



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
 June 25, 2020
 Courthouse Square – Senator Hearing Room
 555 Court Street NE, Salem, Oregon 973010

<u>ACTIONS</u>	<u>PAGE</u>
Adopt Resolution #2020-02 for the adoption of the approved budget for Fiscal Year 2020-21 in the amount of \$94,681,706; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.	4
Approval of the Consent Calendar:	4
<u>Approval of Minutes</u>	
a. Minutes of the May 28, 2020 Board of Directors Meeting	
<u>Routine Business Items</u>	
a. Approval of Annual Allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2021	
b. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Member Appointments and Reappointments for FY 2021	
c. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Appointment of a Chair and Vice-Chair for FY 2021	
d. Resolution No. 2020-03 Amendment to the FY2020 Adopted Budget	
Authorize the General Manager to execute a contract with Creative Bus Sales, for the purchase of two (2) cutaway-style vehicles for Cherriots Regional service for a not-to-exceed amount of \$177,263?	5
Approve the FY2021 Annual Work Plan for the General Manager with the addition of the project to establish a Diversity, Equity, and Inclusion (DEI) Plan that was slated for FY2022 in the General Manager’s Strategic Work Plan for FY 2021-2023.	7
President Davidson announced that he was establishing a Diversity, Equity and Inclusion Committee, effective immediately. This body will assist General Manager Pollock in developing the comprehensive diversity, equity and inclusion plan for the District. It will have wide latitude to evaluate all aspects of the District’s business to determine areas for change and improvement. He asked Director Nguyen to chair the committee and she accepted.	7



Salem Area Mass Transit District

BOARD OF DIRECTORS *VIRTUAL* MEETING

June 25, 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,
Board	Robert Krebs, and 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; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Dan Knauss, Contract/Procurement Manager; Gregg Thompson, Maintenance Manager; Ross Aguilar, Systems Administrator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
Guests	Nick Fortey, Transportation and Infrastructure Chair, West Salem Neighborhood Association; Maria Hinojos Pressey, community member

A. CALL TO ORDER

6:33 PM

President Ian Davidson called the meeting to order and led the audience in the Pledge of Allegiance. Attendance was noted, and a quorum was present.

Mr. Pollock shared a *Safety Moment* in accordance with the Governor’s guidance to be safe whether a person is inside or outside, to wear a mask, wash your hands and wipe down high touch areas, and practice social distancing.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson announced changes to the staff report under Action Item I.1., where financial information was updated for the purchase of two cut-away vehicles. He reminded the Board to “mute” themselves if they were not speaking during the virtual meeting to help with audio feedback during CCTV’s live broadcast.

C. PRESENTATIONS

Director Doug Rodgers was honored with a plaque of appreciation for his dedicated service on the Board of Directors as a representative of Subdistrict #4. Director Rodgers resigned from his position effective June 30, 2020 due to work-related commitments that kept him from being an active board member as he would have liked.

Director Rodgers said it was a privilege and an honor to be on the board for two different terms. It takes a lot of hands to run a seamless transportation agency, like Cherriots.

D. PUBLIC COMMENT

Nick Fortey, Transportation and Infrastructure Chair West Salem Neighborhood Association

Mr. Fortey provided written comments to the Board about the creation of a multimodal and dynamic transportation system that works for all. He recommended that the District play a role with other regional partners to study and better understand the changing demands of public transportation, and crafting response policies. (Herein given as Attachment A and by this reference made a part of these Minutes)

President Davidson asked that staff see what they can do to accommodate Mr. Fortey's request to engage in increased collaboration with the City to adapt to the new realities.

E. BUDGET HEARING – Adoption of the FY 2021 Approved Budget

Shall the Board adopt Resolution No. 2020-02 for the adoption of the approved budget for Fiscal Year 2020-2021 Budget in the amount of \$94,681,706; and approve taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund, make appropriations, impose and categorize taxes?

Presenter: Director Robert Krebs – Chair of the Budget Committee

Staff Report: Pages 1-4 of the agenda; and the Supplemental Agenda Packet

Financial Impact: The Budget Committee approved the FY2020-21 Budget in accordance with Oregon State Budget Law on May 7, 2020 for a total appropriation of all funds of \$63,129,835, and an unappropriated total amount of \$31,551,871, for a total approved budget of \$94,681,706.

Director Krebs, as Chair of the Budget Committee presented the FY 2021 Approved Budget to the Board with their recommendation to adopt the approved budget.

