

Salem Area Mass Transit District
BOARD OF DIRECTORS

~ **VIRTUAL BOARD MEETING** ~

Thursday, December 16, 2021 at 6:30 PM

This Board meeting will be held virtually via ZoomGov in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.

ZoomGov Virtual Meeting Platform:
<https://cherriots.org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09> Meeting ID: **160 519 4427**
 Passcode: **512136**

Landline (*Long distance charges may apply*) 1 669 254 5252 US (San Jose)
 One-Tap Mobile +16692545252,,1605194427#,,,,*512136#
 Comcast Cable Channel 21
 Cherriots Facebook Live <https://www.facebook.com/cherriot>
 YouTube through CC:Media <https://www.capitalcommunitymedia.org/all>

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

If any agenda item involves a potential conflict of interest, Board members should so note this before the adoption of the Consent Calendar.

C. PRESENTATION

Certificate of Achievement of Excellence in Financial Reporting Program (COA) Award for the SAMTD Annual Comprehensive Financial Report (ACFR)

D. PUBLIC COMMENT

To offer testimony on any Board business, send an email to: board@cherriots.org by 5:00 p.m., the day of the Board meeting; or by mail to Cherriots Board of Directors, 555 Court Street NE, Suite 5230, Salem, OR 97301. Testimony received will be acknowledged at the Board meeting and will be included in the minutes 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

- a. November 18, 2021 Board of Directors Meeting **5**

2. Routine Business

Advisory Committee Member Appointments:

- a. Special Transportation Fund Advisory Committee (STFAC) **13**
- b. Statewide Transportation Improvement Fund Advisory Committee (STIFAC) **17**
- c. Citizens Advisory Committee (CAC) **21**
- d. Appointment of Chair and Vice-Chair for Citizens Advisory Committee - *SUPPLEMENT*

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Authorize the General Manager to execute a contract with United Safety and Survivability for the purchase of Active Air Purifiers for the Cherriots Local and ADA fleets for an amount not to exceed \$242,255. **23**
- 2. Authorize the General Manager to execute a contract with Northside Ford Truck Sales Inc. for the purchase of four (4) replacement hybrid supervisor vehicles for an amount not to exceed \$161,472. **25**
- 3. Authorize the General Manager to execute a contract with TransPro Consulting for strategic planning consulting services for a not-to-exceed amount of \$168,932. **27**

H. INFORMATIONAL REPORTS

- 1. January Service Change Briefing **29**

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

- Board members report on their committee assignments as representatives of the District. **31**

K. ADJOURN BOARD MEETING

Next Regular Board Meeting - Work Session Date: Thursday, January 27, 2022

Salem Area Mass Transit District
Board of Directors Meeting Agenda
December 16, 2021

- **Virtual Meetings:** The Board of Directors meeting is a public meeting; typically in a place that is ADA- accessible. However, this Board meeting will be held virtually via *ZoomGov* in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.
- **Closed Captioning (CC):** *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.
- **Alternate Formats** This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made 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.
- **Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.
- **Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

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- Reuniones virtuales: La reunión de la Junta Directiva es una reunión pública; típicamente en un lugar que sea accesible según la ADA. Sin embargo, esta reunión de la Junta se llevará a cabo virtualmente a través de ZoomGov siguiendo las directivas del Gobernador Brown para mantener a las personas seguras y saludables durante la pandemia de Covid-19.
 - Subtítulos ocultos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos ocultos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre se traduce con precisión.
 - Formatos alternativos Esta es una reunión pública en un lugar accesible a la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a. M. A 5:00 p. M.
 - Se distribuyen copias electrónicas del paquete de la agenda de la reunión de la Junta por correo electrónico 6-7 días antes de la reunión. El paquete de la agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.
 - Lista de distribución de correo electrónico: para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a publictestimony@cherriots.org.

Next Regular Board Meeting - Work Session Date: Thursday, January 27, 2022



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.



