



Salem Area Mass Transit District

**EXECUTIVE SESSION AND
BOARD OF DIRECTORS MEETING**

Thursday, December 12, 2019
Courthouse Square 555 Court Street NE Salem, Oregon 97301

5:30 PM Executive Session – Salem Conference Room
6:30 PM Regular Board Meeting – Senator Hearing Room

UPDATED AGENDA

EXECUTIVE SESSIONS

5:30 PM

1. Call to Order (President Ian Davidson)

The Board and designated staff will be permitted to attend the executive session. Members of the news media are permitted to attend pursuant to ORS 192.660(4) unless the member is a party to the litigation to be discussed, or is an employee, agent or contractor of a news media organization that is a party to the litigation pursuant to ORS 192.660(5).

- a. Pursuant to ORS 192.660(2)(h), the Board of Directors will meet to consult with legal counsel concerning the legal rights and duties of the District with regard to litigation.
- b. Pursuant to ORS 192.660 2(f), the Board of Directors will consider information or records that are exempt by law from public inspection.

BOARD OF DIRECTORS REGULAR MEETING

6:30 PM

A. Call to Order (President Ian Davidson)

- 1. Note of Attendance for a Quorum
- 2. Pledge of Allegiance (Director Charles Richards)
- 3. "Safety Moment" Thought for the Day

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the SAMTD FY2018 Comprehensive Annual Financial Report presented by Tod Burton, from Oregon's GFOA Board of Directors **1**

D. PUBLIC COMMENT

Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.

E. CONSENT CALENDAR

Items on the Consent Calendar are considered routine business and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.

1. Approval of Minutes

- a. October 24, 2019 Board of Directors Meeting **7**
- b. November 12, 2019 Board Work Session **19**

2. Routine Business

- a. Adopt Resolution No. 2019-10 to Rescind and Replace the Bylaws Governing the Procedures and Conduct of the Citizens Advisory Committee **23**
- b. Committee Appointments:
 - 1) Budget Committee **37**
 - 2) Special Transportation Fund Advisory Committee **45**
 - 3) Statewide Transportation Improvement Fund Advisory Committee **53**
 - 4) Citizens Advisory Committee **57**
- c. Approval of Staggered Terms for the Citizens Advisory Committee **61**
- d. Appoint Citizens Advisory Committee Chair and Vice-Chair **63**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Resolution No. 2019-09 Rescinds Authorization to Acquire by Purchase or by the Exercise of the Power of Eminent Domain Certain Real Property Necessary to the Construction of the South Salem Transit Center Project **65**

H. INFORMATIONAL REPORTS

- 1. January 2020 Service Change Briefing **75**
- 2. Performance Report - First Quarter **77**
- 3. Trip Choice Report - First Quarter **101**
- 4. Financial Report - First Quarter **115**

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

- Directors report on their Board assignments as representatives of the District. **125**

K. ADJOURN BOARD MEETING

Next Regular Board Meeting and Work Session Date: Thursday, January 23, 2020

This is an open and public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly 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. For an electronic copy of the Board's agenda packet, go to www.cherriots.org/board.

Esta es una reunión pública y abierta en un lugar al que se puede acceder por ADA. Con 48 horas de anticipación, los audífonos y servicios auxiliares y los formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregón al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM. Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.



To: Board of Directors

From: Al McCoy, Chief Financial Officer

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Certificate of Achievement for Excellence in Financial Reporting

ISSUE

Shall Salem Area Mass Transit District be recognized by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR)?

BACKGROUND AND FINDINGS

The CAFR was established by the GFOA in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles (GAAP) to prepare comprehensive annual financial reports that exhibit the spirit of transparency and full disclosure, and then to recognize individual governments that succeed in achieving that goal.

A CAFR shows the total of all financial accounting, provides a comparison of annual budget and actual, and gives a detailed showing of investment accounts by category reflecting balances over previous years. Various levels of government —federal, state, local and municipal—each began producing a CAFR to catalog an accurate picture of institutional funds, enterprise or financial holdings, assets and total investment incomes for those government and nongovernmental entities using the report. By the 1970s, the CAFR had become the nationwide paradigm for local government accounting.

The CAFR is submitted to the GFOA for review each year, and upon review, the GFOA awards its Certificate of Achievement Award for Excellence in Financial Reporting to those governments that comply with the CAFR accounting standards of preparation.

On October 17, 2019, the District received notification (attached as Attachment A) from the GFOA that their CAFR for fiscal year ending June 30, 2018, qualified for a Certificate of Achievement for Excellence in Financial Reporting. This is the 7th consecutive year that the District has received this recognition. In order to be awarded a Certificate of Achievement (attached as Attachment B), a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

FINANCIAL IMPACT

None

RECOMMENDATION

None. Information only

PROPOSED MOTION

None

ATTACHMENT A



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601 -1210

312.977.9700 *flu:* 312.977.4806

October 17, 2019

Al McCoy
Director of Finance/ Chief Financial Officer Salem Area
Mass Transit District
555 Court Street NE Suite
5230
Salem, OR 97302-3980

Dear Mr. McCoy:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement- Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services Center



Government Finance Officers Association

**Certificate of
Achievement for
Excellence in
Financial
Reporting**

Presented to

Salem Area Mass Transit District

Salem, Oregon

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2018

Christopher P. Morill

Executive Director/CEO



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

October 24, 2019

Index of Board Actions

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Moved to approve the Consent Calendar:	2
1. <u>Approval of Minutes</u>	
a. Minutes of the September 21, 2019 Board Retreat	
b. Minutes of the September 26, 2019 Board Meeting	
c. Minutes of the October 7, 2019 Board Work Session	
2. <u>Routine Business</u>	
a. Approval of FY2021 Budget Calendar	
b. Approval of Amended FY2020 Board Meeting Calendar	
 Moved to authorize a contract award to Safety Vision for the purchase of equipment and services for the Fixed Route Bus Camera upgrade project in the not to exceed amount of \$473,200.....	 4
 Moved to authorize the General Manager to execute a five-year contract with U.S. Gain for an anticipated revenue amount of \$1,128,600.....	 5

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

October 24, 2019

Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 973010

MINUTES

PRESENT Board	President Ian Davidson; Directors Chi Nguyen, Colleen Busch, Charles Richards, and Robert Krebs
ABSENT	Directors Doug Rodgers, and Sadie Carney
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance and Technology/CFO; Steve Dickey, Director of Strategic Planning & Program Management; Patricia Feeny, Director of Communication; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement & Contracts Manager; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant; Kathryn H. Pawlick, SAMTD Legal Counsel
Guests	Mikel Burke, Executive Board Officer, ATU Local 757 Salem; Randy Morgan, citizen; Noriko Akeyama, author and senior political writer at The Asahi Shimbun in Japan

A. CALL TO ORDER 6:30 PM

President Davidson called the meeting to order. The attendance was noted and a quorum was present. Director Busch led the Pledge of Allegiance. Mr. Pollock shared the Safety Moment; Thought for the Day about employee wellness – eating right and getting enough physical activity each day.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None

C. PRESENTATIONS - None

D. PUBLIC COMMENT

President Davidson reported that the Board received written communication from citizen, Tyler McCulley [herein given as Attachment A and by this reference made a part of these Minutes] about adjusting times or adding a bus for Saturday evening service on Route 2. Mr. Pollock stated that he will look into Mr. McCulley’s concerns.



E. CONSENT CALENDAR

6:49 PM

Question: Shall the Board approve the Consent Calendar by a single motion?
Items on the Consent Calendar are considered routine business and are adopted as a group by a single motion. Action on items pulled from the Consent Calendar will be deferred until after the adoption of the Consent Calendar.

Staff Report: Pages 1-42 of the agenda

Motion: **Moved to approve the Consent Calendar:**
1. Approval of Minutes
a. Minutes of the September 21, 2019 Board Retreat
b. Minutes of the September 26, 2019 Board Meeting
c. Minutes of the October 7, 2019 Board Work Session
2. Routine Business
a. Approval of FY2021 Budget Calendar
b. Approval of Amended FY2020 Board Meeting Calendar
Motion by: **Director Robert Krebs**
Second: **Director Charles Richards**
Discussion: **No items were deferred from the Consent Calendar.**
Vote: **Motion passed: Davidson, Nguyen, Busch, Krebs, Richards**
Absent: Carney, Rodgers

I. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

J. ACTION ITEMS

6:49 PM

1. Authorize Contract Award to Safety Vision for Purchase of Equipment and Services For Fixed Route Bus Camera Upgrade Project

Question: Shall the Board authorize a contract award to Safety Vision for the purchase of equipment and services for the Fixed Route Bus Camera Upgrade project in the not to exceed amount of \$473,200?

Staff Report: Pages 43-44 of the agenda

Presenter: Chip Colby, Information Technology Manager

Mr. Colby stated that the camera upgrade will entail replacement of eight cameras per vehicle and related support equipment, software, software licensing, and installation across 35 of the older fixed route bus fleet. He said funding was earmarked specifically for this upgrade. Mr. Colby gave a presentation on the project at the August 12, 2019 work session.

Financial Impact: Mr. Colby noted that funding for this proposed purchase is included in the FY2019-20 Adopted Budget under the Capital Project Fund and is identified



as ITS Phase 4. The project is funded by federal grants with local match, and the activities related to this purchase are covered in the grant agreements.

Motion: **Moved to authorize a contract award to Safety Vision for the purchase of equipment and services for the Fixed Route Bus Camera upgrade project in the not to exceed amount of \$473,200.**

Motion by: **President Ian Davidson**

Second: **Director Colleen Busch**

Vote: **Motion passed: Davidson, Nguyen, Busch, Krebs, Richards**
Absent: Carney, Rodgers

2. Authorizing the General Manager to Execute a Revenue Contract with U.S. Venture, Inc., dba U.S. Gain (U.S. Gain) for Renewable Natural Gas (RNG) Services

Question: Shall the Board authorize the General Manager to execute a five-year (2 base, 3 options) term Revenue Contract with U.S. Gain for Renewable Natural Gas Services for a total revenue contract amount of \$1,128,600?

Staff Report: Pages 45-46 of the agenda

Presenter: Gregg Thompson, Maintenance Manager

Mr. Thompson provided a review of the benefits of renewable natural gas (RNG) and the impact to the District financially. He explained how biogas is cleaned and conditioned to remove or reduce non-methane elements in order to produce RNG, and how RNG is considered carbon-negative. Mr. Thompson said producers of RNG receive CO2 Abatement and Carbon Credits when they can show the fuel produced is being used in vehicle fleets. The credits cannot be generated without the vehicle fleets, so the producer shares a percentage of the revenue received. RNG brokers such as Trillium, Clean Energies or U.S. Gain connect RNG producers with RNG users. He explained how the revenue is often calculated by the therm, and that no actual gas transportation occurs. He said the District benefits by being environmentally friendly, and the proposed contract will add revenue to the District's General Fund as is shown in the table.

Financial Impact:

Contract Year	Contract Dates	Annual Therms	Annual Revenue
Year 1	11/1/19 – 10/31/20	553,500	\$221,400
Year 2*	11/1/20 – 10/31/21	567,000	\$226,800
Year 3	11/1/21 – 10/31/22	567,000	\$226,800
Year 4	11/1/22 – 10/31/23	567,000	\$226,800
Year 5	11/1/23 – 10/31/24	567,000	\$226,800
Grand Total			\$1,128,600

RNG Calculations using .40 cents per therm.

*Service expansion in May 2020



Motion: Moved to authorize the General Manager to execute a five-year contract with U.S. Gain for an anticipated revenue amount of \$1,128,600?

Motion by: Director Chi Nguyen

Second: Director Robert Krebs

Discussion: Mr. Thompson responded to questions from the Board. He explained that the revenue from the RNG contract was not a tax credit. Revenue is generated through the Energy Policy Act of 2005 in four different ways. It is a federal government incentive, but is separate from the alternative fuel tax. A carbon intensity score is used to inform fuel purchase decisions. The revenue will go to the General Fund and the District will not be taxed on that revenue.

President Davidson was interested in what could be done with the revenue and whether it was feasible to add staff support for the District’s sustainability efforts. When in college, his master’s thesis was about bio natural gas and environmental stewardship and goals.

Vote: **Motion passed: Davidson, Nguyen, Busch, Krebs, Richards**
Absent: Carney, Rodgers

H. INFORMATION ITEMS - None

I. GENERAL MANAGER’S REPORT

Mr. Pollock reported on the APTA Annual Meeting where he attended the Board meeting and APTA’s Steering Committees. The Board is recommending three priorities for public transportation funding and critical investments.

J. BOARD OF DIRECTORS REPORTS

Directors reported on their Board activities for October. Ms. Feeny provided them with talking points for the next month’s activities and events.

President Davidson attended a monthly chamber forum where there were McKay high school students present. He asked if they knew about the Saturday service and they lit up with lots of stories. He also talked with Mayor Clarke who spoke highly of Director Busch. They discussed ways they could increase and improve their partnership.

Director Busch attended Greeter activities and the Latino Business Alliance meeting. She was not able to attend the Greater Gubser neighborhood association meeting but did attend a neighborhood meeting where there was a CERT presentation. She also attended Keizer United which is a part of the Salem Leadership Association.



Director Krebs attended two neighborhood association meetings where everyone was excited about Saturday service. He also attended the Association of Oregon Rail and Transit Advocates meeting in Eugene where they are advocating for intercity services. Director Krebs gave an extensive report on the OMPOC meeting held in Grants Pass. His notes have been included as Attachment B (and by this reference made a part of these Minutes). He also reported on the SKATS meeting where they discussed amendments to the FY2018-23 TIP, Governor Brown's letter on implementing the Statewide Transportation Strategy, and projects for the draft SKATS FY2021-2026 TIP.

Director Nguyen introduced Noriko Akeyama from Tokyo, who was visiting in Salem for two weeks and was in the audience. She said Ms. Akiyama is the first senior political writer at The Asahi Shimbun, the second largest national newspaper in Japan, having authored five books on nonprofits, gender politics in Japan, female bureaucrats, and civil society leaders among other issues.

Director Nguyen shared about her family vacation where they traveled by public transportation and on a cruise ship. In British Columbia she was exposed for the first time to RFID daily passes that they could reload and then reuse. In Astoria and in Monterey, California they rode the free trolleys and in San Francisco they used the BART public transit system. She attended the West Salem Neighborhood Association meeting where there were concerns raised about emergency preparedness for West Salem should the bridge go down and how Cherriots and the City were mindful of that. Would they still have access to services like public transit? There was discussion about parking rights and new development going on along Wallace Road. Representative Evans staff shared concerns about constituents at Capital Manor thinking they are no longer served by the Cherriots Shop & Ride. She encouraged members to find information on the Cherriots website. Mr. Pollock said he would follow up and report back on the concerns of Capital Manor in his weekly report.

Director Richards attended a meeting for Northwest Senior Services in Woodburn. People there expressed their appreciation for Saturday service. They would like to see more buses come to the shopping center because they are really busy and are getting a lot of people.

K. MEETING ADJOURNED

7:19 PM

Respectfully submitted,

Ian Davidson, President



Linda Galeazzi <linda.galeazzi@cherriots.org>

Fwd: Tonight's board meeting

2 messages

Patricia Feeny <patricia.feeny@cherriots.org>

Thu, Oct 24, 2019 at 10:53 AM

To: Linda Galeazzi <Linda.Galeazzi@cherriots.org>, Jolene White <jolene.white@cherriots.org>

For public comments**Patricia Feeny**

Director of Communication

patricia.feeny@cherriots.org

Direct: 503-361-7515

----- Forwarded message -----

From: **Tyler McCulley** <tylermcculley@yahoo.com>

Date: Thu, Oct 24, 2019 at 9:42 AM

Subject: Re: Tonight's board meeting

To: Patricia Feeny <patricia.feeny@cherriots.org>

I definitely won't be there tonight. Please submit this for the record at the board meeting.

We need more buses or adjusted times on Saturday evenings. Two Saturdays ago, I was riding downtown on route two from D and winter and the bus was so late getting there that I thought I had missed it. When it finally got there and we got downtown, there was not enough time to get from where it pulls in to the next bus I wanted. I ended up jumping on another bus right before it left to avoid having to be outside for an hour. That bus got downtown just in time for me to make the bus that I originally wanted back to my house.

I don't know how long it will take to get the times readjusted or another bus along frequent routes like 2, 5, and 11, but it would be helpful if we last buses of the evening would be run at 9:15 instead of 9 o'clock to ensure that everyone who is on an 8 o'clock bus headed downtown can get home.

Demand seems to be pretty strong and frequency or timing needs to be readjusted so that people are not getting stuck waiting an hour for another bus. Thank you for any help you guys can give with assisting in this.

Sent from Tyler's iPhone X

On Sep 26, 2019, at 15:39, Patricia Feeny <patricia.feeny@cherriots.org> wrote:

Hi Tyler,

I will pass it on to the general manager right now.

Patricia

Patricia Feeny

Director of Communication

patricia.feeny@cherriots.org

Direct: 503-361-7515

On Thu, Sep 26, 2019 at 10:02 AM Tyler McCulley <tylermcculley@yahoo.com> wrote:

Depending on energy levels and weather possibly, I may not be there tonight as I may be on my bike doing the last Thursday evening SBC ride for the summer from Cummings Elementary starting at 6:30.

I wanted to sign up for public comment and offer some insight as to my experience on Saturdays this September. I don't know if you guys are allowed to speak on my behalf but I am going to write here something that if you guys wanted to say during that time I would be grateful for. Feel free to use my name and general description as well. If you can please edit this for time during public comment and say what you think is important. I'm not a very concise person when it comes to writing.

I have come out all three Saturdays this far to ride the bus. I got downtown on the seventh early enough to watch Mr. Pollock, Mr. Courtney, And Mr. Bennett speak. I then bought a taco from the taco truck and rode out on the 130p #2 to Chemeketa And back around to near where I volunteer on most Saturday afternoons. I then returned home via the bus. I had no problems navigating because I was fairly familiar with approximate time points as those routes are 15 minutes and my wait time was not excessive beyond the 5 to 7 minutes the buses were running behind because it was a new service and fairly crowded. however this is just first months novelty and I don't think it will be this bad It gets going. Overall it was a pleasurable experience and good to get around.

I did the same thing on the 14th. Taking the 130 #2.

On the 21st I had off of work so on approximately the same time period, I went out the #2 To CCC, then south to Walmart for groceries and to try to find quarters, both at maps credit Union at winema And at Walmart. I got to maps just after they closed at two because I had to go from the stop at fire protection way and down the road and around on my wheelchair which took maybe 10 minutes. Then I got on the 11 South. out on Lancasterto Walmart. Walmart doesn't do quarters anymore at customer service. And would not even break a \$20 bill unless you paid cash for some item, as I was getting groceries only this was pointless and broke the amount that I needed for two rolls of quarters. at this point I just wanted to break the 20 into a manageable size so I could possibly go across the street to a laundry mat to get change. I looked out when I'm on my way back out to Lancaster I stopped at batteries plus where I am fairly well known for stopping in because I know Someone who has worked there a long time. I gave one last desperate attempt to at least break the 20, explaining my situation and lucked out that they offered me one roll of quarters. I was ecstatic.

in summary: who would've thought we would've gone from the eternal question of how to get around on Saturday to how to get quarters so you can do laundry on Saturday!

Sent from Tyler's iPhone X



555 Court St NE, Suite 5230
Salem, OR 97301
Administration: 503-588-2424
Fax: 503-566-3933

Linda Galeazzi <Linda.Galeazzi@cherriots.org>
To: Board of Directors <Board@cherriots.org>
Cc: Executive Team <executivestaff@cherriots.org>

Thu, Oct 24, 2019 at 2:02 PM

Board - This email came in today for Public Comment at the Board meeting. I will make hard copies for the meeting.

Linda J. Galeazzi, CMC

Executive Assistant / General Manager's Office
(503)361-7535 / linda.galeazzi@cherriots.org

[U2/3A6cd1aw0000000000]

OMPOC BOARD MEETING NOTES
(Oregon Metropolitan Planning Organizations Consortium)
Friday, October 11, 2019
City Council Chambers, Grants Pass, Oregon
By Bob Krebs

2019 Legislative Session Roundtable:

Link to ODOT Summary of 2019 Legislative Session Summary:

<https://www.oregon.gov/ODOT/About/GR/2019%20Legislative%20Summary.pdf>

ODOT is working on a policy/plan to define the relationship between transit and housing. Housing density creates parking problems. Eugene is working for a repeal of the legislative action stimulating fill in housing. The problem is not zoning, but transportation systems and the cost of housing.

Part 2 of HB 2017 has been cancelled. Bike/Ped now has a separate advisory committee. Rules should be in place for the February 2020 session which will include a funding request.

Connect Oregon no longer funds transit.

A tax credit for short line railroads and passenger interference with freight rail are some issues that may be addressed in the 2020 session.

In 2020 the Oregon Drivers License will meet the Federal Requirements.

Portland Metro is planning to offer a ballot measure to fund transportation. Recent legislation prevents Metro seeking a business activity tax. Congestion pricing tolls a being considered. A transportation management study is evaluating a pilot program on the I-5 and I-205 freeways. This would use tolls as an incentive to reduce congestion. Metro is reviewing other corridors for tolling to reduce VMT.

Metro and ODOT are waiting for Federal authorization for tolling on the interstate freeways. ODOT is has opened a new office to deal with urban mobility considering tolling and ITS solutions.

The STF merger with the STIF was discussed. There was concern about the impact on funding for regular transit services. The group supported maintaining funding of STIF supported projects and looking at other sources to backfill the STF.

The legislature misunderstood how tolling would work for the I-205 project. The project has to be finished before the tolling can start. Tolls do not produce enough revenue to pay for the project.

Implementation of the Statewide Transportation Strategy – Letter from Governor Brown:
(A copy of the letter is attached)

The letter outlines changes that would have a major impact on transportation. OMPOC members were concerned about how MPOs would be affected since they have no land use authority.

Preparing for the Upcoming Legislative Session:

Carbon mitigation is expected to be a priority in the 2020 session. Three initiatives on the issue have been filed in the last few days.

Vaccines and gun safety are two other issues that will be considered by the legislature.

It was suggested that funds from any new Carbon Tax should go to MPOs to support transportation options that reduce carbon. Recommend that carbon funding be used locally.

HB 2020, which did not pass, would have distributed funds ½ to ODOT and ½ for grants. Use of any new carbon tax money from motor vehicle fuels is currently restricted by the Oregon Constitution. The revised bill expected in the 2020 session should include a better distribution formula. The grant process places many rural areas at a disadvantage because of limited resources. Any activities required of MPOs would have to be funded by the state.

State Performance Measures:

Link to ODOT Website on this program:

<https://www.oregon.gov/ODOT/TAP/Pages/About-Us.aspx>

ODOT is developing methods for tracking results of funding by HB 2017. A Continuous Improvement Advisory Committee (CIAC) has been established. The Oregon Transportation Commission (OTC) sets vision and policy direction and makes investment decisions. The CIAC reviews processes and procedures and advises the OTC on performance, efficiency and effectiveness. This process is to keep ODOT intellectually current.

