



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

December 16, 2021

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Salem Area Mass Transit District
BOARD OF DIRECTORS *VIRTUAL MEETING*
December 16, 2021

MINUTES

PRESENT:

Board President Ian Davidson; Directors, Ramiro Navarro Jr., Maria Hinojos Pressey, and Sara Duncan were present; Directors Chi Nguyen, Sadie Carney, and Charles Richards were present virtually.

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Denise LaRue, Chief Financial Officer; Christina Conner, Chief Human Resources Officer; Gregg Thompson, Maintenance Manager; Jeremy Jorstad, Transit Planner II; Ross Aguilar, Systems Administrator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel

CALL TO ORDER

6:30 PM

A. President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present. President Davidson led the Pledge of Allegiance. GM Pollock shared a 'safety moment' talking about safety tips when walking on snow and ice, and the four key elements for safe winter driving.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

B. GM Pollock announced that the Annual Comprehensive Financial Report under Item C. would be pulled. The presenter was not able to attend so the presentation will be made next month.

PRESENTATION

C. The presentation was pulled.

PUBLIC COMMENT

D. There were no public comments submitted for the meeting.

CONSENT CALENDAR

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: 5-22 of the agenda



Q&A:

In reference to Director Carney's questions about the transition of the STF and STIF programs and the committee members, Steve Dickey, the Director for Technology and Program Management, explained that the Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) programs were in their final year of existence under Oregon Department of Transportation (ODOT) rules. There will be a merger of the programs, mandated by the Oregon State Legislature. They will transition to one new program with new bylaws and with the formation of one new advisory committee completed through board action. Members of the current committees were asked, and they agreed to a one-year re-appointment in order to cover the transition period to the new program.

1. Approval of Minutes

- a. November 18, 2021 Board of Directors Meeting

2. Routine Business

Advisory Committee Member Appointments:

- a. Special Transportation Fund (STF) Advisory Committee
- b. Statewide Transportation Improvement Fund (STIF) Advisory Committee
- c. Citizens Advisory Committee (CAC)
- d. Chair and Vice-chair for the Citizens Advisory Committee

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

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Ramiro Navarro Jr.**

Vote: **Motion passed unanimously (7)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

ACTION ITEMS - None

G.1 Shall the Board authorize the General Manager to execute a contract with United Safety and Survivability Corporation for the purchase of Active Air Purifiers for the Cherriots Local and ADA fleets for an amount not to exceed \$242,255?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 23-24 of the agenda

Mr. Thompson expounded on his staff report regarding the active air purifiers being considered for purchase, and responded to questions from the Board. He reported on staff's testing of the technology, and explained how the active air purifiers sanitize and purify the air and surfaces at a 99% kill rate. The contract for the air purifiers is over \$150,000, and required that the purchase be made through the *Buy America* program. It is a federal requirement. Funding for the proposed contract is covered by a



grant through the FTA's *Coronavirus Response and Relief Supplemental Appropriations Act of 2021*; and is included in the FY2022 Budget under Capital Projects.

Motion: **Moved to authorize the General Manager to execute a contract with United Safety and Survivability Corporation for the purchase of Active Air Purifiers for the Cherrlots Local and ADA fleets for an amount not to exceed \$242,255.**

Motion By: **Director Ramiro Navarro Jr.**

Second: **Director Sara Duncan**

Vote: **Motion passed unanimously (7)**

G.2 Shall the Board authorize the General Manager to execute a contract with Northside Ford Truck Sales Inc. for the purchase of four (4) hybrid supervisor vehicles for an amount not to exceed \$161,472?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Pages 25-26 of the agenda

The District owns three (3) 2011 Ford Hybrid Escape vehicles that have been used as operations supervisor vehicles for 10 years averaging 144,000 miles. The recommended useful life set by the Federal Transit Administration is 4 years or 100,000 miles. Upon investigation of vehicles that would best suit the varying daily roles of our operations supervisors, the *Ford Police Interceptor* model quickly surfaced. It offered all-wheel drive (AWD) for inclement weather, a much higher collision rating than standard vehicles, and numerous safety features identified in the staff report. The contract price was based upon the Oregon State price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division. A Request for Quote was sent to all of the Ford Dealers on the price agreement. Two responses were received. Northside Ford Truck Sales Inc. was the lowest cost meeting all specifications; with an anticipated 30 week lead time. Funding for this proposed contract will be covered by an FTA 5307(a) grant that will be included in the Capital Projects Budget of SAMTD's FY2022/23 Budget.

