

SUMMARY

BOARD OF DIRECTORS Salem Area Mass Transit District

*** WORK SESSION ***

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

CALL TO ORDER

President Hanson called the work session to order at 5:02 p.m. Attendance was noted as shown below.

NOTE OF ATTENDANCE

Present: President Shelley Hanson, Directors Bob Krebs, Jerry Thompson, Kate Tarter, Marcia Kelley (arrived at 6:15 p.m.) and Ron Christopher

Absent: Director Joe Green

Staff: Allan Pollock, General Manager; Pat Mercier, Director of Finance; Steve Dickey, Director of Transportation Development; Mike Hansen, Director of Operations; Linda Galeazzi, Administrative Secretary; Mona West, Melissa Bradley, Janice Ellis

Guests: Greg Astley, Astley Consulting Group

MEETING DISCUSSION Strategic Planning Process Update

Greg Astley reported on the interviews that the consulting team performed with SAMTD employees as a part of the strategic planning process. Interview sessions were made available to all of the divisions and surveys were passed out to the bus operators. The topic of discussion was about the vision and values that employees felt were important to the District. Values that both the Board of Directors and staff agreed upon were inclusiveness, respect, and communication, quality of service, accountability both fiscally and personally; having a culture of creativity, and external advocacy. Mr. Astley recommended that issues with employees be dealt with first. Their suggested ideas for meeting immediate needs included creating an employee newsletter, scheduling interaction and address the training issue. To carry out short term plans it was important that the plans and process be consistent and permanent. Next steps in the strategic planning process include the consulting team going back to employees to share more with them about the shared values of the Board and staff. Board members will meet in a work session to begin to discuss a long-term strategy; and their will be an evaluation of the organization's resources to see what the personnel needs are to carry out the long term goals. Mr. Astley suggested that a Vision Statement from the employees might include the values for unity, leadership, excellence, trust and quality service; with a suggest Vision Statement that states "We value leadership and excellence to promote unity, trust and quality customer service."

ADJOURNMENT

The work session was adjourned at 6:12 p.m.

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

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved approval of the Consent Calendar	3
<u>Approval of Minutes</u>	
A. February 25, 2010 Regular Board Meeting	
B. January 20, 2010 Joint Work Session of Lane Transit District and Salem Area Mass Transit District Board of Directors	
Director Christopher was appointed to review the Composite Performance Evaluation of the General Manager	3
Moved to adopt Resolution #10-03 to donate a surplus 1986 GMC RTS bus to the Yamhill County Sheriff's Office	3

MINUTES

BOARD OF DIRECTORS
Salem Area Mass Transit District
March 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 6:33 p.m. Attendance was noted and a quorum was present.

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

Absent: Director Joe Green

Staff: Allan Pollock, General Manager; Pat Mercier, Director of Finance; Steve Dickey, Director of Transportation Development; Mike Hansen, Director of Operations; Linda Galeazzi, Administrative Secretary; Mona West, Janice Ellis, Jared Choc, Melissa Bradley (left at 6:50 p.m.) SAMTD Legal Counsel, Ben Fetherston

Guest: Chuck Swank, Auditor for the District; Britta Franz, former Streetcar Committee member

ANNOUNCEMENTS &
AGENDA CHANGES

There were no announcements or changes to the agenda.

PRESENTATION
FY 2008/09 Audit

Chuck Swank explained the audit process for the District and findings of the District's financial statements for the years ending June 30, 2009 and 2008 where he said that no significant audit findings were found. Board members received a copy of the audit which contained an independent auditor's report, management discussion and analysis, financial statements, supplementary information and the auditor's comments and disclosures required by State regulations. The audit included a Federal Compliance Report for use by the District, federal awarding agencies and pass-through entities. Mr. Swank talked about letters from the auditors to those charged with governance over the District concerning audit findings and suggestions for internal controls.

