

Salem Area Mass Transit District
BOARD OF DIRECTORS

Thursday, January 28, 2016
6:30 PM Regular Meeting

Courthouse Square—Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

REGULAR BOARD MEETING

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Jerry Thompson, Subdistrict #5
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION - None**
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR [Action]**
 - 1. **Approval of Minutes**
 - a. Minutes of the December 10, 2015 Board Meeting 1
 - 2. **Routine Business**
 - a. Approval of Amendment No. 2 to the Agreement between SAMTD and CFM Strategic Communications for Legislative Advocacy Services 11
 - b. Adoption of Resolution No. 2016-01 Amending Resolution No. 2015-09 regarding the Surplus Bus Disposal to YCTA 15
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
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- J. REPORTS**
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- K. BOARD & MANAGEMENT ISSUES**
 - 1. General Manager
 - 2. Board President
 - 3. Board of Directors
- L. ADJOURNMENT**

BOARD MEETING PROCEDURES

CONSENT CALENDAR AND AGENDA ITEMS All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.

APPEARANCE OF INTERESTED CITIZENS & AGENCIES Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda which are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.

TO GET ITEMS ON THE AGENDA All communications and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors Email Address is: Board@cherriots.org

SPECIAL ACCOMODATIONS Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

PROCEDIMIENTOS DE LA REUNIÓN

CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.

COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.

PARA TENER ASUNTOS EN EL ORDEN DEL DIA Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; Board@cherriots.org

NECESIDADES ESPECIALES Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregón, 711.

Next Regular Board Meeting Date: Thursday, February 25, 2016

Regular Board meetings are televised and can be viewed on CCTV's website: www.cctvsalem.org.
Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet.

Salem-Keizer Transit Administration Office ~ 555 Court Street NE, Suite 5230 ~ Salem, OR 97301
Phone (503) 588-2424 ~ Board of Directors Email Address: Board@cherriots.org

**Salem Area Mass Transit District
BOARD OF DIRECTORS**

December 10, 2015

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[Regular Board meetings are video recorded and can be viewed on the CCTV website at www.cctvsalem.org.]

Salem Area Mass Transit District
BOARD OF DIRECTORS

MINUTES

December 10, 2015
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

PRESENT: Board	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Steve Evans, and Jerry Thompson ABSENT: Director Kathy Lincoln
Staff	Allan Pollock, General Manager; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Jared Isaksen, Finance Manager; Bryon McNatt, Capital Projects Manager; Gregg Thompson, Maintenance Manager; Matt Berggren, Planning Technician; Roxanne Rolls, Rideshare & Outreach Coordinator; Kristian Sorensen, Technology Service Support Analyst; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Randy Morgan, citizen

- A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:30 PM**
President Krebs called the meeting to order. He noted attendance and a quorum was present.
- B. PLEDGE OF ALLEGIANCE**
Director John Hammill led the Pledge of Allegiance.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**
- D. PRESENTATIONS** **6:31 PM**
Allan Pollock, representing the Oregon Transit Association as it's' president presented Director Jerry Thompson with the *Outstanding Public Transportation Board Member of the Year Award*. Mr. Pollock said Director Thompson demonstrated exceptional leadership skills as Salem-Keizer Transit's President of the Board from 2010-2015. He made difficult decisions during the economic slowdown to ensure the District maintained a balanced budget, and he led the District through some significant accomplishments with the development of the District's new strategic plan, the remediation of Courthouse Square, the award-winning completion of the Keizer Transit Center, and the 35th Year Anniversary Celebration of Salem-Keizer Transit. Under his leadership, the Board was able to make key decisions in a rational and logical manner. He kept the boat steady during a turbulent period in the District's history. But more than that; he has made this community better with his enduring and unshakable leadership.

Allan Pollock announced that he and Board member Jerry Thompson attended the Northwest Human Services Annual Meeting on October 27, 2015 where Salem-Keizer Transit was also recognized as the Northwest Human Services Community Partner for 2015. Rod Johnson, Facilities Maintenance Manager for NWHS, said "Cherriots provides vital transportation to a wide range of people with very diverse backgrounds and economic

situations; many are clients and patients of NWHS. For many of the users of Cherriots, this is their only transportation, this is how they get to work, to the store for food, and to the doctor. We just want to acknowledge and say thanks for all the service Cherriots provides.”

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR

6:36 PM

Motion: Moved to approve the Consent Calendar:

- 1) Approval of Minutes
 - a) Minutes of the September 24, 2015 Board Meeting
 - b) Minutes of the October 22, 2015 Board Meeting
- 2) Routine Business
 - a) Resolution No. 2015-08 Periodic Reinstatement of Retirement Plan
 - b) STF Advisory Committee Appointment Renewal
 - c) Verify Receipt of the Abstract from the November 3, 2015 Special Election and Acceptance of the Official Election Results

Motion by: Director Jerry Thompson
 Seconded: Director John Hammill
 Discussion: No items were deferred from the Consent Calendar.
 Vote: Passed unanimously by those present (6)
 Absent: Director Kathy Lincoln

H. ACTION ITEMS

1) Award Contract for CNG Tank Replacement

6:37 PM

Staff report: Pages 35-36 of the agenda
 Presented by Gregg Thompson, Maintenance Manager
 Salem-Keizer Transit currently operates a fixed route fleet of sixty-four 35’ and 40’ fixed route buses. The fleet consists of 34 C ompressed Natural Gas (CNG) powered vehicles manufactured by Orion; 24 were purchased in 2002, two were purchased in 2004, and eight were purchased in 2005. Each bus contains seven high pressure tanks capable of containing 4500 PSI. Tanks manufactured at the time of vehicle purchase are limited to a 15-year life span before they are rendered unusable. SAMTD was awarded an STP 5307 Grant in August of 2015 for the replacement of CNG tanks for a total project amount of \$258,553 including a local match of \$26,553. An RFQ for CNG Bus Replacement Cylinders was issued on August 5, 2015 and closed October 7, 2015. Two proposals were received and scored by an internal committee. McNeilus Truck and Manufacturing was selected as the vendor of choice because of their ability to provide the specified tanks for the lowest overall cost. The tanks will be replaced using SAMTD employees and will be charged to the grant.

<i>Parts</i>	<i>Cost Each</i>	<i>Total</i>
CNG Tanks (84)	\$ 2,587	\$ 217,308
Pressure tank valves (84)	\$ 300	\$ 25,200
Replacement Labor	(per bus) \$ 1,250	\$ 15,000
GRAND TOTAL		\$ 257,508

Motion: Moved to authorize the General Manager to enter into a contract with McNeilus Truck and Manufacturing to purchase 84 CNG tanks and tank valves for a total cost of \$242,508.
Motion by: Director John Hammill
Seconded: Director Steve Evans
Vote: Passed unanimously by those present (6)
Absent: Director Kathy Lincoln

2) Resolution No. 2015-09 Transfer of Surplus Vehicles to Yamhill County 6:45 PM

Staff report: Pages 37-38 of the agenda

Presented by Gregg Thompson, Maintenance Manager

The District was contacted by Yamhill County Transit Area (YCTA) inquiring if the District had any buses being prepared for disposal or sale. YCTA is experiencing higher than industry standard breakdowns and delays due to the age and condition of their fleet. Yamhill County Transit is in need of 30' – 35' buses to supplement their aging fleet. Salem-Keizer Transit currently has four 35' 1992 Orion 1 buses in the contingency fleet. One of the buses is recommended to be used as parts only, leaving three that would be useful for revenue service. Additionally, all parts that are specifically for this fleet will be transferred. All four buses have exceeded their FTA recommended useful life of 12 years and/or 500,000 miles. The average mileage is 787,000. YCTA asked for an estimate to make these vehicles road worthy. The estimate was submitted and reimbursement for parts and labor has been agreed upon. Staff recommends that the Board authorize the transfer of the four 1992 Orion 1 buses to YCTA.

