

Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

Thursday, August 25, 2016

6:30 PM

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

UPDATED AGENDA

REGULAR BOARD MEETING

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Marcia Kelley
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION** – Cherriots Trip Choice (aka Rideshare) recognized by the Association for Commuter Transportation at their International Conference in Portland, Oregon with the Commuting Options Award for the “Wander Walks” Downtown Salem Walking Map
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR [Action]**
 - 1. Approval of Minutes**
 - a. Board Meeting / Executive Session of July 28, 2016 **1**
 - b. Special Board Meeting / Executive Session of July 11, 2016 **11**
 - 2. Routine Business**
 - a. Approval of Contract Extension for Security Services **SUPPLEMENT**
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Accept the FY2016 Annual Security Report **13**
 - 2. Adopt the 2016 Update to the “Coordinated Public Transit – Human Services Transportation Plan” (in **SUPPLEMENTAL PACKET**) **21**
- I. INFORMATION ITEMS**
 - 1. Review of CherryLift Eligibility Program **25**
 - 2. Update of the Regional “Rethink” Project **33**
- J. REPORTS**
 - 1. Performance Report – Fourth Quarter **39**
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 - 3. Board Subcommittee Reports [*Receive and File*] **61**
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- K. BOARD & MANAGEMENT ISSUES**
 - 1. General Manager
 - 2. Board President
 - 3. Board of Directors
- L. ADJOURNMENT**

Next Regular Board Meeting Date: Thursday, September 22, 2016

BOARD MEETING PROCEDURES

- **CONSENT CALENDAR AND AGENDA ITEMS** All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.
- **APPEARANCE OF INTERESTED CITIZENS & AGENCIES** Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda that are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.
- **TO GET ITEMS ON THE AGENDA** All communication and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors email address is: Board@cherriots.org
- **SPECIAL ACCOMMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Individuals with a hearing impairment may call Oregon Telecommunications Relay Service, 711.

PROCEDIMIENTOS DE LA REUNIÓN

- **CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA** Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.
- **COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS** Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.
- **PARA TENER ASUNTOS EN EL ORDEN DEL DIA** Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; Board@cherriots.org
- **NECESIDADES ESPECIALES** Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregón, 711.

For an electronic copy of the Board meeting agenda packet, go to www.cherriots.org/board. Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV's website at <http://www.cctvsalem.org/>

SAMTD Board of Directors Email: Board@cherriots.org
General Manager's Office / Salem-Keizer Transit
555 Court Street NE, Suite 5230 / Salem, OR 97301
Phone (503) 588-2424 / Website: cherriots.org/board

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

July 28, 2016

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Moved to adjust the General Manager's salary by a COLA equal to 2.75% of his current base salary, and adjust the General Manager's salary by a performance award equal to 3.61% of his current base salary; and that the General Manager's contract be amended as follows:	7
• To provide an automatic COLA adjustment equal to the COLA awarded to non-represented employees based on cost of living factors; and	
• To modify the General Manager's evaluation review to September; and further that	
• The performance evaluation policy be revised to designate the Secretary of the Board as the person to review the compilation of the annual performance review.	

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

Salem Area Mass Transit District
BOARD OF DIRECTORS

MINUTES

July 28, 2016

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

PRESENT: Board	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, and Kathy Lincoln	ABSENT: Director Steve Evans
Staff	Allan Pollock, General Manager; Paula Dixon, Director of Administration; David Trimble, Chief Operating Officer (left at 7:15 PM) ; Steve Dickey, Director of Transportation Development (left at 7:15 PM) ; Patricia Feeny, Director of Communications (left at 7:15 PM); SueAnn Coffin, Contracted Transportation Manager (left at 7:15 PM); Jared Isaksen, Finance Manager and Wendy Feth, Accountant (left at 6:40 p.m.); Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel	
Guests	Citizens, Tina Hansen and Kendra Schaber (left at 7:15 PM)	

A. CALL TO ORDER AND NOTE OF ATTENDANCE **6:30 PM**
President Krebs called the meeting to order. Attendance was noted and a quorum was present.

B. PLEDGE OF ALLEGIANCE
Director Jerry Thompson led the Pledge of Allegiance.

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA
Steve Dickey introduced Chip Colby as the newly hired Technology Services Manager. Mr. Colby was the former Director of Information Services at the Oregon State University Student Health Center.

President Krebs noted an addition to the agenda with an information item presented by Director Kathy Lincoln regarding the Salem River Crossing Project. Board members received a supplemental packet of information regarding this topic at the board meeting.

D. PRESENTATION - None

E. PUBLIC COMMENT
Tina Hansen (Address on File): Ms. Hansen encouraged the Board to keep working on ways to expand transit. She had questions about improvements being made on Route #1 North River Road/South Commercial.

F. CONSENT CALENDAR **6:35 PM**

Motion: Moved to approve the Consent Calendar:
2. Approval of Minutes
a. Regular Board meeting of June 23, 2016

Motion by: Director Jerry Thompson

Seconded: Director Kathy Lincoln

Discussion: No items were deferred from the Consent Calendar.

Vote: Motion passed unanimously by those present (6)

Absent: Director Steve Evans

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

ACTION ITEMS

H.1 Accept Annual Preliminary Year-End Financial Report for FY2016

6:35 PM

Staff report: Pages 6-14 of the agenda

Presented by: Wendy Feth, Accountant

Ms. Feth reported on the preliminary year-end financial report covering the period from July 1, 2015 through June 30, 2016. This report does not include certain transactions and adjustments that have not yet been made; such as asset depreciation, year-end accruals of expenses and revenues, and any invoices that have yet to be received and paid for in the 2016 fiscal year.

At the time of this report's preparation, in the General Fund, only three quarters of the federal grant revenue has been recorded. Accruing these revenues will be a part of the fiscal year-end process. After last month's budget amendment, appropriation for the General Manager/Board of Directors Division is at 97% of its annual budget. Expenses for both the Administration and Transportation Development Divisions are less than their respective annual appropriations. The Operations Division is at 91% of annual appropriation. The West Salem Connector activities have expended 128% of its operations budget and 253% of its vehicle maintenance budget. Cost to operate the program was higher than anticipated due to software costs and contracted service costs. Vehicle maintenance costs were higher as a result of an older vehicle fleet.

Revenues recorded in the Transportation Programs Fund for the fiscal year-end reflect all revenues received through July 11, 2016. It does not include certain revenues owed to the District but have not yet been received. Those revenues will be included in the audited financial report. The programs in the Transportation Programs Fund are below budget for fiscal year-end. The Transportation Development budget is relatively low. The budget for staffing in the Special Transportation Coordination portion was reassigned to other projects. Certain transportation programs exceeded their individual budget but were covered by other program appropriations not spent. Mobility Management was 10% over budget due to additional expense for Transit Hosts. Only 20% of the Capital Projects Fund budgeted was expended. Many of the projects are in the planning/procurement stages of the process. Their current year budgets have been carried forward into the adopted budget for FY 2017.

Motion: Moved to accept the FY2016 preliminary year-end financial report as presented.

Motion by: Director Kathy Lincoln

Seconded: Director Jerry Thompson

Discussion: No Discussion

Vote: Motion passed unanimously by those present (6)

Absent: Director Steve Evans

INFORMATION ITEMS

I.1 City of Salem Work Session re: Request for Salem River Crossing (SRC) Regional Planning Action

6:40 PM

Board report: Pages 17-28 of the supplemental agenda included the City of Salem City Council meeting agenda for the August 1, 2016 Work Session, a copy of the

City of Salem Wards dated August 1, 2016; a letter dated July 19, 2016 from Salem's City Manager, Steve Powers to Keizer's City Manager, Chris Eppley on the subject of a Request for SRC Regional Planning Action; and a draft of the City of Salem's Resolution No. 2016-35 Initiating Major Comprehensive Plan Amendments Pertaining to the Salem River Crossing Preferred Alternative to Amend the Salem Transportation System Plan, Modify the Urban Growth Boundary, Take an Exception to Statewide Planning Goal 15 (Willamette River Greenway), and an Amendment to Chapter 64 of the Salem Revised Code to Amend the Definitions of the Salem Transportation System Plan and the Urban Growth Boundary; a Preferred Alternative Description that was selected for the Study in the SRC Final Environmental Impact Statement by the SRC Oversight Team on February 6, 2014.

Presented by: Director Kathy Lincoln

Director Lincoln reported that she had been made aware that the City of Salem was moving forward with a land use action pertaining to the Salem River Crossing project. Salem's City Council is meeting in a work session on August 1, 2016 at 5:30 p.m. to review the recommendation to adopt Resolution No. 2016-35 to initiate major comprehensive plan amendments pertaining to the SRC preferred alternative. She was concerned that once it was voted upon, it would mean transit-related projects would no longer be a part of the plan. She wants to be sure that transit is in the picture and is being considered. She will attend the City Council's work session to listen to the discussion on this resolution. She voiced her concern that if the project is adopted, other proposals will be hard to get into the Transportation System Plan. Property taxes, maintenance costs, state and federal tax dollars could also get absorbed into the project.

Mr. Pollock introduced Mr. Dickey who had further information that he was able to gather earlier in the day. Mr. Dickey reported that he contacted Julie Warnke from the City of Salem who directed him to the Oregon Department of Transportation (ODOT). There are updates at the Salem-Keizer Area Transportation Study (SKATS) Policy Committee – many of the members are on the SRC Oversight Committee. Hearings would start in early September or later and it was felt there would be time to discuss approaches to the bridge. District staff has been at the table with the consultant team and ODOT to discuss bus stop improvements and would be a part of the design throughout the process. The signal prioritization would still be considered.

Director Kelley commented that she was surprised that the City wants to expand the urban growth boundary area without a financial plan; given that ODOT is a part of the project and has said it is not a priority for them because they do not have that kind of money. She wondered why it was being done so soon when there is no financial plan. When there is an expanded UGB, the District has more service area.

Mr. Pollock stated that it is appropriate for the transit Board to go to the City Council's work session to hear the discussion. Even if the Council takes action at their August 8th meeting, it will be to start the process. There should be an opportunity to provide public input. The transit Board has already taken steps to create a Salem River Crossing Committee for the purpose of formulating a position.

Director Hammill asked if the Board needs to be wary of the additional service area where

CherryLift is concerned. Will it include the cost of paratransit service? He said there would be 37- ½ acres added to the UGB if it is expanded and by definition paratransit would be a part of this expanded UGB. Director Lincoln recalled that Marine Drive is a part of the proposal and will probably want service. Mr. Pollock noted that it also becomes a taxable property.

Mr. Dickey said there was some debate about whether they should or should not expand the UGB. The land is for farm use and is in the flood plain area. A piece of the river crossing design encroaches in that area. Director Kelley recalled there are exceptions with farmland and she would not expect much money.

REPORTS

J.1 Board Subcommittee Report

6:55 PM

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members inform the Board of the issues discussed in the committees listed on page 15 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies websites.

BOARD AND MANAGEMENT ISSUES

K.1 General Manager

7:04 PM

Mr. Pollock announced that he was elected chair of ODOT's Public Transportation Advisory Committee (PTAC). The committee is currently working on the Oregon Public Transportation Plan. The U.S. Department of Transportation's Federal Transit Administration (FTA) announced its selection of projects to receive a share of \$55 million in competitive grants for the purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of required supporting facilities in communities nationwide under the FAST Act, through FTA's Low or No Emission Vehicle Deployment Program (LoNo). Salem-Keizer Transit projects were not selected. Mr. Pollock will work with Joel Rubin, the District's legislative advocate to set up a meeting with the FTA to get more information.

K.2 Board President

7:05 PM

President Krebs reported on his transit-related Board and community service activities. He attended two Chamber of Commerce meetings and a neighborhood association meeting. He was called for an interview by the Eugene Register Guard for an interview regarding rail and attended the Association of Oregon Rail and Transit Advocates meeting in Portland.

K.3 Board of Directors

7:06 PM

Board members gave an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public.

Director Thompson attended a neighborhood association meeting; two Chamber policy meetings, and meetings to listen to candidates running for House Districts. He said it was budget time for the Mid-Willamette Valley Council of Governments board. David Porter, a U.S. Economic Advisor spoke about how to better seek grants; and Nancy Boyer, executive director for the MWVCOG has retired.

Director Kelley attended the work session, the Art Fair, and the Area Commission on

Transportation meeting where they received information on the approved airfield fuel tax, the Newberg/Dundee bypass and funding authorized to purchase the right of way to alleviate potential problems with the development. There is \$5 million set aside for projects other than roads in the Enhance It funding. The District has a request in for replacement buses for the 1X route. The August meeting is cancelled.

Director Busch attended the Marion County Fair and had a chance to talk with a constituent during that time. She attended the SKATS meeting where they received an update on the timeline for the Salem River Crossing project. She attended Coffee with (Mayor) Cathy Clarke, a Keizer Parks Foundation event to plan for a solar eclipse event next summer and a Keizer Chamber government affairs meeting.

Director Lincoln attended the work session and executive session by conference phone.

Director Hammill followed up on a customer contact issue that was sent to the Board by email from Donna McCario, Activities Director from Sherwood Park Nursing and Rehab Center, 4062 Arleta Avenue NE, Keizer, Oregon 97303 on July 13, 2016. Board members received staff's response to Ms. McCario's request at tonight's meeting. (Herein given as Attachment A and by this reference made a part of these Minutes.) Director Hammill stated that staff's response was right on the nose. President Krebs agreed.

L. Regular Meeting Recessed

7:15 PM

President Krebs read the announcement from Agenda Item No. M.

"The SAMTD Board of Directors will meet in Executive Session to review and evaluate the employment-related performance of the chief executive officer pursuant to ORS 192.660(2)(f). At the end of Executive Session, the Board will return to open session to take action, if necessary. No decision will be made in Executive Session. Representatives of the news media and designated staff shall be allowed to attend the executive session pursuant to ORS 192.660(2)(i). Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced."

And with that the regular meeting was recessed.

M. EXECUTIVE SESSION – ORS 192.660(2)(f) and ORS 192.660(2)(i)

7:30 PM

PRESENT: President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, and Kathy Lincoln ABSENT: Director Steve Evans; STAFF: Allan Pollock, General Manager; Paula Dixon, Director of Administration; Ben Fetherston, SAMTD Legal Counsel

Board members met in Executive Session to review information requested at the July 11th executive session pertaining to the general manager's performance evaluation and compensation. Mr. Pollock was then invited into the meeting to receive input and provide feedback.

N. ADJOURN EXECUTIVE SESSION

8:15 PM

O. RECONVENE INTO OPEN SESSION FOR OTHER BUSINESS

8:20 PM

PRESENT: President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, and Kathy Lincoln ABSENT: Director Steve Evans; STAFF: Allan Pollock, General Manager; Paula Dixon, Director of Administration; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel

President Krebs reconvened the regular board meeting for other business.

Motion: Moved to adjust the General Manager's salary by a COLA equal to 2.75% of his current base salary, and adjust the General Manager's salary by a performance award equal to 3.61% of his current base salary; and that the General Manager's contract be amended as follows:

- to provide an automatic COLA adjustment equal to the COLA awarded to non-represented employees based on cost of living factors; and further
- to modify the General Manager's evaluation review to September; and that
- The performance evaluation policy be revised to designate the Secretary of the Board as the person to review the compilation of the annual performance review.

Motion by: Director Marcia Kelley
Seconded: Director Jerry Thompson
Discussion: No Discussion
Vote: Motion passed unanimously by those present (6)
Absent: Director Steve Evans

P. ADJOURNED

8:22PM

Respectfully submitted,

Robert Krebs, President

Follow Up to Customer Comment - Donna McCario

Board of Directors
Allan Pollock
July 28, 2016 3:40 PM (17 hours ago)

Board,

Ms. McCario's Customer Comment:

After faxing the information to book rides for an upcoming field trip for our residents, (as we have done 3-5 times a year for the past five years), I was informed that CherryLift will no longer be providing transport for groups as it required too many vans out of commission during the transportation. We were told that we could book one van per person to transport these same seniors to the same event, at the same time, and being picked up at the same place.

As each van can hold 3 to 4 wheelchairs and an attendant, wouldn't transporting 10 residents in three vans, using three drivers, take less vans out of commission than using ten vans and ten drivers for the same trip?

When I began arranging these off site field trips for our seniors, in 2011, we consistently ran into the issue of CherryLift sending more vans and drivers than necessary. It has taken us ALL of those years, with many phone calls, faxes, and a sit down meeting with SueAnn Coffin and Melissa Kidd, to attempt to work with CherryLift regarding the inefficient use of unnecessary vans, drivers, gas and mileage, and it wasn't until this past year that they seemed to realize it was more cost effective and more efficient, for them to only provide the number of vans/drivers that were required. I'm not sure why the board has decided to revert back to a more expensive, for them, and less effective, for all of us, system and would like to ask them at the next board meeting in hopes of an explanation that warrants added and unnecessary expense and less effective service.

