



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
Thursday, September 24, 2020 at 6:30 PM

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- Cherriots Facebook Live
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Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

A. CALL TO ORDER

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION - None

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. Written comments will be read and made a part of the record for this meeting if received by Thursday, September 24, 2020 at 12:00 p.m. Send comments by email to publictestimony@cherriots.org.

E. BUDGET HEARING – FY2021 SUPPLEMENTAL BUDGET

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The purpose of this Hearing is to receive comments or testimony from interested persons on the Proposed FY2021 Supplemental Budget or the programs within the budget. Written comments can be emailed to publictestimony@cherriots.org or sent by mail addressed to the attention of the Board at SAMTD Administration Office, 555 Court Street NE, Salem, OR 97301. Comments received by September 24, 2020 at 12:00 p.m. will be submitted to the Board and made a part of the record for this meeting. The proposed Supplemental Budget may be inspected or obtained on the Cherriots website: <https://www.cherriots.org/meetings/>

F. DELIBERATION OF BUDGET HEARING

4

Shall the Board adopt Resolution #2020-09 that amends Resolution #2020-02 to authorize a supplemental budget that increases appropriations in the General Fund and Capital Projects Fund by fund and division?

G. CONSENT CALENDAR

Items on the Consent Calendar are considered routine 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. August 27, 2020 Executive Session (Labor Negotiations) **9**
- b. September 8, 2020 Executive Session (Property Transaction) **10**
- c. September 8, 2020 Special Meeting **11**

H. ITEMS DEFERRED FROM THE CONSENT CALENDAR

I. ACTION ITEMS

- 1. Authorize the General Manager to execute a contract with the Center for Transportation and Environment (CTE) for project management and technical services for an amount not-to-exceed \$367,000. **15**

J. INFORMATIONAL REPORTS

- 1. FY2020 Annual Performance Report **17**

K. GENERAL MANAGER'S REPORT

L. BOARD OF DIRECTORS REPORTS **55**

This is an opportunity for Board members to report on citizen communications, committee and meeting participation, or special projects they are participating in as a representatives of the District.

M. CONTINUATION OF EXECUTIVE SESSION if necessary

N. POTENTIAL ACTION

- 1. Potential Action on any item of business discussed in Executive Session

O. OTHER BUSINESS

P. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, October 22, 2020

NOTICE OF SUPPLEMENTAL BUDGET HEARING

- For supplemental budgets proposing a change in any fund's expenditures by **more than 10 percent**.

A public hearing on a proposed supplemental budget for Salem Area Mass Transit District for the current fiscal year will be held at _ 555 Court St NE, Senator Hearing Room, Salem, OR 97301

The hearing will take place on September 24, 2020 at 6:30 p.m.

The purpose of the hearing is to discuss the supplemental budget with interested persons.

A copy of the supplemental budget document may be inspected or obtained on our website: www.cherriots.org or at our Administrative Offices at 555 Court St NE, Suite 555, Salem, OR between 8 a.m. and 5 p.m.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

FUND: General

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 Other Revenues	\$326,962	1 Transfer out to Capital Projects Fund	\$2,318,538
2		2	
3		3	
Revised Total Fund Resources	\$39,441,998	Revised Total Fund Requirements	\$38,472,468

Explanation of change(s):

Local match dollars for two federal grants received for projects that will proceed in this Fiscal Year will come from Other Revenues. The \$326,962 is added to the transfers out to the Capital Projects Fund to cover match for both grants.

FUND: Capital Projects

Resource	Amount	Expenditure - indicate Org. Unit / Prog. & Activity, and Object Class.	Amount
1 Federal Assistance	\$10,990,864	1 Operations Division	\$9,554,893
2 Transfer in from General Fund	\$2,318,538	2 GM/BOD/SIPM Division	\$3,579,266
3		3	
Revised Total Fund Resources	\$15,725,076	Revised Total Fund Requirements	\$14,425,716

Explanation of change(s):

The resources are increased \$1,039,098 to reflect federal assistance for two new grants funding projects in FY21, and the matching amount required is \$326,962, which is added to Transfers In from the General Fund. The divisions that manage each project have been increased for the total amount of federal and local dollars; Operations is increased \$1,075,000 and GM/BOD/SIPM is increased \$291,060.



To: Board of Directors

From: Al McCoy, Chief Financial Officer

Thru: Allan Pollock, General Manager

Date: September 24, 2020

Subject: Adoption of Resolution #2020-09, Amendment of FY2020-21 Budget

ISSUE

Shall the Board adopt Resolution #2020-09 that amends Resolution #2020-02 adopted on June 25, 2020, in order to increase appropriations in the FY2020-21 Budget?

BACKGROUND AND FINDINGS

In accordance with Oregon Budget Law, the FY2020-21 Budget was adopted last June at the Division and Fund level. Oregon Budget Law allows the governing body of any special district, under certain circumstances, to make a supplemental budget for the fiscal year for which the Adopted Budget has been prepared. Generally, these circumstances involve unanticipated resources or occurrences that require additional appropriation authority.

Supplemental budgets may involve changes that increase the appropriation of any fund by 10% or more of the total current appropriation. Under ORS 294.471, a notice of the date and time of a public hearing on the proposed supplemental budget must be published. In addition, the public notice must contain summary information describing the new revised fund totals. After these requirements have been met, the governing body may adopt these changes simply by resolution. There is no required involvement of the Budget Committee.

Two circumstances occurred after budget adoption that require a supplemental budget be passed in order to increase appropriations from the budget that was adopted on June 24. First, staff received news that our federal 5339(c) "Low/No" grant application for electric vehicles was successful. The FTA awarded \$3,573,581 and the District will provide a \$3,452,444 match. Of the total grant amount, staff has estimated that

\$1,075,000 (\$806,250 federal with \$268,750 local match) will be needed this fiscal year for project management and facilities.

Second, the Traffic Signal Priority project will move ahead this fiscal year, with the first phase in FY21 estimated to expend \$291,060 (\$232,848 of federal 5339(b) funding with local match of \$58,212).

In order to expend these additional grant funds, the Board will need to approve these amounts be added to the previously adopted FY2020-21 Budget.

The following table shows the recommended appropriation changes in the General Fund and the Capital Projects Fund. There are no changes in the Transportation Programs Fund.

General Fund	FY21 Adopted Budget	Change	Amended Appropriation
<i>Resources:</i>			
Total Resources	\$39,115,036	\$326,962	\$39,441,998
<i>Requirements:</i>			
All Division Expenses	\$34,598,930	\$0	\$34,598,930
Total Requirements	\$34,598,930	\$0	\$34,598,930
Transfer Out to Capital Fund	\$1,991,576	\$326,962	\$2,318,538
All other Transfers Out	\$1,555,000	\$0	\$1,555,000
Total Transfers Out	\$3,546,576	\$326,962	\$3,873,538

Capital Projects Fund	FY21 Adopted Budget	Change	Amended Appropriation
<i>Resources:</i>			
Federal Assistance	\$9,951,766	\$1,039,098	\$10,990,864
Transfer In from General Fund	\$1,991,576	\$326,962	\$2,318,538
All other Fund resources	\$2,415,674	\$0	\$2,415,674
Total Resources	\$14,359,016	\$1,366,060	\$15,725,076
<i>Requirements:</i>			
Operations	\$8,479,893	\$1,075,000	\$9,554,893
GM/BOD/SIPM	\$3,288,206	\$291,060	\$3,579,266
Finance & Technology	\$1,291,557	\$0	\$1,291,557
Total Requirements	\$13,059,656	\$1,366,060	\$14,425,716

FINANCIAL IMPACT

There is an increase in total FY2020-21 Budget appropriations with this proposed supplemental budget resolution. The recommended actions increase the appropriations of the Capital Projects Fund by \$1,366,060 and increase the appropriations of the General Fund by \$326,962.

RECOMMENDATION

Staff recommends that the proposed supplemental budget be approved to amend the Adopted FY2020-21 budget, adding appropriations for portions of two federal grants and the District match.

PROPOSED MOTION

I move that the Board adopt Resolution #2020-09 that amends Resolution #2020-02 to authorize a supplemental budget that increases appropriations in the General Fund and Capital Projects Fund by fund and division as detailed in this memo.



RESOLUTION NO. 2020-09

**A RESOLUTION ADOPTING A FISCAL YEAR 2020-21 SUPPLEMENTAL BUDGET
INCREASING RESOURCES AND APPROPRIATIONS
FOR SALEM AREA MASS TRANSIT DISTRICT**

WHEREAS, the Salem Area Mass Transit District (“District”) Board of Directors adopted Resolution No. 2020-02 to adopt the Fiscal Year 2021 Budget by major fund and category on June 25, 2020.

WHEREAS, ORS 294.471(1)(c) authorizes the adoption of a supplemental budget when funds are made available by another unit of federal, state or local government and the availability of which could not reasonably be foreseen when preparing the original budget.

WHEREAS, Resolution No. 2020-09 recognizes a new federal funding source has been awarded to the District for Low or No Emission Vehicles. The portion to be appropriated in Fiscal Year 2021 being \$806,250, with a local match of \$268,750 for project management services and facility construction.

WHEREAS, Resolution No. 2020-09 recognizes that a portion of the planned Transit Signal Priority project will be completed during Fiscal Year 2021, and federal funds of \$232,848, with a local match of \$58,212 must be appropriated for this project to outfit High Traffic Corridor intersections.

WHEREAS, the Board determined that it is necessary to adopt a supplemental budget with the following additions of resources and appropriations:

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

THAT, the Board of Directors adopts Resolution 2020-09 to amend the Budget for FY2020-21; and

THAT, the amounts shown below are hereby appropriated as follows, and shall become effective upon adoption of this Resolution:

General Fund	FY21 Adopted Budget	Change	Amended Appropriation
<i>Resources:</i>			
Total Resources	\$39,115,036	\$326,962	\$39,441,998
<i>Requirements:</i>			
All Division Expenses	\$34,598,930	\$0	\$34,598,930
Total Requirements	\$34,598,930	\$0	\$34,598,930
Transfer Out to Capital Fund	\$1,991,576	\$326,962	\$2,318,538
All other Transfers Out	\$1,555,000	\$0	\$1,555,000
Total Transfers Out	\$3,546,576	\$326,962	\$3,873,538

Capital Projects Fund	FY21 Adopted Budget	Change	Amended Appropriation
<i>Resources:</i>			
Federal Assistance	\$9,951,766	\$1,039,098	\$10,990,864
Transfer In from General Fund	\$1,991,576	\$326,962	\$2,318,538
All other Fund resources	\$2,415,674	\$0	\$2,415,674
Total Resources	\$14,359,016	\$1,366,060	\$15,725,076
<i>Requirements:</i>			
Operations	\$8,479,893	\$1,075,000	\$9,554,893
GM/BOD/SIPM	\$3,288,206	\$291,060	\$3,579,266
Finance & Technology	\$1,291,557	\$0	\$1,291,557
Total Requirements	\$13,059,656	\$1,366,060	\$14,425,716

ADOPTED by the Board of Directors on the 24th day of September, 2020.

ATTEST:

 President
 Board of Directors

 Secretary
 Board of Directors



Salem Area Mass Transit District
Board of Directors

~ **VIRTUAL EXECUTIVE SESSION** ~
Thursday, August 27, 2020

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

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)

MEETING CALLED TO ORDER - 5:00 PM

ADJOURNED - 5:52 PM

PRESENT:

Board

- X President Ian Davidson
- X Director Charles Richards
- X Director Chi Nguyen
- X Director Colleen Busch
- X Director Robert Krebs
- X Director Sadie Carney
- 0 VACANT (Rodgers)

Staff

- X Allan Pollock, General Manager
- X David Trimble, Chief Operating Officer
- X Al McCoy, Director of Finance
- X Paula Dixon, Director of Administration
- X Kathryn H. Pawlick, SAMTD Legal Counsel
- X Dennis E. Westlind, SAMTD Labor Counsel

UNDER THE AUTHORITY OF:

- X **192.660(2)(d)** To conduct deliberations with persons designated by the governing body to carry on labor negotiations
- X **192.660(2)(f)** To consider information or records that are exempt by law from public inspection

DISCUSSION:

Specific Issues: The Board considered and discussed information pertaining to the current labor negotiations process.

Paula Dixon, Director of Administration

RECORDING SECRETARY



Salem Area Mass Transit District
Board of Directors

~ VIRTUAL EXECUTIVE SESSION ~

Tuesday, September 8, 2020

Mill Creek Conference Room - Courthouse Square
555 Court Street NE, Salem, Oregon 97301

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(2)(e)

MEETING CALLED TO ORDER - 11:33 AM **ADJOURNED -** 11:40 AM

PRESENT

Board of Directors:

- President Ian Davidson
- Director Robert Krebs
- Director Charles Richards
- Director Colleen Busch
- Director Sadie Carney
- Director Chi Nguyen
- VACANT (Rodgers)

Staff:

- Allan Pollock, General Manager
- David Trimble, Chief Operating Officer
- Kathryn Pawlick, SAMTD Legal Counsel

UNDER THE AUTHORITY OF:

- 192.660(2)(e)** To conduct deliberations with persons designated by the District to negotiate real property transactions

DISCUSSION:

Specific Issues Reviewed purchase and sale agreement for potential sale of Tax Lots R322686 and R322687.

