



Salem Area Mass Transit District
BOARD OF DIRECTORS

May 28, 2020

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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 VIRTUAL MEETING

May 28, 2020

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

MINUTES

PRESENT:	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Chi Nguyen and
Board	Robert Krebs
ABSENT:	Director 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; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
Guests	The following people attended the meeting and/or gave staff reports – Ron Siegrist, Customer Service Manager; Chris French, Senior Planner; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement/Contracts Manager; Chip Colby, Information Technology Manager; SueAnn Coffin, Contracted Services Manager; Stephen Custer, Digital Marketing Coordinator; Roxanne Beltz, Transportation Options Coordinator; Ted Stonecliffe, Transit Planner (Programs); Scott Kirkland, Network Administrator; and Daniel Gonzales, Customer Experience Specialist

A. CALL TO ORDER

6:32 PM

President Ian Davidson called the meeting to order. Attendance was noted with the absence of Director Richards, and a quorum was present. The Pledge of Allegiance was led by Director Krebs.

Mr. Pollock shared a *Safety Moment* about ways that the District continues in safety mode and is utilizing protective measures to prevent the spread of the COVID-19 virus. He said it was important for everyone to continue to practice safety measures.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson announced three changes to the agenda packet. There was a language update on pages 5-6 in the Title VI Program document under G.1; and two additional action items under G.3 Authorizing the General Manager to execute a contract extension for ADA Paratransit Eligibility Assessments; and under G.4



Authorizing the General Manager to execute a contract with ThermoGuard for the purchase of operator projection barriers.

C. PRESENTATIONS - None

D. PUBLIC COMMENT

Kathy Lincoln – Address on File:

President Davidson acknowledged written comments received from Ms. Lincoln to the Board (in the Supplemental Agenda Packet) congratulating the District and Board for forging ahead under the most unusual and difficult circumstances. She was also pleased to see the Board's commitment to a sustainability plan; doing it sooner rather than later. She provided a link to an article about China's success in reducing its CO2 emissions by switching to electric buses - <https://singularityhub.com/2019/04/22/chinas-electric-buses-save-more-diesel-than-all-electric-cars-combined/>.

E. CONSENT CALENDAR

1. Approval of Minutes

b. April 23, 2020 Board of Directors Meeting

Motion to: Approve the Consent Calendar

Motion by: Director Doug Rodgers

Second: Director Robert Krebs

Discussion: No items were deferred from the Consent Calendar.

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

Absent: Director Charles Richards

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

1. Shall the Board adopt Resolution No. 2020-01 to approve the Title VI Program and direct the General Manager to submit the document to the Federal Transit Administration by June 1, 2020 as required by federal rules and regulations?

Presenter: Ted Stonecliffe, Transit Planner II (Programs)

Staff Report: Pages 29-136 of the agenda and the Supplemental Agenda

Mr. Stonecliffe noted a clerical error on pages 5-6 of the Title VI Program document that had been corrected. Under 2019 fare change it now reads "*Outreach events were held in May and June of 2018 for the July 1, 2019 fare change. A public survey was held May 13 – June 10, 2018 to gain feedback on the proposed new fare structure. In-person events were held in the Customer Service lobby at the Downtown Transit Center, Chemeketa Community College, and various high schools, senior centers, and neighborhood associations throughout Salem and Keizer.*"



There was a time for questions from the Board. In response, Mr. Stonecliffe explained that no changes would be needed to address emergency situations, like the pandemic, in the document at this time. Mr. Dickey explained why tribal consultation is required each time the District does a capital project. Mr. Pollock advised that the District has made system changes but have not made service changes which are reportable to the FTA.

