

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, April 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) - None	
IV. PUBLIC COMMENT *	
V. CONSENT CALENDAR **	
A. Approval of Minutes	
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B. Routine Business Items - None	
VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR	
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XI. ADJOURNMENT	

Next Board Work Session Date: Thursday, June 13, 2024
Next Regular Board Meeting Date: Thursday, May 23, 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
March 28, 2024

Index of Board Actions

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Approve the Consent Calendar	3
A. Approval of Minutes	
1. February 22, 2024 Board of Directors Meeting.	
2. March 14, 2024 Board of Directors Work Session.	
B. Routine Business Items	
1. Authorize the General Manager to execute a five-year contract with Comcast Business for internet services for an amount not to exceed \$302,610.	
2. Authorize the General Manager to execute a contract with Qcera, Inc. to provide a Protected Leave / Disability Management System for a total not to exceed \$162,500.	
Adopt the Coordinated Public Transit – Human Services Transportation Plan for Marion and Polk counties and the Section 5310 Program Management Plan updates as recommended by the Statewide Transportation Improvement Fund Advisory committee and presented in Attachments A and B.	3-4

Salem Area Mass Transit District
Board of Directors Meeting Minutes

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

March 28, 2024

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

Attendees:

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Ramiro Navarro Jr., Sadie Carney, Ian Davidson (Virtual until 5:52 p.m.), and Sara Duncan. Absent: Director Bill Holmstrom

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, Service Planning Manager Chris French, Security, Risk Manager Deb Grant (Virtual), IT Manager Ross Aguilar, and Executive Assistant Kirra Pressey.

Guest: CFM Partner Dale Penn, CFM Counsel/State Affairs Waylon Buchan, Kittelson & Associate's Project Manager Krista Purser and Legal Counsel Sara Sayles (Virtual)

I. CALL TO ORDER

A. Attendance

President Hinojos Pressey called the meeting to order at 5:30 p.m.

Attendance was noted with Director Holmstrom being absent this evening and Director Davidson attending virtually for the first portion of the meeting.

B. Safety Moment

GM Pollock presented a safety moment focused on discussing spring home safety. He discussed essential topics such as smoke alarm safety, carbon monoxide detectors, poison and pesticide safety, and the importance of having a working emergency plan in place.

II. ANNOUNCEMENTS | CHANGES TO THE AGENDA – None

III. PRESENTATION(S)

A. 2024 State Legislative Session Report

Presenter: CFM Partner Dale Penn and CFM Counsel/State Affairs Waylon Buchan
Staff Report: Pg. 4-14, Addendum #1

Dale Penn and Waylon Buchan presented the CFM 2024 State Legislative Session report. They began with an overview of the CFM team and delved into major issues addressed during this short session, including housing and houselessness, changes to Measure 110, and campaign finance reform. They then reviewed the priorities established for the District before the legislative session and provided updates on each. Notably, they highlighted Senate Bill 1572 – the Westside Express Service Expansion Study, expressing their intent to sustain discussions with key

stakeholders despite its failure to pass. Finally, they addressed Senate Bill 1553, emphasizing their commitment to monitoring and offering guidance due to its sensitive nature.

IV. PUBLIC COMMENT – None

V. CONSENT CALENDAR

Presenter: President Maria Hinojos Pressey

Staff Report: Pg. 15-24

A. Approval of Minutes

1. February 22, 2024 Board of Directors Meeting
2. March 14, 2024 Board of Directors Work Session

B. Routine Business Items

1. Approve Renewal of Contract for Internet Services
2. Approve Contract for Protected Leave / Disability Management Software

Motion:	Approve the Consent Calendar As Presented
Motion By:	Director Ramiro Navarro Jr.
Second:	Director Sadie Carney
Vote:	Motion Passed Unanimously

VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR – None

VII. ACTION ITEMS

A. Adopt Coordinated Plan and 5310 Project Management Plan Updates

Presenter: Kittelson & Associate’s Project Manager Krista Purser and Service Planning Manager Chris French

Staff Report: Pg. 25-325

Krista Purser presented the Coordinated Plan Update, covering various items within the plan. She elaborated on the community engagement efforts undertaken to identify and prioritize needs. Furthermore, she outlined potential strategies aimed at addressing unmet transportation needs. Chris French presented the updated 5310 Project Management Plan, offering insights into its differences from the Coordinated Plan. He outlined the project plan, including a proposed change to eliminate the Technical Advisory Committee (TAC). Furthermore, Chris discussed updated needs and strategies relevant to the project.

