

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

Thursday, January 11, 2024

*This meeting is open to the public, please see page 2 for available formats.*

**AGENDA**

- I. CALL TO ORDER**
- II. EXECUTIVE SESSION**
- III. RETURN TO WORK SESSION**
  - A. Safety Moment
  - B. Announcements
- IV. PRESENTATION(S) | DISCUSSION(S)**
  - A. SSTC Update ..... 3
- V. GENERAL MANAGER COMMENTS**
  - A. Upcoming Board Agenda Items ..... 14
  - B. Board Calendar Review ..... 15
- VI. ADJOURNMENT**

**Available meeting formats:**

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 160 629 0899 | Passcode: 624273  
Go to: <https://cherriots-org.zoomgov.com/j/1606290899?pwd=aElhUUE0VkZmSE85Sy9EMFBY1RJT09>
- One Tap Mobile: +16692545252,,1606290899#,,,,\*624273# US
- Landline Phone: +1 669 254 5252 US

**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](mailto:publictestimony@cherriots.org).

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**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](mailto:publictestimony@cherriots.org)

# South Salem Transit Center Project Update

January 11, 2024 Board of Directors Work Session

*Presented by:*

*Melissa Kidd – Capital and Project Control Manager*



## Agenda:

- Status Update
- Schematic Design and Costs
- Value Engineering Ideas
- Schedule

