



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
Thursday, October 22, 2020 at 6:30 PM

Pursuant to Governor Brown’s Executive Order 20-16 issued in response to the COVID-19 pandemic, this meeting will be online only via Google Meet.

Join this meeting in real time from your computer, television or smart phone using –

- Google Meet ID: meet.google.com/nje-fmeb-dwp
- Cherriots Facebook Live: <https://www.facebook.com/cherriots>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21

AGENDA

A. CALL TO ORDER (President Ian Davidson)

1. Note of Attendance for a Quorum
2. Pledge of Allegiance
3. “Safety Moment”

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

Attitude and Awareness Survey Results conducted by MDC Research **3**

D. PUBLIC COMMENT

To offer testimony on any Board agenda item, email your comments to: board@cherriots.org or mail them to Attn: Board of Directors, Cherriots Administration Office, 555 Court Street NE, Salem, OR 97301 by 5:00 p.m., the day of the meeting for Board review and for public record.

E. CONSENT CALENDAR

Items on the Consent Calendar are considered routine business and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.

1. Approval of Minutes

- | | |
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Next Regular Board Meeting and Work Session Date: Thursday, November 19, 2020

This is an open and public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board’s agenda packet, go to www.cherriots.org/board.

Esta es una reunión pública y abierta en un lugar al que se puede acceder por ADA. Con 48 horas de anticipación, los audífonos y servicios auxiliares y los formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregon al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM.

Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.



To: Board of Directors

From: Patricia Feeny, Director of Communication

Thru: Allan Pollock, General Manager

Date: October 22, 2020

Subject: Attitude and Awareness Survey Results

ISSUE

Shall the Board receive the results of the Attitude and Awareness Survey conducted by MDC Research?

BACKGROUND AND FINDINGS

The District's last attitude and awareness survey was completed in 2017. Since then there have been a number of dramatic changes in the organization, including a rebranding, new buses, and expanded regional, evening, and weekend service. Additionally, there has been an influx of federal and state funding and the District is working more closely with city, county, and state partners. Given these changes, the District wanted to understand the community's perspective.

The survey was conducted by MDC Research in two waves: February and March with an online survey in April via phone. Quotas were set by age, gender, and county to ensure a representative sample. Additionally, results were weighted to Census demographics on age, gender, race, and county of residence.

Because the second wave of the survey occurred well into the pandemic, additional questions related to COVID-19 were added. Responses to these questions indicated that COVID-19 had no notable impact on the participants' perception of Cherriots.

As with the previous survey, most participants do not use or plan to use public transportation services. Of note, however, is that 90 percent agreed that Cherriots is a valuable resource for the community.

MDC Research, founded in 1978, is an Oregon-based company that specializes in serving government entities in the Pacific Northwest.

FINANCIAL IMPACT

Information only

RECOMMENDATION

Information only

PROPOSED MOTION

Information only

2020 Attitude and Awareness Survey

Board of Directors

October 22, 2020



Overview

- Survey conducted February, March, April 2020
- 400 sampled in Marion and Polk counties
- Survey conducted by Oregon-based MDC Research



Key takeaways

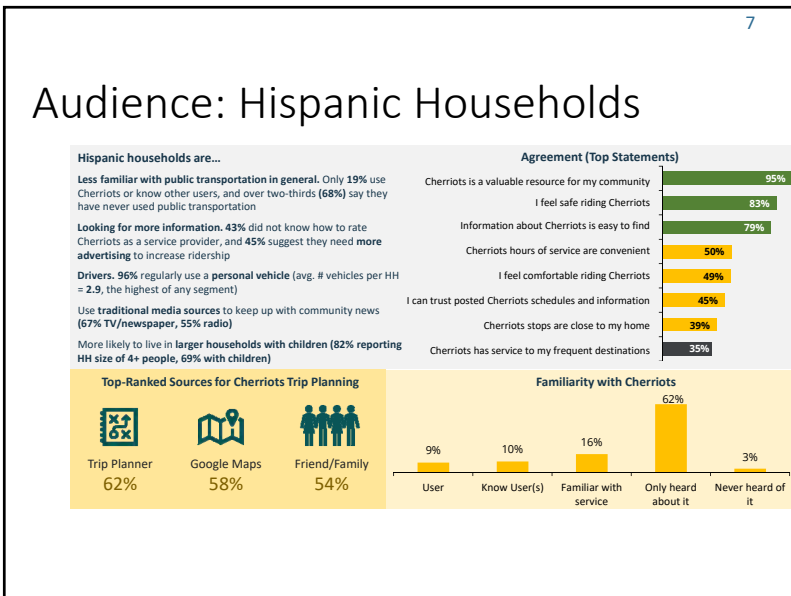
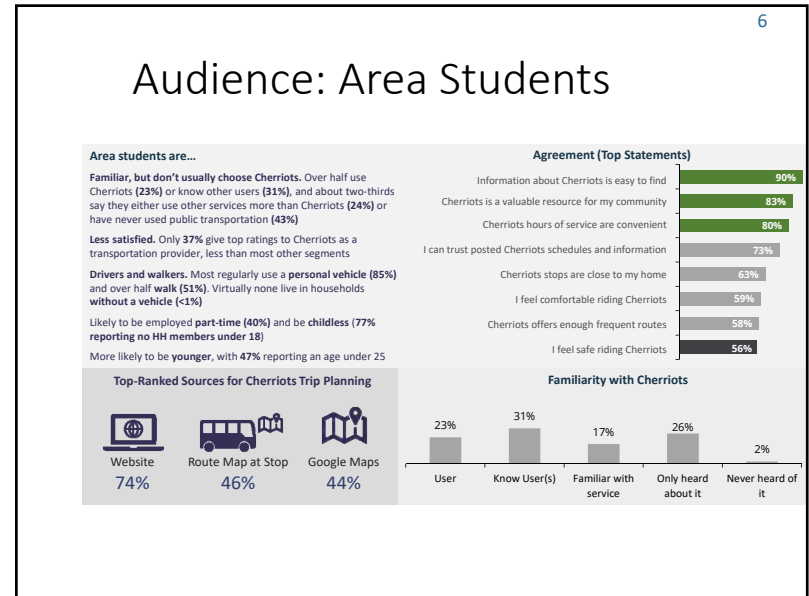
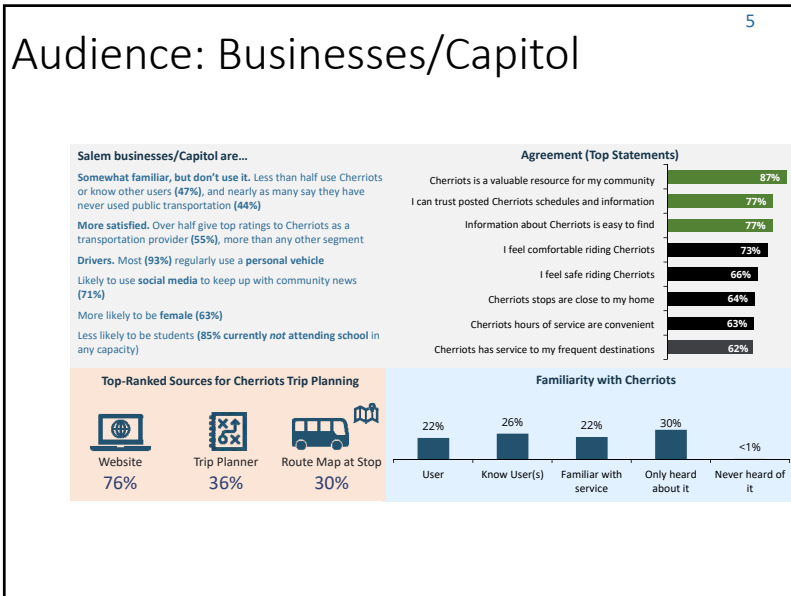
- More than 90% agree Cherriots is a valuable resource for the community.
- Most than 70% are aware of an available public transit service; more than 50% named Cherriots without prompting.
- Hispanic households are significantly less likely to report familiarity.
- Half sampled have never used public transportation at all, and most say they never or very infrequently used Cherriots.
- Salem business/Capitol mall area workers report higher overall ratings.

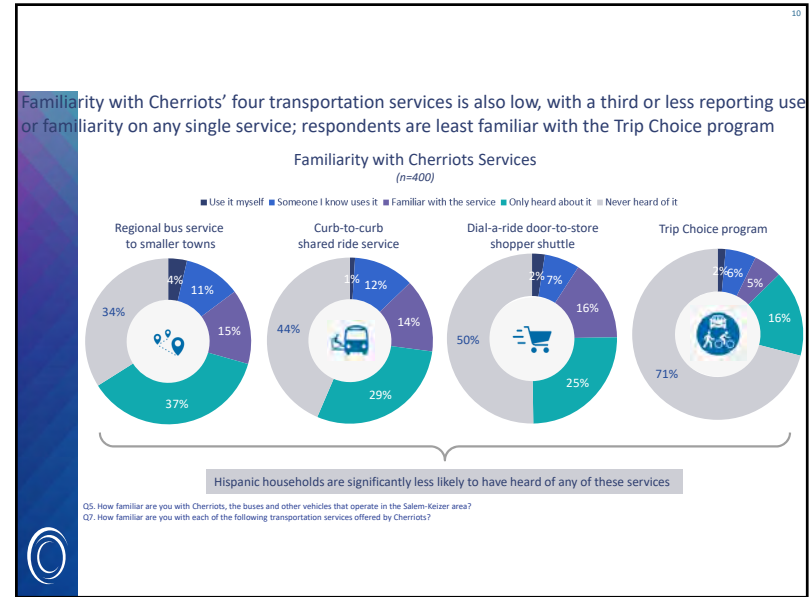
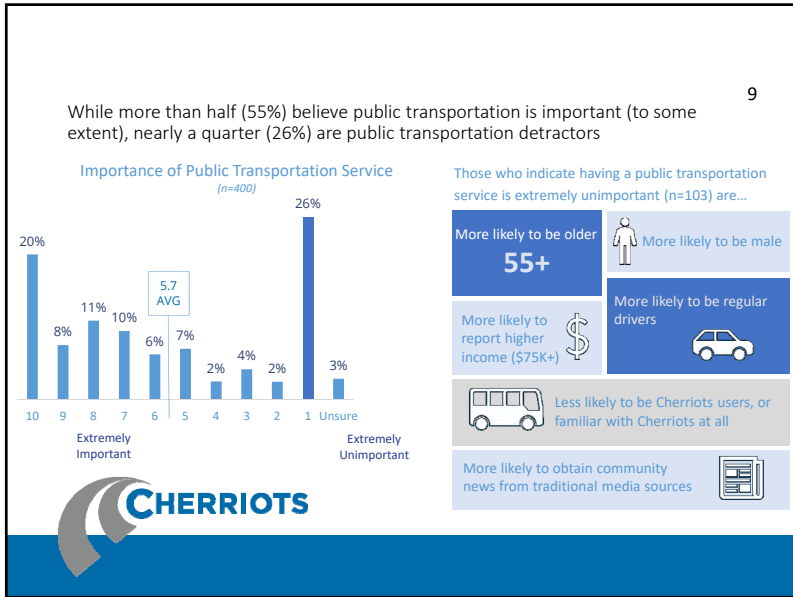


Audience

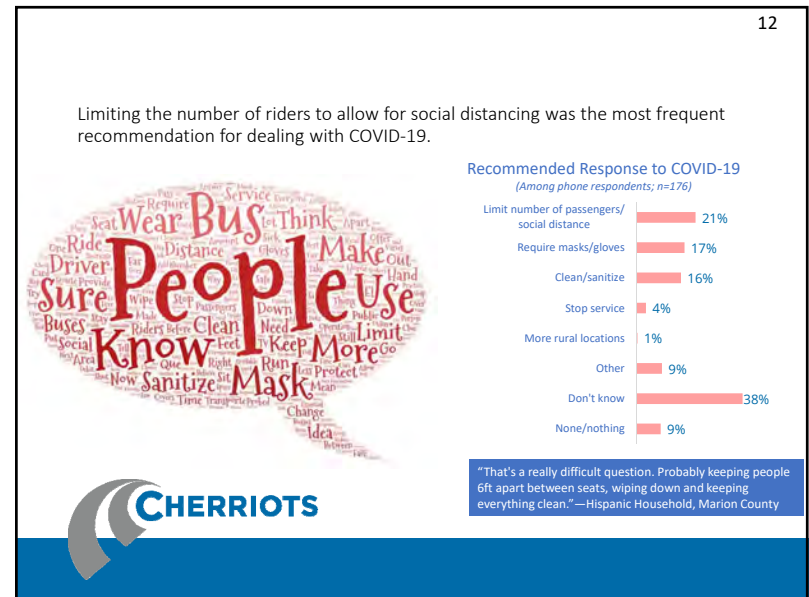
- Downtown Salem businesses
- Government workers in the Capitol Mall
- College and university students
- Latino households







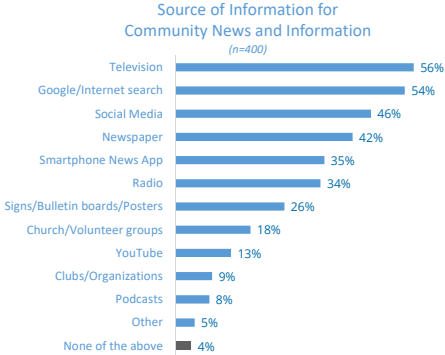
Pandemic/COVID-19



News and Information



Many still rely on traditional media sources, such as television, to keep up with community news, but social media and internet-based media sources are also heavily utilized





Salem Area Mass Transit District
Board of Directors

~ **VIRTUAL WORK SESSION** ~

September 24, 2020

Google Meet ID: meet.google.com/bhd-kjwr-cpv

Phone No: (US) +1 617=675-4444 | Pin: 805 316 553 1585#

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT: President Ian Davidson; Directors Robert Krebs, Chi Nguyen, Colleen Busch, Sadie Carney and Charles Richards; VACANT (Subdistrict 4)

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Planning & Program Management; Ross Aguilar, Systems Administrator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel

Guests: Maria Hinojos Pressey, SAMTD Board Member-Elect (Subdistrict 4)

1. CALL TO ORDER 5:40 PM

President Ian Davidson called the work session to order at 5:40 p.m. with an explanation that the Board had been in executive session prior to this meeting. A quorum was present.

President Davidson introduced Maria Hinojos Pressey, who attended the work session virtually. He stated that on Friday, September 25th, the State Senate would take action on Ms. Hinojos Pressey’s appointment to serve on the District’s Board of Directors representing Subdistrict 4 for the unexpired term of Director Rodgers until June 30, 2021.

Mr. Pollock shared a *Safety Moment* by following the “Three W’s” to wear a mask, wash your hands, and watch your distance to reduce the spread of the COVID-19 virus.

2. PRESENTATION – None

3. DISCUSSION

A. FY2021 Board Priorities and Principles

Staff report: Pages 1-2 of the agenda

Presenter: President Ian Davidson

President Davidson explained his intent in providing a draft policy of five board priorities and principles for discussion. It was modeled after the Board’s legislative agenda. An agreed upon policy would serve as a guide for board members in external meetings. In their role, they represent the Board collectively and not by one’s own opinion. The policy would also serve as an agenda for the Board’s work on various committees.

