



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING

December 17, 2020

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Moved to approve the Consent Calendar:	3-4
1. <u>Approval of Minutes</u>	
a. November 19, 2020 Board of Directors Meeting	
2. <u>Routine Business</u>	
a. Approval of Contract Award for Operator Uniforms	
b. Approval of Advisory Committee Appointments, Reappointments, and Revised Terms of Service to Calendar Year for STIFAC Members	
c. Approval of Advisory Committee Chair and Vice-Chair Appointments	
d. Approval of Budget Committee Appointments	

Moved to authorize the General Manager to enter into a contract with *Parametrix Engineering, Planning, and Environmental Services* for the development and completion of a site selection study for the South Salem Transit Center; and approve a project budget of \$375,000 which includes a contingency of approximately 15%. 4-5

Approval of Contract Award for Project Management of MUNIS Implementation ... **PULLED**

Moved to adopt Resolution No. 2020-11 that amends Resolution No. 2020-02 and 2020-09, to authorize a budget amendment increasing appropriations in the General Fund and Transportation Programs Fund by fund and division as detailed in the staff report. 5-6

General Fund	FY21 Amended Budget	Change	Amended Appropriation
<i>Resources:</i>	\$39,441,998	\$30,600	\$39,472,598
Total Resources	\$39,441,998	\$30,600	\$39,472,598
<i>Requirements:</i>			
All Division Expenses	\$34,598,930	\$0	\$34,598,930
Total Requirements	\$34,598,930	\$0	\$34,598,930
Transfer Out to Capital Fund	\$2,318,538	\$0	\$2,318,538
Transfer Out to Transportation Programs Fund	\$1,555,000	\$30,600	\$1,585,600
Total Transfers Out	\$3,873,538	\$30,600	\$3,904,138



Transportation Programs Fund	FY21 Amended Budget	Change	Amended Appropriation
<i>Resources:</i>			
Federal Assistance	\$6,897,384	\$122,400	\$7,019,784
Pass Through Funds From State	\$803,464	\$45,000	\$848,464
Transfer In from General Fund	\$1,555,000	\$30,600	\$1,585,600
All other Fund resources	\$1,846,604	\$0	\$1,846,604
Total Resources	\$11,102,452	\$198,000	\$11,300,452
<i>Requirements:</i>			
Operations	\$9,090,227	\$153,000	\$9,243,227
GM/BOD/SIPM	\$840,185	\$45,000	\$885,185
Communication	\$494,261	\$0	\$494,261
Total Requirements	\$10,424,673	\$198,000	\$10,622,673

Pursuant to Governor Brown’s Executive Orders issued in response to the COVID-19 pandemic, this meeting was held virtually in the following ways:

- Google Meet ID: [meet.google.com/ agf-zwxv-riy](https://meet.google.com/agf-zwxv-riy)
- Cherrits Facebook Live: <https://www.facebook.com/cherrits>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
December 17, 2020

MINUTES

PRESENT:

Board of Directors: President Ian Davidson; Directors: Charles Richards, Chi Nguyen, Colleen Busch, Maria Hinojos Pressey, Robert Krebs, and Sadie Carney

Staff: Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Chris French, Service Planning Manager; Dan Knauss, Contract | Procurement Manager; Don Clifford, Transportation Manager; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel

Guest: Ashley Carson Cottingham, candidate for Budget Committee citizen member

A. CALL TO ORDER

6:31 PM

President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present.

For the *Safety Moment*, Mr. Pollock shared the most recent update from the Governor's Office about extending the COVID-19 State of Emergency Order for another 60 days to take effect December 18, 2020 until March 3, 2021. He reiterated the importance of continuing to practice safety measures to help prevent the spread of the COVID-19 virus.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson announced two changes to the agenda. The Citizens Advisory Committee appointments for members; and chair and vice-chair were added under Agenda Items No. E.2.b-c with the other advisory committee appointments. Action Item No. G.2 was pulled from the agenda.

