



Salem Area Mass Transit District
BOARD OF DIRECTORS

~ **VIRTUAL BOARD MEETING** ~
Thursday, October 28, 2021 at 6:30 PM

This Board meeting will be held virtually via *ZoomGov* in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.

ZoomGov Virtual Meeting Platform:	
https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09	
Meeting ID: 160 519 4427	Passcode: 512136
Landline (<i>Long distance charges may apply</i>)	1 669 254 5252 US (San Jose)
One-Tap Mobile	+16692545252,,1605194427#,,,,*512136#
Comcast Cable	Channel 21
CC:Media	https://www.capitalcommunitymedia.org/all
Cherriots Facebook Live	

AGENDA

A. CALL TO ORDER (President Ian Davidson)

1. Note of Attendance for a Quorum
2. Pledge of Allegiance
3. "Safety Moment"

B. ANNOUNCEMENTS & CHANGES TO AGENDA

If any agenda item involves a potential conflict of interest, Board members should so note this before the adoption of the Consent Calendar.

C. PRESENTATION

D. PUBLIC COMMENT

To offer written testimony on any Board business -
by email to: **board@cherriots.org** by 5:00 p.m., on the day of the Board meeting; or
by mail to: Cherriots Board of Directors, 555 Court St NE, Suite 5230, Salem, OR 97301.
Testimony received will be acknowledged at the Board meeting and will be included in the minutes for public record.

E. CONSENT CALENDAR

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

1. Approval of Minutes

- a. September 23, 2021 Executive Session re: GM Performance Evaluation **5**
- b. September 23, 2021 Board of Directors Meeting **7**

2. Routine Business

- a. Approval of the FY2023 Budget Calendar **15**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) fixed-route, Compressed Natural Gas transit vehicles for Cherriots fixed-route service for a not-to-exceed amount of \$2,895,685 **19**
- 2. Authorize the General Manager to execute a contract with NW Lift and Equipment for In-ground lift construction services for an amount not to exceed \$229,118? **21**
- 3. Approve a project budget of \$228,600.00, which includes a 20% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 4 in a not-to-exceed amount of \$190,500.00 **23**

H. INFORMATIONAL REPORTS

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

Board members report on their committee assignments. **31**

K. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: [Thursday, November 18, 2021 \(3rd Thursday\)](#)



FY 2021 BOARD PRIORITIES AND PRINCIPLES

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

Cherriots Board of Directors adopts the following priorities and principles:

Support of increased public transit funding

While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.

Pedestrian and bicyclist infrastructure

Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong “first mile/last mile” infrastructure.

Environmental justice

Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.

Maintenance of existing travel lanes before building new infrastructure

Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.

Unaccounted costs

Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.

Salem Area Mass Transit District
Board of Directors Meeting Agenda
October 28, 2021
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- **Virtual Meetings:** The Board of Directors meeting is a public meeting; typically in a place that is ADA- accessible. However, this Board meeting will be held virtually via *ZoomGov* in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.
- **Closed Captioning (CC):** *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.
- **Alternate Formats** This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made 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.
- **Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.
- **Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

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- Reuniones virtuales: La reunión de la Junta Directiva es una reunión pública; típicamente en un lugar que sea accesible según la ADA. Sin embargo, esta reunión de la Junta se llevará a cabo virtualmente a través de ZoomGov siguiendo las directivas del Gobernador Brown para mantener a las personas seguras y saludables durante la pandemia de Covid-19.
 - Subtítulos ocultos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos ocultos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre se traduce con precisión.
 - Formatos alternativos Esta es una reunión pública en un lugar accesible a la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a. M. A 5:00 p. M.
 - Se distribuyen copias electrónicas del paquete de la agenda de la reunión de la Junta por correo electrónico 6-7 días antes de la reunión. El paquete de la agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.
 - Lista de distribución de correo electrónico: para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a publictestimony@cherriots.org.

