



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

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

**October 27, 2022**

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Moved to approve the Consent Calendar: .....	<b>3</b>
1. <u>Approval of Minutes</u>	
a. September 22, 2022 Work Session	
b. September 22 2022 Board of Directors Meeting	
c. September 22, 2022 Executive Session (ORS 192.660(2))	
<del>Authorize the General Manager to execute a contract for NEPA Design &amp; Engineering for South Salem Transit Center Mobility Hub?</del> <b>PULLED</b>	<b>3</b>
Moved to authorize the General Manager to execute a contract with Mott MacDonald, LLC, for the provision of general engineering services, for a not to exceed amount of \$233,750, which includes a contingency of approximately 30%.	<b>3-4</b>
Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of an automatic inductive charging station for use at Keizer Transit Center for an amount not to exceed \$311,000.	<b>4</b>
Citizen members of the Budget Committee will be polled to see which options work for them; and the <b>Board will take action at the November 15<sup>th</sup> meeting</b> after the poll.	<b>4</b>
Moved to approve Amendment #1 to Contract No. 21-034 for an amount not to exceed \$246,277.	<b>5</b>

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Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
**October 27, 2022**

PRESENT: Board: President Ian Davidson; Directors Maria Hinojos Pressey, Sara Duncan;  
Virtually: Directors Sadie Carney and Bill Holmstrom.

ABSENT: Directors Chi Nguyen and Ramiro Navarro Jr.

Staff: Allan Pollock, General Manager; David Trimble, Deputy General Manager;  
Denise LaRue, Chief Financial Officer; Christina Conner, Chief Human Resources  
Officer; Patricia Feeny, Director of Communication; Tom Dietz, Director of  
Operations; Steve Dickey, Director of Technology & Program Management;  
Johnny Cordova, Network Administrator; Linda Galeazzi, Executive Assistant;  
and Sara Sayles, SAMTD Legal Counsel

GUESTS: Arla Miller, Regional Transit Coordinator, ODOT Public Transportation Division

## MINUTES

### **CALL TO ORDER**

**6:30 PM**

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

For the Safety Moment, GM Pollock said that October was fire safety month so when looking at your workplace one important thing you can do is to eliminate clutter; otherwise it can become a fuel source. There should be designated smoking areas, have fire extinguishers, and provide training so that employees know how to correctly use fire extinguishers for that time they are needed. Make sure that you have waste control to limit the accumulation of combustible materials. Also make sure that people know where the exits are and that they are well identified. Have employees contact information so when you do assemble, you know you may or may not be there. A quick way to remember if a fire occurs in your workplace is don't panic but ACT - Assess the situation; Choose the best action and Take action.

### **ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

- B. President Davidson announced that Action Item No. G.1 to execute a contract for NEPA design and engineering for the South Salem Transit Center mobility hub has been pulled and will be brought to the November 17 board meeting.

### **PRESENTATION**

- C. None



## PUBLIC COMMENT

D. No written or verbal comments

## CONSENT CALENDAR

E. Shall the Board approve the Consent Calendar?

**Presenter:** President Davidson

**Staff Report:** Pages 1-16 of the agenda

### Approval of Minutes

d. September 22, 2022 Work Session

e. September 22 2022 Board of Directors Meeting

f. September 22, 2022 Executive Session (ORS 192.660(2))

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

**Motion By:** **Director Maria Hinojos Pressey**

**Second:** **Director Sara Duncan**

**Vote:** **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Holmstrom**

**Absent:** **Directors Navarro and Nguyen**

## ITEMS DEFERRED FROM THE CONSENT CALENDAR

F. No items were deferred from the Consent Calendar

## ACTION ITEMS

G.1 Shall the Board authorize the General Manager to execute a contract for NEPA Design & Engineering for South Salem Transit Center Mobility Hub?

***PULLED FROM THE AGENDA AND MOVED TO NOVEMBER 17 MEETING***

**Staff Report:** Pages 27-28 of the agenda

G.2 Shall the Board authorize the General Manager to execute a contract with Mott MacDonald, LLC, for the provision of general engineering services, for a not to exceed amount of \$233,750, which includes a contingency of approximately 30%?

