



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

Thursday, June 27, 2019  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301  
Executive Sessions – 5:00 PM  
Board Reception for Outgoing Board Members – 5:45 PM  
Board Meeting and Budget Hearing - 6:30 PM

**AGENDA**

**EXECUTIVE SESSION (5:00 PM) ..... A**

- 1. Review and evaluate the employment-related performance of the chief executive officer.  
ORS 192.660(2)(i)

**RECEPTION FOR OUTGOING BOARD MEMBERS (5:45 PM)**

Honoring Directors Marcia Kelley, Jerry Thompson, Steve Evans, and Kathy Lincoln

**BOARD OF DIRECTORS MEETING (6:30 PM)**

**A. CALL TO ORDER & NOTE OF ATTENDANCE**

**B. PLEDGE OF ALLEGIANCE – Director Marcia Kelley**

**C. ANNOUNCEMENTS & CHANGES TO AGENDA**

**D. PRESENTATION - None**

**E. 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.

**F. BUDGET HEARING – FY 2019-2020 Approved Budget**

Shall the Board adopt Resolution 2019-05 for the Adoption of the Fiscal Year 2019-2020 Budget, Making Appropriations, and Imposing and Categorizing Taxes? ..... **1**

This is time designated for members of the public to testify before the Board on the approved budget or programs within the budget. Written testimony will be submitted and entered into the record if received by 5:00 p.m. on Wednesday, June 26, 2019.

**G. DELIBERATION OF BUDGET HEARING**

**3**

**H. CONSENT CALENDAR**

Items on the Consent Calendar are considered routine 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. Board Meeting of May 23, 2019 ..... **7**

**2. Routine Business Items**

- a. Approval of Annual Allocation of "Day Passes" to the United Way of the Mid-Willamette Valley for Fiscal Year 2019-2020 ..... **15**
- b. Resolution No. 2019-06 Amendment to the FY2019 Adopted Budget ..... **23**
- c. Kittleson Contract Amendment for Keizer Transit Center Signalization Project **29**

**I. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**J. ACTION ITEMS**

- 1. Authorize Contract with PetroCard, Inc. to Supply Fuel Card Services for Cherriots Contracted Service Vehicles ..... **39**
- 2. Authorize Contract with Superior Tire for Vehicle Tire Purchases ..... **41**
- 3. Authorize Intergovernmental Agreement with City of Salem for Police Services .... **43**
- 4. Authorize Contract with Cascade Landscape Management, Inc. to Provide Landscape Maintenance Services ..... **45**

**K. INFORMATIONAL REPORTS - None**

**L. GENERAL MANAGER'S REPORT**

**M. BOARD OF DIRECTORS REPORTS 47**

This is an opportunity for Board members to report on citizen communications, committee and meeting participation, or special projects they are participating in as a representatives of the District.

**N. CONTINUATION OF EXECUTIVE SESSION if necessary**

**O. ACTION**

- 1. Potential Action on any item of business discussed in Executive Session

**P. OTHER BUSINESS**

**Q. ADJOURNMENT**

**Next Regular Board Meeting Date: Thursday, July 25, 2019**

**PUBLIC HEARING \*\* Members of the public are encouraged to provide testimony during the Public Hearing. Persons unable to attend the Public Hearing may submit written testimony prior to the Public Hearing. Testimony may be submitted electronically to [board@cherriots.org](mailto:board@cherriots.org). Mail correspondence should be addressed to – SAMTD Board of Directors, 555 Court Street NE, Suite 5230, Salem, Oregon 97301**

This is an open and public meeting in a place accessible to people with disabilities. With 48 hours of notice, auxiliary 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). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

Board meetings are televised on Channel 21 locally; and can be viewed at any time on CCTV's website - <https://www.cctvsalem.org/all>.

Go to [www.cherriots.org/board](http://www.cherriots.org/board) for an electronic copy of the Board meeting agenda.

**AUDIENCIA PÚBLICA \*\* Se alienta a los miembros del público a brindar testimonio durante la audiencia pública. Las personas que no puedan asistir a la audiencia pública pueden presentar un testimonio por escrito antes de la audiencia pública. El testimonio puede ser enviado electrónicamente a [board@cherriots.org](mailto:board@cherriots.org). La correspondencia por correo debe ser dirigida a Junta Directiva de SAMTD, 555 Court Street NE, Suite 5230, Salem, Oregon 97301**

Esta es una reunión pública y abierta en un lugar accesible para personas con discapacidades. Con 48 horas de aviso, las ayudas y servicios auxiliares y los formatos alternativos están disponibles para las 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). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM.

Para obtener una copia electrónica del paquete de la agenda de la reunión de la Junta, vaya a [www.cherriots.org/board](http://www.cherriots.org/board). Las reuniones regulares de la Junta se televisan en el Canal 21; y se puede ver en cualquier momento en el sitio web de CCTV:

<https://www.cctvsalem.org/all>.



EXECUTIVE SESSION – Performance Evaluation of Chief Executive Officer

In accordance with ORS 192.660(2)(i), (4) and (6)

The governing body of a public body may hold an executive session to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Representatives of the news media shall be allowed to attend the executive session; however, the governing body may require that specified information be undisclosed.

Decisions will not made during executive sessions. All decisions resulting from information obtained in executive session will be made in open session.

[ORS 192.660 Executive Sessions Permitted on Certain Matters]



June 27, 2019

President Krebs and Members of the Board:

As the chair of the Budget Committee for Salem Area Mass Transit District, I am pleased to present you with an approved budget for fiscal year 2019-2020 - with the Budget Committee's recommendation to adopt the budget.

Thanks go to both the elected members and the appointed citizen members of the Budget Committee for their service. The attention to detail and insight of all the members made the process productive and efficient. I'd also like to thank General Manager Allan Pollock and his great and hardworking staff.

The District's FY2020 budget includes appropriated funds at \$59.4 million, and unappropriated and reserve amounts at \$28.5 million, for a total of **\$87.9 million**.

The District's General Fund budget at **\$32.7 million** includes property tax revenues, fare revenue, and various state and federal grant sources. A new resource, the Statewide Transportation Improvement Fund (STIF), will allow for expansion of service this fiscal year. The General Fund will provide approximately 194,681 annual vehicle revenue hours.

The Transportation Program Fund budget at **\$10.3 million** includes state and federal grant funds and a local contribution from the General Fund, as required by federal law. Resources in the Transportation Program Fund are expected to increase by 60.5 percent over the current budget. STIF funding will help finance expansion of paratransit and regional services. The Transportation Program Fund pays for services provided by the District that are outside the scope of the Cherriot's fixed-route service. These services include the Cherriot's paratransit service, regional service, the Cherriot's call center, Trip Choice, transportation programs coordination, mobility management, and transportation demand management.

State and federal grant funds also provide for a **\$16.4 million** Capital Projects Fund. Major projects proposed for FY2020 include vehicle replacements in fixed route, paratransit, regional, and shop and ride fleets. It also provides for a comprehensive ITS solution for the District's buses, completion of the intersection signalization at Keizer Transit Center, and for upgrades and replacements of Del Webb property and equipment.

The FY2020 budget allows the District to expand existing levels of service and has the resources to attract and maintain a quality workforce while the District collaborates with federal, state and local partners to identify funding to support public transit and infrastructure, and work toward more effective and efficient public transit services.

It was a pleasure chairing the budget committee. Thank you all for your commitment and hard work.

