

**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS**

~ WORK SESSION ~

Monday, June 10, 2019

5:30 PM

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- 1. CALL TO ORDER**
 - a. "SAFETY MOMENT" Thought for the Day
 - b. Announcements

- 2. PRESENTATION** - None

- 3. DISCUSSION**
 - a. Briefing on the ITS Contract Comprehensive CAD/AVL Project **1**
 - b. Briefing on Kittleson Contract Amendment for the Keizer
Transit Center Signalization Project **3**
 - c. Service Enhancement Update

- 4. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the June 27, 2019 Regular Meeting **5**
 - b. Upcoming Board Agenda Items **7**
 - c. Calendar Review **9**

- 5. ADJOURN**

Mission

Connecting people with places
through safe, friendly, and reliable public transportation services

Values

Safety – Service Excellence – Communication – Innovation – Accountability

This is an open and public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board's agenda packet, go to www.cherriots.org/board.

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Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.



WORK SESSION MEMO

Agenda Item WS.3.a

To: Board of Directors

From: Chip Colby – Information Technology Manager

Thru: Allan Pollock, General Manager

Date: June 10, 2019

Subject: Status of ITS Phase 4 RFP effort – Comprehensive CAD/AVL

In February 2019, SAMTD issued RFP 19-001 for acquisition of solutions as part of an Intelligent Transportation System (ITS). The RFP specifically requested that interested vendors provide a proposal for the delivery of several components of an Intelligent Transportation System solution, most commonly associated with Comprehensive CAD/AVL -

- Computer Aided Dispatch / Automatic Vehicle Location (CAD/AVL)
- Automatic Stop Announcements
- Automatic Passenger Counter
- Vehicle Communications System with covert alarm
- Real Time Passenger Information System
- Central System hosting
- Open fare payment systems (optional)
- Data Collection and Reporting tools / Business Intelligence (optional)

The selection committee, made up of representatives from Transportation Development, Maintenance, Operations, Customer Service, Technology Services and Procurement, met numerous times over the last several months to review responses, participate in product demonstrations and check references for each responding vendor. A summary of the vendors that responded to the RFP, and their status is found in Table 1 on the next page.

The last steps in the evaluation process are scheduled to occur June 3 through June 10, 2019; therefore, at the time of this memo, the final recommendation has not been determined. Should a selection be made as forecast, the committee will forward that selection to Procurement for the next phase of the process with the intent to bring

forth a recommendation to the Board for the June 27 Board meeting. Should the process take longer to complete than the intervening three weeks can accommodate, the recommendation will be brought to the Board at the July 25 Board meeting.

Table 1. RFP 19-001 Vendors

Vendor Name	Selection Status
GMV Syncromatics	Found responsive and have become a finalist for consideration
Avail Technologies, Inc	Found responsive and have become a finalist for consideration
Trapeze Group	Found responsive and have become a finalist for consideration
Clever Devices	Found responsive but eliminated in the evaluation stage
DoubleMap	Found responsive but eliminated in the evaluation stage
ISR Transit	Found Non-Responsive



WORK SESSION MEMO

Agenda Item WS.3.b

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: June 10, 2019

Subject: Contract Amendment Request for Keizer Transit Center Signalized Intersection Construction Design Support Services

Kittleson and Associates, Inc. (KAI) have been providing design and construction support services for the Keizer Transit Center (KTC) Signalized Intersection project since the project began. KAI is now providing construction support for the project that is currently under construction. These services include clarification of existing design drawings, clarification of engineering calculations; and also, the creation of new drawings to address changes occasionally encountered during construction to address issues related to unforeseen circumstances. In most cases these adjustments are minor and of a minimal cost.

Early into the construction of the KTC Signalized Intersection project, it was discovered that utility locations were significantly different than where the as-built drawings indicated. One critical location was the location of electrical and cable conduits that were discovered to run directly in the path of the proposed retaining wall to be constructed as part of the project. This situation in particular presented challenging engineering and redesign of this part of the project; as well as others that are related to the alignment of sidewalks, curbs, storm-water collection, and other elements that had to be adjusted. As a result, additional design and engineering costs were incurred that, in total, will exceed the construction support portion of the project budget.

