



Salem Area Mass Transit District

BOARD OF DIRECTORS

Thursday, July 25, 2019

5:30 PM Executive Session in Salem Conference Room

6:30 PM Board of Directors Meeting in Senator Hearing Room

Courthouse Square – 555 Court Street NE, Salem, Oregon 97301

AGENDA

EXECUTIVE SESSION - 5:30 PM 1

- 1. The Salem Area Mass Transit District Board of Directors will meet in executive session, pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

BOARD OF DIRECTORS MEETING – 6:30 PM

A. CALL TO ORDER (President Robert Krebs)

- 1. Note of Attendance for a Quorum
- 2. Pledge of Allegiance (Director Colleen Busch)
- 3. “Safety Moment” Thought for the Day

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. VIDEO PRESENTATIONS

- 1. Northwest Natural Gas YouTube Video “Meet the Newest Renewable”
- 2. Cherriots Promotional Video “Re-introducing A Better Cherriots”

D. PUBLIC COMMENT

Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.

E. CONSENT CALENDAR

Items on the Consent Calendar are considered routine business and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.

1. Approval of Minutes

- a. Minutes of the June 10, 2019 Board Work Session **3**
- b. Minutes of the April 25, 2019 Board Meeting **11**
- c. Minutes of the June 27, 2019 Board Meeting and Executive Session **25**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Approval of Vendor Selection & Contract Execution for Comprehensive CAD/AVL ... **37**
- 2. Resolution #2019-07 Declaring Fare Free Saturdays in September 2019 **39**

H. INFORMATIONAL REPORTS

- 1. Ride Salem Cycle Share Program **41**
- 2. Preliminary Annual EOY FY2019 Financial Report (handout at Board meeting)

I. ELECTION OF OFFICERS AND OATH OF OFFICE 43

By majority vote of the whole membership of the Board, the Board shall choose from among its members a President, Vice-President, Secretary and Treasurer for a term of two years. Once elected, the Officers will take the Oath of Office.

J. GENERAL MANAGER'S REPORT

K. BOARD OF DIRECTORS REPORTS 45

Board members report on their Board assignments as representatives of the District.

L. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: Thursday, August 22, 2019

This is an open and public meeting in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board's agenda packet, go to www.cherriots.org/board.

Esta es una reunión pública y abierta en un lugar al que la ADA puede acceder. Los audífonos y servicios auxiliares y los formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregón al 1-800-735-2900 (o 711). Permita un aviso de 48 horas. El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.

Executive Session Property Transaction

The Board of Directors for Salem Area Mass Transit District will meet in Executive Session prior to their Regular Board Meeting at 5:30 PM on July 25, 2019, to conduct deliberations with persons designated by the District to negotiate real property transactions, pursuant to ORS 192.660(2)(e). The executive session will be held in the Salem Conference Room on the first floor at Courthouse Square, 555 Court Street NE in downtown Salem.

The Board of Directors, designated staff and members of the news media are permitted to attend this executive session pursuant to ORS 192.660(4).

Attendees are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced.

No final action or decision will be taken in executive session. Any materials distributed will be collected by the General Manager and the Board will return to the Senator Hearing Room for the regular Board meeting.

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

June 10, 2019

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

MINUTES

PRESENT:	President Robert Krebs; Directors Jerry Thompson, Kathy Lincoln, Colleen Busch, Doug Rodgers and Marcia Kelley; ABSENT: Steve Evans
Board	
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant
Guests	Ian Davidson, and Charles Richards

1. CALL TO ORDER – ANNOUNCEMENTS – SAFETY MOMENT 5:30 PM

President Bob Krebs called the work session to order at 5:30 p.m.

Mr. Pollock shared a *Safety Moment* for the month of June about the symptoms of dehydration and the importance of keeping hydrated.

President Krebs announced that there was an addition to the agenda regarding a letter from ODOT to Polk County’s Family & Community Outreach Director, Brent DeMoe in reference to the Falls City Direct Connect.

2. PRESENTATION – None

3. DISCUSSION

A. Briefing on the ITS Contract Comprehensive CAD/AVL Project

Staff report: Pages 1-2 of the agenda

Presenter: Chip Colby, Information Technology Manager

Mr. Colby reported on the following. The District issued RFP 19-001 in February 2019 for acquisition of solutions as part of an Intelligent Transportation System (ITS) specifically

requesting that interested vendors provide a proposal for the delivery of several components of an Intelligent Transportation System solution, most commonly associated with Comprehensive CAD/AVL. Six vendors responded; of those five were found responsive and one of the responsive was eliminated in the evaluation stage. The selection committee met numerous times over the last nine months to participate in product demonstrations, review responses, and check references for each of the remaining four vendors. The final steps in the evaluation process are scheduled to occur June 3 through June 10, 2019.

Mr. Colby responded to questions asked by Directors Lincoln and Kelley. He said the responsive vendors have tried and true technology for transit use and gave examples of improvements to be made to include automatic stop announcements that will replace a 15-year old system, and the central system host is in the Cloud. He explained his role as the project manager and that the project was still within its 18-month timeline.

Follow-up: The committee will forward their selection to Procurement for the next phase of the process with the intent of bringing forth a recommendation to the Board for action at the July 27 meeting.

B. Kittleson Contract Amendment for the Keizer Transit Center Signalization Project

Staff report: Pages 3-4 of the agenda

Presenter: Steve Dickey, Director of Strategic Priorities and Program Management
Mr. Dickey reported on the following. Kittleson and Associates, Inc. (KAI) have been providing design and construction support services for the Keizer Transit Center (KTC) Signalized Intersection project since the project began. Early into the construction of the project, it was discovered that utility locations were significantly different than where the as-built drawings indicated. One critical location was where the electrical and cable conduits were discovered to run directly in the path of the proposed retaining wall that was to be constructed; as well as other elements that had to be adjusted related to the alignment of sidewalks, curbs, storm-water collection, etc. As a result, additional design and engineering costs were incurred that, in total, will exceed the construction support portion of the project budget. He said the proposed amendment will increase the project budget by \$46,000 which includes \$41,497 of estimated expenses and a 10.85% contingency. The estimate was provided by KAI. The hourly rates did not change from the original contract, and the tasks and rates have been reviewed and verified as reasonable by Mott MacDonald, Inc., SAMTD's contracted project management firm.

In response to questions asked by Directors Lincoln and Busch, Mr. Dickey concurred that the utility locations are on city property. As-built drawing are supposed to be accurate but he has never known anyone to go back and say "this is not in the right place." Mr. Dickey stated that the District's remaining grant funds will cover the additional

expenses of this project. He said the City of Keizer is aware of the circumstances. They have weekly meetings, and they have discussed the best approach to this situation.

