

**BOARD OF DIRECTORS
Salem Area Mass Transit District
August 25, 2011**

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved approval of the Consent Calendar	2
1. <u>Approval of Minutes</u>	
a. Regular Meeting of July 28, 2011	
2. <u>Routine Business</u>	
a. Board Subcommittee Appointments	
 Moved to authorize the General Manager in partnership with Marion County to jointly enter into a contract with Golder Associates Inc. to provide Owners Representative services for the Courthouse Square project	2-3
 Moved to authorize the General Manager to use an additional \$18,000 that will total up to \$37,000 in Special Transportation Fund (STF) Rural Reserve Funds to purchase a 2011 International Hybrid 35-passenger bus from Sunset Empire Transit District for use on Chemeketa Area Regional Transportation Service (CARTS) service	3
 Moved to authorize legal counsel to prepare a contract for the General Manager with an indefinite term, as required by law, and severance for termination without cause equal to six (6) months compensation including COBRA plus one (1) month for each year of service up to a total of not more than eighteen (18) months; and that, upon approval of the contract by the General Manager, the President be authorized to execute the contract on behalf of the District	3

MINUTES

BOARD OF DIRECTORS
Salem Area Mass Transit District
August 25, 2011
City of Salem City Council Chamber
555 Liberty Street SE, Salem, Oregon 97301

Call To Order &
Note Of Attendance

President Thompson called the regular meeting to order at 6:36 p.m. Attendance was noted and a quorum was present.

Present: President Jerry Thompson; Directors Bob Krebs, Doug Rodgers, Kate Tarter, Marcia Kelley, Ron Christopher, and Steve Evans

Staff: Allan Pollock, General Manager; Pat Mercier, Director of Finance; Paula Dixon, Director of Human Resources; Steve Dickey, Director of Transportation Development; Sue Quick, Director of Operations; Jared Choc, Strategic Planning/Technology Services Manager; Chad Fosnight, Capital Projects Manager; Roxanne Daniel, Rideshare & Outreach Coordinator; Jency Rosasco, Staff Assistant (left at 6:45 p.m.); Linda Galeazzi, Administrative Secretary; Ben Fetherston, SAMTD Legal Counsel

Guests: Steve Aanonson, General Manager, MV Transportation; Bill Holmstrom, SAMTD Budget Committee Citizen Member (Subdistrict #2)

ANNOUNCEMENTS
AGENDA CHANGES

President Thompson announced that there would be an action item added to the agenda under F.3 General Manager's Compensation Package

PUBLIC COMMENT

None

CONSENT
CALENDAR
[6:37 PM]

Director Krebs moved approval of the Consent Calendar. Director Tarter seconded. The motion passed unanimously (7).

ACTION ITEMS
F.1 CH2 Owners
Rep [6:38 PM]

Mr. Fosnight reviewed the staff report from pages 19-20 of the agenda requesting authorization to proceed with contract negotiations with Golder Associates Inc. to provide owners representative services in partnership with Marion County.

Director Tarter asked if anything stood out in the process between the firms. Mr. Fosnight stated that Golder had done the forensic investigation on Courthouse Square so they had that expertise on the project. Mr. Pollock added that the firms that were interviewed were good but Golder stood out.

Director Evans asked what Golder will do. Mr. Fosnight explained that they will provide solutions plus costs of those solutions for the County and District. If remediation is chosen, they will have the option to move on to Phase Two. Mr. Pollock noted that Marion County has requested to have a joint boards meeting to discuss what the next RFP will look like.

Director Kelley moved to authorize the General Manager in partnership with Marion County to jointly enter into a contract with Golder Associates Inc. to

provide Owners Representative services for the Courthouse Square project. Director Tarter seconded. The motion passed unanimously (7).

F.2 Amended Hybrid
Bus Purchase
[6:45 PM]

Ms. Quick gave the staff report from pages 21-23 of the agenda requesting approval for additional STF Rural Reserve grant funding to purchase a 2011 International 35-passenger hybrid bus from Sunset Empire Transit District (SETD) through the Oregon Department of Transportation (ODOT). The additional funds will meet the requirement for a 20% local match times the current fair market value of the vehicle as was stated in a letter received from ODOT Public Transit dated August 4, 2011 (page 23 of the agenda). The Board approved the purchase of the hybrid bus at their July 28, 2011 meeting with a 10.27% local grant match in the amount of \$19,000. An additional \$18,000 was needed to make this transfer. The current market value of the bus was determined to be \$185,000.

Director Christopher stated that it was still money well spent at \$37,000 for a \$185,000 hybrid bus. He asked if the District would track the costs of the bus to see if there is a savings. Mr. Pollock indicated that the District would be tracking the costs.

Director Krebs liked the graphics that are now on the bus and stated that gave the bus a very attractive look. He asked if it was possible to leave the graphics on if appropriate.

