Salem Area Mass Transit District
BOARD OF DIRECTORS
WORK SESSION
Thursday, October 10, 2024 at approximately 6:00 PM
(Immediately following the Executive Session & Special Board Meeting)

This meeting is open to the public, please see page 2 for available formats.

AGENDA

I. CALL TO ORDER
    A. Announcements

II. PRESENTATION(S) | DISCUSSION(S)

III. GENERAL MANAGER COMMENTS

IV. ADJOURNMENT

Available meeting formats:
- ➤ In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- ➤ Zoom Gov.: <u>Meeting ID:</u> 161 821 3987| <u>Passcode</u>: 200746
  Go to:https://cherriots-org.zoomgov.com/j/1618213987?pwd=WDVadHdEcWh4WGp3TGFnek1QZjUrUT09
- ➤ One Tap Mobile: 16692545252,,1618213987#,,,,*200746#US
- ➤ Landline Phone: +1 415 449 4000US

Virtual Meetings: The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via *ZoomGov*. The meeting I.D. and passcode are below the agenda.

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.

Reuniones Virtuales: La reunión de la Junta Directiva es una reunión pública; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de ZoomGov. La reunión I.D. y el código de acceso están debajo de la agenda.

Subtítulos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

Formatos alternativos: esta es una reunión pública en un lugar accesible según 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 atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Las copias electrónicas del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de 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

To: Board of Directors

From: Tom Dietz, Chief Operations Officer

Thru: Allan Pollock, General Manager

Date: October 10, 2024

Subject: ITS Project Update

Cherriots Intelligent Transportation Systems (CITS)

Cherriots Project Manager: Tom Dietz
Avail Project Manager: Vic Kumar
Avail CTO Rich Spangler

Project Status at a Glance:

Cherriots began this journey nearly six years ago. In late 2019, the District awarded a contract to GMV Syncromatics for the delivery of an Intelligent Transportation System (ITS). In 2023, that contract was dissolved and we re-issued a request for proposals. Avail was the successful bidder and the contract was executed in December of 2023. Work began on January 16, 2024.

As we enter full-fleet adoption, we are in a good rhythm with installations. The start of pilot installation got off to a slow start; however, we have gained ground. We experienced a delay in equipment being ordered and delivered and that caused Avail and Cherriots to adjust the installation schedule. The installers have been great to work with and Avail has ensured a steady forward trajectory. In the larger view, even the two-week timeline slip has not negatively impacted the overall project timeline.

Milestones:

- o Milestone #1 – Discovery
- o Milestone #2 – Requirements Review
- o Milestone #3 – Preliminary Design Documentation Review
- o Milestone #4 – Final Design Review
- o Milestone #5 – Completion of Factory Acceptance Testing
- o Milestone #6 – Delivery of Pilot Equipment
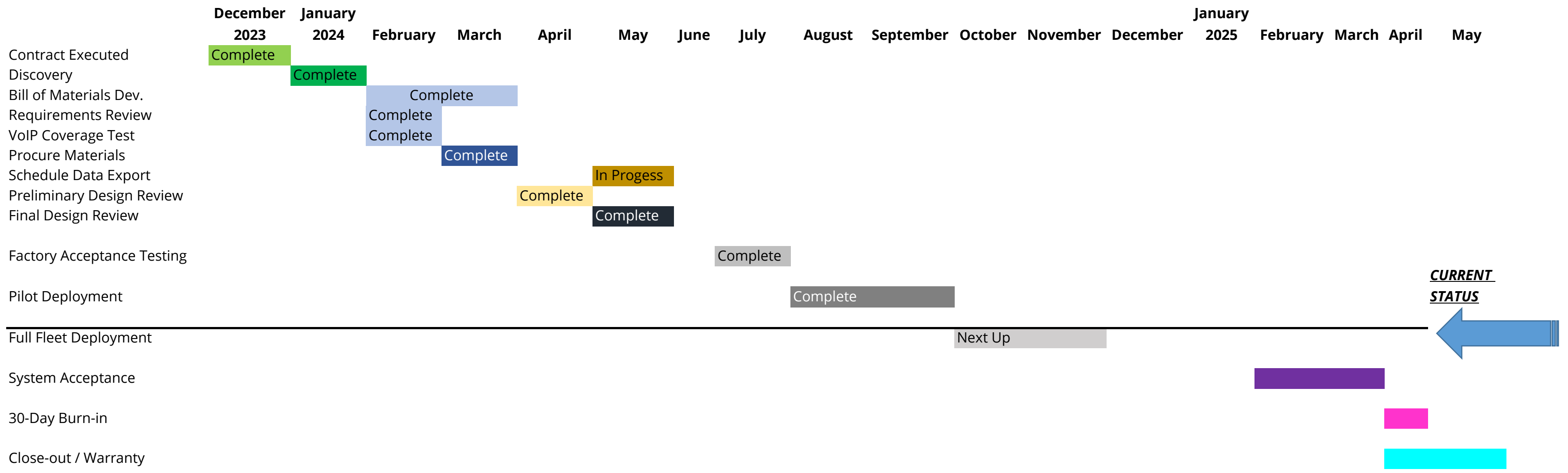
o Milestone #7 – Delivery of Full Fleet Equipment

o Milestone #8 – Completion of Pilot Fleet Installation
o Milestone #9 – Completion of 50% Fleet Installation
o Milestone #10 – Completion of Second 50% Fleet Installation
o Milestone #11 – Completion of Secondary Assessment Testing
o Milestone #12 – System Acceptance & Warranty Period Start

Potential Challenges:
o Integration and adoption with frontline staff and contracted staff.
o Farebox replacement integration.

