



**Salem Area Mass Transit District
BOARD OF DIRECTORS**

May 24, 2018

Index of Board Actions

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Moved to approve the Consent Calendar:	4
1. <u>Approval of Minutes</u>	
a. Minutes of the April 9, 2018 Board Work Session	
b. Minutes of the April 26, 2018 Executive Session	
c. Minutes of the April 26, 2018 Board of Directors Meeting	
2. <u>Routine Business</u>	
a. Adopt FY2019 Board Meeting Schedule	

Move to approve funding of the FY18 Section 5310 projects as recommended by the STF Advisory Committee; and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation. **5**

Rank	Project	Category	Funding	% of Total
1	Cherriots Shop and Ride purchased service	Other	\$ 104,804	44.7%
2	Cherriots Shop and Ride preventive maintenance	Traditional	\$ 32,428	13.8%
3	Cherriots mobility management call center & partnership coordination	Traditional	\$ 82,515	35.1%
4	Garten Services vehicle purchase	Traditional	\$ 15,000	6.4%
Total:			\$ 234,747	100.0%

Move to approve September 2018 service changes and accept the Title VI analysis. **5**

Move to approve an overall project budget of \$202,595, and authorize the General Manager to negotiate the final contract language and execute a contract with Jeff Carter Construction for the construction of bus stop improvements in the not to exceed amount of \$176,170, and a 15% project contingency of \$26,425. **6**



Move to authorize the General Manager to execute a contract with Gillig LLC for the purchase of eight (8) fixed-route, compressed natural gas (CNG) transit vehicles for Cherriots fixed route service for a not-to-exceed amount of \$4,344,768. 7

Vehicle Costs -

Category	Price	Amount	Total
35-Foot CNG Vehicle	\$530,515	4	\$2,122,060
40-Foot CNG Vehicle	\$535,677	4	\$2,142,708
Contingency	\$ 80,000		\$ 80,000
Total:			\$4,344,768

Fund Source	Federal %	Match %	Grant	Match	Total
FY18 STP 5307	89.73%	10.27%	\$ 3,948,120	\$ 451,880	\$ 4,400,000 *

*Remaining funds will be carried over to the next vehicle purchase.

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

May 24, 2018

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

MINUTES

PRESENT Board	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Jerry Thompson, Marcia Kelley, Kathy Lincoln and Steve Evans
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Gregg Thompson, Maintenance Manager; Roxanne Beltz, Trip Choice Program Coordinator; Ted Stonecliffe, Transit Planner II; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Gaelen McAllister, Resource Development Manager, Garten Services, Inc., John Hammill, Special Transportation Fund Advisory Committee (STFAC)

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:30 PM**
President Krebs called the meeting to order; a quorum was present.
- B. PLEDGE OF ALLEGIANCE** led by Director Colleen Busch
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**
- D. PRESENTATION - None**
- E. PUBLIC COMMENT**
Gaelen McAllister, on behalf of Garten Services
Ms. McAllister spoke in favor of the recommendations before the Board, submitted by the STF Advisory Committee, to fund projects with the FY2018 FTA Section 5310 formula grant. Garten Services submitted a project requesting \$15,000 to purchase a vehicle to transport individuals with disabilities to their job sites in the community.



F. CONSENT CALENDAR

6:34 PM

- Motion:** Moved to approve the Consent Calendar:
- 3. Approval of Minutes**
 - a. Minutes of the April 9, 2018 Board Work Session**
 - b. Minutes of the April 26, 2018 Executive Session**
 - c. Minutes of the April 26, 2018 Board of Directors Meeting**
 - 4. Routine Business**
 - a. Adopt FY2019 Board Meeting Schedule**
- Motion by:** Director Jerry Thompson
Second: Director Colleen Busch
Discussion: No items were deferred from the Consent Calendar.
Vote: Motion passed (7)