Allan Pollock, General Manager

RECORDING SECRETARY



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

Virtual Special Meeting
September 8, 2020

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to authorize the General Manager to execute and deliver all documents and instruments reasonably necessary to close the sale of Tax Lots R322686 and R322687 for \$325,000.	3



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



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL SPECIAL MEETING

September 8, 2020
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT:	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Chi Nguyen,
Board	Charles Richards and Robert Krebs
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Jolene White, Administrative Assistant; and Kathryn Pawlick, SAMTD Legal Counsel

A. CALL TO ORDER 11:46 AM

President Ian Davidson called the meeting to order. Attendance was noted and a quorum was present.

President Davidson reported that an executive session was held immediately prior to this special meeting pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the District to negotiate real property transactions.

B. ACTION ITEMS

- 1. Shall the Board authorize the General Manager to execute and deliver all documents and instruments reasonably necessary to close the sale of Tax lots R322686 and R322687 for \$325,000?**

Mr. Pollock informed the Board that the District received an unsolicited offer from Salem Electric to purchase the undeveloped parcel of land adjacent to the District’s Del Webb operations and maintenance facility. Salem Electric has a substation adjacent to the District’s undeveloped property and they would like to use that land to store supplies and equipment on the east side of the river.

Motion to:	Authorize the General Manager to execute and deliver all documents and instruments reasonably necessary to close the sale of Tax lots R322686 and R322687 for \$325,000.
Motion by:	Director Colleen Busch
Second:	Director Robert Krebs
Vote:	Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

C. MEETING ADJOURNED 11:50 AM





To: Board of Directors

From: David G. Trimble, Deputy General Manager/COO

Thru: Allan Pollock, General Manager

Date: September 24, 2020

Subject: Authorizing the General Manager to Execute a Contract with the Center for Transportation and the Environment (CTE) for Project Management Services

ISSUE

Shall the Board authorize the General Manager to execute a contract with the Center for Transportation and the Environment (CTE) for project management and technical advisory services related to the acquisition, planning, and deployment of New GILLIG 40-foot zero emission battery electric buses, resulting from a Federal Transit Administration (FTA) grant award, for a not-to-exceed amount of \$367,000?

BACKGROUND AND FINDINGS

In January 2020, the FTA published a Notice of Funding Opportunity (NOFO) for the Low or No Emission Grant Program. The funds provided by this program provide financial assistance for the purchase, or lease, of low or no emission vehicles that use advanced technologies, or related equipment, to be used for transportation services.

In March 2020, SAMTD submitted a grant application for \$3,573,581, and was awarded the fully-requested amount. In the grant application, SAMTD proposed partnering with bus manufacturer GILLIG for the purchase of five (5) electric buses, and with CTE for project management services necessary to incorporate the buses into revenue service, which also includes planning and initiation, design, engineering, and route development.

This solution would authorize a contract with CTE in the amount of \$367,000 as detailed in the grant application. Authority to purchase the buses will be requested at a future Board meeting.

CTE is a member-supported, non-profit organization that develops, promotes and implements advanced transportation technologies, vehicles, and fuels that reduce environmental pollution and fossil fuel dependency. CTE works on many federally-funded, green energy transportation projects. When submitting the grant application, SAMTD chose to partner with CTE and GILLIG; both parties were named in the application. Therefore, the requested contract with CTE will be classified as 'sole source' because SAMTD is not required to conduct a competitive solicitation in accordance with the FTA's NOFO. The NOFO specifically allowed for applications to include partnerships between eligible public agencies and specific vehicle manufacturers, equipment vendors, and project consultants.

The term of the requested contract with CTE will begin after the date of execution and lasts through March 31, 2024. The total estimated amount of the contract is \$367,000 over this period.

This contract must be approved in order for SAMTD to be in compliance with the grant application and thus remain eligible for the grant.

FINANCIAL IMPACT

The funds for the project management services by CTE is being provided by the FTA through a grant award from the Low or No Emission Grant Program. The local share of the CTE portion of the project cost (\$91,750) is included in the Amended FY 2020-2021 Budget and future budgets for the Capital Projects Fund.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with the Center for Transportation and Environment (CTE) for project management and technical services for an amount not-to-exceed \$367,000.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a contract with the Center for Transportation and Environment (CTE) for project management and technical services for an amount not-to-exceed \$367,000.



To: Board of Directors

From: Chris French, Service Planning Manager
David Trimble, Deputy General Manager/Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: September 24, 2020

Subject: FY20 Annual Performance Report

ISSUE

Shall the Board receive the Fiscal Year 2020 Annual Performance Report?

BACKGROUND AND FINDINGS

The annual performance report has three purposes: to report on total and average revenue hours, revenue miles, and boardings data from the Cherriots system during Fiscal Year 2020 (FY20), to compare the performance of the Cherriots system with the previous fiscal year, and to offer insight that can be used by Cherriots staff to develop future service plans.

The FY20 Annual Performance Report (see Attachment A) covers data from July 1, 2019, through June 30, 2020. At the service level, data from all of FY20 is compared to that of FY19. At the route level, data from the month of April is typically used to provide a snapshot of the service due to consistent school schedules, moderate weather, and a lack of national holidays. However, this snapshot of service is not available for FY20 due to the service reductions made in response to the COVID-19 pandemic beginning in March 2020. Route level data collected from July 2019 through February 2020 is referred to in the report as pre-pandemic data. This data is reported on separately from the route level data that was collected during the pandemic - from March 2020 through June 2020.

The FY20 report includes data for total and daily average revenue hours, revenue miles, and boardings as well as measures of productivity. On-time performance data is not

available in this report as this data is typically gathered during the month of April (see above paragraph). Sources of data include schedules, vehicle farebox systems, and reservation software (RouteMatch).

For the first time since 2008, the FY20 report also includes Saturday service data. Saturday service was implemented in September 2019 along with later evening service on weekdays.

Services Overview

Cherriots Local

Includes local fixed-route, local express routes, and Qualified Human Service Organization (QHSO) routes.

Weekday

- *Revenue Hours* - Decreased 11.3% (-75.1 Revenue Hours / Day)
- *Revenue Miles* – Decreased 12.8% (-1,77.2 Revenue Miles / Day)
- *Boardings* - Decreased 18.4% (-2,162 Boardings / Day)

Saturday

- *Revenue Hours* - 292.8 Revenue Hours / Day
- *Revenue Miles* – 3,679 Revenue Miles / Day
- *Boardings* – 4,182.1 Boardings / Day

Cherriots Regional

Includes regional express routes and the regional flex zone service.

Weekday

- *Revenue Hours* - Decreased 0.8% (-0.5 Revenue Hours / Day)
- *Revenue Miles* – Increased 6.4% (+85 Revenue Miles / Day)
- *Boardings* – Decreased 13.9% (-51.9 Boardings / Day)

Saturday

- *Revenue Hours* - 31.2 Revenue Hours / Day
- *Revenue Miles* - 715.1 Revenue Miles / Day
- *Boardings* - 104.1 Boardings / Day

Cherriots Shop and Ride

Includes Dial-a-Ride and Shopper Shuttle services.

- *Revenue Hours* - Decreased 41.6% (-8.2 Revenue Hour / Day)
- *Revenue Miles* - Decreased 47.1% (-103.1 Revenue Miles / Day)
- *Boardings* - Decreased 49.4% (-18.8 Boardings / Day)

Cherriots LIFT

ADA complementary paratransit for the Cherriots local system:

Weekday

- *Revenue Hours* - Decreased 24.4% (-62.2 Revenue Hours / Day)
- *Revenue Miles* - Decreased 26.2% (-821.5 Revenue Miles / Day)
- *Boardings* - Decreased 26.8% (-146.7 Boardings / Day)

Saturday

- *Revenue Hours* - 46.6 Revenue Hours / Day
- *Revenue Miles* - 512.7 Revenue Miles / Day
- *Boardings* - 68.7 Boardings / Day

FINANCIAL IMPACT

Information item only.

RECOMMENDATION

Information item only.

PROPOSED MOTION

Information item only.



FISCAL YEAR 2020
ANNUAL PERFORMANCE REPORT

JULY 2019 - JUNE 2020

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3.1 Revenue Hours, Revenue Miles, and Boardings	4
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1. Introduction

The annual performance report has three purposes: to report on total and average revenue hours, revenue miles, and boardings data from the Cherriots system during Fiscal Year 2020 (FY20), to compare the performance of the Cherriots system with the previous fiscal year, and to offer insight that can be used by Cherriots staff to develop future service plans.

This FY20 Annual Performance Report covers data from July 1, 2019, through June 30, 2020. At the service level, data from all of FY20 is compared to that of FY19. At the route level, data from the month of April is typically used to provide a snapshot of the service due to consistent school schedules, moderate weather, and a lack of national holidays. However, this snapshot of service is not available for FY20 due to the service reductions made in response to the COVID-19 pandemic beginning in March 2020. Route level data collected from July 2019 through February 2020 is referred to in this report as pre-pandemic data. This data is reported on separately from the route level data that was collected during the pandemic - from March 2020 through June 2020.

This report includes data for total and daily average revenue hours, revenue miles, and boardings as well as measures of productivity. On-time performance data is not available in this report as this data is typically gathered during the month of April (see above paragraph). Sources of data include schedules, vehicle farebox systems, and reservation software (RouteMatch).

For the first time since 2008, this report also includes Saturday service data. Saturday service was implemented in September 2019 along with later evening service on weekdays.

2. Services

Service-level data is reported below from the entire span of FY20. Weekday service data is compared to FY19 to show trends between fiscal years. Saturday service data cannot be compared year-over-year until FY21. The services are comprised of the following:

- **Cherriots Local** includes local-fixed route service, local commuter express routes, and Qualified Human Service Organization (QHSO) routes.
- **Cherriots Regional** includes regional express routes and the regional flex zone service.

- **Cherriots Shop and Ride** includes both the dial-a-ride and shopper shuttle services for seniors and people with disabilities within the Salem-Keizer Urban Growth Boundary.
- **Cherriots LIFT** is the ADA complementary paratransit service provided within the Salem-Keizer Urban Growth Boundary.

2.1 Total Revenue Hours, Revenue Miles, and Boardings

Total weekday revenue hours, revenue miles, and boardings from FY19 and FY20 by service are presented in Table 1 below. Total Saturday revenue hours, revenue miles, and boardings from FY20 are in Table 2.

Table 1. Weekday Total Revenue Hours, Revenue Miles, and Boardings by Service

Service	Revenue Hours		Revenue Miles		Boardings	
	FY19	FY20	FY19	FY20	FY19	FY20
Cherriots Local	167,949	150,810	2,124,151	1,874,768	2,955,477	2,439,420
Cherriots Regional	17,724	17,791	335,339	361,012	93,910	81,797
Cherriots Shop and Ride	4,966	2,937	55,140	29,492	9,572	4,897
Cherriots LIFT	64,184	49,096	791,198	591,134	137,815	102,041
<i>Total</i>	254,823	220,634	3,305,828	2,856,406	3,196,774	2,628,155

Table 2. Saturday Total Revenue Hours, Revenue Miles, and Boardings by Service

Service	Revenue Hours	Revenue Miles	Boardings
	FY20	FY20	FY20
Cherriots Local	12,592	158,196	179,830
Cherriots Regional	1,343	30,750	4,478
Cherriots LIFT	2,005	22,048	2,956
<i>Total</i>	15,940	210,994	187,264

2.2 Average Revenue Hours, Revenue Miles, and Boardings

In Tables 3 and 4, weekday and Saturday average daily revenue hours, revenue miles, and boardings are displayed for each service, as well as average boardings per revenue hour.

