



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

Special Meeting / Work Session

August 12, 2019

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Moved to authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of three (3) ADA compliant paratransit vehicles for the Cherriots LIFT service for \$232,056, plus a contingency of \$23,000, for a total of not-to-exceed amount of \$255,056.....	3
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Salem Area Mass Transit District
Board of Directors

~ **SPECIAL MEETING** ~
~ **WORK SESSION** ~

August 12, 2019

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

MINUTES

PRESENT: President Ian Davidson; Directors Sadie Carney, Robert Krebs, Chi Nguyen,
Board: Colleen Busch, Charles Richards, and Doug Rodgers (Arrived at 6:40 p.m.)
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 Strategic Initiatives and Program Management; Gregg Thompson, Maintenance Manager; Ben Fetherston, Legal Counsel; Chip Colby, Information Technology Manager; Susie Primmer, Technology Services; Jolene White, Executive Assistant
Guests: No guests

1. **SPECIAL MEETING** **5:30 PM**
CALL TO ORDER
 President Ian Davidson called the special meeting to order at 5:30 p.m.
2. Mr. Pollock shared the Safety Moment for the month of August about checking your

work station for cords or any other tripping hazards that may be present. If the Board sees a hazard they are to be reported to Mr. Pollock. Reminders to everyone to always make sure that the correct personal protective equipment is always used.

3. ANNOUNCEMENTS

President Davidson announced that were 26 days until the new Saturday Service. Mr. Pollock introduced Jolene White who will be filling in for Linda Galeazzi while she is out on medical leave.

4. ACTION ITEMS

a. Contract award for Cherriots Lift Vehicles

Staff report: Pages 3-4 in the agenda

Presenter: Gregg Thompson, Maintenance Manager
David Trimble, Chief Operating Officer

The purpose of the special meeting was for the board to authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of three (3) ADA compliant paratransit vehicles for the Cherriots Lift service for a not-to-exceed amount of \$255,056. Mr. Thompson reported that the Oregon State contract expires on August 13th, and a new contract has yet to be established. The expiring contract, combined with the length of time for bus production could possibly delay delivery dates beyond the grant expiring.

Motion: Moved to authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of three (3) ADA compliant paratransit vehicles for the Cherriots Lift service for \$232,056, plus a contingency of \$23,000, for a total of not-to-exceed amount of \$255,056.

Motion by: Director Robert Krebs

Second: Director Colleen Busch

Vote: Motion passed unanimously (6)

b. Contract award for Regional and Shop and Ride Vehicles

Staff report: Pages 5-6 in the agenda

Presenter: Gregg Thompson, Maintenance Manager
David Trimble, Chief Operating Officer

Shall the board authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of two (2) ADA compliant paratransit vehicles for Cherriots Regional Service, and one (1) ADA compliant paratransit vehicle for Cherriots Shop and Ride Service for a not-to-exceed amount of \$248,289. Mr. Thompson again pointed out that the current Oregon State Contract expires on August 13th, and no new contract is established.

Motion: Moved to authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of two (2) ADA compliant paratransit vehicles for the Cherriots Regional service, and one (1) ADA compliant paratransit vehicle for Cherriots Shop and Ride service for \$226,289, plus a \$22,000 contingency, for a total not-to- exceed amount of \$248,289.

Motion by: Director Colleen Busch

Second: Director Charles Richards

Vote: Motion passed unanimously (6)

5. SPECIAL MEETING ADJOURNED 5:51 PM

WORK SESSION

6. CALL TO ORDER 5:52 PM

7. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson announced that due to a scheduling conflict that Mr. Dickey would proceed with his discussion of the Keizer Transit Center Project update before presentations.

