

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, October 26, 2023 at 5:30 PM

This meeting is open to the public, please see page 2 for available formats.

AGENDA

I. CALL TO ORDER	
A. Note the Attendance for a Quorum	
B. Safety Moment	
II. ANNOUNCEMENTS AND CHANGES TO AGENDA	
III. PRESENTATION(S)	
IV. PUBLIC COMMENT *	
V. CONSENT CALENDAR **	
A. Approval of Minutes	
1. <u>September 28, 2023 Board of Directors Meeting</u>	4
2. <u>October 12, 2023 Board of Directors Work Session</u>	9
B. Routine Business Items	
1. <u>Approval of FY2025 Budget Calendar</u>	11
2. <u>Approve Reappointment of Budget Committee Members</u>	14
VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR	
VII. ACTION ITEMS	
A. <u>Award Bus Stop AIP Group 5 Construction Contract</u>	17
VIII. INFORMATIONAL REPORTS	
A. <u>FY2023 Annual Performance Report</u>	24
IX. GENERAL MANAGER'S REPORT	
X. <u>BOARD OF DIRECTOR'S REPORT</u> ***	49
XI. ADJOURNMENT	

Next Board Work Session Date: Thursday, November 9, 2023
Next Regular Board Meeting Date: Thursday, December 14, 2023

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 201 7035 | Passcode: 512136
Go to: <https://cherriots-org.zoomgov.com/j/1612017035?pwd=L2g4UDIVMFV0eklVd2hvTFpsRWhhZz09>
- Comcast Channel 21
- Live Stream: <https://www.capitalcommunitymedia.org/all>
- One Tap Mobile: +16692545252,,1612017035#,,, *512136# US
- Landline Phone: +1 669 254 5252 US

***Public Comment:** Designated time for community members to testify before the board on any items of Board business, being limited to three minutes. Public Comments are accepted in writing, by email, in person, or by ZoomGov (Written testimony will be submitted and entered in to the record if it is received by 5:00 P.M. on the day of the meeting).

Email: Board@cherriots.org

Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301

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

***** Board of Director Report:** Time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as representatives of the District.

Virtual Meetings: The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via *ZoomGov*. The meeting I.D. and passcode are below the agenda.

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; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de *ZoomGov*. La reunión I.D. y el código de acceso están debajo de la agenda.

Subtítulos (CC): la plataforma de transmisión en vivo de *ZoomGov* incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

Formatos alternativos: esta es una reunión pública en un lugar accesible según 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 atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Las copias electrónicas del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de 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.



Salem Area Mass Transit District
Board of Directors Meeting
September 28, 2023

Index of Board Actions

<u>Action</u>	<u>Page</u>
Approve the Consent Calendar	3
A. Approval of Minutes	
1. <u>August 24, 2023 Board of Directors Meeting</u>	
2. <u>September 14, 2023 Board of Directors Work Session</u>	
3. <u>September 14, 2023 Board of Directors Special Meeting</u>	
4. <u>September 14, 2023 Board of Directors Executive Session</u>	
 Adopt Resolution No. 2023-09 to approve the 2023 Title VI Program and direct the General Manager to submit the plan document to the Federal Transit Administration by October 1, 2023	4
 Approve a 5% base salary merit pay award and a 2% base salary merit increase effective July1, 2023, for General Manager Allan Pollock	4

Salem Area Mass Transit District
Board of Directors Meeting Minutes

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

September 28, 2023

Full Video of Board Meeting can be accessed at: https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iYD_YiUu7ABEx92

Attendees:

Board: Vice-President Ian Davidson, Directors Ramiro Navarro Jr., Sadie Carney, Sara Duncan, and Bill Holmstrom. Absent: President Maria Hinojos Pressey

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CTO Baofeng Dong, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Service Planning Manager Chris French, Contract/Procurement Manager Dan Knauss, Security and Emergency Management Manager Karen Garcia, Transit Planner II Ted Stonecliffe, and Executive Assistants Crisandra Williams and Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual), President of the Board of Directors for the Imperial Sovereign Court of the Willamette Empire (ISCWE) Michael Shelley and Prince Royale to the 45th Reign of ISCWE Beth Delaney.

I. CALL TO ORDER

- A.** Vice President Ian Davidson called the meeting to order at 5:30 p.m. Attendance was noted, indicating President Maria Hinojos Pressey was absent and requested Vice President Davidson to chair. Vice President Davidson also noted a quorum was present.
- B.** GM Allan Pollock provided the safety moment with a focus on keeping safe this fall, noting rain can cause slippery road ways and fallen leaves can cause slick walkways and potentially hide trip hazards. These combined with an increase in children walking to and from school and our days getting shorter, causing it to get darker earlier, are all cause to be vigilant and aware of our surroundings when driving and walking.

II. ANNOUNCEMENTS | CHANGES TO THE AGENDA - None

III. OATH OF OFFICE

Vice President Davidson asked newly elected Board Treasurer, Director Carney to move to the front of the dais to complete the Oath of Office. Director Carney completed the Oath of Office for a term ending June 30, 2025.

IV. PRESENTATION(S)

- A.** Imperial Sovereign Court of the Willamette Empire (ISCWE)

Presenter: President of the Board of Directors for ISCWE Michael Shelley and Prince Royale to the 45th Reign of ISCWE Beth Delaney.

Staff Report: NA – See Attachment A

ISCWE President Shelley and ISCWE Prince Royale Delaney presented three large poster boards filled with comments of gratitude for the “Ride with Pride” bus featured this past June for Pride Month. They both took the time to commend Cherriots on their courage to outwardly support the LGBTQIA+ community; and also extended their appreciation by noting if there was anything the ISCWE could assist Cherriots with, they would be grateful for the invitation.

V. PUBLIC COMMENT - None

VI. CONSENT CALENDAR

Presenter: Vice President Davidson

Staff Report: Pg. 4-13

A. Approval of Minutes

1. August 24, 2023 Board of Directors Meeting
2. September 14, 2023 Board of Directors Work Session
3. September 14, 2023 Board of Directors Special Meeting
4. September 14, 2023 Board of Directors Executive Session

B. Routine Business Items - None

Motion:	Approve the Consent Calendar
Motion By:	Director Sadie Carney
Second:	Director Sara Duncan
Vote:	Motion Passed Unanimously

VII. ITEMS DEFERRED FROM THE CONSENT CALENDAR – None

VIII. ACTION ITEMS

A. Approve Title VI Plan

Presenter: Transit Planner II Stonecliffe

Staff Report: Pg. 14-707

Transit Planner II Stonecliffe provided a brief overview of the Title VI program, along with a description for each attachment of the report. He did note for the Board, while Cherriots is required to update the Title VI Program every three years to meet obligations with the FTA, it is considered a living document and can be updated at any time.

Motion:	I move that the Board adopt Resolution No. 2023-09 to approve the 2023 Title VI Program and direct the General Manager to submit the plan document to the Federal Transit Administration by October 1, 2023.
Motion By:	Director Ramiro Navarro Jr.
Second:	Director Sara Duncan
Vote:	Motion Passed Unanimously

B. Complete the General Manager Performance Evaluation and Compensation Change Process

Presenter: GM Pollock

Staff Report: Pg. 708

GM Pollock recognized that in accordance with Board Policy, the Board of Directors is responsible for evaluating the performance of the general manager. In addition, the Board shall give consideration to any change in the general manager's compensation package. He noted the Board of Directors has met in an Executive Session in July 2023 and September 2023, to review the composite performance evaluation and to formulate a potential compensation adjustment. There is no staff recommendation for this report.

Motion:	I move that the Board approve a 5% base salary merit pay award and a 2% base salary merit increase effective July 1, 2023, for General Manager Allan Pollock
Motion By:	Director Sara Duncan
Second:	Director Ramiro Navarro Jr.
Discussion on the Motion:	Director Carney thanked her fellow Board members for the insightful discussion surrounding this motion. She also took a moment to thank GM Pollock for all the work he does on the community's behalf. Vice President Davidson highlighted the thought and consideration the Board took in making this decision.
Vote:	Motion Passed Unanimously

GM Pollock thanked the Board for their support and trust in his leadership. He took a moment to recognize the great team at Cherriots, indicating it is a collective effort to move the organization forward.

