



Salem Area Mass Transit District  
BOARD OF DIRECTORS

February 28, 2019

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Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
 February 28, 2019  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 973010

**MINUTES**

<b>PRESENT Board</b>	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Jerry Thompson, and Steve Evans, and Kathy Lincoln
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Roxanne Beltz, Trip Choice Program Coordinator; Chris French, Senior Planner; Ted Stonecliffe, Transit Planner II; Jeremy Jorstad, Transit Planner I; Stephen Custer, Digital Marketing Coordinator; Linda Galeazzi, Clerk of the Board; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Kirk Seyfert, Executive Director of Northwest HUB; Ron Harding, Chair, STF Advisory Committee

**A. CALL TO ORDER 6:30 PM**

President Krebs called the meeting to order. The attendance was noted and a quorum was present. Director Kelley led the Pledge of Allegiance. Mr. Pollock shared a *Safety Moment* about fatigue and practices that help individuals to be well rested to minimize safety issues at work.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

**C. PRESENTATION - None**

**D. SECOND READING – ORDINANCE 2019-01 Fares 6:33 PM**

**Staff report:** Pages 1-56 in the agenda

**Presenter:** Ted Stonecliffe, Transit Planner II

Mr. Stonecliffe summarized the staff report for the proposed changes to youth fares that were adopted on October 23, 2014 with Ordinance No. 2014-02, and revising the effective date from July 1 to June 1, 2019 with the adoption of Ordinance No. 2019-01.

President Krebs stated that if no board member present at the meeting objects, he would call for a motion to direct the Second Reading of the Ordinance by title only.



**Motion:** Moved to direct the Second Reading of Ordinance No. 2019-01 by Title.

**Motion by:** Director Marcia Kelley

**Second:** Director Steve Evans

**Vote:** Motion passed (Evans, Busch, Lincoln, Rodgers, Thompson, Kelley, Krebs)

Ms. Galeazzi, Clerk of the Board, read by Title the *Second Reading of Ordinance No. 2019-01, Repealing Ordinance No. 2014-02 and Establishing SAMTD Fare Categories and Rates, and Establishing an Effective Date.*

President Krebs opened the Public Hearing and noted that the Board received oral testimony at the January 24, 2019 Board meeting for the First Reading and Public Hearing. The Board received written testimony from Michele Sawin by email on February 12, 2019. Her testimony was included with the previous testimonies on pages 55-58 of the agenda.

**PUBLIC HEARING 6:40 PM**

**Tashiko Weinstein Polson** – address on file

Ms. Polson wants a student fare that is cheaper than the regular fare. She attends Chemeketa Community College and is heavily reliant on the bus. A lot of college students have a lower fare for TriMet to get to college in Portland. It is too expensive to drive a car.

President Krebs advised that TriMet in Portland and Lane Transit District in Eugene work with the colleges; and the colleges pay for lower fares for their students. The Board would like to have that same kind of partnership as well.

There was no further testimony so the Public Hearing was closed.

**E. DELIBERATION OF PUBLIC HEARING**

Director Thompson said the Board has had several meeting over the last few months to get to this point. Director Busch appreciated staff's efforts, and moving the effective date from July 1 to June 1 was a wise choice.

**Motion:** Move to adopt Ordinance No. 2019-01 with a change in the implementation date for the youth fare from July 1 to June 1, 2019 effective June 1, 2019.

**Motion by:** Director Marcia Kelley

**Second:** Director Doug Rodgers

**Vote:** Motion passed (Evans, Busch, Lincoln, Rodgers, Thompson, Kelley, Krebs)



**F. PUBLIC COMMENT**

President Krebs announced that testimony on the STF Advisory Committee recommendations will be delayed until the Board gets to that agenda item.

**Tashiko Weinstein-Polson – address on file**

Ms. Weinstein-Polson described her dissatisfaction with several fixed routes that she uses and the bus route from Yamhill to McMinnville and back. She felt there was so much waste and asked how the plans were made.

**J.M. Schindele – address on file**

Mr. Schindele spoke about the #2 bus on Market Street that often does not stop because they are late, and that Market Street is a dangerous location for pedestrians because cars do not stop. He asked that the District consider a north to south bus on 17<sup>th</sup> Street and noted that Mountain West Investment Corporation is building a large housing development along Center and D Streets.