Motion: Moved to adopt Resolution #2015-09 authorizing the transfer four (4) 1992 Orion 1 buses to Yamhill County Transit Area.

Motion by: Director Marcia Kelley
Seconded: Director Colleen Busch

Discussion: Director Evans asked about the projected longevity of the fleet. What is YCTA replacing?

Mr. Thompson responded that it will depend on their maintenance; there is no warranty. We will give them all of the repair books.

Mr. Pollock explained that the YCTA is in the process of purchasing new buses. This is a bridge until the new buses become available to them.

Director Kelley said Salem-Keizer Transit has had a good ration of buses not breaking down because of good maintenance practices over the years.

Director Busch asked how the transfer is accounted for on the books.

Mr. Isaksen explained the buses are inactive and fully appreciated. They have a value of zero that makes it a net change of zero.

Vote: Passed unanimously by those present (6)
Absent: Director Kathy Lincoln

3) Approval of IGA for Signalized Intersection at Keizer Transit Center 6:52 PM

Staff report: Pages 39-46 of the agenda

Presented by Bryon McNatt, Capital Projects Manager

In 2009, a location was selected for the Keizer Transit Center (KTC) in the Keizer Station Development Area B. In 2011, the City of Keizer developed a Master Plan for Area B that incorporated the function of the KTC into the overall development. An element included in the Master Plan was a signalized intersection to be located at the entrance of the KTC. This intersection included a drive access serving the parcels and future businesses on the opposite side of Keizer Station Boulevard across from the entrance to the KTC. In late 2010, a scope of work was developed for the engineering and design of the KTC. Based on the construction cost estimates developed during the preliminary design phase, the cost to construct the signalized intersection was estimated at \$1.1 - \$1.3 million.

In the summer of 2012, KTC opened and service began to operate. The project came in under budget with project revenue remaining after expenses had been paid. With sufficient grant funds that remained from the KTC project and as a result of information presented by planning and operations, it was determined that construction of the signalized intersection would be the best use of the remaining funds. This proposal was presented to and received the support of the Citizens Advisory Committee.

On September 30, 2014, SAMTD released a Request for Proposals (RFP) soliciting design and engineering services for the project. The closing date for submittals was October 30, 2014. Two proposals were received from Kittleson & Associates, Inc. with Parsons-Brinckerhoff as the civil engineer sub-contractor; and from Century West Engineering with DKS Associates as the traffic engineer sub-contractor. Both submittals were highly qualified to perform the work required. On December 12, 2014, a selection was made. The final decision was based on project environment familiarity and the time/cost savings associated with not having to become familiar with the existing conditions. Kittleson & Associates was the traffic signal design engineer for the Keizer Station development and was the firm used in the City of Keizer Area B Master Plan for traffic analysis. Parsons-Brinckerhoff was the civil engineering sub-contractor for the KTC.

In evaluating the benefits of constructing this intersection, it was determined that there would be significant value to property owners adjacent to the facility when considering future development of the area. All of the adjacent properties are currently owned by the City of Keizer. The intersection would have value to the City of Keizer and the District negotiated a cost sharing agreement with them as well. A final draft intergovernmental agreement has been prepared for consideration by the SAMTD Board, the Keizer City Council, and by staff in the Federal Transit Administration Region X Office. The dollar amounts in *Sections 3 (a), (c), and (d)* of the IGA will be completed once information has been received from formal appraisals and overall cost estimates have been developed by the District's consultant.

Motion: Moved to authorize the General Manager to enter into an Intergovernmental Agreement with the City of Keizer, to formalize sharing of costs incurred in

	constructing a signalized intersection at the entrance of the Keizer Transit Center.
Motion by:	Director Colleen Busch
Seconded:	Director Steve Evans
Discussion:	In response to Director Evans question, Mr. McNatt stated the timeframe for completion of this project is slated for the end of the year in 2016.
Vote:	Passed unanimously by those present (6)
Absent	Director Kathy Lincoln

I. INFORMATION ITEMS - None

J. REPORTS

1) Performance – First Quarter

7:00 PM

Staff report: Pages 47-76 of the agenda.

Presented by Matt Berggren, Planning Technician

A status update was given on the modifications and performance of Phase One of the Moving Forward project, the West Salem Connector service, and the FY2016 performance of fixed route, paratransit, rural, and RED Line services in the first quarter. Staff has been monitoring ridership system wide and by route since the September service changes. Data used is collected from fareboxes and automatic passenger counters, feedback from riders via emails and social media, customer service staff, transit operators and from riding the buses.

On November 2, a runtime of 15-minutes was added to *Route #1 N River Road/ South Commercial* from 12:00-7:00 p.m. to help that route stay on time; and minor adjustments were made to time points on other routes based on operator feedback. Fares on the West Salem Connector went into effect December 1. *Route #5/5a Edgewater/Center* were changed on December 7 at Kingwood West and Capital Manor. Boardings dropped 15.7% compared to the same period in 2014. Preliminary data suggests this drop may have been due to less transfers with the new crosstown routes.

There has also been a decline in monthly pass purchases, which may be a result of less people riding the new routes. In an effort to increase ridership, a plan should be developed and implemented to market the new routes, in particular *The Frequent Network*. The new 15-minute service should be able to help build ridership back and beyond, but only if people know about the new, improved service.

Director Hammill noted that statistics for a couple of the routes loads were very low; in particular, *Route #23/Orchard Heights Loop*.

Director Kelley asked if the District let people know when changes had been made to the routes; in particular Route #1. Otherwise, people who have other options will no longer ride the bus. Mr. Berggren responded yes.

Director Hammill said that overall word of mouth has been pretty positive. People have been giving him good reports.

President Krebs said that having these numbers is helpful especially now during

a change while we come up with sound measurements.

Director Kelley asked if *Routes #3/Portland Road* and *#4/4a State/Lancaster* are staying on time. Mr. Berggren said *Route #3* is a high performer; and always has been. Staff may have to look at how these routes are categorized.

2) Rideshare – First Quarter

7:20 PM

Staff report: Pages 77-88 of the agenda

Presented by Roxanne Rolls, Rideshare & Outreach Coordinator

The first quarter report for the *DriveLess Connect* ride-matching tool showed 4,031 total users; 184 new users; 511 matches received; and 205 match requests sent. The total number of active vans in the *Valley VanPool* program is 51; Cherrits Rideshare supports 27 of those vans. Three vans ceased operation in the first quarter due to low ridership. Rideshare staff also attended outreach events, employee meetings and health fairs offered through the Department of Energy, DMV, City of Salem, Veterans Affairs office, Salem Health and the City of Salem. Staff provided a summary of the outreach related to Salem Sunday Streets and the Individualized Marketing Project; and status on each of the recommendation for year one of the strategic plan. Other activities include the student poster contest and a redesign of the bicycle map. On July 31-Aug 3, 2016, the Association for Commuter Transportation (ACT) Conference will be held in Portland. Staff would like to invite as many people to come as possible and will be spreading the word.