The proposed amendment will increase the project budget by \$46,000 which includes \$41,497 of estimated expenses and a 10.85% contingency (this percentage rounds the amount to an even \$46,000). The estimate was provided by KAI. The hourly rates did not change from the original contract, and the tasks and rates have been reviewed and verified as reasonable by Mott MacDonald, Inc., SAMTD's contracted project management firm.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, June 27, 2019

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

Executive Sessions – 5:00 PM

Board Reception for Outgoing Board Members – 6:00 PM

Board Meeting and Budget Hearing - 6:30 PM

AGENDA

EXECUTIVE SESSION (5:00 PM)

1. Conduct deliberations with persons designated by the District to negotiate real property transactions. ORS 192.660(2)(e) [TENTATIVE]
2. Review and evaluate the employment-related performance of the chief executive officer. ORS 192.660(2)(i)

RECEPTION FOR OUTGOING BOARD MEMBERS (6:00 PM)

In Honor of Directors Marcia Kelley, Jerry Thompson, Steve Evans, and Kathy Lincoln

BOARD OF DIRECTORS MEETING (6:30 PM)

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director Marcia Kelley

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION - None

E. PUBLIC COMMENT

Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.

F. BUDGET HEARING – FY 2019-2020 Approved Budget

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

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

G. DELIBERATION OF BUDGET HEARING

H. CONSENT CALENDAR

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

1. Approval of Minutes

- a. Board Meeting of ~~April 25, 2019~~
- b. Work Session of ~~May 13, 2019~~

2. Routine Business Items

- a. Approval of FY2020 United Way Donation
- b. Kittleson Contract Amendment for the Keizer Transit Center Signalization Project

I. ITEMS DEFERRED FROM THE CONSENT CALENDAR

J. ACTION ITEMS

- 1. Resolution No. 2019-06 Amendment to the FY2019 Adopted Budget
- 2. Approval of Contract for Tire Purchase
- 3. Approval of Contract for Fuel Card
- 3. Approval of Contract for Landscape Maintenance
- 4. Authorize Purchase of Regional and Paratransit Vehicles

K. INFORMATIONAL REPORTS - None

L. GENERAL MANAGER'S REPORT

M. BOARD OF DIRECTORS REPORTS

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

N. CONTINUATION OF EXECUTIVE SESSION if necessary

O. ACTION

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

P. OTHER BUSINESS

Q. ADJOURNMENT

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

Upcoming Board Meeting and Work Session Agenda Items
June 10, 2019

Work Session	Board Meeting
<p>June 10, 2019 Packets due to GM office: Jun 3</p> <ul style="list-style-type: none"> • Service Enhancement Discussion • ITS Contract Briefing on the Comprehensive CAD/AVL Project • Kittleson Contract Amendment for the Keizer Transit Center Signalization Project 	<p>June 27, 2019 Packets due to GM office: June 13</p> <ul style="list-style-type: none"> • Executive Session: Real Estate PLACEHOLDER • Executive Session: GM performance evaluation • Board Reception for Outgoing Board Members Budget Hearing • Res#2019-05 Adopt FY20 Approved Budget • Consent: Approve FY2020 United Way Donation • Consent: Kittleson Contract Amendment for the Keizer Transit Center Signalization Project • FY19 Budget Amendment –Res#2019-06 • ITS (CAD/AVL) Contract • Tire Purchase Contract • Fuel Card Contract • Landscape Maintenance Contract • Regional and Paratransit Vehicles Purchases
<p>July 8, 2019 Packets due to GM office: Jul 1</p> <ul style="list-style-type: none"> • Service Enhancement Discussion • MV Contract Amended/Modification • Supplemental Service Contract 	<p>July 25, 2019 Packets due to GM office: July 11</p> <ul style="list-style-type: none"> • Accept Prelim Annual EOY FY2019 Financial Report (<i>handout at Board meeting</i>) • Election of Officers • Bank Signature Reauthorization • Report on Kuebler Blvd Express Route Study
<p>August 12, 2019 Packets due to GM office: Aug 5</p> <ul style="list-style-type: none"> • SDIS Board Best Practices Assessment • Review Neighborhood Association Contacts • Board Committee assignments 	<p>August 22, 2019 Packets due to GM office: August 8</p> <ul style="list-style-type: none"> • Trip Choice Report – 4th Quarter/Year End • Performance Report – 4th Quarter • September Service Change Briefing • Board Committee Assignments
<p>September 9, 2019 Packets due to GM office: Sep 2</p> <ul style="list-style-type: none"> • Proposed FY2021 Budget Calendar 	<p>September 26, 2019 Packets due to GM office: September 12</p> <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • FY 2019 Performance Report • Budget Committee Appointments