8. PRESENTATION

a. Board Ethics Training Staff report: Oral Update

Presenter: Ben Fetherston, Legal Counsel

Due to there being several new Board members, Mr. Fetherston gave an in-depth training on the ethical responsibilities that applies to all public officials. The three main topics Mr. Fetherston went over were ethics, public meetings and public records and different conflicts that may arise. These rules apply to all public officials. Mr. Fetherston counseled all members to contact him if there were any questions or if needing additional information.

b. Bus Camera Replacement Project

Staff report: Oral Update

Presenter: Chip Colby, Information Technology Manager

Mr. Colby discussed the Bus Camera Upgrade project. The project goals are to increase quality by utilizing newer high-resolution technology cameras and improve service reliability by installing equipment that has fewer failure points. The new cameras will enhance access by creating a network accessible system that can be accessed even while the bus is moving. The system will optimize efficiency by having data needed from the camera systems downloaded automatically once the bus enters a transit center or yard.

The bus camera upgrade comes from the ITS Systems implementation funding. Privacy concerns brought up by the board will be reviewed by legal counsel.

Follow-up: Staff will asking for Board approval of the purchase of this upgrade at the September Board meeting for project implementation no later than June 30, 2020.

9. DISCUSSION

a. Keizer Transit Center Signalized Intersection Project Change Order

Staff report: Oral Update

Presenter: Stephen Dickey, Director of Strategic Initiatives and Program Management

Mr. Dickey discussed the signalized intersection element in the Master Plan for the Keizer Transit Center (KTC). The signalized intersection is to be located at the entrance of the KTC. Due to budgetary issues during construction of KTC, it was determined to eliminate the signalized intersection until a later date. This resulted in a significant loss of productivity due to the out of direction travel required by a right only exit from the facility. The project came in under budget and it was decided to install the signal. Due to inclement weather, the parts needed to complete the traffic signal are delayed. The current schedule for the signals to be operational is now late December 2019. The recommended solution from the project team is to install a temporary signal that will allow for planned service to operate until the permanent signals are functional. The cost of the temporary signal is \$93,905. The project budget approved by the Board included a 15% contingency in the amount of \$236,823 that to date has not been utilized. A change order was initiated in the amount of \$93,905 and applied towards the contingency.

b. September 7th New Service Event

Staff report: Oral Update

Presenter: Patricia Feeny, Director of Communication

Ms. Feeny went over the planned public event that will occur on the first day of Saturday service, September 7th. The Saturday's Alright for Riding Committee has a family-friendly event from 10 a.m. to 4 p.m. at the Downtown Transit Center. Staff representing Travel Training, Trip Choice, and Marketing will have tables with information and promotional items commemorating the day. Vendors will be setting up food carts and staff are building a parklet for the event. Transit hosts and Cherriots ambassadors will be wearing the new commemorative t-shirts and canvassing the event.

Follow-up: Board members need to get sizes needed for the t-shirts to Mr. Pollock, as soon as possible.

c. Review Neighborhood Association Assignments

Staff report: Pages 14-16 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock went over the neighborhood associations. Many of these neighborhood associations are represented by more than one Director. In the past Directors designated a primary representative for each neighborhood association.

Follow-up: Directors will work together on shared associations to assign one Director as a primary representative for each Neighborhood Association.

d. Board Committee Assignment

Staff report: Pages 16-20 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock went over rule 22 (a) Committees in the Board ByLaws. The Board President will appoint Board members to the different Transit Board Committees. The Board reviewed the available committee assignments and answered questions on the roles of the committees and their normal meeting schedule.

Follow-up: Board members will discuss which committees they would like to be appointed to with President Davidson. President Davidson will appoint Board members to the committees at the August Board meeting.

e. Board Retreat

Staff report: Oral update

Presenter: Allan Pollock, General Manager

Mr. Pollock discussed that there are three potential dates for the upcoming Board retreat. These dates are September 21st, September 28th or October 5th. Board member gave Mr. Pollock the dates that work for their schedules.

10. GENERAL MANAGER COMMENTS

a. Draft Agenda for the August 22, 2019 Regular Meeting, upcoming board agenda items and calendar review

Staff report: Pages 20-23 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed a draft agenda for the August 22, 2019 board meeting, the Board's calendar of scheduled meetings and events and upcoming agenda items for Board review or action.

11. WORK SESSION ADJOURNED 7:46 PM

Submitted by:
Jolene White,
Executive Assistant