

Salem Area Mass Transit District
BOARD OF DIRECTORS

~ **VIRTUAL BOARD MEETING** ~
Thursday, May 27, 2021 at 6:30 PM

This Board meeting will be held virtually via ZoomGov in accordance with federal directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.

ZoomGov Virtual Meeting Platform: Meeting ID: **160 519 4427** | Passcode: **512136**
<https://cherriots-org.zoomgov.com/j/1605194427?pwd=enJXS3ZIV1BUM3QvWEU3bnplbHYzZz09>

Landline (<i>Long distance charges may apply</i>)	1 669 254 5252 US (San Jose)
One-Tap Mobile	+16692545252,,1605194427#,,, *512136#
Comcast Cable	Channel 21
Cherriots Facebook Live	https://www.facebook.com/cherriots
YouTube through CC:Media	https://www.capitalcommunitymedia.org/all

AGENDA

A. CALL TO ORDER (President Ian Davidson)

- 1. Note of Attendance for a Quorum
- 2. Pledge of Allegiance
- 3. Safety Moment

B. ANNOUNCEMENTS & CHANGES TO AGENDA

If any agenda item involves a potential conflict of interest, Board members should so note this before the adoption of the Consent Calendar.

C. PRESENTATION

D. PUBLIC COMMENT

To offer testimony on any Board business, send an email with your name and contact information to: publictestimony@cherriots.org by 5:00 p.m., on the day of the Board meeting; or by mail to Cherriots Board of Directors, 555 Court Street NE, Suite 5230, Salem, OR 97301. Testimony received will be acknowledged at the Board meeting and will be included in the minutes for public record.

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 to Agenda Item F.

1. Approval of Minutes

- a. April 22, 2021 Executive Session re: Potential Litigation **5**
- b. April 22, 2021 Work Session **7**
- c. April 22, 2021 Board of Directors Meeting **9**

2. Routine Business

- a. Adopt the FY 2022 Board Meeting Schedule **17**
- b. Authorize the General Manager to execute a contract with MTM, Inc. for ADA Paratransit Eligibility Determination Services for an amount not to exceed \$392,306.35 **19**
- c. Authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$144,144 **23**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Approval of a DEI consulting contract with Keen Independent Research, LLC in the amount of \$99,875 plus up to another \$7,000 in Optional Post Plan Development Support? **25**
- 2. Adoption of Resolution No. 2021-05 Establishing Policy No.121 Board Member Compensation **27**
- 3. Approval of the FY 2022 General Manager’s Work Plan. **33**

H. INFORMATIONAL REPORTS

- 1. Covid-19 Return to Work Update **37**
- 2. Third Quarter Performance Report **41**
- 3. Third Quarter Trip Choice Report **71**
- 4. Third Quarter Finance Report **81**

I. GENERAL MANAGER’S REPORT

Next Regular Board Meeting – Budget Hearing - Work Session Date: Thursday, June 24, 2021

J. BOARD OF DIRECTORS REPORTS

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

91

K. ADJOURN BOARD MEETING

- **Virtual Meetings:** The Board of Directors meeting is a public meeting; typically in a place that is ADA-accessible. However, this Board meeting will be held virtually via *ZoomGov* in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.
- **Closed Captioning (CC):** *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.
- **Alternate Formats** This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.
- **Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.
- **Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

-
- **Reuniones virtuales:** La reunión de la Junta Directiva es una reunión pública; típicamente en un lugar que sea accesible según la ADA. Sin embargo, esta reunión de la Junta se llevará a cabo virtualmente a través de ZoomGov de acuerdo con las directivas federales y estatales para que las agencias de transporte público mantengan a las personas seguras y saludables durante la pandemia de Covid-19.
 - **Subtítulos ocultos (CC):** la plataforma de transmisión en vivo de ZoomGov incluye subtítulos ocultos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre se traduce con precisión.
 - **Formatos alternativos** Esta es una reunión pública en un lugar accesible a la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a. M. A 5:00 p. M.
 - **Se distribuyen copias electrónicas** del paquete de la agenda de la reunión de la Junta por correo electrónico 6-7 días antes de la reunión. El paquete de la agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.
 - **Lista de distribución de correo electrónico:** para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a publictestimony@cherriots.org.
-

Next Regular Board Meeting – Budget Hearing - Work Session Date: Thursday, June 24, 2021



FY 2021 BOARD PRIORITIES AND PRINCIPLES

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

Cherriots Board of Directors adopts the following priorities and principles:

Support of increased public transit funding

While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.

Pedestrian and bicyclist infrastructure

Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong “first mile/last mile” infrastructure.

Environmental justice

Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.

Maintenance of existing travel lanes before building new infrastructure

Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.

Unaccounted costs

Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.



Salem Area Mass Transit District
Board of Directors

~ **VIRTUAL EXECUTIVE SESSION** ~
Thursday, April 22, 2021

Google Meet ID: meet.google.com/vfp-fdiv-itw

Join by phone: (US) +1 617-675-4444

PIN: 515 418 833 4198#

Courthouse Square – Suite #5230
555 Court Street NE, Salem, OR 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: 5:45 PM **ADJOURNED:** 5:59 PM

PRESENT:

Board

- x President Ian Davidson
- x Director Robert Krebs
- x Director Charles Richards
- x Director Colleen Busch
- x Director Sadie Carney
- x Director Chi Nguyen
- o Director Maria Hinojos Pressey

Staff

- x Allan Pollock, General Manager
- x David Trimble, Deputy General Manager
- x Tom Dietz, Director of Operations
- x Paula Dixon, Director of HR| Labor Relations
- x Ron Downs, Special Districts Association of OR
- x Kathryn Pawlick, SAMTD Legal Counsel

UNDER THE AUTHORITY OF:

X 192.660(2)(h) Legal Counsel / Potential Litigation

SPECIFIC ISSUES

DISCUSSED: Tort Claim

Recording Secretary: Paula Dixon, Director Of Human Resources & Labor Relations



Salem Area Mass Transit District
 Board of Directors
 ~ **VIRTUAL WORK SESSION** ~
 April 22, 2021

Pursuant to Governor Brown’s Executive Order 20-16 issued in response to the COVID-19 pandemic, this meeting was held electronically via Google Meet.

ZoomGov Meeting:

<https://cherriots-org.zoomgov.com/j/1605194427?pwd=enJXS3ZIV1BUM3QvWEU3bnplbHYzZz09>

Meeting ID: **160 519 4427**

Passcode: **512136**

By Phone: **+1 669 254 5252**

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

PRESENT:

- Board President Ian Davidson; Directors Charles Richards, Chi Nguyen, Colleen Busch, Robert Krebs, and Sadie Carney (arrived 6:06 p.m.) **EXCUSED:** Director Maria Hinojos Pressey
- Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Denise LaRue, Director of Finance/CFO; Karen Garcia, Security & Emergency Management Manager; Chip Colby, Information Technology Manager; Ross Aguilar, System Administrator; and Linda Galeazzi, Executive Assistant
- Guests None

MINUTES

- 1. CALL TO ORDER 6:04 PM**
 President Ian Davidson called the work session to order at 6:04 p.m. A quorum was present. General Manager Pollock shared a “Safety Moment” about continuing to practice the “Three Ws” – wash your hands, wear your mask and watch your distance. He announced that the governor will do a press conference on Friday regarding COVID; and that a staff report for agenda item 3.a regarding an Intergovernmental Agreement (IGA) with the City of Salem for police services has been added to the calendar invitation.
- 2. PRESENTATION – None**
- 3. DISCUSSION**
 - a. Briefing on the City of Salem’s IGA for Police Services
 - Staff report: Supplemental Packet
 - Presenters: Karen Garcia, Security and Emergency Management (SEM) Manager

SEM Manager Garcia briefed the board on the long-standing relationship for many years with the City of Salem for police service. Changes occurred in the fall of 2012 when the District entered into a security service contract with private providers and an IGA with the City for an on-call officer during specific contractual hours. The current contract provided an on-call officer from 12 p.m. to 9 p.m., Monday through Saturday. The primary purpose of the IGA is to ensure timely response to criminal activity at the Downtown Transit Center (DTC) because private security professionals are legally limited in the actions they can take. The on-call agreement provides staff with direct access to a Salem Police Officer assigned to the *Downtown Enforcement Team* (DET). The officer can respond and provide support based on the given situation. Without this agreement, calls for assistance would be directed to the *Willamette Valley Communication Center* (WVCC) where they are assigned priority based on the level of severity, availability of officers, and a number of other factors.

Director Nguyen had questions about the current value of the IGA, and how the IGA compared to the professional services contract. GM Pollock responded that he will find out and send the Board his findings.

President Davidson asked whether the police receive specialized training such as crisis intervention. SEM Manager Garcia stated that the police are on specialized teams and have access to those who have other trainings.

Directors Busch thanked the police for their proactive service over the years, stating that it created a huge difference to the community to feel safe. Director Carney echoed the same commendation to the District, SEM Manager Garcia and to those who serve. The transparent communication with the Salem police is a real benefit. She feels for the security officers and the police with the broad charge they are being asked to do.

Follow-up: GM Pollock will send the Board his findings for the billing rates comparing Allied Universal to services of the Salem Police in an email.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 9-12 of the agenda

Presenter: Allan Pollock, General Manager

Time ran out for there to be a review of the Board's calendar and the list of the Board's upcoming agenda items.

5. WORK SESSION ADJOURNED

6:29 PM

Submitted by: Linda Galeazzi, CMC
Executive Assistant/Clerk of the Board



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

April 22, 2021

Index of Board Actions

<u>Action</u>	<u>Page</u>
<u>Approval of Minutes</u>	2-3
a) March 25, 2021 Board of Directors Meeting	
b) March 25, 2021 Board Work Session	
Moved to authorize the General Manager to execute a contract with Gillig for the purchase of five (5) 40-foot battery electric buses to replace five (5) 35-foot diesel buses for a not to exceed amount of \$3,597,775.	3-4
Moved to accept the Title VI Equity Analyses regarding the fare free operations and Route 22 removal.	4-5
Moved to authorize the General Manager to execute a one-year extension of the RouteMatch tablet lease for use on the Cherriots Regional and Paratransit services vehicles, in an amount not to exceed \$50,000.	5

Pursuant to Governor Brown’s Executive Order issued in response to the COVID-19 pandemic, this meeting was held live electronically on:

- Zoom ID: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QWWEU3bnplbHYzZz09>
- Cherriots Facebook Live: <https://www.facebook.com/cherriots>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21

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



Salem Area Mass Transit District
BOARD OF DIRECTORS VIRTUAL MEETING
 April 22, 2021

MINUTES

PRESENT:

Board President Ian Davidson; Directors Charles Richards, Chi Nguyen, Colleen Busch, Sadie Carney, and Robert Krebs; **ABSENT:** Director Maria Hinojos Pressey

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Chris French, Service Planning Manager; Chip Colby, Information Technology Manager; Dan Knauss, Contracts/Procurement Manager; Gregg Thompson, Maintenance Manager; Ben Sawyer, Contracted Services Manager; Ted Stonecliffe, Transit Planner II (Programs); Ross Aguilar, Systems Administrator; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel

Guests None

A. CALL TO ORDER 6:34 PM

President Davidson called the meeting to order, the attendance was noted for a quorum, and board members stood for the Pledge of Allegiance. GM Pollock’s safety message to the audience was to announce that everyone over 16 years old was eligible for the vaccine now; but he added that we still need to maintain the *Three W’s* – wash your hands, wear your mask and watch your distance.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

There were no announcements.

C. PRESENTATION - None

D. PUBLIC COMMENT

1. Jason Kam – Salem resident
 Mr. Kam sent an email to the Board regarding the focus on race or gender. [Herein given as Attachment A and made a part of these Minutes.]

E. CONSENT CALENDAR

Shall the Board approve the Consent Calendar?

Presenter: President Davidson



Staff Report: 3-14 of the agenda

1. Approval of Minutes

- a) March 25, 2021 Board of Directors Meeting
- b) March 25, 2021 Board Work Session

Motion: **Moved to approve the Consent Calendar**
 Motion By: **Director Robert Krebs**
 Second: **Director Sadie Carney**
 Vote: **Motion passed: Busch, Carney, Davidson, Krebs, Nguyen, Richards (6)**
Absent: Hinojos Pressey

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

G. ACTION ITEMS

- 1. Shall the Board authorize the General Manager to execute a contract with Gillig for the purchase of five (5) 40' battery electric buses to replace five 35' diesel buses for an amount not exceed \$ 3,597,775?

Presenter: Gregg Thompson, Maintenance Manager
 Staff Report: Pages 15-16 in the agenda

Manager Thompson addressed the need for five new buses (that was explained in the staff report) that will be procured under the provisions of the 2020 Lo or No Emission Vehicle Grant Program. Funding for the proposed contract totaling \$3,597,775, will be included in the District's proposed FY2022 Budget under Capital Projects. The cost will be covered under the FTA Lo/No 5339(c) grant at 75% or \$2,698,331 and a 25% match at \$899,444. The purchase of each bus will not include batteries. The District will lease the batteries in a separate procurement.

In response to questions asked, Manager Thompson noted in a side note that this action falls on Earth Day. He gauged a timeline of 12-14 months for manufacturing to delivery of the buses. The District anticipates receiving an award response from the 2021 FTA 5339(c) Lo No Grant Program in July.

In response to questions about the change in size from a 35-foot to a 40-foot bus, and the capacity in the bus with the batteries, and driving concerns, Manager Thompson said it is doable and he expects an easy transition. They will have the capacity to increase ridership, a consistency in the fleet, and training for the transit operators. Deputy General Manager Trimble advised that they don't want to have any capacity restraints.

Motion: **Moved to authorize the General Manager to execute a contract with Gillig for the purchase of five (5) 40-foot battery electric buses**



to replace five (5) 35-foot diesel buses for a not to exceed amount of \$3,597,775.

Motion By: **Director Chi Nguyen**

Second: **Director Colleen Busch**

Vote: **Motion passed: Busch, Carney, Davidson, Krebs, Nguyen, Richards (6)
Absent: Hinojos Pressey**

2. Shall the Board accept the Title VI equity analyses regarding fare free operations and Route 22 removal?

Presenter: Ted Stonecliffe, Transit Planner II

Staff Report: Pages 17-46 in the agenda [SAMTD Policies 707 and 710,

Transit Planner II (TPII) Ted Stonecliffe reported on Title VI requirements for recipients of Federal financial assistance to ensure that service changes comply with Title VI of the Civil Rights Act of 1964. Circular 4702.1B instructs transit agencies to consider impacts on low-income populations as well as minority populations related to service changes. This assessment is completed by the District through a service equity analysis.

TPII Stonecliffe recounted from the staff report:

Fare-Free COVID-19 Operations Title VI Equity Analysis documented that resuming the collection of fares did not pose any disparate impacts on ethnic minority groups nor did it place any disproportionate burdens on low-income populations. Resuming the collection of fares at their previous levels simply meant the system was going back to its previous normal status quo, and all riders must begin to pay the fares again, not just certain groups.

Removal of Cherrlots Route 22 Civic Center Loop Title VI Service Equity Analysis documented the removal of Route 22 which met the definition of a major service change with a decrease of more than 15 percent of the route miles, frequency, and span of revenue service. Route 22 was also designed to provide an ADA-compliant bus stop for riders destined for the Civic Center complex, including the public library. The findings showed that there was no adverse effects of removing the service because the analysis showed there were replacement bus stops that were all ADA compliant within 0.25 of the removed stops. These replacement stops would be served by equal or higher frequency bus routes. The "block groups" served by these bus stops were also not above the averages for minority or low-income populations. In conclusion, given the available data and established methodology, removing Route 22 and its associated bus stops did not create a disparate impact to minorities or a disproportionate burden on low-income individuals as a result of the removal of Route 22 service. There were no adverse effects, and no need to avoid, minimize, mitigate, or justify them.



Block Group (BG) & Tract (T) Numbers	(2018) Minority Pop.	(2018) Total Pop.	% Min	Fed. Poverty Level - 200%	Total Pop.	% Poverty
Rte. 22 Service Area	666	2,855	23.3%	308	2,855	10.8%

Motion: **Moved to accept the Title VI Equity Analyses regarding the fare free operations and Route 22 removal.**

Motion By: **Director Robert Krebs**

Second: **Director Sadie Carney**

Vote: **Motion passed: Busch, Carney, Davidson, Krebs, Nguyen, Richards (6)**
Absent: Hinojos Pressey

- Shall the Board authorize the General Manager to execute a one-year contract extension of the RouteMatch tablet lease, for use on the Cherriots Regional and Paratransit services vehicles, in an amount not to exceed \$50,000?

Presenter: Chip Colby, Information Technology Manager

Staff Report: Pages 47-48 in the agenda

Manager Colby reported that Cherriots Regional and Paratransit services, operated by MV Transportation, utilize a software program from RouteMatch to log time, mileage, use navigation, and manifest data for daily service. These tablets are leased for drivers in each vehicle by the District as a part of the contract with RouteMatch. When the lease was renewed in FY19, the District expected to complete a replacement solution before the 3-year term was up. However, the tablet lease is still active and the devices are in use. Total cost of the contract will soon exceed the \$100,000 threshold. The District is required by Fiscal Policies 413.03(K), and 414.03(C) to get funding authorization by the Board to maintain this lease for one more 12-month period.

Motion: **Moved to authorize the General Manager to execute a one-year extension of the RouteMatch tablet lease for use on the Cherriots Regional and Paratransit services vehicles, in an amount not to exceed \$50,000.**

Motion By: **Director Colleen Busch**

Second: **Director Robert Krebs**

Vote: **Motion passed: Busch, Carney, Davidson, Krebs, Nguyen, Richards (6)**
Absent: Hinojos Pressey

H. INFORMATION ITEMS

- Shall the Board receive a briefing regarding changes to Cherriots fixed route services beginning May 2, 2021?

Presenter: Chris French, Service Planning Manager



Staff Report: Pages 49-53 in the agenda

Service Planning Manager French announced that the District was reinstating later evening service to Cherriots Local service, beginning May 2, 2021. It will be funded by the Statewide Transportation Improvement Fund. The last departure on most routes will be at 11:00 p.m. Schedule adjustments were made to Routes 7, 12, 13, 19, and Route 30X. There will also be the addition of one stop in Mill City on the Marion County side. Cherriots already has a stop in Mill City on the Linn County side.

President Davidson expressed interest in synching Routes 3 and 13 on Summer and Capital Streets with 15-minute headways rather than 30-minute headways. Manager French noted the next major service change was scheduled in September.

I. GENERAL MANAGERS REPORT

GM Pollock introduced two new staff members - Denise LaRue, Chief Financial Officer and Director of Finance; and Ben Sawyer, the District's new Contracted Service Manager in the Operations Division. GM Pollock noted that the District's first budget committee meeting will be held virtually on Thursday, May 6. The budget committee will review the proposed FY22 budget from a fund and services perspective. Proposed budget documents will be available sometime next week.

J. BOARD OF DIRECTORS REPORTS

Director Nguyen reported on the Source Evaluation Committee's progress on the selection of a consulting service for development of a Diversity, Equity and Inclusion program. The SEC will meet to deliberate on the final two proposers on April 27, 2021 at 4:00 p.m.

Director Busch provided a written list of her activities. She congratulated Chief Jeff Cowan of the Keizer Fire Department who marked his 40th year in the public safety field and shared the April 23, 2021 article and picture from the Keizertimes reporting on Chief Cowans' success.

Director Carney announced a job transition from the state's Department of Human Services to the Department of Land Conservation and Development where she will be in weekly meetings particularly on Wednesdays. With that change, she will be more mindful of potential conflicts of interest.

President Davidson read a thank you note from Northwest Human Services (NWHs) to the board and staff. NWHs was in the process of moving their business and did not have a place for people to sit after receiving their COVID vaccination; the District provided



help with a bus. President Davidson also noted that it was Administrative Professionals Day and thanked the recording secretary for the work done on behalf of the Board.

Director Krebs provided a written list of his activities and spoke about the Morningside Neighborhood Association meeting where there was discussion about the Fairview site development for housing. Director Krebs will attend the next OMPOC meeting. It will be his last while on the Board. He is looking forward to working on a streetcar concept in the future.

Director Richards reported that Northwest Senior Services is working on legislation. He helped reopen the air museum in McMinnville and he finally got his second COVID shot noting that the people who helped were really great.

K. ADJOURN BOARD MEETING

7:42 PM

Respectfully Submitted

Ian Davidson, President

DRAFT

Work Session Follow Up

1 message

Allan Pollock <Allan.Pollock@cherriots.org>

Fri, Apr 23, 2021 at 2:43 PM

To: Board of Directors <Board@cherriots.org>

Cc: David Trimble <david.trimble@cherriots.org>, Karen Garcia <Karen.Garcia@cherriots.org>

Board,

As a follow up to the work session discussion concerning billing rates comparing Allied Universal to Salem Police see the information below.

Allied Universal hourly billing rate for CY2021 is between \$26.10 and \$31.03 per hour.

Salem Police: We pay 70% of the fully burdened rate.

FY21: \$59.50 per hour

FY22: Estimated to be \$61.60 per hour

If you have any questions please let me know.

Thanks.

Allan

Allan Pollock

General Manager/CEO

allan.pollock@cherriots.org

Direct: 503-361-2550



To: Board of Directors
From: Linda Galeazzi, Executive Assistant
Thru: Allan Pollock, General Manager
Date: May 27, 2021
Subject: FY 2022 Board Calendar of Meetings

ISSUE

Shall the Board adopt a Fiscal Year 2022 regular board meeting and work session calendar as presented in Attachment A?

BACKGROUND AND FINDINGS

Under Rule 11 of the Bylaws, it states that the Board will hold regular meetings on the evening of the fourth Thursday of each month except for meeting-vacations announced in advance. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held on another date and time designated by the Board.

In FY 2022, there are two national holidays that will affect the Board's regular meeting schedule. Thanksgiving Day is Thursday, November 25, 2021 and Thursday, December 23, 2021 is two days prior to the Christmas holiday.

In FY 2021, the Board voted to schedule the Board's meetings on the third Thursday of the month in November and in December. In prior years, the Board had an 11-meeting schedule, cancelling the Board meeting in November and holding the December meeting on the second Thursday of the month.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board adopt the FY 22 regular board meeting and work session schedule as presented in Attachment A.