<p>October 14, 2019 Packets due to GM office: October 4</p> <ul style="list-style-type: none"> • 	<p>October 24, 2019 Packets due to GM office: October 10</p> <ul style="list-style-type: none"> • Approval of FY2021 Budget Calendar (C)
<p>November 12, 2019 Tuesday Packets due to GM office: November 1</p> <ul style="list-style-type: none"> • STIFAC / CAC / STFAC Updates for Dec meeting <ul style="list-style-type: none"> ○ Member Appointments ○ Chairs & Vice-Chairs Appointments 	<p>November - No Board meeting</p>
<p>December - No work session</p>	<p>December 12, 2019 Packets due to GM office: November 27 (Wed)</p> <ul style="list-style-type: none"> • CONSENT CALENDAR: <ul style="list-style-type: none"> ○ Committee Appointments-STFAC/CAC ○ Appoint Chair & Vice-Chair CAC • January Service Change Briefing • Q1 Finance, Trip Choice, Perf Report
<p>January XX, 2020 Packets due to GM office: January X</p> <ul style="list-style-type: none"> • Present Draft 2019 Legislative Agenda 	<p>January XX, 2020 Packets due to GM office: January XX</p> <ul style="list-style-type: none"> • Adoption of 2019 Legislative Agenda
<p>February XX, 2020 Packets due to GM office: February X</p> <ul style="list-style-type: none"> • 	<p>February XX, 2020 Packets due to GM office: February XX</p> <ul style="list-style-type: none"> • Q2 Finance, Trip Choice, Performance Report
<p>March xx, 2020 Packets due to GM office: March 4</p> <ul style="list-style-type: none"> • 	<p>March xx, 2020 Packets due to GM office: March 14</p> <ul style="list-style-type: none"> •
<p>April XX, 2020 Packets due to GM office: Apr x</p>	<p>April xx, 2020 Packets due to GM office: April xx</p>
<p>May 13, 2020 Packets due to GM office: May x</p> <ul style="list-style-type: none"> • FY2021 Board Meeting Schedule 	<p>May 23, 2020 Packets due to GM office: May x</p> <ul style="list-style-type: none"> • Consent: Adopt FY2021 Board Meeting Schedule • Q3 Trip Choice, Performance, Finance
<p>To Be Scheduled</p> <ul style="list-style-type: none"> • Uniform Contract • Staggered Terms for Committees • Appoint Committee Chairs and Vice-Chairs • Board Retreat 	<p>To Be Scheduled</p> <ul style="list-style-type: none"> • Capitol City CycleShare Program (Spring 2019) • Adopt Res#2019-XX Establishing Policy (#XXX) on Fingerprinting

UPDATED: June 6, 2019

TO: SAMTD BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: CALENDAR OF SCHEDULED MEETINGS

**Meetings are held in the Senator Hearing Room at
 Courthouse Square, 555 Court St NE, unless otherwise noted**

• JUNE 2019

8	Sat	6:00 PM	Cherriots Employee Recognition Banquet • Salem Convention Center
10	Mon	5:30 PM	SAMTD Board Work Session
18	Tue	5:30 PM	Citizens Advisory Committee
27	Thu	5:00 PM	Executive Sessions: ORS 192.660(2)(i) and ORS 192.660(2)(e)
		6:00 PM	SAMTD Board Reception for Outgoing Members
		6:30 PM	SAMTD Board of Directors Meeting and Budget Hearing
30	Sun		2019 Legislation Session Ends