We understand that ADA-required paratransit may have diminished funding, but this new tactic of requiring 10 separate vans and 10 separate drivers to pick up 10 separate people from the same address, at the same time and all with the same destination, seems to add to cost not lessen it.

We appreciate and value the partnership we have with the transit department, and are grateful for paratransit enabling our seniors the opportunity to enhance their lives. It is only with respect to creating a more efficient system that I hope to appear before the board.

Sincerely,
Donna McCario, Activity Director Certified
Sherwood Park Nursing and Rehab
4062 Arleta Ave. NE
Keizer, OR 97303
503 390 2271

Follow up information:

On July 13, 2016, Donna McCario, Sherwood Park Activities Director, sent a request for 28 residents and guests to go to the Oregon State Hospital Museum on July 26, 2016. After a staff review of the request, staff determined only six (6) residents of the 28 were identified as eligible CherryLift clients.

Sherwood Park has requested trips for large groups in previous years and staff has previously explained the limitations with regard to group trip requests. However, when these type trips are

booked for eligible customers, our scheduling department works diligently to consolidate individuals traveling to and from common locations.

Staff's concern regarding this request had nothing to do with the number of participants or potential number of vehicles. In fact, staff notified Ester at Sherwood Park that their original request would constitute a Charter, which CherryLift is prohibited from performing, in accordance with FTA rules. Staff further explained that CherryLift is a shared ride, complementary paratransit service for individuals who are eligible for the service. Staff further explained that they would assist with making reservations for those individuals who qualified for the service through eligibility, and that there was no guarantee everyone would travel together or that there would not be other customers on the vehicle at the same time. Staff also explained (as they had in previous years) that the service had to be open to all eligible customers who may want to book a trip at the requested time. Staff provided information on the eligibility process, along with other potential options for their self-described field trips.

In an effort to further assist with their transportation needs, staff met with Esther and Donna at Sherwood Park on Friday, July 22, 2016, to review options for their field trip request. During that meeting, the request was made by Donna to move all the residents not eligible for CherryLift to guest status. Staff explained the difference between a PCA/attendant and a guest in the FTA rules. Staff also explained that guests were allowed on a "space available" basis only.

CherryLift staff booked individual trips for the six clients who were eligible for the service--along with their personal care attendants. Donna and Ester from Sherwood Park thanked staff for their assistance and they were encouraged to contact CherryLift management staff directly should they have any future questions or concerns.

As always, we strive to deliver service excellence--within the parameters of our services. After this educational effort, I am confident the employees at Sherwood Park have a better understanding of our services.

Questions from Director Hammill with responses in red:

1. Isn't our trip match software supposed to recognize trip requests with similar origins, destinations, and times and combine them into shared rides? That's one of its key functions. From that standpoint, Ms. DeCario's situation should not occur. What's going on?

Your comments are correct however it only groups trips for eligible participants. In this situation only 6 of 28 participants were eligible.

2. It doesn't seem to me that policy or procedure necessarily enters into this. Nonetheless, we should also review these because of Ms. DeCario's comment that she was informed that CherryLift will no longer be offering group rides. I know we have offered them in the past: my mother-in-law went on some field trips from her adult foster care facility with CherryLift providing the transport. That would sound like a change in policy. One can't help but wonder how this reconciles with our scheduled rides from group homes to workshops for the disabled. What's actually going on?

Same answer as above. If all participants are eligible it creates that opportunity. What we have here is a charter trip with some participants eligible and most not. Just because some of the participants are CherryLift eligible doesn't make it OK to conduct a charter trip on one of our buses.

Thanks.

Allan Pollock, General Manager/CEO

Salem Area Mass Transit District
Board of Directors

~ SPECIAL MEETING ~

July 11, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT: President Robert Krebs; Directors Jerry Thompson, John Hammill, Marcia Kelley, Steve Board Evans and Kathy Lincoln (by conference phone)

Staff David Trimble, Chief Operating Officer; Steve Dickey, Director of Transportation Development; Paula Dixon, Director of Administration; Ben Fetherston, SAMTD Legal Counsel; Ted Stonecliffe, Long-Range Planning Analyst; Linda Galeazzi, Executive Assistant; and Melinda Hawes, Receptionist/Recording Secretary ABSENT: Allan Pollock, General Manager

Guests None

1. **CALL TO ORDER** **7:15 PM**
President Bob Krebs called the special meeting to order at 7:15 p.m. A quorum was present.
2. **ACTION ITEM** **7:15 PM**
Approval of Letter in Support of SAMTD Application to ODOT Transportation Growth Management (TGM) Program for the Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops Project
Staff report: Pages 15-42 of the agenda
Presented by: Ted Stonecliffe, Long-Range Planning Analyst
Board members received a report from Mr. Stonecliffe, asking for approval of a Letter in Support of the SAMTD application to ODOT TGM regarding the Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops Project. There was brief discussion on whether a policy needed to be in place for the letter of support from the Board.
Director John Hammill moved to approve a letter in support of the District's application to the Oregon Department of Transportation's Transportation Growth Management (TGM) Program for the Salem-Keizer Sidewalk Network Gaps Inhibiting Walk Access to Transit Stops Project. Director Marcia Kelley seconded. The motion was approved.
4. **SPECIAL MEETING ADJOURNED** **7:20 PM**
Respectfully Submitted,

Robert Krebs, President

Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

July 11, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT: President Robert Krebs; Directors Jerry Thompson, John Hammill, Marcia Kelley, Steve Board Evans and Kathy Lincoln (by conference phone)

Staff Paula Dixon, Director of Administration; and Ben Fetherston, SAMTD Legal Counsel

1. **CALL TO ORDER** **7:30 PM**
President Bob Krebs called the executive session to order at 7:30 p.m.
2. **DISCUSSION** **7:30 PM**
The Board of Directors met in Executive Session to review and evaluate the comprehensive performance evaluation of the general manager pursuant to ORS 192.660(2)(f).
4. **EXECUTIVE SESSION ADJOURNED** **8:18 PM**

Recorded by: Paula Dixon, Director of Administration

MEMO TO: BOARD OF DIRECTORS

**FROM: KAREN GARCIA,
SECURITY AND EMERGENCY MANAGEMENT MANAGER**

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: FY2016 ANNUAL SECURITY REPORT

Issue

Shall the Board accept the FY2016 Annual Security Report?

Background and Findings

The District is committed to providing a safe and secure environment for customers, employees, and members of the public. To help ensure the comfort and convenience of those who use our services, Cherriots regulates conduct on its vehicles and property.

The intent of this report is to share statistical information related to the key performance indicators, which include customer service contacts, security ride-a-longs, exclusions from service, ordinance violations, security incident reports and law enforcement activity.

A multi-agency team works collaboratively to provide customer service and achieve the security goals for Cherriots. The security and emergency management manager monitors the contracts for police and security services, oversees ordinance enforcement and manages the exclusion program. Cherriots contracts with a private security provider, G4S Secure Solutions Inc., and maintains an Intergovernmental Agreement (IGA) with the City of Salem Police Department.

Customer service contacts remain at an exceptional level, although there was a small decrease from last year. Security staff periodically rides on Cherriots buses in an effort to increase our system safety presence and discourage unwanted behavior. In FY16 there was an increase in the number of exclusions issued due to an increase in ordinance and law violations committed at the Downtown Transit Center and throughout the system.

Verbal ordinance warnings are regularly issued by security staff to educate riders on transit rules and enhance safety. Warnings issued for smoking were much higher during fiscal year 2016. The number of G4S incident reports that did not involve law enforcement, decreased from last year; however, calls for police assistance increased. The most common *Non-police* incidents remained the same for the two-year period, which included graffiti, disorderly conduct and medical emergencies.

Police were contacted for trespassing violations more than any other crime committed against Cherriots. There continues to be a number of calls for service at the Downtown Transit Center initiated by citizens that are not related to the transit service. The number of disorderly conduct incidents requiring police intervention increased considerably this year.

In summary, Cherriots remains committed to providing a safe and secure environment for all stakeholders. It is evident that the resources devoted to safety and security are necessary and worthwhile. At times there are events which require a security or law enforcement response, which validates the continued relationships with our partners. Cherriots is dedicated to maintaining an IGA with the Salem Police Department and contracting with a private security provider to ensure the necessary resources are in place to meet our future needs. Furthermore, our impending work on internal safety and disaster planning will enhance the District's readiness to respond to unforeseen emergencies.

Recommendation

Staff recommends the Board accept the FY2016 Annual Security Report as presented.

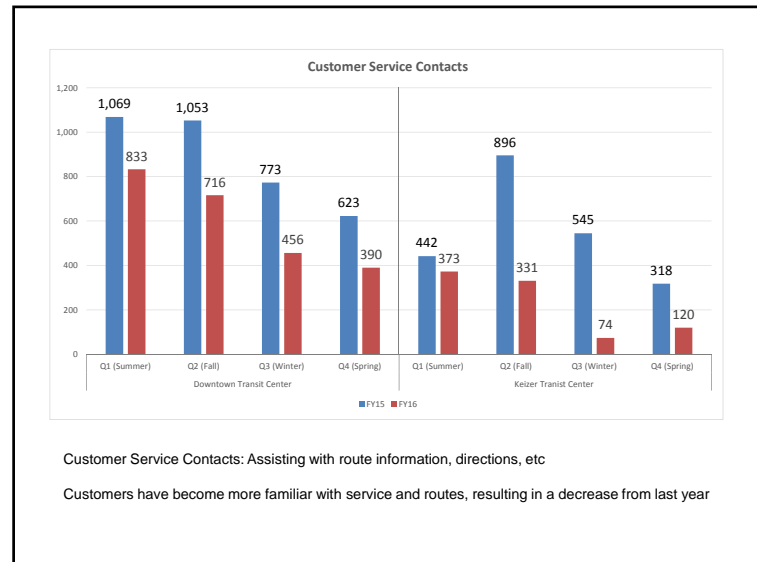
Proposed Motion

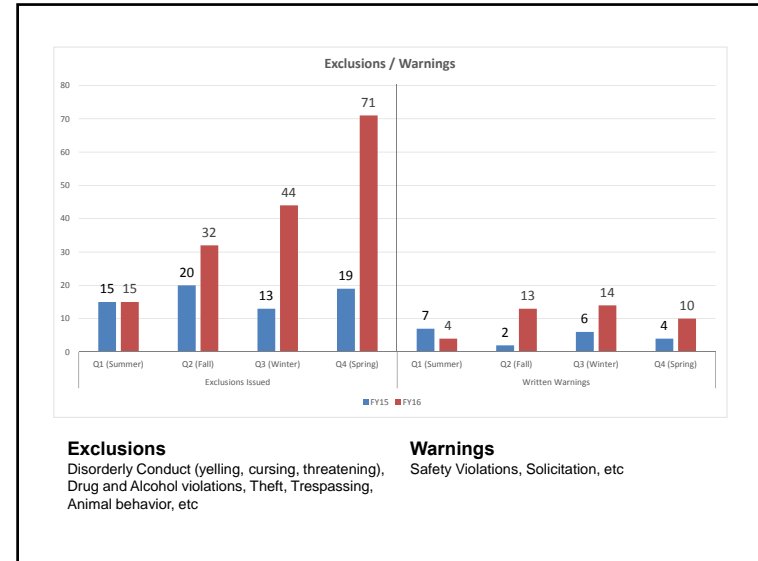
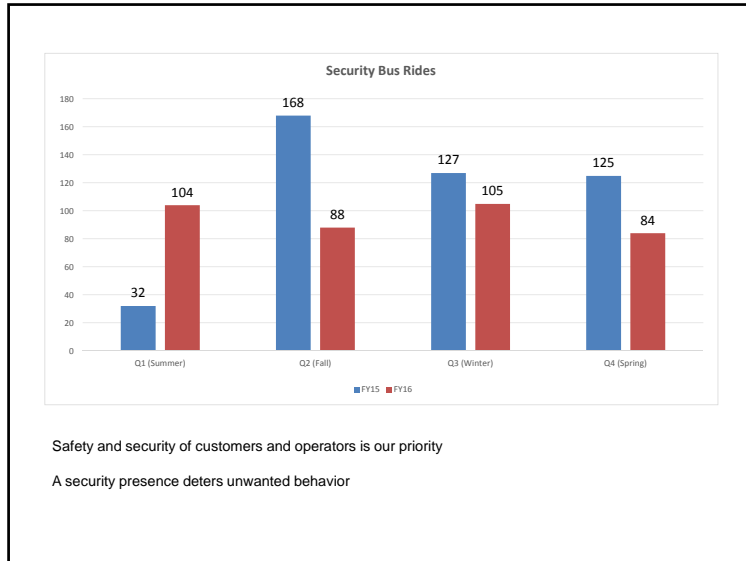
I move the Board accept the FY2016 Annual Security Report as presented.



SECURITY TEAM RESPONSIBILITIES

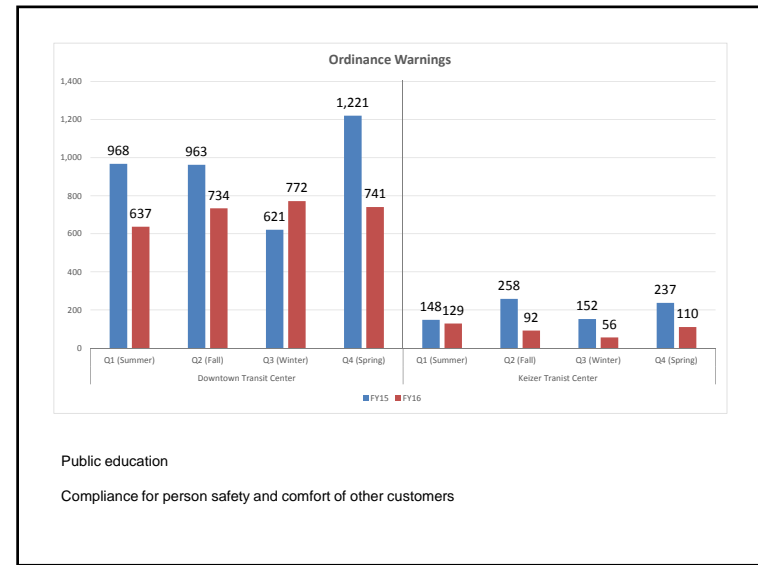
- Provide information to customers and employees.
- Respond to security concerns from employees and customers.
- Analyze security statistics and enhance public safety efforts.
- Ensure a strong presence to discourage unwanted activity.
- Develop policies and procedures which help to ensure the safety and security of Cherriots employees, customers, facilities, and assets.
- Enforce code and rule violations on all District properties.
- Maintain a safe environment for all stakeholders.