Follow-up: The amendment to the Kittleson contract will come to the Board at their June 27, 2019 meeting for action.

c. Service Enhancement Update – 89 Days to go

Staff report: Oral Report

Presenter: Allan Pollock, General Manager

Mr. Pollock reported that staff is in the midst of hiring employees, training, and promoting to prepare for the new service that begins in September. The District received its first payment from the Statewide Transportation Improvement Fund; and the reduced youth fare has been in place now for one full week. Marketing is boosting their outreach and advertising in more detail. Mr. Pollock and President Krebs attended City Watch to give them an update. The Children and Families Commission asked for more information to pass along to their clients.

Director Busch said there was a lot of buzz in Keizer as well. She attended a Greeter's event where people expressed their excitement.

Director Rodgers asked why Saturday, September 7th was the target date. Mr. Pollock explained that it is the first Saturday after the major change which will start the day after Labor Day on Tuesday, September 3. The District has three major changes per year in January, May and September; and are based on the collective bargaining agreement.

Follow-up: Director Kelley recommended the Saturday Market as a good place for staff to do some outreach.

d. Polk County's Request for Appeal FY2019-21 STF Grant

Staff report: Letter from H.A. (Hal) Gard, Administrator, ODOT Rail and Public Transit Division (RPTD), dated May 31, 2019 to Brent DeMoe, Polk County Family & Community Outreach Department (Herein given as Attachment A and by this reference made a part of these Minutes)

Presenter: Allan Pollock, General Manager

Mr. Pollock apprised the Board of the steps that will be taken by RPTD in response to Polk County's request for an appeal of the final funding decision of the county's FY2019-21 Special Transportation Fund application for the Falls City Direct Connect (FCDC). ODOT upheld the decision made by the Board but determined some flaws. The District received directives for future funding reviews by the STF Technical Advisory Committee when making their recommendations for Board approval. The RPTD will also work with Polk County to identify short term solutions to help sustain the transit service provided by the FCDC through the 2012-21 biennium; and help to find sustainable funding opportunities for

the long term. If the FCDC is awarded FTA Section 5310 funding in the future, RPTD will work to help them comply with various requirements in that program.

Director Kelley said that she was pleased to see that ODOT outlined the requirements that have to happen.

In a related matter, Mr. Pollock shared that a District representative attended the June 4, 2019 Polk County Commissioners meeting to request a letter of support for a Transportation Growth Management (TGM) planning grant to support the development of a twenty year, long-range plan for urban transit service in Salem and Keizer, and for services in rural Marion and Polk counties that would include the need for services to Falls City. A reporter from Independence for an online publication called the *Linking Letter* was also in attendance when the District representative received criticism for requesting the letter of support that was later denied. The reporter then reached out to the District for comment. Mr. Pollock told the Board that the District was preparing a response and that he will send them a copy of the article.

Follow-up: Mr. Pollock advised the Board of changes that the District will implement. The District has internally reassigned Steve Dickey to oversee the program; the 5310 program management plan will be revised; education will be an ongoing process for the STF Advisory Committee (STFAC); and the make-up of the STFAC will be reviewed.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 5-10 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the June 27, 2019 board meeting, upcoming agenda items for Board review or action, and the Board's calendar of scheduled meetings and events. Mr. Pollock noted various amendments or modifications to supplemental services contracts that will come to the Board for action to be ready for service expansion.

5. WORK SESSION ADJOURNED

6:27 PM

Submitted by:
Linda Galeazzi, CMC
Executive Assistant/Clerk of the Board



Oregon

Kate Brown, Governor

Department of Transportation

Rail and Public Transit Division

555 13th ST NE

Salem OR 97301-4179

Public Transit Phone: (503) 986-3300

Rail Phone: (503) 986-4321

Transit Fax: (503) 986-4189

Rail Fax: (503) 986-3183

May 31, 2019

Mr. Brent DeMoe
Polk County Family & Community Outreach Department
182 SW Academy Street
Dallas, OR 97338

RE: Request for Appeal – FY2019-21 STF Grant

Dear Mr. DeMoe,

In response to your email dated April 30, 2019 requesting an appeal of the final funding decision for your FY2019-21 Special Transportation Fund application by the Cherriots Board of Directors on March 30, 2019 the Oregon Department of Transportation Rail and Public Transit Division (RPTD) has taken the following steps:

We have reviewed all the materials submitted with your appeal. We have also reviewed the meeting minutes of the Salem Area Mass Transit District (SAMTD) STF Advisory Committee, and Cherriots Board of Directors on the Cherriots website. While we did determine that the process had some flaws (listed below), we cannot reverse the decision of the Cherriots Board since it is clear that ultimately they did follow their adopted process. Advisory committees can recommend funding decisions, but the Board makes the final decision on which recommendations from the advisory committee it accepts.

We propose working with the staff at SAMTD to correct the following items for future funding reviews:

- Per Federal Transit Administration and Special Transportation Fund requirements, local selection of projects must follow the priorities of the Coordinated Public Transit-Human Services Transportation Plan. SAMTD's most current Coordinated Plan was adopted in 2016. While solicitation materials included information on available funding and selection criteria, the SAMTD STF Technical Advisory Committee did not seem aware of Coordinated Plan priorities.
- For public comment during local project selection to be equitable, all applicants should be made aware of the opportunity to present new materials. Any new materials, including potential new funding scenarios, should be provided in advance to meeting attendees. There should be time set aside during the meeting for all applicants to comment on these new materials.
- Public comment time limits must be strictly enforced to ensure fairness.
- Meetings must be managed carefully to ensure proper rules are followed.

The RPTD recognizes the need for transit service in Falls City to assist residents facilitate shopping, medical appointments, social services, employment, recreation, and school. We want to see this service succeed and have identified some short-term solutions to help you sustain it:

**For Minutes of the Work Session of June 10, 2019
ATTACHMENBT A**

- Polk County has offered to provide funding for the current fiscal year.
- The Confederated Tribes of Grand Ronde of Oregon has offered to provide one day a week service in the next fiscal year if Falls City Direct Connect (FCDC) cannot find alternative sustainable funding.
- If the first two sources do not succeed, the Rail and Public Transit Division has rural emergency funds that could potentially be provided through a grant to Polk County to fund FCDC, as an interim funding solution through the 2019-21 biennium.

FCDC and Polk County will also need to pursue sustained funding for the service, on a long-term basis. Our Regional Transit Coordinator for your area, Arla Miller, will work with Polk County Family and Community Outreach Department and Falls City on finding sustainable funding opportunities. Some long-term solutions for funding might include:

- Working to get a safe, reliable vehicle. Arla Miller is exploring the possibility of obtaining a donated vehicle for FCDC's use.
- Polk County and FCDC partnering with transit providers in the region to better connect, coordinate, and plan service in the area.
- Applying for upcoming FTA Section 5310 Discretionary program funds and referencing the March 2019 update to Cherriots Coordinated Public Transit-Human Services Transportation Plan, page 6 - D.7.
- Working with Salem Area Mass Transit District to apply for future funds including, but not limited to, Statewide Transportation Improvement Funds (STIF).
- Having an FCDC representative be a part of future planning events with Salem Area Mass Transit District.
- When Polk County updates their Transportation System Plan (TSP), including FCDC as part of planning for transit in Polk County.