IX. INFORMATIONAL REPORTS

A. FY2023 Security and Emergency Management Report

Presenter: Security and Emergency Management Manager Garcia

Staff Report: 709-722

Security and Emergency Management Manager Garcia provided a brief overview of the Security Team Responsibilities along with the different Security Providers and the areas in which they serve. She then provided a detailed FY23/FY22 quarter by quarter comparison of customer service contacts, exclusions, warnings, ordinance warnings, security incident reports, request for police response and activity, and most common incidents. She made special note of a new reporting requirement that began on April 1, 2023, to the National Transit Database (NTD). Lastly she discussed emergency planning activities that have taken place over the last fiscal year, along with those taking place this fiscal year.

B. Battery Electric Bus Project Update

Presenter: COO Dietz

Staff Report: 723-730

COO Dietz provided a project recap along with an update on the progress made on the District's Battery Electric Bus project. He concluded his report with the remaining steps to be taken for project completion.

X. GENERAL MANAGER'S REPORT

GM Pollock provided the General Manager's Report. He noted Tri-Met will now be participating in TransDASH, therefore Oregon's three transit districts will now be a part of the program. He also discussed and encouraged participation in the upcoming Oregon Travel Study, which occurs once a decade. He shared a letter from Falk Ambulance, congratulating Cherriots on its recent sustainability award. GM Pollock also announced Cherriots new CHRO, Jaél Rose will be starting on Monday, October 2, 2023. Lastly, he highlighted key items provided on the talking points sheet provided by CCO Feeny.

XI. BOARD OF DIRECTORS REPORT

Vice President Davidson and Directors provided reports on committees and activities in which they represent SAMTD.

XII. ADJOURN

Vice President Davidson adjourned the meeting at 7:53 p.m.

Respectfully Submitted

Maria Hinojos Pressey, Board President



Salem Area Mass Transit District
Board of Directors Work Session Minutes

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

October 12, 2023

Attendees:

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff (Virtual), Ramiro Navarro Jr., Sadie Carney, Ian Davidson (Virtual), Sara Duncan and Bill Holmstrom

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, COO Tom Dietz, and Executive Assistant Kirra Pressey.

Guest: SDAO Senior Consultant Mark Knudson

I. CALL TO ORDER

President Maria Hinojos Pressey called the work session to order at 5:32 PM
Attendance was noted.

A. Safety Moment

GM Pollock provided the Safety Moment noting this month in Oregon is Fire Prevention Month and the theme for this year is fire safety in the kitchen. He provided the following safety tips: stay alert, remain in the kitchen when cooking, keep flammable items away from heat sources, keep a lid nearby when cooking, do not pour water on a grease fire, keep children and pets away from the kitchen when cooking and lastly when in doubt get out, do not call 911 until you are outside.

B. Announcements

DGM Trimble introduced the District's new CHRO Jaél Rose, who extended her enthusiasm to join the District's team.

II. PRESENTATION(S) | DISCUSSION(S)

A. Board Training (Special Districts, Board Authority, Expectations, Public Meetings & Ethics

Presenter: SDAO Senior Consultant Mark Knudson

Staff Report: Pg. 3-30

SDAO Senior Consultant Knudson provided Board Training discussing the following topics: Special Districts, District and Board authority and expectations, and public meeting and ethics law. He also highlighted HB 2805, discussing the evolving

requirements for public meetings.

III. GENERAL MANAGER COMMENTS

A. Upcoming Board Agenda Items

B. Board Calendar Review

Presenter: GM Pollock

Staff Report: Pg. 31-32

GM Pollock discussed upcoming Board agenda items, making special note there will be no Board Meeting in November and no Work Session in December.

IV. WORK SESSION ADJOURNED

President Maria Hinojos Pressey Adjourned the work session at 7:32 PM.



BOARD MEETING MEMO

Agenda Item V.B.1

To: Board of Directors
From: Denise LaRue, Chief Financial Officer
Thru: Allan Pollock, General Manager
Date: October 26, 2023
Subject: FY 2024-25 Budget Calendar

ISSUE

Shall the Board adopt the proposed Budget Calendar for the FY2024-25 budget preparation?

BACKGROUND AND FINDINGS

Pursuant to Oregon Budget Law, the FY2024-25 budget must be adopted by the Board no later than June 30, 2024, in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published twice between 10 and 30 days before the meeting, separated by at least five days.

Orientation for new Budget Committee members may be scheduled during the month of April by notifying the General Manager or Executive Assistant. Finance staff will then set up mutually convenient meeting date(s) and time(s) to cover the basic duties of the committee.

The work of the Budget Committee begins at the first meeting proposed for Tuesday, May 7, 2024. At this meeting, the Budget Committee receives the proposed budget presented by the General Manager. During this, and any subsequent meetings, the committee reviews and ultimately approves the budget. The Budget Committee is scheduled for three meetings starting at 5:30 PM on May 7, May 8, and May 9 (if needed).

The Budget Committee will present the approved budget to the Board at the June 27, 2024 Board meeting, and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the budget

hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of May 28, 2024.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends adoption of the proposed FY2024-2025 Budget Calendar.

PROPOSED MOTION

I move that the Board adopt the proposed FY2024-2025 Budget Calendar.

Salem Area Mass Transit District

BUDGET CALENDAR
Fiscal Year 2024-2025

Day	Date	Time	Responsible	Activity
Thursday	October 26, 2023	5:30 PM	Finance	Board adopts FY 2024-2025 Budget Calendar (for FY 2024-25 Budget Process)
Mon - Fri	Week of April 8, 2024		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 22, 2024		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Wednesday	April 12, 2024		Executive Leadership Team	SAMTD Executive Leadership Team approves draft for Budget Committee consideration
Mon - Fri	Month of April, 2024		Finance	Budget Committee Orientation with Committee members upon request
Tuesday	May 7, 2024	5:30 PM	Senior Leadership Team	First Budget Committee Meeting - • Election of Officers & Budget Message
Wednesday	May 8, 2024	5:30 PM	Senior Leadership Team	Second Budget Committee Meeting - (if necessary) • Deliberation & Approval
Thursday	May 9, 2024	5:30 PM	Senior Leadership Team	Third Budget Committee Meeting - (if necessary) • Deliberation & Approval
Tues - Fri	Week of May 28, 2024		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 27, 2024	5:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 27, 2024	5:30 PM	Board	Board adopts FY2023-24 Budget, makes appropriation, levies taxes
Mon - Fri	Week of July 15, 2024		Finance	Adopted budget and levy certification form due to County Assessors (submission required by July 31, 2024)



BOARD MEETING MEMO

Agenda Item V.B.2

To: Board of Directors
From: Kirra Pressey, Executive Assistant
Thru: Allan Pollock, General Manager
Date: October 26, 2023
Subject: Budget Committee Community Member Appointment

ISSUE

Shall the Board reappoint Ashley Carson Cottingham and Sheronne Blasi to the Budget Committee as community members representing Subdistricts 6 and 7, for an expired term, ending June 30, 2026?

BACKGROUND AND FINDINGS

There are two community member vacancies on the Budget Committee representing Subdistricts #6 and #7. District Bylaws provide for filling vacancies on the committee at the discretion of the Board as follows:

- a. A qualified Elector must be a registered voter, 18 years of age or older who resides within the District boundaries, preferably within the subdistrict to be appointed to.
- b. The board member representing the subdistrict of the vacancy may recommend to the board, the appointment of a qualified elector. The board then moves to accept or reject that appointment; or
- c. The board member representing the subdistrict of the vacancy may call for applications for the citizen member position(s) on the budget committee.

Both Ashley Carson Cottingham (Subdistrict 6) and Sheronne Blasi (Subdistrict 7) were asked to serve an additional term as community members; both have agreed to do so.

FINANCIAL IMPACT

There is no financial impact to these appointments.

RECOMMENDATION

Director Sara Duncan recommends the Board reappoint Ashley Carson Cottingham to the Budget Committee as a community member representing Subdistrict #6 for a term, ending June 30, 2026.

Director Bill Holmstrom recommends the Board reappoint Sheronne Blasi to the Budget Committee as a community member representing Subdistrict #7 for a term ending June 30, 2026.

PROPOSED MOTION

I move the Board reappoint community members Ashley Carson Cottingham, representing Subdistrict #6 and Sheronne Blasi, representing Subdistrict #7, to the Budget Committee for a term ending June 30, 2026.



