



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

June 23, 2022

Index of Board Actions

<u>Action</u>	<u>Page</u>
<u>Approval of Minutes</u>	3
a. May 26, 2022 Board Meeting	
b. May 26, 2022 Work Session	
c. May 26, 2022 Executive Session-Potential Litigation	
d. May 26, 2022 Executive Session-Labor Negotiations	
<u>Routine Business</u>	
a. Approval of Annual Allocation of Day Passes to the United Way of the Mid-Willamette Valley for Fiscal Year 2023.	
Moved to accept the South Salem Transit Center Mobility Hub Site Selection Study Final Report and approve the recommendation of the sites identified in the report as finalist sites to proceed with the required steps for property acquisition.	5
Moved to authorize the General Manager to execute a contract extension with DePaul Industries, The DPI Group, for security services (unarmed) at the Del Webb Operations Headquarters for a not-to-exceed amount of \$260,000.	6
Moved a friendly amendment motion to authorize the General Manager to enter into a contract with Grove, Mueller & Swank, P.C. for the delivery of audit services for a total cost not to exceed <u>\$399,500.</u>	6
Moved to adopt Resolution #2022-04 to adopt the FY2022-23 Budget, making appropriations, and imposing and categorizing taxes.	7

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Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Senator Hearing Room – Courthouse Square
555 Court St., Salem, OR 97301

June 23, 2022

BOARD **PRESENT:** President Ian Davidson; Directors Ramiro Navarro Jr., Maria Hinojos Pressey, Sarah Duncan and Sadie Carney (virtual);
ABSENT: Director Chi Nguyen

STAFF: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Tom Dietz, Director of Operations; Patricia Feeny, Director of Communication; Ben Sawyer, Contracted Services Manager; Chris French, Service Planning Manager; Karen Garcia, Security & Emergency Management Manager; Dan Knauss, Contract/Procurement Manager; Ross Aguilar, Systems Administrator; Linda Galeazzi, Executive Assistant and Sara Sayles, SAMTD Legal Counsel (virtual)

GUESTS: Kathy Lincoln, Budget Committee Chair; Marja Byers, and John Hammill

MINUTES

CALL TO ORDER

6:30 PM

A. President Ian Davidson called the meeting to order. The Board was led in the Pledge of Allegiance; and attendance was noted with six members present for a quorum. Karen Garcia provided the Safety Moment reporting on the safety measures in and around Courthouse Square and the Downtown Transit Center.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

B. President Davidson announced that the Budget Hearing was rescheduled for later in the Board meeting. The Budget Committee Chair had an unexpected scheduling conflict.

PRESENTATION - None

PUBLIC COMMENT

D. **John Hammill**, President, Willamette Chapter, American Council of the Blind: He said the disabled community appreciates the service that Cherriots provides; especially for the two years during COVID. There were members of the Chapter who were not able to get out without the service. It is clear that the city is growing and transit will need to adapt and evolve to meet those changing circumstances. As that goes on, speaking for



the disabled people and seniors, it would be really great if the Board would consider putting the bus stops closer together. A quarter mile is standard but is a disincentive for people with disabilities and older people to use the scheduled service. It tends to drive them to CherriotsLIFT which is more expensive both for the traveler and the transit district. That first stop and the last stop from home to their destination is a bit of a barrier. If the Board could find a way to get those stops closer together, it would be removing a barrier for them.

CONSENT CALENDAR

G. Shall the Board approve the Consent Calendar?

Presenter: President Ian Davidson
 Staff Report: Pages 5-24 of the agenda

Approval of Minutes

- a. May 26, 2022 Board Meeting
- b. May 26, 2022 Work Session
- c. May 26, 2022 Executive Session-Potential Litigation
- d. May 26, 2022 Executive Session-Labor Negotiations

Routine Business

- a. Approval of Annual Allocation of Day Passes to the United Way of the Mid-Willamette Valley for Fiscal Year 2023.

Motion: **Moved to approve the Consent Calendar.**
 Motion By: **Director Sadie Carney**
 Second: **Director Maria Hinojos Pressey**
 Discussion: President Davidson expressed his gratitude to United Way for being the facilitator of a program to get the day passes out to member agencies. Director Carney asked if the District had any idea how successful the program was. GM Pollock explained that United Way provided a report on pages 18-24 of the agenda of all the agencies they provided bus passes to in FY2022. The program is currently oversubscribed. United Way receives more applications from member agencies for day passes than there are available. United Way has also purchased day passes when they receive grants from the City or elsewhere, and the District gives them a 25% non-profit discount. [<https://www.unitedwaymwv.org/transportation-assistance.html>]
 Vote: **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, and Navarro (5)**
 Absent: **Nguyen (1)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. No items were deferred from the Consent Calendar



ACTION ITEMS

- I.1** Shall the Board accept the *South Salem Transit Center Mobility Hub (SSTCMH) Site Selection Study* Final Report as prepared by Parametrix Inc., and approve the recommendation of the sites identified in the report as finalist sites to proceed with the required steps for property acquisition?