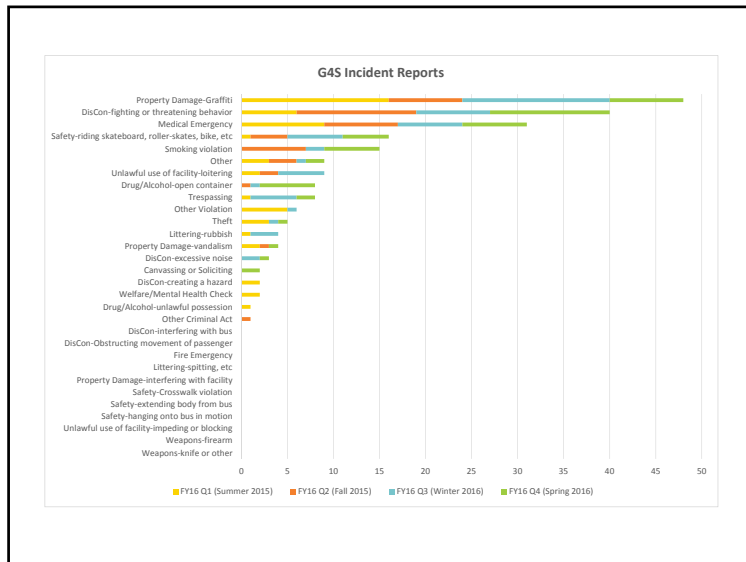
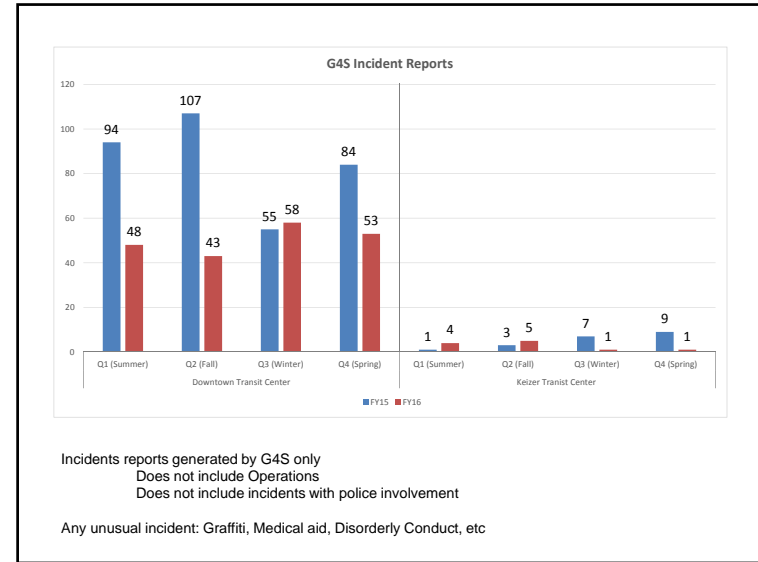
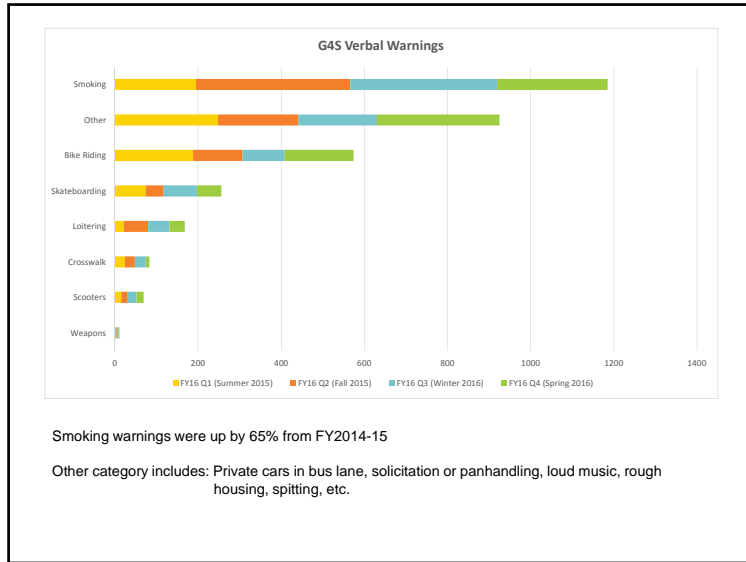




INCREASED ENFORCEMENT EFFORTS

- In FY15 there were 67 exclusions issued
- In FY16 162 exclusions have been issued
 - 31 Exclusion extensions
 - 62 Disorderly conduct
 - 19 Drug and alcohol violations
 - 13 Trespassing
 - 37 Safety violations, Smoking where prohibited, Theft, Vandalism, etc

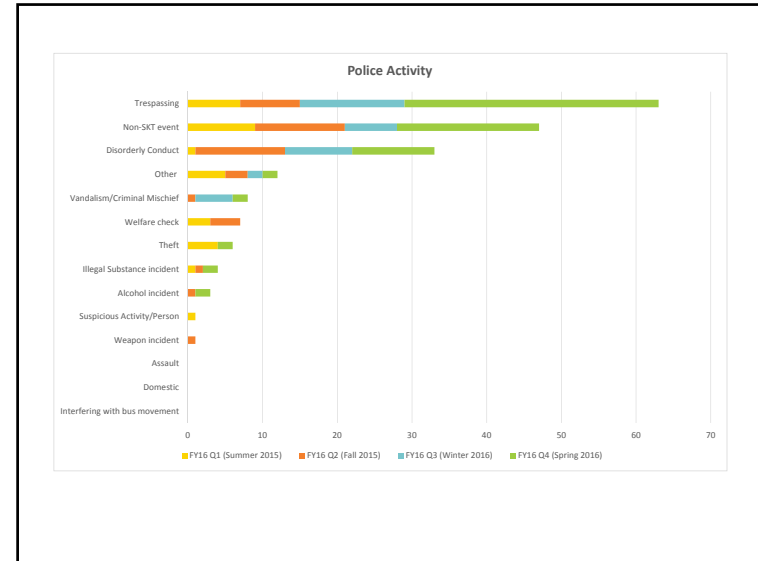
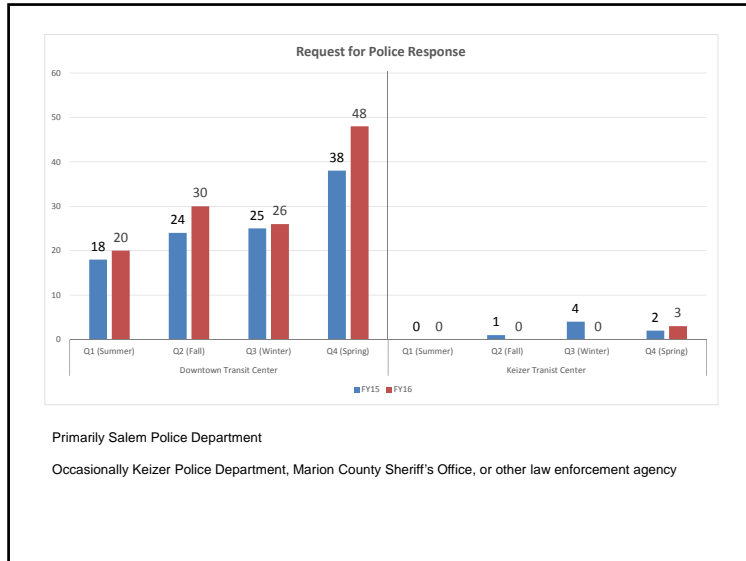




MOST COMMON INCIDENTS

The top three types of incidents were the same as FY2014-15 with the following percent of change:

- Graffiti – Down by 47%
- Disorderly Conduct/fighting or threatening behavior – Down by 18% for incidents not involving the police
- Medical Emergency – Down by 15%



POLICE ACTIVITY

- Last year, the most common incident categories were Non-Cherriots related and Trespassing; however, during this current period the top three incident categories are as follows:
 - Trespassing - Increased by 150%
 - Non-Cherriots – Up by 40%
 - Disorderly Conduct – Up by 150%

DISORDERLY CONDUCT – UNRULY OR UNWANTED BEHAVIOR

FY2014-15: 62 total incidents

FY2015-16: 73 total incidents

16 incidents of actual or attempted physical contact

- 12 were between customers/members of the public
- 2 were directed toward security and law enforcement
- 2 were passengers who pushed transit operators

CONTINUOUS IMPROVEMENT

- Increase security awareness throughout the system.
- Increase the security presence to discourage unwanted behaviors.
- Provide new training modules for employees for dealing with potentially volatile situations.
- Strengthen relationships with the Salem Police Department and our Security Contractor.
- Create new Standard Operating Procedures (SOPs) which focus on enhancements to asset and facility security.

Questions?



MEMO TO: BOARD OF DIRECTORS

FROM: TED STONECLIFFE, LONG RANGE PLANNING ANALYST

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: ADOPT THE 2016 UPDATE TO THE “COORDINATED PUBLIC TRANSIT – HUMAN SERVICES TRANSPORTATION PLAN”

Issue

Shall the Board adopt the 2016 update to the “Coordinated Public Transit – Human Services Transportation Plan,” as shown in Attachment A and direct the General Manager to implement the plan?

Background and Findings

The Federal Transit Administration (FTA) and the Oregon Department of Transportation (ODOT) require recipients of FTA Section 5310 (Enhanced Mobility of Seniors & Individuals with Disabilities) program funds to engage in a coordinated planning process to identify prioritized transit investments and strategies benefitting seniors and individuals with disabilities. The coordination must be documented in a Coordinated Public Transit – Human Services Transportation Plan (“the Coordinated Plan”). In Oregon, the Special Transportation Fund (STF) Agencies are responsible for managing the Coordinated Plan process. Cherriots is the STF Agency for Marion and Polk Counties.

The purpose of the Coordinated Plan is to broaden the dialogue and support coordination between public transportation and human services transportation agencies supporting seniors, individuals with disabilities, and low-income populations. Another purpose of the document is to guide financial investment decisions by the Cherriots Board of Directors. Transportation services identified in this plan are funded mostly by state and federal sources.

The ODOT Rail and Public Transit Division is responsible for managing the Special Transportation Fund (STF) program and offered to fund an update to the Cherriots Coordinated Plan through its on-call consultant contract. Planning staff applied to ODOT for these funds, and was notified in December 2014 that the scope of work submitted was accepted. ODOT awarded the contract in August 2015 to Kittelson and Associates. The scope of work for the update included the following elements:

1. Stakeholder outreach and public involvement;
2. Existing conditions including demographic and socioeconomic data and any existing transportation services;
3. Transportation needs assessment;
4. Prioritized strategies and investments to address public transportation gaps, including but not limited to service efficiencies; and
5. Updated Coordinated Plan.

The current Coordinated Plan was adopted by the Board in June 2009. The Coordinated Plan serves as the STF Agency's "STF Plan" as mandated by OAR 732-005-0081. The Coordinated Plan must be updated every three years to comply with the administrative rules. Staff directed ODOT's consultant to coordinate public outreach efforts with the consultant on board conducting the CARTS Planning Study that was in process during the same time-period.

Now that Kittelson and Associates has completed the update to the Coordinated Plan, the plan needs to be adopted by the Board of Directors to make the plan update official. The final draft of the updated Coordinated Plan is provided in Attachment A.

An essential component to this document is a list of unmet needs and the strategies and priorities to meet those needs. To assist in the expansion and re-prioritization of these strategies for the new Coordinated Plan, Kittelson and Associates conducted four public stakeholder events and one formal survey. Staff provided comment forms to any interested member of the public and forwarded the responses to Kittelson as they came in. Comments were also sought at the Regional Transit Planning workshop held in Keizer on October 27, 2015. The four public outreach events were held in Stayton, Woodburn, Salem, and Dallas in May and June 2016. The final document as provided in Appendix B of The Coordinated Plan reflects all of the comments received and will serve to direct the Cherriots Board and the STF Advisory Committee (STFAC) in future funding decisions for projects that benefit seniors, people with disabilities, and low-income populations.

Some of the major changes made from the 2009 Coordinated Plan to this update are:

- Updating the existing conditions including demographic and socioeconomic data (2000 U.S. Census data to at least 2010 data) and any existing public transportation services;
- Updates to the list of unmet transportation needs for seniors and people with disabilities, such as:
 - Coordinating services that cross jurisdictional and transit provider service area boundaries
 - Increasing accountability, customer service, responsiveness, and human interaction
 - Expanding on the ongoing web-based ride reservation system pilot project with Willamette Valley Community Health and/or the West Salem Connector web-based booking system
- Addition of strategies to meet unmet transportation needs, such as:
 - Coordinate with public and private sector organizations to identify opportunities for joint scheduling or sharing of vehicles
 - Develop and distribute information promoting travel options services and provide web-based and application-based information systems
 - Develop a centralized information system that can be accessed by people needing information on applicable transportation resources
- Prioritized strategies and investments to address public transportation gaps, including but not limited to service efficiencies

Next Steps

After adoption of the Coordinated Plan, there are a number of logical next steps that Cherrriots can take to move forward to implement the plan. Some general strategies, initiatives, and opportunities in the short run would include:

1. Staff to initiate steps to develop a strategy for Coordinated Plan implementation. As needed, the STFAC and public and private stakeholders will be included in order to gain feedback on the proposal for Coordinated Plan implementation.
2. Staff to develop and/or refine a list of funding and transit service investment priorities to help identify which of the unmet needs are most pressing, and which of the proposed strategies would best be positioned to address the unmet needs.
3. Staff to initiate steps to develop service area guidelines for all of Cherrriots' services. Once the guidelines are established, identify which areas are deficient, and then use the guidelines to address gaps in public transit services.
4. Begin preparing for the next funding cycles, including any needed refinements to the STF and Section 5310 funding and application processes.

Recommendation

Staff recommends the Board adopt the 2016 update to the "Coordinated Public Transit – Human Services Transportation Plan" as shown in Attachment A and direct the General Manager to implement the plan.


Proposed Motion

I move the Board adopt the 2016 update to the "Coordinated Public Transit – Human Services Transportation Plan" as shown in Attachment A and direct the General Manager to implement the plan.

Salem-Keizer Transit

CherryLift Eligibility/Assessment Office

Board of Directors Meeting
August 25, 2016



Ron Siegrist
Customer Service Manager





Salem-Keizer Transit

ADA Requirements

The Americans with Disabilities Act (ADA) states that each public entity is required to provide complementary paratransit service and to establish a process to do so.

"The process shall **strictly limit** ADA paratransit eligibility" to individuals who meet the criteria outlined under the ADA (Section 37.125a).

Salem-Keizer Transit

Salem Area Mass Transit District

Adopts

SAMTD Americans with Disabilities Act
Paratransit Plan

February 28, 2013

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Salem-Keizer Transit

CherryLift application process
(Prior to June 2015)

- Part 1: General information provided by the client
- Part 2: Medical Professional Questionnaire (MPQ) is completed by the client's health professional to confirm individual's disability
- Application processed, typically no interview

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Salem-Keizer Transit

Current CherryLift application process

- The in-person interview became the third and last part of the current eligibility process.
- The District contracted with Medical Transportation Management (MTM), Inc. to conduct the interview and the associated functional assessments.

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Salem-Keizer Transit

Randy Navalinski
ADA Assessment Specialist


Contracted through MTM, Inc.



7

Salem-Keizer Transit

Heather Newman
ADA Assessment Center Staff Assistant



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Salem-Keizer Transit

CherryLift Eligibility Office

- CherryLift Eligibility Office began assessments in July 2015
- Determines an applicant's eligibility for ADA paratransit services
- Educates applicants about CherryLift and other transit service options
- Makes travel training referrals when appropriate

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Salem-Keizer Transit

In-Person Interview Process


Assessment Specialist reviews the application with the client to identify:

- Need for paratransit service
- Ability to use fixed route services
- Barriers preventing the use of fixed route services (physical, cognitive, architectural, environmental)

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Salem-Keizer Transit

ADA Assessment Interview



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Salem-Keizer Transit

Types of ADA Eligibility

Unconditional: Applicant is eligible for all trips on CherryLift.

Conditional: Applicant is able to take some trips on fixed route but requires CherryLift service for others when certain conditions apply.

Temporary: Because of a temporary disability that will be resolved in a specific period of time, an applicant may be eligible to use CherryLift service either unconditionally or conditionally during this time.

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Salem-Keizer Transit

Functional Assessment Process

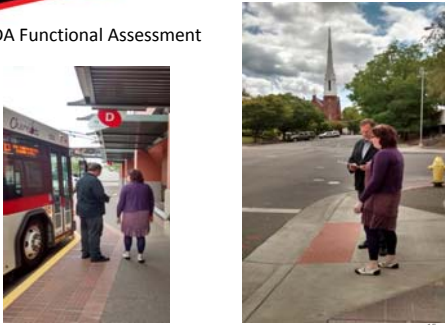
Physical
¼ mile course designed to assist in evaluating the client's ability to navigate varied surfaces and street crossings, balance and gait assessment, ambulation distance, and general physical endurance and strength

Cognitive
Functional Assessment of Cognitive Travels Skills (FACTS): uses computerized assessment to determine cognitive abilities and skills necessary for safe, independent travel on the fixed route system

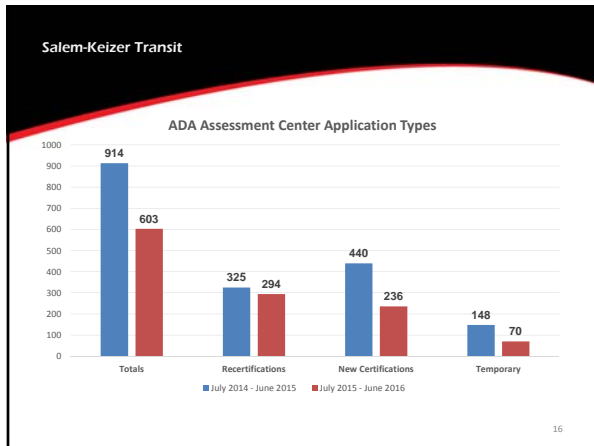
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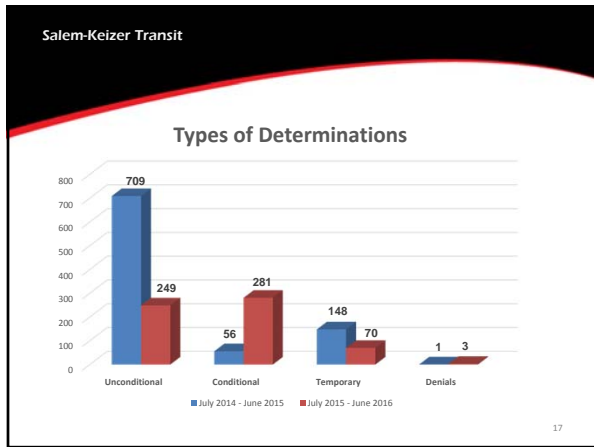
Salem-Keizer Transit

ADA Functional Assessment



15





Salem-Keizer Transit

First Year Highlights

- Developed individualized and specific conditions of travel with letters of eligibility tailored to each and every customer
- 90% of all calls to eligibility office are answered as they occur, no more than 1 hour for a return call
- Streamlined eligibility process from 3 weeks to an average of 2 to 5 days
- Out of 603 eligibility determinations: 3 denials and 2 appeals

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Salem-Keizer Transit

Questions ?

