



Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

June 10, 2019

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

MINUTES

PRESENT: Board	President Robert Krebs; Directors Jerry Thompson, Kathy Lincoln, Colleen Busch, Doug Rodgers and Marcia Kelley; ABSENT: Steve Evans
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant
Guests	Ian Davidson, and Charles Richards

1. CALL TO ORDER – ANNOUNCEMENTS – SAFETY MOMENT **5:30 PM**
President Bob Krebs called the work session to order at 5:30 p.m.

Mr. Pollock shared a *Safety Moment* for the month of June about the symptoms of dehydration and the importance of keeping hydrated.

President Krebs announced that there was an addition to the agenda regarding a letter from ODOT to Polk County’s Family & Community Outreach Director, Brent DeMoe in reference to the Falls City Direct Connect.

2. PRESENTATION – None

3. DISCUSSION

A. Briefing on the ITS Contract Comprehensive CAD/AVL Project

Staff report: Pages 1-2 of the agenda

Presenter: Chip Colby, Information Technology Manager

Mr. Colby reported on the following. The District issued RFP 19-001 in February 2019 for acquisition of solutions as part of an Intelligent Transportation System (ITS) specifically

requesting 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. Six vendors responded; of those five were found responsive and one of the responsive was eliminated in the evaluation stage. The selection committee met numerous times over the last nine months to participate in product demonstrations, review responses, and check references for each of the remaining four vendors. The final steps in the evaluation process are scheduled to occur June 3 through June 10, 2019.

Mr. Colby responded to questions asked by Directors Lincoln and Kelley. He said the responsive vendors have tried and true technology for transit use and gave examples of improvements to be made to include automatic stop announcements that will replace a 15-year old system, and the central system host is in the Cloud. He explained his role as the project manager and that the project was still within its 18-month timeline.

Follow-up: The committee will forward their selection to Procurement for the next phase of the process with the intent of bringing forth a recommendation to the Board for action at the July 27 meeting.

B. Kittleson Contract Amendment for the Keizer Transit Center Signalization Project

Staff report: Pages 3-4 of the agenda

Presenter: Steve Dickey, Director of Strategic Priorities and Program Management
Mr. Dickey reported on the following. 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. Early into the construction of the project, it was discovered that utility locations were significantly different than where the as-built drawings indicated. One critical location was where the electrical and cable conduits were discovered to run directly in the path of the proposed retaining wall that was to be constructed; as well as other elements that had to be adjusted related to the alignment of sidewalks, curbs, storm-water collection, etc. As a result, additional design and engineering costs were incurred that, in total, will exceed the construction support portion of the project budget. He said the proposed amendment will increase the project budget by \$46,000 which includes \$41,497 of estimated expenses and a 10.85% contingency. 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.

In response to questions asked by Directors Lincoln and Busch, Mr. Dickey concurred that the utility locations are on city property. As-built drawing are supposed to be accurate but he has never known anyone to go back and say "this is not in the right place." Mr. Dickey stated that the District's remaining grant funds will cover the additional

expenses of this project. He said the City of Keizer is aware of the circumstances. They have weekly meetings, and they have discussed the best approach to this situation.

Follow-up: The amendment to the Kittleson contract will come to the Board at their June 27, 2019 meeting for action.

c. Service Enhancement Update – 89 Days to go

Staff report: Oral Report

Presenter: Allan Pollock, General Manager

Mr. Pollock reported that staff is in the midst of hiring employees, training, and promoting to prepare for the new service that begins in September. The District received its first payment from the Statewide Transportation Improvement Fund; and the reduced youth fare has been in place now for one full week. Marketing is boosting their outreach and advertising in more detail. Mr. Pollock and President Krebs attended City Watch to give them an update. The Children and Families Commission asked for more information to pass along to their clients.

Director Busch said there was a lot of buzz in Keizer as well. She attended a Greeter's event where people expressed their excitement.

Director Rodgers asked why Saturday, September 7th was the target date. Mr. Pollock explained that it is the first Saturday after the major change which will start the day after Labor Day on Tuesday, September 3. The District has three major changes per year in January, May and September; and are based on the collective bargaining agreement.

Follow-up: Director Kelley recommended the Saturday Market as a good place for staff to do some outreach.

d. Polk County's Request for Appeal FY2019-21 STF Grant

Staff report: Letter from H.A. (Hal) Gard, Administrator, ODOT Rail and Public Transit Division (RPTD), dated May 31, 2019 to Brent DeMoe, Polk County Family & Community Outreach Department (Herein given as Attachment A and by this reference made a part of these Minutes)

Presenter: Allan Pollock, General Manager

Mr. Pollock apprised the Board of the steps that will be taken by RPTD in response to Polk County's request for an appeal of the final funding decision of the county's FY2019-21 Special Transportation Fund application for the Falls City Direct Connect (FCDC). ODOT upheld the decision made by the Board but determined some flaws. The District received directives for future funding reviews by the STF Technical Advisory Committee when making their recommendations for Board approval. The RPTD will also work with Polk County to identify short term solutions to help sustain the transit service provided by the FCDC through the 2012-21 biennium; and help to find sustainable funding opportunities for

the long term. If the FCDC is awarded FTA Section 5310 funding in the future, RPTD will work to help them comply with various requirements in that program.

Director Kelley said that she was pleased to see that ODOT outlined the requirements that have to happen.

In a related matter, Mr. Pollock shared that a District representative attended the June 4, 2019 Polk County Commissioners meeting to request a letter of support for a Transportation Growth Management (TGM) planning grant to support the development of a twenty year, long-range plan for urban transit service in Salem and Keizer, and for services in rural Marion and Polk counties that would include the need for services to Falls City. A reporter from Independence for an online publication called the *Linking Letter* was also in attendance when the District representative received criticism for requesting the letter of support that was later denied. The reporter then reached out to the District for comment. Mr. Pollock told the Board that the District was preparing a response and that he will send them a copy of the article.

Follow-up: Mr. Pollock advised the Board of changes that the District will implement. The District has internally reassigned Steve Dickey to oversee the program; the 5310 program management plan will be revised; education will be an ongoing process for the STF Advisory Committee (STFAC); and the make-up of the STFAC will be reviewed.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 5-10 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the June 27, 2019 board meeting, upcoming agenda items for Board review or action, and the Board's calendar of scheduled meetings and events. Mr. Pollock noted various amendments or modifications to supplemental services contracts that will come to the Board for action to be ready for service expansion.

5. WORK SESSION ADJOURNED

6:27 PM

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