



Salem Area Mass Transit District
BOARD OF DIRECTORS

June 27, 2019

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Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

June 27, 2019

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT Board	President Robert Krebs; Directors Marcia Kelley, Kathy Lincoln, Jerry Thompson, and Steve Evans
ABSENT	Directors Doug Rodgers, and Colleen Busch
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Strategic Planning & Program Management; Patricia Feeny, Director of Communication; Karen Garcia, Security & Emergency Management Manager; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement & Contracts Manager; Stephen Custer, Digital Marketing Coordinator; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Incoming Board members – Ian Davidson, Charles Richards, Sadie Carney, and Chi Nguyen; citizens – Mark Knecht, and Josh Pollock

- 1. EXECUTIVE SESSION 5:00 PM**
 President Krebs called the meeting to order and announced that the Board would move into executive session to review and evaluate the employment-related performance of the chief executive officer in accordance with ORS 192.660(2)(i).

 The executive session adjourned at 5:40 p.m.
- 2. RECEPTION FOR OUTGOING BOARD MEMBERS 5:45 PM**
 A reception was held to honor outgoing Directors Marcia Kelley, Jerry Thompson, Steve Evans and Kathy Lincoln.
- A. RECONVENE THE BOARD MEETING 6:33 PM**
 President Krebs reconvened the Board meeting at 6:33 p.m. Attendance was noted and a quorum was present.



B. PLEDGE OF ALLEGIANCE

Director Kelley led the Pledge of Allegiance.

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Krebs announced that Agenda Item #O. *Potential Action on Any Item of Business Discussed in Executive Session* would be moved to #J. *Action Items* as Agenda Item #5.

D. PRESENTATIONS - None

E. PUBLIC COMMENT

Mark Knecht (address on file) Mr. Knecht thanked the Board for appointing him to serve on the Citizens Advisory Committee.

F. BUDGET HEARING – FY2019-2020 Approved Budget

6:39 PM

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

Staff Report: Page 1-6 of the agenda

Presenter: Hersch Sangster, Chair of the Budget Committee

Open for Testimony: President Krebs opened the Budget Hearing at 6:39 p.m. He asked if anyone in the audience wished to give testimony on the FY2020 Budget.

Testimony: Mark Knecht spoke in favor of the FY2020 Budget. He asked what would happen if the District was to ask for more revenue? Mr. Pollock explained that the District would need to have a ballot measure to ask for more revenue.

Close: President Krebs closed the Budget Hearing at 6:48 p.m.

G. DELIBERATION OF THE BUDGET HEARING

Motion: Move to adopt Resolution #2019-05 to adopt the FY2019-20 Budget, making appropriations, and imposing and categorizing taxes.

Motion by: **Director Marcia Kelley**

Second: **Director Jerry Thompson**

Discussion: **Director Kelley stated that the District has some exciting times coming.**

Vote: **Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers**

H. CONSENT CALENDAR

6:49 PM



Question: Shall the Board approve the Consent Calendar by a single motion? Action on items pulled from the Consent Calendar will be deferred until after the adoption of the Consent Calendar.

Staff Report: Pages 7-38 of the agenda

Motion: **Moved to approve the Consent Calendar:**
3. Approval of Minutes
a. Minutes of the May 23, 2019 Board Meeting
4. Routine Business
d. Approval of Annual Allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for Fiscal Year 2019-2020
e. Resolution No. 2019-06 Amendment to the FY2019 Adopted Budget
f. Kittleson Contract Amendment for Keizer Transit Center Signalization Project

Motion by: Director Jerry Thompson
Second: Director Steve Evans
Discussion: No items were deferred from the Consent Calendar.
Vote: Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers

I. ITEMS DEFERRED FROM THE CONSENT CALENDAR

J. ACTION ITEMS

6:49 PM

1. Contract with PetroCard, Inc.

Question: Shall the Board authorize the General Manager to execute a contract with PetroCard Inc. for fuel card services for the purchase of fuel for Contracted Services vehicles for a two-year base contract for a not-to-exceed amount of \$1,300,000?

Staff Report: Pages 39-10 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Mr. Thompson reported on the following. The District’s Contracted Services vehicles require separate fueling services to provide fuel for each vehicle. There is currently no capacity for fueling these vehicles at the SAMTD Maintenance Facility. The District uses Fueling Card Lock Services at all Pacific Pride fueling stations in the area to meet the fueling needs for Cherriotics LIFT using about 157,000 gallons of fuel (gasoline) annually for 43 vehicles; Cherriotics Regional using approximately 65,800 gallons of fuel (diesel and gasoline) annually for 12 vehicles, and Cherriotics Shop & Ride using about 6,200 gallons of fuel (gasoline) annually for five vehicles. Fuel is allocated separately for each service type.