Table 3. Weekday Average Revenue Hours, Revenue Miles, and Boardings by Service

Service	Revenue Hours / Day			Revenue Miles / Day		
	FY19	FY20	% Change	FY19	FY20	% Change
Cherriots Local	666.5	591.4	-11.3%	8,429.2	7,352.0	-12.8%
Cherriots Regional	70.3	69.8	-0.8%	1,330.7	1,415.7	6.4%
Cherriots Shop and Ride	19.7	11.5	-41.6%	218.8	115.7	-47.1%
Cherriots LIFT	254.7	192.5	-24.4%	3,139.7	2,318.2	-26.2%
<i>Total</i>	<i>1,011.2</i>	<i>865.2</i>	<i>-14.4%</i>	<i>13,118.4</i>	<i>11,201.6</i>	<i>-14.6%</i>

Service	Boardings / Day			Boardings / Hour		
	FY19	FY20	% Change	FY19	FY20	% Change
Cherriots Local	11,728.1	9,566.4	-18.4%	17.6	16.2	-8.1%
Cherriots Regional	372.7	320.8	-13.9%	5.3	4.6	-13.2%
Cherriots Shop and Ride	38.0	19.2	-49.4%	1.9	1.7	-13.5%
Cherriots LIFT	546.9	400.2	-26.8%	2.1	2.1	-3.2%
<i>Total</i>	<i>12,685.6</i>	<i>10,306.5</i>	<i>-18.8%</i>	<i>27.0</i>	<i>24.5</i>	<i>-9.1%</i>

Table 4. Saturday Average Revenue Hours, Revenue Miles, and Boardings by Service

Service	Revenue Hours / Day	Revenue Miles / Day	Boardings / Day	Boardings / Hour
	FY20	FY20	FY20	FY20
Cherriots Local	292.8	3,679.0	4,182.1	14.3
Cherriots Regional	31.2	715.1	104.1	3.3
Cherriots LIFT	46.6	512.7	68.7	1.5
<i>Total</i>	<i>370.7</i>	<i>4,906.8</i>	<i>4,355.0</i>	<i>19.1</i>

All Cherriots services saw a significant decrease in total and average revenue hours, revenue miles, and boardings due to the effects of the COVID-19 pandemic. In March 2020 Cherriots declared a state of emergency and began fare-free service and rear door-only boarding (except for when the ramp or kneeling bus is required). Cherriots then suspended all services for a total of 6 days between March 31 and April 7. After that, all services began being incrementally restored. As of June 30, 2020, service levels were at approximately 57 percent of pre-pandemic levels for weekday service and approximately 66 percent of pre-pandemic levels for Saturday service.

3. Route Snapshots

It is difficult to evaluate performance on the route level using data from the entire fiscal year due to seasonal fluctuations, the school year calendar, and triannual service changes. As a result, staff have historically created route snapshots using data from the month of April to represent fiscal year performance. However, the route level snapshots typically included in this report are not available for FY20, see *Section 1. Introduction*.

3.1 Revenue Hours, Revenue Miles, and Boardings

For FY20, Cherriots has gathered daily average revenue hours, revenue miles, and boardings. Pre-pandemic data is shown separately from data collected during the pandemic. This data is in Tables 5 and 6.

Table 5. Pre-pandemic and During Pandemic Weekday Daily Averages by Route

Route		Pre-pandemic Service (June 2019 - Feb. 2020) Daily Averages			During Pandemic Service (Mar. 2020 - June 2020) Daily Averages		
		Revenue Hours	Revenue Miles	Boardings	Revenue Hours	Revenue Miles	Boardings
1X	Wilsonville / Salem Express	11.4	366.9	122.8	6.2	200.5	25.3
2	Market / Brown	59.0	702.6	1,190.5	28.4	347.9	378.5
3	Portland Road	31.3	368.1	678.9	16.8	196.4	204.7
4	State Street	32.3	317.3	687.2	17.2	168.3	211.1
5	Center Street	57.9	659.1	1,106.4	28.1	319.2	334.6
6	Mission / Fairview Industrial	22.6	338.1	199.6	13.9	205.6	62.9
7	Mission / Hawthorne	23.2	219.5	272.5	14.6	168.7	122.8
8	12th / Liberty via Red Leaf	25.1	333.4	430.8	18.3	242.7	141.9
9	Cherry / River Road	30.7	453.6	468.9	22.6	332.8	176.0
10X	Woodburn / Salem Express	15.9	324.5	53.6	13.3	264.4	22.9
11	Lancaster / Verda	107.0	1,428.2	2,105.7	61.1	785.3	703.7
12	Hayesville Drive	14.8	196.8	91.4	9.0	119.5	27.9
13	Silverton Road	20.2	287.8	575.0	13.6	150.6	185.6
14	Windsor Island Road	15.4	226.6	113.1	9.3	138.0	28.2
16	Wallace Road	10.1	132.6	150.9	5.8	77.1	45.7
17	Edgewater Street	51.0	459.5	691.5	26.6	220.6	242.2

18	<i>12th / Liberty via Lone Oak</i>	24.8	333.1	409.3	14.7	197.1	110.2
19	<i>Broadway / River Road</i>	59.4	668.7	1,410.2	29.2	334.9	490.4
20X	<i>N.Marion County / Salem Express</i>	13.4	291.0	50.2	11.7	257.3	23.5
21	<i>South Commercial</i>	56.6	704.2	1,378.9	27.9	345.9	464.8
22	<i>Library Loop</i>	11.5	59.3	61.6	2.7	13.8	3.3
23	<i>Lansing / Hawthorne</i>	14.9	191.7	144.7	9.5	121.6	39.2
26	<i>Glen Creek / Orchard Heights</i>	7.8	76.6	32.3	4.7	46.5	8.4
27	<i>Glen Creek / Eola</i>	8.4	113.8	49.0	4.7	64.0	11.7
30X	<i>Santiam / Salem Express</i>	12.0	261.7	58.0	11.5	246.7	24.0
40X	<i>Polk County / Salem Express</i>	17.2	366.9	193.2	15.7	331.9	71.7
50X	<i>Dallas / Salem Express</i>	4.9	115.9	24.0	5.5	126.1	10.1

Table 6. Pre-pandemic and During Pandemic Saturday Daily Averages by Route

Route	Pre-pandemic Service (Sept. 2019 - Feb. 2020) Daily Averages			During Pandemic Service (Mar. 2020 - June 2020) Daily Averages		
	Revenue Hours	Revenue Miles	Boardings	Revenue Hours	Revenue Miles	Boardings
2 <i>Market / Brown</i>	27.2	345.2	106.6	14.9	187.6	164.2
3 <i>Portland Road</i>	15.0	175.1	49.7	12.0	140.1	85.1
4 <i>State Street</i>	15.3	150.8	56.3	12.4	121.4	97.6
5 <i>Center Street</i>	27.5	312.0	102.0	14.9	169.8	147.6
6 <i>Mission / Fairview Industrial</i>	21.0	315.7	14.9	12.0	178.6	24.4
7 <i>Mission / Hawthorne</i>	14.5	187.7	26.2	11.6	149.2	55.3
8 <i>12th / Liberty via Red Leaf</i>	21.7	292.8	49.5	13.6	178.0	91.3
9 <i>Cherry / River Road</i>	15.5	226.5	40.2	12.4	182.5	77.0
10X <i>Woodburn / Salem Express</i>	7.2	154.4	3.7	6.6	144.1	7.6
11 <i>Lancaster / Verda</i>	55.4	703.4	201.3	45.3	570.5	371.6
13 <i>Silverton Road</i>	13.5	127.5	47.2	11.5	108.2	98.2
16 <i>Wallace Road</i>	8.7	114.8	19.5	4.9	64.7	23.7
17 <i>Edgewater Street</i>	27.0	207.7	58.3	14.8	114.1	112.1

18	12th / Liberty via Lone Oak	21.8	290.0	41.2	5.1	68.8	31.2
19	Broadway / River Road	26.7	345.5	138.9	19.3	391.3	241.5
20X	N.Marion County / Salem Express	8.8	204.5	5.3	8.2	194.2	9.5
21	South Commercial	26.9	332.5	130.2	19.4	368.7	239.4
30X	Santiam / Salem Express	7.0	176.6	2.7	6.6	163.2	6.6
40X	Polk County / Salem Express	9.2	196.5	12.6	8.4	187.6	29.6

3.2 Productivity

For FY20, Cherriots has gathered pre-pandemic boardings per revenue hour separately from those during the pandemic in order to measure a route's productivity. Routes are listed in Tables 7 and 8 by route type.

Table 7. Pre-pandemic and During Pandemic Weekday Boardings per Revenue Hour by Route and Route Type

Pre-pandemic Service (June 2019 - Feb. 2020) Daily Averages		During Pandemic Service (Mar. 2020 - June 2020) Daily Averages	
Route	Boardings / Revenue Hour	Route	Boardings / Revenue Hour
CORRIDOR		CORRIDOR	
13 Silverton Road	28.4	19 Broadway / River Road	16.8
21 South Commercial	24.4	21 South Commercial	16.7
19 Broadway / River Road	23.7	13 Silverton Road	13.6
3 Portland Road	21.7	2 Market / Brown	13.3
4 State Street	21.3	4 State Street	12.3
2 Market / Brown	20.2	3 Portland Road	12.2
11 Lancaster / Verda	19.7	5 Center Street	11.9
5 Center Street	19.1	11 Lancaster / Verda	11.5
8 12th / Liberty via Red Leaf	17.1	17 Edgewater Street	9.1
18 12th / Liberty via Lone Oak	16.5	9 Cherry / River Road	7.8
9 Cherry / River Road	15.3	8 12th / Liberty via Red Leaf	7.7
17 Edgewater Street	13.6	18 12th / Liberty via Lone Oak	7.5
COVERAGE		COVERAGE	
16 Wallace Road	15.0	7 Mission / Hawthorne	8.4

7	Mission / Hawthorne	11.8	16	Wallace Road	7.8
23	Lansing / Hawthorne	9.7	6	Mission / Fairview Industrial	4.5
6	Mission / Fairview Industrial	8.8	23	Lansing / Hawthorne	4.1
14	Windsor Island Road	7.4	12	Hayesville Drive	3.1
12	Hayesville Drive	6.2	14	Windsor Island Road	3.0
27	Glen Creek / Eola	5.9	27	Glen Creek / Eola	2.5
22	Library Loop	5.4	26	Glen Creek / Orchard Heights	1.8
26	Glen Creek / Orchard Heights	4.1	22	Library Loop	1.2
REGIONAL EXPRESS			REGIONAL EXPRESS		
40X	Polk County / Salem Express	11.2	40X	Polk County / Salem Express	4.6
1X	Wilsonville / Salem Express	10.8	1X	Wilsonville / Salem Express	4.1
50X	Dallas / Salem Express	4.9	30X	Santiam / Salem Express	2.1
30X	Santiam / Salem Express	4.8	20X	N.Marion County / Salem Express	2.0
20X	N.Marion County / Salem Express	3.8	50X	Dallas / Salem Express	1.8
10X	Woodburn / Salem Express	3.4	10X	Woodburn / Salem Express	1.7

Table 8. Pre-pandemic and During Pandemic Saturday Boardings per Revenue Hour by Route and Route Type

Pre-pandemic Service (June 2019 - Feb. 2020) Daily Averages			During Pandemic Service (Mar.2020 - June 2020) Daily Averages		
Route	Boardings / Revenue Hour		Route	Boardings / Revenue Hour	
CORRIDOR			CORRIDOR		
19	Broadway / River Road	28.6	19	Broadway / River Road	12.5
21	South Commercial	25.1	21	South Commercial	12.4
2	Market / Brown	20.1	2	Market / Brown	11.0
5	Center Street	19.8	5	Center Street	9.9
13	Silverton Road	19.6	13	Silverton Road	8.6
11	Lancaster / Verda	19.3	11	Lancaster / Verda	8.2
4	State Street	19.0	4	State Street	7.9
3	Portland Road	17.8	17	Edgewater Street	7.6
9	Cherry / River Road	12.9	3	Portland Road	7.1
17	Edgewater Street	11.3	8	12th / Liberty via Red Leaf	6.7

8	12th / Liberty via Red Leaf	10.9	9	Cherry / River Road	6.2
18	12th / Liberty via Lone Oak	9.7	18	12th / Liberty via Lone Oak	6.1
COVERAGE			COVERAGE		
16	Wallace Road	10.5	16	Wallace Road	4.8
7	Mission / Hawthorne	10.0	7	Mission / Hawthorne	4.8
6	Mission / Fairview Industrial	4.2	6	Mission / Fairview Industrial	2.0
REGIONAL EXPRESS			REGIONAL EXPRESS		
40X	Polk County / Salem Express	8.6	40X	Polk County / Salem Express	3.5
10X	Woodburn / Salem Express	2.7	20X	N.Marion County / Salem Express	1.2
20X	N.Marion County / Salem Express	2.5	10X	Woodburn / Salem Express	1.2
30X	Santiam / Salem Express	2.5	30X	Santiam / Salem Express	1.0

3.3 On-Time Performance

The preferred way to measure on-time performance is by comparing the scheduled departure time to the observed departure time at every time point along a route. Unfortunately, until the GMV Syncromatics CAD/AVL system is fully deployed, staff is unable to measure on-time performance this precisely.

As a proxy, staff have historically used end-of-route on-time performance. However, because this data is typically gathered in the month April, it is not available for FY20, see *Section 1. Introduction*.

