

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, January 25, 2024 at 5:30 PM

This meeting is open to the public, please see page 2 for available formats.

AGENDA

I. CALL TO ORDER	
A. Note the Attendance for a Quorum	
B. Safety Moment	
II. ANNOUNCEMENTS AND CHANGES TO AGENDA	
III. PRESENTATION(S)	
A. Advisory Committee Member Recognition	
IV. PUBLIC COMMENT *	
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IX. GENERAL MANAGER'S REPORT

X. BOARD OF DIRECTOR'S REPORT ***

XI. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, February 22, 2024

Next Board Work Session Date: Thursday, March 14, 2024

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 201 7035 | Passcode: 512136
Go to: <https://cherriots-org.zoomgov.com/j/1612017035?pwd=L2g4UDIVMFV0eklVd2hvTFpsRWhhZz09>
- Comcast Channel 21
- Live Stream: <https://www.capitalcommunitymedia.org/all>
- One Tap Mobile: +16692545252,,1612017035#,,,,*512136# US
- Landline Phone: +1 669 254 5252 US

***Public Comment:** Designated time for community members to testify before the board on any items of Board business, being limited to three minutes. Public Comments are accepted in writing, by email, in person, or by ZoomGov (Written testimony will be submitted and entered in to the record if it is received by 5:00 P.M. on the day of the meeting).

Email: Board@cherriots.org

Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301

****Consent Calendar:** Items are considered routine 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.

***** Board of Director Report:** Time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as representatives of the District.

Virtual Meetings: The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via *ZoomGov*. The meeting I.D. and passcode are below the agenda.

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.

Reuniones Virtuales: La reunión de la Junta Directiva es una reunión pública; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de *ZoomGov*. La reunión I.D. y el código de acceso están debajo de la agenda.

Subtítulos (CC): la plataforma de transmisión en vivo de *ZoomGov* incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

Formatos alternativos: esta es una reunión pública en un lugar accesible según 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 atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Las copias electrónicas del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de 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.



Salem Area Mass Transit District
Board of Directors Meeting
December 14, 2023

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2. Approve CAC Chair and Vice-Chair Appointments	
3. Approve Statewide Transportation Improvement Fund Advisory (STIFAC) Committee Appointments	
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5. Approve the Public Transportation Agency Safety Plan (PTASP)	
6. FY2024 Quarter 1 (FY24 Q1) Reportable Assault Data	
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Salem Area Mass Transit District
Board of Directors Meeting Minutes

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

December 14, 2023

Full Video of Board Meeting can be accessed at: https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iYD_YiUu7ABEx92

Attendees:

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

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Contracted Services Manager Ben Sawyer, Strategic Initiatives Administrator Bobbi Kidd, Service Planning Manager Chris French, Contract/Procurement Manager Dan Knauss (Virtual), Risk Manager Deb Grant (Virtual), Security and Emergency Management Manager Karen Garcia, and Executive Assistant Kirra Pressey.

Guest: GFOA Representative Ron Harker and Legal Counsel Sara Sayles (Virtual)

I. CALL TO ORDER

- A.** President Hinojos Pressey called the meeting to order at 5:30 p.m. Attendance was noted, indicating Director Carney was absent.
- B.** GM Allan Pollock provided the safety moment with a focus on twelve safety tips to keep safe this holiday season.

II. ANNOUNCEMENTS | CHANGES TO THE AGENDA

President Hinojos Pressey announced the removal of Item VII.B, Award of Contract for Purchase of Paratransit Buses, from the Agenda.

III. PRESENTATION(S)

A. GFOA Presentation

Presenter: CFO LaRue and Government Finance Officers Association (GFOA) Representative Ron Harker

Staff Report: 4-8

CFO LaRue introduced GFOA Representative Ron Harker, who provided a brief history on membership, mission, and goals of both OGFOA and GFOA. He also discussed the requirements surrounding the Certificate of Achievement for Excellence in Financial Reporting, which the District is receiving for the eleventh consecutive year.

IV. PUBLIC COMMENT

The Board received written public comment from Mike Robinson for their review and consideration.

V. CONSENT CALENDAR

Presenter: President Hinojos Pressey

Staff Report: Pg. 9-97

C. Approval of Minutes

1. October 21, 2023 Board of Directors Retreat
2. October 26, 2023 Board of Directors Meeting
3. November 9, 2023 Board of Directors Work Session

C. Routine Business Items

1. Approve Community Advisory Committee (CAC) Member Appointments
2. Approve CAC Chair and Vice-Chair Appointments
7. Approve Statewide Transportation Improvement Fund Advisory (STIFAC) Committee Appointments
8. Approve STIFAC Chair and Vice-Chair Appointments
9. Approve the Public Transportation Agency Safety Plan (PTASP)
10. FY2024 Quarter 1 (FY24 Q1) Reportable Assault Data

Motion:	Approve the Consent Calendar
Motion By:	Director Ramiro Navarro Jr.
Second:	Director Ian Davidson
Vote:	Motion Passed Unanimously

VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR – None

VII. ACTION ITEMS

A. Award of Contract for Camera Replacement

Presenter: Security and Emergency Management Manager Karen Garcia

Staff Report: Pg. 98-99

Security and Emergency Management Manager Garcia discussed the importance of replacing the current camera system. She briefly discussed the RFPs received, indicating ADT was the lowest bidder and met the minimum technical requirements. Manager Garcia discussed the details of service to be provided along with the timeline indicated in the contract.