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MEMO TO: BOARD OF DIRECTORS

FROM: TED STONECLIFFE, LONG RANGE PLANNING ANALYST

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: UPDATE TO THE *REGIONAL RETHINK* PROJECT

Issue

Shall the Board receive an update to the *Regional Rethink* Project?

Background and Findings

The regional transit network operated by Cherriots consists of the Routes 1X and 2X serving Wilsonville and Grand Ronde, respectively, as well as the Chemeketa Area Regional Transportation System (CARTS), which serves seventeen communities in Marion, Polk, and Linn Counties. The current service has not been redesigned since 2007, when Oregon Housing and Associated Services (OHAS) operated the service which is now operated by MV Transportation, Inc. Operation and maintenance of the CARTS service is funded entirely by three state and federal grants and passenger fares. The three grants are Oregon's Special Transportation Fund (for seniors, people with disabilities, and low-income individuals), the federal Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) and federal Section 5311 (Formula Grants for Rural Areas) programs. No funds from property tax payers within the Salem-Keizer urban growth boundary are used to fund the CARTS service.

The Regional Transit Planning Project began in 2015 with the selection of Jarrett Walker and Associates to evaluate the existing regional network and provide recommendations for a redesign. The Board received the consultant's report and recommendations for the Regional Transit Planning Project at the February 25, 2016 Board meeting. Alternatives for the regional transit network redesign effort, called the *Regional Rethink* Project, were brought to the Board at the July 11, 2016 work session. Staff received the Board's input and further evaluated the CARTS network. Changes since the July work session were presented at the August 8th work session in preparation for a presentation to the Board at the August 25, 2016 Board meeting.

In line with the consultant's recommendations, no changes are being proposed for the Cherriots Routes 1X and 2X in the *Regional Rethink* project. The primary changes proposed are for the CARTS network.

Table 1 below presents the alternatives being considered for presentation to the public. The following points describe attributes of the new service common to all the proposed new CARTS routes:

- Buses will meet the Cherriots pulse in downtown Salem either on the hour or 0:30 after the hour
- Deviations will not be offered any longer for CARTS 10, 20, 30, 40, and 50 in order to improve the reliability of the bus schedule and make it more predictable and understandable for customers

• **Table 1: Description of Proposed CARTS Routes**

Route	Description
CARTS 10 – Woodburn / Salem	6 round trips/day (2 AM, 2 mid-day, 2 PM trips); scheduled connection with CARTS 40 in downtown Salem; meets Canby Area Transit (CAT) 3 times in Woodburn.
CARTS 20 – Woodburn / Silverton / Salem	5 round trips/day (2 AM, 1 mid-day, 2 PM trips); similar path to today’s route, but all trips go to Mt. Angel and Woodburn; scheduled connection with CARTS 30 in downtown Salem.
CARTS 25 – North Marion Flex	Route eliminated; service replaced by CARTS 20.
CARTS 30 – Stayton / Salem	5 round trips/day between Salem-Stayton (2 AM, 1 mid-day, 2 PM trips); serves Turner, Aumsville, Sublimity, and Stayton.
CARTS 35 – Canyon Flex	Route eliminated; service replaced by CARTS 30.
CARTS 40 – Polk County / Salem	6 round trips/day (2 AM, 2 mid-day, 2 PM trips); scheduled connection with CARTS 10 in downtown Salem.
CARTS 45 – Polk Flex	Retain existing flexible transit service, which operates within the cities of Dallas, Monmouth, and Independence; possibly extend service to Rickreal; operates two vehicles during peak periods; hours of service are 7:00 am to 5:15 pm.
CARTS 50 – Dallas / Salem Express	2 round trips/day (one AM / one PM) in the commute periods to connect with Cherriots pulse at Downtown Transit Center.

A map of the staff proposal outlined above is called the “*Recommended Future Regional Network DRAFT*” and is provided in Attachment A.

In order to have sufficient time for the public to comment on the alternatives proposed, staff intends to schedule outreach events in September and early October. This outreach will include open house events in outlying towns as well as in Salem. Maps and detailed proposed schedules would be shared with the public in order for them to understand the changes to the greatest extent possible. There will also be updates provided via social media, the website, and announcements of the events on the CARTS buses.

After the initial outreach period ends in October, planning staff will digest the comments received and produce the final maps and schedules. The final products will go to the Board for approval at the January 26, 2017 Board meeting. After obtaining Board approval, staff will take the completed plan to the public in February.

The goal of the communication activities in February will be to announce to the public and our riders what to expect in April 2017, but not to receive any further input to the proposed changes. This is similar to the process followed for the Cherriots major service change that was part of the Moving Forward project in September 2015.

April 3, 2017 is proposed as the launch date for the new plan. This will give the public ample time to give comments on the proposed changes, and time for staff to produce the necessary materials.

Table 2 below summarizes the schedule for the Regional Rethink project.

• **Table 2: Regional Rethink Project Schedule**

Task	Dates
Board receives alternative to be presented to the public	August 25, 2016 Board meeting
Initial public outreach period where feedback is obtained in order to make changes to the initial proposal	Early September – Early October
Board approval of final service plan	January 26, 2017 Board meeting
Staff presents the approved service plan to inform the public of upcoming changes	February, 2017
Staff develops new schedules, maps, bus stop signs, etc. for new service	January 27 – March 25, 2017
Launch of new service	April 3, 2017

Table 3 Confirmed Schedule of Public Outreach Locations with Dates and Times noted.

• **Table 3: Regional Rethink Project Outreach Locations, Dates, and Times**

Event	Location	Date and Time
Aumsville Saturday Market	595 Main St Aumsville, OR	9/10/16 • 8:30am – 3:00pm
Polk County Bounty Market	Academy Grounds Main & Academy Sts Dallas, OR	9/15/16 • 10:00am – 3:00pm
Presentation to Elected Officials and Invited Stakeholders Only	Stayton Library 515 N First Ave Stayton, OR	9/20/16 • 5:30pm – 6:30pm
Open House for Public	Stayton Library 515 N First Ave Stayton, OR	9/20/16 • 7:00pm – 8:00pm
Silverton Area Community Aid Resource Day	421 Water St Silverton, OR	9/24/16 • 11am-2pm (setup by 10:45am)
Chemeketa Community College Free Speech Table	CCC Building 2 Salem, OR	9/26/16 • 9:00am – 3:00pm
Information Table	Bi-Mart store front 1600 Mt. Hood Ave Woodburn, OR	9/27/16 • 10:00am – 3:00pm
Information Table	CARTS Bays Cherriots Transit Mall	9/29/16 • 7:00-9:30am, 12:00-1:30pm, 4:00-6:00pm
Independence Riverview Market	Riverview Park, Independence, OR	10/01/16 • 9:00am - 2:00pm

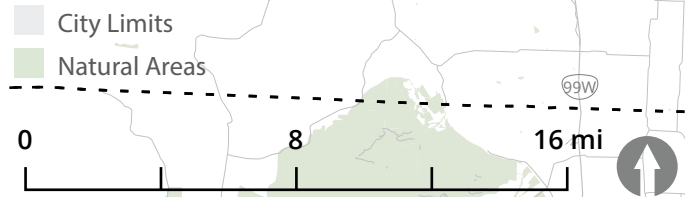
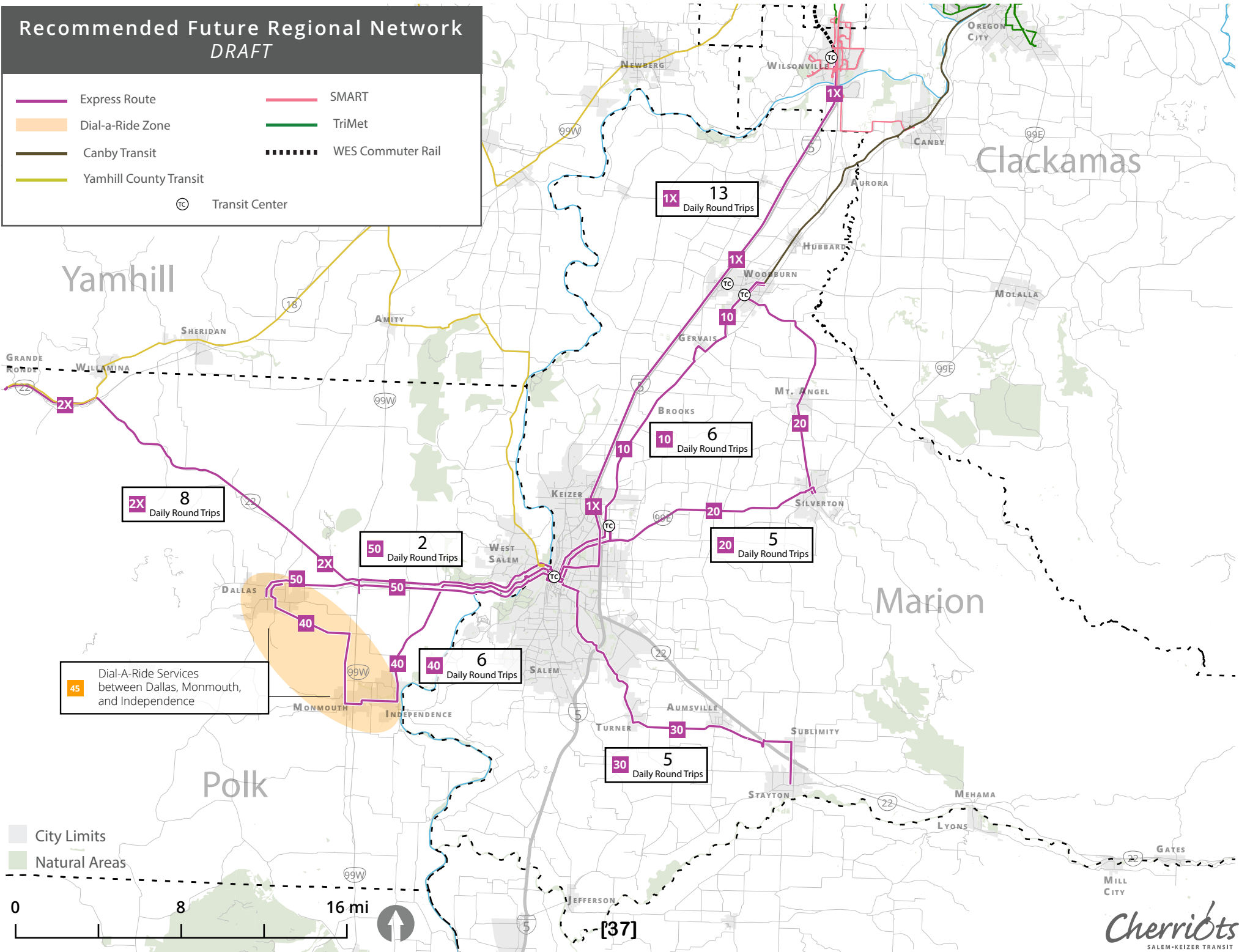
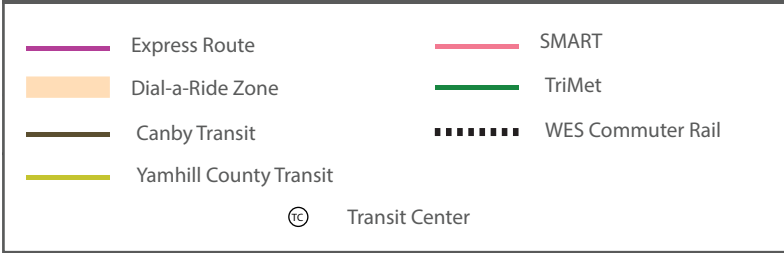
Recommendation

Information only

Proposed Motion

Information only

Recommended Future Regional Network DRAFT



MEMO TO: BOARD OF DIRECTORS

**FROM: MATT BERGGREN, PLANNING TECHNICIAN
STEPHEN DICKEY, DIRECTOR OF TRANSPORTATION DEVELOPMENT**

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: PERFORMANCE REPORT - FY16 Q4

Issue

This memo provides details on all Cherriots services for the fourth quarter of FY2016.

Background and Findings

Performance measures for the fourth quarter of Fiscal Year 2016 (FY16 Q4) are included in Attachment A. The data for these measures is derived from adjusted Trapeze schedules, vehicle fareboxes, passenger counting systems, and reservation software (RouteMatch and Mobility DR).

- *Revenue Hours and Miles*

Fourth quarter revenue hours and revenue miles for Cherriots were up compared with the previous fiscal year. Average daily revenue hours were 649.0; a 5.2% increase from FY15 as a result of the September 8, 2015 major service change, the November 2, 2015 Route #1/River Road-Commercial Street fix, and the addition of Route #15X/Airport Park & Ride.

Average daily revenue miles increased by 8.4% at 8,807.7 miles over FY15. Most of this was a result of the September 8, 2015 major service change and the addition of Route 15X.

- *Boardings (Unlinked Trips)*

Cherriots average daily boardings showed a decrease for the same time frame compared to FY15. Average daily boardings were 12,051, a 9.7% decrease from the previous fiscal year. This is an improvement from the 14.1% drop between FY15 Q2 and FY16 Q2, and the 13.7% drop between FY15 Q3 and FY16 Q3.

Overall, this drop in boardings is a trend we have seen since the September 8, 2015 major service change. We believe part of this drop in ridership is due to a combination of decreased transfers between routes, large decreases in gas prices, and the removal of 170 bus stops. Overall, our ridership drops are trending in the right direction. We expect ridership to continue to improve with the official launch of the State Employee Bus Pass Program on July 1, 2016.

Paratransit (CherryLift) saw a decrease in boardings per day of 9.5% from last fiscal year. The average boardings per day on the CARTS deviated-fixed routes (10-50) were down 8.5% and were down 2.3% on CARTS zone routes (25/45). CARTS 35 (dial-a-ride) was up 37.3%. The RED Line dial-a-ride increased by 27.2%; and RED Line shopper shuttle was up by 4.7%.

Recommendation

None

Proposed Motion

None

ATTACHMENT A

FY16 Q4 Performance

Measures

April-June 2016

Table 1. Total Revenue Hours

Table 2. Average Revenue Hours / Day

Table 3. Total Revenue Hours

Table 4. Average Revenue Miles / Day

Table 5. Total Boardings

Table 6. Average Boardings / Day

Table 7. Average Boardings / Revenue Hour

Table 1. Total Revenue Hours

Route	Type	FY15 Q4				FY16 Q4			
		Apr 2015	May 2015	Jun 2015	Total	Apr 2016	May 2016	Jun 2016	Total
(Service Days)		22	20	22	64	21	21	22	64
CHERRIOTS LOCAL FIXED-ROUTE									
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	2,220	2,219	2,325	6,764
2 - Market / Brown	F	N/A	N/A	N/A	N/A	1,137	1,139	1,193	3,469
3 - Portland Road	S	N/A	N/A	N/A	N/A	638	639	663	1,940
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	641	642	673	1,956
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	321	321	337	979
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	320	321	336	977
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	1,934	1,936	2,029	5,899
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	992	994	1,042	3,028
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	942	942	987	2,871
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	684	684	712	2,080
7 - Mission / State	B	N/A	N/A	N/A	N/A	328	328	344	1,000
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	968	968	1,013	2,949
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	486	486	508	1,480
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	482	482	505	1,469
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	643	643	676	1,962
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	321	321	338	980
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	322	322	338	982
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	315	315	330	960
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	1,848	1,850	1,934	5,632
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	323	324	339	986
13 - Silverton Road	S	N/A	N/A	N/A	N/A	641	641	580	1,862
14 - Windsor Island	S	N/A	N/A	N/A	N/A	320	320	384	1,024
15X - Airport Rd Park & Ride Express	F	N/A	N/A	N/A	N/A	0	0	429	429
Total		12,921	11,747	12,918	37,586	12,640	12,648	13,624	38,912
CHERRIOTS EXPRESS ROUTES									
1X - Willsonville / Salem Express	C	187	170	187	544	207	207	217	631
2X - Grand Ronde / Salem Express	C	328	298	328	954	319	319	335	973
Total		515	468	515	1,498	526	526	552	1,604
CHERRIOTS ON-DEMAND									
West Salem Connector	DR	N/A	N/A	330	330	315	315	330	960
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	T	11	10	11	32	9	9	10	28
92 - Rockwest	T	18	17	18	53	12	11	12	35
Total		29	27	29	85	21	20	22	63
Cherriots Total		13,465	12,242	13,792	39,499	13,502	13,509	14,528	41,539
CARTS DEVIATED-FIXED ROUTE									
10 - Woodburn / Salem	DFR	178	168	182	528	177	178	185	540
20 - Silverton / Salem	DFR	187	171	183	541	181	182	190	553
30 - Canyon Connector / Salem	DFR	194	178	191	563	186	190	197	573
40 - Polk County / Salem	DFR	192	184	203	579	191	193	201	585
50 - Dallas / Salem Express	DFR	157	147	167	471	156	150	162	468
Total		908	848	926	2,682	891	893	935	2,719
CARTS ZONE ROUTE									
25 - North Marion Flex	ZR	152	144	143	439	157	152	162	471
45 - Polk Flex	ZR	341	294	352	987	314	318	328	960
Total		493	438	495	1,426	471	470	490	1,431
CARTS DIAL-A-RIDE									
35 - Canyon Flex	DAR	75	63	50	188	123	107	135	365
SHOPPER SHUTTLE & DIAL-A-RIDE									
RED Line Dial-a-Ride	DAR	145	182	179	506	216	206	300	721
RED Line Shopper Shuttle	SS	152	121	127	399	145	128	140	413
PARATRANSIT									
CherryLift	DAR	5,731	5,016	5,406	16,153	5,214	5,177	5,392	15,783