In response to a question about expenses for the Board of Directors on page 23 of the audit, staff explained that rates for the Special Election in November 2008 were increased by Marion and Polk counties. The District budgeted \$57,500. The actual expense exceeded the budgeted amount by \$65,541.

In response to Director Kelley's question about the liability for benefits, Mr. Swank referred to pages 18-21 of the audit which addresses the employee retirement plans and specifically the actuarial accrued liability for benefits at \$3.8 million on page 21.

President Hanson suggested that the Finance, Administration & Marketing Subcommittee invite Mr. Swank to attend their next meeting and review the

reports in more depth.

PUBLIC COMMENT None

PRESENTATION
Strategic Planning
Concept – Rapid
Transit (Streetcar)

Director Krebs presented a proposal of a modern streetcar for Salem-Keizer Transit. He began with the history of streetcars in Oregon since the 19th Century, how they were financed, the industries' growth and reasons for their decline as public policy focused on roads. He stated that today's commerce is lagging because America's road system is congested and lacks capacity so that a rapid transit streetcar network is needed to assure good community mobility. He shared several reasons for investing in modern streetcars and presented two potential corridors for a start-up line from Capitol Mall to West Salem, about 1.2 miles in length; or from Capitol Mall to Central Keizer, about 3.7 miles in length. He spoke about the benefits and funding for a new streetcar system and the partnerships required for success of the operation. He noted that United Streetcar, a newly formed subsidiary of Oregon Iron Works manufactures their streetcars in Clackamas, Oregon.

Board members talked about this idea being a long term vision and asked what would be needed financially for this investment such as grant funding to support the staff work needed, whether there was community and other governmental agency support, what the timeline might look like to build a streetcar line and the potential cost of upkeep.

Britta Franz spoke favorably to the Board about the benefits of a streetcar line in the city and the work that had already been undertaken by a Streetcar Committee doing research a few years ago. She volunteered to help with this undertaking in any way she could.

CONSENT
CALENDAR
H.1 Approval of
Minutes [7:38M]

No items were deferred from the Consent Calendar.

Director Thompson moved approval of the Consent Calendar. Director Kelley seconded. The Motion was unanimously passed by those present (Hanson, Kelley, Tarter, Thompson, Krebs, Christopher).

ACTION ITEMS
H.1 Select Board
Member to Review
GM Evaluation
[7:39 PM]

Director Christopher was appointed to review the Composite Performance Evaluation of the General Manager. Director Thompson made the motion; Director Kelley seconded. The Motion was unanimously passed by those present (Hanson, Kelley, Tarter, Thompson, Krebs, Christopher).

H.2 Surplus Bus
Donation [7:40 PM]

Mike Hansen reviewed the staff report from pages 17-20 of the agenda regarding the donation of a surplus bus to the Yamhill County Sheriff's Office where it will be used as a mobile emergency command center serving citizens of Yamhill County and neighboring counties in times of natural disasters and other public safety emergencies.

Director Krebs moved to adopt Resolution #10-03 to donate a surplus 1986 GMC RTS bus to the Yamhill County Sheriff's Office. Director Tarter seconded. The Motion was unanimously passed by those present (Hanson, Kelley, Tarter, Thompson, Krebs, Christopher).

**INFORMATION
ITEMS**

None

J.1 Subcommittee
Report

The report from pages 21-22 of the agenda was received and filed for the Planning & Operations Subcommittee. Subcommittees for Finance, Administration and Marketing, and Specialized Transportation did not meet.

**BOARD &
MANAGEMENT**
Division Directors

Mr. Dickey reported that the Mid-Willamette Community Action Agency hosted their second annual homeless event on March 23rd connected with several other agencies including the District to help the homeless get back on track.

Ms. Mercier reported that the 2X Route/Grand Ronde Express had not met ridership projections so District staff met with tribal representatives to discuss ways to increase awareness and promote the 2X in the West Valley. The Tribe, through the Spirit Mountain Casino, agreed to provide rides fare-free on the 2X, Monday through Friday during the month of April. There will be several articles written in newspapers, the casino will actively promote the service to their employees and there will be promotions to celebrate the 40th Anniversary of Earth Day on April 14.

