



Salem Area Mass Transit District
Board of Directors

**~ SPECIAL MEETING ~
WORK SESSION**

Monday, November 13, 2017

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

MINUTES

SPECIAL MEETING

PRESENT: President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley, Colleen Busch, and Doug Rodgers; **ABSENT:** Director Kathy Lincoln

Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Karen Garcia, Security and Emergency Management Manager; SueAnn Coffin, Contracted Services Manager; and Brian Woodall, Procurement/Contracts Manager; Linda Galeazzi, Executive Assistant

1. CALL TO ORDER 5:30 PM
President Bob Krebs called the special meeting to order at 5:30 p.m. There was a quorum.

2. ACTION ITEM
a. Contract with Allied Universal for Transit Security Services 5:30 PM

Staff report: Pages 1-4 in the agenda

Presenter: Karen Garcia, Security and Emergency Management Manager

Unarmed private transit security services are provided to the District under contract at the Keizer Transit Center, the Downtown Transit Center at Courthouse Square and throughout the system. The District's contract with G4S Secure Solutions, Inc., expires on December 31, 2017 so the District went through procurement procedures required by the Federal Transit Administration and determined that Allied Universal was the most responsive to the procurement criteria as is shown in the scoring matrix:

Evaluation Criteria	Available Points	G4S Secure Solutions, Inc.	Allied Universal	Phoenix Protective Corp. PPC Solutions, Inc.
Qualifications and Experience of Firm	30	23.5	26	21
Qualifications and Experience of Personnel	25	18.25	21.5	19

Supervision, Quality Control, Training	20	13.75	18.25	16
Price Proposal/Cost	25	25	22.28	22.47
Total Score	100	81 (80.5)	89 (88.03)	78 (78.47)
3 YR. BASE/2 1-YR OPTIONS		\$ 1,349,220.24	\$ 1,513,367.91	\$ 1,500,623.07

Motion: Move to authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367.91.

Motion by: Director Colleen Busch

Second: Director Doug Rodgers

Vote: Motion passed (6); Absent: Kathy Lincoln

3. SPECIAL MEETING ADJOURNED

5:41 PM

WORK SESSION

PRESENT: President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley, Colleen Busch, and Doug Rodgers; **ABSENT:** Director Kathy Lincoln

Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Karen Garcia, Security and Emergency Management Manager; SueAnn Coffin, Contracted Services Manager; and Brian Woodall, Procurement/Contracts Manager; Linda Galeazzi, Executive Assistant

1. CALL TO ORDER

5:41 PM

President Krebs called the work session to order.

2. DISCUSSION

a. Advertising Update

5:41 PM

Staff report: Page 5 of the agenda

Presenter: Patricia Feeny, Director of Communication

Ms. Feeny reported on the breakdown of local versus national advertisements on the Cherrits buses and listed the current advertisers. Every fixed-route bus had one or more ads on one or more sides of the bus. The financial return to date was \$7,000, this was the agreed upon quarterly guaranteed rate.

Follow-up: The board considered Director Kelley's idea to use the advertising revenue for bus passes for youth going to and from after-school activities. President Krebs said the Board can address this option at their next planning session.

b. Proposed Service Advisory Committee Concept

Staff report: See Attachment A to these Minutes

Presenter: David Trimble, Chief Operating Officer

Board members looked over proposed changes to Attachment A of the Bylaws for the Citizens Advisory Committee as presented by Mr. Trimble. Transit agencies are required by federal law to have a Citizens Advisory Committee and the District intends to re-establish its group. Changes to the Bylaws were highlighted in RED in Article 2-Purpose and Responsibilities, in Article 3-Membership and Terms of Appointment, and in Article 6-Conduct of Meetings.

