



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

October 22, 2020

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SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>

Pursuant to Governor Brown's Executive Order 20-16 issued in response to the COVID-19 pandemic, this meeting was held virtually in the following ways:

- Google Meet ID: meet.google.com/nje-fmeb-dwp
- Cherriots Facebook Live: <https://www.facebook.com/cherriots>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
 October 22, 2020

Google Meet ID: meet.google.com/nje-fmeb-dwp
 Courthouse Square – Senator Hearing Room
 555 Court Street NE, Salem, Oregon 973010

***Corrected* MINUTES**

PRESENT:	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Maria Hinojos Pressey, Chi Nguyen, Charles Richards and Robert Krebs
Board	
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager/ COO; Al McCoy, Chief Financial Officer; Paula Dixon, Director of Human Resources & Labor Relations; Patricia Feeny, Director of Communication; Steve Dickey, Director of Technology & Program Management; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel
Guests	Chris French, Service Planning Manager; Dan Knauss, Contracts/ Procurement Manager; Chip Colby, Information Technology Manager

A. CALL TO ORDER 6:32 PM

President Ian Davidson called the meeting to order. Attendance was noted, and a quorum was present. Mr. Pollock led the Board in the Pledge of Allegiance.

Mr. Pollock shared a *Safety Moment* about ways that the District continues in safety mode and is utilizing protective measures to prevent the spread of the COVID-19 virus. He said it was important for everyone to continue to practice safety measures.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

President Davidson welcomed Maria Cecilia Hinojos Pressey as the newest board member, replacing Doug Rodgers who resigned for work-related reasons in June 2020. Director Hinojos Pressey was appointed by Governor Brown and confirmed by the Senate. She will represent Subdistrict 4 for an unexpired term that ends June 30, 2021.

President Davidson also noted that the Board was experiencing a historic moment with a majority female Board for the first time in 41 years of its existence. There have been three female Directors over time, but never four until this meeting. The total time of service for female board members added up to 67 cumulative years. Marcia Kelley was the longest serving Director, having been on the Board for 30 years from 1989 to 2019.



President Davidson announced that there would be an additional action item on the agenda as a result of the executive session held earlier in the evening under G.5.

C. PRESENTATION

Attitude and Awareness Survey Results

Presenter: Patricia Feeny, Director of Communication

Staff Report: Pages 3-8 of the agenda

The District's survey on attitude and awareness was conducted twice in Marion and Polk counties by MDC Research in February, March and April. There were 400 responses. The survey in April was conducted online by phone with additional questions added to the survey related to COVID-19. The audience included downtown Salem businesses, government workers at the Capitol Mall, college and university students, and Latino households. A PowerPoint presentation of the results indicated that most participants in the survey did not use or plan to use public transportation services. COVID-19 had no notable impact on the participants' perception of Cherriotics, and 90% of the responses agreed that Cherriotics is a valuable resource for the community. The District's last attitude and awareness survey was completed in 2017.

There was time for questions and comments.

Director Carney requested more information on the data showing the actual number of responses. Ms. Feeny will share the full report with the Board. She noted that the scope of work was much broader than what is shown in the presentation.

Director Nguyen considered that they may need a better baseline for future surveys. Survey results indicate that they may need to do more advertising with the Latino population. The next survey will look different with COVID-19.

Mr. Pollock stated that prior to 2017 surveys were not scheduled, but with the team they have now, the District plans to conduct a survey every other year.

D. PUBLIC COMMENT - None

E. CONSENT CALENDAR

Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 9-44 of the agenda

1. Approval of Minutes

- a. September 24, 2020 Board Work Session
- b. September 24, 2020 Board of Directors Meeting
- c. September 24, 2020 Executive Session re: Labor Negotiations



- d. September 24, 2020 Executive Session re: G.M. Performance Evaluation
- e. August 27, 2020 Board Work Session
- f. August 27, 2020 Board of Directors Meeting

2. Routine Business

- a. Adoption of the Proposed Budget Calendar for FY2022

Motion: **Move to approve the Consent Calendar**
 Motion By: **Director Robert Krebs**
 Second: **Director Colleen Busch**
 Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

- 1. Shall the Board approve the City of Woodburn’s project funded through the Rural Veterans’ Healthcare Transportation Program?

