

**BOARD OF DIRECTORS  
Salem Area Mass Transit District  
August 27, 2009**

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## MINUTES

### Salem Area Mass Transit District BOARD OF DIRECTORS

~~ Work Session ~~

Thursday, August 27, 2009

**Courthouse Square - Senator Hearing Room  
555 Court Street NE, Salem OR 97301-3980**

#### WORK SESSION

President Hanson called the work session to order at 5:32 p.m. Attendance was noted.

**Present:** President Shelley Hanson; Directors Marcia Kelley (arrived 5:40 p.m.), Jerry Thompson, Bob Krebs, Joe Green, Ron Christopher and Kate Tarter

**Staff:** Allan Pollock, General Manager; Mike Hansen, Director of Maintenance & Operations; Pat Mercier, Director of Finance, Lorna Adkins, Marketing & Communications Coordinator, Linda Galeazzi, Administrative Secretary

**Guest:** Carla Woods, Energy Analyst, Oregon Department of Energy

#### PRESENTATION: Business Energy Tax Credit (BETC) Program

Carla Woods gave a presentation on the Oregon Business Energy Tax Credit (BETC) incentive program offered by the Oregon Department of Energy to encourage businesses and organizations to invest in energy conservation, renewable energy resources, transportation options, and less polluting transportation fuels. Eligible transportation projects discussed include the student bus pass program and transit pass programs for employers.

The work session adjourned at 6:08 p.m.

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

**Thursday, August 27, 2009  
Courthouse Square - Senator Hearing Room  
555 Court Street NE, Salem OR 97301-3980**

**MINUTES**

CALL TO ORDER &  
NOTE OF  
ATTENDANCE

President Hanson called the regular meeting to order at 6:30 p.m. Attendance was noted and a quorum was present.

**Present:** President Shelley Hanson; Directors Marcia Kelley, Jerry Thompson, Bob Krebs, Joe Green, Ron Christopher and Kate Tarter

**Staff:** Allan Pollock, General Manager; Steve Dickey, Director of Transportation Development; Pat Mercier, Director of Finance; Mike Hansen, Director of Maintenance & Operations; Mary Lorensen, Director of Human Resources (arrived 7:50 p.m.); Roxanne Rolls, Rideshare & Outreach Coordinator, Linda Galeazzi, Administrative Secretary

**Guests:** Ben Fetherston, SAMTD Legal Counsel (6:30-6:45 p.m.); Akin Blitz, SAMTD Labor Counsel (Executive Session); Rene Pokrzywinski, General Manager and Tami Justice, Call Center Supervisor, First Transit; Gene Schaefer, Operations Supervisor and Chrislyn Prantl, Executive Director, OHAS

ANNOUNCEMENTS  
& CHANGES TO  
AGENDA

Pat Mercier was congratulated on the arrival of her first grandson, who weighed in at nine pounds, four ounces.

There was one change to the agenda. Routine Business Item 2.a Resolution #09-06 Bank Signature Authorization was deferred from the Consent Calendar for further discussion due to an amended staff recommendation. [Herein given as Attachment A and by this reference made a part of these minutes].

Director Tarter asked about how the District planned to do outreach with regard to the Business & Energy Tax Credit program that was presented to the Board at the work session. She asked about the status of the emails that board members received.

Mr. Pollock stated that when the implementation of the redesign ends, the District will begin to do business outreach as part of the strategy to develop their communications and marketing plan, and it will include alternative transportation options. Mr. Pollock said that he received a letter from Salem Radiology about the loss of a bus stop in front of their business due to the changes to transit service. He communicated back that he received their correspondence and would respond to their concerns shortly. Other issues will be reported on later in the meeting.

President Hanson advised that they would have a discussion at the Board Retreat about whether or not to change the way they follow up on communications.

Mr. Pollock reported that this was the First Reading of Ordinance #09-01 regarding changes to State laws concerning the Local Contract Review Board (LCRB). There will be a Second Reading of the Ordinance at the September 24<sup>th</sup> Board meeting and action by the Board to adopt the Ordinance.