Motion:	I move that the Board authorize the General Manager to execute a contract with ADT Commercial for the replacement of District Facilities Cameras for an amount not to exceed \$508,043.
Motion By:	Director Bill Holmstrom
Second:	Director Sara Duncan
Vote:	Motion Passed Unanimously

VIII. INFORMATIONAL REPORTS

A. FY24 Q1 Strategic Plan Report

Presenter: Strategic Initiatives Administrator Bobbi Kidd

Staff Report: 102-109

Strategic Initiatives Administrator Kidd provided an overview of the District’s guiding principles, including the vision, mission and values. She discussed the success outcomes for both FY 2023 and 2024. Administrator Kidd highlighted three of the organizational tactics for FY24, along with providing a look ahead at Q2.

B. Service Change Briefing for January 2024

Presenter: Service Planning Manager Chris French

Staff Report: 111-112

Service Planning Manager French discussed upcoming schedule adjustments to both Local and Regional Services beginning January 2024. He also discussed upcoming holidays that will affect Local Service.

C. FY24 Q1 Performance Report

Presenter: CPDO Shofi Ull Azum

Staff Report: 112-141

CPDO Azum presented the FY24 Q1 Performance Report. He discussed ridership trends, noting the District has seen a 21.5% increase in total boardings from FY23 Q1. He also discussed route productivity, providing a breakdown of boardings per route, per revenue hour. CPDO Azum also provided a snapshot of the Youth Zero Pass Program, indicating there was a total ridership increase of 64% on Local Services and an 87% increase on Regional Services. Lastly, he discussed trends in Cherriots LIFT, Shop and Ride, and Van Pool.

D. FY24 Q1 Finance Report

Presenter: CFO Denise LaRue

Staff Report: 142-146

CFO LaRue presented the FY24 Q1 Finance Report, taking a moment to discuss the new format. She discussed the audits of general health, transparency, and written policies, noting each of these are considered favorable at this time. Lastly, she provided a brief overview of the General Fund, Transportation Program, and Capital Fund financial performance during Q1.

IX. GENERAL MANAGER’S REPORT

GM Pollock provided the General Manager’s Report.

X. BOARD OF DIRECTORS REPORT

A. New Board Committee Assignments

President Hinojos Pressey announced the following changes and new assignments:

- Director Sadie Carney will be the chair of the Legislative Subcommittee.
- Director Joaquín Lara Midkiff will be replacing Director Ian Davidson on the DEI Subcommittee.
- Director Ian Davidson will be the chair of the Service Enhancement Subcommittee.
- Director Sadie Carney will be the District representative on the Salem Scenario Planning Advisory Committee.

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

XI. ADJOURN

President Hinojos Pressey adjourned the meeting at 7:29 p.m.

Respectfully Submitted

Maria Hinojos Pressey, Board President



Salem Area Mass Transit District

Board of Directors Executive Session Minutes

Salem Conference Room: 555 Court St. NE, Salem, Oregon 97301

January 11, 2024

Attendees:

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Sadie Carney, Ian Davidson (Virtual), Sara Duncan and Bill Holmstrom. Absent: Ramiro Navarro Jr.

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CHRO Jaél Rose, COO Tom Dietz, Executive Assistant Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual), Adam Collier (Virtual), Ron Downs (Virtual), Luke Reese, and Dave Anderson.

I. CALL TO ORDER

President Maria Hinojos Pressey called the Executive session to order at 5:32 p.m. Attendance was noted and a quorum was present.

II. UNDER THE AUTHORITY OF: ORS192.660(2)(h)

To consult with legal counsel concerning the legal rights and duties of the District with regard to current litigation and/or litigation likely to be filed.

DISCUSSION:

The Board received briefings from legal counsels as it relates to current litigation and/or litigation likely to be filed.

III. ADJOURN

President Hinojos Pressey adjourned the meeting at 6:08 p.m.



Salem Area Mass Transit District
Board of Directors Work Session Minutes

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

January 11, 2024

Attendees:

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Sadie Carney, Ian Davidson (Virtual), Sara Duncan, and Bill Holmstrom. Absent: Director Ramiro Navarro Jr.

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Capital and Project Control Manager Melissa Kidd, and Executive Assistant Kirra Pressey.

Guest: PIVOT Principal Kari Turner, Mott Macdonald Principal Project Manager Ron Vergara (Virtual), and PIVOT Associate Scott Clarke.

I. CALL TO ORDER

President Maria Hinojos Pressey called the work session to order at 5:30 PM
Attendance was noted.

II. EXECUTIVE SESSION

Board President Hinojos Pressey directed the Clerk of the Board to read aloud the statement provided on the agenda; immediately following, the Board adjourned into Executive Session at 5:30 p.m. to consult with legal counsel concerning the legal rights and duties of the District with regard to current litigation and/or litigation likely to be filed.

III. RETURN TO WORK SESSION

The Board resumed the Work Session at 6:10 p.m. President Hinojos Pressey announced the Board would take no action on items discussed in Executive Session at this time.

A. Safety Moment

GM Pollock provided the Safety Moment, indicating January is Human Trafficking Prevention Month. The District is proud to join with public transportation systems across the nation in maximizing the “collective impact in combating human trafficking.” The District has been focused on the topic of human trafficking for almost three years; this year, for the month of January, the National Human Trafficking Hotline number is displayed in the buses.

GM Pollock also made special note of the upcoming weather conditions this weekend and discussed ways to remain safe.

B. Announcements – None

IV. PRESENTATION(S) | DISCUSSION(S)

A. SSTC Update

Presenter: Capital and Project Control Manager Melissa Kidd

Staff Report: Pg. 3-13

Capital and Project Control Manager Melissa Kidd provided a status update on the South Salem Transit Center (SSTC), indicating the District was assigned a NEPA specialist by the FTA. The District has also met with the Property Owner to explain the NEPA process.