Presenter: Steve Dickey, Director of Technology and Program Management

Staff Report: Pages 45-50 of the agenda

Financial Impact: No financial impact. However, should the application for the Rural Veterans Healthcare Transportation (RVHT) Grant be awarded, staff will return to the Board with a resolution request to appropriate \$30,000 into the FY21 Budget.

This project request was presented to the Special Transportation Fund Advisory Committee (STFAC) on September 16, 2020. The STFAC reviewed the project request and approved the project for recommendation to the Board by a unanimous vote. The draft minutes from the STFAC were attached to the staff report as Attachment A.

Mr. Dickey reported that funds for this pilot project will be used for transit-related health care needs of veterans living in specific rural areas in Polk and Marion counties. The City of Woodburn applied and requested \$30,000 to fund the City’s Volunteer Medical Transportation Program to provide eligible veterans with free roundtrip rides to out of town medical appointments. It is a brand new program and joint operation of the Oregon Department of Veteran Affairs and the Oregon Department of Transportation’s Public Transportation Division to develop and implement rural veterans’ health care.

President Davidson thanked staff for being so proactive in working with the City of Fall City and Woodburn under such a tight timeline. Mr. Dickey noted **that** Woodburn will provide a quarterly report throughout the process that has been set up. The City will



provide data to show the success of the program, and to approach the legislature to make this a permanent allocation with the use of lottery funds in the future.

Motion: **Move to approve the Special Transportation Fund Advisory Committee’s recommendation to fund the City of Woodburn’s project funded through the Rural Veterans’ Healthcare Transportation Program.**
Motion by: **Director Chi Nguyen**
Second: **Director Robert Krebs**
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

- 2. Shall the Board approve the identified Statewide Transportation Improvement Fund (STIF) projects application for the FY 2021–2023 biennium?

Presenter: Steve Dickey, Director of Technology and Program Management

Staff Report: Pages 51-52 of the agenda

Financial Impact: The District currently plans to use \$1,802,953 of Federal Transit Administration (FTA) Section 5339 funds from Federal Fiscal Years 2018 – 2020. The total amount requested from the STIF Discretionary program is \$600,000. This will provide \$450,738 for a local match to the FTA 5339 grants, and a remaining \$149,262 for a 25% contingency due to volatile costs in the identified project area at this time. Using the funds for these projects will better equip the District to grow, and improve their ability to serve the needs of the community, and in the greater region in the future and more efficiently.

Smaller buses and the next phase of the South Salem Transit Center (SSTC) have been selected as projects for this funding cycle, and will be submitted by the District.

The small bus project is proposed for coverage routes to reach farther into the neighborhoods with a less intrusive sized vehicle. Small buses would initially be used on routes like #26 Glen Creek/Orchard Heights, #27 Glen Creek/Eola and #14 Windsor Island Road. The funding request totals \$655,956 to purchase four (4) low-floor cutaway buses. These buses could also be used to explore micro transit options into areas that are not currently served by transit.

Staff has already begun the process to contract with a consultant to conduct a site selection process for the South Salem Transit Center (SSTC) project. The award of that contract will require Board approval at the December 17, 2020 meeting. When the site selection process is complete, the project progresses to final site selection and acquisition; followed by design, engineering, completion of the National Environmental Policy Act (NEPA) evaluation process; and finally, construction of the facility.



There was a question about the STIF approval process and funding amounts. When would the District find out about the STIF discretionary project awards? There was another question about the funding levels. Mr. Pollock will provide answers to those questions in his General Manager’s weekly report.

Motion: **Move to approve the identified Statewide Transportation Improvement Fund projects application for the FY 2021–2023 biennium.**
 Motion by: **Director Colleen Busch**
 Second: **Director Charles Richards**
 Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

3. Shall the Board authorize the General Manager to execute contract amendment #2 with Allied Universal for additional transit security services (unarmed) in the amount of \$104,550, bringing the total contract amount to \$2,156,431?

