



Salem Area Mass Transit District
 Board of Directors
 ~ **VIRTUAL WORK SESSION** ~
 September 22, 2022

Join ZoomGov Meeting: <https://cherriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FIT5XSHIGdzYvRWpuUT09>

Meeting ID: **160 836 1530**
 Passcode: **864458**

By Phone US (San Jose): +1 **669 254 5252**

Meeting ID and Passcode: same as above

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

MINUTES

BOARD Present:	President Ian Davidson; Directors Ramiro Navarro Jr., Maria Hinojos Pressey, Chi Nguyen (virtual), and Sadie Carney (virtual),
Absent:	Sarah Duncan
STAFF	Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Patricia Feeny, Director of Communication; Ross Aguilar, Systems Administrator; and Linda Galeazzi, Executive Assistant
GUESTS	Bill Holmstrom, Incumbent Board Member representing Subdistrict 7; District staff: Gregg Thompson, Jeremy Jordan, Jolynn Franke, Ben Sawyer, Chris French, and Johnny Cordova

1. CALL TO ORDER 5:30 PM

President Ian Davidson called the work session to order at 5:30 p.m. A quorum was present.

2. PRESENTATION – None

3. DISCUSSION

A. Cherriots Battery Electric Bus (BEB) Project Status Update

Staff report: PowerPoint Presentation

Presenter: Gregg Thompson, Maintenance Manager

Maintenance Manager Gregg Thompson reported on the Battery Bus Project and its progress to date. Notes added to the PowerPoint presentation are included as Attachment A. There was a time for questions and answers.

Follow-up: Mr. Thompson stated that staff will be testing the chargers, gathering data, and training operations.

2023-25 Statewide Transportation Improvement Fund (STIF) Plan Discussion

Staff report: Supplement – Attachment B

Presenter: Jeremy Jorstad, Transit Planner II (Scheduler)
Jolynn Franke, Transit Planner I
Ben Sawyer, Contracted Services Manager

Board members received a briefing on the 2023-2025 STIF Plan's list of projects for local service and regional service planning. Mr. Jorstad noted that there have been adjustments to the allocation of the STIF revenues for the FY 24-25 biennium, and the funds listed don't reflect those adjustments. The good news is that it will increase. Under "*Unify Regional fares with Local Fares*" in *Regional Service Planning*, staff took direction from President Davidson to analyze the cost of unifying local and regional fares. The majority of funds needed would come from this 24-25 STIF allocation (\$180,000) with the remainder being paid with *Regional carry over funds* (\$25,460) for regional projects. He said the population, demographic, and rider data inform us that our Regional service areas are providing transportation to low income and minority populations. By providing a unified fare, it will decrease the cost to ride in the regional system while at the same time remove the additional cost of connecting to local service. This report is included in the minutes as Attachment B. GM Pollock advised that the list of projects will go to the STIF Advisory Committee for their final recommendation to the Board. The Board will take action at their October 27, 2022 meeting to approve the list and then it goes to ODOT for a ranking process and funding recommendation through the Public Transportation Advisory Committee (PTAC) and the Area Commissions on Transportation (ACT), to the Oregon Transportation Commission (OTC) for a decision about the projects to be awarded funds.

- <https://www.oregon.gov/odot/RPTD/Pages/Statewide-Transportation-Improvement-Fund.aspx>

Follow-up: Director Hinojos Pressey expressed interested in setting up a separate meeting to get more detailed information.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 5-7 in the Work Session agenda packet

Presenter: Allan Pollock, General Manager

GM Pollock reviewed upcoming agenda items and the board calendar.

5. WORK SESSION ADJOURNED

6:21 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board

Progress on the Battery Electric Bus (BEB) Project

PowerPoint Presentation and Notes

Prepared by Gregg Thompson, Maintenance Manager

What has been done so far?

- 10 BEBs have been ordered. We are anticipating delivery in April 2023. The 2021 Lo/No Grant included the ability to be depot-charged AND inductive charging. For fleet consistency, an additional procurement was conducted and the contract was amended to add inductive charging to the 1st five buses. CTE was a named partner in both grants. Both of these contracts are currently operational.
- Once the charging infrastructure plan was identified for both Del Webb and KTC, NEPA categorical exclusion was sought and obtained.
- A solicitation and contract has been entered with ChargePoint for 6 power blocks and 12 dispensers.
- Cherriots was made aware of long equipment lead times and has ordered the Del Webb switchgear outside of the construction contract.
- PGE through the Fleet Partner program has ordered switchgear and transformers for KTC.
- 2 of the 3 inductive chargers for KTC have been ordered

What is in progress?

- Currently we are negotiating a price for the 3rd Momentum Dynamics Charger. Through the PGE Fleet Partner program, the bulk of the construction costs are covered, freeing up additional funds for another inductive charger
- PGE has drafted charging plans, ordered the transformer and switchgear for KTC. We will be working on finalizing the contract for the Fleet Partner program. The initial draft has been reviewed by legal.
- The solicitation for the Del Webb construction is currently in progress.
- Salem Electric (SE) will be performing a line extension from both our current electrical feed as well as the local substation. SE will also be providing a new transformer used only for BEB charging. As a public utility they only charge the incremental costs (actual component costs, no labor). The transformer is in stock.

What is still pending?

- Cherriots will be one of the only agencies in the Nation to take advantage of a battery leasing program that was only available for a limited time. The contract for this lease needs to be completed.
- Once the RFP closes, the vendor for the Del Webb construction still needs to be completed
- While ordered, we are awaiting hardware to arrive

- Construction at KTC has not yet started.

