



**Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING
February 24, 2022**

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Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
February 24, 2022

PRESENT: Board: President Ian Davidson; Directors Ramiro Navarro, Jr., Sara Duncan, Chi Nguyen ABSENT: Director Sadie Carney, Maria Hinojos Pressey, and Charles Richards

Staff: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Chief Financial Officer; Christina Conner, Chief Human Resources Officer; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Bobbi Kidd, Strategic Initiative Administrator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel

MINUTES

CALL TO ORDER

6:30 PM

- A. President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present with four members.

GM Pollock shared a safety moment about workplace ergonomics whether it be in the office, on the road or at home to increase productivity and reduce injuries. Declutter so that you are able to work safely and efficiently, use personal protective equipment to minimize your exposure to hazards, take adequate breaks, and get sufficient rest.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

- B. There were no announcements or changes to the agenda.

PRESENTATION

- C. There was no presentation.

PUBLIC COMMENT

- D. There were no verbal or written comments submitted.

CONSENT CALENDAR

- E. Shall the Board approve the Consent Calendar?
Presenter: President Davidson



Staff Report: Pages 5-24 of the agenda

3. Approval of Minutes

- a. January 27, 2022 Board of Directors Meeting
- b. January 27, 2022 Work Session

4. Routine Business

- a. Member Appointments to the Citizen Advisory Committee

Motion: **Approve the Consent Calendar**

Motion By: **Director Ramiro Navarro**

Second: **Director Sara Duncan**

Vote: **Motion passed: Directors Davidson, Duncan, Navarro, Nguyen (4)**

Absent: **Directors Carney, Hinojos-Pressey, Richards (3)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR

- F. No items were deferred from the Consent Calendar

ACTION ITEMS

- G.1 Shall the Board authorize the General Manager to execute a contract with *Gillig LLC* for the purchase of fixed route electric bus depot chargers and equipment for the Del Webb maintenance yard for an amount not to exceed \$1,090,428?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 25-28 of the agenda

Website: [ChargePoint Express Plus](#) for Charge Point charger images

Maintenance Manager Thompson reviewed the staff report for the contract with Gillig LLC for the purchase of fixed route electric bus depot chargers and equipment for the Del Webb maintenance yard. He then responded to questions from the Board.

Thompson advised that the District partnered with Salem Electric for construction and incremental costs for six power blocks that will charge ten buses. The District will monitor electrical consumption, charging priorities and manage electrical costs. Each power block controls two dispensers creating charging security through redundancy. The charge time is 3.5 hours.

Thompson explained that the contract with Gillig includes a five year warranty for each power block and dispenser. *Chargepoint* services are included in the five year service plan using ChargePoint's Operating Network (CPON). Services include Cherrlots site specific drawings for all infrastructure, project management support with a dedicated project manager; and commissioning of the chargers when the buses arrive. This will ensure all components are functioning properly as designed. Gillig's pricing comes directly from the Washington State Price Agreement. Funding for the contract



includes the use of two grants; the FY20 Low-No grant at \$278,060, and the FY21 Low-No grant at \$463,432 with match amounts of \$267,154 and \$81,782 respectively.

Motion: **Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of fixed route electric bus depot chargers and equipment for the Del Webb maintenance yard for an amount not to exceed \$1,090,428.**

Motion By: **Director Ramiro Navarro Jr.**

Second: **Director Sara Duncan**

Vote: **Motion passed: Directors Davidson, Duncan, Navarro, Nguyen (4)**

Absent: **Directors Carney, Hinojos-Pressey, Richards (3)**

- G.2 Shall the Board authorize the General Manager to execute a five year contract with Delerrock Inc., a fully owned subsidiary of Cubic Transportation Systems Inc. for the purchase of their Contactless Fare Payment System (FPS) for use across Cherriots Local and Regional services, and approve an overall project budget of \$784,003?