**G. CONSENT CALENDAR**

**6:54 PM**

<b>Motion:</b>	<b>Moved to approve the Consent Calendar:</b>
	<b>1. <u>Approval of Minutes</u></b>
	<b>a. Minutes of the January 24, 2019 Board Meeting</b>
	<b>b. Minutes of the January 14, 2019 Board Work Session</b>
<b>Motion by:</b>	<b>Director Jerry Thompson</b>
<b>Second:</b>	<b>Director Colleen Busch</b>
<b>Discussion:</b>	<b>No items were deferred from the Consent Calendar.</b>
<b>Vote:</b>	<b>Motion passed (Evans, Busch, Lincoln, Rodgers, Thompson, Kelley, Krebs)</b>

**H. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**I. ACTION ITEMS**

**1. Resolution No. 2019-02 Bus Donation**

**6:54 PM**

**Staff report:** Pages 69-74 in the agenda

**Presenter:** Allan Pollock, General Manager  
Kirk Seyfert, Executive Director of Northwest HUB

On January 16, 2019, Mr. Seyfert submitted a letter to the Board requesting the donation of a surplus vehicle. The vehicle would be used to expand the scale of free bicycle repair, bike and helmet distribution, bicycle safety and repair education to residents in need of alternative transportation assistance. The Northwest Hub is a 501(C)(3) not-for-profit, full service bicycle shop, bike reclamation program and training center. Proceeds from the cycling center directly serve neighbors in need of transportation who “purchase” a bike through service to the community. Impact to



the District's FY19 Budget is minimal; compared to alternate methods of vehicle disposal, forgone revenues could range from \$200 (scrap) to \$5000 (sale).

**Motion:** **Move to adopt Resolution #2019-02 for the donation of a surplus vehicle to the Northwest HUB.**  
**Motion by:** **Director Steve Evans**  
**Second:** **Director Kathy Lincoln**  
**Vote:** **Motion passed (Evans, Busch, Lincoln, Rodgers, Thompson, Kelley, Krebs)**

## **2. Approval of STFAC Recommendations for STF/5310 Funding 7:04 PM**

**Staff report:** Pages 75-78 in the agenda

**Presenter:** Ron Harding, Chair, STF Advisory Committee  
Ted Stonecliffe, Transit Planner II

Mr. Stonecliffe stated that the Oregon Department of Transportation (ODOT) released applications for Special Transportation Fund (STF) and federal Section 5310 (5310 (ODOT)) grants that support transportation for seniors and people with disabilities in Marion and Polk Counties. The Board-appointed STF Advisory Committee (STFAC) reviews and ranks the applications to form a recommendations for funding projects to the Board of Directors according to ODOT's recommended grant application process to carry out the purpose of the STF program. A Coordinated Plan is a planning document that governs all allocations and is required by state and federal law.

Mr. Stonecliffe provided a recap of the meetings that took place after the application deadline on January 15, 2019. The STFAC Technical Advisory Committee (TAC) met on January 29, 2019 to deliberate the merits of eight applications for STF grant funds and seven applications for Section 5310 (ODOT) funds and make recommendations for funding to the STFAC. The STFAC met on February 12 to review the TAC recommendations, considered public comment and vote on a final recommendation to present to the Board at their February 28 meeting. Mr. Pollock addressed the adopted Coordinated Plan for prioritizing funding decisions; and testified that the TAC recommendation was not made in alignment with those priorities. In question, was funding for a new project, the Falls City Direct Connect (FCDC) that would reduce the funding for existing service provided by the Polk County Flex and Woodburn Transit. Mr. Pollock provided two funding proposals that aligned with the Coordinated Plan priorities for the committee's consideration. After deliberating, the STFAC did not endorse the TAC recommendation but chose to fund existing service in accordance with the Coordinated Plan priorities. Existing services would be maintained at the scaled request or above, with the exceptions of the 5310 (ODOT) applications from SAMTD and the City of Woodburn.



Mr. Harding provided an explanation of the voting process. The RFP invited new programs to apply and the committee was looking for new, innovative, more cost effective programs that provided more service for less money. However, new applications do not merit new innovation and they don't want to reduce service for the successful, existing programs.

President Krebs provided a time for Public Comment. He noted that the Board received a letter by from **Melissa Baurer**, Service Integration/Community Liaison Coordinator for the Santiam Hospital and **Colleen Bradford** from the Department of Human Services who read their letter in favor of funding the Falls City Direct Connect (FCDC) at the proposed \$51,282 [herein given as Attachment A and by this reference made a part of these Minutes]. They feel the proposal met the priorities of the Coordinated Plan and that the Board will vote in favor of the TAC recommendation to the STFAC.

**Mayor Jeremy Gordon**, a resident of Falls City also spoke in favor of the FCDC that literally saved and extended lives of the residents during its successful inaugural year. He asked that the Board delay the vote and ensure that the selection process runs its course appropriately.

**Brent DeMoe**, Polk County Director of the Department of Family & Community Outreach, sees a lack of the procurement process. It took two weeks to review before making a decision. He wants a neutral third party to review the applications and will appeal the vote if it is taken at tonight's meeting.