ACTION RECOMMENDED

I move that the Board adopt the FY 22 regular board meeting and work session schedule as presented in Attachment A.

**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS**

REGULAR BUSINESS MEETING AND WORK SESSION DATES

Fiscal Year 2022 Meeting Schedule

Thursday, July 22, 2021
Thursday, August 26, 2021
Thursday, September 23, 2021
Thursday, October 28, 2021
Thursday, November 18, 2021*
Thursday, December 16, 2021*
Thursday, January 27, 2022
Thursday, February 24, 2022
Thursday, March 24, 2022
Thursday, April 28, 2022
Thursday, May 26, 2022
Thursday, June 23, 2022

At the time of this writing, restrictions are still in place until the COVID-19 pandemic is no longer a threat where people gather. The SAMTD Board's meetings are being held virtually through the ZoomGov platform. The ZoomGov meeting I.D. is posted on the first page of the agenda for community participation. The agenda packets for the Board's meetings are distributed one week prior by email; and can also be found on the Cherriots website under: <https://www.cherriots.org/meetings/>

Work sessions and the Board of Director's regular business meetings are held on the 4th Thursday of each month except in November and December. *November and December meetings are typically held on the third Thursday of the month because of the holidays.

Work Sessions normally begin at 5:30 p.m. The Board's business meetings begin at 6:30 p.m. and are broadcast live on Cherriots Facebook Live, on Comcast Channel 21 and on YouTube through the Capital Community Media's website: <https://www.capitalcommunitymedia.org/all>.

In-person meetings will be held in the Senator Hearing Room at Courthouse Square located at 555 Court Street NE in Salem, Oregon. Free, three-hour parking is available in front of the building on Court Street (a one-way street) between High Street and Church Street.



To: Board of Directors

From: Melissa Kidd, Customer Service Manager
Patricia Feeny, Communication Director

Thru: Allan Pollock, General Manager

Date: May 27, 2021

Subject: Authorize the General Manager to Execute a Contract with MTM, Inc. for ADA Paratransit Eligibility Determination Services.

ISSUE

Shall the Board authorize the General Manager to execute a contract with MTM, Inc. for ADA Paratransit Eligibility Determination Services for an amount not to exceed \$392,307?

BACKGROUND AND FINDINGS

As the service provider of fixed route public transit in the Salem-Keizer area, Cherriots is required by the 1990 Americans with Disabilities Act to provide complementary paratransit or other special service for people whose qualifying disability preclude them from the fixed route bus service. Cherriots has an established process that certifies people who may qualify for the program. Because the service begins and ends with eligibility, it is essential that the process continues to be implemented in a professional, sensitive, and efficient manner.

Cherriots currently contracts with MTM, Inc. for ADA paratransit eligibility determination services. The original agreement commenced on June 1, 2015. The District's contract with attendant extensions ended on June 30, 2020. At the May 28, 2020 meeting, the board authorized the General Manager to execute a one-year contract extension effective June 1, 2020 to May 31, 2021.

Eligibility is determined through a three-step application process: 1) an application completed by the applicant or an advocate on behalf of the applicant such as an adult child; 2) a Medical Professional Questionnaire (M.P.Q.) that is completed by a health

care professional that has a qualification of an RN or above who is currently treating the applicant; and lastly, 3) the in-person interview is scheduled when the application and M.P.Q. are received. Following completion of the in-person interview, Cherriots has 21 days to determine eligibility and provide the applicant an eligibility determination letter. On average, eligibility determinations are processed and a letter is sent within seven days of the in-person interview.

During the pandemic, Cherriots suspended the in-person interviews. Currently, temporary eligibility is provided if the need is established, and it meets the ADA criteria of the individual not being able to access Cherriots local based on their functional abilities. Since Jan. 1, 2020, the Cherriots LIFT Eligibility Office has sent six not eligible letters. In FY19-20, the Cherriots LIFT Eligibility Office received and processed 450 new applications, 244 recertification applications, and 146 visitor or temporary applications for a total of 840 applications.

Cherriots LIFT ADA Application Type	FY 17/18	FY 18/19	FY 19/20
• New Applications	200	409	450
• Recertification Applications	264	384	244
• Other – Visitor or Temporary	167	189	146
TOTALS	631	982	840

The ADA Paratransit Eligibility Determination Services solicitation was issued and posted on March 16, 2021. The preproposal meeting was conducted on March 26, 2021. The solicitation closed on April 20, 2021. Cherriots received one proposal from MTM, Inc. The Procurement Manager completed research to determine if there was competition for this type of services contract. His research resulted in the determination that there was adequate competition, meaning there were other contractor agencies that provide ADA Paratransit eligibility determination services. Further, the determination was made that the specification was not restrictive, and other companies could have met the specification, but chose not to propose for other reasons on which Cherriots had no impact. This contract was procured in accordance with the single Bid requirements.

FINANCIAL IMPACT

Funding for this proposed contract will be from the FTA Federal 5307 grant and General Funds. Annual and total costs for the three-year contract are listed below:

MTM, Inc.	Year 1	Year 2	Year 3	TOTAL
Costs	\$ 126,915.48	\$ 130,728.51	\$ 134,662.36	\$ 392,306.35

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with MTM, Inc. for ADA Paratransit Eligibility Determination Services for an amount not to exceed \$392,307.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute a contract with MTM, Inc. for ADA Paratransit Eligibility Determination Services for an amount not to exceed \$392,307.



To: Board of Directors

From: Karen Garcia, Security and Emergency Management Manager
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: May 27, 2021

Subject: Authorizing an Intergovernmental Agreement with the City of Salem for Police Services

ISSUE

Shall the Board authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$144,144?

BACKGROUND AND FINDINGS

To ensure the delivery of a world-class customer experience for all employees, riders, and the general public, the District monitors conduct on all its vehicles and properties. This is accomplished, in part, through an Intergovernmental Agreement with the City of Salem's Police Department. This IGA allows for a direct, on-call service for Cherriots by law enforcement at specific times of the day.

For many years, the District has benefited from an IGA with the City of Salem Police Department to provide uniformed officers at the Downtown Transit Center. Agreements are made under the authority of ORS 190.010. Both parties are public entities and each have an interest in assuring adequate law enforcement in the vicinity of the Downtown Transit Center at Courthouse Square.

The uniformed police officers provide extraordinary support to the District and provide an enhanced safety presence to the Downtown Transit Center.

The term of the new Agreement with the City of Salem Police Department covers one year, from July 1, 2021 – June 30, 2022. On-call services of the Downtown Enforcement Team will be provided for a period of no fewer than 45 hours per week. This is a decrease from the current agreement, which provides for no fewer than 54 hours per week. Both parties desire to maintain the current level of service; however, the City of Salem Police Department is unable to provide coverage on Saturdays at their current staffing levels. A re-evaluation of their ability to provide the total desired hours of service will be completed in CY 2022.

A mutually-agreed upon schedule between the City and the District will identify the police officer's on-call hours of service. A dedicated police officer with direct cell phone contact will be available to Cherriots during the established hours of service.

The partnership between District staff, our private security provider, and the City of Salem Police Department helps Cherriots delivery on its mission of safety through police presence and responsiveness.

FINANCIAL IMPACT

Funding for this IGA is included in the FY2021-22 Operations Division, Security and Emergency Management Department General Fund budget.

Total contract cost for FY 2021-22 is \$144,144.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute an Intergovernmental Agreement with the City of Salem for Police Services for the Downtown Transit Center for a not-to-exceed amount of \$144,144.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute an Intergovernmental Agreement with the City of Salem for police services for the Downtown Transit Center for a not-to-exceed amount of \$144,144.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE CITY OF SALEM AND
THE SALEM AREA MASS TRANSIT DISTRICT
FOR
POLICE SERVICES (FY2021-2022)**

This INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as the “Agreement”) is made by and between the SALEM AREA MASS TRANSIT DISTRICT, an Oregon special district, acting by and through its governing body (hereinafter referred to as “SAMTD”), and the CITY OF SALEM, an Oregon municipal corporation, acting by and through its governing body (hereinafter referred to as the “City”), referred to collectively herein as the “Parties.”

RECITALS

- A.** This Agreement is authorized under ORS 190.010 *et seq.*; and
- B.** The Parties have a public interest in assuring adequate law enforcement in the vicinity of the transit bus mall located within City of Salem (hereinafter referred to as the “Downtown Transit Center”); and
- C.** This Agreement is for the purpose of providing coordinated police services for the Downtown Transit Center. The Downtown Transit Center, as used herein, includes the one square-block area bordered by High Street NE, Court Street NE, Church Street NE and Chemeketa Street NE in the downtown area of the City of Salem and includes all sidewalks within that block of the Downtown Transit Center located at 220 High Street NE.
- D.** The Parties find that the performance of this Agreement is in the best interest of both the City and SAMTD and that this undertaking will benefit the public.

AGREEMENT

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. City Obligations

- 1.1 The City shall assign a minimum of one (1) sworn police officer on an on-call basis to respond directly to calls for police services at the Downtown Transit Center. “On-call” as used herein means the City shall provide SAMTD with the ability to call a sworn officer assigned to the Downtown Enforcement Team directly should police services be necessary. Should officers from the Downtown Enforcement Team be unavailable, the City will ensure that SAMTD has the phone number necessary to contact another on-duty Salem Police Officer directly. On-call status only applies to the hours and days specified in subsection 1.1.1 below.

- 1.1.1 From July 1, 2021 through June 30, 2022, an assigned police officer shall be available to respond to the Downtown Transit Center on an on-call basis for a period of not less than forty-five (45) hours per week. The hours of on-call service will be from 1200 hrs to 2100 hrs Monday through Friday. SAMTD will be provided with the phone number to the assigned officer for direct contact for police services at the Downtown Transit Center. The Parties understand that there may be times when an officer assigned to the Downtown Transit Center may not be available when, for example, responding to a critical police emergency.
 - 1.1.2 The City will not be required to have an officer on-site at the Downtown Transit Center during the contractual period specified in subsection 1.1.1. The officer will be contacted via phone and should be within a distance to respond to the Downtown Transit Center in a timely fashion should police services be necessary.
 - 1.1.3 Should SAMTD need police services outside the contractual period specified in subsection 1.1.1, SAMTD should call the non-emergency or emergency numbers to Willamette Valley Communications Center (WVCC) and report the incident.
- 1.2 It is the intent of the Parties that any police officer assigned to on-call status at the Downtown Transit Center shall be part of the Downtown Enforcement Team and that any assignment to the Downtown Enforcement Team is intended to be for a minimum of two (2) years in length, where reasonably possible, in order to provide continuity. It is in the sole discretion of the City to determine the duration of an officer's assignment to the Downtown Enforcement Team. The officers on the Downtown Enforcement Team shall act as back-up for the officer assigned to on-call status at the Downtown Transit Center and shall provide relief for said on-call officer during meal breaks. In the event the on-call officer is on a break or is otherwise not available, the City will provide SAMTD with the phone number to reach another officer in the event police services become necessary.
- 1.3 Except for cases involving an internal affairs investigation or where otherwise prohibited by law, by Court order, or by order of the Marion County District Attorney pursuant to Oregon's Public Records Law, the City shall make its daily Downtown Transit Center assignment records and statistical data for calls for service relating to the Downtown Transit Center and any statistical data related to the officer(s) assigned to on-call status at the Downtown Transit Center pursuant to Subsection 1.1 of this Agreement available to SAMTD for inspection upon no less than seventy-two (72) hours prior written notice and between the hours of 8:00 a.m. and 5:00 p.m. weekdays excluding holidays on which there is no transit service. Any specific report that is requested by SAMTD must meet the Public Records law requirements relating to the release of reports. SAMTD understands that it is not the custodian of any of the City's records described under this subsection, and it shall not release any such City records to any third party or entity for any reason whatsoever.

- 1.4 Officers, upon being assigned to on-call status at the Downtown Transit Center, shall receive a briefing concerning SAMTD's Police Ordinance 2000-1 as amended, Courthouse Square Police Ordinance 2004-01 as amended, Public Business Ordinance 2000-2, Non-Smoking Ordinance 2000-3 as amended, and diversity and customer services issues pertinent to SAMTD operations. Records of these briefings shall be maintained by the supervisor of the assigned officers, documenting the date of the briefing and who attended. Officers assigned to the Downtown Enforcement Team and those assigned to on-call status with SAMTD will have access to SAMTD's private security company as well as the databases associated with Downtown Transit Center activity.

2. SAMTD Obligations

- 2.1 SAMTD shall pay to the City the sum of **\$12,012.00 per month** during the fiscal year beginning July 1, 2021, and ending June 30, 2022.
- 2.2 SAMTD shall pay the Compensation in arrears on or before the fifteenth day following the end of each month of the Term.
- 2.3 SAMTD shall designate one or more members of its staff as the liaison between the SAMTD and the City on transit security issues. SAMTD shall acquire such security training for said designee(s) as may be necessary and shall provide the name(s) and contact phone numbers of said designee(s) to the City.

3. General Provisions

3.1 Term and Termination.

3.1.1 This Agreement shall be effective as of **July 1, 2021**, and shall continue in effect through and including **June 30, 2022** (the "Term"), unless earlier terminated as provided herein.

3.1.2 This Agreement may be terminated upon the mutual written consent of the Parties at any time.

3.1.3 Either Party to this Agreement may terminate this Agreement without cause at any time, upon not less than ninety (90) days' prior written notice to the other.

3.1.4 SAMTD shall have the right to terminate this Agreement upon not less than thirty (30) days' prior written notice to the City in the event SAMTD is dissatisfied with the police services supplied by the City, provided however, that the City has been given not less than thirty (30) days' advance written notice of the reasons for SAMTD's dissatisfaction and the City has not cured same to the satisfaction of SAMTD. If this Agreement is terminated by SAMTD as set forth in this subsection, there shall be no refund of any quarterly payments made pursuant to Subsection 2.2 of this Agreement for the period prior to termination.

3.1.5 The City shall have the right to terminate this Agreement upon not less than thirty (30) days' prior written notice to SAMTD in the event that the City is dissatisfied

with the fulfillment of this Agreement by SAMTD, provided however, that SAMTD has been given not less than sixty (60) days' prior written notice of the reasons for the City's dissatisfaction and has not cured same to the satisfaction of the City.

- 3.2 Neither Party to this Agreement nor the officers, employees nor agents of either party are agents of the other. Each Party shall be separately and exclusively responsible for the acts, errors and omissions of its own officers, employees and agents. Nothing in this Agreement is intended to nor shall be construed to grant to SAMTD any authority or responsibility to supervise, control, train, discipline or assign any police officer of the City. It is the limited purpose of this Agreement to provide assurance to SAMTD that there will be an assigned police presence at the Downtown Transit Center and to assure the City that there will be funds available from SAMTD to help defray the cost of that presence.
- 3.3 This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Marion County. Each Party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed or its venue transferred, as appropriate, so as to effectuate the choice of venue made in this section.
- 3.4 This Agreement sets forth the entire understanding between the Parties with respect to the subject matter hereof. All previous written and oral agreements, promises, representations, negotiations and course of dealings are hereby superseded and terminated. No evidence of any oral waiver or modification of this Agreement shall be offered or considered in any proceeding to determine or enforce the provisions of this Agreement.
- 3.5 This Agreement may not be altered, modified, supplemented, or amended in any manner whatsoever except by mutual agreement of the Parties set forth in writing and executed with the same formalities as this Agreement.
- 3.6 The Parties agree to observe and comply with all applicable laws, ordinances, rules, regulations and executive orders of the federal, state and local government now existing or hereinafter in effect which may in any manner affect the performance of this Agreement. The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.
- 3.7 Subject to the limitations established under the Oregon Constitution and the Oregon Tort Claims Act, each Party to this Agreement agrees indemnify, defend, save and hold harmless the other and the other's officials, agents and employees against any and all claims, demands, causes of action, suits, proceedings, damages, costs, reasonable attorney's fees or liabilities including appeals (hereinafter "Claims") arising out of, pertaining to or in any way connected to any negligent, reckless or intentional act, error or omission by that Party in the performance of any provision of this Agreement. Each Party shall give to the other notice in writing of any such Claims within twenty (20) days of the date that Party receives notice of any such Claims.

Neither Party shall settle, compromise or take any action that may be prejudicial to the other Party's defense of or interest in such Claims without the express written consent of the other Party.

- 3.8 The Parties further agree that each shall obtain and maintain in full force at all times during the term of this Agreement, a policy of general liability insurance with liability limits of at least **\$2,000,000.00** (two million dollars) per occurrence, which names the other Party, its officers, agents, and employees as additional insured parties. The City, as a government body, may fulfill this insurance obligation through a program of self-insurance, provided that the self-insurance program complies with all applicable laws and provides insurance coverage equivalent to both type and level of coverage to that listed in this subsection.
- 3.9 In the event any term or provision of this Agreement shall be held to be invalid and unenforceable by a court of competent jurisdiction, the remaining portions shall be valid and binding upon the Parties.
- 3.10 Any notice provided for under this Agreement shall be sufficient if in writing and (1) delivered personally to the other party; (2) deposited in the U.S. Mail, postage prepaid, sent certified mail, return receipt requested; (3) sent overnight by commercial courier; or (4) sent by facsimile transmission, provided receipt of such facsimile is confirmed, in writing, on the first business day following the date of transmission. Notice shall be sent to the following address or to such other address as each Party may specify in writing:

IF TO THE CITY:

Trevor Womack, Chief of Police
City of Salem Police Department
333 Division St. NE
Salem, OR 97301
Phone: (503) 588-6080
Email: police@cityofsalem.net

IF TO SAMTD:

Allan Pollock, General Manager / CEO
Salem Area Mass Transit District
555 Court St NE, Suite 5230
Salem, OR 97301-3980
Phone: (503) 588-2424
Email: allan.pollock@cherriots.org

Any notice delivered by personal delivery shall be deemed to be given upon actual receipt. Any notice sent by United States mail shall be deemed to be given five (5)

days after mailing. Any notice sent by overnight courier shall be deemed to be given five (5) days after dispatch. Any notice sent by facsimile shall be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against either Party, such facsimile transmission shall be confirmed by telephone notice to the other Party.

IN WITNESS WHEREOF, the Parties have authorized this Agreement to be signed in their respective names by their duly authorized representative as of the dates set forth below.

CITY OF SALEM

SALEM AREA MASS TRANSIT DISTRICT

By: _____
Steve Powers, City Manager

By: _____
Allan Pollock, General Manager / CEO

Dated: _____

Dated: _____



BOARD MEETING MEMO

Agenda Item G.1

To: Board of Directors

From: Board of Directors DEI Subcommittee
Paula Dixon, Director of Human Resources and Labor Relations

Thru: Allan Pollock, General Manager

Date: May 27, 2021

Subject: Diversity, Equity, and Inclusion (DEI) Consulting Contract

ISSUE

Shall the Board approve a DEI consulting contract with Keen Independent Research, LLC in the amount of \$99,875 plus up to another \$7,000 in optional post plan development support?

BACKGROUND AND FINDINGS

At the April 23, 2020 Board of Directors meeting, the Board approved the General Manager's Strategic Work Plan FY 2021-23. One of the projects in the Strategic Work Plan was to establish a DEI Plan.

The Board formed a subcommittee (Directors Davidson, Hinojos Pressey, and Nguyen) to develop a request for proposal (RFP) for a consultant to guide the development of the DEI Plan. The committee developed the scope of work and the required deliverables. The request for proposal was advertised and the District received five responsive proposals.

The proposals were evaluated primarily based on the proposer's qualifications and experience, and on their project management plan and technical approach. The review of the submittals identified the top three proposals. The committee interviewed these three proposers and asked for additional information from two of them. After additional review and discussion, Keen Independent Research, LLC was selected as the consultant for this project.

The proposers have been notified of the District's Notice of Intent to Award, and the ten (10) day protest period elapsed without any protests.

FINANCIAL IMPACT

The total cost to develop the DEI Strategic Plan is \$99,875.00. The contract will also include an option for up to \$7,000 for up to 20 hours of post plan development support.

RECOMMENDATION

The Board's DEI Subcommittee recommends that the General Manager negotiate the final contract language and execute a contract with Keen Independent Research, LLC for the development of a Diversity, Equity, and Inclusion Strategic Plan in the not to exceed amount of \$106,875.

PROPOSED MOTION

I move that the Board authorize the General Manager to negotiate the final contract language and execute a contract with Keen Independent Research, LLC for the development of a Diversity, Equity, and Inclusion Strategic Plan in the not to exceed amount of \$106,875.



To: Board of Directors
From: Allan Pollock, General Manager
Date: May 27, 2021
Subject: Adopt Resolution No. 2021-05

ISSUE

Shall the Board adopt Resolution No. 2021-05 establishing Board Policy No. 121?

BACKGROUND AND FINDINGS

At the February 27, 2020 work session, the Board discussed a proposed board stipend concept as part of enhancing board recruitment, retention, diversity, and fair compensation with an understanding that public service should be attainable to everyone and that representative democracy should be representative. Discussion topics included options for setting a stipend amount, uses of a stipend to include childcare when attending meetings, reimbursement for time off work, a different job with different hours, money in pocket for board expenses, or donating to a good cause.

As a follow up to that meeting, the District's legal counsel conducted research to determine the feasibility of implementing board compensation. The research found that ORS 198.190 authorizes compensation for governing boards of special districts, including mass transit districts.

ORS 198.190 provides that members of the governing board of a district may receive an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body.

At the March 25, 2021 work session further discussion on this matter focused various options for an implementation of a Board Compensation Policy. Discussion focused on the provision of a monthly stipend set to a 10% of per capita income. Ultimately staff recommends the use of the Marion County Per Capita Personal Income as provided in the State of Oregon Employment Department data.

Staff was directed to prepare a draft policy for the board to consider at its May meeting.

For the May 27, 2021 Board of Directors Meeting
Agenda Item No. G.2

FINANCIAL IMPACT

The 2019 per capita, personal income for Marion County is \$45,158. In accordance with the proposed policy three board members would be eligible for the stipend. The annual stipend is \$4,515 per year, per person (\$376 per month) for an annual total of \$13,547. There are funds in the FY 22 approved Board of Directors budget.

RECOMMENDATION

None

PROPOSED MOTION

I move the Board adopt Resolution No. 2021-05 establishing Board Policy No. 121.