Board members voiced their concurrence with the concepts in the policy to:

- Support increased federal, state and local public transit funding for Marion and Polk counties for the noticeable gaps in frequency and coverage in existing service;
- Advocate for a strong multi-modal network within the Urban Growth Boundary with infrastructure such as sidewalks for bicyclists and pedestrians;
- Pay attention to unaccounted costs or policies that put a burden of costly infrastructure on the public while the benefits are given to a few. Parking minimums drive up the costs for homeowners on housing and commercial properties for automobile drivers.
- Prioritizing maintenance before new construction of travel lanes for automobiles.
- Decisions on how to allocate resources for new projects should always take into consideration historically underserved communities. An area with higher levels of pollution should be first to receive funding targeted to alleviate pollution.

Board members discussed taking a proactive advocacy role, and being more safety-conscious which ties in with equity and environmental justice. They considered that electric buses in poorer areas can relieve pollution in that area. The Board considered that many of these priorities as a whole offer choices for the community, and may help people to decide to move into the area. Bicycle and sidewalk infrastructure had been discussed by the Salem Keizer Area Transportation Study (SKATS) and is also one of Mayor Clark’s goals. The Land Conservation and Development Commission, through a four-agency collaboration is making changes through the *Every Mile Counts* program. It creates an opportunity to speak on these subjects with a collective voice.

Follow-up: Mr. Pollock advised that there was no priority order to the draft principles and priorities. They were meant to be guiding principles used as talking points to cultivate allies for public transit; much like is done with the District’s legislative agenda when meeting with legislators. Staff will finalize the draft policy for Board action at the October 22 meeting.

At 6:03 p.m., Google Meet went down. Technology Support staff found that a nation-wide Google and YouTube outage had occurred due to a routing server crash for about 20-minutes. At 6:26 p.m., staff was able to reconnect to Google Meeting to continue the work session.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 3-6 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock stated that the schedule for upcoming agenda items, and the Board's calendar of scheduled meetings and events were in the agenda packet for review.

Follow-up: There was no follow up. President Davidson adjourned the work session.

5. WORK SESSION ADJOURNED

6:27 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board

Your Answer in Minutes, 24/7.

JustAnswer

OPEN

Ask an Expert Online 24/7

SEPTEMBER 24

Wide-ranging Google and YouTube outage was due to routing server crash

Abner Li - Sep. 24th 2020 7:55 pm PT @technacity



1 Comment | Facebook | Twitter | Pinterest | LinkedIn | Reddit

At 6 p.m. PT on Thursday, several Google and YouTube services were impacted by an approximately 20-minute outage. After the issue was resolved, Google shared a brief technical explanation of what happened.

Compared to outages that usually only **impact G Suite**, YouTube and the Play Store would not load, while we had issues with the Google Home app. Nest **identified** issues with the following aspects of its service: Setup & Pairing, Nest Apps, Nest Thermostat, Nest Protect, Nest Cam Live Video, Nest Cam Video History, and more.

On the productivity front, users were able to access Gmail, Google Calendar, Groups, Chat, and Meet, but saw "error messages, high latency, and/or other unexpected behavior." On the mail front, messages would not send and were stuck in the outbox. Lastly, "there was **no major impact**" to the Google Cloud Platform (GCP) for third-party companies hosting services, but "minor APIs" were affected.

Ask an Expert On 24/7

JustAnswer

Connect One-on-One with an Expert
Get Your Answer in Minutes, 24/7

OPEN

Google infrastructure chief Urs Hölzle took to Twitter to **detail** the issue, and apologized for these "critical" services going down:

As has been noticed, several Google services were down for some users from 6:00 to 6:23 p.m. PDT. A pool of servers that route traffic to application backends crashed, and users on that particular pool experienced the outage. GCP was not affected.

A postmortem is forthcoming to "ensure this won't happen again." While not all users were impacted, this was a wider Google (and YouTube) outage than normal.

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**Salem Area Mass Transit District
BOARD OF DIRECTORS**

September 24, 2020

Index of Board Actions

Action **Page**

Moved to adopt Resolution #2020-09 that amends Resolution No. 2020-02 to authorize a Supplemental Budget that increases appropriations in the General Fund and Capital Projects Fund by fund and division. **4**

<u>General Fund</u>	<u>FY21 Adopted Budget</u>	<u>Change</u>	<u>Amended Appropriation</u>
<i>Resources:</i>			
Total Resources	\$39,115,036	\$326,962	\$39,441,998
<i>Requirements:</i>			
All Division Expenses	\$34,598,930	\$0	\$34,598,930
Total Requirements	\$34,598,930	\$0	\$34,598,930
Transfer Out to Capital Fund	\$1,991,576	\$326,962	\$2,318,538
All other Transfers Out	\$1,555,000	\$0	\$1,555,000
Total Transfers Out	\$3,546,576	\$326,962	\$3,873,538

<u>Capital Projects Fund</u>	<u>FY21 Adopted Budget</u>	<u>Change</u>	<u>Amended Appropriation</u>
<i>Resources:</i>			
Federal Assistance	\$9,951,766	\$1,039,098	\$10,990,864
Transfer In from General Fund	\$1,991,576	\$326,962	\$2,318,538
All other Fund resources	\$2,415,674	\$0	\$2,415,674
Total Resources	\$14,359,016	\$1,366,060	\$15,725,076
<i>Requirements:</i>			
Operations	\$8,479,893	\$1,075,000	\$9,554,893
GM/BOD/SIPM	\$3,288,206	\$291,060	\$3,579,266
Finance & Technology	\$1,291,557	\$0	\$1,291,557
Total Requirements	\$13,059,656	\$1,366,060	\$14,425,716

Moved to approve the Consent Calendar: **5**

1. Approval of Minutes
 - a. Minutes of the August 27, 2020 Executive Session
 - b. Minutes of the September 8, 2020 Executive Session
 - c. Minutes of the September 8, 2020 Special Meeting



Moved to authorize the General Manager to execute a contract for project management and technical services with the Center for Transportation and the Environment (CTE) for an amount not-to-exceed \$367,000. **5-6**

Moved to adopt the salary schedule as discussed in executive session with a friendly amendment that the general manager receive a satisfactory merit increase of 4.25% in addition to the cost of living adjustment. **7**

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>



Salem Area Mass Transit District

VIRTUAL MEETING OF THE BOARD OF DIRECTORS

September 24, 2020

Google Meet ID: meet.google.com/bhd-kjwr-cpv
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT Board	President Ian Davidson; Directors Chi Nguyen, Colleen Busch, Charles Richards, Sadie Carney, and Robert Krebs
ABSENT	VACANT (Subdistrict 4)
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance and Technology/CFO; Steve Dickey, Director of Strategic Planning & Program Management; Patricia Feeny, Director of Communication; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement & Contracts Manager; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant; Kathryn H. Pawlick, SAMTD Legal Counsel
Guests	Mikel Burke, Executive Board Officer, ATU Local 757 Salem

- A. CALL TO ORDER 6:38 PM**
Due to technical difficulties, the Board meeting did not begin until 6:38 p.m. President Davidson called the meeting to order. Attendance was noted and a quorum was present.
- B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**
President Davidson announced that there would be an item added to the agenda for action under Agenda Item #N - the General Manager’s Performance Evaluation and Compensation Change. He introduced Maria Hinojos Pressey, the new Director-at-large for Subdistrict No. 4 who will be officially appointed to the Board of Directors through the legislative process on Friday, September 25th.
- C. PRESENTATIONS - None**
- E. PUBLIC COMMENT - None**
- F. BUDGET HEARING – FY2021 SUPPLEMENTAL BUDGET 6:40 PM**



President Davidson opened the Budget Hearing for written testimony received or for persons who wished to give testimony on the proposed Supplemental Budget.

Question: Shall the Board adopt Resolution No. 2020-09 to authorize a supplemental budget that increases appropriations in the General Fund and Capital Projects Fund by fund and division?

Staff Report: Page 3-8 of the agenda

Presenter: Al McCoy, Chief Financial Officer

Testimony: No written testimony was received and there was no oral testimony.

Close: President Davidson closed the Budget Hearing.

G. DELIBERATION OF THE BUDGET HEARING 6:45 PM

Motion: Move to adopt Resolution #2020-09 that amends Resolution No. 2020-02 to authorize a Supplemental Budget that increases appropriations in the General Fund and Capital Projects Fund by fund and division.

<u>General Fund</u>	<u>FY21 Adopted Budget</u>	<u>Change</u>	<u>Amended Appropriation</u>
Resources:			
Total Resources	\$39,115,036	\$326,962	\$39,441,998
Requirements:			
All Division Expenses	\$34,598,930	\$0	\$34,598,930
Total Requirements	\$34,598,930	\$0	\$34,598,930
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Total Transfers Out	\$3,546,576	\$326,962	\$3,873,538

<u>Capital Projects Fund</u>	<u>FY21 Adopted Budget</u>	<u>Change</u>	<u>Amended Appropriation</u>
Resources:			
Federal Assistance	\$9,951,766	\$1,039,098	\$10,990,864
Transfer In from General Fund	\$1,991,576	\$326,962	\$2,318,538
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Requirements:			
Operations	\$8,479,893	\$1,075,000	\$9,554,893
GM/BOD/SIPM	\$3,288,206	\$291,060	\$3,579,266
Finance & Technology	\$1,291,557	\$0	\$1,291,557
Total Requirements	\$13,059,656	\$1,366,060	\$14,425,716

Motion by: Director Sadie Carney
Second: Director Chi Nguyen
Comments: President Davidson, Director Busch
Vote: Motion passed: Davidson, Busch, Carney, Krebs, Nguyen, Richards



Absent: VACANCY (Subdistrict 4)

H. CONSENT CALENDAR 6:49 PM

Question: Shall the Board approve the Consent Calendar by a single motion?

Staff Report: Pages 9-14 of the agenda

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

2. Approval of Minutes

a. Minutes of the August 27, 2020 Executive Session

b. Minutes of the September 8, 2020 Executive Session

c. Minutes of the September 8, 2020 Special Meeting

Motion by: **Director Robert Krebs**

Second: **Director Charles Richards**

Vote: **Motion passed: Davidson, Busch, Carney, Krebs, Nguyen, Richards**
Absent: VACANCY (Subdistrict 4)

I. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

J. ACTION ITEMS

1. Contract with the Center for Transportation and the Environment (CTE)

Question: Shall the Board authorize the General Manager to execute a contract with the *Center for Transportation and the Environment (CTE)* for project management and technical services for an amount not-to-exceed \$367,000.

Staff Report: Pages 15-16 of the agenda

Presenter: David Trimble, Deputy General Manager / COO

Mr. Trimble stated that SAMTD submitted a grant application to the FTA Low or No Emission Grant Program in March 2020 for \$3,573,581, and was awarded the full amount. SAMTD proposed a partnership in the grant application with bus manufacturer GILLIG for the purchase of five (5) electric buses, and with CTE for project management services to include planning and initiation, design, engineering, and route development.

Financial Impact: CTE’s project management services will be provided through the grant awarded by the FTA’s Low or No Emission Grant Program. The terms of the CTE contract will begin after the date of execution through March 31, 2024 at the total estimated amount of \$367,000 over this period. The contract must be approved in order for SAMTD to be in compliance with the grant application, and remain eligible for the grant. The local share of the project cost at \$91,750 is included in the Amended FY 2020-2021 Budget and future budgets for the Capital Projects Fund. Authority to purchase the buses will be requested at a future Board meeting.



Motion: Move to authorize the General Manager to execute a contract for project management and technical services with the Center for Transportation and the Environment (CTE) for an amount not-to-exceed \$367,000.

Motion by: Director Robert Krebs

Second: Director Sadie Carney

Vote: Motion passed: Davidson, Busch, Carney, Krebs, Nguyen, Richards
Absent: VACANCY (Subdistrict 4)

K. INFORMATION ITEMS

1. FY2020 Annual Performance Report

Question: Shall the Board receive the Fiscal Year 2020 Annual Performance Report?

Staff Report: Pages 17-54 of the agenda

Presenter: Chris French, Service Planning Manager

The FY2020 Annual Performance Report covers data from July 1, 2019, through June 30, 2020. However, the month of April snapshot of service by route was not available for FY20 due to the service reductions made in response to the COVID-19 pandemic that began in March 2020. Route level data collected from July 2019 through February 2020 is referred to in the report as pre-pandemic data, and is reported separately from the data that was collected during the pandemic - from March 2020 through June 2020. The full report is included in the agenda packet.

L. GENERAL MANAGER’S REPORT

Mr. Pollock reported that he completed his work on the American Public Transportation Association’s (APTA) Mobility Recovery and Restoration Task Force to help the industry move through the COVID-19 pandemic process. The District signed on to the APTA public information campaign to win back riders to use the service.

Mr. Pollock spoke about the effects of the recent fires on employees who lived in those areas, and on the workforce providing essential services in working conditions with the smoke. He applauded the efforts and congratulated Cherriotics’ contracted service provider, MV Transportation, Inc., for their assistance in the evacuation process at Marion Estates in Sublimity from 11:00 PM to the early morning hours during the wild fires. The Salem Oregon Division of the MV Transportation team was awarded the first ever MV Presidential Award recognizing them for their exemplary performance. Mr. Pollock read the announcement from the president, Mark Collins [herein given as Attachment A].



Mr. Pollock spoke about APTA’s legislative alert that he received earlier in the day, urging the U.S. House of Representatives to provide \$32 billion of COVID-19 emergency transit funding. He emailed a copy of the report to the Board. [Herein given as Attachment B].

M. BOARD OF DIRECTORS REPORTS

Board members reported on their Board assignments from page 55 of the agenda. Minutes for these meetings are located the agency websites. Directors Busch and Krebs provided written reports [Herein given as Attachment C and D, respectively].

President Davidson announced that he has appointed himself to the City of Salem’s Climate Action Task Force, a 40-member body that will meet over the course of 17 months. The first meeting is scheduled in November. President Davidson also announced that he and Maria Hinojos Pressey will serve on the Board’s Diversity, Equity and Inclusion Committee with Director Nguyen, as chair.

President Davidson asked that members of the Board let him know of their interest in serving on other committees.

N. ACTION: G.M. Performance Evaluation and Compensation Change

Question: Shall the Board approve a satisfactory merit wage increase for the general manager?

Staff Report: Verbal Report

Presenter: President Ian Davidson

President Davidson explained the performance evaluation process and that the Board was appreciative of the work Mr. Pollock was doing, and grateful for the service that Cherriots provides. Looking back before the pandemic, there was the return of Saturday service with a kick off celebration on September 7, 2019. Mr. Pollock was instrumental in the work on the passage of House Bill 2017 for statewide transportation improvements. COVID-19 threw a wrench in several areas, but the District secured funding for the real-time CAD/AVL project and zero-emissions buses. He thanked Mr. Pollock for his leadership in all of those things.

Motion: **Moved to adopt the salary schedule as discussed in executive session.**

Motion by: **Director Robert Krebs**

Friendly Amendment: **President Davidson entered a friendly amendment to move that the general manager receive a satisfactory merit increase of 4.25%, in addition to the cost of living adjustment.**

Second: **Director Sadie Carney**

Vote: **Motion passed: Davidson, Busch, Carney, Krebs, Nguyen, Richards
Absent: VACANCY (Subdistrict 4)**



O. MEETING ADJOURNED

7:40 PM

Respectfully submitted,

Ian Davidson, President

From: MV Transportation <mv.communication@mvtransit.com>
Sent: Tuesday, September 22, 2020 12:21 PM
Subject: MV President's Award | Division 176 Salem, Oregon

**For Minutes of the 09/24/20 Board of Directors Meeting
ATTACHMENT A**

We provide freedom



MV Transportation, Inc

MV President's Award | Division 176 Salem, Oregon

Team,

I am pleased to announce the new **MV President's Award**, created to recognize MV divisions, teams and individual performers who demonstrate outstanding performance while exemplifying the company's "Best Customer Experience" vision.