Next Regular Board Meeting Date: **Thursday, November 18, 2021 (3rd Thursday)**



Salem Area Mass Transit District
Board of Directors

~ **VIRTUAL EXECUTIVE SESSION** ~
Thursday, September 23, 2021

MINUTES

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

MEETING CALLED TO ORDER: 6:01 PM **ADJOURNED:** 6:34 PM

PRESENT:

Board

- | | |
|------------------------------------|--|
| X President Ian Davidson | X Director Maria Hinojos Pressey |
| X Director Sadie Carney | X Director Ramiro Navarro |
| X Director Sara Duncan | X Director Sadie Carney |
| O Director Charles Richards | X Ben Fetherston, SAMTD Legal Counsel |

UNDER THE AUTHORITY OF:

- X 192.660(2)(i) Employment-related Evaluation**

SPECIFIC ISSUES DISCUSSED: Performance evaluation – Allan Pollock, General Manager

This was the second executive session under ORS 192.660(2)(i) with the full Board to review the compilation of the performance evaluation for fiscal year 2021, and discuss compensation for the General Manager.

Action, if any will take place during the September 23, 2021 Board of Directors meeting, following the adjournment of the executive session.

RECORDING SECRETARY: _____



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

September 23, 2021

Pursuant to Governor Brown’s Executive Order issued in response to the COVID-19 pandemic, this meeting was held virtually.

- Zoom ID: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QWWEU3bnplbHYzZz09>
- Cherrlots Facebook Live: <https://www.facebook.com/cherriots>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. September 7, 2021 Executive Session (Executive Committee)	
b. August 26, 2021 Board of Directors Meeting	
c. August 26, 2021 Board Orientation – Part 2	
Moved to authorize the General Manager to execute a contract with Clean Energy for the purchase of a CNG compressing station for an amount not to exceed \$1,621,448.	4
Moved to authorize the General Manager to execute a Contract with Stertil-Koni for the purchase of two in-ground, heavy-duty lifts in an amount not to exceed \$240,284.....	4
Moved to authorize that GM Pollock receive a merit bonus of \$10,696	4

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



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
September 23, 2021

MINUTES

PRESENT:

- Board President Ian Davidson and Directors Chi Nguyen and Sadie Carney attended the meeting virtually. Directors Maria Hinojos Pressey, Ramiro Navarro and Sara Duncan attended in person. Director Charles Richards was absent.
- Staff Allan Pollock, General Manager attended the meeting in person. David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Denise LaRue, Chief Financial Officer; Gregg Thompson, Maintenance Manager; Chris French, Service Planning Manager; Jeremy Jorstad, Transit Planner II; Karen Garcia, Security and Emergency Management Manager, and Dan Knauss, Contracts/Procurement Manager and Ben Fetherston, SAMTD Legal Counsel attended virtually. Stephen Custer, Digital Marketing Coordinator, Scott Kirkland, Network Administrator; and Linda Galeazzi, Executive Assistant/Recording Secretary.
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CALL TO ORDER

6:37 PM

- A. President Ian Davidson called the meeting to order. Attendance was noted with the excused absence of Director Richards; and a quorum was present.

Director Navarro led the audience in the Pledge of Allegiance. He then spoke about the September 11, 2001 attacks, and the day after when the nation pulled together in unity.

"As we sit here, 20 years following September 11, 2001, we remember. I'm fairly certain most people here and watching at home can tell you exactly where they were when those 4 planes, in a coordinated attack, killed 2,977 people on American soil.

I remember, as if it were yesterday, sitting in home room at Claggett Creek Middle School in Keizer when I first heard about this tragedy on the wall mounted t.v.

And 20 years since that tragic day, we continue to remember. We Remember the innocent people who lost their lives at the World Trade Center, the Pentagon, on the streets of New York, and on that 4th airplane. We Remember the civil servants, the firefighters, the police officers, and military personnel who have dedicated and lost their lives protecting our safety, our freedom and our democracy. We remember the families and friends who've



lost loved ones. We remember September 11th, 2001 because this event, no matter where we were in the world, has impacted all of us.

But I'd like to ask that we honor the memory of those who passed by also remembering September 12, 2001. The very next day, we came together as one nation...indivisible... to protect our neighbors and really all people.

I think that's important to remember because while I'd never want another 9/11... I'd give anything for another 9/12. So would you please join me as we bow our heads in a moment of silence."

