

SUMMARY

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

***** WORK SESSION *****

**Thursday, February 25, 2010
Courthouse Square - Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301**

**CALL TO ORDER
& NOTE OF
ATTENDANCE**

President Hanson called the work session to order at 6:00 p.m. Attendance was noted as shown below.

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

Staff: Allan Pollock, General Manager; Pat Mercier, Director of Finance; Steve Dickey, Director of Transportation Development; Mike Hansen, Director of Operations; Marilyn Acevedo, Administrative Analyst, Operations Division; Jincy Nichols, Planning & Marketing Assistant, Transportation Development Division; and Linda Galeazzi, Administrative Secretary; SAMTD Legal Counsel: Ben Fetherston

**MEETING
DISCUSSIONS**

Marilyn Acevedo presented information to the Board about how a run guide and service summary report is created and used for routes and schedules in the transit system; as well as for budgetary and reporting purposes.

Line Summary and Run Costing definitions were described in detail; an explanation was given about how operator's schedules and routes are determined and how the cost of a trip is deciphered.

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

**BOARD OF DIRECTORS
Salem Area Mass Transit District
February 25, 2010**

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved approval of the Consent Calendar:	2
<u>Approval of Minutes</u>	
1. Regular meeting of January 28, 2010	
2. Special Meeting of January 20, 2010	
3. Strategic Business Planning Retreat of January 22, 2010	
Moved to adopt Resolution #10-01, amending the Supplemental Budget adopted by the Board at its November 19, 2009 meeting; approving a contingency transfer of \$245,000 into the Transportation Development Department and the Vehicle Operations-Bargaining Department; and \$32,206 into the Rideshare Department to cover expenditures greater than the appropriation made in those departments	2-3
Moved to adopt Resolution #10-02 establishing an Intergovernmental Agreement (IGA) between the Oregon Department of Transportation (ODOT), the Metropolitan Planning Organization (MPO) known as the Salem-Keizer Area Transportation Study (SKATS) operating through the Mid-Willamette Valley Council of Governments (MWVCOG) and Salem Area Mass Transit District (SAMTD) for coordinated transportation financial planning; and authorize the President to sign the IGA on behalf of the Board	3
Moved to conditionally approve the settlement agreement related to the lawsuit between the District and Marion County versus Pence/Kelly, Inc. based on Marion County approving the agreement; and to authorize the General Manager to execute the appropriate documentation	6

MINUTES

BOARD OF DIRECTORS
Salem Area Mass Transit District
February 25, 2010
Courthouse Square - Senator Hearing Room
555 Court Street NE, Salem OR 97301-3980

Call To Order &
Note Of Attendance

President Hanson called the regular meeting to order at 6:34 p.m. Attendance was noted and a quorum was present.

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

Staff: Allan Pollock, General Manager; Pat Mercier, Director of Finance; Steve Dickey, Director of Transportation Development; Mike Hansen, Director of Operations; Jincy Nichols, Planning & Marketing Assistant, Transportation Development Division; and Linda Galeazzi, Administrative Secretary; SAMTD Legal Counsel: Ben Fetherston; David Bowser, SAMTD Litigation Counsel [via conference call at 8:40 p.m. for the Executive Session.]

ANNOUNCEMENTS
& CHANGES TO
AGENDA

President Hanson announced two additions to the agenda. An Executive Session was added as Item #J and Discussion about the Legislative Subcommittee was included under Reports as #H.4.

PUBLIC COMMENT

Zona Sherrer: Ms. Sherrer who lives in West Salem suggested that the buses run on the half-hour rather than on the hour. She said that most classes, meetings and events begin on the hour and for people like her who no longer have a car and depend on the bus, they must either ask friends for a ride or find another way to get to their destination.

Mr. Hansen explained that providing service within the budget was a factor and what currently drives the schedule for the West Salem routes is making a connection to another bus for West Salem riders at the Transit Mall.

President Hanson spoke about the difficulty of the Board's decision to provide service within budget and in areas where service was supported and used. Ridership had been consistently low in the West Salem area, but she encouraged Ms. Sherrer to discuss with her friends and neighbors the need for transit service in West Salem and to find out what they were willing to support.

CONSENT
CALENDAR
[6:40 PM]

Director Green moved approval of the Consent Calendar on pages 1-18 of the agenda. Director Kelley seconded. The Motion passed unanimously.

ACTION ITEMS
F.1 Supplemental
Budget Amendment
[6:41 PM]

Ms. Mercier reported on the need for Resolution #10-01 amending the Supplemental Budget from pages 19-22 of the agenda. In response to Director Christopher's question, she stated that there were expenses out of the Transportation Development Division for implementation of the Communications Plan and the system redesign but there was a delay in

receipt of the billing so the District did not know the full extent of the costs until after the Supplemental Budget had been approved in November 2009.