I'm proud to present the very first President's Award to **Division 176 Salem, Oregon** for their unflinching and unselfish mobilization to evacuate a memory care facility in the path of wildfires. I think you'll find their story inspirational.

At 7pm on Tuesday, September 8, MV general manager Tim Williams received a call from local officials that they were evacuating the town of Sublimity, Oregon due to fast-approaching wildfires and that there was a memory care facility that had no available transportation for its residents. Within an hour the MV team had a detailed evacuation plan in place and drivers on stand-by, ready to go.

With warm air, thick with smoke and falling ash, our team reached the care facility and quickly began loading passengers, while keeping them calm. With everyone safely loaded by 11pm, the 5-vehicle caravan left Sublimity and reached an alternate care facility in Clackamas at 1am - with the MV crew returning to home base at 3am.



Mark Collins
President & COO

Without pause, the Division 176 team acted selflessly and safely to serve their community, demonstrating not only our Best Customer Experience vision but our We Provide Freedom mission!

As a part of their recognition, the team will receive a crystal President's Award and \$250 for an upcoming appreciation event.

Join me in recognizing Division 176 for their outstanding performance and congratulating them on their award.





Without pause, the Division 176 team acted selflessly and safely to serve their community, demonstrating not only our Best Customer Experience vision but our We Provide Freedom mission!

As a part of their recognition, the team will receive a crystal President's Award and \$250 for an upcoming appreciation event.

Join me in recognizing Division 176 for their outstanding performance and congratulating them on their award.

Mark



Driven by people.



APTA Legislative Alert - September 24, 2020

1 message

Thu, Sep 24, 2020 at 2:44 PM

If you have difficulty viewing this message please click [here](#).



September 24, 2020

APTA Urges U.S. House of Representatives to Provide \$32 Billion of COVID-19 Emergency Transit Funding

In a private meeting today, House Democratic Leaders indicated that the House of Representatives may consider a new, approximately \$2.4 trillion COVID-19 bill next week. This bill will provide \$1 trillion less than the Heroes Act, which passed the House in May. (The Heroes Act included \$15.75 billion of emergency transit funding.) This new legislation is an effort by House Democrats to offer a “compromise bill” and restart the COVID-19 negotiations with the White House and Senate Republicans.

We urge you to contact your Representatives today and urge them to include \$32 billion of emergency transit funding in the new COVID-19 bill.

Although the \$25 billion of CARES Act funding has served as a lifeline for public transit, more than 93 percent of these funds are obligated.

If Congress does not provide \$32 billion of additional COVID-19 emergency transit funding, more than 6 in 10 public transit agencies will have to cut transit service or furlough staff. Eight in 10 large agencies are also considering delaying, deferring, or cancelling capital projects to close their budget gaps. Similarly, nearly one-half of transit businesses expect to be forced to lay off employees without additional emergency funding. In addition, one-third of transit businesses are concerned that they may go out of business due to the COVID-19 pandemic.

[Please click here to view APTA's COVID-19 Pandemic Threatens Public Transit Jobs and Service Policy Brief.](#)

[Please click here to view APTA's COVID-19 Pandemic Threatens Public Transit Businesses Policy Brief.](#)

CALL TO ACTION

We encourage you to contact your Representative today and strongly urge the House of Representatives to provide at least \$32 billion of emergency transit funding in the new COVID-19 legislation.

**To contact your Representative, please call 202.224.3121.
Please click here for [APTA's Talking Points](#).**

BD | 24

Knowledge is power. [APTA's Industry Footprint](#) shows every public transit system, supplier, and manufacturer by Congressional District and State. Use this great resource during your next Congressional meeting and show your Member of Congress the importance of the public transportation industry in your regional economy.

Sent to you by the American Public Transportation Association
1300 I St. NW, Ste. 1200 E, Washington, DC 20005
www.apta.com



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Board Hours of Service Report.

1 message

Robert Krebs <Robert.Krebs@cherriots.org>

Thu, Sep 24, 2020 at 12:24 PM

To: Linda Galeazzi <Linda.Galeazzi@cherriots.org>

Cc: Allan Pollock <Allan.Pollock@cherriots.org>, Sadie Carney <Sadie.Carney@cherriots.org>, Charles Richards <charles.richards@cherriots.org>, Chi Nguyen <chi.nguyen@cherriots.org>, Colleen Busch <colleen.busch@cherriots.org>, Ian Davidson <ian.davidson@cherriots.org>, Bob Krebs <SLMgrandOR@comcast.net>, Steve Dickey <Steve.Dickey@cherriots.org>, David Trimble <david.trimble@cherriots.org>, Feeny P <patricia.feeny@cherriots.org>, Chris French <Chris.French@cherriots.org>

Hi Linda,

Attached please find my Board Hours of Service Report for September. Now that we have entered the autumn season the meeting schedule has increased.

I have also attached an interesting article about the Vienna Austria Transit System. The Vienna system is considered the finest transit system in the world and the city itself is rated number one in addressing environmental concerns.

I have had the pleasure of using this system for many decades while working on projects in Vienna. This system has really had an impact in reducing VMT and GHG.

Look forward to connecting with you at the meetings this evening.

Bob K.

Robert Krebs,
Board of Directors

3 attachments



Vienna-Transit-2020.jpg
950K



Vienna-Transit-2020-2.jpg
1470K



Board Service Thru 09-24-20.pdf
615K

Good evening.

This is a note regarding my August service hours to be read in case I need to leave the Board meeting early.

This is long, but the items are very important to help our Cherriots family recognize how connected and important all of us are in this life.

I want to extend my deepest gratitude to all the first responders for their dedicated actions they performed as trained to do so during the recent Santiam Canyon Fires. The residents of Gates, Mill City, Lyons, Idanha, the Little North Fork area and communities for miles around can be proud of your service in the face of this huge emergency. Fire, police, sheriff, medical personnel, residents, Chambers of Commerce, elected officials (City, County, State, and Federal), Businesses, the Red Cross, the United Way, churches, and many more came together in tremendous collaboration which drastically reduced the potential deadly outcome to minimal lives lost in the midst of so much destruction. Thank you, thank you...

My husband and I left for Montana Monday morning the 7th for a family visit, not knowing what was coming. By the time we entered Washington, the wind storm was in full force. We pulled off of 395 at Hwy 26 because we could not see and tumble weeds were coming at us so fast and we needed the facilities. Little did we know we would spend the next six hours at the rest stop with many stranded vehicles, because the freeway had been closed. Masks and air conditioning were a huge blessing. We did not realize what this storm was going to cause in our home town. We spent the week with our family, but our hearts were divided. Driving back on 9/11 was just as hard, now due to the smoke from the fires going the other way. Since arriving home, we have been helping with our church's Disaster Relief efforts and keeping up to date with other information as folks are beginning the recovery process and are able to reconvene some regular meetings.

I did attend last month's Executive Session, Work Session and Board meeting and we arrived at our destination in Montana 5 minutes before the Executive Session and special Board meeting on the 8th, which I attended from my car.

Keeping up with Marion County news is done every Wed. morning virtually, and, again, I want to extend my gratitude for the excellent teamwork of our Commissioners and their staff throughout the pandemic and this emergency. They know how to mobilize an army of volunteers!!!

I attended the Keizer City council meetings, which are all in person now and on line. The three Keizer Neighborhood Associations all met this month, but I missed one while in Montana.

Coffee with Cathy was on the 19th and we only met virtually, due to the ash, smoke and weather. YAY for the rain!! Thank you Patricia Feeny for the talking points and being able to highlight some of our own Cherriots personnel who came to the rescue of the residents at Marian Estates in Sublimity. 5 buses from our regional and LIFT fleet were used to assist 25 residents to safety. Thank you, MV General Manager, Timothy Williams, drivers Robin Yielding, Elizabeth Longoria, Jorge Mendez and Christopher Mcree. An extra thanks to our contracted service manager, Sue Ann Coffin for leaving her nearby residence to help coordinate the rescue efforts!!! You are truly members of Team Cherriots for safely connecting these people to safer surroundings. Board member Betty Hart updated us on how Keizer Fire personnel have been

extremely busy as they are collaborating with their expertise. Jonathan Thompson shared just a glimpse of how much Keizer Chamber Director Danielle Bethelle mobilized another army of volunteers to help with the evacuation and relocation of animals to the Marion County Fairgrounds!!! So many hours of love donated by so many people!! Mayor Clark emphasized all the available resources out there for the fire victims and gave many more kudos to all who were involved these past few weeks. You can watch it on FB live and Keizertv.com.

A final note on three events: There were two businesses that held ribbon cuttings this month in Keizer: The Chicken Shack and On Point Credit Union. The Hispanic Heritage Month breakfast was held virtually and I met some folks from the Medford, Talent and Phoenix areas who gave updates on the fires there. Then, back on 9/4, the third Free Bike Repair Event was held in Keizer, which focused on the Kennedy Elementary population. Thanks to Cherriots Trip Choice, ODOT, The NW Hub, Keizer Traffic Safety, Bike and Ped Committee and the Keizer church of Christ for partnering on behalf of these kids.



Salem Area Mass Transit District
Board of Directors

~ **VIRTUAL EXECUTIVE SESSION** ~
Thursday, September 24, 2020

Google Meet ID: meet.google.com/wdf-hjyy-gvx

Courthouse Square – Mill Creek Conference Room #5147
555 Court Street NE, Salem, Oregon 97301

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)

Meeting Called to Order - 5:00 PM Adjourned - 5:10 PM

PRESENT: BOARD

- X** President Ian Davidson
- X** Director Robert Krebs
- O** Director Charles Richards
- X** Director Chi Nguyen
- X** Director Colleen Busch
- X** Director Sadie Carney
- VACANT (Subdistrict 4)

STAFF

- X** Allan Pollock, General Manager
- X** David Trimble, Deputy General Manager / COO
- X** Paula Dixon, Director of Human Resources & Labor Relations
- X** Ben Fetherston, SAMTD Legal Counsel
- X** Chris Duckworth (CPR) SAMTD Labor Counsel

Under the Authority of:

- X** 192.660(2)(d) Labor Negotiations (No Media pursuant to ORS 192.660(2)(d))

Specific Issues Discussed: LABOR CONTRACT AND NEGOTIATIONS

Paula Dixon	Director of Human Resources and Labor Relations
RECORDING SECRETARY	



Salem Area Mass Transit District
Board of Directors

~ **VIRTUAL WORK SESSION** ~

August 27, 2020

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

MINUTES

PRESENT: President Ian Davidson; Directors Robert Krebs, Chi Nguyen, Colleen Busch, Sadie Board Carney and Charles Richards

ABSENT: VACANT (Subdistrict 4)

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Planning & Program Management; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel

Guests: Clark Williams, Heltzel Williams PC; Maria Hinojos Pressey, citizen member of the SAMTD Budget Committee

1. CALL TO ORDER 5:58 PM

President Ian Davidson called the work session to order at 5:58 p.m. with an explanation that the Board had been in executive session prior to this meeting. A quorum was present.

Mr. Pollock shared a *Safety Moment* that observes the Governor’s directive to slow the spread of the COVID-19 virus by following the “Three W’s” to wear a mask, wash your hands, and watch your distance.

2. PRESENTATION – None

3. DISCUSSION

A. Retirement Plans for the Non-Bargaining Employees

Staff report: Pages 3-6 of the agenda to include a PowerPoint presentation

Presenter: Paula Dixon, Director of Administration

Ms. Dixon stated that the Board was briefed in 2019 on the District's current retirement plans to non-bargaining employees – a defined benefit plan and a defined contribution plan. Staff conducted an analysis of the current plan design, the related issues, alternative plan designs, factors for evaluating a plan design, and the next steps in the analysis process. This information was shared with the Board for feedback about their concerns and priorities for any potential changes.

Clark Williams, as the District's attorney for its pension plans was present to answer the Board's questions.

Follow-up: There was a request to identify the mortality rate for front line workers and the contribution rates for different classifications; are they higher or lower?

Staff will determine the employer contribution rate and a match incentive. These changes will be presented to the Board for action.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 7-10 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the schedule for upcoming agenda items, and the Board's calendar of scheduled meetings and events. Of note, the September service changes will occur on Sunday, September 27, 2020.

Follow-up: President Davidson added an agenda item to the September 24, 2020 work session regarding discussion about the Board's priorities and principles.

Director Busch requested that there be a briefing on the process for Board appointments in the year 2021.

5. WORK SESSION ADJOURNED

6:22 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



Salem Area Mass Transit District
BOARD OF DIRECTORS

August 27, 2020

Index of Board Actions

<u>Action</u>	<u>Page</u>
Approve the Consent Calendar:	4
1. <u>Approval of Minutes</u>	
a. July 23, 2020 Board Work Session	
b. July 23, 2020 Board of Directors Meeting	
Adopt Resolution No. 2020-08 to amend and restate the Board’s Bylaws as presented with the addition of an amendment to move Rule 10 Board Vacancies to Rule 6 so that similar subjects are grouped together; and renumber all of the subsequent rules affected.	4

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>





Salem Area Mass Transit District

BOARD OF DIRECTORS VIRTUAL MEETING

August 27, 2020

Google Meet ID: meet.google.com/igu-aaaw-wcn

Phone: (US) +1 617-675-4444 | Pin: 363 966 447 1052#

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT:	President Ian Davidson; Directors: Charles Richards, Colleen Busch, Chi Nguyen, Sadie Carney, and Robert Krebs
Board	
ABSENT:	Vacancy (Subdistrict 4)
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
Guests	Dale Penn, State Affairs Partner, CFM Strategic Advocates, Portland, Oregon; Gavin Pritchard, Associate Transit Planner, Jarrett Walker + Associates

A. CALL TO ORDER

6:32 PM

President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present. The Pledge of Allegiance was led by President Davidson

Mr. Pollock shared a *Safety Moment* about ways the District continues to use protective measures to prevent the spread of the COVID-19 virus. He encouraged people to follow Governor Brown’s directive to slow the spread of the virus by practicing the “Three W’s” – Wear a mask, Wash your hands, and Watch your distance.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None

C. PRESENTATIONS

1. 2020 State Legislative Special Session

Presenter: Dale Penn II, SAMTD Legislative Advocate in State Affairs

Staff Report: PowerPoint presentation on Pages 3-4 of the agenda packet

D. PUBLIC COMMENT - None



E. CONSENT CALENDAR

Shall the Board adopt items on the Consent Calendar that are considered to be routine business as a group by a single motion unless a Director requests to withdraw an item?

1. Approval of Minutes

c. July 23, 2020 Board Work Session

d. July 23, 2020 Board of Directors Meeting

Presenter: Allan Pollock, General Manager

Staff Report: Pages 5-16 of the agenda packet

Motion to: Approve the Consent Calendar

Motion by: Director Robert Krebs

Second: Director Colleen Busch

Discussion: No items were deferred from the Consent Calendar.

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

Absent: Vacancy (Subdistrict 4)

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

1. Shall the Board adopt Resolution No. 2020-08 to amend and restate the Salem Area Mass Transit District Board Bylaws?

Presenter: Allan Pollock, General Manager

Staff Report: Pages 17-58 of the agenda packet

Financial Impact: None

Director Busch recommended moving Rule 10 Board Vacancies to Rule 6 where the subject of board vacancies related to the subject matter of Rule 5 Eligibility and Duties of the Board. Subsequently, Rules 7 to 10 would become Rule 7 Board Acting as a Body, Rule 8 Board Conflict of Interest, Rule 9 Officers, and Rule 10 Election of Officers, respectively.