**Presenter:** Steve Dickey, Director of Technology & Program Management

**Staff Report:** Pages 19-20 of the agenda

Division Director Dickey reported from his staff report that the term of the contract is for an initial three years, with four one year extension options; for up to a total of seven years. Time was given for questions and answers prior to the board vote.

**Motion:** **Moved to authorize the General Manager to execute a contract with Mott MacDonald, LLC, for the provision of general engineering services, for a not to exceed amount of \$233,750, which includes a contingency of approximately 30%.**

**Motion By:** **Director Sadie Carney**



**Second:** Director Maria Hinojos Pressey  
**Vote:** Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Holmstrom  
**Absent:** Directors Navarro and Nguyen

G.3 Shall the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of an automatic inductive charging station for use at Keizer Transit Center for an amount not to exceed \$311,000?

**Presenter:** Gregg Thompson, Maintenance Manager

**Staff Report:** Pages 21-23 of the agenda

Maintenance Manager Thompson reported from his staff report that a total of three (3) on-route chargers will be installed at Keizer Transit Center to support the charging of Route 11 and future battery electric bus expansion. Time was given for questions and answer before the board vote.

**Motion:** Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of an automatic inductive charger for use at Keizer Transit Center for an amount not to exceed \$311,000.

**Motion By:** Director Sara Duncan

**Second:** Director Sadie Carney

**Vote:** Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Holmstrom

**Absent:** Directors Navarro and Nguyen

G.4 Shall the Board choose Option A or Option B when adopting the proposed Budget Calendar for the FY2023-24 budget preparation?

**Presenter:** Denise LaRue, Chief Financial Officer

**Staff Report:** Pages 23-26 of the agenda

CFO LaRue reported that Option A would schedule the Budget Meetings on Thursday, May 4, 2023, May 11, 2023, and May 18, 2023, with the last two meetings only being held if necessary. Option B would consolidate the meetings into one week, with the Budget Meetings being on Tuesday, May 2, 2023, Wednesday, May 3, 2023, and Thursday May 4, 2023, with the last two meetings only being held if necessary.

Director Carney requested that the citizen members of the Budget Committee be polled to see which options work for them. Then bring the options for the Budget Calendar back to the November 17th meeting for a vote after the poll.

G.5 Shall the Board approve Amendment #1 for Contract No. 21-034 Strategic Planning Management Consulting Services?

**Presenter:** Allan Pollock, General Manager

**Staff Report:** Pages 19-20 of the agenda



GM Pollock reported that in the original contract under *Task 6: Performance Scorecards*, there was an option provided for follow up tasks for the implementation of the performance management structure, and support for a one-year period. The District is desirous of exercising this option. Time was given for questions and answers prior to the board vote.

**Motion:** **Moved to approve Amendment #1 to Contract No. 21-034 for an amount not to exceed \$246,277.**

**Motion By:** **Director Sara Duncan**

**Second:** **Director Maria Hinojos Pressey**

**Vote:** **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Holmstrom**

**Absent:** **Directors Navarro and Nguyen**

## INFORMATION ITEMS

### H.1 Annual Performance Report

7:10 PM

**Staff Report:** Pages 29-56 in the agenda and a PowerPoint presentation

**Presenter:** Chris French, Service Planning Manager

The annual performance report provided a report on total and average revenue hours, revenue miles, and boardings data from the Cherriots system during Fiscal Year 2022, compared the performance of the Cherriots system with the previous fiscal year, and offered insight that is used by staff to develop future service plans. Time was given for questions and answers.

### H.2 First Quarter Strategic Plan Report

7:28 PM

**Staff Report:** Pages 57-64 in the agenda and a PowerPoint presentation

**Presenter:** Bobbi Kidd, Strategic Planning Administrator

Bobbi Kidd summarized the progress achieved in the first quarter of the Strategic Plan on *Organizational Tactics* identified in the work plan. All of the *Tactics* are aligned with the District's four success outcomes as shown in the PowerPoint presentation. Of note, the FY23 Strategic Plan is being rolled out to all Cherriots team members; *Division Tactics* are underway and the Cherriots *TransDASH* dashboard is being developed to report on the agency's key performance indicators (KPIs) and progress. The rollout to Team Cherriots will be complete in the second quarter. Data will be uploaded to *TransDASH* on the Cherriots website in January. Time was given for questions and answers.