4. Conclusion

Data included in this report will be useful in planning for situations similar to the COVID-19 pandemic should they arise in the future.

FY20 Annual Performance Report

July 2019-June 2020

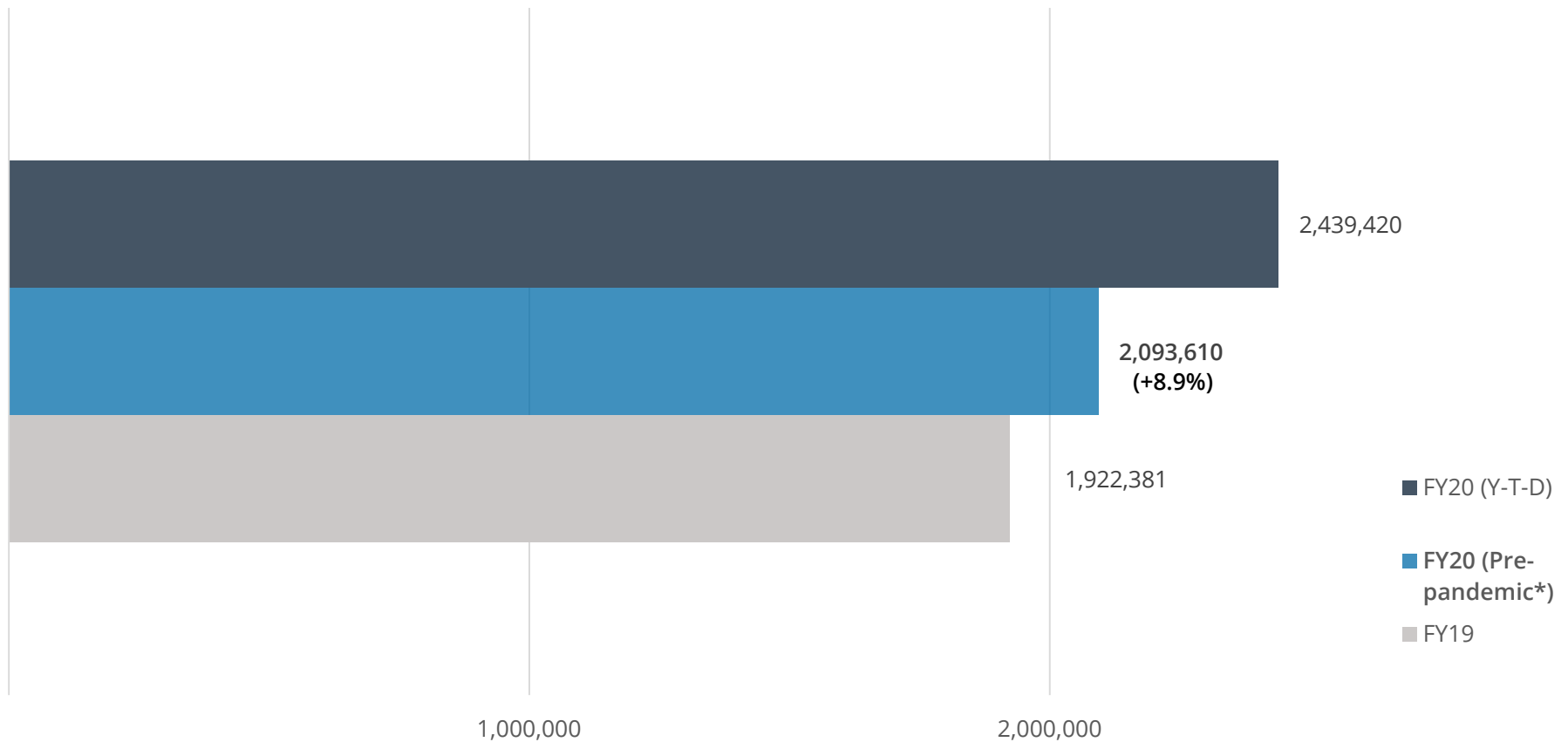


Total weekday boardings by service

FY19 - FY20

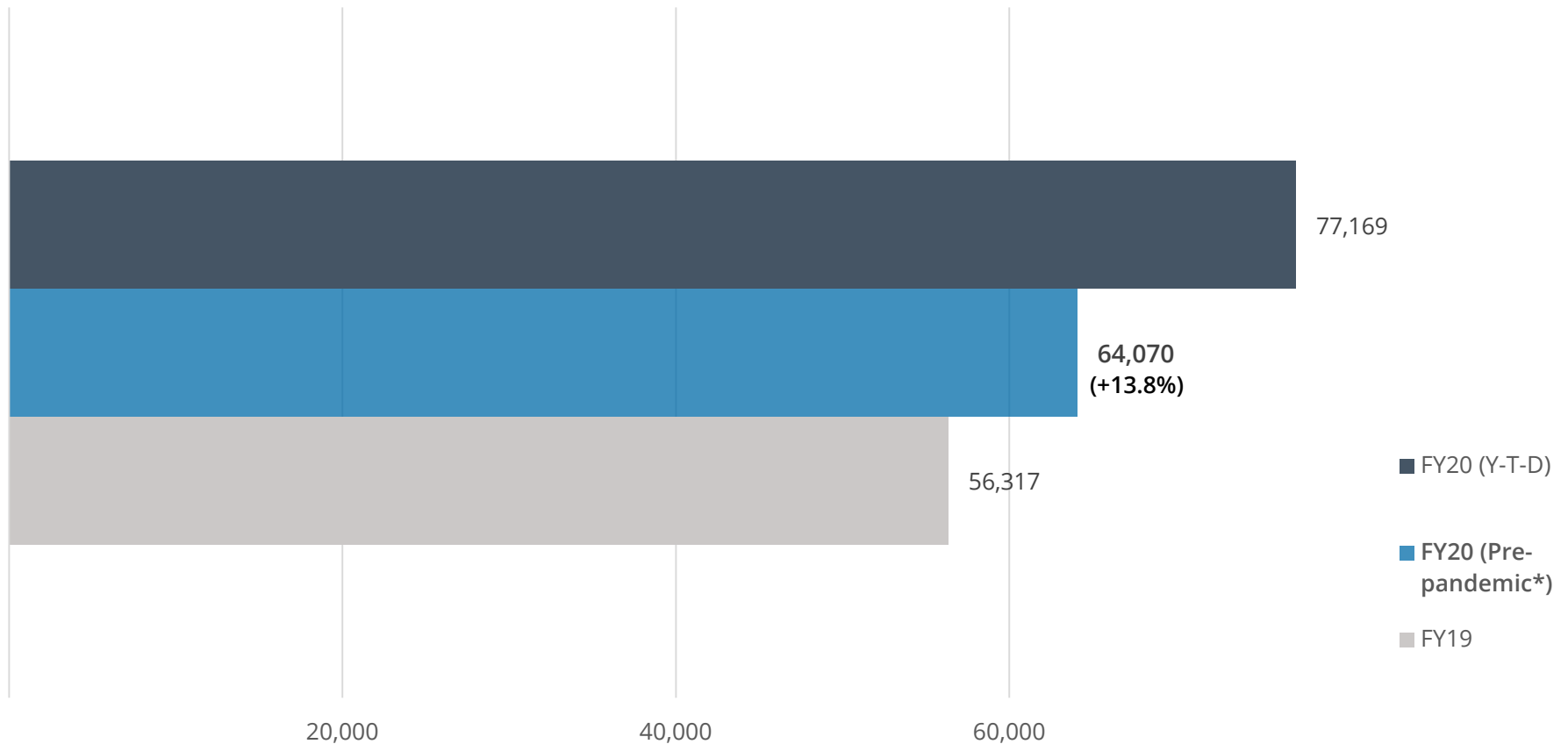
Cherriots Local weekday boardings

Pre-pandemic comparison between FY19 and FY20



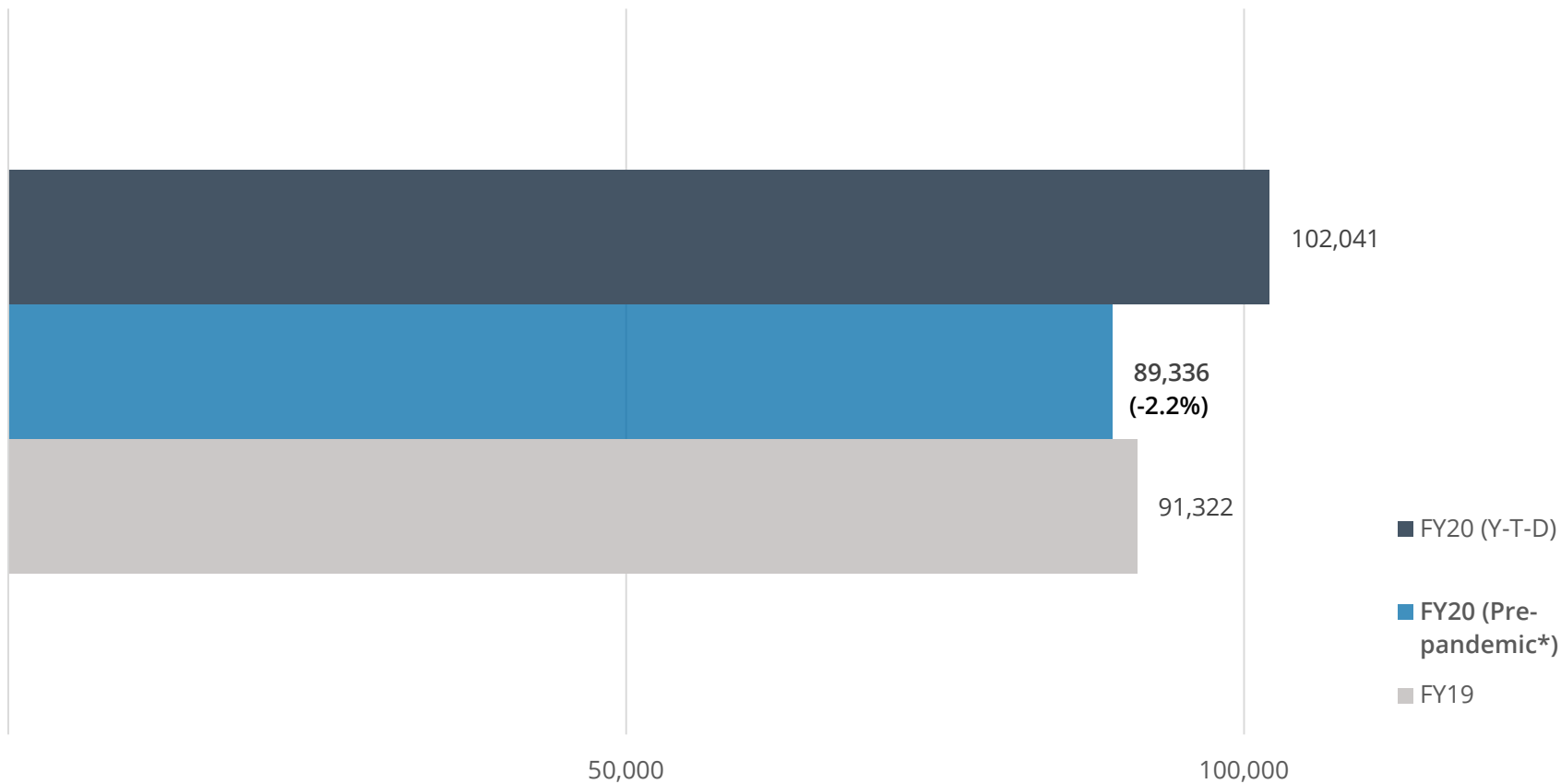