Project Timeline:

- All buses due to be delivered March 2023
- Momentum Dynamics chargers for KTC arrive October 2022
- KTC construction begins January 2022, Finishes March 2023
- ChargePoint charger arrive January 2023
- Del Webb construction (first part) start January 2023 end March 2023 (The switchgear has up to a 52 week lead-time) causing the vendor to install this equipment when it arrives. This could be up to August of 2023.
- Construction at KTC appears to be on track to align closely with bus delivery.

Questions:

- Gillig is experiencing the same supply chain issues that plaque almost all procurements. Gillig could at any time experience supply issues that could push this date out further

Continue funding services from previous bienniums		
Local	Total estimated funds available:	\$14,169,406
Saturday Service	34,455 revenue hours	\$4,880,102
Extended Weekday Service	18,019 revenue hours	\$2,599,815
Sunday Service	20,252 revenue hours	\$2,921,103
Holiday Service	2,604 revenue hours	\$364,889
LIFT Service	13,448 revenue hours	\$1,474,439
Reduced youth fare category	Continuation of youth fare reduction implemented June 2019.	\$388,192
	Total cost of previous biennium projects:	\$12,628,540
	Estimated funds remaining for new projects:	\$1,540,866
Regional	Total estimated funds available:	\$2,261,533
Cherriots Regional Saturday Contracted	3,946 revenue hours	\$446,272
Cherriots Regional Weekday Contracted	10,880 revenue hours	\$1,230,786
Cherriots Local Commuter Express Weekday (Route 1X)	1,050 revenue hours	\$151,424
Facility Maintenance	Provide maintenance throughout the Regional service area.	\$200,000
Reduced youth fare category	Continuation of youth fare reduction implemented June 2019.	\$21,536
	Total cost of previous biennium projects:	\$2,050,018
	Estimated funds remaining for new projects:	\$211,515
Local Service Planning		
Route/Service	Detail	Cost
Route 22 Kuebler / Mill Creek	New route connecting south Salem to Aumsville Hwy using Kuebler Blvd using four smaller vehicles already purchased. The service will operate Monday - Friday with 15 minute service from morning through afternoon and 30 minute service in the evenings. It will operate on Saturdays, Sundays and holidays with 30 minute service all day. The service equates to 14,177 new revenue hours for the biennium.	\$2,010,569
Route 4 State Street extension	Extend route to serve Macleay and Gaffin Rd developments heading inbound.	-
Route 13 Silverton Road extension	Extend route to serve new developments on Ward Drive and Astoria Street NE.	-
Route 12 Hayesville Drive	Adjust route to serve new housing between Hayesville Drive and Hazelgreen Road NE.	-
Route 7 Mission Street extension	Extend the route to serve Auburn Rd and new East Park Estates development.	
Route 9 Cherry / River Road to KTC	Shorten/adjust route to connect DTC, Del Webb, and KTC. Contingent upon being able to continue service in the Parkmeadow loop with a new route.	
New Route 24 Parkmeadow loop	New route to serve the Parkmeadow loop when Route 9 is rerouted to serve KTC.	
Saturday expansion	Expand Saturday service by turning on all routes; 12, 23, 26, 27 (60 minute service); 14 (30 minute service).	

Sunday expansion	Expand Sunday service by turning on all routes; 6, 12, 13, 16, 18, 23, 26, 27 (60 minute service); 14 (30 minute service). Expand frequency on routes 19 and 21 to 30 minute service.	
Begin Core Network service earlier	All Core Network routes to begin revenue service earlier in the day.	
Increase Basic service frequency	Increase frequency on all 60 minute routes to 30 minutes.	
Regional Service Planning		
Route/Service	Detail	Cost
Unify Regional fares with Local fares	Riders would pay the same amount for Regional trips as they would for Local trips.	\$180,000
Youth Zero Pass program 2024-25	Continue Youth Zero Pass program for Regional service.	\$21,536
Route 45 Central Polk County	If MI Trolley is successful, eliminate Route 45 and reallocate those hours for additional trips on the Regional System in Polk County.	
Add trips in Marion County	Add trips on Routes 10X, 20X, and 30X; add vehicle to 20X and separate from 10X; add Canyon Express Route (Gates, Mill City, Stayton, DTC via Hwy 22).	
Expand regional connections along I-5	Create and improve transit connections between Portland, Salem, and Albany.	
	Total	\$2,212,105
Carry over funds		
2024-25 Local Carry over fund Projects	Detail	Cost
17 new local bus stops	New stops for Routes 22, 4, 13, and 12 (see Local Service Planning section above).	\$340,000
Youth Zero Pass program 2024-25	Continue the Youth Zero Pass program for Local service.	\$680,000
ITS equipment for right-size vehicles	CAD/AVL, APCs, fareboxes, contactless fare payment system.	\$250,000
Comprehensive Operational Analysis	Hire a consultant to analyze service and operations.	\$250,000
Route 22 Kuebler / Mill Creek 2024-25	Fund remaining revenue hours for Route 22.	\$284,908
2024-25 Regional Carry over fund Projects		
Unification of fares	Regional fares would be the same as Local fares.	\$25,460
Purchase of Regional facilities light duty work truck equipped with pressure washer and tank	Maintain bus stops and amenities in the Regional system.	\$85,000
Population based funds		
SAMTD operations (Cherriots Regional, LIFT, and Shop & Ride), grant match, and administration	Projects historically funded by the Special Transportation Fund.	
Grant Match	Match dollars for other funding sources .	\$1,274,262
Operations	Operational costs for Regional, LIFT, and Shop and Ride services.	\$446,047
Administration	Costs for administering the program.	\$4,000
	Total	\$3,639,677