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

November 18, 2021

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. October 28, 2021 Board of Directors Meeting	
b. October 28, 2021 Work Session	
c. October 28, 2021 Executive Session re: Potential Litigation	
d. October 28, 2021 Executive Session re: Labor Negotiations	
Moved to authorize the General Manager to execute a Contract Change Order with Gillig LLC for the purchase of On-Bus Charging Equipment for an amount not to exceed \$395,750.	4
Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) 40' battery electric buses to replace five (5) 35' diesel buses for an amount not exceed \$ 5,058,970.	5
Moved to authorize the General Manager to execute a Contract with the Center for Transportation and the Environment (CTE) for BEB project management and technical services for an amount not to exceed \$145,000?	6

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

November 18, 2021

PRESENT: Board: President Ian Davidson; Directors Ramiro Navarro, Sara Duncan, Sadie Carney, and Maria Hinojos Pressey

ABSENT: Directors Chi Nguyen and Charles Richards

Staff: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Denise LaRue, Chief Financial Officer; Gregg Thompson, Maintenance Manager; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel

GUESTS: Alicia McIntire, Parametrix

MINUTES

CALL TO ORDER

6:30 PM

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

GM Pollock shared from a list of safety measures for the holiday season provided by the American Red Cross in an article on the *"Ten ways to stay safe as You Deck the Halls this Holiday Season."*

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

B. GM Pollock introduced two key new employees for the District. Christina Conner serves as the Chief Human Resources Officer. Bobbi Kid will serve as the Strategic Initiatives Administrator.

PRESENTATION

C.1 American Public Transportation Association's AdWheel Awards

Presenter: Patricia Feeny, Director of Communication

Staff Report: PowerPoint Presentation

Jonah Hanson, Marketing Coordinator, and his project team were honored to receive APTA's Grand Award for *Best Marketing and Community Educational Initiative* for their *"Team Cherriotics Customer Education Campaign."* The award was presented at the annual APTA TRANSform Conference. GM Pollock said this was like the academy awards of public transportation. APTA honors members' marketing and communications efforts annually through APTA's AdWheel Awards. There were a total of 363 entries.



C.2 South Salem Transit Center Project Update

Presenter: Steve Dickey, Director of Technology and Program Management
Alicia McIntire, Senior Planner, Parametrix

Staff Report: PowerPoint Presentation

Ms. McIntire gave a presentation on Parametrix’ development of prototypical designs for a transit center/mobility hub and super stop. The designs were drafted as a starting point for selecting potential sites and to help understand where a transit center design is most feasible in South Salem. Features for a site were based on conversations with the Board and staff, from public feedback, and from the September 21, 2021 meeting of the Citizens Advisory Committee. An online open house was held on Facebook, Twitter, Instagram and LinkedIn platforms from September 27 to October 17. In that time, the project information was posted on September 29 reaching 4,493, on October 6 reaching 687 people, and on October 12 reaching 687 people. Additional public outreach will begin in the next phase. To determine candidate sites, there will be an initial screening of nine sites, fatal flaw analyses, and design charrettes will narrow the selection to two potential sites. The project completion date is set for the Spring 2022.

Time was provided for comments and questions.

PUBLIC COMMENT

D. There were no verbal or written comments submitted.

CONSENT CALENDAR

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 13-26 of the agenda

Approval of Minutes

- a. October 28, 2021 Board of Directors Meeting
- b. October 28, 2021 Work Session
- c. October 28, 2021 Executive Session re: Potential Litigation
- d. October 28, 2021 Executive Session re: Labor Negotiations

Motion: **Approve the Consent Calendar**
 Motion By: **Director Maria Hinojos Pressey**
 Second: **Director Ramiro Navarro**
 Vote: **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Navarro (5)**
 Absent: **Directors Nguyen and Richards (2)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR



F. No items were deferred from the Consent Calendar

ACTION ITEMS

G.1 Shall the Board authorize the General Manager to execute a Contract Change Order with Gillig LLC for the purchase of On-Bus Charging Equipment for an amount not to exceed \$395,750?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 27-28 of the agenda

Mr. Thompson reviewed the staff report on pages 27 and 28. The Board approved the purchase of five (5) battery electric buses on April 22, 2021 using the 2020 Lo/No grant award. The District was again awarded a 2021 Lo/No grant award for five additional battery electric buses that included inductive pick-up charging equipment in the specifications. During staff's planning phases to calculate the best use of the battery electric buses on Route 11, it was determined that adding inductive pick-up charging equipment onto the first five (5) buses procured would be beneficial. On-Bus Inductive Pick-Up Charging Equipment can only be installed when buses are being built at the factory; and Gillig's purchase price was based on the State of Virginia Commonwealth agreement that provides the lowest cost to the District.

In response to questions asked, Mr. Thompson explained how a battery bus is charged with magnetic charging like a cellphone on a pad.

