



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

September 22, 2022

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a. Citizens Advisory Committee Member Appointment to Position #7	
 Move to authorize the General Manager to enter into a contract with MTM Transportation for the delivery of transportation services; and approve a project budget that totals \$44,827,623.18 over five (5) base years with two (2) option years.	 4
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Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
September 22, 2022

- Present: BOARD: President Ian Davidson; Directors Ramiro Navarro, Jr., Maria Hinojos Pressey; and Chi Nguyen and Sadie Carney, virtually.
- Absent: Director Sara Duncan
- STAFF: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Chief Financial Officer; Christina Conner, Chief Human Resources Officer; Patricia Feeny, Director of Communication; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Ross Aguilar and Johnny Cordova from Technology Services; Linda Galeazzi, Executive Assistant; and Sara Sayles, SAMTD Legal Counsel
- Guests: Judith Richards, wife of Director Charles Richards, daughter Andrea Tharp and son-in-law, Joshua Tharp; Sam Spink, bus rider; Bill Holmstrom, incumbent board member

MINUTES

CALL TO ORDER

6:30 PM

- A. President Ian Davidson called the meeting to order. Attendance was noted with a quorum of four members present.

For the Safety Moment, GM Pollock remarked that today was the first day of Fall, and that usually begins the cold and flu season. He reminded people to get their flu shots and at the same time, consider getting the new Covid booster.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

- B. President Davidson announced that there were changes to the agenda. Action Item G.3 was pulled to authorize the general manager to execute a contract award for EV chargers at Keizer Transit Center. There was no action needed. Authorizing the General Manager to execute a contract with E&M Electric & Machinery, Inc. was added to the agenda under Action Items as G.3.

PRESENTATION

- C.1 Service Award for Director Charles Richards
Presenter: President Ian Davidson
Staff Report: Supplemental Packet



President Davidson presented a plaque to Director Richard's wife, Judi Richards and their daughter and son-in-law Andrea Tharp and Joshua Tharp honoring Director Richards for his time of service on the Board representing Subdistrict #7.

PUBLIC COMMENT

- D. **Sam Spink**, a dedicated Cherriots rider sent an email to the Board on September 9, 2022 (page 5 in the agenda) to share his concerns about the implementation of the new youth zero program and the misbehavior of youth on Route 8 disrespecting other passengers and the driver. He asked for resolution of these problems.

CONSENT CALENDAR

- E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 6-18 of the agenda

3. Approval of Minutes

c. August 25, 2022 Board of Directors Meeting

d. August 25, 2022 Work Session

4. Routine Business

b. Citizens Advisory Committee Member Appointment to Position #7

Motion: **Move to approve the Consent Calendar**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Ramiro Navarro**

Vote: **Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**

Absent: **Director Duncan (1)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR

- F. No items were deferred from the Consent Calendar

ACTION ITEMS

- G.1 Shall the Board authorize the General Manager to execute a contract award for Contracted Transportation Services?

Presenter: Tom Dietz, Director of Operations

Ben Sawyer, Contracted Services Manager

Dan Knauss, Contracts/Procurement Manager

Staff Report: Pages 19-22 of the agenda

Division Director Dietz reported that the procurement team received four (4) proposal responses to the Request for Proposals (RFP). All proposers were determined to be responsive per Federal Transit Administration (FTA) guidelines. The Source Evaluation Committee (SEC) narrowed the search to two (2) finalists and initiated interviews, Best



and Final Offer, and final scoring. The SEC determined that MTM Transportation was the successful proposer. The expenses associated with this contract are accounted for in the adopted FY 2022-2023 operating budget. The subsequent years of this contract will also be accounted for in the upcoming fiscal year operating budgets. The cost breakdown is shown in the staff report. In response to questions asked, Dietz said the call center and the street service are now one contract. The cost per revenue hour is an open rate of \$81.06. It used to be \$60 per revenue hour. The cost to individuals who ride CherrriotsLIFT is \$3.20 for a one way trip. If there were circumstances to exit this contract, it would be 30 days with notice.

Motion: **Move to authorize the General Manager to enter into a contract with MTM Transportation for the delivery of transportation services; and approve a project budget that totals \$44,827,623.18 over five (5) base years with two (2) option years.**

Motion By: **Director Ramiro Navarro Jr.**

Second: **Director Maria Hinojos Pressey**

Vote: **Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**

Absent: **Director Duncan (1)**

G.2 Shall the Board authorize the General Manager to execute a five-year lease agreement with Pacific Office Automation for copier equipment and support?