Ben Fetherston explained the reasons that the District was recommending the adoption of Ordinance #09-01 to repeal Ordinance #85-04. He stated that the State Legislature revised the Oregon Public Contracting Code that covers procurements which took effect in March 2005. In the “old days” the County was the Local Contract Review Board (LCRB) unless the District formally adopted an ordinance appointing itself as the LCRB. The statutes have changed so that now the District is automatically the LCRB. Under the States procurement statutes, the LCRB is given a considerable amount of discretion in how to go about making procurements in certain instances. In the absence of exercising the full scope of that discretion, the model rules adopted by the Attorney General apply to transit district procurements. Ordinance #09-01 replaces the old ordinance which is an anachronism because the old ordinance affirmatively stated that the District Board is the LCRB and that is no longer necessary. The second thing that Ordinance #09-01 does is to define personal service contracts (PSCs) and it contemplates a methodology for procurement of PSCs. The reason for this is because the public contracting law and the Attorney General’s rules do not spell out how to go about procuring PSCs. It does a very good job of procuring big buildings, capital improvements and those kinds of things but not for PSCs. Ordinance #09-01 contemplates that management staff will develop a proposal for methodology of procurement of PSCs that they will bring to the Board sitting as the LCRB. Other than that, the Ordinance follows the requirements of the State statute (ORS 279(A)(B)(C)) and the Attorney General rules. He pointed out that the District is subject to two different kinds of procurement systems and sometimes both at the same time – the State law for procurement and the Federal statutes and regulations for procurement. Ordinance #09-01 addresses the State law.

President Hanson asked if the Board had any objection to reading Ordinance #09-01 by title. She stated that there were copies of the Ordinance available to the public at the meeting. There were no objections and no action was taken.

PUBLIC COMMENT

- Dennis Baird
- Keith Rogers
- David Beem
- Tina Hansen

**Dennis Baird:** Mr. Baird asked for more information about the student bus pass program and how to help blind people ride the bus. Mr. Pollock explained the District partnered with the Department of Energy and the Salem-Keizer School District in providing middle school and high school students with bus passes for the school year through the BETC program which was presented at the work session. He advised that the District has a travel training program for people who need help in learning how to access the bus system to get around.

**Keith Rogers:** Mr. Rogers voiced his concern about the test phase of the system redesign and said there could be some modifications to the routes, specifically to Route #7/25<sup>th</sup> & Fairview Industrial. Mr. Rogers stated that he would like to have service to Lowe’s, WalMart and Costco.

**David Beem:** Mr. Beem stated that he wanted to see appointments of people with

disabilities to a task force for all of the buses in 2010 and 2011. He said that it needed to be done right away because there are a lot of people with disabilities riding the bus. Mr. Pollock advised that he and Mr. Beem had met to discuss his issues and that he had told Mr. Beem that the District did not have a committee or task force like the one Mr. Beem described. He said when the Board begins the strategic business planning (SBP) process they may want to consider a committee of riders and/or a committee that includes people with disabilities. In that case, Mr. Pollock will notify Mr. Beem with that information. President Hanson added that the Board will begin their work on the SBP in October or November.

**Tina Hansen:** Ms. Hansen thanked Mike Flyte from Customer Service for giving her the information she needed to travel on the new bus system. She encouraged others to contact the District for information about the schedules and suggested that there be a better designed schedule interface on the website that is accessible to people such as her who are blind. She asked about transits' options for blind people in West Salem. Mr. Pollock advised Ms. Hansen that there are two circulator routes in West Salem to possibly accommodate her friend but she can also contact the District for more details about her options.

CONSENT  
CALENDAR  
H.1 Minutes - July  
23,2009 [6:50 PM]

**Director Green moved approval of the Consent Calendar with the exception of Routine Business Item E.2.a Resolution #09-02 Bank Signature Authorization that was deferred. Director Krebs seconded. The Motion passed unanimously.**

ACTION ITEMS  
E.2.a Resolution #09-  
06 Bank Signature  
Authorization

Pat Mercier noted that Resolution #09-06 was pulled from the Consent Calendar because of changes made by staff after receiving approval from West Coast Bank to replace the 'names' of each Board Officer who will have bank signature authorization with the use of their 'titles' instead. As a result, the bank will only need the minutes showing any changes in the officers elected by the Board. Changes to the Resolution are highlighted in BOLD. The officers included in the Resolution are the President, Vice-President, Secretary and Treasurer. Also included are the Director of Finance and the General Manager.