Timeline:
Attachment A includes a timeline of the
project.

December 2023 **January 2024** February March April May June July August September October November December **January 2025** February March April May

Task	Status
Contract Executed	Complete (December 2023)
Discovery	Complete (January 2024)
Bill of Materials Dev.	Complete (February–March)
Requirements Review	Complete (February)
VoIP Coverage Test	Complete (February)
Procure Materials	Complete (March)
Schedule Data Export	In Progess (May)
Preliminary Design Review	Complete (April)
Final Design Review	Complete (May)
Factory Acceptance Testing	Complete (July)
Pilot Deployment	Complete (August–September)
Full Fleet Deployment	Next Up (October–November)
System Acceptance	(February 2025–March 2025)
30-Day Burn-in	(April 2025)
Close-out / Warranty	(April 2025–May 2025)

CURRENT STATUS

Intelligent Transportation System Implementation

Board Work Session
Thursday October 10th @ 5:30pm
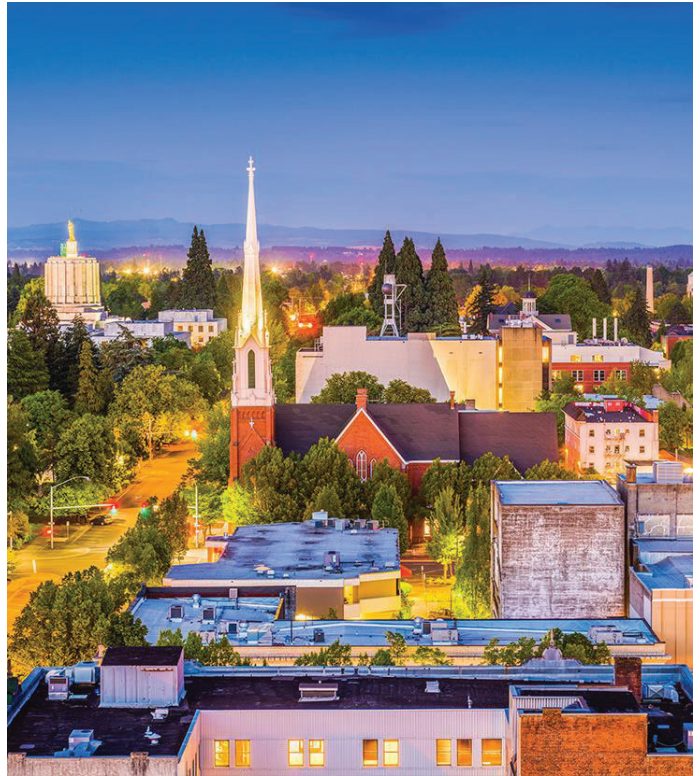
Enterprise Transit Management Solution

Introductions

✓ **Rick Spangler,** Chief Technology Officer

✓ **Vic Kumar,** Senior Program Manager

Thank you!

Enterprise Transit Management Solution

Board Work Session Addendum B Pg. 1

Takeaways for the Board

✓ What makes Avail unique in **ensuring Cherriots' success** as a Partner

✓ What is the **Intelligent Transportation System** Implementation project

✓ How does this implementation **support Cherriots' long-term vision**

Avail's Business Model

✓ Proud to be an **employee-owned American company**

✓ 25+ years solely focused on serving **public transit**

✓ Dedicated to uniquely serving progressive and forward-thinking transit agencies that **value our approach, values, and philosophy**

✓ **It might not get headlines, but it works!**
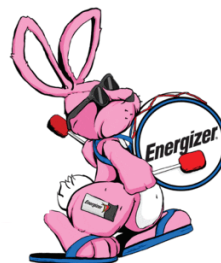
Company Information

300M+	Annual Passenger Trips Served by our Technologies	**120+**	US-based Employees
500+	Years of Transit Experience of Our Staff	**25+**	Years Focused on Serving Transit
100+	Transit Customers	**0**	Failed Deployments

What Makes Us Unique

OUR GOAL IS YOUR SUCCESS — We channel all of our technical expertise and service excellence to ensure your agency fulfills its strategic vision.

OPEN TECHNOLOGY PLATFORM — Our ITS system provides you the most flexibility to tailor a solution to fit your budget and needs to best serve your riders.