Director Navarro led the audience in a moment of silence.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

B. There were no announcements.

PRESENTATION

C. There were no presentations.

PUBLIC COMMENT

D. There were no public comments.

CONSENT CALENDAR

E.1 Shall the Board approve the Consent Calendar?

Presenter: President Davidson
Staff Report: Pages 5-14 of the agenda

Approval of Minutes

- a. September 7, 2021 Executive Session (Executive Committee)
- b. August 26, 2021 Board of Directors Meeting
- c. August 26, 2021 Board Orientation – Part 2

Motion: **Moved to approve the Consent Calendar.**
 Motion by: **Director Maria Hinojos Pressey**
 Second: **Director Sara Duncan**
 Vote: **Motion passed: Davidson, Nguyen, Carney, Hinojos Pressey, Duncan, Navarro (6)**
 Absent: **Director Richards (1)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR

F. There were no items deferred from the consent calendar.

ACTION ITEMS

G.1 Shall the Board authorize the General Manager to execute a contract with Clean Energy for the purchase of a CNG compressing station for an amount not to exceed \$1,621,448?



Presenter: Tom Dietz, Director of Operations
Staff Report: Pages 15-16 of the agenda

Motion: Moved to authorize the General Manager to execute a contract with Clean Energy for the purchase of a CNG compressing station for an amount not to exceed \$1,621,448.

Motion By: Director Ramiro Navarro Jr.
Second: Director Sadie Carney
Vote: Motion passed: Davidson, Nguyen, Carney, Hinojos Pressey, Duncan, Navarro (6)
Absent: Director Richards (1)

G.2 Shall the Board authorize the General Manager to execute a Contract with Stertil-Koni for the purchase of two in-ground, heavy-duty lifts in an amount not to exceed \$240,284?

Presenter: Tom Dietz, Director of Operations
Staff Report: Pages 17-18 of the agenda

Motion: Moved to authorize the General Manager to execute a Contract with Stertil-Koni for the purchase of two in-ground, heavy-duty lifts in an amount not to exceed \$240,284.

Motion By: Director Sadie Carney
Second: Director Ramiro Navarro Jr.
Vote: Motion passed: Davidson, Nguyen, Carney, Hinojos Pressey, Duncan, Navarro (6)
Directors Richards (1)

G.3 Potential Action on the General Manager’s Performance Evaluation and Compensation

Presenter: President Ian Davidson
Staff Report: Verbal

The Board held two executive sessions to review and discuss the performance of the general manager, and to discuss a compensation package. The executive committee met in executive session on September 7, 2021 to review the compilation of a completed performance evaluation survey submitted by the FY 2021 board of directors. The full board for FY 2022 met prior to the board meeting to discuss a compensation package.

Motion: Moved to authorize that GM Pollock receive a merit bonus of \$10,696.

Motion By: Director Maria Hinojos Pressey
Second: Director Sadie Carney
Vote: Motion passed: Davidson, Nguyen, Carney, Hinojos Pressey, Duncan, Navarro (6)
Directors Richards (1)



President Davidson stated that compensation was intentionally linked to the general manager's performance this past year, and was well earned. It has been an incredibly difficult year and GM Pollock continued to get the district, riders and employees through it with equity and grace. It takes many years of work to win federal and state funding, and in a one week period in early July, the district received \$12 million dollars as a result of the persistence of GM Pollock and the executive team working in a seven day period with the state and federal governments.

Director Nguyen expressed her appreciation of GM Pollock who provided exemplary leadership. He met several of the districts' *Pillars of Priorities* providing an exceptional customer experience, fostering a culture of excellence and ensuring organizational viability. Director Nguyen praised GM Pollock for advocating for and securing federal funding, and saving jobs in this dire pandemic with the help of the district's lobbying team, CFM Advocates.

Director Navarro, as a new member of the Board, said that it has been a great experience. GM Pollock has kept in continued communication with him and provided him with the resources that he needs.

Director Carney stated that GM Pollock's presence has been enduring, carrying forth the vision he arrived with. His local, state and federal leadership has been an undervalued asset. GM Pollock has been willing to testify at State hearings. Superlative in this difficult time, his leadership has made the district an *Employer of Choice*. Employees have been moved along in development phases and are being promoted from within. She noted the promotion of an operations supervisor, and the development of an employee to represent the district at the national level.

