



Salem Area Mass Transit District  
BOARD OF DIRECTORS  
VIRTUAL MEETING

July 22, 2021

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SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>.

This meeting was held virtually in compliance with federal and state regulations for public transit to prevent the spread of COVID-19.

- Zoom ID: <https://cherriotics-org.zoomgov.com/j/1605194427?pwd=enjXS3ZlV1BUM3QvWEU3bnplbHYzZz09>
- Cherriotics Facebook Live: <https://www.facebook.com/cherriotics>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21



Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
 July 22, 2021

**MINUTES**

**PRESENT:**

- Board President Ian Davidson; Directors Charles Richards, Chi Nguyen, Ramiro Navarro Jr., Sara Duncan, Maria Hinojos Pressey, and Sadie Carney (virtually)
- Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Ross Aguilar, System Administrator; Linda Galeazzi, Executive Assistant;
- (Virtually) Denise LaRue, CFO; Ted Stonecliffe, Transit Planner II (Programs); Dan Knauss, Contracts/Procurement Manager; and Kathryn Pawlick, SAMTD Legal Counsel
- Guests Dale Penn II, Partner, State Affairs Team, Waylon Buchan, State Affairs Counsel; Michael Skipper, Manager, Federal Affairs from CFM Advocates; Michelle Poyourow, Senior Associate, and Gavin Pritchard, Associate, Jarrett Walker & Associates (JWA)
- (Virtually)

**A. CALL TO ORDER**

**6:35 PM**

President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present. Director Navarro led the Pledge of Allegiance, and for the Safety Moment, GM Pollock shared recent heat advisory rules provided by OSHA, the Occupational Safety and Health Administration.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

President Davidson announced that this was the first board meeting in over a year that the Board could meet in-person. It was also the first board meeting with a full-compliment of Governor-appointed board members.

**C. ELECTION OF OFFICERS**

The Board appointed new officers for a term of two years to June 30, 2023 by unanimous votes for each position.

- Motion:** Director Ian Davidson was nominated as President for a second term.
- Motion By:** Director Chi Nguyen
- Second:** Director Charles Richardson
- Vote:** Motion passed (7)  
Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards



- Motion:** Director Sadie Carney was nominated as Vice President for a second term.
- Motion By:** Director Chi Nguyen
- Second:** Director Sara Duncan
- Vote:** Motion passed (7)  
Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards
- Motion:** Director Chi Nguyen was nominated as Secretary for a second term.
- Motion By:** Director Sadie Carney
- Second:** Director Maria Hinojos Pressey
- Vote:** Motion passed (7)  
Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards
- Motion:** Director Maria Hinojos Pressey was nominated as Treasurer.
- Motion By:** Director Chi Nguyen
- Second:** Director Sadie Carney
- Vote:** Motion passed (7)  
Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards

#### **D. PRESENTATION**

2021 State and Federal Legislative Session Briefings

Staff Report: Pages 15-34 in the agenda; PowerPoint presentations

Presenters: Dale Penn II, Partner, CFM Advocates, State Affairs Team

Waylon Buchan, State Affairs Counsel

Michael Skipper, Manager, Federal Affairs

The CFM Advocates team presented their assessment of the 2021 state and federal legislative sessions. Dale Penn introduced CFM's State Affairs Team to include Waylon Buchan, CFM's State Affairs Counsel who reported on the state legislation from a legal perspective. The 2021 legislative session was conducted 100% virtually. Issues that rose to the top included the COVID-19 response, social justice, wildfire recovery, redistricting, and the American Rescue Plan Act (ARPA) impact. CFM activities at the Capitol on behalf of the District included Legislative Days and outreach, and the economic forecasts. Penn reported on the outcomes of the District's State legislative priorities. The Joint Committee on Transportation's House Bill 3056 for Clean Fuels Credits Exchange, ran into challenges. CFM found a way to redeem expired District tax credits and convert them into \$6 million to use for transit improvements; and CFM built a broad bi-partisan coalition. Senate Bill 395 failed to pass for bike and pedestrian investments from 1% to 5% of the minimum State Highway Fund allotment. Transit entities and local governments opposed House Bill 2558 for Fixed Guideway Mandates.