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR – None

H ACTION ITEMS

1. Approve STF Advisory Committee Recommendations for Funding FTA Section 5310 Grants for Fiscal Year 2018 **6:35 PM**

Staff report: Pages 21-42 in the agenda

Presenter: John Hammill, STF Advisory Committee Member

Mr. Hammill reviewed the selection process to fund projects through the Federal Transit Administration's (FTA) Section 5310 grant program, in accordance with the District's Section 5310 Program Management Plan (PMP) and its Coordinated Plan. On April 3, 2018, the Technical Advisory Committee (TAC) met to hear presentations, and review and rank the submitted applications for projects to recommend to the STFAC totaling \$232,898; which they approved. After that meeting, the District was informed that the allocation estimate was lower than was advertised by public notice; and should have been \$217,716. The TAC and STFAC reconvened on May 1, 2018 to reconsider the applications and revise the STFAC recommendation that would go to the Board for action. The TAC calculated the award amounts for each application based on the estimated amount of \$217,716 and the 55/45 percent requirements of the Section 5310 fund distribution. The STFAC voted to accept TAC's recommendation as-is and in order of priority ranking 1 to 4. Following the May 1st meetings, the District was notified that the final apportionment of FY18 funds totaled \$234,747; \$17,031 more than the STFAC's recommendation to the Board. Following the process used by the STFAC and TAC in the first two meetings, it was recommended that the additional funds be applied to the four projects based



on their ranking, the not to exceed total amount requested, and in a manner to satisfy the 55/45 requirement for distribution to traditional and other projects.

Motion: **Move to approve funding of the FY18 Section 5310 projects as recommended by the STF Advisory Committee; and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.**

Motion by: **Director Jerry Thompson**

Second: **Director Steve Evans**

Vote: **Motion passed (7)**

2. Approval of 2018 Service Changes and Accept the Title VI Analysis 6:46 PM

Staff report: Pages 43-78 in the agenda

Presenter: Chris French, Senior Planner, Transportation Development Division

Mr. French reviewed the process that began in September 2017 to determine which changes proposed for the service would be implemented in September 2018. The District conducted a needs assessment and analyzed shifts in population and travel demand. A rider and community survey was conducted, and the service proposal was presented to the public in February and March 2018 to gather feedback for a final service plan proposal. The proposal will have increased daily Revenue Hours of 13.1 and 135.6 Revenue Miles for an annualized increase of \$332,728.40

Motion: **Move to approve the September 2018 service changes and accept the Title VI analysis.**

Motion by: **Director Jerry Thompson**

Second: **Motion was seconded**

Vote: **Motion passed (7)**

3. Authorize Bus Stop Improvement Group 2 Construction Contract 6:51 PM

Staff report: Pages 79-128 in the agenda

Presenter: Steve Dickey, Director of Transportation Development

Mr. Dickey reported that the proposed contract will complete the construction of improvements at 35 locations in Salem, Keizer, and Marion County. Funding for the contract is covered through 5307 grant funds from the Metropolitan Planning Organization (MPO) Salem Keizer Area Transportation Study (SKATS); and is included in the SAMTD's Adopted FY2018 Budget under the Capital Projects Fund. The purpose of the project is to improve access to public transportation service by removing physical barriers at bus stops, and to improve customer convenience by adding improvements such as passenger shelters, lighting, and paved waiting areas.



Mr. Dickey responded to questions asked by Board members. Two proposers responded to the bid for the bus stop improvement project. The proposals were from local contractors. The cost difference for some of the shelters being constructed has to do with the cost of the square footage of the concrete platform the shelter is placed on or the cost to replace sidewalk panels. There is also a provision for "Buy America" and the use of federal funding. He said the bus stop location near the new Amtrak/Greyhound bus station was a challenge finding good access so that the bus would not block traffic, especially for an individual with a mobility device getting on and off the bus. The District is also negotiating a shelter location at River Road and Garland Street by Abby's Pizza where there is public art. The District does not want to cut the view of that art.