Motion: Moved to authorize the General Manager to execute a Contract Change Order with Gillig LLC for the purchase of On-Bus Charging Equipment for an amount not to exceed \$395,750.
Motion By: Director Ramiro Navarro Jr.
Second: Director Sara Duncan
Vote: Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Navarro (5)
Absent: Directors Nguyen and Richards (2)

G.2 Shall the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) 40' battery electric buses to replace five 35' diesel buses for an amount not exceed \$ 5,058,970?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 29-30 of the agenda

The District's current fleet for local service consists of sixty four (64) 35' and 40' buses. Five of those vehicles will reach 15 years of age and 510,000 miles at the time of replacement; exceeding the 12-year 500,000 mile Useful Life Benchmark set by the FTA. New buses will be procured under the provisions of the 2021 Low or No Emission Vehicle Program using 5339(c) funds. Eligible activities under this grant include the naming of bus manufacturers



in the grant application which will satisfy competitive procurement requirements. After research and independent cost evaluations were completed, Gillig was named as the District’s bus builder partner. Partnering with Gillig ensures consistency among the current Cherriotics Local fleet. Additionally, Gillig has partnered exclusively with Cummins for the electrification and propulsion of their buses.

In response to a question asked, Mr. Thompson explained that the difference between a 40 foot and a 35 foot bus was the placement of the wheels; everything else was the same. One board member would like to hear from the perspective of the transit operators, what their experience has been with the battery electric buses.

Motion: **Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) 40’ battery electric buses to replace five (5) 35’ diesel buses for an amount not exceed \$ 5,058,970.**
Motion By: **Director Ramiro Navarro Jr.**
Second: **Director Sadie Carney**
Vote: **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, Navarro (5)**
Absent: **Directors Nguyen and Richards (2)**

G.3 Shall the Board authorize the General Manager to execute a Contract with the Center for Transportation and the Environment (CTE) for Battery Electric Bus (BEB) project management and technical services for an amount not to exceed \$145,000?

Presenter: Gregg Thompson, Maintenance Manager
 Chris French, Planning Services Manager

Staff Report: Pages 31-32 of the agenda

The District submitted a grant application for \$6,305,422 to the FTA’s LoNo Emission Grant Program in March 2021 in accordance with the FTA’s Notice of Funding Opportunity (NOFO) and was awarded the fully-requested amount in June 2021. The District proposed a partnership in the application with bus manufacturer GILLIG for the purchase of five (5) electric buses, and with CTE for Battery Electric Bus (BEB) project management services totaling up to \$145,000. CTE’s project management services include planning, initiation, design, engineering and route development that are necessary to incorporate the electric buses into revenue service. This contract must be approved by the Board in order for the District to be in compliance with the grant application and remain eligible for the grant. The term of the requested contract with CTE begins after the date of execution through March 31, 2024.

In response to questions asked, Mr. Thompson explained that CTE has worked with electric buses where the District has not. CTE will be able to determine the measurable performance standards; and how to produce information for public consumption. Mr. French explained



how T-Best has been used for modeling ridership projections. At the District, modeling needs to be done; and staff needs to determine what power consumption is yet before they see a difference in ridership, but that information can be provided at a later time.

Motion: **Moved to authorize the General Manager to execute a Contract with the Center for Transportation and the Environment (CTE) for Battery Electric Bus (BEB) project management and technical services for an amount not to exceed \$145,000?**

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

Second: **Director Sara Duncan**

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

Absent: **Directors Nguyen and Richards (2)**

INFORMATION ITEMS

H.1 First Quarter Performance Report

Staff Report: Pages 33-74 in the agenda

Presenter: Chris French, Service Planning Manager

Mr. French reported that ridership for the first month of local Sunday service totaled 4,653 rides and is operating at 100% of planned service levels; while Cherriotics Regional, Cherriotics Regional Deviated-Fixed Route, and Cherriotics Shop and Ride services do not operate on Sundays. In response to questions asked, Mr. French reported that Route 30 was underperforming on Saturday and Sunday. He has been told it doesn't go out far enough. The District does not have electric buses on the regional routes, but it is something they can explore. Routes 6 and 16 link together at the end of the one-way Route 6. It is a long route and could be better with a new transit center. Straightening out the routes has helped passengers with a better experience. Route 7 serves the hospital and medical facilities with 30-minute service. Route 17 in West Salem also serves major medical facilities but people have been going to their medical appointments in other ways. Capital Manor and Pioneer have been using their own systems.

Board members discussed whether service could be added on weekends only to trailheads along the highway to Detroit on Route 30X to help build back the Santiam Canyon economy with so many recreational opportunities to explore. Staff would need time to do some research and then they could schedule a work session to consider what would that look like and how it would be possible.