Michael Skipper introduced CFM's Federal Affairs Team and gave a federal legislative update. He reported on the District's cumulative grant awards totaling \$12.3 million for ten zero-emission buses and six CNG bus replacement buses; COVID Relief awards totaled \$49.3 million; \$15.7 million through the CARES Act, CARES 2 at \$12.3 million, and ARPA at \$21.3 million. There was success with policy items for Bus and Bus Facility Plus-Ups for FY2018-2021 totaling \$1.65 billion, and \$680,000 for the alternative fuels tax credit extension.

**E. PUBLIC COMMENT - None**

**F. CONSENT CALENDAR**

Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: 35-48 of the agenda

1. Approval of Minutes

a. June 24, 2021 Board of Directors Meeting

Routine Business Items

2. A. Acceptance of the Preliminary FY 2021 Financial Report

**Motion: Approval of the Consent Calendar**

**Motion By: Director Maria Hinojos Pressey**

**Second: Director Sadie Carney**

**Vote: Motion passed (7)**

**Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards**

**G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None**

**H. ACTION ITEMS**

1. Shall the Board accept the Final Recommendation Report for the Salem to Albany Corridor Feasibility Study?

Presenter: Ted Stonecliffe, Transit Planner II, Programs

Michelle Poyourow, Senior Associate, JWA

Gavin Pritchard, Associate, JWA

Staff Report: Pages 49-58; PowerPoint presentation

The Board received a briefing from Michelle Poyourow, senior associate with Jarrett Walker & Associates (JWA). JWA was hired to study the feasibility of a transit route between the cities of Salem and Albany, working with the City of Albany and the Albany Area Metropolitan Planning Organization (AAMPO). Poyourow also acknowledged the help of JLA Public Involvement.

In her briefing, Poyourow indicated that JWA's recommendation was to choose an all day, consistent pattern for a route. The final report showed two route options - express and



intercity. Service among the smaller communities of Jefferson and Millersburg was also considered. There will be phases of public engagement to get feedback on key choices and service alternatives - schedule options, potential stop locations, and coverage within half a mile of a stop and within one mile of a stop. JWA will make a similar presentation on these alternatives to the City of Albany. The District's Coordinated Plan identified an affordable connection with Albany as a high priority for further study.

There was time for questions and comments by the Board.

In response to a question about the bus stops, there cannot be more than four stops in a route, to remain a commuter service. There are not many safe places in Millersburg for bus stops to wait for pedestrians, so the city will need to invest in infrastructure. The kind of vehicle to be used is similar to what is being used now for regional service; 35-foot *Blue Bird* buses for 35 people with a lift rather than a ramp. It is a much lower cost and our funding is limited.

In response to questions about the qualified entities for the Statewide Transportation Improvement Fund (STIF) program, the District is the qualified entity for Marion and Polk Counties. Linn County is the qualified entity for the Albany area. Services connected to Albany include the Linn Benton Loop, the Linn Shuttle, the Coastal Express and Corvallis Transit. In order to do a pilot project with regional service connections between adjacent transit systems in Salem and Albany, the qualified entities would need to apply for STIF discretionary funds.

Concern was expressed about fares not being accessible to the working class; and a request for public and private cooperation. GM Pollock noted that fare passes could be purchased at Customer Service at the downtown transit center; Roth's and Safeway, Chemeketa Community College Bookstore, and the City of Wilsonville, or by phone.

To the question about whether a third alternative was considered, Poyourow explained that too much information depresses the number of people engaged, so they showed two ends of the spectrum. A lot of enthusiasm was expressed from the Jefferson and Millersburg area.