RESOLUTION No. 2021-05

ADOPTION OF BOARD POLICY NO. 121 TO ESTABLISH BOARD MEMBER COMPENSATION

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District" is governed by a Governor appointed Board of Directors; and

WHEREAS, the District Board of Directors desires to establish a policy to clearly define and delineate the authority granted to its members by ORS 198.190; and

WHEREAS, ORS 198.190 provides for a member of the governing body of a district an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body, and such compensation shall not be deemed lucrative; and

WHEREAS, the District is desirous of enhancing board recruitment, retention, and diversity, with an understanding that public service should be attainable to everyone and that representative democracy should be representative; and

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

THAT the Board of Directors adopts Resolution No. 2021-05 establishing Board Policy No. 121 Board Member Compensation.

ADOPTED by the SAMTD Board of Directors this **27th** day of **May 2021**.

President
SAMTD Board of Directors

ATTEST:

Secretary
SAMTD Board of Directors

Policy: BOARD MEMBER COMPENSATION	Number: 121
Approved by the Board of Directors: 05/27/2021	Page: 1 of 2
Amended by the Board of Directors:	

121.01 APPLICATION

Salem Area Mass Transit District Board of Directors

121.02 PURPOSE

The purpose of this policy is to establish Board Member compensation in order to enhance board recruitment, retention, diversity, and fair compensation with an understanding that public service should be attainable to everyone and that representative democracy should be representative.

121.03 GENERAL RULES

Board members appointed on, or after, July 1, 2021 will receive a monthly stipend as compensation for all duties in fulfilling their obligations as a board member.

1. The monthly stipend will be subject to ORS 198.190, which authorizes board members to receive daily compensation not to exceed \$50.00 for their services on the Board, and based on 10% of the Marion County Per Capita Personal Income as provided in the latest State of Oregon Employment Department data. The data can be found on www.qualityinfo.org. [Link to Data Table.](#)

Directors will also be reimbursed for actual and reasonable travel and training expenses when representing the District. Travel expense criteria are provided for in Policy 401 – Travel Authorization & Reimbursement.

Board members, with advance written notice may decline any of the above listed compensation.

Board members will be responsible for complying with any and all state and federal tax laws applicable to the receipt of compensation pursuant to this policy.

SALEM AREA MASS TRANSIT DISTRICT

BOARD OF DIRECTORS

Policy: BOARD MEMBER COMPENSATION	Number: 121
Approved by the Board of Directors: 05/27/2021	Page: 2 of 2
Amended by the Board of Directors:	

Approved By:

President, Board of Directors

Date



To: Board of Directors
From: Allan Pollock, General Manager
Date: May 27, 2021
Subject: Approval of FY 2022 General Manager Annual Work Plan

ISSUE

Shall the Board approve the FY 2022 General Manager Annual Work Plan?

BACKGROUND AND FINDINGS

In accordance with Policy 116, the Board is responsible for evaluating the General Manager. The criteria used for the evaluation will be determined through the use of an evaluation document developed annually by the Board and General Manager for the upcoming appraisal year listing the Board's primary goals and expectations for the General Manager.

The criteria used will provide a benchmark of the Board's satisfaction with the general management and leadership abilities of the General Manager that are:

- Defined in advance
- Objective in nature and to the extent possible; measurable
- Pertain to outcomes over which the General Manager has a reasonable degree of control
- Within the evaluation period from July 1 through June 30

At the March 25, 2021 meeting, the Board approved the FY2022-2024 General Manager Strategic Work Plan (Attachment A). The annual work plan (in Attachment B) describes the general manager's plan for the actions and activities in the first year of the strategic work plan.

FINANCIAL IMPACT

None

RECOMMENDATION

The General Manager recommends the Board approve the FY 2022 General Manager annual work plan as shown in Attachment B.

PROPOSED MOTION

I move the Board approve the FY 2022 General Manager Annual Work Plan as shown in Attachment B.

General Manager/CEO Strategic Work Plan
For the Fiscal Years 2022-2024

Approved: March 25, 2021

This strategic work plan identifies general manager priorities for the coming year three fiscal years. This work plan will be revised annually to identify priority projects for the General Manager/CEO

Project	Description	Target Date
Review, update and establish Board policies	Finalize update of existing and new board policies for board adoption.	Q1 FY 22
Conduct a District facility assessment	Prepare a report for the board identifying the District’s long-term facility needs to ensure continued and expanding service.	Q2 FY 22
Conduct an employee engagement survey	Engage a firm and conduct an employee engagement survey to evaluate leadership and organization performance.	Q2 FY 22
Establish a Diversity, Equity, and Inclusion (DEI) Plan	Finalize and begin implementation of DEI Plan for ensuring Team Cherriotics reflects its community and also ensures equitable service to the community.	FY 22
Strategic Plan	Develop a District Strategic Plan	FY 22
Climate Action Plan	Develop a District Climate Action Plan	Q1 FY 23

Project	Description	Target Date
Ridership Analysis and Ridership Growth Plan	<p>Conduct a comprehensive evaluation of the District’s ridership history and barriers preventing residents from riding the bus.</p> <p>Develop a ridership growth plan that addresses those barriers so that we can grow ridership.</p>	FY 23
Establish a plan that ensures the District acts as a mobility integrator for the Mid-Valley region	<p>Technology is transforming how people view mobility.</p> <p>Establish a plan that ensures Cherriots leads the efforts in the concept of shared modes that complements public transit enhancing mobility.</p>	FY 23
Conduct a feasibility study on integration of local and regional services	Determine viability of integrating local and regional service into a seamless program	FY 24

General Manager/CEO FY 2022 Proposed Annual Work Plan

Approved:

Project	Description
Review, update, and establish Board policies	The intent is to work with the board executive committee to finalize the review and update of existing policies and develop a set of new policies, as necessary, for board adoption no later than the October 2021 Board Meeting.
Conduct a District facility assessment	<p>Prepare a report for the Board assessing the District’s long-term facility needs to ensure continued and expanding service.</p> <p>The intent is to hire a firm to conduct a facility assessment report to be presented to the board in Q2 FY22.</p>
Conduct an employee engagement survey	<p>Employee engagement is the extent to which employees feel passionate about their jobs, are committed to the organization, and put discretionary effort into their work.</p> <p>The intent is to hire a firm, develop the survey instrument, and conduct the survey in Q2 FY22.</p>
Establish a Diversity, Equity, Inclusion, and Access (DEIA) Plan	Work with the Board DEIA Committee, project management team, and consultant team to prepare a District DEIA Plan for Board adoption in Q4 FY22.
Strategic Plan	<p>Develop a multi-year District Strategic Plan</p> <p>The intent is to hire a firm to facilitate a strategic planning process that is to be completed for board adoption in FY 22.</p>
Climate Action Plan	Recruit and hire a new staff person who will be responsible to develop a District Climate Action Plan



To: Board of Directors

From: Tom Dietz, Director of Operations
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager/CEO

Date: May 27, 2021

Subject: Update to the Board of Directors on COVID-19 Activities & Return to Work

Over the past year, the District has been evolving at unprecedented rates. With the pandemic, new schedules, new business practices, and daily work routines have been adjusted and readjusted. Employees have been asked to work differently than ever before. Personal Protective Equipment (PPE) has become an integral part of doing business and social distancing is the new “together.” Below is an outline of the past 13 months, the present, and the future.

Where We’ve Been

- The World Health Organization (WHO) declared the COVID-19 outbreak a pandemic on March 11, 2020 and two days later on March 13, the U.S. declared a national emergency.
- Governor Kate Brown issued an Executive Order on March 23, 2020. The order directed citizens to stay at home with the exception of travel for essential trips; and to practice social distancing.
- During the initial days of the Coronavirus outbreak, Cherriots experienced a high number of employees who tested positive for COVID-19. The District continued to deliver service commensurate with the total number of transit operators and supervisors available; however, service was not consistent.

- On March 30th, the difficult decision was made to temporarily suspend service. Ultimately the service was suspended for six (6) service days.
- Throughout the past 14 months, Cherriots has taken courageous steps to flatten the curve. All public facing areas were closed, staff took greater measures to address social distancing by restricting access to the Downtown Transit Center’s customer service lobby area, reducing hours of the customer service desk, restricting boardings/alightings to the rear doors, suspending the fare collection, reducing capacity on the coaches, requiring face masks, and convening an interdivisional task force to manage the District’s response to COVID-19.
- Staff also added signage to the vehicles and at the transit centers, encouraged riders to practice social distancing while on the bus, at stops and shelters, and at transit centers. Overhead signs were also programmed to remind the public that their rides should only be for essential trip purposes.
- Since the beginning of the pandemic, staff provided the proper PPE to all front-line employees, and others, in order for employees to perform their jobs safely and effectively.
- Maintenance staff created a nightly schedule to clean and sanitize all buses while in the yard. Additional employee cleaning crews were stationed at each transit center. When buses come in for layovers, they are cleaned and sanitized by the cleaning crews—in the rider areas, operator cab areas and bike racks. This ensures vehicles are sanitized multiple times per day.
- The District increased the frequency of cleaning at all facilities. All door handles, knobs, common areas and multi-use surface areas are cleaned twice daily.

Where We Are Now

- Operations
 - Service levels were returned to 100% of revenue hours on May 2, 2021. This returns the service to later in the evening with the last run out of the Downtown Transit Center at 11:00 p.m., Keizer Transit Center at 10:30 p.m.,

and Marion County Correctional Campus at 11:39 p.m. The last bus in the yard is at 12:05 a.m.

- Reduced seating capacity, rear door boarding, and fare collection suspension are still in effect.
- Cleaning and sanitizing are still completed at the end of each run.
- Masks are still required to ride.
- Social distancing in breakrooms, report room, and in shuttle vehicles are still in effect.

➤ Administration

- The Emergency Telework policy is still in effect, with some staff increasing the number of in-office days.
- COVID-19 Task Force continues to meet and discuss status of the District.
- Customer Service lobby still closed to the public.
- Fifth floor reception area has been reopened to the public for business needs.
- Directional arrows, social distance decals still in place.
- Virtual meetings still taking place.

➤ Maintenance

- Limited duration staff still handling the bulk of the extra cleaning/disinfecting of vehicles and facilities.
- Investigating improved means of providing a barrier for the operators to reduce on-the-job injuries.
- Managing the inventory of COVID related supplies and PPE.

➤ Contracted Services

- Cherriots LIFT and Shop & Ride are still operating on reduced ridership and additional COVID reimbursements are being made monthly.
- Regional service is running at 100% service levels due to the nature of that service.
- Call Center is operating at levels commensurate with ridership and call volume. Call volume is increasing slowly as state mandates are loosened.
- Security is operating at capacity and ensuring rules and ordinances continue to be followed at our facilities.
- Eligibility is screening applications, but not holding in-person evaluations.

Where We Are Going

- An active air purification system will be installed in all revenue vehicles and common areas of the facilities. The system runs constantly; it eliminates airborne contagions, as well as, contagions resting on surfaces; and has proven to be 99.9% effective against COVID-19.
- Staff is finalizing plans for employees' return to the office. Following the CDC and the State of Oregon's guidance, the District plans to return to a more "normal" daily work routine; and is also designing a formal Telework Policy for more long-term options.
- The District is anticipating a return to collecting fares, front door boarding/alighting, and full seating capacity on July 6, 2021.
- The Customer Service lobby will re-open in a phased approach to allow for full customer service options for our riders.
- A focus on employee and customer safety, will continue to be first and foremost.
- Staff will continue to monitor the CDC and the State of Oregon's guidance in the event of a resurgence of the pandemic.

Team Cherriots has proven that they will take on challenges and still strive to deliver on the Cherriots' Brand Promise. In every aspect of our business, this amazing team of individuals have focused on maintaining the World Class Customer Experience including everyone's personal safety and well-being. I couldn't be more proud to be a part of this organization. We will recover and build that resilient team to tackle whatever comes our way in the future.



BOARD MEETING MEMO

Agenda Item No. H.2

To: Board of Directors

From: Chris French, Service Planning Manager
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: May 27, 2021

Subject: Performance Report – FY21 Q3

ISSUE

Shall the Board receive the quarterly information briefing on Cherriots services for the third quarter of Fiscal Year 2021?

BACKGROUND AND FINDINGS

Performance measures (daily average revenue hours, daily average revenue miles, daily average rides and top ten system bus stops) for the third quarter of Fiscal Year 2021 (FY21 Q3) are included in Attachment A. FY21 Q3 began January 1, 2021 and ended March 31, 2021. All weekday and Saturday data are compared to the previous fiscal year, FY20 Q3. Year-to-date totals (total revenue hours, total revenue miles, and total rides) are also included in Attachment A and are gathered from FY21 Q3. Weekday totals are compared to those in the same time period of FY20. Saturday totals are not compared to FY20 due to the fact that Saturday service did not begin until September of 2019. The data for these measures are derived from adjusted Trapeze schedules, vehicle fare boxes, rider counting systems, and reservation software (Route Match).

Data for this quarter reflects the changes to service made in response to the COVID-19 pandemic. The changes that took place have affected all areas of this report. Most notably the daily average revenue hours, daily average revenue miles, daily average rides, and fares. Some routes were not in operation for the entire quarter while others operated at reduced levels. Due to these circumstances we have also included data to compare FY21 Q3 to FY21 Q2 to help illustrate how service is changing in the current pandemic environment.

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* –
 - Weekday - Decreased by 15.2 hours on average per day, (-2.2%).
 - Saturday – Decreased by 25.8 hours on average per day, (-7.7%).

- *Revenue Miles* –
 - Weekday - Decreased by 209.8 miles on average per day, (-2.5%).
 - Saturday – Decreased by 300.4 miles on average per day, (-7.3%).

- *Rides* –
 - Weekday - Decreased by 5,214.3 rides per day, (-46.2%).
 - Saturday – Decreased by 1,567.9 rides per day, (-31.0%).
 - Total Ridership between both was 421,881.

- *Fares* – In an effort to reduce the spread of COVID-19, no fares were collected during Q3.

Cherriots Regional Express

Includes regional commuter express routes.

- *Revenue Hours* –
 - Weekday – Increased by 2 hours on average per day, (3.1%).
 - Saturday – Decreased by 2 hours on average per day, (-6.1%).

- *Revenue Miles* –
 - Weekday – Increased by 41 miles on average per day, (2.9%).
 - Saturday – Decreased by 46 miles on average per day, (-6.4%).

- *Rides* –
 - Weekday – Decreased by 156 rides on average per day, (-43.1%).
 - Saturday – Decreased by 38.8 rides on average per day, (-31.0%).
 - Total Ridership between both was 13,870.

- *Fares* – In an effort to reduce the spread of COVID-19, no fares were collected during Q3.

Cherriots Regional Deviated-Fixed Route

Includes Route 45 – Central Polk County (operates weekdays only; began operation on January 4, 2021)

- *Revenue Hours* –
 - Year-over-year comparisons are not available for this service at this time.
 - Total Revenue Hours were 600.
- *Revenue Miles* –
 - Year-over-year comparisons are not available for this service at this time.
 - Total Revenue Miles were 9,014.
- *Rides* –
 - Year-over-year comparisons are not available for this service at this time.
 - Total Ridership was 779.
- *Fares* – In an effort to reduce the spread of COVID-19, no fares were collected during Q3.

Cherriots Shop and Ride

Includes dial-a-ride and shopper shuttle.

- *Rides* –
 - Shopper Shuttle did operate during Q3.
 - Dial-a-ride – Decreased by 12.3 rides per day on average, (-45.2%)

Cherriots LIFT

Paratransit

- *Rides* –
 - Weekday – Decreased by 263.2 rides per day on average, (-59.0%).
 - Saturday – Increased by 3.7 rides per day on average, (4.6%).
 - Total Ridership between both was 12,431.

FINANCIAL IMPACT

Information item only.

RECOMMENDATION

Information item only.

PROPOSED MOTION

Information item only.

ATTACHMENT A

FY21 Q3 Performance Measures

January - March 2021

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 / Day

Table 12. Saturday Total Revenue Miles

Table 13. Saturday Average Revenue Miles / Day

Table 14. Saturday Total Boardings

Table 15. Saturday Average Boardings / Day

Table 16. Saturday Average Boardings / Revenue Hour

Table 17. Saturday Year-To-Date Total Revenue Hours, Revenue Miles, and Boardings

Table 18. Saturday Fare Type and Category Usage

Table 19. Rides / Revenue Mile Comparison

Table 1. Total Revenue Hours

Route	FY20 Q3				FY21 Q3			
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total
(Service Days)	22	20	22	64	20	19	23	62
LOCAL BUS SERVICE								
2 - Market / Brown	1,316	1,194	1,188	3,698	1,154	1,096	1,326	3,576
3 - Portland Road	700	637	652	1,989	600	570	690	1,860
4 - State Street	721	655	661	2,037	615	584	707	1,906
5 - Center Street	1,282	1,165	1,159	3,606	1,125	1,069	1,294	3,488
6 - Fairview Industrial	496	452	475	1,423	448	426	516	1,390
7 - Mission Street	533	484	494	1,511	449	427	516	1,392
8 - 12th / Liberty	571	519	541	1,631	439	417	505	1,361
9 - Cherry / River Road	675	615	644	1,934	614	583	704	1,901
11 - Lancaster / Verda	2,397	2,179	2,231	6,807	2,043	1,943	2,352	6,338
12 - Hayesville Drive	325	296	311	932	296	281	340	917
13 - Silverton Road	452	411	427	1,290	592	563	682	1,837
14 - Windsor Island Road	338	307	323	968	305	290	351	946
16 - Wallace Road	221	201	212	634	190	181	219	590
17 - Edgewater Street	1,131	1,027	1,035	3,193	985	937	1,134	3,056
18 - 12th / Liberty	560	509	531	1,600	449	426	516	1,391
19 - Broadway / River Road	1,320	1,199	1,225	3,744	1,170	1,112	1,347	3,629
21 - South Commercial	1,257	1,142	1,148	3,547	1,116	1,061	1,283	3,460
22 - Library Loop	255	232	233	720	0	0	0	0
23 - Lansing / Hawthorne	328	298	312	938	298	283	343	924
26 - Glen Creek / Orchard Heights	171	156	163	490	156	148	179	483
27 - Glen Creek / Eola	184	167	174	525	167	159	192	518
<i>Total</i>	<i>15,233</i>	<i>13,845</i>	<i>14,139</i>	<i>43,217</i>	<i>13,211</i>	<i>12,556</i>	<i>15,196</i>	<i>40,963</i>
LOCAL COMMUTER EXPRESS ROUTES								
1X - Wilsonville / Salem Express	262	238	250	750	238	226	274	738
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
9192 - Garten / Rockwest	24	22	9	55	0	0	0	0
<i>Cherriots Local Total</i>	<i>15,519</i>	<i>14,105</i>	<i>14,398</i>	<i>44,022</i>	<i>13,449</i>	<i>12,782</i>	<i>15,470</i>	<i>41,701</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	379	329	364	1,072	350	333	402	1,085
20X - N. Marion Co. / Salem Express	290	257	285	832	272	230	313	815
30X - Santiam / Salem Express	271	235	254	760	248	231	282	761
40X - Polk County / Salem Express	411	361	396	1,168	373	353	429	1,155
50X - Dallas / Salem Express	124	108	121	353	117	112	134	363
<i>Cherriots Regional Express Monthly Total</i>	<i>1,475</i>	<i>1,290</i>	<i>1,420</i>	<i>4,185</i>	<i>1,360</i>	<i>1,259</i>	<i>1,560</i>	<i>4,179</i>
REGIONAL DEVIATED FIXED ROUTE								
45 - Central Polk County	0	0	0	0	195	183	222	600
SHOP AND RIDE								
Dial-a-Ride	225	185	136	546	209	200	256	665
Shopper Shuttle	121	101	76	298	0	0	0	0
<i>Cherriots Shop and Ride Total</i>	<i>346</i>	<i>286</i>	<i>212</i>	<i>844</i>	<i>209</i>	<i>200</i>	<i>256</i>	<i>665</i>
LIFT								
ADA	2,542	2,254	2,074	6,870	1,936	2,008	2,852	6,796
DD53	2,909	2,460	1,390	6,759	132	80	125	337
<i>Cherriots LIFT Total</i>	<i>5,451</i>	<i>4,714</i>	<i>3,464</i>	<i>13,629</i>	<i>2,068</i>	<i>2,088</i>	<i>2,977</i>	<i>7,133</i>