Salem Area Mass Transit District BUDGET COMMITTEE ROSTER

Subdistrict: Board Member:

- 1 Joaquín Lara Midkiff**
Term Expires: 6/30/2027*
- 2 Ramiro Navarro**
Term Expires: 6/30/2025
- 3 Sadie K. Carney**
Term Expires: 6/30/2027
- 4 Maria Hinojos Pressey**
Term Expires: 6/30/2025
- 5 Ian Davidson**
Term Expires: 6/30/2027
- 6 Sara Duncan**
Term Expires: 6/30/2025
- 7 Bill Holmstrom**
* Term Expires: 6/30/2027

Community Member:

- Nick Fortey**
Appointed: 4/27/2023* Expires: 6/30/2025
- Andrew Hickey**
Appointed: 12/17/2020 Expires: 6/30/2024
- Kathy Lincoln**
Appointed: 12/17/2020* Expires: 6/30/2025
- Marie Greene**
Appointed: 3/23/2023* Expires: 6/30/2024
- Carl F. Garner**
Appointed: 12/12/2019 Expires: 6/30/2025
- Ashley Cartson Cottingham**
Appointed: 10/26/2023 Expires: 6/30/2026
- Sheronne Blasi**
Appointed: 10/26/2023 Expires: 6/30/2026

Budget Officer

Allan Pollock, General Manager / CEO
Phone: (503) 588-2424 | (503) 566-3933
Email: allan.pollock@cherriotics.org

Denise LaRue, Chief Financial Officer
Phone: (503) 588-2424 | (503) 361-7542
Email: denise.larue@cherriotics.org

Budget Committee Email: publictestimony@cherriotics.org

* **Unexpired Term**



To: Board of Directors
From: Chris French, Service Planning Manager
Shofi Ull Azum, Chief Planning and Development Officer
Thru: Allan Pollock, General Manager
Date: October 26, 2023
Subject: Award Bus Stop Accessibility Improvement Program Group 5 Construction Contract

ISSUE

Shall the Board approve a project budget of \$183,999 which includes a 15% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Accessibility Improvement Project Group 5?

BACKGROUND AND FINDINGS

The District is currently in a multi-phase project to improve its bus stops to meet Americans with Disabilities Act (ADA) standards and to improve the customer experience when using District services.

The requirements for a bus stop to meet ADA standards are complex; it involves minimum width and depth dimensions, and limitations on the amount of slope allowed for the paved access to the bus from the sidewalk. Every stop location has a unique set of circumstances that must be addressed including: slope issues, lack of public right-of-way, sidewalks in poor condition, no sidewalks, on-street parking, visibility issues, lighting, irrigation systems, underground utilities, etc. The photos in **Example 1**, show several of the challenges that need to be overcome when improving bus stops. Some of the issues are not only an inconvenience for everyone but are the actual barrier preventing individuals with disabilities from easily accessing transit. These include landscape strips between the curb and sidewalk, trees with low branches, rough sidewalk surfaces, and cars parked on the shoulder.

In addition to making improvements to meet ADA standards, other improvements are designed to improve the customer experience and attract new transit riders. Some of these include the addition of shelters at bus stops with high ridership, pole mounted seats, lighting, trash cans, and backdoor walkways. The photos in **Example 2** show both ADA and customer convenience improvements that have been made as a result of this project.

The project has been managed in groups of stops to increase the likelihood of receiving an

adequate number of competitive bids. There have been four groups completed and one that is coming to you tonight for a contract award. The bid package size ranges from around 15 to 35 stop locations. Typically a bid package over 40 stops becomes too large for smaller contractors to handle, and less than 15 stops will not attract larger contractors.

Bus Stop Improvement Program Group 5 includes stops at the following 16 locations:

- Chemeketa College - Bldg 2 - Bay E
- Lancaster @ Rich
- Lancaster @ Beverly
- Lancaster @ Sunnyview
- Lancaster @ Market St.
- Lancaster @ Denver
- Lancaster @ State
- Lancaster @ Munkers
- Walker @ Swegle
- Hawthorne @ Mission
- Commercial @ Boone
- Commercial @ Vista
- Marker @ Motor
- Gerth @ Elm
- Lockhaven @ River Rd
- 17th @ Grant

Of these stops, there are eleven in Salem, one in Keizer, and four in Marion County. The bid was posted on August 04, 2023, with a closing date of September 18, 2023. Eight bids were received, five were deemed responsive and 3 were unresponsive. Since this procurement was conducted as an invitation to bid, the contract is awarded to the lowest responsive bid, which was R&R Construction.

In addition to awarding a contract, the proposed motion also includes the approval of a project budget, which includes a 15% contingency amount. In the current market, both labor and material costs are extremely volatile. While the contract is for a not-to-exceed amount, any unforeseen circumstance that would necessitate a change order could add a significant amount to the cost of improvement to a particular stop or stops. The contingency amount provides budget authority for the project, without granting that up front to the contractor. These change orders would be addressed through the change order process and a contract amendment.

FINANCIAL IMPACT

The funding source for local bus stop improvement project group 5 (16 stops) is below:

Fund Source	Federal Share	Local Match	Total Budget
FTA 5307	\$165,102 (89.73%)	\$18,897 (10.27%)	\$183,999

RECOMMENDATION

Staff recommends the Board approve a project budget of \$183,999.00, which includes a 15% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 5.

PROPOSED MOTION

I move that the Board approve a project budget of \$183,999 (*one-hundred eighty-three thousand, nine hundred and ninety-nine dollars*), which includes a 15% contingency, and direct the General Manager to enter into a contract with R&R Construction for the construction of Bus Stop Improvement Project Group 5.

Example 1:





Example 2:







BOARD MEETING MEMO

Agenda Item VIII.A

To: Board of Directors
From: Chris French, Service Planning Manager
Shofi Ull Azum, Chief Planning and Development Officer
Thru: Allan Pollock, General Manager
Date: October 26, 2023
Subject: FY23 Annual Performance Report

ISSUE

Shall the Board receive the Fiscal Year 2023 Annual Performance Report?

BACKGROUND AND FINDINGS

The purpose of the annual performance report is to report on total and average revenue hours, revenue miles, and boardings data during Fiscal Year 2023 (FY23) and to compare that data with previous fiscal years. Salem Area Mass Transit District (SAMTD) staff use insights from the report to develop future service plans.

This FY23 Annual Performance Report covers weekday, Saturday, and Sunday service data from July 1, 2022, through June 30, 2023. For each service type, data from all of FY23 is compared to that of FY22 for weekday, Saturday, and Sunday services (*note: FY22 Sunday service data is from September 5, 2021 through June 30, 2022*).

For each route, data from the month of April is typically used to provide a snapshot of the service due to the consistent school schedules, moderate weather, and a lack of national holidays during that month. However, for weekday service this snapshot is not available for FY23 due to the service changes made in response to the ongoing effects of the COVID-19 pandemic. Instead, weekday route level data for this report has been broken down into three service level based categories – data collected from July 2022 through August 2022 is referred to in this report as 90% of pre-pandemic service; data collected from September 2022 through April 2023 is referred to in this report as 93% of pre-pandemic service; data collected from May 2023 through June 2023 is referred to in this report at 100% of pre-pandemic service. These categories represent the three different weekday service levels that were implemented over the course of FY23. For Saturday and Sunday service, route level data from the month of April has been used to provide a

snapshot of the service due to the fact that Saturday and Sunday service levels remained at 100 percent during FY23.

This report includes data for total and daily average revenue hours, revenue miles, and boardings as well as measures of productivity. On-time performance data is not available in this report due to issues related to the accuracy of the data from the GMV Syncromatics CAD/AVL system. Sources of data include schedules, vehicle farebox systems, and reservation software (RouteMatch/Via).

Services Overview

Cherriots Local

Includes local fixed-route and local express routes.