Director Hinojos Pressey appreciates the work that GM Pollock has done. He sees the bigger picture, and noted the milestones he has been able to reach. She encouraged him to take the time to celebrate all of these wins.

Director Duncan said she came on the Board after COVID. In her time of service, the district now has a new mapping software, grants have been awarded, and the district is engaged in work to support environmental standards. She is involved in community events, and often sees GM Pollock at the same events. She feels lucky to have him at the district.

INFORMATION ITEMS

H.1 Fiscal Year 2021 Security Report

Staff Report: Pages 19-36 in the agenda

Presenter: Karen Garcia, Security and Emergency Management Manager



Time was given for questions and answers.

H.2 Fiscal Year 2021 Performance Report

Staff Report: Pages 37-54 in the agenda

Presenter: Jeremy Jorstad, Transit Planner II (Scheduler)

Time was given for questions and answers.

GENERAL MANAGERS REPORT

- I.1 GM Pollock thanked the Board for their acknowledgement of his performance. He said it takes a team and he is proud to be a part of Team Cherrriots. He announced that he has been nominated by the American Public Transportation Association's nominating committee to fill a portfolio seat on the APTA Board of Directors Executive Committee representing small operations for a three year term. He currently fills an unexpired term. APTA will vote on the slate of nominees at their November meeting. He also serves on ODOT's Statewide Transportation Improvement Fund/Special Transportation Fund (STIF/STF) Rules Advisory Committee. They have completed four of their meetings, the fifth one is next Thursday. There will be two more meetings before they wrap up their work to provide ODOT with their recommendations to modify the merging of these two programs into one; which will affect the District in how they do business. Lastly, he shared that Sunday ridership figures for the last three Sundays have totaled 3,043 rides; averaging over 1,000 rides per day.

BOARD OF DIRECTORS REPORTS

- J.1 Directors reported on their activities in September as representatives of the board.
- Director Nguyen traveled to the Bay area where she experienced a plethora of travel options that she hoped to bring back to share in the Salem area. She reported on the progress of the Keen consulting team who is working on behalf of the Diversity, Equity, and Inclusion Committee (DEI). She expressed heartfelt empathy to parents of school aged children. Her family had a COVID scare over the weekend that turned out to be negative; but her heart goes out to all of the front line workers who don't have the option to work from home like others do.
- Director Navarro attended Keizer Chamber's government affairs meeting. The general theme was about redistricting. He also took his kids on a bus ride on Sunday for their family day, and was tagged the most awesome dad there was.
- Director Carney expressed her excitement for the Salem Keizer Area Transportation System (SKATS) policy committee meeting that is scheduled next week. There will be a



presentation on Cherriots' long range transit plan (LRTP), as well as a presentation that Director Carney heard through the Land Conservation and Development Commission (LCDC) regarding the *Climate Friendly and Equitable Communities Rulemaking*.

Director Hinojos Pressey spoke from a written summary of the September 21st Citizens Advisory Committee meeting that has been included with these Minutes as Attachment A.

President Davidson reported on the September Mid-Willamette Area Commission on Transportation (MWACT) meeting; in particular the prioritization of allocations for bike and pedestrians projects into the Statewide Transportation Improvement Program (STIP) bucket. He is a member of the legislative committee for the Mid-Willamette Valley Council of Governments (MWVCOG) where they have been working on the 'convenience' of public entities to meet to discuss countless topics, like homelessness in Marion and Polk counties, and eventually the regional availability of public transit. It is a great opportunity for people to learn and also to share information from their expertise. He talked about his presentation to the CAC on Climate Action Plan Goals. He noted that the full presentation could be viewed on the City of Salem's website.

Director Duncan traveled to Ashland to try out their bus service and rode on the "Teal" bus. She attended the League of Oregon Cities rail conference and visited the Pringle Park Community in south Salem where they are known for their forward thinking and sustainability practices.