As part of this program, in 2022 SKATS will be required to report on how the CMAQ funds were used.

OMPOC Summit:

OMPOC is planning for a conference following the 2020 Election in November. The theme for the summit was discussed. Topic would include:

1. Creating a Culture of Equity
2. Transportation Impacts on Housing and Affordability
3. Impacts of Shared Mobility (i.e. scooters and bikes) and Transportation Network Companies (i.e. Uber, Lyft)

There was discussion about covering capital expenses for TNCs (vehicle replacement, repairs) and the impact of autonomous vehicles on the transportation system. There are more layers of transportation today than there have been in the past. TNCs are having a negative impact on

mobility by creating more traffic congestion. The FED EX type of service is also reducing capacity on the system.

The OMPOC Summit will be a full day event with a theme “Transportation at a Crossroads – How Transportation is Changing.” Addressing how are people using different modes and what is the future impact.

MPO Roundtable:

ODOT – On Dec 16 or 17 the OTC will have a work session with the MPOs and ACTs. The new ODOT Director is expected to be confirmed on Dec 16.

A “head hunter” has been hired to seek candidates for the Rail and Public Transit Administrator.

Corvallis – New bike lanes have been opened. Starting a study on Hwy 20 improvements.

Albany – Moving ahead with the next level of the regional planning process.

Bend - \$300 Million worth of infrastructure projects programmed.

Eugene/Springfield – Continuing work on Franklin Blvd. Applying for a TIGR Grant for Round-a-bouts on Franklin Blvd.

LTD – Has a “Moving Ahead” Project that is looking at corridors. There is an ADA pilot project under contract. In 2020 there will be service changed funded by HB 2017. The system is moving from a 65/35 ratio to a 85/15 ratio between trunk and feeder routes.

L-COG – Issuing a RFP to update the RTP. Work on a process for MPOs to use consultants for planning.

In 2020/21 expect to have ODOT Internal Auditors reviewing MPO plans, etc.

Developing ACT strategies for the OTC.

Coordinating with LTD on county transit services. LTD will operate the urban routes and L-COG is taking over the rural area under the new name, “Link Lane.” The first rural line between Yachats and Florence is operating. A RFP is being issued for the Florence – Eugene Route.

Rogue Valley - Improving the process for bike/ped programs. Working on the 2021/24 Tip and updating the RTP. Cooperating with transit (RVTD) on a signal preemption and other transportation development projects.

Planning for a \$65 Million measure to pay for a Medford by-pass route as an I-5 alternative.

Middle Rogue – Working to improve transit services to smaller cities in the corridor between Grants Pass and Medford. Will be introducing electric buses in the near future. The Josephine County transit agency has two new rebuilt Gillig electric buses.

Safe Routes to School is another priority. This project includes both infrastructure work and education.

Portland Metro – Tri-Met is in the process of increasing service levels by 30% by the end of 2021. Two new high capacity routes are being developed.

1. A Bus Rapid Transit route along Powell Blvd. to Gresham.
2. A Southwest Light Rail corridor between Downtown Portland and Tualatin.
This 12 mile line will cost about \$2.5 Billion and has a completion goal of 2027.

Metro has a regional investment strategy that includes, \$62.8 Million for housing. This fund will create 4,000 units to house about 12,000 residents. Four projects are currently underway.

There are plans for a new bond measure for parks and open spaces. This \$475 Million request replaces an expiring bond authority. Metro also hope to have a transportation measure on the ballot that would address 13 regional corridors and several major intersections.

The meeting was followed by a ride on one of Grant County’s “new” electric buses. This bus is a 2004 Gillig remanufactured with an electric propulsion system.

The next OMPOC meeting in tentatively scheduled to be held in Corvallis on January 24, 27 or 31, 2020.

COMMENTS IN CONCLUSION:

Purchasing a remanufactured electric bus might lower the cost for Cherriots to get this type of propulsion system. Tri-Met and LTD are both looking at this option.

I also learned that LTD is not satisfied with the BYD electric buses and will be returning them.

The RVTB Board has a strong interest in covering the agency to all electric buses. However, this may not be possible in the near future because the transit fleet and CNG fueling station have several years of serviceable life remaining.

10/15/19



Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

November 12, 2019

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

MINUTES

PRESENT:	President Ian Davidson; Directors Robert Krebs, Chi Nguyen, Colleen Busch, and Charles Richards
Board	ABSENT: Directors Sadie Carney and Doug Rodgers
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Planning & Program Management; Michiel Majors, Safety & Loss Control Specialist; Linda Galeazzi, Executive Assistant
Guests	Dale Penn, SAMTD Legislative Advocate, CFM Strategic Communications; Jens Jensen, Property/Casualty Claims Manager, Special Districts Insurance Services

1. CALL TO ORDER 6:05 PM

President Ian Davidson called the work session to order at 6:05 p.m. A quorum was present.

Mr. Pollock announced that the executive session was cancelled and will be rescheduled to December 12, 2019. He then shared a *Safety Moment* for the month of November about winter safety and the clothing items people should wear while working in cold weather.

2. DISCUSSION

A. Energy Tax Credit Briefing

Staff report: Pages 1-10 of the agenda

Presenter: Dale Penn, SAMTD Legislative Advocate
Allan Pollock, General Manager
Al McCoy, Director of Finance and Technology / CFO

The Board was briefed on the District’s history with Oregon’s energy incentive programs that they requested at the September 26, 2019 board meeting during the 2019 State

Legislative Report. To assist in the process, they were given three documents for their review - a White Paper (revised on October 31, 2019) prepared by the Finance Division on the *History of Energy Incentives Program and Current Clean Fuels Program* administered by the Department of Environmental Quality; a handout developed by the District, League of Oregon Cities and Association of Oregon Counties to educate legislators on the Energy Incentive Tax Credit Program, dated June 27, 2016; and talking points developed by the District for meeting with state legislators to discuss the energy incentive program.

Time was allotted for questions and answers followed by discussion about potential legislative fixes for the upcoming legislation session.

Follow-up: Potential solutions considered by the Board included conversing with legislators while they are doing due diligence on Oregon's Clean Fuel Program and building up the education and awareness in preparation for the longer term 2021 Legislative Session.

B. Marion and Polk Counties Regional Services

Staff report: Pages 11-14 of the agenda

Presenter: Allan Pollock, General Manager

Board members were apprised that the Chemeketa Area Regional Transportation Services (CARTS) agreement between Marion and Polk Counties and the District needs to be updated. The intergovernmental agreement (IGA) was established in 2006 and the service has since gone through significant changes. Most recently, with the addition of the Statewide Transportation Improvement Fund (STIF) in 2017, there has been an increased focus on regional service and connecting services. District staff began a review of the IGA to update the terms, and work with Marion and Polk County staff to take action.

Follow-up: Director Busch recommended that the IGA have a periodic review incorporated. District staff will take the lead in this project.

C. Review of Non-Bargaining Retirement Programs Follow-up

Staff report: Pages 15-16 of the agenda

Presenter: Paula Dixon, Director of Administration

Following up on the Board's request at the October 7 work session, the Board was briefed on the District's retirement plan that is offered to its non-bargaining employees. The District offers a defined benefit pension benefit to vested employees based on a formula. There is also a defined contribution plan. This investment fund grows based on earnings and new contributions. The District plan also includes a "floor offset" option in which the funds in the defined contribution plan can be combined with the funds in the defined benefit plan to provide a higher monthly benefit. The District contributes 10% of the employee's salary to the defined contribution plan. The defined benefit contribution

made by the District is currently 15.5%. Retirement plans offered by other transit districts similar in size were also reviewed for a comparison.

Follow-up: None

D. D&O Insurance Follow-up

Staff report: Pages 17-32 of the agenda
Oregon Tort Claims Act (ORS 30.260-30.290) Pages 19-32

Presenter: Michiel Majors, Safety & Loss Control Specialist
Jen Jensen, SDIS Property/Casualty Claims Manager

The Board was briefed on the District's insurance programs that cover board members in response to questions asked at the September 21, 2019 board retreat. Staff consulted with the Districts' insurance broker at Brown and Brown North West and found that the Special Districts Association of Oregon (SDAO) covers board members while they are on approved and designated District business which includes travel to conferences. Consideration and action to approve the inclusion of travel and conferences normally takes place during the Budget Committee process. Additionally, Directors and Officers (D&O) insurance coverage is not needed. Board members of public entities within the State of Oregon are also afforded certain rights and protections under the Oregon Tort Claims Act with some caveats. Excluding coverage of a Board member can happen when a member of the Board acts outside of their official duties or without clear authority.

Follow-up: None

E. Board Bylaws and STIFAC, CAC, STFAC Appointments for the December 12, 2019 Board Meeting

Staff report: Pages 33-54 of the agenda

Presenter: Allan Pollock, General Manager

The Board has three appointed advisory committees - the Citizens Advisory Committee, the Special Transportation Fund Advisory Committee and the Statewide Transportation Improvement Fund Advisory Committee. The bylaws that govern the organizational and functional aspects for each committee are not consistent. This has led to a lack of clarity when faced with filling vacancies, membership terms and length of service, reappointing members on the committee, and appointment of a chair and vice-chair. Staff has begun to evaluate the bylaws for recommended changes. Board members were advised of the progress being made. In addition, Board members were reminded of the deadline for candidates to return their completed applications to the District for inclusion in the agenda packet for the December 12, 2019 Board meeting.

Follow-up: Staff will bring their recommendations to the Board for changes to the Bylaws for their consideration and action to adopt newly drafted advisory committee bylaws.

3. GENERAL MANAGER COMMENTS

Staff report: Pages 55-60 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the December 12, 2019 board meeting, upcoming agenda items for Board review or action, and the Board's calendar of scheduled meetings and events. Mr. Pollock announced that the District will once again have a decorated bus in Keizer's Holiday Lights parade on Saturday, December 14, 2019.

Follow-up: Board member were invited to ride the decorated bus in the parade.

4. WORK SESSION ADJOURNED

7:15 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



BOARD MEETING MEMO

Agenda Item E.2.a

To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Adopt Resolution No. 2019-10 to Rescind and Replace the Bylaws Governing Procedures and Conduct of the Citizen Advisory Committee

Issue

Shall the Board adopt Resolution No. 2019-10 to rescind and replace Attachment A of the Board's Bylaws that govern the procedures and conduct of the Citizens Advisory Committee?

Background and Findings

The Board has three appointed advisory committees with bylaws that govern the organizational and functional aspects of each committee. Attachment A of the Board's bylaws have governed the procedures and conduct of the Citizens Advisory Committee.

In an effort to bring consistency and clarity to the Board's appointed advisory committees, Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District" has been redrafted with changes recommended by staff to govern the organizational and functional aspects of the committee for adoption by the Board of Directors.

Attached to this memo, you will find for your review, the -

- Proposed Resolution No. 2019-10 to rescind and replace the CAC Bylaws.
- Proposed CAC Bylaws, and
- Resolution No. 2017-13 with the Current CAC Bylaws.

Recommendation

Staff recommends that the Board adopt Resolution No. 2019-10 to rescind and replace Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District.

Proposed Motion

I move to adopt Resolution No. 2019-10 to rescind and replace Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District.

RESOLUTION #2019-10

BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE CITIZENS ADVISORY COMMITTEE

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws" and

WHEREAS, the Board has three appointed advisory committees with bylaws that govern the organizational and functional aspects of each committee. The bylaws are not consistent in their procedures for filling vacancies, reappointments, length of service, staggered terms or appointments and responsibilities of a chair and vice-chair, for example.

WHEREAS, Resolution #90-01 included Attachment A, Rules Governing Proceedings and Conduct of the Elderly/Handicapped Transit Advisory Committee. The Bylaws in Attachment A have been revised by Resolution #91-02 on March 28, 1991, by Resolution #97-02 on February 27, 1997; and by Resolution #97-28 on December 18, 1997 when the committee was renamed the Senior and Disabled Consumer Advisory Committee. On March 25, 1999, the committee was dissolved by Resolution #99-02 to form the Consumer Advisory Committee; and was superseded by Resolution #11-13 on December 8, 2011 to form the Citizens Advisory Committee (CAC). The bylaws in Attachment A for the CAC were amended on December 12, 2013 by Resolution #13-12. In 2015, the CAC was disbanded and reestablished on December 14, 2017 by Resolution #2017-13.

WHEREAS, in an effort to bring consistency and clarity to the Board's appointed advisory committees, Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District" has been redrafted with changes recommended by staff to govern the organizational and functional aspects of the committee for adoption by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT;

THAT the amended Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District," is hereby rescinded and replaced by Resolution #2019-10.

ADOPTED by the Board of Directors on this 12th day of December 2019.

Ian Davidson, President
SAMTD Board of Directors

ATTEST:

Colleen Busch, Secretary
SAMTD Board of Directors

DRAFT

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
CITIZENS ADVISORY COMMITTEE
OF SALEM AREA MASS TRANSIT DISTRICT**

Article 1 - Purpose and Mission

The mission of the Citizens Advisory Committee, established by the Salem Area Mass Transit District ("District") Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

Article 2 - Responsibilities

The Citizens Advisory Committee ("Committee") shall meet to discuss and make recommendations to the Board of Directors ("Board"), on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

Article 3 - Membership and Terms of Appointment

Membership shall consist of 11 voting members, including one student member. Members shall serve at the pleasure of the Board.

Committee membership shall consist of a cross-section of the Salem/Keizer community which shall include to the extent possible, a:

- **Paratransit User**
- **Recreational/Bike/Pedestrian Advocate**
- **Social Services Agency Representative**
- **Medical Community/Care Provider**
- **Chambers of Commerce/Business Economic Development Organization**
- **Major Employer (over 100 Employees)**
- **School District Representative/Educational Community**
- **Ethnic Community Member**
- **At-large Member**
- **Youth Leader (High School Student, one year term with "school year term" option)**

Voting members appointed to the Committee must live and/or work within the District's service area.

Members shall be appointed to the Committee by the Board for a period of two years. Members may only serve two consecutive two-year terms on the Committee. Committee terms will begin in the month of January and end in the month of December.

The Board may appoint committee members to fill unexpired terms. Committee members appointed to serve the balance of an unexpired term shall have the opportunity to serve two consecutive two-year terms after the conclusion of the original appointment. In the transition period inaugural committee members will be allowed to serve the remainder of a term in an Excess At Large Capacity.

A Committee member who has served two consecutive terms may be nominated and recommended for future terms 12 months after their previous term has expired.

Article 4 - Officers

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may nominate and recommend to the Board, members to serve as Chair or Vice Chair.

Nominations are to be held every December (or in the meeting month closest to the end of the calendar year) prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint subcommittee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Article 5 – Executive Subcommittee

The Committee Chair and Vice-Chair, along with another member appointed by the Chair, shall serve on the Citizens Advisory Committee (CAC) Executive Subcommittee. The Executive Subcommittee may meet at a frequency directed by the Committee Chair.

Article 6 – Committee Work Plan

The Executive Subcommittee will lead the efforts to create and implement a two-year plan which will incorporate the actions and goals of the Citizens Advisory Committee. The working document should be updated and reviewed by the committee on a quarterly basis.

Article 7 - Committee Vacancies

When a vacancy occurs, the Board, by majority vote of its members at any meeting, may appoint a new member to the committee to serve the remainder of the unexpired term. The Board may select an appropriate appointee from those responding to a public advertisement, from candidates expressing an interest in such an appointment, or may refer to leaders or organizations in the represented group for appropriate candidates.

Article 8 – Conduct of Meetings

All meetings shall be conducted according to Oregon’s Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted according to Robert’s Rules of Order. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week’s notice and will be held at the District’s Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

All members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, that member shall contact the District’s staff representative and/or the Committee Chair at least one business day in advance, to give notice, except in cases of an emergency. A member who fails to notify the District’s staff representative and/or the Committee Chair of their intended absence for two consecutive meetings, or is absent three or more meetings over a one year period, may have his/her membership declared vacant.

Article 9 - Amendments

The Citizens Advisory Committee, through its Chair, may recommend to the Board, amendments to the Bylaws that govern the Committee by a two-thirds vote of all its members.

Only the SAMTD Board of Directors shall have the authority to amend these Bylaws.

Adopted by Resolution No. 2019-10 on December 12, 2019.

Ian Davidson, President of the Board

Colleen Busch, Secretary of the Board

Actions taken by the Board of Directors

<u>Resolution</u>	<u>Date</u>	<u>Action</u>	<u>Change</u>
90-01	Jan 25, 1990	Adopt	• Attachment A Elderly/Handicapped Transportation Advisory
91-02	Mar 28, 1991	Amend	• Attachment A Elderly/Handicapped Transportation Advisory
97-02	Feb 27, 1997	Amend	• Renamed Elderly and Disabled Consumer Advisory Committee
97-28	Dec 18, 1997	Amend	• Renamed Senior and Disabled Consumer Advisory Committee;
99-02	Mar 25, 1999	Rescind	• Dissolve Elderly/Handicapped Transit Advisory Committee; Form Consumer Advisory Committee; Replace with CAC Bylaws
11-13	Dec 08, 2011	Rescind	• Dissolve Consumer Advisory Committee; Form Citizens Advisory Committee Bylaws; Replace Bylaws
13-12	Dec 12, 2013	Amend	• Amend the Citizens Advisory Committee Bylaws
2017-03	Dec 14, 2017	Amend	• Amend the Citizens Advisory Committee Bylaws – Attachment A
2019-10	Dec 12, 2019	Rescind	• Supersede the Citizen Advisory Committee Bylaws – Attachment A

RESOLUTION #2017-13

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
CITIZENS ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws"; and

WHEREAS Resolution #90-01 included an Attachment A, Rules Governing Proceedings and Conduct of the Elderly/Handicapped Transit Advisory Committee, which was revised by Resolution #91-02 dated March 28, 1991, by Resolution #97-02 dated February 27, 1997; and by Resolution #97-28 dated December 18, 1997 (renaming the committee the Senior and Disabled Consumer Advisory Committee); and dissolved by Resolution #99-02 on March 25, 1999 to form the Consumer Advisory Committee; and superseded by Resolution #11-13 on December 8, 2011 when the Board formed the Citizens Advisory Committee; and amended by Resolution #13-12 on December 12, 2013 to limit the size of the committee membership from 11 to nine; and

WHEREAS the District is desirous of reestablishing the Citizens Advisory Committee which was disbanded in 2015; and

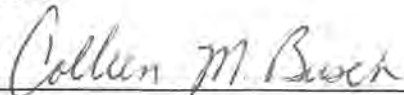
WHEREAS in accordance with the U.S. Department of Transportation Federal Transit Administration Circular C 4710.1 Chapter 8 requires ongoing public participation for complementary paratransit service.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT;

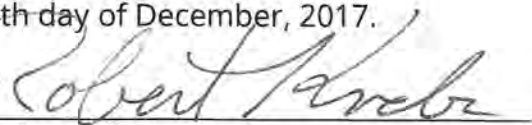
THAT Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District," is hereby amended under Article 1 - Mission; Article 2 - Purpose and Responsibilities; Article 3 - Membership and Terms of Appointment; ; Article 4 - Officers; Article 5 - Committee Vacancies; Article 6 - Conduct of Meetings; and Article 7 - Amendments.

ADOPTED by the Board of Directors on this 14th day of December, 2017.

ATTEST:



Secretary
Board of Directors



President
Board of Directors

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
CITIZENS ADVISORY COMMITTEE
OF SALEM AREA MASS TRANSIT DISTRICT**

Article 1 - Mission

The mission of the Citizens Advisory Committee (“CAC”), established by the Salem Area Mass Transit District (“District”) Board of Directors (“Board”), is to act as an advisory committee to the Board on transportation-related issues of the District.

Article 2 - Purpose and Responsibilities

The CAC shall meet to discuss and make recommendations to the Board on the District’s transportation policies, programs and services, and perform other duties as assigned by the Board. The CAC shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The purpose of the CAC will be to advise the Board and District staff on transit-related issues, make suggestions for transit service improvements, and to explore opportunities for enhanced funding for public transportation. The CAC will advise the Board, General Manager and District staff on the following items:

- A. Adhering to the requirements of the American with Disabilities Act (ADA).
- B. Issues related to the quality of the public’s ridership experience and other engagement with the District.
- C. Issues related to advocacy, including:
 - 1) Cultivating an understanding of public transportation policy issues and opportunities among members of the CAC.
 - 2) Identifying opportunities for adequate funding for the District from governmental, quasi-governmental, non-profit and for-profit entities.
 - 3) Mobilizing public transportation customers, supporters, and other public transportation stakeholders.

Article 3 - Membership and Terms of Appointment

Composition of the CAC: The CAC is composed of nine (9) community representatives – seven (7) selected by individual members of the Board and two (2) from a slate of candidates who apply and are chosen according to the process set out below;

- A. A CAC member must –

- 1) Reside within the District's service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk counties,
 - 2) Have a familiarity with Cherriots services.
 - 3) Be at least 18 years of age and use Cherriots services periodically; however, transit dependency is not a requirement for CAC membership.
 - 4) Be able to communicate knowledgeably about Cherriots in particular, and public transit in general.
 - 5) Have the ability to advocate on behalf of public transit and promote Cherriots services.
- B. CAC membership must reflect the larger community and have diverse representation with regard to age, gender, race, disability, transit dependence, availability to participate in CAC activities, and geography.
- C. Travel Reimbursement: Each CAC member will receive a 30-day (monthly for Regional) transit pass to cover transportation expenses. Passes will be mailed to CAC members. Other arrangements for pass distribution may be made on an individual basis.
- D. Members shall be appointed to the CAC by the Board for a term of two years, but shall serve at the pleasure of the Board. Members may only serve two consecutive two-year terms on the CAC. CAC terms will begin in the month of January and end in the month of December.
- E. The Board may appoint CAC members to fill unexpired terms. CAC members appointed to serve the balance of an unexpired term shall have the opportunity to serve two consecutive two-year terms after the conclusion of the original appointment. In the transition period, inaugural committee members will be allowed to serve the remainder of a term in an Excess At Large Capacity.
- F. A CAC member who has served two consecutive terms may be nominated and recommended for future terms 12 months after their previous term has expired.

Article 4 - Officers

The Chair and Vice-Chair of the CAC shall be appointed on an annual basis by the Board. The Chair and Vice Chair shall serve for a term of 12 months, but for no more than two consecutive terms. The CAC may recommend to the Board CAC members to serve as Chair or Vice Chair. Appointments are to be made every December (or in the meeting month closest to the end of the calendar year) to become effective upon the expiration of the Chair's and Vice-Chair's terms.