Weekday

- *Revenue Hours:* Increased 4.6% (+28.2 Revenue Hours / Day)
- *Revenue Miles:* Increased 4.0% (+306.8 Revenue Miles / Day)
- *Boardings:* Increased 32.2% (+2,233 Boardings / Day)

Saturday

- *Revenue Hours:* Decreased 1.9% (-6.5 Revenue Hours / Day)
- *Revenue Miles:* Decreased 2.2% (-91.7 Revenue Miles / Day)
- *Boardings:* Increased 34.1% (+1,213 Boardings / Day)

Sunday

- *Revenue Hours:* Decreased 0.1% (-0.1 Revenue Hours / Day)
- *Revenue Miles:* Decreased 0.1% (-4.4 Revenue Hours / Day)
- *Boardings:* Increased 55.2% (+934 Boardings / Day)

Cherriots Regional

Includes regional express routes and the regional deviated fixed route service.

Weekday

- *Revenue Hours*: Increased 12.2% (+9.5 Revenue Hours / Day)
- *Revenue Miles*: Increased 15.1% (+242.7 Revenue Miles / Day)
- *Boardings*: Increased 33.9% (+78 Boardings / Day)

Saturday

- *Revenue Hours*: Increased 0.6% (+0.2 Revenue Hours / Day)
- *Revenue Miles*: Decreased 0.6% (-4.9 Revenue Miles / Day)
- *Boardings*: Increased 45.0% (+42.1 Boardings / Day)

Cherriots Shop and Ride

Includes Dial-a-Ride and Shopper Shuttle services. (Shop and Ride operates Monday – Friday only. Shopper Shuttle did not operate in FY23)

- *Revenue Hours*: Decreased 1.3% (-0.2 Revenue Hours / Day)
- *Revenue Miles*: Increased 5.6% (+6.6 Revenue Miles / Day)
- *Boardings*: Increased 3.2% (+1 Boarding / Day)

Cherriots LIFT

ADA complementary paratransit for the Cherriots local system:

Weekday

- *Revenue Hours*: Decreased 1.0% (-1.3 Revenue Hours / Day)
- *Revenue Miles*: Increased 7.2% (+115.1 Revenue Miles / Day)

- *Boardings:* Increased 16.1% (+38 Boardings / Day)

Saturday

- *Revenue Hours:* Decreased 6.3% (-3.9 Revenue Hours / Day)
- *Revenue Miles:* Decreased 1.3% (-9.2 Revenue Miles / Day)
- *Boardings:* Increased 8.8% (+9 Boardings / Day)

Sunday

- *Revenue Hours:* Increased 14.0% (+4.5 Revenue Hours / Day)
- *Revenue Miles:* Increased 20.6% (+70.4 Revenue Miles / Day)
- *Boardings:* Increased 30.1 % (+15.5 Boardings / Day)

FINANCIAL IMPACT

Information item only.

RECOMMENDATION

Information item only.

PROPOSED MOTION

Information item only.

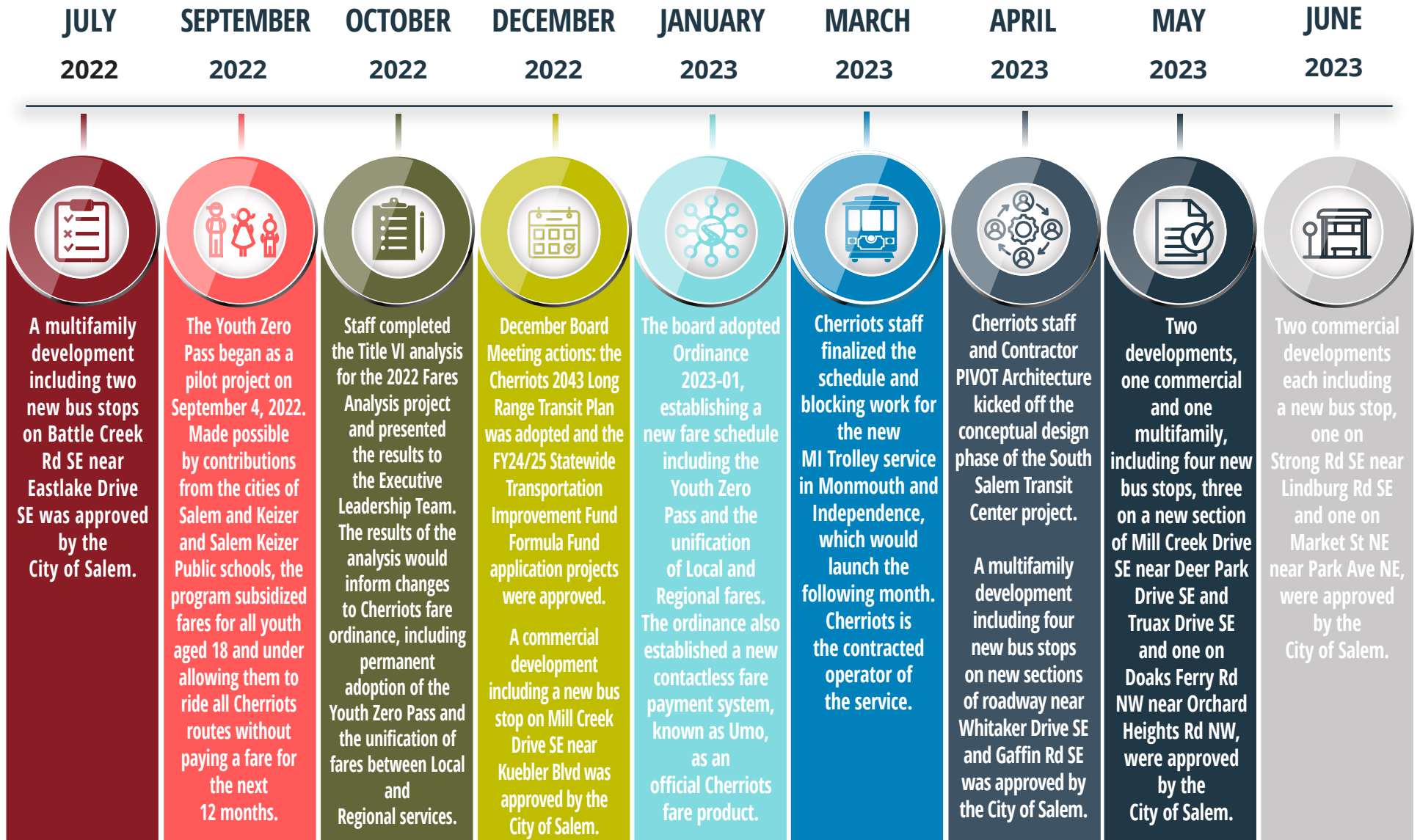


FISCAL YEAR 2023

ANNUAL PERFORMANCE REPORT

JULY 1, 2022 - JUNE 30, 2023

FY23 Year in Review



System Summary FY23



In Fiscal Year 2023 (FY23), system wide ridership was the highest it's been in the last four consecutive fiscal years. It surpassed that of Fiscal Year 2020 by 117,025 boardings. Major contributing factors in this were the Youth Zero Pass program implemented in September 2022 and the reinstatement of later evening service (9:00 p.m. to 11:00 p.m.) in May 2023. For example, Route 21 averaged at or above the 20 boardings per revenue hour goal for corridor routes at all service levels (Weekday, Saturday, and Sunday). Also, Route 16 averaged at or above the goal of 10 boardings per revenue hour for coverage routes at all service levels (Weekday and Saturday). The Planning Department's focus during FY23 was on being ready to bring service back to full pre-pandemic levels at the earliest opportunity and on short and long-term planning efforts to improve Cherriot's services.

Performance Measure	Weekday Fixed-Route (Local + Regional)	Saturday Fixed-Route (Local + Regional)	Sunday Fixed-Route (Local + Regional)	Paratransit (LIFT)	Dial-a-Ride (Shop and Ride)	System Total	% Change from FY21
Total Boardings	2,461,530	254,827	131,289	80,336	4,462	2,932,444	34.6%
Percent of Total Boardings	83.9%	8.7%	4.5%	2.7%	0.2%	--	--
Revenue Hours	189,728	19,124	9,639	38,001	2,871	259,363	5.2%
Boardings/Revenue Hour	13	13	14	2	2	11	28.1%





Service Changes Summary FY23

Local | Regional | LIFT | Shop and Ride

Increases:

- ⦿ September 2022 Service Change (93% weekday service level):
 - 15 minute frequency restored on Route 17
 - New Regional Route 80X serving KTC, Woodburn, and Wilsonville*
 - Additional Route 45 trip to Dallas at 4:10 p.m.
- ⦿ May 2023 Service Change (100% weekday service level):
 - Reinstated later evening service on weekdays - last departure for most routes at 11:00 p.m.
 - 15 minute service extended from 6:00 p.m. to 7:00 p.m.