If FCDC is awarded FTA Section 5310 funding in the future, RPTD will work to help you comply with the various requirements in that program such as:

- Defensive Driving and Passenger Assistance Training, which could include partnering with Salem Area Mass Transit District when they train their drivers.
- Having an adopted Title VI Plan approved by the ODOT Office of Civil Rights.
- Developing and adopting other required policies and procedures.
- Ensuring driver licenses meet Commercial Driver License (CDL) requirements including passenger endorsements.
- Drug and alcohol testing and training.
- Reporting requirements, which could again include partnering with Salem Area Mass Transit District.

Page 3
Polk County Appeal

Thank you for reaching out to us. We were sorry to hear of your difficult experience and look forward to working with you in the future. If you have additional questions please contact Arla Miller at 503-986-2836.

Sincerely,



H.A. (Hal) Gard, Administrator
ODOT Rail and Public Transit Division

**Salem Area Mass Transit District
BOARD OF DIRECTORS**

April 25, 2019

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. Minutes of the March 28, 2019 Board Meeting	
b. Minutes of the March 11, 2019 Board Work Session	
<u>Routine Business - None</u>	
Moved to adopt Board Resolution No. 2019-04 establishing Policy #119 – Environmental Sustainability Statement	4
Move the General Manager’s performance evaluation to the June 27th board meeting in executive session.	4

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
April 25, 2019
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT Board	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Kathy Lincoln, Jerry Thompson, and Steve Evans (arrived 6:44 p.m.)
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Stephen Custer, Digital Marketing Coordinator; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	John Love, Transit Operator and member of the Sustainability Committee

- A. CALL TO ORDER 6:30 PM**
President Krebs called the meeting to order. The attendance was noted and a quorum was present. Director Busch led the Pledge of Allegiance.

“SAFETY MOMENT” THOUGHT FOR THE DAY

Mr. Pollock shared a *Safety Moment* about knowing where to evacuate in the event of an earthquake. At Courthouse Square, people in the building should go to the North Block.

- B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

President Krebs announced that there were 135 days to the first day of the new, enhanced transit service.

Director Thompson requested that the Board add an item to the agenda to move the general manager’s performance evaluation in executive session from the September board meeting to the June board meeting. President Krebs advised that this agenda item would be No. G.2 under Action Items.

- C. PRESENTATIONS - None**
D. PUBLIC COMMENT - None

E. CONSENT CALENDAR

Motion:	Moved to approve the Consent Calendar: 2. <u>Approval of Minutes</u> a. Minutes of the March 28, 2019 Board Meeting b. Minutes of the March 11, 2019 Board Work Session 3. <u>Routine Business</u> - None
Motion by:	Director Jerry Thompson
Second:	Director Marcia Kelley
Discussion:	No items were deferred from the Consent Calendar.
Vote:	Motion passed (Krebs, Kelley, Thompson, Busch, Lincoln, Rodgers)
Absent:	Director Evans did not vote. He arrived at the meeting at 6:44 p.m.

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

1. Resolution #2019-04 Adoption of Environmental Sustainability Policy #119

Staff report: Pages 13-16 in the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock reported that he is the chair of the District's Sustainability Committee. As part of its annual work plan, the Committee prepared a draft policy statement for the Board's consideration at the April 8, 2019 work session with the goal to "Be an environmentally responsible organization" which is one of the strategic priorities in the District's Strategic Plan. The District met the requirements of the American Public Transportation Associations to be a signatory on its' sustainability policy, and on one for Marion County; but there are other levels and criteria to work toward. From the feedback the Committee received from board members at the work session, they finalized the policy statement that is in the staff report with their recommendation to adopt the resolution to establish Policy #119.

Directors Rodgers and Lincoln submitted prepared statements [herein given as Attachments A and B respectively; and by this reference made a part of these Minutes].

Director Rodgers did not object to having a policy about the District's commitment to taking care of the environment but will not vote in favor of the guidelines "as is." He supports the commitment to a healthy environment; reducing pollution and working to utilize natural resources more efficiently, as is stated in the policy, is reducing greenhouse gas emissions. He shared reasons for his conflict with the use of the phrase "*Climate Change*" in the *General Guidelines* of the Policy under #119.03(A)

as it is currently defined, and suggested erasing it because it is addressed in the rest of the document, and is redundant and unnecessary.

Director Lincoln spoke in favor of the Board's policy statement as written. She gave examples of the District continuing efforts to work toward the reduction of greenhouse gases, to include CO₂, which is a goal in the District's Strategic Plan and its' vehicle acquisition policy; through the District's grant application process to meet the FTA requirements for no/low emission vehicles; and by working toward the goal set by the State of Oregon in ORS.468(A) to reduce the greenhouse gas level ten percent below the 1990 levels by 2020 and by 95% by 2050. She said the policy makes a formal board statement of practices that are already in effect. It also sends a clear message to the rest of the community and other jurisdictions, that the Board takes the impact of climate change seriously and that the decisions they make can make a difference.

Motion: **Moved to adopt Board Resolution No. 2019-04 establishing Policy #119 – Environmental Sustainability Statement**
Motion by: **Director Kathy Lincoln**
Second: **Director Marcia Kelley**
Vote: **Motion passed**
YES (Krebs, Kelley, Thompson, Busch, Lincoln, Evans); NO (Rodgers)

2. Move the Executive Session for the Performance Evaluation of the General Manager to June 27, 2019

Staff report: Oral Report

Presenter: Director Jerry Thompson

Director Thompson advised that the Board conducts a performance evaluation of the General Manager annually after the fiscal year end in September. This year, as of July 1, 2019, four new Directors' terms begin with the retirement of four current Directors on June 30. Director Thompson recommended that the performance evaluation be moved up to the June 27 board meeting so that the current Board can conduct the evaluation for the past fiscal year 2019; and the new Board can begin with their evaluation for FY2020.

Motion: **Move the General Manager's performance evaluation to the June 27th board meeting in executive session.**
Motion by: **Director Jerry Thompson**
Second: **Director Steve Evans**
Vote: **Motion passed unanimously (7)**

H. INFORMATION ITEMS

1. May Service Change Briefing

Staff report: Pages 17-18

Presenter: Chris French, Senior Planner

Mr. French briefed the Board on changes to the Cherriots fixed route services beginning May 5, 2019. Route 11's schedule will be adjusted. Routes 91 and 92 will be combined as one Route 9192 modifying the schedule and routing for that route. The schedule for the Polk County Flex will be changed beginning May 6, 2019 to better suit the current ridership. Customers will still need to call in no sooner than the day before to book their trips.

I. GENERAL MANAGER'S REPORT

Mr. Pollock reported that SKATS released the Transportation System Plan for public comment. Transit Day at the Capitol, sponsored by the Oregon Transit Association, was held on April 9. He attended the APTA CEO Seminar where he met with the Legislative Steering Committee representing small operations to discuss the transportation authorization bill. He said there were many events at the District in April with *Administrative Professional Day*, and *Take Your Child to Work Day*, and *Get on Board Day* with Caesar, the No Drama Llama, and a brand new bus that was put on display. He announced that the FY2020 budget process begins with the first meeting on May 2.

