



Salem Area Mass Transit District  
BOARD OF DIRECTORS  
VIRTUAL MEETING

October 28, 2021

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Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
October 28, 2021

**MINUTES**

**PRESENT:**

**Board** President Ian Davidson; Directors Charles Richards, Chi Nguyen, Sadie Carney, Maria Hinojos Pressey, and Sara Duncan **ABSENT:** Director Navarro Jr.

**Staff** Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Director of Finance/CFO; Patricia Feeny, Director of Communication; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Gregg Thompson, Maintenance Manager; Linda Galeazzi, Executive Assistant

**CALL TO ORDER**

**6:37 PM**

A. President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present.

GM Pollock shared several safety tips to remember for Halloween when trick or treating or for attending Halloween parties

**ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

B. GM Pollock reported that the District is waiting to receive federal vaccine mandate guidelines. The mandate will come to OR-OSHA from the federal government. When that occurs, the District will prepare for OR-OSHA directives.

**PRESENTATION** - None

**PUBLIC COMMENT** - None

**CONSENT CALENDAR**

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: 5-18 of the agenda

1. Approval of Minutes

- a. September 23, 2021 Executive Session re: G.M. Performance Evaluation
- b. September 23, 2021 Board of Directors Meeting

2. Routine Business

- a. Approval of the FY2023 Budget Calendar

Motion: **Moved to approve the Consent Calendar.**



Motion By: **Director Sadie Carney**  
Second: **Director Sara Duncan**  
Vote: **Motion passed: (6)**  
**Directors Davidson, Nguyen, Duncan, Hinojos Pressey, Carney, Richards**  
Absent: **Director Navarro Jr. (1)**

## ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

### ACTION ITEMS

G.1 Shall the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) fixed-route, Compressed Natural Gas transit vehicles for Cherriots local fixed-route service for a not-to-exceed amount of \$2,895,685?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 19-20 of the agenda

Mr. Thompson reported that the contract price was based upon a Washington State price agreement, procured under procedures set by the Washington Department of Transportation's Public Transit Division. The order will be for five (5) 40-foot Compressed Natural Gas (CNG) vehicles. All vehicles will be for local fixed route service. Funding for this proposed contract was included in the Capital Projects Budget of SAMTD's Adopted FY2021/22 Budget. Vehicle costs totaled \$2,895,685. Funding for the proposed contract will be covered through two grants using STBG Flex 5307 and ODOT 5339 funds with a general fund local match. Time was opened for questions and answers from the Board.

**Motion: Moved to authorize the General Manager to execute a contract with Gillig LLC for the purchase of five (5) fixed-route, Compressed Natural Gas transit vehicles for Cherriots fixed-route service for a not-to-exceed amount of \$2,895,685?**

**Motion By: Director Sara Duncan**

**Second: Director Sadie Carney**

**Vote: Motion passed (6)**

**Directors Davidson, Nguyen, Duncan, Hinojos Pressey, Carney, Richards**

**Absent: Director Navarro Jr. (1)**

G.2 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 \$229,118?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 21-22 of the agenda

Mr. Thompson provided his staff report; then opened up time for questions and answers. This is a sole source procurement. The Lift manufacturer (*Stertil-Koni*) requires the installation be conducted by a factory trained and authorized installer in order to keep



factory warranties in place. 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. Funding for this proposed contract has been included in the Capital Projects Budget of SAMTD's Adopted FY2021/22 Budget. The civil work costs totaled \$229,118. Funding for the proposed contract has been covered through a FY2019 5307 grant with a general fund local match.

**Motion:** **Moved to 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 \$229,118?**

**Motion By:** **Director Sadie Carney**

**Second:** **Director Maria Hinojos Pressey**

**Vote:** **Motion passed (6)**

**Directors Davidson, Nguyen, Duncan, Hinojos Pressey, Carney, Richards  
Director Navarro Jr. (1)**

G.3 Shall the Board approve a project budget of \$228,600, which includes a 20% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 4?

**Presenter:** Steve Dickey, Director of Technology and Program Management

**Staff Report:** Pages 23-30 of the agenda

After Mr. Dickey's staff report, there was time for questions and answers from the Board. The Bus Stop Improvement Program (BSIP) Group 4 includes stops at 27 locations (that are noted in the staff report). There are twenty-three in Salem, three in Keizer, and one in Marion County. Funding for the proposed contract is included in the FY2021-22 Adopted Budget page 122, line 34, in the Capital Project Fund. The project is funded by federal grants with a local match, and the activities of this contract are covered in the grant agreement. The contract was awarded to the lowest bid, R&R Construction. In addition to awarding a contract, the proposed motion included approval of a project budget with a 20% contingency amount. In the current market, both labor and material costs are extremely volatile. While the contract is for a not-to-exceed amount, any unforeseen circumstance that would necessitate a change order could add a significant amount to the cost of improvement to a particular stop or stops. The contingency amount provides budget authority for the project, without granting that up front to the contractor. Change orders would be addressed through the change order process and a contract amendment.