It was noted that a correction is necessary in the presentation on a slide for "Recommended Route" - in the Table and under the second bullet point where it states "*90-minute frequency allows for a single bus to serve the route.*" It should state *150 minutes*. JWA will review the calculations in the Table and correct the mistakes.

**Motion:           Moved to accept the Final Recommendation Report for the Salem to Albany Corridor Feasibility Study.**



**Motion By: Director Maria Hinojos Pressey**

**Second: Director Charles Richardson**

**Vote: Motion passed (7)**

**Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards**

2. Shall the Board authorize the General Manager to execute a contract with Jacobs Engineering Group, Inc., for the development of the 2043 Long-Range Transit Plan (LRTP) project for a not-to-exceed amount of \$225,000?

Presenter: Ted Stonecliffe, Transit Planner II, Programs

Staff Report: Pages 59-62 of the agenda

Board members were briefed on the background and findings for creating a 20-year long range transit plan (LRTP) for Cherriotics local and regional transit planning by October 31, 2022. The District went through the Request for Proposal (RFP) process to hire a transportation planning consultant to develop a LRTP as described in the staff report. Jacobs Engineering Group, Inc., scored the highest of the proposers and was the lowest cost bidder on the proposal. Funding for the contract amount is included in the FY2021-2022 *Deputy General Manager Division, Planning Department General Fund* Budget. Subsequent funding will be reflected in future budgets.

**Motion: Moved to authorize the General Manager to execute a contract with Jacobs Engineering Group, Inc., for the development of the 2043 Long-Range Transit Plan project for a not-to-exceed amount of \$225,000.**

**Motion By: Director Sara Duncan**

**Second: Director Ramiro Navarro Jr.**

**Vote: Motion passed (7)**

**Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards**

3. Shall the Board authorize the General Manager to Execute a Contract with DePaul Industries, The DPI Group, for Security Services at the Del Webb (DW) Operations Headquarters?

Presenter: Tom Dietz, Director of Operations

Staff Report: Pages 63-64 of the agenda

The Board was briefed on the increased number of incidents at the DW Operations Headquarters through open, unattended gates. A capital project to harden the perimeter was included in the FY 22 budget by constructing automated gates and improved fencing to greatly reduce the risk and enhance security at the facility. During construction, to mitigate the risk, the District investigated an interim security solution. DePaul Industries, The DPI Group, has a Qualified Rehabilitation Facility (QRF) Price Agreement for Security Services with the State of Oregon. Under ORS 279.850(1), when utilizing general funds or state funds, and when there is no contribution from a federal source, the District is



required to utilize a QRF without open competition. Security staff will be present onsite 24 hours per day, seven (7) days per week. Funding for the contract amount is included in the FY2021-2022 *Deputy General Manager Division, Security and Emergency Management Department General Fund* budget. The term of the Contract does not exceed the current fiscal year. The total contract cost is not-to-exceed \$220,000.

**Motion:** **Moved to authorize the General Manager to negotiate the final contract language and execute a contract with DePaul Industries, The DPI Group, for unarmed security services at the Del Webb Operations Headquarters.**

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

**Second:** **Director Charles Richards**

**Vote:** **Motion passed (7)**

**Davidson, Nguyen, Navarro Jr., Hinojos Pressey, Carney, Duncan, Richards**

#### **I. INFORMATION ITEMS - None**

#### **J. GENERAL MANAGERS REPORT**

Mr. Pollock officially welcomed the new board members – Directors Ramiro Navarro Jr., Maria Hinojos Pressey, and Sara Duncan. He announced that he will be on vacation from July 29 to August 8. Per policy, David Trimble will be the General Manager Pro Tem in his absence. GM Pollock read a letter that he received from an influential member of the community that praised the work of Outreach Representative, Lisa Carignan and Customer Service Representative, Elva Gaona, who represented the District’s Travel Training program at an event, where they comfortably responded in Spanish to a lot of enquiries from the Spanish-speaking community. GM Pollock attended the second Consolidated STIF Rules Advisory Committee meeting to help draft language for the consolidation of the Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund (STF). GM Pollock attended his first Downtown Advisory Board (DAB) meeting where they voted for a grant to help local businesses. He will also attend the Rotary’s dedication ceremony of the new amphitheater at Riverfront Park. He noted that staff is acclimating back to the office or are transitioning into the new telework program.