F = Frequent, S = Standard, B = Basic, C = Commuter, DR = Demand Responsive, T = Tripper, DFR = Deviated-Fixed Route, ZR = Zone Route, DAR = Dial-a-Ride, SS = Shopper Shuttle

Table 2. Average Revenue Hours / Day

Route	Type	FY15 Q4				FY16 Q4				Percent Change	
		Apr 2015	May 2015	Jun 2015	Total	Apr 2016	May 2016	Jun 2016	Total		
CHERRIOTS LOCAL FIXED-ROUTE											
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	105.7	105.7	105.7	105.7	N/A	
2 - Market / Brown	F	N/A	N/A	N/A	N/A	54.1	54.2	54.2	54.2	N/A	
3 - Portland Road	S	N/A	N/A	N/A	N/A	30.4	30.4	30.1	30.3	N/A	
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	30.5	30.6	30.6	30.6	N/A	
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	15.3	15.3	15.3	15.3	N/A	
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	15.2	15.3	15.3	15.3	N/A	
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	92.1	92.2	92.2	92.2	N/A	
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	47.2	47.3	47.4	47.3	N/A	
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	44.9	44.9	44.9	44.9	N/A	
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	32.6	32.6	32.4	32.5	N/A	
7 - Mission / State	B	N/A	N/A	N/A	N/A	15.6	15.6	15.6	15.6	N/A	
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	46.1	46.1	46.0	46.1	N/A	
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	23.1	23.1	23.1	23.1	N/A	
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	23.0	23.0	23.0	23.0	N/A	
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	30.6	30.6	30.7	30.7	N/A	
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	15.3	15.3	15.4	15.3	N/A	
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	15.3	15.3	15.4	15.3	N/A	
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	15.0	15.0	15.0	15.0	N/A	
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	88.0	88.1	87.9	88.0	N/A	
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	15.4	15.4	15.4	15.4	N/A	
13 - Silverton Road	S	N/A	N/A	N/A	N/A	30.5	30.5	26.4	29.1	N/A	
14 - Windsor Island	S	N/A	N/A	N/A	N/A	15.2	15.2	17.5	16.0	N/A	
15X - Airport Rd Park & Ride Express	F	N/A	N/A	N/A	N/A	0.0	0.0	19.5	6.7	N/A	
<i>Total</i>			587.3	587.4	587.2	587.3	601.9	602.3	619.3	608.0	3.53%
CHERRIOTS EXPRESS ROUTES											
1X - Willsonville / Salem Express	C	8.5	8.5	8.5	8.5	9.9	9.9	9.9	9.9	15.99%	
2X - Grand Ronde / Salem Express	C	14.9	14.9	14.9	14.9	15.2	15.2	15.2	15.2	1.99%	
<i>Total</i>		23.4	23.4	23.4	23.4	25.0	25.0	25.1	25.1	7.08%	
CHERRIOTS ON-DEMAND											
West Salem Connector	DR	N/A	N/A	15.0	5.2	15.0	15.0	15.0	15.0	190.91%	
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES											
91 - Garten Foundation	T	0.5	0.5	0.5	0.5	0.4	0.4	0.5	0.4	-12.50%	
92 - Rockwest	T	0.8	0.9	0.8	0.8	0.6	0.5	0.5	0.5	-33.96%	
<i>Total</i>		1.3	1.4	1.3	1.3	1.0	1.0	1.0	1.0	-25.88%	
<i>Cherriots Total</i>		612.0	612.1	626.9	617.2	643.0	643.3	660.4	649.0	5.16%	
CARTS DEVIATED-FIXED ROUTE											
10 - Woodburn / Salem	DFR	8.1	8.4	8.3	8.3	8.4	8.5	8.4	8.4	2.27%	
20 - Silverton / Salem	DFR	8.5	8.6	8.3	8.5	8.6	8.7	8.6	8.6	2.22%	
30 - Canyon Connector / Salem	DFR	8.8	8.9	8.7	8.8	8.9	9.0	9.0	9.0	1.78%	
40 - Polk County / Salem	DFR	8.7	9.2	9.2	9.0	9.1	9.2	9.1	9.1	1.04%	
50 - Dallas / Salem Express	DFR	7.1	7.4	7.6	7.4	7.4	7.1	7.4	7.3	-0.64%	
<i>Total</i>		41.3	42.4	42.1	41.9	42.4	42.5	42.5	42.5	1.38%	
CARTS ZONE ROUTE											
25 - North Marion Flex	ZR	6.9	7.2	6.5	6.9	7.5	7.2	7.4	7.4	7.29%	
45 - Polk Flex	ZR	15.5	14.7	16.0	15.4	15.0	15.1	14.9	15.0	-2.74%	
<i>Total</i>		22.4	21.9	22.5	22.3	22.4	22.4	22.3	22.4	0.35%	
CARTS DIAL-A-RIDE											
35 - Canyon Flex	DAR	3.4	3.2	2.3	2.9	5.9	5.1	6.1	5.7	94.15%	
SHOPPER SHUTTLE & DIAL-A-RIDE											
RED Line Dial-a-Ride	DAR	6.6	9.1	8.1	7.9	10.3	9.8	13.6	11.3	42.69%	
RED Line Shopper Shuttle	SS	6.9	6.0	5.8	6.2	6.9	6.1	6.4	6.5	3.54%	
PARATRANSIT											
CherryLift	DAR	260.5	250.8	245.7	252.4	248.3	246.5	245.1	246.6	-2.29%	

F = Frequent, S = Standard, B = Basic, C = Commuter, DR = Demand Responsive, T = Tripper, DFR = Deviated-Fixed Route, ZR = Zone Route, DAR = Dial-a-Ride, SS = Shopper Shuttle

Table 3. Total Revenue Miles

Route	Type	FY15 Q4				FY16 Q4			
		Apr 2015	May 2015	Jun 2015	Total	Apr 2016	May 2016	Jun 2016	Total
(Service Days)		22	20	22	64	21	21	22	64
CHERRIOTS LOCAL FIXED-ROUTE									
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	30,153	30,152	31,606	91,911
2 - Market / Brown	F	N/A	N/A	N/A	N/A	14,353	14,364	15,054	43,771
3 - Portland Road	S	N/A	N/A	N/A	N/A	7,606	7,606	7,969	23,181
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	7,419	7,418	7,300	22,137
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	3,689	3,689	3,393	10,771
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	3,730	3,729	3,907	11,366
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	22,450	22,452	23,543	68,445
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	11,660	11,667	12,240	35,567
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	10,790	10,785	11,303	32,878
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	9,526	9,530	9,923	28,979
7 - Mission / State	B	N/A	N/A	N/A	N/A	4,304	4,304	4,504	13,112
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	13,069	13,053	13,675	39,797
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	6,482	6,467	6,775	19,724
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	6,587	6,586	6,900	20,073
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	9,544	9,546	10,014	29,104
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,759	4,761	5,002	14,522
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,785	4,785	5,012	14,582
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	4,052	4,052	4,245	12,349
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	24,698	24,718	25,905	75,321
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	3,904	3,903	4,090	11,897
13 - Silverton Road	S	N/A	N/A	N/A	N/A	7,302	7,308	7,656	22,266
14 - Windsor Island	S	N/A	N/A	N/A	N/A	4,753	4,760	4,979	14,492
15X - Airport Rd Park & Ride Express	F	N/A	N/A	N/A	N/A	0	0	3,952	3,952
Total		161,349	146,681	161,315	469,345	163,133	163,166	174,415	500,714
CHERRIOTS EXPRESS ROUTES									
1X - Willsonville / Salem Express	C	5,642	5,130	5,643	16,415	6,718	6,718	7,038	20,474
2X - Grand Ronde / Salem Express	C	11,471	10,429	11,471	33,371	11,009	11,009	11,534	33,552
Total		17,113	15,559	17,114	49,786	17,727	17,727	18,572	54,026
CHERRIOTS ON-DEMAND									
West Salem Connector	DR	N/A	N/A	962	962	3,333	2,447	2,181	7,961
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	T	129	117	129	375	123	122	128	373
92 - Rockwest	T	212	192	211	615	202	202	212	616
Total		341	309	340	990	325	324	340	989
Cherriots Total		178,803	162,549	179,731	521,083	184,518	183,664	195,508	563,690
CARTS DEVIATED-FIXED ROUTE									
10 - Woodburn / Salem	DFR	3,409	3,367	3,611	10,387	3,534	3,539	3,690	10,763
20 - Silverton / Salem	DFR	3,500	3,219	3,909	10,628	3,554	3,613	3,757	10,924
30 - Canyon Connector / Salem	DFR	5,452	4,926	5,117	15,495	5,305	5,205	5,537	16,047
40 - Polk County / Salem	DFR	4,236	3,999	4,502	12,737	4,237	4,263	4,511	13,011
50 - Dallas / Salem Express	DFR	2,920	2,761	3,056	8,737	2,981	2,892	3,036	8,909
Total		19,517	18,272	20,195	57,984	19,611	19,512	20,531	59,654
CARTS ZONE ROUTE									
25 - North Marion Flex	ZR	1,907	1,800	1,919	5,626	1,981	1,835	1,941	5,757
45 - Polk Flex	ZR	4,529	4,139	4,513	13,181	4,327	4,583	4,587	13,497
Total		6,436	5,939	6,432	18,807	6,308	6,418	6,528	19,254
CARTS DIAL-A-RIDE									
35 - Canyon Flex	DAR	322	404	296	1,022	710	727	910	2,347
SHOPPER SHUTTLE & DIAL-A-RIDE									
RED Line Dial-a-Ride	DAR	1,657	2,086	2,005	5,748	2,604	2,353	3,393	8,350
RED Line Shopper Shuttle	SS	1,055	1,005	1,011	3,071	993	960	1,191	3,144
PARATRANSIT									
CherryLift	DAR	70,895	62,274	70,675	203,844	62,108	62,042	65,299	189,449

F = Frequent, S = Standard, B = Basic, C = Commuter, DR = Demand Responsive, T = Tripper, DFR = Deviated-Fixed Route, ZR = Zone Route, DAR = Dial-a-Ride, SS = Shopper Shuttle

Table 4. Average Revenue Miles / Day

Route	Type	FY15 Q4				FY16 Q4				Percent Change
		Apr 2015	May 2015	Jun 2015	Total	Apr 2016	May 2016	Jun 2016	Total	
CHERRIOTS LOCAL FIXED-ROUTE										
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	1,435.9	1,435.8	1,436.6	1,436.1	N/A
2 - Market / Brown	F	N/A	N/A	N/A	N/A	683.5	684.0	684.3	683.9	N/A
3 - Portland Road	S	N/A	N/A	N/A	N/A	362.2	362.2	362.2	362.2	N/A
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	353.3	353.2	331.8	345.9	N/A
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	175.7	175.7	154.2	168.3	N/A
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	177.6	177.6	177.6	177.6	N/A
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	1,069.0	1,069.1	1,070.1	1,069.5	N/A
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	555.2	555.6	556.4	555.7	N/A
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	513.8	513.6	513.8	513.7	N/A
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	453.6	453.8	451.0	452.8	N/A
7 - Mission / State	B	N/A	N/A	N/A	N/A	205.0	205.0	204.7	204.9	N/A
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	622.3	621.6	621.6	621.8	N/A
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	308.7	308.0	308.0	308.2	N/A
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	313.7	313.6	313.6	313.6	N/A
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	454.5	454.6	455.2	454.8	N/A
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	226.6	226.7	227.4	226.9	N/A
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	227.9	227.9	227.8	227.8	N/A
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	193.0	193.0	193.0	193.0	N/A
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	1,176.1	1,177.0	1,177.5	1,176.9	N/A
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	185.9	185.9	185.9	185.9	N/A
13 - Silverton Road	S	N/A	N/A	N/A	N/A	347.7	348.0	348.0	347.9	N/A
14 - Windsor Island	S	N/A	N/A	N/A	N/A	226.3	226.7	226.3	226.4	N/A
15X - Airport Rd Park & Ride Express	F	N/A	N/A	N/A	N/A	0.0	0.0	179.6	61.8	N/A
Total		7,334.0	7,334.1	7,332.5	7,333.5	7,768.2	7,769.8	7,928.0	7,823.7	6.68%
CHERRIOTS EXPRESS ROUTES										
1X - Willsonville / Salem Express	C	256.5	256.5	256.5	256.5	319.9	319.9	319.9	319.9	24.73%
2X - Grand Ronde / Salem Express	C	521.4	521.5	521.4	521.4	524.2	524.2	524.3	524.3	0.54%
Total		777.9	778.0	777.9	777.9	844.1	844.1	844.2	844.2	8.52%
CHERRIOTS ON-DEMAND										
West Salem Connector	DR	N/A	N/A	43.7	15.0	158.7	116.5	99.1	124.4	N/A
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES										
91 - Garten Foundation	T	5.9	5.9	5.9	5.9	5.9	5.8	5.8	5.8	-0.53%
92 - Rockwest	T	9.6	9.6	9.6	9.6	9.6	9.6	9.6	9.6	0.16%
Total		15.5	15.5	15.5	15.5	15.5	15.4	15.5	15.5	-0.10%
Cherriots Total		8,127.4	8,127.5	8,169.6	8,126.9	8,786.6	8,745.9	8,886.7	8,807.7	8.38%
CARTS DEVIATED-FIXED ROUTE										
10 - Woodburn / Salem	DFR	155.0	168.4	164.1	162.3	168.3	168.5	167.7	168.2	3.62%
20 - Silverton / Salem	DFR	159.1	161.0	177.7	166.1	169.2	172.0	170.8	170.7	2.79%
30 - Canyon Connector / Salem	DFR	247.8	246.3	232.6	242.1	252.6	247.9	251.7	250.7	3.56%
40 - Polk County / Salem	DFR	192.5	200.0	204.6	199.0	201.8	203.0	205.0	203.3	2.15%
50 - Dallas / Salem Express	DFR	132.7	138.1	138.9	136.5	142.0	137.7	138.0	139.2	1.97%
Total		887.1	913.6	918.0	906.0	933.9	929.1	933.2	932.1	2.88%
CARTS ZONE ROUTE										
25 - North Marion Flex	ZR	86.7	90.0	87.2	87.9	94.3	87.4	88.2	90.0	2.33%
45 - Polk Flex	ZR	205.9	207.0	205.1	206.0	206.0	218.2	208.5	210.9	2.40%
Total		292.5	297.0	292.4	293.9	300.4	305.6	296.7	300.8	2.38%
CARTS DIAL-A-RIDE										
35 - Canyon Flex	DAR	14.6	20.2	13.5	16.0	33.8	34.6	41.4	36.7	129.65%
SHOPPER SHUTTLE & DIAL-A-RIDE										
RED Line Dial-a-Ride	DAR	75.3	104.3	91.1	89.8	124.0	112.0	154.2	130.5	45.27%
RED Line Shopper Shuttle	SS	48.0	50.3	46.0	48.0	47.3	45.7	54.1	49.1	2.38%
PARATRANSIT										
CherryLift	DAR	3,222.5	3,113.7	3,212.5	3,185.1	2,957.5	2,954.4	2,968.1	2,960.1	-7.06%

F = Frequent, S = Standard, B = Basic, C = Commuter, DR = Demand Responsive, T = Tripper, DFR = Deviated-Fixed Route, ZR = Zone Route, DAR = Dial-a-Ride, SS = Shopper Shuttle