Presenter: Steve Dickey, Director of Technology and Program Management

Staff Report: Pages 29-33 of the agenda

From the staff report provided, Steve Dickey reported on the procurement of an electronic, account-based, contactless fare payment system (FPS) that will reduce the burden of validating fares, and the complexity of managing many different fare instruments. The customers will benefit with increased payment options, fare capping, convenient pass management, and an improved boarding experience. Total cost of the project is expected to be \$784,003 over a five (5)-year term.

Dickey said the project will be completed 30 weeks from its contract execution. Funding for Year 1 of the project, includes start-up costs at \$431,695 that are included in Capital Projects Budget section of the SAMTD FY2022 Budget. Grants FY2018 STBG Flex 5307 and FY2019 5307 will fund the startup and year one fees and maintenance. The grants total \$351,681 and the local match totals \$80,014. Funding for future transaction fees and maintenance will be included in the FY2023 through FY2026 SAMTD budgets under General Services. Time was provided for questions and answers.

Motion: **Moved to authorize the General Manager to execute a five year contract with Delerrock Inc., a fully owned subsidiary of Cubic Transportation Systems Inc. for the purchase of their Contactless Fare Payment System for use across Cherriots Local and Regional services, and approve an overall project budget of \$784,003.**

Motion By: **Director Sara Duncan**

Second: **Director Ramiro Navarro Jr.**



Vote: Motion passed: Directors Davidson, Duncan, Navarro, Nguyen (4)
Absent: Directors Carney, Hinojos-Pressey, Richards (3)

G.3 Shall the Board authorize the General Manager to execute a contract with Creative Bus Sales Inc. for the purchase of four (4) category D vehicles for use in the local fixed route service for an amount not to exceed \$662,352?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 33-34 of the agenda

Maintenance Manager Thompson reported from his staff report that the Category D vehicles will be used to “right-fit” the fleet and serve coverage routes. Seating capacity, the ability to kneel, and a mobility ramp much like the current fixed-route fleet were taken into consideration; however, there were no category D alternative fueled vehicles available with these specifications.

Thompson advised that the contract price of \$662,352 was based on the Oregon State Price Agreement and was procured under the procedures set by the Public Transit Division at ODOT. The cost for each Category D Bus at \$164,742 included a Vehicle Privilege Tax at \$803, and an Oregon Trip Permit at \$43. Grants for the proposed contract were provided by the ODOT STIF Discretionary and STIF Formula Funds.

Motion: Moved to authorize the General Manager to execute a contract with Creative Bus Sales Inc. for the purchase of four (4) category D vehicles for use in the local fixed route service for an amount not to exceed \$662,352.

Motion By: Director Ramiro Navarro Jr.

Second: Director Sara Duncan

Vote: Motion passed: Directors Davidson, Duncan, Navarro, Nguyen (4)

Absent: Directors Carney, Hinojos-Pressey, Richards (3)

G.4 Shall the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of fixed route electric bus inductive chargers for use at Keizer Transit Center?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 35-36 of the agenda

Link: https://youtu.be/ki1TYt_mWxA “Momentum Dynamics Inductive Charging”

Maintenance Manager Thompson reported from his staff report and the web link shown above, that the District worked with the Center for Transit and the Environment (CTE) and Gillig LLC to research vendors that build inductive chargers flush to the ground and charge battery electric buses with a magnetic field once the bus is positioned directly over the pad. They found that *Momentum Dynamics* provided the highest charge rate and had



a superior warranty. Thompson explained that two inductive chargers would be installed at Keizer Transit Center to support the charging of buses on Route 11, and will allow for those buses to stay in service all day. The District will have ten Gillig battery electric buses equipped with components on the underside of the bus to facilitate charging. There are no moving charger parts.

Thompson advised that the cost for two 300KW in-route Charging Pads includes a 2-year warranty and shipping totaling \$518,590. The FY21 Low/No 5339(c) grant awarded to the District in FY2021 will cover the proposed contract at 85% totaling \$440,801, and a 15% match totaling \$77, 789. The proposed contract will be included in the Capital Projects Budget of SAMTD's Budget for FY2022/23.

