

Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
Thursday, November 19, 2020 at 6:30 PM

*PURSUANT TO GOVERNOR BROWN'S EXECUTIVE ORDER TO KEEP THE COMMUNITY SAFE DURING THE CONTINUING COVID-19 PANDEMIC EVENT, THIS MEETING WILL BE ONLINE ONLY. GO TO:*

GOOGLE MEET ID: [meet.google.com/bau-ebxz-zin](https://meet.google.com/bau-ebxz-zin)

Comcast Cable Channel 21

Cherriots Facebook Live at <https://www.facebook.com/cherriots/>

YouTube through CC:Media at <https://www.capitalcommunitymedia.org/all>

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**DRAFT AGENDA**

**A. CALL TO ORDER** (President Ian Davidson)

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

**B. ANNOUNCEMENTS & CHANGES TO AGENDA**

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

**C. PRESENTATION – None**

**D. PUBLIC COMMENT**

To offer testimony on any Board business, email your comments to: [board@cherriots.org](mailto:board@cherriots.org) by 5:00 p.m., the day of the Board meeting; or mail them to Attn: Board of Directors, Cherriots Administration Office, 555 Court Street NE, Salem, OR 97301. Testimony received will be acknowledged at the Board meeting and included in the minutes for public record.

**E. CONSENT CALENDAR**

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

**1. Approval of Minutes**

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| <b>a.</b> October 22, 2020 Board Work Session                       | <b>1</b>  |
| <b>b.</b> October 22, 2020 Board of Directors Meeting               | <b>5</b>  |
| <b>c.</b> October 22, 2020 Executive Session re: Labor Negotiations | <b>16</b> |

**F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**G. ACTION ITEMS - None**

**H. INFORMATIONAL REPORTS**

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**I. GENERAL MANAGER’S REPORT**

**J. BOARD OF DIRECTORS REPORTS**

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| Board member reports on Board assignments as representatives of the District. | 67 |
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**K. ADJOURN BOARD MEETING**

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**Next Regular Board Meeting and Work Session Date: Thursday, December 17, 2020**

To participate in the Board meeting, auxiliary services, and alternate formats of the agenda are available to individuals with limited English proficiency. Requests should be made two days in advance to the Clerk of the Board by phone at 503-588-2424, or email to linda.galeazzi@cherriots.org, or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board’s agenda packet, go to <https://www.cherriots.org/meetings/>.

**Fecha de la próxima reunión ordinaria de la Junta y de la sesión de trabajo: jueves 17 de diciembre de 2020**

Para participar en la reunión de la Junta, los servicios auxiliares y formatos alternativos de la agenda están disponibles para personas con dominio limitado del inglés. Las solicitudes deben hacerse con dos días de anticipación al Secretario de la Junta por teléfono al 503-588-2424, o por correo electrónico a linda.galeazzi@cherriots.org, o con la ayuda de TTY: Oregon Relay Services al 1-800-735 -2900 (o 711). El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a.m. A 5:00 p.m.

Para obtener una copia electrónica del paquete de la agenda de la Junta, visite <https://www.cherriots.org/meetings/>.



Salem Area Mass Transit District  
 Board of Directors  
 ~ **VIRTUAL WORK SESSION** ~  
 October 22, 2020

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

Google Meet I.D: [meet.google.com/nje-fmeb-dwp](https://meet.google.com/nje-fmeb-dwp)  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 97301

**MINUTES**

**PRESENT:** President Ian Davidson; Directors Robert Krebs, Chi Nguyen, Colleen Busch, Sadie Carney (arrived at 6:08 p.m.), Maria Hinojos Pressey, and Charles Richards

**Board**

**Staff** Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Gregg Thompson, Maintenance Manager; and Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER 5:50 PM**

President Ian Davidson called the work session to order at 5:50 p.m. A quorum was present.

There were no announcements.

Mr. Pollock reported for the *Safety Moment* that new health guidelines from the Oregon Health Authority now requires face coverings for all workplaces and indoor public spaces even if workers can maintain a physical distance of six feet.

**2. PRESENTATION – None**

**3. DISCUSSION**

**A. Vehicle Acquisition Policy 106**

**Staff report:** Pages 3-4 of the agenda

**Presenter:** David Trimble, Deputy General Manager / COO  
 Gregg Thompson, Maintenance Manager

Mr. Trimble provided the Board with an overview of the Vehicle Acquisition Policy No. 106 and an explanation of the District's internal practices and strategies for vehicle acquisition.

President Davidson was gratified that the District was recently recognized as the cleanest public transit fleet in Oregon, and he wants to keep the momentum moving forward by taking a considered look at the Districts purchasing policies for procurement of vehicles.

Mr. Trimble explained that Operations staff meets throughout the year to discuss vehicle needs, and the needs for the service before writing up specifications for new buses in the procurement process, as there are many variables to consider. The Federal Transit Administration's (FTA) scheduled timeline for vehicle replacements is generally 12 years. The District's maintenance team keeps its vehicles maintained for 15 years, and the FTA looks favorably on that. The District currently uses bio-diesel and compressed natural gas (CNG). Most recently, the District was awarded a federal grant from the Low or No Emission Vehicle Deployment Program (LoNo) to add five zero emission electric buses to the fleet. Staff has also been investigating alternative fuels for the Cherriots LIFT and Regional fleets. With new technology, there is employee training requirements and the availability of parts and service to consider. The District factors that in to the procurement to provide those tools.

Director Carney arrived at the meeting at 6:08 p.m.

There was a time for questions and answers.

Mr. Thompson responded to questions about having two different fuel types. In an emergency, the District's large stock of diesel buses can run about two and a half weeks on its diesel supply. Generators have been replaced at the Del Webb operations facility in case there is a power outage, and the installation of a backup generator capital project has been approved. The District has the largest CNG station in the state. There are two stations that run independently of one another. If there ever is an event like the Cascadia Subduction Zone Earthquake, one or the other fuel type could be affected, but having both fuel types will help that.

**Comments:**

President Davidson said with the approval of the South Salem Transit Center project, they want to make sure to have good infrastructure for in-route charging stations and keep our options open for battery-powered vehicles. He has big concerns about a Cascadia-type of event. He has learned from the Covid experience all about taking appropriate risk while providing exceptional service.

Director Carney said she wants to “green” the fleet but doesn’t want “perfect” to get in the way of “progress.” We will not be able to predict the environmental outcomes but we are able to address the needs of the District. There is a balance they can strike.

Director Krebs said that he is a longtime supporter of electric vehicles.

Director Hinojos Pressey would love to go with electric buses; but had a fear of moving too soon, too fast.

Director Nguyen asked about the District’s concern for keeping employees who may be considered obsolete with the electrification of its fleet. How will these people be impacted? Will they receive education?

Director Richards said he was happy with the purchase of the electric buses and there may be other technologies to think about.

**Follow-up Action Item:**

President Davidson advised that he wants buses that run well and requested that the Board receive regular updates on the electric buses while they are used on the road; and on new developments such as propane, electric or battery operated vehicles as they occur.

Mr. Pollock said that staff will do some research to see if there are DBE requirements for vehicle purchases.

Director Busch requested more information on the plans the District has for the use of battery-powered vehicles in her subdistrict. She asked how long do the batteries last and how long does it take for them to be fully charged. Mr. Thompson said that he provide a report with a synopsis of the District’s status on their progress.

**B. Appointment Process for Members of the Board of Directors**

**Staff report:** Verbal

**Presenter:** Allan Pollock, General Manager

Mr. Pollock announced that there will be three Board positions in Subdistricts 2 – 4 – 6 scheduled for appointment through the Governor’s Office. People interested in becoming a candidate can get an application packet through the Governor’s Office. The Governor’s staff review the applications and make appointments with potential candidates.

Candidates go through the Senate confirmation process. The chosen candidate receives the Oath of Office and takes office on July 1, 2021 for a four-year term. This is in accordance with the Oregon Revised Statute 267.085-ORS 267.090 that became effective on January 1, 2019 with the passage of Senate Bill 1536 in 2018 for mass transit districts that were formed under ORS 267.107.

**Follow-up Action Item:**

For more information, go to: <https://www.oregon.gov/gov/admin/Pages/Boards-and-Commissions.aspx>

**4. GENERAL MANAGER COMMENTS**

**Staff report:** Pages 5-8 of the agenda

**Presenter:** Allan Pollock, General Manager

The Board received an updated report of upcoming agenda items for Board review or action, and the Board’s calendar of scheduled meetings and events.

**5. WORK SESSION ADJOURNED**

**6:33 PM**

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



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

October 22, 2020

Index of Board Actions

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a. September 24, 2020 Board Work Session	
b. September 24, 2020 Board of Directors Meeting	
c. September 24, 2020 Executive Session re: Labor Negotiations	
d. September 24, 2020 Executive Session re: G.M. Performance Evaluation	
e. August 27, 2020 Board Work Session	
f. August 27, 2020 Board of Directors Meeting	
2. <u>Routine Business</u>	
a. Adoption of the Proposed Budget Calendar for FY2022	
 Move to approve the Special Transportation Fund Advisory Committee’s recommendation to fund the City of Woodburn’s project funded through the Rural Veterans’ Healthcare Transportation Program. ....	 <b>6</b>
 Move to approve the identified Statewide Transportation Improvement Fund projects application for the FY 2021–2023 biennium. ....	 <b>7</b>
 Move to authorize the General Manager to execute contract amendment #2 with Allied Universal for additional transit security services (unarmed), for a not- to-exceed total contract amount of \$2,156,431. ....	 <b>7-8</b>
 Move to adopt the Board’s FY 2021 Priorities and Principles as shown in Attachment A. ....	 <b>8</b>
 Move to accept staff’s recommendation to extend the labor contract with all of its provisions for one year. ....	 <b>9</b>

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

Pursuant to Governor Brown's Executive Order 20-16 issued in response to the COVID-19 pandemic, this meeting was held virtually in the following ways:

- Google Meet ID: [meet.google.com/nje-fmeb-dwp](https://meet.google.com/nje-fmeb-dwp)
- Cherriots Facebook Live: <https://www.facebook.com/cherriots>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21





Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
 October 22, 2020

Google Meet ID: meet.google.com/nje-fmeb-dwp  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 973010

**MINUTES**

<b>PRESENT:</b>	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Maria Hinojos Pressey, Chi Nguyen, Charles Richards and Robert Krebs
<b>Board</b>	
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Deputy General Manager/ COO; Al McCoy, Chief Financial Officer; Paula Dixon, Director of Human Resources & Labor Relations; Patricia Feeny, Director of Communication; Steve Dickey, Director of Technology & Program Management; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel
<b>Guests</b>	Chris French, Service Planning Manager; Dan Knauss, Contracts/ Procurement Manager; Chip Colby, Information Technology Manager

**A. CALL TO ORDER 6:32 PM**

President Ian Davidson called the meeting to order. Attendance was noted, and a quorum was present. Mr. Pollock led the Board in the Pledge of Allegiance.

Mr. Pollock shared a *Safety Moment* about ways that the District continues in safety mode and is utilizing protective measures to prevent the spread of the COVID-19 virus. He said it was important for everyone to continue to practice safety measures.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

President Davidson welcomed Maria Cecilia Hinojos Pressey as the newest board member, replacing Doug Rodgers who resigned for work-related reasons in June 2020. Director Hinojos Pressey was appointed by Governor Brown and confirmed by the Senate. She will represent Subdistrict 4 for an unexpired term that ends June 30, 2021.

President Davidson also noted that the Board was experiencing a historic moment with a majority female Board for the first time in 41 years of its existence. There have been three female Directors over time, but never four until this meeting. The total time of service for female board members added up to 67 cumulative years. Marcia Kelley was the longest serving Director, having been on the Board for 30 years from 1989 to 2019.



President Davidson announced that there would be an additional action item on the agenda as a result of the executive session held earlier in the evening under G.5.

### **C. PRESENTATION**

Attitude and Awareness Survey Results

Presenter: Patricia Feeny, Director of Communication

Staff Report: Pages 3-8 of the agenda

The District's survey on attitude and awareness was conducted twice in Marion and Polk counties by MDC Research in February, March and April. There were 400 responses. The survey in April was conducted online by phone with additional questions added to the survey related to COVID-19. The audience included downtown Salem businesses, government workers at the Capitol Mall, college and university students, and Latino households. A PowerPoint presentation of the results indicated that most participants in the survey did not use or plan to use public transportation services. COVID-19 had no notable impact on the participants' perception of Cherrriots, and 90% of the responses agreed that Cherrriots is a valuable resource for the community. The District's last attitude and awareness survey was completed in 2017.

There was time for questions and comments.

Director Carney requested more information on the data showing the actual number of responses. Ms. Feeny will share the full report with the Board. She noted that the scope of work was much broader than what is shown in the presentation.

Director Nguyen considered that they may need a better baseline for future surveys. Survey results indicate that they may need to do more advertising with the Latino population. The next survey will look different with COVID-19.

Mr. Pollock stated that prior to 2017 surveys were not scheduled, but with the team they have now, the District plans to conduct a survey every other year.

### **D. PUBLIC COMMENT - None**

### **E. CONSENT CALENDAR**

Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 9-44 of the agenda

#### **1. Approval of Minutes**

- a. September 24, 2020 Board Work Session
- b. September 24, 2020 Board of Directors Meeting
- c. September 24, 2020 Executive Session re: Labor Negotiations

- d. September 24, 2020 Executive Session re: G.M. Performance Evaluation
- e. August 27, 2020 Board Work Session
- f. August 27, 2020 Board of Directors Meeting

2. Routine Business

- a. Adoption of the Proposed Budget Calendar for FY2022

Motion: **Move to approve the Consent Calendar**  
Motion By: **Director Robert Krebs**  
Second: **Director Colleen Busch**  
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

**F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None**

**G. ACTION ITEMS**

- 1. Shall the Board approve the City of Woodburn’s project funded through the Rural Veterans’ Healthcare Transportation Program?

Presenter: Steve Dickey, Director of Technology and Program Management

Staff Report: Pages 45-50 of the agenda

Financial Impact: No financial impact. However, should the application for the Rural Veterans Healthcare Transportation (RVHT) Grant be awarded, staff will return to the Board with a resolution request to appropriate \$30,000 into the FY21 Budget.

This project request was presented to the Special Transportation Fund Advisory Committee (STFAC) on September 16, 2020. The STFAC reviewed the project request and approved the project for recommendation to the Board by a unanimous vote. The draft minutes from the STFAC were attached to the staff report as Attachment A.

Mr. Dickey reported that funds for this pilot project will be used for transit-related health care needs of veterans living in specific rural areas in Polk and Marion counties. The City of Woodburn applied and requested \$30,000 to fund the City’s Volunteer Medical Transportation Program to provide eligible veterans with free roundtrip rides to out of town medical appointments. It is a brand new program and joint operation of the Oregon Department of Veteran Affairs and the Oregon Department of Transportation’s Public Transportation Division to develop and implement rural veterans’ health care.

President Davidson thanked staff for being so proactive in working with the City of Fall City and Woodburn under such a tight timeline. Mr. Dickey noted that that Woodburn will provide a quarterly report throughout the process that has been set up. The City

will provide data to show the success of the program, and to approach the legislature to make this a permanent allocation with the use of lottery funds in the future.

Motion: **Move to approve the Special Transportation Fund Advisory Committee’s recommendation to fund the City of Woodburn’s project funded through the Rural Veterans’ Healthcare Transportation Program.**

Motion by: **Director Chi Nguyen**

Second: **Director Robert Krebs**

Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

2. Shall the Board approve the identified Statewide Transportation Improvement Fund (STIF) projects application for the FY 2021–2023 biennium?

Presenter: Steve Dickey, Director of Technology and Program Management

Staff Report: Pages 51-52 of the agenda

Financial Impact: The District currently plans to use \$1,802,953 of Federal Transit Administration (FTA) Section 5339 funds from Federal Fiscal Years 2018 – 2020. The total amount requested from the STIF Discretionary program is \$600,000. This will provide \$450,738 for a local match to the FTA 5339 grants, and a remaining \$149,262 for a 25% contingency due to volatile costs in the identified project area at this time. Using the funds for these projects will better equip the District to grow, and improve their ability to serve the needs of the community, and in the greater region in the future and more efficiently.