Manager Kidd presented multiple schematics of the SSTC, both the site and building. The estimated cost for the schematic design level came in at \$2,838,779. To ensure the District meets the current operation needs first while still considering future growth, she discussed value engineering ideas that have been presented both internally and with the District's partners Pivot and Mott MacDonald. Lastly, Pivot Associate Scott Clarke presented the project schedule, while Manager Kidd provided a brief overview of the next steps.

V. GENERAL MANAGER COMMENTS

A. Upcoming Board Agenda Items

B. Board Calendar Review

Presenter: GM Pollock

Staff Report: Pg. 14-15

GM Pollock discussed upcoming Board agenda items, noting the Legislative Subcommittee will be meeting next week on January 16th. He also discussed the Board Calendar, providing a reminder that Monday is a Holiday and the District will be providing Saturday-level service while District offices will be closed. President Hinojos Pressey also announced there will be no Work Session on February 8, 2024.

Lastly, GM Pollock announced the District has received ridership numbers for December 2023, finishing out the calendar year. For 2023 the District surpassed 3 million riders, the first time since 2019.

VI. WORK SESSION ADJOURNED

President Maria Hinojos Pressey Adjourned the work session at 6:52 PM.



BOARD MEETING MEMO

Agenda Item V.B.1

To: Board of Directors
From: Kirra Pressey, Executive Assistant/Clerk of the Board
Shofi Ull Azum, Chief Planning and Development Officer
Thru: Allan Pollock, General Manager
Date: January 25, 2024
Subject: Statewide Transportation Improvement Fund Advisory Committee (STIFAC) Member Appointment

ISSUE

Shall the Board appoint community member Steve Anderson to the STIFAC for a two-year term ending December 31, 2025?

BACKGROUND AND FINDINGS

In accordance with the STIFAC Bylaws in Article 2 under *Section 1. Appointment, Membership, Qualification, and Terms*, members of the Committee are appointed by the Board, and serve at the pleasure of the Board. Based on the discretion of the Board, the Committee shall have no more than eleven (11) voting members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

As stated in Article II, Section 6, when a vacancy occurs, the Salem Area Mass Transit District (SAMTD) Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, from a call for applications for the position, or in any other manner determined by the Board of Directors.

To be qualified to serve as a member of the Committee according to *Section 2. Qualification*, the person must be knowledgeable about the public transportation needs of residents or employees located within or travelling to and from the District; and must be a member of or represent any one or more of the following:

- Local governments, including land use planners;
- Public Transportation Service Providers;
- Non-profit entities which provide public transportation services;
- Neighboring public transportation service providers;
- Employers;
- Public health, social and human service providers;
- Transit users;
- Transit users who depend on transit for accomplishing daily activities
- Individuals age 65 or older;
- People with disabilities;
- Low-income individuals;
- Social equity advocates;
- Environmental advocates;
- Bicycle and pedestrian advocates;
- People with limited English proficiency;
- Educational institutions; or,
- Major destinations for users of public transit.

The Committee must include at least one person who is or represents low-income individuals; people with disabilities, or individuals age 65 or older; and a Public Transportation Service Provider or non-profit public transportation service provider.

The Board will appoint Committee members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Steve Anderson, a resident of Salem, Oregon, has worked as a consultant in a senior project manager position with the Oregon Department of Transportation on intercity and interstate transportation infrastructure. In addition to his experience in transportation he also represents individuals 65 and older and individuals with disabilities. See [Attachment A](#) for Mr. Anderson's full application.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board appoint Steve Anderson to the Statewide Transportation Improvement Fund Advisory Committee for a two-year term, ending December 31, 2025.

PROPOSED MOTION

I move that the Board appoint Steve Anderson to the Statewide Transportation Improvement Fund Advisory Committee for a two-year term, ending December 31, 2025.

Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

APPLICATION

FULL NAME: Steve Anderson

ADDRESS: [REDACTED]

Salem, OR 97304-4229

EMAIL ADDRESS: [REDACTED]

TELEPHONE: (Day) [REDACTED] (Evening) [REDACTED]

Pursuant to Oregon Administrative Rule ("OAR") 732-040-0035, the Salem Area Mass Transit District ("SAMTD") Board of Directors shall create a Statewide Transportation Improvement Fund Advisory Committee ("STIFAC") for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund ("STIF") and prioritizing Projects to be funded by STIF moneys received by the District. The advisory committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to or from SAMTD's service area or Marion or Polk Counties; and be a person who is a member of or represents one or more of the following. Please identify the category you believe you represent with an checkmark. You may select more than one category.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Local governments, including land use planners | <input checked="" type="checkbox"/> Individuals Age 65 and Older |
| <input checked="" type="checkbox"/> People with disabilities | <input type="checkbox"/> Educational institutions |
| <input type="checkbox"/> Veterans | <input type="checkbox"/> Public Transportation Service Providers |
| <input checked="" type="checkbox"/> Low-income individuals | <input type="checkbox"/> Neighboring Public Transportation Service Providers |
| <input checked="" type="checkbox"/> Environmental Advocates | <input type="checkbox"/> Employers |
| <input checked="" type="checkbox"/> Black, Indigenous, and People of Color | <input type="checkbox"/> Major Destinations for Users of Public Transit |
| <input checked="" type="checkbox"/> Bicycle and pedestrian advocates | <input type="checkbox"/> Non-Profit Entities which provide Public Transportation Services |
| <input checked="" type="checkbox"/> People with Limited English Proficiency | |
| <input type="checkbox"/> Public Health, Social and Human Service Providers | |
| <input checked="" type="checkbox"/> Transit Users who Depend on Transit for Accomplishing Daily Activities | |

PLEASE RETURN YOUR APPLICATION TO:

Cherriots STIFAC
 Attn: Planning and Development Office
 555 Court St NE, Suite 5230
 Salem OR 97301

Signed Applications may be returned via email

Email: kirra.pressey@cherriots.org
Phone: (503) 361-7535
Website: Cherriots.org

Why do you want to serve on the STIFAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the Committee.