ADJOURN

K.1 The board meeting was adjourned

9:08 pm

Respectfully Submitted

Ian Davidson, President



BOARD MEETING MEMO

Agenda Item E.2.a

To: Board of Directors

From: Denise LaRue, Chief Financial Officer

Thru: Allan Pollock, General Manager

Date: October 28, 2021

Subject: FY 2022-23 Budget Calendar

ISSUE

Shall the Board adopt the proposed Budget Calendar for the FY2022-23 budget preparation?

BACKGROUND AND FINDINGS

Pursuant to Oregon Budget Law, the FY2022-23 budget must be adopted by the Board no later than June 30, 2022, in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published twice between 10 and 30 days before the meeting, separated by at least five days.

Orientation for new Budget Committee members may be scheduled during the month of April by notifying the General Manager or Executive Assistant. Finance staff will then set up mutually convenient meeting date(s) and time(s) to cover the basic duties of the committee. The work of the Budget Committee begins at the first meeting, proposed for Thursday, May 5, 2022. At this meeting, the Budget Committee receives the proposed budget presented by the General Manager. During this, and any subsequent meetings, the committee reviews and ultimately approves the budget. The Budget Committee is scheduled for three Thursday evenings starting at 6:00 PM on May 5, May 12 (if needed), and May 19 (if needed).

The Budget Committee will present the approved budget to the Board at the June 23, 2022 Board meeting, and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the

budget hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of May 30, 2022.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends adoption of the proposed FY2022-2023 Budget Calendar.

PROPOSED MOTION

I move that the Board adopt the proposed FY2022-2023 Budget Calendar.

Salem Area Mass Transit District

BUDGET CALENDAR

Fiscal Year 2022-2023

Day	Date	Time	Responsible	Activity
Thursday	October 28, 2021	6:30 PM	Finance	Board adopts FY 2022-2023 Budget Calendar (for FY 2022-23 Budget Process)
Mon - Fri	Week of April 4, 2022		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 11, 2022		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Wednesday	April 20, 2022		Executive Leadership Team	SAMTD Executive Leadership Team approves draft for Budget Committee consideration
Mon - Fri	Month of April		Finance	Budget Committee Orientation with Committee members upon request
Thursday	May 5, 2022	6:00 PM	Executive Leadership Team	First Budget Committee Meeting - <ul style="list-style-type: none"> • Election of Officers & Budget Message
Thursday	May 12, 2022	6:00 PM	Finance	Second Budget Committee Meeting - (if necessary) <ul style="list-style-type: none"> • Deliberation & Approval
Thursday	May 19, 2022	6:00 PM	Finance	Third Budget Committee Meeting - (if necessary) <ul style="list-style-type: none"> • Deliberation & Approval
Mon - Fri	Week of May 30, 2022		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 23, 2022	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 23, 2022	6:30 PM	Board	Board adopts FY2022-23 Budget, makes appropriation, levies taxes
Mon - Fri	Week of July 18, 2022		Finance	Adopted budget and levy certification form due to County Assessors (submission required by July 29, 2022)



To: Board of Directors

From: Gregg Thompson, Maintenance Manager
Tom Dietz, Director of Operations

Thru: Allan Pollock, General Manager

Date: October 28, 2021

Subject: Acquisition of Five (5) Compressed Natural Gas Fixed-Route Transit Vehicles

ISSUE

Shall the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) fixed-route, Compressed Natural Gas transit vehicles for Cherriots local fixed-route service for a not-to-exceed amount of \$2,895,685?

BACKGROUND AND FINDINGS

SAMTD's current fleet for delivery of the fixed-route service consists of 64 ADA lift-equipped vehicles. Regular replacement of these vehicles is necessary to ensure safe, efficient delivery of this service. As part of the District's overall Capital Planning efforts, staff is committed to ensuring vehicles are replaced at a schedule consistent with industry best practices. The five (5) vehicles scheduled to be replaced are approaching 18 years of age, which far exceeds the 12-year Useful Life Benchmark set by the Federal Transit Administration.

The contract price is based upon a Washington State price agreement, procured under procedures set by the Washington Department of Transportation's Public Transit Division. The order will be for five (5) 40-foot Compressed Natural Gas (CNG) vehicles. All vehicles will be for local fixed route service.