Smaller buses and the next phase of the South Salem Transit Center (SSTC) have been selected as projects for this funding cycle, and will be submitted by the District.

The small bus project is proposed for coverage routes to reach farther into the neighborhoods with a less intrusive sized vehicle. Small buses would initially be used on routes like #26 Glen Creek/Orchard Heights, #27 Glen Creek/Eola and #14 Windsor Island Road. The funding request totals \$655,956 to purchase four (4) low-floor cutaway buses. These buses could also be used to explore micro transit options into areas that are not currently served by transit.

Staff has already begun the process to contract with a consultant to conduct a site selection process for the South Salem Transit Center (SSTC) project. The award of that contract will require Board approval at the December 17, 2020 meeting. When the site selection process is complete, the project progresses to final site selection and acquisition; followed by design, engineering, completion of the National Environmental Policy Act (NEPA) evaluation process; and finally, construction of the facility.



There was a question about the STIF approval process and funding amounts. When would the District find out about the STIF discretionary project awards? There was another question about the funding levels. Mr. Pollock will provide answers to those questions in his General Manager’s weekly report.

Motion: **Move to approve the identified Statewide Transportation Improvement Fund projects application for the FY 2021–2023 biennium.**  
 Motion by: **Director Colleen Busch**  
 Second: **Director Charles Richards**  
 Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

3. Shall the Board authorize the General Manager to execute contract amendment #2 with Allied Universal for additional transit security services (unarmed) in the amount of \$104,550, bringing the total contract amount to \$2,156,431?

Presenter: Karen Garcia, Security and Emergency Management Manager  
 Staff Report: Pages 53-54 of the agenda  
 Financial Impact: Funding for the base contract amount and the contract amendment amount are included in the FY2020-21 General Fund budget under the Operations Division, Security and Emergency Management Department. Funding will be included in future budgets through the term of the five-year contract, which terminates on December 31, 2022.

Current Authorized Amount	Amount Increased	Revised Authorized Amount
\$2,051,881	\$104,550	\$2,156,431

The current contract for Transit Security Services was procured through a competitive Request for Proposal (RFP) process. At the November 2017 Board meeting, the General Manager was authorized to execute a contract with Allied Universal for Transit Security Services (unarmed) for a three (3)-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367. On August 22, 2019, the Board approved Amendment #1 to the contract for a not-to-exceed amount of \$2,051,881 for additional Transit Security Services with the implementation of enhanced services to the community in September 2019. Amendment #2 with Allied Universal will reduce security officer coverage that is no longer needed by ten (10) hours per week; and will add a full-time Lead Officer position, to meet the need for security services generated by increased activity at the Downtown Transit Center and the service area in general.

Motion: **Move to authorize the General Manager to execute Contract Amendment #2 with Allied Universal for additional transit security services (unarmed), for a not-to-exceed total contract amount of \$2,156,431.**

Motion by: **Director Robert Krebs**  
Second: **Director Sadie Carney**  
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

4. Shall the Board adopt a set of priorities and principles for the Fiscal year 2021?

Presenter: President Ian Davidson  
Staff Report: Pages 55-56 of the agenda  
Financial Impact: No financial impact.

President Davidson spoke about the Board’s review of a draft list of priorities and principles at the September 24, 2020 work session. Several of the Board’s suggestions were incorporated into the draft document. It was honed by staff and is now ready for board action. The list is meant to serve as a guide, to help the Board navigate their roles as they serve on external committees; so that the Board has confidence in what they as individuals are representing when they represent the District as a whole. The document will be updated annually; similar to the annual legislative priority list.

Director Busch was appreciative of the attention to the pedestrian and bicyclist infrastructure; particularly for pedestrians, because the sidewalks in the Salem and Keizer area definitely need some work. She knows that the Salem Keizer Area Transportation Study (SKATS) has been working on the completion of streets and sidewalk systems. Having the District’s support will be a great help to their efforts.

Director Carney said the list looked really great. The edits and modifications have improved it. She appreciated that President Davidson undertook the project to provide the Board with some common guidance and language to advocate for the needs of the District in larger community decisions. She thanked staff for making improvements on the document.

Director Krebs said it was a great document with some good insights for the Board.

Motion: **Move to adopt the FY 2021 Priorities and Principles as shown in Attachment A.**  
Motion by: **President Ian Davidson**  
Second: **Director Sadie Carney**  
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

5. Shall the Board approve the One-Year Extension of the ATU Local 757 Contract?

Presenter: Paula Dixon, Director of Human Resources and Labor Relations

Staff Report: Verbal

Financial Impact: The current contract will be extended for one year with all of its provisions.

Ms. Dixon reported that discussion at the executive session resulted in a tentative agreement for a new labor contract. The current labor contract expired June 30, 2021. Typically negotiations would start in October, but staff looked at the current situation, the uncertainty with funding and service levels, and explored an option to extend the current contract for one year with all of its provisions. On October 12, 2020, the bargaining unit voted and approved this option with a vote of 85 in favor to 12 against.

Director Busch said this will give the represented employees a stronger sense of security and more stability in an insecure time.

Motion: **Move to accept staff's recommendation to extend the labor contract with all of its provisions for one year.**  
Motion by: **Director Robert Krebs**  
Second: **Director Chi Nguyen**  
Vote: **Motion passed: Busch, Carney, Davidson, Hinojos Pressey, Krebs, Nguyen, Richards**

## H. INFORMATION ITEMS

### 1. FY 2020 Security and Emergency Preparedness Report

Staff Report: Pages 57-64 in the agenda

Presenter: Karen Garcia, Security and Emergency Management Manager

Ms. Garcia spoke about the security team's responsibilities on District properties. The District has a contract with Allied Universal Security, a private security provider, and an Intergovernmental Agreement for Salem Police Services with the City of Salem. She reported on customer service contacts, exclusions and warnings, Ordinance warnings and verbal warnings. She presented data on private security incidents, and the most common incidents in FY2020. Data was shared on the request for police assistance and police activity. Improvements to the District's security presence includes hiring a new security coordinator who will work closely with the private security provider and the Salem Police Department. A scope of work is being developed for a security fence upgrade at the District's Del Webb Operations Center. Staff evaluated video surveillance products to proceed with an all-facility camera upgrade and replacement project. Staff also intends to begin recruitment of an emergency coordinator position to assist in a refresh of the District's Continuity of Operations Plan project, and to develop comprehensive emergency response and recovery plans.

There was a time for questions and answers.

2. Triennial Disadvantaged Business Enterprise (DBE) Briefing on Goal for FF2021-2023

Staff Report: Pages 65-81 in the agenda

Presenter: Dan Knauss, Manager, Contracts and Procurement

Mr. Knauss provided an informational briefing about the District's Triennial Disadvantaged Business Enterprise (DBE) Goal for FFY 2021 – FFY 2023. The District's goal is an estimation of DBE participation in its federal contracts without any effects of discrimination. Procurements are race-neutral and are not awarded based on race, color, creed, national origin, sex, age or disability. The goal was developed in compliance with federal regulations set forth in *49 CFR Part 26, Participation by Disadvantaged Business Enterprises (DBE) in U.S. Department of Transportation (DOT) Financial Assistance Programs*. A breakdown of the goal determination and rationale was provided in Attachment A of the staff report. The District's goal for FFY 2021-2023 is 2.49% (\$82,935.00) for DBE participation in federal contracts, and is based upon U.S.DOT contracting opportunities projected to take place for the federal fiscal years 2021-2023, excluding DOT funds to be used for the purchase of transit vehicles. Staff publicly noticed this goal on June 22, 2020 through July 22, 2020 on the District's website for public comment. A copy of the Public Notice was provided in the staff report as Attachment B. The DBE Liaison Officer (DBELO) and Procurement & Contracts Manager accepted comments on the goal calculation and rationale. The District received no public comment. The District submitted the 3-year goal to FTA for approval on August 21, 2020. The District's goal and DBE information will remain on the District's website to promote contract participation with minorities and women owned businesses.

There was time for questions and answers.

**I. GENERAL MANAGERS REPORT**

Staff Report: Verbal

Presenter: Allan Pollock, General Manager

Mr. Pollock welcomed Director Hinojos Pressey to the Board. He reported on his activities for the month. He attended the Annual APTA Transcend Conference virtually this year, and the APTA Board of Directors meeting. He was in meetings as a member of the executive director search panel for the Mid-Willamette Valley Council of Governments (MWCOG); and he attended the open house workshop for the Salem-Albany Feasibility Study to receive comments from community members in both areas about the possibility of a bus route along the Albany-Salem corridor.

**J. BOARD OF DIRECTORS REPORTS**

Staff Report: Verbal





Presenter: Board of Directors

Director Nguyen chaired the first meeting of the Diversity, Equity and Inclusion Committee where they reviewed a draft scope of work for a request for proposal to hire the services of a consultant. The Committee will meet again on November 9, 2020 at 4:30 p.m.

Director Busch watched the Senate Confirmation Hearing where Director Hinojos Pressey was appointed to the Board. She also attended an APTA Forum on Racial Injustice Leadership and Action in Transit on October 20.

Director Carney said the SKATS meeting is next week. She gave a huge shout out to the Board's newly formed DEI Committee and she announced that she has a new job working for the Department of Human Services.

President Davidson attended an MWACT presentation hosted by the University of Oregon and Cascade West Council of Governments regarding the 99W corridor feasibility study. He was interviewed by the Salem Reporter about the District's use of renewable natural gas and about having the cleanest transit fleet in Oregon. He submitted a letter to the City of Salem regarding the adoption of goals for climate action. The City approved some of the goals to guide the process.

Director Hinojos Pressey as a member of the Diversity, Equity and Inclusion Committee attended the first meeting on October 21. She is also making connections with the neighborhood associations in her subdistrict.

Director Krebs attended the OMPOC meeting where they approved an update version of the Bylaws.

Director Richards volunteered his time helping people who experienced the wildfires in the area.

## **K. ADJOURN BOARD MEETING**

**9:16 pm**

Respectfully Submitted

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Ian Davidson, President



Salem Area Mass Transit District  
Board of Directors

**~ VIRTUAL EXECUTIVE SESSION ~**

Thursday, October 22, 2020

Google Meet ID: meet.google.com/wot-yrqy-utx  
Courthouse Square – Mill Creek Conference Room #5147  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

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

**MEETING CALLED TO ORDER:** 5:33 PM                      **ADJOURNED:** 5:38 PM

**UNDER THE AUTHORITY OF:**

- X ORS 192.660(2)(d)** Labor Negotiations
- X ORS 192.660(4)** No Media Coverage

**PRESENT:**

Board

- X** President Ian Davidson
- X** Director Robert Krebs
- X** Director Charles Richards
- X** Director Colleen Busch
- O** Director Sadie Carney
- X** Director Chi Nguyen
- X** Director Maria Hinojos  
Pressey

Staff

- X** Allan Pollock, General Manager
- X** David Trimble, Deputy General Manager | COO
- X** Paula Dixon, Director of Hm Rsc | Labor Relations
- X** Dennis Westlind, Bullard Law, SAMTD Labor Counsel
- Kathryn Pawlick, SAMTD Legal Counsel
- 
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**DISCUSSION:** Labor Negotiations – Contract Extension For One Year

**RECORDING SECRETARY:** Paula Dixon, Director of Human Resources | Labor Relations



**To:** Board of Directors

**From:** Jonah Hanson, Marketing Coordinator  
Patricia Feeny, Director of Communication

**Thru:** Allan Pollock, General Manager

**Date:** November 19, 2020

**Subject:** Health and Safety Commitments Program

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## ISSUE

Shall the Board accept this overview of the national Health and Safety Commitments Program developed by the American Public Transportation Association's Recovery and Restoration Task Force?

## BACKGROUND AND FINDINGS

The American Public Transportation Association (APTA) has launched a nationwide program outlining industry best practices – for both agencies and riders – as the COVID-19 crisis continues. To date, more than 200 agencies have signed onto the program, including Salem Area Mass Transit District.

The seal, which APTA developed as part of the program, reflects the transit industry's overarching pledge to its customers and communities that public transit systems are taking all the necessary measures to operate safely.

The program defines broad safety categories that every public transportation agency can meet voluntarily and adapt individually. APTA has provided a toolkit that includes a "seal" – much like the Good Housekeeping Seal – to let riders know the system has implemented industry best practices.

The program was developed based on a survey of nationwide transit users who were asked what measures would help boost their confidence in riding transit. The answers

helped identify four key areas where transit systems can focus their efforts to earn the confidence of riders:

- Following public health guidelines from official sources;
- Cleaning and disinfecting transit vehicles frequently and requiring face coverings and other protections;
- Keeping riders informed and empowered to choose the safest times and routes to ride; and
- Putting health first by requiring riders and employees to avoid public transit if they have been exposed to COVID-19 or feel ill.

This commitments program is the shared responsibility of transit systems and riders to follow guidelines developed based on the above points.

### **FINANCIAL IMPACT**

Information only

### **RECOMMENDATION**

None. Presentation only.

### **PROPOSED MOTION**

**None. Presentation only.**


# APTA Health & Safety Commitment Campaign

We're putting HEALTH FIRST

*Jonah Hanson  
Marketing Coordinator*





## American Public Transportation Association (APTA) Health & Safety Commitments Program





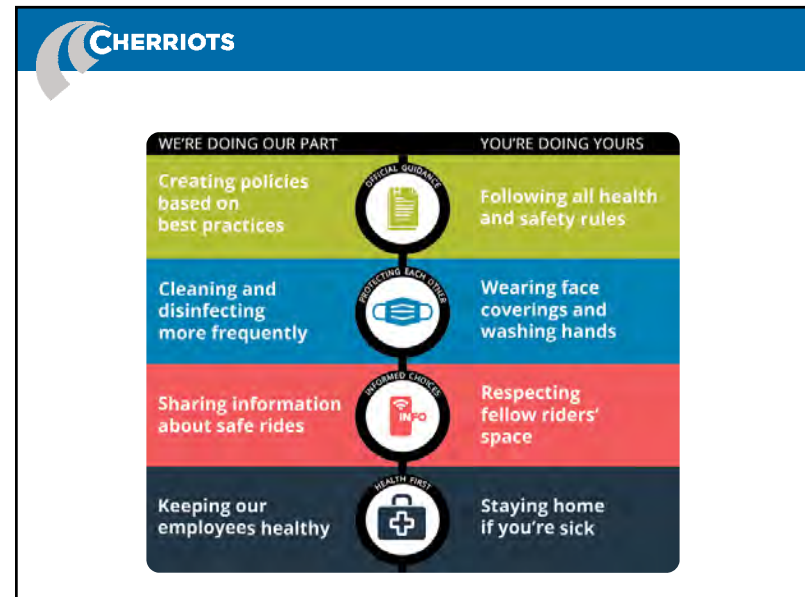
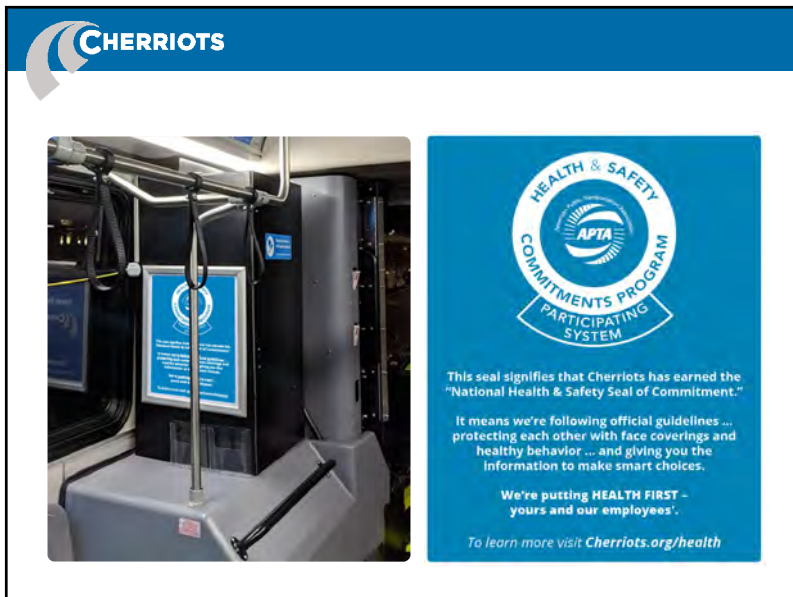
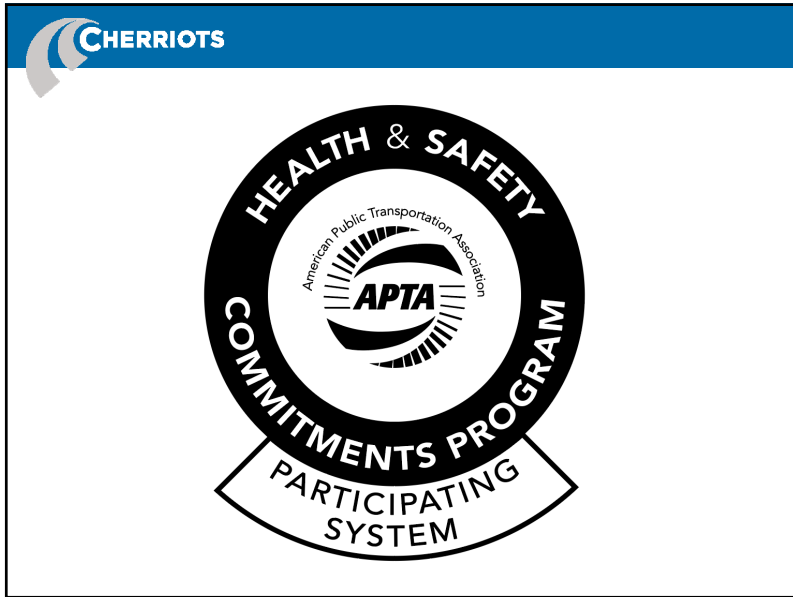
Transit users wanted transit agencies and fellow passengers to support four broad commitments:

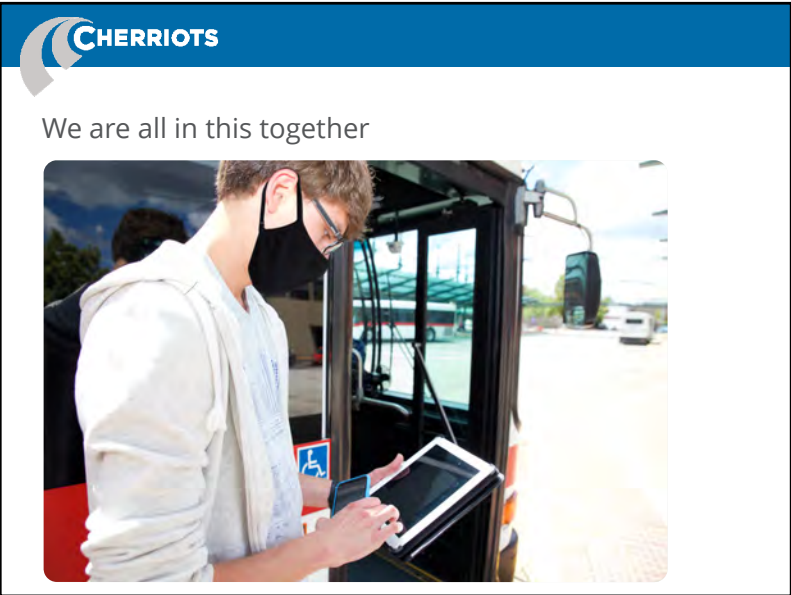
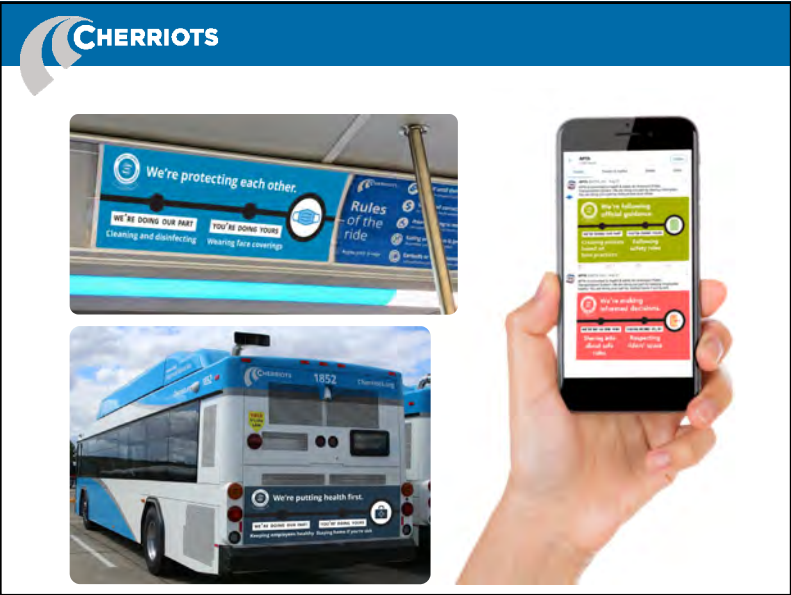
- Following public health guidelines from official sources
- Cleaning and disinfecting of transit vehicles frequently and requiring face coverings and other protections
- Keeping riders informed and empowered to choose the safest times and routes to ride
- Putting health first by requiring riders and employees to avoid public transit if they have been exposed to COVID-19 or feel ill.



### Cherriots is on board!









# BOARD MEETING MEMO

Agenda Item No. H.2

**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** November 19, 2020

**Subject:** Performance Report – FY21 Q1

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## ISSUE

Shall the Board receive the quarterly information briefing on Cherriots services for the First Quarter of FY21?

## BACKGROUND AND FINDINGS

Performance measures (daily average revenue hours, daily average revenue miles, and daily average rides) for the first quarter of Fiscal Year 2021 (FY21 Q1) are included in Attachment A. FY21 Q1 began July 1, 2020 and ended September 30, 2020. All weekday data are compared to the previous fiscal year, FY20 Q1. Saturday data does not have year over year comparisons due to the fact that Saturday service did not begin until September of 2019. Year-to-date totals (total revenue hours, total revenue miles, and total rides) are also included in Attachment A; and are gathered from FY21 Q1. Weekday totals are compared to those in the same time period of FY20. The data for these measures are derived from adjusted Trapeze schedules, vehicle fare boxes, rider counting systems, and reservation software (Route Match).

Data for this quarter reflects the changes to service made in response to the COVID-19 pandemic. The changes that took place have affected all areas of this report. Most notably the daily average revenue hours, daily average revenue miles, daily average rides, and fares. Some routes were not in operation for the entire quarter while others operated at reduced levels. Due to these circumstances we have also included data to compare FY21 Q1 to FY20 Q4 to help illustrate how service is changing in the current pandemic environment.



## Revenue Hours, Revenue Miles, Rides, and Fares

### ***Cherriots Local***

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

- *Revenue Hours* –
  - Weekday - Decreased by 157.4 hours on average per day, (-23%).
  - Saturday – 328.3 per day.
  
- *Revenue Miles* –
  - Weekday - Decreased by 1,960.5 on average per day, (-23%)
  - Saturday – 4,033.8 per day.
  
- *Rides* –
  - Weekday - Decreased by 6,972.63 rides per day, (-59.7%).
  - Saturday – 3,091.9 per day.
  - Total Ridership between both was 169,142.
  
- *Fares* – In an effort to reduce the spread of COVID-19, no fares were collected during Q1.

### ***Cherriots Regional Express***

Includes regional commuter express routes.

- *Revenue Hours* –
  - Weekday – Increased by 2.9 hours on average per day, (4.9%)
  - Saturday – 31.8 per day
  
- *Revenue Miles* –
  - Weekday – Increased by 34.7 miles on average per day, (2.8%).
  - Saturday – 707.6 per day
  
- *Rides* –
  - Weekday – Decreased by 158 rides on average per day, (-46.5%).
  - Saturday – 62.8 per day
  - Total Ridership between both was 7,553.
  
- *Fares* – In an effort to reduce the spread of COVID-19, no fares were collected during Q1.

### ***Cherriots Regional Flex***

Includes the Polk County Flex.

- *Did not operate during Q1*

### ***Cherriots Shop and Ride***

Includes Dial-A-Ride and Shopper Shuttle.

- *Rides –*
  - Shopper Shuttle did operate during Q1.
  - Dial-A-Ride – Decreased by 2 rides per day on average, (-12.4%)

### ***Cherriots LIFT***

Paratransit

- *Rides –*
  - Weekday – Decreased by 381.1 rides per day on average, (-71.1%).
  - Saturday – 80.7 rides per day on average.
  - Total Ridership between both was 11,502.

## **FINANCIAL IMPACT**

Information item only.

## **RECOMMENDATION**

Information item only.

## **PROPOSED MOTION**

Information item only.

## ATTACHMENT A

# FY20 Q4 Performance

## Measures

### April - June 2020

**Table 1.** Total Revenue Hours

**Table 2.** Average Revenue Hours / Day

**Table 3.** Total Revenue Miles

**Table 4.** Average Revenue Miles / Day

**Table 5.** Total Boardings

**Table 6.** Average Boardings / Day

**Table 7.** Average Boardings / Revenue Hour

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

**Table 9.** Fare Type and Category Usage

**Table 10.** Saturday Total Revenue Hours

**Table 11.** Saturday Average Revenue Hours / Day

**Table 12.** Saturday Total Revenue Miles

**Table 13.** Saturday Average Revenue Miles / Day

**Table 14.** Saturday Total Boardings

**Table 15.** Saturday Average Boardings / Day

**Table 16.** Saturday Average Boardings / Revenue Hour

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

**Table 18.** Saturday Fare Type and Category Usage

**Table 1. Total Revenue Hours**

Route	FY19 Q4				FY20 Q4			
	Apr 2019	May 2019	Jun 2019	Total	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	22	19	21	62	22	20	22	64
<b>LOCAL BUS SERVICE</b>								
2 - Market / Brown	1,190	1,190	1,081	3,461	216	448	591	1,255
3 - Portland Road	660	657	596	1,913	216	268	308	792
4 - State Street	683	683	621	1,987	224	276	316	816
5 - Center Street	1,248	1,248	1,134	3,630	217	449	592	1,258
6 - Fairview Industrial	497	497	451	1,445	0	279	438	717
7 - Mission Street	445	445	403	1,293	207	258	297	762
8 - 12th / Liberty	505	505	458	1,468	216	362	456	1,034
9 - Cherry / River Road	676	676	615	1,967	224	464	612	1,300
11 - Lancaster / Verda	2,244	2,239	2,034	6,517	806	1,025	1,189	3,020
12 - Hayesville Drive	325	325	296	946	0	179	281	460
13 - Silverton Road	424	424	386	1,234	213	251	282	746
14 - Windsor Island Road	338	338	307	983	0	187	294	481
16 - Wallace Road	222	222	201	645	0	113	178	291
17 - Edgewater Street	1,099	1,098	999	3,196	215	449	592	1,256
18 - 12th / Liberty	509	509	462	1,480	0	284	446	730
19 - Broadway / River Road	1,276	1,276	1,160	3,712	224	459	605	1,288
21 - South Commercial	1,213	1,213	1,102	3,528	215	447	590	1,252
22 - Library Loop	239	245	224	708	0	0	0	0
23 - Lansing / Hawthorne	328	328	298	954	0	195	306	501
26 - Glen Creek / Orchard Heights	172	172	156	500	0	95	150	245
27 - Glen Creek / Eola	184	184	167	535	0	91	143	234
<i>Total</i>	<i>14,477</i>	<i>14,474</i>	<i>13,151</i>	<i>42,102</i>	<i>3,193</i>	<i>6,579</i>	<i>8,666</i>	<i>18,438</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>								
1X - Wilsonville / Salem Express	217	217	197	631	0	111	175	286
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>								
91 - Garten Foundation	22	N/A	N/A	22	N/A	N/A	N/A	0
92 - Rockwest	13	N/A	N/A	13	N/A	N/A	N/A	0
9192 - Garten / Rockwest	N/A	26	22	48	0	0	0	0
<i>Total</i>	<i>35</i>	<i>26</i>	<i>22</i>	<i>83</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Cherriots Local Total</i>	<i>14,729</i>	<i>14,717</i>	<i>13,370</i>	<i>42,816</i>	<i>3,193</i>	<i>6,690</i>	<i>8,841</i>	<i>18,724</i>
<b>REGIONAL EXPRESS ROUTES</b>								
10X - Woodburn / Salem Express	297	285	255	837	241	257	285	783
20X - N. Marion Co. / Salem Express	299	301	276	876	217	240	266	723
30X - Santiam / Salem Express	271	267	235	773	221	246	269	736
40X - Polk County / Salem Express	310	312	283	905	290	312	356	958
50X - Dallas / Salem Express	60	60	55	175	106	118	129	353
<i>Cherriots Regional Express Monthly Total</i>	<i>1,237</i>	<i>1,225</i>	<i>1,104</i>	<i>3,566</i>	<i>1,075</i>	<i>1,173</i>	<i>1,305</i>	<i>3,553</i>
<b>REGIONAL FLEX ROUTE</b>								
Polk County Flex	343	272	229	844	0	0	0	0
<b>SHOP AND RIDE</b>								
Dial-a-Ride	194	190	163	547	0	0	139	139
Shopper Shuttle	112	121	112	345	0	0	0	0
<i>Cherriots Shop and Ride Total</i>	<i>306</i>	<i>311</i>	<i>275</i>	<i>892</i>	<i>0</i>	<i>0</i>	<i>139</i>	<i>139</i>
<b>LIFT</b>								
ADA	2,611	2,638	2,241	7,490	1,239	1,338	1,746	4,323
DD53	2,956	3,034	2,763	8,753	21	47	118	186
<i>Cherriots LIFT Total</i>	<i>5,567</i>	<i>5,672</i>	<i>5,004</i>	<i>16,243</i>	<i>1,260</i>	<i>1,385</i>	<i>1,864</i>	<i>4,509</i>