**Director Kelley moved to adopt the amended Banking Resolution #09-06 to update authorized signatures on bank accounts due to the election of new Officers of the Board, effective August 27, 2009, and make permanent signatories of the holders of the offices of the President, Vice-President, Treasurer, and Secretary, and staff positions of General Manager and Finance Director. Director Tarter seconded. The motion passed unanimously.**

F.1 GM FY 10 Work  
Plan (6:52 PM)

Mr. Pollock reported that he and President Hanson reviewed the goals for the General Manager's annual work plan from pages 57-60 of the agenda which is used for the general manager's annual performance evaluation and compensation review.

Director Tarter explained that the General Manager would be rated on board policy and the outcome of the Board Retreat. She asked Mr. Pollock about his role in that process.

Mr. Pollock stated that his “grading” is based on the management of the ordinance process – reviewing the ordinances and determining if any should be brought forth to the Board for revision if necessary with an outcome of having an updated ordinance file. The retreat outcome is managing the action plan that is created and implementing the plan from a staff perspective and being an active member of that process.

President Hanson advised that the Board will receive an agenda for the Board Retreat and Mr. Pollock will include the outcomes of the actions taken from last years Retreat as well as the meeting notes. She said it was the General Manager’s responsibility to provide feedback, implement the action plan, and let the Board know if there are any issues.

Director Kelley had questions about the Strategic Business Plan (SBP), the scope of work and whether there will be community outreach. Mr. Pollock responded that the scope of work includes stakeholder outreach and interviews. Director Kelley asked if the Keizer Transit Center was included in the action plan. Mr. Pollock stated that he intends to see the transit centers as part of the “3-C’s” Concept in the SBP. He stated that interviews are being conducted with stakeholders now to determine people’s perception of the District. The interviews that will be a part of the SBP are more about where the District should direct itself in the future.

Director Christopher asked how the Board will evaluate that these goals are being met. Mr. Pollock responded that he will provide a quarterly update.

**Director Thompson moved to approve the goals to be used in the General Manager’s annual performance evaluation and compensation review. Director Krebs seconded. The motion passed unanimously.**

F.2 Board Committee Assignments

Board member reviewed the list of appointments drafted by President Hanson to committee assignments from pages 61-64 of the agenda. Director Green volunteered to be the alternate for the Mid-Willamette Valley Area Commission on Transportation (MWACT) meetings. Jerry Thompson volunteered as the alternate for the Mid-Willamette Valley Council of Governments (MWVCOG) board of directors meetings. There were no other changes.

INFORMATION ITEMS  
G.1 Emerald Point Retirement Community Service Request

Mr. Pollock reported on the findings of the citizens’ complaint about crossing River Road to get to the bus stop from the Emerald Point Retirement Community where there is no designated crosswalk. Staff did a site visit of the area and briefed the Planning & Operations Subcommittee of their findings. Mr. Pollock and Director Christopher met with a representative from the City of Keizer and the Executive Director of Emerald Point to discuss their options. From the City’s perspective, the most likely option appeared to be some type of cross walk near the bus stop location. The City is researching a cross walk configuration much like one on Lancaster Street and District staff will stay updated through the Public Works Director and pass these updates on to Emerald Point as well. Director Christopher noted that the current bus stop location has about five times the riders that Emerald Point does. They would

be displacing those riders if they changed the route or the bus stop for the possibility of two riders from Emerald Point; so the decision to investigate the use of a cross walk is a good one.

Mr. Pollock also reported on the findings for the complaint from the Willamette Lutheran Retirement Community where service was cut as a result of the redesign. In this case, the only workable option was for the Willamette Lutheran's shuttle service to coordinate their trips with the District's bus schedule and meet the bus at the bus stop at different times of the day; however, there were very few regular riders from the retirement home except possibly in bad weather conditions.

REPORTS  
H.1 FY 09 Rideshare  
[7:06 PM]

Roxanne Rolls summarized the fourth quarter report for Rideshare from pages 67-68 of the agenda. Ms. Rolls noted that the District would also have a booth at the State Fair.

The question was asked about the District not providing shuttle service to the State Fair. Mr. Dickey explained that the District could no longer provide shuttle service as they have in the past due to changes in federal regulations but fair officials were able to partner with the school district to provide shuttle service and Route #3 was also available to take people to the fairgrounds.

