SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS  

Monday, November 13, 2017  
SPECIAL MEETING  5:30 PM  
WORK SESSION  5:45 PM  

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

AGENDA  

SPECIAL MEETING  
1. CALL TO ORDER (President Robert Krebs)  

2. ACTION ITEM  
a. Authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of $1,513,367.91........................................................................................................................................ 1  

3. ADJOURN SPECIAL MEETING  

WORK SESSION  
1. CALL TO ORDER (President Robert Krebs)  

2. DISCUSSION  
a. Advertising Update ........................................................................................................ 5  
b. Proposed Service Advisory Committee Concept  
c. Process and Timeline for Developing the 2021-2024 Statewide Transportation Improvement Program (STIP) ................................................................. 7  

3. GENERAL MANAGER COMMENTS  
a. Draft Agenda for the December 14, 2017 Regular Meeting ......................... 13  
b. Upcoming Board Agenda Items ............................................................................. 15  
c. Calendar Review ........................................................................................................ 17  

4. ADJOURN WORK SESSION
Mission
Connecting people with places
through safe, friendly, and reliable public transportation services

Values
Safety – Service Excellence – Communication – Innovation – Accountability

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

NECESIDADES ESPECIALES Aquellos individuos que necesiten servicios especiales como Interpretates para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

Salem-Keizer Transit / 555 Court St NE, Suite 5230 / Salem, OR 97301 / (503) 588-2424 / www.cherriots.org
ISSUE
Shall the Board authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) for a not-to-exceed amount of $1,513,367.91?

BACKGROUND AND FINDINGS
Salem Area Mass Transit District contracts with a private provider for the delivery of unarmed transit security services, which includes private security coverage at the Keizer Transit Center, Downtown Transit Center at Courthouse Square, and throughout the system, to provide a safe and secure environment for customers, employees, and members of the public who use our services.

Currently, this service is provided under a contract with G4S Secure Solutions Inc., which was extended through Board approval at the August 24, 2017 Board meeting, and will expire on December 31, 2017.

In preparation to re-procure these services, SAMTD staff engaged in a six-month internal process to review the existing contract to ensure the new Request for Proposal (RFP) was structured appropriately to provide for performance accountability and cost transparency.
The proposed contract was procured under procedures required by the Federal Transit Administration (FTA). SAMTD issued a Request for Proposal (RFP) on September 5, 2017. Listed below is a detailed summary of the activities of the procurement process performed by SAMTD staff:

1. RFP #2018-023 was issued on September 5, 2017.
2. A total of nine (9) proposals were received on the closing date of September 29, 2017.
3. An Evaluation Committee, comprised of SAMTD staff, was appointed to review and evaluate proposals based on the qualifications and experience of the firm; qualifications and experience of personnel; supervision, quality control and training; and cost.
4. Three (3) proposals were determined to be responsive to the above mentioned factors and were within the competitive range for consideration. These three were G4S Security Solutions, Inc. (Headquarters in Jupiter, FL), Allied Universal (dual headquarters in Santa Ana, CA and Conshohocken, PA), and Phoenix Protective Corp. PPC Solutions, Inc. (Headquarters in Spokane Valley, WA).
5. Two proposers were interviewed on October 12, 2017 and the third was interviewed on October 16, 2017.
6. Best and Final offers were requested and subsequently evaluated on October 30, 2017.
7. During their final meeting, the Evaluation Committee determined Allied Universal was the most responsive to the procurement criteria as detailed in the scoring matrix below:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Available Points</th>
<th>G4S Secure Solutions, Inc.</th>
<th>Allied Universal</th>
<th>Phoenix Protective Corp. PPC Solutions, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications and Experience of Firm</td>
<td>30</td>
<td>23.5</td>
<td>26</td>
<td>21</td>
</tr>
<tr>
<td>Qualifications and Experience of Personnel</td>
<td>25</td>
<td>18.25</td>
<td>21.5</td>
<td>19</td>
</tr>
<tr>
<td>Supervision, Quality Control, Training</td>
<td>20</td>
<td>13.75</td>
<td>18.25</td>
<td>16</td>
</tr>
<tr>
<td>Price Proposal/Cost</td>
<td>25</td>
<td>25</td>
<td>22.28</td>
<td>22.47</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>100</strong></td>
<td><strong>81 (80.5)</strong></td>
<td><strong>89 (88.03)</strong></td>
<td><strong>78 (78.47)</strong></td>
</tr>
<tr>
<td><em>(3 YR. BASE/2 I-YR OPTIONS)</em></td>
<td></td>
<td>$1,349,220.24</td>
<td>$1,513,367.91</td>
<td>$1,500,623.07</td>
</tr>
</tbody>
</table>
In response to this RFP process, SAMTD experienced worthy competition and proposer interest. All proposers for the Transit Security Services (Unarmed) RFP are well-established, well-qualified firms with numerous contracts throughout the nation.