Respectfully submitted,  
Hersch Sangster, SAMTD Budget Committee Chair

MONDAY, JUNE 10, 2019 ■ STATESMAN JOURNAL

**FORM LB-1 NOTICE OF BUDGET HEARING**

A public meeting of the Salem Area Mass Transit District will be held on June 27, 2019 at 6:30 p.m. at the Senator Hearing Room in Courthouse Square, 555 Court St. NE, Salem, Oregon 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019, as approved by the Salem Area Mass Transit Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the SAMTD Administration Office at 555 Court St NE, Suite 5230, Salem OR 97301, between the hours of 8:00 a.m. and 5:00 p.m. or online at [www.cherriots.org](http://www.cherriots.org). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: **Al McCoy, Director of Finance/CFO** Telephone: 503-588-2424 Email: [al.mccoy@cherriots.org](mailto:al.mccoy@cherriots.org)

<b>FINANCIAL SUMMARY - RESOURCES</b>			
<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2017-18	Amended Budget This Year 2018-19	Approved Budget Next Year 2019-20
Beginning Fund Balance/Net Working Capital	25,413,834	25,576,496	26,740,220
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	3,097,609	2,695,820	3,227,497
Federal, State & all Other Grants, Gifts, Allocations & Donations	26,468,162	45,454,949	42,411,968
Interfund Transfers	754,000	0	1,569,609
All Other Resources Except Current Year Property Taxes	306,904	756,946	1,335,651
Current Year Property Taxes Estimated to be Received	12,078,234	12,033,794	12,660,092
<b>Total Resources</b>	<b>68,118,743</b>	<b>86,518,005</b>	<b>87,945,037</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION</b>			
Personnel Services	20,870,226	22,050,943	25,686,669
Materials and Services	18,588,036	12,961,975	14,225,999
Capital Outlay	2,226,044	29,347,114	16,418,534
Interfund Transfers	754,000	0	1,569,609
Contingencies	0	1,500,000	1,500,000
Unappropriated Ending Balance and Reserved for Future Expenditure	25,680,437	20,657,973	28,544,226
<b>Total Requirements</b>	<b>68,118,743</b>	<b>86,518,005</b>	<b>87,945,037</b>

<b>FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM</b>			
Name of Organizational Unit or Program FTE for that unit or program			
General Manager/Board of Directors	659,951	610,156	632,987
FTE	2.0	2.0	2.0
Administration	959,562	903,837	898,065
FTE	6.2	5.8	5.8
Finance	925,287	1,173,797	1,439,427
FTE	7.6	8.5	10.0
Communication	1,419,679	1,730,267	2,021,238
FTE	8.9	13.2	13.3
Transportation Development	2,087,625	2,287,189	2,722,071
FTE	11.4	11.2	12.0
Operations	17,898,278	18,735,909	22,327,853
FTE	145.7	181.9	181.4
Unallocated General Administration and Contingency	870,558	2,615,454	2,670,787
FTE	0.0	0.0	0.0
Transportation Programs Fund	15,391,322	8,456,309	10,269,849
FTE	9.3	11.4	9.1
Capital Projects Fund	2,226,044	29,347,114	16,418,534
FTE	1.6	0.4	0.0
Unappropriated Ending Balance and Reserved for Future Expenditure	25,680,437	20,657,973	28,544,226
FTE	0.0	0.0	0.0
<b>Total Requirements</b>	<b>68,118,743</b>	<b>86,518,005</b>	<b>87,945,037</b>
<b>Total FTE</b>	<b>192.7</b>	<b>234.4</b>	<b>233.6</b>

<b>STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING</b>			
The FY2019-20 Approved Budget reflects the first full year of a new State revenue source enacted by HB 2017, the Statewide Transportation Improvement Fund (STIF). This resource will fund expansion of existing service to include weekends and later weekday service hours on fixed route and paratransit. It will also serve as the source for the purchase of new vehicles to expand Regional service. Appropriations from this funding source are found in all three funds: General Fund, Transportation Programs Fund, and the Capital Projects Fund.			
<b>PROPERTY TAX LEVIES</b>			
	Rate or Amount Imposed 2017-18	Rate or Amount Imposed This Year 2018-19	Rate of Amount Approved Next Year 2019-20
Permanent Rate Levy (rate limit 0.7609 per \$1,000)	0.7609	0.7609	0.7609
Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a





# BOARD MEETING MEMO

Agenda Item G

**To:** Board of Directors

**From:** Al McCoy, Director of Finance/CFO

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** Adoption of Fiscal Year 2019-2020 Budget, Making Appropriations, Imposing and Categorizing Taxes

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## ISSUE

Shall the Board adopt Resolution #2019-05 for the FY2019-20 Budget, making the appropriations accordingly, and imposing and categorizing the taxes?

## BACKGROUND AND FINDINGS

In accordance with Oregon State Budget Law, the Budget Committee reviewed and approved the FY2019-20 Budget on May 9, 2019 for a total appropriation of all funds of \$59,400,811 and an unappropriated total amount of \$28,544,226, for a total approved budget of \$87,945,037.

Following approval by the Budget Committee at the May 9 meeting the Budget Committee Chair, Hersch Sangster, asked that the Board set the Budget Hearing. The budget summary and notice of a public hearing (Form LB-1, attached) were published as required by law. The Budget Hearing was scheduled for June 27, 2019, and has occurred prior to the consideration of this resolution asking for adoption of the budget.

## FINANCIAL IMPACT

The Budget Committee approved total appropriation of all funds of \$59,400,811, and a tax rate of \$.7609 per \$1,000 of assessed value, the permanent rate set by Measure 50. Resolution #2019-05 also imposes and categorizes taxes in accordance with Oregon Budget Law requirements.

## **RECOMMENDATION**

The Budget Committee recommends the Board adopt Resolution #2019-05, thereby adopting the FY2019-20 Budget and imposing and categorizing property taxes.

## **PROPOSED MOTION**

**I move that the Board adopt Resolution #2019-05 to adopt the FY2019-20 Budget, making appropriations, and imposing and categorizing taxes.**

**RESOLUTION #2019-05**

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby adopts the budget for fiscal year 2019-2020 in the total amount of \$87,945,037; now on file at the District Administration Office, 555 Court St., NE, Suite 5230, Salem, OR 97301.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated:

<u>General Fund</u>		<u>Transportation Programs Fund</u>	
General Manager/Board of Directors	\$ 632,987	Transportation Development	1,371,577
Administration	898,065	Operations	8,898,272
Finance	1,439,427	Transfers	-
Communication	2,021,238	<b>Total</b>	<b>\$ 10,269,849</b>
Transportation Development	2,722,071		
Operations	22,327,853		
Unallocated - General Administration	1,170,787		
Transfers	-		
Contingency	1,500,000		
<b>Total</b>	<b>\$ 32,712,428</b>		
<u>Capital Project Fund</u>			
Finance	\$ 310,000		
Transportation Development	6,666,071		
Operations	9,442,463		
Transfers	-		
<b>Total</b>	<b>\$ 16,418,534</b>		
		<b>Total Appropriations, All Funds</b>	<b>\$ 59,400,811</b>
		Total Unappropriated and Reserve Amounts, All Funds	\$ 28,544,226
		<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 87,945,037</b>

**IMPOSING THE TAX**

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby imposes the taxes provided for in the adopted budget at the rate of \$.7609 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2019-2020 upon assessed value of all taxable property within the district as follows:

**CATEGORIZING THE TAX**

<b>Subject to the General Government Limitation</b>	<b>Excluded from Limitation</b>
Permanent Rate Tax.....\$.7609/\$1,000	\$0.00

The above resolution statements were approved and declared adopted on this 27th day of June 2019.

**ATTEST:**

**ATTEST:**

X \_\_\_\_\_  
President  
Board of Directors

X \_\_\_\_\_  
Secretary  
Board of Directors

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Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a



Salem Area Mass Transit District  
BOARD OF DIRECTORS

May 23, 2019

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar: .....	<b>3</b>
1.Approval of Minutes	
a. Minutes of the April 8, 2019 Board Work Session	
2.Routine Business	
a. Adopt Fiscal Year 2020 Board Meeting Schedule	
 Moved to authorize the General Manager to execute the purchase of two data storage arrays in the amount of \$183,565.44 from CDW-G, for the purpose of storing and protecting backups of all District data. ....	<b>3</b>
 Moved to provide a letter of support to the Oregon Transportation and Growth Management (TGM) program for the application Salem Area Mass Transit District (SAMTD) is submitting for a grant to complete a new 20-year long-range plan for Cherriots Local and Regional services. ....	<b>4</b>

Regular Board meetings are video recorded and are available for viewing on the CCTV website at [www.cctvsalem.org](http://www.cctvsalem.org).





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

May 23, 2019

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

**MINUTES**

<b>PRESENT Board</b>	President Robert Krebs; Directors Colleen Busch, Jerry Thompson, and Kathy Lincoln; <b>ABSENT:</b> Directors Doug Rodgers, Marcia Kelley, and Steve Evans
<b>Staff</b>	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; Roxanne Beltz, Trip Choice Program Coordinator; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Sadie Carney, Charles Richards, and Ian Davidson

**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 received news prior to the Board meeting that the public transit industry had lost one of its transit operators to a tragedy. Thomas Dunn, from Hillsborough Area Regional Transit Authority in Tampa Bay, Florida was stabbed in the neck by a passenger while driving on an express route. He died after he brought the bus safely to a stop. Mr. Pollock said that even with all of the safety training that is provided in the industry, unexpected things like this still happen in the best of circumstances. Mr. Pollock expressed his condolences on behalf of the Board and staff to Mr. Dunn’s family and co-workers.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**  
 President Krebs announced that there were 107 days to the new Saturday Service.