3) Finance – First Quarter

7:32 PM

Staff report: Pages 89-94 of the agenda

Presented by Jared Isaksen, Finance Manager

When looking at the general fund, most of the fund's divisions are less than one fourth of their respective annual budget amounts. There are a few items of note within the General Fund under *Operations* (page 91). At the end of the first quarter, the West Salem Connector activities, in total have expended 7% of the budget for the year. Staff will continue to monitoring the pilot project expenses. *Unallocated General Administration* expenses have exceeded one fourth of the annual budget allotted to the activities due to one-time expenses such as membership dues being expensed early in the year. *Passenger Fares* collected in the first quarter are just under one fourth of the projected amount to be collected. Special Transportation Fund programs are in line with one fourth of the annual budget and are on track with what the expenses should be at the end of one quarter. Revenues recorded in the Special Transportation Fund for the first quarter are for *Passenger Fares* and *State STF Funds* which are received at the beginning of each quarter. Under the *Capital Projects Fund*, the District spent 8% budgeted for the year at the end of the first quarter. Most of the expenses have been for the Bus Stops and Shelters project. Most of the projects are in the procurement stage of the process. Staff expects project expenses to increase as the year progresses.

Board Committee Reports

7:35 PM

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members report on their participation in meetings that are listed on pages 95-110 of the agenda. Minutes for external meetings can be found on the websites listed for the agencies.

Minutes from the Board's October 12, 2015 and November 9, 2015 Work Sessions (pages 111-119 of the agenda) were received and filed.

BOARD AND MANAGEMENT ISSUES

J.1 General Manager

7:53PM

Mr. Pollock reported on the APTA winter board meetings he attended in Washington D.C. where there was discussion about the federal transportation bill. What it means for the District is that current levels of funding will be maintained with a cost of living increase and the District will have some certainty through 2020. The real opportunity is with *FY5339 Bus and Bus Facilities* through the heavy load work of several people. There has been a reinstatement of the discretionary program. This will be the District's opportunity to compete for additional federal discretionary money for bus and bus facilities each year for the next five years. Representative Schrader was very helpful in signing on to the Herrera/Beutler amendment which helped to get the discretionary funding. Senator Merkley was also very helpful in pushing it through; and Mr. Pollock had an opportunity to thank all of them. He will have more information with projections for the next five years at the January meeting.

Mr. Pollock announced that the Board received a flyer from Governor Brown's transportation vision panel regarding a regional forum with MWACT. They are inviting local elected officials, legislators, and stake holders to attend that forum. He thanked President Krebs and Director Thompson for attending the employee holiday luncheon.

J.2 Board President

7:57 PM

President Krebs reported that there had been two work sessions and an executive session since reporting last. He and two board members met to plan the Board's retreat. He feels it is going to be a very constructive day as they plan for the future of the organization. He attended a Chamber Forum and met with Chamber representatives to work out some conflicts with them that he hopes will recreate a partnership with them. He attended a Democratic Forum, the Salem City Club and the District's holiday luncheon. He attended the Association of Oregon Rail and Transit Advocates and did about 27.5 hours of community service with the Lions Club and other social service organizations. He noted that this is the Board's last official meeting of the year. He is looking forward to a very positive 2016 and carrying on the work of the former president and board members to move the organization forward. He still has a vision to find funding for Phase Two that has seven days service. He wished everyone a *Happy Holiday* and looks forward to working with everyone next year.

J.3 Board of Directors

7:59 PM

Director Hammill said the American Council for the Blind's local chapter was very upset after the election about the election results. He felt it was safe to say that all transit-dependent people were upset and hurt by the outcome. That part of the demographic wants the Board to go in right away for another fray and I told them the Board would really need to think about that. The chapter is going to put together their legislative committee for the coming year and I will have an opportunity to participate in that; so the Board will have some allies. People have also approached him with complaints regarding some of the Phase One service changes that he wanted to pass along to staff. There are three areas of consistent complaints. One is buses not being able to keep their schedule, even after the change on November 2nd; particularly for those who are missing their transfers. The second

complaint is the confusion at the Transit Mall where there are two directional stops for Routes 13, 4 or 5/5A and people are finding out when they get on a bus that they are going in the wrong direction. The last complaint had to do with the video display being too high on the Transit Mall that are used more since Phase One went into effect but are hard to read. Director Hammill thought they were high enough to discourage vandalism, but it may be the writing is too small.

Director Thompson thanked staff for the OTA service award that he received. He attended three Chamber meetings to include a policy meeting and the Chamber Forum. He attended a SEDCOR event having to do with preparations for earthquakes; and was at the Del Webb bus maintenance facility where there had been some touch up work done to the facilities. He thought the work done on the facility looked nice.

Director Kelley attended the MWACT meeting, Salem City Club meetings. She met with Director Thompson to work on a student bus pass proposal. She has been working with the Kiwanis Club's book giveaway event for kindergarten to 5th grade students. She also invited other transit advocates to come to the Governor's meeting that had been mentioned by Mr. Pollock earlier. The meeting is scheduled for January 7th from 3:30 to 5:30 p.m.

Director Busch attended the Keizer Chamber's Veteran's Day Luncheon, the OSU Extension Service open house, Keizer's City Council meeting, Keizer's fire board meeting, Greeters, Keizer's tree lighting ceremony, and the Rotary luncheon. Director Busch also noted that Christine Dieker, the Keizer Chamber's director had announced her resignation.

Director Evans said that the Board has two new Board members as a result of the May 2015 election who have nobly represented the district and have been positive additions to the Board. During the campaign for the November election, he did some precinct walking in the West Salem area and found that this was the only precinct that voted yes.

President Krebs noted that he and Director Lincoln had also attended a reception to welcome the new city manager for Salem; and with that he adjourned the meeting.

L. Meeting Adjourned

8:11 PM

Respectfully submitted,

Robert Krebs, President
SAMTD Board of Directors

MEMO TO: BOARD OF DIRECTORS

FROM: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: LEGISLATIVE ADVOCACY SERVICES

Issue

Shall the Board approve Amendment #2 (*Attachment A*) to the agreement between the District and CFM Strategic Communications, Inc.?

Background and Findings

At the January 24, 2013 meeting, the Board approved an agreement between the District and CFM Strategic Communications, Inc. to provide federal and state legislative advocacy services. The agreement was for a two-year term (1/1/13 – 12/31/14) subject to three (3) additional one-year options to renew if it is determined in the best interest of the District.

At the December 2014 meeting, the Board approved Amendment #1 for the extension of services for the period 1/1/15 – 12/31/15. The letter of agreement included a revised scope of work. Compensation rates remained the same as calendar year 2014.

CFM has submitted a letter of agreement for extension of services for the period 1/1/16 – 12/31/16. The letter of agreement includes a revised scope of work. Compensation rates remain the same as calendar year 2014 and 2015.

Recommendation

Staff recommends the Board approve Amendment #2 to the agreement with CFM Strategic Communications, Inc. for legislative advocacy services as shown in *Attachment A*.

Proposed Motion

I move the Board approve Amendment #2 to the agreement with CFM Strategic Communications, Inc. for legislative advocacy services, as shown in *Attachment A*, and authorize the Board President to sign the agreement.



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1100 SW Sixth Avenue, Suite 1425 | Portland, Oregon 97204

January 18, 2016

Robert Krebs, President
Salem-Keizer Transit
555 Court Street NE, Suite 5230
Salem, OR 97301-3980

Dear President Krebs:

LETTER OF AGREEMENT

This letter details the agreement between Salem-Keizer Transit ("SKT") and CFM Strategic Communications, Inc. ("CFM"). SKT desires to retain CFM for federal and state lobbying services, and CFM desires to provide such services.

CFM's Team Working for SKT

CFM VP of Federal Affairs, Joel Rubin, will lead the federal team working with SKT. Julie Crockett, Federal Affairs Manager, will also assist. Our State Affairs team will consist of CFM Senior Public Affairs Associate, Dale Penn, and Public Affairs Associate, Ellen Miller. Other CFM staff will assist on an as-needed basis.