- Motion:** **Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of fixed route electric bus inductive chargers for use at Keizer Transit Center for an amount not to exceed \$518,590.**
- Motion By:** **Director Ramiro Navarro Jr.**
- Second:** **Director Sara Duncan**
- Vote:** **Motion passed: Directors Davidson, Duncan, Navarro, Nguyen (4)**
- Absent:** **Directors Carney, Hinojos-Pressey, Richards (3)**

G.5 Shall the Board approve the District's participation in the American Public Transportation Association (APTA) Racial Equity Commitment Pilot Program?

- Presenter:** Allan Pollock, General Manager
- Staff Report:** Pages 37-46 of the agenda

GM Pollock reported that the American Public Transportation Association's (APTA) Board of Directors approved a *Racial Equity Commitment Pilot Program* at their November 6, 2021 meeting. The program will provide direction for APTA members to advance racial equity in their organizations as part of a broader commitment to diversity, equity, and inclusion.

GM Pollock said he met with the SAMTD Diversity, Equity, and Inclusion (DEI) Subcommittee on February 8 to review the purpose, requirements, and elements of this pilot program. The committee thought the program fit nicely into the District's larger DEI program that is currently under development, and recommended action to authorize the General Manager to submit the Signatory Commitment Form to enroll the District into APTA's Racial Equity Commitment Pilot Program.

- Motion:** **Moved to authorize the General Manager to submit the Signatory Commitment Form and enroll the District into the Racial Equity Commitment Pilot Program.**
- Motion By:** **Director Ramiro Navarro Jr.**



Second: Director Sara Duncan
Vote: Motion passed: Directors Davidson, Duncan, Navarro, Nguyen (4)
Absent: Directors Carney, Hinojos-Pressey, Richards (3)

INFORMATION ITEMS

H.1 Second Quarter Performance Report

Staff Report: Pages 47-92 in the agenda

Presenter: Chris French, Service Planning Manager

Chris French highlighted the changes to service in the second quarter that were made in response to the COVID-19 pandemic. Most routes operated at reduced levels during fiscal years 2021 and 2022. The fare collection was suspended during the entire fiscal year 2021 and was later reinstated in July of FY2022. Cherrriots implemented Sunday service in September 2021 for the first time in Cherrriots history. Cherrriots also provided Sunday-level service on Veteran's Day, November 11, 2021. This was the first holiday with service following the implementation of the new holiday service plan. Total rides on Veteran's Day were 2,936.

H.2 Second Quarter Transportation Options Report

Staff Report: Pages 93-104 in the agenda

Links to the video "Share the Road" with "Jabber" the Puppet:

- <https://youtu.be/a22fRu5iVl4> /
- <https://www.youtube.com/watch?v=a22fRu5iVl4>

Presenter: Roxanne Beltz, Transportation Options Coordinator

Roxanne Beltz reported on the Transportation Options program for the second quarter of the fiscal year 2022. The *Get There Challenge* with 121 participants in Marion, Polk and Yamhill counties finished in October 2021. They logged in 1,735 trips and unlocked 1,345 achievements according to the staff report.

Beltz announced that the employer-sponsored Vanpool program successfully launched eight new vans between October and January 1, 2022. Staff worked with the employer for Meduri Farms in Dallas and the vendor, *Commute by Enterprise*, to help 50 plus Meduri Farms employees get to work. Two additional vans were launched in the Vanpool program between January and February 2022. Staff is now creating a session proposal for the 2022 ACT International Conference on how the vanpool is a viable and equitable commute option. Beltz also noted that a strategic plan for the *Group Pass Program* (GPP) will be developed by April 2022.



Beltz said that staff continues to be involved with ODOTs statewide advisory group that is learning more about the barriers Spanish speaking communities with limited English proficiency (LEP) face when using transportation options, and how ODOT and TO/TDM practitioners can help address these barriers with programs and communication strategies.