Cherriots Regional weekday boardings

Pre-pandemic comparison between FY19 and FY20



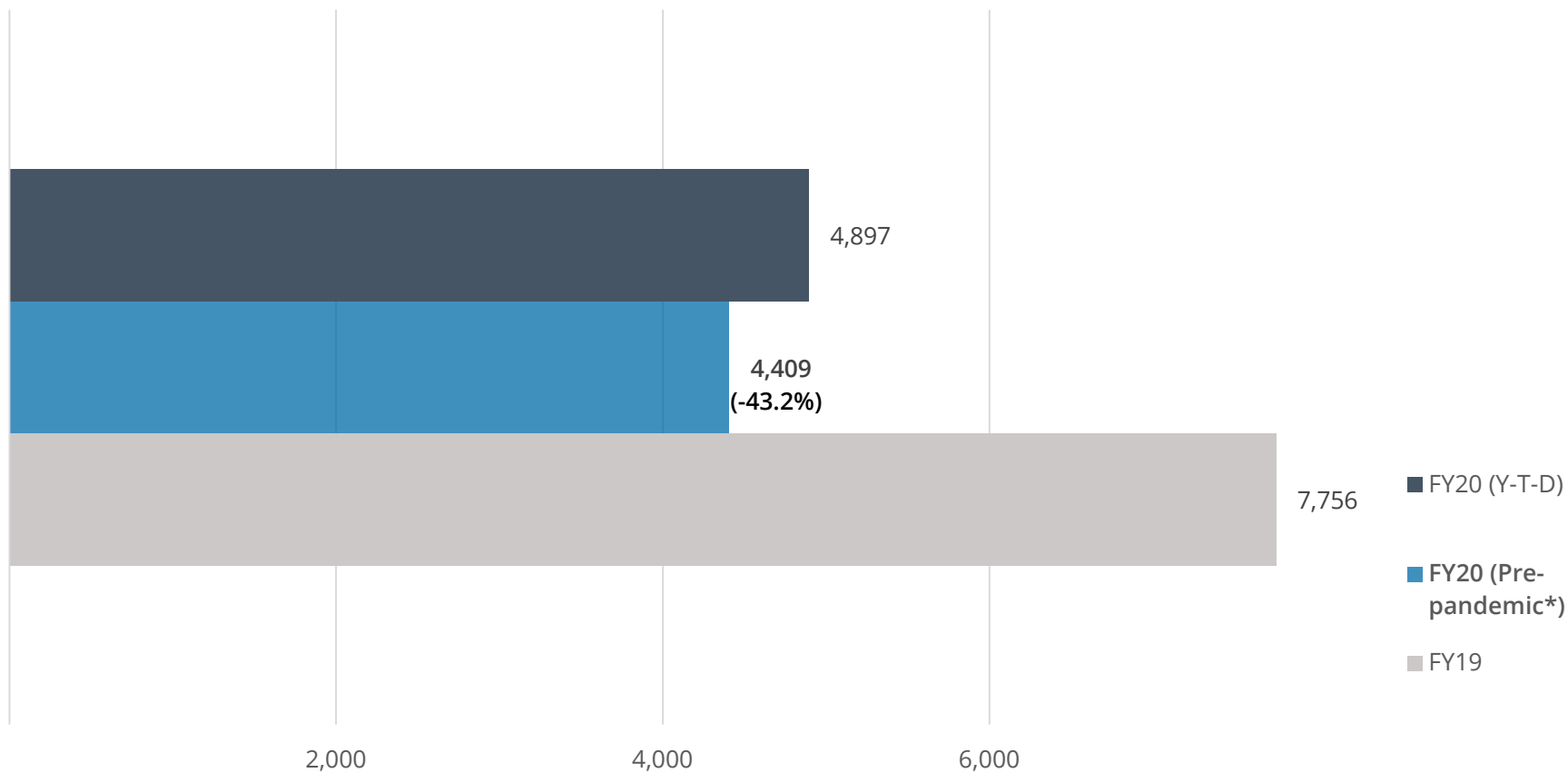
Cherriots LIFT Weekday boardings

Pre-pandemic comparison between FY19 and FY20



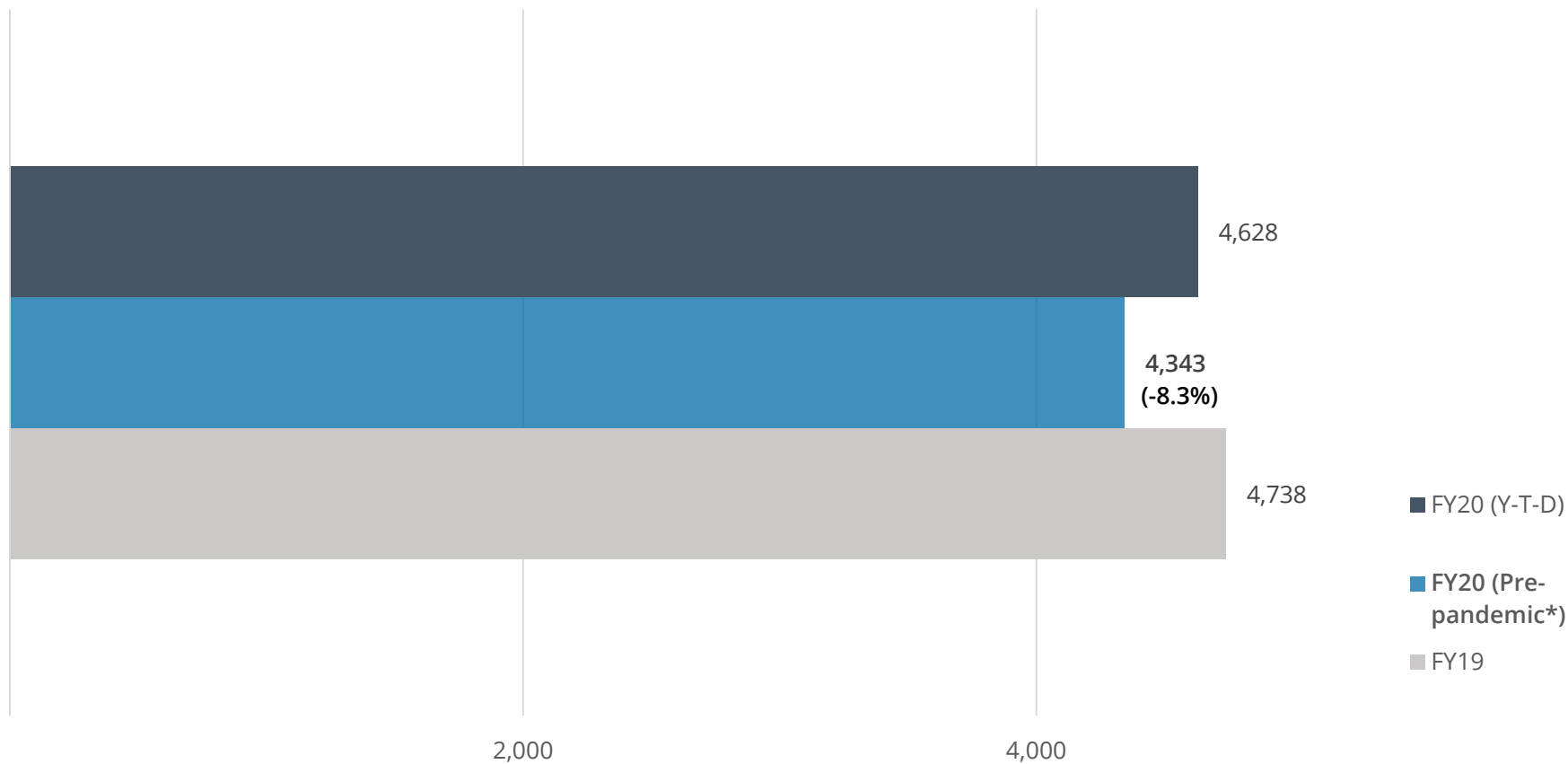
Cherriots Shop and Ride boardings

Pre-pandemic comparison between FY19 and FY20



Cherriots Polk County Flex boardings

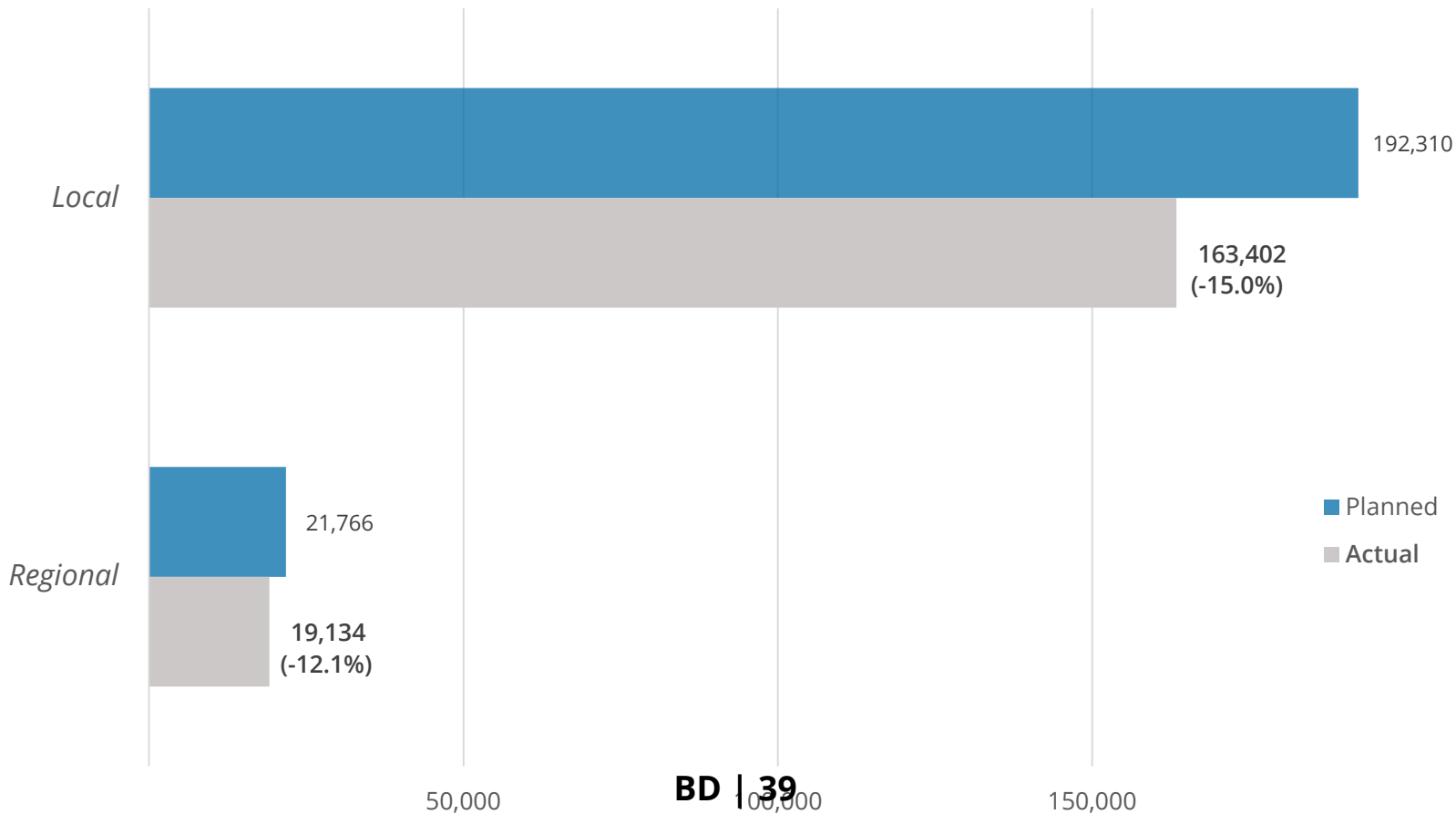
Pre-pandemic comparison between FY19 and FY20