Table 5. Total Boardings

Route	Type	FY15 Q4				FY16 Q4			
		Apr 2015	May 2015	Jun 2015	Total	Apr 2016	May 2016	Jun 2016	Total
(Service Days)		22	20	22	64	21	21	22	64
CHERRIOTS LOCAL FIXED-ROUTE									
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	54,315	53,091	53,292	160,698
2 - Market / Brown	F	N/A	N/A	N/A	N/A	26,908	27,108	23,441	77,457
3 - Portland Road	S	N/A	N/A	N/A	N/A	17,726	17,269	15,789	50,784
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	15,438	15,500	14,122	45,060
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	7,343	7,343	6,876	21,562
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	8,095	8,157	7,246	23,498
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	33,484	34,288	33,985	101,757
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	17,896	18,268	17,895	54,059
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	15,588	16,020	16,090	47,698
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	9,080	8,664	8,544	26,288
7 - Mission / State	B	N/A	N/A	N/A	N/A	6,293	6,350	7,218	19,861
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	17,605	17,442	16,135	51,182
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	9,468	9,550	8,153	27,171
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	8,137	7,892	7,982	24,011
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	9,014	9,074	10,130	28,218
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,743	4,747	5,459	14,949
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,271	4,327	4,671	13,269
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	3,137	3,043	3,253	9,433
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	44,276	44,034	41,362	129,672
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	2,914	3,069	2,779	8,762
13 - Silverton Road	S	N/A	N/A	N/A	N/A	11,864	12,169	11,089	35,122
14 - Windsor Island	S	N/A	N/A	N/A	N/A	2,416	2,183	1,972	6,571
15X - Airport Rd Park & Ride Express	F	N/A	N/A	N/A	N/A	0	0	931	931
Total		296,477	265,904	272,516	834,897	254,470	253,284	244,042	751,796
CHERRIOTS EXPRESS ROUTES									
1X - Willsonville / Salem Express	C	3,784	3,134	3,298	10,216	3,060	3,085	3,335	9,480
2X - Grand Ronde / Salem Express	C	2,035	1,753	2,021	5,809	1,664	1,455	1,244	4,363
Total		5,819	4,887	5,319	16,025	4,724	4,540	4,579	13,843
CHERRIOTS ON-DEMAND									
West Salem Connector	DR	N/A	N/A	444	444	1,161	1,250	1,070	3,481
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	T	295	249	269	813	337	326	327	990
92 - Rockwest	T	717	667	827	2,211	296	282	561	1,139
Total		1,012	916	1,096	3,024	633	608	888	2,129
Cherriots Total		303,308	271,707	279,375	854,390	260,988	259,682	250,579	771,249
CARTS DEVIATED-FIXED ROUTE									
10 - Woodburn / Salem	DFR	1,461	1,207	950	3,618	1,120	1,118	931	3,169
20 - Silverton / Salem	DFR	1,390	1,238	1,012	3,640	1,216	1,148	994	3,358
30 - Canyon Connector / Salem	DFR	1,625	1,479	1,489	4,593	1,366	1,284	1,222	3,872
40 - Polk County / Salem	DFR	2,577	2,230	2,029	6,836	2,160	2,239	1,940	6,339
50 - Dallas / Salem Express	DFR	1,742	1,453	1,341	4,536	1,515	1,542	1,458	4,515
Total		8,795	7,607	6,821	23,223	7,377	7,331	6,545	21,253
CARTS ZONE ROUTE									
25 - North Marion Flex	ZR	148	131	126	405	152	156	102	410
45 - Polk Flex	ZR	2,285	1,926	1,978	6,189	2,046	2,013	1,972	6,031
Total		2,433	2,057	2,104	6,594	2,198	2,169	2,074	6,441
CARTS DIAL-A-RIDE									
35 - Canyon Flex	DAR	117	109	58	284	185	120	85	390
SHOPPER SHUTTLE & DIAL-A-RIDE									
RED Line Dial-a-Ride	DAR	256	312	345	913	338	333	490	1,161
RED Line Shopper Shuttle	SS	358	275	305	938	355	294	333	982
PARATRANSIT									
CherryLift	DAR	14,426	12,474	13,680	40,580	11,883	12,159	12,692	36,734

F = Frequent, S = Standard, B = Basic, C = Commuter, DR = Demand Responsive, T = Tripper, DFR = Deviated-Fixed Route, ZR = Zone Route, DAR = Dial-a-Ride, SS = Shopper Shuttle

Table 6. Average Boardings / Day

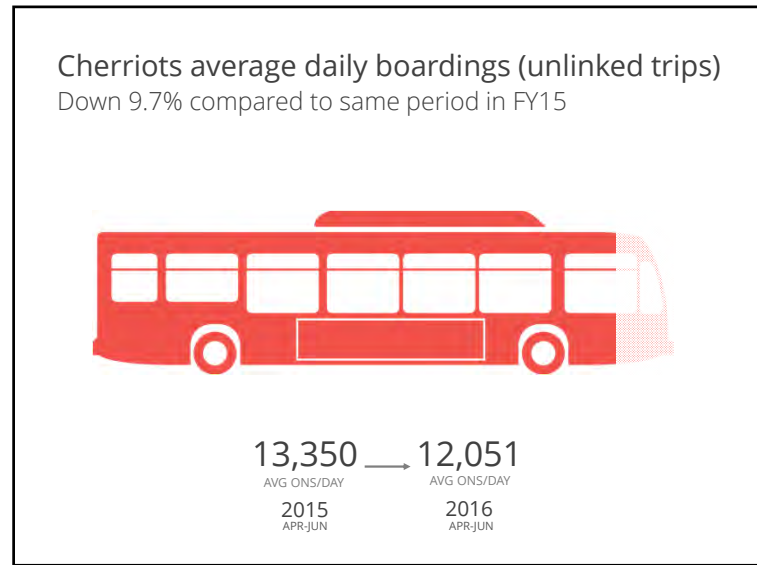
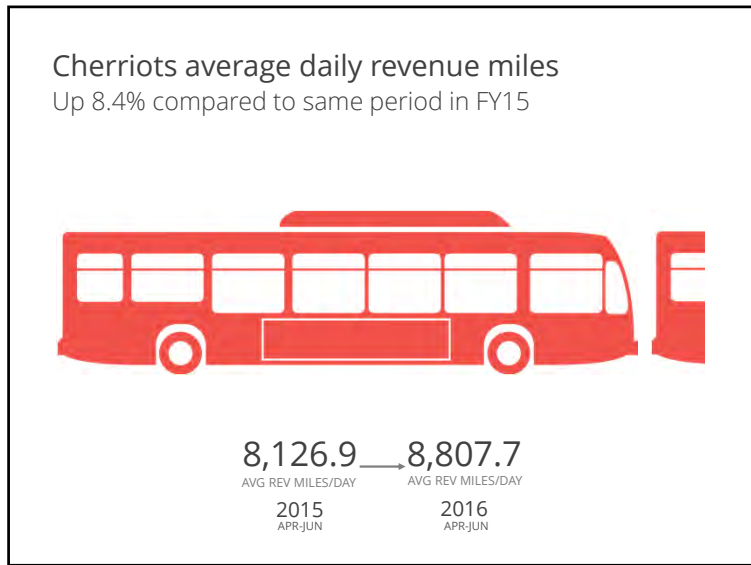
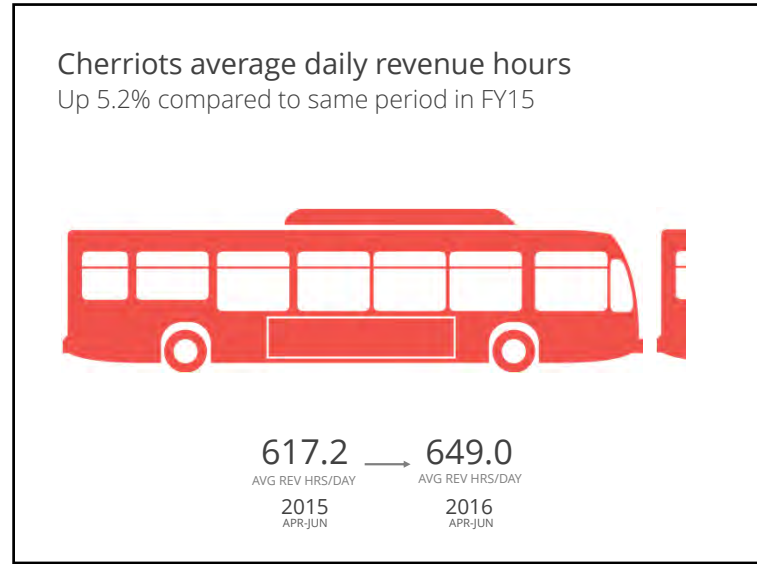
Route	Type	FY15 Q4				FY16 Q4				Percent Change
		Apr 2015	May 2015	Jun 2015	Total	Apr 2016	May 2016	Jun 2016	Total	
CHERRIOTS LOCAL FIXED-ROUTE										
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	2,586.4	2,528.1	2,422.4	2,510.9	N/A
2 - Market / Brown	F	N/A	N/A	N/A	N/A	1,281.3	1,290.9	1,065.5	1,210.3	N/A
3 - Portland Road	S	N/A	N/A	N/A	N/A	844.1	822.3	717.7	793.5	N/A
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	735.1	738.1	641.9	704.1	N/A
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	349.7	349.7	312.5	336.9	N/A
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	385.5	388.4	329.4	367.2	N/A
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	1,594.5	1,632.8	1,544.8	1,590.0	N/A
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	852.2	869.9	813.4	844.7	N/A
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	742.3	762.9	731.4	745.3	N/A
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	432.4	412.6	388.4	410.8	N/A
7 - Mission / State	B	N/A	N/A	N/A	N/A	299.7	302.4	328.1	310.3	N/A
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	838.3	830.6	733.4	799.7	N/A
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	450.9	454.8	370.6	424.5	N/A
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	387.5	375.8	362.8	375.2	N/A
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	429.2	432.1	460.5	440.9	N/A
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	225.9	226.0	248.1	233.6	N/A
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	203.4	206.0	212.3	207.3	N/A
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	149.4	144.9	147.9	147.4	N/A
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	2,108.4	2,096.9	1,880.1	2,026.1	N/A
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	138.8	146.1	126.3	136.9	N/A
13 - Silverton Road	S	N/A	N/A	N/A	N/A	565.0	579.5	504.0	548.8	N/A
14 - Windsor Island	S	N/A	N/A	N/A	N/A	115.0	104.0	89.6	102.7	N/A
15X - Airport Rd Park & Ride Express	F	N/A	N/A	N/A	N/A	0.0	0.0	42.3	14.5	N/A
Total		13,476.2	13,295.2	12,387.1	13,045.3	12,117.6	12,061.1	11,092.8	11,746.8	-10.0%
CHERRIOTS EXPRESS ROUTES										
1X - Willsonville / Salem Express	C	172.0	156.7	149.9	159.6	145.7	146.9	151.6	148.1	-7.2%
2X - Grand Ronde / Salem Express	C	92.5	87.7	91.9	90.8	79.2	69.3	56.5	68.2	-24.9%
Total		264.5	244.4	241.8	250.4	225.0	216.2	208.1	216.3	-13.6%
CHERRIOTS ON-DEMAND										
West Salem Connector	DR	N/A	N/A	20.2	6.9	55.3	59.5	48.6	54.4	N/A
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES										
91 - Garten Foundation	T	13.4	12.5	12.2	12.7	16.0	15.5	14.9	15.5	21.8%
92 - Rockwest	T	32.6	33.4	37.6	34.5	14.1	13.4	25.5	17.8	-48.5%
Total		46.0	45.8	49.8	47.3	30.1	29.0	40.4	33.3	-29.6%
Cherriots Total		13,786.7	13,585.4	12,698.9	13,349.8	12,428.0	12,365.8	11,390.0	12,050.8	-9.7%
CARTS DEVIATED-FIXED ROUTE										
10 - Woodburn / Salem	DFR	66.4	60.4	43.2	56.5	53.3	53.2	42.3	49.5	-12.4%
20 - Silverton / Salem	DFR	63.2	61.9	46.0	56.9	57.9	54.7	45.2	52.5	-7.7%
30 - Canyon Connector / Salem	DFR	73.9	74.0	67.7	71.8	65.0	61.1	55.5	60.5	-15.7%
40 - Polk County / Salem	DFR	117.1	111.5	92.2	106.8	102.9	106.6	88.2	99.0	-7.3%
50 - Dallas / Salem Express	DFR	79.2	72.7	61.0	70.9	72.1	73.4	66.3	70.5	-0.5%
Total		399.8	380.4	310.0	362.9	351.3	349.1	297.5	332.1	-8.5%
CARTS ZONE ROUTE										
25 - North Marion Flex	ZR	6.7	6.6	5.7	6.3	7.2	7.4	4.6	6.4	1.2%
45 - Polk Flex	ZR	103.9	96.3	89.9	96.7	97.4	95.9	89.6	94.2	-2.6%
Total		110.6	102.9	95.6	103.0	104.7	103.3	94.3	100.6	-2.3%
CARTS DIAL-A-RIDE										
35 - Canyon Flex	DAR	5.3	5.5	2.6	4.4	8.8	5.7	3.9	6.1	37.3%
SHOPPER SHUTTLE & DIAL-A-RIDE										
RED Line Dial-a-Ride	DAR	11.6	15.6	15.7	14.3	16.1	15.9	22.3	18.1	27.2%
RED Line Shopper Shuttle	SS	16.3	13.8	13.9	14.7	16.9	14.0	15.1	15.3	4.7%
PARATRANSIT										
CherryLift	DAR	655.7	623.7	621.8	634.1	565.9	579.0	576.9	574.0	-9.5%

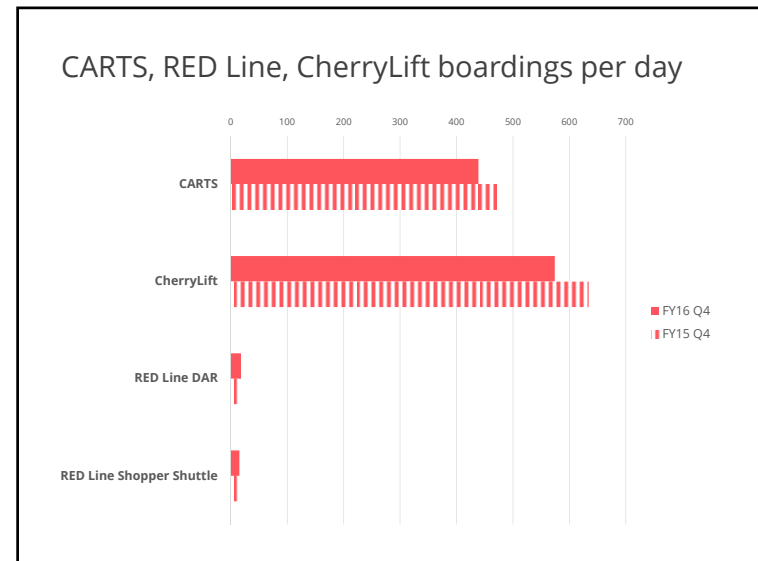
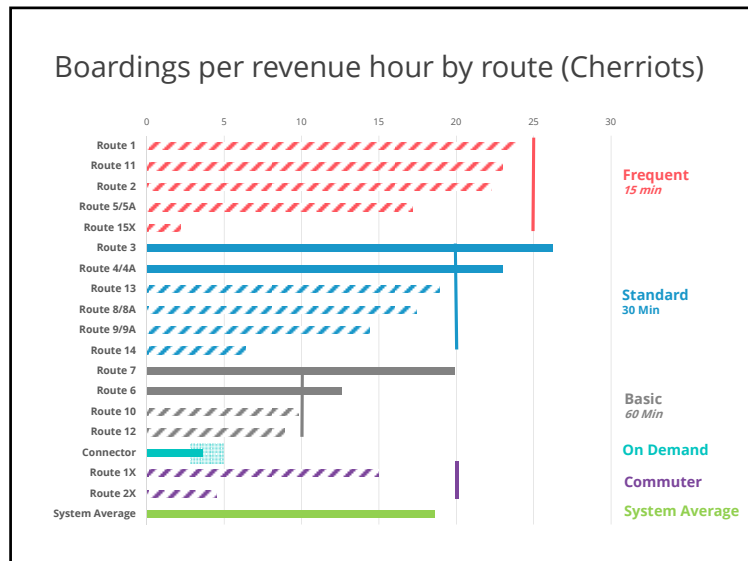
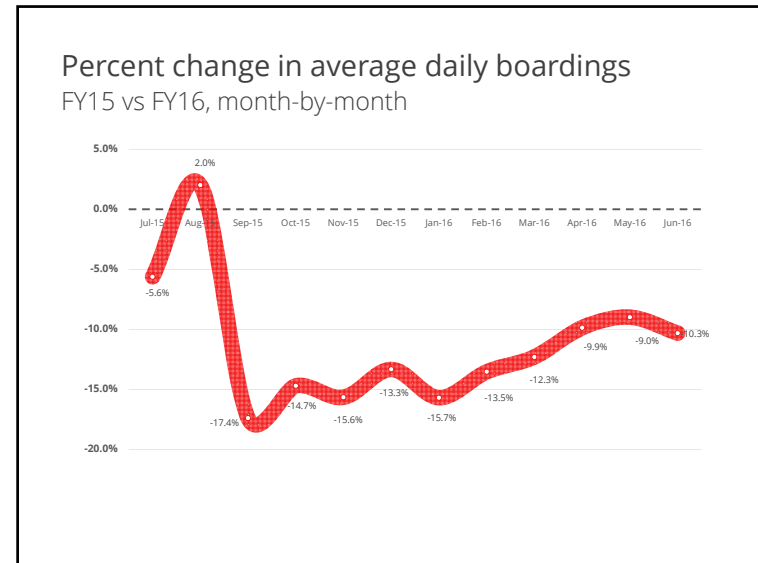
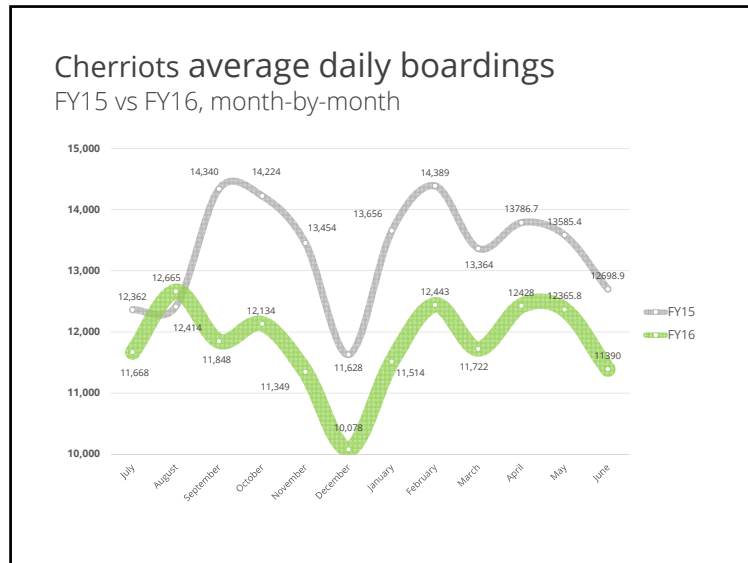
F = Frequent, S = Standard, B = Basic, C = Commuter, DR = Demand Responsive, T = Tripper, DFR = Deviated-Fixed Route, ZR = Zone Route, DAR = Dial-a-Ride, SS = Shopper Shuttle