**C. PRESENTATION**



Mr. Pollock shared a short video that was presented to attendees during the opening general session at the APTA Mobility Conference called "Public Transportation Transforms Lives."

**D. PUBLIC COMMENT - None**

**E. CONSENT CALENDAR**

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

- 1. Approval of Minutes**
  - a. Minutes of the April 8, 2019 Board Work Session**
- 2. Routine Business**
  - a. Adopt Fiscal Year 2020 Board Meeting Schedule**

**Motion by:** Director Jerry Thompson  
**Second:** Director Kathy Lincoln  
**Discussion:** No items were deferred from the Consent Calendar.  
**Vote:** Motion passed unanimously (7)

**F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**G. ACTION ITEMS**

**6:39 PM**

**1. Authorize the General Manager to Execute the Purchase of Two Data Storage Arrays in the Amount of \$183,565.44 from CDW-G**

**Staff report:** Pages 9-10 in the agenda

**Presenter:** Chip Colby, Information Technology Manager

Mr. Colby stated that the storage arrays project was competitively bid on ORPIN as ITB 19-021 Storage Array for Backups. The solicitation received four bids. Cost of the purchase is included in the FY2019 Adopted Budget under the Capital Projects Fund that will be funded by a federal grant with a local match.

**Motion:** Moved to authorize the General Manager to execute the purchase of two data storage arrays in the amount of \$183,565.44 from CDW-G, for the purpose of storing and protecting backups of all District data.

**Motion by:** Director Kathy Lincoln  
**Second:** Director Jerry Thompson  
**Vote:** Motion passed unanimously (4) Krebs, Thompson, Lincoln, Busch  
**Absent:** Evans, Kelley, Rodgers

**2. Authorize Letter of Support to the Oregon Transportation and Growth Management (TGM) Program for a Grant to Complete a New 20-year Long-Range Plan for Cherrlots Local and Regional Services.**

**Staff report:** Pages 11-26 in the agenda





**Presenter:** Steve Dickey, Director of Transportation Development

Mr. Dickey reported that the District is applying for a TGM program grant to create a new long-range transit plan (LRTP) to replace its existing 20-year plan for Cherriots Local and Regional services. The project cost is estimated at \$200,000. It will support a comprehensive analysis of all Cherriots services in Marion and Polk counties and public outreach to form the final 20-year planning document. Current planning documents used by the District were completed in 2004 and 2013 respectively. Creating a new LRTP is essential with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The District received positive feedback from TGM program staff for the pre-application submitted on February 27, 2019. As of May 16, 2019, the Cities of Dallas, Keizer, Mt. Angel, Salem, Silverton, and Stayton have written letters of support to include with the District's application.

**Motion: Move to provide a letter of support to the Oregon Transportation and Growth Management (TGM) program for the application Salem Area Mass Transit District (SAMTD) is submitting for a grant to complete a new 20-year long-range plan for Cherriots Local and Regional services.**

**Motion by: Director Colleen Busch**

**Second: Director Kathy Lincoln**

**Vote: Motion passed unanimously (4) Krebs, Thompson, Lincoln, Busch**

**Absent: Evans, Kelley, Rodgers**

**H. INFORMATION ITEMS**

**6:52 PM**

**1. Update on the Activities of the City of Salem's Congestion Relief Task Force**

**Staff report:** Pages 27-30 in the agenda

**Presenter:** Steve Dickey, Director of Transportation Development

Mr. Dickey reported on a meeting that he and Mr. Pollock attended on April 23, 2019 with Transportation Planning Manager, Julie Warnke, and Assistant Public Works Director, Robert Chandler from the City of Salem to discuss the short-list of potential projects to alleviate traffic in the downtown area, and improve travel across the Marion and Center Street bridges. The projects were a result of the efforts of the Congestion Relief Task Force (CRTF) and were considered to be reasonable in cost demonstrating some benefit in a reasonable period of time. The City's Public Transit Committee had also investigated ways to support and improve the public transportation system in the community. Two of the projects included Cherriots and Cherriots Trip Choice services with the provisions of a downtown circulator bus or trolley. The District recommended a study on the feasibility of providing a downtown circulator bus or trolley. There was discussion about the scope of work, proposed timeline, and how the study would be



funded and paid for by each agency. A rough estimate of the cost was in the range of \$100-\$150,000 with a timeline of 12-18 months to complete.

The District is actively working with the City to fulfill the recommendations of the CRTF and the City's Public Transportation Committee successfully. The District will draft an outline of the scope and the City will prepare a rough outline for an agreement. If either agency is not able to secure funding, the project will not move forward. Both agencies agreed that regularly scheduled meetings would be beneficial in the future. Julie Warnke and Stephen Dickey will coordinate these scheduled meetings.

Director Lincoln commented that there were lots of suggestions for the mobility study eight years ago; what will make the difference now? She asked if the CRTF had discussed express buses as a relief measure. Mr. Dickey responded that the District and City have a more agreeable, open and cooperative relationship now. The District receives supportive dialog from City staff in a variety of settings. Mr. Pollock added that they have kept it visible while working with the governing body. Mr. French stated that there had been some conversation about express buses, but it was not their primary focus.

Director Busch asked if on-time performance and green light extensions could be funneled into the study. Mr. Dickey said that it could; they are working in a supportive manner.

## **2. Third Quarter Performance Report**

**Staff report:** Pages 31-46 in the agenda; and replaced Tables for pages 33-34, and 42.

**Presenter:** Chris French, Senior Planner

Mr. French used a PowerPoint presentation to report on the performance measures for the third quarter in FY2019. He also handed out pages 33-34, and 42 of the agenda with corrections to the Tables. The measures originate from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (Route Match). The data is measured quarterly and is compared to the previous quarter in the previous fiscal year. Data is collected for services provided by Cherrriots Local and Cherrriots Regional; Cherrriots Shop And Ride, the shopper shuttle and dial-a-ride service; and for Cherrriots Lift, the paratransit service.

## **3. Third Quarter Trip Choice Report**

**Staff report:** Pages 47-56 in the agenda

**Presenter:** Roxanne Beltz, Trip Choice Program Coordinator

Ms. Beltz used a PowerPoint to report on Cherrriots Trip Choice projects and programs for the third quarter. Reporting is done on a quarterly basis for Trip Choice projects and programs that are based on ODOT's four goal categories - Awareness &



Understanding, Safety, Expanded Markets, and Congestion & Construction Mitigation. Ms. Beltz spoke about the following. There were 350 posters submitted by middle school and high school students in the Student Poster Contest. There were 14 winning posters; three of those came from Sprague High School. Due to a transition by ODOT the *Drive Less Connect* brand will be changed to "*Get There.*" *Valley Vanpool* will also have a new name "*Vanpool Northwest*" to be inclusive of other areas that include the Willamette Valley. Staff participated in a behavior change project through Willamette University students to identify barriers to other modes of transportation. Lastly, *Open Streets Salem* is scheduled for September 7, 2019. Staff is working with the City of Salem to determine a route.

#### **4. Third Quarter Financial Report**

**Staff report:** Pages 57-66 in the agenda

**Presenter:** Al McCoy, Director of Finance/CFO

Mr. McCoy used a PowerPoint to present the third quarter FY2019 financial report with statements for the General Fund, Special Transportation Fund, and Capital Project Fund; of budget to actual on a non-GAAP basis by fund, and the legal appropriations by category with actual amounts and variances.

Mr. McCoy noted that advertising revenue has been better than expected. Director Busch said that Director Kelley will be excited to hear that advertising has done so well.

#### **J. GENERAL MANAGER'S REPORT**

Mr. Pollock reported on the APTA Mobility Conference where there was a huge mobility focus. They looked at changing needs and how to incorporate technology. It will provide a future opportunity for the District to integrate mobility and take the lead to ensure that mobility keeps up with technology and the needs of the people in the mid-Willamette Valley. Mr. Pollock, met with APTAs Legislative Steering Committee to refine APTAs priority recommendations for the reauthorization of the transportation bill and reestablish the 40-20-20 split in the Fixing America's Surface Transportation Act. He shared a short presentation of the *No Drama Llama's* visit to the Downtown Transit Center, and announced the winners of the Annual International Bus Roadeo. Eleven northwest transit agencies participated in the Roadeo with 78 other contestants. Intercity Transit and Ben Franklin Transit from Washington State were the top performers. Cherriotics transit operator, Dan Miller won 17<sup>th</sup> place overall. Mr. Pollock reminded the Board that the reduction in the youth fare begins June 1, 2019.