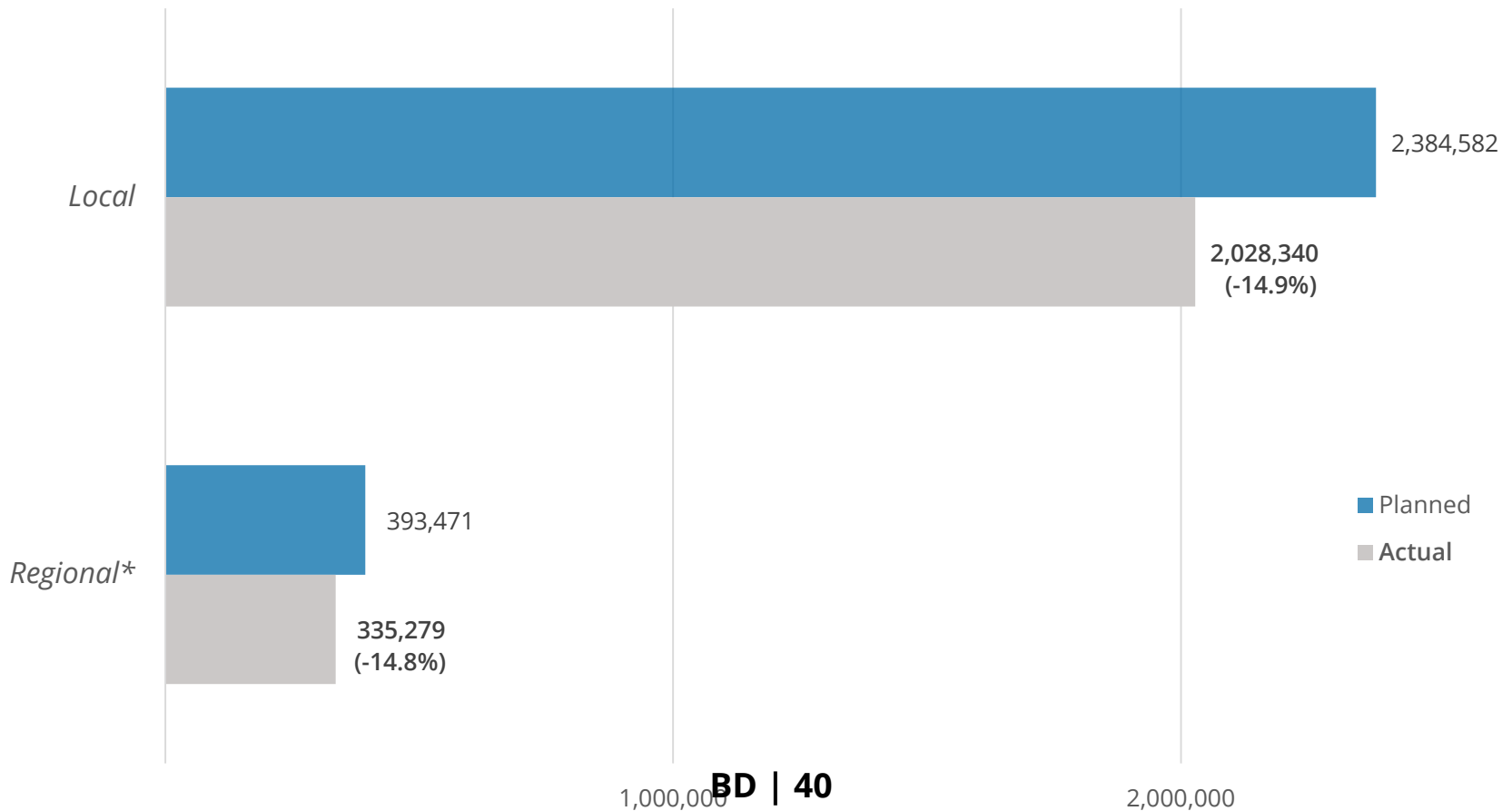
Total revenue hours and miles

FY20

Cherriots Local and Cherriots Regional Planned and Actual Revenue Hours



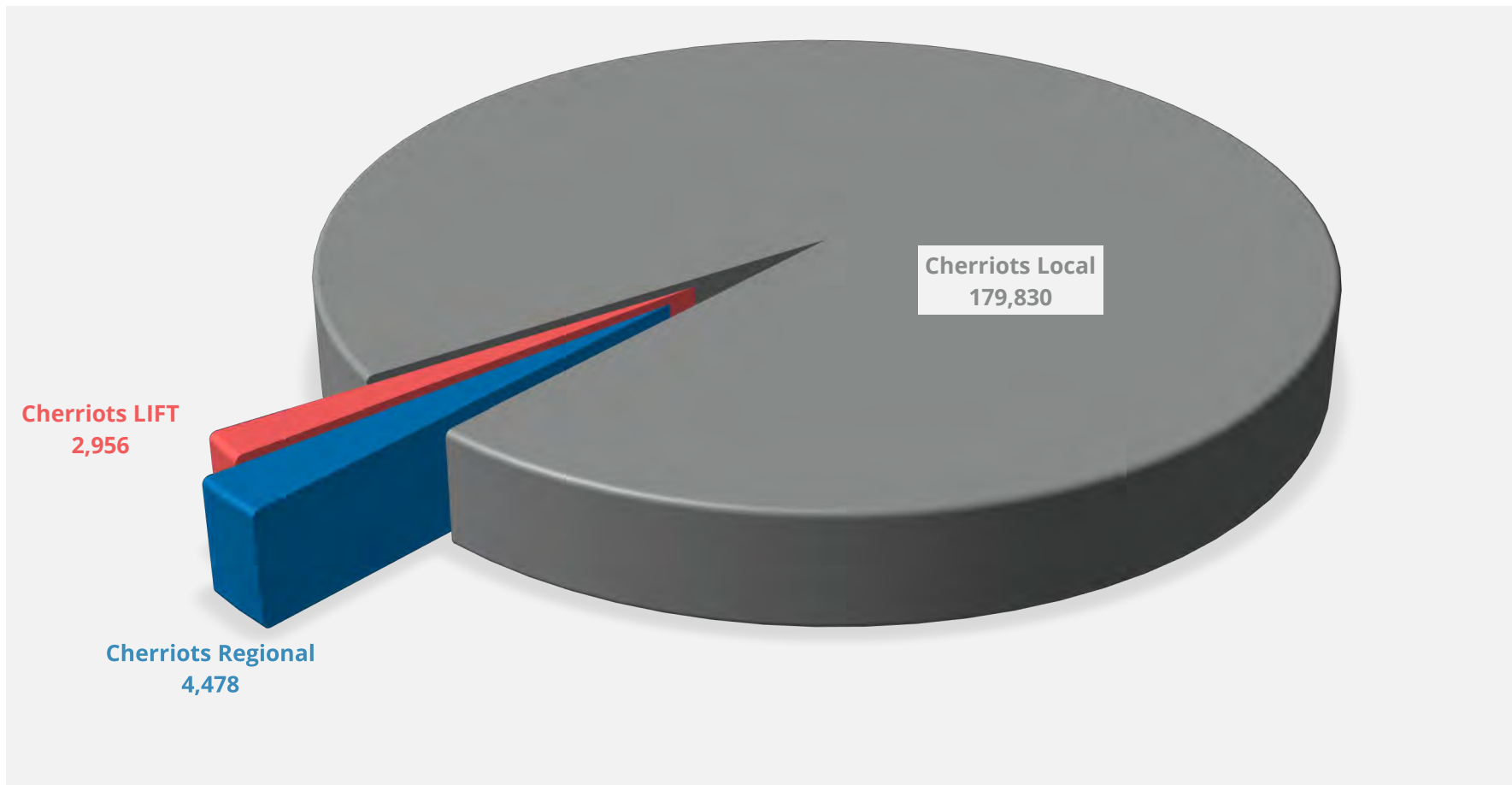
Cherriots Local and Cherriots Regional Planned and Actual Revenue Miles