Follow-up: A final draft of the CAC Bylaws will be presented to the Board for action at the December 14, 2017 board meeting.

c. Process and Timeline for Developing the 2021-2024 STIP

Staff report: Pages 7-12 of the agenda

Presenter: Steve Dickey, Director of Transportation Development

Mr. Dickey explained the difference between the 2018-2021 Transportation Improvement Program (TIP) and the 2021-2024 Statewide Transportation Improvement Program (STIP). The two process are currently underway and the District has an interest in both. The District submitted an application for funding to the 2018-2021 TIP. The project lists will be presented to SKATS Technical and Policy Committees for final approval. The first application is due May 2018 for the 2021-2024 STIP program. The public review is scheduled in February 2020 and in June 2020, the Oregon Transportation Commission (OTC) will make the final determination for the STIP program. President Krebs sent a letter (page 9-10) to the OTC on behalf of the Board to recommend that funding for bus replacement be left in the enhancement/non-highway fund. SKATS and other agencies supported this letter of recommendation.

Mr. Dickey reviewed the role played by the Salem Keizer Area Transportation Study (SKATS) for the funding provided by the Congestion Mitigation and Air Quality (CMAQ) Improvement Program through the Federal Highway Administration (FHA) and the Oregon Department of Transportation (ODOT). The District's application for funding included projects totaling \$1,458,171 (on page 8). The application was submitted in November 2017. A project review and public input is scheduled through February 2018 and in March 2018, the SKATS Policy Committee will approve a final list of projects for funding.

Follow-up: Director Kelley asked for a cost estimate to replace buses. She will be speaking on the subject of bus replacement.

3. GENERAL MANAGER COMMENTS

6:55 PM

Staff report: Pages 13-18 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the December 14, 2017 board meeting, the Board's calendar, and upcoming agenda items that will be brought before the Board for action.

4. WORK SESSION ADJOURNED

7:02 PM

Submitted by: Linda Galeazzi, Executive Assistant/Clerk of the Board

BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE CITIZENS ADVISORY COMMITTEE OF SALEM AREA MASS TRANSIT DISTRICT

Article 1 – ~~Purpose and~~ Mission

The mission of the Citizens Advisory Committee, established by the Salem Area Mass Transit District (“District”) Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

Article 2 – ~~Purpose and~~ Responsibilities

~~The~~ The Citizens Advisory Committee (“Committee”) shall meet to discuss and make recommendations to the Board of Directors (“Board”), on the District’s transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The purpose of the CAC will be to advise the Board of Directors and Cherriots staff on transit-related issues, make suggestions for transit service improvements, and to advocate for enhanced funding for public transportation. The CAC will advise the Board of Directors, General Manager and Cherriots staff on the following items:

- Adhering to the requirements of the American with Disabilities Act (ADA)
- Issues related to the quality of the public’s ridership experience and other engagement with Cherriots
- Issues related to advocacy, including:
 - Cultivating an understanding of public transportation policy issues and opportunities among members of the CAC
 - Advocating for adequate funding for Cherriots from governmental, quasi-governmental, non-profit and for-profit entities
 - Mobilizing public transportation customers, supporters, and other public transportation stakeholders

Article 3 – Membership and Terms of Appointment

~~Membership shall consist of nine voting members, and one non-voting student member. Members shall serve at the pleasure of the Board.~~

~~Committee membership shall consist of a cross-section of the Salem/Keizer community which shall include to the extent possible, a:~~

- ~~Paratransit User~~
- ~~Recreational/Bike/Pedestrian Advocate~~
- ~~Social Services Agency Representative~~

- ~~Medical Community/Care Provider~~
- ~~Chambers of Commerce/Business Economic Development Organization~~
- ~~Major Employer (over 100 Employees)~~
- ~~School District Representative/Educational Community~~
- ~~Ethnic Community Member~~
- ~~At-large Member~~
- ~~Youth Leader (High School Student, one year term with "school year term" option) — non-voting member~~

~~Voting members appointed to the Committee must live and/or work within the Salem-Keizer Transit service area.~~

Composition of the CAC: The CAC is composed of nine (9) community representatives – seven (7) selected by individual members of the Board of Directors and two (2) from a slate of candidates who apply and are chosen according to the process set out below:

A CAC member must reside within the Cherriots service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk Counties, and must have a familiarity with Cherriots services. CAC members must be at least 18 years of age and use Cherriots services periodically; however, transit dependency is not a requirement for CAC membership. CAC members must be able to communicate knowledgeably about Cherriots, in particular, and public transit in general. Members should have the ability to advocate on behalf of public transit and promote Cherriots services.

