

BOARD OF DIRECTORS  
Salem Area Mass Transit District  
June 24, 2010

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| Moved approval of the Consent Calendar .....  | 2                  |
| <u>Approval of Minutes</u>  |                    |
| o Regular meeting of May 27, 2010   |                    |
| <br>Moved to approve the annual allocation of 3,400 Go Cards to the United Way of the Mid-Willamette Valley for Fiscal Year 2010-2011 with the addition of 300 Go Cards from July to December 2010; and in December reevaluate whether there is a need for these additional Go Cards to make a mid-year correction if necessary .....   | <br>3              |
| <br>Moved to approve the schedule of eleven regular Board of Directors meeting dates for Fiscal Year 2010-2011 as shown in Option Two with one change to the December meeting date, making it December 9, 2010 .....  | <br>4              |
| <br>Moved to adopt Resolution #10-06 amending the Budget adopted by the Board of Directors at its November 19, 2009 meeting, to increase revenues in Federal 5307 by \$800,000; and to allow additional spending authority by \$350,000 for the Transportation Development Department, Customer Service Department and Vehicle Operations-Bargaining Department, including CherryLift Maintenance ..... | <br>4              |
| <br>Moved to authorize the General Manager to present a letter of offer to the City of Keizer for property identified in Area B of the Keizer Station at the appraised value  | <br>6              |

## MINUTES

### BOARD OF DIRECTORS Salem Area Mass Transit District June 24, 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 6:32 p.m. Attendance was noted and a quorum was present.

**Present:** President Shelley Hanson; Directors Bob Krebs, Marcia Kelley, Jerry Thompson, Ron Christopher

**Excused:** Director Joe Green, Kate Tarter

**Staff:** Allan Pollock, General Manager; Steve Dickey, Director of Transportation Development; Mike Hanson, Director of Operations; Pat Mercier, Director of Finances; Jared Choc, Strategic Planning/Technology Services Manager; Andrew Cooper, Safety and Loss Control Specialist; Linda Galeazzi, Administrative Secretary; SAMTD Legal Counsel, Ben Fetherston. Paula Dixon, Director of Human Resources and Akin Blitz, SAMTD Labor Attorney arrived at 7:30 p.m.

**Guests:** Steve Aanonson, Program Manager, MV Transportation; Kara Rotella, United Way of the Mid-Willamette Valley; Tiffany Otis, Congregations Helping People

ANNOUNCEMENTS  
CHANGESTOAGENDA

Mr. Pollock announced that there would be two changes to the agenda to include an Information Item under H.1 Transit Mall Closure and under Executive Session adding M. Session regarding litigation Pursuant to ORS 192.660(2)(h).

PUBLIC COMMENT

None

PUBLIC HEARING  
Potential Fare  
Increase effective  
September 7, 2010  
[6:40 PM]

Mr. Dickey reviewed the purpose for the public hearing to consider a potential fare increase effective September 7, 2010 and reported on the comments received from pages 1-4 of the agenda. President Hanson opened the public hearing at 6:40 p.m. There was no public testimony on the proposed fares. President Hanson closed the public hearing at 6:41 p.m.

CONSENT CALENDAR  
E.1 Approval of  
Minutes-May 27, 2010

**Director Krebs moved approval of the Consent Calendar. Director Kelley seconded. The Motion was unanimously passed by those present.**

ACTION ITEMS  
G.1 United Way  
Annual Pass Donation  
Renewal [6:45 PM]

Mr. Pollock reviewed the staff report for the renewal of bus pass donations to United Way from pages 13-16 of the agenda.

Kara Rotella spoke about the application process United Way uses to distribute 3,400 Go Cards to member agencies to use for clients in their programs who have transportation needs. Of the applications received, 100% were deemed appropriate. If the Go Card program did not exist, the need would continue to grow with the economy the way it is. She asked that the Board consider a 15% increase in their donation of the Go Cards.

Tiffany Otis stated that Congregations Helping People (CHP), a non-profit organization has been operating out of the First United Methodist Church in the downtown area for five years serving low income individuals who have lost their jobs and reliable transportation. They use the Cherriots system for a variety of reasons to include job search, shopping, medical or other social service appointments. CHP receives bus passes from United Way. The requests for the passes are high due to the current economic state and they have seen an increase in the requests for this reason. CHP distributes up to five passes per person per month. Once the United Way passes are gone, they purchase passes with donations they receive from private individuals but these donations are sporadic. Ms. Otis stated that CHP appreciates the bus pass donation program immensely and gave an example of a contractor they were able to help who had lost his job and needed medical assistance. They were able to give this man bus passes so that he had a way to get to his medical appointments for surgery, and look for work. He is now, once again, successfully employed.

Director Kelley asked about schools requesting Go Cards for students. Ms. Rotella explained that the requests came for elementary school aged students who did not qualify for the BETC school bus pass program offered to middle and high school aged students. The Go Cards were distributed to parents of these students so that they could come to parent teacher conferences or school assemblies or to pick up their child if they were ill.