Corporate Headquarters in State College, PA

Support Staff in 14 states across the Country

Board Work Session Addendum B Pg. 2

Avail's Customer Base – Nationwide Presence

Avail's Vision / Mission & Corporate Goal

Our Vision
WHY WE EXIST
To **revolutionize** the **adoption** of ITS technologies by **partnering** with our customers to achieve **success**.

Our Mission
WHAT WE DO
We **retain** customers for life by providing **value** through a **balanced** offering of **superior** products and services.

PREMIER SERVICE PROVIDER

Board Work Session Addendum B Pg. 3

We Understand Second Round Technology Adoption

Baton Rouge, LA
Fixed Route ITS replacing RouteMatch ITS

Shreveport, LA
Fixed Route ITS replacing Syncromatics

Pasco County, FL
Fixed Route ITS replacing RouteMatch ITS

Covington, KY
Fixed Route ITS replacing Conduent+ Swiftly

Omaha, NE
Transit Asset Management replacing TransitFleet Automated Smart Yard

Salem, OR
Fixed Route ITS replacing Syncromatics

Louisville, KY
Fixed Route ITS replacing Trapeze ITS

Cobb County, GA
Fixed Route ITS replacing Clever Devices

availtec.com   Enterprise Transit Management Solution

Proven Track Record of Retaining Customers

Lextran — **Lexington, KY**

✓ **Fixed Route ITS customer since 2009!**

✓ Recent competitive procurement to reevaluate the ITS market, resulted in Avail extension.

✓ Signed 10-year support agreement, keeping them a **customer for 26 years!**

PEOPLE MOVER — **Anchorage, AK**

✓ **Fixed Route ITS customer since 2002!**

✓ Recent competitive procurement to reevaluate the ITS market, resulted in Avail extension.

✓ Signed 5-year support agreement, keeping them a **customer for 27 years!**

And neither is Avail's longest standing customer!
Our first customer is still a customer!

availtec.com   Enterprise Transit Management Solution

Welcome to Louisville!

ENGAGE 2024

- ✓ **150** in-person attendees

- ✓ **40** transit agencies represented

- ✓ **18** States represented

- ✓ **6** solution partners

What is the **Intelligent Transportation System** Implementation project

myavail — Enterprise Transit Management Solution

avail TECHNOLOGIES, INC.

Board Work Session Addendum B Pg. 5

Project Scope Highlights

✓ Computer Aided Dispatch / Automatic Vehicle Location System backend

✓ Datawarehouse & Business Intelligence

✓ Voice over IP (VoIP) Voice Communications over 5G LTE

✓ ADA-compliant Next Stop Annunciation

✓ NTD-certified Automatic Passenger Counting

✓ Operator Single Point Login for Onboard Systems

✓ Real-Time Passenger Information Suite, including:
  - Google-certified GTFS static and real-time
  - myStop Web
  - myStop iOS and Android app
  - Email and SMS text alerts, SMS short code 321123

Foundation for Success

✓ We are deploying a **fully compliant off-the-shelf solution.** No custom development needed.

✓ We are following our **proven Implementation Process** that is focused on your success and we have a **plan tailored for Cherriots.**

✓ We have assigned a **seasoned, experienced Project Team** fresh off similar deployments.

Proven Implementation Process

```
1. Job Start  →  2. Project Planning  →  3. Discovery  →  4. Requirements Review  →  5. Initial Design Review  →  6. Final Design Review

7. Factory Acceptance Testing  →  8. Pilot  →  9. Adoption  →  10. Secondary Assessment Testing  →  11. Operational Improvement
```

We are here right now
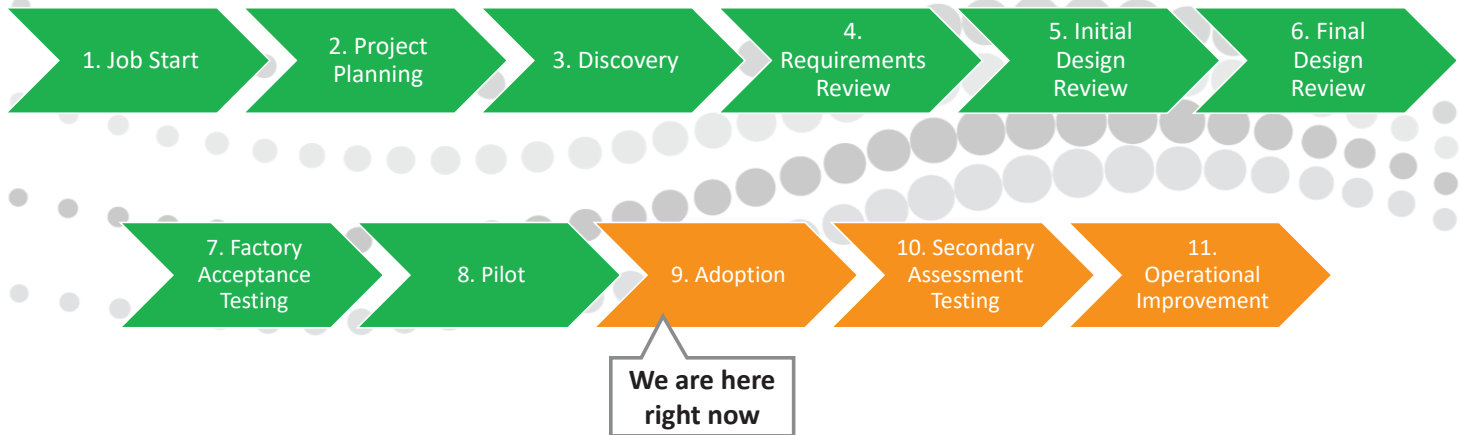
Enterprise Transit Management Solution
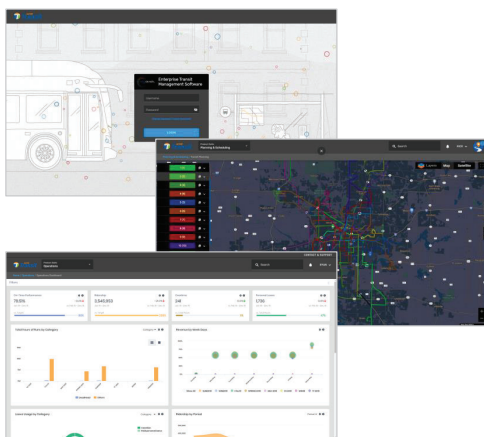
Back Office Software