Director Kelley moved to authorize the General Manager to use an additional \$18,000 that will total up to \$37,000 in Special Transportation Fund (STF) Rural Reserve Funds to purchase a 2011 International Hybrid 35-passenger bus from Sunset Empire Transit District for use on Chemeketa Area Regional Transportation Service (CARTS) service. Director Tarter seconded. The motion passed unanimously (7).

F.3 GM Contract
[6:52 PM]

President Thompson reported that the Board went through a fairly long executive session pursuant to ORS 192.660(2)(a) and (i) to discuss the general manager's compensation package and would now make a motion.

Director Kelley moved to authorize legal counsel to prepare a contract for the General Manager with an indefinite term, as required by law, and severance for termination without cause equal to six (6) months compensation including COBRA plus one (1) month for each year of service up to a total of not more than eighteen (18) months; and that, upon approval of the contract by the General Manager, the President be authorized to execute the contract on behalf of the District. Director Tarter seconded. The motion passed unanimously (7).

INFORMATION
G.1 SKT FY11-12
Work Plan [6:53 PM]

Mr. Pollock reviewed the District's Fiscal Year 2012 Work Plan highlighting some of the major projects from pages 25-32 of the agenda. The work plan was created to identify strategies and tasks for the upcoming fiscal year with measures of success, project sponsors and expected completion dates. It will be incorporated into the annual budget process, and is designed to build upon previous years accomplishments and move toward completing expressed goals.

REPORTS
H.1 OTA Legislative
Report [7:00 PM]

Mr. Pollock reviewed the Oregon Transit Association's 2011 legislative session accomplishments from pages 33-40 of the agenda; noting that the OTA is a statewide association that assists its members with professional development, information development, legislation and communication between government bodies, agencies and providers. The OTA established a legislative agenda for the 2011 legislative session and engaged Tonkin Torp LLP to provide legislative advocacy on behalf of its members. They focused on senior and disabled transit (flex funds and general fund); the Business Energy Tax Credit (BETC) Program; Connect Oregon; and amending or defeating bills counter to the best interest of public transit. A summary of their accomplishments was provided for the Board's review (on pages 35-40 of the agenda).

Director Tarter had attended a LEED meeting where a topic of discussion was a transportation study. Several members had questions about BETC. She asked who was in the pool to request that money. Mr. Pollock explained that Salem-Keizer Transit could not in the past compete for that funding but smaller transit agencies used the funds as a match for federal funds. There is now \$10 million available and all of the transit agencies in Oregon can request funding from that pool. They have made a commitment to find a fair and equitable way to distribute the funds so that the large agencies don't eat up a significant portion of the funds available.

Director Christopher asked where they were with the loss of the BETC student bus pass program. He had talked with the executive director of the school district to get an update. Mr. Pollock had talked with Sandy Husk from the school district and ODOT; and the school district has been a good partners in helping the District get the word out about the loss of the student bus pass program and to inform parents that monthly student bus passes and Cherricards would be sold during school registration at all of the middle schools and high schools. Additionally, every parent got a call through the school district's interactive voice response (IVR) system. He said the loss of the BETC program was a significant hit and they are pulling everyone together to help.

Director Krebs asked if there was a student discount. Mr. Pollock said there was a youth pass rate and that they make look at a school year pass or a semester pass concept. Director Krebs felt that that was a good marketing idea to tie into the school year.

H.2 Rideshare
4th Qtr [7:14 PM]

Ms. Rolls reported on fourth quarter highlights of the Rideshare program from pages 43-44 of the agenda:

<u>Fourth Quarter:</u>	<u>09-10</u>	<u>10-11</u>
Commuters active for matching	2358	2462
Commuters in database	3963	4189
Emergency Ride Home Program	2691	2891

Fourth Quarter Highlights:

- Added 93 commuters

- Vehicle Miles Traveled (VMT) reduced by 3,290,000
- Estimated Cost Savings: \$1,151,000
- Emergency Ride Home Use in August: One at \$12.90

Ms. Daniel announced that on December 6th there will be one database in real time and online to provide a way for ride matching in three states – Washington, Idaho and Oregon. “Drive Less Connect” was the chosen name for the database. Metro, Rogue Valley and Washington have already made the transition. Small incentives are being offered to users to track their matches and trips. The Bike Challenge and Business2Business Challenge begin September 6th. Five businesses have signed up to participate to include departments from the State, the Statesman Journal, Willamette University, and Salem Hospital.

Director Tarter asked if there were ever any concerns with people pairing for rides. Ms. Daniel responded that people who use the database should have an element of responsibility when setting up a shared ride for themselves. The program does not screen people who sign up but people are encouraged to meet their potential ride shares over a cup of coffee or something along those lines prior to carpooling with them. There are also age restrictions.