Motion to: **Adopt Resolution No. 2020-01 to approve the Title VI Program with the language changes on pages 5-6; and direct the General Manager to submit the document to the Federal Transit Administration by June 1, 2020 as required by federal rules and regulations.**

Motion by: **Director Chi Nguyen**

Second: **Director Doug Rodgers**

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

Absent: **Director Charles Richards**

2. Shall the Board adopt the Fiscal Year 2021 Board Meeting Schedule?

Presenter: President Ian Davidson
Allan Pollock, General Manager

Staff Report: Pages 137-140 in the agenda

Staff recommended that the Board choose from one of two options for the Fiscal Year 2021 schedule of Board of Directors meetings as described in the staff report under Attachment A (for eleven meetings) and Attachment B (for twelve meetings).

Motion to: **Adopt the schedule of board meeting dates for Fiscal Year 2021 as shown in Attachment B for twelve meetings.**

Motion by: **Director Colleen Busch**

Second: **Director Robert Krebs**

Vote: **Motion passed with five (5) YES votes: Davidson, Nguyen, Carney, Busch, and Krebs; and one (1) NO vote: Rodgers**

Absent: **Director Charles Richards**

3. Shall the board authorize the general manager to execute an extension of the current contract with Medical Transportation Management, Inc. for ADA paratransit eligibility assessments for one year?

Presenter: Ron Siegrist, Customer Service Manager

Staff Report: Pages 141-143 in the agenda

Mr. Siegrist explained that the contract extension with Medical Transportation Management, Inc. was for twelve months from June 1, 2020 to May 31, 2021. The cost at \$120,025.80 increased three percent over the previous year; and is accounted for in the District's Fiscal Year 20-21 Budget.



There was a time for questions. In response, Mr. Siegrist reported that the contract language was reviewed by legal counsel. Mr. Pollock advised that the District will also be rebidding a contract for ADA paratransit eligibility assessments service during the one year extension.

Motion to: Authorize the general manager to execute a one-year contract extension with Medical Transportation Management, Inc. for a not-to-exceed amount of \$120,025.80.

Motion by: Director Colleen Busch

Second: Director Chi Nguyen

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

Absent: Director Charles Richards

4. Shall the Board authorize the General Manager to execute a contract with ThermoGuard Company for an amount not to exceed \$116,625?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Supplemental Agenda

Mr. Thompson reported the project costs to purchase 63 protection barriers from ThermoGuard totaled \$116,625 and will be covered by the FY20 Budget under Maintenance. The cost is eligible for reimbursement through the federal Coronavirus Aid Relief and Economic Security (CARES) Act.

There was a time for questions and answers. Mr. Thompson explained what the protection barriers would be used for. He said Gillig buses have not changed very much on the inside and are fairly standard on fixed route buses. When the barriers are up, operators will be able to control the cabin temperature for air conditioning and heat.

Motion: Authorize General Manager to execute a contract with ThermoGuard for the purchase of 63 protection barriers for an amount not to exceed \$116,625.

Motion by: Director Chi Nguyen

Second: Director Sadie Carney

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

Absent: Director Charles Richards

H. INFORMATION ITEMS

1. Performance Report for the Third Quarter

Staff Report: Pages 155-184 in the agenda

Presenter: Chris French, Senior Planner



Mr. French announced that Cherriots Shop and Ride has been suspended. Dial-A-Ride will run again beginning June 1 with a four passenger limit. He reported that the data for March reflected the changes to service made in response to the COVID-19 pandemic, which ultimately required the suspension of service on March 31, 2020. The changes that took place in March have affected all areas of the service. Most notably, the daily average revenue hours, daily average revenue miles, daily average rides, and fares. Data for the months of January and February shows good overall system performance.

2. Cherriots Trip Choice Report for the Third Quarter

Staff Report: Pages 143-154 in the agenda

Presenter: Roxanne Beltz, Transportation Options Coordinator

Ms. Beltz reported on the activities, goals, and metrics of the Cherriots Trip Choice program that are structured around the 2019-2020 Oregon Department of Transportation approved work plan. She provided details of specific goals and activities accomplished during the third quarter. She also announced that vendors who provided for the Ride Salem bike sharing program have announced their closure due to the pandemic. The Ride Salem Board will meet to discuss their options. Ms. Beltz is on that board. She also reported that thirteen vanpools have suspended operation. The District will subsidize what they can and continue to work with the vendor.