- A. The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the CAC, shall present reports to the Board that are necessary to execute any and all of the responsibilities of the CAC. The Chair may, at the Board's direction, appoint subcommittee members to address special topics as needed.
- B. The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Article 5 - Committee Vacancies

When a vacancy occurs, the Board, by majority vote of its members at any meeting, may appoint a new member to the CAC to serve the remainder of the unexpired term. The Board may select an appropriate appointee from candidates expressing an interest in such an appointment, or from candidates responding to a call for applications through a public advertisement.

Article 6 - Conduct of Meetings

- A. All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.
- B. A quorum of the CAC shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.
- C. The meetings shall be conducted according to Robert's Rules of Order. A record of each meeting will be kept with written minutes.
- D. Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.
- E. All members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, that member shall contact the District's staff representative and/or the CAC Chair at least one business day in advance, to give notice, except in cases of an emergency. A member who fails to notify the District's staff representative and/or the CAC Chair of their intended absence for two consecutive meetings, or is absent three or more meetings over a one-year period, may have his/her membership declared vacant.
- F. Members of the Board will be invited to attend CAC meetings on a rotating basis. The invitations shall be rotated so that all Board members are invited to attend at

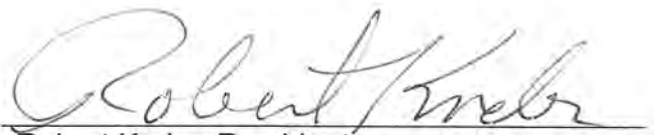
least once during the year. This open-invitation policy does not preclude or reduce the desirability of the Board appointing a liaison to the CAC.

- G. Regular CAC meetings shall be held quarterly. The meeting schedule shall be set and voted upon at the first meeting of the calendar year. With possible exceptions, the regular meetings will be used for presentations from District staff, contractors and other parties of interest to the CAC.

Article 7 - Amendments

The CAC, through its Chair, may recommend to the Board, amendments to the Bylaws that govern the CAC by a two-thirds vote of all its members. Only the Board shall have the authority to amend these Bylaws, and the Board may do so on its own initiative.

Adopted by Board Resolution No. 2017-03 on December 14, 2017.



Robert Krebs, President

ATTEST:



Colleen Busch, Board Secretary

Actions taken by the Board of Directors

<u>Resolution</u>	<u>Date</u>	<u>Action</u>	<u>Change</u>
90-01	Jan 25, 1990	Adopt	• Attachment A Elderly/Handicapped Transportation Advisory Committee
91-02	Mar 28, 1991	Amend	• Attachment A Elderly/Handicapped Transportation Advisory Committee
97-02	Feb 27, 1997	Amend	• Renamed Elderly and Disabled Consumer Advisory Committee
97-28	Dec 18, 1997	Amend	• Renamed Senior and Disabled Consumer Advisory Committee;
99-02	Mar 25, 1999	Rescind	• Dissolve Elderly/Handicapped Transit Advisory Committee; Form Consumer Advisory Committee; Replace with CAC Bylaws
11-13	Dec 08, 2011	Rescind	• Dissolve Consumer Advisory Committee; Form Citizens Advisory Committee Bylaws; Replace Bylaws
13-12	Dec 12, 2013	Amend	• Amend the Citizens Advisory Committee Bylaws
2017-13	Dec 14, 2017	Amend	• Amend the Citizens Advisory Committee Bylaws



To: Board of Directors

From: Linda Galeazzi, Executive Assistant

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Citizen Appointments to the Budget Committee

ISSUE

Shall the Board appoint three candidates as citizen members to the Budget Committee in Subdistricts #1, #3, and #5 for a term ending June 30, 2022?

BACKGROUND AND FINDINGS

There are three citizen member vacancies on the Budget Committee representing Subdistricts #1, #3 and #5 due to terms ending June 30, 2019.

The Board's Bylaws adopted by Resolution No. 90-1 provide for filling vacancies on the Committee at the discretion of the Board as follows:

1. A Qualified Elector must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large.
2. The Board member representing the Subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector. The Board then moves to accept or reject that appointment; or
3. The Board member representing the Subdistrict of the vacancy may call for applications for the Budget Committee.

Three candidates have submitted their applications to be considered for the citizen member appointments and meet the criteria of a qualified elector. Their completed applications are on file in the General Manager's Office. Director Nguyen representing Subdistrict #1 recommends Stephen Evans. Director Carney representing Subdistrict #3 recommends Maria Hinojos Pressey. President Davidson representing Subdistrict #5 recommends Carl F. Garner.

FINANCIAL IMPACT

Serving on the Budget Committee is voluntary. There is no financial impact.

RECOMMENDATION

Director Nguyen recommends Stephen Evans for appointment to the citizen member position on the Budget Committee representing Subdistrict #1 for a term ending June 30, 2022.

Director Carney recommends Maria Hinojos Pressey for appointment to the citizen member position on the Budget Committee representing Subdistrict #3 for a term ending June 30, 2022.

President Davidson recommends Carl F. Garner for appointment to the citizen member position on the Budget Committee representing Subdistrict #5 for a term ending June 30, 2022.

PROPOSED MOTION

I move that the Board appoint Stephen Evans, Maria Hinojos Pressey and Carl F. Garner as citizen members of the Budget Committee for a term ending June 30, 2022.



**Salem Area Mass Transit District
BUDGET COMMITTEE**

December 12, 2019

BOARD MEMBERS

CITIZEN MEMBERS

• **SUBDISTRICT #1**

CHI NGUYEN

1665 Sisters Court NW
Salem, OR 97304

Term Expires 06/30/23

STEVE EVANS

1936 Orchard Heights Road
Salem, OR 97304-2507

Appointed 12/12/19;
Appointment Expires 06/30/22

• **SUBDISTRICT #2**

COLLEEN BUSCH

4064 Noon Avenue NE
Keizer OR 97303

Term Expires 06/30/21

MICHAEL DEBLASI, Secretary FY2020

1191 Mandarin Street NE
Keizer, OR 97303

Appointed 02/25/16; Reappointed 06/28/18;
Expires 06/30/21

• **SUBDISTRICT #3**

SADIE K. CARNEY

1595 5th St NE
Salem, OR 97301

Term Expires 06/30/23

MARIA HINOJOS PRESSEY

848 Plymouth Dr NE, Apt 1
Keizer, OR 97303

Appointed 12/12/19;
Appointment Expires 06/30/22

• **SUBDISTRICT #4**

DOUG RODGERS

2250 Brown Road NE
Salem, OR 97305

Term Expires 06/30/21

BILL HOLMSTROM

350 Hoyt Street SE
Salem, OR 97302

Appointed 09/27/09; Reappointed 09/27/12;
10/22/15; 06/28/18; Expires 06/30/21

**Salem Area Mass Transit District
BUDGET COMMITTEE**

December 12, 2019

BOARD MEMBERS

CITIZEN MEMBERS

• **SUBDISTRICT #5**

IAN T. DAVIDSON

4926 Wagon Rim CT SE
Salem, OR 97317

Term Expires 06/30/23

CARL F. GARNER

4523 Arabian Ct SE
Salem, OR 97317

Appointed 12/12/19;
Appointment Expires 06/30/22

• **SUBDISTRICT #6**

ROBERT KREBS

3435 Bluff Avenue SE
Salem, OR 97302

Term Expires 06/30/21

SCOTT BASSETT

2243 Wildwood Drive SE
Salem, OR 97304

Appointed 01/22/15; Reappointed 12/14/17
Appointment Expires 06/30/20

• **SUBDISTRICT #7**

CHARLES H. RICHARDS

5517 7th Ave SE
Salem, OR 97302

Term Expires 06/30/23

SHERONNE BLASI

2375 Summer Street SE
Salem, Oregon 97302

Appointed 03/26/15; Reappointed 12/14/17
Appointment Expires 06/30/20

• **BUDGET OFFICER**

ALLAN POLLOCK

General Manager/CEO
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301-3980

Phone: (503) 588-2424
Fax: (503) 566-3933
Email: allan.pollock@cherriots.org
or Board@cherriots.org

Salem Area Mass Transit District
Attn: Executive Assistant
555 Court St NE, Suite 5230
Salem OR 97301

Phone: (503) 588-2424 ext 7535
Email: SKT@cherriots.org
Website: cherriots.org/budget-committee

Application for Vacant Budget Committee Citizen Position

SUBDISTRICT: 3

NAME: Maria Hinojos Pressey

ADDRESS: [REDACTED] Keizer, OR 97303

EMAIL ADDRESS: [REDACTED]

TELEPHONE: (Day) [REDACTED] (Evening) Same as day

How long have you resided at this address? 2 yrs, 1 mo.

Are you a registered voter? Yes

A. BACKGROUND

Please provide a brief biography of your personal and professional background as it applies to the Budget Committee in the following areas:

EDUCATION – [REDACTED]

WORK EXPERIENCE – [REDACTED]

COMMUNITY INVOLVEMENT – On the Keizer Points of Interest Committee

OTHER (i.e., Why you want to serve on the Budget Committee?) – I would love to be involved in helping the community, and I believe that serving on the budget committee would help me achieve this goal in the sense of helping allocate funds that would benefit the community.

Date: _____ Signature: _____



Salem-Area Mass Transit District
Attn: Executive Assistant
555 Court St NE, Suite 5230
Salem OR 97301

Phone: (503) 588-2424 ext 7535
Email: Board@cherriots.org
Website: cherriots.org/budget-committee

Application for Vacant Budget Committee Citizen Position

OPEN POSITIONS: Subdistricts 5

LENGTH OF APPOINTMENT: July 1, 2019 - June 30, 2022

NAME: Stephen Evans

ADDRESS: _____

Full and Complete Application is on file in the General Manager's Office //ljg

EMAIL ADDRESS: _____

TELEPHONE: (Day) _____

How long have you resided at this address? 19 years 7 mos.

Are you a registered voter? yes



Salem-Area Mass Transit District
Attn: Executive Assistant
555 Court St NE, Suite 5230
Salem OR 97301

Phone: (503) 588-2424 ext 7535
Email: Board@cherriotics.org
Website: cherriotics.org/budget-committee

Application for Vacant Budget Committee Citizen Position

OPEN POSITIONS: Subdistricts 5

LENGTH OF APPOINTMENT: July 1, 2019 - June 30, 2022

NAME: Carl F. Garner

ADDRESS:
EMAIL ADDRESS:
TELEPHONE:

Full and complete application is on file in the General Manager's Office

//ljg

How long have you resided at this address? 26 years

Are you a registered voter? Yes

BACKGROUND Please provide a brief biography of your personal and professional background as it applies to the Budget Committee in the following areas:

Date: 11/23/19

Signature:



To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Board STFAC Member Appointment and Reappointments

ISSUE

Shall the Board reappoint two members and appoint one new member to the Special Transportation Fund Advisory Committee for a term of two years?

BACKGROUND AND FINDINGS

On an annual basis members of Cherriots various advisory committees are either reappointed, or new members are appointed to serve their first term on their assigned advisory committee. New members and renewal terms for the Special Transportation Fund Advisory Committee (STFAC) members are appointed at the preceding December meeting of the Board of Directors.

Members of the STFAC serve two-year terms on the committee per the committee bylaws. Four members of the committee have terms which expire on 12/31/19. One member in good standing according to the Bylaws, Beth Jackson, resigned from her position at the November STFAC meeting for personal reasons. Two other members in good standing are recommended by staff for re-appointment (Emily Broussard, and Sherena Meager-Osteen). The fourth member, Victor Reppeto, is not being recommended for re-appointment. The reason is for lack of attendance without proper notification.

In addition to the reappointments of Emily Broussard, and Sherena Meager-Osteen, an application has been received for a new member to be appointed to the STFAC. The application is from Jeremy Gordon, Mayor of Falls City. Mayor Gordon submitted his application for consideration by the STFAC on November 5, 2019. The Committee voted

to recommend Mayor Gordon to the Board for membership to the STFAC. Mayor Gordon's application is attached under **ATTACHMENT A**.

A full roster of the proposed STFAC is in the table below:

FINANCIAL IMPACT

This action is related to advisory committee membership and has no fiscal impact.

RECOMMENDATION

Staff recommends the Board reappoint two members and appoint one new member to the Special Transportation Fund Advisory Committee for two-year terms.

PROPOSED MOTION

I move that the Board reappoint Emily Broussard, and Sherena Meager-Osteen and appoint Jeremy Gordon to the Special Transportation Fund Advisory Committee for two-year terms.

**SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE
TERMS OF APPOINTMENT**

January 2020

Pos	Term Dates	Name	Group	Location	Term
1	1/1/18-12/31/19 1/1/20-12/31/21	Emily Broussard	Disabled	Urban	2 nd 2-year term
2	1/1/20-12/31/21	[VACANT] Jeremy Gordon	Rep of Sr/Disabled	Urban & rural	1 st 2 year term
3	1/1/18-12/31/19 1/1/20-12/31/21	Sherena Meager-Osteen	Disabled	Marion Co.	2 nd 2-year term
4	1/1/18-12/31/19	[VACANT]	Disabled	Marion Co.	1st 2-year term
5	1/1/19-12/31/20	Jean Sherbeck	Sr/Disabled	Polk Co.	2 nd 2-year term
6	1/1/19-12/31/20	John Hammill	Sr/Disabled	Urban	2 nd 2-year term
7	1/1/19-12/31/20	Ron Harding	Rep of Sr/Disabled	Marion Co.	2 nd 2-year term
8	1/1/19-12/31/20	Marja Byers	Disabled	Urban	3 rd 2-year term
9	1/1/19-12/31/20	Bryant Baird	Senior	Urban	1 st 2-year term



APPLICATION
SALEM AREA MASS TRANSIT DISTRICT
SPECIAL TRANSPORTATION FUND
ADVISORY COMMITTEE

(Please print or type all information)

Date:	10/25/2019
Name:	Jeremy Gordon
Home Address:	Falls City, OR 97344
Mailing Address: (If different from home)	
Telephone:	
E-mail:	Jeremyjohngordon74@gmail.com
Occupation:	Program Manager, UW-Milwaukee/Mayor of Falls City

1. Are you a resident of Marion or Polk County, Oregon? Yes No
2. Are you knowledgeable about the transportation needs of seniors and individuals with disabilities? Are you a person who meets one of the following qualifications (select all that apply)?
 - A person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
 - A person who is a senior or an individual with a disability *and* who lives in an area of Marion or Polk Counties where there are no public transportation services;
 - A representative of seniors residing in Marion or Polk Counties;
 - A representative of individuals with disabilities residing in Marion or Polk Counties; or

A representative of a provider* of services to seniors or individuals with disabilities residing in Marion or Polk Counties

*Note: Transportation providers may serve as non-voting members.

3. What are your relevant experiences, training or background with seniors and individuals with disabilities on transportation issues?*

My introduction to the transportation needs of seniors and individuals with disabilities occurred when I accepted a position as a medical transportation driver for a private company in the Twin Cities/Minnesota in 2002. During my time of employment, I made friends with people of all ages experiencing a wide range of challenges- from AIDS to autism to schizophrenia. I was trained on a wide range of issues including sensitivity training, defensive driving, and CPR. I learned first hand about the acute anxieties folks feel around the unpredictability of medical transportation funding.

Currently, I serve as a volunteer Mayor of a small town of approx.. 1,000 residents. The rate of persons with disability is roughly 30%, the rate of seniors is also 30%. Both figures represent double the rate of disability and senior citizens in the state. I have advocated for and worked to strengthen the City's partnership with Polk County to help sustain the Falls City Direct Connect, a 12-person paratransit van service that serves persons experiencing low income and disability, including many seniors. The FCDC is the only option for many folks to reach Dallas and/or Monmouth for basic services such as groceries, prescriptions, and medical appointments.

4. Please describe why you would like to serve on the Special Transportation Fund Advisory Committee. What special transportation service improvements would you like to see accomplished?*

Generally, I would like to serve on this advisory committee to help ensure that funds are distributed in areas of highest need that will make the greatest impact on health, access to employment, recreation, community-building opportunities, and other resources for seniors and persons experiencing disabilities. Continuity of service, as well as opportunities to expand and reorganize services to achieve these access goals, will motivate my service.

In addition, I would like to provide a voice on the committee representing the unique needs of folks living in rural spaces who may not have adequate transportation options. The depth of need in rural areas are often quite stark given the issues related to geographical isolation. I would do my best to help bring more rural partners to the process to see how best to connect those populations with transportation services.

5. Are there other community interests that you are involved in, such as committees and organizations that you would like us to consider in your application?*

In addition to serving as Mayor of Falls City, I also chair the City's Budget Committee, served a year on the Falls City Public Works Committee, am a member of the Falls City Service Integration Team with Polk County Family and Community Outreach, helped organize and participate in the Falls City Visioning Steering Committee, volunteer with the Falls City School District, am on the planning committee for Falls City Pride, and participate in a variety of other community and public service activities.

*You may attach additional sheets, a short resume, or any other materials that you think may be appropriate.

Thank you for your interest and willingness to participate.

For questions or to return your application via e-mail:

Cory Horton

503-588-2424 ext. 7521

cory.horton@cherriots.org

To return your application via mail:

Cory Horton

Administrative Assistant, Strategic Initiatives and Program Management
/ Finance and Technology

Cherriots

555 Court St NE, Suite 5230

Salem, OR 97301-3980



BOARD MEETING MEMO

Agenda Item E.2.a.3

To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Board STIFAC Member Appointment

ISSUE

Shall the Board appoint one new member to the Statewide Transit Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2020?

BACKGROUND AND FINDINGS

New members and renewal terms for the Statewide Transit Improvement Fund Advisory Committee (STIFAC) members are appointed at the June meeting of the Board of Directors. Members serve a two year term that ends June 30. Unexpired vacancies are filled when needed by action of the Board of Directors.

The STIFAC currently has two unexpired vacancies to fill due to retirements. The terms of the unexpired vacancies began on July 1, 2018 and end on June 30, 2020. In June 2019, Tim Rogers from Chemeketa Community College notified the District that he was retiring and was stepping down from the STIFAC. His term ends on June 30, 2020.

J.D. Wolfe replaced Mr. Rogers at Chemeketa Community College and is interested in serving on the STIFAC in place of Mr. Rogers. This change requires approval from the Board of Directors.

A full roster of the proposed STIFAC is attached.

FINANCIAL IMPACT

This action is related to advisory committee membership and has no fiscal impact.

RECOMMENDATION

Staff recommends the Board appoint one new member to the Statewide Transportation Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2020.

PROPOSED MOTION

I move that the Board appoint J.D. Wolfe to the Statewide Transportation Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2020.

**Statewide Transportation Improvement Fund Advisory Committee
Membership Roster**

January 2020

CRITERIA	Member and [Position]	TERM
Public Transit Service Provider	Jim Row [1] Assistant City Administrator Woodburn Transit	July 1, 2018 – June 30, 2020
Low-Income, Non-English speaking community, Transit User	Sandra Hernández-Lomelí [2] Director, Latinos Unidos Siempre; Youth Program Dir., Mano A Mano	July 1, 2018 – June 30, 2020
Individuals age 65 + People with Disabilities and Outside of District – Marion County	Ron Harding [3] Chair, STF Advisory Committee City Administrator, City of Aumsville	July 1, 2018 – June 30, 2020
Educational Institutions Employer	[VACANT] [4] J.D. Wolfe Chemeketa Community College	Unexpired Term January 1, 2020 – June 30, 2020
Transit User	Chris Havel [5]	July 1, 2018 – June 30, 2020
Bicycle and Pedestrian Advocates	Becky Gilliam [6] Policy Manager, Pacific NW Regional Safe Routes to School	July 1, 2018 – June 30, 2020 Vice Chair
Public Health, Social and Human Service Providers	[VACANT] [7] <i>Jim Seymour - Retired & Resigned</i>	July 1, 2018 – June 30, 2020
Public Health, Social and Human Service Providers	Glen D. Morrison [8] Senior Epic Analyst Salem Health	July 1, 2018 – June 30, 2020
Outside of District – Polk County	Kathy Martin-Willis [9] City Councilor City of Independence	July 1, 2018 – June 30, 2020
	[VACANT] [10]	
	[VACANT] [11]	



To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Appointment of Members to the Citizens Advisory Committee

ISSUE

Shall the Board appoint members to the Citizens Advisory Committee for staggered terms ending December 31, 2020 and December 31, 2021?

BACKGROUND AND FINDINGS

The Citizens Advisory Committee acts as an advisory committee to the Board on transportation-related issues of the District. The Citizens Advisory Committee shall make recommendations to the Board on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Citizens Advisory Committee shall encourage and promote transportation services that meet the needs of the communities served.

In accordance with updated Article 3 of the Citizens Advisory Committee Bylaws, the Committee is composed of eleven (11) community representatives selected from a slate of candidates who apply and are chosen according to the process set out in the Bylaws. Committee members are appointed by the Board to a two-year term that begins in the month of January and ends in the month of December.

The CAC reviewed applications at its November 19, 2019 meeting and voted to recommend to the Board to replace one member vacancy on the committee, and add two additional At-Large positions because of enhanced public interest. The new proposed members are:

1. Mitchell Juul is a Salem resident and a student at North Salem High School. Mitchell has an interest in service coverage, frequency, and pedestrian safety.

2. Erin Ross is a Keizer resident and works with persons with disabilities, students and with groups on sustainability and environment. Erin has an interest in working on communication, travel efficiency, space for mobility devices, and express bus routes.
3. Maria Cecilia Hinojos Pressey is a Keizer resident and works in the medical field. Maria is interested in transit issues for minorities, reduced fares for college students, and assistance for victims of domestic violence.

Copies of completed applications for the proposed new members are on file in the Cherriots Office.

Members of the Citizens Advisory Committee must meet the following criteria:

1. Must reside within the Cherriots service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk counties.
2. Must have a familiarity with Cherriots services.
3. Use Cherriots services periodically; however, transit dependency is not a requirement for membership.
4. Must be able to communicate knowledgeably about Cherriots, in particular, and public transit in general.
5. Should have the ability to advocate on behalf of public transit and promote Cherriots services.

FINANCIAL IMPACT

None

RECOMMENDATION

The Citizens Advisory Committee recommends that the Board approve the appointments of members to the Citizens Advisory Committee as shown below in Table 1:

PROPOSED MOTION

I move that the Board approve the appointments of members to the Citizens Advisory Committee as shown in Table 1 for staggered terms that end December 31, 2020 and December 31, 2021.

