



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

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

August 25, 2022

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| Moved to approve the Consent Calendar: | 3 |
| 1. <u>Approval of Minutes</u> | |
| a. July 28, 2022 Board of Directors Meeting | |
| b. July 28, 2022 Work Session | |
| c. July 28, 2022 Executive Session - ORS 192.660(2)(d) | |
| Moved to approve the three-year labor agreement with ATU 757 for the period of July 1, 2022, through June 30, 2025. | 4 |
| Moved to adopt the Cherriots Organizational Strategic Plan as shown in Attachment A of the staff report. | 4 |
| Moved to authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$105,786.00 | 5 |

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Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
August 25, 2022

- PRESENT:** Board: President Ian Davidson; Directors Ramiro Navarro, Jr., (virtually); Sara Duncan; and Sadie Carney
- ABSENT:** Directors Maria Hinojos Pressey, and Chi Nguyen
- Staff: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Gregg Thompson, Maintenance Manager; Chris French, Service Planning Manager; Bobbi Kidd, Strategic Initiative Administrator; Dan Knauss, Contract/Procurement Manager; Chip Colby, Information Technology Manager; Ross Aguilar, Systems Administrator; Kiki Dohman, Commuter Options Coordinator; Linda Galeazzi, Executive Assistant; and Sara Sayles, SAMTD Legal Counsel
- GUESTS:** Shirley Block, President, and Mikel Burke, Executive Board Officer, representing the Amalgamated Transit Union (ATU) Local 757; Mark Aesch, CEO; Matt Webb, Principal, AICP; and Mike Haynes, Performance Practice Lead from TransPro Consulting Services

MINUTES

CALL TO ORDER

6:30 PM

- A. President Ian Davidson called the meeting to order and led the Pledge of Allegiance. Attendance was noted with a quorum of four members present.

For the Safety Moment, GM Pollock spoke about back to school safe driving tips.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

- B. GM Pollock noted some changes to the agenda with the addition of an action item to approve the labor contract between the District and the ATU Local 757. With that, the agenda items will be moved around in a different order. The presentation of the FY2022 Needs Assessment report will be moved to Informational Items and the approval of the ATU Labor Contract will be the first action item.

PRESENTATION



C.1 FY22 Needs Assessment (moved to Information Items)

PUBLIC COMMENTS - None

CONSENT CALENDAR

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 129-138 of the agenda

Moved to approve the Consent Calendar:

1. Approval of Minutes

a. July 28, 2022 Board of Directors Meeting

b. July 28, 2022 Work Session

c. July 28, 2022 Executive Session - ORS 192.660(2)(d)

2. Routine Business

Motion: Moved to approve the Consent Calendar

Motion By: Director Sadie Carney

Second: Director Sara Duncan

Vote: Motion passed: Carney, Davidson, Duncan, Navarro (4)

Absent: Directors Nguyen and Hinojos Pressey (2)

ITEMS DEFERRED FROM THE CONSENT CALENDAR

F. No items were deferred from the Consent Calendar

ACTION ITEMS

G.1 Approval of a Three-Year Labor Agreement with the Amalgamated Transit Union (ATU) Local 757 for the period of July 1, 2022, through June 30, 2025

Presenter: David Trimble, Deputy General Manager (DGM)

Shirley Block, President, Amalgamated Transit Union (ATU)

Mikel Burke, Executive Board Officer, ATU Local 757

Staff Report: Pages 35-36 of the supplemental agenda

DGM Trimble reviewed the progression of the union negotiations that began on December 9, 2021 and later included mediation services to get to a tentative agreement which bargaining unit members ratified through a voting process on August 17, 2022. Trimble spoke about the economic highlights of the agreement that included a 6.0% wage increase for ATU members in the first year of the contract (retroactive back to July 1, 2022), and increases of 5% on July 1, 2023, and 2024. Further changes and increases were listed in the staff report.



Shirley Block, the ATU President, who has been in office since 2015 and represents 29 organizations, said the ATU and the District worked together on common ground. DGM Trimble noted that the new contract is more typical now due to a driver shortage in the transit industry. At the District, a record number of ATU members came out to vote to ratify the agreement. Executive Board Officer, Mikel Burke said they worked on the revised agreement for 16 months, facing the unknown challenges of the pandemic. They not only survived, but grew and expanded service as planned. As they face new challenges, they will work together to overcome them.

Special thanks for their leadership and direction was given to Shirley Block and Mikel Burke representing the ATU team, and to GM Pollock, Don Clifford, the Transportation Manager; Tom Dietz, Director of Operations; and to CHRO Christina Conner.