Passenger Facing Technologies

In-Vehicle Hardware

Board Work Session Addendum B Pg. 7

myAvail is THE ITS Foundation for the Future

- ✓ SOCII Certified
- ✓ Cybersecurity
- ✓ Business Intelligence / Data Warehouse
- ✓ Built in help, training, and onboarding
- ✓ Browser-based
- ✓ On the latest non-proprietary hardware
- ✓ On the latest software technology stack
- ✓ Database is secure and encrypted
- ✓ In the cloud
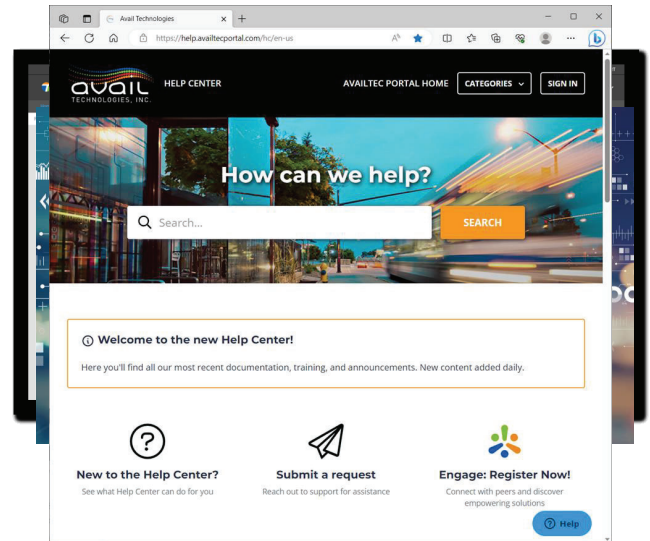
How does this implementation **support Cherriots' long-term vision**

Board Work Session Addendum B Pg. 8

Cherriots Strategic Plan

✓ Avail's partnership and deployed technologies can support several goals detailed in the **2025 Cherriots Strategic Plan.**

#1 Will meet all ITS implementation goals

✓ **Project on track to meet all stated ITS goals identified for 2025:**
  - Complete Factory Acceptance Testing.
  - Complete Pilot Fleet Installation.
  - Complete Full Fleet Installation.
  - Complete System Acceptance.
  - Enter Warranty Period.

Cherriots Intelligent Transportation System Implementation

Control of on-street activities with a central system. CITS will allow Cherriots to monitor on-time performance, passenger capacity, farebox recovery, and vehicle health. CITS will also allow Cherriots to push customer-facing data to riders, such as arrivals and departures, schedule changes, detours, delays, and general system information.
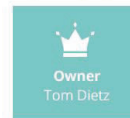
#2 ITS System Data will support COA

✓ **ITS system will generate invaluable data critical to desired COA:**
- Stop-level Boards and Alights
- Actual Running and Dwell Times
- Schedule Adherence

✓ Many other customers use our data for COA and can potentially **save time and reduce costs** for consultant.

Conduct a Comprehensive Operational Analysis (COA)

Complete procurement package for RFP and begin COA with selected vendor. Work with vendor to develop the schedule and work plan.