Motion:	Adopt the Coordinated Public Transit – Human Services Transportation Plan for Marion and Polk counties and the Section 5310 Program Management Plan updates as recommended by the Statewide Transportation Improvement Fund Advisory committee and presented in Attachments A and B.
Motion By:	Director Ian Davidson
Second:	Director Sara Duncan
Vote:	Motion Passed Unanimously

VIII. INFORMATIONAL REPORTS

A. Service Change Briefing for May 2024

Presenter: Service Planning Manager Chris French

Staff Report: 326-331

Chris French discussed the upcoming service change effective May 1, 2024, with a special emphasis on the introduction of Route 22 and the resulting alterations to Route 6. Additionally, he addressed the forthcoming holiday service levels.

IX. GENERAL MANAGER'S REPORT

GM Pollock provided the General Manager's Report, highlighting recent new hires and internal promotions. He also mentioned his upcoming attendance at the APTA Legislative Conference within the next two weeks. Lastly, he highlighted the award received at the MWVCOG Annual Meeting recognizing the Districts regional cooperative partnership in the youth pass program.

X. BOARD OF DIRECTORS REPORT

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 7:23 p.m.

Respectfully Submitted

Maria Hinojos Pressey, Board President



Salem Area Mass Transit District
Board of Directors Work Session Minutes

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

April 11, 2024

Attendees:

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

Staff: General Manager Allan Pollock, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Commuter Options Coordinator Kiki Dohman, and Executive Assistant Kirra Pressey.

Guest: Community Advisory Committee Chair Sue Coffin

I. CALL TO ORDER

President Hinojos Pressey called the work session to order at 5:30 PM.
Attendance was noted, indicating Director Navarro was absent.

A. Safety Moment

General Manager Pollock delivered the Safety Moment, emphasizing the importance of thorough prior planning in preventing subpar performance.

B. Announcements – None

II. PRESENTATION(S) | DISCUSSION(S)

A. Micromobility

Presenter: CPDO Shofi Ull Azum

Staff Report: Pg. Addendum #1

CPDO Ull Azum provided a look at micromobility, outlining its components and exploring its features. He discussed data regarding the demand for micromobility, identifying opportunities for shared micromobility in Salem while addressing potential obstacles. Lastly, he outlined the plan moving forward, providing a roadmap for implementation.

B. Advisory Committee Goal Planning

Presenter: GM Allan Pollock

Staff Report: NA

GM Pollock and Board President Hinojos Pressey spearheaded the discussion on establishing overarching as well as committee-specific objectives for the Board's advisory committees. Director recommendations included assigning the Community Advisory Committee (CAC) the task of addressing wayfinding and other initiatives aimed at bolstering rider confidence. It was proposed that the CAC be involved in reviewing items presented to the Board beforehand, allowing for both their assessment and input, as well as that of their constituents. Furthermore, the suggestion of holding joint work sessions with advisory committees was put forward. CAC Chair Sue Coffin proposed a joint work session not only to introduce the new goals once established, but also to provide Board insight to better align advisory committees with the envisioned direction.

III. GENERAL MANAGER COMMENTS

A. Upcoming Board Agenda Items

B. Board Calendar Review

Presenter: GM Pollock

Staff Report: Pg. 3-4

GM Pollock addressed the upcoming Board agenda items and calendar events, highlighting that there will be no work session in May due to the Budget Committee Meeting(s). Furthermore, he reminded Board Members of the April 15 deadline for filing their statements of economic interest. Finally, he extended an invitation to the Board to attend Employee Appreciation Day on May 30th.

IV. WORK SESSION ADJOURNED

President Maria Hinojos Pressey Adjourned the work session at 6:59 PM.



BOARD MEETING MEMO

Agenda Item VII. A

To: Board of Directors
From: Ben Sawyer, Contracted Services Manager
Tom Dietz, Chief Operations Officer
Thru: Allan Pollock, General Manager
Date: April 25, 2024
Subject: ADA Paratransit Eligibility Assessment Services Contract Award

ISSUE

Shall the Board authorize the General Manager to enter into a five (5) year contract with two one-year options with MTM Transit, LLC for the delivery of ADA Paratransit Eligibility Assessment Services and approve a project budget of \$1,214,650?

BACKGROUND AND FINDINGS

The Americans with Disabilities Act (ADA) set a minimum requirement for public transit agencies, who provide fixed-route service, to also provide complementary Paratransit services for all eligible riders within the agency's service area. The ADA further set rules for determining the eligibility of riders.