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

**7:43 PM**

Board members report, both verbally and in writing, on their Board assignments listed on page 67 of the agenda. Several of the board members met with incoming



board members. Several board members attended the KeizerFest Sponsor Luncheon where the District was honored as a *Silver Sponsor*. The District also won the Iris Award for its decorated bus in the parade driven by transit operator, John Welch.

Director Busch reported that she will not be in attendance at the June 27<sup>th</sup> Board meeting so she took time to thank Directors Marcia Kelley, Jerry Thompson, Kathy Lincoln, and Steve Evans for their great examples of service

**L. MEETING ADJOURNED**

**7:54 PM**

Respectfully submitted,

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Robert Krebs, President



## BOARD MEETING MEMO

Agenda Item H.2.a

**To:** Board of Directors

**From:** Linda Galeazzi, Executive Assistant

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** Annual Allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2019-2020

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### ISSUE

Shall the Board approve the annual allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2019-2020?

### BACKGROUND AND FINDINGS

Since February 25, 1999, when the Board adopted Resolution #99-03 for a Policy for the Donation of Transit Items, it has been the wish of Salem Area Mass Transit District (SAMTD) to promote the use of public transit, to foster good community relations, and to be a proactive participant in community affairs. On August 25, 2005, the Board amended the policy with the adoption of Resolution #05-04 and formalized a partnership with the United Way of Mid-Willamette Valley in brokering requests for transportation assistance and distribution of pre-loaded full fare and reduced day passes that become effective at time of activation on the bus.

In FY2016, the Board raised the District’s donation from 4,000 to 5,000 day passes to the United Way for their member agencies to use to assist their clients with temporary transportation assistance.

United Way staff uses an application process for the Bus Pass Program. Member agencies that request bus passes are screened for eligibility; and distribution is tracked. United Way begins their process to distribute the passes to member agencies in July and in January of each fiscal year. United Way provides an annual report for FY2019 that shows the requests and allocations. The report also includes success stories from member agencies about the use of the Bus Pass Program. (See Attachment A.)

## **FINANCIAL IMPACT**

The value of the District's donation of 5,000 day passes for FY2019-20 may total up to \$16,250, dependent upon United Way's client needs.

The 2019 allocation included 4,600 full fare day passes with a value of \$14,950 and 400 reduced/youth day passes valued at \$600, for a total donation of \$15,550 to United Way.

## **RECOMMENDATION**

Staff recommends the approval of an annual allocation of 5,000 day passes to the United Way of the Mid-Willamette Valley for FY2019-20.

## **PROPOSED MOTION**

**I move that the Board approve an annual allocation of 5,000 day passes to the United Way of the Mid-Willamette Valley for FY2019-20.**

**United Way of the Mid-Willamette Valley Bus Pass Program  
July 2018 – June 2019**

**REASON FOR ISSUING PASSES**

- Health Related Appointments
- Social Service Appointments (DHS, Social Security, Caseworker, etc.)
- Employment Searches or Interviews
- Transportation for Basic Needs (Food, Clothing, Housing/Shelter)
- Transportation to / from New Employment (until 1<sup>st</sup> paycheck)
- Services Specific to an Individual Agency

**NON-PROFITS WITH CHERRIOTS BUS PASSES**

- Bridgeway Recovery Services
- CASA of Marion County
- Catholic Community Services
- Center for Hope & Safety
- Chavez Elementary School
- Claggett Creek Middle School
- Easter Seals Oregon HVRP
- Family Promise of the Mid-Willamette Valley
- Galt Foundation
- Goodwill Job Connection
- Houck Middle School
- Kairos (Cadenza)
- Keizer Community Library
- Love INC of North Marion County
- Mano a Mano Family Center
- Mid-Willamette Valley Community Action Agency
- Northwest Human Services
- The Salvation Army Marion County
- The Salvation Army Polk County
- Simonka Place
- South Salem High School
- St. Francis Shelter
- Union Gospel Mission
- United Way of the Mid-Willamette Valley
- Waldo Middle School
- WestCare Oregon
- Women at the Well Grace House

For the June 27, 2019 Board Meeting  
Agenda Item No. H.2.a

Pass Type	Requested by Non-profit	Distributed to Non-profit	Unmet Need
Adult	10,112	6,732	3,380
Youth	2,133	952	1,181
Regional	250	250	0





United Way of the  
Mid-Willamette Valley

## **Bus Pass Success Stories from Nonprofits**

### **July 2018 – June 2019**

#### **CATHOLIC COMMUNITY SERVICES**

“Raymond,” an older gentleman who no longer drives, shared with us his good news that he was hired for a part time position. He was in need of presentable clothing and had very little money for transportation so he could get to his new job. The bus pass program not only allowed Raymond to receive some suitable clothing, it also provided Raymond with transportation to get to work until he received his first paycheck. Raymond told us that “The use of Salem Transit is a godsend...”

#### **CENTER FOR HOPE & SAFETY**

CHS uses bus passes to help shelter clients and members of the community meet their basic needs for safety and self-sufficiency.

Bus passes provided by United Way have helped our client, Martha and her daughter. Martha made the difficult and dangerous decision to leave her abusive partner; when she came to us she was needing a safe place to stay and advocate support through the legal process.

While staying at shelter, Martha attended court proceedings, met with advocates, and cared for the medical needs of her family, most often on the Cherriots bus system.

Martha was able to connect with community partners and secured a transitional housing situation where she and her child will continue on their journey to a life free of violence.

The United Way Bus Passes Bus passes have been a key resource available to the families we serve and have played a huge role in helping Martha and her family, and our staff cannot thank you enough for being a part of that.

#### **THE SALVATION ARMY & POLK COUNTY RESOURCE CENTER**

Thank You to United Way of the Mid-Willamette Valley!

The bus pass program is a great benefit for the clients we serve through the Dallas and Central Resource Centers. With the bus pass donation from United Way we are able to help with a variety of needs that are all necessary for maintaining positive health and well-being.

Recently a Gentleman was served with bus pass program and this impacted his life. He was homeless for two years and Resource Center partners were trying to get him all the resources possible in the community, but when it came to the time that he needed transportation assistance we were able to give him a bus pass to go to a job interview.

He came in later to let us know he got the job and was going to begin his new job. However, until he received his first paycheck he was going to need help with transportation since he wouldn't be able to pay for bus passes on his own until he earned income. We provided him with an appropriate amount of bus passes to get him through until he received his own money and could provide transportation for himself. Thank you!

## **ST. FRANCIS SHELTER**

Arturo and Emilia moved into the shelter in July. They have 3 school-aged children. They do not own a car and rely heavily on public transportation. Shortly after they moved in, Emilia was hired at a fast food restaurant a few miles from the shelter. I was able to give her a few bus passes so she could get to work until she was able to afford a monthly bus pass. Arturo was able to use a bus pass to interview for a job at a metal fabricating shop. He was also able to take his children to the doctor to get their immunizations so he could enroll them in school for the fall. This family was able to get their lives back on track due to their ability to access affordable transportation.

## **WOMEN AT THE WELL GRACE HOUSE**

One of our ladies was able to get a job at a local hotel due to the use of your bus passes. She is excited for this first step in getting to self-sufficiency. She has been here for a couple of months and this is a bright spot in her time here. Thank you for giving the ladies the opportunity to search for work using these bus passes

## **UNION GOSPEL MISSION**

This past quarter allowed several of our clients the opportunity to not look for work but it provided transportation for them to get to work. This is a tremendous blessing for our organization.

Thank YOU!!

## **MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY**

One of our DeMuniz Center clients was trying to brainstorm a way to buy a couple day passes to get groceries. He has SNAP benefits but usually only bought things he could eat on the go because his main transportation is a bike. He said he didn't mind doing that however he went through his food stamps halfway through the month.

De Muniz Resource Center gave him two individual bus passes so he could go to the grocery store a couple times throughout the month and buy enough supplies to last him between trips. This way the amount he buys is bigger and he gets better pricing than buying individual servings. He will be able to cook his own food and keep from going hungry throughout the month.