Table 2. Average Revenue Hours / Day

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	22	20	22	64	20	19	23	62	
LOCAL BUS SERVICE									
2 - Market / Brown	59.8	59.7	54.0	57.8	57.7	57.7	57.7	57.7	-0.2%
3 - Portland Road	31.8	31.9	29.6	31.1	30.0	30.0	30.0	30.0	-3.5%
4 - State Street	32.8	32.8	30.0	31.8	30.8	30.7	30.7	30.7	-3.4%
5 - Center Street	58.3	58.3	52.7	56.3	56.3	56.3	56.3	56.3	-0.2%
6 - Fairview Industrial	22.5	22.6	21.6	22.2	22.4	22.4	22.4	22.4	0.8%
7 - Mission Street	24.2	24.2	22.5	23.6	22.5	22.5	22.4	22.5	-4.9%
8 - 12th / Liberty	26.0	26.0	24.6	25.5	22.0	21.9	22.0	22.0	-13.9%
9 - Cherry / River Road	30.7	30.8	29.3	30.2	30.7	30.7	30.6	30.7	1.5%
11 - Lancaster / Verda	109.0	109.0	101.4	106.4	102.2	102.3	102.3	102.2	-3.9%
12 - Hayesville Drive	14.8	14.8	14.1	14.6	14.8	14.8	14.8	14.8	1.6%
13 - Silverton Road	20.5	20.6	19.4	20.2	29.6	29.6	29.7	29.6	47.0%
14 - Windsor Island Road	15.4	15.4	14.7	15.1	15.3	15.3	15.3	15.3	0.9%
16 - Wallace Road	10.0	10.1	9.6	9.9	9.5	9.5	9.5	9.5	-3.9%
17 - Edgewater Street	51.4	51.4	47.0	49.9	49.3	49.3	49.3	49.3	-1.2%
18 - 12th / Liberty	25.5	25.5	24.1	25.0	22.5	22.4	22.4	22.4	-10.3%
19 - Broadway / River Road	60.0	60.0	55.7	58.5	58.5	58.5	58.6	58.5	0.1%
21 - South Commercial	57.1	57.1	52.2	55.4	55.8	55.8	55.8	55.8	0.7%
22 - Library Loop	11.6	11.6	10.6	11.3	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	14.9	14.9	14.2	14.7	14.9	14.9	14.9	14.9	1.7%
26 - Glen Creek / Orchard Heights	7.8	7.8	7.4	7.7	7.8	7.8	7.8	7.8	1.8%
27 - Glen Creek / Eola	8.4	8.4	7.9	8.2	8.4	8.4	8.3	8.4	1.8%
<i>Total</i>	<i>692.4</i>	<i>692.3</i>	<i>642.7</i>	<i>675.3</i>	<i>660.6</i>	<i>660.8</i>	<i>660.7</i>	<i>660.7</i>	<i>-2.2%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	11.9	11.9	11.4	11.7	11.9	11.9	11.9	11.9	1.6%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
9192 - Garten / Rockwest	1.1	1.1	0.4	0.9	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Local Total</i>	<i>705.4</i>	<i>705.3</i>	<i>654.5</i>	<i>687.8</i>	<i>672.5</i>	<i>672.7</i>	<i>672.6</i>	<i>672.6</i>	<i>-2.2%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	17.2	16.5	16.5	16.8	17.5	17.5	17.5	17.5	4.5%
20X - N. Marion Co. / Salem Express	13.2	12.9	13.0	13.0	13.6	12.1	13.6	13.1	1.1%
30X - Santiam / Salem Express	12.3	11.8	11.5	11.9	12.4	12.2	12.3	12.3	3.4%
40X - Polk County / Salem Express	18.7	18.1	18.0	18.3	18.7	18.6	18.7	18.6	2.1%
50X - Dallas / Salem Express	5.6	5.4	5.5	5.5	5.9	5.9	5.8	5.9	6.2%
<i>Cherriots Regional Express Monthly Total</i>	<i>67.0</i>	<i>64.5</i>	<i>64.5</i>	<i>65.4</i>	<i>68.0</i>	<i>66.3</i>	<i>67.8</i>	<i>67.4</i>	<i>3.1%</i>
REGIONAL DEVIATED FIXED ROUTE									
45 - Central Polk County	0.0	0.0	0.0	0.0	9.8	9.6	9.7	9.7	N/A
SHOP AND RIDE									
Dial-a-Ride	10.2	9.3	6.2	8.5	10.5	10.5	11.1	10.7	25.7%
Shopper Shuttle*	5.5	5.1	6.3	5.5	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>15.7</i>	<i>14.3</i>	<i>17.7</i>	<i>15.6</i>	<i>10.5</i>	<i>10.5</i>	<i>11.1</i>	<i>10.7</i>	<i>-31.4%</i>
LIFT									
ADA	115.5	112.7	94.3	107.3	96.8	105.7	124.0	109.6	2.1%
DD53	132.2	123.0	63.2	105.6	6.6	4.2	5.4	5.4	-94.9%
<i>Cherriots LIFT Total</i>	<i>247.8</i>	<i>235.7</i>	<i>157.5</i>	<i>213.0</i>	<i>103.4</i>	<i>109.9</i>	<i>129.4</i>	<i>115.0</i>	<i>-46.0%</i>
<i>*Shopper Shuttle operates Tuesday - Friday only</i>									

Table 3. Total Revenue Miles

Route (Service Days)	FY20 Q3				FY21 Q3			
	Jan 2020 22	Feb 2020 20	Mar 2020 22	Total 64	Jan 2021 20	Feb 2021 19	Mar 2021 23	Total 62
LOCAL BUS SERVICE								
2 - Market / Brown	15,605	14,187	14,105	43,897	14,335	13,618	16,485	44,438
3 - Portland Road	8,219	7,470	7,646	23,335	7,004	6,654	8,055	21,713
4 - State Street	7,061	6,419	6,470	19,950	6,032	5,730	6,937	18,699
5 - Center Street	14,579	13,254	13,177	41,010	12,787	12,163	14,723	39,673
6 - Fairview Industrial	7,402	6,729	7,065	21,196	6,729	6,393	7,738	20,860
7 - Mission Street	4,983	4,498	4,647	14,128	4,071	3,867	4,681	12,619
8 - 12th / Liberty	7,612	6,950	7,232	21,794	5,927	5,631	6,816	18,374
9 - Cherry / River Road	9,968	9,062	9,486	28,516	9,062	8,609	10,395	28,066
11 - Lancaster / Verda	31,946	29,042	29,661	90,649	26,887	25,565	30,947	83,399
12 - Hayesville Drive	4,330	3,936	4,133	12,399	4,056	3,853	4,664	12,573
13 - Silverton Road	6,411	5,828	5,967	18,206	5,455	5,181	6,278	16,914
14 - Windsor Island Road	4,979	4,533	4,760	14,272	4,533	4,306	5,213	14,052
16 - Wallace Road	2,906	2,642	2,774	8,322	2,453	2,330	2,815	7,598
17 - Edgewater Street	10,154	9,216	9,285	28,655	8,915	8,477	10,262	27,654
18 - 12th / Liberty	7,531	6,853	7,155	21,539	6,046	5,744	6,953	18,743
19 - Broadway / River Road	14,479	13,159	13,433	41,071	12,789	12,153	14,711	39,653
21 - South Commercial	15,569	14,156	14,228	43,953	13,900	13,224	15,989	43,113
22 - Library Loop	1,304	1,186	1,186	3,676	0	0	0	0
23 - Lansing / Hawthorne	4,217	3,834	4,013	12,064	3,837	3,642	4,409	11,888
26 - Glen Creek / Orchard Heights	1,683	1,530	1,590	4,803	1,530	1,454	1,760	4,744
27 - Glen Creek / Eola	2,504	2,276	2,373	7,153	2,276	2,162	2,618	7,056
<i>Total</i>	<i>183,442</i>	<i>166,760</i>	<i>170,386</i>	<i>520,588</i>	<i>158,624</i>	<i>150,756</i>	<i>182,449</i>	<i>491,829</i>
LOCAL COMMUTER EXPRESS ROUTES								
1X - Wilsonville / Salem Express	8,436	7,669	8,052	24,157	7,662	7,279	8,811	23,752
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
9192 - Garten / Rockwest	317	288	288	893	0	0	0	0
<i>Cherriots Local Total</i>	<i>192,195</i>	<i>174,717</i>	<i>178,726</i>	<i>545,638</i>	<i>166,286</i>	<i>158,035</i>	<i>191,260</i>	<i>515,581</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	7,711	6,664	7,176	21,551	7,020	6,672	8,059	21,751
20X - N. Marion Co. / Salem Express	6,293	5,616	6,118	18,027	6,102	4,756	6,915	17,773
30X - Santiam / Salem Express	5,817	5,019	5,421	16,257	5,196	4,877	5,956	16,029
40X - Polk County / Salem Express	8,715	7,547	8,294	24,556	7,954	7,546	9,182	24,682
50X - Dallas / Salem Express	2,968	2,676	2,864	8,508	2,734	2,559	3,133	8,426
<i>Cherriots Regional Express Monthly Total</i>	<i>31,504</i>	<i>27,522</i>	<i>29,873</i>	<i>88,899</i>	<i>29,006</i>	<i>26,410</i>	<i>33,245</i>	<i>88,661</i>
REGIONAL DEVIATED FIXED ROUTE								
45 - Central Polk County	0	0	0	0	2,913	2,764	3,337	9,014
SHOP AND RIDE								
Dial-a-Ride	2,558	2,073	1,553	6,184	1,977	1,883	2,513	6,373
Shopper Shuttle	690	605	450	1,745	0	0	0	0
<i>Cherriots Shop and Ride Total</i>	<i>3,248</i>	<i>2,678</i>	<i>2,003</i>	<i>7,929</i>	<i>1,977</i>	<i>1,883</i>	<i>2,513</i>	<i>6,373</i>
LIFT								
ADA	30,593	27,215	23,436	81,244	22,983	23,151	32,059	78,193
DD53	35,258	30,820	16,873	82,951	2,015	1,124	1,955	5,094
<i>Cherriots LIFT Total</i>	<i>65,851</i>	<i>58,035</i>	<i>40,309</i>	<i>164,195</i>	<i>24,998</i>	<i>24,275</i>	<i>34,014</i>	<i>83,287</i>

Table 4. Average Revenue Miles / Day

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	22	20	22	64	20	19	23	62	
LOCAL BUS SERVICE									
2 - Market / Brown	709.3	709.4	641.1	685.9	716.8	716.7	716.7	716.7	4.5%
3 - Portland Road	373.6	373.5	347.5	364.6	350.2	350.2	350.2	350.2	-3.9%
4 - State Street	321.0	321.0	294.1	311.7	301.6	301.6	301.6	301.6	-3.2%
5 - Center Street	662.7	662.7	599.0	640.8	639.4	640.2	640.1	639.9	-0.1%
6 - Fairview Industrial	336.5	336.5	321.1	331.2	336.5	336.5	336.4	336.5	1.6%
7 - Mission Street	226.5	224.9	211.2	220.8	203.6	203.5	203.5	203.5	-7.8%
8 - 12th / Liberty	346.0	347.5	328.7	340.5	296.4	296.4	296.3	296.4	-13.0%
9 - Cherry / River Road	453.1	453.1	431.2	445.6	453.1	453.1	452.0	452.7	1.6%
11 - Lancaster / Verda	1,452.1	1,452.1	1,348.2	1,416.4	1,344.4	1,345.5	1,345.5	1,345.1	-5.0%
12 - Hayesville Drive	196.8	196.8	187.9	193.7	202.8	202.8	202.8	202.8	4.7%
13 - Silverton Road	291.4	291.4	271.2	284.5	272.8	272.7	273.0	272.8	-4.1%
14 - Windsor Island Road	226.3	226.7	216.4	223.0	226.7	226.6	226.6	226.6	1.6%
16 - Wallace Road	132.1	132.1	126.1	130.0	122.7	122.6	122.4	122.5	-5.8%
17 - Edgewater Street	461.5	460.8	422.0	447.7	445.8	446.2	446.2	446.0	-0.4%
18 - 12th / Liberty	342.3	342.7	325.2	336.5	302.3	302.3	302.3	302.3	-10.2%
19 - Broadway / River Road	658.1	658.0	610.6	641.7	639.5	639.6	639.6	639.6	-0.3%
21 - South Commercial	707.7	707.8	646.7	686.8	695.0	696.0	695.2	695.4	1.3%
22 - Library Loop	59.3	59.3	53.9	57.4	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	191.7	191.7	182.4	188.5	191.9	191.7	191.7	191.7	1.7%
26 - Glen Creek / Orchard Heights	76.5	76.5	72.3	75.0	76.5	76.5	76.5	76.5	2.0%
27 - Glen Creek / Eola	113.8	113.8	107.9	111.8	113.8	113.8	113.8	113.8	1.8%
<i>Total</i>	<i>8,338.3</i>	<i>8,338.0</i>	<i>7,744.8</i>	<i>8,134.2</i>	<i>7,931.2</i>	<i>7,934.5</i>	<i>7,932.6</i>	<i>7,932.7</i>	<i>-2.5%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	383.5	383.5	366.0	377.5	383.1	383.1	383.1	383.1	1.5%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
9192 - Garten / Rockwest	14.4	14.4	13.1	14.0	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Local Total</i>	<i>8,736.1</i>	<i>8,735.9</i>	<i>8,123.9</i>	<i>8,525.6</i>	<i>8,314.3</i>	<i>8,317.6</i>	<i>8,315.7</i>	<i>8,315.8</i>	<i>-2.5%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	350.5	333.2	326.2	336.7	351.0	351.2	350.4	350.8	4.2%
20X - N. Marion Co. / Salem Express	286.0	280.8	278.1	281.7	305.1	250.3	300.7	286.7	1.8%
30X - Santiam / Salem Express	264.4	251.0	246.4	254.0	259.8	256.7	259.0	258.5	1.8%
40X - Polk County / Salem Express	396.1	377.4	377.0	383.7	397.7	397.2	399.2	398.1	3.8%
50X - Dallas / Salem Express	134.9	133.8	130.2	132.9	136.7	134.7	136.2	135.9	2.2%
<i>Cherriots Regional Express Monthly Total</i>	<i>1,432.0</i>	<i>1,376.1</i>	<i>1,357.9</i>	<i>1,389.0</i>	<i>1,450.3</i>	<i>1,390.0</i>	<i>1,445.4</i>	<i>1,430.0</i>	<i>2.9%</i>
REGIONAL DEVIATED FIXED ROUTE									
45 - Central Polk County	0.0	0.0	0.0	0.0	145.7	145.5	145.1	145.4	N/A
SHOP AND RIDE									
Dial-a-Ride	116.3	103.7	70.6	96.6	98.9	99.1	109.3	102.8	6.4%
Shopper Shuttle*	31.4	30.3	37.5	32.3	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>147.6</i>	<i>133.9</i>	<i>166.9</i>	<i>146.8</i>	<i>98.9</i>	<i>99.1</i>	<i>109.3</i>	<i>102.8</i>	<i>-30.0%</i>
LIFT									
ADA	1,390.6	1,360.8	1,065.3	1,269.4	1,149.2	1,218.5	1,393.9	1,261.2	-0.7%
DD53	1,602.6	1,541.0	767.0	1,296.1	100.8	59.2	85.0	82.2	-93.7%
<i>Cherriots LIFT Total</i>	<i>2,993.2</i>	<i>2,901.8</i>	<i>1,832.2</i>	<i>2,565.5</i>	<i>1,249.9</i>	<i>1,277.6</i>	<i>1,478.9</i>	<i>1,343.3</i>	<i>-47.6%</i>

*Shopper Shuttle operates Tuesday - Friday only

Table 5. Total Boardings

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	22	20	22	64	20	19	23	62	
LOCAL BUS SERVICE									
2 - Market / Brown	26,600	25,837	18,421	70,858	10,709	10,659	14,660	36,028	-49.2%
3 - Portland Road	15,357	14,703	9,912	39,972	6,201	6,143	7,987	20,331	-49.1%
4 - State Street	15,092	14,392	10,783	40,267	5,529	5,574	7,877	18,980	-52.9%
5 - Center Street	24,043	22,919	16,614	63,576	9,574	9,432	13,480	32,486	-48.9%
6 - Fairview Industrial	4,086	4,098	3,148	11,332	1,765	1,853	2,299	5,917	-47.8%
7 - Mission Street	6,650	6,036	4,951	17,637	3,262	3,225	4,186	10,673	-39.5%
8 - 12th / Liberty	9,137	8,598	5,873	23,608	3,617	3,636	4,826	12,079	-48.8%
9 - Cherry / River Road	9,650	9,492	7,060	26,202	4,961	4,812	6,666	16,439	-37.3%
11 - Lancaster / Verda	44,809	42,916	33,350	121,075	21,261	20,943	29,131	71,335	-41.1%
12 - Hayesville Drive	1,958	1,990	1,507	5,455	633	596	960	2,189	-59.9%
13 - Silverton Road	12,608	12,670	9,325	34,603	4,243	3,762	5,424	13,429	-61.2%
14 - Windsor Island Road	2,359	2,292	1,423	6,074	995	886	1,395	3,276	-46.1%
16 - Wallace Road	3,614	3,537	2,559	9,710	1,423	1,462	1,980	4,865	-49.9%
17 - Edgewater Street	15,014	15,003	11,739	41,756	7,059	6,624	8,413	22,096	-47.1%
18 - 12th / Liberty	8,804	8,505	5,641	22,950	3,261	3,445	4,537	11,243	-51.0%
19 - Broadway / River Road	30,644	28,979	23,040	82,663	13,524	13,276	17,455	44,255	-46.5%
21 - South Commercial	31,149	28,432	21,465	81,046	13,187	12,984	17,905	44,076	-45.6%
22 - Library Loop	1,428	638	282	2,348	0	0	0	0	-100.0%
23 - Lansing / Hawthorne	3,132	3,112	2,047	8,291	900	1,052	1,602	3,554	-57.1%
26 - Glen Creek / Orchard Heights	773	766	531	2,070	221	242	346	809	-60.9%
27 - Glen Creek / Eola	1,159	1,007	714	2,880	390	263	417	1,070	-62.8%
<i>Total</i>	<i>268,066</i>	<i>255,922</i>	<i>190,385</i>	<i>714,373</i>	<i>112,715</i>	<i>110,869</i>	<i>151,546</i>	<i>375,130</i>	<i>-47.5%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	2,800	2,682	1,697	7,179	446	430	584	1,460	-79.7%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
9192 - Garten / Rockwest	382	324	190	896	0	0	0	0	-100.0%
<i>Cherriots Local Total</i>	<i>271,248</i>	<i>258,928</i>	<i>192,272</i>	<i>722,448</i>	<i>113,161</i>	<i>111,299</i>	<i>152,130</i>	<i>376,590</i>	<i>-47.9%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	1,087	1,153	938	3,178	804	779	1,040	2,623	-17.5%
20X - N. Marion Co. / Salem Express	1,197	1,038	986	3,221	512	455	699	1,666	-48.3%
30X - Santiam / Salem Express	1,413	1,330	843	3,586	499	606	778	1,883	-47.5%
40X - Polk County / Salem Express	4,554	4,220	2,922	11,696	1,785	1,830	2,413	6,028	-48.5%
50X - Dallas / Salem Express	585	512	362	1,459	190	152	206	548	-62.4%
<i>Cherriots Regional Express Monthly Total</i>	<i>8,836</i>	<i>8,253</i>	<i>6,051</i>	<i>23,140</i>	<i>3,790</i>	<i>3,822</i>	<i>5,136</i>	<i>12,748</i>	<i>-44.9%</i>
REGIONAL DEVIATED FIXED ROUTE									
45 - Central Polk County	0	0	0	0	172	242	365	779	N/A
SHOP AND RIDE									
Dial-a-Ride	327	278	193	798	299	254	367	920	15.3%
Shopper Shuttle	294	222	149	665	0	0	0	0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>621</i>	<i>500</i>	<i>342</i>	<i>1,463</i>	<i>299</i>	<i>254</i>	<i>367</i>	<i>920</i>	<i>-37.1%</i>
LIFT									
ADA	5,654	5,196	3,812	14,662	3,096	3,186	4,525	10,807	-26.3%
DD53	5,956	5,219	2,700	13,875	183	125	214	522	-96.2%
<i>Cherriots LIFT Total</i>	<i>11,610</i>	<i>10,415</i>	<i>6,512</i>	<i>28,537</i>	<i>3,279</i>	<i>3,311</i>	<i>4,739</i>	<i>11,329</i>	<i>-60.3%</i>

Table 6. Average Boardings / Day

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	22	20	22	64	20	19	23	62	
LOCAL BUS SERVICE									
2 - Market / Brown	1,209.1	1,291.9	837.3	1,107.2	535.5	561.0	637.4	581.1	-47.5%
3 - Portland Road	698.0	735.2	450.5	624.6	310.1	323.3	347.3	327.9	-47.5%
4 - State Street	686.0	719.6	490.1	629.2	276.5	293.4	342.5	306.1	-51.3%
5 - Center Street	1,092.9	1,146.0	755.2	993.4	478.7	496.4	586.1	524.0	-47.3%
6 - Fairview Industrial	185.7	204.9	143.1	177.1	88.3	97.5	100.0	95.4	-46.1%
7 - Mission Street	302.3	301.8	225.0	275.6	163.1	169.7	182.0	172.1	-37.5%
8 - 12th / Liberty	415.3	429.9	267.0	368.9	180.9	191.4	209.8	194.8	-47.2%
9 - Cherry / River Road	438.6	474.6	320.9	409.4	248.1	253.3	289.8	265.1	-35.2%
11 - Lancaster / Verda	2,036.8	2,145.8	1,515.9	1,891.8	1,063.1	1,102.3	1,266.6	1,150.6	-39.2%
12 - Hayesville Drive	89.0	99.5	68.5	85.2	31.7	31.4	41.7	35.3	-58.6%
13 - Silverton Road	573.1	633.5	423.9	540.7	212.2	198.0	235.8	216.6	-59.9%
14 - Windsor Island Road	107.2	114.6	64.7	94.9	49.8	46.6	60.7	52.8	-44.3%
16 - Wallace Road	164.3	176.9	116.3	151.7	71.2	76.9	86.1	78.5	-48.3%
17 - Edgewater Street	682.5	750.2	533.6	652.4	353.0	348.6	365.8	356.4	-45.4%
18 - 12th / Liberty	400.2	425.3	256.4	358.6	163.1	181.3	197.3	181.3	-49.4%
19 - Broadway / River Road	1,392.9	1,449.0	1,047.3	1,291.6	676.2	698.7	758.9	713.8	-44.7%
21 - South Commercial	1,415.9	1,421.6	975.7	1,266.3	659.4	683.4	778.5	710.9	-43.9%
22 - Library Loop	64.9	31.9	12.8	36.7	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	142.4	155.6	93.0	129.5	45.0	55.4	69.7	57.3	-55.8%
26 - Glen Creek / Orchard Heights	35.1	38.3	24.1	32.3	11.1	12.7	15.0	13.0	-59.7%
27 - Glen Creek / Eola	52.7	50.4	32.5	45.0	19.5	13.8	18.1	17.3	-61.6%
<i>Total</i>	<i>12,184.8</i>	<i>12,796.1</i>	<i>8,653.9</i>	<i>11,162.1</i>	<i>5,635.8</i>	<i>5,835.2</i>	<i>6,589.0</i>	<i>6,050.5</i>	<i>-45.8%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	127.3	134.1	77.1	112.2	22.3	22.6	25.4	23.5	-79.0%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
9192 - Garten / Rockwest	17.4	16.2	8.6	14.0	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Local Total</i>	<i>12,329.5</i>	<i>12,946.4</i>	<i>8,739.6</i>	<i>11,288.3</i>	<i>5,658.1</i>	<i>5,857.8</i>	<i>6,614.3</i>	<i>6,074.0</i>	<i>-46.2%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	49.4	57.7	42.6	49.7	40.2	41.0	45.2	42.3	-14.8%
20X - N. Marion Co. / Salem Express	54.4	51.9	44.8	50.3	25.6	23.9	30.4	26.9	-46.6%
30X - Santiam / Salem Express	64.2	66.5	38.3	56.0	25.0	31.9	33.8	30.4	-45.8%
40X - Polk County / Salem Express	207.0	211.0	132.8	182.8	89.3	96.3	104.9	97.2	-46.8%
50X - Dallas / Salem Express	26.6	25.6	16.5	22.8	9.5	8.0	9.0	8.8	-61.2%
<i>Cherriots Regional Express Monthly Total</i>	<i>401.6</i>	<i>412.7</i>	<i>275.0</i>	<i>361.6</i>	<i>189.5</i>	<i>201.2</i>	<i>223.3</i>	<i>205.6</i>	<i>-43.1%</i>
REGIONAL DEVIATED FIXED ROUTE									
45 - Central Polk County	0.0	0.0	0.0	0.0	8.6	12.7	15.9	12.6	N/A
SHOP AND RIDE									
Dial-a-Ride	14.9	13.9	16.1	14.8	15.0	13.4	16.0	14.8	0.4%
Shopper Shuttle	13.4	11.1	12.4	12.3	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>28.2</i>	<i>25.0</i>	<i>28.5</i>	<i>27.1</i>	<i>15.0</i>	<i>13.4</i>	<i>16.0</i>	<i>14.8</i>	<i>-45.2%</i>
LIFT									
ADA	257.0	259.8	173.3	229.1	154.8	167.7	196.7	174.3	-23.9%
DD53	270.7	261.0	122.7	216.8	9.2	6.6	9.3	8.4	-96.1%
<i>Cherriots LIFT Total</i>	<i>527.7</i>	<i>520.8</i>	<i>296.0</i>	<i>445.9</i>	<i>164.0</i>	<i>174.3</i>	<i>206.0</i>	<i>182.7</i>	<i>-59.0%</i>