Beltz shared a link to a 5-minute video “Share the Road” that she and Stephen Custer created and completed with Skyline Video Productions in late December 2021. The video presents a piece about safety on the road with Roxanne’s creation, “Jabber” the puppet. Beltz also announced that this was her 60th presentation and last meeting. She will retire at the end of March.

H.3 **Second Quarter Financial Report**

Staff Report: Pages 105-110 in the agenda

Presenter: Denise LaRue, Chief Financial Officer

CFO LaRue provided the second quarter finance report. She was asked about her comfort level with the financial statement. She advised the numbers were very low but was typical for the first quarter prior to the tax payment the District receives in the second quarter. CFO LaRue will provide the board with a revenue report to compare the percentage of youth fares to overall fare revenue and overall revenues.

GENERAL MANAGERS REPORT

I.1 GM Pollock reported that the executive leadership team met in a retreat last week with TransPro consultants to evaluate the District’s vision, mission, values, and priorities. TransPro will then meet with board members and community stakeholders in one-on-one interviews which are currently being scheduled. Staff will, at the same time, create a work plan with tactics and strategies. All of the information will be compiled for discussion at a Board retreat in the Spring.

GM Pollock announced that Governor Brown issued a statement that she is lifting the COVID emergency declaration effective April 1. The Oregon Health Authority announced that they will lift the mask mandate for indoor public spaces beginning March 19. GM Pollock said that Cherriots is subject, on the federal level, to the Transportation Security Administration requirements. The TSA mask mandate for airlines and transit buses expires March 18. He will watch for the official guidance to pass along to employees and customers; as the TSA, typically, lets the agencies know ahead of time.

BOARD OF DIRECTORS REPORTS



J.1 Board members reported on their assignments listed on page 111 of the agenda.

Director Nguyen shared a lesson she's learned from a mentor who said "the universe organizes around your intentions." She said that she knows war is not a good thing. In her experience, she lost her grandfather who was a Colonel in the Army Rangers; and she and her family were displaced as political refugees. She said she has no connections to Ukraine or to Russia but wanted for us to set our intentions for Ukraine and Russia to reach peace and resolution for their conflict. She asked to pause for a moment to hold those that are affected at home and abroad.

Director Nguyen reported on Keen Consulting's progress toward a Diversity, Equity, and Inclusive (DEI) Plan. Keen completed workshops with contracted transportation staff, employee focus groups, procurement and security staff. They continue to analyze curriculum and best practices implemented by other transit agencies; and have been working on a summary report with supporting documentation for staff review. Director Nguyen contacted the leadership from the West Salem Neighborhood Association (WSNA) for a transportation report but they had none. She did not attend the West Salem Business Association (WSBA) meeting.

Director Navarro Jr., attended the State of the City of Salem event where Mayor Chuck Bennett said it will be his last as he plans not to run for reelection again. Director Navarro thanked the Mayor for all of his work for the city and for Oregonians in general.

Director Navarro Jr., announced that the City of Keizer hired Adam Brown as their new city manager. Mr. Brown brings 25 years of experience working in local government, and was the city manager of Ontario for six years. Mr. Brown also has experience working with transit agencies.

President Davidson attended the Mid-Willamette Area Commission on Transportation (MWACT) meeting where there was ongoing discussion about the Infrastructure Investment and Jobs Act (IIJA). He attended the Mid-Willamette Valley Council of Governments (MWVCOG) Legislative Subcommittee meetings held weekly during the short legislative session at 7:00 a.m. The MWVCOG also hosted their Annual Meeting virtually where they shared updates about their successes in the past year. Awards were distributed to both elected and appointed public servants. President Davidson had the honor of announcing the recipient of the Gwen VanDenBosch Award to Mayor Cathy Clark who is a huge transit supporter. Eric Swenson, the Mayor of Woodburn also received the award.