C. PRESENTATION - None

D. PUBLIC COMMENT - None

E. CONSENT CALENDAR

Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 3-36 of the agenda and the supplemental packet



1. Approval of Minutes
 - a. November 19, 2020 Board of Directors Meeting
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 - b. Approval of Advisory Committee Appointments, Reappointments, and Revised Terms of Service to Calendar Year for STIFAC Members
 - c. Approval of Advisory Committee Chair and Vice-Chair Appointments
 - d. Approval of Budget Committee Appointments

Motion: **Moved to approve the Consent Calendar**
Motion By: **Director Robert Krebs**
Second: **Director Charles Richards**
Vote: **Motion passed unanimously (7)**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

1. Approval of Contract Award for South Salem Transit Center Consultant Services

Presenter: Steve Dickey, Director of Program Management and Technology

Staff Report: Pages 37-38, and 49-130 in the agenda

The Board received a briefing on the development of a South Salem Transit Center (SSTC) that has been in the planning for several years. The last activity on this project was in 2018 when negotiations with Walmart Corporation for the purchase of property were met with resistance. The Board took action to no longer pursue that location based on the high likelihood of a very costly and drawn out legal battle through the eminent domain process. The District was tasked to reevaluate how services will be delivered to south Salem, and other areas on the edges of the district's service area by reshaping the design and potential location of a transit center in south Salem. On September 4, 2020, the District issued a Request for Proposals (RFP) for services to conduct a site selection study for the SSTC with a closing date of October 9, 2020. Two proposals were received for the project from WSP Global (WSP), and from Parametrix Engineering, Planning, and Environmental Services (Parametrix); and both were considered responsive. On November 16, 2020, the Source Evaluation Committee (SEC) conducted the first round of scoring the proposals. Online interviews were conducted on November 16, 2020 with both project teams; and on November 23, 2020, the SEC recommended the contract be awarded to Parametrix. While both firms presented highly qualified teams, Parametrix scored higher based on scoring criteria identified in the RFP document. The project is expect to take 78 weeks to complete.

There was time for questions and answers.



Director Carney asked what will happen after 78 weeks. When will the project begin? Something of this scale and importance involves many pieces of local government.

Director Busch was on the Board when the Board made the previous decisions about the South Salem Transit Center location. She asked if the Albany/Salem feasibility study has any ties to the transit center location, and about the kinds of market analysis or surveys that will be conducted.

Mr. Dickey responded that the project will begin one to two weeks after the holidays. The contract is ready to go. The Board can expect the end result to be two to three preferred sites. The next major hurdle will be the NEPA process and the preparation of conceptual designs and artist renderings. There will be extensive outreach with targeted efforts and different approaches to get public opinion, focus groups and on-board surveys. A stakeholders committee will meet monthly. The City of Salem has been invited to sit on this committee.

President Davidson asked whether there were any shovel-ready projects they could be working on. Mr. Pollock will follow up.

Motion: **Moved to authorize the General Manager to enter into a contract with Parametrix Engineering, Planning, and Environmental Services for the development and completion of a site selection study for the South Salem Transit Center; and approve a project budget of \$375,000 which includes a contingency of approximately 15%.**

Motion By: **Director Robert Krebs**

Second: **Director Sadie Carney**

Vote: **Motion passed unanimously (7)**

2. Approval of Contract Award for Project Management of MUNIS Implementation **PULLED**

3. Resolution No. 2020-11 Amendment to Adopted FY2021 Budget

Presenter: Al McCoy, Chief Financial Officer

Staff Report: Pages 41-45 in the agenda

Board members were advised that two new federal funding sources and a new state funding source were awarded to the District after the original FY2021 Budget was adopted by Resolution No. 2020-02 in June 2020; and amended by Resolution No. 2020-09 on September 24, 2020 in accordance with ORS 294.471(1)(c). Resolution No. 2020-11 recognizes a new federal funding source of \$80,000, with a local match of \$20,000 for *Preventative Maintenance of Cherriotics Regional Bus Stops* to be appropriated in FY 2021 for regular maintenance, cleaning, and repair of bus stops; and federal funds of \$42,400, with



a local match of \$10,600 for *Mobility Management Regional Service Outreach* to increase awareness of Cherriots Regional services through a public outreach campaign; and a new state funding source of \$45,000 with no match to be appropriated in Fiscal Year 2021 for pass through to the City of Woodburn to fund Woodburn's Volunteer Medical Transportation Program to provide fare-free rides to eligible veterans for their medical appointments.