Mr. Thompson responded to questions asked by board members. Director Navarro asked about the emergency lighting on the vehicles. Mr. Thompson said there would be emergency lighting on the vehicles, but no blue and red lighting. He said the EPA miles per gallon rate is in the mid 20's. Director Nguyen noted that hybrid vehicles would have been in the high 30's. Director Hinojos Pressey asked when the District would have electric vehicles. Mr. Thompson advised that staff has been investigating options for future purchases. The model they chose is a crash model pre-wired for a comprehensive safety package that can be carried in the vehicle. The vehicles will be in operation daily to



patrol areas of service, the bus shelters and park & rides; for accident investigations, and to help transit operators with the equipment stored in their vehicles.

Director Carney noted that the brand name and the addition of a push bar on the vehicle seemed aggressive. Mr. Thompson said that staff will investigate the option to change the name. Staff is working on a brand and the color won't be black. He explained the merits of a push bar outfitted on the vehicle. It helps give a push to a bus in a sticky spot in an intersection, during winter months, for example.

Motion: Moved to authorize the General Manager to execute a contract with Northside Ford Truck Sales Inc. for the purchase of four (4) hybrid supervisor vehicles for an amount not to exceed \$161,472.

Motion By: Director Ramiro Navarro Jr.

Second: Director Maria Hinojos Pressey

Vote: Motion passed unanimously (7)

G.3 Shall the Board authorize the General Manager to execute a contract with TransPro Consulting for strategic planning consulting services for a not-to-exceed amount of \$168,932?

Presenter: Allan Pollock, General Manager

Staff Report: Pages 27-28 of the agenda

Mr. Pollock reviewed the history and findings for developing a new strategic plan to guide the Districts' actions as it transitions into a mobility integrator. The District issued a Request for Proposal (RFP) 21-034 for strategic planning consulting services on October 15, 2021. Three qualified proposals were received, evaluated and scored by the source evaluation committee (SEC). Key elements of the plan included: leadership team workshops; board and stakeholder engagement; alignment on success outcomes; development of performance scorecards; and GM/CEO performance review development. Based on the scoring, *TransPro Consulting* was the highest evaluated proposer. *TransPro Consulting* has extensive experience developing strategic plans for transit agencies, and organizational strategies that empower individual employees, through strategies and tactics directly linked to the organizations success. Funds for this project at \$168,932 are budgeted in the FY22 General Manager/Board of Directors Division. In response to questions asked by the board, Mr. Pollock advised that there is a six month deadline for the project at the end of June 2022 and early July 2022 for adoption. The Board will work through the Guiding Principles to incorporate the mobility integrator and a transportation plan that the Board discussed. It will be a living document. Director Carney was pleased that DEI integration was important to this work. Director Duncan appreciated the inclusion of the mobility integration. President Davidson was gratified that TransPro



Consulting was elected. He was introduced to the consulting firm's presentation about measuring by value, not volume at a conference he attended.

Motion: **Moved to authorize the General Manager to execute a contract with TransPro Consulting for strategic planning consulting services for a not-to-exceed amount of \$168,932.**

Motion By: **Director Ramiro Navarro Jr.**

Second: **Director Maria Hinojos Pressey**

Vote: **Motion passed unanimously (7)**

INFORMATION ITEMS

H. January Service Change Briefing

Staff Report: Pages 29-30 in the agenda

Presenter: Jeremy Jorstad, Transit Planner II (Schedules)
Tom Dietz, Director of Operations

Mr. Jorstad spoke about the increased service on Cherrriots fixed routes. Weekday service had been operating at 80% of the regular service level since August 29. In January 2022, it will rise to 90% of the regular service level by increasing frequency on the core network routes, and starting 15-minute frequent service earlier and ending it later. Route 1X will have all trips reinstated for this service change, by restoring the 6:25 a.m. and the 1:30 p.m. departures from the Downtown Transit Center.