J. BOARD OF DIRECTORS REPORTS

Board members report on their Board assignments, as representatives of the District. In addition, board members shared the following:

President Krebs talked with a constituent about the Saturday service plan. He shared an article about street cars making a comeback, and an article with a picture of a Cherriots bus in the Western Oregon University newsletter reporting on a Cherriots bus route to their new campus in Salem.

Director Thompson attended the STF Advisory Committee meeting where Ben Fetherston, the District's legal counsel gave a presentation on *Ethics*, and the committee had their first look at the Coordinated Plan.

Director Rodgers attended a forum for candidates running for positions on the school district board.

Director Evans received legislative updates from Dale Penn at the Capitol. Mr. Penn is the District's legislative advocate. Mr. Evans also attended the Salem Electric Board meeting; and he is a team captain for the Rotary in West Salem to sell berries.

Director Kelley went to a City Club meeting presentation on plastics, and to a Kiwanis meeting. She attended the MWACT meeting where eleven applications were reviewed

for STIF Discretionary funding; ten applications were forwarded with a “yes.” There was discussion about the paving project on the freeway from Chemawa Road to Woodburn; and about the outreach and use of public transportation from Salem to Wilsonville. Most of the paving is done at night. She said ODOT is doing a national search to fill Matt Garrett’s position when he retires in June.

Director Busch attended the Keizer Chamber Greeters event and the Weddle Parent Club meeting. She attended the Marion County Commissioners Breakfast with the Keizer City Council, a meeting of the Latino Business Alliance, a Liberty House event and outdoor school.

Director Lincoln provided more details about the SKATS meeting where they discussed the 20 year plan for transportation in the Salem/Keizer area with a broad perspective considering the needs, gaps in service and the impact. MWVCOG will have an open house on its website to receive the publics’ comments on the plan.

K. MEETING ADJOURNED

7:15 PM

Respectfully submitted,

Robert Krebs, President



Thoughts on our environmental policy draft

Doug Rodgers <doug.rodgers@cherriots.org>

Tue, Apr 23, 2019 at 10:37 PM

To: Linda Galeazzi <Linda.Galeazzi@cherriots.org>, Board of Directors <Board@cherriots.org>

Cc: Executive Team <executivestaff@cherriots.org>

Hello everyone,

Here is my take on how the draft is written. I only have one issue with it, and I hope my letter explains it in a way you can understand.

Thank you for your time,

Doug Rodgers

Director, sub-district 4



climate change letter to board.docx

15K

4-21-2019

Dear Fellow Board Members,

I've been mulling something over for a while. My intention was to discuss it during our last work session, but it would not have come out quite the way I wanted it to. And as I look over the finished product, it was wise to sit down and write it out.

With all the talk of what some people are calling "Climate Change", we are forgetting a few things. For example, what do the words, "Steady State", "quasi-Steady State", "Oscillating Universe", "Big Bang", "uniformitarianism", and "punctuated equilibrium" all have in common? To one degree or another, each of these models attempts to describe how human beings came to exist. Each has been accepted, rejected and/or re-evaluated and has had qualified scientists acting as proponents and antagonists.

As time has passed, the general population has embraced most of these in one form or another.

Ultimately, a person who did not accept what was then in vogue was ridiculed, demeaned, ignored and generally thought of as being "un-scientific". Never mind that other legitimate scientists disagreed with their colleagues. The accepted position of the time was the only possible way for the data to be accurately interpreted.

You're wondering what all this has to do with..."Climate Change".

In my life time, scientists have said, "A new Ice Age is coming", "Global Warming" and now we are told, "Climate Change". And just like with evolutionary dogma, if you don't believe what is handed to you at the time it is given, the fault lies with the person who doesn't jump on the band wagon.

I have found that the people who express the need for others to be "tolerant" and "inclusive," won't give you the time of day if you dare to question the wisdom in spending multiple billions of dollars to prevent what *might* happen in the future when we can't always predict the weather patterns for next week.

To wrap up: I believe our climate ebbs and flows. (But *not* the way Al Gore Jr. has pushed it—And definitely not because cows are pooping in the pasture.) This earth God has given us to inhabit used to be much warmer and tropical than it is now. Coal, gas and oil—made up of plants—is found all over the world (including the north slope of Alaska.) Antarctica has large ferns buried under the ice. Siberia was home to large herds of woolly mammoths that are now frozen in the snow with food (plants that don't survive in snow) still in their stomachs. In other words, our earth was warmer long before the industrial revolution and the domestication of the dairy cow.

What I would like to see happen and the reason for this email:

Just because I don't blindly follow groups like the Working Families Party that tell us we have 12 years left before catastrophe is upon us, that doesn't mean I enjoy pollution. One of the silly remarks I've heard insinuates that people like me don't care about the environment. Ridiculous... I'm all for a

healthy environment. Not just because it is a good idea, but because the Creator told us to take care of our home.

Therefore, the idea of having a policy on our commitment to taking care of the environment (#119) is something I do not object to. The only thing I have an issue with is in the General Guidelines (119.03) Letter A: "Reduce Greenhouse gas Emissions". This is phraseology that "Climate Change" adherents use and is associated with the phrase "Climate Change" in a way I disagree with. I am not alone in this.

As I mull it over, I feel that for me to vote in favor of these guidelines (as is) would be saying I agree with Climate Change as currently defined.

So I have a suggestion: Simply erase the specific wording I mentioned above. This shouldn't be a problem for anyone because in the mind-set of those who are legitimately concerned over the issue, it is addressed in the rest of the document anyway: If you "reduce pollution" and "Work to utilize natural resources more efficiently" as stated in the policy, then you ARE "reducing Greenhouse gas Emissions". In other words, the phrase is redundant and unnecessary.

Thank you for taking the time to hear my view point.

Best Regards,

Doug Rodgers

Director

Sub-district 4

For those who think we have to "DO SOMETHING" to keep the world as we know it from sinking into the abyss, it should be pointed out that eliminating the phrase, "green house gasses" from the policy doesn't change what you and those like myself want to accomplish: Less Pollution. What it does accomplish is eliminating some polarizing language that simply makes the board seem less-than-tolerant to anything other than a singular interpretation of data as it relates to our fluid climate. In other words, if the language I object to is eliminated, the end result would be exactly the same.

Words matter. Our Sustainability Policy Statement, which is referenced in our Strategic Plan, needs to include a specific commitment to reduce GHG emissions, for many reasons.

I don't think anyone can argue that our climate is not changing. These changes have tremendous social, economic, environmental and health consequences. Increased levels of greenhouse gases, including CO₂, contribute to the problem.

