

SUMMARY

BOARD OF DIRECTORS Salem Area Mass Transit District

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

**Thursday, January 28, 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 5:30 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; Mike Hansen, Director of Operations; Melissa Bradley, Contracted Transportation Administrator; Sue Quick, Fixed Route Operations Manager; and Linda Galeazzi, Administrative Secretary

SAMTD Legal Counsel: Ben Fetherston

MEETING DISCUSSIONS

Ben Fetherston gave a presentation on the rules and procedures for conducting a meeting. He noted that the bylaws of the Board provide that the procedure they follow is to be the Roberts Rules of Order; yet in practice, the Board does not strictly follow Robert's rules. He suggested that the Board would be better served by adopting its own rules and advised the Board to engage in a thoughtful discussion of whether to adopt different rules of order. He explained the purpose for these rules, their function and key concepts to consider; and then compared the two most commonly sources of the rules used with Robert's Rules of Order and Mason's. He concluded that neither Robert's nor Mason's rules were suitable because they were both too formal and complex to be routinely followed by a deliberative body of seven members. To adopt their own rules of order, he counseled the Board to cover the basics, use process by consent, and use Mason's as a resource guide only as a backup. He advised the Board to consider amending their Bylaws. Mr. Pollock noted that any changes they make to the rules would require some training as well.

ADJOURNMENT

The meeting was adjourned at 6:23 p.m.

**BOARD OF DIRECTORS
Salem Area Mass Transit District
January 28, 2010**

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved approval of the Consent Calendar	2
<u>Approval of Minutes</u>	
• Regular meeting of December 17, 2009	
• Special meeting of January 8, 2009	
 Moved to approve for submittal through the FY 11 federal appropriations process the recommended project list on page 16 of the agenda with the addition of the Courthouse Square improvement project; and direct the General Manager to submit appropriations requests in accordance with submittal guidelines	 3

MINUTES

BOARD OF DIRECTORS Salem Area Mass Transit District

January 28, 2010
Courthouse Square - Senator Hearing Room
555 Court Street NE, Salem OR 97301-398

CALL TO ORDER & NOTE OF ATTENDANCE

President Hanson called the regular meeting to order at 6:30 p.m. Attendance was noted as shown below 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; Mike Hansen, Director of Operations; Melissa Bradley, Contracted Transportation Administrator; Sue Quick, Fixed-Route Operations Manager; Gregg Thompson, Maintenance Manager; Steve Dickey, Director of Transportation Development (arrived at 7:05 p.m.) and Linda Galeazzi, Administrative Secretary. SAMTD Legal Counsel: Ben Fetherston; Mary Lorensen, Human Resources (arrived at 7:00 p.m.); SAMTD Labor Attorney: Akin Blitz (arrived at 7:10 p.m.)

ANNOUNCEMENT

There were no announcements or changes to the agenda.

PUBLIC COMMENT

Tina Hansen asked if the transit district had been working with the Legislature to get funding because she did not see how it would be possible to get local funding. She suggested that the legislature consider a vehicle miles tax.

President Hanson responded that there is a new level of support that will be engaging the community. The Community Leaders Task Force reconvened on January 18. The District had an opportunity over the past year to share with them about the District's funding sources and needs.

Mr. Pollock stated that the District will continue to talk with legislatures, not only locally, but as part of the Oregon Transit Association (OTA) to look at state options and opportunities throughout the year to prepare for the full legislative session. At the federal level, he said President Hanson and Vice-President Tarter will be traveling to Washington D.C. in March to attend the APTA Legislative Conference and visit the District's delegation members to talk about the District's appropriations requests.

Kendra Schaber spoke about a friend's problem that she experienced at a bus stop next to the Goodwill on River Road. Her friend, who is also blind, said that she heard one bus fly by and the second bus that stopped was late so that she missed her appointment. President Hanson recommended that Ms. Schaber ask her friend to get in contact with Mike Hansen at the District so that they could problem solve her issue.

CONSENT CALENDAR

Director Green moved approval of the Consent Calendar. Director Thompson seconded. The Motion passed unanimously

ITEMS DEFERRED None

ACTION ITEMS
F.1 FY 2011
Appropriations
Request
[6:38 PM]

Mr. Pollock gave the staff report from pages 15 and 16 of the agenda asking for Board approval to submit a project list to the District's federal delegation to be considered for the Fiscal Year (FY) 2011 appropriations disbursement. The project list includes funding the completion of the Keizer transit center, transit mall enhancements and upgrades, an emergency generator at the Del Webb operating facility, five new buses to replace five buses past their useful life, and a paratransit facility. Mr. Pollock noted that the Courthouse Square Improvement Project has been added to the list to address the buildings construction issues and paver repairs that Marion County and the District as co-owners have been dealing with.

Mr. Hansen explained how the Transit Mall covering was currently situated and what enhancements were planned to help keep people dry and out of the rain while waiting to get on their bus.

