



Salem Area Mass Transit District
Board of Directors Meeting
April 27, 2023

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Salem Area Mass Transit District
Board of Directors Meeting Minutes

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

April 27, 2023

Full Video of Board Meeting can be accessed at: https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iiYD_YiUu7ABEx92

Attendees:

Board: President Ian Davidson, Directors Sadie Carney, Maria Hinojos Pressey, Sara Duncan, and Bill Holmstrom. Absent: Ramiro Navarro Jr.

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CHRO Christina Conner, CFO Denise LaRue, CCO Patricia Feeny, COO Tom Dietz, Service Planning Manager Chris French (Virtual), Contract/Procurement Manager Dan Knauss, Maintenance Manager Gregg Thompson, Security and Emergency Management Manager Karen Garcia, Capital and Project Control Manager Melissa Kidd, Web Systems Administrator Kristian Sorensen (Virtual), and Executive Assistant Kirra Pressey.

Guest: City of Salem Traffic Engineer Kevin Hottmann (Virtual), Roseburg Finance Department Director Ron Harker (Virtual), Mott MacDonald Principle Project Manager Ron Vergara, and Legal Counsel Sara Sayles (Virtual).

I. CALL TO ORDER

- A. President Ian Davidson called the meeting to order at 6:32 P.M.
Attendance was noted and a quorum was present.

- B. For the Safety Moment: With April being Distracted Driving Awareness Month, GM Allan Pollock discussed the four types of distracted driving: visual, auditory, manual, and cognitive. He also provided statistics on the number of MVAs in Oregon caused by distracted driving.

II. ANNOUNCEMENTS / CHANGES TO THE AGENDA

President Davidson announced there would be an APTA Recognition Presentation by GM Pollock following the GFOA Presentation.

III. PRESENTATION(S)

- A. GFOA Presentation
Presenter: Roseburg Finance Department Director / Representative of the Government Finance Officers Association Ron Harker
Staff Report: Pg. 4-8

CFO Denise LaRue introduced Ron Harker who provided a brief overview of both OGFOA and GFOA. He also discussed the requirements surrounding the award being presented: the Certificate of Achievement for Excellence in Financial Reporting for Cherriot's ACFR (Annual Comprehensive Financial Report). He also noted this is the tenth consecutive year Cherriot's has received this award.

B. APTA Recognition

GM Pollock provided pictures from the APTA Mobility Conference and Emerging Leaders Program Graduation. Special recognition was given to Melissa Kidd, who is a graduate of this year's program. In addition, President Davidson presented her with her graduation certificate.

IV. **PUBLIC COMMENTS** - None

V. **CONSENT CALENDAR**

Presenter: President Davidson

Staff Report: Pg. 9-38

A. **Approval of Minutes**

1. March 23, 2023 Board of Directors Work Session
2. March 23, 2023 Board of Directors Meeting

B. **Routine Business Items**

~~1. Adopt Resolution 2023-04; Amending Resolution 2016-02, Updating Policy No. 113~~
PULLED

2. Award of Contract for Transit Host Services
3. Appoint New Member to Budget Committee
4. Approve CAC Bylaws Revisions, Resolution 2023-05

Motion: **Approve the Consent Calendar with the exception of Item B.1**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Sadie Carney**

Vote: **Motion Passed Unanimously**

VI. **ITEMS DEFERRED FROM THE CONSENT CALENDAR**

Item V.B.1 (Adopt Resolution 2023-04; Amending Resolution 2016-02, Updating Policy No. 113) was pulled from the consent calendar by President Davidson in order to ask a clarifying question.