Financial Impact:

This contract was procured under SAMTD Procurement procedures utilizing State of Oregon Price Agreement (PA) #8519. Funding for the first year of this contract is included in the FY20 Budget. Year 2 will be included in the FY21 Budget.

Motion:

Move to authorize the General Manager to execute a contract with PetroCard Inc. for fuel card services for the purchase of fuel for Contracted Services vehicles for a two-year base contract for a not-to-exceed amount \$1,300,000.

Motion by:

Director Steve Evans

Second:

Director Marcia Kelley

Discussion:

To Director Lincoln’s question about the contract being a base amount or did it include taxes, Mr. Thompson said the contract included everything; although, at times it is a volatile market.

Director Thompson thanked Mr. Thompson, saying he appreciated working with him over the years.

Vote:

**Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers**

2. Contract with Superior Tires

Question:

Shall the Board authorize the General Manager to execute a contract with Superior Tire Services for the purchase of tires for all Cherriotics-owned vehicles, for a term of two (2) base years and three (3) one-year options, for a not-to-exceed total contract amount of \$830,250?

Staff Report:

Pages 41-42 of the agenda

Presenter:

Gregg Thompson, Maintenance Manager

Mr. Thompson reported that the District partnered with TriMet and Lane Transit District to complete a joint tire procurement. The solicitation was advertised locally and nationally. Superior Tire Services in Salem was deemed responsive to the solicitation and was awarded a contract under a competitive solicitation process with a single bid response. Competition for this solicitation and the price quote were determined to be adequate based on Federal Transit Administration (FTA) guidelines. The District also performed an analysis on purchase versus lease program and determined that purchasing tires would allow for more control over inventory and potential costs savings.

Financial Impact:

The contract will be for a two-year term, with the option of three, one-year extension periods, to commence on July 1, 2019. The District may unilaterally exercise the options to terminate the contract for convenience if necessary for any reason during the contract period.



Funding for Year One of this proposed contract is included in the FY19-20 Budget and will be included in all subsequent budget years.

Motion:	Move to authorize the General Manager to execute a contract with Superior Tire Services for the purchase of tires for all Cherriots-owned vehicles for a term of two base years and three, one-year options, for a not-to-exceed total contract for an amount not-to-exceed \$830,250.
Motion by:	Director Kathy Lincoln
Second:	Director Jerry Thompson
Discussion:	Director Lincoln said if anyone has not seen how tires are stored at Del Webb, it is pretty amazing.
	Director Kelley recalled authorizing the General Manager to purchase tires back in 1989 when his authorization limit at that time was only \$500.
Vote:	Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln Absent: Busch, Rodgers

3. IGA with City of Salem for Police Services

Question: Shall the Board authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$323,606?

Staff Report: Pages 43-44 of the agenda

Presenter: Karen Garcia, Security & Emergency Management Manager

Ms. Garcia reported that the IGA made under the authority of ORS 190.010 with the City of Salem Police Department allows for a direct, on-call service for Cherriots by law enforcement at specific times of the day at the Downtown Transit Center. Both parties are public entities and each has an interest in assuring adequate law enforcement in the vicinity of the Downtown Transit Center at Courthouse Square. The uniformed police officers provide extraordinary support to the District and provide an enhanced safety presence to the Downtown Transit Center. A mutually-agreed upon schedule between the City and the District will identify the police officer's on-call hours of service. A dedicated police officer with direct cell phone contact will be available to Cherriots during the established hours of service.

Financial Impact: The term of the new Agreement covers two years, from July 1, 2019 – June 30, 2021. Initially, on call services of the Downtown Enforcement Team will be provided for no fewer than 45 hours per week; beginning September 1, 2019, police services will increase to a period of no fewer than 54 hours



per week. The increase in hours will be commensurate with the enhanced Saturday service implementation. Funding for year one of this IGA is included in the FY2019-20 General Fund budget at \$156,530 under Operations' Security and Emergency Management Department. The cost for Year Two will be \$167,076 for a total of \$323,606.