3. Financial Report for the Third Quarter

Staff Report: Pages 185-191

Presenter: Al McCoy, Chief Financial Officer

Mr. McCoy reported that Total Operating Revenues are at 63% of total annual budget in the third quarter. Passenger Fares were at 58% of total budget, related to the COVID-19 virus pandemic. The Oregon State in Lieu payments were 57% of total budget, and the District received 99% of total projected Property Taxes by the end of the third quarter. Advertising revenues exceeded its annual budget but there will be a reduction in the final quarter from businesses already hurting from pandemic-related closures. The vendor and Cherriots have agreed to modify the contract for 6 months switching from guaranteed monthly amounts to a percentage basis.

Mr. McCoy stated that the Total Operating Expenditures of the General Fund are slightly under budget at 71%. All divisions except Administration and General Administration are at or below budget in their spending, ranging from 58% to 72% of the annual budget. The Administration Division was over budget at 78% because of benefits paid out for a retirement, higher than anticipated legal services, and other professional services costs. The General Administration Division is at 84% primarily



due to higher premium rates and the timing of payments for District membership dues in various organizations.

He said total fund expenditures are at 66% of the total annual budget in the Transportation Programs Fund. All divisions and programs within this fund are at or below the expected 75% of annual budget. Revenues in the Capital Project Fund are at 29%; they lag expenditures until the District is reimbursed by the granting federal or state agency. In total, Capital Project Fund expenditures are 38% of the annual approved budget. The signalization project at Keizer Transit Center, vehicle purchases for Cherriotics local service, CAD/AVL equipment purchases, bus stop and shelter improvements, and several replacement equipment items for the Maintenance shop were primary expenditures year-to-date.

I. GENERAL MANAGER'S REPORT

Mr. Pollock reported on the results of COVID-19 on the District and how the last two months have changed the way the District does business and provides service. The District went into emergency operations mode as a result. Service was reduced with a focus on essential trips only. Employees, riders and community members went into quarantine. Safety for the drivers and safety for the community was emphasized and enhanced. Ridership plummeted, service was changed and the Board and staff need to spend time looking at how Cherriotics will look like in the future. Mr. Pollock described three phases of major change as the ending, the neutral zone and the beginning. For Cherriotics that is the ending of transit service as it was. Phase two is the recovery phase and transition. Phase three will be the new normal and possibly it will happen when the new vaccine is out. He asked that the Board begin to think about some of the key issues that they should have serious discussion about, that are significant for the next five years.

J. BOARD OF DIRECTORS REPORTS

Board members reported on their Board assignments, and citizen communications. There were no meetings of the Mid-Willamette Area Commission on Transportation (MWACT) or the Cherriotics Citizens Advisory Committee (CAC). Meetings are scheduled on June 2nd for the Statewide Transportation Improvement Fund Advisory Committee (STIFAC), and on July 7th for the Special Transportation Fund Advisory Committee (STFAC).

President Davidson referred Directors to the Mid-Willamette Valley Council of Governments' website for the "COG Works" semi-annual report.

Director Carney reported that the Salem-Keizer Area Transportation Study (SKATS) Policy Committee met on May 26th where they approved projects for the Statewide



Transportation Improvement Program. She also attended her local neighborhood association meeting virtually.

Director Nguyen said she had been tracking Cherriots Facebook feed and sent kudos out to the communication team.

Director Rodgers announces his resignation from the Board as of June 30, 2020. He said he has loved serving the Board as a member but his work situation has made it impossible to attend the meetings. Director Busch thanked Director Rodgers for his work, his comradery and his contributions.

President Davidson said he was grateful for Director Rodgers dedicated service. He said that Mr. Pollock would work with the Governor's Office to appoint a replacement for Director Rodger's position representing Subdistrict #4.

Director Krebs' connection to speak from his computer was cutting out and was not clear. He was not able to give his report.

K. MEETING ADJOURNED

8:25 PM

Respectfully submitted,



President/Presiding Officer