Motion: **Moved to approve the three-year labor agreement with ATU 757 for the period of July 1, 2022, through June 30, 2025.**

Motion By: **Director Sara Duncan**

Second: **Director Sadie Carney**

Vote: **Motion passed: Carney, Davidson, Duncan, and Navarro (4)**

Absent: **Directors Nguyen and Hinojos Pressey (2)**

G.2 Adoption of the 2022 Cherriots Organizational Strategic Plan

Presenter: Bobbi Kidd, Strategic Initiatives Administrator

TransPro Consulting Services team: Mark Aesch, CEO; Matt Webb, Principal, AICP; and Mike Haynes, Performance Practice Lead

Staff Report: Pages 139-141 of the agenda

CEO Mark Aesch provided a brief review and responded to questions regarding the District's efforts, with the support of TransPro Consulting to create an updated Strategic Plan for the District since January 2022. A PowerPoint presentation of the 2022 Cherriots Organizational Strategic Plan was included in the agenda packet. The process to develop the plan was well documented with input from District employees, the Board, and the community. It is now moving into the implementation phase. Staff will monitor specific steps toward goals they committed to that will provide clarity, support employee engagement and professional growth, increase the District's value in the community, and achieve financial health over the course of the next year. The FY2023 budget includes funding to implement the plan for one year; and the Board will receive quarterly updates.

Motion: **Moved to adopt the Cherriots Organizational Strategic Plan as shown in Attachment A of the staff report.**

Motion By: **Director Sadie Carney**



Second: Director Sara Duncan
Vote: Motion passed: Carney, Davidson, Duncan, and Navarro (4)
Absent: Directors Nguyen and Hinojos Pressey (2)

GM Pollock remarked that working with TransPro was a great partnership that caused them to think differently as the leadership team dove into the tactics. After the adoption of the strategic plan, a series of final documents will roll out for the implementation phase. Strategic Initiatives Administrator Bobbi Kidd, will lead the effort and keep us on track.

- G.3 Authorize the General Manager to execute a contract with E & M Electric & Machinery, LLC for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility.

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 141-142 of the agenda

Maintenance Manager Thompson reported that staff began the switchgear procurement prior to the construction solicitation because they were made aware that this piece of equipment may be experiencing long lead times due to supply chain issues. Switchgear is an electric power system that is custom made for each unique project. It is composed of electrical disconnect switches and circuit breakers that protect circuits and the cabinet where each circuit is isolated. Staff worked closely with its engineering consulting firm Mott MacDonald, and the local electrical utility, Salem Electric, to identify electrical capacity and proper infrastructure sizing that would provide adequate power from the transformer to the ChargePoint chargers. The District was awarded two (2) consecutive Lo/No grants in 2020 and in 2021. Each grant award provided for five (5) battery electric buses, charging infrastructure and project management costs to charge the buses overnight using plug in dispensers at the Del Webb Maintenance facility.

In response to questions asked, Thompson said the equipment is like massive, custom-made electrical panels with the capacity to charge 20-25 buses. The equipment will be installed by the vendor.

Motion: Moved to authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$105,786.00.

Motion By: Director Ramiro Navarro Jr.

Second: Director Sara Duncan

Vote: Motion passed: Carney, Davidson, Duncan, Navarro (4)

Absent: Directors Nguyen and Hinojos Pressey (2)



INFORMATION ITEMS

C. FY 2022 Needs Assessment

Staff Report: Supplemental Agenda Packet, pages 9-34

Presenter: Chris French, Service Planning Manager

Chris French reported on the fiscal year 2022 needs assessment that identifies current unmet transit needs. It is used for the biennial service planning process with a focus on improvements that can be made in the near future, that follows the Statewide Transportation Improvement Fund (STIF) calendar. Results of the needs assessment include a total of 2,366 comments about weekend service expansion, frequency improvements, the fare structure and technology, intercity requests, local and regional operations, bus stop amenities and safety, for example. With the results and criteria for design standards, safety and compliance, performance targets and available funds, staff forms a service plan and applies for STIF funding that will be made available July 1, 2023 for service that would begin in September of the next year. French explained that the District was also the Qualified Entity (QE) for Marion and Polk county's public transportation service providers (PTSP). They compile their projects into one application and the Board votes on the application at their November board meeting. Approved applications are due to ODOT by January 1, 2023 for the completion of the process for funding.

Results of the assessment were included in the supplemental agenda packet.