**Salem Area Mass Transit District
CITIZENS ADVISORY COMMITTEE**

January 2020

Position	Member Position	Member Name	Term
1	Committee Chair	Rick Hartwig	1/01/20 – 12/31/20
2	Committee Member	Davis Dyer	1/01/20 – 12/31/21
3	Committee Member	Laurie Dougherty	1/01/20 – 12/31/20
4	Committee Member	John Hammill	1/01/20 – 12/31/21
5	Committee Member	Mary Sarabia	1/01/20 – 12/31/20
6	Committee Member	Mitchell Juul	1/01/20 – 12/31/20
7	Committee Vice-Chair	Roberto Coto	1/01/20 – 12/31/20
8	At-Large Member	Mark Knecht	1/01/20 – 12/31/20
9	At-Large Member	Patrick Schwab	1/01/20 – 12/31/21
10	At-Large Member	Erin Ross	1/01/20 – 12/31/21
11	At-Large Member	Maria Ceilia Hinojos Pressy	1/01/20 – 12/31/21

- After completing the current two-year term which ends December 31, 2019, the four odd-numbered CAC members and the At-Large #1 member serve an additional one-year term, while the three remaining even-numbered members and the At-Large #2 member serve an additional two-year term. Affected Committee members may reapply to serve on the Committee at the end of their additional one-year term. The CAC Bylaws rule that states members may only serve two consecutive two-year terms will be waived for the sole purpose of staggering terms. (This action was approved by the Board of Directors at the December 12, 2019 meeting.)



To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Staggered Terms for the Citizens Advisory Committee

ISSUE

Shall the Board stagger the terms of office for the Citizens Advisory Committee?

BACKGROUND AND FINDINGS

In an effort to bring consistency and clarity to the Board's appointed advisory committees to govern the organizational and functional aspects of the committees, staggered terms of service will be considered by the Board for adoption for the Citizens Advisory Committee.

On December 14, 2017, the Board reestablished the Citizens Advisory Committee by Resolution No. 2017-13. On November 27, 2018, the Citizens Advisory Committee met and passed a motion to recommend to the Board staggered terms of office for the CAC, to ensure that all of the member's terms did not expire at the same time, and for cohesion and consistency within the committee.

According to the Bylaws that govern the proceedings and conduct of the Board of Directors under Rule 22.b for Committees, it states: The purpose of each standing advisory committee, any conditions expressed by the District on the committee's organization or conduct, the membership and terms of appointment, and procedures for filling vacancies, shall be included as attachments to these bylaws.

FINANCIAL IMPACT

None

RECOMMENDATION

The motion provided by the CAC recommends that after a member completes the current two-year term which ends December 31, 2019, the four odd-numbered subdistrict member representatives and the At-Large #1 representative serve an additional one-year

term, while the three remaining even-numbered subdistrict member representatives and the At-Large #2 representative serve an additional two-year term. Affected Committee members may reapply to serve on the Committee at the end of their additional one-year term. The CAC Bylaw that states members may only serve two consecutive two-year terms will be waived for the sole purpose of staggering terms.

PROPOSED MOTION

I move that the Board approve the recommendation stated above for staggered terms of office for the Citizens Advisory Committee.



BOARD MEETING MEMO

Agenda Item E.2.d

To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Appointment of Chair and Vice Chair of the Citizens Advisory Committee

ISSUE

Shall the Board appoint Rick Hartwig as the Chair, and Roberto Coto as Vice-Chair, of the Citizens Advisory Committee for a one-year term from January 1, 2020 to December 31, 2020, in accordance with the Citizens Advisory Committee (CAC) Bylaws?

BACKGROUND AND FINDINGS

At its November 19, 2019 meeting, The Citizens Advisory Committee passed a motion to recommend Rick Hartwig as the CAC Chair and, through a separate motion, recommended Roberto Coto continue as Vice Chair of the committee.

Article 4 of the Citizens Advisory Committee Bylaws, states that the terms of the Chair and Vice-Chair will end in December (or in the meeting month closest to the end of the calendar year). At that time, CAC members may recommend a Chair and Vice-Chair to serve for a term of 12 months, but no more than two consecutive years.

The Citizens Advisory Committee acts as an advisory committee to the Board on transportation-related issues of the District. The CAC will make recommendations to the Board on the District's transportation policies, programs and services. The committee will encourage and promote transportation services that meet the needs of the communities served, and perform other duties as assigned by the Board.

FINANCIAL IMPACT

None

RECOMMENDATION

The Citizens Advisory Committee recommends the appointments of Rick Hartwig as the Chair and Roberto Coto as Vice-Chair of the Citizens Advisory Committee for a one-year term from January 1, 2020 to December 31, 2020?

PROPOSED MOTION

I move that the Board appoint Rick Hartwig as Chair, and Roberto Coto as Vice-Chair, of the Citizens Advisory Committee for a one-year term from January 1, 2020 to December 31, 2020.



To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Resolution 2019-09 to Rescind Resolution 2018-02 Authorizing the Acquisition of Real Property through Eminent Domain

ISSUE

Shall the Board adopt Resolution #2019-09 to rescind Resolution #2018-02 that was adopted on April 26, 2018, and no longer seek to acquire the real property identified in Exhibit A for the South Salem Transit Center?

BACKGROUND AND FINDINGS

During Fiscal Year 2018, SAMTD began to advance the process of property acquisition for the South Salem Transit Center (SSTC) and had selected property described in Exhibit A as the preferred location. This property was part of the property owned by Walmart on Commercial Street SE. As the District's project team had started to move ahead with the process, it was becoming clear that Walmart was not going to be a willing seller and the potential for the use of eminent domain must be considered. This option was presented to the SAMTD Board of Directors, and the board took formal action on April 26, 2019 to support the use of eminent domain if that course of action was needed.

When it became clear that the use of eminent domain was becoming more likely, SAMTD legal counsel stepped into the lead role of communicating, and eventually negotiating with the Walmart Realty legal counsel. During this process, a meeting was held between Walmart representatives, including a representative from the corporate office in Bentonville, Arkansas, and SAMTD staff and legal counsel.

During the meeting, multiple design alternatives were presented by Walmart for consideration. SAMTD did review and consider the options, and had the City of Salem

traffic engineer review the options for compliance with the city's traffic code. Upon review, it was determined that none of the design options were acceptable to the City of Salem, and would not meet the needs of SAMTD. The only option at the time was to proceed with eminent domain if the project were to move ahead.

However, after a timeline was developed for the eminent domain process, final design and engineering, permitting and development review, and construction, it was determined that even with the most compressed schedule possible for all of these elements, it would not be possible to meet the five year deadline for use of the ConnectOregon funds, and therefore the funds were released back to the program.

Without adequate construction funding, strong resistance from Walmart that would have resulted in a long costly legal battle, and changing needs for how transit service is delivered in south Salem, the decision to utilize eminent domain to acquire the specific property is no longer needed. However, until Resolution 2018-02 is rescinded it remains legally in place for a process the District does not intend to complete.

The SSTC is still a priority project for SAMTD, however, staff will need to reassess the purpose and needs of the district, review and develop a solid attainable plan for the future construction of the SSTC. This will include a detailed project timeline, project funding, and the assignment of resources to manage the project efficiently for a successful outcome.

While there is a need for the project priorities to be addressed, the goal will be to consider what options will efficiently meet those priorities for now and in the future. It is imperative that staff start with reevaluating what needs to be addressed with a transit center in south Salem.

Staff are drafting a Request for Proposals (RFP) to bring on a consultant to assist with evaluating the following options and developing a final recommendation for location and type of facility that will meet the current and future needs of the south Salem:

- Reevaluate the eight sites that were identified in the last site selection process;
- Consider alterations to the area of focus at the central "hub" for transfers to take place;
- The possibility of a combination of an anchor station with multiple transfer locations; and
- The possibility of transit oriented development (TOD) opportunities, i.e., transit center, affordable multi-family, and small retail/commercial.

FINANCIAL IMPACT

This action is to rescind a resolution to authorize the use of eminent domain to acquire a specific piece of real property. This action does not have any direct budget related financial impacts.

RECOMMENDATION

Staff recommends the Board adopt Resolution #2019-09 to rescind Resolution #2018-02 adopted on April 26, 2018; and no longer seek to acquire the real property identified in Exhibit A for the South Salem Transit Center.

PROPOSED MOTION

I move that the Board adopt Resolution #2019-09 to rescind Resolution #2018-02.

RESOLUTION 2019-09

**RESOLUTION OF THE SALEM AREA MASS TRANSIT DISTRICT (SAMT)
RESCINDING ACTION TO ACQUIRE PROPERTY**

WHEREAS, the Salem Area Mass Transit District (“District”) is a transit district established under ORS 267.107 authorized to acquire by condemnation, purchase, lease, devise, gift or voluntary grant real property located inside the boundaries of SAMT, pursuant to ORS 267.200(2) and ORS 267.225(2), for the purpose of providing and operating a mass transit system; and

WHEREAS, the South Salem Transit Center Project (“Project”) is a transit center project designed to accommodate transportation needs in the Salem-Keizer metropolitan area; and

WHEREAS, on April 26, 2018, the District Board adopted Resolution 2018-02 to acquire real property that is more particularly described in Exhibit A (the “Real Property”); and

WHEREAS, the District has now determined that it is in the public interest not to acquire the Real Property for the purpose of accommodating transportation needs in the Salem-Keizer metropolitan area;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS FOR SALEM AREA MASS TRANSIT DISTRICT:

1. That Resolution 2018-02 is hereby rescinded; and
2. That Resolution 2018-02 shall be of no further force and effect.

Dated: December 12, 2019

Presiding Officer

Attest:

Recording Secretary

Approved as to Legal Sufficiency:

Legal Department

SAMTD RESOLUTION 2019-09

Owner: Wal-Mart Real Estate Business Trust, a Delaware business trust
 Site Address: 5250 Commercial St SE, Salem, Oregon
 Tax Account: R75403
 Map No.: 083W14BC00100

Legal Description:

Fee Interest:

Commencing at the Southwest corner of Lot 1, Kilgore Heights as recorded in Marion County Book of Town Plats, Volume 45, Page 42, located in the Northwest quarter of Section 14, Township 8 South, Range 3 West, of the Willamette Meridian, City of Salem, Marion County, Oregon; thence along the North Right of Way of Baxter Road Southeast (County Road 827), North 89° 48' 30" West 501.60 feet to the True Point of Beginning; thence along said North Right of Way North 89° 48' 30" West 263.56 feet to the East Right of Way of Commercial Street Southeast; thence along said East Right of Way North 24° 35' 13" West 451.62 feet; thence North 65° 24' 47" East 62.00 feet; thence South 89° 33' 03" East 60.00 feet; thence South 24° 43' 46" East 400.00 feet; thence South 89° 28' 30" East 168.00 feet; thence South 00° 11' 30" West 73.00 feet to the True Point of Beginning and containing 1.52 acres, more or less.

Permanent Non-exclusive Ingress and Egress Easement Interest:

Commencing at the Southwest corner of Lot 1, Kilgore Heights as recorded in Marion County Book of Town Plats, Volume 45, Page 42, located in the Northwest quarter of Section 14, Township 8 South, Range 3 West, of the Willamette Meridian, City of Salem, Marion County, Oregon; thence along the North Right of Way of Baxter Road Southeast (County Road 827), North 89° 48' 30" West 469.99 feet to the True Point of Beginning; thence North 00° 11' 30" East 73.00 feet; thence North 89° 48' 30" West 42.00 feet; thence South 00° 11' 30" West 73.00 feet to the North Right of Way of Baxter Road Southeast; thence along said right of way South 89° 48' 30" East 42.00 feet to the Point of Beginning and containing 3,066 square feet, more or less.

Temporary Construction Easement Interest:

Commencing at the Southwest corner of Lot 1, Kilgore Heights as recorded in Marion County Book of Town Plats, Volume 45, Page 42, located in the Northwest quarter of Section 14, Township 8 South, Range 3 West, of the Willamette Meridian, City of Salem, Marion County, Oregon; thence along the North Right of Way of Baxter Road Southeast (County Road 827), North 89° 48' 30" West 501.60 feet; thence North 00° 11' 30" East 73.00 feet to the True Point of Beginning; thence North 00° 11' 30" East 30.00 feet; thence North 89° 48' 30" West 148.86 feet; thence North 24° 43' 46" West 399.91 feet; thence North 89° 33' 03" West 95.25 feet; thence North 24° 35' 12" West 105.07 feet; thence South 65° 24' 47" West 60.01 feet to a point on the East right of way of Commercial Street Southeast; thence along said right of way South

24° 35' 13" East 139.11 feet; thence North 65° 24' 47" East 62.00 feet; thence South 89° 33' 03" East 60.00 feet; thence South 24° 43' 46" East 400.00 feet; thence South 89° 28' 30" East 168.00 feet; thence South 00° 11' 30" West 73.00 feet to the Point of Beginning and containing 27,462 square feet, more or less.



RESOLUTION NO. 2018-02

RESOLUTION OF THE SALEM AREA MASS TRANSIT DISTRICT (SAMT) AUTHORIZING SAMT TO ACQUIRE BY PURCHASE OR BY THE EXERCISE OF THE POWER OF EMINENT DOMAIN CERTAIN REAL PROPERTY NECESSARY TO CONSTRUCTION OF THE SOUTH SALEM TRANSIT CENTER PROJECT

WHEREAS, ORS 267.200(2) and ORS 267.225(2) authorize and empower SAMT to acquire by condemnation, purchase, lease, devise, gift or voluntary grant real and personal property or any interest therein located inside the boundaries of SAMT; and

WHEREAS, the South Salem Transit Center Project (“Project”) is a transit center project designed to accommodate transportation needs in the Salem-Keizer metropolitan area; and

WHEREAS, ORS 35.235 requires the SAMT Board of Directors (“Board”), after first declaring by resolution the necessity of the acquisition of real property and the purpose for which it is required, to attempt to agree with the owner of said real property with respect to compensation to be paid therefore, and the damages, if any, for the taking thereof; and

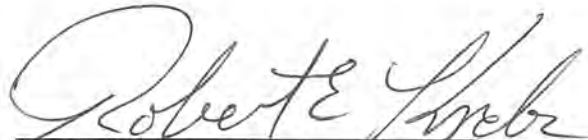
WHEREAS, for the accomplishment of the Project, it is necessary that SAMT have the immediate right of possession to certain parcels of real property described in this Resolution;

NOW, THEREFORE, BE IT RESOLVED:

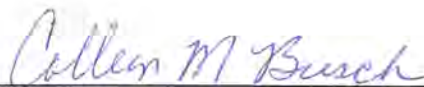
1. That for the accomplishment of the planned Project there is needed and required certain interests in or fee simple title to certain real property. The parcel(s) of real property or particular interests therein needed and required for the planned Project are specifically described in the attached Exhibit A by name of the record owner or reputed owner, tax lot number, and legal description, and said Exhibit A is by this reference hereby adopted and made a part hereof as completely and fully as though set forth in full herein.
2. That the Project is necessary for the public interest, and has been planned, designed, located and will be constructed in a manner that will be most compatible with the greatest public good and the least private injury.
3. That the immediate possession of the parcel(s) is necessary.
4. That SAMT staff is authorized and directed to make attempts to agree with the owner of the property and any other persons in interest as to the compensation to be paid for the property and damages, if any, for the taking thereof, and the General Manager or his designee is authorized to make a binding offer for such compensation.
5. That the Board hereby ratifies all offers to purchase all rights, title and interest that have been previously made in connection with the Project.

6. That in the event no satisfactory agreement can be reached, SAMT staff, through its legal counsel, is authorized to commence and prosecute to final determination such proceedings as may be necessary to obtain immediate possession and acquire the property; and SAMT staff, through its legal counsel, is further authorized to make such stipulations, agreements, or admissions in the course of such proceedings as may, in counsel's judgment, be in the best interests of SAMT.
7. That the parcel(s) so acquired are to be used for the Project within 10 years from the date of acquisition by SAMT, unless the right of repurchase has been waived by the owner.
8. That there is hereby authorized the creation of a fund in the amount estimated to be the just compensation for such property which shall, to obtain possession of the property, be deposited with the clerk of the Court in which the action is commenced for the use by the defendants in the actions.
9. That the General Manager or his designee is authorized to execute the necessary documents on behalf of the Board in a form approved by SAMT's legal counsel.

Dated: April 26, 2018

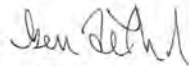

Presiding Officer

Attest:


Recording Secretary

Approved as to Legal Sufficiency:

Approved as to legal form:



Legal Department

Digitally signed by Ben C Fetherston, Jr.
DN: cn=Ben C Fetherston, Jr.,
o=Fetherston Edmonds, LLP, ou,
email=bfetherston@fe-attorneys.com,
c=US
Date: 2018.04.13 10:02:08 -07'00'

EXHIBIT A
SAMT RESOLUTION NO. 2018-02

Owner: Wal-Mart Real Estate Business Trust, a Delaware business trust
Site Address: 5250 Commercial St SE, Salem, Oregon
Tax Account: R75403
Map No.: 083W14BC00100

Legal Description:

Fee Interest:

Commencing at the Southwest corner of Lot 1, Kilgore Heights as recorded in Marion County Book of Town Plats, Volume 45, Page 42, located in the Northwest quarter of Section 14, Township 8 South, Range 3 West, of the Willamette Meridian, City of Salem, Marion County, Oregon; thence along the North Right of Way of Baxter Road Southeast (County Road 827), North 89° 48' 30" West 501.60 feet to the True Point of Beginning; thence along said North Right of Way North 89° 48' 30" West 263.56 feet to the East Right of Way of Commercial Street Southeast; thence along said East Right of Way North 24° 35' 13" West 451.62 feet; thence North 65° 24' 47" East 62.00 feet; thence South 89° 33' 03" East 60.00 feet; thence South 24° 43' 46" East 400.00 feet; thence South 89° 28' 30" East 168.00 feet; thence South 00° 11' 30" West 73.00 feet to the True Point of Beginning and containing 1.52 acres, more or less.

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BOARD MEETING MEMO

Agenda Item H.1

To: Board of Directors

From: Chris French, Senior Planner
David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: January 2020 Service Change Briefing

ISSUE

Shall the Board receive a briefing regarding changes to Cherriots fixed route services beginning January 5, 2020?

BACKGROUND AND FINDINGS

Service Changes

Every four months in January, May and September, service changes are implemented based on input from customers, transit operators, Cherriots employees, and performance monitoring results. Here is what is changing on January 5, 2020.

Local Bus Service

Schedule Adjustments

- ***Route 2-Market / Brown***
 - Schedule adjustments based on operator feedback.
 - Inbound departure times from Chemeketa Community College adjusted throughout the day.

- ***Route 26-Glen Creek / Orchard Heights***
 - Schedule adjustments based on operator feedback.
 - Timepoint moved from Glen Creek @ Sunburst to Glen Creek @ Burley Hill.

- **Route 27-Glen Creek / Eola**
 - Schedule adjustments based on operator feedback.
 - Timepoint moved from Glen Creek @ Sunburst to Burley Hill @ Deerwind.

Routing Adjustments

- **Route 19-Broadway / River Road**
 - The last inbound trip from KTC will serve stops within Keizer Station as it does on Saturday. There will be no changes made to the schedule related to this adjustment.

Regional Bus Service

Schedule Adjustments

- **Route 10X-Woodburn / Salem Express**
 - Schedule adjustment
 - Inbound trip times at Chemeketa Community College in the afternoon have been changed to help with on-time performance.

- **Route 40X-Polk County / Salem Express**
 - Schedule adjustment
 - Outbound trip times in Independence at Main @ Polk will be changed to help with on-time performance.
 - The inbound 6:57a trip will be adjusted to help with on-time performance.

FINANCIAL IMPACT

None

RECOMMENDATION

Information Only

PROPOSED MOTION

Information only



To: Board of Directors

From: Chris French, Senior Planner

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Performance Report – FY20 Q1

ISSUE

Shall the Board receive the quarterly information briefing on Cherriots services for the first quarter of FY20?

BACKGROUND AND FINDINGS

Performance measures (daily average revenue hours, daily average revenue miles, and daily average rides) for the first quarter of Fiscal Year 2020 (FY20 Q1) are included in Attachment A. FY20 Q1 began July 1, 2019 and ended September 30, 2019. All data are compared to the previous fiscal year, FY19 Q1. With the expansion of service in this quarter, Saturday data will also be included in Attachment A. No comparisons can be made at this time for Saturday service. Year-to-date totals (total revenue hours, total revenue miles, and total rides) are also included in Attachment A and are gathered from FY20 Q1 and compared to those in the same time period of FY19. The data for these measures are derived from adjusted Trapeze schedules, vehicle fare boxes, rider counting systems, and reservation software (Route Match).

Revenue Hours, Revenue Miles, Rides, and Fares

Cherriots Local

Includes local bus service, local commuter express service, and Qualified Human Service Organization routes.

- *Revenue Hours* – Increased with the addition of later evening service and Saturday service. An average of 38 hours a day were added to weekday service and 338 hours were added per Saturday.

- *Revenue Miles* – Increased with the addition of later evening service and Saturday service. There were 154 miles a day added to weekday service and 4,124.5 miles added per Saturday.
- *Rides* – Increased with the addition of later evening service and Saturday service. Weekday service ridership increased 6.6 percent with a total of 759,293 rides. Saturday service began in September – total ridership was 27,174.
- *Fares* – The lower youth fare implemented in June 2019 continues to impact fare category usage. Youth fare Day and 30-Day pass usage increased 75.5 percent, or 66,585 more passes used. These numbers are for weekday service only as Saturday service was fare free for its first month of implementation.

Cherriots Regional Express

Includes regional commuter express routes.

- *Revenue Hours* – Increased with the addition of more weekday trips and Saturday service. An average of 14.2 hours a day were added to Weekday service and 32 hours were added per Saturday.
- *Revenue Miles* – Increased with the addition of more weekday trips and Saturday service. There were 169 miles a day added to weekday service and 729 miles added per Saturday.
- *Rides* – Increased with the addition of more weekday trips and Saturday service. Weekday service ridership increased 8.8 percent with a total of 27,719 rides. Saturday service began in September – total ridership was 729.
- *Fares* – The lower youth fare implemented in June 2019 continues to impact fare category usage. Youth fare Day and Monthly pass usage increased 26.1 percent, or 199 more passes used. These numbers are for weekday service only as Saturday service was fare free for its first month of implementation.

Cherriots Regional Flex

Includes the Polk County Flex.

- *Rides* – 1,831 rides were provided.

Cherriots Shop and Ride

Includes dial-a-ride and shopper shuttle.

- *Rides* – 679 rides were provided on the Shopper Shuttle and 984 rides were provided on the Dial-a-Ride for a total of 1,663 total rides.

Cherriots LIFT

Paratransit

- *Rides* – 34,304 rides were provided on weekday LIFT service and 291 rides were provided in September on Saturday LIFT service.

FINANCIAL IMPACT

Information item only.

RECOMMENDATION

Information item only.

PROPOSED MOTION

Information item only.

