

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, September 22, 2022 at 6:30 PM

This meeting is open to the public in the Senator Hearing Room at Courthouse Square at 555 Court Street NE, Salem, Oregon 97301. For individuals who are not able to attend the meeting in person, the following options are available to watch the meeting if you have internet access on a cellphone or laptop, or have a television.

- ZOOMGOV * **Meeting ID:** 160 519 4427 | **Passcode:** 512136
Go to: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>
- COMCAST CHANNEL 21
- LIVE STREAM: <https://www.capitalcommunitymedia.org/all>
- ONE TAP MOBILE: +16692545252,,1605194427#,,,,*512136# US (San Jose)
- LANDLINE PHONE: +1 669 254 5252 US (San Jose) or +1 669 216 1590 US (San Jose)

AGENDA

A. CALL TO ORDER

- Note the Attendance for a Quorum
- Pledge of Allegiance
- Safety Moment

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

Service Award for Director Charles Richards presented to his wife, Judi Richards

D. PUBLIC COMMENT – *In writing, by email, in person, or by ZoomGov**

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This is time designated for community members to testify before the Board on any items of Board business, being limited to three minutes. Please send your comments in writing or share your comments before the Board in person or by Zoom:

- ZoomGov: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>
 - Email: Board@cherriots.org
 - Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301
- Written testimony will be submitted and entered into the record if it is received by 5:00 p.m. on the day of the meeting.

E. 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. August 25, 2022 Board of Directors Meeting **6**
- b. August 25, 2022 Work Session **7**

2. Routine Business Items

- a. Citizen Advisory Committee Member Appointments **16**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Authorize the General Manager to execute a contract award for Contracted Transportation Services **19**
- 2. Authorize the General Manager to execute 5-year lease agreement with Pacific Office Automation for copier equipment and support **23**
- 3. Authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility..... **SUPPLEMENT**

H. INFORMATIONAL REPORTS - None

- 1. FY2022 Annual Security Report **25**

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS 40

This is the time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as a representatives of the District.

K. 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. ORS 192.660(2)(i) and 192.660(8)

L. POTENTIAL ACTION

- 1. Review of General Manager performance and compensation adjustment

M. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, October 27, 2022



BOARD MEETING MEMO

- **Supplemental Agenda Item G.3**

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: September 22, 2022

Subject: Authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility.

ISSUE

Shall the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$176,552?

BACKGROUND AND FINDINGS

At the August 25, 2022 Board meeting, the Board approved the purchase of switchgear to support the battery electric bus project. The contract amount was for \$105,786. Lead times for the manufacturing and delivery of switchgear has been steadily increasing. When the order was placed, staff asked for a more firm delivery time. We were informed the lead time is now 52 weeks.

Portland General Electric (PGE) has been engineering and ordering electrical equipment to be installed at Keizer Transit Center and has experienced similar quoted lead times. PGE was able to expedite their equipment by paying a premium. Staff inquired with our vendor if this was a possibility with the switchgear we had just ordered.

E&M Electric & Machinery, Inc. reached out to Siemens, who is manufacturing the equipment, and received a quote of \$70,766 for expediting the order. The timeline is

reduced from 52 weeks to 27 weeks. This places the delivery of the switchgear much closer to bus completion and Del Webb construction timelines. It is anticipated that switchgear would arrive at the end of March 2023.

Approval tonight would combine the previous authorized switchgear purchase price of \$105,786 and the expedited manufacturing cost of \$70,766 for a total of \$176,552.

FINANCIAL IMPACT

This project is included as part of the Capital Projects section of SAMTD’s Adopted FY2022/23 Budget. Funding for the proposed contract is covered through FY20 Low-No 5339(c) and a FY21 Low-No 5339(c) grants, each with different match amounts. Funds for the Del Webb electric bus charger switchgear project are listed in Table 1 below:

TABLE 1

FUND SOURCE	GRANT PERCENT AGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
2020 Low-No 5339(c)	75%	25%	\$66,207	\$22,069	\$88,276
2021 Low-No 5339(c)	85%	15%	\$75,035	\$13,241	\$88,276
				Grand Total	\$176,552

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$176,552.

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$176,552.

Board Memo from August 25, 2022 Agenda

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: August 25, 2022

Subject: Authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility.

ISSUE

Shall the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$105,786.00?

BACKGROUND AND FINDINGS

Through a competitive grant application process, Cherriots was awarded two (2) consecutive Lo/No grants: One in 2020 and a second consecutive award in 2021. Each individual grant award provided for five (5) battery electric buses, charging infrastructure and project management costs. All ten (10) buses will be charged overnight via plug in dispensers at the Del Webb Maintenance facility.

Cherriots staff have been working closely with our engineering consulting firm Mott MacDonald, and the local electrical utility, Salem Electric, to identify electrical capacity and proper infrastructure sizing that will provide adequate power from the transformer to the ChargePoint chargers.

Switchgear is an electric power system that is composed of electrical disconnect switches, circuit breakers that protect circuits and the cabinet where each circuit is isolated. Switchgear is custom made for each unique project.

Cherriots was made aware that this piece of equipment may be experiencing long lead times due to supply chain issues. Originally, the switchgear was intended to be a vendor included item contained within the Del Webb BEB construction portion of the project.

Because of the long lead times, staff began the switchgear procurement prior to the construction solicitation.

Staff released an initial RFP to well over 56 potential vendors, published the solicitation on Oregon Buys, and received no bids. This bid was cancelled and re-released. Phone call notifications to vendors prior to release and post release were conducted to ensure potential vendors were alerted to the new solicitation. The solicitation closed with two vendors submitting proposals. One vendor was deemed unresponsive, as they were unwilling to agree to the Federal Terms and Conditions. E&M Electric & Machinery, Inc. submitted a bid that met all specifications.

FINANCIAL IMPACT

This project is included as part of the Capital Projects section of SAMTD's Adopted FY2022/23 Budget.

Funding for the proposed contract is covered through FY20 Low-No 5339(c) and a FY21 Low-No 5339(c) grants, each with different match amounts.

Funds for the Del Webb electric bus charger switchgear project are listed in Table 1 below:

TABLE 1

FUND SOURCE	GRANT PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
2020 Low-No 5339(c)	75%	25%	\$39,670	\$13,223	\$52,893
2021 Low-No 5339(c)	85%	15%	\$44,959	\$7,934	\$52,893
				Grand Total	\$105,786

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$105,786.00

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$105,786.00