



Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

August 13, 2018

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

MINUTES

PRESENT:	President Robert Krebs; Directors Marcia Kelley, Steve Evans, Colleen Busch, Kathy Lincoln, and Doug Rodgers; ABSENT: Director Jerry Thompson
Board	
Staff	Allan Pollock, General Manager ; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Michiel Majors, Safety & Loss Control Specialist; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant
Guest	Rob Mills, Special Districts Association of Oregon Consulting Services

1. CALL TO ORDER 5:32 PM

President Bob Krebs called the work session to order at 5:32 p.m. President Krebs noted that Director Thompson was not able to attend the work session for medical reasons; and COO David Trimble was the General Manager Pro Tem while General Manager Allan Pollock was on vacation.

2. "SAFETY MOMENT"

Mr. Trimble spoke about how people are distracted while driving, and important ways they can pay attention to their surroundings and drive defensively.

3. DISCUSSION

a. Special District Board Best Practices Assessment 5:32 PM

Staff report: SDAO Assessment Sheet

Presenter: Paula Dixon, Director of Administration
Rob Mills, SDAO Consulting Services

Mr. Mills led Board members in a discussion to rate key performance areas in the Board's duties and responsibilities, operational compliance, budget and finance,

customer relations, personnel administration, and policies and procedures. Mr. Mills will compile the ratings in a summary for the Board's review.

Follow-up: The Board will receive a summary of the Board's best practices assessment from Mr. Mills.

b. Issue General Manager's Performance Evaluation Packets

7:07 PM

Staff report: Pages 1 of the agenda

Presenter: Paula Dixon, Director of Administration

Ms. Dixon instructed the Board on their responsibilities in the evaluation process of the General Manager for the period from July 1 to June 30. Mr. Pollock has provided his self-evaluation to the Board. Evaluation forms completed by Board members are due to Ms. Dixon by September 10, 2018. The completed evaluations will be compiled into a single document and reviewed by the Secretary of the Board to ensure accuracy. The final document will be provided to the Board with salary survey information from comparable transit agencies and local government officials. An executive session is scheduled on September 27, 2018 prior to the regular board meeting to discuss the performance evaluation. Action will be taken at the regular board meeting if there are any changes to the General Manager's compensation package.

Follow-up: Board members will complete the 2018 form for the General Manager's performance evaluation and return it to Ms. Dixon by the September 10 Board work session.

c. Review of the Updated Draft of the Strategic Plan

7:10 PM

Staff report: Pages 3-16 of the agenda

Presenter: Patricia Feeny, Director of Communication

Board member reviewed the final draft of the updated Strategic Plan while Ms. Feeny spoke about the changes that were made after the Board provided feedback on their last review of the Plan. Ms. Feeny requested that any additional feedback be sent to her before the end of the week. The Strategic Plan will go before the Board at their August 23 regular meeting for action.

Follow-up: Additional feedback on the updated draft of the Strategic Plan should be sent to Ms. Feeny by August 17 in order to prepare a final document for the August 23 board meeting.

4. GENERAL MANAGER COMMENTS

7:24 PM

Staff report: Pages 17-22 of the agenda

Presenter: David Trimble, Chief Operating Officer

Board members reviewed the draft agenda for the August 23, 2018 board meeting, the Board's calendar of scheduled meetings and events, and a draft of upcoming agenda items for Board review or action.

Follow-up: Several agenda items were added to the list on page WS-19 of the agenda. Under the September 10 Work Session, Board members added a Summary of the Board's practices assessment; and an overview and discussion of the Transit Asset Management Plan and Policy. The Board will take action on the TAM Policy at the September 27 Board meeting. The Local Plan for the Statewide Transportation Improvement Fund project list will go to the Board for action at the October 25 board meeting to meet ODOT's deadline for submission of the applications by November 1.

4. WORK SESSION ADJOURNED

7:34 PM

Recorded and Submitted by:

Linda Galeazzi

Executive Assistant/Clerk of the Board

