



Salem Area Mass Transit District
BOARD OF DIRECTORS

February 27, 2020

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. January 27, 2020 Board Meeting	
b. January 31, 2020 Board’s Legislative Committee Meeting	
2. <u>Routine Business - None</u>	
Moved to Adopt the 2020 Federal Legislative Agenda	3-4
Moved to Authorize the General Manager to execute a contract for an amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District’s Bus Stop Improvement Program.	4
Moved to Authorize General Manager to execute a contract with RL Reimers Company for a not to exceed amount of \$291,000.	5
Moved to Authorize General Manager to enter into a contract with Creative Bus Sales for the purchase of 35 Compressed Natural Gas (CNG) tanks and tank valves for a not-to-exceed amount of \$131,075.	5

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Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

February 27, 2020

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT Board	President Ian Davidson; Directors, Charles Richards, Colleen Busch, Sadie Carney, Chi Nguyen and Robert Krebs
ABSENT: Staff	Director Doug Rodgers Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; All McCoy, Chief Financial Officer ; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement/Contracts Manager; Chris French, Senior Planner; Stephen Custer, Digital Marketing Coordinator; Kiki Dohman, Transportation Options Coordinator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
Guests	Citizens, Britta Frantz and Lorraine Day; Mikel Burke, Cherriots Transit Operator and Executive Officer, ATU Local 757 Board

A. CALL TO ORDER 6:30 PM
 President Davidson called the meeting to order. Attendance was noted and a quorum was present. The Pledge of Allegiance was led by Director Richards. Mr. Pollock shared a *Safety Moment* about fatigue and how to prevent it.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA
 Mr. Pollock advised that *Agenda Item No. H.3 Financial Report for the Second Quarter* has been pulled from the agenda and will be presented at the March 26, 2020 Board meeting. Board members also received a Supplemental Agenda Packet with revised memos that added clarification under Action Items No. G.2, G.3, and G.4

C. PRESENTATIONS - None

D. PUBLIC COMMENT 6:32 PM
Britta Franz – address on file
 Ms. Franz asked that the Board consider giving her permission to head up a volunteer bus shelter art project. Britta Franz and Lorraine Day were responsible for a similar project in 2015 using shelters that were scheduled to be removed.

Tyler McCully – address on file



Mr. McCully shared a "Safety Moment" reminder to motorists to turn on their headlights when it begins to get dark outside.

E. CONSENT CALENDAR

6:38 PM

Shall the Board move to approve the Consent Calendar?

Spokesperson: President Ian Davidson

Narrative: Pages 1-8 in the agenda

Motion: **Moved to approve the Consent Calendar:**

- 1. Approval of Minutes**
 - a. January 27, 2020 Board Meeting**
 - b. January 31, 2020 Board’s Legislative Committee Meeting**
- 2. Routine Business - None**

Motion by: **Director Robert Krebs**

Second: **Director Charles Richards**

Discussion: **No items were deferred from the Consent Calendar.**

Vote: **Motion passed unanimously (6)**

Absent: **Director Doug Rodgers**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

6:39 PM

1. Shall the Board adopt the proposed 2020 Federal Legislative Agenda?

Spokesperson: Director Sadie Carney, member of the Board’s Legislative Committee

Narrative: Pages 7-12 in the agenda

Financial Impact: The proposed federal legislative agenda recommended by the Board’s Legislative Committee includes grant requests for five zero-emission buses at \$3,580,000, and ten ADA paratransit bus replacements at \$800,000. The Committee supports that the District endorsement of the American Public Transportation Association’s funding recommendations for the federal Bus and Bus Facility (BBF) Program, a \$7.14 billion federal infrastructure package, and the Bus Coalitions’ efforts for continued plus-ups to the Federal 5339b Bus and Bus Facility competitive grant program. The Legislative Committee also recommends support of a permanent extension of the Alternative Fuels Tax Credit that expires in 2020. The impact on District operations is approximately \$170,000 annually.