**Table 2. Average Revenue Hours / Day**

Route (Service Days)	FY19 Q4				FY20 Q4				Percent Change
	Apr 2019	May 2019	Jun 2019	Total	Apr 2020	May 2020	Jun 2020	Total	
	22	19	21	62	22	20	22	64	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	54.1	62.6	51.5	55.8	9.8	22.4	26.9	19.6	-64.9%
3 - Portland Road	30.0	34.6	28.4	30.9	9.8	13.4	14.0	12.4	-59.9%
4 - State Street	31.0	35.9	29.6	32.0	10.2	13.8	14.4	12.8	-60.2%
5 - Center Street	56.7	65.7	54.0	58.5	9.9	22.5	26.9	19.7	-66.4%
6 - Fairview Industrial	22.6	26.2	21.5	23.3	0.0	14.0	19.9	11.2	-51.9%
7 - Mission Street	20.2	23.4	19.2	20.9	9.4	12.9	13.5	11.9	-42.9%
8 - 12th / Liberty	23.0	26.6	21.8	23.7	9.8	18.1	20.7	16.2	-31.8%
9 - Cherry / River Road	30.7	35.6	29.3	31.7	10.2	23.2	27.8	20.3	-36.0%
11 - Lancaster / Verda	102.0	117.8	96.9	105.1	36.6	51.3	54.0	47.2	-55.1%
12 - Hayesville Drive	14.8	17.1	14.1	15.3	0.0	9.0	12.8	7.2	-52.9%
13 - Silverton Road	19.3	22.3	18.4	19.9	9.7	12.6	12.8	11.7	-41.4%
14 - Windsor Island Road	15.4	17.8	14.6	15.9	0.0	9.4	13.4	7.5	-52.6%
16 - Wallace Road	10.1	11.7	9.6	10.4	0.0	5.7	8.1	4.5	-56.3%
17 - Edgewater Street	50.0	57.8	47.6	51.5	9.8	22.5	26.9	19.6	-61.9%
18 - 12th / Liberty	23.1	26.8	22.0	23.9	0.0	14.2	20.3	11.4	-52.2%
19 - Broadway / River Road	58.0	67.2	55.2	59.9	10.2	23.0	27.5	20.1	-66.4%
21 - South Commercial	55.1	63.8	52.5	56.9	9.8	22.4	26.8	19.6	-65.6%
22 - Library Loop	10.9	12.9	10.7	11.4	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	14.9	17.3	14.2	15.4	0.0	9.8	13.9	7.8	-49.1%
26 - Glen Creek / Orchard Heights	7.8	9.1	7.4	8.1	0.0	4.8	6.8	3.8	-52.5%
27 - Glen Creek / Eola	8.4	9.7	8.0	8.6	0.0	4.6	6.5	3.7	-57.6%
<i>Total</i>	<i>658.0</i>	<i>761.8</i>	<i>626.2</i>	<i>679.1</i>	<i>145.1</i>	<i>329.0</i>	<i>393.9</i>	<i>288.1</i>	<i>-57.6%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	9.9	11.4	9.4	10.2	0.0	5.6	8.0	4.5	-56.1%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	1.0	N/A	N/A	0.4	N/A	N/A	N/A	0.0	N/A
92 - Rockwest	0.6	N/A	N/A	0.2	N/A	N/A	N/A	0.0	N/A
9192 - Garten / Rockwest	N/A	1.4	1.0	N/A	N/A	0.0	0.0	N/A	N/A
<i>Total</i>	<i>1.6</i>	<i>1.4</i>	<i>1.0</i>	<i>1.3</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>-100.0%</i>
<i>Cherriots Local Total</i>	<i>669.5</i>	<i>774.6</i>	<i>636.7</i>	<i>690.6</i>	<i>145.1</i>	<i>334.5</i>	<i>401.9</i>	<i>292.6</i>	<i>-57.6%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	13.5	15.0	12.1	13.5	11.0	12.9	13.0	12.2	-9.4%
20X - N. Marion Co. / Salem Express	13.6	15.8	13.1	14.1	9.9	12.0	12.1	11.3	-20.0%
30X - Santiam / Salem Express	12.3	14.1	11.2	12.5	10.0	12.3	12.2	11.5	-7.8%
40X - Polk County / Salem Express	14.1	16.4	13.5	14.6	13.2	15.6	16.2	15.0	2.5%
50X - Dallas / Salem Express	2.7	3.2	2.6	2.8	4.8	5.9	5.9	5.5	95.4%
<i>Cherriots Regional Express Monthly Total</i>	<i>56.2</i>	<i>64.5</i>	<i>52.6</i>	<i>57.5</i>	<i>48.9</i>	<i>58.7</i>	<i>59.3</i>	<i>55.5</i>	<i>-3.5%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	15.6	14.3	10.9	13.6	0.0	0.0	0.0	0.0	-100.0%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	9.2	10.0	7.8	8.8	N/A	0.0	6.6	6.6	-25.0%
Shopper Shuttle	5.1	6.4	5.3	5.6	N/A	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>13.9</i>	<i>16.4</i>	<i>13.1</i>	<i>14.4</i>	<i>0.0</i>	<i>0.0</i>	<i>6.6</i>	<i>6.6</i>	<i>-54.0%</i>
<b>LIFT</b>									
ADA	118.7	138.8	106.7	120.8	56.3	66.9	79.4	67.5	-44.1%
DD53	134.4	159.7	131.6	141.2	1.0	2.4	5.4	2.9	-97.9%
<i>Cherriots LIFT Total</i>	<i>253.0</i>	<i>298.5</i>	<i>238.3</i>	<i>262.0</i>	<i>57.3</i>	<i>69.3</i>	<i>84.7</i>	<i>70.5</i>	<i>-73.1%</i>

**Table 3. Total Revenue Miles**

Route (Service Days)	FY19 Q4				FY20 Q4			
	Apr 2019 22	May 2019 19	Jun 2019 21	Total 62	Apr 2020 22	May 2020 20	Jun 2020 22	Total 64
<b>LOCAL BUS SERVICE</b>								
2 - Market / Brown	15,046	15,053	13,659	43,758	2,712	5,649	7,457	15,818
3 - Portland Road	7,760	7,760	7,049	22,569	2,522	3,129	3,596	9,247
4 - State Street	6,755	6,755	6,141	19,651	2,192	2,707	3,105	8,004
5 - Center Street	14,299	14,299	12,983	41,581	2,458	5,097	6,722	14,277
6 - Fairview Industrial	7,538	7,538	6,830	21,906	0	4,129	6,488	10,617
7 - Mission Street	4,470	4,421	3,999	12,890	2,679	3,339	3,844	9,862
8 - 12th / Liberty	6,792	6,790	6,160	19,742	2,761	4,793	6,086	13,640
9 - Cherry / River Road	10,023	10,023	9,112	29,158	3,295	6,833	9,011	19,139
11 - Lancaster / Verda	29,969	29,969	27,229	87,167	10,087	12,860	14,925	37,872
12 - Hayesville Drive	4,330	4,330	3,936	12,596	0	2,388	3,752	6,140
13 - Silverton Road	6,162	6,118	5,555	17,835	1,995	2,346	2,641	6,982
14 - Windsor Island Road	4,986	4,986	4,533	14,505	0	2,764	4,343	7,107
16 - Wallace Road	2,947	2,947	2,679	8,573	0	1,499	2,356	3,855
17 - Edgewater Street	10,006	10,006	9,097	29,109	1,661	3,461	4,568	9,690
18 - 12th / Liberty	6,900	6,900	6,273	20,073	0	3,809	5,985	9,794
19 - Broadway / River Road	15,440	15,440	14,037	44,917	2,889	5,440	7,036	15,365
21 - South Commercial	15,505	15,504	14,094	45,103	2,660	5,542	7,315	15,517
22 - Library Loop	1,364	1,312	1,184	3,860	0	0	0	0
23 - Lansing / Hawthorne	4,245	4,221	3,833	12,299	0	2,505	3,936	6,441
26 - Glen Creek / Orchard Heights	1,688	1,688	1,534	4,910	0	937	1,473	2,410
27 - Glen Creek / Eola	2,504	2,496	2,276	7,276	0	1,218	1,915	3,133
<i>Total</i>	<i>178,729</i>	<i>178,556</i>	<i>162,193</i>	<i>519,478</i>	<i>37,911</i>	<i>80,445</i>	<i>106,554</i>	<i>224,910</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>								
1X - Wilsonville / Salem Express	7,024	7,036	6,398	20,458	0	3,575	5,619	9,194
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>								
91 - Garten Foundation	128	N/A	N/A	128	N/A	N/A	N/A	N/A
92 - Rockwest	212	N/A	N/A	212	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	240	204	444	0	0	0	0
<i>Total</i>	<i>340</i>	<i>240</i>	<i>204</i>	<i>784</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Cherriots Local Total</i>	<i>186,093</i>	<i>185,832</i>	<i>168,795</i>	<i>540,720</i>	<i>37,911</i>	<i>84,020</i>	<i>112,173</i>	<i>234,104</i>
<b>REGIONAL EXPRESS ROUTES</b>								
10X - Woodburn / Salem Express	5,753	5,762	5,234	16,749	4,599	5,270	5,695	15,564
20X - N. Marion Co. / Salem Express	6,614	6,540	5,968	19,122	4,724	5,398	5,887	16,009
30X - Santiam / Salem Express	5,637	5,722	5,148	16,507	4,770	5,295	5,731	15,796
40X - Polk County / Salem Express	6,520	6,549	5,925	18,994	6,054	6,632	7,560	20,246
50X - Dallas / Salem Express	1,485	1,502	1,356	4,343	2,409	2,649	2,922	7,980
<i>Cherriots Regional Express Monthly Total</i>	<i>26,009</i>	<i>26,075</i>	<i>23,631</i>	<i>75,715</i>	<i>22,556</i>	<i>25,244</i>	<i>27,795</i>	<i>75,595</i>
<b>REGIONAL FLEX ROUTE</b>								
Polk County Flex	3,865	3,235	2,991	10,091	0	0	0	0
<b>SHOP AND RIDE</b>								
Dial-a-Ride	2,523	2,601	2,088	7,212	0	0	1,189	1,189
Shopper Shuttle	1,215	1,283	1,129	3,627	0	0	0	0
<i>Cherriots Shop and Ride Total</i>	<i>3,738</i>	<i>3,884</i>	<i>3,217</i>	<i>10,839</i>	<i>0</i>	<i>0</i>	<i>1,189</i>	<i>1,189</i>
<b>LIFT</b>								
ADA	31,265	31,815	27,473	90,553	11,891	13,632	19,818	45,341
DD53	36,672	37,500	34,219	108,391	299	666	1,902	2,867
<i>Cherriots LIFT Total</i>	<i>67,937</i>	<i>69,315</i>	<i>61,692</i>	<i>198,944</i>	<i>12,190</i>	<i>14,298</i>	<i>21,720</i>	<i>48,208</i>

**Table 4. Average Revenue Miles / Day**

Route	FY19 Q4				FY20 Q4				Percent Change
	Apr 2019	May 2019	Jun 2019	Total	Apr 2020	May 2020	Jun 2020	Total	
(Service Days)	22	19	21	62	22	20	22	64	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	683.9	792.3	650.4	705.8	123.3	282.5	339.0	247.2	-65.0%
3 - Portland Road	352.7	408.4	335.7	364.0	114.6	156.5	163.5	144.5	-60.3%
4 - State Street	307.0	355.5	292.4	317.0	99.6	135.4	141.1	125.1	-60.5%
5 - Center Street	650.0	752.6	618.2	670.7	111.7	254.9	305.5	223.1	-66.7%
6 - Fairview Industrial	342.6	396.7	325.2	353.3	0.0	206.5	294.9	165.9	-53.0%
7 - Mission Street	203.2	232.7	190.4	207.9	121.8	167.0	174.7	154.1	-25.9%
8 - 12th / Liberty	308.7	357.4	293.3	318.4	125.5	239.7	276.6	213.1	-33.1%
9 - Cherry / River Road	455.6	527.5	433.9	470.3	149.8	341.7	409.6	299.0	-36.4%
11 - Lancaster / Verda	1,362.2	1,577.3	1,296.6	1,405.9	458.5	643.0	678.4	591.8	-57.9%
12 - Hayesville Drive	196.8	227.9	187.4	203.2	0.0	119.4	170.5	95.9	-52.8%
13 - Silverton Road	280.1	322.0	264.5	287.7	90.7	117.3	120.0	109.1	-62.1%
14 - Windsor Island Road	226.6	262.4	215.9	234.0	0.0	138.2	197.4	111.0	-52.5%
16 - Wallace Road	134.0	155.1	127.6	138.3	0.0	75.0	107.1	60.2	-56.4%
17 - Edgewater Street	454.8	526.6	433.2	469.5	75.5	173.1	207.6	151.4	-67.8%
18 - 12th / Liberty	313.6	363.2	298.7	323.8	0.0	190.5	272.0	153.0	-52.7%
19 - Broadway / River Road	701.8	812.6	668.4	724.5	131.3	272.0	319.8	240.1	-66.9%
21 - South Commercial	704.8	816.0	671.1	727.5	120.9	277.1	332.5	242.5	-66.7%
22 - Library Loop	62.0	69.1	56.4	62.3	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	193.0	222.2	182.5	198.4	0.0	125.3	178.9	100.6	-49.3%
26 - Glen Creek / Orchard Heights	76.7	88.8	73.0	79.2	0.0	46.9	67.0	37.7	-52.5%
27 - Glen Creek / Eola	113.8	131.4	108.4	117.4	0.0	60.9	87.0	49.0	-58.3%
<i>Total</i>	<i>8,124.0</i>	<i>9,397.7</i>	<i>7,723.5</i>	<i>8,378.7</i>	<i>1,723.2</i>	<i>4,022.3</i>	<i>4,843.4</i>	<i>3,514.2</i>	<i>-58.1%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	319.3	370.3	304.7	330.0	0.0	178.8	255.4	143.7	-56.5%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	5.8	N/A	N/A	2.1	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	9.6	N/A	N/A	3.4	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	12.6	9.7	7.2	0.0	0.0	0.0	0.0	N/A
<i>Total</i>	<i>15.5</i>	<i>12.6</i>	<i>9.7</i>	<i>12.6</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>-100.0%</i>
<i>Cherriots Local Total</i>	<i>8,458.8</i>	<i>9,780.6</i>	<i>8,037.9</i>	<i>8,721.3</i>	<i>1,723.2</i>	<i>4,201.0</i>	<i>5,098.8</i>	<i>3,657.9</i>	<i>-58.1%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	261.5	303.3	249.2	270.1	209.0	263.5	258.9	243.2	-10.0%
20X - N. Marion Co. / Salem Express	300.6	344.2	284.2	308.4	214.7	269.9	267.6	250.1	-18.9%
30X - Santiam / Salem Express	256.2	301.2	245.1	266.2	216.8	264.8	260.5	246.8	-7.3%
40X - Polk County / Salem Express	296.4	344.7	282.1	306.4	275.2	331.6	343.6	316.3	3.3%
50X - Dallas / Salem Express	67.5	79.1	64.6	70.0	109.5	132.5	132.8	124.7	78.0%
<i>Cherriots Regional Express Monthly Total</i>	<i>1,182.2</i>	<i>1,372.4</i>	<i>1,125.3</i>	<i>1,221.2</i>	<i>1,025.3</i>	<i>1,262.2</i>	<i>1,263.4</i>	<i>1,181.2</i>	<i>-3.3%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	175.7	170.3	142.4	162.8	0.0	0.0	0.0	0.0	-100.0%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	114.7	136.9	99.4	116.3	0.0	0.0	56.6	56.6	-51.3%
Shopper Shuttle	55.2	67.5	53.8	58.5	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>169.9</i>	<i>204.4</i>	<i>153.2</i>	<i>174.8</i>	<i>0.0</i>	<i>0.0</i>	<i>56.6</i>	<i>56.6</i>	<i>-67.6%</i>
<b>LIFT</b>									
ADA	1,421.1	1,674.5	1,308.2	1,460.5	540.5	681.6	900.8	708.5	-51.5%
DD53	1,666.9	1,973.7	1,629.5	1,748.2	13.6	33.3	86.5	44.8	-97.4%
<i>Cherriots LIFT Total</i>	<i>3,088.0</i>	<i>3,648.2</i>	<i>2,937.7</i>	<i>3,208.8</i>	<i>554.1</i>	<i>714.9</i>	<i>987.3</i>	<i>753.3</i>	<i>-76.5%</i>