Owners
Shofi Ull Azum, Chris French

Team Support
Finance Department, Communications Department, Project Management Office, Operations Department

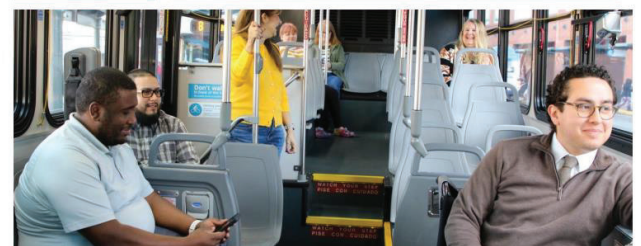# #3 ITS System improves Safety and Security

✓ **ITS system helps improve Safety and Security in several ways:**
- Better tools for Dispatch to manage fleet and respond to situations adversely affecting safety.
- Single point login allows Operator to focus on driving and customer service.
- Real-time tools allow riders to make safe and informed ridership choices.

Improve Safety and Security

Establish a baseline to better understand rider, employee and community perceptions of safety and security and to develop goals and implement changes and actions to improve perceptions and actual occurrences.

Owner
David Trimble

Team Support
Executive Leadership Team, Safety & Security

Board Work Session Addendum B Pg. 10

#4 Aligns with Improved Technology Services

✓ **Cloud-based solution** with software upgrades included with Support to ensure **system stays up-to-date** with latest features.

✓ New buses can be purchased equipped with our **latest hardware right from the factory,** always backwards compatible.

Improve Technology Services

Assess and prioritize technology needs across all divisions and departments and pursue various technology solutions to business challenges.

Owner
Art Boulanger

Team Support
Executive Leadership Team, Technology Division

#5 Avail can provide ITS Capital Plan

✓ Avail can provide Salem with an ITS capital investment plan to **help plan future technologies as your needs evolve.**

✓ Avail has a deep solutions bench including popular technologies such as **In-bus Infotainment, Digital Wayside Signage, Automated Smart Yard, Streaming Video Integration, and more.**

Develop a Long Range Financial Plan

Develop a long range financial plan, creating a long-term outlook, identify potential risks, and stimulate "big-picture thinking".

Owners
Denise LaRue

Team Support
Tim Reedy, Dorrene Edwards, Peggy Greene Melissa Kidd

Enhance the Capital Investment Plan

Develop a Capital Investment Plan (CIP) that applies best practices for every stage of the CIP process. Plan includes capital and operating projects, major construction projects, and capital purchases.

Owners
David Trimble
Denise LaRue

Team Support
PMO and Finance

#6 ITS System Data for Operator Performance

✓ ITS system will generate operator data that could **support a Merit and Recognition Program:**

- High On-Time Performance
- Driving within Speed Limits
- Consistent System Operation

✓ Many customers use our data for **greater insight** into how well their operators are performing.

Complete Implementation of a Reward and Recognition Program

Fully roll out the reward and recognition program for Transportation, Maintenance, Facilities, and Contracted Services.

Owners Tom Dietz Jaél Rose	Team Support Operations

Implement a Merit Based Performance Management System

A merit-based, pay-for-performance, system will correlate performance with wage-increases by building a program based on a transparent compensation philosophy. A merit-based performance management system will also align individual performance, with team performance, and ultimately the District's overall success.
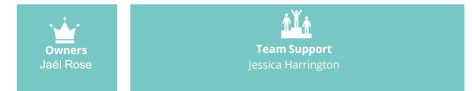
Owners Jaél Rose	Team Support Jessica Harrington

#7 ITS System can help manage Electric Buses

✓ ITS system has ability to incorporate electrification features to **help Dispatchers manage unique aspects of electric bus fleet:**

- Bus Range and Battery Capacity
- Driver Low-Battery Charging Reminder

Establish Zero Emissions Infrastructure Roadmap

Fully develop a roadmap for achieving 100% zero-emission fleet. Integrate Zero Emission Fleet Transition and Vehicle Acquisition Plans to inform an official Board of Directors Resolution.

Owner Tom Dietz	Team Support Operations/ Technology and Infrastructure/Administration