CAC membership must reflect the larger community and have diverse representation with regard to age, gender, race, disability, transit dependence, availability to participate in CAC activities, and geography.

Travel Reimbursement: Each CAC member will receive a 30-day (monthly for Regional) transit pass to cover transportation expenses. Passes will be mailed to CAC members. Other arrangements for pass distribution may be made on an individual basis.

Members shall be appointed to the Committee by the Board for a period of two years. Members may only serve two consecutive two-year terms on the Committee. Committee terms will begin in the month of January and end in the month of December.

The Board may appoint committee members to fill unexpired terms. Committee members appointed to serve the balance of an unexpired term shall have the opportunity to serve two consecutive two-year terms after the conclusion of the original appointment. In the transition period inaugural committee members will be allowed to serve the remainder of a term in an Excess At Large Capacity.

A Committee member who has served two consecutive terms may be nominated and recommended for future terms 12 months after their previous term has expired.

Article 4 – Officers

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may nominate and recommend to the Board, members to serve as Chair or Vice Chair. Nominations are to be held every December (or in the meeting month closest to the end of the calendar year) prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint subcommittee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Article 5 – Committee Vacancies

When a vacancy occurs, the Board, by majority vote of its members at any meeting, may appoint a new member to the committee to serve the remainder of the unexpired term. The Board may select an appropriate appointee from those responding to a public advertisement, from candidates expressing an interest in such an appointment, or may refer to leaders or organizations in the represented group for appropriate candidates.

Article 6 – Conduct of Meetings

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted according to Robert's Rules of Order. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

All members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, that member shall contact the District's staff representative and/or the Committee Chair at least one business day in advance, to give notice, except in cases of an emergency. A member who fails to notify the

District's staff representative and/or the Committee Chair of their intended absence for two consecutive meetings, or is absent three or more meetings over a one year period, may have his/her membership declared vacant.

One member of the Cherriots Board of Directors will be invited to attend CAC meetings on a rotating basis. The invitations shall be rotated so that all Directors are invited to attend at least once during the year. This open-invitation policy does not preclude or reduce the desirability of the Board of Directors appointing a liaison to the CAC.

Regular CAC meetings shall be held quarterly. The meeting schedule shall be set and voted upon at the first meeting of the calendar year. With possible exceptions, the regular meetings will be used for presentations from Cherriots staff, contractors and other parties of interest to the CAC.

Article 7 – Amendments

The Citizens Advisory Committee, through its Chair, may recommend to the Board, amendments to the Bylaws that govern the Committee by a two-thirds vote of all its members.

Only the SAMTD Board of Directors shall have the authority to amend these Bylaws.

Actions taken by the Board of Directors

<u>Resolution</u>	<u>Date</u>	<u>Action</u>	<u>Change</u>
90-01	Jan 25, 1990	Adopt	• Attachment A Elderly/Handicapped Transportation Advisory Committee
91-02	Mar 28, 1991	Amend	• Attachment A Elderly/Handicapped Transportation Advisory Committee
97-02	Feb 27, 1997	Amend	• Renamed Elderly and Disabled Consumer Advisory Committee
97-28	Dec 18, 1997	Amend	• Renamed Senior and Disabled Consumer Advisory Committee;
99-02	Mar 25, 1999	Rescind	• Dissolve Elderly/Handicapped Transit Advisory Committee; Form Consumer Advisory Committee; Replace with CAC Bylaws
11-13	Dec 08, 2011	Rescind	• Dissolve Consumer Advisory Committee; Form Citizens Advisory Committee Bylaws; Replace Bylaws
13-12	Dec 12, 2013	Amend	• Amend the Citizens Advisory Committee Bylaws