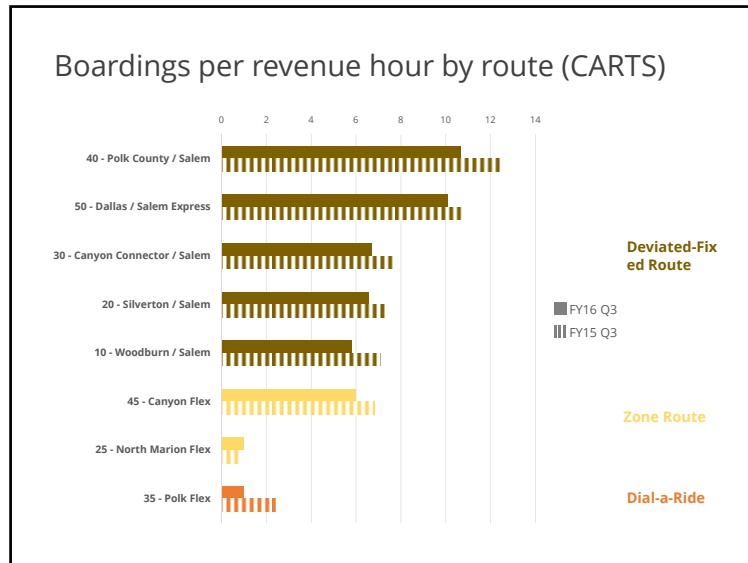
Table 7. Average Boardings / Revenue Hour

Route	Type	FY15 Q4				FY16 Q4				Percent Change	
		Apr 2015	May 2015	Jun 2015	Total	Apr 2016	May 2016	Jun 2016	Total		
CHERRIOTS LOCAL FIXED-ROUTE											
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	24.5	23.9	22.9	23.8	N/A	
2 - Market / Brown	F	N/A	N/A	N/A	N/A	23.7	23.8	19.6	22.3	N/A	
3 - Portland Road	S	N/A	N/A	N/A	N/A	27.8	27.0	23.8	26.2	N/A	
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	24.1	24.1	21.0	23.0	N/A	
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	22.9	22.9	20.4	22.0	N/A	
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	25.3	25.4	21.6	24.1	N/A	
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	17.3	17.7	16.7	17.2	N/A	
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	18.0	18.4	17.2	17.9	N/A	
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	16.5	17.0	16.3	16.6	N/A	
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	13.3	12.7	12.0	12.6	N/A	
7 - Mission / State	B	N/A	N/A	N/A	N/A	19.2	19.4	21.0	19.9	N/A	
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	18.2	18.0	15.9	17.4	N/A	
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	19.5	19.7	16.0	18.4	N/A	
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	16.9	16.4	15.8	16.3	N/A	
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	14.0	14.1	15.0	14.4	N/A	
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	14.8	14.8	16.2	15.3	N/A	
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	13.3	13.4	13.8	13.5	N/A	
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	10.0	9.7	9.9	9.8	N/A	
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	24.0	23.8	21.4	23.0	N/A	
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	9.0	9.5	8.2	8.9	N/A	
13 - Silverton Road	S	N/A	N/A	N/A	N/A	18.5	19.0	19.1	18.9	N/A	
14 - Windsor Island	S	N/A	N/A	N/A	N/A	7.6	6.8	5.1	6.4	N/A	
15X - Airport Rd Park & Ride Express	F	N/A	N/A	N/A	N/A	0.0	0.0	2.2	2.2	N/A	
<i>Total</i>			22.9	22.6	21.1	22.2	20.1	20.0	17.9	19.3	-13.02%
CHERRIOTS EXPRESS ROUTES											
1X - Willsonville / Salem Express	C	20.2	18.4	17.6	18.8	14.8	14.9	15.4	15.0	-20.00%	
2X - Grand Ronde / Salem Express	C	6.2	5.9	6.2	6.1	5.2	4.6	3.7	4.5	-26.36%	
<i>Total</i>		11.3	10.4	10.3	10.7	9.0	8.6	8.3	8.6	-19.32%	
CHERRIOTS ON-DEMAND											
West Salem Connector	DR	N/A	N/A	N/A	N/A	3.7	4.0	3.2	3.6	N/A	
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES											
91 - Garten Foundation	T	26.8	24.9	24.5	25.4	37.4	36.2	32.7	35.4	39.17%	
92 - Rockwest	T	39.8	39.2	45.9	41.7	24.7	25.6	46.8	32.5	-21.99%	
<i>Total</i>		34.9	33.9	37.8	35.6	30.1	30.4	40.4	33.8	17.18%	
<i>Cherriots Total</i>		22.5	22.2	20.3	21.6	19.3	19.2	17.2	18.6	-14.16%	
CARTS DEVIATED-FIXED ROUTE											
10 - Woodburn / Salem	DFR	8.2	7.2	5.2	6.9	6.3	6.3	5.0	5.9	-14.36%	
20 - Silverton / Salem	DFR	7.4	7.2	5.5	6.7	6.7	6.3	5.2	6.1	-9.75%	
30 - Canyon Connector / Salem	DFR	8.4	8.3	7.8	8.2	7.3	6.8	6.2	6.8	-17.17%	
40 - Polk County / Salem	DFR	13.4	12.1	10.0	11.8	11.3	11.6	9.7	10.8	-8.22%	
50 - Dallas / Salem Express	DFR	11.1	9.9	8.0	9.6	9.7	10.3	9.0	9.6	0.18%	
<i>Total</i>		9.7	9.0	7.4	8.7	8.3	8.2	7.0	7.8	-9.73%	
CARTS ZONE ROUTE											
25 - North Marion Flex	ZR	1.0	0.9	0.9	0.9	1.0	1.0	0.6	0.9	-5.64%	
45 - Polk Flex	ZR	6.7	6.6	5.6	6.3	6.5	6.3	6.0	6.3	0.19%	
<i>Total</i>		4.9	4.7	4.3	4.6	4.7	4.6	4.2	4.5	-2.66%	
CARTS DIAL-A-RIDE											
35 - Canyon Flex	DAR	1.6	1.7	1.2	1.5	1.5	1.1	0.6	1.1	-29.27%	
SHOPPER SHUTTLE & DIAL-A-RIDE											
RED Line Dial-a-Ride	DAR	1.8	1.7	1.9	1.8	1.6	1.6	1.6	1.6	-10.88%	
RED Line Shopper Shuttle	SS	2.4	2.3	2.4	2.3	2.4	2.3	2.4	2.4	1.11%	
PARATRANSIT											
CherryLift	DAR	2.5	2.5	2.5	2.5	2.3	2.3	2.4	2.3	-7.36%	

F = Frequent, S = Standard, B = Basic, C = Commuter, DR = Demand Responsive, T = Tripper, DFR = Deviated-Fixed Route, ZR = Zone Route, DAR = Dial-a-Ride, SS = Shopper Shuttle







MEMO TO: BOARD OF DIRECTORS

FROM: ROXANNE ROLLS, RIDESHARE AND OUTREACH COORDINATOR

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: CHERRIOTS *TRIP CHOICE* 4th QUARTER REPORT

Issue

The FY 2015-2016 fourth quarter report of the Cherriots *Trip Choice* Program

Background and Findings

Cherriots *Trip Choice* program activities, goals and metrics are structured around the 2015 – 2017 ODOT approved work plan and the 2015–2020 Cherriots *Rideshare* (now known as Cherriots *Trip Choice*) Strategic Plan which details specific activities and improvements to the regional TDM program.

During the fourth quarter of this fiscal year, the Trip Choice staff participated in the planning and management of the Association for Commuter Transportation (ACT) national conference held in Portland. Staff attended a wide variety of outreach and community events and facilitated the purchase and installation of two new bike repair stations.

Recommendation

None

Proposed Motion

Information Only

CHERRIOTS TRIP CHOICE

4th Quarter Report FY 2015-2016

April ~ May ~ June 2016

During the 4th Quarter of FY 2015-2016, Cherriots Trip Choice continued work in accordance with the recommendations made in the 2015-2020 Strategic Plan. Our tasks and the activities associated with those are detailed in our work plan which can be summarized as, management of the Regional Ridematching Database, providing marketing, outreach and incentives for the use of all transportation options and promotion and expansion of TDM tactics within Polk, Marion and Yamhill Counties.

Additionally the details and time line for the programs' strategic priorities (completion of year two of the strategic plan) was created.

DRIVE LESS CONNECT

Drive Less Connect is Oregon's secure, easy-to-use online ride-matching tool that matches people who want to share the ride to work, school or play.

Drive Less Connect ~ 4th Quarter 2015-2016

Total registered users	3699	Did Not Work trips	905
New users.....	109	Vanpool trips	181
Non SOV Miles Logged	230,608	Walk trips	571
Bike trips	1424	Telework trips	292
Bus trips	1367	Drive Alone trips	1029
Carpool trips	3857		

Ridematching statistics:

Ridematch search performed	8563
Ridematch search with no results	1964
Ridematch requests sent	3723

VALLEY VANPOOL

Cherriots Trip Choice staff collaborates with other transportation options programs in the region to jointly operate the Valley VanPool program. The total number of active vans in the Valley VanPool program is 48. Cherriots Trip Choice supports 29 vans with subsidies and an additional 8 vans that are subsidized jointly by Cherriots Trip Choice and Point2point at Lane Transit District.

We have been actively encouraging vanpool growth among the existing vanpools using the Valley VanPool Facebook page, actively promoting the vans at the quarterly Employee Transportation Coordinator (ETC) lunches, and a "refer a friend" campaign.

The Facebook page was created in April of 2016 and during the 4th quarter had the following statistics.

- Total likes – 159
- Total people reached – 9,816 – These are people who have seen the page either by organic or paid reach. Organic reach is the total number of unique people who were shown the post through unpaid distribution. Paid reach is the total number of unique people who were shown the post as a result of ads.
- Total engaged users – 445 – These are the people who have liked, commented on, or shared the link in the past 90 days.

Our partner at Point2point at Lane Transit District also held an outreach event in May.

OUTREACH and EVENTS

Staff participated in the following events or activities:

- Earth Day @ The Oregon Gardens
- Poster Contest Winner Presentations @ various schools
- Employee Fair for the City of Salem
- Community Access Fair @ Claggett Creek Middle School
- Public Works Day - City of Salem
- LEAD Business Summit – Salem Chamber Event
- AVID presentations at Stephens Middle School

ONGOING & UPCOMING PROJECTS

Strategic Plan Recommendations

Of the recommendations that remain active in the first year of the strategic plan, staff has made progress in each area as detailed below.

- Refresh the image – Brand refresh decisions have been made, and the transition to our new name and color palette have begun. The new style and brand guidelines will be utilized as we develop marketing collateral for the program.
- Build a new “one-stop-shop” web site – The marketing staff has been evaluating the web developer submissions and we will work with them to develop our web presence.
- Conduct an ETC survey – Survey is being developed with the intention of being completed prior to Kiki Dohman’s medical leave in October.

Drive Less Challenge

Cherriots Trip Choice will once again be participating in the statewide Drive Less Challenge. It will run from October 1-15 and is open to all Oregonians. Last year thousands of participants logged 777,119 miles in bike, bus, train, carpool, vanpool and walking trips. If these miles were driven-alone, then they would have resulted in 548,457 pounds of CO2 emissions.

This year’s local campaign will include promotion in the Statesman-Journal, the Keizer Times and direct promotion through our local ETCs.

Employer Transit Pass Program Committee

Roxanne Rolls and Charlie Clarke have been leading a team of Cherriots employees working on a proposal of an Employer Transit pass program to be presented to the Leadership Team in late August. The goal of the committee has been to develop recommendations for program structure

and guidelines, cost estimates, fraud prevention and how to better market and promote the program. After the Leadership Team reviews the proposal and makes their recommendations and suggestions, the committee will reconvene and move into the implementation phase.

Other Activities During The Quarter

- Working with Cherriots facilities and maintenance staff we installed two DERO bicycle repair stations. One is located outside of the customer service lobby at the Downtown Transit Center and the other is at the Keizer Transit Center. Early feedback from customer service staff is that the repair stations are being well used and are appreciated.
- Roxanne Rolls sat on an interview panel in April for ODOT's Region 2 Active Transportation Liaison. Trip Choice staff has already met with the selected candidate (Jenna Berman) to discuss her new role and how we can work together to further our mutual goals.
- Roxanne Rolls attended the Marion County Obesity Work group meeting to discuss how we can better promote active transportation to assist in lowering childhood obesity. We discussed the points of health map project that we are collaborating on with Willamette Valley Partners to create more neighborhood resource/walking maps in Salem.
- Trip Choice staff spent significant time assisting with the Association for Commuter Transportation (ACT) National Conference that took place in Portland from July 31 – Aug 3rd. As an ACT board member, Kiki Dohman had a key role in the overall planning of the event; which was well attended with over 500 participants. Her experience with ACT leadership has led to these kinds of opportunities allowing for positive contributions to the TDM industry. Roxanne Rolls assisted with planning the welcome reception, assisting at the registration table and at the new member reception.

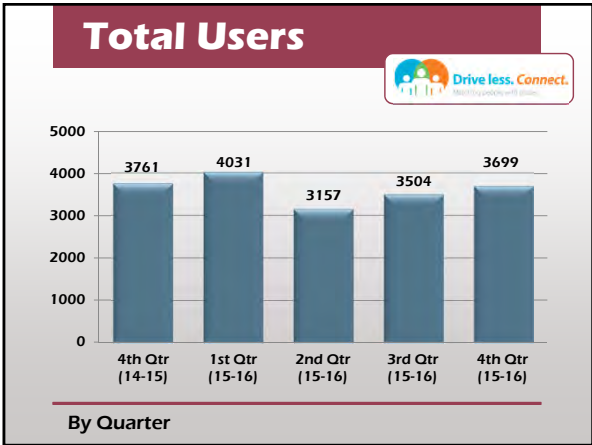
KUDOS

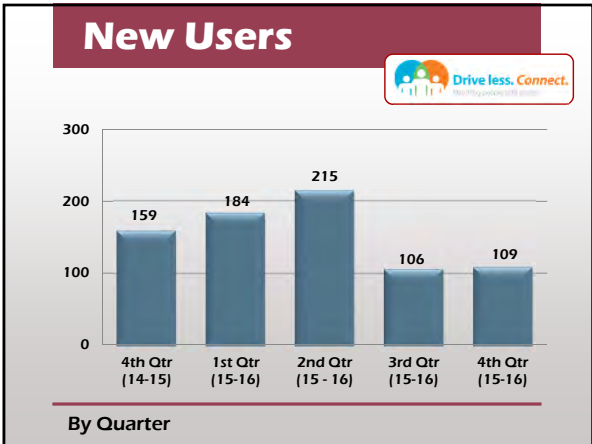
Cherriots Rideshare (now called Cherriots *Trip Choice*) was recognized by the Association for Commuter Transportation at their international conference in Portland, Oregon and won the *Commuting Options Award* for the "*Wander Walks*" Downtown Salem Walking Map. The map has twelve suggested walks that include photos, distance and time estimates, and local sights along the route. This project was a collaborative effort with a Willamette University "Practical Application for Careers and Enterprises" (PACE) team. The PACE program is a hands-on, experience for first year Willamette University MBA students, in which teams of students actively apply what they learn to real organizations.