Director Christopher asked about the cost of the new computer system and about the use of Zip Cars. Ms. Daniel will ask ODOT about the cost. The system was developed by iCARPOOL and has already been a proven success. She noted that Enterprise Car Rentals was currently in talks with the City of Salem about shared cars and that private parties were also sharing cars.

President Thompson asked about the cost to the District. Ms. Daniel responded that the only cost was her time.

BOARD &
MANAGEMENT
General Manager
[7:26 PM]

Mr. Pollock reported that he testified at Keizer’s Urban Renewal Agency (URA) meeting regarding a visitor’s center at the Keizer Transit Center project. The URA voted 4-2 against providing funds for a visitor’s center as part of the transit center but they affirmed that participation with the District would be appropriate. That means there will be no potential partnership for the project. It was disappointing but the Board now has some opportunities to look at how to use the space in Phase Two.

Director Christopher suggested researching other transit agencies to find out what they are doing and what kinds of partnerships they have developed.

Director Krebs stated that with all of the transit traffic there is a good opportunity for private investment business; to lease the land; or have more foot traffic. They could franchise ticket sales to businesses at Keizer Station. Mr. Pollock noted that this was to be the concept used for the visitor’s center.

Director Kelley shared that in some cities day care centers are with transit centers, and a grocery store with a residential facility for parking.

Director Tarter asked about methods for putting the word out that there is a

potential partnership opportunity; and whether there was a timeline or not for grants, etc. Mr. Pollock responded that the Board needs to discuss options to consider; that could be done through the Planning & Operations Subcommittee and it may be best not to build until they know what they want. The District has the funds to build the transit center.

Mr. Pollock reported that the Rickreall Park & Ride was under construction at the Polk County Fairgrounds. There will be a dedication in October. Also, four new transit operators have been hired as a result of retirements. He invited Board members to Employee Appreciation Day at the Del Webb facility where they will present employees with Service and Safety Awards throughout the day.

Board President
[7:38 PM]

President Thompson spent time signing Award Certificates to recognize employees for their safety and service records. He met with constituents at the West Salem Open House to receive comments about improvements to West Salem routes. He attended an Executive Committee meeting and the Finance, Administration & Marketing (FAM) Subcommittee meeting. He also met with former general manager, Jeff Hamm and has been heavily involved in the preparation of the Patriot Day Memorial at Riverfront Park on September 8th - 11th where there will be 5,000 flags and banners honoring the victims of the September 11, 2001 attack.

Board of Directors
[7:40 PM]

Director Evans attended the West Salem Neighborhood Association meeting as well as the West Salem Open House where constituents had an opportunity to share their comments on service improvements to be made in the West Salem area. At WestFest, he handed out comment cards to passersby. He praised staff for their community outreach participation in the Tenth Annual Play for A Cure Softball Tournament at Wallace Marine Park; and announced the birth of his granddaughter, Sophia Jane Borgland.

Director Krebs attended meetings of the Planning & Operations and Specialized Transportation Subcommittees. He participated in National Night Out and attended an OMPOC meeting in Bend where they discussed statewide transportation and mobility plans and policies, their concerns regarding transit funding, and statewide needs for legislation. He had a conversation with the Eugene Mayor about streetcars and is working with the League of Women Voters for Marion & Polk Counties (LWVMP) on their Streetcar Committee.

Director Rodgers, as a newcomer, has been reading through the Board's Orientation Book. He attended the NOLA neighborhood association meeting where he introduced himself as their Board representative for transit needs. He has plans to meet people in his Subdistrict by going door to door to introduce himself and ask for feedback and share pertinent information about transit.

Director Christopher attended the Executive Committee and FAM Subcommittee meetings. He participated in National Night Out and a schools supply program on motorcycles. He spoke about the decision made by the City of Keizer Urban Renewal Council to support the concept of a

visitors center at the Keizer Transit Center project; and announced the arrival of his new grandson, Elliott, born on June 23rd.

Director Tarter attended a neighborhood association meeting and the SEDCOR luncheon where they had a speaker from the State talk about cutting red tape. She attended a workshop in Newport put on by the Northwest Oregon Transit Association (NWOTA) and is working on a survey to be put out by the LWWMP.

Director Kelley attended a Kiwanis meeting, and meetings of the Planning & Operations and Specialized Transportation Subcommittees. She also attended the Mid-Willamette Area Commission on Transportation (MWACT) where they hosted the Statewide Transportation Improvement Program (STIP).

Director Evans expressed his interest in seeing a presentation on the District's safety training for drivers at one of the Board meetings. He thought it would be a good community education piece as well. Mr. Pollock responded that staff could have a presentation prepared for the October 27th board meeting.

OTHER BUSINESS None

ADJOURNMENT The meeting was adjourned at 8:01 p.m.

Respectfully submitted,



Jerry Thompson
President