H.2 First Quarter Transportation Options Report

Staff Report: Pages 75-87 in the agenda

Presenter: Kiki Dohman, Transportation Options Coordinator



Ms. Dohman reviewed the staff report provided in the agenda and opened up for questions. In response to questions about the coordination of vanpools with large employers, Ms. Dohman stated that staff tag-teams with referrals. They have been focusing on the rural areas, like the dairy farms where there are a lot of shifts. The employer provides the service as a commuter benefit to their employees.

H.3 **First Quarter Financial Report**

Staff Report: Pages 87-92 in the agenda

Presenter: Denise LaRue, Director of Finance/Chief Financial Officer

After a review of the first quarter financial statement, Ms. LaRue was asked what her comfort level was with the financial statement. She said the numbers were very low but that is typical for the first quarter prior to tax payment, and will pick up in the second quarter. Ms. LaRue was asked for a revenue report that would compare the percentage of youth fares to overall fare revenue and overall revenues.

H.4 **APTA TRANSform Conference and Expo Report**

Staff Report: PowerPoint Presentaion

Presenter: President Ian Davidson; Allan Pollock, General Manager; Tom Dietz, Director of Transportation; and Gregg Thompson, Maintenance Manager

President Davidson, GM Pollock, Tom Dietz, and Gregg Thompson reported on their attendance at the APTA TRANSform Conference and Expo in Florida November 6-10.

President Davidson said the District's participation in APTA and the Bus Coalition is massive and provides an excellent return of investment. He gave a lot of thought to something he heard about value versus volume and explained that it was like going to a coffee shop where you would not only value the coffee sold but also the quality of the coffee and the experience. APTA announced they were initiating a Racial Equity Commitment Program; and Congress had just passed the Infrastructure Investment and Jobs Act of 2021 (IIJA).

GM Pollock said the passage of the IIJA five year bill totaled \$1.2 trillion dollars and was historically the federal government's largest bill. It will be distributed through two pots annually; through the formula grant process and the competitive discretionary grant process. He said there were three components to the APTA conference – committee meetings, the conference itself and the expo with thousands of attendees. They elected new officers and voted on the Racial Equity Commitment Pilot Program.

GENERAL MANAGERS REPORT



I.1 GM Pollock stated that there will be no service on Thanksgiving, November 25. The next board meeting is December 16, and the Keizer holiday parade is December 11. Cherriots will have a bus in the parade decorated by the maintenance crew. He congratulated Contracted Services Manager, Ben Sawyer who completed his CCTM management certification at the Community Transportation Association of America Conference in Virginia. Gregg Thompson also graduated in the first ever leadership program offered through WSTA's Leadership Symposium as part of the Class of 2021. GM Pollock concluded his report to say that he and his wife Josh were celebrating their 32nd anniversary today.

BOARD OF DIRECTORS REPORTS

J.1 Board members reported on their assignments for the Board.

Director Navarro Jr., took lots of pictures for a marketing project on Veteran's Day. He noted that Keizer's holiday bike parade was scheduled on December 11 and that November 26-27 were free fishing days at Detroit Lake.

Director Carney noted that the SKATS meeting was next week. She congratulated the Cherriots team for all of their accomplishments.

Director Hinojos Pressey reported that the DEI Subcommittee met on November 16 to finalize the outreach participant list. The subcommittee will meet again during the week of the 17th in January with Keen Consulting to prepare for the January 27th work session discussion. She announced that the Citizens Advisory Committee will meet on December 14, and that Director Navarro Jr. will attend in her stead. She noted that the committee is looking for a student to participate. She announced that November 17th was Ruby Bridges Walk to School Day and that the longest partial lunar eclipse will be from 11:00 p.m. to 1:00 a.m. tonight.

Director Duncan attended the November 10th SEDCOR meeting where the topic was *Treadmills and Tourniquets: Rethinking Workforce Now and in the Future*.

ADJOURN

K.1 The board meeting was adjourned.

8:55 pm

Respectfully Submitted

Ian Davidson, President



To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management

Thru: David Trimble, Deputy General Manager
Allan Pollock, General Manager

Date: December 16, 2021

Subject: Board STFAC Member Appointment and Reappointments

ISSUE

Shall the Board reappoint the members and terms identified in **Attachment A** to the Special Transportation Fund Advisory Committee (STFAC)?

BACKGROUND AND FINDINGS

Historically, on an annual basis, members of the Board's various advisory committees are either reappointed, or new members are appointed to serve their first term on their assigned advisory committee. Based on the current STFAC Bylaws, new members and renewal terms for members are appointed at the preceding December meeting of the Board of Directors.