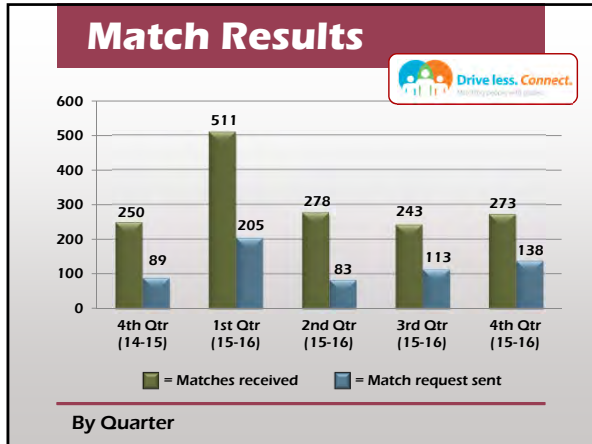
Ongoing participation and activities -

- Association for Commuter Transportation (ACT)
 - Kiki Dohman is an ACT National Board Member and the Cascade Chapter Secretary.
- Board members of Transportation Options Group of Oregon
- Statewide TDM and ToGo quarterly meetings
- Quarterly ETC networking and training lunch
- Drive Less Connect Regional Network Administrators meetings
- Salem Sunday Streets Planning Committee
- Cherriots Wellness Committee
- Cherriots Connects Committee
- Bus Rodeo Committee

Cherriots Trip Choice Fourth Quarter Report 2015 - 2016







Valley VanPool

Facebook Page Created April, 2016

Total likes – 159

Total people reached – 9,816
Organic and Paid

Total engaged users – 445
The people who have liked, commented on, or shared the link in the past 90 days.

Valley VanPool

JOIN A VANPOOL

Reclaim your time for reading, napping, or surfing the web

INFO MEETING
Tuesday May 31, 12 - 1 pm
1720 E 13 Ave
Ford Alumni Center, Room 403

To RSVP:
VANPOOL@LTD.ORG

Logos for Valley VanPool and Paint2paint are at the bottom.

Outreach & Events



Drive Less Challenge

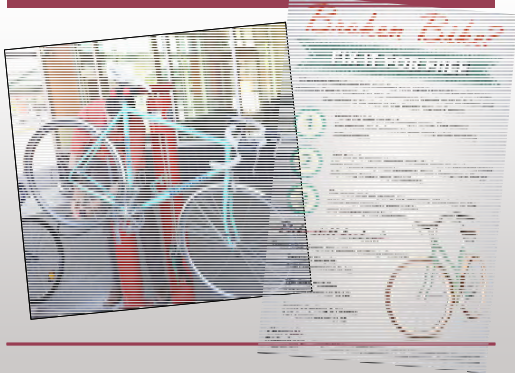


Statewide Promotion

Local promotion

- Digital tools for ETC's
- Statesman Journal
- Keizer Times

Bicycle Repair Stations



Recognition



Thank You

MEMO TO: BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: BOARD MEMBER COMMITTEE REPORT

Issue

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

Background and Findings

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

<u>Board/Committee</u>	<u>Director(s)</u>
Special Transportation Fund Advisory Committee (STFAC)	Director Hammill Alternate: Director Thompson
Mid-Willamette Area Commission on Transportation (MWACT)	Director Kelley Alternate: Director Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	Director Thompson Alternate: President Krebs
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	President Krebs Alternate: Director Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	President Krebs Alternate: Director Busch
Salem River Crossing Oversight Committee	President Krebs Alternate: Director Lincoln

Recommendation

Receive and File

Proposed Motion

None

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

July 11, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT: Board	President Robert Krebs; Directors Jerry Thompson, John Hammill, Marcia Kelley, Steve Evans and Kathy Lincoln (by conference phone)
Staff	David Trimble, Chief Operating Officer; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Ben Fetherston, SAMTD Legal Counsel; Ted Stonecliffe, Long-Range Planning Analyst; Kristian Sorensen (left at 5:55 PM), Technology Support Services Analyst; Linda Galeazzi, Executive Assistant; and Melinda Hawes, Receptionist/Recording Secretary ABSENT: Allan Pollock, General Manager
Guests	Mike Jaffe, Transportation Program Director, Mid-Willamette Council of Governments and Chip Colby, newly hired IT Manager for Salem-Keizer Transit

1. CALL TO ORDER **5:30 PM**
President Bob Krebs called the work session to order at 5:30 p.m.

2. DISCUSSION

a. Review Draft Regional Transportation Plan **5:32 PM**

Staff report: Pages 1-4 of the work session agenda

Presented by: Ted Stonecliffe, Long-Range Planning Analyst

Board members reviewed the drafts of two alternatives for each CARTS route in the regional transportation plan that is being called the *Regional Rethink Project*.

Questions brought up for discussion included whether the service was funded by local tax dollars. Mr. Stonecliffe responded that the service was funded by state and federal funding.

Director Evans asked if staff has approached Linn County officials about paying for the service that is provided in their County east of Stayton? Mr. Stonecliffe responded that they missed their budget cycle and Linn County is having their own struggles. Director Kelley suggested working with the Area Commission on Transportation (ACT) to see if they would discuss the issue. Linn County is its own entity. President Krebs noted that there were inner city lines that run in Linn County. There is a daily bus run from the Amtrak Bus Station to Bend on the Valley Retriever.

President Krebs asked about adding a stop on the 60 Line at Paradise. Mr. Stonecliffe advised that they need to be careful with the number of stops there are on an *express* line. Director Busch clarified that they are looking at the proposed revisions in the plan like they are express routes; and if cities want more service, they will also need to provide funding.

Board members discussed the loss of service by the proposed elimination of CARTS Route 25/North Marion Flex & Route 35/Canyon Flex.

Director Kelley said she would not be surprised if there were no requests for stops to Woodburn on the 1X. Mr. Dickey said there have been, but the bus cannot get on and off the freeway in a timely manner without causing a significant delay. Director Kelley noted that the ACT revisited the *Enhance* grant project list which has a request to replace two commuter buses for the 1X.

Direction: **Director Busch requested a review of the rider statistics for CARTS Route 20/CARTS Silverton to Salem & Route 25/CARTS North Marion Flex.**

Mr. Dickey introduced Chip Colby, the District's newly hired IT Manager, whose start date is July 25th. He will formally be introduced at the July Board of Directors' meeting.

b. CMAQ Discussion re: Potential Projects

6:25 PM

Staff report: Pages 5-10 of the work session agenda

Presented by: Steve Dickey, Director of Transportation Development

Mr. Dickey noted one correction in Attachment A's Project List on page 7 under *Fixed Route Bus Replacement – Electric*, the cost should be \$4 million; not \$3,200,000.

Board members reviewed the list of projects proposed by staff to submit for CMAQ funding. The projects were ranked by priority and showed their funding cycle, timelines, and cost estimates. Of note were potential joint projects working with the City of Salem. Other projects included replacing five CNG or diesel fixed route buses; purchasing five 40-foot electric buses; nine small buses to replace the paratransit buses; a medium-duty, diesel bus to replace a CARTS bus; and converting 45 gasoline-powered CherryLift vehicles to propane that will reduce emissions and the District's dependency on foreign oil.

Mike Jaffe reminded the Board that CMAQ funding was granted by an old formula that was based on population. Steve Dickey added that every agency in the Salem-Keizer area has an opportunity to apply for the funding as well.

Director Kelley advised that the Board has a policy in place for diesel and CNG replacement buses that would need to be updated. She asked how much the park and rides were being used. Mr. Dickey said the Market Street park & ride and Keizer Station were heavily used; Wallace Street park & ride was not. Director Kelley recommended that staff look creatively at cross using land by means of agreements. She felt park and rides should be a low priority.

President Krebs shared that CNG charging stations at the Rogue Valley Transit District were paid for with CMAQ funds.

Mr. Dickey responded to Director Hammill's question that liquid propane for buses in above ground storage was less costly. In response to Director Evans concern about collisions with the use of propane, Mr. Dickey explained that there are standards in place for safe operation of vehicles with propane. Mr. Trimble added that the technology and safety has been proven.

Mr. Jaffe thanked staff for providing a detailed list of potential projects for the Board to consider. He suggested that the Board might look at the traffic control benefits, air control, where there is more bang for your buck; which of these projects reduces congestion, etc. There are some provisions for operating that Mr. Dickey can do research into. He would like to see the transit signal interconnection at the SKATS policy meeting. The City of Salem has their priority list with their locations.

Direction: Members of the Board felt it was important to support City projects that will help transit in the long run. The District and City can partner where it will work for both agencies.

Director Evans recommended the late fourth to sixth grade range was an appropriate age to target for the bike safety program.

Board members will submit specific ideas on the projects rankings to Allan Pollock so that he can pass those forward to the Planning staff.

3. GENERAL MANAGER COMMENTS

7:05 PM

Staff report: Pages 11-14 of the work session agenda

Presented by: David Trimble, Chief Operating Officer

Mr. Trimble reviewed the upcoming Board calendar, noting that there was no work session in the month of September. In a review of the draft agenda for the Board of Director's meeting on July 28, 2016, he noted there was one action item to accept the Annual Preliminary Year-End Financial Report for FY2016.

4. WORK SESSION ADJOURNED

7:05 PM

Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

June 13, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT: President Robert Krebs; Directors John Hammill, Kathy Lincoln, and Steve Evans
Board ABSENT: Marcia Kelley, and Jerry Thompson,
Staff Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon,
Director of Administration; Patricia Feeny; Director of Communication; Steve Dickey,
Director of Transportation Development; Wendy Feth, Accountant; Kristian Sorensen,
Technology Support Services Analyst; and Linda Galeazzi, Executive Assistant
Guests None

1. CALL TO ORDER 5:35 PM
President Bob Krebs called the work session to order.

2. DISCUSSION
a. Review of the CherryLift Eligibility Program - Tabled 5:36 PM
b. Commercial Advertising Policy 5:36 PM

Staff report: Pages 1-54 of the agenda

Presented by: Patricia Feeny, Director of Communication

Ms. Feeny reported on the history of commercial advertising on fixed route buses as a source of revenue for the transit district. This practice was discontinued in 2013 when the contractor elected to close out the contract. The District is now revisiting the option to allow commercial advertising again, and in order to move ahead with a request for proposal (RFP) for a new advertising vendor, the Board was asked to review the current advertising policy, Resolution No. 10-08 with the Oregon state statutes – *ORS 267 Mass Transit Districts; Transportation Districts* and *ORS 167.060-167.095* for advertising “*purposes of propagandizing in connection with the commercial sale of a product or type of product, the commercial offering of a service, or the commercial exhibition of an entertainment.*”

New issues for Board consideration while reviewing the District’s policy included the use of cannabis (medical and recreational); vaping (electronic cigarette); religion and politics; craft breweries and area vineyards; and Spirit Mountain Casino that is a destination for Route 2X-Grand Ronde/Salem Express and is subsidized by the Confederated Tribes of Grand Ronde.

Mr. Pollock advised the Board to consider why the District is in the business of advertising. He noted a word of caution from the SAMTD legal counsel about the freedom of speech.

Comments: Board members discussed elements of the District’s policy that may be outdated and the new issues brought to their attention by staff to include

religion and politics; the use of tobacco and vaping not being allowed by the transit operators on transit property except in designated areas; and laws that prohibit the use of tobacco by minors. Marijuana use, although legal in Oregon, is still illegal at the federal level.

Spirit Mountain Casino has grown to include events and entertainment, RV camping, a hotel and restaurants. There is an arcade and play area for kids, buffets, and it is a frequent stop for travelers going to and from the coast. It is possible to go to Spirit Mountain and not see the gaming area.

Board members were opposed to advertising the consumption of alcohol; and at the same time, there are many local vineyards and wineries that serve some of the best wine in the country. Some of the wineries have events, a Sunday brunch or wedding venues. It seemed appropriate to encourage local advertising of these vineyards and wineries that are tasteful, non-offensive and visually appealing.

A discussion about bus wraps and window coverings for advertising purposes ensued. There is a rate differential for the size of the advertisement on the buses whether it be on the back half of a bus, or whether the advertising covers the windows, some of the windows or no coverings on the windows. Full bus wraps are most lucrative.

Direction: Further discussion about the District pursuing commercial advertising will be scheduled at another work session with the District’s legal counsel so that the Board can address the ramifications of advertising and develop a new policy.

c. FY2016 Budget Amendment

Staff report: Pages 55-56 of the agenda

Presented by: Wendy Feth, Accountant

Ms. Feth reported that adjustments to the FY2016 General Fund budget will be required by resolution due to the higher than anticipated expenses for the ballot measure in the November 2016 Election in the General Manager/Board of Directors’ Division. The Board was first apprised of the anticipated adjustment during a review of the third quarter financial report at the May 26, 2016 Board meeting.

The proposed resolution would not increase legal appropriations in the General Fund, but will transfer spending authorization and funds from the Operations Division which is underspent to the General Manager/Board of Directors Division.

<u>FY2016 Budget</u>	<u>Adopted</u>	<u>YE Projection</u>	<u>Variance</u>
GM/Board	641,157	648,500	(7,343)
<u>FY2016 Budget</u>	<u>Adopted</u>	<u>Proposed Budget Transfer</u>	<u>Amended</u>
GM/Board	641,157	50,000	691,157
Operations	18,272,951	(50,000)	18,222,951
Total	18,914,108		18,914,108

Comments: Director Kelley expressed her concerns about a transfer of \$50,000 and asked why that amount was chosen. Director Busch remarked that the election took up so much more of the resources. Ms. Feth stated that expenses for the election have since been paid. The transfer is to ensure that there are enough

funds available to cover other expenses through the end of the fiscal year. Ms. Dixon advised that the transfer amount is still within the original appropriations.

d. Budget Committee Citizen Member Appointments

Staff report: Pages 57-58 of the agenda

Presented by: Allan Pollock, General Manager

Mr. Pollock announced that terms for two citizen member positions will expire on the budget committee as of June 30, 2016; in Subdistrict #3 represented by Director Lincoln and Subdistrict #5 represented by Director Thompson. Citizen members serve a three-year term on the budget committee and are appointed or reappointed by the Board at a regular meeting according to the Bylaws. There are typically three budget committee meetings held in May each year for orientation and to review the upcoming fiscal year's proposed budget which is then approved by the budget committee and forwarded to the Board of Directors for adoption in accordance with the State's local budget law in ORS Chapter 294. Appreciation was expressed for the outgoing citizen members, Derik Milton for his willingness to serve on the committee, and to Hersch Sangster who expressed an interest in a second term and has faithfully served on the committee since December 12, 2013.

Direction: Directors Lincoln and Thompson will be responsible to bring their nominations before the board for appointment.

e. Bus Pass Donations

6:20 PM

Staff report: Verbal

Presented by: Allan Pollock, General Manager

Mr. Pollock reported on a request for bulk discounted monthly youth bus passes for students attending a summer programs through the Salem-Keizer School District's Career and Technical Program at the Downtown Learning Center. According to policy, the general manager has the authority to grant such requests on a case by case basis. Staff continues to work behind the scene on an RFP to find a vendor for advertising on transit properties. Revenue from the advertising will be used to defray expenses used for the Salem-Keizer Education Foundation's (SKEF) student bus pass program.

Direction: President Krebs spoke about the need to have representatives from the SKEF attend a work session to advise the Board about how the SKEF plans to carry out the Student Bus Pass Program, and how additional funds could be used.

3. GENERAL MANAGER COMMENTS

6:24 PM

Staff report: Pages 61-66 of the agenda

Presented by: Allan Pollock, General Manager

Mr. Pollock reviewed the upcoming calendar of meeting and events for the Board. There will be an executive session at the end of the July 11th work session and at the end of the July 28th board meeting to review the general manager's comprehensive performance evaluation. Mr. Pollock will not be able to attend the work session. Director Lincoln will be out of town, but will participate in both meetings via conference call. In other news, Mr. Pollock announced that there were 645 rides for the first week of Route 15X/Airport Park & Ride Express and the State Employee Bus Pass Program's soft opening. Route #1-River Rd/Commercial had 109 rides and Route #2-Market/Brown had 62 rides. Mr. Pollock advised the Board that a final draft of the Regional Transportation Plan will be included in the July 28th board meeting agenda packet for their review and action.

Comments: Director Evans spoke about a negative editorial regarding the State Bus Pass Program in a recent news article. He felt it was important for the District to respond in the newspaper about the benefits of this program to counter the congestion and parking issues in the downtown area.

Direction: Director Evans recommended that the Board have a policy that addresses their approach and response to issues that are raised through the media.

4. WORK SESSION ADJOURNED

6:38 PM

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