Motion to: Adopt Resolution No. 2020-08 to amend and restate the Board's Bylaws as presented with the addition of an amendment to move Rule 10 Board Vacancies to Rule 6 so that similar subjects are grouped together; and renumbering all of the subsequent rules affected.

Motion by: Director Colleen Busch

Second: Director Sadie Carney

Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

Absent: Vacancy (Subdistrict 4)



H. INFORMATION ITEMS

1. Overview of the Albany-Salem Transit Feasibility Study Project

Presenter: Steve Dickey, Director of Strategic Initiatives & Program Management
Gavin Pritchard, Associate Transit Planner, Jarrett Walker + Associates

Staff Report: Pages 59-64 in the agenda

Mr. Dickey reported on the progress of the Albany-Salem Transit Feasibility Study project. A contract was executed on July 21, 2020 with Jarrett Walker + Associates (JWA) to provide transit planning consultant services to develop a Feasibility Study. The Scope of Work and project timeline were included in the agenda packet.

Gavin Pritchard was introduced and was available along with Mr. Dickey to answer questions from the Board. In response to questions asked, the grant awarded to the District will be used for Step One to fund the feasibility study to evaluate the possibility of developing transit service between Albany and Salem. JWA will provide two alternatives with financial cost estimates for implementing options and outcomes. Dependent on the current circumstances related to the COVID-19 pandemic at least two outreach efforts will include a webinar and an online open house for public participation in Albany, Millersburg, Jefferson, and Salem. The first scheduled outreach effort in September will be to gather information regarding the needs of the communities to develop the alternatives. The second outreach effort in February will be held to present the alternatives. A final recommendation will be presented in August 2021.

Director Nguyen voiced her concerns about conducting intentional outreach and representing the under-represented communities.

Director Busch was glad to see the project come to fruition; and acknowledged Director Krebs' work on the project while he served as President of the Board.

2. September Service Change Briefing

Presenter: Chris French, Service Planning Manager

Staff Report: Pages 65-66 in the agenda

Mr. French reported on changes to Cherrriots fixed route services beginning September 27, 2020. In response to a question asked, Mr. French stated that the Cherrriots Local and Regional services will be about 95% of pre-COVID service.

Director Carney asked if there was anything in the data to suggest that they may need to reconsider the frequencies in the next round of service changes. Mr.



French said that the District's primary goal is to get back to pre-COVID service and restore the Core Network of service.

3. Performance Measures Report - Fourth Quarter

Presenter: Chris French, Service Planning Manager

Staff Report: Pages 67-94

Mr. French reported on the fourth quarter changes in service that were made in response to the COVID-19 pandemic, affecting all areas of the performance measures, most notably in daily average revenue hours, daily average revenue miles, daily average rides, and fares. These are detailed in *Attachment A - FY20 Q4 Performance Measures April-June 2020*.

In response to questions asked, Mr. French stated that Devonshire Street at Lancaster, and Baxter Street at Commercial were very popular stop locations. The Shopper Shuttle is not yet up and running. It takes a number of people to one place, while its counterpart, the Dial-A-Ride service runs 12.5 hours a day. He said that because fares are free, operators track free rides. In response to President Davidson's question, Mr. French explained that surveys are done on the buses to determine a rider's destination. State employees typically ride the 1X route from Wilsonville so the number of pre-COVID state employee ridership could be compared to current ridership on the 1X route, to get an idea of COVIDs impact.

4. Trip Choice Report - Fourth Quarter

Presenter: Roxanne Beltz, Trip Choice Coordinator

Staff Report: Pages 95-108

Ms. Beltz spoke about Trip Choices' change in focus during the fourth quarter with a temporary staffing reduction and COVID-19 mandates regarding work and business practices. Daniel Gonzalez was added to the team to assist with social media and outreach. Public outreach activities were cancelled and meetings were held virtually. Cherriotics services became free to the public until further notice. Staff focused on putting out an RFP for vanpool services, working with *Ride Salem* to restart the bike sharing program, supporting the programs of the *Safe Routes to School* steering committee and *Get There Oregon*, creating an Employee Transportation Coordinator (ETC) newsletter for distribution, and promoting telework, bicycling, and walking through social media.

Director Busch acknowledged how staff has had to adjust again and again. She spoke about Keizer's Traffic Safety Committee giving away bicycle helmets and fixing bicycles on the 7th and 21st of August. They will do it again on September 4.



President Davidson share his appreciation of all Trip Choice's efforts in biking. He would like to advocate for the bike riders in the community; and will bring more information at a work session to promote and effect change.

5. Intelligent Transportation Systems (ITS) for Transit Project; Progress Update and Demonstration

Presenter: David Trimble, Deputy General Manager / COO
Steve Dickey, Director of Strategic Initiatives & Program Management
Chris French, Service Planning Manager

Staff Report: Pages 109-110

Mr. Trimble and Mr. Dickey provided a briefing on the progress of the Intelligent Transportation Systems (ITS) project. Mr. French demonstrated how the system will work to enable the District to manage its' services.

President Davidson and Director Carney expressed their excitement over the project. In response to questions asked, Mr. French shared that transit operators would receive training and coaching. There will be a learning curve for everyone. They are working out the quirks. It will be pushed out to customers via Google Map and will give real-time data. To better represent the recovery time, staff can tweak the schedules and software and break it down even further. Early and late departures can be remedied with continued training and riders will know whether they can make their stop or not.

I. GENERAL MANAGER'S REPORT

Mr. Pollock reported that the American Public Transportation Association's Mobility Recovery and Restoration Task Force is nearing completion of the work they were tasked to do with a set of recommendations critical to public transit's ongoing success. Participating agencies were asked to be a part of the process and provide input. There will be a kick-off meeting on September 9, 2020.

J. BOARD OF DIRECTORS REPORTS

Board members reported on their Board assignments, and citizen communications.

Director Nguyen reported on the progress of the development of the Diversity, Equity and Inclusiveness (DEI) Committee. Staff is drafting an RFP to engage a consultant. Director Nguyen has also been attending DEI webinars.



Director Busch reported on her participation at the Keizer Mayor's *Coffee with Cathy*. She attended a bicycle event hosted by the Chamber and participated in a webinar hosted by the American Public Transportation Association (APTA) on transit in the future.

Director Carney participated in the Salem-Keizer Area Transportation Study (SKATS) meeting where there was discussion on budget adjustments to the sidewalk project, and on tracking incidents of crashes year-by-year, and support for Safe Routes to School. She noted that Directors Busch and Krebs were also in attendance.

Director Krebs did a radio interview on behalf of Cherrriots efforts to protect its staff and customers from the COVID-19 virus and on climate change. He also attended the Morningside Neighborhood Association's virtual meeting and the AORTA meeting in Portland where they discussed funding shortfalls.

Director Richards attended a forum where candidates were being interviewed for the upcoming election at Northwest Senior Services. He also worked with his daughter at Food Share.

President Davidson noted that there was no meeting of the Mid-Willamette Valley Council of Governments (MWVCOG) and said they were continuing their executive director search.

K. MEETING ADJOURNED

8:25 PM

Respectfully submitted,

President/Presiding Officer



BOARD MEETING MEMO

Agenda Item E.2.a

To: Board of Directors
From: Al McCoy, Chief Financial Officer
Thru: Allan Pollock, General Manager
Date: October 22, 2020
Subject: FY 2021-22 Budget Calendar

ISSUE

Shall the Board adopt the proposed Budget Calendar for the FY2021-22 budget preparation?

BACKGROUND AND FINDINGS

Pursuant to Oregon Budget Law, the FY2021-22 budget must be adopted by the Board no later than June 30, 2021, in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published twice between 10 and 30 days before the meeting, separated by at least five days.

Orientation for new Budget Committee members may be scheduled during the month of April by notifying the General Manager or Executive Assistant. Finance staff will then set up mutually convenient meeting date(s) and time(s) to cover the basic duties of the committee. The work of the Budget Committee begins at the first meeting, proposed for Thursday, May 6, 2021. At this meeting, the Budget Committee receives the proposed budget presented by the General Manager. During this, and any subsequent meetings, the committee reviews and ultimately approves the budget. The Budget Committee is scheduled for three Thursday evenings starting at 6:00 PM on May 6, May 13 (if needed), and May 20 (if needed).

The Budget Committee will present the approved budget to the Board at the June 24, 2021 Board meeting; and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the

budget hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of May 31, 2021.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends adoption of the proposed FY2021-2022 Budget Calendar.

PROPOSED MOTION

I move that the Board adopt the proposed FY2021-2022 Budget Calendar.

Salem Area Mass Transit District

BUDGET CALENDAR

Fiscal Year 2021-2022

Day	Date	Time	Responsible	Activity
Thursday	October 22, 2020	6:30 PM	Finance	Board adopts FY 2021-2022 Budget Calendar (for FY 2021-22 Budget Process)
Mon - Fri	Week of April 5, 2021		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 12, 2021		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Wednesday	April 28, 2021		Executive Leadership Team	SAMTD Executive Leadership Team approves draft for Budget Committee consideration
Mon - Fri	Month of April		Finance	Budget Committee Orientation with Committee members upon request
Thursday	May 6, 2021	6:00 PM	Executive Leadership Team	First Budget Committee Meeting - • Election of Officers & Budget Message
Thursday	May 13, 2021	6:00 PM	Finance	Second Budget Committee Meeting - (if necessary) • Deliberation & Approval
Thursday	May 20, 2021	6:00 PM	Finance	Third Budget Committee Meeting - (if necessary) • Deliberation & Approval
Mon - Fri	Week of May 31, 2021		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 24, 2021	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 24, 2021	6:30 PM	Board	Board adopts FY2021-22 Budget, makes appropriation, levies taxes
Mon - Fri	Week of July 19, 2021		Finance	Adopted budget and levy certification form due to County Assessors (submission required by July 30, 2021)



To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management
David Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: October 22, 2020

Subject: Approval of the Rural Veterans' Healthcare Transportation Program Application

ISSUE

Shall the Board approve the City of Woodburn's project funded through the Rural Veterans' Healthcare Transportation Program?

BACKGROUND AND FINDINGS

In autumn 2019, the Oregon Department of Veterans' Affairs (ODVA) invited the Oregon Department of Transportation's Public Transportation Division (ODOT-PTD) to develop and implement the Rural Veterans' Healthcare Transportation (RVHT) Grant Program. This program was created by a one-time allocation of \$500,000 to ODVA from Oregon Lottery dollars for the purpose of serving the transit-related healthcare needs of veterans living in rural areas.

The initial RVHT solicitation was released on April 10, 2020. Applications were due May 18, 2020 for projects beginning August 1, 2020. At the same time, many of Oregon's eligible STF Agencies were suspending service, heavily engaged in COVID-19 response, or both. Pandemic-related precautions were also an early challenge to assembling STF Committees. Perhaps as a direct result of these factors, the proposals received by PTD were insufficient to award the entire resource.

Additionally, after the first funding cycle, ODOT-PTD was advised that the Oregon Lottery had been materially impacted by the closure of businesses where Keno and video gaming systems are prevalent. Because of this, ODVA asked ODOT-PTD to limit

initial RVHT awards to 90 percent of the allocation (no more than \$450,000). On July 15, 2020 the Oregon Transportation Commission (OTC) approved the first seven awards for a total distribution of \$230,000. The round two solicitation seeks to award the remaining \$220,000 for seven months of project delivery (December 1, 2020 through June 30, 2021). Applications for this round of funding were due by 5:00 PM on September 18, 2020.

It is ODVA's intent for RVHT to continue the good work started by Oregon's successful implementation of the federally-funded Rural Veterans Transportation Program. Accordingly, round two RVHT applications are invited from STF Agencies in areas that are not already receiving services from a Rural Veterans Transportation Grant award.

Salem Area Mass Transit District (SAMTD or the District) is the STF Agency for Marion and Polk counties. As a result the District is responsible to apply for funds from the RVHT grant program for any agency that desires to use these funds to support veterans' healthcare transportation in qualifying rural areas of Marion and Polk counties. The City of Woodburn expressed an interest shortly after the August 18, 2020 notice of funding availability. Staff also notified Polk County and the City of Falls City of the opportunity, knowing that these jurisdictions provide transportation services qualifying under the RVHT program. The District set a deadline to receive funding requests from service providers. This date would allow time to process the request and submit the RVHT grant application to ODOT-PTD by the September 18, 2020 deadline. Due to the short timeline between funding notification and the application submittal deadline, ODOT-PTD agreed to receive project approvals from Boards, Commissions, and Councils after the application submittal deadline.

The City of Woodburn requested \$30,000 of RVHT funding for the following project:

The project will fund the City of Woodburn's Volunteer Medical Transportation Program (WVMT) that will provide eligible veterans with fare-free roundtrip rides to their out-of-town medical appointments. WVMT is experienced with and currently provides medical transportation services for disabled and less mobile Woodburn residents. Last year, WVMT provided a total of 1,355 roundtrip rides and 39,483 miles were driven by volunteers and staff. WVMT's goal is to provide this number of rides, or more, in FY21.

This project will serve eligible Woodburn-area veterans, who need alternatives to regular public transportation, connecting them to medical care in other cities. Veterans will receive rides from Woodburn to VA hospitals and clinics in Portland, Salem, and West Linn, and to other medical facilities between

Portland and Salem. In the past two years, WVMT provided rides for 242 doctors' visits to VA medical centers. WVMT makes every effort to combine trips when passengers go to the same cities.

Many veterans live in assisted living facilities and senior housing in Woodburn where the 65+ demographic is about 17% of the population. To promote the program, staff will distribute brochures describing eligibility and services to these facilities and other veteran-specific meeting locations and events in Woodburn. Staff will also offer presentations (goal of at least four) during the project period as well as connect with veteran-serving organizations for assistance in promoting the program.

WVMT passengers regularly express satisfaction and relief that the City of Woodburn provides them with a means to receive their dialysis treatment, dental care, eye exams, mental health counseling, and other medical services. Passengers speak to the professionalism of WVMT volunteers and staff. The Woodburn City Council understands the program provides crucial support to less mobile and vulnerable community members and is considering ways to keep the program running at full capacity.

This project request was presented to the Special Transportation Fund Advisory Committee (STFAC) on September 16, 2020. The STFAC reviewed the project request and then approved the project for recommendation to the Board by a unanimous vote. The draft minutes (the STFAC has not met since this meeting to formally approve the minutes) from this meeting are in Attachment A.

FINANCIAL IMPACT

No financial impact. However, should the application for the Rural Veterans Healthcare Transportation (RVHT) Grant be awarded, staff will return to the Board with a resolution request to appropriate \$30,000 into the FY21 Budget.

RECOMMENDATION

The Special Transportation Fund Advisory Committee recommends the Board approve the City of Woodburn's project funded through the Rural Veterans' Healthcare Transportation Program?

PROPOSED MOTION

I move that the Board approve the STFAC's recommendation to fund the City of Woodburn's project funded through the Rural Veterans' Healthcare Transportation Program.

Salem Area Mass Transit District

~ Special Transportation Fund Advisory Committee Virtual Meeting ~

Wednesday, September 16, 2020
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

Members Present:	Ron Harding, Chair; John Hammill, Vice Chair; Bryant Baird, Jean Sherbeck, Sherena Meagher-Osteen; Emily Broussard, Marja Byers
Absent:	Director Charles Richards, SAMTD Board Liaison; Mayor Jeremy Gordon
Staff Present:	Steve Dickey, Director of Strategic Initiatives and Program Management; Ted Stonecliffe, Transit Planner II; Melissa Kidd, Operations Programs Administrator; Peggy Green, Grants Administrator
Recorder:	Jolene White, Administrative Assistant, Finance & Technology/Strategic Initiatives and Program Management

A. CALL TO ORDER AND NOTE OF ATTENDANCE

Chair Harding called the meeting to order at 3:04 PM. Attendance was noted that a quorum was present.