In a typical calendar year, members of the STFAC would serve two-year terms on the committee per the committee Bylaws. However, this will be the final year for the existence of the Special Transportation Fund (STF) program, and therefore the final year where an advisory committee would be needed. This is due to the merger of the STF and Statewide Transportation Improvement Fund (STIF) programs, mandated by the Oregon State Legislature. **Attachment A** identifies the members recommended for appointment of a one year term in order to cover the transition period to the new program.

As the transition to the new program occurs over the next calendar year, there will be a point in time where the STFAC will be formally removed and members will be released from their assignments as members of the STFAC. This will be completed through board action, and will coincide with the formation of a new advisory committee that will fulfill advisory committee responsibilities for the new program.



FINANCIAL IMPACT

This action is related to advisory committee membership and has no fiscal impact.

RECOMMENDATION

Staff recommends the Board reappoint the members, and terms identified in **Attachment A** to the Special Transportation Fund Advisory Committee.

PROPOSED MOTION

I move that the Board reappoint the members and terms identified in Attachment A to the Special Transportation Fund Advisory Committee.

**Special Transportation Fund Advisory Committee
Membership Roster**

January 1, 2022

POS	STF CRITERIA	Location	MEMBER AND [POSITION]	FINAL TERMS **
1	Disabled	Urban	Emily Broussard	January 1, 2022 – December 31, 2022 Final term **
2	Disabled	Marion Co.	Sherena Meager-Osteen	January 1, 2022 – December 31, 2022 Final term **
3	Senior/Disabled	Urban	John Hammill	January 1, 2022 – December 31, 2022 Final term **
4	Representative of Senior/Disabled	Marion Co.	Ron Harding	January 1, 2021 – December 31, 2022 Final term **
5	Senior	Urban	Bryant Baird	January 1, 2022 – December 31, 2022 Final term **
6	Representative of Senior/Disabled	Polk Co.	Jeremy Gordon	January 1, 2022 – December 31, 2022 Final term **
7	Vacant		Vacant	Vacant
8	Vacant		Vacant	Vacant
9	Vacant		Vacant	Vacant

** This final term is to allow for an active advisory committee to be appointed and available during the transition period to the program that will merge the STF and STIF programs.



To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management

Thru: David Trimble, Deputy General Manager
Allan Pollock, General Manager

Date: December 16, 2021

Subject: Board STIFAC Member Appointment and Reappointments

ISSUE

Shall the Board reappoint the members and terms identified in **Attachment A** to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC)?

BACKGROUND AND FINDINGS

Historically, on an annual basis, members of the Board's various advisory committees are either reappointed, or new members are appointed to serve their first term on their assigned advisory committee. New members and renewal terms for members on the STIFAC are appointed at the preceding December meeting of the Board of Directors.

In a typical calendar year, members of the STIFAC serve two-year terms on the committee per the committee Bylaws. However, this will be the final year for the existence of the Statewide Transportation Improvement Fund (STIF) program under its current rules, and therefore the final year where this advisory committee will be needed. This is due to the merger of the Special Transportation Fund and STIF programs, mandated by the Oregon State Legislature. **Attachment A** identifies the members recommended for appointment of a one year term in order to cover the transition period to the new program.

As the transition occurs over the next year, there will be a point in time when the STIF will be transitioned to a new program and members of the STIFAC will be released from their assignments under the current rules. This will be completed through board action, and will coincide with the formation of a new advisory committee that will fulfill advisory committee responsibilities for the new combined program.

FINANCIAL IMPACT

This action is related to advisory committee membership and has no fiscal impact.

RECOMMENDATION

Staff recommends the Board reappoint the STIFAC members, and terms identified in **Attachment A**.

PROPOSED MOTION

I move that the Board reappoint the members and terms identified in Attachment A to the Statewide Transportation Improvement Fund Advisory Committee.

Statewide Transportation Improvement Fund Advisory Committee
Membership Roster

January 1, 2022

POS	STIF CRITERIA	MEMBER AND [POSITION]	FINAL TERMS **
1	Low-Income, Non-English Speaking Community, Transit User	Sandra Hernández-Lomelí Director, Latinos Unidos Siempre; Youth Program Dir., Mano A Mano	July 1, 2020 – December 31, 2022 • Final term
2	Public Transit Service Provider	Jim Row Assistant City Administrator Woodburn Transit	January 1, 2022 – December 31, 2022 • Final term
3	Individuals age 65 + People with Disabilities and Outside of District – Marion County	Ron Harding Chair, STF Advisory Committee City Administrator, City of Aumsville	July 1, 2020 – December 31, 2022 • Final term
4	Educational Institutions Employer	Diane McLaran Director of Community Relations Chemeketa Community College	January 1, 2022 – December 31, 2022 • Final term
5	VACANT	VACANT	VACANT
6	Public Health, Social and Human Service Providers	Glen D. Morrison Senior Epic Analyst Salem Health	January 1, 2022 – December 31, 2022 • Final term
7	Outside of District – Polk County	Kathy Martin-Willis City Councilor City of Independence	July 1, 2020 – December 31, 2022 • Final term
8	VACANT	VACANT	VACANT
9	VACANT	VACANT	VACANT