**Table 5. Total Boardings**

Route	FY19 Q4				FY20 Q4				Percent Change
	Apr 2019	May 2019	Jun 2019	Total	Apr 2020	May 2020	Jun 2020	Total	
(Service Days)	22	19	21	62	22	20	22	64	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	26,669	26,721	21,685	75,075	2,252	4,506	7,368	14,126	-81.2%
3 - Portland Road	15,919	15,564	13,064	44,547	1,606	2,409	3,679	7,694	-82.7%
4 - State Street	15,379	15,351	13,264	43,994	1,364	2,459	3,550	7,373	-83.2%
5 - Center Street	24,981	26,131	21,156	72,268	1,922	3,735	6,507	12,164	-83.2%
6 - Fairview Industrial	4,636	4,580	4,123	13,339	0	724	1,540	2,264	-83.0%
7 - Mission Street	5,135	5,431	4,812	15,378	1,044	1,859	2,706	5,609	-63.5%
8 - 12th / Liberty	10,115	10,124	8,558	28,797	1,421	1,967	2,940	6,328	-78.0%
9 - Cherry / River Road	11,050	11,043	9,147	31,240	1,331	2,647	4,098	8,076	-74.1%
11 - Lancaster / Verda	46,357	46,778	39,772	132,907	4,943	8,495	13,726	27,164	-79.6%
12 - Hayesville Drive	2,065	2,066	1,966	6,097	0	229	662	891	-85.4%
13 - Silverton Road	12,343	12,381	10,617	35,341	1,349	2,060	3,227	6,636	-81.2%
14 - Windsor Island Road	2,448	2,597	2,212	7,257	0	252	751	1,003	-86.2%
16 - Wallace Road	3,365	3,558	2,869	9,792	0	478	889	1,367	-86.0%
17 - Edgewater Street	14,807	14,997	12,778	42,582	1,274	2,915	4,904	9,093	-78.6%
18 - 12th / Liberty	8,842	9,018	7,360	25,220	0	1,131	2,702	3,833	-84.8%
19 - Broadway / River Road	30,705	31,701	26,577	88,983	3,200	5,742	10,189	19,131	-78.5%
21 - South Commercial	30,398	30,969	26,482	87,849	3,115	6,078	9,311	18,504	-78.9%
22 - Library Loop	1,324	1,629	1,469	4,422	0	0	0	0	-100.0%
23 - Lansing / Hawthorne	3,365	3,568	3,019	9,952	0	377	946	1,323	-86.7%
26 - Glen Creek / Orchard Heights	963	734	483	2,180	0	52	140	192	-91.2%
27 - Glen Creek / Eola	719	990	919	2,628	0	58	230	288	-89.0%
<i>Total</i>	<i>271,585</i>	<i>275,931</i>	<i>232,332</i>	<i>779,848</i>	<i>24,821</i>	<i>48,173</i>	<i>80,065</i>	<i>153,059</i>	<i>-80.4%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	2,992	2,936	2,491	8,419	0	193	286	479	-94.3%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	46	N/A	N/A	46	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	242	N/A	N/A	242	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	199	154	353	0	0	0	0	N/A
<i>Total</i>	<i>288</i>	<i>199</i>	<i>154</i>	<i>641</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>-100.0%</i>
<i>Cherriots Local Total</i>	<i>274,865</i>	<i>279,066</i>	<i>234,977</i>	<i>788,908</i>	<i>24,821</i>	<i>48,366</i>	<i>80,351</i>	<i>153,538</i>	<i>-80.5%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	1,151	1,235	1,077	3,463	231	311	493	1,035	-70.1%
20X - N. Marion Co. / Salem Express	947	1,129	860	2,936	223	326	488	1,037	-64.7%
30X - Santiam / Salem Express	1,291	1,482	1,206	3,979	250	416	555	1,221	-69.3%
40X - Polk County / Salem Express	3,998	4,356	3,676	12,030	618	1,065	1,563	3,246	-73.0%
50X - Dallas / Salem Express	436	518	440	1,394	102	140	267	509	-63.5%
<i>Cherriots Regional Express Monthly Total</i>	<i>7,823</i>	<i>8,720</i>	<i>7,259</i>	<i>23,802</i>	<i>1,424</i>	<i>2,258</i>	<i>3,366</i>	<i>7,048</i>	<i>-70.4%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	601	514	528	1,643	0	0	0	0	-100.0%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	335	340	288	963	0	0	146	146	-84.8%
Shopper Shuttle	280	297	276	853	0	0	0	0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>615</i>	<i>637</i>	<i>564</i>	<i>1,816</i>	<i>0</i>	<i>0</i>	<i>146</i>	<i>146</i>	<i>-92.0%</i>
<b>LIFT</b>									
ADA	6,004	5,893	5,022	16,919	1,532	1,765	2,655	5,952	-64.8%
DD53	6,154	6,164	5,684	18,002	23	61	157	241	-98.7%
<i>Cherriots LIFT Total</i>	<i>12,158</i>	<i>12,057</i>	<i>10,706</i>	<i>34,921</i>	<i>1,555</i>	<i>1,826</i>	<i>2,812</i>	<i>6,193</i>	<i>-82.3%</i>



**Table 6. Average Boardings / Day**

Route	FY19 Q4				FY20 Q4				Percent Change
	Apr 2019	May 2019	Jun 2019	Total	Apr 2020	May 2020	Jun 2020	Total	
(Service Days)	22	19	21	62	22	20	22	64	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	1,212.2	1,406.4	1,032.6	1,210.9	102.4	225.3	334.9	220.7	-81.8%
3 - Portland Road	723.6	819.2	622.1	718.5	73.0	120.5	167.2	120.2	-83.3%
4 - State Street	699.0	807.9	631.6	709.6	62.0	123.0	161.4	115.2	-83.8%
5 - Center Street	1,135.5	1,375.3	1,007.4	1,165.6	87.4	186.8	295.8	190.1	-83.7%
6 - Fairview Industrial	210.7	241.1	196.3	215.1	0.0	36.2	70.0	35.4	-83.6%
7 - Mission Street	233.4	285.8	229.1	248.0	47.5	93.0	123.0	87.6	-64.7%
8 - 12th / Liberty	459.8	532.8	407.5	464.5	64.6	98.4	133.6	98.9	-78.7%
9 - Cherry / River Road	502.3	581.2	435.6	503.9	60.5	132.4	186.3	126.2	-75.0%
11 - Lancaster / Verda	2,107.1	2,462.0	1,893.9	2,143.7	224.7	424.8	623.9	424.4	-80.2%
12 - Hayesville Drive	93.9	108.7	93.6	98.3	0.0	11.5	30.1	13.9	-85.8%
13 - Silverton Road	561.0	651.6	505.6	570.0	61.3	103.0	146.7	103.7	-81.8%
14 - Windsor Island Road	111.3	136.7	105.3	117.0	0.0	12.6	34.1	15.7	-86.6%
16 - Wallace Road	153.0	187.3	136.6	157.9	0.0	23.9	40.4	21.4	-86.5%
17 - Edgewater Street	673.0	789.3	608.5	686.8	57.9	145.8	222.9	142.1	-79.3%
18 - 12th / Liberty	401.9	474.6	350.5	406.8	0.0	56.6	122.8	59.9	-85.3%
19 - Broadway / River Road	1,395.7	1,668.5	1,265.6	1,435.2	145.5	287.1	463.1	298.9	-79.2%
21 - South Commercial	1,381.7	1,629.9	1,261.0	1,416.9	141.6	303.9	423.2	289.1	-79.6%
22 - Library Loop	60.2	85.7	70.0	71.3	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	153.0	187.8	143.8	160.5	0.0	18.9	43.0	20.7	-87.1%
26 - Glen Creek / Orchard Heights	43.8	38.6	23.0	35.2	0.0	2.6	6.4	3.0	-91.5%
27 - Glen Creek / Eola	32.7	52.1	43.8	42.4	0.0	2.9	10.5	4.5	-89.4%
<i>Total</i>	<i>12,344.8</i>	<i>14,522.7</i>	<i>11,063.4</i>	<i>12,578.2</i>	<i>1,128.2</i>	<i>2,408.7</i>	<i>3,639.3</i>	<i>2,391.5</i>	<i>-81.0%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	136.0	154.5	118.6	135.8	0.0	9.7	13.0	7.5	-94.5%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	2.1	N/A	N/A	0.7	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	11.0	N/A	N/A	3.9	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	0.0	0.0	0.0	0.0	N/A
<i>Total</i>	<i>13.1</i>	<i>10.5</i>	<i>7.3</i>	<i>10.3</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>-100.0%</i>
<i>Cherriots Local Total</i>	<i>12,493.9</i>	<i>14,687.7</i>	<i>11,189.4</i>	<i>12,724.3</i>	<i>1,128.2</i>	<i>2,418.3</i>	<i>3,652.3</i>	<i>2,399.0</i>	<i>-81.1%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	52.3	65.0	51.3	55.9	10.5	15.6	22.4	16.2	-71.0%
20X - N. Marion Co. / Salem Express	43.0	59.4	41.0	47.4	10.1	16.3	22.2	16.2	-65.8%
30X - Santiam / Salem Express	58.7	78.0	57.4	64.2	11.4	20.8	25.2	19.1	-70.3%
40X - Polk County / Salem Express	181.7	229.3	175.0	194.0	28.1	53.3	71.0	50.7	-73.9%
50X - Dallas / Salem Express	19.8	27.3	21.0	22.5	4.6	7.0	12.1	8.0	-64.6%
<i>Cherriots Regional Express Monthly Total</i>	<i>355.6</i>	<i>458.9</i>	<i>345.7</i>	<i>383.9</i>	<i>64.7</i>	<i>112.9</i>	<i>153.0</i>	<i>110.1</i>	<i>-71.3%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	27.3	27.1	25.1	26.5	0.0	0.0	0.0	0.0	-100.0%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	15.2	17.9	13.7	15.5	0.0	0.0	7.0	7.0	-55.2%
Shopper Shuttle	12.7	15.6	13.1	13.8	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	<i>28.0</i>	<i>33.5</i>	<i>26.9</i>	<i>29.3</i>	<i>0.0</i>	<i>0.0</i>	<i>7.0</i>	<i>7.0</i>	<i>-76.3%</i>
<b>LIFT</b>									
ADA	272.9	310.2	239.1	272.9	69.6	88.3	120.7	93.0	-65.9%
DD53	279.7	324.4	270.7	290.4	1.0	3.1	7.1	3.8	-98.7%
<i>Cherriots LIFT Total</i>	<i>552.6</i>	<i>634.6</i>	<i>509.8</i>	<i>563.2</i>	<i>70.7</i>	<i>91.3</i>	<i>127.8</i>	<i>96.8</i>	<i>-82.8%</i>

**Table 7. Average Boardings / Revenue Hour**

Route	FY19 Q4				FY20 Q4				Percent Change
	Apr 2019	May 2019	Jun 2019	Total	Apr 2020	May 2020	Jun 2020	Total	
(Service Days)	22	19	21	62	22	20	22	64	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	22.4	22.5	20.1	21.7	10.4	10.1	12.5	11.3	-48.1%
3 - Portland Road	24.1	23.7	21.9	23.3	7.4	9.0	11.9	9.7	-58.3%
4 - State Street	22.5	22.5	21.4	22.1	6.1	8.9	11.2	9.0	-59.2%
5 - Center Street	20.0	20.9	18.7	19.9	8.9	8.3	11.0	9.7	-51.4%
6 - Fairview Industrial	9.3	9.2	9.1	9.2	0.0	2.6	3.5	3.2	-65.8%
7 - Mission Street	11.5	12.2	11.9	11.9	5.0	7.2	9.1	7.4	-38.1%
8 - 12th / Liberty	20.0	22.8	21.2	19.6	6.6	5.4	6.4	6.1	-68.8%
9 - Cherry / River Road	16.3	16.3	14.9	15.9	5.9	5.7	6.7	6.2	-60.9%
11 - Lancaster / Verda	20.7	20.9	19.6	20.4	6.1	8.3	11.5	9.0	-55.9%
12 - Hayesville Drive	6.4	6.4	6.6	6.4	0.0	1.3	2.4	1.9	-69.9%
13 - Silverton Road	29.1	29.2	27.5	28.6	6.3	8.2	11.4	8.9	-68.9%
14 - Windsor Island Road	7.2	7.7	7.2	7.4	0.0	1.3	2.6	2.1	-71.8%
16 - Wallace Road	15.2	16.0	14.3	15.2	0.0	4.2	5.0	4.7	-69.1%
17 - Edgewater Street	13.5	13.7	12.8	13.3	5.9	6.5	8.3	7.2	-45.7%
18 - 12th / Liberty	17.4	17.7	15.9	17.0	0.0	4.0	6.1	5.3	-69.2%
19 - Broadway / River Road	24.1	24.8	22.9	24.0	14.3	12.5	16.8	14.9	-38.0%
21 - South Commercial	25.1	25.5	24.0	24.9	14.5	13.6	15.8	14.8	-40.6%
22 - Library Loop	5.5	6.6	6.6	6.2	0.0	0.0	0.0	0.0	-100.0%
23 - Lansing / Hawthorne	10.3	10.9	10.1	10.4	0.0	1.9	3.1	2.6	-74.6%
26 - Glen Creek / Orchard Heights	5.6	4.3	3.1	4.4	0.0	0.5	0.9	0.8	-82.0%
27 - Glen Creek / Eola	3.9	5.4	5.5	4.9	0.0	0.6	1.6	1.2	-74.9%
<i>Total</i>	18.8	19.1	17.7	18.5	7.8	7.3	9.2	8.3	-55.2%
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	13.8	13.5	12.6	13.3	0.0	1.7	1.6	1.7	-87.4%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	2.1	N/A	N/A	2.1	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	18.6	N/A	N/A	18.6	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	7.7	7.0	7.4	0.0	0.0	0.0	0.0	N/A
<i>Total</i>	8.2	7.7	7.0	7.7	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Local Total</i>	18.7	19.0	17.6	18.4	7.8	7.2	9.1	8.2	-55.5%
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	3.9	4.3	4.2	4.1	1.0	1.2	1.7	1.3	-68.1%
20X - N. Marion Co. / Salem Express	3.2	3.8	3.1	3.4	1.0	1.4	1.8	1.4	-57.2%
30X - Santiam / Salem Express	4.8	5.6	5.1	5.1	1.1	1.7	2.1	1.7	-67.8%
40X - Polk County / Salem Express	12.9	14.0	13.0	13.3	2.1	3.4	4.4	3.4	-74.5%
50X - Dallas / Salem Express	7.3	8.6	8.0	8.0	1.0	1.2	2.1	1.4	-81.9%
<i>Cherriots Regional Express Monthly Total</i>	6.3	7.1	6.6	6.7	1.3	1.9	2.6	2.0	-70.3%
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	1.8	1.9	2.3	1.9	0.0	0.0	0.0	0.0	-100.0%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	1.7	1.8	1.8	1.8	0.0	0.0	1.1	0.0	-100.0%
Shopper Shuttle	2.5	2.5	2.5	2.5	0.0	0.0	0.0	0.0	-100.0%
<i>Cherriots Shop and Ride Total</i>	2.0	2.0	2.1	2.0	0.0	0.0	1.1	1.1	-48.4%
<b>LIFT</b>									
ADA	2.3	2.2	2.2	2.3	1.2	1.3	1.5	1.4	-39.0%
DD53	2.1	2.0	2.1	2.1	1.1	1.3	1.3	1.3	-37.0%
<i>Cherriots LIFT Total</i>	2.2	2.1	2.1	2.1	1.2	1.3	1.5	1.4	-36.1%