Board Work Session Addendum B Pg. 12

Cherriots Capital Projects Update

Board of Directors Work Session

October 10, 2024

Melissa Kidd - Capital and Project Control Manager

CHERRIOTS

CHERRIOTS

Agenda

- Capital Projects Completed in FY24

- Project Updates

- FY25 Project Highlights
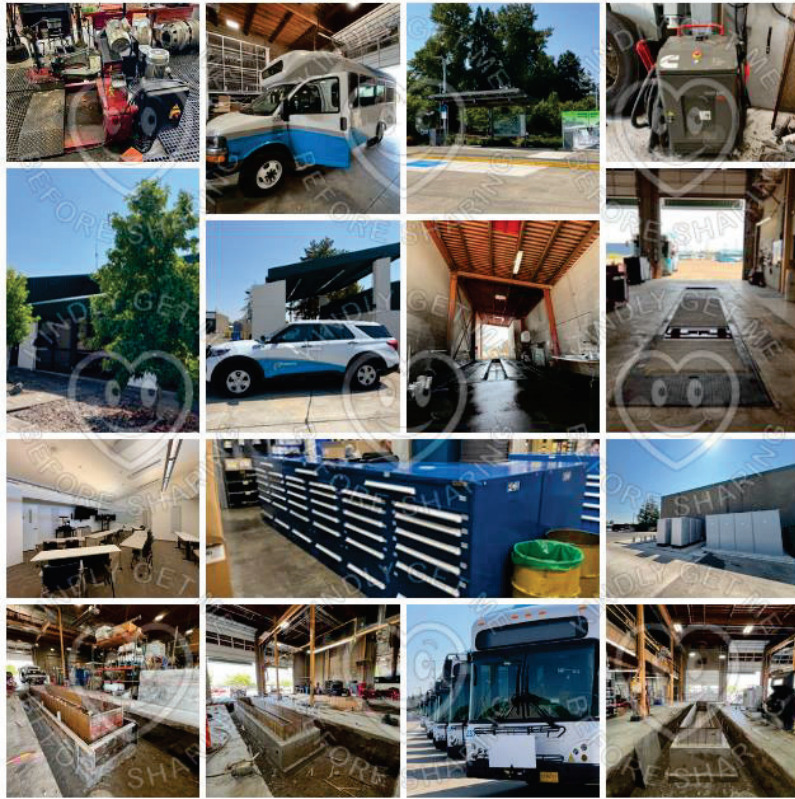
Welcome to Employee Self Service

Announcements

Welcome to Cherriots Employee Self Service Portal

Workflow forwarding

Employee Self Service

Manager Self Service

Pay/Tax Information

Performance Management

Personal Information

Time Off

Time Entry

Employment Opportunities

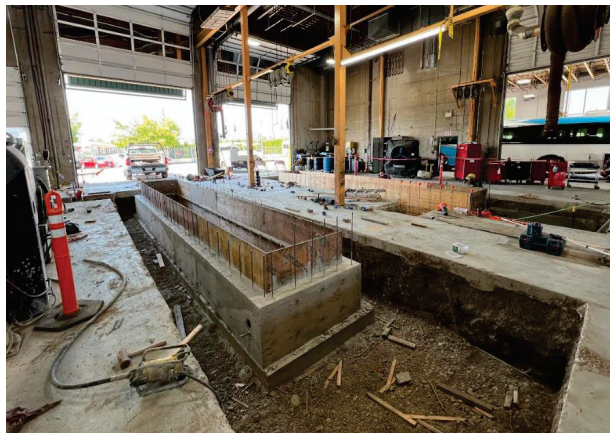☐ Forward time off requests to: [▼]

☐ Forward timesheets to: [▼]