Transportation accounts for about 30% of the CO₂ released to the atmosphere. Cherrits, as a transportation provider can make a significant impact on reducing CO₂ in our area by moving toward vehicles that do not burn fossil fuels. In fact, the District has been working toward that goal for some time.

Every time we apply to the FTA for a grant for no/low emission vehicles, the District must demonstrate how the proposed vehicles will reduce emissions of greenhouse gases from transit operations. The FTA, according to federal statutes, will consider the quality and extent to which applications demonstrate how the proposed project will reduce Direct Carbon Emissions. A recent application points out that the grant will allow SAMTD to remove older (CNG) fueled buses from service and deploy zero-emission battery electric buses in their place, therefore reducing the energy consumption and harmful emissions, including the emission of greenhouse gases, associated with its fleet. The application goes on to enumerate the number of tons of greenhouse gases that would be avoided with the replacement vehicles.

In addition, the District's vehicle acquisition policy requires the staff to consider low and no emission vehicles, when purchasing new ones, and to consider the quantity of greenhouse gases that would be produced by the new vehicle and factor that into the decision. We need to be sure that these efforts continue.

And I am excited about the possibility of using renewable natural gas in our current buses, which actually results in a net loss of carbon in the atmosphere.

The state of Oregon adopted ORS 468A, which sets a goal of reducing greenhouse gas levels 10 percent below 1990 levels by 2020, and by 95% by 2050. The statute makes it a policy for state and local governments to prepare for the effects of global warming and by doing so, prevent and reduce the social, economic and environmental effects of global warming. If we are going to even

get close to meeting those state goals, it is important for Cherriots to have a policy statement from the board specifically focused on GHG emissions, so we have a clear intent and commitment to do what we can in our organization.

This policy statement, which commits the District to “look for opportunities to minimize pollution and reduce greenhouse gas emissions” becomes part of our Strategic Plan. It makes a formal board statement of practices that are already in effect. It also sends a clear message to the rest of the community and other jurisdictions, that we take the impacts of climate change seriously and that decisions we make can make a difference.

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)

Meeting Called to Order - 5:02 PM

Adjourned - 5:40 PM

PRESENT: BOARD

- x** President Robert Krebs
- x** Director Steve Evans
- x** Director Marcia Kelley
- O** Director Colleen Busch
- x** Director Kathy Lincoln
- O** Director Doug Rodgers
- x** Director Jerry Thompson

STAFF

- Allan Pollock, General Manager
- ~~David Trimble, Chief Operating Officer~~
- ~~Patricia Feeny, Director of Communication~~
- x** Paula Dixon, Director of Administration
- ~~Al McCoy, Director of Finance~~
- ~~Steve Dickey, Director of Strategic Initiatives and Program Management~~
- x** Ben Fetherston, SAMTD Legal Counsel

Under the Authority of:

- x** ORS192.660(2)(i) Employment-related Evaluation

Specific Issues Discussed:

Performance Evaluation of general manager for FY2018-2019 and discussion about compensation package.

Paula Dixon, Director of Administration

Executive Session as Voice Recorded

RECORDING SECRETARY

**Salem Area Mass Transit District
BOARD OF DIRECTORS**

June 27, 2019

Index of Board Actions

<u>Action</u>	<u>Page</u>
Move to adopt Resolution #2019-05 to adopt the FY2019-20 Budget, making appropriations, and imposing and categorizing taxes.	3
Moved to approve the Consent Calendar:	4
1. <u>Approval of Minutes</u>	
a. Minutes of the May 23, 2019 Board Meeting	
2. <u>Routine Business</u>	
a. Approval of Annual Allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2019-2020	
b. Resolution No. 2019-06 Amendment to the FY2019 Adopted Budget	
c. Kittleson Contract Amendment for Keizer Transit Center Signalization Project	
Move to authorize the General Manager to execute a contract with PetroCard Inc. for fuel card services for the purchase of fuel for Contracted Services vehicles for a two-year base contract for a not-to-exceed amount \$1,300,000.	5
Move to authorize the General Manager to execute a contract with Superior Tire Services for the purchase of tires for all Cherriots-owned vehicles for a term of two base years and three, one-year options, for a not-to-exceed total contract for an amount not-to-exceed \$830,250.	6
Move to authorize the General Manager to execute an Intergovernmental Agreement with the City of Salem for police services for the Downtown Transit Center for a not-to-exceed amount of \$323,606.	7

	<u>Page</u>
Move to authorize the General Manager to execute a contract with Cascade Landscape Management, Inc. for landscaping maintenance services for an amount not to exceed \$122,652.	8
Move to grant an \$8,000 bonus to the General Manager’s compensation package for Fiscal Year 2019.	8

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

June 27, 2019

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

MINUTES

PRESENT Board	President Robert Krebs; Directors Marcia Kelley, Kathy Lincoln, Jerry Thompson, and Steve Evans
ABSENT	Directors Doug Rodgers, and Colleen Busch
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Strategic Planning & Program Management; Patricia Feeny, Director of Communication; Karen Garcia, Security & Emergency Management Manager; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement & Contracts Manager; Stephen Custer, Digital Marketing Coordinator; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Incoming Board members – Ian Davidson, Charles Richards, Sadie Carney, and Chi Nguyen; citizens – Mark Knecht, and Josh Pollock

- 1. EXECUTIVE SESSION 5:00 PM**
President Krebs called the meeting to order and announced that the Board would move into executive session to review and evaluate the employment-related performance of the chief executive officer in accordance with ORS 192.660(2)(i).

The executive session adjourned at 5:40 p.m.

- 2. RECEPTION FOR OUTGOING BOARD MEMBERS 5:45 PM**
A reception was held to honor outgoing Directors Marcia Kelley, Jerry Thompson, Steve Evans and Kathy Lincoln.

- A. RECONVENE THE BOARD MEETING 6:33 PM**
President Krebs reconvened the Board meeting at 6:33 p.m. Attendance was noted and a quorum was present.

B. PLEDGE OF ALLEGIANCE

Director Kelley led the Pledge of Allegiance.

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Krebs announced that Agenda Item #O. *Potential Action on Any Item of Business Discussed in Executive Session* would be moved to #J. *Action Items as Agenda Item #5*.

D. PRESENTATIONS - None

E. PUBLIC COMMENT

Mark Knecht (address on file) Mr. Knecht thanked the Board for appointing him to serve on the Citizens Advisory Committee.

F. BUDGET HEARING – FY2019-2020 Approved Budget

6:39 PM

Question: Shall the Board adopt Resolution 2019-05 for the Adoption of the Fiscal Year 2019-2020 Budget, Making Appropriations, and Imposing and Categorizing Taxes?

Staff Report: Page 1-6 of the agenda

Presenter: Hersch Sangster, Chair of the Budget Committee

Open for Testimony: President Krebs opened the Budget Hearing at 6:39 p.m. He asked if anyone in the audience wished to give testimony on the FY2020 Budget.

Testimony: Mark Knecht spoke in favor of the FY2020 Budget. He asked what would happen if the District was to ask for more revenue? Mr. Pollock explained that the District would need to have a ballot measure to ask for more revenue.