In response to questions from the Board, Mr. Dietz said the District was poised to handle the rule change by the deadline. He spoke about the hiring "desert" that other transit agencies have been experiencing; and noted that the District's chief human resource officer and the transportation manager were investigating other opportunities.

GENERAL MANAGERS REPORT

- I. Mr. Pollock talked about the redistricting process and how it is different for the District with an appointed board; as compared to the cities and counties with elected officials. The Secretary of State's Office will hold a public hearing on January 10 for rulemaking to establish a process and guidance for mass transit redistricting [under OAR 165-008-0150 and ORS 267.010 to 267.394.] The District engaged the Mid-Willamette Valley Council of Governments (MWVCOG) to prepare two sets of maps for subdistricts. The Board will review the maps at their March 23 work session. Time for outreach will be scheduled to see potential changes to the subdistricts for public comments. Final proofs of the subdistrict maps will be available by Spring. Mr. Pollock reported on the Long Range Transit Plan and an online open house process for public comment. He reviewed the holiday schedule for the District in December; noting that there will be a holiday/thank you lunch for employees on Friday. There will be no service on December 25 or on January 1,



and administration offices will be closed on December 24 and on January 31. With that, he wished everyone happy holidays.

BOARD OF DIRECTORS REPORTS

- J. Director Nguyen (Subdistrict 1) reported that Keen Consulting met with staff to finalize the online surveys prior to sending them out. Completed surveys will be a tool to evaluate the equity at Cherriots. The DEI Subcommittee will meet to review the preliminary results on January 18, and the full board will be presented the final results at their January 27 Board work session.

Director Navarro (Subdistrict 2) attended the Citizens Advisory Committee meeting on December 14 where he heard stories from some of the volunteers there. One member advocated for disability parking at the outpatient clinic at the VA Center on McGilchrist Street and they heard a report on the District's long range transit plan and their next phase in outreach. He took pictures with the Latino club from the high school at the Keizer holiday lights parade and announced that the decorated Cherriots bus won the *Best Use of Lights Award*. President Davidson asked for a constituent if the decorated bus could run its routes throughout December. GM Pollock advised that it would not be safe.

Director Carney (Subdistrict 3) attended the November 23 Salem Keizer Area Transportation Study (SKATS) policy committee meeting where there was a gentleman from the West Salem Neighborhood Association who provided public comment about having greater access to the MWVCOG staff or people on the SKATS board, possibly before or after business hours to engage the public. His comments tied into another conversation at the meeting about creating a citizens advisory committee as part of the public participation plan; even if it was for a short term while they update the Transportation Improvement Plan and the Regional Transportation System Plan. Director Carney felt it would add value to the process and championed for it. The majority of the meeting was about the funds that would be available through the Infrastructure and Investment Jobs Act (IIJA) and how that money could be used. Directors Hinojos Pressey, Carney and Duncan met with Steve Dickey, the Director of Technology and Program Management at the District, to be apprised about the items on the agenda. She was able to recommend targeting the investment of the IIJA funds to places where it could add capacity and create greater benefit by aligning with transit's core network as the top priority of investment moving forward. There are so many goals that agencies are trying to reach concurrently; this would benefit the alignment of those efforts. She



wished everyone a happy holiday and thanked the Board for the gift of being able to work with them side-by-side.

President Davidson (Subdistrict 5) reported on the December 2 meeting of the Mid-Willamette Area Commission on Transportation (MWACT) where they also discussed the funding from IIJA. Oregon will receive approximately \$1.2 billion dollars. Of that, \$1 billion dollars will go to highways and \$200 million will go to transit; \$350-\$400 million of the highway funding is flexible. President Davidson thinks there may be an opportunity for the board to lobby for increased flexibility in the use of those funds; possibly by writing letters to the Oregon Transportation Commission (OTC). They were also apprised of new design standards, a blue print for urban design presented by staff from ODOT. It would allow flexibility for how roads are designed for both safety and travel. It seems like a tool that could be used well. They talked about the roles of the Area Commission on Transportation (ACT), as well as the role of the OTC. The OTC and legislature have taken away the funding decision-making powers that the ACTs once possessed. They are now an advisory body, and the general consensus is that the bodies and individuals they advise do not listen to them. MWACT would like to see that changed and the OTC has some thoughts. President Davidson also reported that MWVCOG was recognized with Marion County for their partnership and efforts on the Santiam Canyon rebuild at the SEDCOR luncheon. At the MWVCOG legislative committee meeting, he was elected as their fourth officer on the board. He highlighted the grand opening of the Arches Inn on Hawthorne Street for short term use by the victims of the canyon fire, and the City of Salem held an open house for the Union Street bicycle and pedestrian east/west connection project. He noted that he will be appointing members of the board to the Legislative Subcommittee and if board members were interested, to let him know.