Other comments from users:

"It will keep me from having to walk 6 miles round trip to my clinic. Thank you so much!"

"I am on disability so it will help me financially as well as physically."

"It will help me look for housing and food."

"It will help me get home"

## **WESTCARE OREGON**

These Bus passes allowed one of our veteran clients without a vehicle get to and from work. Client is currently working on saving enough money to buy his own monthly bus pass. Thank you so much Cherriots and United Way!

## **CATHOLIC COMMUNITY SERVICES**

Several family members came to a Community Health Worker (CHW), asking for help. They recently lost their home, were unemployed, had no transportation, and one of the family members was pregnant. The CHW was able to find emergency housing and help to furnish their new home. With the bus pass program assistance, they were able to make and attend social services appointments, look for employment, and have transportation to obtain food.

## **KEIZER COMMUNITY LIBRARY**

On most Thursday evenings, usually between 5 and 6 p.m., a mom uses the passes to bring her two young daughters (about 4 and 5 years old) to the Library, where she reads aloud to them. Without the bus passes, we doubt that she would have been able to spend these precious moments reading with her children in a place that's welcoming, safe and warm.

## **WEST SALEM HIGH SCHOOL**

Trevonte, our student receiving the bus passes from January to March 2019 has been the primary care-giver for his mother. Trevonte has very little income and no vehicle to get to school. He is providing support for his mother and trying to graduate from high school at the same time, but it has been difficult for Trevonte to balance both responsibilities. The bus passes have been helpful in getting Trevonte to school to continue working towards getting his diploma. We have the confidence and we are encouraging, and supporting Trevonte to continue working hard, so he will be able to walk across the stage on graduation day this coming June 6, 2019. Trevonte's mother and our school is very grateful for your support. Thank you United Way!

## **NORTHWEST HUMAN SERVICES**

During the recent period of freezing temperatures and snow, we saw numerous individuals desperate for shelter against the elements. While Salem opened a number of warming shelters during these times, many of our clients avoid them due to the close quarters, noise, and the potential for running into individuals that they'd prefer not to. These circumstances leave many homeless individuals with no choice but to seek shelter outdoors in alcoves, doorways, and other exposed spaces often on cold, hard surfaces.

One such person was "Jenny". Jenny was cold, frustrated, and afraid to sleep outside while also afraid to go to a warming shelter where she might encounter a person who had victimized her previously. Fortunately, she had a family member nearby who, although weary, offered to let her stay with them while the temperatures were below freezing. However, the family member was unwilling to drive to pick Jenny up, as snow and ice made driving treacherous. Desperate, Jenny asked the team at HOAP if there was any way they could assist her in getting to where she needed to go. Our program was able to speak with the family member to confirm the temporary shelter situation, and granted Jenny a bus pass provided by United Way so she could make the trip out to South Salem as dusk settled in.

She was very thankful to have a temporary reprieve from the unrelenting cold, and thanked our team profusely as she left to catch her bus.





## BOARD MEETING MEMO

Agenda Item H.2.b

**To:** Board of Directors

**From:** Al McCoy, Director of Finance/CFO

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** Adoption of Resolution #2019-06, Amendment of FY2018-2019 Budget

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### ISSUE

Shall the Board adopt Resolution #2019-06 that amends Resolution #2019-01 approved February 28, 2019, and Resolution #2018-06 approved June 28, 2018, in order to transfer funds between appropriated categories in the FY2018-2019 Budget?

### BACKGROUND AND FINDINGS

In accordance with Oregon State Budget Law, the FY2018-19 Budget was adopted last June at the Division and Fund level. In February, the Board amended the FY2018-19 Budget by resolution to incorporate new STIF appropriations in several divisions and all three funds.

Throughout the year, Finance staff monitors actual expenditures and estimates the year-end balances to determine if any appropriated Division or Fund will exceed appropriations. Staff currently projects that in the General Fund, the Operations Division will be over budget by approximately \$357,000, or 1.9%. The overage is due to Personnel Services in Fixed Route exceeding planned budget. Other divisions in the General Fund are projected to be under budget, allowing the capacity to transfer \$370,000 to provide the needed funds to Operations.

The following table shows the recommended appropriation transfers within the General Fund.

<b>General Fund</b>	<b>Existing Appropriation</b>	<b>Change</b>	<b>Amended Appropriation</b>
Communications Administration	\$1,730,267	\$(200,000)	\$1,530,267
Transportation Development	\$903,837	\$(20,000)	\$883,837
General Administration	\$2,287,189	\$(70,000)	\$2,217,189
Operations	\$1,115,454	\$(80,000)	\$1,035,454
General Manager/Board	\$18,735,911	\$370,000	\$19,105,911
Finance	\$610,156	\$0	\$610,156
Contingency	\$1,173,798	\$0	\$1,173,798
	\$1,500,000	\$0	\$1,500,000
<b>Total Appropriations</b>	<b>\$28,056,612</b>	<b>\$0</b>	<b>\$28,056,612</b>

Additionally, staff projects that in the Transportation Programs Fund, the Operations Division will be over budget by approximately \$380,000, or 5.0%. This will occur in two programs, Cherriots Lift and Shop & Ride. Cherriots Lift will be over because an increased allocation of Call Center costs was not fully budgeted. Shop & Ride is expected to be over because contracted service costs exceeded projected levels earlier this fiscal year. There are no other programs in this fund that can sustain the transfer of appropriations to alleviate the projected deficit. Therefore, staff is recommending a transfer of \$380,000 of contingency funds from General Fund to the Operations Division in the Transportation Programs Fund.

The following table shows the recommended appropriation transfers from the General Fund to the Transportation Programs Fund.

<b>General Fund</b>	<b>Existing Appropriation</b>	<b>Change</b>	<b>Amended Appropriation</b>
Contingency	\$1,500,000	\$(380,000)	\$1,120,000
Transfer Out	\$0	\$380,000	\$380,000
<b>Transportation Programs Fund</b>			
Resource: Transfer In	\$0	\$380,000	\$380,000
Operations	\$7,582,175	\$380,000	\$7,962,175

Per ORS 294.463, appropriations can be transferred within a fund or between funds during the fiscal year by the authorization of the governing body through resolution. When contingency funds are transferred to an existing appropriation (as in the second recommendation), the amount is limited to 15% of the total appropriations in the fund. In this case, the \$380,000 of the Contingency is 4.5% of total appropriations of \$8,456,209 in the Transportation Program Fund.

## **FINANCIAL IMPACT**

There is no net increase in total FY2018-19 Budget appropriations with this proposed resolution. The first recommended transfer of \$370,000 is from multiple divisions to one other division within the General Fund. The second recommended transfer of \$380,000 is from the contingency in the General Fund to the Transportation Programs Fund for the Operations Division appropriation.

## **RECOMMENDATION**

Staff recommends the Board adopt Resolution #2019-06, thereby transferring \$370,000 to the Operations Division from other divisions within the General Fund, as outlined in the table above. Staff also recommends the transfer of \$380,000 of contingency from the General Fund to the Transportation Programs Fund for the Operations Division, as shown in the table above.

## **PROPOSED MOTION**

**I move that the Board adopt Resolution #2019-06 to amend the FY2018-19 Budget by appropriation transfer; and authorize the transfer of \$370,000 within the General Fund to the Operations Division from other divisions as detailed in this memo; and that the Contingency in the General Fund be reduced by \$380,000 and transferred to the Transportation Programs Fund for the Operations Division.**







**RESOLUTION NO. 2019-06**

**A RESOLUTION ADOPTING A FISCAL YEAR 2018-19 BUDGET AMENDMENT  
FOR SALEM AREA MASS TRANSIT DISTRICT**

**WHEREAS**, the Salem Area Mass Transit District (“District”) Board of Directors adopted Resolution No. 2018-06 to adopt the Fiscal Year 2019 Budget by major fund and category on June 26, 2018.

**WHEREAS**, the Salem Area Mass Transit District (“District”) Board of Directors adopted Resolution No. 2019-01 to amend the Fiscal Year 2019 Budget to recognize the addition of STIF resources and related appropriations on February 28, 2019.

**WHEREAS**, ORS 294.463 permits the governing body of a municipal corporation to transfer appropriations within a fund or between funds by resolution if overall appropriations remain the same or if contingency funds transferred are below 15 percent of appropriated fund balance.

