

Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

Monday, March 7, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT: Vice-President Steve Evans; Directors Colleen Busch, Jerry Thompson, John Hammill, Board and Marcia Kelley ABSENT: President Robert Krebs, Director Kathy Lincoln

Staff Allan Pollock, General Manager; Patricia Feeny, Director of Communications; Paula Dixon, Director of Administration; Ted Stonecliffe, Long-Range Planning Analyst; Kristian Sorensen, Technology Support Services Analyst; and Linda Galeazzi, Executive Assistant; Steve Dickey, Director of Transportation Development (arrived at 6:16 p.m.)

Guests None

1. CALL TO ORDER **5:30 PM**
Vice-President Steve Evans called the work session to order.

2. DISCUSSION

a. Review Draft of the Amended STF Advisory Committee Bylaws **5:30 PM**

Staff report: Pages 1-18 of the agenda
Presented by: Ted Stonecliffe, Long-Range Planning Analyst
Directors Kelley, Busch, Thompson, Hammill and Evans reviewed and recommended changes to wording in the revised draft bylaws for the Special Transportation Fund Advisory Committee (STFAC). Director Lincoln, who was unable to attend the meeting, sent an email dated March 7, 2016 at 3:42 p.m., with her suggested changes to the bylaws. [Herein included in these minutes as Attachment A]. All of the recommendations are included below:

- **Article I, Section 1 Purpose and Mission of STF Program:** references the state statute ORS 391.800 - 391.830 in the sixth line of the first paragraph.
- **Article I, Section 3(b):** refers to "*District*," but the term used elsewhere is "*SAMTD*".
- **Article I, Section 3(g)(2):** change to state "*2. Evaluating the use of available resources.*"
- **Article II, Section 1 Membership:** in the second paragraph – Make this very long sentence into two sentences.
- **Article II, Section 2 Appointments and Terms of Service:** in the first paragraph, fourth line – "*...one-third...*" should be "*...one-half...*"
- **Article III, Section 3 Quorum and Voting:** in the third line of the first paragraph, take out "*...Robert's Rules of Order, Newly Revised...*" and put a sentence under Section 1 Frequency; Open Meetings: that states something like "*the STFAC meetings shall be conducted under the guidance of Robert's Rules of Order, Newly Revised.*"
- **Article V Amendments:** This document is not an amendment of the bylaws, it is an entirely new document, complete in itself. An amendment would be part of the original document, with

some specific changes. You may have some preferred language, but that article should delete all the references to prior amendments, and state that these bylaws replace and supersede all previous versions of the bylaws, or something similar. The bylaws are an entirely new set, not an amendment.

Direction: Mr. Pollock advised that staff will make the appropriate changes with the advice of SAMTD legal counsel. The bylaws with their final revisions will be presented to the STFAC at their April 5th meeting and again to the Board of Directors at their April 11th work session. If there are no more changes to the bylaws, the Board will vote to adopt new STFAC Bylaws by resolution at the April 28th Board meeting.

Steve Dickey arrived to the meeting at 6:16 p.m.

b. Bus Advertising and Youth Bus Pass Program Concept

6:20 PM

Staff report: Pages 19-24 of the agenda

Presented by: Director Marcia Kelley

Mr. Pollock provided historical background that described how the Board established a donation policy of transit items to promote the use of public transit, foster good community relations and to be a pro-active participant in community affairs in 1999. Since January 2005, the Board has partnered with the United Way of the Mid-Willamette Valley to broker requests for short term transportation assistance. In FY2016, the United Way bus pass program received a donation of 5,000 day passes totaling \$16,250.00.

Board members asked staff for guidance as they continue their research into the concept of partnering with the Salem-Keizer Education Foundation (SKEF) to provide bus passes for youth to help them get to after school activities, tutoring, and/or Boys & Girls Club activities, etc. Board members discussed whether the SKEF would be responsible to submit a proposed plan to the Board as the broker, and report how the program is being used on a quarterly or annual basis. Board members considered forming an advisory committee. There was brief discussion about whether it would be necessary to do a “means” test to establish some criteria for the distribution of the youth passes or having an annual limit. There were questions about the RFP process for a bus advertising contract and how to include the purpose for revenues going to help youth. The proceeds from the revenue would be designated to cover the costs of the bus passes used in the Youth Bus Pass Program. There is also a bus advertising policy for questions Board members had about the kinds of advertisements allowed on the District’s buses. Issues related to allowable advertisements, commissions, guarantees, incentives, and proceeds would all be answered through the RFP process.

Direction: Director Kelley will invite Krina Lee from the SKEF to the April 11, 2016 work session to share the SKEF proposed plan with a time of questions and answers.

3. GENERAL MANAGER COMMENTS

6:55 PM

Staff report: Pages 25-28 of the agenda

Presented by: Allan Pollock, General Manager

Mr. Pollock announced that the Board will receive a schedule for the March 18th Transit Appreciation Day events. They are welcome to come to any and all of the events throughout the day. April 2nd is the employee recognition banquet and the webinar training for public officials to fill out and file their Statement of Economic Impact forms begins on March 15th.

Vice-President Evans announced he will not be at the March 24th board meeting.

Director Busch has a conflict with the May 19th budget committee meeting date.

Directors Thompson and Hammill asked to have the eligibility process for CherryLift added to the list of upcoming work session agenda items for a future report.

There was general agreement from Board members that the last Board meeting went on for too long because of the length of time it took for each of the presentations. They asked for a way to break up the quarterly reporting.

4. WORK SESSION ADJOURNED

7:00 PM

Recorded by: Linda Galeazzi, Executive Assistant/Clerk of the Board



Linda Galeazzi <linda.galeazzi@cherriots.org>

**For Minutes of March 7, 2016 Work Session
ATTACHMENT A**

Work session tonight

1 message

kathy.lincoln@cherriots.org <kathy.lincoln@cherriots.org>

Mon, Mar 7, 2016 at 3:42 PM

To: Board@cherriots.org, Allan Pollock <allan.pollock@cherriots.org>

I am sorry to miss the meeting tonight, but here are some brief thoughts re: the STF Bylaws revision.

1. The first paragraph references the state statute. I suggest it be cited here for any one who is interested in reading it: ORS 391.800 - 391.830.
2. Section 3(b) refers to "District" , but the term used elsewhere is "SAMTD".
3. Article V, regarding Amendment. This document is not an amendment of the bylaws, it is an entirely new document, complete in itself. An amendment would be part of the original document, with some specific changes. You may have some preferred language, but that article should delete all the references to prior amendments, and state that these bylaws replace and supersede all previous versions of the bylaws, or something similar. The bylaws are an entirely new set, not an amendment.

Regarding the discussion about free passes, do we want to put a annual limit on the total value donated? I don't have any idea how much that amounts to.....just a thought.

Sent from my iPad