FINANCIAL IMPACT
Funds are included for the remainder of this fiscal year in the adopted FY 2018 and future year budgets will include appropriate funding levels based on the contract award.

RECOMMENDATION
The Evaluation Committee recommends that the Board authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of $1,513,367.91?

PROPOSED MOTION
I move that the Board authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of $1,513,367.91.
November 2017

Information for Cherriots Board of Directors

Commercial Advertising on Cherriots Vehicles

What is the breakdown in the number of local versus national advertisements? To date, there are no national ads on the Cherriots buses. National agencies, however, have been informed that the Salem market (Portland DMA) is now part of the Stott Outdoor inventory.

Who are the current advertisers?
- Oregon State Credit Union (2nd contract just confirmed)
- Oregon Dept. of Transportation
- Serenity Lane
- State Auto Glass (In progress)
- Reboot Computer Shop
- Del Taco
- Siamak's Car Company
- Planet Fitness (in progress)
- Dave Morton Auto (in progress)
- PCL (in progress)
- Stott's busadsrock.com

How many vehicles have ad installations? Every fixed-route bus has one ad or multiple ads on one or more sides. These include the busadsrock.com ads.

What is the goal of the busadsrock.com campaign? The goal of this campaign was to design a collection of simple, yet eye-grabbing, ads to create a buzz in the community. Not only does it make the public aware that transit advertising is available, but directs people to the busadsrock.com website. This URL was created as an introductory page leading them to more detailed information about transit advertising.
2021-2024 STIP and the 2018-2021 TIP
The Difference and the Issues

Why the Discussion?
• Two processes under way concurrently
• Cherriots has an interest in both
• Cherriots efforts need clarity

2018-2021 TIP Amendment
• The current 2018-2021 TIP process
• SKATS and CMAQ funding role
• Cherriots' efforts and projects
Cherriots’ Projects

- Transit Signal Priority / Green Extension - $487,500
- Security Camera System Replacement - $440,700
- Real-Time Vehicle System Monitoring - $78,000
- Open Payment Fare System - $65,000
- Integrated Software Package - $344,500
- Project Management - $42,471

- Total Project Cost - $1,458,171

The Timeline

- November 2017 Applications Submitted
- December 2017 – February 2018 project review and public input
- March 2018 – SKATS Policy Committee approves final list of projects for funding

Cherriots 2018-2021 TIP Involvement

- Submit application (completed)
- Present project to SKATS Technical Advisory, and Policy Committees
- Support projects with Board Letter of support
The Second Process

2021-2024 STIP Process
• The overall STIP process is ongoing
• The Oregon Transportation Commission's (OTC) role
• Guidelines and Timeline set up-front

Timeline
• First applications due May 2018
• February 2020 Draft 2021-2024 STIP released for public review
• June 2020 OTC approval of Final 2021-2024 STIP
• Cherriots' interest start now, before all of this...
The Issue
• OTC has recommended no bus replacement funding, a change from past practice
• Non-Highway Enhance funding had been used in the past to replace buses
• HB 2017 funding was not intended to replace these funds

Cherriots Action
• A letter sent to the OTC expressing the District's concern for the potential loss of this funding (copy provided)
• Cooperation with SKATS, and other agencies in supporting this message

Summary
• Two separate processes
• Two important issues
• Clear direction for action on the different issues
November 8, 2017

Chair Tammy Baney and Commissioners
Oregon Transportation Commission
355 Capitol Street NE, MS #11
Salem, OR 97301-3871

Re: 2021-2024 STIP Transportation Enhancement Discretionary Non-Highway Bus Replacement Funding

Dear Chair Baney and Commissioners:

House Bill 2017 is opening new opportunities for public transportation in Oregon and will begin to meet many longstanding needs within local communities. These funds, as identified in the bill, will be used to enhance public transportation services, especially for individuals facing daily financial challenges.

Salem Area Mass Transit District, known in our community as Cherriots, is hoping to be able to provide Saturday, Sunday, later weekday, and some holiday service to the people in our community. Many of the people who will benefit from the addition of service during these times, are also those who are employed in lower paying jobs and are looking for any way possible to stretch their dollars a little further each month. To them, public transportation is a crucial resource that has been missing for far too long in our community. But now, with the revenue to provide additional public transportation service, our community will see greater opportunities to access employment, goods and services.

In light of this good news, however, there is an issue that is raising concerns within the transit industry in Oregon. For most agencies, the revenue received from HB 2017 is a long awaited resource to support transit operations that have not been possible because of a lack of sustainable funding.