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

	Revenue Hours			Percent Change	Revenue Miles			Percent Change	Boardings		
	FY19	FY20			FY19	FY20			FY19	FY20	
<b>LOCAL BUS SERVICE</b>											
2 - Market / Brown	13,631	12,407	-9.0%	172,344	148,659	-13.7%	281,720	233,735	-17.0%		
3 - Portland Road	7,552	6,735	-10.8%	88,873	79,097	-11.0%	167,130	132,338	-20.8%		
4 - State Street	7,135	6,939	-2.7%	70,556	68,093	-3.5%	153,485	134,291	-12.5%		
5 - Center Street	14,296	12,195	-14.7%	163,737	138,841	-15.2%	270,698	215,765	-20.3%		
6 - Fairview Industrial	5,690	5,008	-12.0%	86,216	74,815	-13.2%	53,424	39,136	-26.7%		
7 - Mission Street	4,799	5,172	7.8%	51,169	51,600	0.8%	57,656	56,620	-1.8%		
8 - 12th / Liberty	5,775	5,822	0.8%	77,690	77,223	-0.6%	106,130	85,014	-19.9%		
9 - Cherry / River Road	7,743	7,134	-7.9%	114,784	105,277	-8.3%	114,359	94,380	-17.5%		
11 - Lancaster / Verda	25,320	23,341	-7.8%	336,409	308,899	-8.2%	496,212	416,377	-16.1%		
12 - Hayesville Drive	3,725	3,269	-12.2%	49,333	43,529	-11.8%	20,979	17,847	-14.9%		
13 - Silverton Road	4,859	4,592	-5.5%	70,932	61,594	-13.2%	125,305	113,143	-9.7%		
14 - Windsor Island Road	3,874	3,400	-12.2%	57,115	50,155	-12.2%	24,989	21,535	-13.8%		
16 - Wallace Road	2,537	2,204	-13.1%	33,997	29,037	-14.6%	36,452	29,421	-19.3%		
17 - Edgewater Street	12,558	10,911	-13.1%	114,592	96,633	-15.7%	157,072	137,689	-12.3%		
18 - 12th / Liberty	5,827	5,456	-6.4%	78,990	73,249	-7.3%	99,189	78,651	-20.7%		
19 - Broadway / River Road	14,616	12,555	-14.1%	176,802	141,800	-19.8%	338,919	280,495	-17.2%		
21 - South Commercial	13,888	11,963	-13.9%	176,544	148,751	-15.7%	330,894	272,999	-17.5%		
22 - Library Loop	2,751	2,176	-20.9%	15,516	11,202	-27.8%	15,833	10,689	-32.5%		
23 - Lansing / Hawthorne	3,755	3,332	-11.3%	48,555	42,847	-11.8%	34,963	27,829	-20.4%		
24 - State / Lancaster	672	N/A	N/A	7,813	N/A	N/A	13,792	N/A	N/A		
26 - Glen Creek / Orchard Heights	1,970	1,728	-12.3%	19,334	16,937	-12.4%	8,726	6,183	-29.1%		
27 - Glen Creek / Eola	2,107	1,821	-13.6%	28,672	24,740	-13.7%	9,211	9,290	0.9%		
<i>Total</i>	<i>165,080</i>	<i>148,160</i>	<i>-10.2%</i>	<i>2,039,973</i>	<i>1,792,978</i>	<i>-12.1%</i>	<i>2,917,138</i>	<i>2,413,427</i>	<i>-17.3%</i>		
<b>LOCAL COMMUTER EXPRESS ROUTES</b>											
1X - Wilsonville / Salem Express	2,484	2,456	-1.1%	80,497	79,254	-1.5%	34,019	22,935	-32.6%		
<b>QUALIFIED HUMAN SERVICES ROUTES</b>											
91 - Garten Foundation	209	N/A	N/A	1,217	N/A	N/A	1,091	N/A	N/A		
92 - Rockwest	128	N/A	N/A	2,020	N/A	N/A	2,876	N/A	N/A		
9192 - Garten / Rockwest	N/A	194	N/A	N/A	2,536	N/A	N/A	3,058	N/A		
<i>Total</i>	<i>337</i>	<i>194</i>	<i>-42.4%</i>	<i>3,237</i>	<i>2,536</i>	<i>-21.7%</i>	<i>3,967</i>	<i>3,058</i>	<i>-22.9%</i>		
<i>Cherriots Local Y-T-D Total</i>	<i>167,901</i>	<i>150,810</i>	<i>-10.2%</i>	<i>2,123,707</i>	<i>1,874,768</i>	<i>-11.7%</i>	<i>2,955,124</i>	<i>2,439,420</i>	<i>-17.5%</i>		
<b>REGIONAL EXPRESS ROUTES</b>											
10X - Woodburn / Salem Express	7,223	3,827	-47.0%	64,854	77,575	19.6%	14,472	11,036	-23.7%		
20X - N. Marion Co. / Salem Express	6,725	3,271	-51.4%	75,336	71,298	-5.4%	9,984	10,515	5.3%		
30X - Santiam / Salem Express	6,117	3,016	-50.7%	64,415	65,438	1.6%	15,383	11,871	-22.8%		
40X - Polk County / Salem Express	7,848	4,268	-45.6%	74,831	90,544	21.0%	41,970	38,817	-7.5%		
50X - Dallas / Salem Express	1,984	1,299	-34.5%	17,161	30,424	77.3%	5,141	4,930	-4.1%		
<i>Cherriots Regional Express Y-T-D Total</i>	<i>29,897</i>	<i>15,681</i>	<i>-47.5%</i>	<i>296,597</i>	<i>335,279</i>	<i>13.0%</i>	<i>86,950</i>	<i>77,169</i>	<i>-11.2%</i>		
<b>REGIONAL FLEX ROUTE</b>											
Polk County Flex	3,508	2,110	-39.9%	38,742	25,733	-33.6%	6,960	4,628	-33.5%		
<i>Cherriots Regional Y-T-D Total</i>	<i>33,405</i>	<i>17,791</i>	<i>-46.7%</i>	<i>335,339</i>	<i>361,012</i>	<i>7.7%</i>	<i>93,910</i>	<i>81,797</i>	<i>-12.9%</i>		
<b>SHOP AND RIDE</b>											
Dial-a-Ride	3,314	2,003	-39.6%	39,102	23,483	-39.9%	5,443	2,895	-46.8%		
Shopper Shuttle	1,652	934	-43.5%	16,038	6,009	-62.5%	4,129	2,002	-51.5%		
<i>Cherriots Shop and Ride Y-T-D Total</i>	<i>4,966</i>	<i>2,937</i>	<i>-40.9%</i>	<i>55,140</i>	<i>29,492</i>	<i>-46.5%</i>	<i>9,572</i>	<i>4,897</i>	<i>-48.8%</i>		
<b>LIFT</b>											
ADA	28,435	25,352	-10.8%	340,688	298,521	-12.4%	64,365	53,565	-16.8%		
DD53	35,749	23,744	-33.6%	450,510	292,613	-35.0%	73,450	48,476	-34.0%		
<i>Cherriots LIFT Y-T-D Total</i>	<i>64,184</i>	<i>49,096</i>	<i>-23.5%</i>	<i>791,198</i>	<i>591,134</i>	<i>-25.3%</i>	<i>137,815</i>	<i>102,041</i>	<i>-26.0%</i>		

**Table 9.** Fare Type and Category Usage

<b>Cherriots Local</b>												
<i>Fare Categories</i>												
<b>Fare Types</b>	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>
30 Day Pass	129,567	0	-100.0%	178,080	0	-100.0%	41,977	0	-100.0%	-	-	-
Day Pass	116,016	0	-100.0%	107,896	0	-100.0%	87,709	0	-100.0%	-	-	-
Cash	26,167	0	-100.0%	6,846	0	-100.0%	14,819	0	-100.0%	-	-	-
Free	-	-	-	-	-	-	-	-	-	29,930	153,538	413.0%
<b>Cherriots Regional</b>												
<i>Fare Categories</i>												
<b>Fare Types</b>	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>	<i>Q4 2019</i>	<i>Q4 2020</i>	<i>% Change</i>
Monthly Pass	930	0	-100.0%	583	0	-100.0%	237	0	-100.0%	-	-	-
Day Pass	7,070	0	-100.0%	4,567	0	-100.0%	1,522	0	-100.0%	-	-	-
Cash	6,891	0	-100.0%	1,799	0	-100.0%	1,235	0	-100.0%	-	-	-
Free	-	-	-	-	-	-	-	-	-	611	7,048	1053.5%

**Table 10.** Saturday Total Revenue Hours

Route	FY20 Q4			
	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	36	60	48	144
<b>3 - Portland Road</b>	36	60	48	144
<b>4 - State Street</b>	37	62	50	149
<b>5 - Center Street</b>	36	60	48	144
<b>6 - Mission / Fairview Industrial</b>	0	51	69	120
<b>7 - Mission / Hawthorne</b>	35	58	46	139
<b>8 - 12th / Liberty via Red Leaf</b>	36	60	48	144
<b>9 - Cherry / River Road</b>	37	62	50	149
<b>11 - Lancaster / Verda</b>	134	229	185	548
<b>13 - Silverton Road</b>	35	59	47	141
<b>16 - Wallace Road</b>	0	21	28	49
<b>17 - Edgewater / Gerth</b>	36	60	48	144
<b>18 - 12th / Liberty via Lone Oak</b>	0	0	0	0
<b>19 - Broadway / River Road</b>	37	93	91	221
<b>21 - South Commercial</b>	36	93	92	221
<i>Cherritots Local Monthly Total</i>	531	1,028	898	2,457
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	21	35	28	84
<b>20X - N. Marion Co. / Salem Express</b>	26	44	35	105
<b>30X - Santiam / Salem Express</b>	21	35	28	84
<b>40X - Polk County / Salem Express</b>	28	45	37	110
<i>Cherriots Regional Express Monthly Total</i>	96	159	128	383
<b>LIFT</b>				
<b>ADA</b>	146	192	175	513
<b>DD53</b>	5	9	11	25
<i>Cherriots LIFT Total</i>	151	201	186	538

**Table 11. Saturday Average Revenue Hours / Day**

Route	FY20 Q4			
	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
2 - Market / Brown	9.0	12.0	12.0	11.1
3 - Portland Road	9.0	12.0	12.0	11.1
4 - State Street	9.3	12.4	12.5	11.5
5 - Center Street	9.0	12.0	12.0	11.1
6 - Mission / Fairview Industrial	0.0	10.2	17.3	9.2
7 - Mission / Hawthorne	8.8	11.6	11.5	10.7
8 - 12th / Liberty via Red Leaf	9.0	12.0	12.0	11.1
9 - Cherry / River Road	9.3	12.4	12.5	11.5
11 - Lancaster / Verda	33.5	45.8	46.3	42.2
13 - Silverton Road	8.8	11.8	11.8	10.8
16 - Wallace Road	0.0	4.2	7.0	3.8
17 - Edgewater / Gerth	9.0	12.0	12.0	11.1
18 - 12th / Liberty via Lone Oak	0.0	0.0	0.0	0.0
19 - Broadway / River Road	9.3	18.6	22.8	17.0
21 - South Commercial	9.0	18.6	23.0	17.0
<i>Cherriots Local Monthly Total</i>	132.8	205.6	224.5	189.0
<b>REGIONAL EXPRESS ROUTES</b>				
10X - Woodburn / Salem Express	5.3	7.0	7.0	6.5
20X - N. Marion Co. / Salem Express	6.5	8.8	8.8	8.1
30X - Santiam / Salem Express	5.3	7.0	7.0	6.5
40X - Polk County / Salem Express	7.0	9.0	9.3	8.5
<i>Cherriots Regional Express Monthly Total</i>	24.0	31.8	32.0	29.5
<b>LIFT</b>				
ADA	36.5	38.4	43.8	39.5
DD53	1.3	1.8	2.8	1.9
<i>Cherriots LIFT Total</i>	37.8	40.2	46.5	41.4

**Table 12. Saturday Total Revenue Miles**

Route	FY20 Q4			
	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	452	753	603	1,808
<b>3 - Portland Road</b>	420	701	560	1,681
<b>4 - State Street</b>	365	609	487	1,461
<b>5 - Center Street</b>	410	683	546	1,639
<b>6 - Mission / Fairview Industrial</b>	0	760	1,014	1,774
<b>7 - Mission / Hawthorne</b>	447	744	595	1,786
<b>8 - 12th / Liberty via Red Leaf</b>	460	767	614	1,841
<b>9 - Cherry / River Road</b>	549	915	732	2,196
<b>11 - Lancaster / Verda</b>	1,681	2,870	2,333	6,884
<b>13 - Silverton Road</b>	333	554	443	1,330
<b>16 - Wallace Road</b>	0	275	366	641
<b>17 - Edgewater / Gerth</b>	277	462	369	1,108
<b>18 - 12th / Liberty via Lone Oak</b>	0	0	0	0
<b>19 - Broadway / River Road</b>	2,889	1,204	1,177	5,270
<b>21 - South Commercial</b>	2,660	1,145	1,133	4,938
<i>Cherriots Local Monthly Total</i>	<i>10,943</i>	<i>12,442</i>	<i>10,972</i>	<i>34,357</i>
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	461	756	624	1,841
<b>20X - N. Marion Co. / Salem Express</b>	613	1,020	835	2,468
<b>30X - Santiam / Salem Express</b>	515	864	698	2,077
<b>40X - Polk County / Salem Express</b>	595	1,094	800	2,489
<i>Cherriots Regional Express Monthly Total</i>	<i>2,184</i>	<i>3,734</i>	<i>2,957</i>	<i>8,875</i>
<b>LIFT</b>				
<b>ADA</b>	1,560	1,795	1,785	5,140
<b>DD53</b>	56	114	143	313
<i>Cherriots LIFT Total</i>	<i>1,616</i>	<i>1,909</i>	<i>1,928</i>	<i>5,453</i>

**Table 13. Saturday Average Revenue Miles / Day**

Route	FY20 Q4			
	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	113.0	150.6	150.8	139.1
<b>3 - Portland Road</b>	105.0	140.2	140.0	129.3
<b>4 - State Street</b>	91.3	121.8	121.8	112.4
<b>5 - Center Street</b>	102.5	136.6	136.5	126.1
<b>6 - Mission / Fairview Industrial</b>	0.0	152.0	253.5	136.5
<b>7 - Mission / Hawthorne</b>	111.8	148.8	148.8	137.4
<b>8 - 12th / Liberty via Red Leaf</b>	115.0	153.4	153.5	141.6
<b>9 - Cherry / River Road</b>	137.3	183.0	183.0	168.9
<b>11 - Lancaster / Verda</b>	420.3	574.0	583.3	529.5
<b>13 - Silverton Road</b>	83.3	110.8	110.8	102.3
<b>16 - Wallace Road</b>	0.0	55.0	91.5	49.3
<b>17 - Edgewater / Gerth</b>	69.3	92.4	92.3	85.2
<b>18 - 12th / Liberty via Lone Oak</b>	0.0	0.0	0.0	0.0
<b>19 - Broadway / River Road</b>	722.3	240.8	294.3	405.4
<b>21 - South Commercial</b>	665.0	229.0	283.3	379.8
<i>Cherriots Local Monthly Total</i>	<i>2,735.8</i>	<i>2,488.4</i>	<i>2,743.0</i>	<i>2,642.8</i>
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	115.3	151.2	156.0	141.6
<b>20X - N. Marion Co. / Salem Express</b>	153.3	204.0	208.8	189.8
<b>30X - Santiam / Salem Express</b>	128.8	172.8	174.5	159.8
<b>40X - Polk County / Salem Express</b>	148.8	218.8	200.0	191.5
<i>Cherriots Regional Express Monthly Total</i>	<i>546.0</i>	<i>746.8</i>	<i>739.3</i>	<i>682.7</i>
<b>LIFT</b>				
<b>ADA</b>	390.0	359.0	446.3	395.4
<b>DD53</b>	14.0	22.8	35.8	24.1
<i>Cherriots LIFT Total</i>	<i>404.0</i>	<i>381.8</i>	<i>482.0</i>	<i>419.5</i>



**Table 14. Saturday Total Boardings**

Route	FY20 Q4			
	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	223	460	542	1,225
<b>3 - Portland Road</b>	90	279	335	704
<b>4 - State Street</b>	90	428	388	906
<b>5 - Center Street</b>	210	408	462	1,080
<b>6 - Mission / Fairview Industrial</b>	0	71	108	179
<b>7 - Mission / Hawthorne</b>	85	172	207	464
<b>8 - 12th / Liberty via Red Leaf</b>	147	390	445	982
<b>9 - Cherry / River Road</b>	109	295	313	717
<b>11 - Lancaster / Verda</b>	510	1,390	1,495	3,395
<b>13 - Silverton Road</b>	136	386	368	890
<b>16 - Wallace Road</b>	0	32	123	155
<b>17 - Edgewater / Gerth</b>	144	314	348	806
<b>18 - 12th / Liberty via Lone Oak</b>	0	0	0	0
<b>19 - Broadway / River Road</b>	305	773	898	1,976
<b>21 - South Commercial</b>	326	765	1,034	2,125
<i>Cherriots Local Monthly Total</i>	<i>2,375</i>	<i>6,163</i>	<i>7,066</i>	<i>15,604</i>
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	24	33	31	88
<b>20X - N. Marion Co. / Salem Express</b>	13	31	26	70
<b>30X - Santiam / Salem Express</b>	15	33	29	77
<b>40X - Polk County / Salem Express</b>	49	113	108	270
<i>Cherriots Regional Express Monthly Total</i>	<i>101</i>	<i>210</i>	<i>194</i>	<i>505</i>
<b>LIFT</b>				
<b>ADA</b>	196	236	234	666
<b>DD53</b>	8	11	12	31
<i>Cherriots LIFT Total</i>	<i>204</i>	<i>247</i>	<i>246</i>	<i>697</i>