ATTACHMENT A

FY20 Q1 Performance

Measures

July - September 2019

Table 1. Total Revenue Hours

Table 2. Average Revenue Hours / Day

Table 3. Total Revenue Miles

Table 4. Average Revenue Miles / Day

Table 5. Total Boardings

Table 6. Average Boardings / Day

Table 7. Average Boardings / Revenue Hour

Table 8. Year-to-Date Total Revenue Hours, Revenue Miles, and Boardings

Table 9. Fare Type and Category Usage

Table 10. Saturday Total Revenue Hours

Table 11. Saturday Average Revenue Hours, Revenue Miles, Rides / Day, and Rides / Hour

Table 12. Saturday Year-To-Date Total Revenue Hours, Revenue Miles, and Rides

Table 13. Saturday Fare Type and Category Usage

Table 1. Total Revenue Hours

Route	FY19 Q1				FY20 Q1			
	Jul 2018	Aug 2018	Sept 2018	Total	Jul 2019	Aug 2019	Sept 2019	Total
(Service Days)	21	23	19	63	22	22	20	64
LOCAL BUS SERVICE								
2 - Market / Brown	1,136	1,245	1,028	3,409	1,191	1,190	1,222	3,603
3 - Portland Road	630	690	570	1,890	656	655	637	1,948
4 - State Street	323	354	590	1,267	682	683	656	2,021
5 - Center Street	1,192	1,305	1,078	3,575	1,248	1,249	1,164	3,661
6 - Fairview Industrial	474	519	429	1,422	497	497	452	1,446
7 - Mission Street	325	356	365	1,046	445	444	484	1,373
8 - 12th / Liberty	480	525	436	1,441	502	500	520	1,522
9 - Cherry / River Road	645	707	584	1,936	675	676	613	1,964
11 - Lancaster / Verda	1,967	2,156	1,936	6,059	2,238	2,238	2,177	6,653
12 - Hayesville Drive	310	340	281	931	325	325	296	946
13 - Silverton Road	405	445	367	1,217	424	424	412	1,260
14 - Windsor Island Road	323	353	292	968	338	338	306	982
16 - Wallace Road	211	232	191	634	222	222	201	645
17 - Edgewater Street	1,044	1,143	945	3,132	1,099	1,099	1,027	3,225
18 - 12th / Liberty	486	532	439	1,457	507	509	509	1,525
19 - Broadway / River Road	1,220	1,336	1,101	3,657	1,276	1,275	1,198	3,749
21 - South Commercial	1,157	1,268	1,047	3,472	1,213	1,212	1,141	3,566
22 - Library Loop	228	250	207	685	246	246	232	724
23 - Lansing / Hawthorne	313	343	283	939	328	328	298	954
24 - State / Lancaster	321	351	N/A	672	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	164	180	149	493	172	172	156	500
27 - Glen Creek / Eola	176	192	159	527	184	184	167	535
<i>Total</i>	<i>13,530</i>	<i>14,822</i>	<i>12,477</i>	<i>40,829</i>	<i>14,468</i>	<i>14,466</i>	<i>13,868</i>	<i>42,802</i>
LOCAL COMMUTER EXPRESS ROUTES								
1X - Wilsonville / Salem Express	207	226	188	621	216	216	238	670
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	21	23	19	63	N/A	N/A	N/A	0
92 - Rockwest	13	14	12	39	N/A	N/A	N/A	0
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	24	24	22	70
<i>Total</i>	<i>34</i>	<i>37</i>	<i>31</i>	<i>102</i>	<i>24</i>	<i>24</i>	<i>22</i>	<i>70</i>
<i>Cherriots Local Total</i>	<i>13,771</i>	<i>15,085</i>	<i>12,696</i>	<i>41,552</i>	<i>14,708</i>	<i>14,706</i>	<i>14,128</i>	<i>43,542</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	301	312	256	869	278	281	346	905
20X - N. Marion Co. / Salem Express	290	315	253	858	301	302	272	875
30X - Santiam / Salem Express	259	287	239	785	258	255	245	758
40X - Polk County / Salem Express	297	335	270	902	302	305	373	980
50X - Dallas / Salem Express	57	63	51	171	60	59	117	236
<i>Cherriots Regional Express Monthly Total</i>	<i>1,204</i>	<i>1,312</i>	<i>1,069</i>	<i>3,585</i>	<i>1,199</i>	<i>1,202</i>	<i>1,353</i>	<i>3,754</i>
REGIONAL FLEX ROUTE								
Polk County Flex	219	251	273	743	244	252	219	715
SHOP AND RIDE								
Dial-a-Ride	375	410	288	1,073	228	223	203	654
Shopper Shuttle	183	178	125	486	108	114	94	316
<i>Cherriots Shop and Ride Total</i>	<i>558</i>	<i>588</i>	<i>413</i>	<i>1,559</i>	<i>336</i>	<i>337</i>	<i>297</i>	<i>970</i>
LIFT								
ADA	2,426	2,487	2,093	7,006	2,399	2,389	2,137	6,925
DD53	3,049	3,197	2,839	9,085	2,982	2,917	2,727	8,626
<i>Cherriots LIFT Total</i>	<i>5,475</i>	<i>5,684</i>	<i>4,932</i>	<i>16,091</i>	<i>5,381</i>	<i>5,306</i>	<i>4,864</i>	<i>15,551</i>

Table 2. Average Revenue Hours / Day

Route (Service Days)	FY19 Q1				FY20 Q1				Percent Change
	Jul 2018	Aug 2018	Sept 2018	Total	Jul 2019	Aug 2019	Sept 2019	Total	
(Service Days)	21	23	19	63	22	22	20	64	
LOCAL BUS SERVICE									
2 - Market / Brown	54.1	54.1	54.1	54.1	54.1	54.1	61.1	56.3	4.0%
3 - Portland Road	30.0	30.0	30.0	30.0	29.8	29.8	31.9	30.4	1.5%
4 - State Street	15.4	15.4	31.1	20.1	31.0	31.0	32.8	31.6	57.0%
5 - Center Street	56.8	56.7	56.7	56.7	56.7	56.8	58.2	57.2	0.8%
6 - Fairview Industrial	22.6	22.6	22.6	22.6	22.6	22.6	22.6	22.6	0.1%
7 - Mission Street	15.5	15.5	19.2	16.6	20.2	20.2	24.2	21.5	29.2%
8 - 12th / Liberty	22.9	22.8	22.9	22.9	22.8	22.7	26.0	23.8	4.0%
9 - Cherry / River Road	30.7	30.7	30.7	30.7	30.7	30.7	30.7	30.7	-0.1%
11 - Lancaster / Verda	93.7	93.7	101.9	96.2	101.7	101.7	108.9	104.0	8.1%
12 - Hayesville Drive	14.8	14.8	14.8	14.8	14.8	14.8	14.8	14.8	0.0%
13 - Silverton Road	19.3	19.3	19.3	19.3	19.3	19.3	20.6	19.7	1.9%
14 - Windsor Island Road	15.4	15.3	15.4	15.4	15.4	15.4	15.3	15.3	-0.1%
16 - Wallace Road	10.0	10.1	10.1	10.1	10.1	10.1	10.1	10.1	0.1%
17 - Edgewater Street	49.7	49.7	49.7	49.7	50.0	50.0	51.4	50.4	1.4%
18 - 12th / Liberty	23.1	23.1	23.1	23.1	23.0	23.1	25.5	23.8	3.0%
19 - Broadway / River Road	58.1	58.1	57.9	58.0	58.0	58.0	59.9	58.6	0.9%
21 - South Commercial	55.1	55.1	55.1	55.1	55.1	55.1	57.1	55.7	1.1%
22 - Library Loop	10.9	10.9	10.9	10.9	11.2	11.2	11.6	11.3	4.0%
23 - Lansing / Hawthorne	14.9	14.9	14.9	14.9	14.9	14.9	14.9	14.9	0.0%
24 - State / Lancaster	15.3	15.3	N/A	10.7	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	7.8	7.8	7.8	7.8	7.8	7.8	7.8	7.8	-0.2%
27 - Glen Creek / Eola	8.4	8.3	8.4	8.4	8.4	8.4	8.4	8.4	-0.1%
<i>Total</i>	<i>644.3</i>	<i>644.4</i>	<i>656.7</i>	<i>648.1</i>	<i>657.6</i>	<i>657.5</i>	<i>693.4</i>	<i>668.8</i>	<i>3.2%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	9.9	9.8	9.9	9.9	9.8	9.8	11.9	10.5	6.2%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	1.0	1.0	1.0	1.0	N/A	N/A	N/A	0.0	N/A
92 - Rockwest	0.6	0.6	0.6	0.6	N/A	N/A	N/A	0.0	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	N/A	1.1	1.1	N/A	N/A
<i>Total</i>	<i>1.6</i>	<i>1.6</i>	<i>1.6</i>	<i>1.6</i>	<i>1.1</i>	<i>1.1</i>	<i>1.1</i>	<i>1.1</i>	<i>-32.4%</i>
<i>Cherriots Local Total</i>	<i>655.8</i>	<i>655.9</i>	<i>668.2</i>	<i>659.6</i>	<i>668.5</i>	<i>668.5</i>	<i>706.4</i>	<i>680.3</i>	<i>3.2%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	14.3	13.6	13.5	13.8	12.6	12.8	17.3	14.1	2.5%
20X - N. Marion Co. / Salem Express	13.8	13.7	13.3	13.6	13.7	13.7	13.6	13.7	0.4%
30X - Santiam / Salem Express	12.3	12.5	12.6	12.5	11.7	11.6	12.3	11.8	-4.9%
40X - Polk County / Salem Express	14.1	14.6	14.2	14.3	13.7	13.9	18.7	15.3	6.9%
50X - Dallas / Salem Express	2.7	2.7	2.7	2.7	2.7	2.7	5.9	3.7	35.9%
<i>Cherriots Regional Express Monthly Total</i>	<i>57.3</i>	<i>57.0</i>	<i>56.3</i>	<i>56.9</i>	<i>54.5</i>	<i>54.6</i>	<i>67.7</i>	<i>58.7</i>	<i>3.1%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	10.4	10.9	14.4	11.8	11.1	11.5	11.0	11.2	-5.3%
SHOP AND RIDE									
Dial-a-Ride	17.9	17.8	15.2	17.0	10.4	10.1	10.2	10.2	-40.0%
Shopper Shuttle	8.7	7.7	6.6	7.7	4.9	5.2	4.7	4.9	-36.0%
<i>Cherriots Shop and Ride Total</i>	<i>26.6</i>	<i>25.6</i>	<i>21.7</i>	<i>24.7</i>	<i>15.3</i>	<i>15.3</i>	<i>14.9</i>	<i>15.2</i>	<i>-38.8%</i>
LIFT									
ADA	115.5	108.1	110.2	111.2	109.0	108.6	106.9	108.2	-2.7%
DD53	145.2	139.0	149.4	144.2	135.5	132.6	136.4	134.8	-6.5%
<i>Cherriots LIFT Total</i>	<i>260.7</i>	<i>247.1</i>	<i>259.6</i>	<i>255.4</i>	<i>244.6</i>	<i>241.2</i>	<i>243.2</i>	<i>243.0</i>	<i>-4.9%</i>

Table 3. Total Revenue Miles

Route (Service Days)	FY19 Q1				FY20 Q1			
	Jul 2018 21	Aug 2018 23	Sept 2018 19	Total 63	Jul 2019 22	Aug 2019 22	Sept 2019 20	Total 64
LOCAL BUS SERVICE								
2 - Market / Brown	14,368	15,737	13,000	43,105	15,048	15,045	14,176	44,269
3 - Portland Road	7,408	8,113	6,702	22,223	7,760	7,748	7,472	22,980
4 - State Street	3,193	3,497	5,834	12,524	6,745	6,755	6,419	19,919
5 - Center Street	13,649	14,949	12,349	40,947	14,280	14,293	13,246	41,819
6 - Fairview Industrial	7,142	7,831	6,510	21,483	7,538	7,538	6,729	21,805
7 - Mission Street	4,304	4,714	3,861	12,879	4,413	4,400	4,529	13,342
8 - 12th / Liberty	6,457	7,072	5,867	19,396	6,765	6,741	6,822	20,328
9 - Cherry / River Road	9,568	10,479	8,656	28,703	10,011	10,023	9,048	29,082
11 - Lancaster / Verda	25,370	27,802	25,870	79,042	29,967	29,967	29,004	88,938
12 - Hayesville Drive	4,008	4,390	3,739	12,137	4,330	4,326	3,936	12,592
13 - Silverton Road	6,094	6,688	5,325	18,107	6,111	6,111	5,826	18,048
14 - Windsor Island Road	4,760	5,213	4,306	14,279	4,986	4,986	4,525	14,497
16 - Wallace Road	2,932	3,211	2,545	8,688	2,947	2,947	2,643	8,537
17 - Edgewater Street	9,543	10,453	8,642	28,638	9,982	10,006	9,224	29,212
18 - 12th / Liberty	6,575	7,213	5,959	19,747	6,900	6,900	6,780	20,580
19 - Broadway / River Road	14,733	16,133	13,322	44,188	15,440	15,436	13,138	44,014
21 - South Commercial	14,319	15,685	13,384	43,388	15,503	15,484	14,037	45,024
22 - Library Loop	1,302	1,426	1,178	3,906	1,304	1,304	1,184	3,792
23 - Lansing / Hawthorne	4,052	4,438	3,666	12,156	4,215	4,217	3,834	12,266
24 - State / Lancaster	3,729	4,084	N/A	7,813	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	1,611	1,765	1,458	4,834	1,688	1,688	1,530	4,906
27 - Glen Creek / Eola	2,390	2,618	2,162	7,170	2,504	2,504	2,276	7,284
<i>Total</i>	<i>167,507</i>	<i>183,511</i>	<i>154,335</i>	<i>505,353</i>	<i>178,437</i>	<i>178,419</i>	<i>166,378</i>	<i>523,234</i>
LOCAL COMMUTER EXPRESS ROUTES								
1X - Wilsonville / Salem Express	6,718	7,326	6,078	20,122	7,038	7,038	7,669	21,745
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	122	134	111	367	N/A	N/A	N/A	N/A
92 - Rockwest	202	221	183	606	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	224	224	288	736
<i>Total</i>	<i>324</i>	<i>355</i>	<i>294</i>	<i>973</i>	<i>0</i>	<i>224</i>	<i>288</i>	<i>512</i>
<i>Cherriots Local Total</i>	<i>174,549</i>	<i>191,192</i>	<i>160,707</i>	<i>526,448</i>	<i>185,475</i>	<i>185,681</i>	<i>174,335</i>	<i>545,491</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	5,457	5,832	4,814	16,103	5,783	5,756	6,809	18,348
20X - N. Marion Co. / Salem Express	6,166	6,829	5,836	18,831	6,443	6,476	5,902	18,821
30X - Santiam / Salem Express	5,329	5,767	4,897	15,993	5,788	5,669	5,301	16,758
40X - Polk County / Salem Express	6,207	6,696	5,643	18,546	6,559	6,568	7,872	20,999
50X - Dallas / Salem Express	1,424	1,535	1,290	4,249	1,488	1,493	2,709	5,690
<i>Cherriots Regional Express Monthly Total</i>	<i>24,583</i>	<i>26,659</i>	<i>22,480</i>	<i>73,722</i>	<i>26,061</i>	<i>25,962</i>	<i>28,593</i>	<i>80,616</i>
REGIONAL FLEX ROUTE								
Polk County Flex	2,613	2,821	2,200	7,634	3,315	3,289	3,086	9,690
SHOP AND RIDE								
Dial-a-Ride	4,186	4,651	3,484	12,321	2,964	2,846	2,417	8,227
Shopper Shuttle	1,663	1,747	1,252	4,662	1,215	761	1,129	3,105
<i>Cherriots Shop and Ride Total</i>	<i>5,849</i>	<i>6,398</i>	<i>4,736</i>	<i>16,983</i>	<i>4,179</i>	<i>3,607</i>	<i>3,546</i>	<i>11,332</i>
LIFT								
ADA	26,656	30,573	25,211	82,440	28,948	28,909	26,733	84,590
DD53	39,621	42,534	36,084	118,239	36,408	36,072	34,059	106,539
<i>Cherriots LIFT Total</i>	<i>66,277</i>	<i>73,107</i>	<i>61,295</i>	<i>200,679</i>	<i>65,356</i>	<i>64,981</i>	<i>60,792</i>	<i>191,129</i>

Table 4. Average Revenue Miles / Day

Route	FY19 Q1				FY20 Q1				Percent Change
	Jul 2018	Aug 2018	Sept 2018	Total	Jul 2019	Aug 2019	Sept 2019	Total	
(Service Days)	21	23	19	63	22	22	20	64	
LOCAL BUS SERVICE									
2 - Market / Brown	684.2	684.2	684.2	684.2	684.0	683.9	708.8	691.7	1.1%
3 - Portland Road	352.8	352.7	352.7	352.7	352.7	352.2	373.6	359.1	1.8%
4 - State Street	152.0	152.0	307.1	198.8	306.6	307.0	321.0	311.2	56.6%
5 - Center Street	650.0	650.0	649.9	650.0	649.1	649.7	662.3	653.4	0.5%
6 - Fairview Industrial	340.1	340.5	342.6	341.0	342.6	342.6	336.5	340.7	-0.1%
7 - Mission Street	205.0	205.0	203.2	204.4	200.6	200.0	226.5	208.5	2.0%
8 - 12th / Liberty	307.5	307.5	308.8	307.9	307.5	306.4	341.1	317.6	3.2%
9 - Cherry / River Road	455.6	455.6	455.6	455.6	455.0	455.6	452.4	454.4	-0.3%
11 - Lancaster / Verda	1,208.1	1,208.8	1,361.6	1,254.6	1,362.1	1,362.1	1,450.2	1,389.7	10.8%
12 - Hayesville Drive	190.9	190.9	196.8	192.7	196.8	196.6	196.8	196.8	2.1%
13 - Silverton Road	290.2	290.8	280.3	287.4	277.8	277.8	291.3	282.0	-1.9%
14 - Windsor Island Road	226.7	226.7	226.6	226.7	226.6	226.6	226.3	226.5	-0.1%
16 - Wallace Road	139.6	139.6	133.9	137.9	134.0	134.0	132.2	133.4	-3.3%
17 - Edgewater Street	454.4	454.5	454.8	454.6	453.7	454.8	461.2	456.4	0.4%
18 - 12th / Liberty	313.1	313.6	313.6	313.4	313.6	313.6	339.0	321.6	2.6%
19 - Broadway / River Road	701.6	701.4	701.2	701.4	701.8	701.6	656.9	687.7	-2.0%
21 - South Commercial	681.9	682.0	704.4	688.7	704.7	703.8	701.9	703.5	2.1%
22 - Library Loop	62.0	62.0	62.0	62.0	59.3	59.3	59.2	59.3	-4.4%
23 - Lansing / Hawthorne	193.0	193.0	192.9	193.0	191.6	191.7	191.7	191.7	-0.7%
24 - State / Lancaster	177.6	177.6	N/A	124.0	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	76.7	76.7	76.7	76.7	76.7	76.7	76.5	76.7	-0.1%
27 - Glen Creek / Eola	113.8	113.8	113.8	113.8	113.8	113.8	113.8	113.8	0.0%
<i>Total</i>	<i>7,976.5</i>	<i>7,978.7</i>	<i>8,122.9</i>	<i>8,021.5</i>	<i>8,110.8</i>	<i>8,110.0</i>	<i>8,318.9</i>	<i>8,175.5</i>	<i>1.9%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	319.9	318.5	319.9	319.4	319.9	319.9	383.5	339.8	6.4%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	5.8	5.8	5.8	5.8	N/A	N/A	N/A	#VALUE!	N/A
92 - Rockwest	9.6	9.6	9.6	9.6	N/A	N/A	N/A	#VALUE!	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	10.2	10.2	14.4	11.5	N/A
<i>Total</i>	<i>15.4</i>	<i>15.4</i>	<i>15.5</i>	<i>15.4</i>	<i>0.0</i>	<i>10.2</i>	<i>14.4</i>	<i>8.0</i>	<i>-48.2%</i>
<i>Cherriots Local Total</i>	<i>8,311.9</i>	<i>8,312.7</i>	<i>8,458.3</i>	<i>8,356.3</i>	<i>8,430.7</i>	<i>8,440.0</i>	<i>8,716.8</i>	<i>8,523.3</i>	<i>2.0%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	259.9	253.6	253.4	255.6	262.9	261.6	340.5	286.7	12.2%
20X - N. Marion Co. / Salem Express	293.6	296.9	307.2	298.9	292.9	294.4	295.1	294.1	-1.6%
30X - Santiam / Salem Express	253.8	250.7	257.7	253.9	263.1	257.7	265.1	261.8	3.1%
40X - Polk County / Salem Express	295.6	291.1	297.0	294.4	298.1	298.5	393.6	328.1	11.5%
50X - Dallas / Salem Express	67.8	66.7	67.9	67.4	67.6	67.9	135.5	88.9	31.8%
<i>Cherriots Regional Express Monthly Total</i>	<i>1,170.6</i>	<i>1,159.1</i>	<i>1,183.2</i>	<i>1,170.2</i>	<i>1,184.6</i>	<i>1,180.1</i>	<i>1,429.7</i>	<i>1,259.6</i>	<i>7.6%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	124.4	122.7	115.8	121.2	150.7	149.5	154.3	151.4	24.9%
SHOP AND RIDE									
Dial-a-Ride	199.3	202.2	183.4	195.6	134.7	129.4	120.9	128.5	-34.3%
Shopper Shuttle	79.2	76.0	65.9	74.0	55.2	34.6	56.5	48.5	-34.4%
<i>Cherriots Shop and Ride Total</i>	<i>278.5</i>	<i>278.2</i>	<i>249.3</i>	<i>269.6</i>	<i>190.0</i>	<i>164.0</i>	<i>177.3</i>	<i>177.1</i>	<i>-34.3%</i>
LIFT									
ADA	1,269.3	1,329.3	1,326.9	1,308.6	1,315.8	1,314.0	1,336.7	1,321.7	1.0%
DD53	1,886.7	1,849.3	1,899.2	1,876.8	1,654.9	1,639.6	1,703.0	1,664.7	-11.3%
<i>Cherriots LIFT Total</i>	<i>3,156.0</i>	<i>3,178.6</i>	<i>3,226.1</i>	<i>3,185.4</i>	<i>2,970.7</i>	<i>2,953.7</i>	<i>3,039.6</i>	<i>2,986.4</i>	<i>-6.2%</i>