Director Krebs moved to adopt Resolution #10-01, amending the Supplemental Budget adopted by the Board on November 19, 2009; approving a contingency transfer of \$245,000 into the Transportation Development Department and the Vehicle Operations-Bargaining Department; and \$32,206 into the Rideshare Department to cover expenditures greater than the appropriation made in those departments. Director Thompson seconded. The motion passed unanimously.

F.2 IGA between
SKATS, MWCOG,
ODOT & SKT

Mr. Dickey reported on the Intergovernmental Agreement between ODOT, SKATS, and the District from pages 23-44 of the agenda. He noted that it is a requirement under the Code of Federal Regulations, Chapter 23, Section 450.315; and is a five-year agreement that defines the roles and responsibilities of each of the parties. This agreement, however, does not include funding.

Director Tarter moved to adopt Resolution #10-02 establishing an Intergovernmental Agreement (IGA) between the Oregon Department of Transportation (ODOT), the Metropolitan Planning Organization (MPO) known as the Salem-Keizer Area Transportation Study (SKATS) operating through the Mid-Willamette Valley Council of Governments (MWVCOG) and Salem Area Mass Transit District (SAMTD) for coordinated transportation financial planning; and authorize the President to sign the IGA on behalf of the Board. Director Thompson seconded. The motion passed unanimously.

INFORMATION
ITEMS
G.1 Keizer Transit
Center Update

Mr. Dickey reported on the Keizer Transit Center project from pages 45-48 of the agenda. In his report, he reviewed the history of the project, its current status with a funding picture showing revenue sources and cost estimate from 2010 to 2012; and the District's next steps in completing the project. The Environmental Assessment (EA) is done and the (Findings of No Significant Impact) FONSI has been signed off by the Federal Transportation Administration (FTA). Staff will proceed with the property acquisition, master planning and permit process working with the City of Keizer.

In response to Directors Tarter and Green's questions about the feedback the District has received about the location of the transit center in conjunction with the system redesign, Mr. Dickey reported that feedback received from riders, the general public and businesses see the value of having a transit center at the Keizer Station location for the routes that will stop there.

Director Christopher asked about a park-n-ride lot at the transit center. He attended Keizer City Council meetings where businesses have indicated they are waiting to locate at Keizer Station until the Keizer Transit Center is built. He felt it was a great location. Mr. Dickey reported that work is being done to design a park-n-ride lot location for approximately 70-75 cars. It gives people an opportunity to drive a shorter distance and then take the bus to their destination.

Mr. Dickey reported on some of the issues and requirements the District has dealt with in designing the Transit Center for efficiency and access. He concurred with Director Kelley that what the District was doing was consistent with the Chemawa Interchange Management Plan as well.

REPORTS
H.1 Ridership

Mr. Dickey provided a summary overview of the ridership on the new system that was included in the agenda packet in a separate report. Ridership data from September 8, 2009 to January 31, 2010 was charted by types of service, service frequency, daily averages by route and by month and compared by daily averages by month from 2009 to 2010. He noted the characteristics of the routes can impact ridership.

In response to questions about particular routes, Mr. Dickey reported that Route #14/Cherry Ave-Kroc Center more than doubled because of the Kroc Center; Route #3/Portland Road-CCC, Route #2/D Street-Brown Road, #11/Lancaster Drive, and #8/Liberty Road S are all heavily used routes. People are still learning how to use the system and are trying out some of the new connections to their destinations such as the routes along River Road to Lockhaven Road that lead to Chemeketa Community College or to the downtown Transit Mall. People are finding that they have more options by using the “loop” routes that are designed to connect to the “corridor” routes such as Route #18/Windsor Island Loop; and some of the schedules for the heavily used routes will be adjusted in December so that the service stays on schedule and is more reliable. He said it appeared that more people were using the day pass to ride transit and the District hopes to track how many times a day that pass is used.

Director Krebs remarked that buses may be seeing more riders with the transfers but the District may not be getting more revenue.

H.2 Rideshare – 2nd
Quarter

Jincy Nichols gave the second quarter report for Rideshare from pages 49-50 of the agenda. She announced the formation of a new Portland to Salem vanpool and spoke about the Tri-State ride matching program for people looking for one-time rides. Ms. Nichols introduced the District’s new informational tool – the *Cherriots Mobile Web* that is located at www.cherriots.org/mobile.

