

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

April 11, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT:	President Robert Krebs; Directors Jerry Thompson, John Hammill, Marcia Kelley, and Board Kathy Lincoln, Steve Evans
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; SueAnn Coffin, Contracted Transportation Manager; Ted Stonecliffe, Long-Range Planning Analyst; Kristian Sorensen, Technology Support Services Analyst; and Linda Galeazzi, Executive Assistant
Guests	None

1. CALL TO ORDER 5:30 PM

President Bob Krebs called the work session to order at 5:30 p.m.

2. DISCUSSION

a. Bus Advertisement Sales and Youth Bus Pass Program Discussion with Krina Lee from Salem-Keizer Education Foundation 5:30 PM

Director Kelley announced that Ms. Lee was unable to attend tonight's meeting due to a prior commitment.

b. TripLink Call Center Contract 5:32 PM

Staff report: Pages 1-2 of the work session agenda

Presented by: David Trimble, Chief Operating Officer

Salem Area Mass Transit District maintains a call center which provides customer service and reservations assistance to customers for various services, including CherryLift ADA Paratransit Service, Dial-A-Ride RED Line Service, Chemeketa Area Regional Transportation (CARTS) service, and Non-Emergent Medical Transportation Service – which SAMTD contracts with both the Oregon Health Authority's Division of Medical Programs (DMAP) and the local Coordinated Care Organization (CCO) of Willamette Valley Community Health (WVCH). These programs annually provide approximately 490,000 rides, and handle approximately 250,000 calls. This service is provided under a contract, awarded in 2010 to MV Transportation. The contract with MV Transportation is set to expire on June 30, 2016.

RFP #2015-14 was issued on December 4, 2015. A pre-proposal meeting was held on December 17, 2015, and the RFP process closed on February 16, 2016, at 2:00 p.m. Three (3) proposals were received on the due date from First Transit, Inc., Medical Transportation Management, Inc. (MTM) and MV Transportation. An evaluation and selection committee

reviewed and scored the proposals, and determined that MTM was the most responsive to the procurement criteria. The committee formed their recommendation for Board action at the April 28th regular meeting.

Direction: **Board members will review a draft of the five-year base, two-option year contract with MTM to provide TripLink call center services, and consider action to authorize the general manager to complete the negotiations.**

c. Review of Revised Special Transportation Fund Advisory Committee Bylaws 5:55 PM

Staff report: Pages 3-22 of the work session agenda

Presented by: Ted Stonecliffe, Long-Range Planning Analyst

Board members reviewed the red-lined changes made to the final draft of the STF Advisory Committee Bylaws since their last review at the March 7th work session. There was brief discussion about adding a category for low income under *Membership* in the Bylaws. Staff approached ODOT for a ruling. Board members discussed that a category for low-income was not discernably different than the needs of the current membership categories already included in the Bylaws, and they would not want to publicly call out a member who falls in that category alone. The terms for membership also needed to be staggered.

Direction: **The draft with of the STF Advisory Committee Bylaws with final mark ups will go before the Board at the April 28, 2016 Board meeting for adoption.**

d. FY2017 Board Agenda Planning Calendar

6:35 PM

Staff report: Pages 23-24 of the work session agenda

Presented by: Allan Pollock, General Manager

Board members reviewed their work sessions and regular board meeting schedule for fiscal year 2017. There were no changes to the eleven regular meetings of the Board. Three of the work sessions in the schedule conflicted with American Public Transportation Association conferences that are regularly attended by staff and or board members. The September 12, 2016 work session conflicts with the APTA Annual Meeting scheduled September 11-14, 2016. The February 13, 2017 work session conflicts with the APTA CEO Conference scheduled February 11-14, 2017; and the March 13, 2017 work session is in conflict with the APTA Legislative Conference scheduled March 12-14, 2017.

Direction: **Board members agreed that the work session in September can be cancelled. September 5, 2016 is the *Labor Day* holiday; September 12 is less than two weeks from the regular board meeting date. The work sessions in February and March 2017 can be moved to February 6 and March 6. The Board will take action to approve the final draft of the FY2017 Calendar at their June 23, 2016 regular meeting.**

e. Schedule General Manger's Performance Evaluation

6:40 PM

Staff report: Pages 25-26 of the work session agenda

Presented by: Allan Pollock, General Manager

Board members were asked for feedback on modifications made to the timetable for the activities involved to do the general manager's performance evaluation during an executive session; and in the regular board meeting session for potential action on compensation.

Direction: **After a review of their calendars, there were Board members who would**

not be available to meet on the proposed June dates. They discussed postponing the performance evaluation process until July.

3. GENERAL MANAGER COMMENTS

6:45 PM

Staff report: Pages 27-30 of the work session agenda

Presented by: Allan Pollock, General Manager

Mr. Pollock invited Mr. Stonecliffe to give an overview of the process and reasons why the District is developing a locally developed, coordinated public transit-human services transportation plan for projects selected for funding under the Federal Transit Administration's Section 5310 program. Federal law requires these plans be developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public. As the designated recipient of federal funds, ODOT is required to conduct a competitive selection process to determine use of the funds, to avoid duplication of funding, and to certify that projects were derived from a coordinated plan. ODOT administers Oregon's Special Transportation Fund (STF) and requires STF Agencies to prepare a plan to guide the investment of STF moneys. The plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation. <http://www.oregon.gov/ODOT/PT/programs/enhanced-mobility/coordinated-plan-update.pdf>

Mr. Stonecliffe noted that the last update to the District's coordinated plan was in 2009. The Board will be notified of the outreach events being scheduled in May as part of the process.

Mr. Pollock reviewed changes to the Board's calendar. He announced that the coffee shop on the first floor of Courthouse Square will open on Monday, April 18th.

Mr. Pollock reviewed service changes that would take place on Route #6 along Madrona to 25th Street due to a nine month construction schedule. Schedule changes were made to Route #11; and the Airport Park and Ride route will become the #15X Express. Director Hammill asked if routes were going to be renumbered as part of the service change. Mr. Pollock responded that he has not heard anything about that.

Director Evans asked if the District had a representative on the Homeless Task Force. Mr. Pollock said that David Trimble had been asked to serve on the technical committee of the task force.

Director Lincoln asked if someone from the District was going to talk about moving parking spots for bus stops at the Grant Neighborhood Association meeting. Mr. Pollock responded that Mr. Dickey will let her know when staff is scheduled on the agenda.

President Krebs noted that the Board received copies of the Regional Transportation Plan study completed by Jarrett Walker and Associates – Volume II and the Existing Conditions Report. He announced that he would not be in attendance at the April 28th board meeting or the May 5th budget committee orientation.

4. WORK SESSION ADJOURNED

7:21 PM

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