Close: President Krebs closed the Budget Hearing at 6:48 p.m.

G. DELIBERATION OF THE BUDGET HEARING

Motion: Move to adopt Resolution #2019-05 to adopt the FY2019-20 Budget, making appropriations, and imposing and categorizing taxes.

Motion by: **Director Marcia Kelley**

Second: **Director Jerry Thompson**

Discussion: **Director Kelley stated that the District has some exciting times coming.**

Vote: **Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers**

H. CONSENT CALENDAR

6:49 PM

Question: Shall the Board approve the Consent Calendar by a single motion? Action on items pulled from the Consent Calendar will be deferred until after the adoption of the Consent Calendar.

Staff Report: Pages 7-38 of the agenda

Motion: **Moved to approve the Consent Calendar:**
3. Approval of Minutes
a. Minutes of the May 23, 2019 Board Meeting
4. Routine Business
d. Approval of Annual Allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2019-2020
e. Resolution No. 2019-06 Amendment to the FY2019 Adopted Budget
f. Kittleson Contract Amendment for Keizer Transit Center Signalization Project

Motion by: Director Jerry Thompson

Second: Director Steve Evans

Discussion: No items were deferred from the Consent Calendar.

Vote: Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers

I. ITEMS DEFERRED FROM THE CONSENT CALENDAR

J. ACTION ITEMS

6:49 PM

1. Contract with PetroCard, Inc.

Question: Shall the Board authorize the General Manager to execute a contract with PetroCard Inc. for fuel card services for the purchase of fuel for Contracted Services vehicles for a two-year base contract for a not-to-exceed amount of \$1,300,000?

Staff Report: Pages 39-10 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Mr. Thompson reported on the following. The District’s Contracted Services vehicles require separate fueling services to provide fuel for each vehicle. There is currently no capacity for fueling these vehicles at the SAMTD Maintenance Facility. The District uses Fueling Card Lock Services at all Pacific Pride fueling stations in the area to meet the fueling needs for Cherriots LIFT using about 157,000 gallons of fuel (gasoline) annually for 43 vehicles; Cherriots Regional using approximately 65,800 gallons of fuel (diesel and gasoline) annually for 12 vehicles, and Cherriots Shop & Ride using about 6,200 gallons of fuel (gasoline) annually for five vehicles. Fuel is allocated separately for each service type.

Financial Impact: This contract was procured under SAMTD Procurement procedures utilizing State of Oregon Price Agreement (PA) #8519. Funding for the first year of this contract is included in the FY20 Budget. Year 2 will be included in the FY21 Budget.

Motion: **Move to authorize the General Manager to execute a contract with PetroCard Inc. for fuel card services for the purchase of fuel for Contracted Services vehicles for a two-year base contract for a not-to-exceed amount \$1,300,000.**

Motion by: **Director Steve Evans**

Second: **Director Marcia Kelley**

Discussion: **To Director Lincoln's question about the contract being a base amount or did it include taxes, Mr. Thompson said the contract included everything; although, at times it is a volatile market.**

Director Thompson thanked Mr. Thompson, saying he appreciated working with him over the years.

Vote: **Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers**

2. Contract with Superior Tires

Question: Shall the Board authorize the General Manager to execute a contract with Superior Tire Services for the purchase of tires for all Cherriots-owned vehicles, for a term of two (2) base years and three (3) one-year options, for a not-to-exceed total contract amount of \$830,250?

Staff Report: Pages 41-42 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Mr. Thompson reported that the District partnered with TriMet and Lane Transit District to complete a joint tire procurement. The solicitation was advertised locally and nationally. Superior Tire Services in Salem was deemed responsive to the solicitation and was awarded a contract under a competitive solicitation process with a single bid response. Competition for this solicitation and the price quote were determined to be adequate based on Federal Transit Administration (FTA) guidelines. The District also performed an analysis on purchase versus lease program and determined that purchasing tires would allow for more control over inventory and potential costs savings.

Financial Impact: The contract will be for a two-year term, with the option of three, one-year extension periods, to commence on July 1, 2019. The District may unilaterally exercise the options to terminate the contract for convenience if necessary for any reason during the contract period.

Funding for Year One of this proposed contract is included in the FY19-20 Budget and will be included in all subsequent budget years.

Motion:	Move to authorize the General Manager to execute a contract with Superior Tire Services for the purchase of tires for all Cherriots-owned vehicles for a term of two base years and three, one-year options, for a not-to-exceed total contract for an amount not-to-exceed \$830,250.
Motion by:	Director Kathy Lincoln
Second:	Director Jerry Thompson
Discussion:	Director Lincoln said if anyone has not seen how tires are stored at Del Webb, it is pretty amazing. Director Kelley recalled authorizing the General Manager to purchase tires back in 1989 when his authorization limit at that time was only \$500.
Vote:	Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln Absent: Busch, Rodgers

3. IGA with City of Salem for Police Services

Question: Shall the Board authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$323,606?

Staff Report: Pages 43-44 of the agenda

Presenter: Karen Garcia, Security & Emergency Management Manager

Ms. Garcia reported that the IGA made under the authority of ORS 190.010 with the City of Salem Police Department allows for a direct, on-call service for Cherriots by law enforcement at specific times of the day at the Downtown Transit Center. Both parties are public entities and each has an interest in assuring adequate law enforcement in the vicinity of the Downtown Transit Center at Courthouse Square. The uniformed police officers provide extraordinary support to the District and provide an enhanced safety presence to the Downtown Transit Center. A mutually-agreed upon schedule between the City and the District will identify the police officer's on-call hours of service. A dedicated police officer with direct cell phone contact will be available to Cherriots during the established hours of service.

Financial Impact: The term of the new Agreement covers two years, from July 1, 2019 – June 30, 2021. Initially, on call services of the Downtown Enforcement Team will be provided for no fewer than 45 hours per week; beginning September 1, 2019, police services will increase to a period of no fewer than 54 hours

per week. The increase in hours will be commensurate with the enhanced Saturday service implementation. Funding for year one of this IGA is included in the FY2019-20 General Fund budget at \$156,530 under Operations' Security and Emergency Management Department. The cost for Year Two will be \$167,076 for a total of \$323,606.

Motion:	Move to authorize the General Manager to execute an Intergovernmental Agreement with the City of Salem for police services for the Downtown Transit Center for a not-to-exceed amount of \$323,606.
Motion by:	Director Jerry Thompson
Second:	Director Kathy Lincoln
Discussion:	Director Thompson noted that the Salem Police Foundation also conducted a fundraiser to help purchase ten patrol bikes for the Downtown Enforcement Team.
Vote:	Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln Absent: Busch, Rodgers

4. Contract with Cascade Landscape Management, Inc.

Question: Shall the Board authorize the General Manager to execute a contract with Cascade Landscape Management, Inc. for landscape maintenance services for an amount not to exceed \$122,652?