☐ Start: 9/4/2024   1:00 PM ▼   End: 9/5/2024   1:00 PM ▼

Board Work Session Agenda Packet Pg. 9

Phase 2 of In Ground Lifts

Board Work Session Agenda Packet Pg. 11

Board Work Session Agenda Packet Pg. 12

Board Work Session Agenda Packet Pg. 13
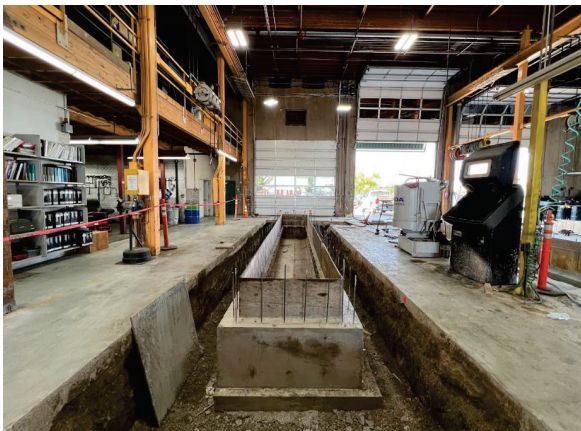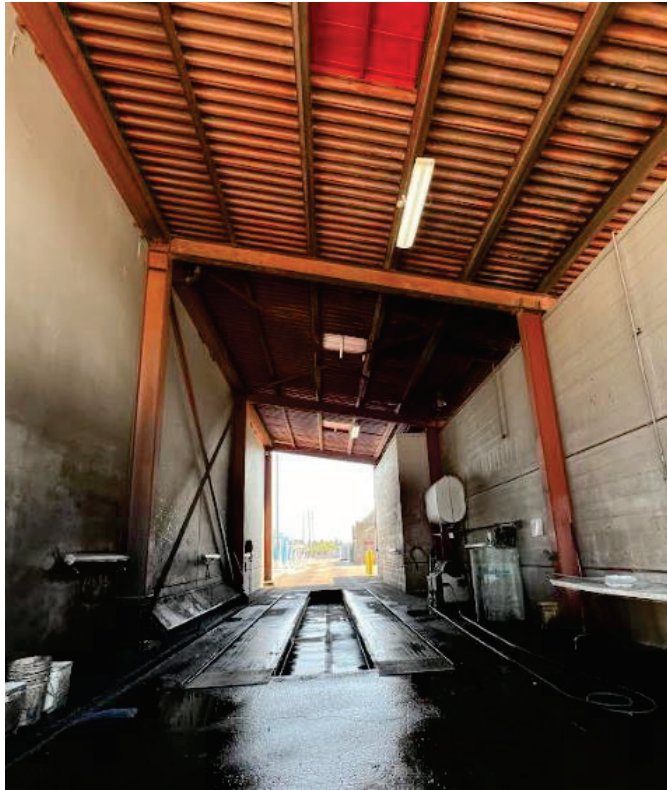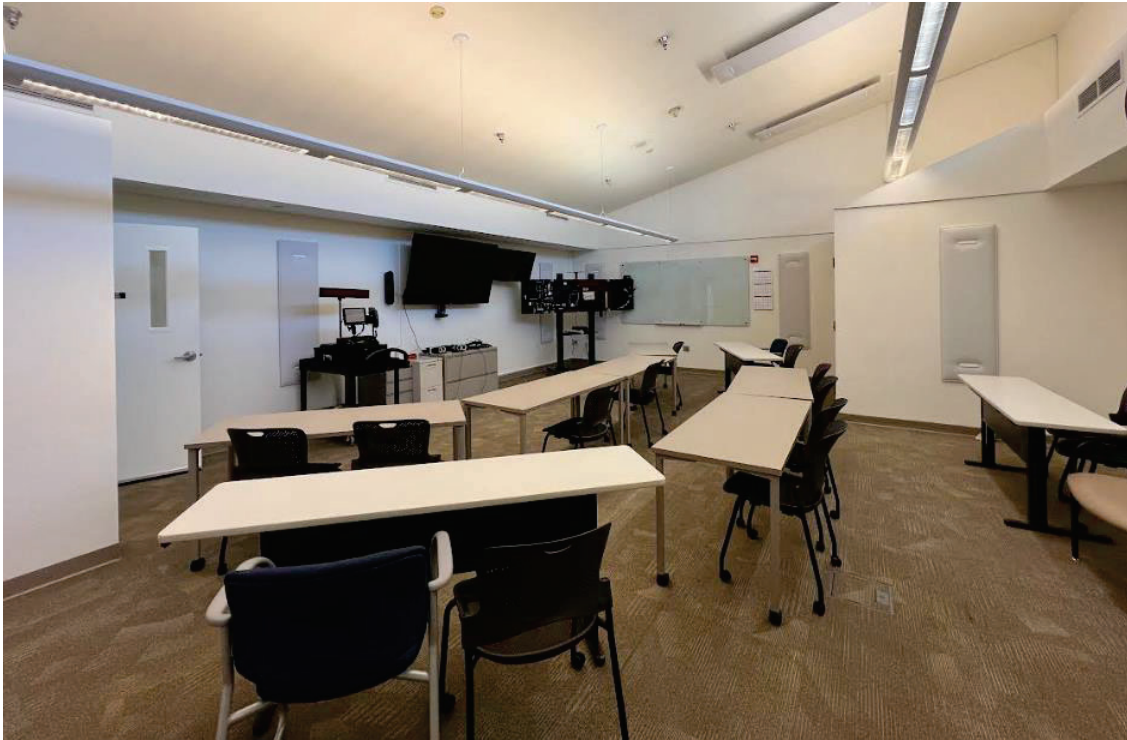
17

Current Project Updates:

- SSTC

- DW Fence and Security Upgrades

- Comprehensive Operational Analysis

- Farebox Replacement

- Micromobility

FY25 Projects:

Phase 2 of the BEB Design and Engineering at DW	Accessibility Improvement for Bus Stops (Local, Regional, Rt. 22)
East Salem Transit Center Preliminary Engineering and Design	Migration of Tyler Munis from On Premises to Cloud Based
DW Maintenance Software Replacement	Transit Signal Priority
Cyber Security Intrusion Detection Assessment	In Ground Lifts
CITS	7 CNG LIFT Buses
Farebox Replacements	2 Right Size Buses
On Board Vehicle Camera DVR System	

2025-2027 Biennium STIF Formula Funding Update

Presented by:

Shofi Ull Azum

Chief Planning and Development Officer

CHERRIOTS

CHERRIOTS

2025-2027 Biennium STIF Formula Funding Forecast (Payroll + Population)

	FY 26	FY 27
In District	$6,847,130 $8,087,601	$7,154,691 $8,456,674
Out of District Marion County	$2,354,357 $2,751,999	$2,452,948 $2,870,309
Out of District Polk County	$857,750 $993,294	$891,357 $1,033,622

Source: STIF Allocation Fund August 2024

Red = (Payroll*1.2 + population based allocation)

Board Work Session Addendum A Pg. 1

Funding and PTSPs

❑ August 2024 STIF funding forecast is $2.3M less than December 2023 forecast

❑ Current PTSPs
  o SAMTD
  o City of Woodburn
  o City of Silverton
  o West Valley Health

❑ Potential New PTSPs/Applications
  o City of Monmouth and Independence (MI Trolley)
  o City of Canby (CAT)
  o Wilsonville (SMART)

New PTSPs/Applications Update

❑ **Estimated** STIF formula (payroll) fund in FY26-27 for Monmouth and Independence is **$462K** (MI Trolley Project).