Much of my community service and involvement centers around groups needing alternative transportation services. Part of my professional work has centered on operations and logistics keeping supply chains and transportation operations open, analyzing their system weaknesses, and risk reduction (financial and delivery of service). This spans complex West Coast ports to local community transportation providers. Recently, have worked to investigate a streetcar for Salem. Having worked as a consultant in a senior project manager position with Oregon Dept. of Transportation on intercity and interstate transportation infrastructure including intra-city rail services offers important understanding for this consideration. I possess a sound financial understanding of grant funding that would be valuable here. Additionally, my decision analysis and change management expertise would help to frame the decision-making questions/options for recommendations to the Board. Singularly, I am committed to supporting local transportation in our community and wish to add my experience and interests to help advise the Board offering excellent framing of problems/solutions including detailing pros and cons to aid in the decision-making process for the Board's consideration.

Date: 01/10/2024

Signature: Steven A Anderson

Digitally signed by Steven A Anderson
Date: 2024.01.10 14:47:25 -08'00'



BOARD MEETING MEMO

Agenda Item V.B.2

To: Board of Directors
From: Gregg Thompson, Maintenance Manager
Tom Dietz, Chief Operations Officer
Thru: Allan Pollock, General Manager
Date: January 25, 2024
Subject: Contract with Stertil-Koni for the purchase of four (4) in-ground heavy-duty lifts.

ISSUE

Shall the Board authorize the General Manager to execute a contract with Stertil-Koni for the purchase of four (4) in-ground heavy-duty lifts for an amount not to exceed \$684,058?

BACKGROUND AND FINDINGS

The Del Webb Maintenance Facility is equipped with eight (8) in-ground lifts, designed to lift various types and sizes of vehicles. Two (2) of these lifts were installed during the new shop addition in 2009. An additional two lifts were replaced in 2023, leaving four (4) in-ground lifts that are 33 years old and in need of replacement. These types of lifts have a 20-year useful life when properly maintained.

Apart from enhancing reliability, the new lifts will provide increased safety for users. This is attributed to the improved positioning of the operator, allowing for better visibility of the bus during the lifting process. New lifts pose less of an environmental risk because they contain less than 5 gallons of bio-degradable oil compared to 50 gallons of oil in the lifts to be replaced.

The lifts would be purchased using the Washington State NASPO contract. Washington State NASPO contracts meet the requirements of a competitive procurement as well as Federal terms and conditions.

FINANCIAL IMPACT

Funding for this proposed contract will be included in the Capital Projects Budget of the District's FY2025 proposed Budget. The in-ground lift purchase costs are listed in Table 1 below:

TABLE 1

CATEGORY	PRICE EACH	QUANTITY	TOTAL
Stertil-Koni Lifts	\$ 171,014.50	4	\$ 684,058
		Total	\$ 684,058

Funding for the proposed contract is covered through federal 5339 and 5307 grants.

Funds for the purchase of the in-ground lifts are listed in Table 2 below:

TABLE 2

FUND SOURCE	GRANT PERCENT AGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
5339	80%	20%	\$ 225,715	\$ 56,429	\$ 282,144
5307	80%	20%	\$ 321,531	\$ 80,383	\$ 401,914
Grand Total					\$ 684,058

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Stertil-Koni for the purchase of four (4) in-ground heavy-duty lifts for an amount not to exceed \$684,058.

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with Stertil-Koni for the purchase of 4 (four) in-ground heavy-duty lifts for an amount not to exceed \$684,058 (six hundred eighty-four thousand and fifty-eight dollars).



BOARD MEETING MEMO

Agenda Item V.B.3

To: Board of Directors
From: Gregg Thompson, Maintenance Manager
Tom Dietz, Chief Operations Officer
Thru: Allan Pollock, General Manager
Date: January 25, 2024
Subject: Contract with NW Lift and Equipment for in-ground lift construction services.

ISSUE

Shall the Board authorize the General Manager to execute a contract with NW Lift and Equipment for In-ground lift construction services for an amount not to exceed \$607,360?

BACKGROUND AND FINDINGS

The Del Webb Maintenance Facility is equipped with eight (8) in-ground lifts, designed to lift various types and sizes of vehicles. Two (2) of these lifts were installed during the new shop addition in 2009. An additional two lifts were replaced in 2023, leaving four (4) in-ground lifts that are 33 years old and in need of replacement. Tonight's request covers the construction portion of the four (4) lifts which includes lift removal, disposal, construction of lift pits to accept the new lifts and the installation of new lifts. This project also covers associated electrical connections, testing, and staff training. Prevailing wage will be paid to all contractors and sub-contractors.

NW Lift and Equipment is the exclusive, authorized installer and service representative for Alaska, Idaho, Oregon, Washington, Western Montana and Western Wyoming.

NW Lift and equipment's pricing is in line with the independent cost evaluation conducted prior to the solicitation.

FINANCIAL IMPACT

Funding for this proposed contract will be included in the Capital Projects Budget of the District's proposed FY2025 Budget. The civil work costs are listed in Table 1 below:

TABLE 1

CATEGORY	PRICE EACH	QUANTITY	TOTAL
In Ground Lift Civil Work	\$ 151,840	4	\$ 607,360
		Total	\$ 607,360

Funding for the proposed contract is covered through a federal 5339 grant.

Funds for the In-Ground Lift Civil Work project are listed in Table 2 below:

TABLE 2

FUND SOURCE	GRANT PERCENT AGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
5339	80%	20%	\$ 485,888	\$ 121,472	\$ 607,360
Grand Total					\$ 607,360

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with NW Lift and Equipment for In-ground lift construction services for an amount not to exceed \$607,360?