Scope of Work

CFM will provide federal lobbying services, including assistance with researching and applying for grants, building relationships with members of Congress and agency officials, advocating for and against legislation outlined in SKT's federal agenda, applying and advocating for congressional earmarks in the appropriations and authorization process (if earmarks are reinstated) and coordinating efforts with associations, stakeholders and other grassroots organizations.

CFM will promote the interests of the district at the Oregon Capitol by providing state lobbying services. These services include working to secure funding from the Oregon Legislature for transit services and programs, developing relationships with key legislators, staff members and agency leaders, monitoring transit related legislation and coordinating efforts with state associations, transit stakeholders and other grassroots organizations.



strategic communications, inc.

▶ research ▶ marketing public relations ▶ public affairs ▶ federal lobbying ▶ state lobbying

503.294.9120 | www.cfm-online.com | 1100 SW Sixth Avenue, Suite 1425 | Portland, Oregon 97204

Compensation

SKT shall be billed a monthly retainer of \$6,100 for federal lobbying services and \$5,000 per month for state lobbying services, which will also cover out-of-pocket expenses, such as copying, faxing, phone and travel.

Payments are due 25 days after the date of invoice. If you cannot meet the agreed-upon terms, your bills will include an interest charge of one percent (1%) per month (12% per annum). Interest charges will be applied to all account balances outstanding beyond 60 days.

CFM will be responsible for payment of all income, social security and other tax liabilities for all CFM partners and employees.

Indemnities

CFM defends, indemnifies and holds SKT harmless with respect to any claims or actions against SKT based upon 1) the acts or omissions of CFM or 2) material prepared by CFM, involving any claim or action for libel, slander, piracy, plagiarism, invasion of privacy or infringement of copyright, except where any such claim or action may arise out of material supplied by SKT and subsequently incorporated in material prepared by CFM; with respect to such latter claims or actions, SKT will indemnify and hold CFM harmless.

CFM agrees to obtain and maintain in force during the term of this agreement, at their sole expense, appropriate general liability coverage having a minimum limit of liability of Two Million (\$2,000,000) Dollars.

SKT will indemnify and hold CFM harmless with respect to any claims or actions instituted by third parties that result from the use by CFM of material furnished by SKT, or where material created by CFM is substantially changed by SKT. Information or data obtained by CFM from SKT to substantiate claims made in public communications on behalf of SKT shall be deemed to be "material furnished by SKT."

In the event of any proceeding against SKT by any regulatory agency or in the event of any court action challenging the validity or propriety of any work involving CFM, to the extent not covered by CFM's obligations set forth herein to defend, indemnify and hold harmless SKT, CFM shall assist in the preparation of the defense of such action or proceeding and cooperate with SKT and its attorneys. SKT will reimburse CFM for any out-of-pocket costs incurred in connection with any such action or proceeding.

Compliance with Applicable Laws

CFM shall comply in all material respects with all applicable laws, rules and regulations governing its performance hereunder.



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Confidentiality

During the course of its work for SKT, CFM and its employees may have access to certain sensitive, proprietary and privileged information. CFM and its employees agree to hold such information in strict confidence.

Upon termination of this agreement, all confidential materials and information will be returned to SKT. CFM and its employees agree to continue to respect the confidentiality of all proprietary information subsequent to the termination of this agreement.

Term of Agreement

This agreement between CFM and SKT shall begin January 1, 2016 and run through December 31, 2016. Either party may terminate this agreement upon 30 days' written notice to the other party. The parties may amend the agreement by written addendum signed by both parties to include additional projects in the Scope of Work and fees for such projects.

This letter constitutes the entire agreement between SKT and CFM, and there are no agreements, understandings, restrictions, warranties or representations between SKT and CFM concerning the subject matter of this letter of agreement other than those specifically referenced in this letter.

Dated January 21, 2016, by the undersigned duly authorized representatives of CLIENT and CFM.

Salem-Keizer Transit

CFM Strategic Communications, Inc.

Robert Krebs
President



Gary L. Conkling
President

MEMO TO: BOARD OF DIRECTORS

FROM: GREGG THOMPSON, MAINTENANCE MANAGER

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: ADOPTION OF BOARD RESOLUTION 2016-01

Issue

Shall the Board adopt Resolution #2016-01?

Background and Findings

At the December 10, 2015 meeting, the Board adopted Resolution #2015-09 authorizing the transfer of four Orion 1 buses to Yamhill County.

The Federal Transit Administration who oversees all vehicle transfers reviewed the transfer documentation and requested that Board Resolution #2015-09 be revised to include the following language “*Vehicles being transferred are no longer required to maintain service.*”

Board Resolution #2016-01 will amend Resolution #2015-09 to include the FTA-required language.

Recommendation

Staff recommends the Board adopt Resolution #2016-01 amending Resolution #2015-09 to reflect the required FTA language “*Vehicles being transferred are no longer required to maintain service*” as part of the Resolution.

Proposed Motion

I move the Board adopt Resolution #2016-01 amending Resolution #2015-09 to include the required FTA-language “*Vehicles being transferred are no longer required to maintain service*” as part of the Resolution.

RESOLUTION # 2016-01

**AMENDMENT TO RESOLUTION #2015-09
DONATION OF SURPLUS BUSES TO YAMHILL COUNTY TRANSIT AREA**

WHEREAS, the Salem Area Mass Transit District (hereafter referred to as “District”), Board of Directors adopted Resolution #2015-09 at their December 10, 2015 regular meeting authorizing the transfer of four Orion 1 buses to Yamhill County Transit Area; and

WHEREAS, The Federal Transit Administration who oversees all vehicle transfers reviewed the transfer documentation and requested that Resolution #2015-09 be revised to include the following language: “**Vehicles being transferred are no longer required to maintain service.**”

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT:

THAT Resolution #2016-01 will amend Resolution #2015-09 to include the language requested by the Federal Transit Administration so that the Resolution will now state:

THAT, Salem Area Mass Transit District (hereafter referred to as “District”), may dispose of real and personal property used for the purpose of mass transit services by the District pursuant to ORS 267.200; and

THAT Salem Area Mass Transit District wishes to transfer ownership of four 35’ 1992 Orion 1 buses including Bus 1557 with 812,000 miles (*VIN No. 2B1139773N6003065*); Bus 1558 with 779,000 miles (*Vin No. 2B1139775N6003066*); Bus 1559 with 787,000 miles (*VIN No. 2B1139777N6003067*); and Bus 1560 with 771,000 miles (*VIN No. 2B1139779N6003068*);

THAT Buses 1557, 1558, 1559 and 1560 are free and clear of any federal funding interest because they are over twelve years old; and

THAT Yamhill County Transit Area has requested the transfer of these buses to supplement their aging fleet; and

THAT the **vehicles being transferred are no longer required to maintain service**; and

THAT Yamhill County Transit Area is a county service district formed under ORS 451, and the use to which these vehicles will be used is in the public interest; and

RESOLUTION # 2016-01

**AMENDMENT TO RESOLUTION #2015-09
DONATION OF SURPLUS BUSES TO YAMHILL COUNTY TRANSIT AREA**

THAT Yamhill County Transit Area has agreed to accept the vehicles “as is” and will modify the appearance to be distinguished from a “Cherriots” bus; and

THAT Bus 1557 with 812,000 miles (*VIN No. 2B1139773N6003065*); Bus 1558 with 779,000 miles (*Vin No. 2B1139775N6003066*); Bus 1559 with 787,000 miles (*VIN No. 2B1139777N6003067*); and Bus 1560 with 771,000 miles (*VIN No. 2B1139779N6003068*) will be transferred to Yamhill County Transit Area.