**Motion:** **Moved to approve a project budget of \$228,600.00, which includes a 20% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 4.**



**Motion By: Director Sadie Carney**

**Second: Director Sara Duncan**

**Vote: Motion passed (6)**

**Directors Davidson, Nguyen, Duncan, Hinojos Pressey, Carney, Richards**

**Absent: Director Navarro Jr. (1)**

## **INFORMATION ITEMS - None**

## **GENERAL MANAGERS REPORT**

- I.1 Mr. Pollock reminded the audience that November and December board meetings are held on the third Thursday of the month because of the holidays. November 11 is Veteran's Day and for the first time, the buses will run on a holiday schedule. However, on Thanksgiving Day, there will be no bus service. Scheduled meetings for GM Pollock include the American Public Transportation Association's Transform Conference from November 5 – 11. He reported that he completed his obligation to the Rules Advisory Committee for the STF and STIF program consolidation.

## **BOARD OF DIRECTORS REPORTS**

- J.1 Directors reported on their committee assignments listed on page 31 of the agenda.

Director Nguyen reported on the Diversity, Equity and Inclusion Committee's progress with their consultant, Keen. The consultant completed their analysis and met with GM Pollock and DGM Trimble to discuss next steps.

Director Carney provided a written, summarized list [Attachment A] of the meetings she attended and issues of substance from those meetings. She will meet with Mike Jaffe, the Transportation Planning Director for MWVCOG next week to get a better understanding of some of the issues covered during the Salem-Keizer Area Transportation Study (SKATS) September 28 and October 26 meetings. SKATS has a draft Public Participation Plan that is now available for public comment until November 18, 2021. The draft document will be reviewed for adoption at the November 23<sup>rd</sup> policy committee meeting to be held virtually by Zoom at noon.

Director Hinojos Pressey attended Salem's Chamber luncheon with Director Duncan where they celebrated agriculture in Oregon and heard about the history of a labor shortage in the '40s.

President Davidson reported on the MWACT meeting and a discussion about changes recommended by ODOT and the Oregon Transportation Commission. President Davidson will find out what transit's role will be. There was discussion about safety and



speed along Hwy 22 and 18 near the casino. MWACT will discuss how speed limits are determined at their December meeting. Wednesday is the final meeting for Salem's Climate Action Plan. There will be a comment period on November 6 from 11:00 a.m. to 6:00 p.m. President Davidson is also on the MWVCOG Legislative Committee. They held a learning session about affordable housing and learned that there is a 1,000 home deficit in the region.

Director Duncan spoke about an ODOT survey that is out for public comment on the issue of more bike lanes. She spoke about a proposed land use change by the new Costco on Kuebler to Commercial for a strip mall. She watched a SEDCOR webinar about the work that is in progress for commercial air service in Salem. They still need a local match. At the Morningside Neighborhood Association meeting, discussion included the new housing projects and sidewalks. Director Duncan spoke about the Brooks interchange where there is no transit service in that area. She noticed that every business has a sign out that they are hiring and there are lots of workers out there. She asked if the District could get data on the people in that area. She spoke about a group of scientists who meet to do a climate study. Their last presentation was on Greenland.

Director Richards reported that he had been in the hospital for eleven days after surgery and was able to recuperate at home last week.

## **ADJOURN**

K.1 The board meeting was adjourned.

**8:20 PM**

**Respectfully Submitted**

  
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**Ian Davidson, President**

## **SKATS**

- Two meetings since our last Board Meeting: September 28 and October 26.
- Meeting with Mike Jaffee, the Transportation Planning Director for MWVCOG next week to talk through some of these issues.

### **Issues discussed at the September 28 meeting:**

- LCDC rulemaking with a presentation by Amanda Peitz of ODOT.
- Cherriots Long-Range Transit Plan
- Draft SKATs PPP
- SKATS FY 2024-2029 Transportation Improvement Program Call for Projects
- CRRSAA Update
- TIP Modifications

### **Issues discussed at the October 26 meeting:**

- Marion Street Bridge improvements, ODOT project for almost 8M
- Allocation of Coronavirus Response and Relief Supplemental appropriations act (CRRSAA). Letters received from communities who have gotten funds, with high level detail.
- TIP Project prioritization
- Brooklake I-5 interchange area management plan – concept delivery and deliberation by Summer 2022
- Letter from SKATS to ODOT about ODOT Proposal
- TIP Modifications
- South Salem Transit Center

Issues of substance from those meeting that I want to bring to board attention are:

- DLCD rulemaking – may be appropriate for this board to consider submitting a letter on the draft rules.
- TIP Project Prioritization: The purpose of the Transportation Improvement Program is to serve as the mechanism for the incremental implementation of the Regional transportation and program priorities in the adopted Regional Transportation System Plan. Projects are selected for funding in the TIP should conform with the goals and objectives of the RTSP. In addition, federal rules require us to demonstrate that the projects in the TIP would help achieve the federal performance measure targets.

**In other Policy Work for SKATS:**

The Salem-Keizer Area Transportation Study (SKATS) has a Public Participation Plan (PPP) which serves as a guide to ensure an ongoing opportunity for broad-based public participation in the development of regional transportation plans, programs, and projects.

- The draft document is now available for public comment. Comments will be received until November 18, 2021. It can be read [here](#), or contact [ksapunar@mwvcog.org](mailto:ksapunar@mwvcog.org) to be emailed a copy.
- The draft document will be discussed and reviewed for adoption at the November 23, 2021 Policy Committee meeting, held virtually by zoom at noon. Public comment may be given at that time as well.

More information is available on our [website](#) and [Facebook](#).