❑ Canby Area Transit (CAT) and SMART intend to request **$500k** and **$60K** STIF funding respectively.

❑ On November 1, 2024 the STIF Advisory Committee (STIFAC) will review all applications and make funding recommendations to Board**.**

❑ STIFAC funding recommendation will be presented at December Board meeting.

Funding Gap - SAMTD

❑ Funding gap to maintain current level of STIF funded local service in 2025-2027 Biennium is **$2.2M @ 100% (+584K @ 120%)**

❑ If we upgrade holiday service from Sunday to Saturday level, the STIF funded local service funding gap will be **$2.5M @ 100% (+285K @120%)**

❑ Funding gap to maintain current level of Regional service in 2025-2027 Biennium is **$84K @ 100% (+$356K @120%)**

To: SAMTD Board of Directors

From: Allan Pollock, General Manager

Date: October 10, 2024

Subject: Upcoming Work Session and Board Meeting Agenda Items

Upcoming Work Session and Board Meeting Agenda Items

To Be Scheduled:	Work Session:
• Award of Contract for AIP Group 6 (SUA)	• Tour of Transit Centers (AP)
• Award of Contract for DW Fencing (TD)	• Safety / CSO (DT)
• Land Acquisition (DT)	• Fare Policies / Regional & Local Systems ( )

October 24, 2024

Board Meeting

Action Items:	Information Items:
• CC: Approval of FY2026 Budget Calendar (DL)	• SSTC Project Update (DT)
• CC: Reappoint Budget Committee Members (AP/DL)	• UMO One Year Status Report (TD/PF)
• Award of Contract for Enterprise Vanpool Program (SUA)	

November 14, 2024

Special Board Meeting

• 5310 Grant Application (SUA)

Work Session

• Service Enhancement Project (AP)

December 12, 2024

Board Meeting

Action Items:	Information Items:
• CC: CAC Appointments (TD)	• Service Change Briefing for January 2024 (SUA)
• CC: STIF Advisory Committee Appointments (SUA)	• Q1 Reports: Strategic, Performance, Finance, (AP, SUA, DL)
• CC: CAC and STIF Advisory Committee Chair/Vice-Chair Appointments (TD/SUA)	
• CC: Approve the Public Transportation Agency Safety Plan (PTASP) (DT)	
• Award of Contract for Healthcare Brokerage (JR)	
• Adopt 2025 Federal and State Legislative Agendas (AP)	
• Ordinance (1) XX, First Reading (AP)	
• Ordinance (2) XX, First Reading (AP)	

January 9, 2025

Work Session

-

January 23, 2025

Board Meeting

Action Items:	Information Items:
	-

AP - Allan Pollock | DT - David Trimble | DL - Denise LaRue | JR - Jaél Rose | PF - Patricia Feeny | SUA - Shofi Ull Azum | TD - Tom Dietz

CHERRIOTS

To: SAMTD Board of Directors

From: Allan Pollock, General Manager

Date: October 10, 2024

Subject: Calendar of Scheduled Meetings

Board Calendar of Scheduled Meetings

October-24

15	Tue.	5:30 PM	Community Advisory Committee
27-30	Sun. - Wed.		OTA Annual Conference
10	Thu.	5:30 PM	SAMTD Board Work Session
24	Thu.	5:30 PM	SAMTD Board of Directors Meeting
31	Thu.	2:00-5:00 PM	Cherriots Connect's Trick-or-Treat

November-24

3	Sun.		*Fall Back - Daylight Savings Time*
5	Tue.	VOTE	**General Election Day**
11	Sat.	**HOLIDAY**	**Veterans Day** | **Sunday Level** Bus Service
14	Thu.	5:30 PM	SAMTD Board Work Session
28	Thu.	**HOLIDAY**	**Thanksgiving Day** | Cherriots Administrative Offices **Closed** | Customer Service **Closed** |**No** Bus Service

December-24

14	Sat.	7:00 PM	Keizer Holiday Lights Parade (Meet at DW Facility at 5:00 PM)
10	Tue.	5:30 PM	Community Advisory Committee
12	Thu.	5:30 PM	SAMTD Board of Directors Meeting
25	Mon.	**HOLIDAY**	**Christmas Day** | Cherriots Administrative Offices **Closed** | Customer Service **Closed** |**No** Bus Service

January-25

1	Wed.	**HOLIDAY**	**New Year's Day** | Cherriots Administrative Offices **Closed** | Customer Service **Closed** |**No** Bus Service
9	Thu.	5:30 PM	SAMTD Board Work Session
20	Mon.	**HOLIDAY**	**Martin Luther King Jr. Day** | Cherriots Administrative Offices **Closed** | Customer Service **Open**|**Saturday-level** Bus Service
			Basic 2024 Local Budget Law Training Schedule • https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx
23	Thu.	5:30 PM	SAMTD Board of Directors Meeting