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with NW Lift and Equipment for In-ground lift construction services for an amount not to exceed \$607,360 (six hundred and seven thousand, three hundred and sixty dollars).

To: Board of Directors
From: Allan Pollock, General Manager
Date: January 25, 2024
Subject: 2024 Legislative Agenda and Board Priorities and Principles

ISSUE

Shall the Board adopt the 2024 legislative agenda and board priorities and principles?

BACKGROUND AND FINDINGS

The Board annually adopts a legislative agenda to set direction for legislative activities. The agenda is used as a guide when responding to legislative matters and as a communication tool with legislators and other interested parties.

The Board priorities and principles serves as a guide for board members as they navigate their roles, representing the board as a whole, and empower board members to speak with confidence on mutually agreed upon principles and priorities.

On January 16, 2024, the Board's Legislative Subcommittee met to finalize the proposed legislative agenda. The proposed 2024 federal and state legislative agendas are included as Attachments A and B respectively. The Board Priorities and Principles are included as Attachment C. The Districts proposed agendas identify legislative priorities and projects for annual appropriations and grant opportunities.

FINANCIAL IMPACT

None.

RECOMMENDATION

The Legislative Subcommittee recommends that the Board adopt the 2024 legislative agenda and Board Priorities and Principles as shown in Attachment A, B and C.

PROPOSED MOTION

I move that the Board adopt the 2024 legislative agenda and Board Priorities and Principles as shown in Attachment A, B, and C.



2024 STATE LEGISLATIVE AGENDA

Salem Area Mass Transit District (aka Cherriots) has established as its top 2024 legislative priorities to preserve, maintain and enhance public transportation investments and improve public transit safety.

Priority	Item
1	Preserve, Maintain and Enhance Public Transportation Investments. <i>Work with OTA, ODOT, transit advocates and others to preserve, maintain and enhance funding for public transportation investments. Protect against efforts to reduce transit funding resulting from the statewide transit employee payroll tax.</i>
1	Transit Safety. <i>Work with transit advocates to support policy changes that improve overall transit safety and mitigate addiction crisis impacts to riders, staff and the public.</i>
1	Willamette Valley Regional Rail Expansion. <i>Work with legislative champions, transit advocates and local community members in support of efforts to study the expansion of the regional rail line from Portland to Salem.</i>
2	Zero-emission Vehicles. <i>Monitor opportunities to increase investments in zero-emission vehicle transit infrastructure throughout the state.</i>
2	Support Increased Investments on Footpaths and Bicycle Trails. <i>Monitor discussions and activity surrounding legislative concepts and budget appropriations that would increase investments on footpaths and bicycle trails.</i>
2	Property Tax Reform. <i>Monitor discussions and legislative activity involving property tax reform to determine impacts to transit services.</i>
3	I-5 Bridge Replacement Conversations. <i>Monitor discussions and budget allocations involving the replacement of the I-5 bridge between Portland and Vancouver.</i>
3	Tolling – <i>Monitor discussions and budget allocations involving tolling issues throughout the state.</i>

In addition, Cherriots supports the Oregon Transit Association (OTA) legislative priorities for the 2024 legislative session. As particular bills work through the system, CFM will work with Cherriots leadership to monitor and report on any legislative concepts which may impact the District and prepare an appropriate response.

Contact:

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 503.588.2424 allan.pollock@cherriots.org

Dale Penn II, CFM Advocates
 503.510.2200 dalep@cfmpdx.com



2024 FEDERAL LEGISLATIVE AGENDA

FUNDING REQUESTS

PROJECT DESCRIPTION

REQUEST

South Salem Transit Center and Mobility Hub

\$7,500,608

The District is seeking funding to construct the South Salem Transit Center and Mobility Hub (SSTCMH). The SSTCMH is a planned transit center in south Salem centered on mobility integration, an approach to deliver transportation options with right-sized service best suited to different parts of the community. This project will include local and regional fixed route buses, paratransit vehicles, and neighborhood circulators, but will also be designed with flexibility to accommodate micro-transit, transportation network company vehicles, bike share/scooter share, bicycles, pedestrians, and drop-off and pick-up spaces for easy connections between car and bus. SAMTD will also look to include a smaller park and ride area, and establish super-stops located around south Salem to facilitate more convenient transfers between circulating and mainline routes. In addition to encouraging transportation alternatives to personal vehicles, this facility will reduce the District's carbon footprint by incorporating green elements throughout, including battery-electric bus charging in support of the District's ongoing transition of its entire bus fleet to zero-emission technology.

Account: FTA Bus and Bus Facility Grant Program; CDS/CP THUD Transit Infrastructure Projects

Zero Emission Buses

\$7,800,000

The District is requesting funds to acquire six (6) zero emission buses and supporting infrastructure that will support Cherriots' transition to a clean, no emission fleet and replace six (6) diesel buses that have exceeded their useful life. Replacing these old, unreliable and energy inefficient buses will reduce maintenance costs and meet our sustainability objectives in the Salem region, which is a maintenance area for Carbon Monoxide and Ozone.

Account: FTA Low or No Emission Grant Program; CDS/CP THUD Transit Infrastructure Projects

Transit Security Funding – Del Webb Fence and Exterior (Perimeter) Upgrade

\$2,000,000

The District is requesting funding for upgrades to its security fencing and entry gates at its Operations Headquarters. The full scope includes securing the maintenance and operations administration buildings. Presently, the campus is an open, unsecured campus which allows for incidents of trespass, vagrancy, and other unwanted behaviors. This project will enable the District to fully secure its campus on a 24/7 basis and ensure a controlled access point for all visitors and vendors. The security improvements throughout the system are designed to enhance the safety of employees, riders and the broader community. Upgrades will ensure year-round protection of District assets by addressing the unique needs of Salem, which serves as the state capital and hosts numerous large-scale events each year including the Oregon State Fair.