**Table 15. Saturday Average Boardings / Day**

Route	FY20 Q4			
	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	55.8	92.0	135.5	94.2
<b>3 - Portland Road</b>	22.5	55.8	83.8	54.2
<b>4 - State Street</b>	22.5	85.6	97.0	69.7
<b>5 - Center Street</b>	52.5	81.6	115.5	83.1
<b>6 - Mission / Fairview Industrial</b>	0.0	14.2	27.0	13.8
<b>7 - Mission / Hawthorne</b>	21.3	34.4	51.8	35.7
<b>8 - 12th / Liberty via Red Leaf</b>	36.8	78.0	111.3	75.5
<b>9 - Cherry / River Road</b>	27.3	59.0	78.3	55.2
<b>11 - Lancaster / Verda</b>	127.5	278.0	373.8	261.2
<b>13 - Silverton Road</b>	34.0	77.2	92.0	68.5
<b>16 - Wallace Road</b>	0.0	6.4	30.8	11.9
<b>17 - Edgewater / Gerth</b>	36.0	62.8	87.0	62.0
<b>18 - 12th / Liberty via Lone Oak</b>	0.0	0.0	0.0	0.0
<b>19 - Broadway / River Road</b>	76.3	154.6	224.5	152.0
<b>21 - South Commercial</b>	81.5	153.0	258.5	163.5
<i>Cherriots Local Monthly Total</i>	593.8	1,232.6	1,766.5	1,200.3
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	6.0	6.6	7.8	6.8
<b>20X - N. Marion Co. / Salem Express</b>	3.3	6.2	6.5	5.4
<b>30X - Santiam / Salem Express</b>	3.8	6.6	7.3	5.9
<b>40X - Polk County / Salem Express</b>	12.3	22.6	27.0	20.8
<i>Cherriots Regional Express Monthly Total</i>	25.3	42.0	48.5	38.8
<b>LIFT</b>				
<b>ADA</b>	49.0	47.2	58.5	51.2
<b>DD53</b>	2.0	2.2	3.0	2.4
<i>Cherriots LIFT Total</i>	51.0	49.4	61.5	53.6

**Table 16. Saturday Average Boardings / Revenue Hour**

Route	FY20 Q4			
	Apr 2020	May 2020	Jun 2020	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	6.2	7.7	11.3	8.5
<b>3 - Portland Road</b>	2.5	4.7	7.0	4.9
<b>4 - State Street</b>	2.4	6.9	7.8	6.1
<b>5 - Center Street</b>	5.8	6.8	9.6	7.5
<b>6 - Mission / Fairview Industrial</b>	N/A	1.4	1.6	1.5
<b>7 - Mission / Hawthorne</b>	2.4	3.0	4.5	3.3
<b>8 - 12th / Liberty via Red Leaf</b>	4.1	6.5	9.3	6.8
<b>9 - Cherry / River Road</b>	2.9	4.8	6.3	4.8
<b>11 - Lancaster / Verda</b>	3.8	6.1	8.1	6.2
<b>13 - Silverton Road</b>	3.9	6.5	7.8	6.3
<b>16 - Wallace Road</b>	N/A	1.5	4.4	3.2
<b>17 - Edgewater / Gerth</b>	4.0	5.2	7.3	5.6
<b>18 - 12th / Liberty via Lone Oak</b>	N/A	N/A	N/A	N/A
<b>19 - Broadway / River Road</b>	8.2	8.3	9.9	8.9
<b>21 - South Commercial</b>	9.1	8.2	11.2	9.6
<i>Cherriots Local Monthly Total</i>	4.5	6.0	7.9	6.4
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	1.1	0.9	1.1	1.0
<b>20X - N. Marion Co. / Salem Express</b>	0.5	0.7	0.7	0.7
<b>30X - Santiam / Salem Express</b>	0.7	0.9	1.0	0.9
<b>40X - Polk County / Salem Express</b>	1.8	2.5	2.9	2.5
<i>Cherriots Regional Express Monthly Total</i>	1.1	1.3	1.5	1.3
<b>LIFT</b>				
<b>ADA</b>	1.3	1.2	1.3	1.3
<b>DD53</b>	1.6	1.2	1.1	1.2
<i>Cherriots LIFT Total</i>	1.4	1.2	1.3	1.3

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


Route	Revenue Hours	Revenue Miles	Boardings
	FY20	FY20	FY20
<b>LOCAL BUS SERVICE</b>			
2 - Market / Brown	961	12,165	17,005
3 - Portland Road	594	6,933	8,387
4 - State Street	608	5,984	9,207
5 - Center Street	969	10,999	16,676
6 - Mission / Fairview Industrial	750	11,245	2,697
7 - Mission / Hawthorne	575	7,417	4,706
8 - 12th / Liberty via Red Leaf	796	10,640	7,700
9 - Cherry / River Road	613	8,992	6,488
11 - Lancaster / Verda	2,211	27,987	34,143
13 - Silverton Road	547	5,154	8,561
16 - Wallace Road	310	4,084	2,785
17 - Edgewater / Gerth	954	7,339	9,836
18 - 12th / Liberty via Lone Oak	653	8,709	6,027
19 - Broadway / River Road	1,022	15,634	23,959
21 - South Commercial	1,029	14,914	21,653
<i>Cherriots Local Y-T-D Total</i>	<i>12,592</i>	<i>158,196</i>	<i>179,830</i>
<b>REGIONAL EXPRESS ROUTES</b>			
10X - Woodburn / Salem Express	299	6,464	640
20X - N. Marion Co. / Salem Express	370	8,619	735
30X - Santiam / Salem Express	294	7,367	561
40X - Polk County / Salem Express	380	8,300	2,542
<i>Cherriots Regional Express Y-T-D Total</i>	<i>1,343</i>	<i>30,750</i>	<i>4,478</i>
<b>LIFT</b>			
ADA	1,884	20,262	2,788
DD53	121	1,786	168
<i>Cherriots LIFT Y-T-D Total</i>	<i>2,005</i>	<i>22,048</i>	<i>2,956</i>

**Table 18.** Saturday Fare Type and Category Usage

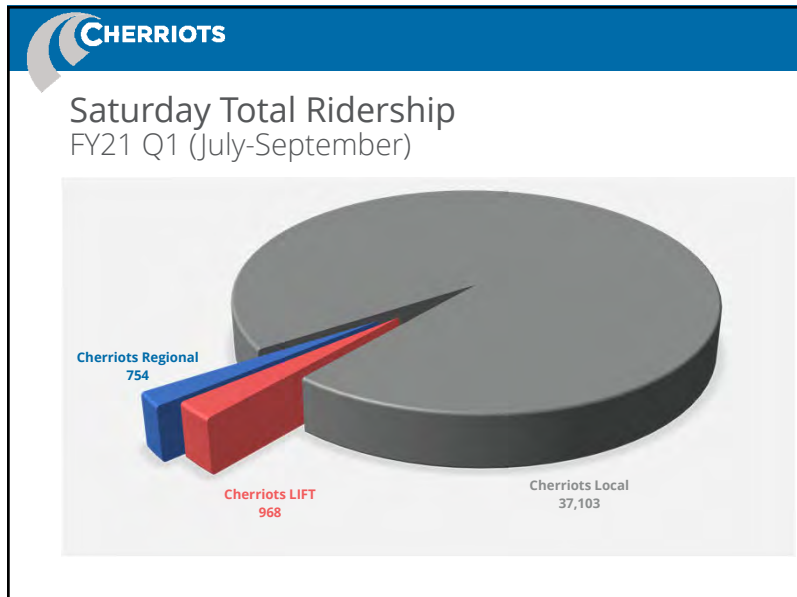
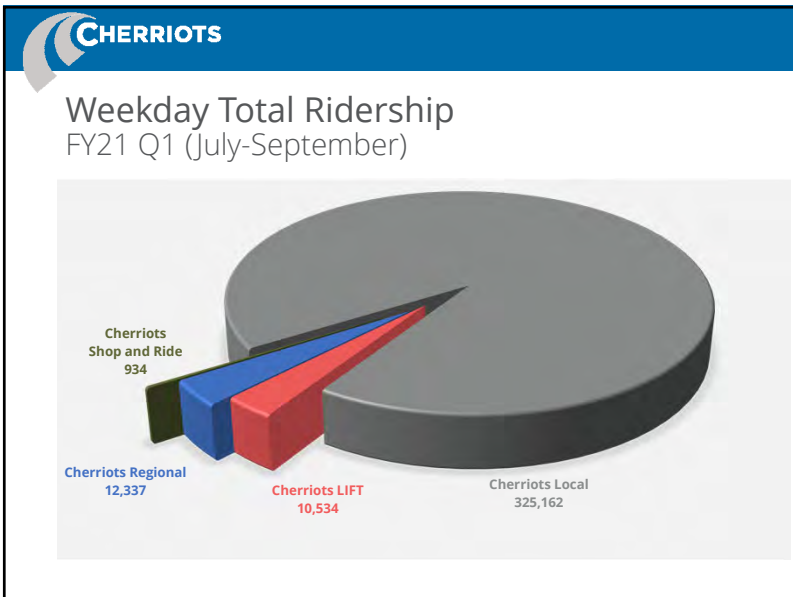
<b>Cherriots Local</b>				
	<i>Fare Categories</i>			
	<i>Full Fare</i>	<i>Reduced Fare</i>	<i>Youth Fare</i>	<i>Free</i>
<b>Fare Types</b>	<i>Q4 2020</i>	<i>Q4 2020</i>	<i>Q4 2020</i>	<i>Q4 2020</i>
30 Day Pass	0	0	0	-
Day Pass	0	0	0	-
Cash	0	0	0	-
Free	-	-	-	15,604
<b>Cherriots Regional</b>				
	<i>Fare Categories</i>			
	<i>Full Fare</i>	<i>Reduced Fare</i>	<i>Youth Fare</i>	<i>Free</i>
<b>Fare Types</b>	<i>Q4 2020</i>	<i>Q4 2020</i>	<i>Q4 2020</i>	<i>Q4 2020</i>
Monthly Pass	0	0	0	-
Day Pass	0	0	0	-
Cash	0	0	0	-
Free	-	-	-	505

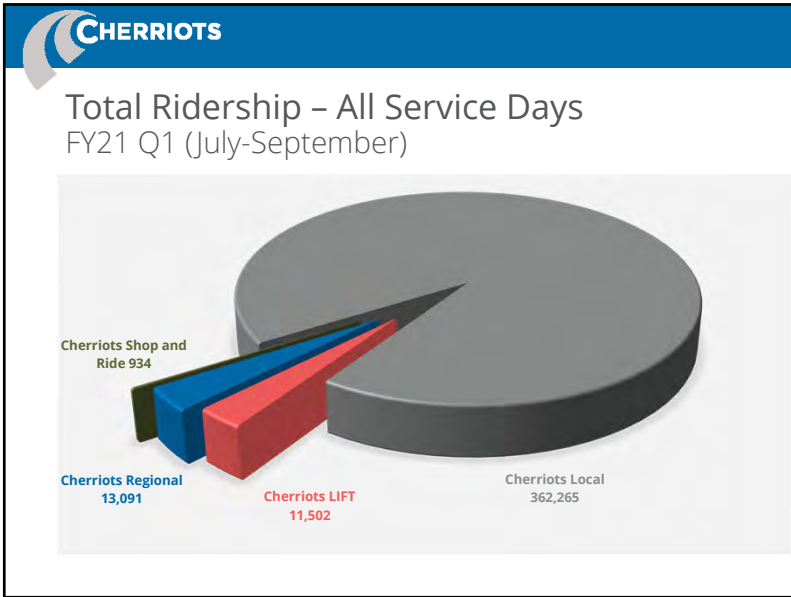
# FY21 Q1 Performance Report

July- September

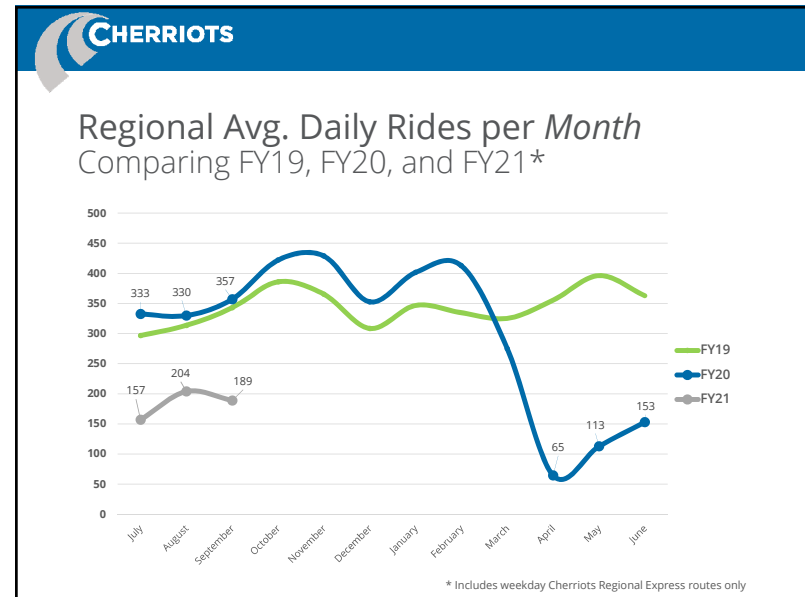
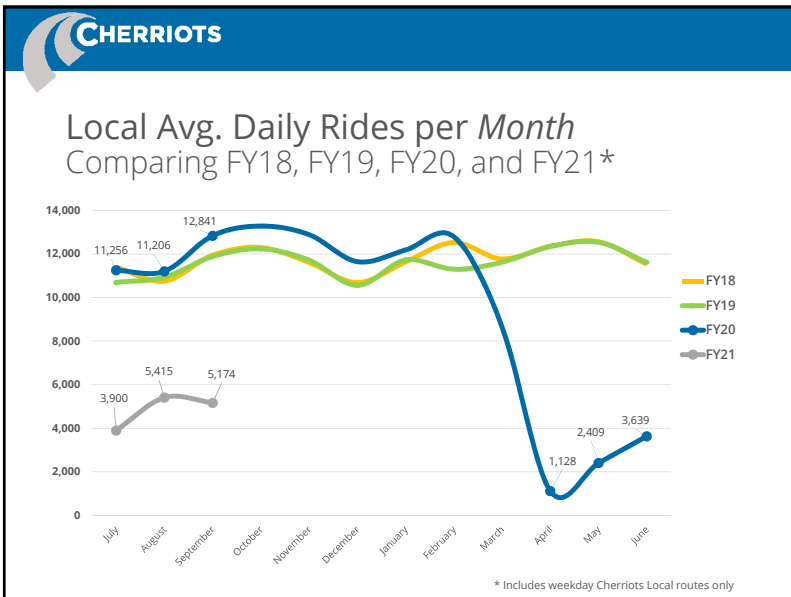