Presenter: Steve Dickey, Director of Technology and Program Management
Ryan Farncomb, Project Manager/Senior Transportation Planner, Parametrix, Inc.

Staff Report: Pages 25-75 of the agenda

Ryan Farncomb gave a project update, a review of the candidate sites and findings, and the next steps of the project. The *South Salem Transit Center Mobility Hub Site Selection Study* (SSTCMH) Final Report documented the process involved in the site selection, and the rationale for the final recommendation of the sites identified in the study. Based on results of the fatal flaw analysis, the project team recommended further evaluation of three candidate sites [listed on page 70 in the agenda packet] to determine the most suitable location of the SSTCMH -

- Site D, southwest corner of Fabry Road SE and Commercial Street SE
- Site F, northwest corner of Wiltsey Road SE and Commercial Street SE
- Site 8, northeast corner of Wiltsey Road SE and Commercial Street SE

Once identified by the Board, the District will proceed to negotiate with the site owner(s) to acquire the desired property. Development of the SSTCMH will follow with preliminary environmental investigations, the site boundary survey, preliminary and final design, the environmental review, and construction. Mr. Farncomb provided a public engagement summary which resumes throughout the remaining steps of the development process. Construction cost estimates will be available by the end of the week.

Director Navarro asked if there were posts about this project on Social Media in Spanish. Mr. Farncomb noted that there were posts both in English and Spanish.

Director Duncan asked if there had been talks about how to better connect the transit centers. Mr. Dickey said the planning department gets into the nuances of how to adjust what we have now and what it needs to be. Chris French described what the planning department does to analyze how routes will connect South Lancaster Blvd to South Commercial Street without going all the way to the Downtown Transit Center. Once a site is chosen, it gives them an anchor point to start from in South Salem.

Mr. Farnworth described the size of the lot at site "B" as being just over five acres. On the Wiltsey site "8," there are trees. They measured all of the trees, and there are some that are protected and should not be cut down, so they will adjust the concept design.



Responding to questions from Director Carney, Mr. Dickey stated that the Walmart site is not being considered. And, anytime you work with federal funds, you are obligated to abide by the uniform relocation act. So, when considering three sites, cost is a factor, as is the relocation of businesses on the site.

- <https://www.fhwa.dot.gov/federal-aidessentials/companionresources/06rowuniformact.pdf>

Mr. Dickey said the board will have an opportunity to evaluate the pros and cons of each of the three sites at the July Board meeting, and choose a preferred site for the District to pursue. After that, the District would begin formal negotiations for the preferred site. If for some reason that did not work out, the District would pursue the other two sites.

Director Carney asked about the cost increases and supply chain issues that may affect the District and this project. Mr. Dickey responded that pricing has been the most volatile he has seen in his 25 years working with construction, as well as the supply chain being a major factor. In the projects' Scope of Work (SOW) we have made it very clear that the design must be scalable in many aspects – in or out, period. The District's approach will be that we will build it when we can afford it; or we can build components. Until things stabilize, agencies will have to take that approach and be creative. Ryan also noted that contingencies can also be built in.

Motion: **Moved to accept the South Salem Transit Center Mobility Hub Site Selection Study Final Report and approve the recommendation of the sites identified in the report as finalist sites to proceed with the required steps for property acquisition.**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Sara Duncan**

Vote: **Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, and Navarro (5)**

Absent: **Nguyen (1)**

I.2 Shall the Board authorize the General Manager to execute a contract extension with DePaul Industries, The DPI Group, for security services (unarmed) to begin in July 1, 2022, for a not-to-exceed amount of \$260,000?

Presenter: Karen Garcia, Security & Emergency Management Manager

Staff Report: Pages 76-77 of the agenda

Funding for this contract amount is included in the FY2022-2023 Deputy General Manager Division, under the Security and Emergency Management Department General Fund budget. The term of the contract does not exceed the fiscal year. Total contract cost for FY2022-23 is not-to-exceed \$260,000.



Motion: Moved to authorize the General Manager to execute a contract extension with DePaul Industries, The DPI Group, for security services (unarmed) at the Del Webb Operations Headquarters for a not-to-exceed amount of \$260,000.

Motion By: Director Maria Hinojos Pressey

Second: Director Sara Duncan

Vote: Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, and Navarro (5)

Absent: Nguyen (1)

I.3 Shall the Board authorize the General Manager to enter into a contract with Grove, Mueller & Swank, P.C. for the delivery of audit services for a total cost not to exceed \$399,500?

Presenter: Denise LaRue, Chief Financial Officer

Staff Report: Pages 78-79 of the agenda

Procurement issued a Request for Proposal (RFP) through the competitive bid process for both annual audit services as well as single audit services for federal awards. There were two responses with Grove, Mueller, & Swank, P.C. being selected for this next contract period. The contract was set up for an initial two years with three one year contract extensions that allows for up to five years of services delivered through this contract. Audit services are budgeted annually in the General Fund.