President Davidson opened the Budget Hearing at 6:44 p.m. and asked if anyone from the community wished to testify. He asked if anyone had provided written testimony regarding the budget. Executive assistant, Ms. Galeazzi stated that the Board received no written testimony. With that, President Davidson closed the Budget Hearing at 6:45 p.m. and opened into deliberation.

F. DELIBERATION OF BUDGET HEARING

Director Carney said the adoption of an initial budget is a public process. She asked about the Board's responsibility and how the process works for making corrections?

Chief Financial Officer Al McCoy explained the requirements of Oregon's budget law to amend an adopted budget for an amount over a certain percentage of a particular fund, a new fund or a category. The agency is not allowed to spend over any fund. A supplemental budget requires a budget hearing; and an amendment to add revenue to the budget is done by resolution. He said there were many scenarios in the budget law, and he would send the board more information.

Motion to: **Adopt Resolution #2020-02 for the adoption of the approved budget for Fiscal Year 2020-21 in the amount of \$94,681,706; and approval of taxes at a rate of \$0.7609 per \$1,000 of assessed value for operating purposes in the General Fund.**

Motion by: **Director Robert Krebs**

Second: **Director Colleen Busch**

Discussion: **There was no further discussion**

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

G. CONSENT CALENDAR

1. Approval of Minutes

a. Minutes of the May 28, 2020 Board of Directors Meeting

2. Routine Business Items

a. Approval of Annual Allocation of "Day Passes" to the United Way of the Mid-Willamette Valley for Fiscal Year 2021

b. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Member Appointments and Reappointments for FY 2021

c. Statewide Transportation Improvement Program Advisory Committee (STIFAC) Appointment of a Chair and Vice-Chair for FY 2021

d. Resolution No. 2020-03 Amendment to the FY2020 Adopted Budget

Motion to: **Approve the Consent Calendar**

Motion by: **Director Colleen Busch**

Second: **Director Doug Rodgers**

Discussion: **No items were deferred from the Consent Calendar.**

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

H. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

I. ACTION ITEMS

1. Shall the Board authorize the General Manager to execute a contract with Creative Bus Sales for the purchase of two (2) cutaway-style, gasoline-powered vehicles for the delivery of Cherriots Regional service, for a not-to-exceed amount of \$177,263?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 33-34 and a supplemental copy of the staff report with corrections in Table 1 and in the Financial Impact shown in Table 2.

Financial Impact: Funding was provided by the Statewide Transportation Improvement Fund (STIF) Discretionary Grant totaling \$132,533. The Local Match totaled \$33,133 and Contingency at 7% at \$11,597 for a Grand Total of \$177,263.

Mr. Thompson explained that the contract price was based upon a State of Oregon price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division. The District issued a formal, competitive Invitation to Bid for medium-size Category D vehicles. Three (3) responsive bids were received. Creative Bus Sales met all required specifications and was the lowest cost. Mr. Thompson noted that the purchase of these buses has been included in the FY 2021 Budget. Time was provided for questions and answers.

Motion to: Authorize the General Manager to execute a contract with Creative Bus Sales, for the purchase of two (2) cutaway-style vehicles for Cherriots Regional service for a not-to-exceed amount of \$177,263?

Motion by: Director Robert Krebs

Second: Director Sadie Carney

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

2. Shall the Board approve the FY2021 General Manager Annual Work Plan?

Presenter: Allan Pollock, General Manager

Staff Report: Pages 35-40 in the agenda

President Davidson spoke about the senseless killing of George Floyd that unleashed a wave of frustration across the country. In recognition of deeply rooted racism which touches every aspect of society, and while a lot of the frustration and attention has been focused on policing, he asked that the board consider his proposal to modify and accelerate the timetable in the General Manager's three-year Strategic Plan to establish a Diversity, Equity, and Inclusion (DEI) Plan in FY2021 which starts July 1. Doing so will reflect the prioritization that he thinks is needed in the agency and broader culture, recognizing that public transit is not immune from systematic racism and prejudice. His proposal to modify the strategic plan approved by the Board on April 23, 2020, would also be reflected in the general manager's annual work plan for FY2021.

Director Carney wholeheartedly endorsed the proposal and asked that the Board also think about the relationship between climate change and equity, and the interplay of the most vulnerable communities that have been traditionally disenfranchised and exposed to systematic racism, and other disparities within the systems and power structures. She asked if it would make sense to align the two efforts at this point or at a future point.