Reductions:

- ⦿ None

Modifications:

- ⦿ January 2023 Service Change:
 - Route 11: new inbound stop on Hyacinth @ 25th
 - Route 19: new stop names - Broadway @ Dr. MLK Jr. Pkwy
- ⦿ May 2023 Service Change:
 - Routes 40X and 45: new stop pair added on Monmouth Ave @ Gun Club Rd, replaces 13th @ Monmouth stop
 - Route 45: new stops on Heffley St and Atwater St at Main St, shared with MI Trolley

Eliminations:

- ⦿ None

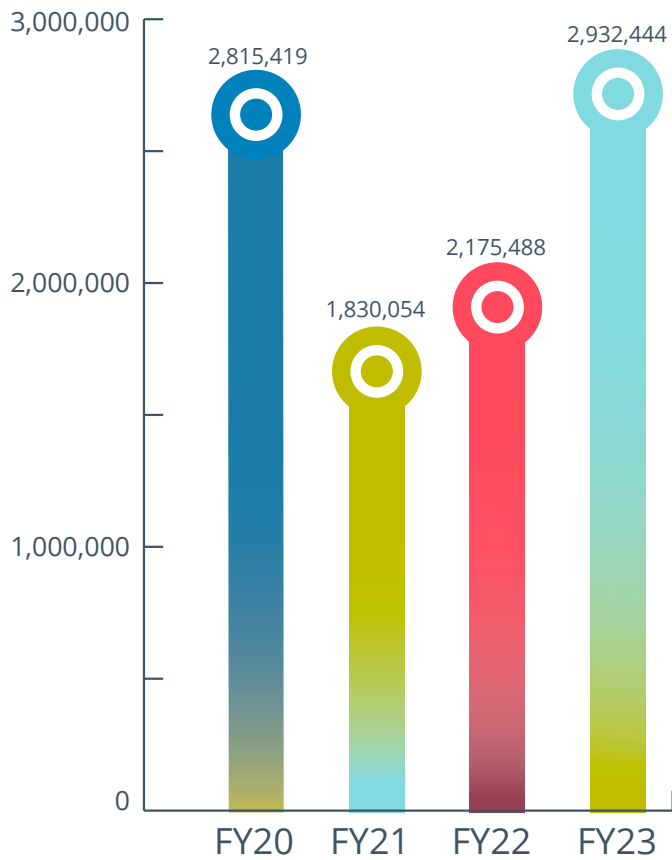
**This change in service was part of the A Better Cherris project, funded by the Statewide Transportation Improvement Fund.*