Table 7. Average Boardings / Revenue Hour

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	22	20	22	64	20	19	23	62	
LOCAL BUS SERVICE									
2 - Market / Brown	20.2	21.6	15.5	19.2	9.3	9.7	11.1	10.1	-47.4%
3 - Portland Road	21.9	23.1	15.2	20.1	10.3	10.8	11.6	10.9	-45.6%
4 - State Street	20.9	22.0	16.3	19.8	9.0	9.5	11.1	10.0	-49.6%
5 - Center Street	18.8	19.7	14.3	17.6	8.5	8.8	10.4	9.3	-47.2%
6 - Fairview Industrial	8.2	9.1	6.6	8.0	3.9	4.3	4.5	4.3	-46.5%
7 - Mission Street	12.5	12.5	10.0	11.7	7.3	7.6	8.1	7.7	-34.3%
8 - 12th / Liberty	16.0	17.8	11.9	14.5	8.2	8.7	9.6	8.9	-38.7%
9 - Cherry / River Road	14.3	15.4	11.0	13.5	8.1	8.3	9.5	8.6	-36.2%
11 - Lancaster / Verda	18.7	19.7	14.9	17.8	10.4	10.8	12.4	11.3	-36.7%
12 - Hayesville Drive	6.0	6.7	4.8	5.9	2.1	2.1	2.8	2.4	-59.2%
13 - Silverton Road	27.9	30.8	21.8	26.8	7.2	6.7	8.0	7.3	-72.7%
14 - Windsor Island Road	7.0	7.5	4.4	6.3	3.3	3.1	4.0	3.5	-44.8%
16 - Wallace Road	16.4	17.6	12.1	15.3	7.5	8.1	9.0	8.2	-46.2%
17 - Edgewater Street	13.3	14.6	11.3	13.1	7.2	7.1	7.4	7.2	-44.7%
18 - 12th / Liberty	15.7	16.7	10.6	14.3	7.3	8.1	8.8	8.1	-43.7%
19 - Broadway / River Road	23.2	24.2	18.8	22.1	11.6	11.9	13.0	12.2	-44.8%
21 - South Commercial	24.8	24.9	18.7	22.8	11.8	12.2	14.0	12.7	-44.2%
22 - Library Loop	5.6	2.8	1.2	3.3	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	9.5	10.4	6.6	10.4	3.0	3.7	4.7	3.8	-63.0%
26 - Glen Creek / Orchard Heights	4.5	4.9	3.3	4.2	1.4	1.6	1.9	1.7	-60.4%
27 - Glen Creek / Eola	6.3	6.0	4.1	5.5	2.3	1.7	2.2	2.1	-62.3%
<i>Total</i>	17.6	18.5	13.5	16.5	8.5	8.8	10.0	9.2	-44.6%
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	10.7	11.3	6.8	9.6	1.9	1.9	2.1	2.0	-79.3%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
9192 - Garten / Rockwest	15.9	14.7	21.1	16.3	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Local Total</i>	17.5	18.4	13.4	16.4	8.4	8.7	9.8	9.0	-45.0%
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	2.9	3.5	2.6	3.0	2.3	2.3	2.6	2.4	-18.5%
20X - N. Marion Co. / Salem Express	4.1	4.0	3.5	3.9	1.9	2.0	2.2	2.0	-47.2%
30X - Santiam / Salem Express	5.2	5.7	3.3	4.7	2.0	2.6	2.8	2.5	-47.6%
40X - Polk County / Salem Express	11.1	11.7	7.4	10.0	4.8	5.2	5.6	5.2	-47.9%
50X - Dallas / Salem Express	4.7	4.7	3.0	4.1	1.6	1.4	1.5	1.5	-63.5%
<i>Cherriots Regional Express Monthly Total</i>	6.0	6.4	4.3	5.5	2.8	3.0	3.3	3.1	-44.8%
REGIONAL DEVIATED FIXED ROUTE									
45 - Central Polk County	0.0	0.0	0.0	0.0	0.9	1.3	1.6	1.3	N/A
SHOP AND RIDE									
Dial-a-Ride	1.5	1.5	1.4	1.5	1.4	1.3	1.4	1.4	-5.3%
Shopper Shuttle	2.4	2.2	2.0	2.2	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	1.8	1.7	1.6	1.7	0.0	0.0	1.4	1.4	-20.2%
LIFT									
ADA	2.2	2.3	1.8	2.1	1.6	1.6	1.6	1.6	-25.5%
DD53	2.0	2.1	1.9	2.1	1.4	1.6	1.7	1.5	-24.5%
<i>Cherriots LIFT Total</i>	2.1	2.2	1.9	2.1	1.6	1.6	1.6	1.6	-24.1%

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

	Revenue Hours			Percent Change	Revenue Miles			Percent Change	Boardings		
	FY20	FY21			FY20	FY21			FY20	FY21	
LOCAL BUS SERVICE											
2 - Market / Brown	11,152	10,591	-5.0%	132,841	131,376	-1.1%	219,609	100,848	-54.1%		
3 - Portland Road	5,943	4,821	-18.9%	69,850	56,285	-19.4%	124,644	50,525	-59.5%		
4 - State Street	6,123	4,944	-19.3%	60,089	48,480	-19.3%	126,918	51,836	-59.2%		
5 - Center Street	10,937	10,250	-6.3%	124,564	116,591	-6.4%	203,601	93,511	-54.1%		
6 - Fairview Industrial	4,291	4,219	-1.7%	64,198	63,142	-1.6%	36,872	17,887	-51.5%		
7 - Mission Street	4,410	3,808	-13.7%	41,738	37,984	-9.0%	51,011	31,949	-37.4%		
8 - 12th / Liberty	4,788	4,179	-12.7%	63,583	56,216	-11.6%	78,686	34,767	-55.8%		
9 - Cherry / River Road	5,834	5,820	-0.2%	86,138	85,825	-0.4%	86,304	47,406	-45.1%		
11 - Lancaster / Verda	20,321	18,878	-7.1%	271,027	248,298	-8.4%	389,213	202,608	-47.9%		
12 - Hayesville Drive	2,809	2,769	-1.4%	37,389	37,984	1.6%	16,956	7,228	-57.4%		
13 - Silverton Road	3,846	4,704	22.3%	54,612	43,428	-20.5%	106,507	38,967	-63.4%		
14 - Windsor Island Road	2,919	2,864	-1.9%	43,048	42,479	-1.3%	20,532	9,912	-51.7%		
16 - Wallace Road	1,913	1,767	-7.6%	25,182	22,990	-8.7%	28,054	13,414	-52.2%		
17 - Edgewater Street	9,655	8,186	-15.2%	86,943	71,688	-17.5%	128,596	62,287	-51.6%		
18 - 12th / Liberty	4,726	4,254	-10.0%	63,455	57,258	-9.8%	74,818	33,334	-55.4%		
19 - Broadway / River Road	11,267	10,836	-3.8%	126,435	118,323	-6.4%	261,364	135,074	-48.3%		
21 - South Commercial	10,711	10,208	-4.7%	133,234	126,968	-4.7%	254,495	128,267	-49.6%		
22 - Library Loop	2,176	0	-100.0%	11,202	0	-100.0%	10,689	0	-100.0%		
23 - Lansing / Hawthorne	2,831	2,854	0.8%	36,406	36,703	0.8%	26,506	10,509	-60.4%		
26 - Glen Creek / Orchard Heights	1,483	1,463	-1.3%	14,527	14,354	-1.2%	5,991	2,190	-63.4%		
27 - Glen Creek / Eola	1,587	1,517	-4.4%	21,607	20,553	-4.9%	9,002	3,048	-66.1%		
<i>Total</i>	<i>129,722</i>	<i>118,932</i>	<i>-8.3%</i>	<i>1,568,068</i>	<i>1,436,925</i>	<i>-8.4%</i>	<i>2,260,368</i>	<i>1,075,567</i>	<i>-52.4%</i>		
LOCAL COMMUTER EXPRESS ROUTES											
1X - Wilsonville / Salem Express	2,170	2,041	-5.9%	70,060	65,636	-6.3%	22,456	4,604	-79.5%		
QUALIFIED HUMAN SERVICES ROUTES											
9192 - Garten / Rockwest	194	0	-100.0%	2,536	0	-100.0%	3,058	0	-100.0%		
<i>Cherriots Local Y-T-D Total</i>	<i>132,086</i>	<i>120,973</i>	<i>-8.4%</i>	<i>1,640,664</i>	<i>1,502,561</i>	<i>-8.4%</i>	<i>2,285,882</i>	<i>1,080,171</i>	<i>-52.7%</i>		
REGIONAL EXPRESS ROUTES											
10X - Woodburn / Salem Express	3,044	3,219	5.7%	62,011	64,927	4.7%	10,001	6,675	-33.3%		
20X - N. Marion Co. / Salem Express	2,548	3,271	28.4%	55,289	54,097	-2.2%	9,478	4,738	-50.0%		
30X - Santiam / Salem Express	2,280	3,016	32.3%	49,642	46,942	-5.4%	10,650	5,576	-47.6%		
40X - Polk County / Salem Express	3,310	4,268	28.9%	70,298	75,449	7.3%	35,571	18,447	-48.1%		
50X - Dallas / Salem Express	946	1,299	37.3%	22,444	25,462	13.4%	4,421	2,216	-49.9%		
<i>Cherriots Regional Express Y-T-D Total</i>	<i>12,128</i>	<i>15,073</i>	<i>24.3%</i>	<i>259,684</i>	<i>266,877</i>	<i>2.8%</i>	<i>70,121</i>	<i>37,652</i>	<i>-46.3%</i>		
REGIONAL DEVIATED FIXED ROUTE											
45 - Central Polk County	0	600	N/A	0	9,014	N/A	0	779	N/A		
<i>Cherriots Regional Y-T-D Total</i>	<i>12,128</i>	<i>15,673</i>	<i>29.2%</i>	<i>259,684</i>	<i>275,891</i>	<i>6.2%</i>	<i>70,121</i>	<i>38,431</i>	<i>-45.2%</i>		
SHOP AND RIDE											
Dial-a-Ride	1,864	2,052	10.1%	22,294	20,024	-10.2%	2,749	2,791	1.5%		
Shopper Shuttle	934	0	-100.0%	6,009	0	-100.0%	2,002	0	-100.0%		
<i>Cherriots Shop and Ride Y-T-D Total</i>	<i>2,798</i>	<i>2,052</i>	<i>-26.7%</i>	<i>28,303</i>	<i>20,024</i>	<i>-29.3%</i>	<i>4,751</i>	<i>2,791</i>	<i>-41.3%</i>		
LIFT											
ADA	21,029	18,971	-9.8%	253,180	214,972	-15.1%	47,613	30,077	-36.8%		
DD53	23,558	1,926	-91.8%	289,746	26,239	-90.9%	48,235	2,853	-94.1%		
<i>Cherriots LIFT Y-T-D Total</i>	<i>44,587</i>	<i>20,897</i>	<i>-53.1%</i>	<i>542,926</i>	<i>241,211</i>	<i>-55.6%</i>	<i>95,848</i>	<i>32,930</i>	<i>-65.6%</i>		

Table 9. Fare Type and Category Usage

Cherriots Local												
<i>Fare Categories</i>												
Fare Types	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>
30 Day Pass	113,160	0	-100.0%	145,936	0	-100.0%	53,303	0	-100.0%	-	-	-
Day Pass	94,160	0	-100.0%	84,953	0	-100.0%	91,197	0	-100.0%	-	-	-
Cash	21,994	0	-100.0%	4,792	0	-100.0%	11,853	0	-100.0%	-	-	-
Free	-	-	-	-	-	-	-	-	-	64,967	376,590	479.7%
Cherriots Regional												
<i>Fare Categories</i>												
Fare Types	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>
Monthly Pass	607	0	-100.0%	543	0	-100.0%	122	0	-100.0%	-	-	-
Day Pass	6,122	0	-100.0%	4,581	0	-100.0%	1,161	0	-100.0%	-	-	-
Cash	5,828	0	-100.0%	1,398	0	-100.0%	1,540	0	-100.0%	-	-	-
Free	-	-	-	-	-	-	-	-	-	2,598	13,582	422.8%

Table 10. Saturday Total Revenue Hours

Route	FY20 Q3				FY21 Q3			
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total
(Service Days)	4	5	4	13	5	4	4	13
LOCAL BUS SERVICE								
2 - Market / Brown	109	136	109	354	136	82	109	327
3 - Portland Road	60	75	60	195	75	45	60	180
4 - State Street	61	77	61	199	77	47	61	185
5 - Center Street	110	138	110	358	138	82	110	330
6 - Mission / Fairview Industrial	84	105	84	273	105	63	84	252
7 - Mission / Hawthorne	58	73	58	189	73	44	58	175
8 - 12th / Liberty via Red Leaf	87	108	87	282	109	66	87	262
9 - Cherry / River Road	62	77	62	201	77	46	62	185
11 - Lancaster / Verda	222	277	222	721	277	166	222	665
13 - Silverton Road	54	68	54	176	68	41	54	163
16 - Wallace Road	35	43	35	113	43	26	35	104
17 - Edgewater / Gerth	108	135	108	351	135	81	108	324
18 - 12th / Liberty via Lone Oak	87	109	87	283	109	65	87	261
19 - Broadway / River Road	107	133	107	347	133	80	107	320
21 - South Commercial	108	134	108	350	134	81	108	323
<i>Cherriots Local Monthly Total</i>	<i>1,352</i>	<i>1,688</i>	<i>1,352</i>	<i>4,392</i>	<i>1,689</i>	<i>1,015</i>	<i>1,352</i>	<i>4,056</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	28	36	29	93	36	22	29	87
20X - N. Marion Co. / Salem Express	35	44	35	114	44	27	36	107
30X - Santiam / Salem Express	28	35	28	91	35	21	28	84
40X - Polk County / Salem Express	37	46	32	115	46	27	37	110
<i>Cherriots Regional Express Monthly Total</i>	<i>128</i>	<i>161</i>	<i>124</i>	<i>413</i>	<i>161</i>	<i>97</i>	<i>130</i>	<i>388</i>
LIFT								
ADA	188	279	142	609	239	136	227	602
DD53	18	15	6	39	10	10	14	34
<i>Cherriots LIFT Total</i>	<i>206</i>	<i>294</i>	<i>148</i>	<i>648</i>	<i>249</i>	<i>146</i>	<i>241</i>	<i>636</i>

Table 11. Saturday Average Revenue Hours / Day

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	4	5	4	13	5	4	4	13	
LOCAL BUS SERVICE									
2 - Market / Brown	27.3	27.2	27.3	27.2	27.2	20.5	27.3	25.2	-7.6%
3 - Portland Road	15.0	15.0	15.0	15.0	15.0	11.3	15.0	13.8	-7.7%
4 - State Street	15.3	15.4	15.3	15.3	15.4	11.8	15.3	14.2	-7.0%
5 - Center Street	27.5	27.6	27.5	27.5	27.6	20.5	27.5	25.4	-7.8%
6 - Mission / Fairview Industrial	21.0	21.0	21.0	21.0	21.0	15.8	21.0	19.4	-7.7%
7 - Mission / Hawthorne	14.5	14.6	14.5	14.5	14.6	11.0	14.5	13.5	-7.4%
8 - 12th / Liberty via Red Leaf	21.8	21.6	21.8	21.7	21.8	16.5	21.8	20.2	-7.1%
9 - Cherry / River Road	15.5	15.4	15.5	15.5	15.4	11.5	15.5	14.2	-8.0%
11 - Lancaster / Verda	55.5	55.4	55.5	55.5	55.4	41.5	55.5	51.2	-7.8%
13 - Silverton Road	13.5	13.6	13.5	13.5	13.6	10.3	13.5	12.5	-7.4%
16 - Wallace Road	8.8	8.6	8.8	8.7	8.6	6.5	8.8	8.0	-8.0%
17 - Edgewater / Gerth	27.0	27.0	27.0	27.0	27.0	20.3	27.0	24.9	-7.7%
18 - 12th / Liberty via Lone Oak	21.8	21.8	21.8	21.8	21.8	16.3	21.8	20.1	-7.8%
19 - Broadway / River Road	26.8	26.6	26.8	26.7	26.6	20.0	26.8	24.6	-7.8%
21 - South Commercial	27.0	26.8	27.0	26.9	26.8	20.3	27.0	24.8	-7.7%
<i>Cherriots Local Monthly Total</i>	338.0	337.6	338.0	337.8	337.8	253.8	338.0	312.0	-7.7%
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	7.0	7.2	7.3	7.2	7.2	5.5	7.3	6.7	-6.5%
20X - N. Marion Co. / Salem Express	8.8	8.8	8.8	8.8	8.8	6.8	9.0	8.2	-6.1%
30X - Santiam / Salem Express	7.0	7.0	7.0	7.0	7.0	5.3	7.0	6.5	-7.7%
40X - Polk County / Salem Express	9.3	9.2	8.0	8.8	9.2	6.8	9.3	8.5	-4.3%
<i>Cherriots Regional Express Monthly Total</i>	32.0	32.2	31.0	31.8	32.2	24.3	32.5	29.8	-6.1%
LIFT									
ADA	47.0	55.8	35.5	46.8	47.8	34.0	56.8	46.3	-1.1%
DD53	4.5	3.0	1.5	3.0	2.0	2.5	3.5	2.6	-12.8%
<i>Cherriots LIFT Total</i>	51.5	58.8	37.0	49.8	49.8	36.5	60.3	48.9	-1.9%

Table 12. Saturday Total Revenue Miles

Route	FY20 Q3				FY21 Q3			
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total
(Service Days)	4	5	4	13	5	4	4	13
LOCAL BUS SERVICE								
2 - Market / Brown	1,381	1,726	1,381	4,488	1,808	1,085	1,447	4,340
3 - Portland Road	700	876	700	2,276	876	525	700	2,101
4 - State Street	603	754	603	1,960	754	452	603	1,809
5 - Center Street	1,248	1,560	1,248	4,056	1,560	936	1,248	3,744
6 - Mission / Fairview Industrial	1,263	1,578	1,263	4,104	1,578	947	1,263	3,788
7 - Mission / Hawthorne	751	938	751	2,440	938	563	751	2,252
8 - 12th / Liberty via Red Leaf	1,180	1,482	1,185	3,847	1,482	889	1,185	3,556
9 - Cherry / River Road	906	1,133	906	2,945	1,133	680	906	2,719
11 - Lancaster / Verda	2,814	3,517	2,814	9,145	3,517	2,110	2,814	8,441
13 - Silverton Road	510	637	510	1,657	647	388	517	1,552
16 - Wallace Road	459	574	459	1,492	574	345	459	1,378
17 - Edgewater / Gerth	831	1,038	831	2,700	1,038	623	831	2,492
18 - 12th / Liberty via Lone Oak	1,166	1,461	1,169	3,796	1,461	877	1,169	3,507
19 - Broadway / River Road	1,382	1,727	1,382	4,491	1,727	1,036	1,382	4,145
21 - South Commercial	1,330	1,663	1,330	4,323	1,663	998	1,330	3,991
<i>Cherriots Local Monthly Total</i>	<i>16,524</i>	<i>20,664</i>	<i>16,532</i>	<i>53,720</i>	<i>20,756</i>	<i>12,454</i>	<i>16,605</i>	<i>49,815</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	613	771	608	1,992	771	465	617	1,853
20X - N. Marion Co. / Salem Express	816	1,018	834	2,668	1,059	640	752	2,451
30X - Santiam / Salem Express	708	886	698	2,292	872	518	684	2,074
40X - Polk County / Salem Express	751	999	701	2,451	1,002	599	826	2,427
<i>Cherriots Regional Express Monthly Total</i>	<i>2,888</i>	<i>3,674</i>	<i>2,841</i>	<i>9,403</i>	<i>3,704</i>	<i>2,222</i>	<i>2,879</i>	<i>8,805</i>
LIFT								
ADA	2,117	3,110	1,566	6,793	2,504	1,462	2,489	6,455
DD53	286	222	96	604	171	171	202	544
<i>Cherriots LIFT Total</i>	<i>2,403</i>	<i>3,332</i>	<i>1,662</i>	<i>7,397</i>	<i>2,675</i>	<i>1,633</i>	<i>2,691</i>	<i>6,999</i>