## GENERAL MANAGERS REPORT

7:40 PM

- I.1 GM Pollock reported on the APTA Annual Conference that he and President Davidson, and several staff attended in Seattle, Washington. They were able to meet with industry peers. GM Pollock attended the board meeting, and multiple committee meetings along with other Cherriots staff. According to APTA, this was their largest attendance at the TRANSform Conference. In other news, GM Pollock said the YMCA hosted a fundraising



luncheon earlier today. Cherriotics sponsored a table and were also featured in their promotional video. He met with CFM staff to begin work on staff's portion of the legislative agenda, and in January, the Board will review and take action on both the state and federal legislative agendas for the District. He reminded everyone that the Board meetings in November and December will be on the third Thursdays due to the holidays. He noted that total youth ridership from September 4th to last Saturday from 2021 to 2022 increased by 82% for that six week period.

## BOARD OF DIRECTORS REPORTS

7:44 PM

- J.1 Subdistrict #1: no report  
Subdistrict #2: no report

Subdistrict #3: Director Carney reported on the September and October SKATS Policy Committee meetings. She gave an example from the SKATS September meeting regarding the City of Salem's pedestrian improvement project when it was necessary to narrow the scope because of higher costs. For this scenario, she asked if it would still align with the Board's priorities for her to support this reduction or recommend that they take the reduction from somewhere else. These kinds of issues come up at SKATS and it would be helpful to have guidance from the Board because it can be a rather complex issue with projects that sometimes change. In other news, SKATS needs to submit a congestion management plan to the FTA. She didn't think the way congestion is currently measured at a local level were overall effective and she requested that they review it a year from now. SKATS is also in the public outreach process for the Metropolitan Transportation Plan. There is an online map where you can read about the plan and submit comments. At the October meeting, she said the Technical Advisory Committee submitted an ambitious list of projects. It was nice to see pedestrian and bike improvements called out specifically. They are also hearing again and again about the cost increases on currently scoped projects and in some cases bid projects. ODOT has given them permission to borrow against their agency's future funds to ensure completion of projects that are happening right now. She doesn't have a sense for what the long term financial implications of our current inflation and cost increases will play out on a longer term scale but she will continue to pass along the information she receives as she gets it.

Subdistrict #4: Director Hinojos Pressey reported on the Citizens Advisory Committee meeting. Sue Coffin was voted in by the Board as the committee's newest member. Planning staff gave a quarterly performance and ridership report; and a report on the long range transportation plan project; and the emergency management staff gave a briefing on their disaster recovery plan. The committee extended half of the terms of



membership by one year to create a smoother transition of members going on and off the committee. Work plan assignments were also addressed. Director Hinojos Pressey thought it was really great for the committee to interact with so many of the executive leadership to get to know them better.

Subdistrict #6: Director Duncan said that she did not have a report for this month. She started a new job which has taken up much of her time. Director Duncan encouraged people to go out and vote.

Subdistrict #7: President Davidson welcomed Director Holmstrom to the Board and asked him to provide some comments if he liked. Director Holmstrom said he attended his neighborhood association meeting where he resigned his position on that Board when he joined the Cherrlots Board. He was glad to be on the Cherrlots board and will share more about transit issues as they came up.

Subdistrict #5: President Davidson reported on the October MWACT meeting. There was discussion on the Center Street bridge retrofit. He spoke about the innovative mobility program created by ODOT which will be funded by the IJJA grant. It is geared toward non-profits working with disadvantaged communities, but public transit agencies can apply. He also shared about a session he attended at the APTA conference about hydrogen buses. He left the meeting thinking that the District needed to do a pilot on the use of hydrogen buses. His interest is in green hydrogen which comes from renewable electricity resources but they can have a discussion on the merits of each. He was also intrigued by bike racks at the vendor fair that could hold three bikes up to 75 pounds.

## **ADJOURN**

K.1 The board meeting was adjourned.

**8:07 pm**

**Respectfully Submitted**

  
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**Ian Davidson, President**