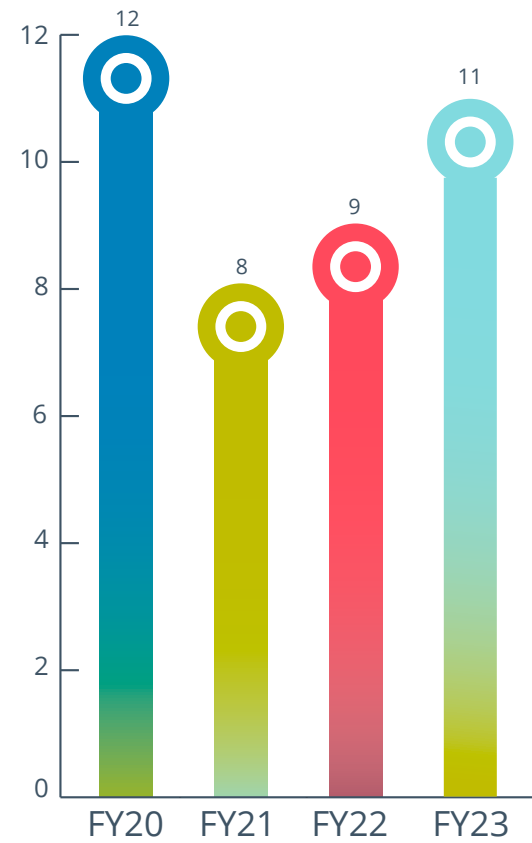


Ridership Trends FY23

TOTAL BOARDINGS



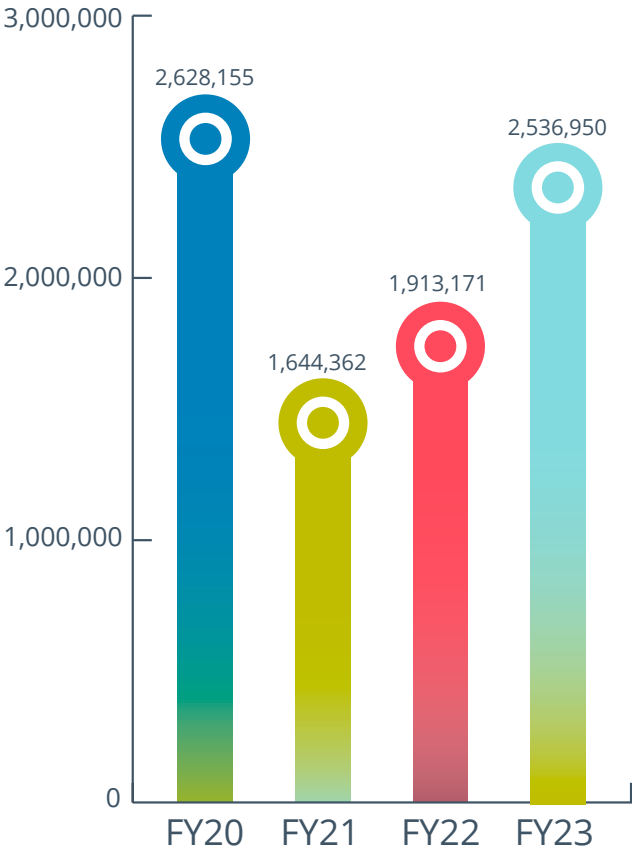
TOTAL BOARDINGS PER REVENUE HOUR



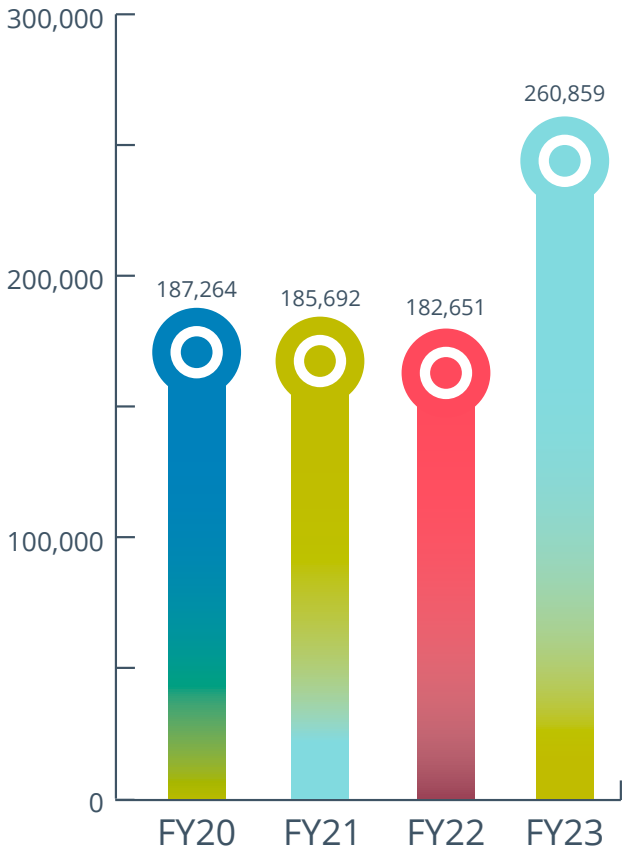


Ridership Trends FY23

TOTAL WEEKDAY BOARDINGS



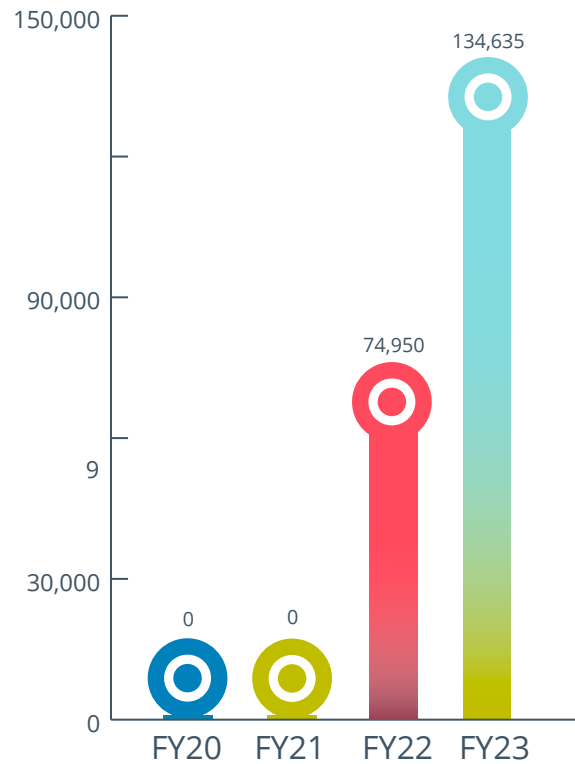
TOTAL SATURDAY BOARDINGS





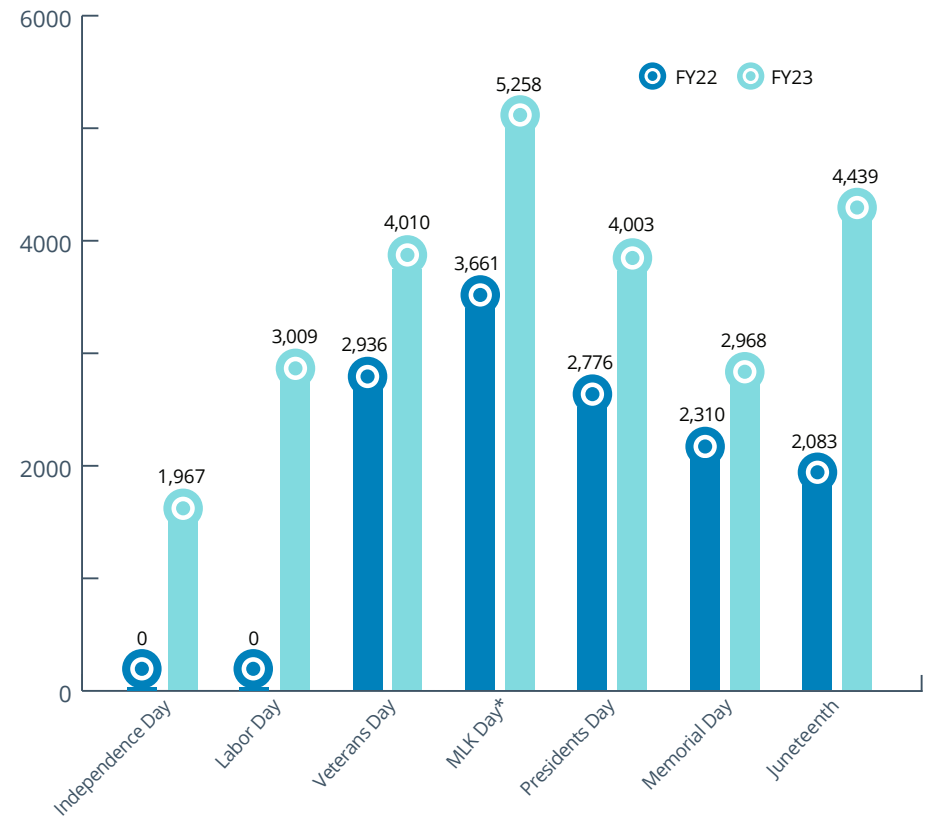
Ridership Trends FY23

TOTAL SUNDAY BOARDINGS



Sunday service was not implemented until September of FY22.

FY23 HOLIDAY BOARDINGS



**Service operated at the Saturday level on MLK Day.*



Appendix A. FY23 Data Tables



Tables 1 - 7: Service level data

Total revenue hours, revenue miles, and boardings from FY23 are presented in Tables 1 - 3 by service type and are compared to FY22. Tables 4 - 6 present averages of the revenue hours, revenue miles, and boardings for FY23 by service type and are compared to FY22. Note in Tables 3 and 6 that Sunday service did not begin until September of FY22. The difference between the planned and actual revenue miles and revenue hours for Cherriots Local and Cherriots Regional are presented in Table 7.

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

Service	Revenue Hours		Revenue Miles		Boardings	
	FY22	FY23	FY22	FY23	FY22	FY23
(Service Days)	258	260	258	260	258	260
Cherriots Local	159,004	167,570	1,964,038	2,059,040	1,789,198	2,383,579
Cherriots LIFT	33,240	33,152	411,818	444,946	60,666	70,958
(Service Days)	255	253	255	253	255	253
Cherriots Regional	19,910	22,158	410,905	469,078	58,697	77,951
Cherriots Shop and Ride	2,931	2,871	30,012	31,447	4,356	4,462
<i>Total</i>	215,085	225,751	2,816,773	3,004,511	1,912,917	2,536,950



Appendix A. FY23 Data Tables



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

Service	Revenue Hours		Revenue Miles		Boardings	
	FY22	FY23	FY22	FY23	FY22	FY23
(Service Days)	50	52	50	52	50	52
Cherriots Local	16,887	17,224	206,304	209,789	177,618	247,781
Cherriots Regional	1,816	1,900	40,823	42,205	4,671	7,046
Cherriots LIFT	3,125	3,046	36,498	37,483	5,332	6,032
<i>Total</i>	21,828	22,170	283,625	289,477	187,621	260,859

Table 3. Total Sunday Revenue Hours, Revenue Miles, and Boardings*

Service	Revenue Hours		Revenue Miles		Boardings	
	FY22	FY23	FY22	FY23	FY22	FY23
(Service Days)	43	50	43	50	43	50
Cherriots Local	8,294	9,639	97,909	113,631	72,739	131,289
Cherriots LIFT	1,360	1,803	14,710	20,626	2,211	3,346
<i>Total</i>	9,654	11,442	112,619	134,257	74,950	134,635

*Sunday service was implemented on September 5, 2021.

Table 4. Weekday Average Revenue Hours, Revenue Miles, and Boardings

Service	Revenue Hours / Day			Revenue Miles / Day			Boardings / Day			Boardings / Hour		
	FY22	FY23	% Change	FY22	FY23	% Change	FY22	FY23	% Change	FY22	FY23	% Change
Cherriots Local	616.3	644.5	4.6%	7,612.6	7,919.4	4.0%	6,934.9	9,167.6	32.2%	11.3	14.2	26.4%
Cherriots Regional	78.1	87.6	12.2%	1,611.4	1,854.1	15.1%	230.2	308.1	33.9%	2.9	3.5	19.3%
Cherriots Shop and Ride	11.5	11.3	-1.3%	117.7	124.3	5.6%	17.1	17.6	3.2%	1.5	1.6	4.6%



Appendix A. FY23 Data Tables



Cherriots LIFT	128.8	127.5	-1.0%	1,596.2	1,711.3	7.2%	235.1	272.9	16.1%	1.8	2.1	17.3%
<i>Total</i>	834.7	870.9	4.3%	10,937.8	11,609.1	6.1%	7,417.3	9,766.3	31.7%	17.5	21.4	22.4%

Table 5. Saturday Average Revenue Hours, Revenue Miles, and Boardings

Service	Revenue Hours / Day			Revenue Miles / Day			Boardings / Day			Boardings / Hour		
	FY22	FY23	% Change	FY22	FY23	% Change	FY22	FY23	% Change	FY22	FY23	% Change
Cherriots Local	337.7	331.2	-1.9%	4,126.1	4,034.4	-2.2%	3,552.4	4,765.0	34.1%	10.5	14.4	36.8%
Cherriots Regional	36.3	36.5	0.6%	816.5	811.6	-0.6%	93.4	135.5	45.0%	2.6	3.7	44.2%
Cherriots LIFT	62.5	58.6	-6.3%	730.0	720.8	-1.3%	106.6	116.0	8.8%	1.7	2.0	16.1%
<i>Total</i>	436.6	426.3	-2.3%	5,672.5	5,566.9	-1.9%	3,752.4	5,016.5	33.7%	14.8	20.1	35.7%

Table 6. Sunday Average Revenue Hours, Revenue Miles, and Boardings*

Service	Revenue Hours / Day			Revenue Miles / Day			Boardings / Day			Boardings / Hour		
	FY22	FY23	% Change	FY22	FY23	% Change	FY22	FY23	% Change	FY22	FY23	% Change
Cherriots Local	192.9	192.8	-0.1%	2,277.0	2,272.6	-0.2%	1,691.6	2,625.8	55.2%	8.8	13.6	55.3%
Cherriots LIFT	31.6	36.1	14.0%	342.1	412.5	20.6%	51.4	66.9	30.1%	1.6	1.9	14.2%
<i>Total</i>	224.5	228.8	1.9%	2,619.0	2,685.1	2.5%	1,743.0	2,692.7	54.5%	10.4	15.5	48.9%

*Sunday service was implemented on September 5, 2021, therefore Sunday service operated for only 10 out of 12 months in FY22.