FINANCIAL IMPACT

Funding for this proposed contract is included in the Capital Projects Budget of SAMTD's Adopted FY2021/22 Budget. Vehicle costs are listed in Table 1 below:

TABLE 1

CATEGORY	PRICE	QUANTITY	TOTAL
40-Foot CNG Bus	\$ 539,137	5	\$ 2,695,685
Contingency	\$ 200,000	1	\$ 200,000
GRAND TOTAL:			\$ 2,895,685

Funding for the proposed contract is covered through two grants using STBG Flex 5307 and ODOT 5339 funds with a general fund local match.

Funds for the bus purchasing project are listed in Table 2 below:

TABLE 2

FUND SOURCE	FEDERAL PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
STBG Flex 5307	89.73%	10.27%	\$ 2,078,639	\$ 237,909	\$ 2,316,548
FY 19 5339	85%	15%	\$ 492,266	\$ 86,871	\$ 579,137
					\$ 2,895,685

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) fixed-route, Compressed Natural Gas transit vehicles for Cherriots fixed-route service for a not-to-exceed amount of \$2,895,685?

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) fixed-route, Compressed Natural Gas transit vehicles for Cherriots fixed-route service for a not-to-exceed amount of \$2,895,685?



To: Board of Directors

From: Gregg Thompson, Maintenance Manager
Tom Dietz, Director of Operations

Thru: Allan Pollock, General Manager

Date: October 28, 2021

Subject: Authorize the General Manager to Execute a Contract with NW Lift and Equipment for In-Ground Lift Construction Services.

ISSUE

Shall the Board authorize the General Manager to execute a contract with NW Lift and Equipment for In-Ground Lift Construction Services for an amount not to exceed \$229,118?

BACKGROUND AND FINDINGS

At the September 23, 2021 Board meeting, the Board approved the purchase of two in-ground heavy duty vehicle lifts. The current lifts are 32 years old and are in need of replacement. Tonight's approval request covers the construction portion of the two lifts and includes lift removal, disposal, construction of lift pits to accept the new lifts, and the installation of new lifts. This project also covers associated electrical connections, testing and staff training. Prevailing wage will be paid to all contractors and sub-contractors.

This is a sole source procurement. The Lift manufacturer (*Stertil Koni*) requires the installation be conducted by a factory trained and authorized installer in order to keep factory warranties in place. NW Lift and Equipment is the exclusive, authorized installer and service representative for Alaska, Idaho, Oregon, Washington, Western Montana and Western Wyoming.

NW Lift and Equipment's pricing is in line with the independent cost evaluation conducted prior to the solicitation.

FINANCIAL IMPACT

Funding for this proposed contract is included in the Capital Projects Budget of SAMTD's Adopted FY2021/22 Budget. The civil work costs are listed in Table 1 below:

TABLE 1

CATEGORY	PRICE EACH	QUANTITY	TOTAL
In Ground Lift Civil Work	\$ 103,059	2	\$ 206,118
Installation and Training	\$ 11,500	2	\$ 23,000
		Total	\$ 229,118

Funding for the proposed contract is covered through a FY 2019 5307 grant with a general fund local match.

Funds for the In-Ground Lift Civil Work project are listed in Table 2 below:

TABLE 2

FUND SOURCE	GRANT PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
FY2019 5307	80%	20%	\$ 183,294	\$ 45,824	\$ 229,118
				Grand Total	\$ 229,118

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with NW Lift and Equipment for In-Ground Lift Construction Services for an amount not to exceed \$229,118?

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with NW Lift and Equipment for In-Ground Lift Construction Services for an amount not to exceed \$229,118?



To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: October 28, 2021

Subject: Award Bus Stop Improvement Program Group 4 Construction Contract

ISSUE

Shall the Board approve a project budget of \$228,600, which includes a 20% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 4?

BACKGROUND AND FINDINGS

The District is currently in a multi-year/multi-phase project to improve its bus stops to meet Americans with Disabilities Act standards, and to improve the customer experience when using District services. The District currently has 697 bus stops within the local fixed route service area, and 72 in the regional service area. Of these stops, 296 or 42.47% of the stops for local service, and 37 or 51.39% of the stops for regional service meet ADA standards. This leaves 401 local, and 35 regional stops that need improvements.