Account: FEMA Transit Security Grant Program; FTA Bus and Bus Facility Grant Program

POLICY PRIORITIES

Plus-Up for Bus and Bus Facilities Funding

The District supports The Bus Coalition’s (TBC) request to plus-up the Bus and Bus Facility competitive grant program (5339b) within the Fiscal Year 2024 Appropriations legislation and provide flexibility to the FTA to address cost escalations for previous, current, and future grant recipients. In 2023, the Bus and Bus Facility competitive grant program received \$8.7 billion in funding requests for \$1.5 billion available. This is the largest oversubscription in the program’s history. In addition, cost escalations are impacting previous, current, and future bus purchase orders and transit facility construction projects. The plus-up funding of \$212 million included in the Senate’s proposed FY24 THUD appropriations bill would help address years of disinvestment which has led to the significant oversubscription in the bus competitive grant program.

Make Permanent the Alternative Fuels Tax Credit

The Alternative Fuels Tax Credit helps transit systems reduce their emissions by providing a tax credit for a portion of costs associated with alternative fuel use. The District receives an annual benefit of \$200,000 for District operations. The credit was recently extended by the Inflation Reduction Act but is set to expire at the end of 2024. We support a permanent extension of the provision to provide long-term support and certainty for the District and other agencies in the pursuit to reduce emissions.



CONTACT

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Salem Area Mass Transit District

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Kirby Garrett, CFM Advocates

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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 ~~for~~ 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) sources/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 PRIORITIES AND PRINCIPLES

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BOARD MEETING MEMO

Agenda Item VII.B

To: Board of Directors
From: Gregg Thompson, Maintenance Manager
Tom Dietz, Chief Operations Officer
Thru: Allan Pollock, General Manager
Date: January 25, 2024
Subject: Purchase of seven (7) compressed natural gas (CNG) paratransit buses for use in the Cherriots LIFT Americans with Disabilities Act (ADA) service.

ISSUE

Shall the Board authorize the General Manager to execute a contract with Northwest Bus Sales for the purchase of seven (7) compressed natural gas (CNG) paratransit buses for use in the Cherriots LIFT ADA service for an amount not to exceed \$1,297,084?

BACKGROUND AND FINDINGS

The District has been investigating the possible utilization of alternative fueled vehicles for use in the contracted transportation services which includes Cherriots LIFT, Cherriots Regional, and Cherriots Shop and Ride service.

Low or No emission vehicles typically require additional infrastructure to support fueling, posing a significant obstacle to their effective implementation.

Partnering with our service provider MTM, the District has found a path to begin using CNG vehicles for the Cherriots LIFT Service. Fueling will take place at the Del Webb Maintenance Facility, optimizing the utilization of Renewable Natural Gas (RNG).

At the January 2022 Board meeting, approval was given to proceed with the purchase of seven (7) CNG paratransit vehicles. Unfortunately, due to economic conditions stemming from COVID-19, alternative fueled vehicle chassis were not available. Additionally, there were also numerous price increases causing the District to cancel this order.

In September 2023, the solicitation was refreshed and released. Three bids were received. A Source Evaluation Committee reviewed the bids and found Northwest Bus Sales to meet all specifications and was also the lowest cost vendor.

FINANCIAL IMPACT

This project is included as part of the Capital Projects section of the district's adopted FY2024 Budget.

Funding for the proposed contract is covered through federal 5310 and STIF Formula grants, each with different match amounts.

Funds for the bus purchase are listed in Table 1 below:

TABLE 1

FUND SOURCE	GRANT PERCENT AGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
5310	89.73%	10.27%	\$717,842	\$82,160	\$800,002
STIF Formula	100%	0%	\$497,082	0	\$497,082
Grand Total					\$1,297,084

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Northwest Bus Sales for the purchase of seven (7) CNG paratransit buses for use in the Cherriots LIFT ADA service for an amount not to exceed \$1,297,084.

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with Northwest Bus Sales for the purchase of 7 (seven) CNG paratransit buses for use in the Cherriots LIFT ADA service for an amount not to exceed \$1,297,084 (one million, two-hundred ninety-seven thousand, eighty-four dollars).



BOARD MEETING MEMO

Agenda Item VII.C

To: Board of Directors
From: Gregg Thompson, Maintenance Manager
Tom Dietz, Chief Operations Officer
Thru: Allan Pollock, General Manager
Date: January 25, 2024
Subject: Authorize the General Manager to Execute a Contract with Gillig for the Purchase of Ten (10) 40' Battery Electric Buses.

ISSUE

Shall the Board authorize the General Manager to execute a contract with Gillig for the purchase of ten (10) 40' battery electric buses to replace ten (10) 40' diesel buses for an amount not to exceed \$12,757,050?

BACKGROUND AND FINDINGS

The District was recently awarded a third Low No Emissions grant in 2023. The Low No grants are competitive and only awarded to a select few transit districts. This grant provides for the purchase of five (5) battery electric buses and associated chargers, engineering and construction. Approval tonight is for the purchase of the buses.

In 2023, the District was also awarded a Community Project Funding (CPF) grant. This grant was made possible by The Consolidated Appropriations Act of 2022 and is selected through a congressionally directed application process. This grant also provides for the purchase of five (5) battery electric buses and associated chargers, engineering and construction. Approval tonight is for the purchase of the buses.

All ten (10) battery electric buses will be procured using the Washington State Price Agreement, and under procedures set by the Washington Department of Transportation's Public Transit Division.

Pricing quotes were received from Gillig upon notification of each grant award. In doing so, the District has been protected from subsequent price increases, some as high as 10%. The current delivery schedule is anticipated to be December 2024.