Table 7. Total Revenue Hours and Miles, Planned vs. Actual

Cherriots Local	Planned	Actual	% Change
Revenue Miles	2,537,030	2,382,460	-6.1%
Revenue Hours	207,330	194,433	-6.2%



Appendix A. FY23 Data Tables



Cherriots Regional	<i>Planned</i>	<i>Actual</i>	<i>% Change</i>
Revenue Miles	511,677	511,166	-0.1%
Revenue Hours	25,731	24,053	-6.5%

Tables 8 - 10 present daily average revenue hours, revenue miles, and boardings for FY23 at the route level. Weekday averages in Table 8 are broken down by the three service levels implemented throughout FY23. Saturday and Sunday averages in Tables 9 and 10 are presented as route snapshots using data from the month of April.

Table 8. Weekday Daily Averages by Route										
Route		90% of Pre-pandemic Service (July '22 - Aug '22) Daily Averages			93% of Pre-pandemic Service (Sep '22 - Apr '23) Daily Averages			100% of Pre-pandemic Service (May '23 - June '23) Daily Averages		
		<i>Revenue Hours</i>	<i>Revenue Miles</i>	<i>Boardings</i>	<i>Revenue Hours</i>	<i>Revenue Miles</i>	<i>Boardings</i>	<i>Revenue Hours</i>	<i>Revenue Miles</i>	<i>Boardings</i>
	<i>Service Days (Local):</i> 44				171				45	
	<i>Service Days (Regional):</i> 43				167				43	
1X	<i>Wilsonville / Salem Express</i>	11.9	382.8	31.8	11.8	380.6	39.0	11.9	382.9	39.0
2	<i>Market / Brown</i>	54.7	639.0	678.9	54.4	635.8	955.0	57.1	670.1	1,113.0
3	<i>Portland Road</i>	27.1	316.9	384.8	26.9	315.0	533.6	30.6	357.4	562.6
4	<i>State Street</i>	27.7	271.6	386.5	27.5	269.9	479.2	31.3	306.8	582.3
5	<i>Center Street</i>	52.2	591.3	608.4	51.9	588.3	830.6	55.7	633.1	987.7
6	<i>Mission / Fairview Industrial</i>	21.9	331.7	128.3	21.9	331.4	139.5	21.5	324.2	156.5
7	<i>Mission / Hawthorne</i>	22.3	200.8	165.3	22.1	199.7	187.0	23.7	221.4	200.3
8	<i>12th / Liberty via Red Leaf</i>	21.7	290.7	268.9	21.8	291.2	346.7	24.8	330.7	416.1
9	<i>Cherry / River Road</i>	30.3	444.9	312.3	30.1	443.4	367.3	29.8	439.9	418.4

Appendix A. FY23 Data Tables



10X Woodburn / Salem Express	15.8	315.5	48.2	17.2	342.1	56.9	17.1	355.8	68.5
11 Lancaster / Verda	101.0	1,324.0	1,367.9	100.4	1,316.0	1,724.1	105.5	1,396.7	1,909.1
12 Hayesville Drive	14.5	192.7	60.0	14.3	191.3	66.6	14.1	188.4	74.1
13 Silverton Road	26.6	246.9	299.0	26.4	245.4	421.2	30.7	286.3	479.0
14 Windsor Island Road	14.9	224.3	72.3	14.8	222.8	125.6	14.6	219.3	147.7
16 Wallace Road	9.3	119.8	105.8	9.3	119.5	135.6	9.5	123.7	149.8
17 Edgewater Street	30.5	233.7	336.3	48.0	430.6	425.5	49.4	440.8	480.4
18 12th / Liberty via Lone Oak	21.9	291.8	242.4	21.9	292.1	287.6	24.0	319.8	326.3
19 Broadway / River Road	56.0	615.5	816.4	55.7	612.5	952.1	58.5	645.4	1,118.0
<i>N. Marion County / Salem</i>									
20X Express	13.9	293.4	29.9	13.7	293.2	32.8	13.9	290.7	42.1
21 South Commercial	51.6	627.6	832.1	51.3	624.5	1,066.5	55.2	673.1	1,173.5
23 Lansing / Hawthorne	14.6	188.3	101.3	14.5	187.0	148.0	14.2	184.1	173.1
26 Glen Creek / Orchard Heights	7.6	74.2	15.5	7.6	73.6	29.2	7.5	72.6	35.1
27 Glen Creek / Eola	8.2	110.3	25.4	8.1	109.4	33.0	8.0	107.8	40.5
30X Santiam / Salem Express	12.3	254.9	33.0	12.1	252.8	35.0	11.7	266.0	40.0
40X Polk County / Salem Express	23.2	482.2	121.8	24.2	492.8	148.5	23.1	501.8	163.1
45 Central Polk County	9.3	142.9	23.6	9.7	157.9	16.4	10.1	463.8	19.2
50X Dallas / Salem Express	5.6	130.6	12.0	5.6	134.1	14.5	6.0	135.7	11.9
80X Keizer / Wilsonville Express	0.0	0.0	0.0	6.6	205.4	5.2	7.2	209.7	5.5

Table 9. Saturday Daily Averages by Route (April Snapshot)

Route	Revenue Hours/Day	Revenue Miles/Day	Boardings/Day
<i>Service Days: 5</i>			
2 Market / Brown	27.2	340.6	509
3 Portland Road	15.0	175.0	327
4 State Street	15.4	150.4	234



Appendix A. FY23 Data Tables



5 Center Street	27.4	312.2	504
6 Mission / Fairview Industrial	21.2	318.4	97
7 Mission / Hawthorne	14.4	185.8	123
8 12th / Liberty via Red Leaf	22.0	294.4	261
9 Cherry / River Road	15.4	226.0	207
10X Woodburn / Salem Express	6.6	141.2	20
11 Lancaster / Verda	55.4	700.8	980
13 Silverton Road	13.6	127.2	241
16 Wallace Road	8.6	114.8	98
17 Edgewater Street	26.8	206.2	241
18 12th / Liberty via Lone Oak	21.8	289.4	207
19 Broadway / River Road	26.6	347.0	525
20X N.Marion County / Salem Express	8.8	209.0	16
21 South Commercial	26.8	325.4	712
30X Santiam / Salem Express	7.2	170.2	19
40X Polk County / Salem Express	13.6	291.6	100

Table 10. Sunday Daily Averages by Route (April Snapshot)

Route	Revenue Hours/Day	Revenue Miles/Day	Boardings/Day
Service Days: 4			
2 Market / Brown	16.3	201.3	285
3 Portland Road	16.3	189.5	179
4 State Street	16.8	164.0	218
5 Center Street	16.3	184.8	272
7 Mission / Hawthorne	15.8	200.3	76
8 12th / Liberty via Red Leaf	16.3	206.5	238



Appendix A. FY23 Data Tables



9 <i>Cherry / River Road</i>		16.8	246.3	196
11 <i>Lancaster / Verda</i>		62.5	771.5	718
13 <i>Silverton Road</i>		16.0	147.8	197
17 <i>Edgewater Street</i>		16.3	124.3	145
19 <i>Broadway / River Road</i>		16.0	208.8	331
21 <i>South Commercial</i>		16.0	196.0	356

Tables 11 - 13: Productivity data.