Motion: **Adopt Resolution No. 2023-04 to Amend Resolution No. 2016-02, updating policy No. 113, Designation of General Manager Pro Tempore.**
Motion By: **Director Maria Hinojos Pressey**
Second: **Director Sara Duncan**
Vote: **Motion Passed Unanimously**

VII. ACTION ITEMS

A. Award of Contract for Transit Signal Priority Project

Presenter: Deputy General Manager David Trimble

Staff Report: Pg. 39-41

Deputy GM Trimble discussed the TSP (Traffic Signal Priority) system, providing insight on how it works and the benefits we will see in making transit services more efficient and reliable. He introduced City of Salem Traffic Engineer Kevin Hottmann who in addition to Deputy GM Trimble was able to answer and/or provide clarification for all questions received from the Board.

Motion: **Authorize the General Manager to execute a contract with SinWaves, Inc. dba LYT, for the provision of a traffic signal priority system, for an amount not to exceed \$388,380.**
Motion By: **Director Sadie Carney**
Second: **Director Sara Duncan**
Vote: **Motion Passed Unanimously**

B. Award of Contract for Project Management Services

Presenter: Deputy General Manager David Trimble

Staff Report: Pg. 42-46

Deputy GM Trimble presented an overview of the minimum services to be provided from Mott MacDonald LLC, along with the projects in which they would be assisting and contributing their expertise. Both Mott MacDonald's Principle Project Manager Ron Vergara and Deputy GM Trimble were able to answer and/or provide clarification for all questions received from the Board.

Motion: **Authorize the General Manager to execute a contract with Mott MacDonald LLC for project management services for a four (4) year base term and three (3) one-year contract extensions for an amount not to exceed \$1,687,000.**
Motion By: **Director Sara Duncan**
Second: **President Ian Davidson**
Vote: **Motion Passed Unanimously**

C. Authorize Contract Amendment for Purchase of Five 40' Battery Electric Buses

Presenter: Maintenance Manager Gregg Thompson

Staff Report: Pg. 47-49

Greg Thompson provided insight on the difference between the previously approved and the current proposed, amended contract with Gillig.

Motion: **Authorize the General Manager to execute a contract amendment with Gillig for the purchase of five (5) 40' battery electric buses to replace five 35' diesel buses for an amount not exceed \$5,386,750.**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Sara Duncan**

Vote: **Motion Passed Unanimously**

D. Award of Contract for Security Services

Presenter: Security and Emergency Management Manager Karen Garcia

Staff Report: Pg. 50-55

Karen Garcia discussed the increased security services PPC Solutions would provide including mobile security patrols and an increased security presence onboard buses. She also discussed the financial impact of the increased services.

Motion: **Authorize the General Manager to enter into a contract with PPC Solutions, Inc. for the delivery of transit security services and approve a project budget total not to exceed \$11,000,000 (eleven million dollars) over four (4) base years with three (3) one-year option years.**

Motion By: **Director Sadie Carney**

Second: **Director Sara Duncan**

Vote: **Motion Passed Unanimously**

E. Adoption of Resolution No. 2023-03; Approve Board Travel Policy

Presenter: CFO Denise LaRue

Staff Report: Pg. 56-77

Denise LaRue advised the Board the requested changes to Policy No. 122 made at the previous Board Meeting on 3/23/2023, have been taken into account and the policy adjusted accordingly.

Motion: **Adopt Resolution No. 2023-03, as shown in Attachment A, which provides guidance for authorization and reimbursement for Board of Directors travel on behalf of Salem Area Mass Transit District.**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Sadie Carney**

Vote: **Motion Passed Unanimously**

VIII. INFORMATIONAL REPORTS – None

IX. GENERAL MANAGER'S REPORT

GM Pollock provided the General Manager's report.

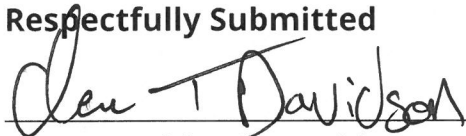
X. BOARD REPORT

President Davidson and Directors provided reports on committees and activities in which they represent SAMTD.

XI. ADJOURN

President Davidson adjourned the meeting at 8:20 P.M.

Respectfully Submitted



Ian T. Davidson, President