ADOPTED by the Board of Directors this 28th day of January 2016.

Robert Krebs, President
SAMTD Board of Directors

ATTEST:

John Hammill, Secretary
SAMTD Board of Directors

MEMO TO: BOARD OF DIRECTORS

FROM: SCOTT KIRKLAND, NETWORK ADMINISTRATOR

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: ROUTEMATCH TABLET MOBILE DATA TERMINAL LEASE

Issue

Shall the Board authorize a three year lease with RouteMatch for tablet mobile data terminals for use in CherryLift, CARTS, and REDLine vehicles?

Background and Findings

RouteMatch provides the software used for our paratransit services and regional services. Currently the vehicles use a Mobile Data Terminal (MDT) integrated by RouteMatch to display manifests to the drivers. The MDTs are well past useful life and are experiencing repeated failures. Each failure costs between \$200 and \$600 to repair. The MDTs also rely on an obsolete, unsupported server using unsupported software. This server has already experienced two hard drive failures that are not easily replaced due to the deprecated technology used.

RouteMatch now offers a leased tablet that can replace the MDTs. In an effort to maximize the efficiency of the paratransit services, the District seeks to quickly replace the MDTs with a leased tablet. This would allow continued operation of services while the District identifies a long term solution for the fixed-route fleet. The solution proposed for the fixed-route fleet may be expanded to cover the paratransit fleet at the end of the three year term.

The District has completed a 90-day pilot using five RouteMatch tablets. The pilot was successfully implemented with minimal training for the operators. The tablets utilize the Verizon 4G mobile network which has a greater coverage area than the 2G AT&T or T-Mobile mobile networks that have been used with the MDTs. Due to the increased coverage, the tablets remain connected to the RouteMatch system in the rural areas. This allows for updates to the manifests and communication with dispatch.

Staff has compared costs for the leased model option, the purchased model option, and the costs of repairing the current mobile data terminals. The details of the cost comparison can be found in *Attachment A*.

Staff recommends the leased model as the best option for the District at this time. Today, the mobile data terminal solution the District relies on is at risk of failure due to the age of the server and unsupported software. The leased model would move the District onto a supported solution with minimal costs and at the end of the lease will not leave the District with unused hardware. Also, the District is currently developing a master plan for our Intelligent Transportation Systems (ITS). This plan will guide the District in future investments into technology on vehicles including fixed route and paratransit. The leased model gives the

District the flexibility to pursue technology options that will align with the ITS Master Plan while maintaining operations.

Funding for this project has been identified and will come from State STF funds.

Recommendation

Staff recommends the Board approve a three year lease with RouteMatch for tablet mobile data terminals used in CherryLift, CARTS, and REDLine vehicles and authorize the General Manager to sign the agreement.

Proposed Motion

I move the Board approve a three year lease with RouteMatch for tablet mobile data terminals used in CherryLift, CARTS, and REDLine vehicles and authorize the General Manager to sign the agreement.

ATTACHMENT A

RouteMatch Tablet Proposal

Salem-Keizer Transit is in need of replacing the Mobile Data Terminals (MDT). Current MDTs are past useful life and experiencing regular hardware failures. The MDTs rely on a server that is also well past useful life and has two hard drive failures. The hard drives are difficult to replace due to the deprecated technology used.

Current options are:

- 1) RouteMatch Tablet (Lease Model)
- 2) RouteMatch Tablet (Purchase Model)
- 3) Repair MDTs

SKT will need to outfit 64 vehicles.

OPTION 1: RouteMatch Tablet (Lease)

Lease a tablet from RouteMatch: \$59 per month for a three year term for 64 vehicles.

Included in this cost:

- Samsung Galaxy 8" Tablet
- Ruggedized Case
- Mounting Equipment and Cradle
- Vehicle Power Adapter
- Navigation and Mapping Software
- RouteMatch Mobile Software
- RouteMatch Training and Configuration
- Cellular Communication (Mobile Data Plan)
- Support, Maintenance and Warranty
 - 10% Spare Ratio
 - New Tablet every three years

Total cost: **\$135,936.00**

OPTION 2: RouteMatch Tablet (Purchase)

Purchase tablets for 64 vehicles and be responsible for:

	<u>Quantity</u>	<u>Cost Per</u>	<u>Total</u>	
Tablet	64	\$ 319.98	\$ 20,478.72	
Data Connection*	64	39.99	2,559.36	*Monthly Charge
Ruggedized Case	64	49.99	3,199.36	
Mounting Equipment and Cradle	64	132.50	8,480.00	
Vehicle Power Adapter	64	29.99	1,727.36	
Navigation / Mapping Software	64	-0-	-0-	Use Google Maps
RouteMatch Mobile Software*	64	33.00	2,112.00	*Monthly Charge

Total 3 year cost: **\$202,249.40**

OPTION 3: Repair MDT

Current repair costs for one MDT is between \$200 - \$600 depending on the repair needed. SKT has needed to repair six MDTs in the last year. Additional staff time has been spent troubleshooting issues related to the MDTs, the communication modem and server. As noted above, the server is at risk of failure and cannot be easily replaced. This model is not sustainable as the software and server hardware is no longer supported.

MEMO TO: BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: 2016 LEGISLATIVE PRIORITIES

Issue

Shall the Board adopt the 2016 Legislative Priorities?

Background and Findings

The Board annually adopts legislative priorities to set direction for legislative activities and projects. The priorities are used as a guide when responding to legislative matters and as a communication tool with legislators and other interested parties.

Staff developed a set of priorities for the District in conjunction with CFM Strategic Communications, the District's legislative consultant (see *Attachment A*). The District's priorities identify legislative priorities and projects for annual appropriations and grant opportunities.

Recommendation

That the Board adopts the 2016 Legislative Priorities.

Proposed Motion

I move the Board adopt the 2016 Legislative Priorities as shown in *Attachment A*.



2016 FEDERAL LEGISLATIVE AGENDA

GRANT REQUESTS

PROJECT DESCRIPTION

REQUEST

Because of the significant reduction in federal funding for buses in MAP-21 and other factors, the Salem Area Mass Transit District (SAMTD) is facing a significant bus replacement problem. SAMTD purchased 34 Orion VII CNG buses over a four-year period from 2002 to 2005. Twenty-four of SAMTD's CNG buses reached the end of useful life status in 2015. To make matters more pressing, the CNG tanks on these twenty-four buses expire in 2017 setting a hard deadline for replacement. Thus, more than 50% of the District's fleet will need significant replacement of resources within two years or service could be severely disrupted.

Buses are a transit system's most valuable physical asset because good customer service is dependent on the condition of the fleet. SAMTD is committed to providing a system that is both responsive, and improves and promotes environmental sustainability.

Thus, SAMTD is seeking funding for bus replacement from two FTA grant programs:

- **Five Zero Emission Buses** **\$ 3,482,688**
 SAMTD is requesting funds to purchase five zero emission, battery electric buses in the LoNo FTA grant program. SAMTD's no emissions electric bus deployment will be another step in further reducing its carbon footprint, improving air quality and helping achieve energy independence. The proposed project will deploy two BYD 40' K9M battery electric buses, three BYD 35' K9S battery electric buses, and five 80 KW depot chargers for overnight recharging. The 2015 LoNo program will award \$22 million in federal funds to transit agencies that seek to purchase state-of-the-art buses that significantly reduce carbon emissions.
- **Six CNG Replacement Buses** **\$ 2,400,000**
 SAMTD is requesting funds to replace six compressed natural gas buses. The timely replacement of vehicles in the fleet is one of the fundamental programs necessary for a successful transit system.
- **Regional Transit Center Design, Engineering and Construction** **\$ 2,000,000**
 The current transit and traffic network in the Salem-Keizer region needs significant improvement. Transit Centers are designed to enhance smart growth and development from both a business and residential perspective. Keizer Transit Center, the first of four new transit centers, was completed in 2012. SAMTD is proceeding with the development of three new Transit Centers to improve traffic flow, reduce commuter travel times and costs and increase ridership options for current and future riders.