Director Krebs supported the change, and said the District needs to be a grass roots movement, and be aware of the inequity. It has been way too long for equity to occur. By taking action, we are at least doing it within our own organization.

Director Busch gave her support saying they need to pay attention to this issue. Realigning the diversity, equity and inclusion plan by bringing it to the forefront will help with what we are already doing through the Title VI Program, an extensive program that reaches out into many areas. She felt the District was headed in the right direction with the award they approved for funding new electric buses that will be used to provide service on the heavily used Route 11-Lancaster/Verda; where it is most needed, and is affected by Title VI as well.

Director Rodgers asked if the District had been accused of doing anything wrong where diversity, equity and inclusion was concerned. He thought the District practiced hiring the best people it could regardless of who they were. He would never want it to be said that a person could not be hired because of the pigmentation of their skin or anything like that.

President Davidson said the District has an opportunity to improve on an issue that is as important as systemic racism. His proposal was not reactive to a claim of discrimination within the Cherriot's workplace. As a white male, he has not experienced systemic racism to the same degree as someone else. This is an opportunity for us as an employer and as a public agency serving members of the community, to improve. The Diversity, Equity and Inclusion Plan will allow us to firmly articulate what those values are that we hold, and how we execute those values.

Mr. Pollock answered "no" in response to Director Rodger's question. Everything the District does is really in the guise of respect for all. What we can do is improve; being more intentional in promoting how we incorporate equity in to our service planning decisions. Sometimes we are too close to it. We know we are doing it, but maybe not communicating it. That is an opportunity for us to share and to be more intentional in our outreach, to hear from all members of our community. It is an opportunity for us to step back, reinforce the good things we are doing, but also to make improvements if there are things we can do to be equitable and inclusive in service to the community.

Director Nguyen said this was a move to be proactive and ensure that the District continues to deliver a world class customer experience for everybody that uses public transit. With the creation of the DEI Plan and making it a priority in FY2021, it ensures that Team Cherrriots reflects equitable service to the community, in the way that we procure, in choosing vendors, and promoting within staff ranks; as well as any disparate impacts that Director Busch highlighted. The District will have a baseline to work off of with the Title VI Report. We can use that tool, once the DEI Plan has been implemented, to see if we were able to address and ensure that the best democracy is representative democracy.

Motion to: Approve the FY2021 Annual Work Plan for the General Manager with the addition of the project to establish a Diversity, Equity, and Inclusion (DEI) Plan that was slated for FY2022 in the General Manager’s Strategic Work Plan for FY 2021-2023.

Motion by: Director Chi Nguyen

Second: Director Sadie Carney

Discussion: Director Carney wholeheartedly was supportive.

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

President Davidson advised that with this action, the Board has a responsibility to speak out as community leaders, to be visible, and most importantly, to act to ensure that everybody has access to safe transportation; and that members of the community feel safe and welcome every time they ride in one of our vehicles or visits one of our properties. It has to be real and transparent, and backed up with action more than words.

President Davidson announced that he was establishing the Board’s Diversity, Equity and Inclusion Committee, effective immediately. This body will assist General Manager Pollock in developing the comprehensive diversity, equity and inclusion plan for the District. It will have wide latitude to evaluate all aspects of the District’s business to determine areas for change and improvement. He asked Director Nguyen to chair this committee.

Director Nguyen said she was humbled and would be honored to lead this effort on behalf of Cherrriots. As an organization, Cherrriots is committed to treating its customers and employees with courtesy, respect, and civility. She has served the District through three budget cycles and had something noteworthy to celebrate about staff producing the tool that communicates the District’s values. Budget Committee members have always asked questions to ensure that any security vendor they consider, has values that align with our own, striving to maintain a peaceful environment for all users of the public transit system. Unlike other transit districts, Cherrriots relies on a private, peace keeping provider whose employees are trained in de-escalation techniques and are unarmed. Allied Universal is very customer centric, and uses specialized security

training modules so that its employees have the tools and resources to protect and keep our customers, employees, and properties safe.

As President Davidson said, anyone can make statements but now is the time to take bold action. We have to start having the difficult conversations. As we navigate this effort, we may stumble and struggle to identify the right words and ask the right questions; but we will approach this effort with great humility, compassion, and understanding. Anyone can speak in the moment, but without strategic, deliverable actions, the plan exists only on paper. She affirmed, on behalf of the board, that they support the peaceful assembly and protests happening in our community. People are taking highly visible action that can't be dismissed, ignored, or disregarded. Turning words into action is the only way to drive change.

