services in the state. He reviewed the Bill's major components and the Statewide Improvement Fund implementation process for rulemaking from August 2017 through July 2018. The State will begin to collect a one-tenth of one percent payroll tax beginning July 1, 2018. The first grants awarded are estimated to begin January 1, 2019. The estimated impact to the District for the 2018-2019 biennium is \$7.386 million with an average of \$9.4 million a year over a nine year period.

Mr. Penn and the Board conveyed their appreciation to those whose leadership moved the Bill to its passage - Governor Kate Brown, Senate President Peter Courtney, Senators Lee Beyer (D-Springfield), Brian Boquist (R-Dallas) and Jackie Winters (R-Salem), and Representatives Caddy McKeown (D-Coos Bay) and Cliff Bentz (R-Ontario).

E. PUBLIC COMMENT 7:19 PM

Aaron Dusenfeld, student at Willamette University spoke highly of his mentor and former professor, Rollie Wisbrock, who also participated on Governor Brown's *Transportation Vision Panel*. Mr. Dusenfeld said Mr. Wisbrock recently passed away from terminal cancer. His memorial service is scheduled for October 1.

F. CONSENT CALENDAR 7:20 PM

Motion: Moved to approve the Consent Calendar:
2. Minutes
a. Minutes of the July 27, 2017 Board Meeting
Motion by: Director Jerry Thompson
Second: Director Marcia Kelley
Vote: Motion passed unanimously (7)

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR – None

H. ACTION ITEMS

1. Approval of Contract Extension for Security Services 7:20 PM
Staff report: Pages 33-34 in the agenda
Presenter: Karen Garcia, Security & Emergency Management Manager



Motion: Moved to authorize the General Manager to execute a four-month contract extension with G4S Secure Solutions Inc. for the period September 4, 2017, to December 31, 2017 in the amount of \$87,792.25.

Motion by: Director Colleen Busch

Second: Director Marcia Kelley

Vote: Motion passed unanimously (7)

2. Award Contract for Capital Project Management Services 7:24 PM

Staff report: Pages 35-84 in the agenda

Presenter: Steve Dickey, Director of Transportation Development

Motion: Moved to authorize the General Manager to negotiate a contract with Mott MacDonald, LLC for the provision of project management services associated with the delivery and completion of capital projects for the Salem Area Mass Transit District, in an amount not to exceed \$550,000, and upon successful completion of negotiations of a final contract, to execute the contract on behalf of the District.

Motion by: Director Kathy Lincoln

Second: Director Steve Evans

Vote: Motion passed unanimously (7)

3. Approval of Service Enhancement Public Input Plan 7:36 PM

Staff report: Pages 85-88 in the agenda

Presenter: Chris French, Senior Planner

Motion: Moved to direct the General Manager to prepare a draft plan for Board review in preparation for public outreach this winter regarding the service enhancements associated with the State Transportation Improvement Fund revenue.

Motion by: Director Steve Evans

Second: Director Doug Rodgers

Vote: Motion passed unanimously (7)

4. Appointment of Board Members to Committee Assignments 7:45 PM

Staff report: Pages 89-92 in the agenda

Presenter: President Robert Krebs

President Krebs appointed members of the Board to serve on standing and/or special committees as representatives of the District for a term of two years. Committee assignments are listed on pages 90-92 of the agenda.

I. INFORMATION ITEMS - None



1. September 2017 Service Change Briefing

7:46 PM

Staff report: Pages 93-96 of the agenda

Presenter: Matt Berggren, Transit Planner II

The Board received a list of the service changes to occur beginning September 7, 2017. Routes affected are the 1X/Wilsonville-Salem Express, 2/Market-Brown, 5/Center Street, 7/Mission-Hawthorne, 9/Cherry-River Road, 11/Lancaster-Verda, 12/Hayesville, 14/Windsor Island, 17/Edgewater-Gerth, 19/Broadway-River Road, and 21/South Commercial. The last day of service for Route 15X/Grand Ronde-Salem Express will be September 1, 2017.

J. REPORTS

2. Trip Choice (fka Rideshare) – Fourth Quarter

7:53 PM

Staff report: Pages 103-112 of the agenda

Presenter: Roxanne Beltz, Trip Choice Coordinator

Review of the Fourth Quarter Report highlighted the completion of three program brochures focusing on carpool/vanpool information, bicycling and walking, and employers and employee programs. Work was completed on the 2017 Student Poster Contest. Staff participated in 12 outreach events, in the Open Streets Salem Committee for their event on September 23, and in preparation for the 2017 Drive Less Challenge to be held September 16-30.

3. Performance – Fourth Quarter

8:01 PM

Staff report: **Pages 306-328 of the agenda**

Presenter: **Matt Berggren, Transit Planner II**

The Board reviewed the Fourth Quarter Report for performance from April 1 to June 30, 2017 for Cherrriots' Local, Regional, Shop and Ride, and Lift services; and for the State Bus Pass Program. The Fourth Quarter Report indicated that ridership increased overall. Performance measures used include total and average revenue hours, revenue miles, and boardings.

Board members were interested in seeing what the performance measures indicate using gas prices as a measure, and when schools are not in session.

4. Board Subcommittee Report

8:12 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 District and/or transit-related issues discussed in the committees listed on pages 97-134 of the agenda.



Minutes of the Board's July 10, 2017 Work Session on pages 99-102 of the agenda were received and filed.

K. BOARD AND MANAGEMENT ISSUES

8:16 PM

1. General Manager

Mr. Trimble provided a review of the Eclipse event as it related to operations. The District prepared for months in advance of the eventuality. Notable traffic delays were along Keizer Station and Volcanoes Stadium, on I-5 North in the afternoon, and on Highway 22. Most riders paid cash fares and many had bicycles, indicating they may have been from out of town. Mr. Trimble thanked the Communication Division for keeping everyone well informed; and Karen Garcia, for her leadership as incident commander of the Districts' emergency operation center. There were no significant customer complaints and one notable compliment from an 80-year old gentleman who said he was more impressed with Cherriots than any bus system he's ever ridden. He said his best experience in Oregon was on the Cherriots bus.

Ms. Feeny provided an update on the District's bus advertising. Stott's Outdoor Advertising secured an office downtown on Commercial Street. They have completed the inventory and provided the District with their promotional ads.

Mr. Pollock spoke about the Districts' Bus Roadeo for employee participation. The District also submitted two applications for 5339 Bus and Bus Facility grants for six CNG buses. The District continues to wait to hear back about the LoNo grant awards.

2. Board President

President Krebs reported on his transit-related Board and community service activities. He attended the ground-breaking ceremony for low cost housing on Portland Road and was interviewed on KMBZ Radio about the Districts' plans for Saturday service.

3. Board of Directors

Board members gave an account of their transit-related Board assignments and spoke about their experiences during the eclipse event.

L. Meeting Adjourned

8:38 PM

Respectfully submitted,

A handwritten signature in blue ink that reads "Robert Krebs".

Robert Krebs, President