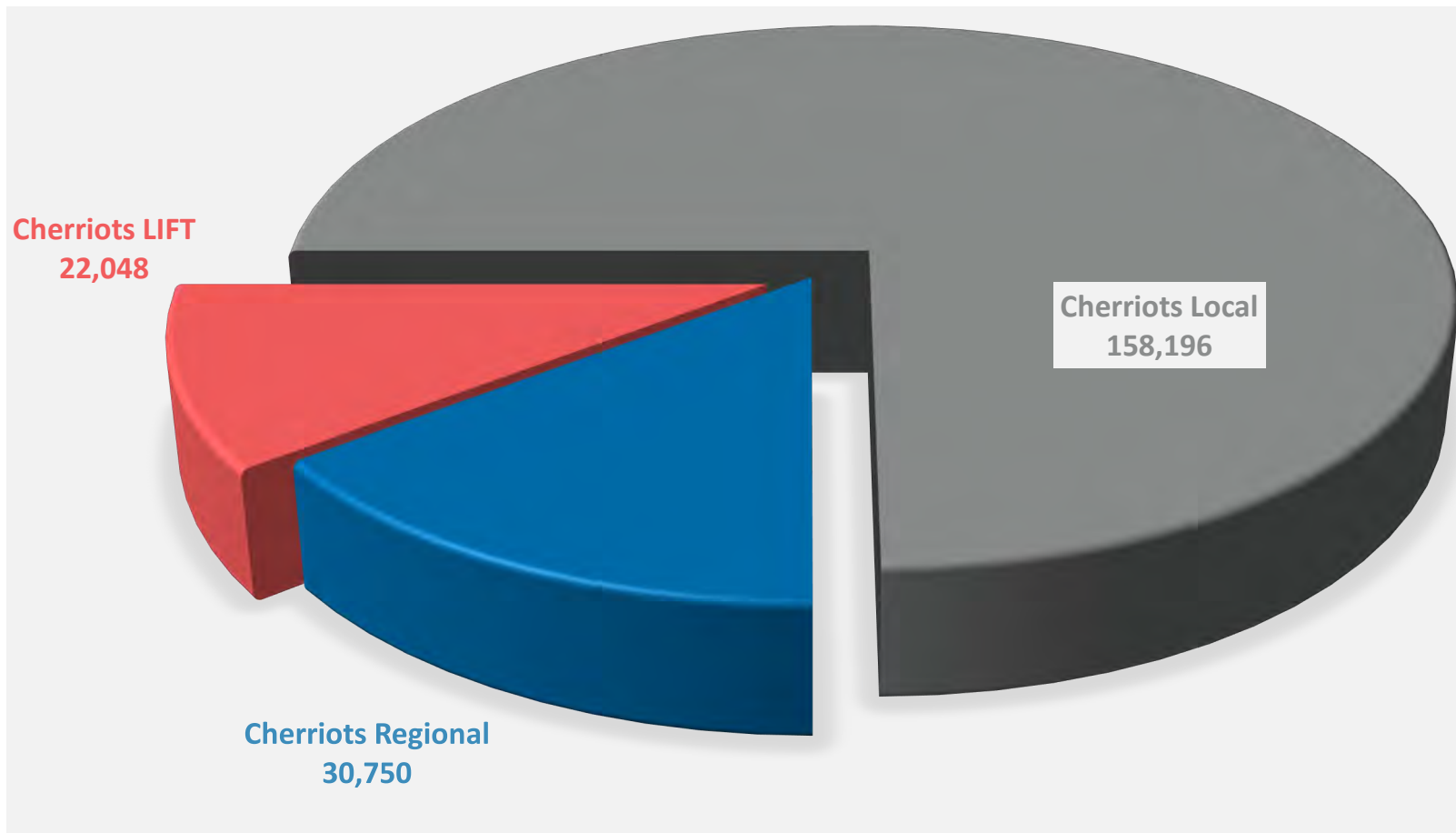
Saturday totals by service

FY20

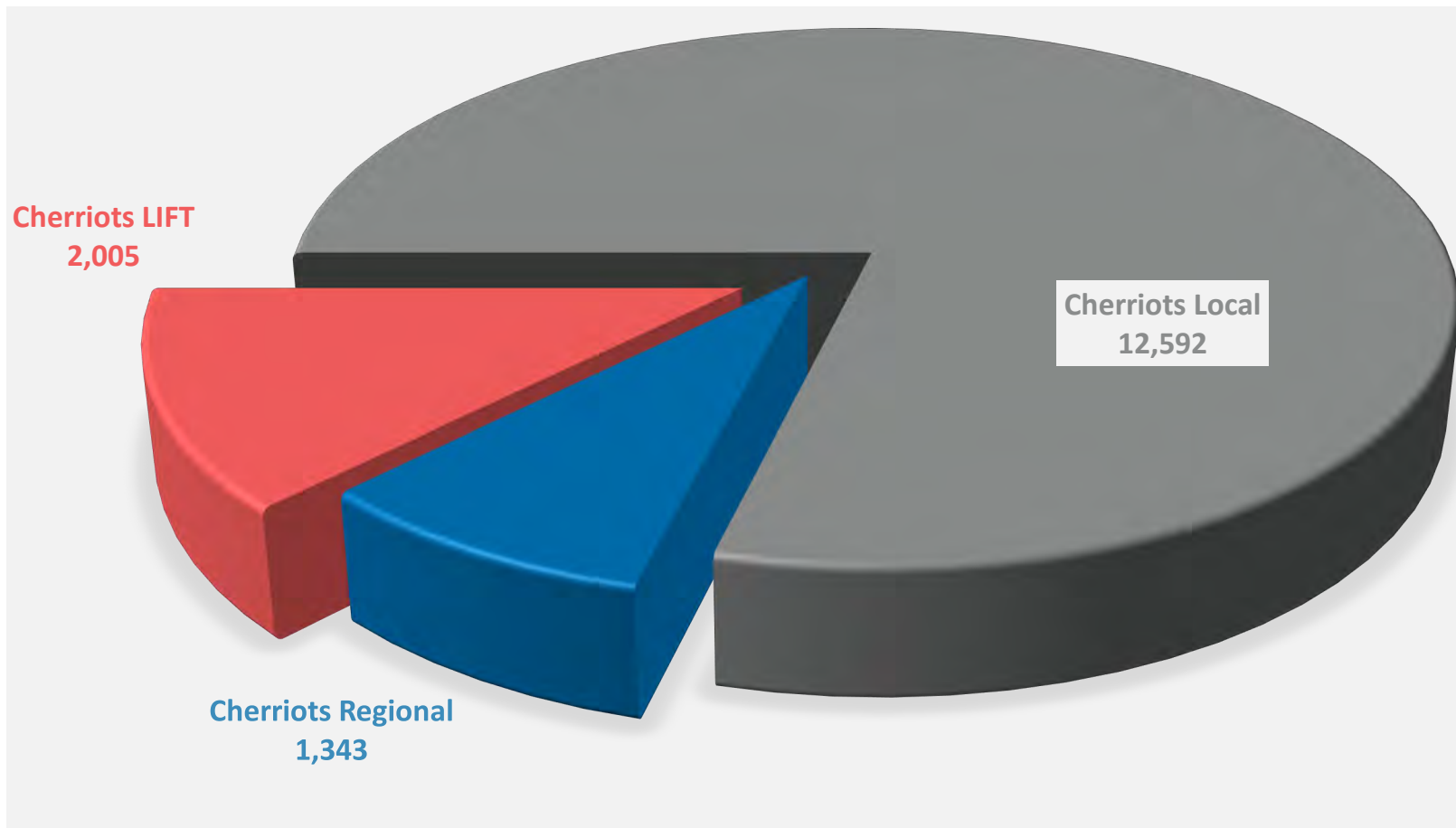
Total Saturday Boardings FY20



Total Saturday Revenue Miles FY20



Total Saturday Revenue Hours FY20

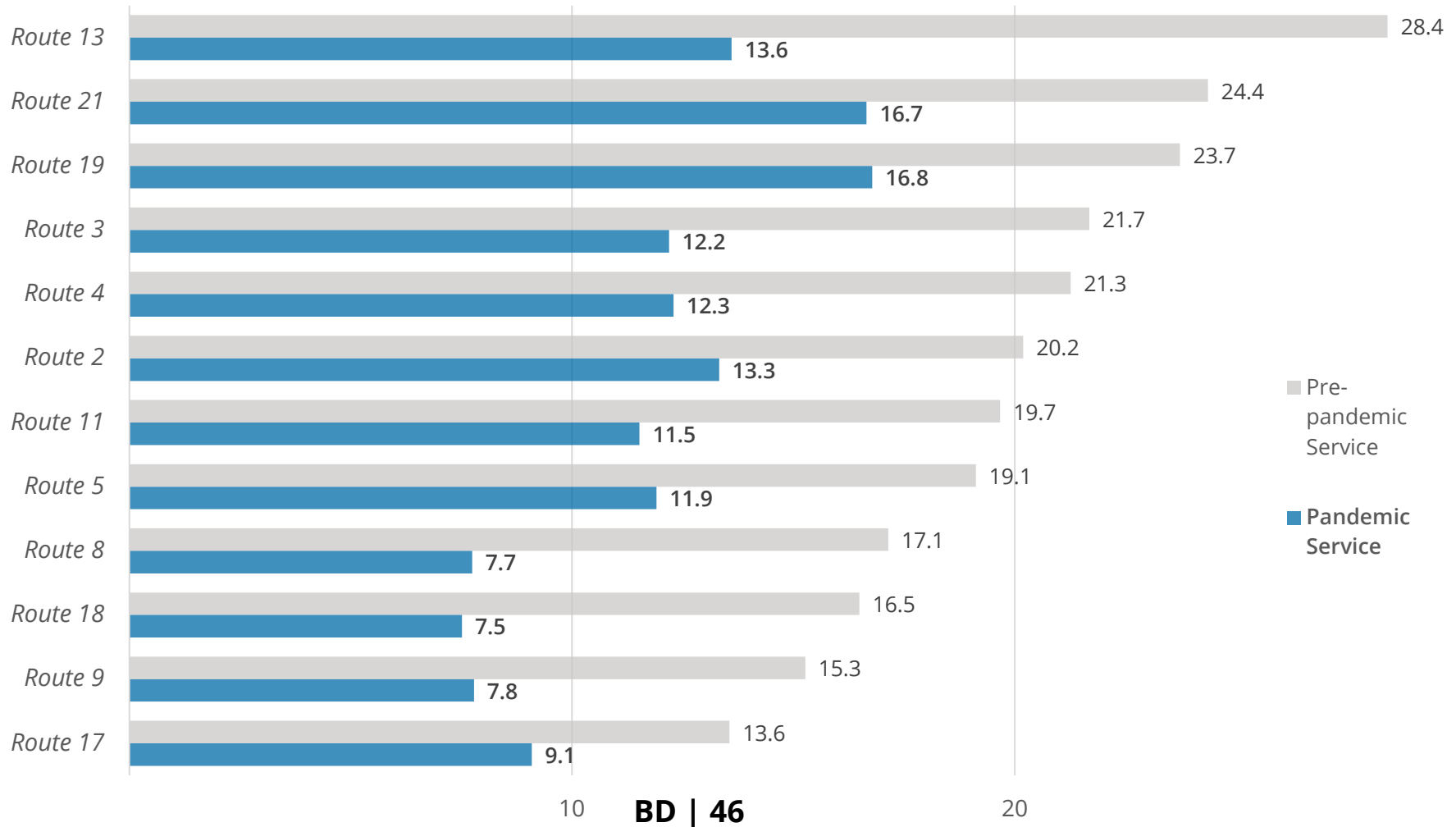


Average weekday boardings by service

FY20

Average weekday *Boardings per revenue hour* on Local Corridor Routes

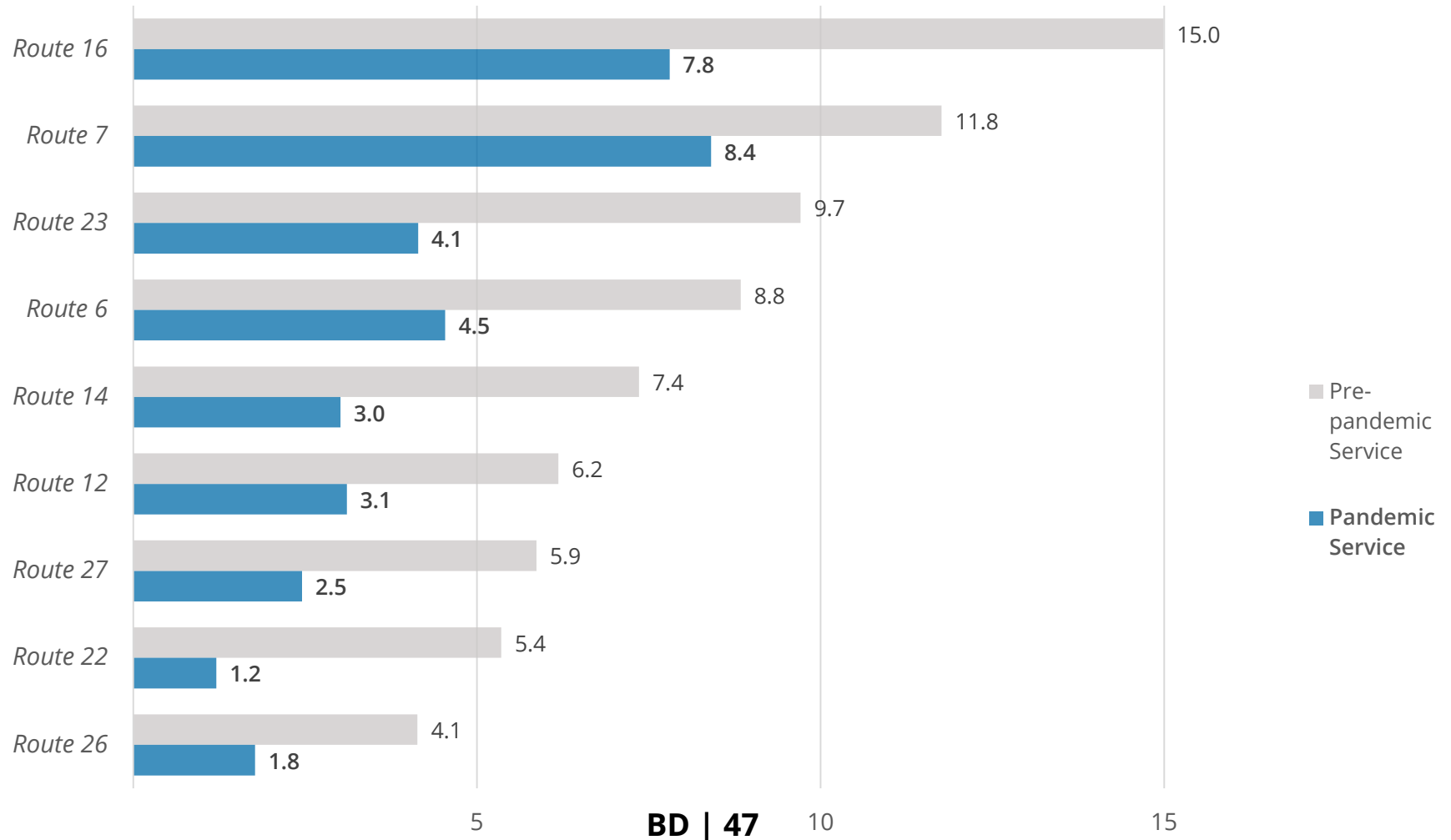
Comparing pandemic service pre-pandemic* service



* - Pre-pandemic timeframe covers July '19 - Feb. '20

Average weekday *Boardings per revenue hour* on Local Coverage Routes

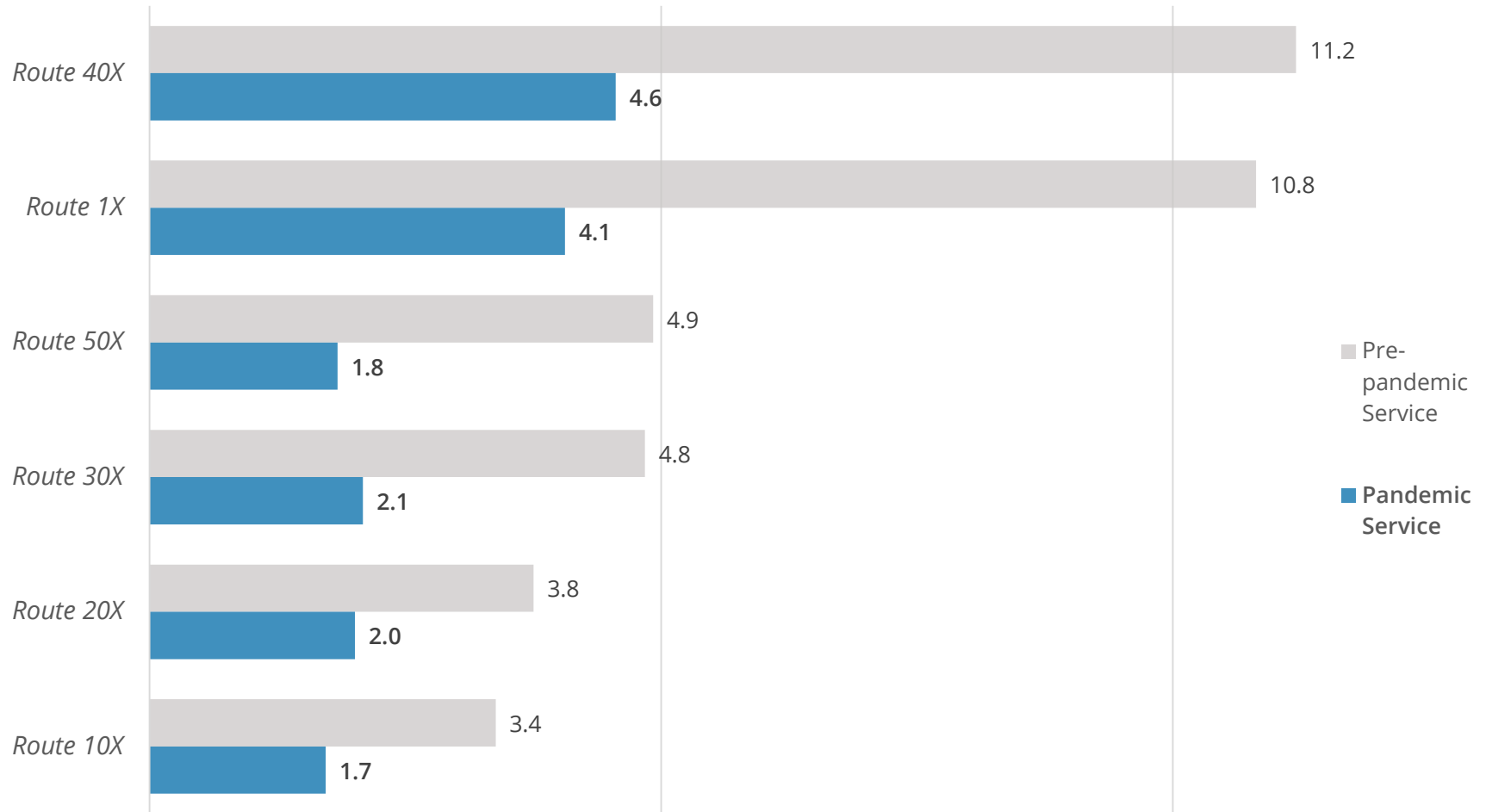
Comparing pandemic service with pre-pandemic* service