The requirements for a bus stop to meet ADA standards are somewhat complex, but basically it involves minimum width and depth dimensions, and limitations on the amount of slope allowed for the paved access to the bus from the sidewalk. Every stop location has a unique set of circumstances that must be addressed. Some of these include: slope issues, lack of public right-of-way, sidewalks in poor condition, no sidewalks, on-street parking, visibility issues, lighting, irrigation systems, underground utilities, etc. The photos in **Example 1**, show several of the challenges that need to be overcome when improving bus stops. Some of the issues are the actual barrier to people with disabilities from easily accessing transit, and are a major inconvenience for everyone. These include landscape strips between the curb and sidewalk, trees with low branches, rough sidewalk surfaces, and cars parked on the shoulder.

In addition to making improvements to meet ADA standards, other improvements are designed to make the experience of riding the bus more pleasant and encourage transit use. Some of these include the addition of shelters at high use stops, pole mounted seats, lighting, trash cans, and backdoor walkways. The photos in **Example 2** show both ADA and customer convenience improvements that have been made as a result of this project.

The project has been managed in groups of stops to increase the likelihood of receiving an adequate number of competitive bids. There have been three groups completed and one that is coming to you tonight for a contract award. The size of the bid packages range in size from around 15 to 35 stop locations. Typically a bid package over 40 stops becomes too large for smaller contractors to handle, and less than 15 stops will not attract larger contractors.

Bus Stop Improvement Program Group 4 includes stops at 27 following locations:

Center @ Concord	Hyacinth @ Salem Industrial
Center @ Lancaster	Hyacinth @ Railroad Crossing
13th @ Rural	Pine @ Maple
Mission @ University	Pine @ Maple
Market @ 17th	17th @ Grant
McGilchrist @ Pringle	Pringle Pkwy @ Church
13th @ Howard	Hawthorne @ Silverton Rd
Fairview Industrial @ Madrona	Liberty @ Rock Creek
Fairview Industrial @ Madrona	Liberty @ Kevin
17th @ Madison	River Rd @ Manzanita
17th @ Grant	River Rd @ Hidden Creek
17th @ Roosevelt	Fairview Industrial @ 27th
Market @ Hawthorne	3831 Fairview Industrial
River Rd @ Plymouth	

Of these stops, there are twenty-three in Salem, three in Keizer, and one in Marion County. The bid was posted on August 19, 2021 with a closing date of September 20, 2021. Two bids were received, one from Carter and Company, and one from R&R Construction. Since this procurement was conducted as an invitation to bid, the contract is awarded to the lowest bid, which was R&R Construction. With only two contractors bidding, procurement staff followed up with others that had previously bid or indicated they would bid. At least one of the contractors said they would have bid, but they were already busy with other work until early next year.

In addition to awarding a contract, the proposed motion also includes approval of a project budget that includes a 20% contingency amount. In the current market, both labor and

material costs are extremely volatile. While the contract is for a not-to-exceed amount, any unforeseen circumstance that would necessitate a change order could add a significant amount to the cost of improvement to a particular stop or stops. The contingency amount provides budget authority for the project, without granting that up front to the contractor. These change orders would be addressed through the change order process and a contract amendment.

FINANCIAL IMPACT

Funding for this proposed contract is included in the FY2021-22 Adopted Budget page 122, line 34, in the Capital Project Fund. The project is funded by federal grants with a local match, and the activities of this contract are covered in the grant agreement.

RECOMMENDATION

Staff recommends the Board approve a project budget of \$228,600.00, which includes a 20% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 4.

PROPOSED MOTION

I move that the Board approve a project budget of \$228,600.00, which includes a 20% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 4.