**Jessica** (*last name unknown*), a community engagement coordinator said that members of the TAC commented about not having enough time to make their decisions; that the decisions were made in haste.

**Colleen Bradford**, a Polk County resident and community member, and **Amy Houghtaling**, Director of the Family Academics Clubs and Enrichment for Success (F.A.C.E.S.), Falls City School District spoke in favor of funding the FCDC. Ms. Houghtaling said they did a needs assessment; then started the after school program. They provided dental vans and produce giveaways. To be sustainable, they need to get the parents on board; and the Direct Connect has been a great resource.

A comment was made that defining innovation should not be considered by a dollar value in high poverty, rural areas. Fall City doesn't have access to internet service; and when people need to know where to go for services, the bus driver is their connection.

After the public comments, the Board went into discussion. Mr. Stonecliffe advised that the March 15<sup>th</sup> deadline for the submission of the application may not be



negotiable. Arla Miller, Regional Transit Coordinator for ODOT Rail and Public Transit noted that the District could ask for a two week extension.

President Krebs said that Falls City is one of many rural cities with the same issues as areas in the urban growth boundary (UGB). There is a need for service in the rural areas.

Director Lincoln was uncomfortable making the decision tonight and said the committee should start the process over again. Process is important for integrity and transparency. The program is wonderful but it does have some constraints.

Director Kelley recommended that the Board review all of the applications again. She said the District serves Polk County with both fixed route service and through contracted arrangements. The District does not consider that it provides service for Marion County only; we serve both Marion and Polk Counties. Director Thompson added that service is provided to 25,000 riders in Polk County on a quarterly basis.

Director Kelley said the advisory committee is part of the process for the STF Program and its funding, and is required by law. Although there are some hard feelings, the Board is tasked with a certain allotment of money to spend outside the UGB. The District used to have Saturday fixed route service in the UGB, but unlike Portland and Eugene, funding for service in Salem and Keizer came from the property tax which needs to stay in the UGB. She recalled that at one time, Polk County put county dollars into public transportation. She asked if Polk County provided the vehicle and the gas; the response was yes. She said there may be a creative way to use the new state funds, but that money is not available yet.

Director Thompson asked if the Willamette Valley Community Health Coordinated Care Organization was providing help. Mr. DeMoe said the CCO is going through a big transition that will start in 2020. Director Thompson asked why there was no fare for the service. Mr. DeMoe responded that the people being served don't have the money, so they are providing the service for free.

**Motion: Move to postpone a decision on the Special Transportation Fund Advisory Committee's recommendation for funding the 2019-21 biennium STF and 5310 (ODOT) grant applications until the March 28 Board meeting.**

**Motion by: Director Kathy Lincoln**

**Second: Director Colleen Busch**

**Vote: Motion passed (Evans, Busch, Lincoln, Rodgers, Thompson, Kelley, Krebs)**

### **3. Resolution No. 2019-01 Amend the FY2019 Adopted Budget**

**8:10 PM**

**Staff report:** Pages 79-84 in the agenda





**Presenter:** Al McCoy, Director of Finance/CFO

The Statewide Transportation Improvement Fund (STIF) was created with the passage of House Bill 2017 by the Oregon Legislature in November 2017. Estimates of revenues generated for the STIF were in the early stages, and staff elected to wait until the District had a clearer picture of the regulations and how funding would be distributed before incorporating the STIF funds and expenditures into the FY18-19 Adopted Budget. Plans for new service projects using STIF monies were prepared and reviewed by the STIF Advisory Committee; and on October 15, 2018, the STIFAC approved the STIF Plan for recommendation to the Board. The Board approved the STIF Plan by Resolution No. 2018-09 on October 25, 2018. The District now needs new appropriation authority for a supplemental budget to incorporate Year 1 funds and expenditures of the three-year STIF Plan into the FY18-19 Adopted Budget.

**Motion:** **Move to adopt Resolution #2019-01 to amend the FY 2018-19 Budget that was adopted by Resolution #2018-06 on June 28, 2018; and authorize a supplemental budget totaling \$2,739,000 for funding to be received from the Statewide Transportation Improvement Fund. Of this amount, \$1,055,000 will be appropriated by expenditure and fund as detailed in the memo (on page 79-84 of the agenda). The remaining \$1,684,000 constitutes STIF resources reserved for future expenditure.**

**Motion by:** Director Kathy Lincoln

**Second:** Director Doug Rodgers

**Vote:** Motion passed (Evans, Busch, Lincoln, Rodgers, Thompson, Kelley, Krebs)

#### **4. Approval of Health Insurance Broker Services Contract**

**8:16 PM**

**Staff report:** Pages 69-74 in the agenda

**Presenter:** Paula Dixon, Director of Administration

The District contracts for broker services to provide benefits brokerage and consulting services. The District received seven responses to the request for proposal (RFP). Three proposers were invited to an interview to present their proposals and respond to questions. Parker, Smith and Feek was selected as the proposer who most closely met the requirements of the RFP. The proposed contract with the broker is for two years with three one-year renewal options. Funding for Year 1 of this proposed contract's portion of cost (through June 2018) is included under the General Fund in the FY2018-19 Adopted Budget. Funding for the remaining cost of Year 1 and each subsequent contract year will be included in the Proposed Budget of each respective fiscal year.