Table 5. Total Boardings

Route	FY19 Q1				FY20 Q1				Percent Change
	Jul 2018	Aug 2018	Sept 2018	Total	Jul 2019	Aug 2019	Sept 2019	Total	
(Service Days)	21	23	19	63	22	22	20	64	
LOCAL BUS SERVICE									
2 - Market / Brown	20,556	22,497	21,975	65,028	22,255	21,860	25,220	69,335	6.6%
3 - Portland Road	12,586	13,761	13,195	39,542	13,559	13,602	14,748	41,909	6.0%
4 - State Street	5,813	6,779	13,138	25,730	13,542	13,790	14,595	41,927	62.9%
5 - Center Street	20,944	23,743	21,261	65,948	22,555	22,222	22,882	67,659	2.6%
6 - Fairview Industrial	5,244	5,527	4,059	14,830	4,366	4,466	4,195	13,027	-12.2%
7 - Mission Street	5,099	5,730	4,128	14,957	5,321	5,275	5,668	16,264	8.7%
8 - 12th / Liberty	8,031	8,780	8,213	25,024	8,749	8,450	9,205	26,404	5.5%
9 - Cherry / River Road	8,727	10,050	8,504	27,281	9,830	10,380	10,249	30,459	11.6%
11 - Lancaster / Verda	37,419	41,734	38,981	118,134	42,300	42,085	44,000	128,385	8.7%
12 - Hayesville Drive	1,449	1,769	1,474	4,692	1,812	1,945	1,921	5,678	21.0%
13 - Silverton Road	9,205	10,952	9,057	29,214	11,128	11,463	11,962	34,553	18.3%
14 - Windsor Island Road	1,992	2,274	1,687	5,953	2,119	2,320	2,228	6,667	12.0%
16 - Wallace Road	2,904	3,340	2,840	9,084	3,054	2,627	3,044	8,725	-4.0%
17 - Edgewater Street	12,706	14,293	12,100	39,099	14,615	14,590	14,306	43,511	11.3%
18 - 12th / Liberty	7,793	8,498	7,596	23,887	8,546	7,868	8,409	24,823	3.9%
19 - Broadway / River Road	26,383	29,664	26,990	83,037	28,960	28,549	29,870	87,379	5.2%
21 - South Commercial	25,517	29,127	25,379	80,023	28,599	28,955	28,412	85,966	7.4%
22 - Library Loop	1,399	1,181	1,200	3,780	1,841	1,781	1,205	4,827	27.7%
23 - Lansing / Hawthorne	2,686	3,001	2,704	8,391	3,036	2,864	3,092	8,992	7.2%
24 - State / Lancaster	6,668	7,124	N/A	13,792	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	599	635	802	2,036	458	414	687	1,559	-23.4%
27 - Glen Creek / Eola	913	1,129	658	2,700	985	1,028	911	2,924	8.3%
<i>Total</i>	<i>224,633</i>	<i>251,588</i>	<i>225,941</i>	<i>702,162</i>	<i>247,630</i>	<i>246,534</i>	<i>256,809</i>	<i>750,973</i>	<i>7.0%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	2,694	3,303	2,869	8,866	2,614	2,504	2,480	7,598	-14.3%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	88	118	176	382	N/A	N/A	N/A	N/A	
92 - Rockwest	336	419	306	1,061	N/A	N/A	N/A	N/A	
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	217	253	252	722	
<i>Total</i>	<i>424</i>	<i>537</i>	<i>482</i>	<i>1,443</i>	<i>217</i>	<i>253</i>	<i>252</i>	<i>722</i>	<i>-50.0%</i>
<i>Cherriots Local Total</i>	<i>227,751</i>	<i>255,428</i>	<i>229,292</i>	<i>712,471</i>	<i>250,461</i>	<i>249,291</i>	<i>259,541</i>	<i>759,293</i>	<i>6.6%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	1,112	1,183	1,166	3,461	1,128	1,058	1,076	3,262	-5.7%
20X - N. Marion Co. / Salem Express	608	696	674	1,978	795	826	1,004	2,625	32.7%
30X - Santiam / Salem Express	1,137	1,450	1,179	3,766	1,293	1,237	1,090	3,620	-3.9%
40X - Polk County / Salem Express	2,935	3,358	3,106	9,399	3,649	3,712	3,483	10,844	15.4%
50X - Dallas / Salem Express	440	528	392	1,360	453	426	489	1,368	0.6%
<i>Cherriots Regional Express Monthly Total</i>	<i>6,232</i>	<i>7,215</i>	<i>6,517</i>	<i>19,964</i>	<i>7,318</i>	<i>7,259</i>	<i>7,142</i>	<i>21,719</i>	<i>8.8%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	776	825	480	2,081	618	688	525	1,831	-12.0%
SHOP AND RIDE									
Dial-a-Ride	593	640	500	1,733	352	342	290	984	-43.2%
Shopper Shuttle	400	423	373	1,196	236	239	204	679	-43.2%
<i>Cherriots Shop and Ride Total</i>	<i>993</i>	<i>1,063</i>	<i>873</i>	<i>2,929</i>	<i>588</i>	<i>581</i>	<i>494</i>	<i>1,663</i>	<i>-43.2%</i>
LIFT									
ADA	4,973	5,696	4,789	15,458	5,530	5,630	5,336	16,496	6.7%
DD53	6,373	6,816	5,813	19,002	6,067	6,038	5,703	17,808	-6.3%
<i>Cherriots LIFT Total</i>	<i>11,346</i>	<i>12,512</i>	<i>10,602</i>	<i>34,460</i>	<i>11,597</i>	<i>11,668</i>	<i>11,039</i>	<i>34,304</i>	<i>-0.5%</i>

Table 6. Average Boardings / Day

Route	FY19 Q1				FY20 Q1				Percent Change
	Jul 2018	Aug 2018	Sept 2018	Total	Jul 2019	Aug 2019	Sept 2019	Total	
(Service Days)	21	23	19	63	22	22	20	64	
LOCAL BUS SERVICE									
2 - Market / Brown	978.9	978.1	1,156.6	1,032.2	1,011.6	993.6	1,261.0	1,083.4	5.0%
3 - Portland Road	599.3	598.3	694.5	627.7	616.3	618.3	737.4	654.8	4.3%
4 - State Street	276.8	294.7	691.5	408.4	615.5	626.8	729.8	655.1	60.4%
5 - Center Street	997.3	1,032.3	1,119.0	1,046.8	1,025.2	1,010.1	1,144.1	1,057.2	1.0%
6 - Fairview Industrial	249.7	240.3	213.6	235.4	198.5	203.0	209.8	203.5	-13.5%
7 - Mission Street	242.8	249.1	217.3	237.4	241.9	239.8	283.4	254.1	7.0%
8 - 12th / Liberty	382.4	381.7	432.3	397.2	397.7	384.1	460.3	412.6	3.9%
9 - Cherry / River Road	415.6	437.0	447.6	433.0	446.8	471.8	512.5	475.9	9.9%
11 - Lancaster / Verda	1,781.9	1,814.5	2,051.6	1,875.1	1,922.7	1,913.0	2,200.0	2,006.0	7.0%
12 - Hayesville Drive	69.0	76.9	77.6	74.5	82.4	88.4	96.1	88.7	19.1%
13 - Silvertown Road	438.3	476.2	476.7	463.7	505.8	521.0	598.1	539.9	16.4%
14 - Windsor Island Road	94.9	98.9	88.8	94.5	96.3	105.5	111.4	104.2	10.2%
16 - Wallace Road	138.3	145.2	149.5	144.2	138.8	119.4	152.2	136.3	-5.5%
17 - Edgewater Street	605.0	621.4	636.8	620.6	664.3	663.2	715.3	679.9	9.5%
18 - 12th / Liberty	371.1	369.5	399.8	379.2	388.5	357.6	420.5	387.9	2.3%
19 - Broadway / River Road	1,256.3	1,289.7	1,420.5	1,318.0	1,316.4	1,297.7	1,493.5	1,365.3	3.6%
21 - South Commercial	1,215.1	1,266.4	1,335.7	1,270.2	1,300.0	1,316.1	1,420.6	1,343.2	5.7%
22 - Library Loop	66.6	51.3	63.2	60.0	83.7	81.0	60.3	75.4	25.7%
23 - Lansing / Hawthorne	127.9	130.5	142.3	133.2	138.0	130.2	154.6	140.5	5.5%
24 - State / Lancaster	317.5	309.7	N/A	218.9	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	28.5	27.6	42.2	32.3	20.8	18.8	34.4	24.4	-24.6%
27 - Glen Creek / Eola	43.5	49.1	34.6	42.9	44.8	46.7	45.6	45.7	6.6%
<i>Total</i>	<i>10,696.8</i>	<i>10,938.6</i>	<i>11,891.6</i>	<i>11,145.4</i>	<i>11,255.9</i>	<i>11,206.1</i>	<i>12,840.5</i>	<i>11,734.0</i>	<i>5.3%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	128.3	143.6	151.0	140.7	118.8	113.8	124.0	118.7	-15.6%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	4.2	5.1	9.3	6.1	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	16.0	18.2	16.1	16.8	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	9.9	11.5	12.6	11.3	N/A
<i>Total</i>	<i>20.2</i>	<i>23.3</i>	<i>25.4</i>	<i>22.9</i>	<i>9.9</i>	<i>11.5</i>	<i>12.6</i>	<i>11.3</i>	<i>-50.7%</i>
<i>Cherriots Local Total</i>	<i>10,845.3</i>	<i>11,105.6</i>	<i>12,068.0</i>	<i>11,309.1</i>	<i>11,384.6</i>	<i>11,331.4</i>	<i>12,977.1</i>	<i>11,864.0</i>	<i>4.9%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	53.0	51.4	61.4	54.9	51.3	48.1	53.8	51.0	-7.2%
20X - N. Marion Co. / Salem Express	29.0	30.3	35.5	31.4	36.1	37.5	50.2	41.0	30.6%
30X - Santiam / Salem Express	54.1	63.0	62.1	59.8	58.8	56.2	54.5	56.6	-5.4%
40X - Polk County / Salem Express	139.8	146.0	163.5	149.2	165.9	168.7	174.2	169.4	13.6%
50X - Dallas / Salem Express	21.0	23.0	20.6	21.6	20.6	19.4	24.5	21.4	-1.0%
<i>Cherriots Regional Express Monthly Total</i>	<i>296.8</i>	<i>313.7</i>	<i>343.0</i>	<i>316.9</i>	<i>332.6</i>	<i>330.0</i>	<i>357.1</i>	<i>339.4</i>	<i>7.1%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	37.0	35.9	25.3	33.0	28.1	31.3	26.3	28.6	-13.4%
SHOP AND RIDE									
Dial-a-Ride	28.2	27.8	26.3	27.5	16.0	15.5	14.5	15.4	-44.1%
Shopper Shuttle	19.0	18.4	19.6	19.0	10.7	10.9	10.2	10.6	-44.1%
<i>Cherriots Shop and Ride Total</i>	<i>47.3</i>	<i>46.2</i>	<i>45.9</i>	<i>46.5</i>	<i>26.7</i>	<i>26.4</i>	<i>24.7</i>	<i>26.0</i>	<i>-44.1%</i>
LIFT									
ADA	236.8	247.7	252.1	245.4	251.4	255.9	266.8	257.8	5.0%
DD53	303.5	296.3	305.9	301.6	275.8	274.5	285.2	278.3	-7.7%
<i>Cherriots LIFT Total</i>	<i>540.3</i>	<i>544.0</i>	<i>558.0</i>	<i>547.0</i>	<i>527.1</i>	<i>530.4</i>	<i>552.0</i>	<i>536.0</i>	<i>-2.0%</i>

Table 7. Average Boardings / Revenue Hour

Route	FY19 Q1				FY20 Q1				Percent Change
	Jul 2018	Aug 2018	Sept 2018	Total	Jul 2019	Aug 2019	Sept 2019	Total	
(Service Days)	21	23	19	63	22	22	20	64	
LOCAL BUS SERVICE									
2 - Market / Brown	18.1	18.1	21.4	19.1	18.7	18.4	20.6	19.2	0.9%
3 - Portland Road	20.0	19.9	23.1	20.9	20.7	20.8	23.2	21.5	2.8%
4 - State Street	18.0	19.1	22.3	20.3	19.9	20.2	22.2	20.7	-2.2%
5 - Center Street	17.6	18.2	19.7	18.4	18.1	17.8	19.7	18.5	0.2%
6 - Fairview Industrial	11.1	10.6	9.5	10.4	8.8	9.0	9.3	9.0	-13.6%
7 - Mission Street	15.7	16.1	11.3	14.3	12.0	11.9	11.7	11.8	-17.2%
8 - 12th / Liberty	16.7	24.7	22.5	17.4	17.4	16.9	17.7	17.3	-0.1%
9 - Cherry / River Road	13.5	14.2	14.6	14.1	14.6	15.4	16.7	15.5	10.1%
11 - Lancaster / Verda	19.0	19.4	20.1	19.5	18.9	18.8	20.2	19.3	-1.0%
12 - Hayesville Drive	4.7	5.2	5.2	5.0	5.6	6.0	6.5	6.0	19.1%
13 - Silverton Road	22.7	24.6	24.7	24.0	26.2	27.0	29.0	27.4	14.2%
14 - Windsor Island Road	6.2	6.4	5.8	6.1	6.3	6.9	7.3	6.8	10.4%
16 - Wallace Road	13.8	14.4	14.9	14.3	13.8	11.8	15.1	13.5	-5.6%
17 - Edgewater Street	12.2	12.5	12.8	12.5	13.3	13.3	13.9	13.5	8.1%
18 - 12th / Liberty	16.0	16.0	17.3	16.4	16.9	15.5	16.5	16.3	-0.7%
19 - Broadway / River Road	21.6	22.2	24.5	22.7	22.7	22.4	24.9	23.3	2.6%
21 - South Commercial	22.1	23.0	24.2	23.0	23.6	23.9	24.9	24.1	4.6%
22 - Library Loop	6.1	4.7	5.8	5.5	7.5	7.2	5.2	6.7	20.8%
23 - Lansing / Hawthorne	8.6	8.7	9.6	10.4	9.3	8.7	10.4	9.4	-9.4%
24 - State / Lancaster	20.8	20.3	N/A	20.5	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	3.7	3.5	5.4	4.1	2.7	2.4	4.4	3.1	-24.5%
27 - Glen Creek / Eola	5.2	5.9	4.1	5.1	5.4	5.6	5.5	5.5	6.7%
<i>Total</i>	16.6	17.0	18.1	17.2	17.1	17.0	18.5	17.5	2.0%
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	13.0	14.6	15.3	14.3	12.1	11.6	10.4	11.3	-20.6%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	4.2	5.1	9.3	6.1	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	25.8	29.9	25.5	27.2	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	9.0	10.5	11.5	10.3	N/A
<i>Total</i>	12.5	14.5	15.5	14.1	9.0	10.5	11.5	10.3	-27.1%
<i>Cherriots Local Total</i>	16.5	16.9	18.1	17.1	17.0	17.0	18.4	17.4	1.7%
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	3.7	3.8	4.6	4.0	4.1	3.8	3.1	3.6	-9.5%
20X - N. Marion Co. / Salem Express	2.1	2.2	2.7	2.3	2.6	2.7	3.7	3.0	30.1%
30X - Santiam / Salem Express	4.4	5.1	4.9	4.8	5.0	4.9	4.4	4.8	-0.5%
40X - Polk County / Salem Express	9.9	10.0	11.5	10.4	12.1	12.2	9.3	11.1	6.2%
50X - Dallas / Salem Express	7.7	8.4	7.7	8.0	7.6	7.2	4.2	5.8	-27.1%
<i>Cherriots Regional Express Monthly Total</i>	5.2	5.5	6.1	5.6	6.1	6.0	5.3	5.8	3.9%
REGIONAL FLEX ROUTE									
Polk County Flex	3.5	3.3	1.8	2.8	2.5	2.7	2.4	2.6	-8.6%
SHOP AND RIDE									
Dial-a-Ride	1.6	1.6	1.7	1.6	1.5	1.5	1.4	1.5	-6.8%
Shopper Shuttle	2.2	2.4	3.0	2.5	2.2	2.1	2.2	2.1	-12.7%
<i>Cherriots Shop and Ride Total</i>	1.8	1.8	2.1	1.9	1.8	1.7	1.7	1.7	-8.7%
LIFT									
ADA	2.0	2.3	2.3	2.2	2.3	2.4	2.5	2.4	8.0%
DD53	2.1	2.1	2.0	2.1	2.0	2.1	2.1	2.1	-1.3%
<i>Cherriots LIFT Total</i>	2.1	2.2	2.1	2.1	2.2	2.2	2.3	2.2	3.0%

Table 8. Year-To-Date Total Revenue Hours, Revenue Miles, and Boardings

	Revenue Hours			Percent Change	Revenue Miles			Percent Change	Boardings		
	FY19	FY20			FY19	FY20			FY19	FY20	
LOCAL BUS SERVICE											
2 - Market / Brown	3,409	3,603	5.7%	43,105	44,269	2.7%	65,028	69,335	6.6%		
3 - Portland Road	1,890	1,948	3.1%	22,223	22,980	3.4%	39,542	41,909	6.0%		
4 - State Street	1,267	2,021	59.5%	12,524	19,919	59.0%	25,730	41,927	62.9%		
5 - Center Street	3,575	3,661	2.4%	40,947	41,819	2.1%	65,948	67,659	2.6%		
6 - Fairview Industrial	1,422	1,446	1.7%	21,483	21,805	1.5%	14,830	13,027	-12.2%		
7 - Mission Street	1,046	1,373	31.3%	12,879	13,342	3.6%	14,957	16,264	8.7%		
8 - 12th / Liberty	1,441	1,522	5.6%	19,396	20,328	4.8%	25,024	26,404	5.5%		
9 - Cherry / River Road	1,936	1,964	1.4%	28,703	29,082	1.3%	27,281	30,459	11.6%		
11 - Lancaster / Verda	6,059	6,653	9.8%	79,042	88,938	12.5%	118,134	128,385	8.7%		
12 - Hayesville Drive	931	946	1.6%	12,137	12,592	3.7%	4,692	5,678	21.0%		
13 - Silverton Road	1,217	1,260	3.5%	18,107	18,048	-0.3%	29,214	34,553	18.3%		
14 - Windsor Island Road	968	982	1.4%	14,279	14,497	1.5%	5,953	6,667	12.0%		
16 - Wallace Road	634	645	1.7%	8,688	8,537	-1.7%	9,084	8,725	-4.0%		
17 - Edgewater Street	3,132	3,225	3.0%	28,638	29,212	2.0%	39,099	43,511	11.3%		
18 - 12th / Liberty	1,457	1,525	4.7%	19,747	20,580	4.2%	23,887	24,823	3.9%		
19 - Broadway / River Road	3,657	3,749	2.5%	44,188	44,014	-0.4%	83,037	87,379	5.2%		
21 - South Commercial	3,472	3,566	2.7%	43,388	45,024	3.8%	80,023	85,966	7.4%		
22 - Library Loop	685	724	5.7%	3,906	3,792	-2.9%	3,780	4,827	27.7%		
23 - Lansing / Hawthorne	939	954	1.6%	12,156	12,266	0.9%	8,391	8,992	7.2%		
24 - State / Lancaster	672	N/A	N/A	7,813	N/A	N/A	13,792	N/A	N/A		
26 - Glen Creek / Orchard Heights	493	500	1.4%	4,834	4,906	1.5%	2,036	1,559	-23.4%		
27 - Glen Creek / Eola	527	535	1.5%	7,170	7,284	1.6%	2,700	2,924	8.3%		
<i>Total</i>	<i>40,829</i>	<i>42,802</i>	<i>4.8%</i>	<i>505,353</i>	<i>523,234</i>	<i>3.5%</i>	<i>702,162</i>	<i>750,973</i>	<i>7.0%</i>		
LOCAL COMMUTER EXPRESS ROUTES											
1X - Wilsonville / Salem Express	621	670	7.9%	20,122	21,745	8.1%	8,866	7,598	-14.3%		
QUALIFIED HUMAN SERVICES ROUTES											
91 - Garten Foundation	63	N/A	N/A	367	N/A	N/A	382	N/A	N/A		
92 - Rockwest	39	N/A	N/A	606	N/A	N/A	1,061	N/A	N/A		
9192 - Garten / Rockwest	N/A	70	N/A	N/A	736	N/A	N/A	722	N/A		
<i>Total</i>	<i>102</i>	<i>70</i>	<i>-31.4%</i>	<i>973</i>	<i>736</i>	<i>-24.4%</i>	<i>1,443</i>	<i>722</i>	<i>-50.0%</i>		
<i>Cherriots Local Y-T-D Total</i>	<i>41,552</i>	<i>43,542</i>	<i>4.8%</i>	<i>526,448</i>	<i>545,715</i>	<i>3.7%</i>	<i>712,471</i>	<i>759,293</i>	<i>6.6%</i>		
REGIONAL EXPRESS ROUTES											
10X - Woodburn / Salem Express	869	905	4.1%	16,103	18,348	13.9%	3,461	3,262	-5.7%		
20X - N. Marion Co. / Salem Express	858	875	2.0%	18,831	18,821	-0.1%	1,978	2,625	32.7%		
30X - Santiam / Salem Express	785	758	-3.4%	15,993	16,758	4.8%	3,766	3,620	-3.9%		
40X - Polk County / Salem Express	902	980	8.6%	18,546	20,999	13.2%	9,399	10,844	15.4%		
50X - Dallas / Salem Express	171	236	38.0%	4,249	5,690	33.9%	1,360	1,368	0.6%		
<i>Cherriots Regional Express Y-T-D Total</i>	<i>3,585</i>	<i>3,754</i>	<i>4.7%</i>	<i>73,722</i>	<i>80,616</i>	<i>9.4%</i>	<i>19,964</i>	<i>21,719</i>	<i>8.8%</i>		
REGIONAL FLEX ROUTE											
Polk County Flex	743	715	-3.8%	7,634	9,690	26.9%	2,081	1,831	-12.0%		
<i>Cherriots Regional Y-T-D Total</i>	<i>4,328</i>	<i>4,469</i>	<i>3.3%</i>	<i>81,356</i>	<i>90,306</i>	<i>11.0%</i>	<i>22,045</i>	<i>23,550</i>	<i>6.8%</i>		
SHOP AND RIDE											
Dial-a-Ride	1,073	654	-39.0%	7,971	8,227	3.2%	1,733	984	-43.2%		
Shopper Shuttle	486	316	-35.0%	3,247	2,475	-23.8%	1,214	679	-44.1%		
<i>Cherriots Shop and Ride Y-T-D Total</i>	<i>1,559</i>	<i>970</i>	<i>-37.8%</i>	<i>11,218</i>	<i>10,702</i>	<i>-4.6%</i>	<i>2,947</i>	<i>1,663</i>	<i>-43.6%</i>		
LIFT											
ADA	6,919	6,925	0.1%	82,440	84,590	2.6%	15,458	16,496	6.7%		
DD53	9,326	8,626	-7.5%	118,239	106,539	-9.9%	19,002	17,808	-6.3%		
<i>Cherriots LIFT Y-T-D Total</i>	<i>16,245</i>	<i>15,551</i>	<i>-4.3%</i>	<i>200,679</i>	<i>191,129</i>	<i>-4.8%</i>	<i>34,460</i>	<i>34,304</i>	<i>-0.5%</i>		