The concern now is a consideration by the Oregon Transportation Commission to eliminate the Transportation Enhancement Discretionary Non-highway funds in the 2021-2024 STIP as a revenue source for bus replacements. The 2018-21 STIP includes $15 million for bus replacements. Reliable public transportation is dependent on two types of funding: capital
funding such as the Transportation Enhancement Non-highway funds, and operating revenue that has been inadequate in most communities for many years.

Considering revenue from HB 2017 as an exchange for Transportation Enhancement Non-highway funds was not the plan to improve transit by those working on HB 2017. Exchanging these funds would continue the current practice by many agencies of sacrificing valuable operating revenue on capital replacements just to keep reliable vehicles on the road.

HB 2017 was meant to enhance public transportation in Oregon, and we are asking that we do not take a step backward by eliminating Transportation Enhancement Non-highway funds as a revenue source for bus replacements.

As we all work together to improve public transportation services for our citizens, we thank you for your consideration of this matter. The need is great, and we are just now taking a step in the right direction to begin meeting that need.

Sincerely,

Robert Krebs, President
SAMTD Board of Directors

Cc: SAMTD Board of Directors
SALEM AREA MASS TRANSIT DISTRICT

BOARD OF DIRECTORS MEETING

Thursday, December 14, 2017 at 6:30 PM

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

AGENDA

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director Jerry Thompson (Subdistrict #5)

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION

2017 Association for Commuter Transportation 40 Under 40 Award Presentation recognizing Kiki Dohman, Cascade Chapter Director for ACT and Trip Choice Program Specialist for Cherriots.

E. PUBLIC COMMENT - Each person’s comments are limited to three (3) minutes.

F. CONSENT CALENDAR - [Action]

1. Approval of Minutes
   a. 
   b. 

2. Routine Business
   a. 
   b. 
   c. 

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

1. Award Contract for Legislative Advocacy Services
2. Appointments to Special Transportation Fund Advisory Committee
3. Citizen Member Appointments to Budget Committee
4. Resolution No. 2017-XX Rescind and Replace the Bylaws for the Citizens Advisory Committee – Attachment A
I. INFORMATION ITEMS
   1. January 2018 Service Change Briefing
   2. Performance Report – First Quarter
   3. Finance Report – First Quarter
   4. Trip Choice Report – First Quarter

J. BOARD & MANAGEMENT REPORTS
   1. General Manager
   2. Board of Directors

K. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, January 25, 2018

Regular Board meetings are televised live on Channel 21 and can be viewed on CCTV’s website: www.cctvsalem.org. Go to www.cherriots.org/board for an electronic copy of the Board’s agenda packet. The Board of Directors can be reached by email at Board@cherriots.org.

Regular Board of Directors meetings are open, public meetings at an accessible location. Special accommodations are available for persons with disabilities upon request. To request accommodations, or services for sign language interpretation or languages other than English, please call 503-588-2424 at least two business days prior to the meeting.
# Upcoming Board Meeting and Work Session Agenda Items

## November 13, 2017

**Work Session**

- **November 13, 2017**
  - Packets due to GM office: November 6
  - Special Meeting/
    - Award Contract for Security Services
  - Work Session
    - Advertising Update
    - STIP Process, Roles and Timeline
    - Service Advisory Committee Concept

**Board Meeting**

- **November - No Board meeting**

## December – No work session

## January 8, 2018

- **January 8, 2018**
  - Packets due to GM office: January 2
  - Present draft 2018 legislative agenda

## January 25, 2018

- **January 25, 2018**
  - Packets due to GM office: January 11
  - Adoption of 2018 legislative agenda

## February 12, 2018

- **February 12, 2018**
  - Packets due to GM office: February 5

## February 22, 2018

- **February 22, 2018**
  - Packets due to GM office: February 8
  - Q2 finance, trip choice, performance report

## March 12, 2018

- **March 12, 2018**
  - Packets due to GM office: March 5

## March 22, 2018

- **March 22, 2018**
  - Packets due to GM office: March 8

## April 9, 2018

- **April 9, 2018**
  - Packets due to GM office: April 2

## April 26, 2018

- **April 26, 2018**
  - Packets due to GM office: April 12
  - May Service Change Briefing

## May 14, 2018

- **May 14, 2018**
  - Packets due to GM office: May 7

## May 24, 2018

- **May 24, 2018**
  - Packets due to GM office: May 10
  - Consent: Adopt FY2019 BOD meeting schedule
  - Q3 finance, trip choice, performance report
### Upcoming Board Meetings and Work Session Agenda Items continued...