**Motion:** **Move to authorize the General Manager to execute a two year contract with three one year renewal options with Parker, Smith and**



**Feek to provide benefits brokerage and consulting services for a total cost of \$145,965.**  
**Motion by: Director Colleen Busch**  
**Second: Director Steve Evans**  
**Vote: Motion passed (Evans, Busch, Lincoln, Rodgers, Thompson, Kelley, Krebs)**

**J. INFORMATION ITEMS 8:20 PM**

**Performance – Second Quarter**

**Staff report:** Pages 93-104 of the agenda

**Presenter:** Jeremy Jorstad, Transit Planner I

Board members received a briefing on the performance measures collected on Cherrriots services for the second quarter of FY2019 that began on October 1, 2018 and ended December 31, 2018. The data is compared to the previous time period and the previous fiscal year. Data for these measures are derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (RouteMatch and Mobility DR). Performance measures used are daily average revenue hours, daily average revenue miles, and daily average boardings.

**Finance – Second Quarter**

**Staff report:** Pages 105-112 of the agenda

**Presenter:** Al McCoy, Director of Finance/CFO

Board members reviewed the Second Quarter Finance Report for the FY2019 Adopted Budget. The Finance Report includes statements for the General Fund, Special Transportation Fund, and Capital Project Fund; and a statement of budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances.

In the Second Quarter, General Fund Revenue/ Resources totaled \$14,539,326 or 56% of the budget; Operating Expenses/ Requirements totaled \$12,590,766 at 48%. The Transportation Program Fund Revenue/Resources totaled \$2,005,323 or 27% in the second quarter; Expenses/ Requirements totaled \$4,272,970 or 52% of the budget. Capital Revenues/Resources totaled \$5,031,326 at 17% of the budget; Fund Expenses/Requirements at 23% totaled \$6,760,320.

**Trip Choice – Second Quarter**

**Staff report:** Pages 85-92 of the agenda

**Presenter:** Roxanne Beltz, Trip Choice Program Coordinator

The Board was apprised of the Cherrriots Trip Choice program and project activities. Trip Choice, and other local partners, provided financial support and will partner with Osborne Adventures and Zagster in marketing and promoting the new bike share



program called *Ride Salem*. Trip Choice is a partner working on a West Salem map for *Wander Walks 5210*. In January, staff met with the Valley Vanpool partners, ODOT Active Transportation and SMART in Wilsonville to coordinate program marketing and to consider expansion of the Valley VanPool. The theme for the 2019 Student Poster Contest was "*World Car Free Day*." The contest is for middle/high school students. Winners of the poster contest will be awarded at their schools assemblies. Six Employee Transportation Coordinators (ETCs) who went the extra mile in their promotions of the *2018 Drive Less Challenge* were recognized at the December ETC meeting. Staff partnered with Northwest Hub to distribute bicycle light sets to 150 community members; and 100 safety lights were passed out to students at Meyers Elementary in conjunction with their Pumpkin Run.

**K. GENERAL MANAGER'S REPORT**

**8:47 PM**

Mr. Pollock thanked staff for their work during the inclement weather. He spoke about the bus donation to NW Hub and the many bikes that get left on Cherriots buses. The District has a lost and found process and time frame for storing the bikes; and then they are sent to the police department where the licenses can be checked for the owners. If the bikes are not claimed, they are donated.

**L. BOARD OF DIRECTORS REPORTS**

**8:48 PM**

Board members report, both verbally and in writing, on their Board assignments, and citizen communications as representative of the District.

Of note, President Krebs shared news of a legislative bill to extend commuter rail service between Wilsonville and Beaverton to Salem.

Director Rodgers spoke about the Brown Road construction project and the road closure near his home. He gave kudos to transit operator, Michael Robinson who was proactive in telling his riders about the project and what to expect.

Director Lincoln spoke about Lane Transit District's new Mobility On Demand (MOD) transportation option; a pilot shuttle service in Cottage Grove.

**M. MEETING ADJOURNED**

**8:59 PM**

Respectfully submitted,

A handwritten signature in black ink that reads "Robert Krebs". The signature is written in a cursive style and is positioned above a horizontal line.

Robert Krebs, President