#### **K. BOARD OF DIRECTORS REPORTS**

**7:33 PM**

Director Nguyen reported on upcoming meetings with Keen Consulting Services and members of the Diversity, Equity and Inclusion Subcommittee.

Director Navarro reported that the Keizer Police Department received two new electric vehicles.



Director Carney reported that Salem’s zoning subcommittee received the Board’s letter regarding the parking minimum. The subcommittee made the decision to stay within the quarter mile boundary. The letter from the Board was intended to convey it was a market driven decision.

Director Hinojos Pressey spoke about the Safety Moment shared at the beginning of the meeting and how people measure heat. She said healthy people can withstand 95 degree temperatures. She gave kudos to GM Pollock for taking a vacation; for self-care.

President Davidson noted that the City of Salem will reconvene their meetings on the Climate Action Plan in October. President Davidson provided an overview of the FY2021 general manager’s performance evaluation process. He said that Directors Krebs and Busch were invited and agreed to provide their input on the evaluation having worked with GM Pollock over the previous year.

Director Duncan spoke about the new development in her area off Reed Road where there are hundreds of new units being built for families and children. She wants to talk to the neighborhood association for her area. Reed Road is a major concern.

Director Richardson saw that signs had been posted regarding the return of fares. He has been asked several times where the new South Salem Transit Center will be built.

**L. ADJOURN BOARD MEETING**

**8:55 pm**

Respectfully Submitted

  
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Ian Davidson, President





Salem Area Mass Transit District  
Board of Directors  
~ **Board Orientation** ~  
July 22, 2021

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

Join ZoomGov Meeting:

<https://cherriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FiTE5XSHIGdzYvRWpuUT09>

Meeting ID: 160 836 1530

Passcode: 864458

By Phone US (San Jose): +1 669 254 5252

Meeting ID | Passcode: same as above

**PRESENT:**

- Board In person: President Ian Davidson; Directors Charles Richards, Chi Nguyen, Ramiro Navarro Jr., Maria Hinojos Pressey, and Sara Duncan; Sadie Carney (Virtually)
- Staff In person: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Steve Dickey, Director of Technology & Program Management; Linda Galeazzi, Executive Assistant/Recording Secretary; Virtually: Denise LaRue, Director of Finance/CFO

**MINUTES**

1. **CALL TO ORDER** **5:15 PM**  
President Ian Davidson called the Board Orientation to order at 5:15 p.m. Mr. Pollock shared a Safety Moment about heat-related illnesses and what to do if you see someone exhibiting any of these symptoms to get them help. The Board wished Director Sara Duncan a happy birthday. President Davidson presented new Board members with their first stipend that had been approved by board policy at the June 24, 2021 meeting.
2. **NEW BOARD ORIENTATION**  
Staff report: Board Orientation Notebook for July 22, 2021  
Presenter: Allan Pollock, General Manager  
New board members were introduced to the District’s strategic plan and the Board’s priorities and principles for fiscal year 2021. GM Pollock guided them through the chapters on the public meeting laws, the Board’s bylaws, neighborhood association boundaries and Board assignments, the budget committee process, ordinances, resolutions and Board policies; ethics, the history of the Board composition, election tallies and legislative changes that impacted the District and its services.  
Follow-up: The Board will continue their Orientation at the August 26<sup>th</sup> meeting.
5. **ORIENTATION ADJOURNED** **6:25 PM**

Submitted by:  
Linda Galeazzi, CMC  
Executive Assistant