Motion:	Move to authorize the General Manager to execute an Intergovernmental Agreement with the City of Salem for police services for the Downtown Transit Center for a not-to-exceed amount of \$323,606.
Motion by:	Director Jerry Thompson
Second:	Director Kathy Lincoln
Discussion:	Director Thompson noted that the Salem Police Foundation also conducted a fundraiser to help purchase ten patrol bikes for the Downtown Enforcement Team.
Vote:	Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln Absent: Busch, Rodgers

4. Contract with Cascade Landscape Management, Inc.

Question: Shall the Board authorize the General Manager to execute a contract with Cascade Landscape Management, Inc. for landscape maintenance services for an amount not to exceed \$122,652?

Staff Report: Pages 45-46 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Mr. Thompson reported that the District contracts landscaping service for three (3) locations that include the Del Webb Administration building, Market Street Park and Ride, and Keizer Transit Center. The contract includes provisions for irrigation maintenance and any needed repairs. A Request for Proposal was issued on March 13, 2019. A pre-proposal conference was held on March 29, 2019 allowing prospective bidders to view the properties and better understand the scope of work. Four responsive bids were received by the close of the RFP on April 19, 2019. Cascade Landscape Management, Inc. was most responsive to the solicitation at the lowest cost. Cascade Landscape Management is the incumbent and has performed superior work over the last five years.

Financial Impact: The contract with Cascade Landscape Management is a two (2) year base contract with three (3) one-year options. Funding for the first year of this contract is included in the FY20 Budget at \$24,156. Year 2 will be included in the FY21 Budget at \$24,156. The cost breakdown for Year 3 is 24,624; Year 4 at \$24,624; and Year 5 at \$25,092.



Motion: Move to authorize the General Manager to execute a contract with Cascade Landscape Management, Inc. for landscape maintenance services for an amount not to exceed \$122,652?

Motion by: Director Marcia Kelley

Second: Director Steve Evans

Discussion: None

Vote: Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers

5. General Manager’s Performance Evaluation and Compensation

Question: Shall the General Manager receive compensation as a result of his performance evaluation conducted by the Board of Directors in executive session for FY2019?

Motion: Move to grant an \$8,000 bonus to the General Manager’s compensation package for Fiscal Year 2019.

Motion by: Director Jerry Thompson

Second: Director Steve Evans

Discussion: Director Thompson noted that Mr. Pollock has been more involved with the American Public Transportation Association on their executive committee; and has been instrumental in getting national funding to help the District.

Director Lincoln stated that he has also been involved on the State and local level. He has helped to improve the relations with the City and has a lot of influence statewide.

Director Kelley said it’s been a pleasure to work with Mr. Pollock. He is on the Garten board, Salem City Club, and has a very public face in the larger Salem area.

Vote: Motion passed: Krebs, Evans, Kelley, Thompson, Lincoln
Absent: Busch, Rodgers

K. INFORMATION ITEMS - None

L. GENERAL MANAGER’S REPORT

7:13 PM

Mr. Pollock announced that he is in his second term as President on the Garten board. The federal appropriations bill passed the House and will now go to the Senate in Washington D.C. What that means, if it passes, is there will be more money in the competitive grants to apply for. He attended the APTA Legislative Steering Committee



meeting where they will present their recommendations to the full board to reestablish the 40/40/20 capital improvement grants ratio, and to establish a new mobility initiative. Mr. Pollock and several staff attended the 25th Anniversary for the SMART service provided by the City of Wilsonville and to be introduced to two new electric buses. Finally, Mr. Pollock thanked the outgoing board members for their service.

M. BOARD OF DIRECTORS REPORTS

Board members reported on their Board assignments from page 47 of the agenda.

Director Kelley attended a meeting about the seismic upgrade on the Center Street bridge. She will send the slide presentation to Ms. Galeazzi to share with the staff and the Board. She reported on a new project manager that is overseeing eight projects in Polk, Marion and Yamhill counties. The Oregon Transportation Commission announced in a conference call that they will appoint a temporary deputy director to replace Matt Garrett who is retiring at the end of June. They are also doing a nationwide search to fill his position. Director Kelley also attended an event at Saint Francis where she met the former city manager of the City of Salem who first appointed her to the transit committee in 1978.

Director Lincoln said it was an honor and a privilege to work on the Board. She passed along kudos to Allan and to staff who have been a part of the progress ahead. She also thanked the new, incoming board members for their willingness to volunteer.

Director Evans appreciated how things have gelled over the last eight years and knows that Allan and his staff are committed.

Director Thompson said he will miss his role as a Director and being a part of transit. It has been a good ride for the past 20 years. He will continue to watch how the District does in the future.

N. MEETING ADJOURNED

7:40 PM

Respectfully submitted,

Robert Krebs, President