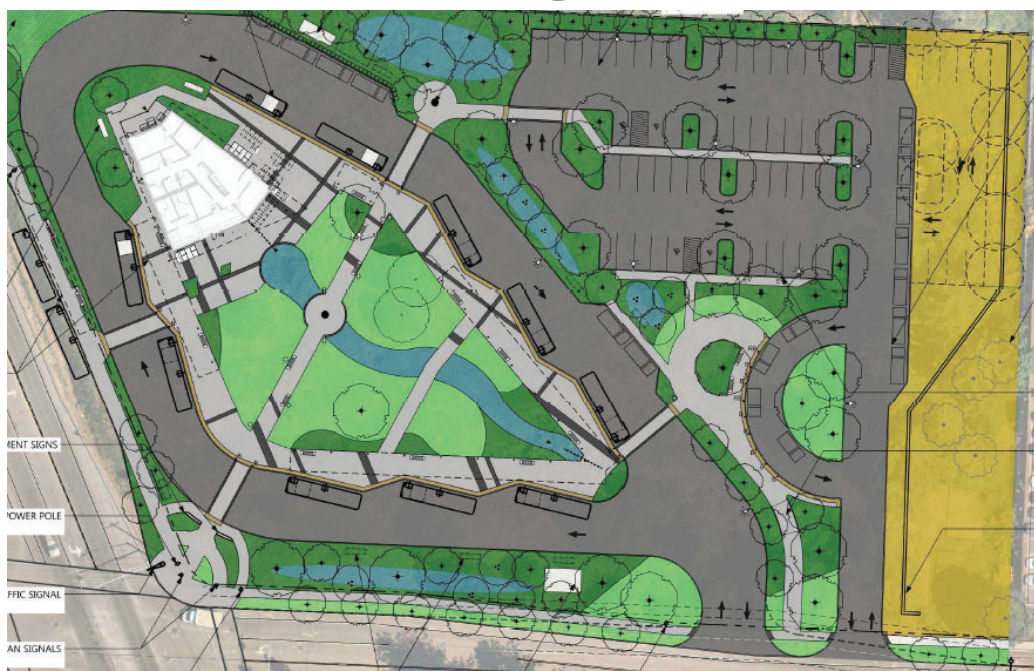


# Status Update:

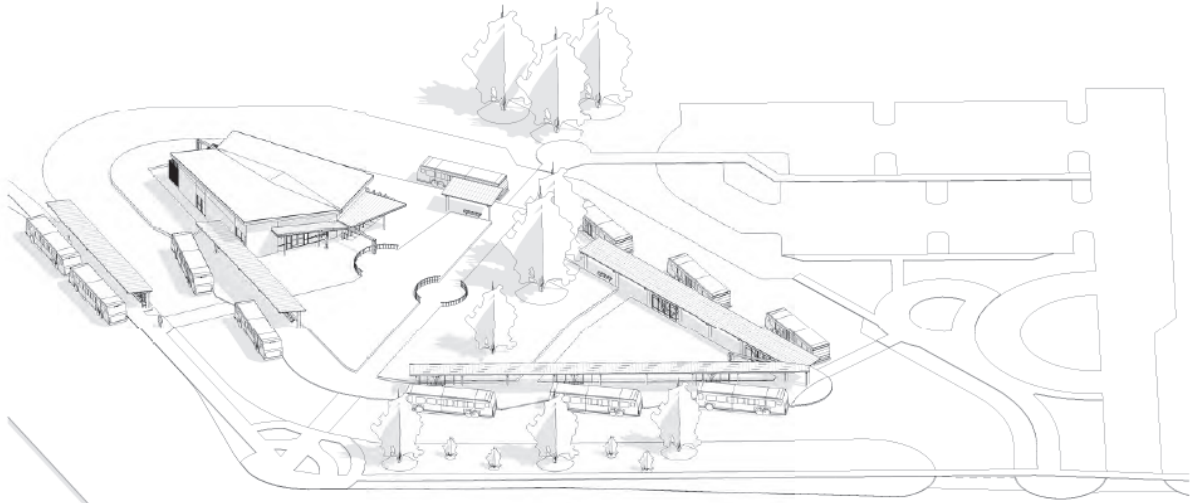
- Received Schematic Design and Cost Estimate
- Assigned NEPA Specialist by FTA
- Met with Property Owner



# Schematic Design:



# NE Corner of SE Commercial St. & Wiltsey Rd.:



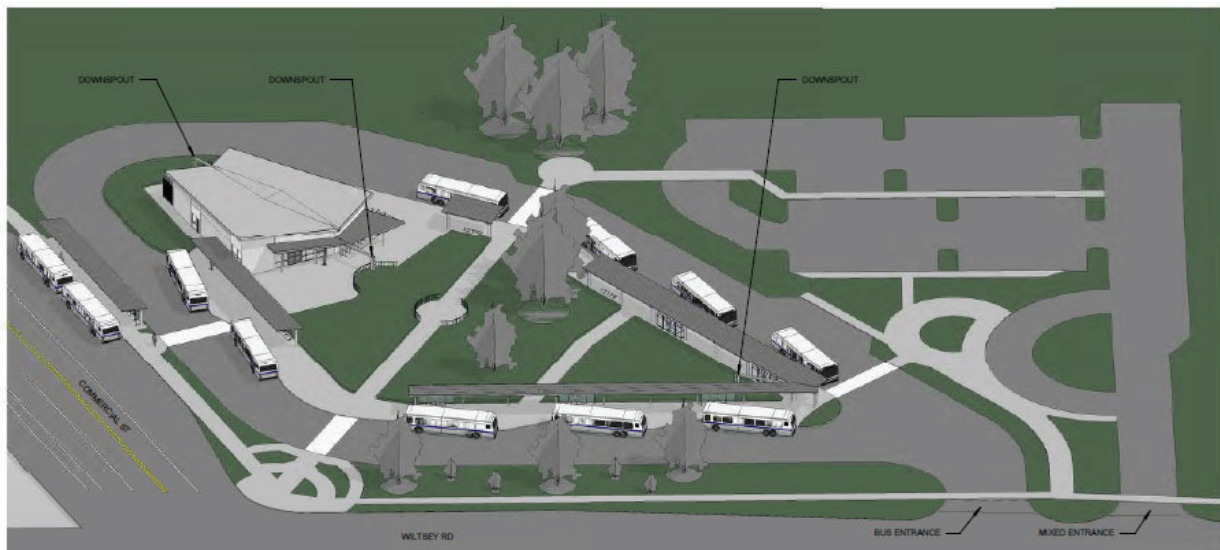
# Shelter Bay Perspective:



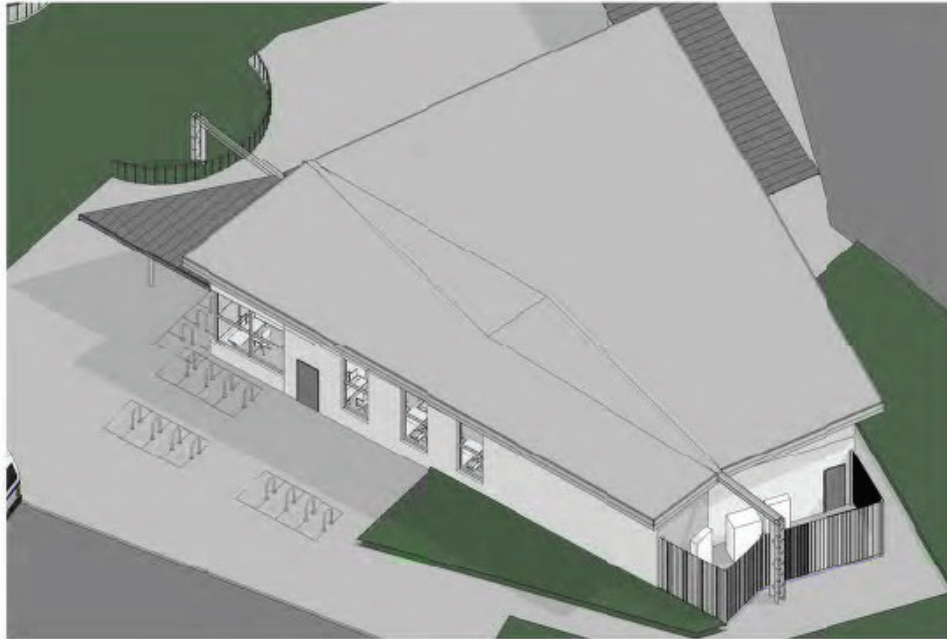
# View from Commercial St.:



# South of Site:



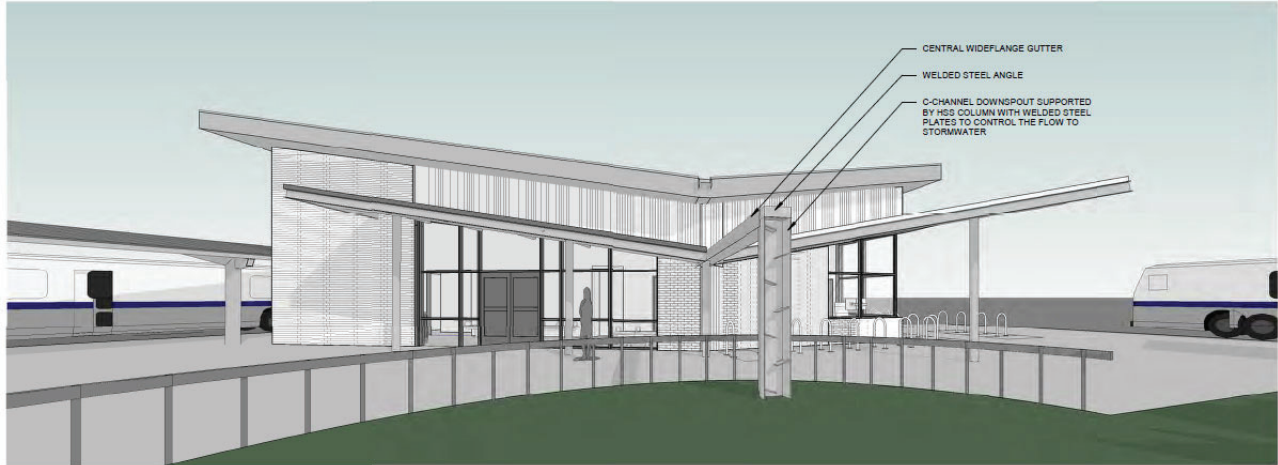
## Northeast of Building:



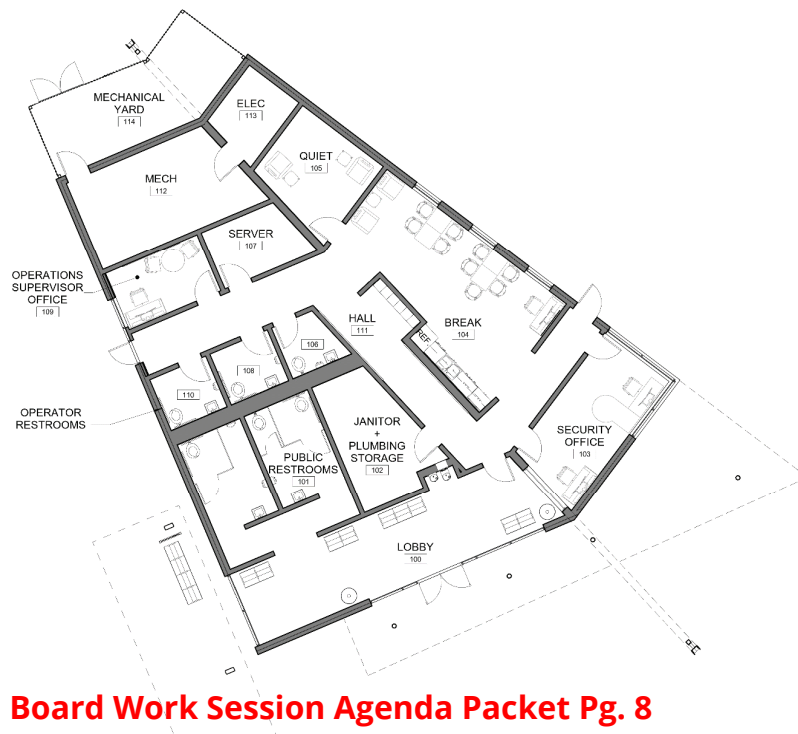
## Southwest of Building:



