



Salem Area Mass Transit District  
BOARD OF DIRECTORS

February 22, 2018

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Moved to approve the Consent Calendar: .....	4-5
1. <u>Approval of Minutes</u>	
a. Minutes of the January 8, 2018 Board Work Session	
b. Minutes of the January 25, 2018	
1. Executive Session on Potential Litigation	
2. Executive Session on Labor Negotiations	
3. Regular Board Meeting	
2. <u>Routine Business</u>	
a. Appoint Citizen Member to the Budget Committee representing Subdistrict #1	
b. Resolution 2018-01 Bank Signature Reauthorization	
 Action Item H.1 Appoint Members to the Citizen Advisory Committee was pulled.	 5
 Move to support the application by Catholic Community Services Foundation for an exemption under ORS 307.540-307.548; and further, move that the Board not oppose the application of the provisions of ORS 307.542(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located. ....	 5
 The motion was amended to state that the Board support the application by Catholic Community Services Foundation for an exemption under ORS 307.540-307.548; and further, move that the Board not oppose the application of the provisions of ORS 307.543(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located. ....	 6

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Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
 February 22, 2018  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>PRESENT Board</b>	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Jerry Thompson, Marcia Kelley, and Kathy Lincoln <b>ABSENT:</b> Director Steve Evans
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; SueAnn Coffin, Contracted Services Manager; Chip Colby, Information Technology Manager; Michiel Majors, Safety & Loss Control Specialist; Roxanne Beltz, Trip Choice Program Coordinator; Chris French, Senior Planner; Jeremy Jorstad, Transit Planner I; Stephen Custer, Digital Marketing Coordinator; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	E.M. Easterly, former citizen member of the Budget Committee representing Subdistrict #1; citizens Mark Knecht and David Beem

**EXECUTIVE SESSION**

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:36 PM**  
 President Krebs called the meeting to order; a quorum was present.
- B. PLEDGE OF ALLEGIANCE** led by Director Colleen Busch
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**  
 Director Kelley asked to pull *Action Item H.1 Appoint Members to the Citizens Advisory Committee* from the agenda. She said the District received more applications from interested citizens after the February 12<sup>th</sup> work session when there were only seven applications and nine positions to fill. At that time, each Board member chose a candidate to interview and would report back. Board members have not yet seen the applications received after the work session and Director Kelley recommended that they review those applications with the others before they make their appointments. President Krebs pulled Action Item H.1 from the agenda and scheduled further discussion of this item for the March 12, 2018 work session.
- D. PRESENTATION**



**1. SDAO Outstanding Special District Program Award**

**Staff report:** Pages 1-2 in the Supplemental Agenda Packet and Video

**Presenter:** Michiel Majors, Safety and Loss Control Specialist

Mr. Majors presented the Board with the District's 2017 *Outstanding Special District Program Award* for a Risk Identification Project that was funded by an SDAO grant in the summer of 2017. The Risk Identification Project consisted of a Route Hazard Analysis for each of the Districts bus routes, and a Personal Protective Equipment Hazard Assessment for each employee position to be used in the development of additional safety programs, and to set Personal Protective Equipment requirements.

The project began on July 5, 2017 when a student from Oregon State University, Logan Dickey, spent the summer riding the system and collecting data. The data was an essential part of the District's long range project to identify overall risk exposures, and will increase the effectiveness of the District's Risk Management program. The SDAO award was received by Mr. Majors at the SDAO's Annual Awards Banquet in Seaside, Oregon.

**E. PUBLIC COMMENT**

**David Beem - Address on File**

Mr. Beem stated that he testified at the legislative meeting for the passage of SB 1536-A. He spoke about the need for Saturday and Sunday service.

**Mark Knecht - Address on File**

Mr. Knecht spoke about the need to be careful not to exclude ADA requirements when making service changes. He gave the example of Route #6 to Fairview. It is currently a slow season for the cannery there but will pick back up again. He asked the Board, how they expect people to get to the cannery.

**E.M. Easterly - Address on File**

Mr. Easterly expressed his appreciation for having served on the Budget Committee over the past three years. He thanked the Board for encouraging him in that process, stating it was a privilege and an opportunity. He also appreciated the Shopper Shuttle project in West Salem and encouraged the Board to support that opportunity. He felt the service would build in the future.