Presenter: Karen Garcia, Security and Emergency Management Manager
 Staff Report: Pages 53-54 of the agenda
 Financial Impact: Funding for the base contract amount and the contract amendment amount are included in the FY2020-21 General Fund budget under the Operations Division, Security and Emergency Management Department. Funding will be included in future budgets through the term of the five-year contract, which terminates on December 31, 2022.

Current Authorized Amount	Amount Increased	Revised Authorized Amount
\$2,051,881	\$104,550	\$2,156,431

The current contract for Transit Security Services was procured through a competitive Request for Proposal (RFP) process. At the November 2017 Board meeting, the General Manager was authorized to execute a contract with Allied Universal for Transit Security Services (unarmed) for a three (3)-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367. On August 22, 2019, the Board approved Amendment #1 to the contract for a not-to-exceed amount of \$2,051,881 for additional Transit Security Services with the implementation of enhanced services to the community in September 2019. Amendment #2 with Allied Universal will reduce security officer coverage that is no longer needed by ten (10) hours per week; and will add a full-time Lead Officer position, to meet the need for security services generated by increased activity at the Downtown Transit Center and the service area in general.

Motion: **Move to authorize the General Manager to execute Contract Amendment #2 with Allied Universal for additional transit security services (unarmed), for a not-to-exceed total contract amount of \$2,156,431.**

Motion by: **Director Robert Krebs**
Second: **Director Sadie Carney**
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

4. Shall the Board adopt a set of priorities and principles for the Fiscal year 2021?

Presenter: President Ian Davidson
Staff Report: Pages 55-56 of the agenda
Financial Impact: No financial impact.

President Davidson spoke about the Board’s review of a draft list of priorities and principles at the September 24, 2020 work session. Several of the Board’s suggestions were incorporated into the draft document. It was honed by staff and is now ready for board action. The list is meant to serve as a guide, to help the Board navigate their roles as they serve on external committees; so that the Board has confidence in what they as individuals are representing when they represent the District as a whole. The document will be updated annually; similar to the annual legislative priority list.

Director Busch was appreciative of the attention to the pedestrian and bicyclist infrastructure; particularly for pedestrians, because the sidewalks in the Salem and Keizer area definitely need some work. She knows that the Salem Keizer Area Transportation Study (SKATS) has been working on the completion of streets and sidewalk systems. Having the District’s support will be a great help to their efforts.

Director Carney said the list looked really great. The edits and modifications have improved it. She appreciated that President Davidson undertook the project to provide the Board with some common guidance and language to advocate for the needs of the District in larger community decisions. She thanked staff for making improvements on the document.

Director Krebs said it was a great document with some good insights for the Board.

Motion: **Move to adopt the FY 2021 Priorities and Principles as shown in Attachment A.**
Motion by: **President Ian Davidson**
Second: **Director Sadie Carney**
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

5. Shall the Board approve the One-Year Extension of the ATU Local 757 Contract?

Presenter: Paula Dixon, Director of Human Resources and Labor Relations



Staff Report: Verbal

Financial Impact: The current contract will be extended for one year with all of its provisions.

Ms. Dixon reported that discussion at the executive session resulted in a tentative agreement for a new labor contract. The current labor contract **will expire** June 30, 2021. Typically negotiations would start in October, but staff looked at the current situation, the uncertainty with funding and service levels, and explored an option to extend the current contract for one year with all of its provisions. On October 12, 2020, the bargaining unit voted and approved this option with a vote of 85 in favor to 12 against.

Director Busch said this will give the represented employees a stronger sense of security and more stability in an insecure time.

Motion: **Move to accept staff’s recommendation to extend the labor contract with all of its provisions for one year.**
Motion by: **Director Robert Krebs**
Second: **Director Chi Nguyen**
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

H. INFORMATION ITEMS

1. FY 2020 Security and Emergency Preparedness Report

Staff Report: Pages 57-64 in the agenda

Presenter: Karen Garcia, Security and Emergency Management Manager

Ms. Garcia spoke about the security team’s responsibilities on District properties. The District has a contract with Allied Universal Security, a private security provider, and an Intergovernmental Agreement for Salem Police Services with the City of Salem. She reported on customer service contacts, exclusions and warnings, Ordinance warnings and verbal warnings. She presented data on private security incidents, and the most common incidents in FY2020. Data was shared on the request for police assistance and police activity. Improvements to the District’s security presence includes hiring a new security coordinator who will work closely with the private security provider and the Salem Police Department. A scope of work is being developed for a security fence upgrade at the District’s Del Webb Operations Center. Staff evaluated video surveillance products to proceed with an all-facility camera upgrade and replacement project. Staff also intends to begin recruitment of an emergency coordinator position to assist in a refresh of the District’s Continuity of Operations Plan project, and to develop comprehensive emergency response and recovery plans.