H.3 FY 09/10
Budget – 2nd Quarter

Pat Mercier presented the Fiscal Year 2009/10 Budget report for the second quarter with a review of General Fund revenues expended at 50.59% totaling \$11,225,649.82. General Fund Expenses and Transfers were expended at 45.90% totaling \$10,091,587.00. All Departments were under budget with the exception of the Transportation Development Division whose work on the system redesign and communication plan was discussed earlier. In reviewing the budgets for the Specialized Transportation programs, Ms. Mercier noted that all of the programs with the exception of CherryLift are grant and/or State funded, and those grant funds should be expended by the end of the biennium.

H.4 Subcommittees

Received and Filed

H.5 Legislative
Subcommittee

Board members discussed the purpose of the Board’s Legislative Subcommittee, the possibility of changing its structure and looking at advocacy,

testifying and tracking bills as the Strategic Plan is developed before the next legislative session. Board members tasked Mr. Pollock with working with the Legislative Subcommittee on the process to develop a plan and coordinate with other agencies that are already lobbying or advocating for transit-related issues.

BOARD &
MANAGEMENT
Division Directors
General Manager

Mr. Pollock announced that there will be a Sustainability Summit on March 10th hosted by the Keizer Chamber of Commerce and Portland General Electric. Cherriots will host a booth and Mr. Pollock will be a panelist on one of the breakout sessions. He reported that the District received recognition for participating in the Food and Toy Drive from Marion-Polk Food Share, and from the PGE Festival of Lights Committee for participating in the parade and hosting an “Afterglow Party” displaying the floats on the Transit Mall. The District participated in the Health and Wealth Conference hosted by the Oregon Paralyzed Veterans Association at the Kroc Center; and Board members Green, Thompson, Kelley, and Krebs will attend the Northwest Coordinated Rail Summit in Eugene Oregon on March 9th. The APTA Legislative Conference is March 13-17 in Washington D.C. Mr. Pollock, Mr. Dickey, President Hanson and Director Tarter will meet with legislators at that time.

Board President
[8:53 PM]

President Hanson attended meetings for the Finance, Administration & Marketing Subcommittee, and with the Confederated Tribe of Grand Ronde regarding Earth Week activities and the 2X route. She also attended a retirement dinner for Mary Lorensen, the District’s Human Resources Director.

Board of Directors
[8:52 PM]

Report on February
Activities of the
Board

Director Krebs attended the Metropolitan Planning Organization’s meeting where they discussed state funding for transit. He attended meetings of the Planning & Operations Subcommittee, the Salem-Keizer Area Transportation Study Policy Committee and a political meeting of a candidate for Governor. He noted that the Salem Railroad Station made the historical landmark register; it was a project that he worked on as an employee for ODOT. He noted an article about streetcars now being manufactured in Portland, Oregon and brought a brochure back from his vacation to share with the Board about a Tampa, Florida streetcar.

Director Kelley attended meetings of the Specialized Transportation Subcommittee, and the Mid Willamette Area Commission on Transportation Steering Committee where they received an overview of Connect Oregon III projects. The Steering Committee will meet in March to prioritize those projects. Director Kelley said she too had read the article about the Salem Railroad Station and noted that the transit district with the City of Salem worked to save the railroad station prior to ODOT taking over the project.

Director Green attended the CANDO neighborhood association meeting.

Director Christopher met with Ms. Mercier to discuss the budget process and attended the Finance, Administration & Marketing Subcommittee meeting.

Director Tarter worked on a 2X route promotion and reported on work done by Suzi Bicknell for Go Downtown’s promotion of First Wednesday and the 2X route to Grand Ronde. She attended meetings for the Community Transit

Task Force, SEDCOR and the Finance, Administration & Marketing Subcommittee. Next month she will share news about the new mobile web at neighborhood associations meetings.

Director Thompson attended meetings of the Planning & Operations and Specialized Transportation Subcommittees and the South Marion CARTS meeting in Aumsville.

President Hanson adjourned from regular session at 8:24 p.m.

EXECUTIVE
SESSION

President Hanson opened into Executive Session at 8:38 p.m. pursuant to ORS 192.660(2)(f) and ORS 192.660(2)(h) to consider information exempt from disclosure by law; and to consult with the District's legal counsel concerning litigation, and the governing board's legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed. David Bowser, spoke to the Board via conference call and briefed them on the Courthouse Square litigation and tentative settlement agreement related to the lawsuit between the District and Marion County versus Pence/Kelly, Inc.

OTHER BUSINESS

President Hanson adjourned from Executive Session and reconvened into regular session at 9:00 p.m.

Director Kelley moved to conditionally approve the settlement agreement related to the lawsuit between the District and Marion County versus Pence/Kelly, Inc. based on Marion County approving the agreement; and to authorize the General Manager to execute the appropriate documentation. The motion was seconded and passed unanimously.

There was no further business.

ADJOURNMENT

The regular meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Shelley Hanson
President

This meeting was televised and video-recorded by Capital Community Television (www.cctvsalem.org)