1. Safety Moment:

Mr. Dickey shared the "*Safety Moment*" thought of the day that everyone is aware of the dangerous air quality that is plaguing the community. To protect yourself during this time:

- Stay indoors if at all possible
- If you have to go outdoors, use the best possible filtering mask that you have available to you. Limit time outdoors.
- Make sure you are taking care of yourself with the COVID-19 pandemic still active, the ongoing protests and the threat of the wildfires. It is very easy to become overwhelmed, so encourage people to reach out to friends, family or a counselor to be able to talk through those feelings.

B. PUBLIC COMMENT

There were no public comments submitted and no public present.

C. APPROVAL OF MEETING MINUTES – July 07, 2020

Marja Byers motioned for the July 7, 2020 Special Transportation Fund Advisory Committee (STFAC) minutes to be accepted by the STFAC as written. Emily Broussard seconded the motion. The motion passed unanimously among voting members.

D. ANNOUNCEMENTS

No announcements.

E. ACTION ITEMS

Review applications submitted for the FY2021-23 Rural Veterans Healthcare Transportation Program Grant. Make a formal recommendation for funding to the Cherriots Board of Directors regarding the applications. SAMTD received one application from the City of Woodburn.

Vice Chair Hammill motioned that the Special Transportation Fund Advisory Committee (STFAC) recommend and advise the Cherriots Board of Directors to fully fund the City of Woodburn's Rural Veterans Healthcare Transportation Program grant application as submitted. Marja Byers seconded the motion. The motion passed unanimously among voting members.

F. DISCUSSION ITEMS:

1. SAMTD Service Updates:

Mr. Stonecliffe gave an update on the current service levels at the District. The Cherriots Lift and local service will be increasing to approximately 95% pre-pandemic levels. Currently there isn't demand in the community to run the buses until 11:00 p.m., to return to 100% service levels. The Regional system is at 100% pre-pandemic with exception to the Polk County Flex. The Polk County Flex has been suspended due to delayed licensing on the new vehicles from the Department of Motor Vehicles. Due to the recent wildfires, service up the Santiam Canyon have been suspended and the District is only traveling as far as Stayton. Once the fires have subsided, the roads and bus stop locations will need to be assessed for safety and ADA compliance before service can resume. The Saturday service for both local and regional service will be at 100% levels on September 28, 2020. All routes will continue to be fare-free until the District has been able to complete the install of driver barriers on all of the buses.

2. Provider Updates:

No provider updates.

3. Round Table Topics:

There were no round table topics to discuss at this meeting.

G. ADJOURN

Chair Harding adjourned the meeting at 3:36 p.m.



BOARD MEETING MEMO

Agenda Item G.2

To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management
David Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: October 22, 2020

Subject: Approval of the Statewide Transportation Improvement Fund Discretionary Program Application

ISSUE

Shall the Board approve the identified Statewide Transportation Improvement Fund projects application for the FY 2021–2023 biennium?

BACKGROUND AND FINDINGS

In 2017, the Oregon State Legislature passed HB-2017 establishing the largest transportation funding bill ever passed in the state of Oregon. Included in HB-2017 was the first ever revenue source dedicated to public transportation statewide. This funding source was named the Statewide Transportation Improvement Fund (STIF). These funds are allocated on a biennial basis with the next funding cycle being for the 2021-2022 and 2022-2023 fiscal years.

Two projects have been selected for this funding cycle to be submitted by the District. These projects are new smaller buses that will be used to better fit the needs of the community. The second project is funding to support the next phase of the South Salem Transit Center (SSTC) project.

The small bus project is being proposed to better meet the needs of the community, and provide the tools to reach farther into the neighborhoods with a less intrusive sized vehicle. The small buses would initially be used on routes like 26 Glen Creek / Orchard Heights, 27 Glen Creek / Eola and 14 Windsor Island Road. These are coverage routes that smaller buses would be able to handle ridership and be a better

fit for the neighborhood streets that they serve. For the project the request would be to purchase four (4) low-floor cutaway buses with a total funding request for the project of \$655,956. These buses could also be used as we explore micro transit options into areas that are not currently served by transit.

The SSTC is just starting the process to contract with a consultant to conduct a site selection process. The award of that contract is scheduled to be brought to the board at the December 17, 2020 meeting. Once the site selection project is complete the project will progress to final site selection and acquisition. This will be followed by design, engineering, and completion of the National Environmental Policy Act (NEPA) evaluation process. Once these steps are completed the next step will be construction of the facility. The District has currently planned to use \$1,802,953 of Federal Transit Administration (FTA) Section 5339 funds from Federal Fiscal Years 2018 – 2020. The STIF revenues in this request will be used as the local match against the federal funds. The total amount being requested from the STIF Discretionary program is \$600,000. This will provide \$450,738 to match the FTA 5339 grants, and a remaining \$149,262 for a 25% contingency due to volatile costs in the identified project area at this time.

Using these funds for these projects will better equip the District to grow and improve the ability to serve the needs of the community. This will be for both now and as SAMTD expands its ways to serve the greater region more efficiently and better serve our customers in the future.

FINANCIAL IMPACT

There is no financial impact in the current budget. If these projects are approved for funding, the approved amount will be included in the appropriate budget year for the project.

RECOMMENDATION

Staff recommends the Board approve the identified Statewide Transportation Improvement Fund projects application for the FY 2021 – 2023 biennium.

PROPOSED MOTION

I move that the Board approve the identified Statewide Transportation Improvement Fund projects application for the FY 2021 – 2023 biennium.



BOARD MEETING MEMO

Agenda Item G.3

To: Board of Directors

From: Karen Garcia, Security and Emergency Management Manager
David Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: October 22, 2020

Subject: Authorizing the General Manager to Execute Contract Amendment #2 with Allied Universal for Additional Transit Security Services

ISSUE

Shall the Board authorize the General Manager to execute contract amendment #2 with Allied Universal for additional transit security services (unarmed) in the amount of \$104,550, bringing the total contract amount to \$2,156,431?

BACKGROUND AND FINDINGS

The purpose of this action is required because the proposed amendment increases the contract amount previously authorized by the Board.

At its November 2017 meeting, the Board authorized the General Manager to execute a contract with Allied Universal for Transit Security Services (unarmed) for a three (3)-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367.

Allied Universal delivers unarmed transit security services, which includes security coverage at the Keizer Transit Center, Downtown Transit Center at Courthouse Square, and throughout the system.

At its August 2019 meeting, the Board authorized the General Manager to amend the contract with Allied Universal for additional Transit Security Services as part of the implementation of enhanced services to the community which began in September 2019.

A revised not-to-exceed amount of \$2,051,881 was authorized in Amendment #1 to the Contract.

The current contract for Transit Security Services was procured through a competitive Request for Proposal (RFP) process.

A contract amendment with Allied Universal is necessary to provide security to assure a safe environment for our customers, employees, and members of the public who use our services. Ten (10) hours per week of security officer coverage that is no longer needed will be removed from the contract. A full-time Lead Officer position will be added, to meet the growing need of security services generated by increased activity at the Downtown Transit Center and the service area in general.

The partnership between District staff, Allied Universal, and the City of Salem Police Department helps Cherriots deliver on its mission of safety through security presence and responsiveness.

FINANCIAL IMPACT

Funding for the base contract amount and the contract amendment amount are included in the FY2020-21 Operations Division, Security and Emergency Management Department General Fund budget. Funding will be included in future budgets through the term of the five-year contract, which terminates on December 31, 2022.

Total contract cost is listed in the table below:

Current Authorized Amount	Amount Increased	Revised Authorized Amount
\$2,051,881	\$104,550	\$2,156,431

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute contract amendment #2 with Allied Universal for additional transit security services (unarmed) for an amount totaling \$104,550 and a not-to-exceed total contract amount of \$2,156,431.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute contract amendment #2 with Allied Universal for additional transit security services (unarmed), for a not-to-exceed total contract amount of \$2,156,431.



To: Board of Directors

From: Ian Davidson, President, Board of Directors

Date: October 22, 2020

Subject: FY 2021 Board Priorities and Principles

ISSUE

Shall the Board adopt a set of priorities and principles as shown in Attachment A?

BACKGROUND AND FINDINGS

As board members, we serve on various external committees in our official capacities. On those committees we represent the board collectively, not on our own opinions alone. These proposed board principles and priorities will serve as a guide as we navigate our roles representing the board as a whole and empower us to speak with confidence on our mutually agreed upon principles and priorities.

We reviewed a draft set of priorities and principles at the September 24, 2020 work session. I have attached a slightly revised version of priorities and principles based on our discussion at the work session. This document is modeled after our board legislative agenda that we adopt every year. Similarly, this list can serve as an agenda for our work on various committees.

FINANCIAL IMPACT

None.

RECOMMENDATION

I recommend the Board adopt the FY 2021 Priorities and Principles as shown in Attachment A.

PROPOSED MOTION

I move that the Board adopt the FY 2021 Priorities and Principles as shown in Attachment A.



FY 2021 BOARD PRIORITIES AND PRINCIPLES

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

Cherriots Board of Directors adopts the following priorities and principles:

Support of increased public transit funding

While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.

Pedestrian and bicyclist infrastructure

Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong "first mile/last mile" infrastructure.

Environmental justice

Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.

Maintenance of existing travel lanes before building new infrastructure

Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.

Unaccounted costs

Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.



BOARD MEETING MEMO

Agenda Item H.1

To: Board of Directors

From: Karen Garcia, Security and Emergency Management Manager
David Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: October 22, 2020

Subject: FY 2020 Security Report

ISSUE

Shall the Board receive the FY 2020 Security Report?

BACKGROUND AND FINDINGS

Each fall the Board receives an annual report on the Districts security activities provided by District staff, the City of Salem Police Department, and Allied Universal. Karen Garcia, Security and Emergency Management Manager will present the report as shown in Attachment A.

FINANCIAL IMPACT

None.

RECOMMENDATION

Staff recommends the Board receive the FY 2020 security report.

PROPOSED MOTION

None. For information only.

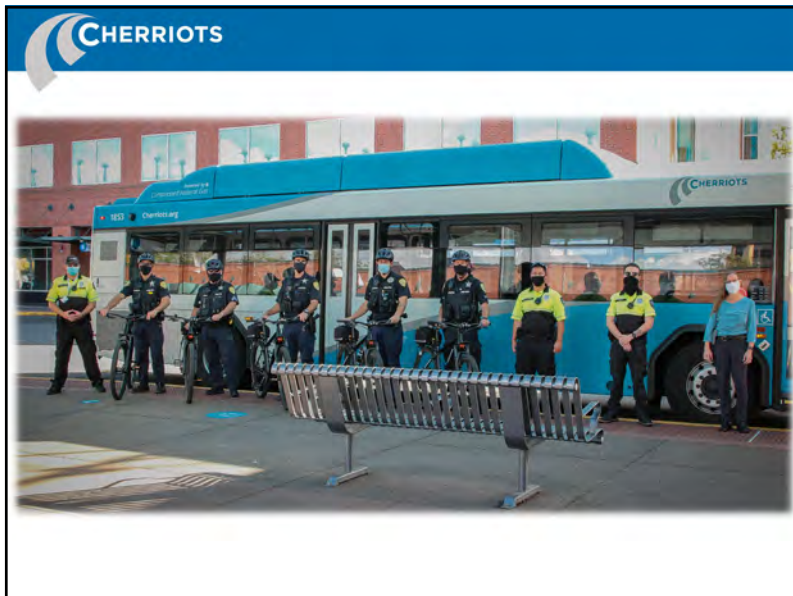
Security Report FY 2019-20

Board Meeting – October 22, 2020

Karen Garcia
Security and Emergency Management Manager

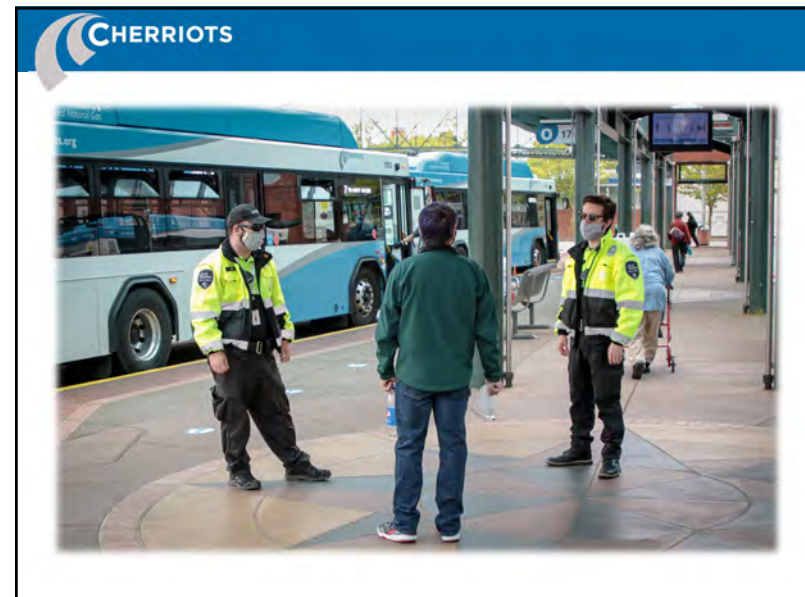
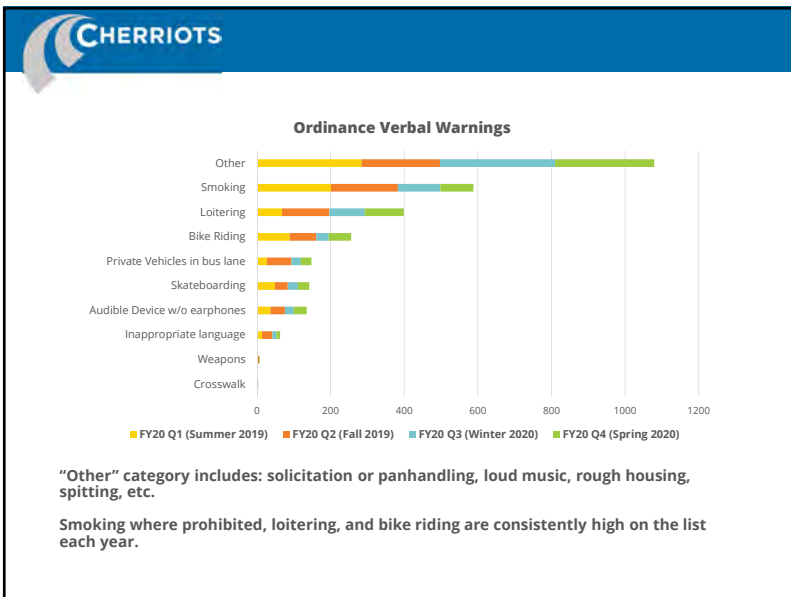
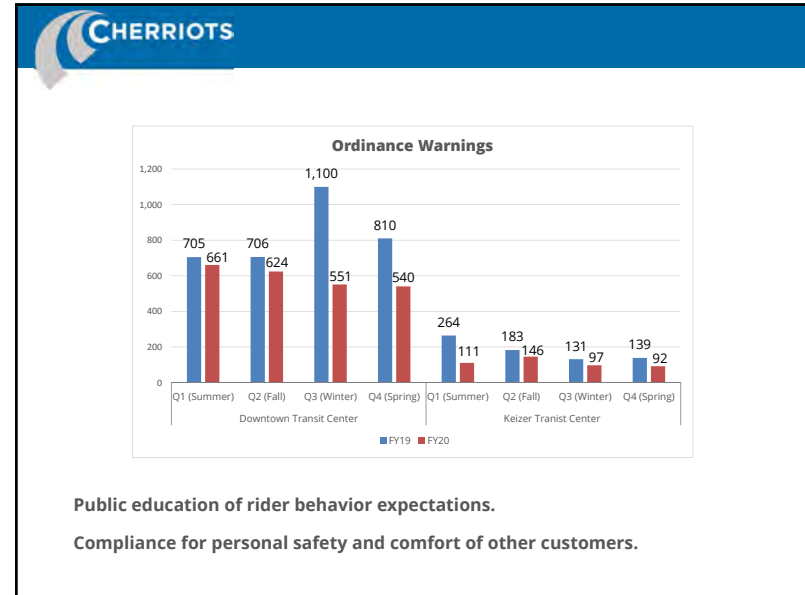
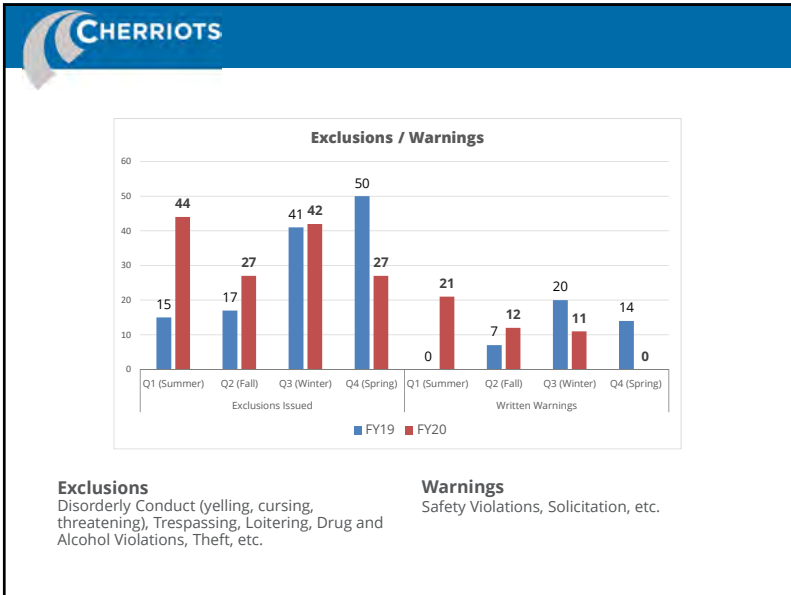