Table 9. Fare Type and Category Usage

Cherriots Local												
Fare Types	<i>Fare Categories</i>											
	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>
30 Day Pass	109,499	119,621	9.2%	171,100	166,160	-2.9%	19,685	57,639	192.8%	-	-	-
Day Pass	109,359	114,339	4.6%	105,909	107,177	1.2%	68,516	97,147	41.8%	-	-	-
Cash	25,738	26,156	1.6%	6,402	6,386	-0.2%	10,160	8,387	-17.5%	-	-	-
Free	-	-	-	-	-	-	-	-	-	31,376	30,731	-2.1%
Cherriots Regional												
Fare Types	<i>Fare Categories</i>											
	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>	<i>Q1 2019</i>	<i>Q1 2020</i>	<i>% Change</i>
Monthly Pass	809	861	6.4%	558	678	21.5%	234	198	-15.4%	-	-	-
Day Pass	5,356	5,471	2.1%	5,136	4,916	-4.3%	529	764	44.4%	-	-	-
Cash	5,739	6,844	19.3%	1,888	1,979	4.8%	1,298	1,258	-3.1%	-	-	-
Free	-	-	-	-	-	-	-	-	-	498	581	16.7%

Table 10. Saturday Total Revenue Hours, Revenue Miles, and Rides			
	Revenue Hours	Revenue Miles	Rides
	<i>Sep 2019</i>	<i>Sep 2019</i>	<i>Sep 2019</i>
(Service Days)	4	4	4
LOCAL BUS SERVICE			
2 - Market / Brown	109	1,381	2,612
3 - Portland Road	60	700	1,288
4 - State Street	61	603	1,424
5 - Center Street	110	1,248	2,763
6 - Fairview Industrial	84	1,263	375
7 - Mission Street	58	751	665
8 - 12th / Liberty	87	1,165	1,147
9 - Cherry / River Road	62	906	811
11 - Lancaster / Verda	222	2,813	4,832
13 - Silverton Road	54	510	1,322
16 - Wallace Road	35	459	380
17 - Edgewater Street	108	831	1,385
18 - 12th / Liberty	87	1,156	944
19 - Broadway / River Road	107	1,382	4,028
21 - South Commercial	108	1,330	3,198
<i>Cherriots Local Saturday Total</i>	<i>1,352</i>	<i>16,498</i>	<i>27,174</i>
REGIONAL EXPRESS ROUTES			
10X - Woodburn / Salem Express	28	624	109
20X - N. Marion Co. / Salem Express	37	790	110
30X - Santiam / Salem Express	28	732	122
40X - Polk County / Salem Express	35	771	388
<i>Cherriots Regional Saturday Total</i>	<i>128</i>	<i>2,917</i>	<i>729</i>
LIFT			
ADA	234	2,549	281
DD53	7	110	10
<i>Cherriots LIFT Saturday Total</i>	<i>369</i>	<i>2,659</i>	<i>291</i>

Table 11. Saturday Average Revenue Hours, Revenue Miles, and Rides Per Day / Rides Per Hour

	Revenue Hours / Day	Revenue Miles / Day	Rides / Day	Rides / Hour
	<i>Sep 2019</i>	<i>Sep 2019</i>	<i>Sep 2019</i>	<i>Sep 2019</i>
LOCAL BUS SERVICE				
2 - Market / Brown	27.3	345.3	653.0	24.0
3 - Portland Road	15.0	175.0	322.0	21.5
4 - State Street	15.3	150.8	356.0	23.3
5 - Center Street	27.5	312.0	690.8	25.1
6 - Mission / Fairview Industrial	21.0	315.8	93.8	4.5
7 - Mission / State	14.5	187.8	166.3	11.5
8 - 12th / Liberty	21.8	291.3	286.8	13.2
9 - Cherry / River Road	15.5	226.5	202.8	13.1
11 - Lancaster / Verda	55.5	703.3	1,208.0	21.8
13 - Silverton Road	13.5	127.5	330.5	24.5
16 - Wallace Road	8.8	114.8	95.0	10.9
17 - Edgewater Street	27.0	207.8	346.3	12.8
18 - 12th / Liberty	21.8	289.0	236.0	10.9
19 - Broadway / River Road	26.8	345.5	1,007.0	37.6
21 - South Commercial	27.0	332.5	799.5	29.6
<i>Cherriots Local Saturday Total</i>	<i>338.0</i>	<i>4,124.5</i>	<i>6,793.5</i>	<i>20.1</i>
REGIONAL EXPRESS ROUTES				
10X - Woodburn / Salem Express	7.0	156.0	27.3	3.9
20X - N. Marion Co. / Salem Express	9.3	197.5	27.5	3.0
30X - Santiam / Salem Express	7.0	183.0	30.5	4.4
40X - Polk County / Salem Express	8.8	192.8	97.0	11.1
<i>Cherriots Regional Saturday Total</i>	<i>32.0</i>	<i>729.3</i>	<i>182.3</i>	<i>5.7</i>
LIFT				
ADA	58.5	637.3	70.3	1.2
DD53	1.8	27.5	2.5	1.4
<i>Cherriots LIFT Saturday Total</i>	<i>92.3</i>	<i>664.8</i>	<i>72.8</i>	<i>0.8</i>

Table 12. Saturday Year-To-Date Total Revenue Hours, Revenue Miles, and Rides

	Revenue Hours	Revenue Miles	Rides
	<i>FY20</i>	<i>FY20</i>	<i>FY20</i>
LOCAL BUS SERVICE			
2 - Market / Brown	109	1,381	2,612
3 - Portland Road	60	700	1,288
4 - State Street	61	603	1,424
5 - Center Street	110	1,248	2,763
6 - Fairview Industrial	84	1,263	375
7 - Mission Street	58	751	665
8 - 12th / Liberty	87	1,165	1,147
9 - Cherry / River Road	62	906	811
11 - Lancaster / Verda	222	2,813	4,832
13 - Silverton Road	54	510	1,322
16 - Wallace Road	35	459	380
17 - Edgewater Street	108	831	1,385
18 - 12th / Liberty	87	1,156	944
19 - Broadway / River Road	107	1,382	4,028
21 - South Commercial	108	1,330	3,198
<i>Cherriots Local Y-T-D Saturday Total</i>	<i>1,352</i>	<i>16,498</i>	<i>27,174</i>
REGIONAL EXPRESS ROUTES			
10X - Woodburn / Salem Express	28	624	109
20X - N. Marion Co. / Salem Express	37	790	110
30X - Santiam / Salem Express	28	732	122
40X - Polk County / Salem Express	35	771	388
<i>Cherriots Regional Saturday Total</i>	<i>128</i>	<i>2,917</i>	<i>729</i>
LIFT			
ADA	234	2,549	281
DD53	7	110	10
<i>Cherriots LIFT Y-T-D Saturday Total</i>	<i>241</i>	<i>2,659</i>	<i>291</i>


Table 13. Saturday Fare Type and Category Usage

Cherriots Local				
	Fare Categories			
	Full Fare	Reduced Fare	Youth Fare	Free
Fare Types	<i>Sep 2019</i>	<i>Sep 2019</i>	<i>Sep 2019</i>	<i>Sep 2019</i>
30 Day Pass	0	0	0	-
Day Pass				-
Cash				-
Free	-	-	-	27,174
Cherriots Regional				
	Fare Categories			
	Full Fare	Reduced Fare	Youth Fare	Free
Fare Types	<i>Sep 2019</i>	<i>Sep 2019</i>	<i>Sep 2019</i>	<i>Sep 2019</i>
Monthly Pass				-
Day Pass				-
Cash				-
Free	-	-	-	729

FY20 Q1 Performance Report

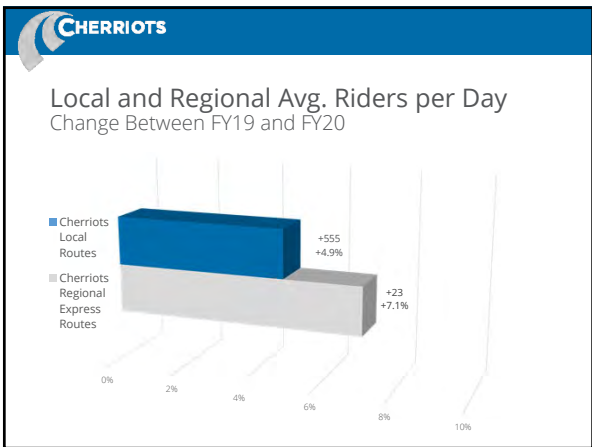
July-September 2019

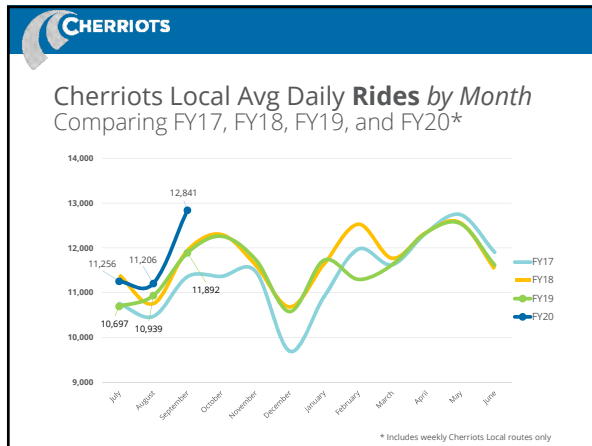


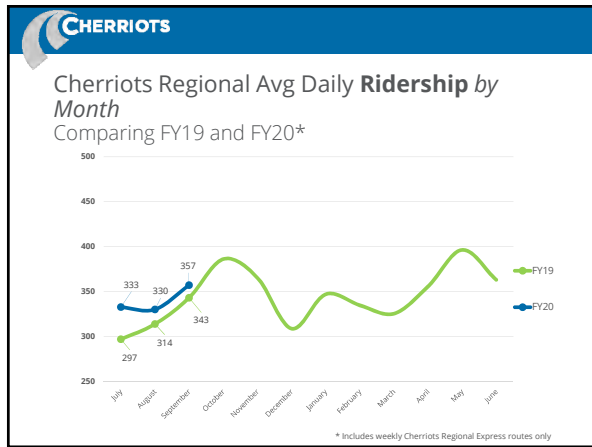


Ridership Comparison

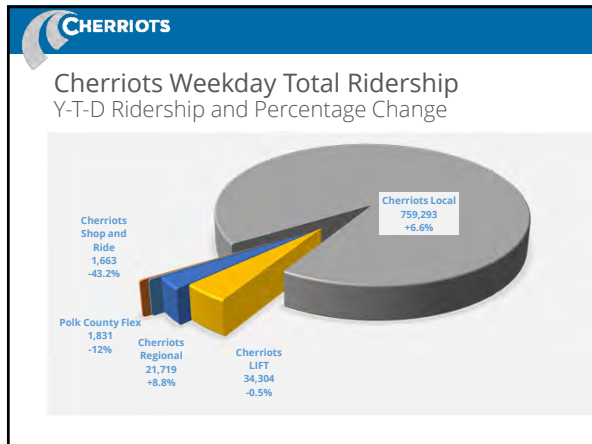
FY19 to FY20

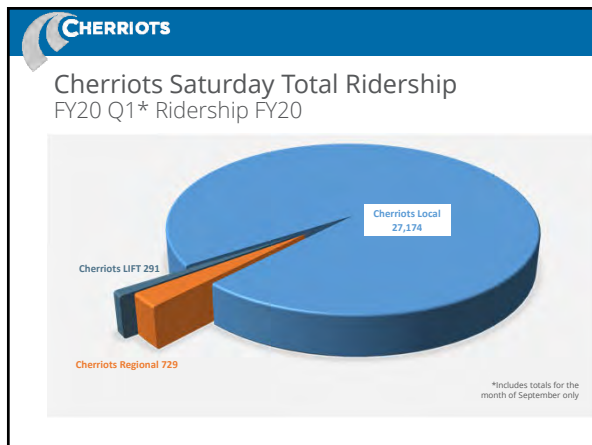






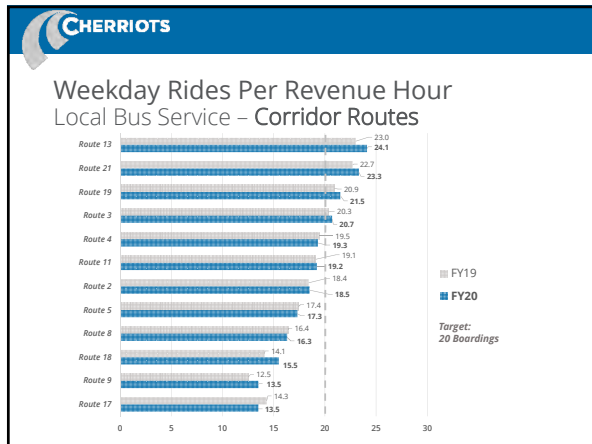
Ridership Totals
FY19 to FY20

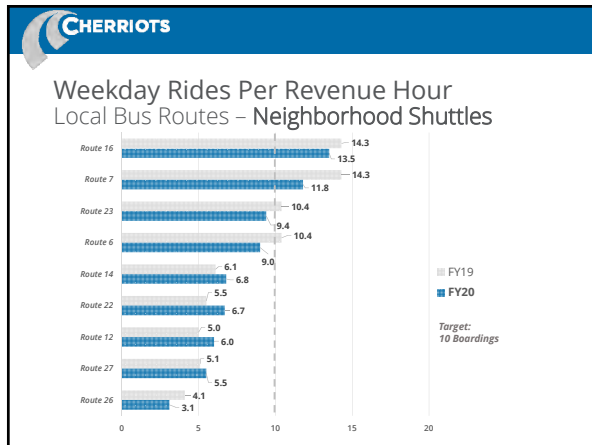


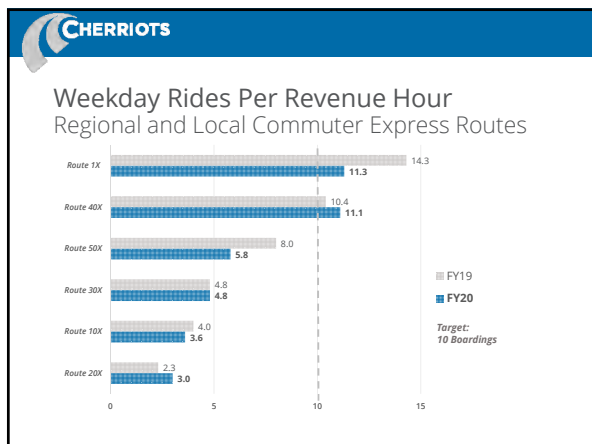


Changes by Route

FY19 to FY20



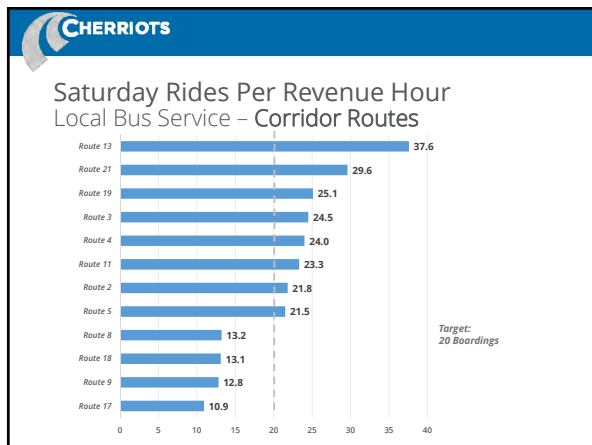


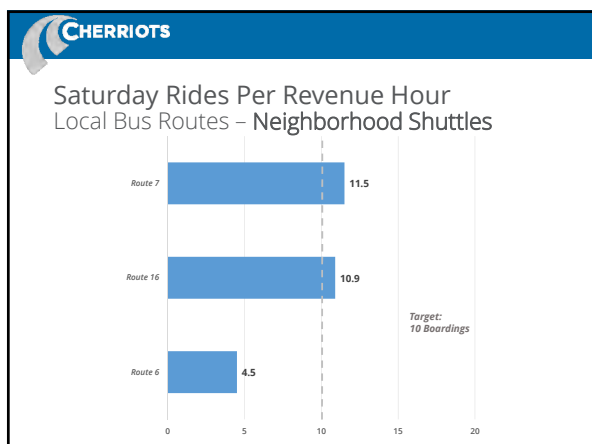


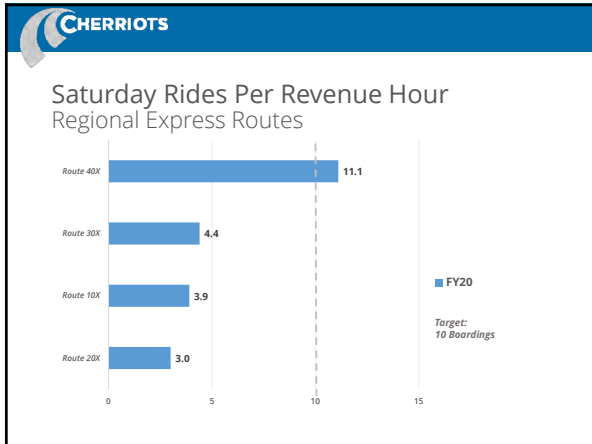
CHERRIOTS

Saturday Ridership

FY20 Q1







Fare Usage

FY20 Q1

Who is riding in FY20 Q1?

Cherriots Local weekday service fare category usage comparing FY19 Q1 with FY20 Q1.

Full Fare (ages 19 – 59)


- 30 Day Pass usage up **9.2% (+10,122)**
- Day Pass usage up **4.6% (+4,980)**
- Cash Fare up **1.6% (+418)**

Reduced Fare

- 30 Day Pass usage down **2.9% (-4,940)**
- Day Pass usage up **1.2% (+1,268)**
- Cash Fares down **0.2% (-16)**

Youth Fare (ages 6 – 18)

- 30 Day Pass usage up **192.8% (+37,954)**
- Day Pass usage up **41.8% (+28,631)**
- Cash Fares down **17.5% (-1,773)**

 **Who is riding in FY20 Q1?**
Cherriots Regional weekday service fare category usage comparing FY19 Q1 with FY20 Q1.

Full Fare (ages 19 – 59)

- Monthly Pass usage up **6.4% (+52)**
- Day Pass usage up **2.1% (+115)**
- Cash fares up **19.3% (+1,105)**

Reduced Fare

- Monthly Pass usage up **21.5% (+120)**
- Day Pass usage down **4.3% (-220)**
- Cash Fares up **4.8% (+91)**

Youth Fare (ages 6 – 18)

- Monthly Pass usage down **15.4% (-36)**
- Day Pass usage up **44.4% (+235)**
- Cash Fares down **3.1% (-40)**





BOARD MEETING MEMO

Agenda Item H.3

To: Board of Directors

From: Roxanne Beltz, Transportation Options Coordinator
Patricia Feeny, Director of Communication

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: Cherriots Trip Choice FY 2019-2020 – First Quarter Report

ISSUE

The first quarter report of the FY 2019-2020 Cherriots Trip Choice Program.

BACKGROUND AND FINDINGS

The activities, goals, and metrics of the Cherriots Trip Choice program are structured around the 2019-2020 Oregon Department of Transportation approved work plan, which details specific goals and activities to be accomplished during the year.

FINANCIAL IMPACT

None

RECOMMENDATION

None

PROPOSED MOTION

Information only

CHERRIOTS TRIP CHOICE

First Quarter Report - FY 2019-2020

July, August, September 2019

During the first quarter of FY 2019-2020, Cherrlots Trip Choice (CTC) revised the ODOT work plan to include increased outreach into Polk and Yamhill counties as part of its expanded markets and vanpool program growth.

The plan lists four goal categories: Awareness and Understanding, Expanded Markets, Safety, and Congestion and Construction Mitigation. Under each goal there are a variety of projects and programs. However, not all goal areas or all projects will be addressed every quarter.

AWARENESS AND UNDERSTANDING

Community outreach

Staff attended these outreach events in the first quarter:

- Salem-Keizer School District new employee orientation
- DMV Safety and Wellness Fair
- Caesar the No-Drama Llama 5th birthday bash
- On Your Feet Friday
- Spirit Mountain Employee and Tribal Member Health and Wellness Fair
- Cherrlots launch of Saturday service on Sept. 7
- Salem Saturday Market, Wednesday Farmers Market, and the West Salem Farmers Market to promote Sept. 7
- Through sponsorship supported the Salem Run for the Climate 5K and 10K

Social Media

CTC's social media channels (Facebook, Instagram, and Twitter) focused on promoting employer services and resources, commuter benefits, safety tips, A Better Cherrlots campaign, available vanpool routes, Cherrlots service enhancements and expansion, bikeshare, the Get There tool, and the Get There Challenge.

Employee Transportation Coordinators

The quarterly networking meeting was held on Sept. 26 at 555 Court St. Kiki Dohman, Trip Choice specialist, presented on how to navigate the "Get There" tool, explained Cherrlots employer services and outreach, provided an overall Cherrlots service update, and promoted the Get There Challenge. Becky Gilliam with Safe Routes to School Partnership was a guest speaker and presented on local efforts, including the recently awarded grant. Julie Warncke, transportation planning manager with the city's Public Works Department, wrapped up the meeting with an update on the *Our Salem*

project and outreach opportunities. There were also promotional items available and time was provided for attendees to share any updates or information from their organizations.

EXPANDED MARKETS

As part of the goal to have more impact in the urbanized areas of Polk and Yamhill counties, CTC has been conducting weekly business development activities. These include participating on three Service Integration Teams (SIT) in Polk and Yamhill counties. The SIT teams meet monthly to share information and resources with the aim of streamlining delivery of those resources while eliminating duplication. These SIT meetings include collaborators from government, community groups, health care, education, law enforcement, nonprofits, businesses, and churches.

CTC also regularly attends chamber functions in several cities and the monthly Polk County Breakfast coordinated by the Mid-Willamette Valley Council of Governments attended by representatives from local government and other public services.

Through these activities, CTC is scheduling meetings with those organizations to share information about Get There Oregon and other Cherriots services that are useful for the employees in that specific area.

Group Pass Program and Employer Outreach

Educating employers on commuter benefits and transportation options has been a top priority for Cherriots Trip Choice. Staff successfully enrolled the Oregon Department of Land Conservation and Development into the Group Pass Program and provided all employees with passes and resources at a worksite event. Existing employers who have been participating in the program were transitioned to the new fare system. This process went smoothly and positive feedback has been received from the participants.

Staff continues to meet with employers about all of the services Trip Choice has to offer. Some of these employers include: Amazon, Salem Health, The Grand Hotel, Home Depot, Department of Revenue, City of Salem, and Willamette University.

The Northeast Salem Community Impact Survey

Marion County Environmental Services and CTC worked together to create a collaborative survey to gauge the impact residents from northeast Salem have on traveling. The survey results will help inform local transportation programs and projects with insight and direction. This survey ran through the month of July and

closed mid-August. The survey had a total of 396 respondents who ranged in age from 18 to 65.

Some interesting findings from the survey:

- Nearly 44 percent of northeast Salem residents indicated they would try out a new mode of travel if they knew they could have access to an Emergency Ride Home Program.
- 53 percent indicated that safer infrastructure (sidewalks, street lighting, and bus shelters) is a top priority for them.
- 42 percent of residents would try out transit if they were provided with discounted bus passes.

