



Salem Area Mass Transit District
Board of Directors

~ **SPECIAL MEETING** ~

Monday, June 11, 2018

5:00 PM

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

MINUTES

- PRESENT:** President Bob Krebs; Directors Kathy Lincoln, Marcia Kelley, Colleen Busch, Jerry Thompson, Doug Rodgers and Steve Evans
- Board**
- 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; Al McCoy, Director of Finance/CFO; Linda Galeazzi, Executive Assistant
- Guests** John Hammill, Member of the Citizens Advisory Committee

1. **CALL TO ORDER** **5:00 PM**
President Krebs called the Special Meeting to order at 5:00 p.m. The attendance was noted and a quorum was present.

2. **ACTION ITEM**
 - a. **Appoint a Chair and Vice-Chair for the Citizens Advisory Committee** **5:01 PM**

Staff report: Pages 1-2 of the special meeting agenda packet

Presenter: David Trimble, Chief Operating Officer
John Hammill, Chair-elect, Citizens Advisory Committee

Motion: **Move to appoint John Hammill as Chair, and Rick Hartwig as the Vice-Chair of the Citizens Advisory Committee for a term to end December 31, 2018.**

Motion by: **Director Jerry Thompson**

Second: **Director Colleen Busch**

Vote: **Passed Unanimously**

3. **DISCUSSION**



**a. Update on the Procurement Process for the Construction Contract 5:05 PM
for the Keizer Transit Center Signalized Intersection Project**

Staff report: Oral Report

Presenter: Steve Dickey, Director of Transportation Development

Mr. Dickey advised that the purpose for the Special Meeting was to take action on a construction contract for the Keizer Transit Center signalization project. However, only one bid had been submitted at a cost of \$2.24 million which was over the engineer's estimate. Upon advice from project consultant, Mott MacDonald, the Request for Proposal (RFP) will be reissued in September 2018 for five weeks. Mr. Dickey explained that they hope to have more affordable bids.

In response to questions from the Board, Mr. Dickey said that funding for the project will not be affected. He did not know if postponing the RFP process would raise the cost, but it is already over the engineer's estimate. Mr. Pollock added that Mott MacDonald recommended that the District wait to reissue the RFP until the bidding season. Many contractors are busy this summer and have said they are having a hard time finding subcontractors for the work they already have booked. Mr. Dickey concluded that the anticipated completion date of the project will be August 16, 2019.

4. INFORMATION

Mr. Pollock advised that terms end on June 30, 2018 for two citizen member positions on the Budget Committee. Director Busch and Director Rodgers will be responsible to fill those positions.

Mr. Pollock announced that Mr. Dickey is on the City's comprehensive planning technical committee. The City has also agreed to put a transit representative on the Stakeholders Advisory Committee. President Krebs asked the Board for a volunteer to serve on that committee. He will appoint a board member to the Stakeholder Advisory Committee at the June 28, 2018 board meeting.

5. SPECIAL MEETING ADJOURNED

5:20 PM