- This final term is to allow for an active advisory committee to be appointed and available during the transition period to the program that will merge the STF and STIF programs.



To: Board of Directors
From: David Trimble, Deputy General Manager
Date: December 16, 2021
Subject: Board CAC Member Appointment and Reappointments

ISSUE

Shall the Board reappoint Citizens Advisory Committee (CAC) members Davis Dryer, John Hammill, Patrick Schwab, and Erin Ross for an additional term to begin on January 1, 2022 and end on December 31, 2022?

BACKGROUND AND FINDINGS

Historically, on an annual basis, members of the Board's various advisory committees are either reappointed or new members are appointed, to serve their first term on their assigned advisory committee. Based on the current CAC Bylaws, new members and renewal terms for members are appointed at the preceding December meeting of the Board of Directors.

In a typical calendar year, members of the CAC would serve two-year terms on the committee per the committee Bylaws. However, due to the unusual circumstances caused by service reductions due to COVID-19, this has not allowed the committee to begin significant work on its work plan. Moreover, there are currently three (3) member vacancies that need to be filled for the upcoming calendar year. The District is currently advertising for new members for the committee. **Attachment A** identifies the members recommended for appointment for this additional term.

FINANCIAL IMPACT

This action is related to advisory committee membership and has no fiscal impact.

RECOMMENDATION

Staff recommends the Board reappoint the members, and terms identified in **Attachment A** to the Citizens Advisory Committee.

PROPOSED MOTION

I move that the Board reappoint the members and terms identified in Attachment A to the Citizens Advisory Committee.

SALEM AREA MASS TRANSIT DISTRICT CITIZENS ADVISORY COMMITTEE

	MEMBER POSITION	MEMBER / ADDRESS	APPOINTED/ TERM END
1	Committee Member	Rick Hartwig Salem, OR 97302	1/01/21 - 12/31/22
2	Committee Member	Davis Dyer Keizer, OR 97303-6368	1/01/22 - 12/31/22
3	Committee Member	Laurie Dougherty Salem, OR 97301	1/01/21 - 12/31/22
4	Committee Vice-Chair	John Hammill Salem, OR 97305	1/01/22 - 12/31/22
5	Committee Member	Open	1/01/22 - 12/31/23
6	Youth Committee Member	Open (1 year term)	1/01/22 - 12/31/22
7	Committee Member	Michele Roland-Schwartz Keizer, OR 97303	1/01/21 - 12/31/22
8	At-Large Member #1	Mark Knecht Salem OR 97309-1612	1/01/21 - 12/31/22
9	At-Large Member #2 Chair	Patrick Schwab Salem, OR 97305	1/01/22 - 12/31/22
10	At-Large Member #3	Open	1/01/22 - 12/31/23
11	At-Large Member #4	Erin Ross Keizer, OR	1/01/22 - 12/31/22

Updated: 12.6.21



To: Board of Directors

From: Gregg Thompson, Maintenance Manager
Tom Dietz, Director of Operations

Thru: Allan Pollock, General Manager

Date: December 16, 2021

Subject: Authorize the General Manager to execute a contract with United Safety and Survivability Corporation for the purchase of Active Air Purifiers for the Cherriots Local and ADA fleets for an amount not to exceed \$242,255.

ISSUE

Shall the Board authorize the General Manager to execute a contract with United Safety and Survivability Corporation (U.S.S.C.) for the purchase of Active Air Purifiers for the Cherriots Local and ADA fleets for an amount not to exceed \$242,255?

BACKGROUND AND FINDINGS

The global pandemic has drastically changed the way the District conducts business. All internal and external stakeholders have been affected. Currently, staff is performing bus sanitizing on all buses throughout the day at an interval not exceeding four hours. Fixed route buses are also sanitized at the end of the night after fueling has been completed.

Staff investigated the need to enhance the level of sanitary protection to the bus interiors beyond current requirements and capacity of current work-force. During this process, the usage of an active air purifier that not only sanitizes the air, but also all of the surfaces that the air touches, was found to be the technology of choice.