• JULY 2019

4	Thu	CLOSED	HOLIDAY 4th of July Cherriots Administration Offices-Customer Service Closed; NO Bus Service
8	Mon	5:30 PM	SAMTD Board Work Session
25	Thu	6:30 PM	SAMTD Board of Directors Meeting • Officer Elections

• AUGUST 2019

12	Mon	5:30 PM	SAMTD Board Work Session
22	Thu	6:30 PM	SAMTD Board of Directors Meeting

• SEPTEMBER 2019

2	Mon	CLOSED	HOLIDAY: Labor Day Cherriots Administration Offices-Customer Service; Closed - NO Bus Service
3	Tue 3:00-4:30p	CHERRIOTS SERVICE CHANGES (go to: http://cherriots.org/en/changes) Special Transportation Fund Advisory Committee
7	Sat	SATURDAY SERVICE BEGINS • Saturday Service Events at the Downtown Transit Center Open Streets Salem
9	Mon	5:30 PM	SAMTD Board Work Session
17	Tue	5:30 PM	Citizens Advisory Committee
26	Thu	6:30 PM	SAMTD Board of Directors Meeting

• **OCTOBER 2019**

.....		Drive Less Connect Challenge (http://www.drivelessconnect.com/)
1	Tue	3:00 PM	Special Transportation Fund Advisory Committee
13-16			APTA's TRANSform Conference 2019 (fka APTA Annual Meeting) New York, NY
14		5:30 PM	SAMTD Board Work Session
24	Thu	6:30 PM	SAMTD Board of Directors Meeting
27-30		Oregon Public Transportation Conference • Seaside Civic & Convention Center

• **NOVEMBER 2019**

3	Sun	2:00 AM	DAYLIGHT SAVING TIME ENDS – Fall Back
5	Tue	3:00 PM	Special Transportation Fund Advisory Committee
11	Mon	CLOSED	HOLIDAY: Veterans Day Observance Cherriots Administration Offices/Customer Service Closed; NO Bus Service
12	Tue	5:30 PM	SAMTD Board Work Session
21	Thu	CLOSED	HOLIDAY: Thanksgiving Day Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **DECEMBER 2019**

TBD		11:30a-1:30p	Cherriots Employee Holiday Luncheon
12	Thu	6:30 PM	SAMTD Board of Directors Meeting
14	Sat	7:00 PM	Keizer Holiday Lights Parade (5:45 PM Meet at Del Webb)
17	Tue	5:30-7:30p	Citizens Advisory Committee
25	Wed	CLOSED	HOLIDAY: Christmas Day Cherriots Administration Offices-Customer Service <i>CLOSED</i> ; NO Bus Service

• **JANUARY 2020**

1	Wed	CLOSED	HOLIDAY: New Year's Day Cherriots Administration Offices-Customer Service CLOSED ; NO Bus Service
7	Tue	3:00-4:30p	Special Transportation Fund Advisory Committee (STFAC)
13	Mon	5:30 PM	SAMTD Board Work Session
20	Mon		HOLIDAY: Martin Luther King Day Cherriots is OPEN for business
23	Thu	6:30 PM	SAMTD Board of Directors Meeting

• **FEBRUARY 2020**

4	Tue	3:00-4:30p	Special Transportation Fund Advisory Committee
10	Mon	5:30 PM	SAMTD Board Work Session
17	Mon	CLOSED	HOLIDAY: President's Day Cherriots Administration Offices-Customer Service CLOSED ; NO Bus Service
27	Thu	6:30 PM	SAMTD Board of Directors Meeting

• **MARCH 2020**

TBD	Sun	2:00 AM	DAYLIGHT SAVING TIME Begins (...Spring Forward)
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