Director Duncan attended the State of the City of Salem event with Director Navarro. In his last State of the City address, Mayor Bennett touched on a few things that she felt the transit board should keep in mind. He cited needing a major increase in the amount of new officers to focus on pedestrian safety and traffic enforcement; and really touched on calls going unanswered. This has been discussed in Salem/Keizer Area Transportation Study meetings, and the need for public transportation to increase a level of safety in the community. In her free time, she has been researching issues having to do with traffic safety in communities around the world to include the mortality rate per capita in these cities compared to Salem. She said a lot of it had to do with infrastructure not necessarily law enforcement. She felt the Board had a responsibility, going forward, to provide some insight and an educated response for infrastructure to address traffic safety and meeting the needs of the community with help that the District could provide. She advocated for support from the Board.

ADJOURN

K.1 The board meeting was adjourned.

8:43 pm

Respectfully Submitted

A handwritten signature in black ink that reads "Ian Davidson". The signature is written in a cursive style and is positioned above a horizontal line.

Ian Davidson, President



Salem Area Mass Transit District
Board of Directors
~ **VIRTUAL WORK SESSION** ~
February 24, 2022

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

Board

PRESENT: President Ian Davidson; Directors Chi Nguyen, and Sara Duncan

ABSENT: Directors Ramiro Navarro Jr., Maria Hinojos Pressey, Charles Richards, Sadie Carney

Staff

PRESENT: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Christina Conner, Chief Human Resources Officer; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Ross Aguilar, Systems Administrator; Linda Galeazzi, Executive Assistant

MINUTES

1. CALL TO ORDER **5:20 PM**
President Ian Davidson called the work session to order at 5:20 p.m.

2. PRESENTATION – None

3. DISCUSSION

A. ADVERTISING POLICY REVIEW

Staff report: Supplemental Packet

Presenter: Patricia Feeny, Director of Communication

Board members were apprised of the District’s history with commercial bus advertising as a source of revenue since 1996. The District discontinued commercial advertising in 2013 when its contractor requested a decrease in the guaranteed minimum payment. In August 2017, the District entered into a five year contract with Stott Outdoor Advertising. The advertising agency was purchased by Lamar Outdoor Advertising in 2021, and the District’s contract with Lamar ends in July 2022. Board members received a copy of Policy 117 *Advertising on District Property* that was adopted on December 8, 2016, and a chart to show the revenue projected and received from 2017-18 to 2021-22. The Board reviewed different art concepts to wrap buses and considered the difference between commercial advertising

and in-house advertising; did they want to be more inclusive with their advertising, stay where they were at, or go in a different direction.

Follow-up: Policy 117 Advertising on District Property will be reviewed and updated. A contract for district property advertising is tentatively schedule for action at the May board meeting.

B. FTA CLIMATE ACTION PLAN

Staff report: Supplemental Packet

Presenter: Bobbi Kidd, Strategic Initiatives Administrator

Bobbi Kidd introduced the board to the initial version of a *Climate Action Plan* as part of the Federal Transit Administration's (FTA) *Sustainable Transit for a Healthy Planet Challenge* that the District signed up to participate in. The scope for the project will begin as soon as it has Board approval. It will then be adjusted and enhanced as soon as a greenhouse gas emissions inventory is executed for the District. Time was given for questions and answers.

Follow-up: Board members will receive a draft copy of the *Climate Action Plan* on Friday, February 25 and have until March 4 to review it and make adjustments. The Plan will then be submitted to the Board in April for adoption, and then the FTA.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 3-4 of the agenda

Presenter: Allan Pollock, General Manager

The Board received an updated report of upcoming agenda items for Board review and action, and the Board's calendar of scheduled meetings and events. Of note, Mr. Pollock announced that Thursday, March 18th was "*Transit Operator and Maintenance Appreciation Day*" for the District. On March 15, Board members will receive an email from the Oregon Government Ethics Commission with instructions to file their Statement of Economic Income Report by the April 15 due date. The Mid-Willamette Valley Council of Government (MWVCOG) will present map options for redistricting at the March work session. Board members can go to the website now to depict different scenarios.

Follow-up: On April 28, the Board will adopt a redistricted map that will affect the Board's subdistrict boundaries.

5. WORK SESSION ADJOURNED

6:08 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board