Director Christopher asked how the District purchased their buses and did they consider purchasing buses through an association or group. Mr. Pollock responded that under the current procurement contract, the District put out a bid for thirty to forty buses. The District also cooperates with other agencies that piggyback on to this contract. It can be modified to the needs of the agency with an adjustment in the price. The District can also make purchases through the State contract.

In response to Director Green's question about repairs to the pavers, Mr. Pollock stated that this is considered a capital project and any of the money recovered in litigation will be used for similar capital projects in the future.

Mr. Pollock noted that the District's project list was prepared for federal earmark dollars. The federal government decides the priority of the projects.

Director Green moved to approve for submittal through the FY 11 federal appropriations process the recommended project list on page 16 of the agenda with the addition of the Courthouse Square Improvement project; and direct the General Manager to submit appropriations requests in accordance with submittal guidelines. Director Krebs seconded. The Motion passed unanimously.

INFORMATION
ITEMS

None

REPORTS
H.1 ARRA Report –
2nd Quarter
[6:52 PM]

Mr. Pollock reviewed the staff report on pages 17-20 of the agenda regarding the status of the American Recovery and Reinvestment Act (ARRA) funded projects and the actions taken in the second quarter. Two projects were completed under Paratransit Buses and Farebox Replacement. The District received four replacement ADA paratransit vehicles and one expansion vehicle; 38 new GFI fareboxes are currently being installed to replace old fareboxes. Of the 5311 ARRA projects funded through ODOT, a 25-foot bus from Western was received to replace one of the three CARTS buses.

H.2 GM Report – 2nd
Qtr

Received and filed

H.3 Subcommittee
Reports – January

Received and filed

**BOARD &
MANAGEMENT**
General Manager
Division Directors
• Keizer Transit
Center
(7:00 PM)

Mr. Pollock introduced two new employees in the Operations Division, Sue Quick, fixed-route operations manager and Gregg Thompson, maintenance manager. Mr. Pollock stated that District had six division directors and then reorganized and consolidated the divisions allowing for these positions. He reported that staff expected to receive a draft of the Communications Plan this week; he was selected for the 2010 Keizer Leadership Program, and will attend the American Public Transportation Association's CEO Conference on January 29 – February 3.

Mr. Dickey reported that Friday, January 29 was the last day to receive comments on the Environmental Assessment (EA) for the Keizer Transit Center by the close of day. The District has received no comments to date and the Findings of No Significant Impact (FONSI) has been submitted to the Federal Transit Administration (FTA). Mr. Dickey thanked the consulting team and FTA for their help in working through these requirements to move the project forward. Director Christopher stated that the City of Keizer was also making an effort to get moving on this project.

Board President
[7:07 PM]

President Hanson reported that the Community Leader's Task Force will be reconvened. She spoke about touring the operations at Lane Transit District and meeting with their Board and staff in a joint work session on January 20th. She attended the Finance, Administration and Marketing Subcommittee meeting and the Strategic Planning Retreat on January 22.

Board of Directors
[7:09 PM]

Board members reported on their activities in the month of January.

Director Kelley stated that the Mid Willamette Area Commission on Transportation (MWACT) did not meet in January; however, she attended the Specialized Transportation Subcommittee (STS) meeting and two Special Board meetings on January 8 and January 20.

Director Green said that in addition to the meetings mentioned, he attended the CANDO neighborhood association meeting where they were involved with issues pertaining to a "Quiet Zone" along 12th Street near Willamette University. The City of Salem appropriated \$1.2 million toward this project.

Director Christopher and Director Thompson noted their attendance at the Board and Subcommittee meetings mentioned thus far. Director Thompson stated that the Special Transportation Fund (STF) Advisory Committee met on January 25. The committee meets quarterly and they plan to recommend new members for the committee before the Board in the next couple of months.

Director Tarter attended the SEDCOR meeting and Grant Neighborhood Association meeting as well as the LTD tour, joint work session and Strategic Planning Retreat. She announced that she and Dan Clem will be

co-chairs of the Community Leaders Task Force and Director Thompson and Jim Lewis will co-chair the Work Group.

Director Krebs attended meetings of the Planning & Operations Subcommittee and STS. He met with President Hanson to discuss future plans for the District. And reported on the Salem-Keizer Area Transportation Study (SKATS) Policy Committee meeting. He was also elected to the Board of the Oregon Association of Rail Transit Advocates.

EXECUTIVE
SESSION

President Hanson recessed from the regular meeting and opened into Executive Session pursuant to ORS 192.660(2)(d) at 7:20 p.m. to conduct deliberations with persons designated by the governing body to carry on labor negotiations. Mr. Blitz and Ms. Lorensen gave an update of the negotiation process and answered questions from Board members.

Executive Session was adjourned at 8:02 p.m. and opened into regular session. There was no further business.

ADJOURNMENT The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Shelley Hanson
President

Attachments ()