There was a time for questions and answers.



2. Triennial Disadvantaged Business Enterprise (DBE) Briefing on Goal for FF2021-2023

Staff Report: Pages 65-81 in the agenda

Presenter: Dan Knauss, Manager, Contracts and Procurement

Mr. Knauss provided an informational briefing about the District's Triennial Disadvantaged Business Enterprise (DBE) Goal for FFY 2021 – FFY 2023. The District's goal is an estimation of DBE participation in its federal contracts without any effects of discrimination. Procurements are race-neutral and are not awarded based on race, color, creed, national origin, sex, age or disability. The goal was developed in compliance with federal regulations set forth in *49 CFR Part 26, Participation by Disadvantaged Business Enterprises (DBE) in U.S. Department of Transportation (DOT) Financial Assistance Programs*. A breakdown of the goal determination and rationale was provided in Attachment A of the staff report. The District's goal for FFY 2021-2023 is 2.49% (\$82,935.00) for DBE participation in federal contracts, and is based upon U.S.DOT contracting opportunities projected to take place for the federal fiscal years 2021-2023, excluding DOT funds to be used for the purchase of transit vehicles. Staff publicly noticed this goal on June 22, 2020 through July 22, 2020 on the District's website for public comment. A copy of the Public Notice was provided in the staff report as Attachment B. The DBE Liaison Officer (DBELO) and Procurement & Contracts Manager accepted comments on the goal calculation and rationale. The District received no public comment. The District submitted the 3-year goal to FTA for approval on August 21, 2020. The District's goal and DBE information will remain on the District's website to promote contract participation with minorities and women owned businesses.

There was time for questions and answers.

I. GENERAL MANAGERS REPORT

Staff Report: Verbal

Presenter: Allan Pollock, General Manager

Mr. Pollock welcomed Director Hinojos Pressey to the Board. He reported on his activities for the month. He attended the Annual APTA Transcend Conference virtually this year, and the APTA Board of Directors meeting. He was in meetings as a member of the executive director search panel for the Mid-Willamette Valley Council of Governments (MWCOG); and he attended the open house workshop for the Salem-Albany Feasibility Study to receive comments from community members in both areas about the possibility of a bus route along the Albany-Salem corridor.

J. BOARD OF DIRECTORS REPORTS

Staff Report: Verbal



Presenter: Board of Directors

Director Nguyen chaired the first meeting of the Diversity, Equity and Inclusion Committee where they reviewed a draft scope of work for a request for proposal to hire the services of a consultant. The Committee will meet again on November 9, 2020 at 4:30 p.m.

Director Busch watched the Senate Confirmation Hearing where Director Hinojos Pressey was appointed to the Board. She also attended an APTA Forum on Racial Injustice Leadership and Action in Transit on October 20.

Director Carney said the SKATS meeting is next week. She gave a huge shout out to the Board's newly formed DEI Committee and she announced that she has a new job working for the Department of Human Services.

President Davidson attended an MWACT presentation hosted by the University of Oregon and Cascade West Council of Governments regarding the 99W corridor feasibility study. He was interviewed by the Salem Reporter about the District's use of renewable natural gas and about having the cleanest transit fleet in Oregon. He submitted a letter to the City of Salem regarding the adoption of goals for climate action. The City approved some of the goals to guide the process.

Director Hinojos Pressey as a member of the Diversity, Equity and Inclusion Committee attended the first meeting on October 21. She is also making connections with the neighborhood associations in her subdistrict.

Director Krebs attended the OMPOC meeting where they approved an **updated** version of the Bylaws.

Director Richards volunteered his time helping people who experienced the wildfires in the area.

K. ADJOURN BOARD MEETING

9:16 pm

Respectfully Submitted

Ian Davidson, President