# Public Entry Perspective:

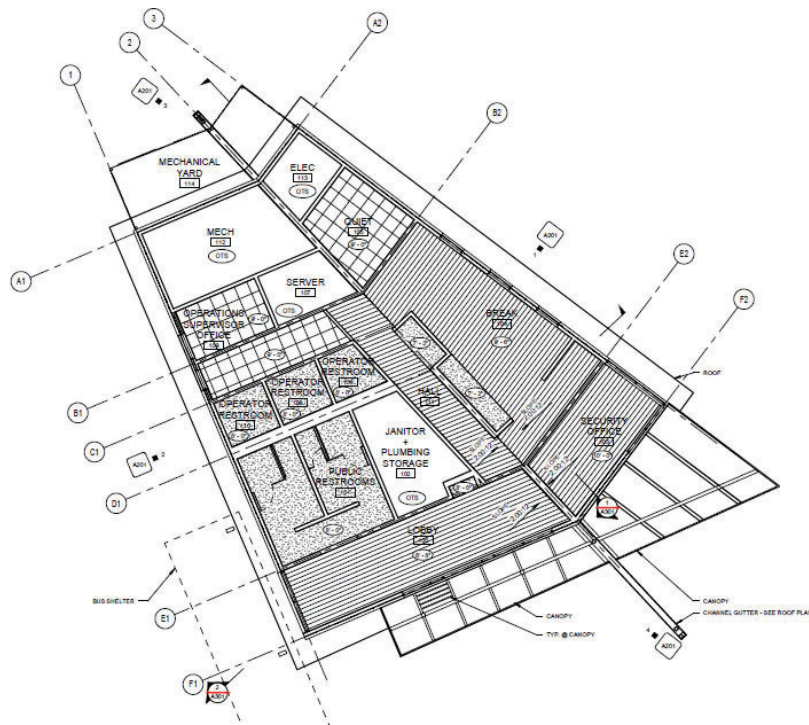


# Floor Plan:

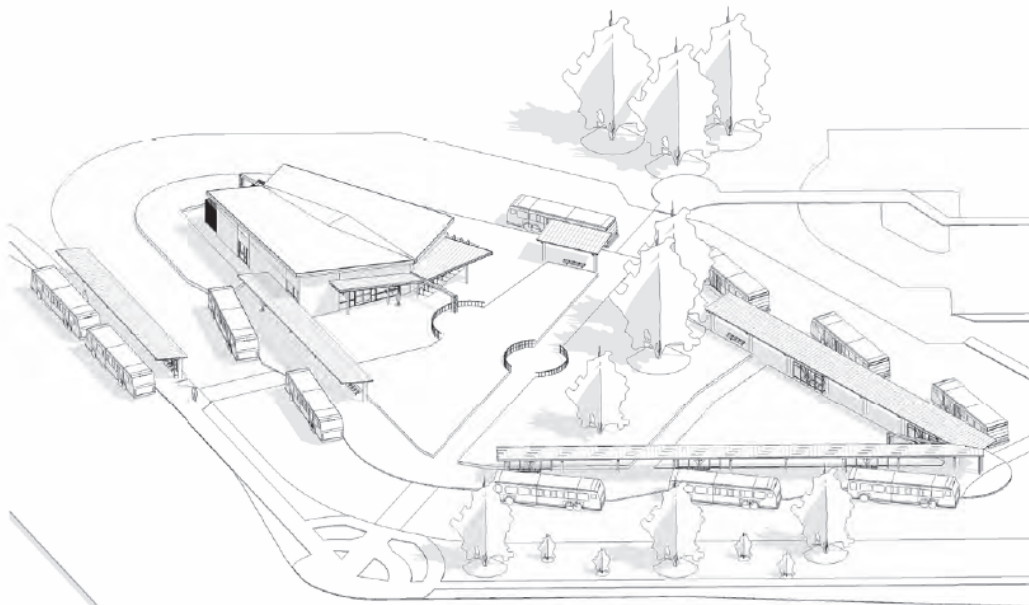




# Ceiling Plan



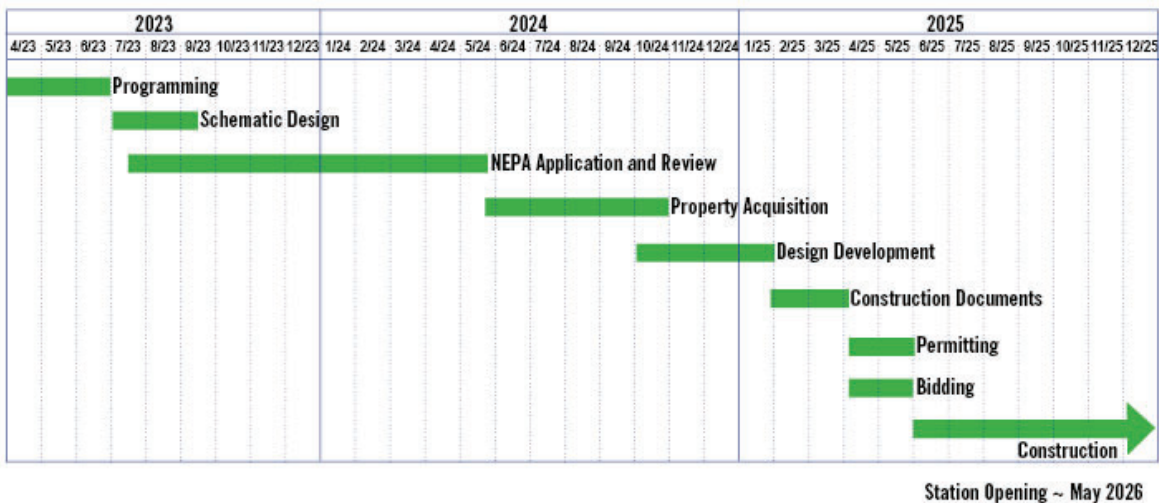
# Schematic Design Level Cost:



# Value Engineering Ideas:

- Parking
- Bus bays
- Bus shelters
- On route chargers
- Leased space opportunities