Motion: **Move to approve an overall project budget of \$202,595, and authorize the General Manager to negotiate the final contract language and execute a contract with Jeff Carter Construction for the construction of bus stop improvements in the not to exceed amount of \$176,170, and a 15% project contingency of \$26,425.**

Motion by: **Director Steve Evans**

Second: **Director Doug Rodgers**

Vote: **Motion passed (7)**

4. Authorize Contract for Fixed Route Vehicle Purchase

7:05 PM

Staff report: Pages 129-130 in the agenda

Presenter: Gregg Thompson, Maintenance Manager, Operations Division

Mr. Thompson reported that the District's current fleet consists of 64 ADA lift-equipped vehicles. Eight vehicles are scheduled to be replaced and are approaching 17 years of service; The Useful Life Benchmark set by the FTA is 12-years of service. The contract price for four (4) 35-foot at \$530,515 each and four (4) 40-foot Compressed Natural Gas (CNG) vehicles at \$535,677 each is based upon a Washington State price agreement, procured under procedures set by the Washington Department of Transportation's Public Transit Division. With an \$80,000 contingency, the grand total is \$4,344,768. Funding for the proposed contract is covered 89% by FY18 STP 5307 grant funds and a general fund local match at 10.27%. Remaining funds will be carried over to the next vehicle purchase.

Mr. Thompson answered questions from the Board about the buses. He advised that staff had an assortment of seats in the customer service lobby at the Downtown Transit Center, and asked customers to test them for comfort. If there are complaints about the new seats, Maintenance can add padding or other alterations to make them more comfortable. Mr. Thompson explained that there was no RFP or contract



with Washington State; the District obtained a price agreement or quote to piggyback onto their contract. There is a contract between the District and Gillig for the purchase of the buses. The District needs Board approval for the purchase in order to initiate a purchase order. It takes 20 months from the time the order is initiated. Buses are produced one day at a time and are delivered in small bunches of two to three at a time. The buses they are replacing will be 19 years old by that time. The grant being used was awarded through the Salem/Keizer Area Transportation Study (SKATS). Board members praised the Maintenance Department for the good work they do to keep the fleet running.

Motion: Move to authorize the General Manager to execute a contract with Gillig LLC for the purchase of eight (8) fixed-route, Compressed Natural Gas transit vehicles for Cherrriots fixed-route service for a not-to-exceed amount of \$4,344,768.

Motion by: Director Colleen Busch

Second: Director Kathy Lincoln

Vote: Motion passed (7)

I. INFORMATION ITEMS

1. Trip Choice – Third Quarter Report

7:17 PM

Staff report: Pages 131-134 of the agenda

Presenter: Roxanne Beltz, Trip Choice Program Coordinator, Transportation Development Division

Ms. Beltz reported on the activities of the Cherrriots Trip Choice program that are structured around ODOTs approved work plan for 2015-2017 and the District’s 2015-2020 Strategic Plan for Trip Choice. Of note, Trip Choice is a new sponsor for Gallagher’s Fitness Resource’s “On Your Feet Friday” community and family oriented series of events on the second Friday of the month from May to September. Staff distributed the first edition of the Trip Choice newsletter “Navigator” and users of the Drive Less Connect site will see a new ride matching tool.

2. Performance – Third Quarter Report

7:29 PM

Staff report: Pages 135-144 of the agenda

Presenter: Chris French, Senior Planner, Transportation Development Division

Mr. French reviewed the performance measures on Cherrriots’ services from January 1, 2018 to March 31, 2018 that are compared to the previous fiscal year. Data for these measures are derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (RouteMatch and Mobility DR).

J. BOARD AND MANAGEMENT REPORTS



1. General Manager

7:39 PM

Mr. Pollock reported on his trip to the APTA Bus Roadeo. He thanked transit operator John Welch for driving a decorated Cherriotics bus in the Iris Festival Parade. He reminded the Board that the Employee Recognition Banquet was coming up; on Saturday, June 2, 2018 at the Salem Convention Center.

2. Board of Directors

7:40 PM

Board members are appointed by the President of the Board to local, regional, or national committees every two years in July. The list of appointments showing designated board member representation is on page 145 of the agenda. Board members may also be asked to present testimony at public hearings on specific issues as the need arises, serve on subcommittees, meet with their constituents and/or attend community events representing the District. Time is scheduled on the Board meeting agenda to report on these activities.

K. Meeting Adjourned

8:02 PM

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Shuler', written over a horizontal line.

Presiding Officer