Boardings per revenue hour are presented in Tables 11 - 13 as a measurement of productivity by route. Weekday productivity in Table 11 is broken down by the three weekday service levels implemented throughout FY23. Saturday and Sunday productivity by route (Tables 12 and 13) are averaged over the entire fiscal year.

Table 11. Weekday Boardings per Revenue Hour		
90% of Pre-pandemic Service (July '22 - Aug '22)		
Route	Frequency (minutes)	Boardings / Revenue Hour
CORRIDOR		
21 <i>South Commercial</i>	15	16.1
19 <i>Broadway / River Road</i>	15	14.6
3 <i>Portland Road</i>	30	14.2
4 <i>State Street</i>	30	13.9
11 <i>Lancaster / Verda</i>	15	13.5



Appendix A. FY23 Data Tables



2 Market / Brown	15	12.4
8 12th / Liberty via Red Leaf	60	12.4
5 Center Street	15	11.7
13 Silverton Road	30	11.2
18 12th / Liberty via Lone Oak	60	11.1
17 Edgewater Street	30	11.0
9 Cherry / River Road	30	10.3
COVERAGE		
16 Wallace Road	60	11.4
7 Mission / Hawthorne	30	7.4
23 Lansing / Hawthorne	60	7.0
6 Mission / Fairview Industrial	60	5.9
14 Windsor Island Road	30	4.8
12 Hayesville Drive	60	4.1
27 Glen Creek / Eola	60	3.1
26 Glen Creek / Orchard Heights	60	2.0
REGIONAL EXPRESS	# of Trips/Day	
40X Polk County / Salem Express	10	5.2
10X Woodburn / Salem Express	8	3.1
1X Wilsonville / Salem Express	6	2.7
30X Santiam / Salem Express	4	2.7
20X N.Marion County / Salem Express	5	2.2
50X Dallas / Salem Express	4	2.1
45 Central Polk County	5	1.7



Appendix A. FY23 Data Tables



80X Keizer / Wilsonville Express*	N/A	N/A
*Route 80X began operating in September 2022.		
93% of Pre-pandemic Service (Sep '22 - Apr '23)		
Route	Frequency (minutes)	Boardings / Revenue Hour
CORRIDOR		
21 South Commercial	15	20.8
3 Portland Road	30	19.8
2 Market / Brown	15	17.6
4 State Street	30	17.4
19 Broadway / River Road	15	17.1
11 Lancaster / Verda	15	17.2
5 Center Street	15	16.0
8 12th / Liberty via Red Leaf	60	15.9
13 Silverton Road	30	15.9
18 12th / Liberty via Lone Oak	60	13.1
9 Cherry / River Road	30	12.2
17 Edgewater Street**	15	8.9
COVERAGE		
16 Wallace Road	60	14.6
23 Lansing / Hawthorne	60	10.2
7 Mission / Hawthorne	30	8.5
14 Windsor Island Road	30	8.5
6 Mission / Fairview Industrial	60	6.4
12 Hayesville Drive	60	4.6



Appendix A. FY23 Data Tables



27 <i>Glen Creek / Eola</i>	60	4.1
26 <i>Glen Creek / Orchard Heights</i>	60	3.9
REGIONAL EXPRESS	# of Trips/Day	
40X <i>Polk County / Salem Express</i>	10	6.1
1X <i>Wilsonville / Salem Express</i>	6	3.3
10X <i>Woodburn / Salem Express</i>	8	3.3
30X <i>Santiam / Salem Express</i>	4	2.9
50X <i>Dallas / Salem Express</i>	4	2.6
20X <i>N.Marion County / Salem Express</i>	5	2.4
45 <i>Central Polk County</i>	5	1.7
80X <i>Keizer / Wilsonville Express</i>	4	0.8
<i>**Route 17 restored to 15 minute frequency.</i>		

100% of Pre-pandemic Service (May '23 - June '23)

Route	Frequency (minutes)	Boardings / Revenue Hour
CORRIDOR		
21 <i>South Commercial***</i>	15	21.2
2 <i>Market / Brown***</i>	15	19.5
19 <i>Broadway / River Road***</i>	15	19.1
4 <i>State Street***</i>	30	18.6
3 <i>Portland Road***</i>	30	18.4
11 <i>Lancaster / Verda***</i>	15	18.1
5 <i>Center Street***</i>	15	17.7
8 <i>12th / Liberty via Red Leaf***</i>	60	16.8
13 <i>Silverton Road***</i>	30	15.6



Appendix A. FY23 Data Tables



9 Cherry / River Road	30	14.0
18 12th / Liberty via Lone Oak***	60	13.6
17 Edgewater Street***	15	9.7
COVERAGE		
16 Wallace Road	60	15.8
23 Lansing / Hawthorne	60	12.2
14 Windsor Island Road	30	10.1
7 Mission / Hawthorne***	30	8.4
6 Mission / Fairview Industrial	60	7.3
12 Hayesville Drive	60	5.3
27 Glen Creek / Eola	60	5.1
26 Glen Creek / Orchard Heights	60	4.7
REGIONAL EXPRESS	# of Trips/Day	
40X Polk County / Salem Express	10	7.1
10X Woodburn / Salem Express	8	4.0
30X Santiam / Salem Express	4	3.4
1X Wilsonville / Salem Express	6	3.3
20X N.Marion County / Salem Express	5	3.0
50X Dallas / Salem Express	4	2.0
45 Central Polk County	5	1.9
80X Keizer / Wilsonville Express	4	0.8
***Later evening service (9:00p.m. - 11:00 p.m.) restored.		



Appendix A. FY23 Data Tables



Table 12. Saturday Boardings per Revenue Hour		
Route	Frequency (minutes)	Boardings / Revenue Hour
CORRIDOR		
21 <i>South Commercial</i>	30	23.8
19 <i>Broadway / River Road</i>	30	19.8
3 <i>Portland Road</i>	60	18.7
2 <i>Market / Brown</i>	30	17.5
11 <i>Lancaster / Verda</i>	30	16.5
5 <i>Center Street</i>	30	16.5
13 <i>Silverton Road</i>	60	16.4
4 <i>State Street</i>	60	15.1
9 <i>Cherry / River Road</i>	60	11.7
8 <i>12th / Liberty via Red Leaf</i>	60	10.8
18 <i>12th / Liberty via Lone Oak</i>	30	8.8
17 <i>Edgewater Street</i>	30	8.4
COVERAGE		
16 <i>Wallace Road</i>	60	10.0
7 <i>Mission / Hawthorne</i>	30	7.7
6 <i>Mission / Fairview Industrial</i>	60	4.0
REGIONAL EXPRESS	# of Trips/Day	
40X <i>Polk County / Salem Express</i>	4	6.2
10X <i>Woodburn / Salem Express</i>	3	2.9
20X <i>N. Marion County / Salem Express</i>	3	1.9
30X <i>Santiam / Salem Express</i>	2	1.8



Appendix A. FY23 Data Tables



Table 13. Sunday Boardings per Revenue Hour		
Route	Frequency (minutes)	Boardings / Revenue Hour
CORRIDOR		
21 <i>South Commercial</i>	60	23.1
19 <i>Broadway / River Road</i>	60	21.0
2 <i>Market / Brown</i>	60	18.4
5 <i>Center Street</i>	60	17.3
8 <i>12th / Liberty via Red Leaf</i>	60	13.5
4 <i>State Street</i>	60	12.5
3 <i>Portland Road</i>	60	11.9
11 <i>Lancaster / Verda</i>	30	11.9
9 <i>Cherry / River Road</i>	60	11.8
13 <i>Silverton Road</i>	60	11.7
17 <i>Edgewater Street</i>	60	9.3
COVERAGE		
7 <i>Mission / Hawthorne</i>	30	5.9







BOARD MEETING MEMO

Agenda Item X

To: Board of Directors
From: Allan Pollock, General Manager
Date: October 26, 2023
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 Joaquín Lara Midkiff	West Salem Business Association
Subdistrict 2 Director Navarro	State Transportation Improvement Fund Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	
Subdistrict 5 Director Davidson	FY27 Service Enhancement Committee Mid-Willamette Valley Council of Governments (MWVCOG)
Subdistrict 6 Director Duncan	Diversity, Equity, and Inclusion Committee Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 7 Director Holmstrom	Community Advisory Committee