**WHEREAS**, the Board of Directors has determined that it is necessary to transfer \$370,000 within the General Fund to cover higher than anticipated personnel costs for Fixed Route, and to additionally transfer \$380,000 from the General Fund to the Transportation Programs Fund to cover increased Call Center allocations to the Cherriots Lift program and increased contracted service costs for the Shop & Ride program.

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

**THAT**, the Board of Directors adopts Resolution 2019-06 to amend the Budget for FY2018-19; and

**THAT**, the amounts shown below are hereby appropriated as follows, and shall become effective upon adoption of this Resolution:

Resolution 2019-06 continued

<b>General Fund</b>	<b>Existing Appropriation</b>	<b>Change</b>	<b>Amended Appropriation</b>
Communications	\$1,730,267	\$(200,000)	\$1,530,267
Administration	\$903,837	\$(20,000)	\$883,837
Transportation Development	\$2,287,189	\$(70,000)	\$2,217,189
General Administration	\$1,115,454	\$(80,000)	\$1,035,454
Operations	\$18,735,911	\$370,000	\$19,105,911
Contingency	\$1,500,000	\$(380,000)	\$1,120,000
Transfer Out to Transp. Programs Fund	\$0	\$380,000	\$380,000
<b>Transportation Programs Fund</b>	<b>Existing Appropriation</b>	<b>Change</b>	<b>Amended Appropriation</b>
Resource: Transfer In from General Fund	\$0	\$380,000	\$380,000
Operations	\$7,582,175	\$380,000	\$7,962,175

**ADOPTED** by the Board of Directors on the 27<sup>th</sup> day of June, 2019.

**ATTEST:**

\_\_\_\_\_  
 President  
 Board of Directors

\_\_\_\_\_  
 Secretary  
 Board of Directors



## BOARD MEETING MEMO

Agenda Item H.2.c

**To:** Board of Directors

**From:** Stephen Dickey, Director of Strategic Initiatives and Program Management

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** Approval of an Amendment to the Kittleson and Associates, Inc. Contract for the Keizer Transit Center Signalized Intersection Project

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### ISSUE

Shall the Board approve the execution of Amendment Number 1 to the existing contract with Kittleson and Associates, Inc., for design and construction support services for the Keizer Transit Center Signalized Intersection project in the amount of \$46,000?

### BACKGROUND AND FINDINGS

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. KAI is now providing construction support for the project that is currently under construction. These services include clarification of existing design drawings, clarification of engineering calculations; and also, the creation of new drawings to address changes occasionally encountered during construction due to unforeseen circumstances. In most cases these adjustments are minor and of a minimal cost.

Early into the construction of the KTC Signalized Intersection 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 part of the project. This situation in particular presented challenging engineering and redesign of this part of the project; as well as the alignment of sidewalks, curbs, storm-water collection, and other elements that had to be adjusted.

As a result, additional design and engineering costs were incurred that, in total, will exceed the construction support portion of the project budget.

The proposed amendment will increase the project budget by \$46,000 which includes \$41,497 of estimated expenses and a 10.85% contingency (this percentage rounds the amount to an even \$46,000). 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. Documentation of the concurrence, sole source justification documentation, and the change order request are included in **ATTACHMENT A**.

### **FINANCIAL IMPACT**

This action will increase the total project by \$46,000. The project is funded partially with a Federal Transit Administration Section 5309 grant and local match funds provided by the City of Keizer through an executed Intergovernmental Agreement.

### **RECOMMENDATION**

Staff recommends that the Board approve the execution of Amendment Number 1 to the existing contract with Kittleson and Associates, Inc. for design and construction support services for the Keizer Transit Center Signalized Intersection project in the amount of \$46,000.

### **PROPOSED MOTION**

**I move that the Board approve the execution of Amendment Number 1 to the existing contract with Kittleson and Associates, Inc. for design and construction support services for the Keizer Transit Center Signalized Intersection project in the amount of \$46,000.**



**SOLE SOURCE JUSTIFICATION**

**ATTACHMENT A**

Complete forms below for all Sole Source Purchases. Determine which Rules apply to the Sole Source Purchase, check off whether Rule applies (Yes), does not apply (No) or is not applicable (N/A) to the purchase. Each category line must have a response. Submit to Director of Finance and General Manager for approval and signature(s), along with documentation prior to purchase, forward original to Procurement & Contracts.

**Documentation that the price is fair and reasonable attached (options: record of negotiations, cost analysis, price analysis, etc...) (Required for approval)**

REPORT DATE: 5/30/19

**PROJECT:** Keizer Transit Center Signalized Intersection

PROJECT #: 20005504 (assigned by Finance)

PROJECT DESCRIPTION: Additional construction support design services to address unknown underground conditions with utilities.

**VENDOR/MANUFACTURER:** Kittleson and Associates, Inc.

CONTRACT TYPE: SOLE SOURCE

SCHEDULE: Project final completion is tied to final completion of construction

CONTRACT AMOUNT: \$46,000

AUTHORITY: FTA 4220.1F VI-15 (3)(i)(1)(b), ORS 267.200, OAR 137-047-0275

HISTORY WITH THIS CONTRACTOR: See Attached.

PURPOSE & NEEDS ASSESSMENT: See Attached.

ALTERNATIVES CONSIDERED: Yes. Purchase has been determined necessary or convenient for the proper exercise of the powers granted to a district ORS 267.570(b) and (g).

	<b>GENERAL CATEGORY DESCRIPTIONS:</b>	<b>Review Purchase against each line item:</b>
1.	<b>Unique or Innovative Concept (goods)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
2.	<b>Knowledge/Skills/Experience Unique to the Provider?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3.	<b>Patents or Restricted Data Rights/Intellectual Property?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
4.	<b>Need for Compatibility with an Existing Item or System? (If "yes" provide details of need in Justification dialogue below.)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5.	<b>Substantial Duplication Costs?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6.	<b>Can District Provide Documentation of Unavailability of Limited Goods or Services, compared to the market?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
7.	<b>Is there an Unusual or Compelling Urgency? (If "yes" provide details in Justification dialog below.)</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8.	<b>Adequate Competition? (If "yes" provide details in Justification dialogue below.)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
9.	<b>Statutory Authorization or Requirement?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
10.	<b>National, State, or Local Emergency?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
11.	<b>National, State or Local Security? (If needs may compromise Security, provide details in Justification below.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
12.	<b>Public Interest? (If "yes" provide details in Justification dialogue below.)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
13.	<b>Failure to Plan? (Prohibited – may not use sole source)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
14.	<b>Limited Availability of Federal Assistance? (Prohibited) (i.e. expiration of Federal assistance previously available for award. If yes, may not use sole source.)</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A

15.	That the efficient utilization of existing goods requires the acquisition of compatible goods or services	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16.	That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
17.	That the goods or services are for use in a pilot or an experimental project	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
18.	Other findings that support the conclusion that the goods or services are available from only one source. (Identify in Justification below.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A

**Justification:**

Sole Source Determination pursuant to FTA 4220.1F VI-15 (3)(i)(1)(b), Oregon Revised Statutes (ORS) 279B.075, Oregon Administrative Rule (OAR) 137-047-0275.

\_\_\_\_\_ has been determined necessary or convenient for the proper exercise of the powers granted to a district ORS 267.570(b) and (g).

[INSERT JUSTIFICATION DIALOG based on each "Yes" response above.]

See Attached.

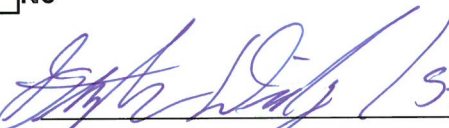
**This sole source documentation complies with SAMTD Policy 416.03(D) Non-competitive procurement:**

**"D. NON-COMPETITIVE PROCUREMENT (SOLE SOURCE):** Non-competitive procurements for goods and services shall be allowed only on an exceptional and fully documented basis. Sole source procurements are only permitted by signature authorization by both the Director of Finance and General Manager, and where it is determined if applicable, that all FTA criteria are satisfied."


**SALEM AREA MASS TRANSIT DISTRICT**

I have attached documentation that the price is fair and reasonable *(required for approval)*

Yes  No

By:  / Stephen Dickay, Director of Strategic Initiatives and Program Management  
 (Requestor Signature - Print Name & Title) Date 6/6/19

**APPROVALS:**

By:  Al McCoy, CFO/Director of Finance Date 6/6/19

By:  Allan Pollock, General Manager Date 6/6/19

## **Sole Source Request Detail Sheet**

**Kittleson and Associates, Inc.**

### **Keizer Transit Center Signalized Intersection Project**

**History with this Contractor:** Kittleson and Associates, Inc. (KAI) have been the design contractor from the beginning of this project.