H.2 Draft Financials  
FY 09  
[7:10 PM]

Pat Mercier reported on a draft of the FY 09 Financials that was included in the agenda packet under separate cover. She said that overall District revenues were over budget and expenditures were under budget. Most all of the Divisions were under budget as a result of the cutbacks with the exception of the Board of Directors due to the high cost of the November election which the District pays to Marion County. Ms. Mercier stated that she will bring the actuals and audit to the October 22<sup>nd</sup> board meeting.

H.3 Subcommittees

Subcommittee reports from pages 69-71 of the agenda were received and filed.

BOARD &  
MANAGEMENT  
Division Directors  
General Manager  
[7:20 PM]

Transportation Development Division: Mr. Dickey stated that the system redesign would be implemented on Tuesday, September 8<sup>th</sup> and that there would be a ribbon cutting ceremony at 8:45 a.m. He said the middle school and high school student bus pass program also has had a good response.

Operations Division: Mr. Hansen reported that implementation of the redesign was on schedule. Crews would be working the Labor Day weekend to swap out signs and make other permanent changes.

Finance Division: Ms. Mercier stated that her staff was preparing for the audit.

General Manager's Office: Mr. Pollock stated that the District's focus has been on the public outreach phase of the system redesign the past few months and that they look forward to it being the start of a great new level of service.

Board President  
[7:23 PM]

President Hanson's report is attached [Herein given as Attachment B and by this reference made a part of these minutes].

Board of Directors

Director Thompson reported on his attendance at six transit-related meetings He

noted that the Special Transportation Fund (STF) Advisory Committee was advised of additional grant money that may help to fund the CARTS service in the second half of the fiscal year. Director Thompson and his wife Sue also hosted a picnic/potluch for staff and Board members.

Director Krebs attended a board training presented by the Special Districts Association of Oregon (SDAO), and the Civic Leaders Task Force Work Group meeting. He reported on the Willamette River Crossing meeting where they are developing the environmental impact statement (EIS). There is a website for the project and the next meeting is planned for either January or February of 2010.

Director Christopher followed up on the Emerald Point Retirement Home issue reported at the August 27<sup>th</sup> board meeting.

Director Tarter attended subcommittee meetings and the Work Group meeting. She will attend the October 16th OMPOC meeting in Director Krebs place.

Director Kelley attended the Salem Keizer Area Transportation Study (SKATS) meeting where they discussed rail in the Willamette Valley presented by the ODOT Rail Division.

Director Green reported on his participation at the CANDO Neighborhood Association meeting.

Mr. Pollock introduced Chrislyn Prantl, the new Executive Director of Oregon Housing & Associated Service (OHAS).

President Hanson adjourned the regular session of the board meeting at 7:40 p.m.

EXECUTIVE  
SESSION  
Labor Negotiations

President Hanson called the Executive Session to order at 7:50 p.m. pursuant to ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Akin Blitz explained the bargaining process to the Board to include the preparation involved, board member roles and responsibilities, and eight (8) statutory criteria that must be considered for interest arbitration according to ORS 243.746(4).

OTHER BUSINESS

President Hanson closed the Executive Session at 9:23 p.m. and moved into regular session. There was no other business.

ADJOURNMENT

The meeting was adjourned at 9:23 p.m.

Respectfully submitted,

*[APPROVED & SIGNED]*

Shelley Hanson  
President

**Attachments (2)**

**For Minutes of Board Meeting of August 27, 2009**

**ATTACHMENT A**

RESOLUTION #09-06  
BANK AND INVESTMENT ACCOUNTS  
WEST COAST BANK  
LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, the Salem Area Mass Transit District hereafter referred to as "District", has established Bank Accounts and Investment Accounts for the operation of the District.