J. INFORMATION ITEMS

1. Ridership Report for the Third Quarter

Staff Report: Pages 41- 44 in the agenda

Presenter: Chris French, Senior Planner

Mr. French reported on Cherriotics service affected by the COVID-19 pandemic since March 8, 2020. He used charts to show the weekday and Saturday averages, and total monthly ridership from January to May, 2020. Service had been reduced on Cherriotics Local because there were not enough transit operators available to drive the scheduled service. On March 31, service was suspended, with the exception of Cherriotics LIFT. On April 7, service resumed at 25% of its regular weekday service. Customers used transit for essential trips only following the Governor's order to shelter in place. The number of passengers on a bus was limited to eight to ten in order to adhere to social distancing. Maintaining physical distance is still a requirement. Service was increased twice and restored on April 6. April was the lowest point for Cherriotics with a 91% decrease in monthly ridership totaling 27,196. From March 31 to April 6, Cherriotics LIFT was the only service in operation for life-sustaining trips such as rides to dialysis clinics during the suspension of Cherriotics Local service. The hours of service per day for the Cherriotics Regional system was set to match that of the Cherriotics Local buses. The Polk County Flex has been temporarily suspended due to the lack of reservations with the closures of Garten and Goodwill in Dallas. Overall, service continues to increase based on the demand and bus capacity. As of July 13, service on most of the Core Network will increase to 15-minute headways to provide more space for people to ride. There will be another service change in September.

K. GENERAL MANAGER'S REPORT

Mr. Pollock shared that he received thank you letters from the Santiam Hospital and Salem Health for the District's donation of supplies in the early stages of the pandemic.

He sent tips for better virtual meetings to the Board prior to the meeting saying it might be a good refresher to read before each board meeting until they get the process down.

Mr. Pollock spoke about the special legislative session that met earlier in the day with a hearing on Senate Bill 60 relating to transportation and two items of importance to transit. One of the items was in the language to consolidate the Special Transportation Fund and the Statewide Transportation Improvement Fund. He thanked the Oregon Transit Association for their efforts. The second item was a request for flexibility in transit's use of the STIF to maintain service if it was not used to enhance service. He read a report from Dale Penn, the District's state legislative advocate, who said the joint committee moved SB 60 with unanimous support to the Senate and House floor. Representative McClain will carry it, and if passed, the Governor will sign it. This will allow transit some flexibility to provide service while moving through the process to consolidate the STF and STIF funds effective July 1, 2023.

Mr. Pollock reported on the federal transportation bill that passed in the House Transportation and Infrastructure Committee, was merged into H.R. 2, and is waiting for a vote on the House Floor, and then Conference Committee work. The APTA's legislative steering committee, of which Mr. Pollock plays a role, strongly supports the bill which represents mobility and mobility-on-demand issues. They are hopeful that at some point they will have a new transportation bill.

Mr. Pollock announced with great sadness, the death of transit operator, Mike Mattison, on June 18, 2020. Mike had been a transit operator since 1998 and always had a smile on his face. Mr. Pollock asked his wife, Karen, who is also a transit operator, for permission to close tonight's meeting in honor and remembrance of Mike Mattison.

L. BOARD OF DIRECTORS REPORTS

President Davidson announced that he changed the format for the Board's committee reports by listing the Subdistricts in order. Board members will have an opportunity to report on items they think are of significance to the Board; whether it be about the external committees the board serves on, or other work.

Director Busch, the Board liaison for the Citizens Advisory Committee, said the committee did not meet in June but will meet in July. She attended several transportation webinars and other events in the community to try and keep transit on the forefront.

Director Carney attended the Salem-Keizer Area Transportation Study (SKATS) meeting earlier in the week where the State's Transportation Improvement Plan was amended to include the U.S. Department of Transportation award of \$3,730,581 to Cherriots for the Low-No Emission Vehicle Program. She noted that SKATS offered their support and Chair Cathy Clarke, as the Mayor of Keizer submitted a letter of support for this

grant request. She also noted that ODOT posted “Every Mile Counts” on their website (<https://www.oregon.gov/odot/Programs/Pages/Every-Mile-Counts.aspx>). It is part of the agency’s effort to update statewide transportation strategy. Director Carney will keep the Board informed as the project moves forward.