Director Duncan (Subdistrict 6) attended the SEDCOR luncheon and also the SKATS Policy Committee meeting. She said there has been a lot of construction going on in her subdistrict, so that people should be careful while they are driving. It would be a great time to take the bus especially with the winter weather. She spoke about the arrival of a little orange creature who is a new member of Team Cherriots. The little orange creature needs a name!

Director Richardson (Subdistrict 7) was happy to report that it has been 54 days since his cancer surgery. He wished everyone happy holidays.

Director Hinojos Pressey said that with everything that has been going on in our community and with the recent passing of *bell hook*, she wanted to share one of her



favorite quotes: "I want there to be a place in the world where people can engage in one another's differences in a way that is redemptive, full of hope and possibilities..."

ADJOURN

K. The board meeting was adjourned.

7:56 pm

Respectfully Submitted

Ian Davidson, President

12/2/2021 MWACT Talking Points

IJJA Funds for Oregon -

Infrastructure Investment and Jobs Act (IJJA) will bring approximately \$1.2 billion of transportation funding to Oregon over a five year period.

- \$1 billion for highways, and \$200 million for transit.
 - Of the \$1 billion for highways, \$350 - \$400 million of the funds are flexible fund that can be used at the discretion of the Oregon Transportation Commission (OTC).
 - These funds are expected to be allocated based on the OTC/ODOT Strategic Action Plan and the state's transportation goals.
 - The OTC/ODOT Strategic Action Plan was adopted approximately a year ago with a heavy emphasis on active transportation including transit, and transportation safety.
 - SKATS Policy Committee will consider submitting a letter highlighting the needs of the SKATS region.
 - Local jurisdictions, including transit districts can also provide letters to the OTC as well highlighting their specific needs.

Blueprint for Urban Design Presentation by ODOT

In an effort to move away from strict design standards being applied to all jurisdictions a new approach is being considered.

The new approach is based on federal guidelines and principles utilizing performance based, context sensitive, practical design approach to provide flexibility where warranted to produce appropriate designs to users.

Report on the ACT Chairs Meeting

A report was continued from the November 4th MWACT meeting to cover the ACT Chairs meeting that took place on October 13, 2021. Two major changes were the point of the conversation -

- Roles and Responsibilities: There are changes in the role of the ACTs and the relationship between the ACTs and the OTC, including the assignment of two members of the OTC as liaisons to the ACTs. There was also clarification on the roles of ODOT staff.
- Changes to the Structure and Membership: This includes changes to the description of the ACT membership, and other details involving the public involvement, making recommendations through ODOT to the OTC, Coordination, and comments on the contents of the OTC Work Plan.

Next MWACT Meeting is Thursday, January 6, 2021, at 3:30 pm



Date: December 16, 2021

Subject: DEI Committee Update

- Since last month's report:
 - Keen Consulting met with staff to develop and finalize virtual workshops (surveys). This week Cherriots sent out virtual workshops to elected officials, community stakeholders and influencers; all District employees; and bus riders.
 - This project will evaluate equity at Cherriots using program analysis, quantitative metrics, community input and more to develop a roadmap for long-term DEI progress within the organization and the Salem-Keizer region.
 - The DEI subcommittee will meet to review the preliminary results on Tuesday, January 18th and the full board will be presented the final results at the Board work session on January 27th.

cc: Director Davidson
Director Hinojos Pressey
DEI Subcommittee Staff Support