Table 13. Saturday Average Revenue Miles / Day

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	4	5	4	13	5	4	4	13	
LOCAL BUS SERVICE									
2 - Market / Brown	345.3	345.2	345.3	345.2	361.6	271.3	361.8	333.8	-3.3%
3 - Portland Road	175.0	175.2	175.0	175.1	175.2	131.3	175.0	161.6	-7.7%
4 - State Street	150.8	150.8	150.8	150.8	150.8	113.0	150.8	139.2	-7.7%
5 - Center Street	312.0	312.0	312.0	312.0	312.0	234.0	312.0	288.0	-7.7%
6 - Mission / Fairview Industrial	315.8	315.6	315.8	315.7	315.6	236.8	315.8	291.4	-7.7%
7 - Mission / Hawthorne	187.8	187.6	187.8	187.7	187.6	140.8	187.8	173.2	-7.7%
8 - 12th / Liberty via Red Leaf	295.0	296.4	296.3	295.9	296.4	222.3	296.3	273.5	-7.6%
9 - Cherry / River Road	226.5	226.6	226.5	226.5	226.6	170.0	226.5	209.2	-7.7%
11 - Lancaster / Verda	703.5	703.4	703.5	703.5	703.4	527.5	703.5	649.3	-7.7%
13 - Silvertown Road	127.5	127.4	127.5	127.5	129.4	97.0	129.3	119.4	-6.3%
16 - Wallace Road	114.8	114.8	114.8	114.8	114.8	86.3	114.8	106.0	-7.6%
17 - Edgewater / Gerth	207.8	207.6	207.8	207.7	207.6	155.8	207.8	191.7	-7.7%
18 - 12th / Liberty via Lone Oak	291.5	292.2	292.3	292.0	292.2	219.3	292.3	269.8	-7.6%
19 - Broadway / River Road	345.5	345.4	345.5	345.5	345.4	259.0	345.5	318.8	-7.7%
21 - South Commercial	332.5	332.6	332.5	332.5	332.6	249.5	332.5	307.0	-7.7%
<i>Cherriots Local Monthly Total</i>	<i>4,131.0</i>	<i>4,132.8</i>	<i>4,133.0</i>	<i>4,132.3</i>	<i>4,151.2</i>	<i>3,113.5</i>	<i>4,151.3</i>	<i>3,831.9</i>	<i>-7.3%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	153.3	154.2	152.0	153.2	154.2	116.3	154.3	142.5	-7.0%
20X - N. Marion Co. / Salem Express	204.0	203.6	208.5	205.2	211.8	160.0	188.0	188.5	-8.1%
30X - Santiam / Salem Express	177.0	177.2	174.5	176.3	174.4	129.5	171.0	159.5	-9.5%
40X - Polk County / Salem Express	187.8	199.8	175.3	188.5	200.4	149.8	206.5	186.7	-1.0%
<i>Cherriots Regional Express Monthly Total</i>	<i>722.0</i>	<i>734.8</i>	<i>710.3</i>	<i>723.3</i>	<i>740.8</i>	<i>555.5</i>	<i>719.8</i>	<i>677.3</i>	<i>-6.4%</i>
LIFT									
ADA	529.3	622.0	391.5	522.5	500.8	365.5	622.3	496.5	-5.0%
DD53	71.5	44.4	24.0	46.5	34.2	42.8	50.5	41.8	-9.9%
<i>Cherriots LIFT Total</i>	<i>600.8</i>	<i>666.4</i>	<i>415.5</i>	<i>569.0</i>	<i>535.0</i>	<i>408.3</i>	<i>672.8</i>	<i>538.4</i>	<i>-5.4%</i>

Table 14. Saturday Total Boardings

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	4	5	4	13	5	4	4	13	
LOCAL BUS SERVICE									
2 - Market / Brown	2,074	2,747	1,567	6,388	1,719	1,224	1,609	4,552	-28.7%
3 - Portland Road	1,022	1,331	743	3,096	828	636	833	2,297	-25.8%
4 - State Street	1,073	1,417	753	3,243	813	548	713	2,074	-36.0%
5 - Center Street	2,012	2,553	1,430	5,995	1,614	976	1,455	4,045	-32.5%
6 - Mission / Fairview Industrial	360	443	236	1,039	284	157	238	679	-34.6%
7 - Mission / Hawthorne	625	795	476	1,896	579	374	417	1,370	-27.7%
8 - 12th / Liberty via Red Leaf	879	1,061	570	2,510	649	375	653	1,677	-33.2%
9 - Cherry / River Road	749	1,056	592	2,397	707	416	625	1,748	-27.1%
11 - Lancaster / Verda	3,927	5,142	2,922	11,991	3,613	2,311	3,512	9,436	-21.3%
13 - Silverton Road	1,082	1,346	779	3,207	634	410	611	1,655	-48.4%
16 - Wallace Road	360	474	248	1,082	284	224	272	780	-27.9%
17 - Edgewater / Gerth	1,107	1,624	1,099	3,830	1,023	712	804	2,539	-33.7%
18 - 12th / Liberty via Lone Oak	794	1,101	530	2,425	599	366	605	1,570	-35.3%
19 - Broadway / River Road	2,822	3,781	2,130	8,733	2,311	1,375	2,106	5,792	-33.7%
21 - South Commercial	2,549	3,347	1,945	7,841	1,949	1,296	1,832	5,077	-35.3%
<i>Cherriots Local Monthly Total</i>	<i>21,435</i>	<i>28,218</i>	<i>16,020</i>	<i>65,673</i>	<i>17,606</i>	<i>11,400</i>	<i>16,285</i>	<i>45,291</i>	<i>-31.0%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	70	92	42	204	95	49	90	234	14.7%
20X - N. Marion Co. / Salem Express	68	99	92	259	60	32	56	148	-42.9%
30X - Santiam / Salem Express	62	90	36	188	51	23	39	113	-39.9%
40X - Polk County / Salem Express	381	361	233	975	222	159	246	627	-35.7%
<i>Cherriots Regional Express Monthly Total</i>	<i>581</i>	<i>642</i>	<i>403</i>	<i>1,626</i>	<i>428</i>	<i>263</i>	<i>431</i>	<i>1,122</i>	<i>-31.0%</i>
LIFT									
ADA	326	448	227	1,001	376	233	440	1,049	4.8%
DD53	23	19	11	53	20	15	18	53	0.0%
<i>Cherriots LIFT Total</i>	<i>349</i>	<i>467</i>	<i>238</i>	<i>1,054</i>	<i>396</i>	<i>248</i>	<i>458</i>	<i>1,102</i>	<i>4.6%</i>

Table 15. Saturday Average Boardings / Day

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	4	5	4	13	5	4	4	13	
LOCAL BUS SERVICE									
2 - Market / Brown	518.5	549.4	391.8	491.4	343.8	306.0	402.3	350.2	-28.7%
3 - Portland Road	255.5	266.2	185.8	238.2	165.6	159.0	208.3	176.7	-25.8%
4 - State Street	268.3	283.4	188.3	249.5	162.6	137.0	178.3	159.5	-36.0%
5 - Center Street	503.0	510.6	357.5	461.2	322.8	244.0	363.8	311.2	-32.5%
6 - Mission / Fairview Industrial	90.0	88.6	59.0	79.9	56.8	39.3	59.5	52.2	-34.6%
7 - Mission / Hawthorne	156.3	159.0	119.0	145.8	115.8	93.5	104.3	105.4	-27.7%
8 - 12th / Liberty via Red Leaf	219.8	212.2	142.5	193.1	129.8	93.8	163.3	129.0	-33.2%
9 - Cherry / River Road	187.3	211.2	148.0	184.4	141.4	104.0	156.3	134.5	-27.1%
11 - Lancaster / Verda	981.8	1,028.4	730.5	922.4	722.6	577.8	878.0	725.8	-21.3%
13 - Silverton Road	270.5	269.2	194.8	246.7	126.8	102.5	152.8	127.3	-48.4%
16 - Wallace Road	90.0	94.8	62.0	83.2	56.8	56.0	68.0	60.0	-27.9%
17 - Edgewater / Gerth	276.8	324.8	274.8	294.6	204.6	178.0	201.0	195.3	-33.7%
18 - 12th / Liberty via Lone Oak	198.5	220.2	132.5	186.5	119.8	91.5	151.3	120.8	-35.3%
19 - Broadway / River Road	705.5	756.2	532.5	671.8	462.2	343.8	526.5	445.5	-33.7%
21 - South Commercial	637.3	669.4	486.3	603.2	389.8	324.0	458.0	390.5	-35.3%
<i>Cherriots Local Monthly Total</i>	<i>5,358.8</i>	<i>5,643.6</i>	<i>4,005.0</i>	<i>5,051.8</i>	<i>3,521.2</i>	<i>2,850.0</i>	<i>4,071.3</i>	<i>3,483.9</i>	<i>-31.0%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	17.5	18.4	10.5	15.7	19.0	12.3	22.5	18.0	14.7%
20X - N. Marion Co. / Salem Express	17.0	19.8	23.0	19.9	12.0	8.0	14.0	11.4	-42.9%
30X - Santiam / Salem Express	15.5	18.0	9.0	14.5	10.2	5.8	9.8	8.7	-39.9%
40X - Polk County / Salem Express	95.3	72.2	58.3	75.0	44.4	39.8	61.5	48.2	-35.7%
<i>Cherriots Regional Express Monthly Total</i>	<i>145.3</i>	<i>128.4</i>	<i>100.8</i>	<i>125.1</i>	<i>85.6</i>	<i>65.8</i>	<i>107.8</i>	<i>86.3</i>	<i>-31.0%</i>
LIFT									
ADA	81.5	89.6	56.8	77.0	75.2	58.3	110.0	80.7	4.8%
DD53	5.8	3.8	2.8	4.1	4.0	3.8	4.5	4.1	0.0%
<i>Cherriots LIFT Total</i>	<i>87.3</i>	<i>93.4</i>	<i>59.5</i>	<i>81.1</i>	<i>79.2</i>	<i>62.0</i>	<i>114.5</i>	<i>84.8</i>	<i>4.6%</i>

Table 16. Saturday Average Boardings / Revenue Hour

Route	FY20 Q3				FY21 Q3				Percent Change
	Jan 2020	Feb 2020	Mar 2020	Total	Jan 2021	Feb 2021	Mar 2021	Total	
(Service Days)	4	5	4	13	5	4	4	13	
LOCAL BUS SERVICE									
2 - Market / Brown	19.0	20.2	14.4	18.0	12.6	14.9	14.8	13.9	-22.9%
3 - Portland Road	17.0	17.7	12.4	15.9	11.0	14.1	13.9	12.8	-19.6%
4 - State Street	17.6	18.4	12.3	16.3	10.6	11.7	11.7	11.2	-31.2%
5 - Center Street	18.3	18.5	13.0	16.7	11.7	11.9	13.2	12.3	-26.8%
6 - Mission / Fairview Industrial	4.3	4.2	2.8	3.8	2.7	2.5	2.8	2.7	-29.2%
7 - Mission / Hawthorne	10.8	10.9	8.2	10.0	7.9	8.5	7.2	7.8	-22.0%
8 - 12th / Liberty via Red Leaf	10.1	14.5	9.8	8.9	6.0	5.7	7.5	6.4	-28.1%
9 - Cherry / River Road	12.1	13.7	9.5	11.9	9.2	9.0	10.1	9.4	-20.8%
11 - Lancaster / Verda	17.7	18.6	13.2	16.6	13.0	13.9	15.8	14.2	-14.7%
13 - Silverton Road	20.0	19.8	14.4	18.2	9.3	10.0	11.3	10.2	-44.3%
16 - Wallace Road	10.3	11.0	7.1	9.6	6.6	8.6	7.8	7.5	-21.7%
17 - Edgewater / Gerth	10.3	12.0	10.2	10.9	7.6	8.8	7.4	7.8	-28.2%
18 - 12th / Liberty via Lone Oak	9.1	10.1	6.1	8.6	5.5	5.6	7.0	6.0	-29.8%
19 - Broadway / River Road	26.4	28.4	19.9	25.2	17.4	17.2	19.7	18.1	-28.1%
21 - South Commercial	23.6	25.0	18.0	22.4	14.5	16.0	17.0	15.7	-29.8%
<i>Cherriots Local Monthly Total</i>	15.9	16.7	11.8	15.0	10.4	11.2	12.0	11.2	-25.3%
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	2.5	2.6	1.4	2.2	2.6	2.2	3.1	2.7	22.6%
20X - N. Marion Co. / Salem Express	1.9	2.3	2.6	2.3	1.4	1.2	1.6	1.4	-39.1%
30X - Santiam / Salem Express	2.2	2.6	1.3	2.1	1.5	1.1	1.4	1.3	-34.9%
40X - Polk County / Salem Express	10.3	7.8	7.3	8.5	4.8	5.9	6.6	5.7	-32.8%
<i>Cherriots Regional Express Monthly Total</i>	4.5	4.0	3.3	3.9	2.7	2.7	3.3	2.9	-26.6%
LIFT									
ADA	1.7	1.6	1.6	1.6	1.6	1.7	1.9	1.7	6.0%
DD53	1.3	1.3	1.8	1.4	2.0	1.5	1.3	1.6	14.7%
<i>Cherriots LIFT Total</i>	1.7	1.6	1.6	1.6	1.6	1.7	1.9	1.7	6.5%

Table 17. Saturday Year-To-Date Total Revenue Hours, Revenue Miles, and Boardings



Route	Revenue Hours	Revenue Miles	Boardings
	FY21	FY21	FY21
LOCAL BUS SERVICE			
2 - Market / Brown	993	13,171	12,655
3 - Portland Road	552	6,443	5,896
4 - State Street	565	5,549	6,195
5 - Center Street	1,002	11,369	11,624
6 - Mission / Fairview Industrial	773	11,618	1,901
7 - Mission / Hawthorne	536	6,905	4,241
8 - 12th / Liberty via Red Leaf	797	10,821	5,223
9 - Cherry / River Road	568	8,339	5,044
11 - Lancaster / Verda	2,041	25,908	26,148
13 - Silverton Road	500	4,766	4,779
16 - Wallace Road	319	4,224	2,020
17 - Edgewater / Gerth	984	7,569	7,121
18 - 12th / Liberty via Lone Oak	784	10,520	4,563
19 - Broadway / River Road	983	12,730	17,255
21 - South Commercial	991	12,255	15,147
<i>Cherriots Local Y-T-D Total</i>	<i>12,388</i>	<i>152,187</i>	<i>129,812</i>
REGIONAL EXPRESS ROUTES			
10X - Woodburn / Salem Express	269	5,641	554
20X - N. Marion Co. / Salem Express	322	7,563	440
30X - Santiam / Salem Express	259	5,898	323
40X - Polk County / Salem Express	335	7,291	1,613
<i>Cherriots Regional Express Y-T-D Total</i>	<i>1,185</i>	<i>26,393</i>	<i>2,930</i>
LIFT			
ADA	1,876	20,408	3,109
DD53	109	1,499	162
<i>Cherriots LIFT Y-T-D Total</i>	<i>1,985</i>	<i>21,907</i>	<i>3,271</i>

Table 18. Saturday Fare Type and Category Usage

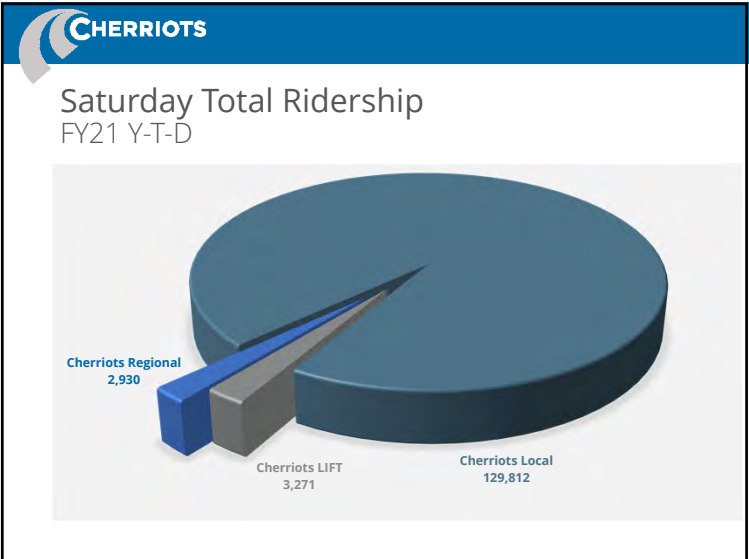
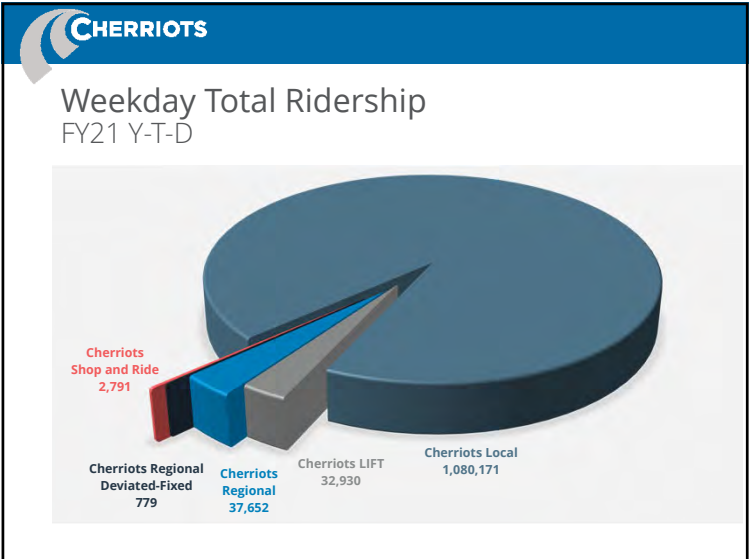
Cherriots Local												
<i>Fare Categories</i>												
Fare Types	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>
30 Day Pass	11,623	0	-100.0%	12,582	0	-100.0%	3,032	0	-100.0%	-	-	-
Day Pass	8,836	0	-100.0%	8,322	0	-100.0%	8,278	0	-100.0%	-	-	-
Cash	2,228	0	-100.0%	458	0	-100.0%	682	0	-100.0%	-	-	-
Free	-	-	-	-	-	-	-	-	-	8,530	45,291	431.0%
Cherriots Regional												
<i>Fare Categories</i>												
Fare Types	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>	<i>Q3 2020</i>	<i>Q3 2021</i>	<i>% Change</i>
Monthly Pass	54	0	-100.0%	20	0	-100.0%	32	0	-100.0%	-	-	-
Day Pass	279	0	-100.0%	110	0	-100.0%	22	0	-100.0%	-	-	-
Cash	580	0	-100.0%	107	0	-100.0%	167	0	-100.0%	-	-	-
Free	-	-	-	-	-	-	-	-	-	255	1,122	340.0%

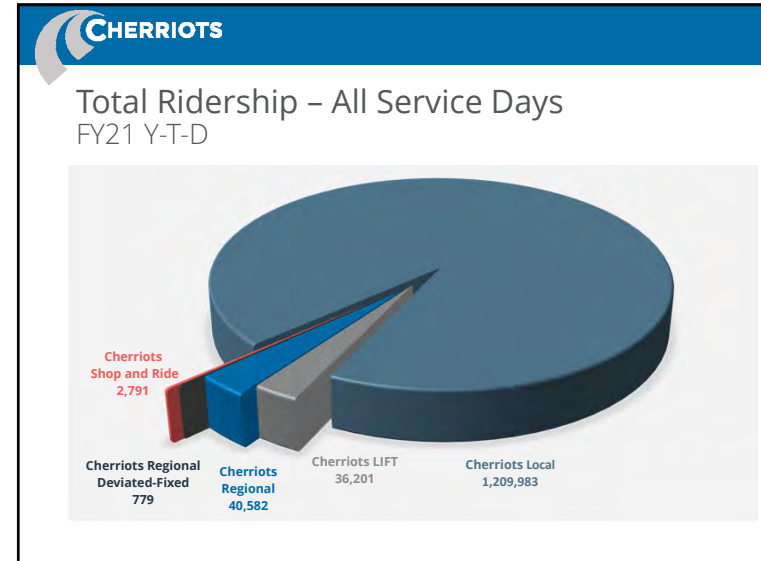
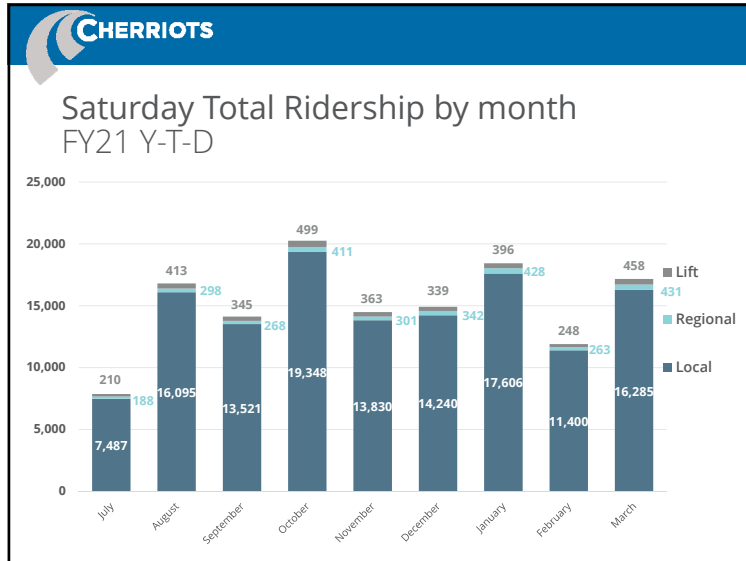
FY21 Q3 Performance Report