Presenter: Steve Dickey, Director of Technology & Program Management

Staff Report: Pages 23-24 of the agenda

Division Director Steve Dickey reported that the Information Technology team reviewed the District's current inventory and operational effectiveness of printer and copier devices at Courthouse Square and at the Del Webb Operations Center, and determined that similar equipment offered under a lease arrangement would be in the best interest of the District. Konica-Minolta is the preferred equipment identified by the District. The equipment is available under an Oregon State Price Agreement (SPA) obtained through a competitive solicitation. The equipment is made available through authorized distributors by region, with Pacific Office Automation identified in the SPA as the only authorized distributor in the District's region. Funding for the contract amount is included in the FY2022-23 Technology and Program Management Department General Fund budget. The term of the contract runs through FY2027-28. Total contract cost for the 5-year term is \$170,000.

Motion: **Moved to authorize the General Manager to execute a five-year lease agreement with Pacific Office Automation for copier equipment and support, for the amount of \$170,000.**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Ramiro Navarro Jr.**



Vote: **Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**
 Absent: **Director Duncan (1)**

G.3 Shall the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Supplemental Agenda Packet under Agenda Item G.3

On August 25, 2022, the Board approved the purchase of switchgear to support the battery electric bus project for \$105,786. Once the order was placed, lead times for the manufacturing and delivery of switchgear had steadily increased to 52 weeks. Portland General Electric (PGE) experienced similar quoted lead times when ordering electrical equipment to be installed at Keizer Transit Center. PGE was able to expedite their equipment by paying a premium. Staff contacted the vendor to inquire if this was a possibility with the switchgear they had just ordered. E&M Electric & Machinery, Inc. reached out to Siemens, who manufactures the equipment, and received a quote of \$70,766 for expediting the order. The timeline is reduced from 52 weeks to 27 weeks and places the delivery of the switchgear much closer to bus completion and Del Webb construction timelines by arriving at the end of March 2023. The Board was asked to combine \$105,786, the price for the previous authorized switchgear purchase and \$70,766 for the expedited manufacturing cost for a new total of \$176,552. This project is included in the Capital Projects section of SAMTD’s Adopted FY2022/23 Budget.

Motion: Moved to authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$176,552.

Motion By: Director Ramiro Navarro Jr.

Second: Director Maria Hinojos Pressey

Vote: Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)

Absent: Director Duncan (1)

INFORMATION ITEMS

H.1 Fiscal Year 2022 Annual Security Report

Staff Report: Page 25 of the agenda with a PowerPoint presentation

Presenter: Karen Garcia, Security & Emergency Management Manager

Manager Karen Garcia presented the annual security report for Fiscal Year 2022. Details of the report were provided by District staff, City of Salem Police, Allied Universal and DPI Security on the Districts security and emergency management activities. Manager Garcia referred to Mr. Spinks public comment earlier and his email, saying that there is a big



difference between riding a school bus and public transportation. Staff will provide these new riders with education about how to ride so that everyone can enjoy their trip. In response to questions asked by board members about tracking mental health issues, and the kind of diversity they have in Security, Manager Garcia said their daily reports track ordinance warnings. They hope to improve that with an electronic reporting tool. Security is short staffed, but there is one individual who is 100% fluent in Spanish. In response to questions about private vehicles driving in the bus lanes at Keizer Transit Center, Manager Garcia said they found that people leaving Keizer Station were using Google Map that has not been updated with the additional information of a new signal on that road. Staff has considered the use of physical barriers with a triggering system to see if that might help. There was discussion about exclusions and the turnover in security. Staff changed their way of approach in their communication efforts and are in the process of retraining. They like to use progressive education with the goal of compliance. Manager Garcia responded to the question about seeing trends in the severity of the incidents or exclusions. She said how long a person is excluded depends on how many violations they have. Their data is not user friendly but criminal activity, for example, equals an exclusion. Staff does not have a direct way to the *Community Action Unit* but they do have a security presence on the buses and they rely heavily on their Operations Supervisors. Staff hopes to improve that later in the year. Habitual fare evasion is another one that is hard to enforce. However, the contract for the new reporting tool will be awarded this week. The new data warehouse can be used to inform staff's decision; the data talks to other data and they are looking forward to using it.

GENERAL MANAGERS REPORT

- I.1 GM Pollock reported on the Strategic Plan rollout that began on Tuesday, September 20 for all employees. He and legislative advocate Waylon Buchan met with Representative Scharf earlier today to provide a Cherriots update. GM Pollock, President Davidson and other staff will attend the APTA TRANSform Conference and Expo in Seattle, Washington October 9-12. GM Pollock will attend committee meetings and a board meeting while there. Staff hopes to find out if the District wins the APTA AdWheel Grand Award that recognizes the marketing and communications efforts of APTA's members.

BOARD OF DIRECTORS REPORTS

- J.1 Board members reported on their assignments for the Board. Director Chi Nguyen will be looking for a citizen member for Subdistrict #1 to serve on the Budget Committee. She also informed the Board of a possible move out of the Salem area and she would have to resign from her Board position.