Motion to: **Adopt the 2020 Federal Legislative Agenda**

Motion by: **Director Robert Krebs**

Second: **Director Chi Nguyen**



Vote: Motion passed unanimously (6)
Absent: Director Doug Rodgers

2. Shall the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District’s Bus Stop Improvement Program (BSIP)?

Spokesperson: Steve Dickey, Director of Strategic Initiatives and Program Management
Dan Knauss, Procurement/Contracts Manager

Narrative: Pages 13-15 in the agenda; and Page 3-6 in Supplemental Agenda

Financial Impact: The BSIP project is listed in the FY2019-2020 Adopted Budget under the *Capital Projects Fund* and is funded by a federal grant and a local match. The current contract for design, engineering, and construction support services has reached its contract limits, and needs to be replaced with a new competitively bid contract.

Q & A: In response to questions asked by the Board, Mr. Dickey advised that the BSIP is an ongoing project being completed in phases. Both companies were very responsive to the criteria. However, CWE has worked with public agencies. In response to the question about being COBID certified, Mr. Knauss said that COBID is identified in all of the procurement processes. The District recommends that CWE be approved based on the scoring.

Motion to: **Authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District’s Bus Stop Improvement Program.**

Motion by: **Director Colleen Busch**

Second: **Director Sadie Carney**

Vote: **Motion passed unanimously (6)**

Absent: **Director Doug Rodgers**

3. Shall the Board authorize the General Manager to execute a contract for a not-to-exceed amount of \$291,000 with R.L. Reimers Company for the Purchase of Generators for the Del Webb Headquarters?

Spokesperson: Gregg Thompson, Maintenance Manager

Narrative: Pages 15-16 in the agenda and pages 7-10 in Supplemental Agenda

Financial Impact: The project is included in the FY19-20 Adopted Budget under *Capital Project Funds*. Funding allocated for the project includes an amount of



\$232,800 from the Federal 5307 grant and a local match of \$58,200 from the General Fund.

Q & A: Board members had several questions about fuel the generators will use, their capacity in emergency situations and the District’s role in providing service during major power outages or natural disasters. Mr. Pollock recommended that this be a topic of discussion for a future work session.

Motion to: **Authorize General Manager to execute a contract with RL Reimers Company for a not to exceed amount of \$291,000.**

Motion by: **Director Sadie Carney**

Second: **Director Colleen Busch**

Vote: **Motion passed unanimously (6)**

Absent: **Director Rodgers**

4. Shall the Board authorize the General Manager to enter into a contract with Creative Bus Sales for a not-to-exceed total cost of \$131,075 for the purchase of 35 CNG tanks and tank valves?

Spokesperson: Gregg Thompson, Maintenance Manager

Narrative: Pages 11-12 in Supplemental Agenda

Financial Impact: The project is listed in the FY19-20 Adopted Budget under *Capital Project Funds*. Funding allocated for the project includes \$104,860 from the Federal 5307 grant and a local match of \$26,215 from the General Fund.

Q & A Mr. Thompson noted that the life span of the new CNG tanks have a 20-year certified life in contrast to the current tanks that have a 15-year certified life.

Motion: **Authorize General Manager to enter into a contract with Creative Bus Sales for the purchase of 35 Compressed Natural Gas (CNG) tanks and tank valves for a not-to-exceed amount of \$131,075.**

Motion by: **Director Robert Krebs**

Second: **Director Colleen Busch**

Vote: **Motion passed unanimously (6)**

Absent: **Director Rodgers**

H. INFORMATION ITEMS

7:15 PM

1. Performance Report for the Second Quarter

Spokesperson: Chris French, Senior Planner

Narrative: Pages 17-50 in the agenda

The second quarter for FY2020 began October 1, 2019 and ended December 31, 2019.