January – March 2021

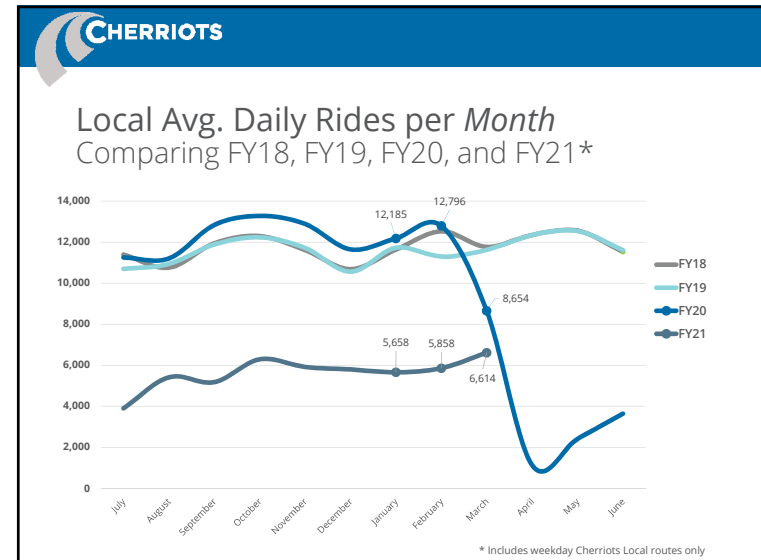


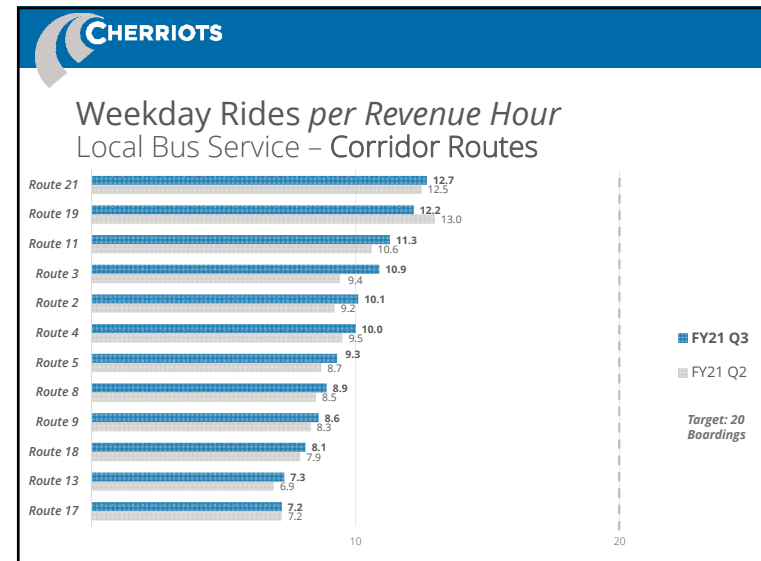
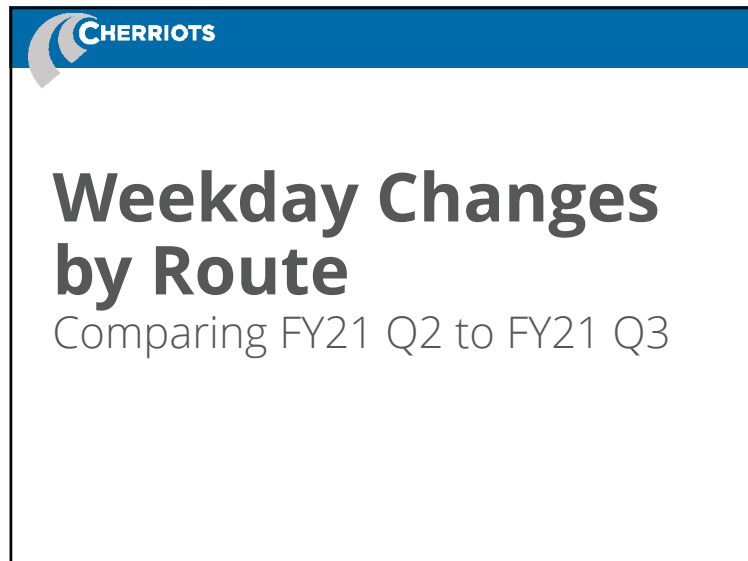
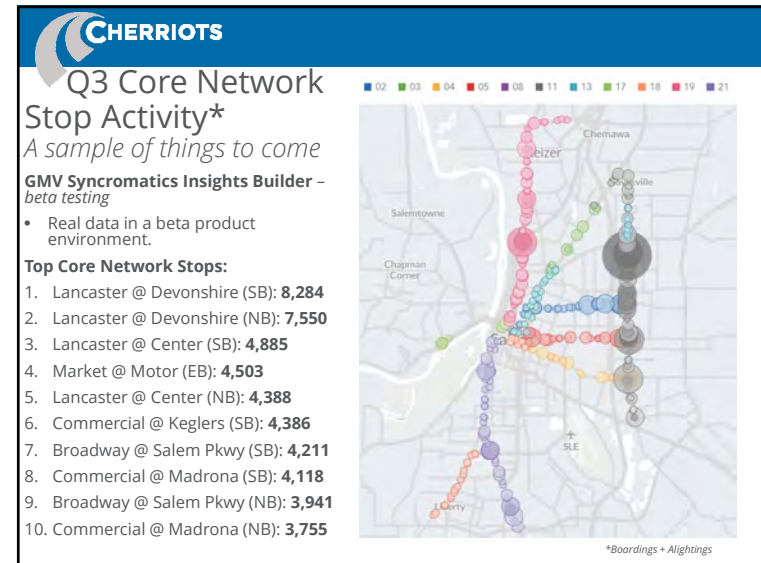
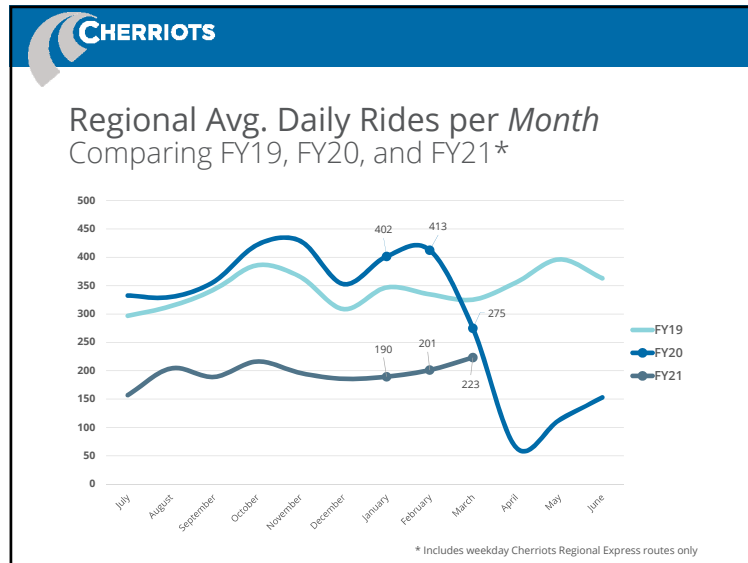
Ridership Totals

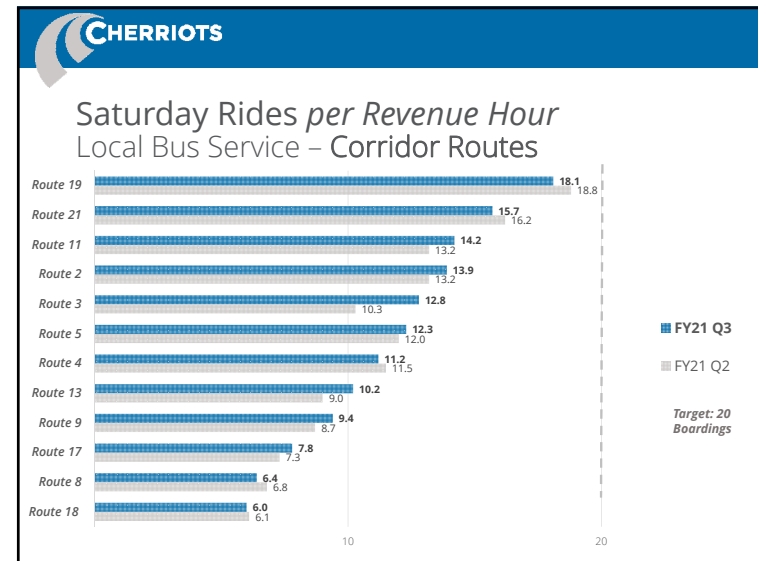
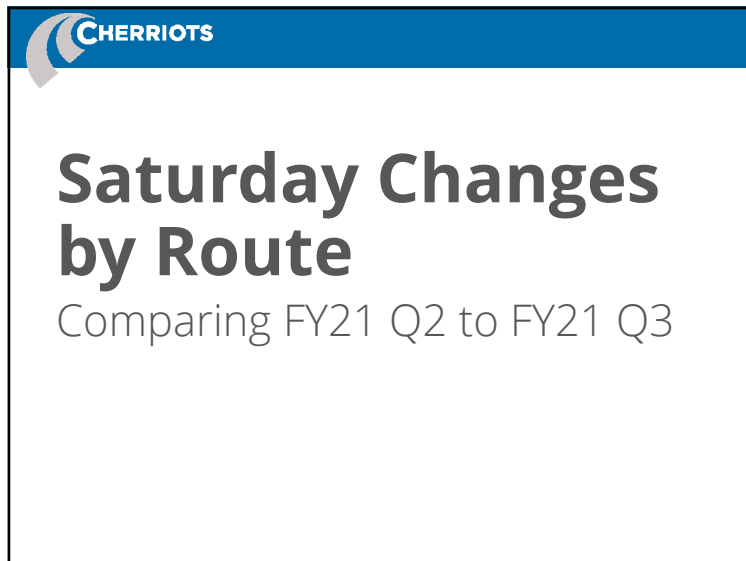
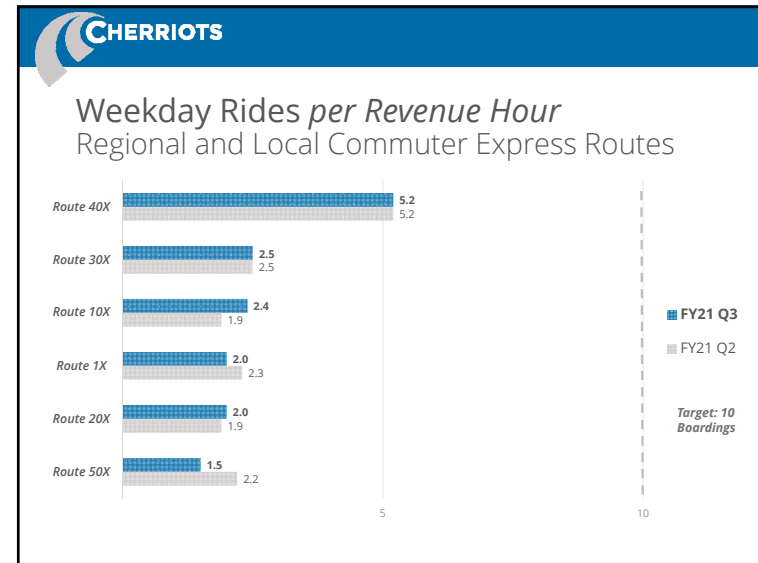
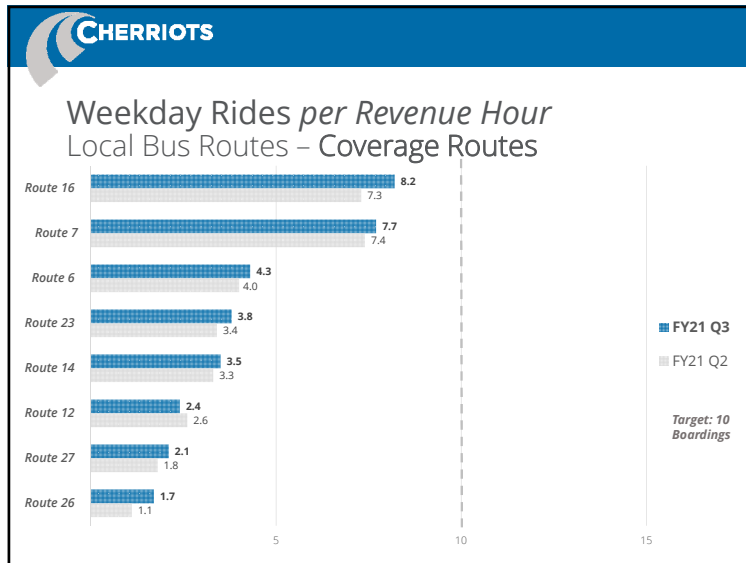


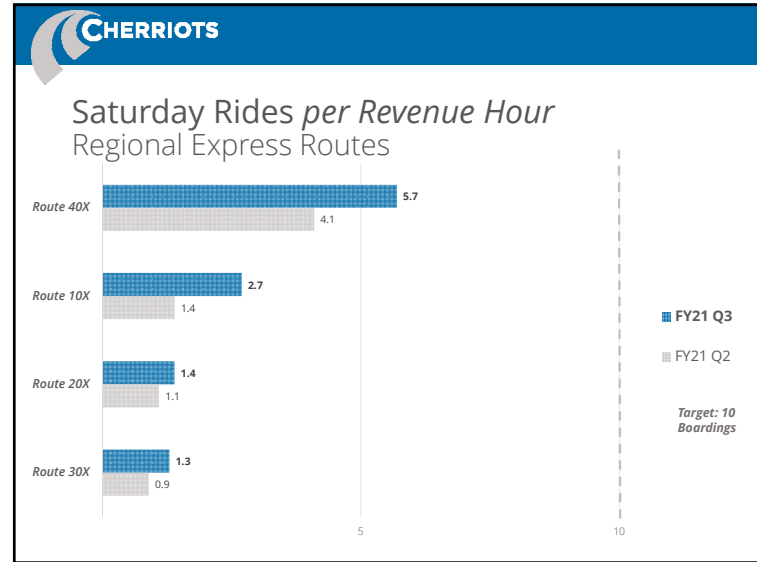
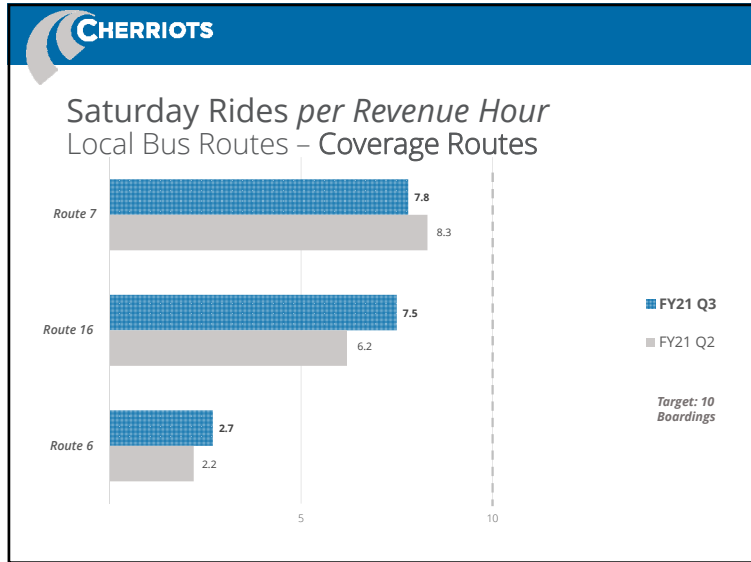


Ridership Averages











To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: May 27, 2021

Subject: FY 2021 Third Quarter Transportation Options Report

ISSUE

The FY 2021 Third Quarter Transportation Options Report

BACKGROUND AND FINDINGS

The activities, goals, and metrics of the Cherriots Transportation Options (TO) program are structured around the Oregon Department of Transportation’s 2020-2021 approved work plan, which details specific goals and activities to be accomplished during the year.

FINANCIAL IMPACT

None

RECOMMENDATION

None

PROPOSED MOTION

Information only

TRANSPORTATION OPTIONS

Third Quarter Report - FY 2021

January, February, and March 2021

The Transportation Options team continues to work remotely with adapted program activities and outreach. Remaining flexible and pivoting as needed has become the norm and we have become adept at virtual meetings, conferences, and online training. Even with challenges posed by the pandemic, the team continues to conduct education and outreach to the ETC's and other employers throughout Polk, Marion, and Yamhill counties.

GOAL: AWARENESS AND UNDERSTANDING

Community outreach

During the quarter, staff continued to engage with the community by supporting and promoting activities such as teleworking, bicycling, walking, and vanpooling.

Staff presented Cherriots updates at 25 Service Integration Team meetings and 11 chamber greeters/meetings attended by more than 800 people. We also presented information about the services that our team offers at the Academy Resource Fair sponsored by the Polk County Resource Center.

Employee Transportation Coordinators

The newsletter continues to act as an effective conduit for communication with the ETC's and other stakeholders. In March, the eNews included information about Transit Operator and Maintenance Worker Appreciation Month, the teleworking toolkit, suggestions on ways to get safe and healthy exercise in spite of COVID restrictions, and some carpooling tips.

Staff continues to hold one-on-one meetings with ETC's to ensure they have the resources and support they need throughout the pandemic and as they begin the process of implementing their return-to-work plans.

Bicycling and Walking

Staff met twice during the quarter with other local cycling advocates to discuss the future of bike share in Salem. The current operator of Salem Bike Share (Osborne Adventures) is still working to relaunch the program, but a current launch date is not yet scheduled. Staff made themselves available to continue their role of support and outreach if needed.

GOAL: EXPANDED MARKETS

The Get There Games: Teams Edition

The Oregon Department of Transportation approached the Transportation Options team with spearheading a pilot campaign that will test the ‘teams challenge’ feature in the Get There tool. This feature, which to date has not been used by Get There regional or statewide network administrators, allows users to create and join teams and compete as teams. This Challenge will inform the use of this feature in future regional and statewide challenges. Staff will work directly with the consultant, Alta Planning + Design, to plan and host the competition for people who live or work in the Salem-Keizer area.

Challenge Details:

- Dates: June 1-30
- Eligibility:
 - Members of the Cherriots parent network (e.g., individuals and networks such as the Department of Energy, State Capitol, etc.) will be eligible to participate.
 - Members must be at least 18 or older at the time of entry.
- Participation Requirements:
 - Participants must sign in or create an account at GetThereOregon.org and create or join a team.
 - Participants will work as a team to earn points by logging trips in Get There.
 - Eligible trips include: bike, walk, carpool, vanpool, telework, skate, and electric scooter.
 - Eligible trip purposes include: commute, recreational, errands, and school.

Challenge Goals:

- Pilot the teams feature in Get There to inform the use of teams in future regional and statewide challenges.
- Drive participation among existing users and encourage new users in the Salem-Keizer area to sign up for Get There.
- Emphasize the benefits of driving less and encourage participants to use transportation options or work from home.
- Enable the Oregon Department of Transportation and partners to learn more about transportation options motivators and behavior.

Staff has been working closely and diligently with Alta and have created the following:

- An online communication toolkit that partners can utilize before and during the campaign
- Marketing collateral
- Four bus ad designs (king, queen, tail, interior header card)
- A training workshop for all ETC's
- Three local sponsors have been secured and have donated prizes

Telework

The Remote and Teleworking Toolkit has been shared with all the ETC's (total of 56) and a variety of other employers and businesses in all three counties. The feedback has been overwhelmingly positive. Below is a quote from the ETC at the Oregon Department of Energy:

"I appreciate Cherriots creating a tool that not only addresses subjects around working from home, but also overall wellness. This is a great resource."

In addition to sharing telework resources, the TO team also helped organizations create a teleworking survey for employees to gauge productivity and overall satisfaction with working from home. Once surveys are completed, staff will inquire about the findings and compile data.

Group Pass Program

After assessing the impacts COVID-19 was having on our frontline workers and our community, the District decided to make all Cherriots services fare free until further notice. All participants of the Group Pass Program (GPP) were notified, and billing has been suspended until fare collection resumes.

Staff continues to check in with the GPP employers to see how Cherriots can continue to be a resource, as most of the workforce continues to work remotely to comply with physical distancing requirements. The teleworking toolkit has served as a valuable tool to continue engagement and conversation with these employers.

Staff continues to conduct outreach and education about the program and met with the student leadership at Western Oregon University (WOU) to discuss what steps would be necessary to start a student bus pass program at WOU.

Valley Vanpool

Staff is planning an outreach campaign with all the current vans participating in the Valley Vanpool program. The goal of this effort is to increase engagement of vanpool riders and overall participation within the Get There tool. The plan is for the campaign

to run for two weeks in May. Staff and Commute with Enterprise (the vendor) have had several planning meetings and have developed a communication strategy. Participation levels will be reported in the fourth quarter report.

Currently, Cherriots supports and subsidizes 17 vanpools. Due to the transition of commuters to a permanent work from home schedule and a decrease in ridership, one van was terminated in the third quarter.

Get There Oregon (Self-reported data)

Total statewide users	8,191	Carpool trips	152
Total regional users	1,315	Telework trips	434
New users	18	No trips reported for skate, scooter, train, vanpool, or walking.	
Bike trips	154		
Bus trips	118		

In the third quarter, staff saw a drop in self-reported trips in all modes. With the “Get There Games” launching soon and running through June, bike month promotions, and other outreach staff is doing, they should start to see an uptick in the number of users, and the number of trips reported.

GOAL: SAFETY

Safe Routes to School

Staff continues to support the Safe Routes to School program as a member of the steering committee, providing the agreed upon financial support, and programmatic consulting when needed.

PROGRAM WORK AND ACTIVITIES

Department of Motor Vehicles Project

At the request of ODOT, the TO team coordinated a project intended to help with the DMV’s “Driver at Risk” program. This program allows people who are concerned about someone’s ability to drive to report or refer them to the DMV for testing. The “Driver at Risk” is referred or reported by a doctor, adult child, or family friend. If the “Driver at Risk” fails a vision, comprehension, or driving test they must surrender their driver’s license, and the DMV is committed to providing them with a minimum of three alternatives to driving.

Every DMV in the state has a packet that was created to give the "Driver at Risk" some options. This is where our team stepped in and created packages for the seven DMV

offices that serve Polk, Marion, and Yamhill counties. Each packet has specific information about transportation services available in the specific area. Items include complimentary transit passes, maps, schedules, and a brochure that details information from the Aging and Disability Resource Connection (ADRC) that serves all three counties. These envelopes will be updated by Cherriots staff on an as needed basis.

Virtual conferences and webinars

Staff attended the Statewide Transportation Options Group of Oregon Meeting held virtually in January.