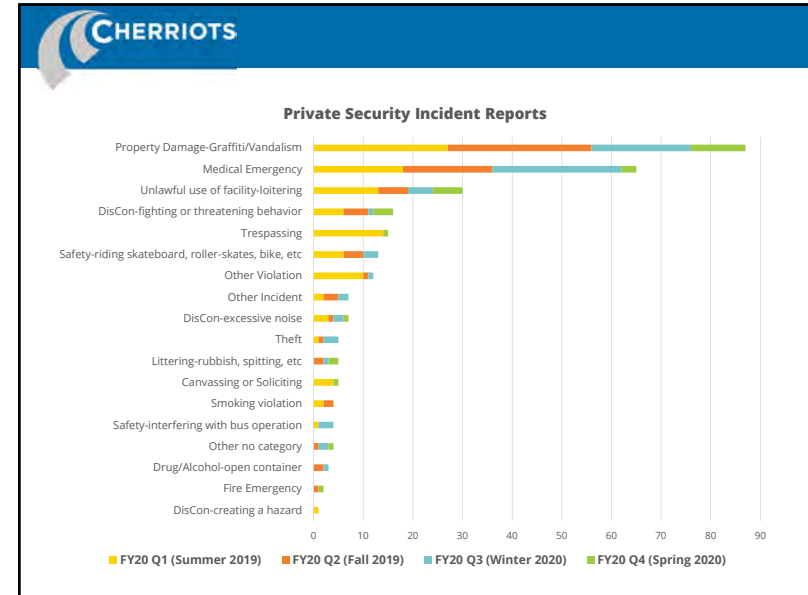
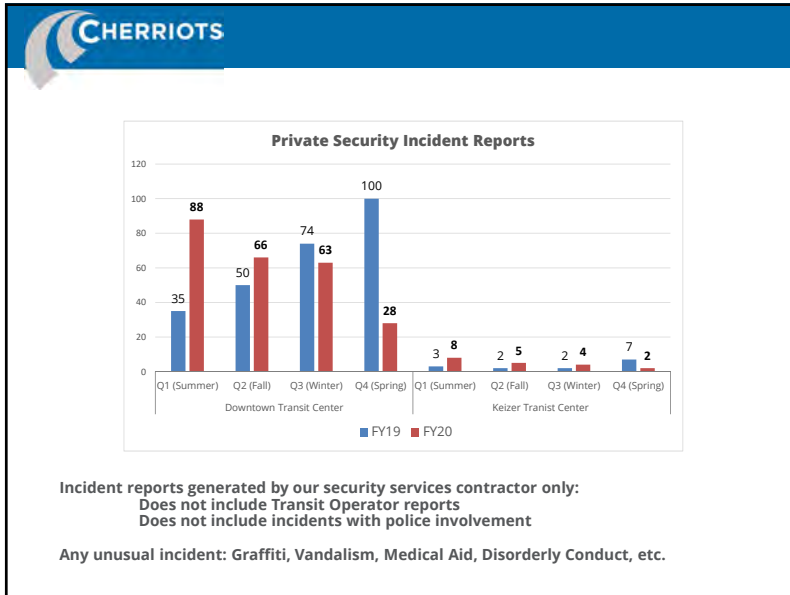
Multi-Agency Security Team



Security Team Responsibilities

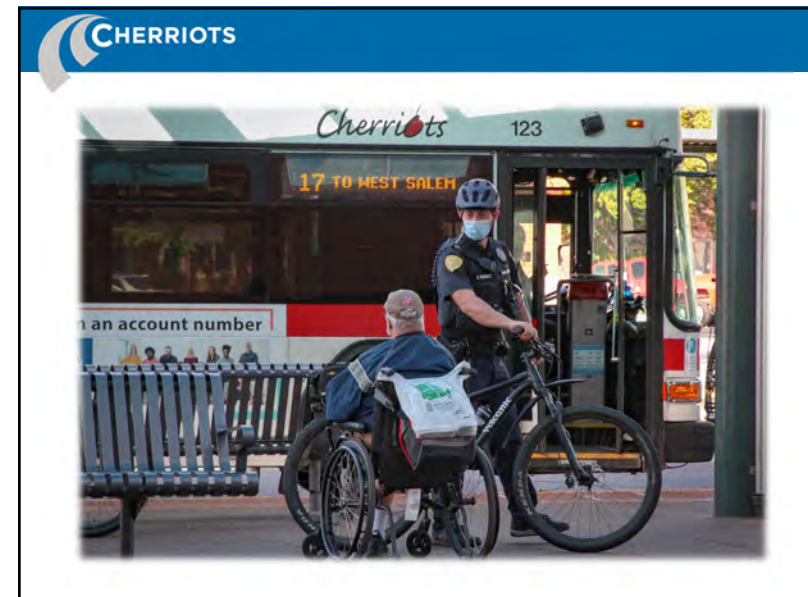
- Provide information about Cherriots services
- Respond to safety and security concerns
- Analyze security statistics and enhance public safety efforts
- Ensure a strong presence to deter unwanted activities
- Develop policies and procedures which help to ensure the safety and security of people, facilities, and other assets
- Enforce regulations and ordinances on all District properties
- Maintain a safe environment for all stakeholders

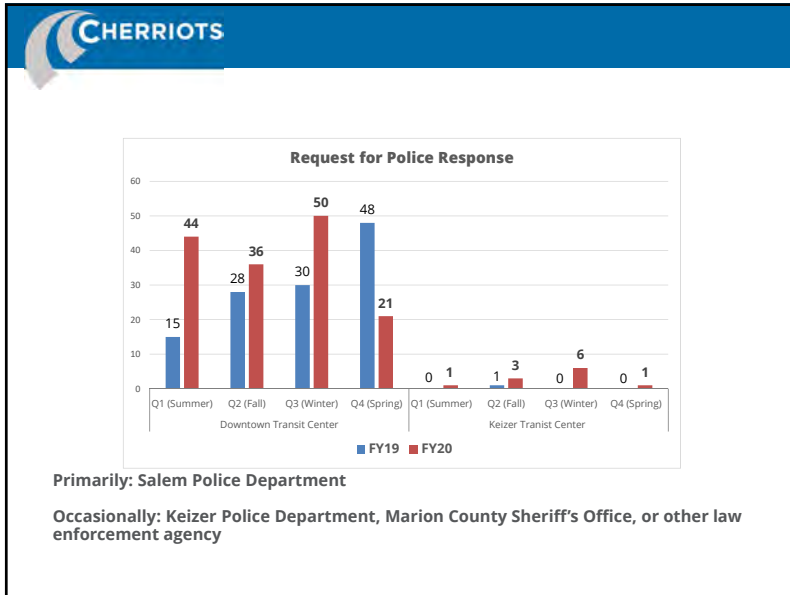




MOST COMMON INCIDENTS

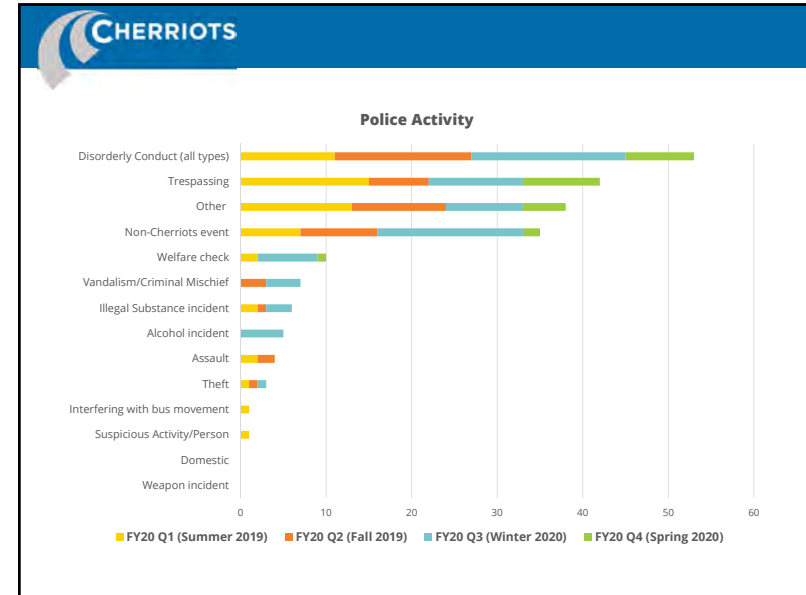
- The top four types of incidents in FY19 were graffiti/vandalism, medical emergency, trespassing, and disorderly conduct.
- In FY20, the most common incidents were as follows:
 - Graffiti/Vandalism – 87 (60 in FY19)
 - Medical Emergency – 65 (59 in FY19)
 - Loitering – 30 (18 in FY19)





Primarily: Salem Police Department

Occasionally: Keizer Police Department, Marion County Sheriff's Office, or other law enforcement agency



POLICE ACTIVITY

- The most common types of activities are fairly consistent from year-to-year.
- Although there was a significant decline in calls for police in Q4, there was an increase overall for the year, from 171 in FY19 to 205 in FY20:
 - Disorderly Conduct – 53 (30 in FY19)
 - Trespassing – 42 (41 in FY19)
 - Other – 38 (17 in FY19)
 - Non-Cherriots – 35 (36 in FY19)

DISORDERLY CONDUCT – UNRULY OR UNWANTED BEHAVIOR

Incidents of unruly and threatening behavior increased in comparison to last year, with 59 in FY19 and 68 in FY20.

Of those incidents, 12 involved assaultive behavior (physical contact made), a decrease from 19 in FY19.

- 9 were between private citizens, either at the Downtown Transit Center, or onboard a bus.
- 3 involved Cherriots employees. No injuries reported.



CHERRIOTS

CONTINUOUS IMPROVEMENT

- A new Security Coordinator position was approved in the FY21 budget. This position has been filled and will work closely with our private security provider and the Salem Police Department to ensure a collaborative effort remains in place for the continued safety and security of our riders.
- The Corona Virus Pandemic has introduced new health safety requirements for the entire community. Security will continue to do their part to encourage physical distancing and the wearing of facial coverings.

CHERRIOTS

CONTINUOUS IMPROVEMENT

- Efforts are underway to develop the scope of work for a security fence upgrade at our Del Webb Operations Center.
- Staff evaluated video surveillance products in the market during FY19. This year, we intend to proceed with an all-facility camera upgrade and replacement project, to enhance protection of our properties and assets.

CHERRIOTS

CONTINUOUS IMPROVEMENT


- The need for a security presence has always been greatly supported by the Board. The Board will hear staff recommendations to modify the contract with Allied Universal Security and renew the IGA with the City of Salem for police services during this FY.

CHERRIOTS

CONTINUOUS IMPROVEMENT

- An Emergency Coordinator position was approved in the FY20 budget. Staff intend to begin recruitment to fill this position in the coming months.
- The Emergency Coordinator will assist in a Continuity of Operations Plan refresh project, collaborate with local emergency management representatives, and work to develop comprehensive emergency response and recovery plans.

CHERRIOTS



Questions?





BOARD MEETING MEMO

Agenda Item H.2

To: Board of Directors

From: Dan Knauss, Procurement & Contracts Manager
Paula Dixon, Director of Human Resources and Labor Relations, and
Disadvantaged Business Enterprise Liaison Officer (DBELO)

Thru: Allan Pollock, General Manager

Date: October 22, 2020

Subject: Disadvantaged Business Enterprise Goal FFY 2021 – FFY 2023

ISSUE

Shall the Board hear an informational briefing pertaining to the Triennial Disadvantaged Business Enterprise (DBE) Goal for FFY 2021 – FFY 2023?

BACKGROUND AND FINDINGS

The DBE program was established to help create a level playing field for small businesses owned by minorities and women. As recipients of federal funds, the District is required to set a DBE participation goal every three years. The new period began October 1, 2020.

The District's goal is an estimation of DBE participation in its federal contracts without any effects of discrimination. Procurements are race-neutral and not awarded based on race, color, creed, national origin, sex, age or disability.

The goal was developed in compliance with federal regulations set forth in *49 CFR Part 26, Participation by Disadvantaged Business Enterprises (DBE) in U.S. Department of Transportation (DOT) Financial Assistance Programs*. Staff looked at the ratio of the relative availability of DBE's based on evidence of ready, willing and able DBE's in relationship to all comparable businesses which are known to be available to compete for U.S. DOT assisted contracts in the District's Market Area. For the purposes of this goal, the District's Market Area is comprised of Clackamas, Lane, Linn, Marion, Multnomah, Polk, Washington, and Yamhill counties. Staff applied that ratio to the District's federal projects to set a goal. A breakdown of the goal determination and rationale is in Attachment A.

The District's goal for FFY 2021-2023 is 2.49% (\$82,935.00) for DBE participation in federal contracts. The goal is based upon U.S.DOT contracting opportunities projected to take place for the federal fiscal years 2021-2023, excluding DOT funds to be used for the purchase of transit vehicles.