To be eligible for Cherriots LIFT, the Districts ADA complementary transit service, prospective riders must complete an application and medical certification. The eligibility office completes formal interviews and functional assessments to determine the limitations and barriers an individual may have that prevent the safe and independent use of the local service.

The District currently contracts with MTM Transit, LLC for ADA Paratransit Eligibility Assessment Services. The current contract expires on May 30, 2024. In February 2024 a Request for Proposal (RFP) was issued to identify a vendor to provide a turn-key ADA Paratransit Eligibility Assessment Services solution. The RFP closed March 2024 and one (1) response was received. The contract will be for a period of five (5) base years with two (2) option years.

FINANCIAL IMPACT

The cost for the base 5-year contract and option years are presented in the table below. The first year cost of the contract will be accounted for in the FY 2025 budget. The remaining years will be budgeted in subsequent budget years.

Description	Cost
ADA Eligibility Services Years 1-5	\$833,873
Option Year One	\$186,499
Option Year Two	\$194,044
Total	\$1,214,416

RECOMMENDATION

Staff recommends the Board authorize the General Manager to enter into a five (5) year base contract with two option years with MTM Transit, LLC for the delivery of ADA Paratransit Eligibility Assessment Services and approve a contract amount of \$1,214,416.

PROPOSED MOTION

I move that the Board authorize the General Manager to enter into a five (5) year base contract with two option years with MTM Transit, LLC for the delivery of ADA Paratransit Eligibility Assessment Services and approve a contract amount of \$1,214,416 (one million, two hundred fourteen thousand, four hundred and sixteen dollars).



BOARD MEETING MEMO

Agenda Item VII.B

To: Board of Directors
From: Allan Pollock, General Manager
Date: April 25, 2024
Subject: Board Appointment to the Willamette Valley Regional Rail Advisory Board

ISSUE

Shall the Board President appoint a board member to represent the District on the Willamette Valley Regional Rail Advisory Board?

BACKGROUND AND FINDINGS

The Mid-Willamette Valley Council of Governments (MWVCOG) is convening an advisory board to continue conversations the region has been having about exploring the possibility of implementing regional rail that connects the mid-valley and the Portland metro area.

This is a continuation of two-year's worth of regional conversation about the importance of additional modes of transportation in the Willamette Valley. This advisory board will include representatives from the Portland metro area and the mid-valley.

While other groups will answer technical and ridership projection questions, this advisory board will be tasked with answering questions dealing with governance, rail ownership, operations funding, and capital funding to inform legislative recommendations leading into the 2025 legislative session. The 2020 Oregon Rail Study flagged many of these questions and provides useful information about running commuter or regional rail along the Oregon Electric rail corridor.

The MWVCOG has invited the District to provide a member of the advisory board.

FINANCIAL IMPACT

None.

RECOMMENDATION

That the Board President appoint a member of the Board to represent the District on the Willamette Valley Regional Rail Advisory Board.

PROPOSED MOTION

**I appoint Director _____ to represent the District on the
Willamette Valley Regional Rail Advisory Board.**



BOARD MEETING MEMO

Agenda Item VIII.A

To: Board of Directors
From: Allan Pollock, General Manager
Date: April 25, 2024
Subject: 2024 APTA Legislative Conference Report

ISSUE

Shall the Board receive a briefing on the 2024 American Public Transportation Association (APTA) Legislative Conference?

BACKGROUND AND FINDINGS

The APTA Legislative Conference was held on April 7-9, 2024 in Washington, DC. Board President Hinojos Pressey, Vice-President Davidson, and General Manager Pollock attended the conference. In addition they also met with staff from the federal delegation and the Federal Transit Administration. The attendees will provide a verbal report from their attendance at the conference.

FINANCIAL IMPACT

None

RECOMMENDATION

For information only.

PROPOSED MOTION

None.



BOARD MEETING MEMO

Agenda Item X

To: Board of Directors
From: Allan Pollock, General Manager
Date: April 25, 2024
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 Joaquín Lara Midkiff	West Salem Business Association
Subdistrict 2 Director Navarro	State Transportation Improvement Fund Advisory Committee (STIFAC)
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS) Legislative Committee
Subdistrict 4 Director Hinojos Pressey	
Subdistrict 5 Director Davidson	FY27 Service Enhancement Committee Mid-Willamette Valley Council of Governments (MWVCOG)
Subdistrict 6 Director Duncan	Diversity, Equity, and Inclusion Committee Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 7 Director Holmstrom	Community Advisory Committee

FINANCIAL IMPACT

None.

RECOMMENDATION

For informational only.

PROPOSED MOTION

None.