Increases occurred in all areas with the addition of later evening service and Saturday



service. Local weekday revenue hours averaged 38 hours a day and 338 hours per Saturday. Weekday revenue miles increased 258 miles a day and 4,124.7 miles per Saturday. An increase of 9.1 percent weekday ridership totaled 804,141 rides and an additional 71,379 rides on Saturdays. The lower youth fare for weekday service using Day and 30-Day passes increased 47 percent. For Saturday service, passes for the 30-day youth fare totaled 3,530 and 10,155 for day passes. The increase in Cherrriots regional service, revenue hours averaged 10 hours a day and 32 hours on Saturday; 255 miles were added to weekday service and 735 miles added per Saturday. There was a 13 percent increase in ridership totaling 25,262 rides and an additional 1,618 rides on Saturday. Youth fares for weekday service increased by 711 or 69.1 percent. There were 21 monthly youth fares and 29 day youth passes used. A total of 967 rides were provided on Dial-a-Ride and 658 rides on the Shopper Shuttle. Weekday LIFT service provided 33,007 rides and 914 rides on Saturday.

Director Nyugen requested a month to month format of the data. She noted that the youth fare was now one third less than what it was. President Davidson requested that data be broken down for youth pass sales to include the number of passes purchased with cash. Director Busch asked if the increase in ridership on Route #16 was due to increased student ridership. Mr. French reported that a needs assessment will be done on Route #6 and Route #16 is being evaluated for more frequency.

2. Cherrriots Trip Choice Report for the Second Quarter

Spokesperson: Kiki Dohman, Transportation Options Coordinator

Narrative: Pages 51-70 in the agenda

Highlights from the second quarter of FY 2019-2020, included Cherrriots Trip Choice continued outreach into Polk and Yamhill counties as part of its expanded markets and vanpool program growth. The second quarter *Employee Transportation Coordinators* (ETC) meeting was held in December with a total of 33 guests. Salem Health enrolled in the *Group Pass Program*. A final draft of the rebranding efforts for the Valley VanPool Program was selected in December. There were 218 participants from Marion, Polk and Yamhill counties in the Statewide *Get There Challenge*. Also, Ms. Dohman was elected for a third consecutive term on the Association for Commuter Transportation.

Director Nguyen asked if there was research to show if riders were using the Polk County Flex to get to work; and is the District trying to expand the adoption of more vanpools. Ms. Dohman said she could get information for the Flex and Vanpool use.

3. Financial Report for the Second Quarter - PULLED

A presentation of the financial report for the second quarter will be provided at the March 26, 2020 Board meeting.



I. GENERAL MANAGER'S REPORT

7:32 PM

Mr. Pollock reported that the District had a historical display at the Capitol with memorabilia and artifacts to celebrate Cherriots 40 year anniversary. Mr. Pollock also serves on the Garten Services board. He congratulated them as they celebrate 50 years of service throughout the year. He announced that the Salem City Council took action on a multi-housing project code change to eliminate parking minimums within one-fourth of a mile of Cherriots bus stops. The District will continue to monitor this change and to take advantage of this opportunity in partnership with the City.

J. BOARD OF DIRECTORS REPORTS

7:52 PM

President Davidson attended a meeting of the Mid-Willamette Valley Council of Governments. They are doing a national search for a new executive director. At the Mid-Willamette Area Commission on Transportation, the topic was on key findings of an analysis done by the University of Oregon about the feasibility of a transit route between Junction City and McMinnville. President Davidson received a specific request at the East Lancaster Neighborhood Association meeting that he will bring to staff for a bus shelter or pad. He said Mayor Chuck Bennett gave a shout out to transit and the new Saturday service during his State of the City address.

Director Krebs attended the Salem Keizer Area Transportation Study meeting where the discussion was mostly about greenhouse gas emissions. He noted that the Oregon Metropolitan Planning Organization Consortium has scheduled a summit following the League of Oregon Cities Conference to give more leaders in smaller cities a chance to participate.

There were no meetings of the Board's Citizens Advisory Committee and advisory committees for the Statewide Transportation Improvement Fund, and the Special Transportation Fund.

Director Busch received the Chair's Choice regional award at the MWVCOG Annual Dinner for her work as a Board member representing Cherriots.

K. MEETING ADJOURNED

8:15 PM

Respectfully submitted,

APPROVED / SIGNED

Presiding Officer