As required in 49 CFR Part 26, staff publicly noticed this goal on June 22, 2020 on the District's website for public comment through July 22, 2020. The DBELO and Procurement & Contracts Manager accepted comments on the goal calculation and rationale. A copy of the Public Notice is in Attachment B. We received no public comment. The District submitted the 3-year goal to FTA for approval on August 21, 2020.

The District's goal and DBE information will remain on the District's website to promote contract participation with minorities and women owned businesses.

Also included in this staff report is the brochure developed by SAMTD Procurement & Contracts entitled, "*Doing Business with Cherriots.*" This is provided as supplemental information in Attachment C.

FINANCIAL IMPACT

There is no financial impact associated with this program.

RECOMMENDATION

None. Informational item only.

PROPOSED MOTION

None. Informational item only.

SAMTD GOAL RATIONALE FOR FY 2021-2023

Three-Year DBE Goal Determination

Salem Area Mass Transit District's overall goal is 2.49% (\$82,935.00). The goal is based on Department of Transportation (DOT) contracting opportunities projected to take place for the federal fiscal years 2021-2023 excluding DOT funds to be used for the purchase of transit vehicles.

The goal was developed in compliance with federal regulations set forth in 49 CFR Part 26, Participation by Disadvantaged Business Enterprises (DBE) in U.S. DOT Programs. The goal identifies the relative availability of DBEs based on evidence of ready, willing and able DBEs in relationship to all comparable businesses which are known to be available to compete for USDOT assisted contracts.

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (Including DBE's)
1	561621	6 Security Cameras at CH2 (Part 2)	2	57
2	561621	Facilities Camera Replacement	2	57
3	236220	Additional DW Maintenance Office	23	365
4	236220	DW Server Room Remodel	23	365
5	333914	CNG Station Replacement	0	3
6	423120	Del Web Vehicle Hoist / In Ground Lifts	9	127
7	238990	Security Maintenance Fence Upgrades (Phase 1)	29	317
8	238160	Fuel Island Roof Replacement	8	284
9	423430	IT Servers	1	69
10	423430	IT Switches	1	69
11	335999	EV Charging Stations (KTC)	0	10
12	541611	South Salem Transit Center (Project Planning)	4	643
		Combined Totals	102	2366

The number of DBE Certified Firms in SAMTD's DBE Market Area is 102

The number of DBE and Non-DBE Firms in SAMTD's Market Area is 2366

SAMTD's Market Area includes: Clackamas, Lane, Linn, Marion, Multnomah, Polk, Washington and Yamhill County.

SAMTD GOAL RATIONALE FOR FY 2021-2023

Determining Overall Annual DBE Participation and Achieving Goals

Pursuant to 49 CFR § 26.45, the Board of Directors shall establish overall annual goals on a fiscal year basis for the participation of DBEs in all budgeted contracts utilizing FTA financial assistance. The overall annual goals shall be expressed as a percentage of the total amount of FTA funds that SAMTD anticipates expending in the fiscal year. SAMTD's overall annual goals represent the amount of ready, willing, and able DBEs that are available to participate in contracting opportunities and is reflective of the amount of DBE participation that SAMTD would expect absent the effects of discrimination. SAMTD intends to meet those goals to the maximum extent feasible through race neutral measures.

1. Methodology for Setting Overall Annual DBE Goal

A. Projecting U.S. DOT-Assisted Contract Expenditures for FFY 2021-2023

In conjunction with the preparation and adoption of the budget for each fiscal year, the DBE Liaison Officer, in consultation with the appropriate SAMTD divisions and departments responsible for procurement and contracting activities, will conduct a thorough analysis of the projected number, types of work, and dollar amounts of contracting opportunities that will be funded, in whole or in part, by U.S. DOT federal financial assistance for the next three federal fiscal years. This analysis will exclude projected contract expenditures with transit vehicle manufacturers, which are exempt from the Program.

B. Establishing a Base Figure

Pursuant to 49 CFR § 26.45(c), the SAMTD will develop a base figure based upon the projected budget for the next three federal fiscal years to express the availability of DBEs as a percentage of all consultants, contractors, subcontractors, manufacturers, and suppliers in the relevant contracting markets. SAMTD will follow the methodologies provided in the Regulations.

i. Analyzing Available Businesses in the Relevant Contracting Markets

The DBE Liaison Officer, in conjunction with the appropriate SAMTD divisions and departments, will conduct a thorough analysis of the relevant contracting markets in which the SAMTD will solicit participation from consultants, sub consultants, contractors, subcontractors, manufacturers, and suppliers for each fiscal year. This analysis will include a description of geographical boundaries of the solicitations, the North American Industry Classification System (NAICS) for the types of work to be contracted, and any other indicators that SAMTD determines to be relevant in defining its contracting markets for the period. The DBE Liaison Officer then will determine the total available businesses according to the relevant contracting markets. The DBE Liaison Officer will consult a variety of sources including, but not limited to the Certification Office for Business Inclusion and Diversity (COBID) the U.S. Census County Business Patterns Database, and any relevant disparity studies that are available.

SAMTD GOAL RATIONALE FOR FY 2021-2023

ii. Analyzing Available DBEs in the Relevant Contracting Markets

The DBE Liaison Officer will conduct a similar analysis to determine the DBEs that are available to participate as contractors, subcontractors, manufacturers, and suppliers in the projected contracts for the period. This analysis will include a description of the available DBEs relative to the geographical boundaries of the solicitations and the NAICS codes for the types of work to be contracted. SAMTD will consult a variety of sources including, but not limited to, the Certification Office for Business Inclusion and Diversity (COBID), the U.S. Census, and any relevant disparity studies that are available.

iii. Calculating the Base Figure

The DBE Liaison Officer will compare the available DBEs in the relevant contracting markets for the period to the available businesses in the relevant contracting markets for the period. The calculation will include a weighting factor according to the contract expenditure patterns and is shown in Appendix A.

C. Adjusting the Base Figure

Pursuant to 49 CFR § 26.45(d), the SAMTD will examine all the evidence available to determine if an adjustment is necessary to the base figure to reflect the level of DBE participation expected absent the effects of discrimination. Included among the typed of evidence that must be considered are the current capacity of DBEs to perform work on SAMTD's federally assisted contracts, as measured by the volume of work DBEs have performed in recent years, and evidence from disparity studies conducted within SAMTD's jurisdiction, to the extent not already accounted for in the base figure. If available, SAMTD also must consider available evidence from related fields that affect the opportunities for DBEs to form, grow, and compete, including statistical disparities in the ability of DBEs to obtain the financing, bonding, and insurance required to participate in the Program. Any adjustment to the base figure must be based on "demonstrable evidence that is logically and directly related to the effect for which the adjustment is sought," §26.45 (d) (3). At a minimum, the DBE Liaison Officer will analyze the results of SAMTD's efforts to contract with DBEs for the current and past two years, any available and relevant disparity studies (to the extent that they are not accounted for in the base figure), and any available and relevant results of other and similar U.S. DOT recipients' efforts to contract with DBEs.

D. Projection of Percentage of Overall Goals to Be Achieved Through Race-Neutral Measures

The U. S. DOT regulations require that the DBE Overall Annual Goal be met by using race-neutral methods.

SAMTD GOAL RATIONALE FOR FY 2021-2023

Appendix A

Step 1 - Determine The Weight Of Each Type Of Work By NAICS Code:

* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s)

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (Weight)
1	561621	6 Security Cameras at CH2 (Part 2)	\$ 50,000.00	0.0150
2	561621	Facilities Camera Replacement	\$ 181,460.00	0.0545
3	236220	Additional DW Maintenance Office	\$ 68,155.00	0.0205
4	236220	DW Server Room Remodel	\$ 39,800.00	0.0119
5	333914	CNG Station Replacement	\$ 1,519,000.00	0.4561
6	423120	Del Web Vehicle Hoist / In Ground Lifts	\$ 371,000.00	0.1114
7	238990	Security Maintenance Fence Upgrades (Phase 1)	\$ 387,000.00	0.1162
8	238160	Fuel Island Roof Replacement	\$ 29,566.00	0.0089
9	423430	IT Servers	\$ 90,000.00	0.0270
10	423430	IT Switches	\$ 72,000.00	0.0216
11	335999	EV Charging Stations (KTC)	\$ 22,740.00	0.0068
12	541611	South Salem Transit Center (Project Planning)	\$ 500,000.00	0.1501
Total FTA-Assisted Contract Funds			\$ 3,330,721.00	1

SAMTD GOAL RATIONALE FOR FY 2021-2023

Step 2 - Determine The Relative Availability Of DBE's By NAICS Code:

* Use COBID and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	NAICS Code	Project	No. of DBEs available to perform work	No. of all firms available (Includes DBE's)	Relative Availability
1	561621	6 Security Cameras at CH2 (Part 2)	2	57	0.0351
2	561621	Facilities Camera Replacement	2	57	0.0351
3	236220	Additional DW Maintenance Office	23	365	0.0630
4	236220	DW Server Room Remodel	23	365	0.0630
5	333914	CNG Station Replacement	0	3	0.0000
6	423120	Del Web Vehicle Hoist / In Ground Lifts	9	127	0.0709
7	238990	Security Maintenance Fence Upgrades (Phase 1)	29	317	0.0915
8	238160	Fuel Island Roof Replacement	8	284	0.0282
9	423430	IT Servers	1	69	0.0145
10	423430	IT Switches	1	69	0.0145
11	335999	EV Charging Stations (KTC)	0	10	0.0000
12	541611	South Salem Transit Center (Project Planning)	4	643	0.0062
		Combined Totals **	102	2366	0.0431

** Overall availability of DBEs

SAMTD GOAL RATIONALE FOR FY 2021-2023

Step 3 – Determine the Weighted Base Figure:
(Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1	561621	6 Security Cameras at CH2 (Part 2)	0.0150	x	0.03509	0.0005
2	561621	Facilities Camera Replacement	0.0545	x	0.03509	0.0019
3	236220	Additional DW Maintenance Office	0.0205	x	0.06301	0.0013
4	236220	DW Server Room Remodel	0.0119	x	0.06301	0.0008
5	333914	CNG Station Replacement	0.4561	x	0.00000	0.0000
6	423120	Del Web Vehicle Hoist / In Ground Lifts	0.1114	x	0.07087	0.0079
7	238990	Security Maintenance Fence Upgrades (Phase 1)	0.1162	x	0.09148	0.0106
8	238160	Fuel Island Roof Replacement	0.0089	x	0.02817	0.0003
9	423430	IT Servers	0.0270	x	0.01449	0.0004
10	423430	IT Switches	0.0216	x	0.01449	0.0003
11	335999	EV Charging Stations (KTC)	0.0068	x	0.00000	0.0000
12	541611	South Salem Transit Center (Project Planning)	0.1501	x	0.00622	0.0009
					Total	0.0249
					Expressed as a % (*100)	2.49%
					Rounded, Weighted Base Figure:	2%

PUBLIC NOTICE

Disadvantaged Business Enterprise (DBE) Program for Fiscal Years 2021-2023 Notice of Goal

Salem Area Mass Transit District (SAMTD), dba “Cherriots” has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (USDOT) 49 CFR Part 26. The goal identifies the relative availability of DBEs known to be available to compete for SAMTD USDOT assisted contracts. It is the policy of SAMTD to ensure non-discrimination on the basis of race, color, sex, or national origin in the award and administration of the USDOT assisted contracts. It is the intention of SAMTD to create a level playing field on which DBEs can compete fairly for contracts and subcontracts relating to SAMTD’s construction, procurement, and professional services activities.

SAMTD’s proposed overall goal for Federal Fiscal Year 2021-2023 is 2.49 percent (2.49%) of FTA funded contracting activities, exclusive of FTA funds to be used for the purchase of transit vehicles. The Methodology and Rationale used to formulate this goal is available for review and download at Cherriots.org/dbeprogram. SAMTD intends to meet this goal utilizing race/gender-neutral measures.

Due to the COVID-19 pandemic and associated health concerns, the SAMTD Administrative Offices are closed to the public and the documents pertaining to this goal are not available to review in person. You may contact us by mail or via email to request hard copies of the documents at the addresses below:

Via Mail: Salem Area Mass Transit District
Attn: Dan Knauss
555 Court St. NE, Suite 5230
Salem, Oregon 97301

Via Email: dan.knauss@cherriots.org

If you have any comments, questions, or would like further information regarding this program, please contact Dan Knauss, Procurement and Contracts Manager, by telephone at 503-588-2424, by email at dan.knauss@cherriots.org, or by fax at 541-682-6188. The District will accept comments on the policy and the goals at the above address for 30 days from the date of this publication. Written comments should be mailed to the address above or can be emailed to dan.knauss@cherriots.org.

SAMTD NEEDS YOU

We need your specialized expertise!

SAMTD thanks you for your interest in doing business with us. We have a commitment to fair and competitive procurement practices with transparency in our processes. We continually strive to obtain the best value for our customers while being a responsible steward of public funds.

Does your company specialize in these types of goods, services, technology, construction services, or other professional services?

- ✓ IT Hardware
- ✓ Software
- ✓ Public Works
- ✓ Consulting
- ✓ Advertising
- ✓ Safety and Security Products and Services
- ✓ Vehicles / Rolling Stock
- ✓ Telecommunications
- ✓ Equipment and Maintenance Services
- ✓ Trade Services
- ✓ Architectural and Engineering Services (A&E)
- ✓ Project Management Services
- ✓ Uniforms

If so, SAMTD would like to hear from you!



ABOUT SAMTD

SAMTD is a community lifeline connecting people to the places where they live, work, learn, shop, play, and explore. It provides local and regional fixed-route, paratransit, and on-demand public transportation, as well as travel training services. SAMTD's buses serve Marion and Polk counties with easy connections to other counties and cities.

SAMTD operates 64 local buses, 34 paratransit buses (Cherriots LIFT), 15 regional buses and several shopper shuttles. SAMTD also provides other transportation options through Cherriots Trip Choice. Currently, SAMTD services operate Monday - Friday, 5:30 a.m. - 11 p.m. Saturday, 6 a.m. - 9 p.m.

SAMTD LOCATIONS

Administrative Offices

General Manager, Communication, Finance, Transportation Development, Procurement and Contracts, Human Resources, and part of the Operations Division are located at: 555 Court St NE, Suite 5230, Salem, OR

Operations, Contracted Services, and Maintenance

Del Webb Facility
3140 Del Webb Ave., Salem, OR
The Del Webb facility also includes the parking area for buses not in service.

Downtown Transit Center

220 High St. NE
Salem, OR 97301

Keizer Transit Center

5860 Keizer Station Blvd., NE
Keizer, OR 97303



Sustainability is a strategic priority and part of SAMTD's guiding principles. We support and encourage sustainability in our procurements in our provision of affordable and environmentally friendly transit options that connect our community to where they live, work, and play.

Contact Us

Salem Area Mass Transit District
Procurement and Contracts Department
555 Court Street. NE
Suite #5230
Salem, OR 97301
www.cherriots.org
503-588-2424

Daniel Knauss

Procurement and Contracts Manager

Charleen McCurdy

Procurement and Contracts Analyst

SAMTD Contracting Opportunities

Please visit State of Oregon's procurement website "*Oregon Procurement Information Network*" (ORPIN)
orpin.oregon.gov/open.dll/welcome

Connect With Us

facebook facebook.com/cherriots
Twitter twitter.com/Cherriots

Procurement@cherriots.org
503-588-2424

Doing Business with CHERRIOTS

Procurement and Contracts Department



SALEM AREA MASS TRANSIT DISTRICT



Procurement's Mission

To support the purpose and goals of Salem Area Mass Transit District (SAMTD) with delivery of world class procurement services through customer-focus, collaboration, and innovation.