**F. CONSENT CALENDAR**

**6:52 PM**

**Staff Report:** Pages 1-22 of the agenda.

**Motion:** Moved to approve the Consent Calendar:

**2. Approval of Minutes**

**a. Minutes of the January 8, 2018 Board Work Session**

**b. Minutes of the January 25, 2018**



- 4. **Executive Session on Potential Litigation**
  - 5. **Executive Session on Labor Negotiations**
  - 6. **Regular Board Meeting**
  - 3. **Routine Business**
    - a. **Appoint Citizen Member to the Budget Committee representing Subdistrict #1**
    - b. **Resolution 2018-01 Bank Signature Reauthorization**
- Motion by:** Director Marcia Kelley  
**Second:** Director Kathy Lincoln  
**Discussion:** No items were deferred from the Consent Calendar.  
**Vote:** Motion passed unanimously (6); Absent: Director Evans

**H ACTION ITEMS**

**1. Appoint Members to the Citizen Advisory Committee 6:53 PM**  
**Staff report:** Pages 3-5 in the Supplemental Agenda Packet  
 This item was pulled from the agenda.

**2. Catholic Community Services Foundation Property Tax Exemption 6:53 PM**  
**Staff report:** Pages 5-10 in the Supplemental Agenda Packet  
**Presenter:** Allan Pollock, General Manager  
 Catholic Community Services Foundation (CCSF) requested a letter from the Board to support an application for property tax exemption under ORS 307.540-307.548. CCSF is also working with the City of Salem, Marion and Polk Counties, and Salem-Keizer School District in order to obtain the 51% requirement to adopt a local option that allows non-profit organizations to apply for property tax exemptions on properties built after 2012. CCSF estimates the amount allotted to the District on the 2017-18 property tax statements is \$900.62.

**Motion:** **Move to support the application by Catholic Community Services Foundation for an exemption under ORS 307.540-307.548; and further, move that the Board not oppose the application of the provisions of ORS 307.542(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located.**

**Motion by:** Director Doug Rodgers  
**Second:** Director Kathy Lincoln  
**Discussion:** Director Busch asked for clarification of the correct provisions under the Oregon Revised Statutes (ORS). In the draft letter it is written as ORS 307.543(2) and in the Proposed Motion it is written as ORS 307.542(2). Mr. Pollock stated the correct provision is ORS 307.543(2).



**Motion Amended:** The motion was amended to state that the Board support the application by Catholic Community Services Foundation for an exemption under ORS 307.540-307.548; and further, move that the Board not oppose the application of the provisions of ORS 307.543(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located.

**Motion by:** Director Doug Rodgers

**Second:** Director Kathy Lincoln

**Vote:** The amended motion passed unanimously (6); Absent: Director Evans

**I. INFORMATION ITEMS**

**1. Trip Choice – Second Quarter Report 7:02 PM**

**Staff report:** Pages 23-26 of the agenda  
**Presenter:** Roxanne Beltz, Trip Choice Program Coordinator

During the second quarter, the Gilbert House “Salem Station” project was completed, the Cherriotics Trip Choice Facebook page was initiated, and staff assisted in the launch of four new vanpools.

**2. Performance – Second Quarter Report 7:15 PM**

**Staff report:** Pages 27-36 of the agenda  
**Presenters:** Jeremy Jorstad, Transit Planner I  
 Chris French, Senior Planner

Performance measures for the second quarter of Fiscal Year 2018 began October 1, 2017 and ended December 31, 2017. The data for these measures are compared to the previous fiscal year and derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (RouteMatch and Mobility DR) for Cherriotics Local, Cherriotics Regional, Cherriotics Shop and Ride, and Cherriotics LIFT.

**3. Finance – Second Quarter Report 7:21 PM**

**Staff report:** Pages 37-42 of the agenda  
**Presenter:** Paula Dixon, Director of Finance

The finance report for FY2018 included statements for the General Fund, Transportation Programs Fund, and the Capital Project Fund. The statements compared the budget amounts to actual amounts by the legal appropriations category. Remaining transactions and adjustments not incorporated in this unaudited report included depreciation of assets, quarter-end accruals for vacation and sick leave, quarter-end revenue accruals, and various expense adjustments.

**J. BOARD AND MANAGEMENT ISSUES**



**1. General Manager**

**7:25 PM**

Mr. Pollock welcomed the new Director of Finance/CFO Al McCoy to the team. He spoke about the SDAO Conference which he attended and noted that Ernie Palmer was presented with an Outstanding Special Districts Service Award. Mr. Palmer served as general manager for 25 years at Basin Transit Service (BTS) in Klamath Falls and was president of the Oregon Transit Association for many years. Mr. Pollock said he will also attend the American Public Transportation Association's Legislative Conference.

**2. Board of Directors**

**7:27 PM**

Board members gave an account of their Board activities to include those on pages 43-45 of the agenda.

**K. Meeting Adjourned**

**7:39 PM**

Respectfully submitted,

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Robert Krebs, President