Director Rodgers attended his neighborhood association meeting where a few people showed up. He announced his resignation to the association saying he hoped there would be a nice pool of people who step up to be a part of the Cherriots board. He was thankful to be a part of the Board and could not recall a time when the Board did not get along while they tried to work things out with very different opinions on many things, but still worked together. He said it was a real blessing and he appreciated that kind of quality membership on the Board.

President Davidson reported on the Mid-Willamette Valley Council of Governments where they approved their budget and continue their executive director search. He also received an email about ODOT’s financial outlook. It did not appear to impact public transit at this time but because of issues related to the pandemic, there were some opportunities for improvement. He recommended that the Board develop a legislative agenda of core principles that the Board supports. He feels it will be helpful to have a clear direction about how the Board feels about a particular project versus another which will allow them to speak confidently from the Board’s perspective rather than as an individual. If the Board has an interest in this, he asked that they send an email to Mr. Pollock for discussion at a future board meeting.

Director Krebs attended his neighborhood association meeting virtually on Zoom. He also attended the Oregon Metropolitan Planning Organization Consortium (OMPOC) meeting held on June 1. Several issues, brought up by the other board members, were discussed at this meeting. There was also discussion about changing the OMPOC Bylaws and leadership roles, and about funding problems experienced by transit agencies coming from user fees, and the employer payroll tax.

Director Richards had been housebound since December 13 but was able to attend his neighborhood association meeting where there were a group of people interested in what was going on with Cherriots. He felt he made new friends. He will also get back to his volunteer position at the air museum in McMinnville.

President Davidson explained the process for appointing a new Board member through the Governor’s Office, with Director Rodgers resignation. The Governor will appoint a candidate that has applied. That appointment will go before the Senate for confirmation during the September Legislative Days, and a new board members will start to participate on the District’s board in October. President Davidson thanked Director Rodgers again for his service, and as a friend and colleague.

President Davidson closed the Board meeting in honor and remembrance of transit operator, Michael Mattison

M. MEETING ADJOURNED

7:46 PM

Respectfully submitted,

Approved // Signed

President/Presiding Officer

In honor and memory of Transit Operator,
Michael Curtis "Mike" Mattison
1962 - 2020





Linda Galeazzi <linda.galeazzi@cherriots.org>

Testimony for June 25th meeting

1 message

Nick Fortey <fortey.nick@gmail.com>

Thu, Jun 25, 2020 at 4:49 PM

To: publictestimony@cherriots.org

Dear SAMTD Board,

As we are all aware, COVID-19, and the allied social distance response, has had a large effect on our society, our economic system, our health care system, and our transportation system. It is this last area, transportation, that I would like to focus upon.

We have all seen increases in bicycling and walking and, due to social distancing requirements, a drop in transit ridership. What will happen with future transportation patterns is uncertain but there is a role that the Salem Transit District can play in crafting a study to better understand the changing public transportation demand landscape and the District's role in crafting response policies.

The City's 2020 Transportation System Plan lays out long-range policies and investments in various transportation modes. There are substantial investments in Tier 3 (the 15-20 + years of the Plan) for bicycling (75% of dollar total) and pedestrian projects (over 60%). If we expect changes in demand for bicycling and walking, then a change in priorities may be worth evaluating. There are allied investment and operating strategies evidenced in Cherriots Strategic Plan. We expect modal connectivity will assume more importance moving forward.

Transportation issues are more pronounced in West Salem given the substantial needs and likely lengthy time for achievement given the costs of full roadway upgrades. This demand change may support more rapid implementation methods to provide critical crossings and connections.

The changes in demand also have important implications for auto commute traffic across the Center and Marion Street Bridges and along Wallace Road, which have long-been major issues for our neighborhood association. While we appreciate that telecommuting is not an option for everyone, an expected larger take up of working at home, even if for one or two days a week, could have substantial impacts for improved traffic flow in West Salem. Transit has an important role to play in responding to and supporting change-in-workplace options and also serves to reduce auto trips across the bridges.

We think these issues, and likely others, deserve a more complete airing and study to determine how to ensure the City has a resilient and agile transportation system that works for all. We would support and urge the Board to consider a study with other regional partners to create a multimodal and dynamic transportation system working for all.

Nick Fortey

Transportation and Infrastructure Chair

West Salem Neighborhood Association