This survey provided staff with direction on how to approach residents in this area of Salem and are developing a follow up outreach campaign for Q2-Q3. Contact Kiki Dohman, Trip Choice specialist, for a full report on this survey.

Valley VanPool

Cherriots Trip Choice provides a monthly subsidy to 33 different vans within the Valley VanPool program. As a result of the team's efforts and the partnership with Enterprise, four new vans were added into the program during Q1. CTC now has two full commuter vans traveling to Sheridan from the cities of Independence and Corvallis. The other two vans travel to Salem from Portland and Eugene. Staff continues to host formation meetings and is targeting employees at Salem Health, the National Guard, and the Capitol Mall area in downtown Salem.

SAFETY

Safe Routes to School grant

In 2018, the Mid-Willamette Valley Council of Governments created a steering committee to create a visioning plan seeking funding for a Safe Routes to School Program in the Salem-Keizer area. The steering committee is made up of regional stakeholders, including Cherriots Trip Choice, Salem-Keizer School District, City of Salem, City of Keizer, Marion County, and other stakeholders.

The Oregon Department of Transportation had \$2.3 million to award as part of this federally funded non-infrastructure program. The Salem-Keizer plan received \$300,000 (spread over three years) to hire a SRTS coordinator to work with schools in the Salem-Keizer School District area. The SRTS coordinator will be located at the school district offices and receive support from school administrative staff, as well as the members of Salem Area Safe Routes to School Steering Committee.

Cherriots Trip Choice pledged \$10,000 a year for three years to help support this program. It has not been determined how that money will be used, but once the SRTS program coordinator position is filled, staff will work with that person to determine the best use of those funds.

Get There Oregon

The new tool called “Get There Oregon” went live in July and the Trip Choice team started recruiting users right away. To “test drive” the tool CTC held an internal Cherriots employee challenge for the month of September, which helped CTC learn how to set up a challenge, rewards, and how to most effectively promote the challenge. CTC met with Cherriots employees and did tabling events at each worksite to help them get enrolled. More than 440 trips were logged during the course of the internal challenge and rewards were earned by participants. Executive leadership recognized the value of promoting transportation options to the Cherriots employees and approved the raffle of a Paid Day Off to a challenge participant.

The following information represents the first three months of the regional use of the tool.

Total active users	492	Carpool trips	2,376
Total registered users	2,929	Skate trips	2
New users.....	492	Train trips	51
Non SOV Miles Logged	89,397	Vanpool trips	1,608
Bike trips	1768	Walk trips	1,125
Bus trips	1849	Telework trips	456

Emergency ride home

With the launch of the new Get There Oregon tool, CTC launched a revised version of the Emergency Ride Home program. Each new user of the tool starts with one ride and additional rides (up to four)) are earned by tracking transportation options trips within the system. In the first quarter, eight vouchers were requested however with the lag between requisition and redemption, there is not, yet, an accounting of how many were actually used.

PROGRAM WORK/ACTIVITIES

Kiki Dohman, TC specialist and Roxanne Beltz, TC coordinator, attended the 2019 International ACT conference in New York in August. Kiki was active throughout the entire conference because she serves as an ACT board member, helping with

planning, committee meetings, board governance planning, and event activities. Kiki and Roxanne also attended a variety of council meetings and sessions, including the keynote by Gil Penalosa, founder and chair of the Canadian-based non-profit 8 80 Cities; Creating Vibrant and Healthy Cities for All; TDM and Social Equity, Audience Segmentation, and Changing Perceptions about TDM.

Ride Salem cycle share data

The cycle share program has been active for about three months since launching in June and the initial results are in. More than 400 people have become members. There have been more than 800 rides, with an average of 46 minutes per ride.

The membership is evenly divided between men and women, with the largest percent of users (39 percent) are between the ages of 18 and 24. An additional 30 percent are between the ages of 25 and 34. Ages 35 to 44 make up 12 percent of the users and the remaining 19 percent are between 45 and 65-plus.

These results have positive impacts on the environment, parking and traffic, as well as health within the community. Furthermore, the program encourages extra foot traffic into surrounding businesses and is an attraction to tourists visiting Salem. The board continues to discuss future grants, potential sponsorships, and ways to create more equity in Salem.

The Bike Share Equity

Trip Choice team met with Becky Gilliam from the Safe Routes Partnership to discuss improving equity in bike share in Salem. The discussion led to a request that equity become an agenda topic at the next Salem Bike Share board meeting.

SUCCESS STORIES

Amazon

Through diligence and persistence during the past year, CTC was able to coordinate meetings with the new Amazon facility management, Home Depot (next door to Amazon), the City of Salem, and Cherriots staff to discuss the facility needs in terms of transit, bus stops, and transportation options. Amazon PDX7 officially opened its doors Aug. 18 and now has more than 1,000 new hires. Outreach events to the new Amazon associates and Home Depot employees has been scheduled for Q2.

Get There Connection

Two weeks after the new Get There Oregon tool launched, CTC received a phone call from a commuter looking for a way to get from Dallas to Salem for work. While there

were no immediate carpool matches, she did receive information about Cherriots Regional service.

A day later she sent an email saying she was going to meet with two ladies in Dallas who want to carpool.

CTC also coordinated a “tabling event” for her office through this initial contact.

Finding a way to work

Another success is from the Service Integration Team (SIT) meetings that CTC has been attending in Polk County. CTC connected with Shannon Gallagher, who is a skills trainer for Goodwill. Shannon has a client who lives in Brooks and was looking for a job on Lancaster Drive in Salem.

Without a car, this client was looking for a way to get to Salem. CTC suggested taking the Cherriots Regional 10X Route from Brooks to Chemeketa College and transferring to the Cherriots Route 11, which serves Lancaster Drive. CTC provided links to schedules and information about the Travel Training Program for additional assistance.

Staff notes

Mischa O'Reilly, TC assistant, left Cherriots in September. Mischa had years of experience and expertise in bicycle and pedestrian outreach and was responsible for much of the work with bicycle rodeos, workshops, and safety outreach. With the new Safe Routes to School grant (see above) CTC plans to continue this kind of community outreach as a partner with the school district, The Northwest Hub, and the COG.

ONGOING PARTICIPATION EXTERNAL

Part of the program's success depends on ongoing participation in community and industry groups where Trip Choice can make valuable connections and learn best practices.

- Association for Commuter Transportation – Board member
- ACT Cascade Chapter – Board member
- Just Walk Salem/Keizer – Steering Committee
- Safe Routes To School – Steering Committee
- Salem Bike Club – Education and Community Outreach Committee
- Salem for Refugees – Transportation Action Committee
- Salem-Keizer Active Transportation Networking Group
- Statewide TDM quarterly meetings
- Transportation Options Group of Oregon – Board members


- Valley VanPool Partnership
- Willamette University Sustainability Networking Group

ONGOING PARTICIPATION INTERNAL


- 40th Anniversary Celebration
- September 7 Planning Committee
- Employee Banquet Committee
- Bus Rodeo Committee
- Connects Committee
- Sustainability Committee
- Wellness Committee

**Trip Choice
First Quarter Report
2019 – 2020**

Roxanne Beltz
Trip Choice Coordinator
Agenda Item



**Awareness and
Understanding**





Community Outreach






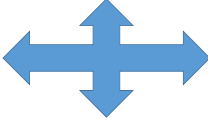




CERRIOTS TRIP CHOICE

Expanded markets

- Polk and Yamhill county expansion
- Group Pass Program



CERRIOTS TRIP CHOICE

Expanded markets


- Northeast Salem community impact survey



CERRIOTS TRIP CHOICE

Survey findings

- 44% - Use a new mode with access to ERH
- 53% - Safer infrastructure
- 42% - Try transit with a discounted pass

**Valley VanPool**

- Subsidize 33 vans
- Added four new vans in the 1st quarter
- Prospects

Safety



**Safety**



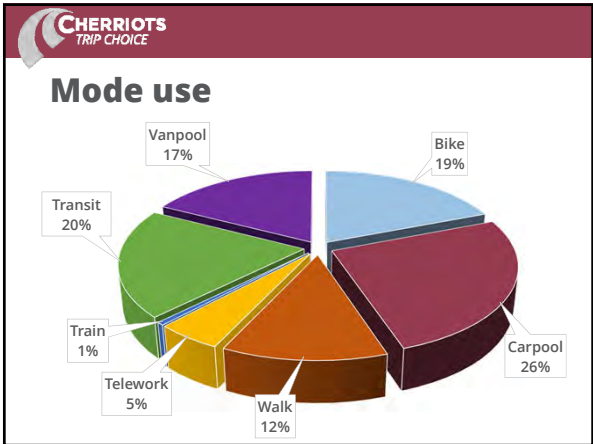
Get There Oregon Users



CHERRIOTS TRIP CHOICE

Users

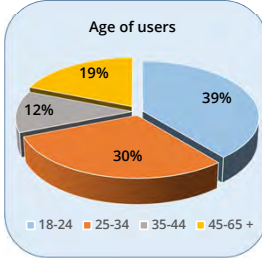
- Total active users 492
- Total registered users 2,929
- Non SOV miles logged . . . 89,397



CHERRIOTS
TRIP CHOICE

Ride Salem cycle share

- Over 400 members
- More than 800 rides
- Average ride lasts 46 minutes
- Equal participation between men and women



Age Group	Percentage
18-24	39%
25-34	30%
35-44	12%
45-65+	19%

CHERRIOTS
TRIP CHOICE

Coming attractions - 2nd Qtr

- Get There Challenge results
 - ✓ Statewide
 - ✓ Regional
- Cherriots 40th anniversary kick off
- Prepping for the history display

CHERRIOTS
TRIP CHOICE



Questions?



BOARD MEETING MEMO

Agenda Item H.4

To: Board of Directors

From: Al McCoy, Chief Financial Officer

Thru: Allan Pollock, General Manager

Date: December 12, 2019

Subject: FY2020 First Quarter Finance Report

ISSUE

Shall the Board receive the First Quarter Finance Report for FY2019-20?

BACKGROUND AND FINDINGS

The Board adopts a Budget for the District on an annual basis. The Budget is a plan that contains District resources and requirements.

The quarterly Finance Report provides information about how that plan is being implemented and includes statements for the General Fund, Special Transportation Fund, and Capital Project Fund. The Finance Report also contains a statement of budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances.

General Fund Revenues:

Passenger Fares are at 19% of total budget, under the 25% level that would be anticipated to be received. This revenue variance exists even as ridership has increased over last year. Several factors are in play here. Fares were budgeted on an annual basis and spread evenly across the year (expected increase in revenue included in July and August), the impact of the reduced youth fare (reduced revenue and increased ridership), and the impact of September Saturdays being fareless (not budgeted but increased ridership).

STIF Formula funds are at 15% of annual budget. The total budgeted amount represents the last ODOT forecast prior to budget adoption. Subsequent to adoption, the Oregon State Legislature directed the transfer of \$10.1 million from the STIF to the STF to

backfill the portion of STF that was previously funded from General Fund revenues. This backfill amount was taken out of each recipient's first quarter STIF funds.

The District received 1% of the projected *Property Taxes* in the first quarter of the year. This is to be expected as most of the property taxes are received in November when tax payers take advantage of the largest discount offered to those who pay the tax by November 15.

Oregon State In-Lieu shows no receipts for the first quarter; however, the quarterly payment from Oregon Department of Administrative Services of \$1.7 million was received in October.

On a positive note, *Advertising* is performing above the budgeted level, at 38% of the annual budget.

General Fund Expenditures:

The *Total Operating Expenditures* of the General Fund are slightly under budget at 23% of the total annual budget. All divisions in the General Fund are at or below the anticipated 25% of total budget.

Unallocated General Administration has expended only 13% of its total budget in the first quarter. This is primarily due to several expense categories running under budget. *Health Reimbursement* is at 18% of annual budget due to fewer employee HRA reimbursements through September. It is difficult to forecast when or if employees will access their HRA during the fiscal year. The budgeted amount is based on historical data plus new employees added. *Other Professional and Technical Services* has not been charged in the first quarter for healthcare broker, actuarial, and other services. *Premiums for General Liability* had no charges for the first quarter, but premiums for several insurance policies will come due later this year.

Transportation Fund Expenditures:

The *Total Transportation Programs Fund* expenditures are at 23% of annual budget. Most programs are in line with spending one fourth of the annual budgeted amount. Only two programs are slightly over at this point in the fiscal year: *Mobility Management* which is at 29%, and *Trip Choice* at 27%. *Mobility Management* had promotional items (about \$2.3K) in last year's budget, but they were ordered late in the fiscal year. These goods were not received and paid until July. *Trip Choice* is primarily over budget due to advertising fees paid to Stott Advertising for the Get There Ridematching campaign.

The *Special Transportation Coordination* category is at only 15% of annual budget. While this category does include allowed STF administrative costs of \$2,000, the budget of \$951,505 also includes our pass-through funds of both the STF and the STIF monies. These are disbursed as requested by the sub-recipients and when all proper documentation has been received. In the first quarter, disbursements were made to Garten Services for \$15,000 (STF) and City of Woodburn for \$125,000 (STIF).

Capital Project Fund Expenditures:

Overall the *Capital Project Fund* expenditures are 4% of the annual approved budget. At the first of a budget year, it usually takes some time for project expenditures to hit the financials. A majority of the costs shown for the first quarter relate to the Keizer Transit Center signalization project, Bus Stops and Shelters projects, several small projects at Del Webb, and replacement of network equipment by Information Technology.

Revenues in the Capital Project Fund are minimal (at 3% of total budget) this quarter because they always lag expenditures until we are reimbursed by the granting federal or state agency.

FINANCIAL IMPACT

None. For informational purposes.

RECOMMENDATION

Staff recommends that the Board receive and file this First Quarter Financial Report for FY2019-20.

PROPOSED MOTION

None.

**Salem Area Mass Transit District
Fiscal Year 2019-20 1st Quarter Financial Report**

**General Fund Revenues/Resources and
Expenses/Requirements Summary**

		FY2019-20			
		Actual	Adopted and Amended Budget	% of Budget	
1	<u>Operating Revenues/Resources</u>				1
2	Passenger Fares	\$ 514,742	\$ 2,690,232	19%	2
3	Federal Funding	28,425	5,781,228	0%	3
4	STIF Formula	960,269	6,485,370	15%	4
5	STIF Discretionary	-	261,729	0%	5
6	Advertising	37,554	100,000	38%	6
7	Miscellaneous	37,201	382,653	10%	7
8	Property Taxes	112,080	12,660,092	1%	8
9	Oregon State In-Lieu	-	6,289,276	0%	9
10	Interest on Investments	7,680	295,800	3%	10
11	Operating Revenues/Resources Total	\$ 1,697,951	\$ 34,946,380	5%	11
12	<u>Operating Expenses/Requirements</u>				12
13	General Manager/Board/Strategic Init.	\$ 207,087	\$ 874,673	24%	13
14	Administration	204,733	898,065	23%	14
15	Finance & Technology	717,571	2,921,878	25%	15
16	Marketing & Communications	472,310	2,271,239	21%	16
17	Operations	5,480,991	23,075,787	24%	17
18	Unallocated General Administration	150,333	1,170,787	13%	18
19	Operating Expenses/Requirements Total	\$ 7,233,025	\$ 31,212,429	23%	19

**Salem Area Mass Transit District
Fiscal Year 2019-20 1st Quarter Financial Report**

General Fund Department		FY2019-20		
Expenses/Requirements Summary		Actual	Adopted and Amended Budget	% of Budget
1	General Manager/Board of Directors/SIPM			1
2	General Manager	\$ 3,607	\$ 34,600	10%
3	Board of Directors	152,247	598,387	25%
4	Strategic Initiatives and Program Mgt.	51,233	241,686	21%
5	Total	207,087	874,673	24%
6	Administration			6
7	Human Resources	160,758	633,673	25%
8	Human Resources Safety	43,975	264,392	17%
9	Total	204,733	898,065	23%
10	Finance			10
11	Finance	289,694	1,137,456	25%
12	Procurement	69,760	301,971	23%
13	Information Technology	358,117	1,482,451	24%
14	Total	717,571	2,921,878	25%
15	Communication			15
16	Marketing and Communications	234,714	1,061,586	22%
17	Customer Service	171,588	902,541	19%
18	Travel Trainer	14,278	57,112	25%
19	Vanpool Lease	51,730	250,000	21%
20	Total	472,310	2,271,239	21%
21	Operations			21
22	Operations Administration	157,640	671,489	23%
23	Vehicle Maintenance	1,305,319	5,823,410	22%
24	Facility Maintenance	256,614	1,149,062	22%
25	Security	90,278	754,294	12%
26	Cherriots Fixed Route Service	3,535,679	13,929,598	25%
27	Planning	135,461	747,934	18%
28	Total	5,480,991	23,075,787	24%
29	Unallocated General Administration	150,333	1,170,787	13%
30	General Fund Expenses/Requirements Total	\$ 7,233,025	\$ 31,212,429	23%

**Salem Area Mass Transit District
Fiscal Year 2019-20 1st Quarter Financial Report**

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary		FY2019-20		% of Budget
		Actual	Adopted and Amended Budget	
1	<u>Transportation Fund Revenues/Resources</u>			1
2	Passenger Fares	\$ 87,341	\$ 537,265	16%
3	Federal Funds	-	3,198,003	0%
4	State Funds	185,148	737,720	25%
5	Rideshare Grant	-	231,686	0%
6	TDM Grant	-	193,148	0%
7	DD53 Revenues	967,857	2,439,446	40%
8	STF Pass Through Funds	63,942	255,766	25%
9	STIF Formula Pass Through Funds	43,750	693,742	6%
10	STIF Formula	93,248	1,006,646	9%
11	Transfers from Other Funds	-	1,557,609	0%
12	Transportation Fund Revenues/Resources Total	\$ 1,441,286	\$ 10,851,031	13%
13	<u>Transportation Fund Expenses/Requirements</u>			13
14	Communication	\$ 113,224	\$ 420,070	27%
15	Operations	2,138,603	8,898,275	24%
16	GM/Board/SIPM	140,000	951,505	15%
17	Transportation Fund Expenses/Requirements Total	\$ 2,391,827	\$ 10,269,850	23%

**Salem Area Mass Transit District
Fiscal Year 2019-20 1st Quarter Financial Report**

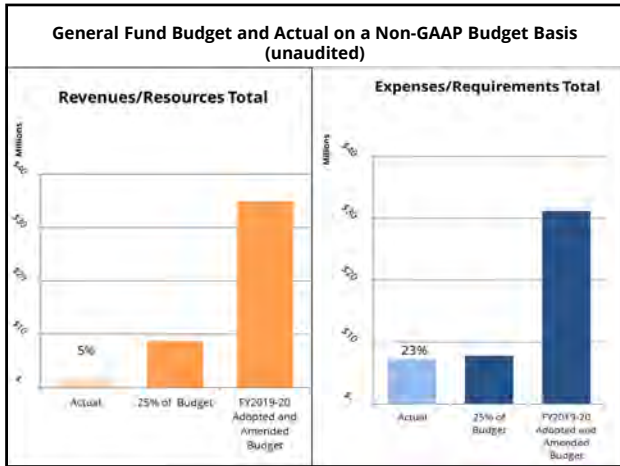
Transportation Programs Fund Summary of Expenses/Requirements by Program		FY2019-20 Adopted and Amended Budget		% of Budget
	Actual			
1	Operations			1
2	Cherriots Lift	\$ 1,593,666	\$ 6,574,116	24%
3	Cherriots Shop & Ride	112,990	497,038	23%
4	Cherriots Regional	367,517	1,605,476	23%
5	Mobility Management	64,430	221,645	29%
6	Operations Total	2,138,603	8,898,275	24%
7	Communication			7
8	Trip Choice	113,224	420,070	27%
9	Communication Total	113,224	420,070	27%
10	GM/Board/SIPM			10
11	Special Transportation Coordination	140,000	951,505	15%
12	GM/Board/SIPM Total	140,000	951,505	15%
13	Transportation Programs Fund Total	\$ 2,391,827	\$ 10,269,850	23%

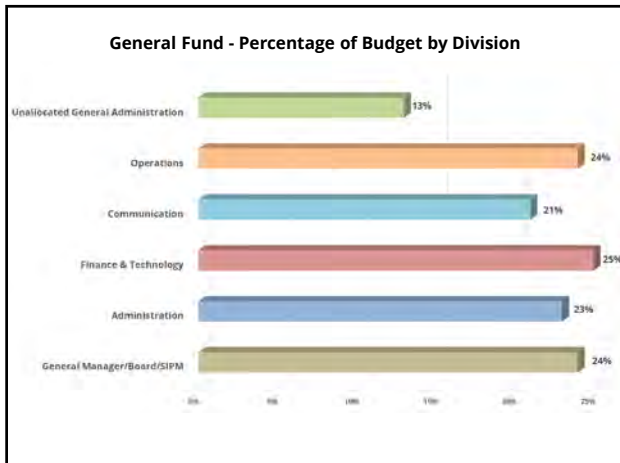
Capital Project Fund Revenues/Resources and Expenses/Requirements Summary		FY2019-20 Adopted and Amended Budget		% of Budget
	Actual			

1	Capital Revenues/Resources				1
2	Net Working Capital		\$ 2,530,962	0%	2
3	Federal Funding	290,933	11,956,745	2%	3
4	State STF Funds	130,034	-		4
5	State STIF Funds	-	1,381,463	0%	5
6	Miscellaneous	10,023	537,363	2%	6
7	Transfers from Other Funds	-	12,000	0%	7
8	Capital Revenues/Resources Total	\$ 430,990	\$ 16,418,533	3%	8

Capital Expenses/Requirements Summary by Division					
9					9
10	Finance and Technology	\$ 53,070	\$ 898,740	6%	10
11	GM/Board/SIPM	558,307	6,077,330	9%	11
12	Operations	39,281	9,442,463	0%	12
13	Capital Expenses/Requirements Total	\$ 650,658	\$ 16,418,533	4%	13









To: Board of Directors
From: Allan Pollock, General Manager
Date: December 12, 2019
Subject: Board Member Committee Report

ISSUE

Shall the Board report on their committee participation and meetings attended?

BACKGROUND AND FINDINGS

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities attended by individual members on behalf of SAMTD, time will be scheduled for an oral report/update. The following activities have designated board member representation:

<u>Board/Committee</u>	<u>Director(s)</u>
Mid-Willamette Valley Council of Governments (MWVCOG) Board of Directors	P: President Davidson A: Director Carney
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	P: Director Carney A: Director Krebs
Mid-Willamette Area Commission on Transportation (MWACT)	P: President Davidson A: Director Busch
State Transportation Improvement Fund (STIF) Advisory Committee Liaison	P: Director Richards
Special Transportation Fund (STF) Advisory Committee Liaison	P: Director Richards
Citizens Advisory Committee (CAC) Board Liaison	P: Director Busch