The second Transit Center scheduled for construction is the South Salem Transit Center (SSTC). The SAMTD Board has adopted a Loc ally Preferred Alternative in the site selection process. Depending on grant funding, construction could begin in 2017. This facility will improve transit reliability to the regular transit rider, encourage use by new riders, and improve overall efficiency of the transit service. SSTC will contribute to a more stable work force by providing an appealing, reliable, and efficient transportation system.

SSTC will link frequent corridor service to neighborhood circulators. The design of the Transit Center will incorporate the following elements: a six to ten bay bus transfer center, a park and ride lot with 40 to 100 spaces, indoor passenger waiting area with restrooms and customer amenities, bicycle facilities, energy efficiency features and opportunities for commercial development.

- **Intelligent Transportation System (ITS) Project** **\$ 1,500,000**

Intelligent Transportation Systems (ITS) improves transit planning and the customer experience by providing rich analysis and real-time information through various web and mobile channels. ITS technology would provide valuable information for partner agencies such as data for traffic flow analysis or real-time, remote access to bus security cameras for emergency situations. Additionally, ITS technology provides valuable data on vehicle diagnostics, travel patterns, and passenger ridership for computer-aided dispatch and transit planning. ITS would expand and replace current SAMTD vehicle technology which is seriously outdated, beyond useful life, and in some cases no longer supported by the manufacturer.

POLICY ISSUES

- **Extend and Make Permanent the Alternative Fuels Tax Credit**

The Alternative Fuels Tax Credit has been extended to December 31, 2016. The provision provides a tax credit for a portion of costs associated with alternative fuel use by transit systems. SAMTD supports a permanent extension of this provision as the annual impact of this legislation on operations is approximately \$170,000.

- **Health Retirement Account - VEBA**

SAMTD supports legislation that will provide northwest employees of political subdivisions, such as cities, counties, port districts, and fire districts, with more flexibility in designating beneficiaries for their Health Retirement Accounts when they pass away. Many political subdivisions in Washington, Oregon, and Idaho participate in voluntary employees' beneficiary association (VEBA) trusts which provide HRAs. A 2006 IRS ruling imposes rules on HRAs which cause participants in these plans to lose earned benefits if they die without a spouse or dependent. In 2008, Congress passed the Worker, Retiree, and Employer Recovery Act of 2008 (HR 7327) that addressed this situation for certain HRA plans (those created in conjunction with public retirement systems) but not all. A technical fix is needed to include plans established by or on behalf of a state or political subdivision. This is a non-controversial, technical fix to prior legislation.

Contact:

Allan Pollock, General Manager/CEO Salem-Keizer Transit, 503.588.2424, allan.pollock@cherriots.org
Joel Rubin, CFM Strategic Communications, 202.347.9171, joelr@cfmdc.com



2016 STATE LEGISLATIVE AGENDA

Salem-Keizer Transit has established as its 2016 legislative priority the reinstatement of the state employee bus pass program.

Salem-Keizer Transit adopts the following legislative agenda:

- Re-instatement of the State Employee Bus Pass Program
- Transferability of Existing Energy Incentive Tax Credits
- Salem Area Chamber of Commerce Transit Legislative Concept – LC 163

In addition, Salem-Keizer Transit supports the Oregon Transit Association (OTA) legislative priorities for the 2016 short legislative session:

- Support the Oregon Transportation Forum advocacy efforts concerning a 2017 transportation investment package that includes transit
- Salem Area Chamber of Commerce Transit Legislative Concept – LC 163

There will be an estimated 285 bills introduced in the 2016 legislative session. As particular concepts work through the system, CFM will work with Salem-Keizer Transit leadership to monitor and report on any legislative vehicles which may impact the District.

Contact:

Dale Penn, CFM Strategic Communications
(503) 510.2200 dalep@cfmpdx.com

Allan Pollock, General Manager/CEO Salem-Keizer Transit
503.588.2424 allan.pollock@cherriots.org

MEMO TO: BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: BOARD MEMBER COMMITTEE REPORT

Issue

Shall the Board report on their committee participation and meetings attended?

Background and Findings

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities attended by individual members on behalf of SAMTD, time will be scheduled for an oral report/update. The following activities have designated board member representation:

<u>Board/Committee</u>	<u>Director(s)</u>
Citizens Advisory Committee (CAC)	Director Evans Alternate: Director Hammill
Mid-Willamette Area Commission on Transportation (MWACT)	Director Kelley Alternate: Director Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	Director Thompson Alternate: President Krebs
Oregon Metropolitan Planning Organization Consortium (OMPOC)	President Krebs Alternate: Director Busch
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	President Krebs Alternate: Director Busch
Salem River Crossing Oversight Committee	President Krebs Alternate: Director Lincoln
Special Transportation Fund Advisory Committee (STFAC)	Director Hammill Alternate: Director Thompson

Recommendation

Receive and File

Proposed Motion

None

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

November 30, 2015
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

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

Staff Allan Pollock, General Manager; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; SueAnn Coffin, Contracted Transportation Manager; Jared Isaksen, Finance Manager; Chris French, Planning Analyst; Trish Bunsen, Grants Administrator; Melinda Hawes, Receptionist; Kristian Sorenson, Technology Services Support Analyst; and Linda Galeazzi, Executive Assistant

Guests Citizen Advisory Committee members, Richard Stevenson, James Alderson, Terrence Pratt, Robin Grupper, and Gary Obery

1. CALL TO ORDER 5:30 PM

President Bob Krebs called the work session to order immediately after the reception honoring Citizen Advisory Committee members whose term ends on December 31, 2015.

2. PRESENTATION – Citizen Advisory Committee Member Recognition
Richard Stevenson, James Alderson, Terrence Pratt, Robin Grupper, Gary Obery and Michael Shield (who was unable to attend) were recognized for their time of service and contribution to the Citizen Advisory Committee.

3. DISCUSSION
a. Service Planning Changes 5:36 PM

Staff report: Pages 3-6 of the agenda
Presented by: Chris French, Planning Analyst
At the September 24, 2015 Board meeting, public testimony was received by representatives of Kingwood West who expressed concern over the frequent service; especially in the early morning. Prior to this meeting, complaints of a similar nature had been received from the public as a result of service changes that had taken place on September 8, 2015 under the Moving Forward project that increased service to Capital Manor and Kingwood West senior housing facilities to every 15 minutes via Routes 5 and 5A that began in the early morning.

As a result, Salem-Keizer Transit Planning staff worked with the management at Capital Manor and Kingwood West to survey their residents about three different service options to address their concerns: 1) Continue with 15-minute frequency, but not during the earliest trips in the morning; 2) Only have every other trip go into Capital Manor and Kingwood West with the other trip turning around on Edgewater; resulting in 30-minute frequency into the facilities; or 3) Not going into Capital Manor or Kingwood West with both Routes 5 and 5A turning around on Edgewater. In all three options, 15-minute service would still remain available on Edgewater just outside the entrance to the facilities.