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

1. THAT West Coast Bank, Salem Branch, and the Local Government Investment Pool, is hereby selected as the District's banking depository for all the District Bank and Investment Accounts, and that the following are hereby authorized to sign, on behalf of the District, orders for payments or withdrawal of money, including transfers to and from accounts as listed below:

General Operating Account, West Coast Bank	#3000-381-8
General Operating Revenue Account, West Coast Bank	#0004-264-4
Payroll Bank Account, West Coast Bank	#0001-529-8
General Investment, Local Government Investment Pool	#4754
Specialized Transportation, Local Government Investment Pool	#5044
Maintenance Reserve, Local Government Investment Pool	#5114
Dept. Medical Assistance Program, Local Government Investment Pool	#3558

Such orders shall be signed by Shelley Hanson, President; Kate Tarter, Vice-President, Ron Christopher, Treasurer; **Secretary, Bob Krebs**, Allan Pollock, General Manager; or Pat Mercier, Director of Finance, **and effective August 27, 2009 the permanent signatories shall be the holders of the offices of President, Vice-President, Treasurer and Secretary and staff positions of General Manager and Finance Director.**

2. THAT in the absence of all designated signatures listed in 1 above, written authority may be given to the bank granting temporary authority as designated by the General Manager.
3. THAT any and all order for payment equal to or larger than fifty thousand dollars (\$50,000.00) must be signed by any two of the following:

**Elected or Appointed Officers of the Board of Directors: President, Vice-President, Treasurer, or Secretary; General Manager and/or Director of Finance**

4. THAT West Coast Bank and the Local Government Investment Pool is authorized to transfer funds to and from District accounts, listed above, by telephone authorization of any one (1) of the following:

**For Minutes of Board Meeting of August 27, 2009**  
**ATTACHMENT A**

Resolution # 09-06  
Page 2 of 2

**Elected or Appointed Officers of the Board of Directors: President, Vice-President, Treasurer, or Secretary; General Manager and/or Director of Finance**

5. THAT the Secretary of the Board of Directors of the District shall be authorized to certify the signatures of individuals authorized to sign orders for payments or withdrawal of money;
6. THAT the signature authority granted by this Resolution shall remain in force until revoked by written notice to said banks of the action taken by the Board of Directors of the District;
7. THAT it is agreed that all transactions between said banks and the District shall be governed by contract as printed on bank deposit and other forms;
8. THAT said accounts are subject to bank service charges in effect at any time;
9. THAT statements and vouchers may be mailed to the District's address as shown on bank's records.
10. THAT this Resolution rescinds Resolution #09-02

TO BE EFFECTIVE ON August 27, 2009 and ADOPTED by the Board of Directors on this 27th day of August, 2009

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President  
Board of Directors

ATTEST:

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Secretary  
Board of Directors

### **Upcoming year for Salem Keizer Transit**

Welcome to new board members and leadership. We have a great mix of seasoned transit supporters and new leaders that will lead to a nice mix of ideas and direction for the agency.

Increased community presence by staff & board members. Community feedback has been very positive in the last few months and we will work to maintain the enthusiasm and energy for this era of transit.

Working on a strategic plan that I hope will look at ways that we can better integrate ourselves into other agencies planning processes as well as find ways that we can advocate for community livability issues that may not be transit focused.

We are all looking forward to a successful rollout of our system redesign on 9/8. Not everyone will be happy with the system, but our goal is to build a strong base system that can be added on to as new funding options are explored.

What we're doing next: board retreat on 9/14 to better understand the board and staff's roles and responsibilities. To discuss what the board has accomplished since our January retreat and get feedback from new members on where to head next with our focus being on the strategic planning process after the redesign roll out

### **Our strengths right now:**

Great management team—combination of seasoned veterans (Mike Hansen and Mary Lorensen) and seasoned professionals that are new to our agency (Allan Pollock) and Steve Dickey)

New board composition

Increased community visibility and building new supporters—transit supporters group (Lloyd Chapman)

Having a communications consultant to guide our outreach on the redesign and to gather community stakeholder feedback on transit—how we're perceived and where we're headed.

A new responsiveness to community needs and interests through increased communications and community involvement.

New relationships between the SAMTD board and our two city councils—Kate=liaison with City of Salem Council and Ron Christopher=liaison with City of Keizer Council. Bob Krebs=liaison with ODOT.

### **My past month activities:**

- Attended the Community Task Force tour of Del Webb
- Had lunch with Mike McLaren and John Zielinski of Salem Chamber
- Had lunch with Cathy Clark of Keizer City Council
- Met with CTGR, SMC and SAMTD staff on the 2x system
- Met with Allan weekly