General Manager

Mr. Pollock introduced the newly hired Manager of Strategic Planning and Technology Services, Jared Choc who came to the District from Helena, Montana. He announced that the District will partner with the City of Salem Police Department to host a public safety open house at the Transit Mall on Saturday, April 10th. Adam Daniel from Congressman Kurt Schrader's Office will visit the District on March 29th. Jincy Nichols along with the employee's United Way committee will attend a United Way reception on April 8th; the District received notice from United Way that the District was nominated for the "Give" Award. The second half of a leadership and skills training for supervisors has begun. It is a nine-week program sponsored by the District. Mr. Pollock announced the retirement of Rexi Nicholson on March 31st. Ms. Nicholson will retire after 29 years as a bus operator. Budget meetings are scheduled for Thursday, April 8th and Tuesday, April 13th at 6:00 p.m. in the Senator Hearing Room. There will be a budget committee training on Friday, April 2nd at 4:00 p.m. and an additional budget meeting is planned for Thursday, April 15th if it is needed.

Board President
[7:53 PM]

President Hanson reported on her attendance at the APTA Legislative Conference in Washington D.C. where she had dinner with two representatives of the Salem City Council and met with five legislative representatives about the District's congressional requests, ARRA transit reporting and the 2X/Grand Ronde Express funding challenges. She thanked the Mayor from the City of Independence for putting together a meeting of the Oregon League of Cities for which she attended; and she recognized Lane Transit District for hosting the Northwest (NW) Rail Corridor Conference in Eugene, Oregon which was well received by those who attended.

Board of Directors

Director Thompson reported on the Community Transit Task Force (CTTF) meeting, the Marion County Housing Authority's Open House, the NW Rail

Corridor Conference and the Planning & Operations Subcommittee meeting.

Director Krebs submitted his activities report in writing [Herein given as Attachment A and by this reference made a part of these minutes].

Director Kelley reported on the Mid-Willamette Area Commission on Transportation (MWACT) meeting. She attended the South Salem Neighborhood Association (SSNA) meeting, Pringle Creek Watershed Council's Planting Day and the NW Rail Corridor Conference.

Director Christopher attended a workshop on Roberts Rules of Order presented by the Keizer City attorney; and he gave a transit update at the City Council meeting. He attended the Sustainability Conference hosted by the City of Keizer and a Rotary meeting where they heard a presentation given by Family Building Blocks.

Director Tarter attended a SEDCOR meeting, the Sustainability Conference, APTA Legislative Conference, and the Salem Area Chamber of Commerce meeting where she reported on the District's new mobile web site. She noted that the Community Transit Task Force would meet on April 5th where the District will report on a significant milestone in their ridership figures. She met with co-chair Dan Clem where they discussed having input from Board members about the future of the District to relay to the task force.

OTHER BUSINESS None

ADJOURNMENT The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Shelley Hanson
President

Attachments (1)

[This meeting was video recorded by CCTV Salem.]

SKT Board Activities since February 25, 2010.

February 27 - Attended the Board Meeting of the Association of Oregon Rail and Transit Advocates (AORTA) in Portland.

March 2 - Attended SKT – Planning and Operations Committee Meeting.

March 4 – Volunteer for Lions Health Screening Unit at Salem Alliance Church.

March 9 – Represented SKT at the Pacific Northwest Rail Corridor Summit at Lane Community College in Eugene.

March 12 - Volunteer courier transporting donated eye tissue from Salem to the Lions Eye Bank of Oregon in Portland.

March 13 – Attended the Annual Spring Rail Conference in Seattle sponsored by the National Association of Railroad Passengers, All Aboard Washington and AORTA. Topic “High Speed Rail for the Pacific Northwest.”

Robert Krebs – 3/25/10