FINANCIAL IMPACT

Funding for this proposed contract will be included in the Capital Projects Budget of the District’s proposed FY2026 Budget. Overall vehicle costs are listed in Table 1 through 3 below:

TABLE 1

Low No	Grant Percentage	Match Percentage	Grant Amount	Match Amount	Total
Low No	85%	15%	\$5,182,348	\$914,532	\$6,096,880
Oregon DAS	100%	0%	\$ 281,645	\$ 0	\$ 281,645
GRAND TOTAL					\$6,378,525

TABLE 2

CPF	Grant Percentage	Match Percentage	Grant Amount	Match Amount	Total
CPF	84.9%	15.1%	\$5,415,368	\$963,157	\$6,378,525
GRAND TOTAL					\$6,378,525

Table 3

Grants	Quantity	Each	Total
Low No	5	\$1,219,376	\$6,096,880
Oregon DAS	5	\$ 56,329	\$ 281,645
CPF	5	\$1,275,705	\$6,378,525
COMBINED GRAND TOTAL			\$12,757,050

*Oregon DAS funding is restricted funding received from the Energy Tax Credits.

RECOMMENDATION

Staff recommends the Board authorize the General Manager to execute a contract with Gillig for the purchase of ten (10) 40’ battery electric buses for an amount not to exceed \$12,757,050.

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with Gillig for the purchase of 10 (ten) 40’ (forty-foot) battery electric buses for an amount not to exceed \$12,757,050 (twelve million, seven hundred fifty seven thousand, and fifty dollars)

Battery Electric Bus

Deployment Project - Update



Project Recap

- The District applied for and was successful in back-to-back Low/No Awards in FY2020 & FY2021 – a total of 10 BEBs
- The District was then awarded a Congressional Directed Spending grant for an additional five (5) BEBs
- FY2023 Low/No Award for five (5) additional BEBs.



District Partners



Where are we at so far?

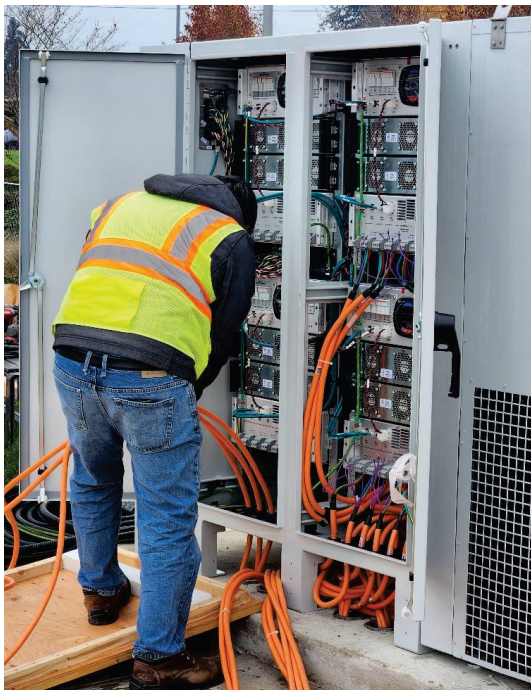
1. Bus Procurement and Build:
 - Bus Procurement Complete
 - Buses delivered – June 2023



KTC – Nearly Complete



KTC – Nearly Complete



What's next?

1. Bus Procurement and Build:
 - Bus Procurement Complete
 - Buses delivered – June 2023
2. Construction @ KTC – Substantial Completion 12/23/23
3. Construction @ DW
 - *Construction began 10/31/2023 – 24 weeks*
 - *Substantial Completion 1/19/24*
4. Revenue Service – May service change



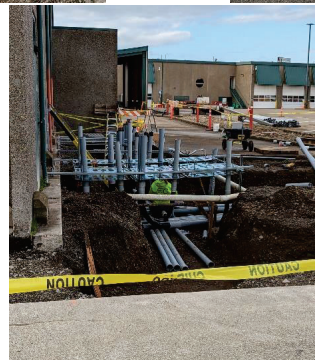
DW Construction Plan



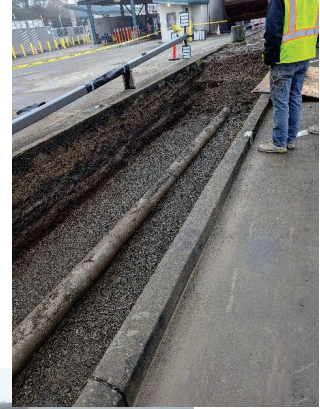
Day 1 of Construction



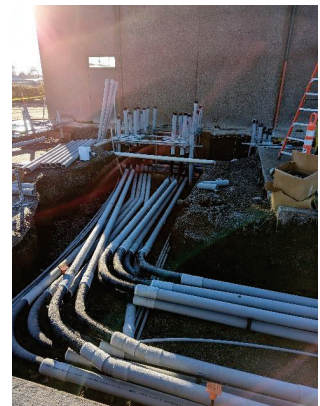
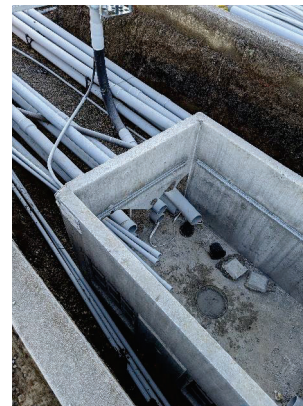
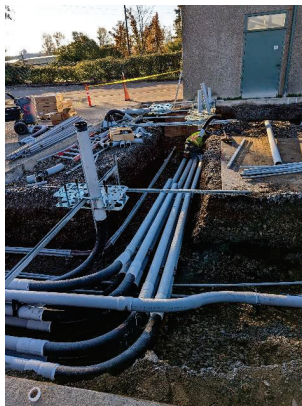
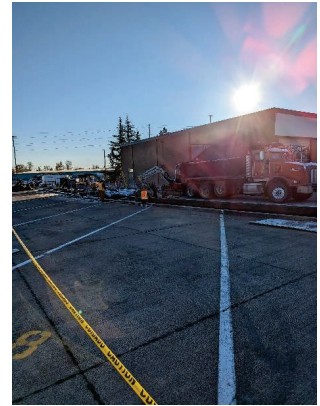
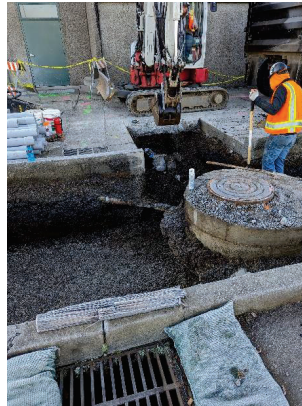
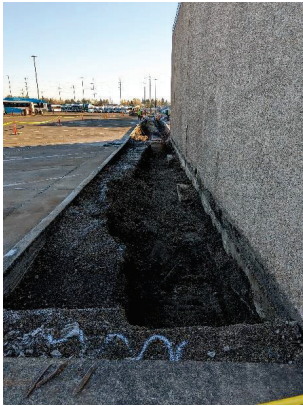
Week 3 of Construction