**Purpose and Needs:** The work identified in this sole source request involves updates and modifications to the original design set produced by KAI. To initiate a new contract with another vendor would create duplicate effort, additional cost, and significant delay to project completion.

#### **GENERAL CATEGORY DESCRIPTIONS:**

##### 4. Need for Compatibility with an Existing System or Item?

The additional supporting modifications to existing design documents needed for construction activities until completion need to be based on the knowledge and background that went into the original design set used for the construction bid. This knowledge is unique to KAI and their team of subcontractors.

##### 7. Is there an Unusual or Compelling Urgency?

The project is under construction, any delay will have an impact on the completion of the construction schedule on time. Delays in completion will also result in required detours of multiple bus routes from the scheduled completion date until the project is completed. This will impact operational efficiencies and delays for customers.

# Change Order Request

(Non-Construction)



**NOTE FOR FEDERAL FUNDING:**

Change orders must have cost justifications to support each change order/modification/amendment prior to the change being issued and approved by the authorized official before change is issued. To be eligible under federal funding, the cost of the change/modification/amendment or constructive change must be allowable, within the scope of original Contract and reasonable for completion of the project.

**To be completed by Project Manager**

<b>Project Number / Name:</b>	20005504 / KTC Signal Design Services
<b>Date of Request:</b>	May 10, 2019
<b>Change Number:</b>	1
<b>Vendor/Contractor Name:</b>	Kittleson and Associates, Inc. (KAI)
<b>Details of Change:</b> (description, reasons for change/modification)  Within Original Scope of Work <input type="checkbox"/> or Cardinal Change* <input type="checkbox"/> Attachment <input type="checkbox"/>	Need to increase contract budget by \$46,000 (\$41,497 cost, plus 10.85% contingency) to address additional construction support design services needed regarding unforeseen conflicts with utilities and original design. As built drawings used as reference during the initial design phase did not accurately depict the location and configuration of underground utilities resulting in design conflicts that required alternative designs to be created at an additional charge. The work associated with this request is within the scope of the current contract.
<b>Impact to Project, Deliverables, Schedule:</b> (Need additional time/hours – Attach additional documentation) Attachment <input type="checkbox"/>	No impact to project deliverables or schedule.
<b>Funding Source(s), Details:</b> Verified Funding Available <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> GA Int <input checked="" type="checkbox"/>	OR-04-0039 FTA funds City of Keizer providing local match through an executed IGA
<b>Cost of Change and Cost Analysis:</b> (If Federally funded, attach cost/price analysis documentation for change order) Attachment <input type="checkbox"/>	See attached.  <i>MOTI MACDONALD COST REVIEW DATED 6/5/2019</i>

\*If a Cardinal Change, beyond the original Scope of Work, a new solicitation may be necessary.



Print name, signature & Date

<b>Project Manager:</b>	<i>Stephen Dickey</i> / <i>[Signature]</i>	<b>Date:</b> 6/6/19
<b>Department Manager:</b>		<b>Date:</b>

**To be completed by Finance**

<b>Budget / Process Verified:</b> <i>(AW)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Finance Manager:</b> <i>[Signature]</i> <b>Date:</b> 6/6/19
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**Requires General Manager Signature:**  Yes  No    **Approved:**  Yes  No

<b>General Manager:</b>	<b>Date:</b>
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**REQUEST FOR CHANGE ORDER**

**Overview of Actions and Responsibilities**

Who Initiates Form?	Project Manager
When is Form processed?	<ol style="list-style-type: none"> <li>When any of the original Project key milestone dates and/or Project completion date listed in the contract are projected to be delayed beyond original contract terms, or</li> <li>When any other change to the contract has been requested.</li> </ol>
Who Authorizes Form?	The Division Manager / Department Manager reviews and approves the Form before it is sent on to Finance.
Who receives and reviews Form?	The approved Form is sent to the Contract/Procurement Specialist for Finance review.
Action required by SAMTD	<ol style="list-style-type: none"> <li>Contract/Procurement Specialist reviews change order request against Contract terms and conditions to determine if it is allowable or not.</li> <li>Finance Manager verifies budget</li> <li>General Manager reviews and approves if required.</li> </ol>
When Change Order is Approved	Contract/Procurement Specialist initiates and facilitates execution of change order/amendment to Contract and distributes copies to Project Manager and Contractor.
When Change Order Not Approved	Additional work contemplated under the change order may be awarded as a new procurement.



Salem Area Mass Transit District  
555 Court Street NE  
Suite 5230  
Salem, OR 97301

Mott MacDonald  
111 SW Columbia Street  
Suite 945  
Portland  
OR 97201  
United States of America

T +1 (503) 243 5001  
mottmac.com

## Kittelson Scope Review for the Keizer Transit Center Signalized Intersection Project

June 5, 2019

Good Day Steve,

We have received and reviewed the updated budget projecting the anticipated costs for Kittelson, WSP and Cardno to complete their scope of work for the Keizer Transit Center Signalized Intersection Project.

The quantity of hours listed is reasonable and reflects the level of involvement seen in the project thus far.

The billing rates listed are reasonable for the tasks performed in our region.

Mott MacDonald takes no exception to the breakdown of costs submitted for Kittelson and Associates, Inc., WSP USA, and Cardno.

Best regards,

Ryan Griggs  
Engineer III - Civil  
503.455.8019  
360.303.2085  
ryan.griggs@mottmac.com

**Independent Cost Estimate**

The development of an Independent Cost Estimate (ICE) is critical to a successful procurement. The ICE assists in determining the proper solicitation method, and is also valuable in the later determination regarding the requirement of "fair and reasonable" pricing. This estimate is an FTA requirement above the Federal funds micro purchase level of \$3,000.

**Date of Estimate:** June 4, 2019

**Description of Goods / Services:** Added construction support design services for the KTC Signalized Intersection project.

Through the method stated below, it has been determined that the total cost of the goods/services is estimated to be: \$ 46,000 (including a 10.85% contingency)

**Method of Obtaining the Estimate:**

I have determined the following estimate from...

- Prices on recent purchases (detailed on page 2)\*
- Catalog/Internet prices/current price lists
- Prices set by law/regulation
- Advertisements for sales prices of goods/equipment
- Similar items in a related industry
- Engineering or technical estimate
- Purchasing experience of other public agencies
- Purchasing Agent's/Buyer's knowledge of the item being purchased
- Independent Third Party estimate
- Other (specify) \_\_\_\_\_

\*Depending upon the age of the data, historical pricing alone, even with an escalation factor may not be adequate.

**EXPLANATION OF COST ESTIMATE** Below  On Attachment

\* SEE REVERSE SIDE FOR PAYMENT HISTORY  
\* SEE ATTACHED INVOICES THAT CORRESPOND WITH PAYMENT HISTORY.

Payment History Method, if any*				
Amount Paid	Invoice Date	Invoice Descrip	Invoice No	Vender Name
\$166.27 / hr. including overhead and profit	3/20/2019	Design services for KTC project	0101365	Kittleson and Associates, Inc.
\$90.00 to \$155.00 / hr. including overhead and profit	4/26/2019	Design services for the bus stop improvement project	239504	Century West Engineering
\$98.35 to \$176.42 / hr. including overhead and profit	5/20/2019	Project management services for capital projects	507406794	Mott MacDonald

Payment History Supporting documentation attached  Yes  No

\*Depending upon the age of the data, historical pricing alone, even with an escalation factor may not be adequate.

**Additional Comments / References to Attachments:**

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The preceding cost estimate was obtained or prepared by:

 6/6/19  
 Project Manager



**To:** Board of Directors

**From:** Gregg Thompson, Maintenance Manager  
David Trimble, Chief Operating Officer

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** Authorizing a Contract with PetroCard Inc. to Supply Fuel Card Services for Cherriots Contracted Service Vehicles

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## ISSUE

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?

## BACKGROUND AND FINDINGS

SAMTD'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. To meet the fueling needs for Cherriots LIFT (43 vehicles), Cherriots Regional (12 vehicles), and Cherriots Shop & Ride (5 vehicles) Services, SAMTD has utilized Fueling Card Lock Services.