Example 1:





Example 2:





TRANSIT BOARD COMMITTEE MEMBERSHIP

Updated 10/21/2021 9:30 AM

Group	Role	Board Rep
Executive Committee	The president, vice-president, and treasurer serve on the Executive Committee. In the absence of any member, the secretary may attend. The Executive Committee may meet at the discretion of the president to resolve any emergency policy or legislative issue that requires immediate action between regularly scheduled Board meetings. The Executive Committee is subject to the authority of the Board, and none of the acts of the Executive Committee shall conflict with action previously taken by the Board regarding the same subject. To the extent possible, such emergency actions are deferred to a special meeting of the Board.	President Vice President Treasurer (a) Secretary
Diversity, Equity, and Inclusion (DEI) Subcommittee	Leads the Board's diversity, equity, and inclusion efforts.	Chair: Director Chi Nguyen Director Ian Davidson Director Maria Hinojos Pressey
Mid-Willamette Valley Council of Governments (MWVCOG) Board of Directors	A voluntary association of local governments - Marion, Polk, and Yamhill Counties, cities within those counties, several special districts, and the Confederated Tribes of Grand Ronde. MWVCOG coordinates regional planning and development activities; and provides technical assistance and local services tailored to member governments. Meetings are the 3 rd Tuesday of March, June, October and December from 3:30-5:30 p.m. The SAMTD Board President typically fills this role.	P: Director Ian Davidson A: Director Sadie Carney
Salem/Keizer Area Transportation Study (SKATS) Policy Committee	SKATS is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area; and is directed by a Policy Committee. SKATS focuses on transportation planning activities, plans, and studies within the Salem-Keizer urban area for transportation facilities of regional significance. The Policy Committee adopts the long-range regional transportation plan and decides how the federal transportation funds available to the urban area will be spent on transportation projects and programs. Meets the 4th Tuesday of every month from 12:00-1:30 p.m.	P: Director Sadie Carney A: Director Sara Duncan
Mid-Willamette Area Commission on Transportation (MWACT)	Advisory to the Oregon Transportation Commission (OTC) on the Statewide Transportation Improvement Program (STIP); prioritizes STIP projects; conducts highway safety studies; hears presentations on issues and developments on all modes of transportation. Meetings are held on the 1st Thursday of the month from 3:30-5:30 p.m., as needed.	P: Director Ian Davidson A:

TRANSIT BOARD COMMITTEE MEMBERSHIP

Updated 10/21/2021 9:30 AM

Group	Role	Board Rep
Statewide Transportation Improvement Fund Advisory Committee (STIFAC) Liaison	The STIFAC prioritizes and recommends projects to the Board acting as the qualified entity for Marion and Polk Counties to be funded by STIF revenues. No set meeting schedule.	P: Director Ramiro Navarro
Citizens Advisory Committee (CAC) Liaison	Advisory committee to the Board on transit-related issues, and makes recommendations for transit service improvements. Meetings are at 5:30 p.m. on the 3 rd Tuesday of the months of March, June, September, and December.	P: Director Maria Hinojos Pressey A: Director Ramiro Navarro
Salem Chamber of Commerce Monthly Forum	The forum features speakers that cover a wide variety of topics designed to build awareness, foster understanding, and spark conversation in the community. It runs from September through May - 2 nd Monday of the month at 12:00 p.m. (except for October and November - 1 st Monday of the month)	P: Director Chi Nguyen A: Director Maria Hinojos Pressey
Salem Chamber Public Policy Committee	The committee works with community partners to promote investments in the future economic health of the region. Meetings are held on the 1st Thursday of the month from 7:00-8:30 a.m.	P: Director Ian Davidson
Keizer Chamber of Commerce Forum	The Luncheon Forum features a different speaker each month, focusing on issues vital to the success of business and allows members to meet the local business community. Scheduled the 2nd Tuesday of the month from 11:30AM-1PM in January, March, May, July, August and December.	P: Director Ramiro Navarro
Keizer Chamber Government Affairs Committee	Meetings are held on the 3rd Wednesday of the month at 12:00 p.m. at the Keizer Chamber Office.	P: Director Ramiro Navarro
Salem Economic Development Corporation (SEDCOR)	Experts speak about timely topics pertinent to business leaders across the spectrum of industries. This is a monthly business lunch held on the 2nd Wednesday at Broadway Commons.	P: Director Sara Duncan A: Director Charles Richards
West Salem Business Association (WSBA)	Meetings provide members an opportunity to network, exchange ideas and information, and get updates on association activities. Meetings are held on the 4 th Thursday of the month from 11:45 a.m. - 1:00 p.m. at West Salem Roth's.	P: Director Chi Nguyen A: Director Sara Duncan