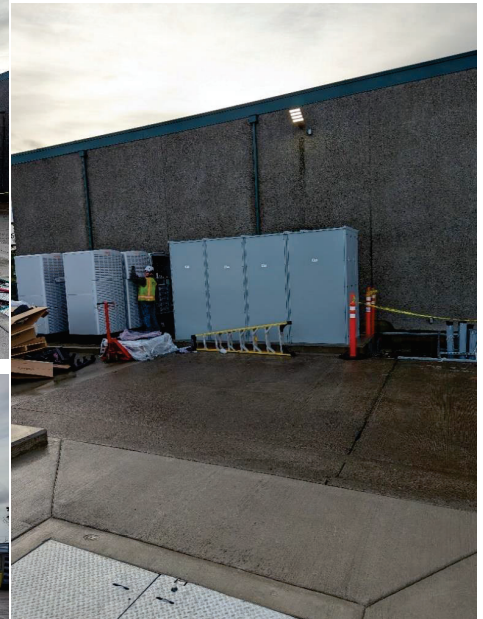
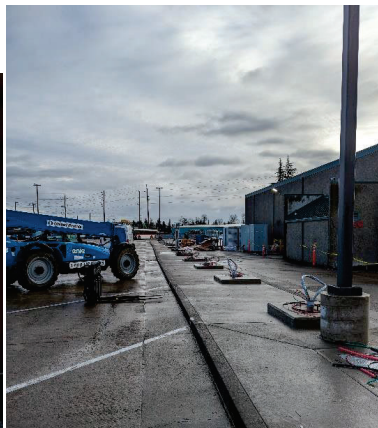
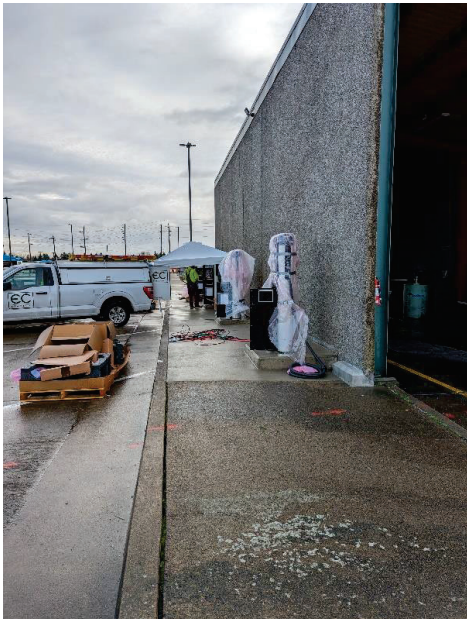
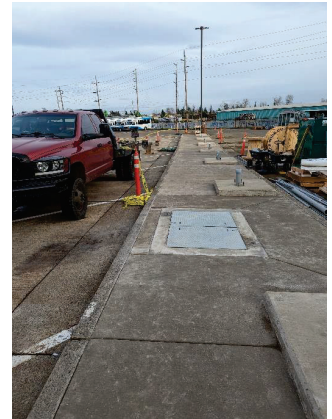
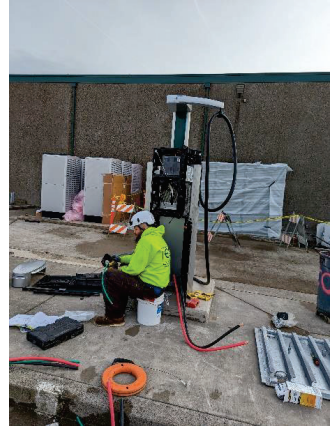
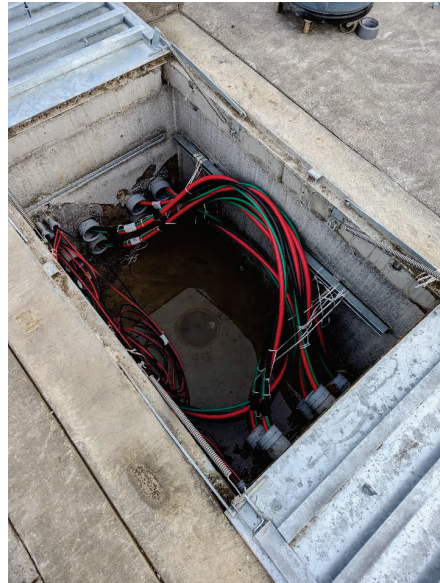
Week 4 of Construction



Week 5 of Construction



Now That Is Progress!





Questions?