In the end, the residents preferred the second option. Route 5 remains the same. Route 5A would not go into the parking lots of Kingwood West and Capital Manor. The Edgewater stop at the entrance to Kingwood West would be moved slightly east and would be served every 15-minutes. The rest of the stops would be served by Route 5 every 30-minutes. This seemed to be a reasonable compromise that would continue to provide 30-minute service directly to the facilities, while maintaining a 15-minute service option within less than an eighth of a mile.

b. Triennial Review Follow Up

5:44 PM

Staff report: Pages 7-24 of the agenda

Presented by: Jared Isaksen, Finance Manager

On September 14, 2015 at the Board work session, staff presented the status of the Federal Transit Administration's (FTA) June 2015 triennial review and findings. The Board asked staff to report back at the November work session with the responses to the findings once they had been submitted.

In response to the ADA deficiencies identified, the plan to reduce call wait time was submitted on September 21 to the FTA Region 10 Civil Rights Officer. It is in the process of being reviewed by FTA. On November 18 a report detailing call wait time data for July through October was submitted to FTA and showed marked improvement since implementing the new phone system.

In response to the procurement deficiencies identified, the contract administration system was documented, five policies were updated, three forms were revised, and the Procurement Manual was updated with proscribed information and to align with the Contract Administration Manual. *RFP #2015-04/A&E Landscape Review*, and *RFP #2015-03/CNG Buses* were submitted for FTA review on November 18 to demonstrate the documentation of implementing the updated procedures.

The Board reviewed a summary table outlining the procurement deficiency, SAMTD's response, supporting document title, and the document page number referencing specific corrective action.

A pending RFP for paratransit buses will be submitted by July 1, 2016 as documentation that the required pre-award and post-delivery audit and inspection was implemented to satisfy the final deficiency. Additionally the District will implement: training in January 2016 for contract specialists, project managers, and executive staff; ongoing reviews of policies and forms to ensure they remain compliant; an annual review of the policies and manuals to identify updates and ensure compliance; and continued trainings each year each year to remain current with procurement best practices.

Director Lincoln had several questions about the procurement training; how many contract specialists were employed by the District, how many procurements were done in the course of a year and at what cost.

Mr. Isaksen explained that the Federal Transit Administration (FTA) provides free training but there is the cost of travel and hotel fees. The District will extend an invitation to host one of the trainings in 2016 or 2017. There were normally two to five major procurements simultaneously four times per year that last six to eight months depending on the nature of the procurement. In addition, there are twelve or more minor procurements per year. There are high cost/low complex procurements and low cost/high complex procurements that have

more stringent requirements. He noted that the Finance Department had one procurement specialist, a grant compliance administrator, an accountant, an accounting technician and an accounting specialist.

c. Procedure for Budget Committee Citizen Member Appointment

5:54 PM

Staff report: Page 25-30 of the agenda

Presented by: President Robert Krebs

President Krebs opened the budget committee appointment process up for discussion.

Director Busch received several inquiries of interest about the citizen member position but due to the election and work on the campaign, she was not able to follow up and she still has the contact information. She asked to postpone the process until after the holidays to January.

Board members agreed that there wasn't an urgency to fill the position at the December board meeting. Budget meetings are held in May; and there is still time for new members to go through orientation to get acquainted with the local government budgeting process. So the decision making process to appoint a citizen member to the budget committee representing Subdistrict #2 will be deferred to the January 28, 2016 board meeting.

d. Potential Ways to Implement a Bus Pass for Students Participating in After School and Enrichment Programs

6:01 PM

Staff report: Supplement to the agenda

Presented by: Director Marcia Kelley

Director Kelley provided a hand out (*Herein given as Attachment A and by this reference made a part of these minutes*) that briefly explained a proposal she would like the Board to consider to implement a bus pass for students participating in after school and enrichment programs by selling deeply discounted passes to youth programs and/or approaching the Salem Keizer Education Foundation to fund a grant program for student bus passes by selling bus advertisements.

Director Lincoln asked if there was a real demand for this; is there a market? Director Kelley said there are not many reliable choices for advertising in Salem. Portland and Eugene have television. Salem has radio.

Director Hammill inquired if this would be funded by both non-profit and businesses; and if the audience would be the riders on the buses. President Krebs said they would need a sponsor so they did not add to the District's overhead.

Director Evans knew the name of somebody who would do the advertising. He asked in reference to a comment made, what it would cost to do it carte blanche. Mr. Pollock advised that there would be a loss of revenue.

Director Busch asked if they would need to go through the District's RFP process. She asked how this proposal will affect the Board's donation of passes to United Way. Director Kelley said it depends on how United Way allots the passes they receive.

Director Kelley and Director Thompson will continue to work on the details of the proposal.

President Krebs asked that this proposal be added to the Board Retreat agenda for further discussion.

e. Draft Board Retreat Agenda

6:19 PM

Staff report: Page 31 of the agenda

Presented by: President Robert Krebs

Board members reviewed the draft agenda for the Board Retreat. They added the proposal initiated by Director Kelley regarding the implementation of a bus pass program for students participating in after school programs. They considered inviting a city official to give a presentation of the Salem River Crossing. The Board has been neutral on that subject but it may be a time for discussion and to vote to take a stand one way or another. Other issues to discuss will be funding statewide, the District and Board's role with the Salem Area and Keizer Chambers, the future role of the Citizen Advisory Committee and a review of the District's strategic plan, the Board's goals, Moving Forward Phase II funding, and performance measures.

3. GENERAL MANAGER COMMENTS

6:40 PM

Staff report: Pages 32-36 of the agenda

Presented by: Allan Pollock, General Manager

Mr. Pollock responded to questions asked by the Board. He advised that the District would be making an offer to a candidate for the position of Chief Operating Officer on December 1. Interviews for the Director of Communication position will begin in two weeks; and the District is still working on negotiations for a coffee shop in the available retail space at Courthouse Square. Mr. Pollock reminded the Board that there would be a reception for the new City Manager at the City of Salem on December 1. The Festival of Lights parade is scheduled for Saturday, December 12. The District will have two buses in the parade this year; and the Board meeting is scheduled for Thursday, December 10 at 6:30 p.m.

Director Busch invited everyone to the Keizer Church of Christ's sing along event on December 9 from 6:30-8:00 p.m. at the Riverfront Carousel. She also invited everyone to the Keizer holiday tree lighting ceremony at Walery Plaza on December 1st from 6:00-7:00 p.m.

4. WORK SESSION ADJOURNED

6:43PM

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



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Memorandum

TO: Allan Pollock
FROM: Dale Penn, II
DATE: January 26, 2016
RE: 2016 Legislative Session Overview

The purpose of this memorandum is to identify potentially vital issues facing Salem-Keizer Transit in the upcoming legislative session and outline a strategy for SKT.

The 2016 legislative session begins on February 1, 2016. The 35-day session was originally established to address mid-biennium budget emergencies and technical fixes in previously passed legislation. The legislature fulfills this intent and, in addition, often addresses larger policy issues that demand attention in an election year.

Legislative leadership have identified minimum wage, affordable housing, and climate change as the big topics of the 2016 session. While a larger transportation package will see debate in 2017, several bills impacting transit have been introduced.

Issues

There will be an estimated 260 bills introduced in the 2016 legislative session. As particular concepts work through the system, CFM will work with SKT leadership to monitor and report on any legislation which may impact the District.

Below is the list of important issues we are monitoring for SKT during the 2016 legislative sessions.