Active air purification provides a dynamic anti-microbial environment within the bus by producing continuous low dose molecular airborne hydroperoxide (H₂O₂) generated via UV catalytic advanced oxidation technology. Unlike passive air technologies, which need pollutants to migrate through the air handling unit for purification or filtration, the PHI Cell technology purifier circulates treated air through the occupied space (bus or building)

purifying pollutants at the source. It is proven technology with 99.9% kill rates on well known viral pathogens including SARS CoV2 (which causes COVID-19), H1N1, and Avian Flu, molds, fungus and odors. Essentially, this technology will protect passengers and operators from airborne threats immediately.

Staff conducted a thorough Request for Proposal (RFP) solicitation. Requirements for vendors included published 3rd party laboratory test results verifying the de-activation of the SARS-COVID-2 virus as well as other pathogens, and the safe operation of the proposed units in occupied spaces. Seven bids were received with U.S.S.C. being the lowest cost and meeting all required specifications.

FINANCIAL IMPACT

Funding for this proposed contract is included in the Capital Projects Budget of SAMTD's Adopted FY2021/22 Budget. The station costs are listed in Table 1 below:

TABLE 1

CATEGORY	PRICE EACH	QUANTITY	TOTAL
Local Fleet Air Purifiers	\$2,895	64	\$185,280
ADA Fleet Air Purifiers	\$1,325	43	\$ 56,975
		Total	\$242,255

Funding for the proposed contract is covered through the Federal Transit Administration's (FTA) Coronavirus Response and Relief Supplemental Appropriations Act of 2021 grant (CRRSAA).

Funds for the Active Air Purification project are listed in Table 2 below:

TABLE 2

FUND SOURCE	GRANT PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
FTA CRRSSA	100%	0%	\$242,255	\$ 0	\$242,255
			Grand Total		\$242,255

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with United Safety and Survivability Corporation for the purchase of Active Air Purifiers for the Cherriots Local and ADA fleets for an amount not to exceed \$242,255

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with United Safety and Survivability Corporation for the purchase of Active Air Purifiers for the Cherriots Local and ADA fleets for an amount not to exceed \$242,255.



To: Board of Directors

From: Gregg Thompson, Maintenance Manager
Tom Dietz, Director of Operations

Thru: Allan Pollock, General Manager

Date: December 16, 2021

Subject: Acquisition of four (4) hybrid operations supervisor vehicles

ISSUE

Shall the Board authorize the General Manager to execute a contract with Northside Ford Truck Sales Inc. for the purchase of four (4) hybrid operations supervisor vehicles (three replacement and one expansion) for an amount not-to-exceed \$161,472?

BACKGROUND AND FINDINGS

The District's current operations supervisor vehicles consist of three (3) 2011 Ford Hybrid Escapes. These vehicles have far exceeded the minimum recommended useful life of 4 years or 100,000 miles as set by the Federal Transit Administration. Currently these vehicles have been in service for 10 years and average 144,000 miles. As part of the District's overall Capital Planning efforts, staff is committed to ensuring our vehicles are replaced at a schedule consistent with industry best practices.

Staff investigated several different vehicle manufacturers to better understand what vehicles would best suit the varying daily roles of our operations supervisors. The Ford Police Interceptor model quickly surfaced because of the additional protections the vehicle offers. The vehicles specified are all wheel drive (AWD) for inclement weather and have numerous safety features. These include Police Perimeter Alert, Perimeter Anti-Theft Alarm, Blind Spot Monitoring and Pre-Collision detection. Additionally, the Police Interceptor models offer a much higher collision rating than standard vehicles.

The contract price is based upon the Oregon State price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division.

A Request for Quote was sent to all Ford Dealers on the price agreement with two responses being received. Northside Ford Truck Sales Inc. was the lowest cost meeting all specifications. The vehicles have an anticipated 30 week lead time.

FINANCIAL IMPACT

Funding for this proposed contract will be included in the Capital Projects Budget of SAMTD’s Adopted FY2022/23 Budget. Vehicle costs are listed in Table 1 below:

TABLE 1

CATEGORY	PRICE	QUANTITY	TOTAL
2022 Police Interceptor	\$40,368	4	\$161,472
GRAND TOTAL:			\$161,472

Funding for the proposed contract is covered through an FTA 5307(a) grant

Funds for the operations supervisor vehicle purchase are listed in Table 2 below:

TABLE 2

FUND SOURCE	FEDERAL PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
5307(a)	80%	20%	\$129,178	\$ 32,294	\$ 161,472
					\$161,472

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Northside Ford Truck Sales Inc. for the purchase of four (4) hybrid supervisor vehicles for an amount not to exceed \$161,472.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a contract with Northside Ford Truck Sales Inc. for the purchase of four (4) hybrid supervisor vehicles for an amount not to exceed \$161,472.