* - Pre-pandemic timeframe covers July '19 – Feb. '20

Average weekday *Boardings per revenue hour* on Regional Routes

Comparing pandemic service with pre-pandemic* service

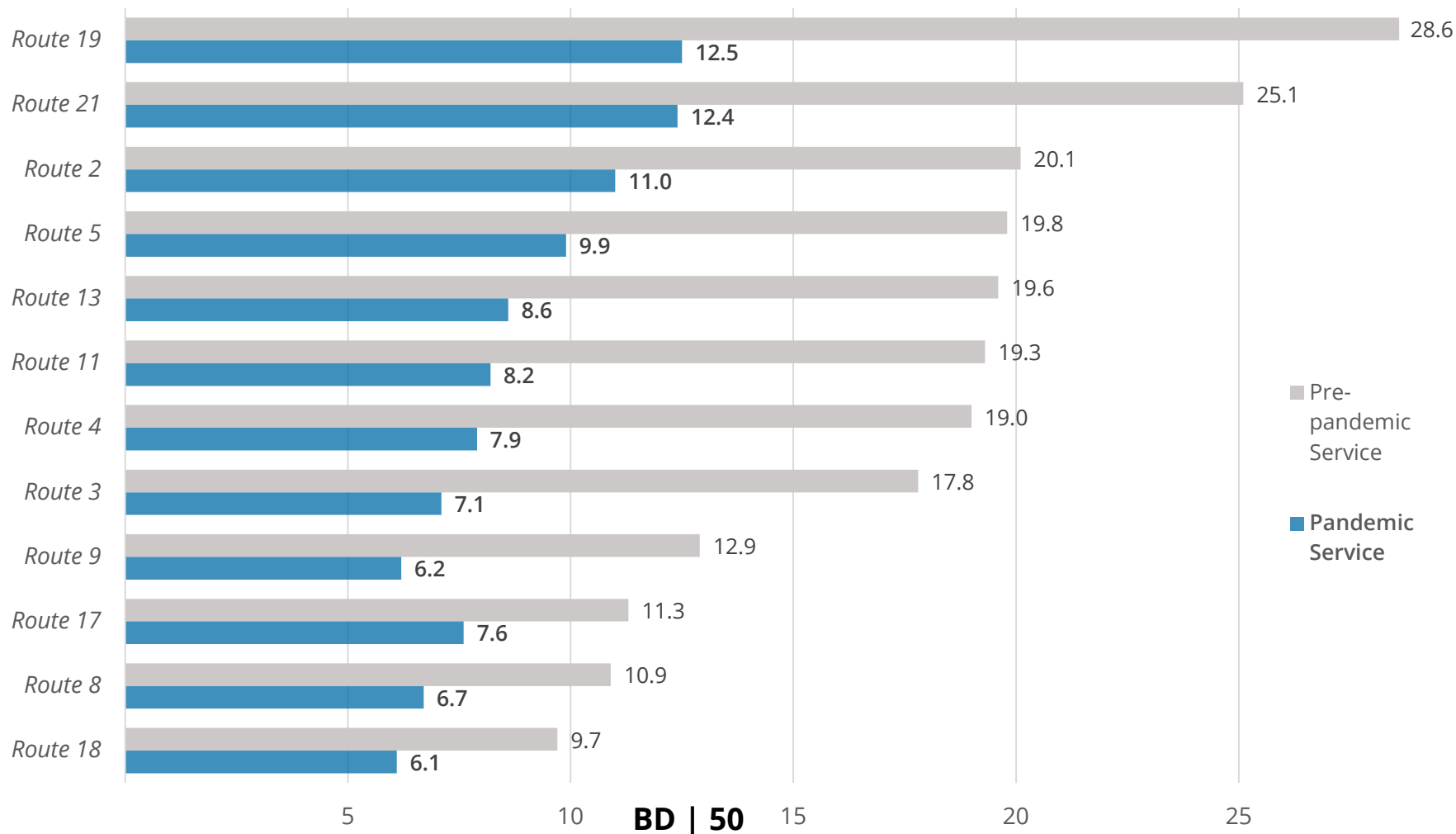


Average Saturday boardings by service

FY20

Average Saturday *Boardings per revenue hour* on Local Corridor Routes

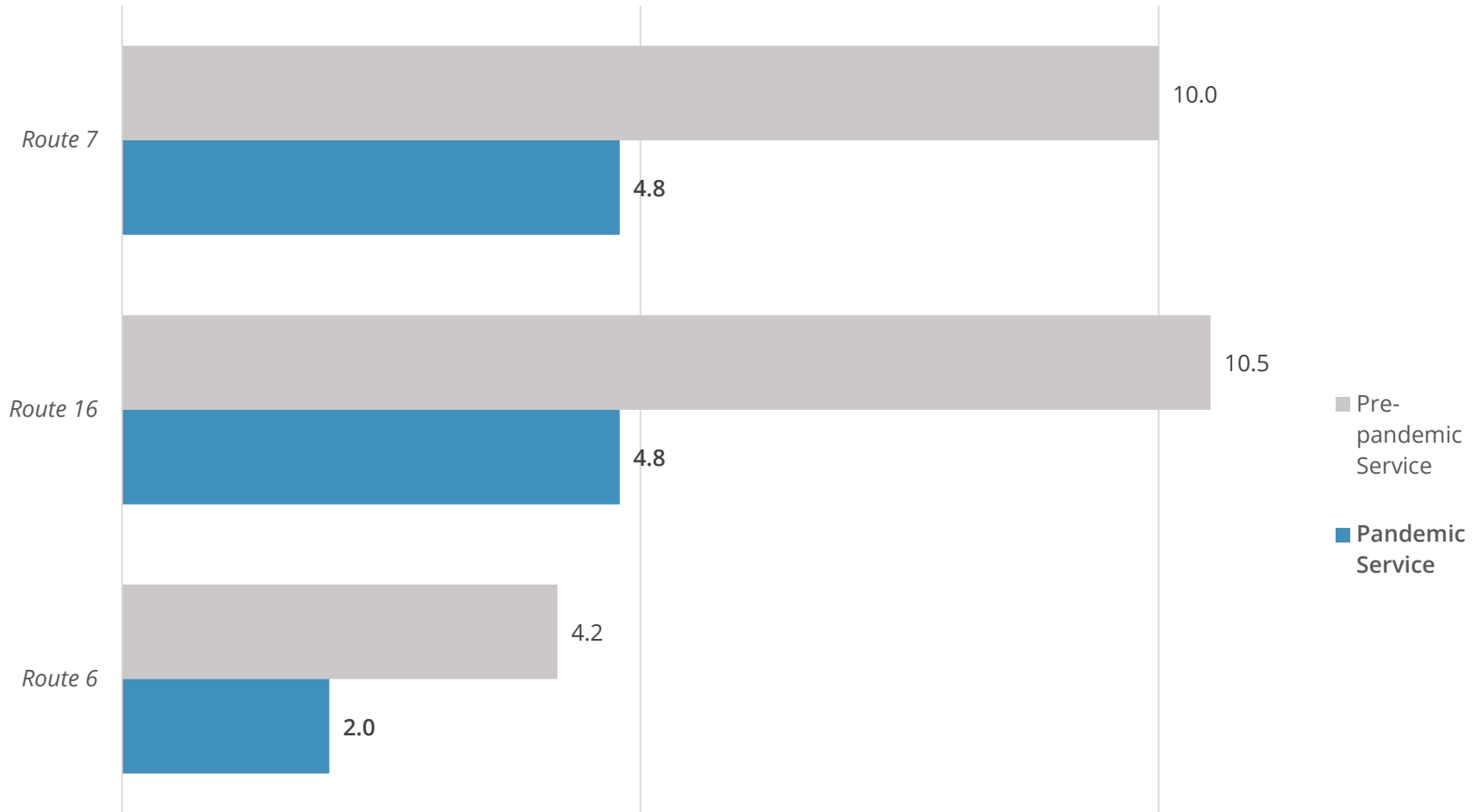
Comparing pandemic service pre-pandemic* service



* - Pre-pandemic timeframe covers July '19 - Feb. '20

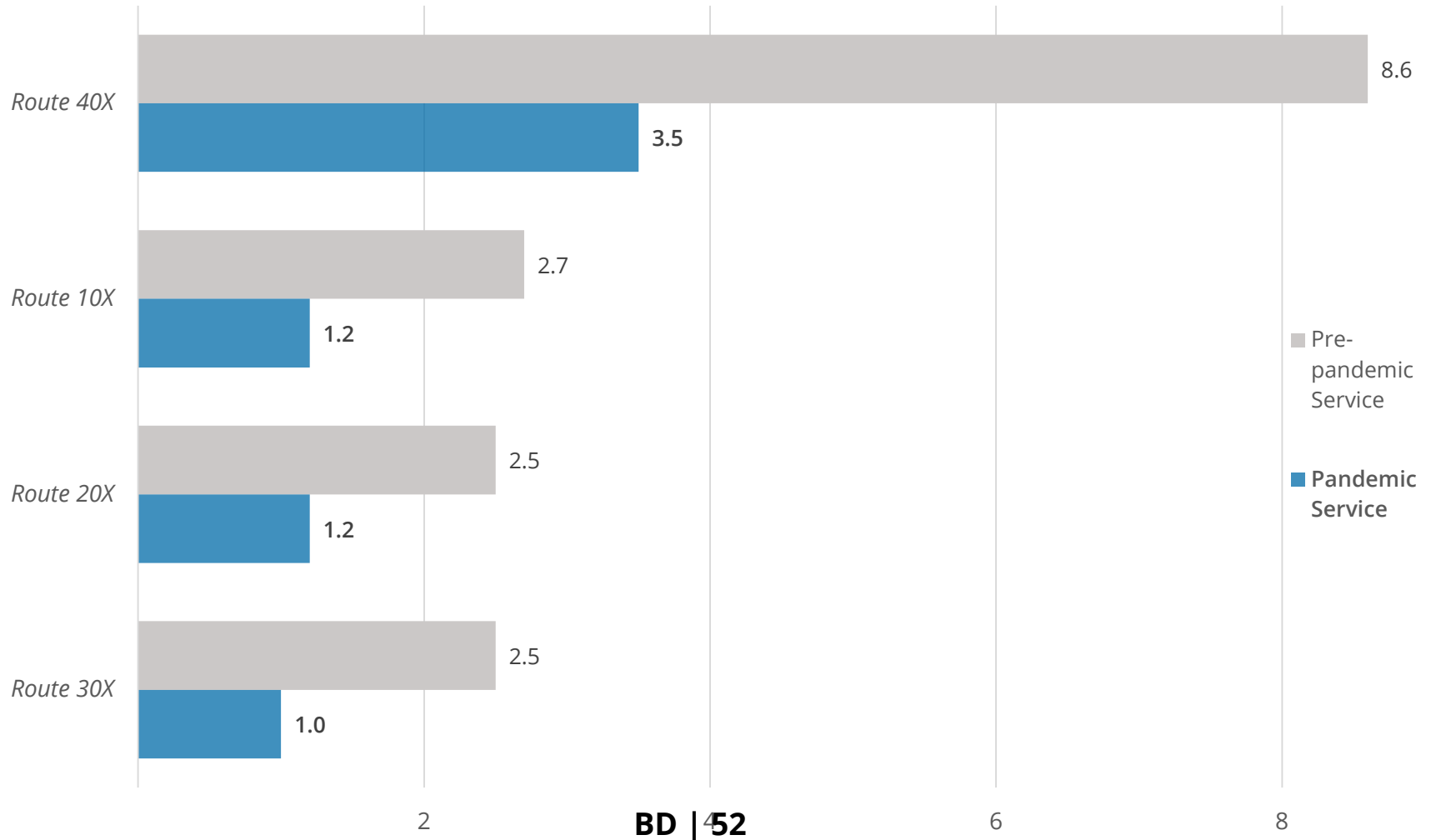
Average Saturday *Boardings per revenue hour* on Local Coverage Routes

Comparing pandemic service with pre-pandemic* service



Average Weekday *Boardings per revenue hour* on Regional Routes

Comparing pandemic service with pre-pandemic* service



* - Pre-pandemic timeframe covers July '19 - Feb. '20





BOARD MEETING MEMO

Agenda Item K.1

To: Board of Directors
From: Allan Pollock, General Manager
Date: September 24, 2020
Subject: Board Member Committee Report

ISSUE

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

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 on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	Diversity, Equity & Inclusion Committee
Subdistrict 2 Director Busch	Citizens Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 VACANT	
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 6 Director Krebs	
Subdistrict 7 Director Richards	State Transportation Improvement Fund Advisory Committee Special Transportation Fund Advisory Committee