Staff Report: Pages 45-46 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Mr. Thompson reported that the District contracts landscaping service for three (3) locations that include the Del Webb Administration building, Market Street Park and Ride, and Keizer Transit Center. The contract includes provisions for irrigation maintenance and any needed repairs. A Request for Proposal was issued on March 13, 2019. A pre-proposal conference was held on March 29, 2019 allowing prospective bidders to view the properties and better understand the scope of work. Four responsive bids were received by the close of the RFP on April 19, 2019. Cascade Landscape Management, Inc. was most responsive to the solicitation at the lowest cost. Cascade Landscape Management is the incumbent and has performed superior work over the last five years.

Financial Impact: The contract with Cascade Landscape Management is a two (2) year base contract with three (3) one-year options. Funding for the first year of this contract is included in the FY20 Budget at \$24,156. Year 2 will be included in the FY21 Budget at \$24,156. The cost breakdown for Year 3 is 24,624; Year 4 at \$24,624; and Year 5 at \$25,092.

Motion: Move to authorize the General Manager to execute a contract with Cascade Landscape Management, Inc. for landscape maintenance services for an amount not to exceed \$122,652?

Motion by: Director Marcia Kelley

Second: Director Steve Evans

Discussion: None

Vote: Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers

5. General Manager's Performance Evaluation and Compensation

Question: Shall the General Manager receive compensation as a result of his performance evaluation conducted by the Board of Directors in executive session for FY2019?

Motion: Move to grant an \$8,000 bonus to the General Manager's compensation package for Fiscal Year 2019.

Motion by: Director Jerry Thompson

Second: Director Steve Evans

Discussion: Director Thompson noted that Mr. Pollock has been more involved with the American Public Transportation Association on their executive committee; and has been instrumental in getting national funding to help the District.

Director Lincoln stated that he has also been involved on the State and local level. He has helped to improve the relations with the City and has a lot of influence statewide.

Director Kelley said it's been a pleasure to work with Mr. Pollock. He is on the Garten board, Salem City Club, and has a very public face in the larger Salem area.

Vote: Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers

K. INFORMATION ITEMS - None

L. GENERAL MANAGER'S REPORT

7:13 PM

Mr. Pollock announced that he is in his second term as President on the Garten board. The federal appropriations bill passed the House and will now go to the Senate in Washington D.C. What that means, if it passes, is there will be more money in the competitive grants to apply for. He attended the APTA Legislative Steering Committee

meeting where they will present their recommendations to the full board to reestablish the 40/40/20 capital improvement grants ratio, and to establish a new mobility initiative. Mr. Pollock and several staff attended the 25th Anniversary for the SMART service provided by the City of Wilsonville and to be introduced to two new electric buses. Finally, Mr. Pollock thanked the outgoing board members for their service.

M. BOARD OF DIRECTORS REPORTS

Board members reported on their Board assignments from page 47 of the agenda.

Director Kelley attended a meeting about the seismic upgrade on the Center Street bridge. She will send the slide presentation to Ms. Galeazzi to share with the staff and the Board. She reported on a new project manager that is overseeing eight projects in Polk, Marion and Yamhill counties. The Oregon Transportation Commission announced in a conference call that they will appoint a temporary deputy director to replace Matt Garrett who is retiring at the end of June. They are also doing a nationwide search to fill his position. Director Kelley also attended an event at Saint Francis where she met the former city manager of the City of Salem who first appointed her to the transit committee in 1978.

Director Lincoln said it was an honor and a privilege to work on the Board. She passed along kudos to Allan and to staff who have been a part of the progress ahead. She also thanked the new, incoming board members for their willingness to volunteer.

Director Evans appreciated how things have gelled over the last eight years and knows that Allan and his staff are committed.

Director Thompson said he will miss his role as a Director and being a part of transit. It has been a good ride for the past 20 years. He will continue to watch how the District does in the future.

N. MEETING ADJOURNED

7:40 PM

Respectfully submitted,

Robert Krebs, President



To: Board of Directors

From: Chip Colby, Manager of Information Technology

Thru: Allan Pollock, General Manager

Date: July 25, 2019

Subject: Approval of Vendor Selection and Contract Execution for Comprehensive CAD/AVL

ISSUE

Shall the Board authorize the General Manager to execute a contract with GMV Syncromatics for the acquisition of a Comprehensive CAD/AVL solution in the not to exceed amount of \$1,579,532 that includes a 10% project contingency of \$144,134?

BACKGROUND AND FINDINGS

Efforts to acquire and install a Computer Aided Dispatch/Automatic Vehicle Location (CAD/AVL) solution for the District date back to 2016 when funding was identified as part of a Surface Transportation Program (STP) Grant to acquire both CAD/AVL and Automated Passenger Counter and Automatic Stop Announcement (APC/ASA) solutions. The original grant requests were for funding that fell far short of the actual costs for such solutions, so in 2017 SAMTD contracted with the IBI Group of Portland to complete an ITS Strategic Plan to identify the scope and costs for a project that would comprehensively deploy all components of a modern CAD/AVL solution suite.

As part of the contract with IBI, a CAD/AVL Project Scope was prepared that was intended to help with the crafting of a RFP that was to be released in the fall of 2017. While this solicitation was released, weakness in the evaluation process were identified by district staff such that it was decided to cancel the solicitation in the spring of 2018 prior to final respondent evaluation.

During the remainder of 2018, the project scope and evaluation criteria were recrafted to better represent the needs of the district and to be more specific as to how responses would be evaluated. This new RFP was released February 11, 2019 with a closing date of March 29, 2019, and 5 qualifying vendors responded. The Board was briefed on the finalists and the status of the evaluation process at the June Work Session. The process of RFP evaluation continued through the end of June at which time the Selection Committee's evaluation identified a successful proposer, GMV Syncromatics.

FINANCIAL IMPACT

Funding for this proposed contract is included in the FY2019-20 Adopted Budget in the Capital Project Fund. The project is funded by federal grants with local match, and the activities of this contract are covered in the grant agreements.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with GMV Syncromatics, Inc. for the acquisition of a Comprehensive CAD/AVL Solution in the not to exceed amount of \$1,579,532 that includes a 10% project contingency of \$144,134.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a contract with GMV Syncromatics for the acquisition of a Comprehensive CAD/AVL Solution in the not to exceed amount of \$1,579,532 that includes a 10% project contingency of \$144,134.



To: Board of Directors

From: Allan Pollock, General Manager

Date: July 25, 2019

Subject: Adopt Resolution #2019-07 declaring Saturdays in September 2019 to be "Fare Free" days.

ISSUE

Shall the Board adopt Resolutions #2019-07 declaring Saturdays in September 2019 "Fare Free" Days to celebrate the return of Weekend Service?

BACKGROUND AND FINDINGS

On September 7th the District will begin Saturday service as a result of implementation of the "A Better Cherriots" service plan. This is the first Saturday with Cherriots service since January 2009. An event is planned for this day to celebrate this new service, as well as promoting Saturday service. In order to help attract new riders, providing fare free days to promote the new service may entice non-riders to give us a try.