To: Board of Directors
From: Allan Pollock, General Manager
Date: December 16, 2021
Subject: Approval of Contract for Strategic Planning Consulting Services

ISSUE

Shall the Board authorize the General Manager to execute a contract with TransPro Consulting for strategic planning consulting services for a not-to-exceed amount of \$168,932?

BACKGROUND AND FINDINGS

In 2018, the Board adopted an update to the 2012 strategic plan. In 2021, the District completed the transition of the board from a directly elected to a Governor appointed Board of Directors. The new Board is desirous of developing a new strategic plan that will guide the Districts' actions over the coming years as it transitions into a mobility integrator.

On October 15, 2021, the District issued Request for Proposal (RFP) 21-034 for strategic planning consulting services. Three qualified proposals were received and evaluated by the source evaluation committee (SEC). The SEC evaluated the proposals on the following criteria:

- Qualifications and Experience of Firm and Staff
- Project Management Plan & Technical Approach
- Experience with Transportation Agencies/Elected Officials
- References
- Price Proposal/Cost

Key elements of the plan development include:

- Leadership team workshops
- Board and stakeholder engagement
- Alignment on success outcomes
- Development of performance scorecards
- GM/CEO performance review development

Based on the SEC evaluation scoring, TransPro Consulting was the highest evaluated proposer. TransPro Consulting has extensive experience developing strategic plans for transit agencies. Some recent work with transit agencies include Lane Transit District (Eugene, OR), Capital Metro (Austin, TX), Denver RTD, Toledo Area Transportation Authority, Charlotte Area Transit System (Charlotte, NC), and Kansas City Area Transit Authority.

Based on the evaluation, the SEC believes TransPro Consulting is the firm best positioned to guide the District through a successful strategic planning process. TransPro Consulting develops organizational strategies that empower individual employees through strategies and tactics directly linked to the organizations success.

FINANCIAL IMPACT

There are funds budgeted in the FY22 General Manager/Board of Directors division for this project.

RECOMMENDATION

The SEC recommends the Board authorize the General Manager to execute a contract with TransPro Consulting for strategic planning consulting services for a not-to-exceed amount of \$168,932.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a contract with TransPro Consulting for strategic planning consulting services for a not-to-exceed amount of \$168,932.



To: Board of Directors

From: Jeremy Jorstad, Planner II
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: December 16, 2021

Subject: January 2022 Service Change Briefing

ISSUE

Shall the Board receive a briefing regarding Cherriots fixed route service beginning January 2, 2022?

BACKGROUND AND FINDINGS

Local Weekday Service

The January service change will increase weekday service. Since August 29, weekday service has been operating at about 80% of the regular service level. In January, that will increase to about 90% of the regular service level. This increase in service is accomplished by increasing frequency on the core network routes, as well as starting 15-minute frequent service earlier and ending it later. Route 1X will have all trips reinstated for this service change, by restoring the 6:25 a.m. and the 1:30 p.m. departures from DTC.

Local Saturday Service

Saturday service will continue at 100% of the pre-pandemic service level.

Local Sunday Service

Sunday service will continue at 100% of the implemented service level.

Local Holiday Service

Cherriots Local routes will operate on Martin Luther King Jr. Day, Monday, January 17 and on Presidents Day, Monday, February 21.

Regional Weekday Service

Regional weekday service will continue at 100% of the pre-pandemic service level.

Regional Saturday Service

Regional Saturday service will continue to operate at 100% of the pre-pandemic service level.

LIFT Service

LIFT service will match Local fixed route hours of operation for all days of service.

FINANCIAL IMPACT

None

RECOMMENDATION

Information only

PROPOSED MOTION

Information only



To: Board of Directors

From: Allan Pollock, General Manager

Date: December 16, 2021

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, and Inclusion Committee West Salem Business Association
Subdistrict 2 Director Navarro	Keizer Chamber of Commerce Forum Keizer Chamber Government Affairs Committee State Transportation Improvement Fund Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	Citizens Advisory Committee
Subdistrict 5 President Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT) Salem Chamber Public Policy Committee
Subdistrict 6 Director Duncan	SEDCOR
Subdistrict 7 Director Richards	