Director Christopher asked how the agencies were screened. Ms. Rotella responded that the agencies need to have non-profit status and limited resources.

Director Christopher asked about the level of donations that United Way received year-to-date. Ms. Rotella stated that donations have been stagnant; they have not increased but the needs have increased.

President Hanson asked why United Way was requesting only 15% more in Go Cards when it looked like the number of requests had doubled. Ms. Rotella stated that it was a result of a two year analysis they had done of the requests made and the number of Go Cards used or not used. President Hanson remarked that this was a critical service at this time with the economy and if United Way finds that there is an increased need to come back before the Board to see if there is some way they can help further.

**Director Kelley moved to approve the annual allocation of 3,400 Go Cards to the United Way of the Mid-Willamette Valley for Fiscal Year 2010-2011 with the addition of 300 Go Cards from July to December 2010; and in December reevaluate whether there is a need for these additional Go Cards to make a mid-year correction if necessary. Director Christopher seconded. The Motion was unanimously passed by those present**

G.2 Board Meeting  
Scheduled FY10-11

Mr. Pollock reviewed the two options for the Board meeting schedule for Fiscal Year 2010-2011 from pages 17-20 of the agenda.

In their discussion, Directors Christopher, Krebs and Hanson were in favor of an

eleven meeting schedule. Director Kelley thought there might be too great a length between meetings if there was only one meeting between November and December. Director Thompson asked if there was an advantage to staff time if there was one less meeting. Director Christopher suggested that a special meeting could be scheduled if it was necessary. Director Kelley recommended holding the meeting for November and December on December 9, 2010.

**Director Thompson moved to approve the schedule for eleven regular Board meeting dates for Fiscal Year 2010-2011 as shown in Option Two with one change to the December meeting date, making it December 9, 2010. Director Krebs seconded. The Motion passed.**

G.3 Resolution  
#10-06 Budget  
Amendment

Ms. Mercier reported on the need for an amendment to the Fiscal Year 2009-2010 Adopted Budget from pages 21-24 of the agenda.

President Hanson asked how bringing CherryLift maintenance in-house affected the budget. Ms. Mercier explained that CherryLift maintenance has been budgeted for the next fiscal year but it will be brought in-house at the end of June at the same time as the transition for the contracted providers, MV Transportation.

Director Kelley noted that the Governor authorized an allotment to January 1, 2011 and asked what that will do to the specialized transportation funds. Ms. Mercier responded that it will not affect the District this year and that staff had already anticipated that move for next year's budget.

Director Christopher asked what would happen if they did not have the extra \$800,000. Ms. Mercier stated that the money would come out of contingency.

**Director Krebs moved to adopt Resolution #10-06 amending the Budget adopted by the Board of Directors at its November 19, 2009 meeting, to increase revenues in Federal 5307 by \$800,000; and to allow additional spending authority by \$350,000 for the Transportation Development Department, Customer Service Department and Vehicle Operations-Bargaining Department, including CherryLift Maintenance. Director Thompson seconded. The Motion passed.**

INFORMATION  
ITEM – Transit Mall  
Closure [7:00 PM]

Mr. Pollock reported that a team lead by Sera Architect has been doing a structural assessment on the condition of the Courthouse Square building that includes the Transit Mall. Testing on the Transit Mall will be done in three locations on six sites by taking up the pavers and waterproof membrane to do core sampling. The District put out a press release in the Statesman Journal to let people know that an alternate site for bus loading and drop off will be located in front of the Capitol building on Court Street between Winter and Capital Streets from June 28 to July 9 for safety reasons and customer convenience. This news has been posted on the Cherriots website, in Take Ones, on posters, and on maps to show the alternate routes. The District has been working with the City of Salem and the Oregon Parks & Recreation Department to prepare for this temporary change. Honey Buckets will be available and benches for passengers to sit on. An old El Dorado will be converted into a customer service center and placed on the Capitol Mall. Mr. Pollock noted that the last time this type of

emergency occurred was with the Marion County Courthouse incident in 2006.

REPORTS  
I.1 Board  
Subcommittees

The reports for the June meetings of the Planning & Operations and Specialized Transportation Subcommittees were received and filed.

BOARD &  
MANAGEMENT  
Division Directors  
General Manager

Mr. Pollock reported that he and three Board members attended a Special Districts Association of Oregon (SDAO) elected officials training. He was elected to the Board of Governors for a two-year term with the Salem City Club, and he participated on the Connect Oregon III review committee where they recommended 41 projects to go to the Transportation Improvement Program (TIP). He noted that the Rickreall Park & Ride Project was rated #15. Mr. Pollock and several other employees participated in the Adopt-A-Street program on June 5<sup>th</sup> where they cleaned up trash and debris along Cherry Street between Salem Parkway and Pine Street. He introduced Steve Aanonson, the new Program Manager for MV Transportation, and noted as a result of several retirements, that the District has four new fixed-route transit operators in training for the first time in five years.