# SSTC Schedule:



## SSTC Schedule:

60	Draft Section 106 Effect Determination Letters	21d	02/28/24	03/27/24
61	FTA Review Historic and Archaeological Memos and mail Section 106 Consultation Letters	3w	03/28/24	04/17/24
62	FTA Section 106 consultation with Tribes and SHPO	22d	04/19/24	05/20/24
63	Draft DCE Worksheet and attachments	89d	11/27/23	03/28/24
64	FTA Review DCE Worksheet and attachments	6w	03/29/24	05/09/24
65	Final DCE Worksheet and attachments	1w	05/10/24	05/16/24
66	FTA Confirm/Approve DCE	1w	05/17/24	05/23/24

## SSTC Schedule:

68	<input type="checkbox"/> <b>Property Acquisition</b>	<b>285d</b>	<b>11/17/23</b>	<b>12/19/24</b>
69	Potential Property partition (to divide the property and negotiate current property owner requests)	4w	05/17/24	06/13/24
70	Preliminary Title Report	1w	06/14/24	06/20/24
71	General Information Notice	1w	06/14/24	06/20/24
72	Appraisal	8w	06/21/24	08/15/24
73	Appraisal Review	2w	08/16/24	08/29/24
74	Acquisition/Offer	12w	08/30/24	11/21/24
75	Closing	4w	11/22/24	12/19/24
76	Property right of entry (actual)	251d	11/17/23	11/01/24
77	Site Survey (by SAMTD)	4w	09/13/24	10/10/24
78	Geotech Investigation and Report (by SAMTD)	4w	09/13/24	10/10/24

# SSTC Schedule:

80	<input type="checkbox"/> <b>Design Development (11 weeks)</b>	<b>75d</b>	<b>10/11/24</b>	<b>01/23/25</b>
81	Revisit design decisions	2w	10/11/24	10/24/24
82	Develop DD documents	11w	10/25/24	01/09/25
83	SAMTD review and approval	10d	01/10/25	01/23/25
84				
85	<input type="checkbox"/> <b>Construction Documents (10 weeks)</b>	<b>50d</b>	<b>01/24/25</b>	<b>04/03/25</b>
86	Develop CDs	10w	01/24/25	04/03/25
87				
88	<input type="checkbox"/> <b>Permitting</b>	<b>41d</b>	<b>04/04/25</b>	<b>05/30/25</b>
89	Submit permit applications and documents	1d	04/04/25	04/04/25
90	COS permit review (guesstimate)	8w	04/07/25	05/30/25

# SSTC Schedule:

92	<input type="checkbox"/> <b>Bidding</b>	<b>30d</b>	<b>04/04/25</b>	<b>05/15/25</b>
93	Bid Period	4w	04/04/25	05/01/25
94	RVTD Bid Review and contracting	2w	05/02/25	05/15/25
95	(KTC bidding 6.26.12 - 7.24.12)			
96				
97	<input type="checkbox"/> <b>Construction</b>	<b>241d</b>	<b>06/02/25</b>	<b>05/04/26</b>
98	NTP to Contractor	1d	06/02/25	06/02/25
99	Construction Period	44w	06/03/25	04/06/26
100	Closeout	4w	04/07/26	05/04/26
101	(KTC NTP 8.8.12)			
102	(KTC Substantial Completion 6.13.13)			

## Next Steps:

- Land Acquisition
- Final design and development of construction documents
- Bidding Process for construction contract
- Board Approval
- Begin Construction





**To:** SAMTD Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** January 11, 2024  
**Subject:** Upcoming Work Session and Board Meeting Agenda Items

### Upcoming Work Session and Board Meeting Agenda Items

<b>To Be Scheduled:</b>	<b>Work Session:</b>
<ul style="list-style-type: none"> <li>• Award of Contract for AIP Group 6 (SUA)</li> <li>• Award of Contract for DW Fencing (TD)</li> </ul>	<ul style="list-style-type: none"> <li>• Tour of Transit Centers (AP)</li> </ul>