Motion: Moved to authorize the General Manager to enter into a contract with Grove, Mueller & Swank, P.C. for the delivery of audit services for a total cost not to exceed three hundred ninety-nine, five thousand dollars.

Motion By: Director Sara Duncan

Second: Director Ramiro Navarro Jr.

Friendly Amendment: Director Sadie Carney noted that the final sum in the motion was stated incorrectly, and provided a friendly amendment to correctly state the total dollar amount at \$399,500 for the audit services contract. Director Sara Duncan was agreeable to that, and Director Ramiro Navarro Jr. seconded the motion.

Vote: The friendly amendment motion passed: Carney, Davidson, Duncan, Hinojos Pressey, and Navarro (5); Absent: Nguyen (1)

E. BUDGET HEARING

Shall the Board adopt Resolution 2022-04 for the Adoption of the Fiscal Year 2022-2023 Budget, Making Appropriations, and Imposing and Categorizing Taxes?

Presenter: Kathryn Lincoln, Budget Committee Chair



Staff Report: Supplemental Agenda Item [ATTACHED TO THESE MINUTES]

There was no public testimony for or against the FY 2023 budget document or programs within in the budget.

F. DELIBERATION OF THE BUDGET HEARING

In accordance with Oregon State Budget Law, the Budget Committee approved the FY2022-23 Budget on May 5, 2022 for a total appropriation of all funds of \$92,273,394 and an unappropriated total amount of \$50,011,719, for a total approved budget of \$142,285,113; and a tax rate of \$.7609 per \$1,000 of assessed value, the permanent rate set by Measure 50. Resolution #2022-04 also imposes and categorizes taxes in accordance with Oregon Budget Law requirements. Following approval, the Budget Committee Chair, Kathy Lincoln, asked that the Board set the Budget Hearing. On June 6, the budget summary and notice of a public hearing were published on the District’s website and in the local newspaper as required by law. The Budget Hearing occurred prior to the consideration of this resolution asking for adoption of the budget.

Motion: Moved to adopt Resolution #2022-04 to adopt the FY2022-23 Budget, making appropriations, and imposing and categorizing taxes.
Motion By: Director Ramiro Navarro Jr.
Second: Director Sara Duncan
Discussion: There was no discussion.
Vote: Motion passed: Carney, Davidson, Duncan, Hinojos Pressey, and Navarro (5)
Absent: Nguyen (1)

J. INFORMATION ITEMS - None

K. GENERAL MANAGERS REPORT

GM Pollock spoke about the passing of Doug Pilant, a former Cherrlots employee who became the executive director of Oregon Housing & Associated Services (OHAS), and then the general manager of Tillamook County Transportation District. Doug had the reputation of being very kind with a passion for public transportation. He died with a strong fight against cancer. GM Pollock also reported on federal legislation having to do with the gas tax holiday. APTA public transportation providers wrote a letter to President Biden to oppose the bill. He asked Patricia Feeny to make an announcement. Ms. Feeny announced that the marketing group in Communication won first place in the AdWheel Awards Program for Best Marketing and Communications Educational Initiative (Non-Covid-19 [e.g. general public information, improve safety or security, workforce development, courtesy, or other transit objective])



L. BOARD OF DIRECTORS REPORTS

This is the 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 a representatives of the District.

Director Navarro said he caught COVID at the beginning of the month. Later, he attended the June 21 Keizer City Council meeting to honor City Councilor Roland Herrera in a surprise ceremony for his unwavering support for the LGBTQ community. He visited the YMCA's new veterans' shelter and he sent well-wishes to Mark Knecht, an advocate for disabled veterans, who was in the hospital.

Director Carney noted that John Hammill who spoke during Public Comment is an amazing advocate for the disabled community. He has served on the Citizens Advisory Committee and Board of Directors, and is a new member of the Statewide Transportation Improvement Fund Advisory Committee. She also congratulated Patricia Feeny and her Communication team for receiving the AdWheel Award. She said the SKATS Policy Committee meeting will meet next week and the Salem City Council will deliberate July 11, 2022 on the *Our Salem* Comprehensive Plan.

Director Hinojos Pressey reported on the DEI Subcommittee meeting and the May 31 Citizens Advisory Committee meeting.

President Davidson was not able to attend the MWACT meeting where there was discussion about the Hwy 22 and 51 Interchange. He did attend the MWVCOG meeting with Maria Hinojos Pressey for a school board presentation to announce their new director. President Davidson shared a project that he and Director Hinojos Pressey have been working on to get free bus passes for students in kindergarten to 12th grade. They have been in discussions with the City of Keizer about this project; and the City of Keizer City Council approved a pilot project for a Bus Pass Program with a tentative start date this fall.

M. ADJOURNED

8:20 PM

Respectfully Submitted

Ian Davidson, President