Fuel cards allow the contractor the ability to fuel vehicles at all Pacific Pride fueling stations in the area through the use of cards. Cherriots LIFT vehicles use approximately 157,000 gallons of fuel (gasoline) annually, Cherriots Regional vehicles use approximately 65,800 gallons of fuel (diesel and gasoline) annually, and Cherriots Shop & Ride vehicles use approximately 6,200 gallons of fuel (gasoline) annually.

This contract was procured under SAMTD Procurement procedures utilizing State of Oregon Price Agreement (PA) #8519. The State of Oregon, Department of Administrative Services (DAS) issued a formal, competitive Request for Proposals for Fuel Card Lock Services. Multiple Proposers responded to the DAS solicitation and the

PA was awarded to two (2) Proposers: Ceco, Inc. and PetroCard, Inc. Our incumbent provider Marc Nelson Oil Products was not awarded a State Price Agreement designation, so they were not considered in this solicitation.

SAMTD formally solicited the two successful providers on the PA for Dealer Margin by location for the stations utilized by SAMTD. PetroCard Inc. was evaluated as the successful supplier based on submitting the lowest costs and the largest availability of fueling stations throughout the area. PetroCard submitted a markup of \$0.3526 per gallon. The markup difference was \$0.4039 lower than the Ceco Inc. submission.

The table below shows the estimated costs based on fuel consumption forecasts:

<b>Service</b>	<b>Contract Year 1</b>	<b>Contract Year 2</b>
CHERRIOTS LIFT	\$385,000	\$404,250
CHERRIOTS REGIONAL	\$163,000	\$171,150
CHERRIOTS SHOP/RIDE	\$18,000	\$18,900
CONTINGENCY (ADDITIONAL MILES)	\$69,600	\$70,100
<b>TOTALS</b>	\$635,600	\$664,400
<b>2-Year Contract</b>		<b>1,300,000</b>

### **FINANCIAL IMPACT**

Funding for the first year of this contract is included in the FY20 Budget. Year 2 will be included in the FY21 Budget. Fuel is allocated separately for each service type.

### **RECOMMENDATION**

Staff recommends 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.

### **PROPOSED MOTION**

**I move that 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 \$1,300,000.**



## BOARD MEETING MEMO

Agenda Item J.2

**To:** Board of Directors

**From:** Gregg Thompson, Maintenance Manager  
David Trimble, Chief Operating Officer

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** Authorizing a Contract with Superior Tire for Vehicle Tire Purchases

---

### ISSUE

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?

### BACKGROUND AND FINDINGS

SAMTD partnered with TriMet and Lane Transit District to complete a joint tire procurement. The solicitation for the three agencies, was advertised locally and nationally, and Superior Tire Services in Salem, Oregon, was deemed responsive to the solicitation. This meant that they could provide the majority of the tire sizes and specifications requested through the solicitation.

SAMTD is awarding this contract to Superior Tire Services under a competitive solicitation process with a single bid response. Competition for this solicitation was determined to be adequate based on Federal Transit Administration (FTA) guidelines. Scope and specifications were found not overly restrictive and the reason for few responses were not within the combined agencies (SAMTD, TriMet, LTD) control.

Pricing was compared for reasonableness against current published price lists, SAMTD's historical expenditures and the expenditures of other agencies. The price comparison, the price quote from Superior was determined to be reasonable.

The District then performed an analysis on purchase versus lease program and determined that purchasing tires would allow for more control over inventory and potential costs savings.

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

The table below details the contract annual prices for each year:

<b>Contract Year</b>	<b>Annual Price</b>
Year 1	\$ 153,450
Year 2	\$ 153,450
Option Year (3)	\$ 161,125
Option Year (4)	\$ 165,975
Option Year (5)	\$ 171,000
Contingency (5%) (additional service)	\$ 25,250
<b>Total</b>	<b>\$ 830,250</b>

### **FINANCIAL IMPACT**

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

### **RECOMMENDATION**

Staff recommends that 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.

### **PROPOSED MOTION**

**I move that 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 base years and three, one-year options, for a not-to-exceed total contract amount of an amount not-to-exceed \$830,250.





**To:** Board of Directors

**From:** Karen Garcia, Security and Emergency Management Manager  
David Trimble, Chief Operating Officer

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** Authorizing an Intergovernmental Agreement with the City of Salem for Police Services

---

## ISSUE

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?

## BACKGROUND AND FINDINGS

To ensure the delivery of a world-class customer experience for all employees riders, and the general public the District monitors conduct on all its vehicles and properties. This is accomplished, in part, through and Intergovernmental Agreement with the City of Salem's police department. This IGA allows for a direct, on-call service for Cherriots by law enforcement at specific times of the day.

For many years, the District has benefited from an IGA with the City of Salem Police Department to provide uniformed officers at the Downtown Transit Center. Agreements are made under the authority of ORS 190.010. Both parties are public entities and each have 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.

The term of the new Agreement with the City of Salem Police Department covers two years, from July 1, 2019 – June 30, 2021. Initially, on call services of the Downtown Enforcement Team will be provided for a period of no fewer than 45 hours per week; however, 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.

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.

The partnership between District staff, our private security provider, and the City of Salem Police Department helps Cherriots delivery on its mission of safety through police presence and responsiveness.

### **FINANCIAL IMPACT**

Funding for year one of this IGA is included in the FY2019-20 Operations Division, Security and Emergency Management Department General Fund budget.

Total contract cost is listed in the table below:

<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>Total</b>
\$156,530	\$167,076	\$323,606

### **RECOMMENDATION**

Staff recommends that the Board 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.

### **PROPOSED MOTION**

**I move that the Board 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.**



**To:** Board of Directors

**From:** Gregg Thompson, Maintenance Manager  
David Trimble, Chief Operating Officer

**Thru:** Allan Pollock, General Manager

**Date:** June 27, 2019

**Subject:** AUTHORIZING A CONTRACT WITH CASCADE LANDSCAPE MANAGEMENT, INC. TO PROVIDE LANDSCAPING MAINTENANCE SERVICES

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## ISSUE

Shall the Board 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?

## BACKGROUND AND FINDINGS

SAMTD contracts landscaping service for three (3) locations that include the Del Webb Administration building, Market Street Park and Ride, and Keizer Transit Center. Hiring landscaping companies that have the expertise in proper plant, grass, tree and shrub care is a key element in ensuring District properties are maintained to the highest standard.

Each of the three locations has unique demands and vastly different servicing requirements. The Market Street Park and Ride consists primarily of shrubbery that is kept to a minimum height for safety and security. There is also a small lawn which requires mowing and trimming. The Del Webb Administration Building consists of a mixture of shrubs, trees and groundcovers; and the Keizer Transit Center contains a wide array of plantings, as well as a specialty lawn. Included in the landscaping contract are provisions for irrigation maintenance and any needed repairs.

On March 13, 2019, a Request for Proposal was issued for landscaping maintenance services. A pre-proposal conference was held on March 29, 2019 allowing prospective bidders to view the properties and better understand the scope of work. The RFP closed on April 19, 2019. Four responsive bids were received.

An evaluation team reviewed the responses and scored Cascade Landscape Management, Inc. as the lowest cost and the most responsive to the solicitation. Cascade Landscape Management is the incumbent and has performed superior work over the last five years.

The contract with Cascade Landscape Management is a two (2) year base contract with three (3) one-year options. The cost breakdown for each year is reflected in the table below:

Year	Cost
1	\$24,156
2	\$24,156
3	\$24,624
4	\$24,624
5	\$25,092
<b>Total</b>	<b>\$122,652</b>

### **FINANCIAL IMPACT**

Funding for the first year of this contract is included in the FY20 Budget. Year 2 will be included in the FY21 Budget.

### **RECOMMENDATION**

Staff recommends the Board authorize the General Manager to execute a contract with Cascade Landscape Management for landscaping maintenance services for an amount not to exceed \$122,652?

### **PROPOSED MOTION**

**I move that the Board 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?**



**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** June 27, 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><b>Board/Committee</b></u>	<u><b>Director(s)</b></u>
Special Transportation Fund Advisory Committee (STFAC)	P: Director Jerry Thompson A: Director Colleen Busch
Mid-Willamette Area Commission on Transportation (MWACT)	P: Director Marcia Kelley A: Director Kathy Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	P: President Robert Krebs A: Director Jerry Thompson
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	P: Director Kathy Lincoln A: Director Colleen Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	P: Director Kathy Lincoln A: Director Colleen Busch

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

Receive and File

**PROPOSED MOTION**

None