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Type</th>
<th>Agenda Items</th>
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<tbody>
<tr>
<td><strong>June 12, 2018</strong></td>
<td>• Packets due to GM office: June 4</td>
<td>• Packets due to GM office: June 14</td>
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<td>• Hearing/Res#2018-XX adopt FY19 budget</td>
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<td>• Res#2018-XX Amendment to FY18 Budget</td>
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<td>• Approval of FY2019 United Way Donation (C)</td>
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<td><strong>July 10, 2018</strong></td>
<td>• Packets due to GM office: July x</td>
<td>• Packets due to GM office: July xx</td>
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<td></td>
<td>• Accept Preliminary Annual Year-end Financial Report for FY2017</td>
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<td><strong>August xx, 2018</strong></td>
<td>• Packets due to GM office: August x</td>
<td>• Packets due to GM office: August x</td>
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<td>• DBE Goals (2020)</td>
<td>• Appoint Board Committee Assignments (2018)</td>
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<td></td>
<td>• Board Committee assignments (2018)</td>
<td>• Trip Choice Report – 4th Quarter/Year End</td>
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<td>• Issue GM Performance Evaluation Packets</td>
<td>• September Service Change Briefing</td>
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<td>• Review of Neighborhood Association Contacts</td>
<td>• Performance Report – 4th Quarter</td>
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<tr>
<td><strong>September XX, 2018</strong></td>
<td>• Packets due to GM office: September x</td>
<td>• Packets due to GM office: September xx</td>
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<td>• Accept annual security report</td>
<td>• Approval of annual SDIS board check list ©</td>
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<td></td>
<td>• Approval of annual SDIS board check list ©</td>
<td>• Fiscal year end Performance Report</td>
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<td>• GM performance evaluation (Executive Session)</td>
<td>• GM performance evaluation (Executive Session)</td>
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<td><strong>October xx, 2018</strong></td>
<td>• Packets due to GM office: October x</td>
<td>• Packets due to GM office: October xx</td>
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<tr>
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<td>• Proposed FY2020 Budget Calendar</td>
<td>• Approval of FY2020 Budget Calendar (C)</td>
</tr>
<tr>
<td><strong>To Be Scheduled</strong></td>
<td>• Board Ethics Training</td>
<td>• Stops &amp; Shelters Construction/Design Contract</td>
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<td>• Preview of new Website w/OMBU</td>
<td>• COOP</td>
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</tbody>
</table>
TO: SAMTD BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: CALENDAR OF SCHEDULED MEETINGS

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• NOVEMBER 2017
  3 Fri 10:30 AM Ribbon Cutting Ceremony for “Salem Station” exhibition at the Gilbert House
    DAYLIGHT SAVINGS TIME ENDS – Fall Back
  5 Sun STF Advisory Committee
  7 Tue 3:00 PM HOLIDAY OBSERVANCE Veteran’s Day: Cherriots Administration Offices CLOSED; Buses running Regular Schedule; Customer Service OPEN
  10 Fri HOLIDAY: Veterans Day
    Cherriots Administration Offices-Customer Service Closed; NO Bus Service
  11 Sat CLOSED
  13 Mon 5:30 PM SAMTD Board Work Session
  23 Thu CLOSED

• DECEMBER 2017
  5 Tue 11:30a-1:30p Cherriots Employee Holiday Luncheon
  7 Thu 12:00-1:00p Employee Transportation Coordinators (ETC) Luncheon
  9 Sat Keizer Holiday Parade
  14 Thu 6:30 PM SAMTD Board of Directors Meeting
  25 Mon CLOSED

• JANUARY 2018
  1 Mon CLOSED
    HOLIDAY: New Year’s Day
    Cherriots Administration Offices-Customer Service Closed; NO Bus Service
  2 Tue 3:00-4:30p STF Advisory Committee
  8 Mon 5:30 PM SAMTD Board Work Session
  25 Thu 6:30 PM SAMTD Board of Directors Meeting
    MWVCOG Annual Dinner

• FEBRUARY 2018
  6 Tue 3:00-4:30p STF Advisory Committee
  12 Mon 5:30 PM SAMTD Board Work Session
    HOLIDAY: President’s Day
    Cherriots Administration Offices-Customer Service Closed; NO Bus Service
  19 Mon CLOSED
  22 Thu 6:30 PM SAMTD Board of Directors Meeting

• MARCH 2018

A calendar for upcoming Board meetings, a copy of the adopted Budget, and minutes of past Board meetings can be found on Salem-Keizer Transit’s website at: www.cherriots.org/board or at the District’s Administration Office at 555 Court Street NE, Suite 5230, Salem, Oregon 97301. For a televised recording of past Board meetings, go to www.cctvsalem.org.