Director Ramiro Navarro participated in a fundraiser "*Haircuts for Change.*" He said there was a diverse group of people that helped. He conversed with the many people that showed up. Cherriots staff had a booth at the Stand Down event at the YMCA offering employment opportunities. He also attended a Keizer meeting where staff presented the *Youth Zero Program.*

Director Maria Hinojos Pressey announced that October 15 was White Cane Day for people that are visually impaired. There will be an event at Riverfront Park on October 10 for *Indigenous People Day.*

Director Sadie Carney attended a joint work session of the Salem City Council and the District's Board of Directors. She found it very informative and she is looking forward to being more involved with that. The SKATS Policy Committee meeting is next week. She had a conversation with a team member who rides both the TriMet and Cherriots buses who remarked that the buses were so clean. She learned both the benefits and some of the challenges of the Salem Bike Policy.

President Ian Davidson spoke about the Tuesday night MWVCOG meeting and the continuing conversation about the regional legislative agenda. The committee was tasked with not riding or driving in a car for a week as a part of the National Disabilities Night to get a window view into people who don't or can't drive; who rely on public transit. President Davidson acknowledged Bill Holmstrom in the audience. Mr. Holmstrom is the Governor's nominee for the Subdistrict #7 position on the Board. Next week his nomination will go through the Senate for confirmation and his first meeting as a board member will be October 28.

RECESS – Executive Session

8:10 pm

- K.1 The board moved into Executive Session to review and evaluate the employment-related performance of the chief executive officer pursuant to ORS 192.660(2)(i).

RETURN TO BOARD MEETING

8:40 pm

- L. Action on the General Manager's performance appraisal and compensation package.
 - Presenter: President Davidson
 - Staff Report: VerbalPresident Davidson reviewed the work General Manager Pollock accomplished in the past year thanking him for shepherding them through some very hard times; particularly with securing grant funding through congressional leaders directed funds

BIO: Charles Richards

Charles Richards was recommended by Senator Jackie Winters and appointed to the Board in May 2019 by Governor Kate Brown to represent Subdistrict #7.

It was Director Richards firm belief that serving on the Board of Directors for Cherriots was a vehicle for streamlining service delivery to people who may not always understand the issues behind providing services to the community. His interest was in improving the quality of life for Oregonians and its growing population of all ages.

Director Richards had long been an active volunteer and advocate for seniors and people with disabilities through organizations such as Northwest Senior Disability Services, State Rehabilitation Council, State Independent Living Council, Veterans of Oregon, and the Advocacy Coalition of Seniors and People with Disabilities.

In 2005, Director Richards served on the National Silver Haired Congress as a Senator and Director serving the State for four terms where he spent much of his time in Washington DC advocating for Oregon's senior issues; and working with the Governor's Commission to aid in the transformation of the Health Delivery System in Oregon. In 2017, he was awarded the "Lee Hazelwood" Advocacy Award in recognition of his devotion to advocacy for seniors and people with disabilities.

In addition to his love for his wife Judi, and for the beautiful roses he grew in his garden, Director Richards volunteered at the Evergreen Aviation Museum in McMinnville where he shared his passion for World War II airplanes and sharing the stories of the veterans who served with people who visited the museum.

Director Richards passed away on July 12, 2022 at his home in Salem. We asked his wife Judy to join us this evening so that we could honor Charles with a plaque for his service while on the Cherriots Board of Directors.



and also competitive grants; empowering your executive leadership team through a strategic planning process and a strategic diversity equity and inclusion process. It is a testament to your skills as a leader that you have empowered the right people to help us through this process. He asked for a motion.

Motion: **Moved to provide the General Manager with a five percent merit increase.**

Motion By: **Director Maria Hinojos Pressey**

Discussion: Director Nguyen said she wanted to show her appreciation for General Manager Pollock’s continuity of care efforts that he has shown in his leadership in the past three years. She wanted to show that the Board is reflecting their appreciation with the merit increase. With that same continuity of care, they ask that he have a proper succession plan in place, where the transition is soft for all folks that are involved. The Board doesn’t know your aspirations, your hopes for retirement, or whatever else that you may want to do, but as a testament to how well you protect our culture as a steadfast community leader and just having a heart of a teacher, that there be a really open and transparent communication as early as they can get it. I know that you are out there in the community all the time and I hope that continues to reverberate throughout your rank inside the agency as well.

Director Carney echoed Director Nguyen’s sentiments. She appreciates the service GM Pollock brings to our community and his representation of Cherriotics and of public transportation broadly on behalf of our state.

Second: **Director Ramiro Navarro Jr.**

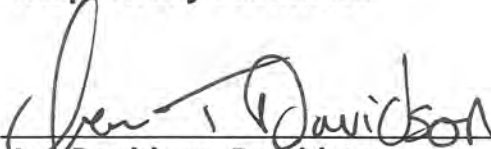
Vote: **Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**

Absent: **Director Duncan (1)**

M. ADJOURNMENT

9:05 PM

Respectfully Submitted


Ian Davidson, President

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