Staff attended a variety of professional development, industry specific, and educational sessions, including:

Webinars hosted by the Association for Commuter Transportation:

- All About Perception: PR and Transportation
- Achieving TDM Goals with Effective Developer Relationships
- TDM and Planning (Part 1): An Engineer and Planner Walk into a Bar...
- TDM and Planning (Part 2): Meaningful Design + Mobility Decisions: Elevating TDM's Role in Shaping Our Communities
- Making the Connection: Partnering with Your Transit Agency


Staff continues to attend virtual meetings or provide support for the following organizations:

- Association for Commuter Transportation (ACT) – Board member
- ACT National Diversity, Equity, and Inclusion Committee -- Chair
- ACT National Professional Development Committee -- Vice Chair
- ACT Cascade Chapter – Board member
- Chehalem Valley Chamber of Commerce
- McMinnville Chamber of Commerce
- Monmouth/Independence Chamber of Commerce
- Polk County Leadership Breakfast
- Safe Routes to School – Steering Committee
- Salem for Refugees – Transportation Action Committee
- Salem-Keizer Active Transportation Networking Group
- SEDCOR
- Statewide TDM quarterly meetings
- Transportation Options Group of Oregon – Board members
- Valley Vanpool Partnership
- Willamette University Sustainability Networking Group


Transportation Options

FY 21 – Third Quarter Report

Roxanne Beltz
Transportation Options Program Coordinator




Awareness and Understanding



Community Outreach

- Community meetings
 - ✓ Attended 36 during the quarter
 - ✓ 833 people per quarter



Community Outreach

- Polk County Community Resource Academy
 - ✓ Attended by 103 people
 - ✓ 44 presentations including:
 - Cherrlots
 - Community Action Agency – ARCHES
 - Family Promise
 - Mid-Valley Suicide Prevention Coalition
 - United Way of the Mid-Willamette Valley

CHERRIOTS

Event feedback

“ Wonderful training, very helpful.”

“ I learned about services out there I didn't know about.”

“ The presenters did an amazing job! All the information that was shared was very helpful.”



CHERRIOTS

Employee Transportation Coordinators

Employee Transportation Coordinator enews
An enewsletter for ETC's in the Willamette Valley

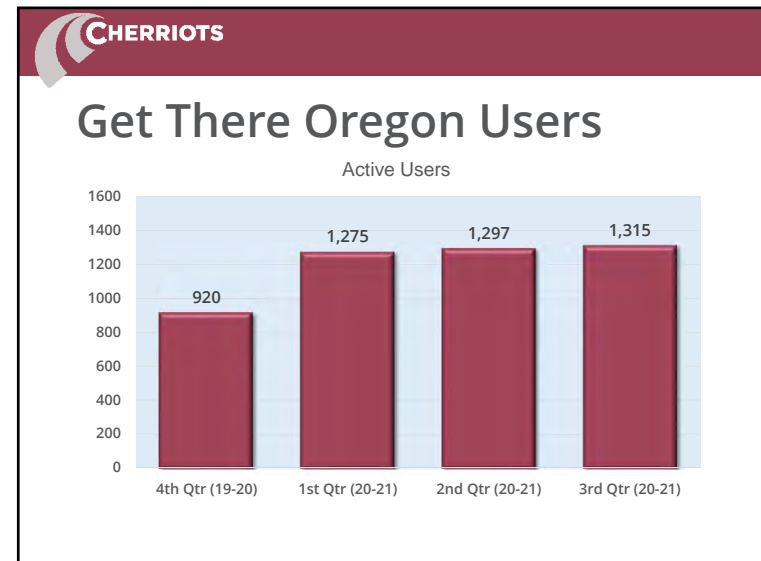


Remote and Teleworking Toolkit

“I appreciate Cherrlots creating a tool that not only addresses subjects around working from home, but also overall wellness. This is a great resource.”
- Dept of Energy ETC -

Expanded Markets

CHERRIOTS





Get There Games

- Pilot project using the team feature
 - Launch in June - runs all month
 - Salem-Keizer area
 - Use the Get There tool to create a team, track trips and win prizes



Expanded Markets

- Telework Toolkit
- Group Pass
- Valley Vanpool



Safety



Safety

- Safe Routes to School
- ODOT Driver at Risk program





Program activities



Program activities

- Professional development
 - ACT - Diversity, Equity, and Inclusion
- Attended training and webinars
 - o All About Perception: PR and Transportation
 - o Achieving TDM Goals with Effective Developer Relationships
 - o Making the Connection: Partnering with Your Transit Agency
 - o TDM and Planning - An Engineer and Planner Walk into a Bar...
 - o TDM and Planning - Meaningful Design + Mobility Decisions: Elevating TDM's Role in Shaping Our Communities



Questions?



BOARD MEETING MEMO

Agenda Item X.X

To: Board of Directors

From: Denise LaRue, Chief Financial Officer

Thru: Allan Pollock, General Manager

Date: May 27, 2021

Subject: FY2021 Third Quarter Finance Report

ISSUE

Shall the Board receive the Third Quarter Finance Report for FY2020-21?

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:

General Fund Total Operating Revenues through 3rd quarter are at 70% of total annual budget.

Federal Funding reflects the first and second quarter's payments, with the third quarter payment being received in the beginning of the fourth quarter.

Oregon State In-Lieu reflects the first and second quarter's payments. The third quarter's payment of \$2.0 million was received in April.

Advertising is performing below the budgeted level, at 61% of the annual budget. The vendor and the District negotiated an agreement to waive the contract minimums through the month of December 2020, due to the pandemic-related reduction in business advertising. This agreement has been revised to extend through June 30, 2021.

Miscellaneous revenues continue to perform better than expected, at 103% of annual budget, due to the sales of various assets sold this year.

General Fund Expenditures:

The *Total Operating expenditures* of the General Fund are under budget at 65% of total annual budget. All divisions in the General Fund are at or below the anticipated 75% of total budget, ranging from 43% to 73% of annual budget expended.

Transportation Programs Fund Revenues:

STIF Formula, STIF Pass-Through Formula Funds, and STF Pass-Through Funds categories are at 76%, 90%, and 75% of annual budget, respectively.

Federal Funds, including *CARES Act* funding in FY21 are behind projections in the third quarter. This is expected because we must incur the expenses prior to requesting a drawdown from FTA. Third quarter drawdowns are expected to be received by the end of May. *CARES Act* funding is at 50% of annual budget.

DD53 Revenues in FY21 are lagging behind projections at 5%. This reflects only two payments. In the FY21 budget, we projected that our fund would drop 28% from FY20 funding. The pandemic has hit this revenue source much harder than anticipated. Sheltered workshops where many of the DD53 riders work remains shut down. A few of the DD53 independent workers have returned to private work sites which reflects the payments we have received.

Transportation Programs Fund Expenditures:

The *Total Transportation Programs Fund* expenditures are at 55% of annual budget. All programs are below the anticipated 75% of total budget, ranging from 51% to 69% of annual budget expended.

Special Transportation Coordination category is at 25% of annual budget. This reflects reimbursement to sub-recipients for the first and second quarters. Third quarter reimbursements were paid in April 2021.

Capital Projects Fund Revenues:

Total Capital Revenues in the Capital Projects Fund are at 7% of total budget this quarter reflecting first and second quarter reimbursements from FTA and STIF funds.

Capital Projects Fund expenditures:

Overall the *Capital Projects Fund* expenditures are 14% of the annual approved budget. Among the projects budgeted, the Del Webb Power Generator Project replaced one generator. The CAD/AVL, APC Counters, and ITS Systems Implementation Project continues to move forward as well as the Lo/No Emission Bus Project. Also, the IT Server Project is making progress and the IT Switch Replacement Project was completed.

FINANCIAL IMPACT

None. For informational purposes.

RECOMMENDATION

Staff recommends that the Board receive and file this Third Quarter Financial Report for FY2020-21.

PROPOSED MOTION

None.

**Salem Area Mass Transit District
Fiscal Year 2020-21 3rd Quarter Financial Report**

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

	Actual	75% of Adopted and Amended Budget	FY2020-21 Adopted and Amended Budget	% of Budget	
1 <u>Operating Revenues/Resources</u>					1
2 Passenger Fares	\$ 555	\$ 1,174,433	\$ 1,565,910	0%	2
3 Other Fixed Route Services					3
3 Federal Funding	24,111	8,381,565	11,175,420	0%	3
4 Federal CARES Act	5,360,792	-	-		4
4 Federal 5307	-	-	-		4
4 STIF Formula	4,437,165	3,878,250	5,171,000	86%	4
5 STIF Discretionary	1,936	39,642	52,856	4%	5
6 Advertising	73,589	90,000	120,000	61%	6
7 Miscellaneous	461,519	337,388	449,850	103%	7
8 Property Taxes	13,207,998	9,712,500	12,950,000	102%	8
9 Oregon State In-Lieu	3,704,083	5,338,500	7,118,000	52%	9
10 Corona Virus Relief Fund	50,093	-	-		10
11 Interest on Investments	129,507	219,000	292,000	44%	11
12 Renewable Gas Credits	122,444	165,000	220,000	56%	12
13 Transfers from Other Funds	-	-	-		13
13 Operating Revenues/Resources Total	\$ 27,573,792	\$ 29,336,278	\$ 39,115,036	70%	13
14 <u>Operating Expenses/Requirements</u>					14
15 General Manager/Board/Strategic Init.	\$ 594,974	\$ 1,026,243	\$ 1,368,323	43%	15
16 Administration	588,340	641,543	855,391	69%	16
17 Finance & Technology	2,301,309	2,367,015	3,156,021	73%	17
18 Marketing & Communications	1,102,993	1,684,699	2,246,264	49%	18
19 Operations	16,943,127	19,374,361	25,832,481	66%	19
20 Unallocated General Administration	833,260	856,913	1,142,550	73%	20
21 Operating Expenses/Requirements Total	\$ 22,364,003	\$ 25,950,774	\$ 34,601,030	65%	21

**Salem Area Mass Transit District
Fiscal Year 2020-21 3rd Quarter Financial Report**

General Fund Department Expenses/Requirements Summary		Actual	75% of Adopted and Amended Budget	FY2020-21 Adopted and Amended Budget	% of Budget	
1	General Manager/Board of Directors/SIPM					1
2	General Manager	\$ 398,908	\$ 477,542	\$ 636,722	63%	2
3	Board of Directors	840	24,375	32,500	3%	3
4	Strategic Initiatives and Program Mgt.	195,226	524,326	699,101	28%	4
5	Total	594,974	1,026,243	1,368,323	43%	5
6	Administration					6
7	Human Resources	467,976	454,202	605,603	77%	7
8	Human Resources Safety	120,364	187,341	249,788	48%	8
9	Total	588,340	641,543	855,391	69%	9
10	Finance					10
11	Finance	982,828	1,030,208	1,373,611	72%	11
12	Procurement	227,848	237,038	316,051	72%	12
13	Information Technology	1,090,633	1,099,769	1,466,359	74%	13
14	Total	2,301,309	2,367,015	3,156,021	73%	14
15	Communication					15
16	Marketing and Communications	524,838	809,825	1,079,766	49%	16
17	Customer Service	474,885	643,955	858,606	55%	17
18	Travel Trainer	37,823	43,419	57,892	65%	18
19	Vanpool Lease	65,447	187,500	250,000	26%	19
20	Total	1,102,993	1,684,699	2,246,264	49%	20
21	Operations					21
22	Operations Administration	433,769	521,624	695,499	62%	22
23	Vehicle Maintenance	3,826,982	4,256,513	5,675,350	67%	23
24	Facility Maintenance	1,034,530	868,722	1,158,296	89%	24
25	Security	578,906	869,976	1,159,968	50%	25
26	Cherriots Fixed Route Service	10,628,456	12,222,890	16,297,187	65%	26
27	Planning	440,484	634,636	846,181	52%	27
28	Total	16,943,127	19,374,361	25,832,481	66%	28
29	Unallocated General Administration	833,260	856,913	1,142,550	73%	29
30	Notes:					0
30	Temporary Occupancy	4,801	-	-		30
31	General Fund Expenses/Requirements Total	\$ 22,368,804	\$25,950,774	\$ 34,601,030	65%	31

**Salem Area Mass Transit District
Fiscal Year 2020-21 3rd Quarter Financial Report**

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary		Actual	75% of Adopted and Amended Budget	FY2020-21 Adopted and Amended Budget	% of Budget	
1	Transportation Fund Revenues/Resources					1
2	Passenger Fares	\$ 450	\$ 208,650	\$ 278,200	0%	2
3	Federal Funds	530,548	1,991,072	2,654,763	20%	3
4	Cares Act	1,063,965	1,610,459	2,147,279	50%	4
5	State Funds	555,444	468,739	624,985	89%	5
6	Rideshare Grant	94,092	206,297	275,062	34%	6
7	TDM Grant	71,097	135,248	180,330	39%	7
8	DD53 Revenues	87,414	1,321,763	1,762,350	5%	8
9	STF Pass Through Funds	191,826	191,823	255,764	75%	9
10	Rural Veterans Health Pass Through Funds	-	33,750	45,000	0%	10
11	STIF Formula Pass Through Funds	494,126	410,775	547,700	90%	11
12	STIF Formula	685,060	678,413	904,550	76%	12
13	Miscellaneous Revenue	(53,297)	-	-		13
14	Interest on Investments	2,145	-	-		14
13	In kind match	-	29,152	38,869	0%	13
14	Transfers from Other Funds	-	1,166,250	1,555,000	0%	14
15	Transportation Fund Revenues/Resources Total	\$ 3,722,870	\$ 8,452,391	\$ 11,269,852	33%	15
16	Transportation Fund Expenses/Requirements					16
17	Communication	\$ 254,422	370,696	\$ 494,261	51%	17
18	Operations	5,413,637	6,932,420	9,243,227	59%	18
19	GM/Board/SIPM	219,554	663,889	885,185	25%	19
20	Transportation Fund Expenses/Requirements Total	\$ 5,887,613	\$ 7,967,005	\$ 10,622,673	55%	20

**Salem Area Mass Transit District
Fiscal Year 2020-21 3rd Quarter Financial Report**

Transportation Programs Fund Summary of Expenses/Requirements by Program		Actual	75% of Adopted and Amended Budget	FY2020-21 Adopted and Amended Budget	% of Budget	
1	Operations					1
2	Cherriots Lift	\$ 3,490,397	\$ 4,797,218	\$ 6,396,291	55%	2
3	Cherriots Shop & Ride	324,184	356,879	475,839	68%	3
4	Cherriots Regional	1,470,480	1,602,440	2,136,586	69%	4
5	Mobility Management	128,576	175,883	234,511	55%	5
6	Operations Total	5,413,637	6,932,420	9,243,227	59%	6
7	Communication					7
8	Trip Choice	254,422	370,696	494,261	51%	8
9	Communication Total	254,422	370,696	494,261	51%	9
10	GM/Board/SIPM					10
11	Special Transportation Coordination	219,554	663,889	885,185	25%	11
12	GM/Board/SIPM Total	219,554	663,889	885,185	25%	12
13	Transportation Programs Fund Total	\$5,887,613	\$ 7,967,005	\$ 10,622,673	55%	13

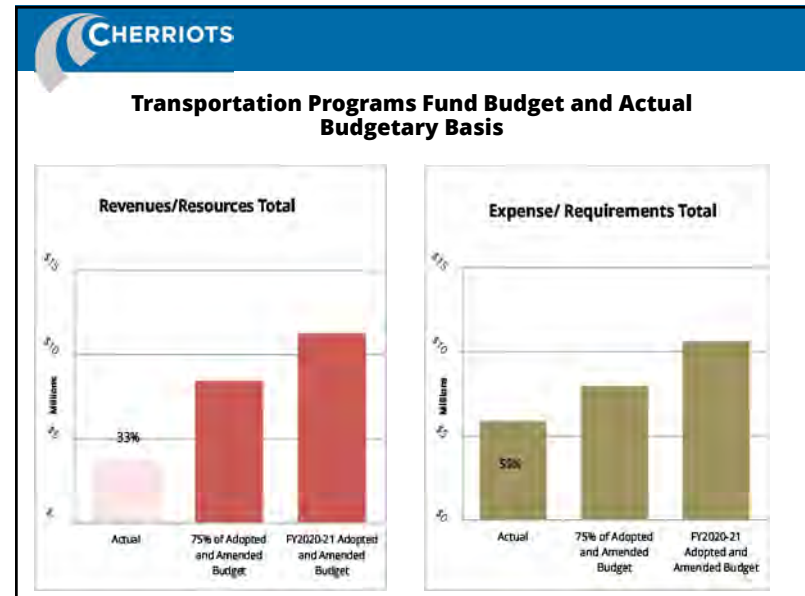
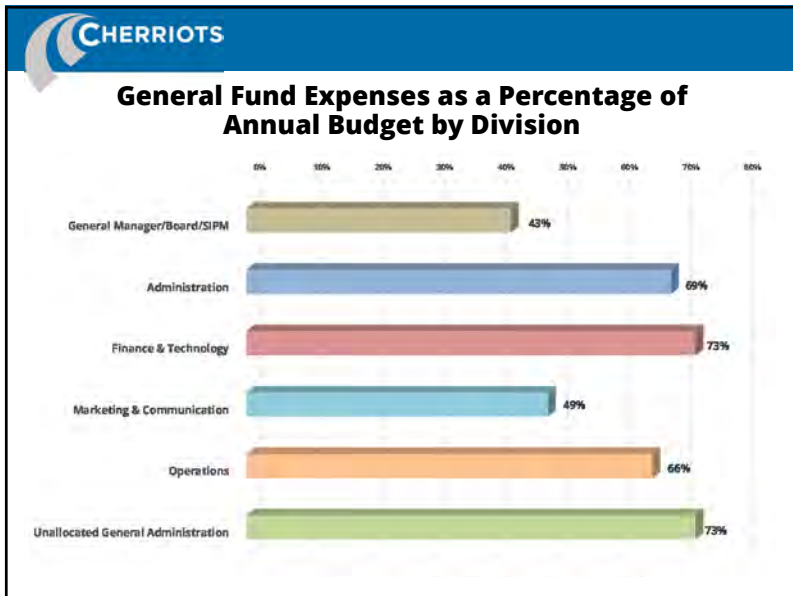
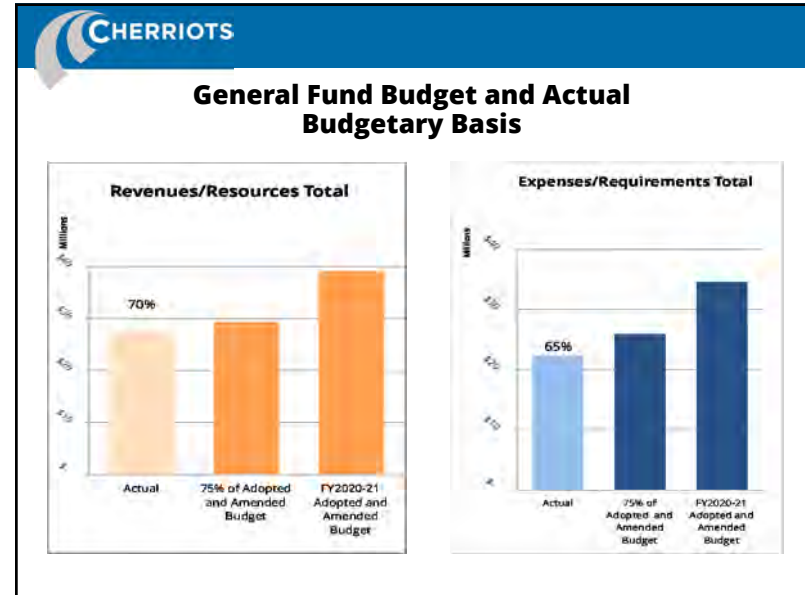
**Salem Area Mass Transit District
Fiscal Year 2020-21 3rd Quarter Financial Report**

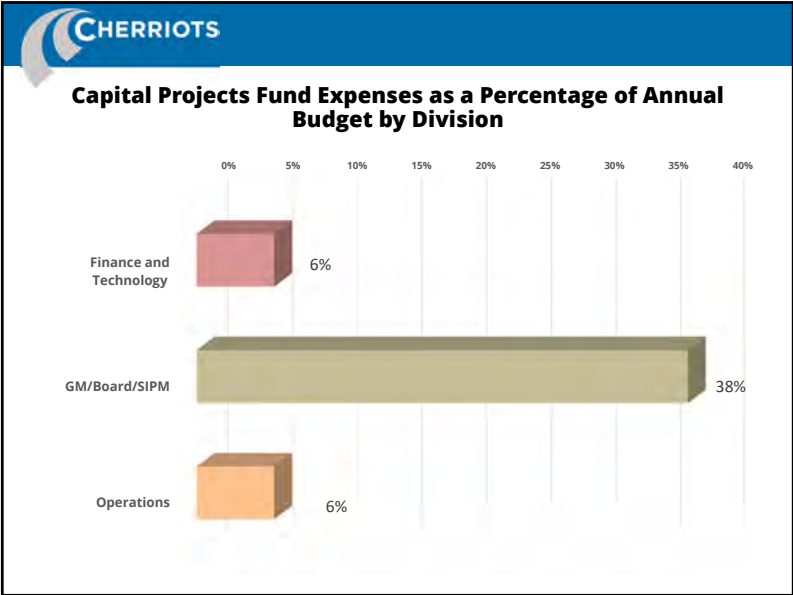
Capital Project Fund Revenues/Resources and Expenses/Requirements Summary		Actual	75% of Adopted and Amended Budget	FY2020-21 Adopted and Amended Budget	% of Budget	
1	Capital Revenues/Resources					1
2	Net Working Capital		34,724	\$ 46,299	0%	2
3	Federal Funding	960,783	8,796,833	11,729,110	8%	3
4	Connect Oregon Funds	-	-	-		4
5	State STF Funds	-	-	-		5
6	State STIF Funds	202,960	855,049	1,140,065	18%	6
7			-			
7	Miscellaneous	-	403,022	537,363	0%	7
8	Interest on Investments	-	-	-		8
9	Transfers from Other Funds	-	1,738,904	2,318,538	0%	9
10	Capital Revenues/Resources Total	\$ 1,163,743	\$ 11,828,532	\$ 15,771,375	7%	10

Capital Expenses/Requirements Summary by Division						
11	Finance and Technology	\$ 74,909	\$ 968,668	\$ 1,291,557	6%	11
12	GM/Board/SIPM	1,372,801	\$ 2,684,450	3,579,266	38%	12
13	Operations	525,791	\$ 7,166,170	9,554,893	6%	13
14						14
15	Capital Expenses/Requirements Total	\$ 1,973,501	\$ 10,819,288	\$ 14,425,716	14%	15

Third Quarter Financial Report

January 1, 2021 - March 31, 2021



CHERRIOTS

- Questions about the Third Quarter Financial Report?





To: Board of Directors

From: Allan Pollock, General Manager

Date: May 27, 2021

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, and Inclusion Committee
Subdistrict 2 Director Busch	
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	Citizens Advisory Committee
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