Board President  
[7:10 PM]

President Hanson welcomed Ben Fetherston back from vacation. She gave a brief report on the Mid-Willamette Valley Council of Governments (MWVCOG) meeting where one of the member organizations considered rescinding their membership; and she spoke about the upcoming American Public Transportation Association (APTA) Transit Board Conference to be held in Eugene, Oregon on July 17-21.

Board of Directors  
[7:11 PM]

Director Thompson reported on his attendance at an open house to hear public input on the potential fare increase and an open house to tell people about the CherryLift Transition. He said there had not been a lot of people in attendance at either of these meetings which was disappointing. He attended meetings for the Planning & Operations Subcommittee and the Specialized Transportation Subcommittee. He also attended a Salem Keizer Area Transportation Study (SKATS) open house and the SDAO board training.

Director Krebs reported on his attendance at the Planning & Operations and the Specialized Transportation subcommittee meetings, and at an open house to hear public comment regarding the potential fare increase. He attended the SKATS formal hearing where they adopted the System Transportation Plan.

Director Kelley attended the Mid-Willamette Area Commission on Transportation (MWACT) meeting where they discussed the STIP hearings. She also attended the Specialized Transportation Subcommittee meeting.

Director Christopher attended the Finance, Administration & Marketing Subcommittee meeting where they discussed the communications plan, budget and fare increase. He attended a meeting regarding Area C at Keizer Station that is next to Area B where the Keizer Transit Center is slated to be built. He noted that three major businesses have decided to move to Keizer Station after hearing that a transit center would be there. He interviewed with Jason Cox from the Keizer Times and rode a transit bus in the Hell's Canyon area while on vacation.

The regular meeting was recessed at 7:22 p.m. and Mr. Pollock read from a statement to explain the issues to be discussed in Executive Session [Herein given as Attachment A and by this reference made a part of these minutes].

Executive Session  
Labor Negotiations  
[7:34 PM]

President Hanson opened the Executive Session at 7:34 p.m. pursuant to ORS 192.660(2)(d) to receive an update on the progress of the labor negotiations between the District and the ATU Local 757 from Akin Blitz, the District's labor attorney.

Real Property  
Transactions  
[8:14 PM]

President Hanson closed the Executive Session regarding labor negotiations at 8:14 p.m. and opened the Executive Session pursuant to ORS 192.660(2)(e) for the purpose of conducting deliberations with persons designated by the governing board to negotiate real property transactions. Mr. Dickey reviewed the federal and legal process that the District has gone through and working with local jurisdictions to get to the place where they can make an offer on property located at the Keizer Station in Area B.

Litigation  
[8:19 PM]

President Hanson closed this Executive Session at 8:19 p.m. and opened into Executive Session pursuant to ORS 192.660(2)(h) regarding current litigation or litigation that is more likely than not to be filed. Board members were briefed on the architectural testing for the pending litigation on Courthouse Square and the Transit Mall. Andrew Cooper provided background information.

President Hanson closed the Executive Session at 8:35 p.m. and opened into regular session.

Other Business  
Property Transaction –  
Keizer Transit  
Center Project  
[8:35 PM]

Mr. Dickey reviewed the process to purchase property at the Keizer Station in Area B for the Keizer Transit Center project. A primary appraisal was required and a review of the appraisal had to be done by a separate party to ensure that all of the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act had been met; and that the Federal Transit Administration (FTA) gave their concurrence of the appraisals. The District received FTA concurrence and can now prepare a letter of offer to the City of Keizer for the purchase of the identified property at the appraised value according to Title 49 CFR Part 24.

**Director Thompson moved to authorize the General Manager to present a letter of offer to the City of Keizer for property identified in Area B of the Keizer Station at the appraised value. Director Krebs seconded. The motion was passed unanimously by those present.**

Adjournment

The regular meeting was adjourned at 8:42 p.m.

Respectfully submitted,

Shelley Hanson  
President

Attachments (1)

The Governing Body will meet in executive session at the end of the regular meeting for the following reasons:

1. Pursuant to ORS 192.660(2)(d) Board members will meet to conduct deliberations with persons designated by the governing body to carry on labor negotiations. All members of the audience including representatives of the news media will be asked to leave the room for this discussion.
2. Pursuant to ORS 192.660(2)(e) the Board will meet in Executive Session for the purpose of conducting deliberations with persons designated by the governing body to negotiate real property transactions.
3. Pursuant to ORS 192.660(2)(h) the Board will meet in Executive Session to consult with attorney(s) designated by the governing body regarding their legal rights and duties in regard to current litigation or litigation that is more likely than not to be filed.

Representatives of the news media and designated staff shall be allowed to attend the last two executive session discussions; however, members of the news media shall be excluded from the executive session to discuss litigation with legal counsel if he or she is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party. All other members of the audience will be asked to leave the room.

Representatives of the news media are specifically directed not to report any of the deliberations during the executive session except to state the general subject of the session as previously announced.

No decisions can be made in executive session but the Board will return to open session and welcome the audience back into the room. If there is to be any final action taken after the executive session, this will be announced when open session begins.