<b>January 11, 2024</b>	
<b>Executive Session</b>	
<ul style="list-style-type: none"> <li>• Potential Litigation</li> </ul>	
<b>Work Session</b>	
<ul style="list-style-type: none"> <li>• SSTC Update (DT)</li> </ul>	
<b>January 25, 2024</b>	
<b>Board Meeting</b>	
<b>Action Items:</b>	<b>Information Items:</b>
<ul style="list-style-type: none"> <li>• Adopt 2024 Federal and State Legislative Agendas (AP)</li> <li>• Award of Contract for Purchase of Paratransit Buses (TD)</li> </ul>	<ul style="list-style-type: none"> <li>• BEB Update (TD)</li> </ul>

<b>February 8, 2024</b>	
<b>Work Session</b>	
-	
<b>February 22, 2024</b>	
<b>Board Meeting</b>	
<b>Action Items:</b>	<b>Information Items:</b>
	<ul style="list-style-type: none"> <li>• Customer Satisfaction/Community Value Survey Presentation (PF)</li> </ul>
	<ul style="list-style-type: none"> <li>• Q2 Reports: Strategic, Performance, Finance (AP, DT, DL)</li> </ul>


<b>March 14, 2024</b>	
<b>Work Session</b>	
-	
<b>March 28, 2024</b>	
<b>Board Meeting</b>	
<b>Action Items:</b>	<b>Information Items:</b>
<ul style="list-style-type: none"> <li>• Award of Contract for ADA Paratransit Eligibility Services (TD)</li> <li>• Award of Contract for Maintenance Uniforms, Supplies, &amp; Laundry Services (TD)</li> <li>• Award of Contract for Fuel Services Program for Contracted Transportations Services (TD)</li> </ul>	<ul style="list-style-type: none"> <li>• Service Change Briefing for May 2024 (DT)</li> </ul>

<b>April 11, 2024</b>	
<b>Work Session</b>	
-	
<b>April 25, 2024</b>	
<b>Board Meeting</b>	
<b>Action Items:</b>	<b>Information Items:</b>
<ul style="list-style-type: none"> <li>• Contract Award for Corporate Digital Advantage Agreement (DT)</li> </ul>	



**To:** SAMTD Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** January 11, 2024  
**Subject:** Calendar of Scheduled Meetings

## Board Calendar of Scheduled Meetings

January-24			
			
1	Mon.	<b>HOLIDAY</b>	<b>New Year's Day</b>   Cherriots Administrative Offices <b>Closed</b>   Customer Service <b>Closed</b>   <b>No</b> Bus Service
11	Thu.	5:30 PM	SAMTD Board Work Session
15	Mon.	<b>HOLIDAY</b>	<b>Martin Luther King Jr. Day</b>   Cherriots Administrative Offices <b>Closed</b>   Customer Service <b>Open</b>   <b>Saturday-level</b> Bus Service Basic 2024 Local Budget Law Training Schedule • <a href="https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx">https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx</a>
25	Thu.	5:30 PM	SAMTD Board of Directors Meeting

February-24			
5	Mon.		2024 Oregon Legislative Session begins • <a href="https://www.oregonlegislature.gov/calendar">https://www.oregonlegislature.gov/calendar</a>
8	Thu.	5:30 PM	SAMTD Board Work Session
19	Mon.	<b>HOLIDAY</b>	<b>Presidents Day</b>   Cherriots Administrative Offices <b>Closed</b> <b>Sunday-level</b> Bus Service
20	Tue.	5:30 PM	Community Advisory Committee Meeting
22	Thu.	5:30 PM	SAMTD Board of Directors Meeting

March-24			
10	Sun.		<i>Spring Forward - Daylight Savings Time</i>
10	Sun.		2024 Oregon Legislative Session ends
14	Thu.	5:30 PM	SAMTD Board Work Session
28	Thu.	5:30 PM	SAMTD Board of Directors Meeting

April-24			
April 7-9	Sun. - Tue.		APTA Legislative Conference - Washington DC
11	Thu.	5:30 PM	SAMTD Board Work Session
15	Mon.	8:00 AM	Due Date: Board to file SEI Report through OGEC
16	Tue.	5:30 PM	Community Advisory Committee Meeting
25	Thu.	5:30 PM	SAMTD Board of Directors Meeting