Motion: **Moved to adopt Resolution No. 2020-11 that amends Resolution No. 2020-02 and 2020-09, to authorize a budget amendment increasing appropriations in the General Fund and Transportation Programs Fund by fund and division as detailed in the staff report.**

Motion By: **Director Colleen Busch**

Second: **Director Charles Richards**

Vote: **Motion passed unanimously (7)**

H. INFORMATION ITEMS

1. **January 2021 Service Change Briefing**

Staff Report: Pages 46-47 in the agenda

Presenter: Chris French, Service Planning Manager

Board members received a briefing on changes to Cherriots fixed route services to begin January 3, 2021. The new Route 45/Central Polk County used for regional weekday service will be a deviated fixed-route service to serve the communities of Dallas, Monmouth and Independence. It will replace the Polk County Flex Service. The change is a result of an extensive public outreach effort in 2019 that showed the community preferred the deviated fixed-route option over the flex route. Route 45 will provide five round trips throughout the day and will run in each direction every two hours. Deviations will be allowed on this route. People must call the Cherriots Call Center 24 hours in advance to make their request for a deviation. All other regional weekday service will continue to operate at pre-pandemic levels. No changes were made to local weekday and Saturday service.

I. **GENERAL MANAGERS REPORT**

Mr. Pollock announced the nomination of former South Bend, Indiana Mayor Pete Buttigieg by President-elect Biden as the Transportation Secretary. In February 2020, the American Public Transportation Association (APTA) co-sponsored an infrastructure summit where both the President-elect and Mayor Buttigieg spoke about the need for infrastructure and transit. The next important appointments are the modal administrators. The federal government is also working on the passage of another COVID Relief Bill. Mr. Pollock is working with the District's federal advocate from CFM Advocates and APTA to



get more information. CFM and APTA are working with groups to get the breakdown sorted out. He will provide a report when he has more information about how it will be apportioned.

J. BOARD OF DIRECTORS REPORTS

Staff Report: Page 48 in the agenda

President Davidson announced changes to the Board's committee assignments. Director Hinojos-Pressey will serve as the board liaison to the Citizens Advisory Committee. Director Busch will serve as the alternate on the Special Transportation Fund Advisory Committee and the Statewide Transportation Improvement Fund Advisory Committee.

Director Carney recognized the newly appointed citizen members of the Budget Committee - Kathy Lincoln, Sheronne Blasi and Ashley Carson Cottingham - and thanked them for their willingness to serve.

Director Richards reported on meetings he attended for Northwest Senior Services. He received several calls about the cancellation of the Keizer's Festival of Lights parade.

Director Busch provided a summary of the Citizens Advisory Committee meeting and her other board activities that she included in her written report for the month.

Directors Nguyen and Hinojos-Pressey reported on the Diversity, Equity and Inclusion Committee where they finalized a scope of work and the scoring criteria for consultant services. The committee is ahead of schedule and they hope to get the RFP out soon.

Director Krebs reported on the Salem Keizer Area Transportation Study (SKATS) meeting, an on the discussion that took place at the Morningside Neighborhood Association meeting about the huge developments being constructed in their area. He talked about road improvements necessary for safety on Reed Road and for transit service to meet the needs in that area.

President Davidson spoke about the Mid-Willamette Council of Governments' meeting where they considered their legislative agenda. He recommended specific language be included around public transit and its expansion. President Davidson provided an update on the Oregon Transportation Commission (OTC) meeting where difference



scenarios and plans were considered that the Board had discussed at their November meeting. The Board's letter was submitted, and the OTC did make changes to non-highway funding; but President Davidson felt it was inadequate. He attended the City of Salem's Climate Action Plan Task Force's four-hour workshop / visioning process where he advocated for a multi-modal approach. MWACT did not meet.

President Davidson requested a staff report be provided to the Board on the status of the Del Webb operations facility project.

K. ADJOURN BOARD MEETING

7:45 pm

Respectfully Submitted,

Ian Davidson, President