Procurement Integrity

SAMTD (dba Cherrriots) performs its procurement activities in a manner that promotes fair and open competition through ethical practices, and maintains the public trust.

Values

SAMTD seeks to do business with suppliers, contractors, and service providers who share our values. We at SAMTD will pursue and exemplify these values in our procurement practices as we achieve our vision of "Making a positive difference by enhancing community livability through innovative, sustainable, regional transportation options."

Communication
Respect
Public Trust
Innovation
Transparency
Safety
Accountability
Service Excellence
Integrity

Federally Funded Projects

SAMTD receives federal funding on numerous capital projects thereby making the associated procurements subject to federal contracting requirements and Disadvantaged Business Enterprise (DBE) program participation goals.

Prevailing Wage and Licensing

SAMTD complies with the State of Oregon's requirement that all public works contracts meet the prevailing wage rate (PWR) laws.

Oregon's prevailing wage requirements and rates can be found at the Bureau of Labor and Industries (BOLI) website at: oregon.gov/boli/WHD/PWR

Companies must have the proper licensing to bid on our public works' projects. Oregon's licensing requirements can be found at the State of Oregon's website: oregon.gov/CCB/licensing/Pages/get-licensed.aspx

Business Opportunities

SAMTD offers a wide range of business opportunities for contractors, vendors, and suppliers in construction, professional services, maintenance and repair, operation equipment, information technology, and more.

Vendors responding to a solicitation request for SAMTD, if federally funded, are required to review and acknowledge the Federal Transit Administration contract clauses found in the solicitation documents.

Solicitation documents (RFP, ITB, RFQ, etc.) may be obtained from the State of Oregon's procurement website "Oregon Procurement Information Network" (ORPIN) at: orpin.oregon.gov/open.dll/welcome.

Suppliers must register on the State of Oregon's "ORPIN" system to view and download SAMTD opportunities.

Addendums issued to a solicitation will be automatically emailed to those suppliers

who have expressed interest in a specific solicitation via the ORPIN system.

Additionally, SAMTD posts announcements of current solicitations on its procurement webpage at: Cherrriots.org/procurement. We do not post notifications or addenda to this page.

We encourage all existing and potential contractors, vendors, and suppliers to also register on the State of Oregon's website for the Certification Office for Business Inclusion and Diversity (COBID). Visit the COBID website for information on the various certifications available to make your company visible to SAMTD as well as other public and private entities. *[COBID was formally known as the Office of Minority, Women and Emerging Small Business (OMWESB)]*



DISADVANTAGED BUSINESS ENTERPRISE (DBE) Overview and Goal Setting Methodology FFY 2021-2023

Presentation To SAMTD Board Of Directors
October 22, 2020



AGENDA

- Introduction
- DBE Reports
- Outreach
- DBE Goal Development
- Process Steps



INTRODUCTION

- Overview
- DOT DBE Definition
- Title 49 CFR Part 26
- SAMTD Policy Statement
- Current Triennial Goal Period



OVERVIEW

Disadvantaged Business Enterprise (DBE) Program

The U. S. Department of Transportation (DOT) originally established the program in 1980 to ensure that firms competing for projects funded through DOT are not disadvantaged by unlawful discrimination.

The Disadvantaged Business Enterprise (DBE) program is designed to remedy ongoing discrimination and the continuing effects of past discrimination in federally-assisted highway, transit, airport, and highway safety financial assistance transportation contracting markets nationwide. The primary remedial goal and objective of the DBE program is to level the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally funded transportation contracts.

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DOT DBE DEFINITION

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. Included in this classification are the following:

- African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged.
- Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis.
- To be regarded as economically disadvantaged, an individual must have a personal net worth that does not exceed \$1.32 million.

Requirements for DBE Participation

To participate in the DBE program, a small business owned and controlled by socially and economically disadvantaged individuals must receive DBE certification from the relevant state.

- Oregon utilizes the Certification Office for Business Inclusion and Diversity (COBID) through the COBID Certification Management System.

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- TITLE 49 CFR PART 26**
 - Salem Area Mass Transit District (SAMTD) complies with Title 49 Code of Federal Regulations Part 26 "Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation Programs"
- POLICY STATEMENT**
 - "The Salem Area Mass Transit District has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. SAMTD has received Federal financial assistance from the DOT, and as a condition of receiving this assistance, SAMTD has signed an assurance that it will comply with 49 CFR Part 26."
- TRIENNIAL GOAL PERIOD**
 - Goal Setting Methodology FFY 2021-2023 (October 1, 2020 through September 30, 2023)

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DBE REPORTS

- FTA Uniform DBE Reports
- FTA Shortfall Analysis
- FTA Triennial Goal Report
- ODOT Uniform Report

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- UNIFORM DBE REPORTS**
 - Due to FTA on a semi-annual basis and contains information on our DBE activity:
 - June 1st (Period 10/1 – 3/31)
 - December 1st (Period 4/1 – 9/30)
- SHORTFALL ANALYSIS**
 - Report is required when a Recipient fails to meet its Triennial DBE Goal by the end of the fiscal year.
 - Analysis of the reasons for the difference between the awards and the stated goal during the period.
 - Establishes steps to correct the problems identified in the analysis to enable attainment of the goal for the next year.
 - Due to FTA on an annual basis by December 29th
- TRIENNIAL GOAL REPORT**
 - Established on a 3 year basis and filed by October 1st
- ODOT UNIFORM DBE REPORT**
 - Due to ODOT on a semi-annual basis:
 - May 15th (10/1 – 3/31)
 - November 15th (Period 4/1 – 9/30)

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OUTREACH

- Barriers To Participation
- Governor’s Marketplace
- Reverse Vendor Trade Shows
- Salem Capitol Connections
- Brochure – “Doing Business With Cherriots”
- SAMTD / Community Events
- Cherriots Website


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BARRIERS TO DBE PARTICIPATION

- Awareness of the Program and Benefits
- Language
- Certification & Eligibility Process (60-90 days)
- Technical Capabilities & Resources
- Perception of Conducting Business with Governmental Entities
- Complexity of Bidding and Contracting Requirements
- Insurance & Bonding Requirements

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GOVERNOR'S MARKETPLACE




GOVERNOR'S MARKETPLACE CONFERENCE

- Held in Salem, Oregon on an annual basis.
- Not held in 2020 due to Covid-19 considerations.

REVERSE VENDOR TRADE SHOW



SALEM CAPITOL CONNECTIONS



Salem Capitol Connections
Building relationships that lead to opportunities.

CHERRIOTS

BROCHURE

- “Doing Business With Cherriots”

SAMTD / COMMUNITY EVENTS

- Saturday & Expanded Service Event
- 40th Year Celebration Activities
- Trip Choice Events

CHERRIOTS WEBSITE

- Procurement & Contracts
- DBE Program
- Doing Business With Cherriots

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DBE GOAL DEVELOPMENT & METHODOLOGY



MARKET AREA



ANTICIPATED PROJECTS



WEIGHT BY NAICS CODE




RELATIVE AVAILABILITY OF DBE'S



WEIGHTED BASE FIGURE

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MARKET AREA



SAMTD's MARKET AREA

- Multnomah
- Washington
- Clackamas
- Yamhill
- Polk
- Marion
- Linn
- Lane

Market Area – the area in which the agency spends the substantial majority of its contracting dollars.

Required to evaluate the availability of DBEs to perform on SAMTD FTA-assisted contracts.

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SAMTD ANTICIPATED PROJECTS FFY 2021- FFY 2023

NAICS Code	Project Name and Description	Amount of DOT funds on project:
561621	6 Security Cameras at CH2 (Part 2)	\$ 50,000.00
561621	Facilities Camera Replacement	\$ 181,460.00
236220	Additional DW Maintenance Office	\$ 68,155.00
236220	DW Server Room Remodel	\$ 39,800.00
333914	CNG Station Replacement	\$ 1,519,000.00
423120	Del Web Vehicle Hoist / In Ground Lifts	\$ 371,000.00
238990	Security Maintenance Fence Upgrades (Phase 1)	\$ 387,000.00
238160	Fuel Island Roof Replacement	\$ 29,566.00
423430	IT Servers	\$ 90,000.00
423430	IT Switches	\$ 72,000.00
335999	EV Charging Stations (KTC)	\$ 22,740.00
541611	South Salem Transit Center (Project Planning)	\$ 500,000.00
Total FTA-Assisted Contract Funds		\$ 3,330,721.00

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WEIGHT BY NAICS CODE

	NAICS Code	Project Name and Description	Amount of DOT funds on project:	% of total DOT funds (Weight)
1	561621	6 Security Cameras at CH2 (Part 2)	\$ 50,000.00	0.0150
2	561621	Facilities Camera Replacement	\$ 181,460.00	0.0545
3	236220	Additional DW Maintenance Office	\$ 68,155.00	0.0205
4	236220	DW Server Room Remodel	\$ 39,800.00	0.0119
5	333914	CNG Station Replacement	\$ 1,519,000.00	0.4561
6	423120	Del Web Vehicle Hoist / In Ground Lifts	\$ 371,000.00	0.1114
7	238990	Security Maintenance Fence Upgrades (Phase 1)	\$ 387,000.00	0.1162
8	238160	Fuel Island Roof Replacement	\$ 29,566.00	0.0089
9	423430	IT Servers	\$ 90,000.00	0.0270
10	423430	IT Switches	\$ 72,000.00	0.0216
11	335999	EV Charging Stations (KTC)	\$ 22,740.00	0.0068
12	541611	South Salem Transit Center (Project Planning)	\$ 500,000.00	0.1501
Total FTA-Assisted Contract Funds			\$ 3,330,721.00	1

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RELATIVE AVAILABILITY OF DBE's

	NAICS Code	Project Name and Description	Number of DBEs available to perform this work	Number of all firms available (Including DBE's)	Relative Availability
1	561621	6 Security Cameras at CH2 (Part 2)	2	57	0.0351
2	561621	Facilities Camera Replacement	2	57	0.0351
3	236220	Additional DW Maintenance Office	23	365	0.0630
4	236220	DW Server Room Remodel	23	365	0.0630
5	333914	CNG Station Replacement	0	3	0.0000
6	423120	Del Web Vehicle Hoist / In Ground Lifts	9	127	0.0709
7	238990	Security Maintenance Fence Upgrades (Phase 1)	29	317	0.0915
8	238160	Fuel Island Roof Replacement	8	284	0.0282
9	423430	IT Servers	1	69	0.0145
10	423430	IT Switches	1	69	0.0145
11	335999	EV Charging Stations (KTC)	0	10	0.0000
12	541611	South Salem Transit Center (Project Planning)	4	643	0.0062
Combined Totals			102	2366	

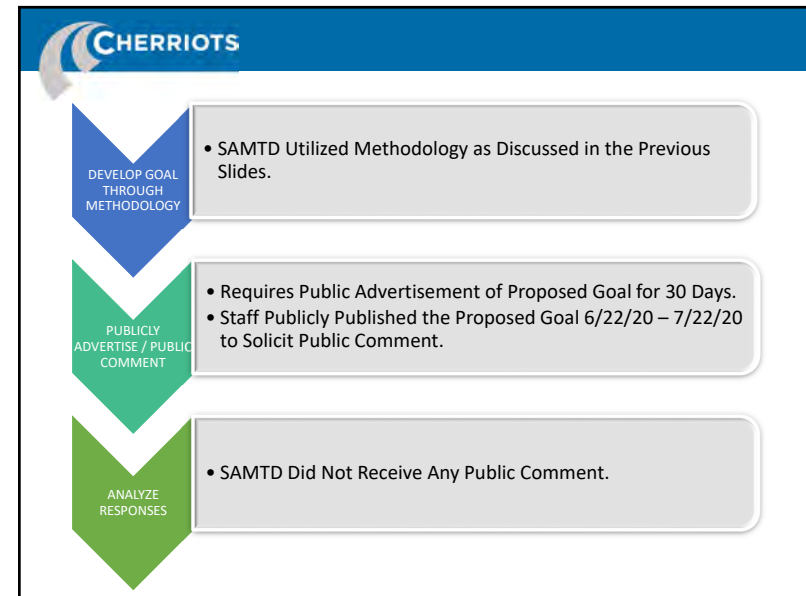
CHERRIOTS

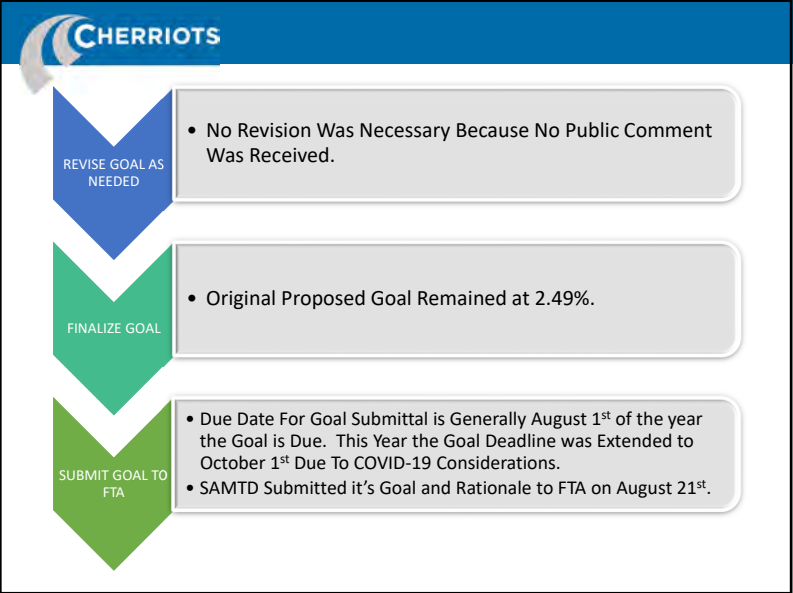
WEIGHTED BASE FIGURE

Calculation: (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project Name and Description	Weight	Availability	Weighted Base Figure
1	561621	6 Security Cameras at CH2 (Part 2)	0.0150	0.03509	0.0005
2	561621	Facilities Camera Replacement	0.0545	0.03509	0.0019
3	236220	Additional DW Maintenance Office	0.0205	0.06301	0.0013
4	236220	DW Server Room Remodel	0.0119	0.06301	0.0008
5	333914	CNG Station Replacement	0.4561	0.00000	0.0000
6	423120	Del Web Vehicle Hoist / In Ground Lifts	0.1114	0.07087	0.0079
7	238990	Security Maintenance Fence Upgrades (Phase 1)	0.1162	0.09148	0.0106
8	238160	Fuel Island Roof Replacement	0.0089	0.02817	0.0003
9	423430	IT Servers	0.0270	0.01449	0.0004
10	423430	IT Switches	0.0216	0.01449	0.0003
11	335999	EV Charging Stations (KTC)	0.0068	0.00000	0.0000
12	541611	South Salem Transit Center (Project Planning)	0.1501	0.00622	0.0009
				Total	0.0249
				Expressed as a % (*100)	2.49%

- CHERRIOTS**
- ### PROCESS STEPS
- Develop Goal Through Methodology
 - Publicly Advertise For Public Comment
 - Analyze Responses
 - Revise Goal As Needed
 - Finalize Goal
 - Submit Final Goal To FTA







To: Board of Directors
From: Allan Pollock, General Manager
Date: October 22, 2020
Subject: Board Member Committee Report

ISSUE

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

BACKGROUND AND FINDINGS

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	Diversity, Equity & Inclusion Committee
Subdistrict 2 Director Busch	Citizens Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 6 Director Krebs	
Subdistrict 7 Director Richards	State Transportation Improvement Fund Advisory Committee Special Transportation Fund Advisory Committee