Issue	Agency/Policy maker	CFM task
Restarting the State Employee Bus Pass Program	President Courtney supporting budget allocation in 2016 legislative session	<ul style="list-style-type: none"> • Targeted legislator meetings • Enhance stakeholder support
Transferability of Existing Energy Incentive Tax Credits	Finance and Revenue Committees, Legislative Revenue Office	<ul style="list-style-type: none"> • Targeted legislator meetings • Committee staff updates
Future Transportation Package	Governor’s Office (Karmen Fore), ODOT, Targeted legislators (Gang of Eight, leadership)	<ul style="list-style-type: none"> • OTA Collaboration • Policymaker education • Assist development of communication tools
HB 4078 – Salem Chamber Transit Legislation	Rep. Bill Post, RVTD & Chamber lobbyist Sean Tate	<ul style="list-style-type: none"> • Assist stakeholders • Legislative outreach • Develop communication tools

2016 Legislative Concepts of Interest

Please review the following bills of interest to SKT. The bill numbers below provide a hyperlink to the legislative concept draft. We will work together over the next few weeks to monitor these and other bills as they move through the legislative process. The attached Addendum A has additional details and bills for your review, these are simply the highlights.



Bill Number	Comments
HB 4078	Salem Chamber's transit funding bill
SB 1507	Tax credit Omnibus bill, may contain amendment addressing energy incentive tax credit fix
SB 1510	TriMet bill, allows transit districts to use certain funds for secondary transit supportive system
SB 1521	Allows transit district that currently utilizes payroll tax to authorize employee tax
SB 1527	TriMet bill, exempts prepaid transportation cards from Uniform Disposition of Unclaimed Property Act, expiration provisions
SB 1579	Sen. Whitsett bill in response to DOE energy tax credit controversy; requires state agencies to provide summary of their received legal advice
SB 1587	Additional employer requirements around retention of records and information provided to employee on each pay period
SJR 201	Amends Oregon Constitution to repeal Ballot Measure 5 and 85 property tax assessment provisions, requiring property taxes to be assessed on real market value, provides exemptions
HB 4054 , SB 1532 , SB 1592	Misc. Minimum Wage bills

Bill Number	Name	Summary/Description
HB 4048	LC-0102	Reallocates moneys for transportation projects.
HB 4055	LC-0193	<p>Modifies list of low carbon fuels that may be used to meet low carbon fuel standards. Requires that low carbon fuel standards be met for purposes of reducing emissions from gasoline and diesel only through compliance with low carbon fuel blending analysis standard. Prohibits use of credits as cost- containment mechanism for low carbon fuel standards. Requires Environmental Quality Commission to adopt by rule low carbon fuel blending analysis standard. Schedules benchmarks for carbon intensity reductions. Requires retail dealers, nonretail dealers and wholesale dealers that sell or offer for sale gasoline or diesel in this state to comply with benchmarks. Increases tax on motor vehicle fuel and aircraft fuel and increases vehicle registration fees. Imposes fee for new motor vehicle title. Specifies use of revenues. Requires Commissioner of Bureau of Labor and Industries to adopt rules for transportation projects that specify how contracting agency must conduct analysis showing how agency's decision whether or not to construct public improvement using agency's own personnel and equipment conforms to state policy.</p>

HB 4068	LC-0242	<p>Repeals greenhouse gas emissions goals and requires Environmental Quality Commission to adopt by rule statewide greenhouse gas emissions goal for 2025, and limits for years 2035 and 2050. Requires Environmental Quality Commission to adopt carbon pollution market by rule. Requires commission to consult with certain interested persons and be advised by advisory committee in adopting rules. Provides for minimum requirements of carbon pollution market. Declares legislative purposes of carbon pollution market. Requires Department of Environmental Quality to administer auctions of carbon allowances under carbon pollution market. Provides for distribution of auction proceeds. Requires entities covered by carbon pollution market to surrender compliance instruments to meet compliance obligations. Imposes penalties for failure to timely submit compliance instruments. Requires electric utilities and natural gas utilities to use proceeds from sale of allowances consigned to auction only for certain activities consistent with legislative purposes of carbon pollution market. Requires Public Utility Commission to adopt rules necessary to prescribe such uses. Establishes multiple accounts and funds for certain auction proceeds. Makes all provisions related to carbon pollution market and distribution of auction proceeds operative January 1, 2020. Authorizes Environmental Quality Commission, Public Utility Commission and Oregon Business Development Department to adopt rules prior to operative date.</p>
HB 4078	LC-0163	<p>Creates Transit Expansion Fund. Continuously appropriates moneys in fund to Department of Transportation. Authorizes Department of Transportation to issue grants to entities that provide public transportation in rural communities, small urban communities and certain large urban communities for purpose of maintaining or expanding public transportation systems.</p>
HB 4101	LC-0132	<p>Requires Environmental Quality Commission to adopt by rule program for assessing net impacts of state policies and programs for reducing greenhouse gas emissions.</p>

SB 1507	LC-0179	Makes corrections to provisions for tax credits allowed for rural medical practice. Limits amount of credit allowed per taxpayer for donation to individual development account. Applies to tax years beginning on or after January 1, 2016. Modifies provisions allowing for election to donate surplus refund credit to education funding. Applies to surplus refund credits allowed after effective date of Act. Makes corrections to provisions for tax credits allowed for alternative energy devices. Applies to alternative energy devices certified on or after January 1, 2016, and to tax years beginning on or after January 1, 2016.
SB 1510	LC-0257	Provides that bridge that crosses Columbia River near Hood River is part of Oregon Route 35. Provides that transit district may use certain sources of funds for secondary transit supportive system.
SB 1521	LC-0006	Authorizes mass transit district to impose tax on employees of employers within district if district imposes excise tax on those employers. Restricts use of employee tax revenue to enhancing frequency of bus service, acquisition of buses, bus service expansion or maintenance and operations of buses. Applies to tax reporting periods beginning on or after January 1, 2017. Authorizes municipal transit agencies to levy taxes as authorized for mass transit districts.
SB 1523	LC-0012	Requires Office of Emergency Management to develop and administer grant program for purpose of installing connectors at certain fuel storage facilities that are compatible with generators used by emergency response personnel.
SB 1527	LC-0080	Exempts prepaid transportation cards from Uniform Disposition of Unclaimed Property Act and related statutes. Exempts prepaid transportation cards from provisions related to regulation of gift cards that expire.
SB 1579	LC-0053	Requires state agencies to provide summary of legal advice regarding validity or effect of proposed rule or written order.

SB 1587	LC-0240	<p>Modifies information that must be included in itemized statement provided to employee each pay period. Requires employer to maintain time and pay records of terminated employee for three years from date of termination and to provide records to employee if requested. Establishes civil right of action for violation. Authorizes Commissioner of Bureau of Labor and Industries to require employer that has not established regular payday to provide bond or cease conducting business until employer has provided bond. Authorizes commissioner to expend certain moneys in Wage Security Fund to administer and enforce provisions of wage and hour and minimum wage law. Prohibits contractor or subcontractor, or contractor's or subcontractor's agent, from intentionally failing to pay prevailing rate of wage, reducing rate of wage for work that is not subject to prevailing wage in order to recoup prevailing wages that contractor, subcontractor or agent paid, withholding, deducting or diverting employee's wages other than as provided by law, entering into agreement under terms of which employee receives less than prevailing rate of wage for work that is subject to prevailing rate of wage, or otherwise permanently or indefinitely depriving employee of certain amount of prevailing wages employee is due. Punishes violation by maximum of five years' imprisonment, \$125,000 fine, or both. Authorizes commissioner to adopt rules.</p>
SJR 201	LC-0177	<p>Proposes amendment to Oregon Constitution repealing ad valorem property tax assessment provisions created by House Joint Resolution 85 (1997) (Ballot Measure 50 (1997)), requiring ad valorem property taxes to be assessed on real market value of property and directing Legislative Assembly to provide exemption from ad valorem property taxes for owner-occupied principal dwellings and tax lots upon which dwellings are located.</p>