Resolution #2019-07 declares the four (4) Saturdays in September 2019 (7, 14, 21, and 28) to be "Fare Free" Days. Fare free days would be for all services operated on Saturdays to include Cherriots Local, Cherriots Regional, and Cherriots Lift.

FINANCIAL IMPACT

The financial impact of this proposal is the loss of passenger revenue for each of these days. However, staff believes Cherriots will benefit from this proposal by improving community perception and in attracting potential new riders.

RECOMMENDATION

Staff recommends that the Board adopt Resolution 2019-07 declaring Saturdays in September 2019 to be "Fare Free" Days.

PROPOSED MOTION

I move that the Board adopt Resolution 2019-07 declaring Saturdays in September 2019 to be "Fare Free" Days.



RESOLUTION NO. 2019-07

DECLARING SATURDAYS IN SEPTEMBER 2019 TO BE “FARE FREE” DAYS

WHEREAS, the mission of the Salem Area Mass Transit District is Connecting People with Places through Safe, Friendly, and Reliable Public Transportation Services; and

WHEREAS, the District will begin Saturday service on September 7, 2019 as a result of implementation of the “A Better Cherriots” service plan. This is the first Saturday with Cherriots service since January 2009; and

WHEREAS, an event is planned for this day to celebrate this new service, as well as promoting Saturday service. In order to help attract new riders, providing fare free days to promote the new service may entice non-riders to try our services; and

WHEREAS, the District declares “Fare Free” Days would be for all services operated on Saturdays to include Cherriots Local, Cherriots Regional, and Cherriots Lift.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SALEM AREA MASS TRANSIT DISTRICT;

THAT, the Board of Directors adopt Resolution No. 2019-07 declaring Saturdays in September 2019 to be “Fare Free” Days.

ADOPTED by the Board of Directors on the 25th day of July, 2019, and effective thereupon.

ATTEST:

President
SAMTD Board of Directors

Secretary
SAMTD Board of Directors



BOARD MEETING MEMO

Agenda Item H.1

To: Board of Directors

From: Roxanne Beltz, Trip Choice Program Coordinator
Patricia Feeny, Director of Communication

Thru: Allan Pollock, General Manager

Date: July 25, 2019

Subject: Ride Salem Cycle Share Program

Ride Salem officially launched its shared-bicycle program in June. The program, which has more than 20 bicycles, allows riders to rent a bicycle from any of the five stations placed around Salem and then drop it off when they're done.

Ride Salem was founded by the nonprofit Osborne Adventures, which partners with the Massachusetts-based bike-sharing company Zagster. To access the Ride Salem program, customers download the Zagster app and then go through the steps to unlock and ride the bikes.

Osborne Adventure's overarching purpose for Ride Salem is to improve quality of life within the Salem community by promoting healthy living, reducing vehicle traffic and need for parking, and improving customer mobility to nearby businesses.

As a business supporter, the Cherriots Trip Choice logo is featured on two of the fleet's bicycles. In addition, the District received five, one-year passes, which will be available to Cherriots employees.

Until July 31, new customers can ride free for up to four hours using the code RIDESALEM. The cost to ride is \$1.50 for 30 minutes. Annual membership options are also available.

Bike docking stations are located at Courthouse Square near the north block, Ferry and Church Streets, Park Front, Salem Convention Center, and the West Salem Courthouse Athletic Club. Additional stations may eventually be located by the Capitol Mall and at Salem Health.

For more details about Ride Salem, go to ridesalem.com



To: Board of Directors

From: Linda Galeazzi, Executive Assistant

Thru: Allan Pollock, General Manager

Date: July 25, 2019

Subject: Board of Directors Officer Election

ISSUE

Shall the Board elect officers of the Board to include the position of President, Vice-President, Secretary, and Treasurer for a term of July 25, 2019 through June 30, 2021?

BACKGROUND AND FINDINGS

The Governing Board Proceedings and Conduct in the Board's Bylaws were adopted by Resolution No. 2015-04 on July 23, 2015. The election of officers shall be held at the first meeting in July in odd-numbered years. Voting on all matters coming before the Board shall be by voice, except if the presiding officer doubts the result of a vote, in which case a show of hands or a roll call vote may be requested. Two directors may also request a call of the roll.

A Board member will nominate a member of the Board for an officer position. The nominee can either accept or reject the nomination for that position. If the nominee accepts the nomination, the Board will vote to fill that Officer position.

Upon certification of the vote, Board members elected to officer positions will be sworn in to their new roles. Officers serve for terms of two years, or until their successors are elected and qualified. No officer may serve more than two consecutive terms in the same office, but may serve thereafter in a different office.

RULE 8. OFFICERS

By majority vote of the whole membership of the Board, the Board shall choose from among its members the following officers with primary responsibilities as noted.

8-1 President. The president shall call the meeting to order at the appointed time, preside at all meetings, decide all questions of order, and appoint the chairs for committees, commissions and task forces.

8-2 Vice President. The vice president shall preside and perform the duties of the president, in his/her absence.

8-3 Secretary. The secretary shall attest signatures of the District and may affix the seal to contracts and other instruments authorized to be executed by the District.

8-4 Treasurer. The treasurer shall report on the financial status of the District, monitoring expenditure reports submitted by staff.

RULE 9. ELECTION OF OFFICERS

Election of officers shall be held at the first meeting in July in odd-numbered years. Officers serve for terms of two years, or until their successors are elected and qualified. No officer may serve more than two consecutive terms in the same office, but may serve thereafter in a different office. When a vacancy occurs in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon election, and shall serve the remainder of the unexpired term.

RULE 17. CONDUCT OF MEETINGS

17-2 Quorum. Four members of the Board shall constitute a quorum for the transaction of business.

17-6 Manner of Voting. Voting on all matters coming before the Board shall be by voice, except that if the presiding officer doubts the result of a vote, in which case a show of hands or a roll call vote may be requested. Two directors may also request a call of the roll.

FINANCIAL IMPACT

There is no financial impact.

RECOMMENDATION

The Board elect new officers.

PROPOSED MOTION

None.



To: Board of Directors
From: Allan Pollock, General Manager
Date: July 25, 2019
Subject: Board Member Committee Report

ISSUE

Shall the Board report on their committee participation and meetings attended?

BACKGROUND AND FINDINGS

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities attended by individual members on behalf of SAMTD, time will be scheduled for an oral report/update. The following activities have designated board member representation:

<u>Board/Committee</u>	<u>Director(s)</u>
Special Transportation Fund Advisory Committee (STFAC)	P: A:
Mid-Willamette Area Commission on Transportation (MWACT)	P: A:
Mid-Willamette Valley Council of Governments (MWVCOG)	P: A:
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	P: A:
Oregon Metropolitan Planning Organization Consortium (OMPOC)	P: A:

FINANCIAL IMPACT

None

RECOMMENDATION

Receive and File

PROPOSED MOTION

None