During a period of questions and answers, a brief discussion was held on the possibility of sponsored benches and advertising in bus shelters. Steve Dickey said the City of Salem is very specific about what is allowed in bus shelters. It will take a change in the City's sign code. Keizer and Marion County don't have that limitation.

H.1 September Service Change Briefing for FY2022

Staff Report: Pages 143-144 in the agenda

Presenter: Chris French, Service Planning Manager
Patricia Feeny, Director of Communication

Chris French briefed the Board on the Cherrriots fixed-route service changes to begin September 4, 2022 and will be in effect through December 31, 2022. Weekday service will increase to 15 minute service throughout most of the day on Route 17 Edgewater Street. Service on Labor Day and on Veteran's Day will operate at Sunday service levels; and LIFT service will match Local fixed route hours of operation for all days of service. Cherrriots Regional will have a new Route 80X – Wilsonville / Keizer Express that provides



four weekday round trips connecting Keizer Transit Center with Wilsonville via Woodburn. A trip to the evening schedule was added to Route 45 – Central Polk County from Independence to Dallas via Monmouth. The route was also adjusted to serve F Street in Independence.

Patricia Feeny reported on the District’s marketing efforts on radio stations KMUZ FM Community Radio and KYKN 1430AM to promote the *Youth Zero Pass* that eliminates the fare for youth ages 0-18 years. Feeny acknowledged Tricia McCain, Communication Administrative Assistant, for the graphic design used to promote the *Youth Zero Pass*. Funding was made possible through a collaboration between Cherriots, the City of Salem, and the City of Keizer. The cities of Salem and Keizer committed to funding the program for the next year. This commitment signifies an investment in the health and well-being of the community as a whole, but especially for those who rely on public transit the most [<https://www.cherriots.org/youthzeropass/>].

H.2 Fourth Quarter Transportation Options Report

Staff Report: Pages 145-152 in the agenda

Presenter: Kiki Dohman, Commuter Options Coordinator

Kiki Dohman reported that Cherriots was selected by the Oregon Department of Transportation (ODOT) to be featured in the *Get There Oregon* photoshoot. The *Get There* Challenge is scheduled for October 3-6, 2022. Fourth quarter activity results for *Get There* Oregon users totaled 11,654. In addition, staff met with five organizations about the Group Pass program and commuter benefits, and is working with contracted videographers at Skyline Video to collaborate on ideas for a safety video that focuses on both bike and transit. Staff enlisted the Mid-Willamette Valley Council of Governments to edit and improve the local bike map; while both Meduri Farms and DCI Inc.’s vanpool programs have experienced rapid growth. Staff works with the vendor, Commute with Enterprise, to promote vanpooling and meets with organizations throughout the Mid-Willamette Valley. Staff is currently working with colleagues to create a 90-minute panel session for the 2022 Association for Commuter Transportation International Conference on how vanpool is a viable and equitable commute option.

GENERAL MANAGERS REPORT

I.1 GM Pollock acknowledged Bobbi Kidd for her work on the District’s new strategic plan, as the project manager. She had only been with the District for two months when we started, and he is grateful to her as part of that work. He also acknowledged the District’s negotiating team as part of the ATU contract. The relationships were built



before the negotiation process. He announced that the Board would meet in a work session with the Salem City Council on Monday, September 19 from 6:00-8:00 p.m.

BOARD OF DIRECTORS REPORTS

J.1 Director Ramiro Navarro Jr., reported on his participation at the KeizerFest luncheon where he received an award on behalf of the District. He also noted that Cherrriots will provide free transportation to the Veterans Stand Down event at the Salem YMCA on Court Street on September 14 from 8:00 a.m. to 4:00 p.m.

Director Sara Duncan reported on the Citizens Advisory Committee meeting held on August 16, 2022.

Director Sadie Carney reported on the SKATS Policy Committee's August 23, 2022 meeting where there was discussion about whether the Policy Committee could form a subcommittee composed of Policy Committee members. They continued discussion about the SKATS recommendation to support state-level targets that were proposed by ODOT and the District; and the need to finalize criteria and weights proposed in evaluating potential projects for inclusion in the SKATS 2023-2050 Metropolitan Transportation Plan.

President Davidson reported on the MWVCOG legislative luncheon hosted by the Confederated Tribe of Grand Ronde. There were approximately 100 people in attendance to meet and hear from local elected and appointed officials, and candidate running for office. He also reported on the MWACT meeting where they received a Tolling briefing from ODOT.

ADJOURN

K.1 The board meeting was adjourned.

8:40 pm

Respectfully Submitted

A handwritten signature in black ink that reads 'Ian Davidson'.

Ian Davidson, President