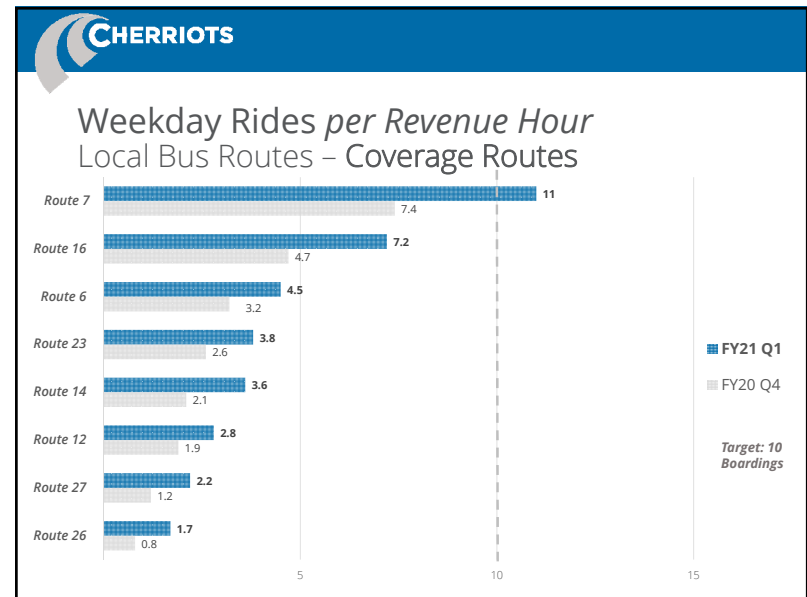
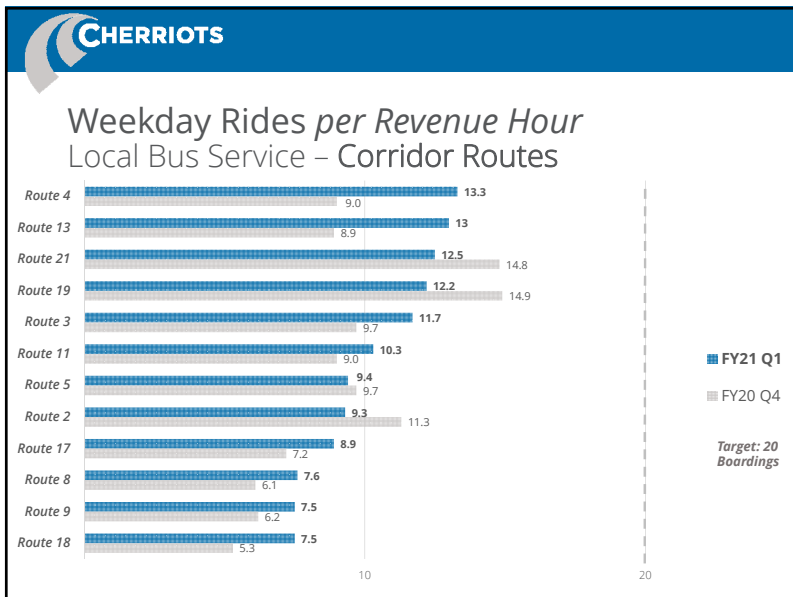
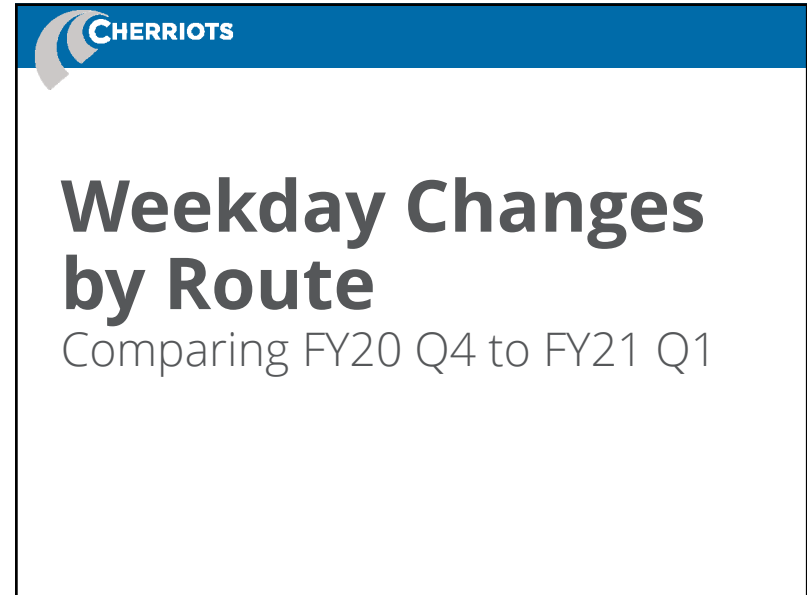
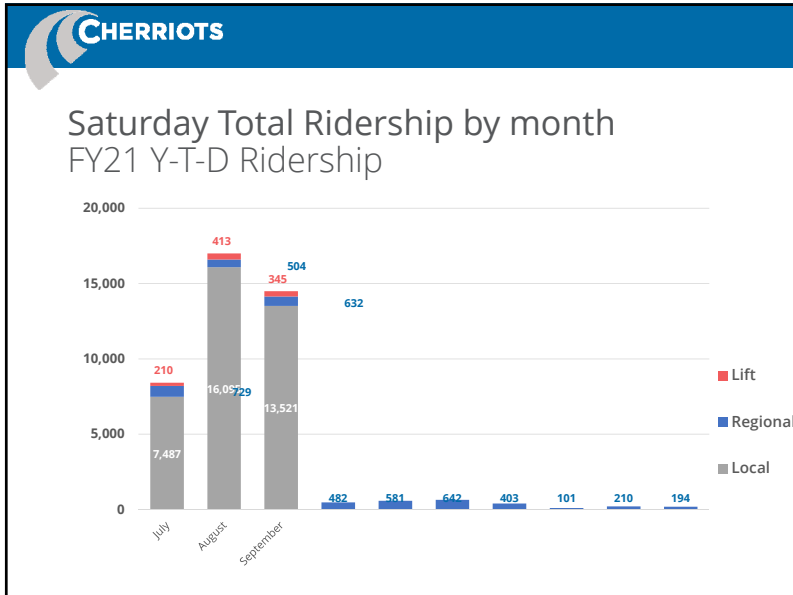
# Ridership Totals



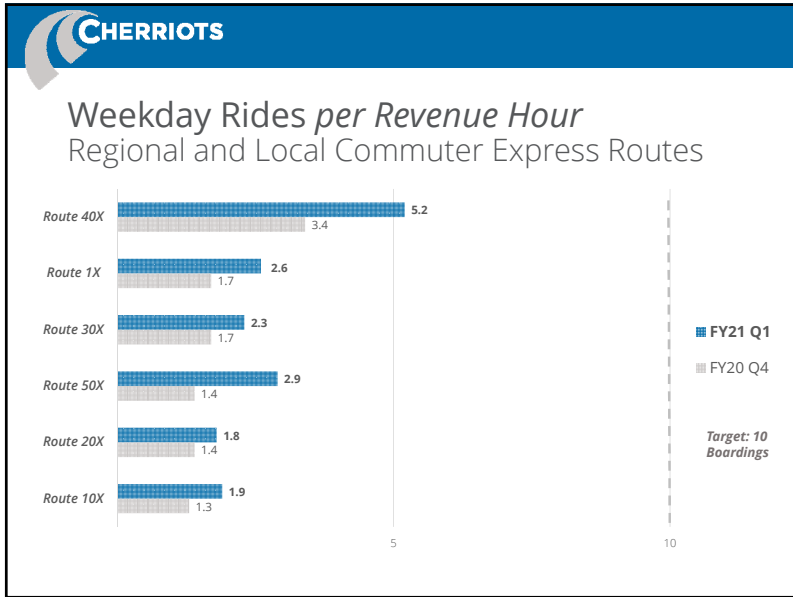


# Ridership Averages





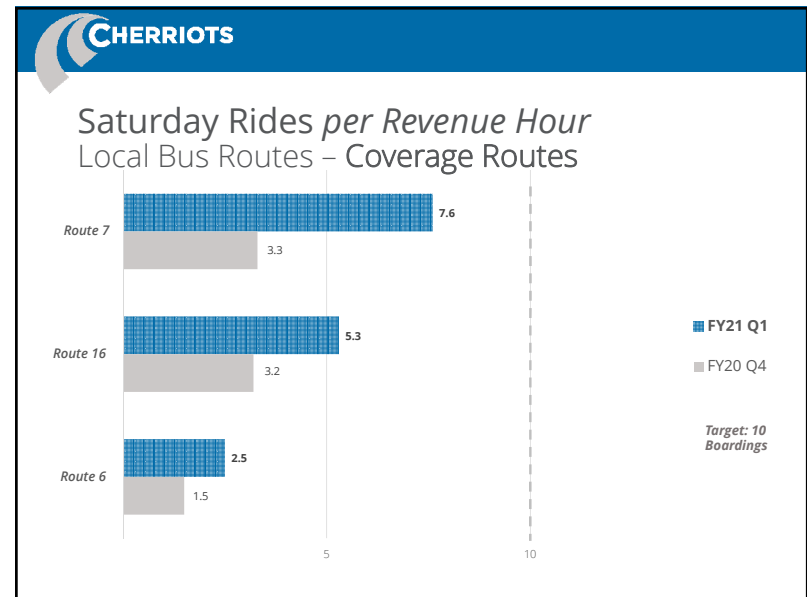
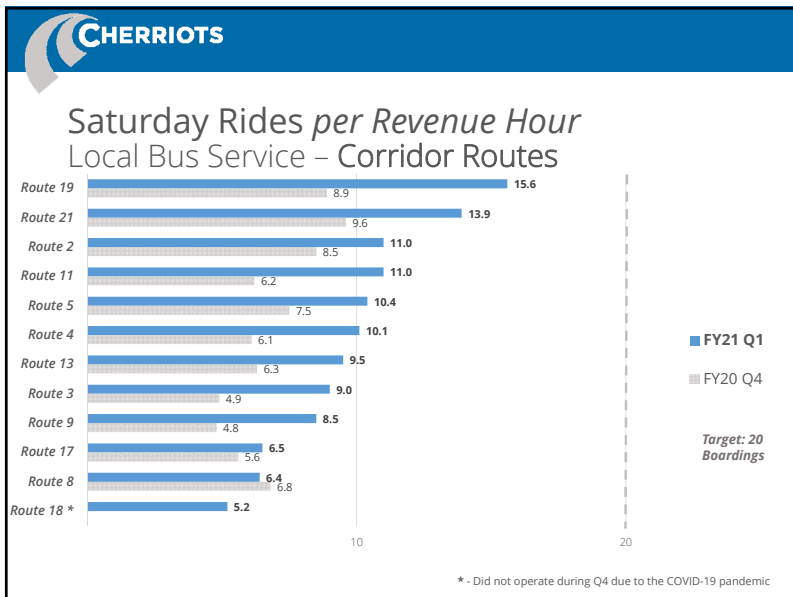


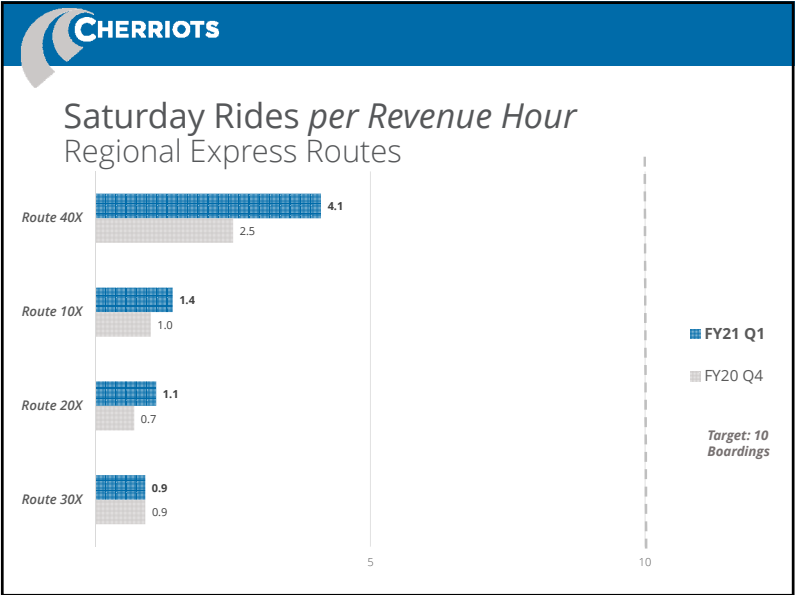


**CHERRIOTS**

# Saturday Changes by Route

Comparing FY20 Q4 to FY21 Q1







**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** November 19, 2020

**Subject:** Cherriots Trip Choice FY 2020-2021 – First Quarter Report

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**ISSUE**

The first quarter report of the 2020-2021 Cherriots Trip Choice Program.

**BACKGROUND AND FINDINGS**

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

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

None

**PROPOSED MOTION**

Information only

## **CHERRIOTS TRIP CHOICE**

First Quarter Report / 2020-2021

July, August, September 2020

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The Cherrlots Trip Choice team members have been working remotely since mid-March and have adapted the program activities as the needs of the region have changed. Attending virtual conferences and learning from other transportation options programs has provided some insight into ways the program can remain active and help plan for the eventual return to work for many of the program participants.

### **GOAL: AWARENESS AND UNDERSTANDING**

#### **Community Outreach**

During the quarter, staff continued to engage with the community by promoting modes and activities that met the realities of the current commuting situation. This included promoting the *Get There Challenge*, engaging with the employee transportation coordinators (ETCs) by providing them with resources and information, and continuing to reinforce the infrastructure for vanpooling.

#### **Get There Challenge**

During the quarter, all of the preparation work was completed for the *Get There Challenge*, which took place October 5 – 18. Because the pandemic made it less than ideal to promote carpooling, using transit, or vanpooling, the organizers of the challenge came up with creative and engaging ways to encourage participation. These included the ability to “unlock” achievements by completing activities, taking actions, or building skills.

In addition to statewide marketing, Trip Choice promoted the challenge regionally. The District’s customer experience specialist assisted with promotion of the challenge on Facebook, LinkedIn and the Cherrlots website. Lastly, articles were published in the Cherrlots eNews and the ETC eNews, which the ETCs forwarded to their coworkers.

#### **Employee Transportation Coordinators**

The ETC e-newsletter is proving to be an effective way to provide updates to the ETC network. Topics include Cherrlots service updates, promoting the *Get There Challenge*, information on Valley Vanpool, and providing teleworking resources.

Staff continues to hold one-on-one meetings with ETCs to remain a resource and support throughout the pandemic while many ETCs are balancing working remotely with school-aged children. Quarterly meetings will resume in 2021.

**GOAL: EXPANDED MARKETS**

**Group Pass Program**

To limit contact between transit operators and riders, all of the Cherriots services are currently fare free. All participants of the Group Pass Program (GPP) were notified, and billing has been suspended until fare collection resumes.

Staff continue to check in with the GPP employers to see how Cherriots can continue to be a resource, as the majority of the workforce is working remotely to comply with physical distancing requirements.

**Vanpool**

Currently, Valley Vanpool’s (VVP) website is located on a subpage within the Get There site. After a discussion with the partners, it was decided that VVP will continue with the pre-pandemic plan of developing an individual website. Roles and responsibilities among the partners have been reestablished. A communication plan that focuses on effectively communicating with the drivers of the vans is being developed and will be completed by Q2.

There are 32 vans within the program; 23 of those vans receive a subsidy from Cherriots.

**Get There Oregon**

There has been a slight uptick in users because of the *Get There Challenge*. This is expected to increase further during the next quarter, which will include October figures.

<b>Total statewide users = 8,008</b>			
<b>Total regional users = 1,275</b>			
New users	355	Train trips	0
Bike trips	293	Vanpool trips	14
Bus trips	142	Walk trips	132
Carpool trips	441	Telework trips	1,525

**GOAL: SAFETY**

**Safe Routes to School**

After many years of successfully conducting the student poster contest and producing an annual calendar, Cherriots Trip Choice has transitioned the management and promotion of the poster contest to the Safe Routes to Schools (SRTS) Program. Trip Choice staff have been working with the SRTS staff to help with the transition.

## Bicycle repair events

The bicycle repair events at the Edgewater Farmers Market concluded at the end of September with encouraging results. These events were held in partnership with the Safe Routes to School Program, North West Hub, Salem Leadership Foundation, and Edgewater Partnership. Trip Choice sponsored the activities at the Edgewater Farmers Market event, and other locations were included through other funding sources. Location, usage, and service hours are listed below.

LOCATION	NUMBER OF BIKES	NUMBER OF SERVICE HOURS (based on two mechanics per event)	DATES
Edgewater Farmers Market	70	94	Thursdays July/August
Keizer Church of Christ	18	9	Friday, Aug. 7 and Sept. 4
Northgate Park	28	42	Wednesdays July/August/September
Auburn Elementary	17	8	Wednesdays October/November
<b>TOTALS</b>	<b>133</b>	<b>153</b>	<b>21 Bike Repair Events</b>

## Bicycling and walking

Trip Choice continues to support and promote bicycling and walking as a cost effective and healthy way to exercise or use for recreation. This includes updating information on the Cherriots website and sending periodic reminders on Facebook page about available resources.

Staff recently distributed new Polk County Bike Maps and safe cycling promotional items to the new Independence Hotel. Among other amenities for the traveler, the hotel has a bike maintenance room with heated work benches and tools that are available 24 hours a day. In-room storage is available for at least two bikes, and guests have access to an outdoor cleaning and maintenance station as well.

Because the Willamette Valley Scenic Bikeway — the first scenic bikeway designated in the United States — passes through Independence, it is a hub for cyclists from all over the world. They now have the Cherriots Trip Choice regional map and branded items to distribute to the cycling guests.

## **PROGRAM WORK AND ACTIVITIES**

### **Telework**

Trip Choice was tasked with developing a toolkit with resources on various elements of teleworking that would benefit external stakeholders and partners. This project was approached with a no-one-size-fits-all mindset. The versatile toolkit serves as a starting point for the foundation of an organization's teleworking program and can be adapted as needed.

Various departments of an organization will be able to utilize the documents within the toolkit. There are resources that focus on human resources concerns, including policies, agreements, and suitability assessments; teleworking tips for employees; and training for supervisors who are managing remote workers.

Editorial review of the toolkit has been completed; it is now in the design and branding phase.

### **Ride Salem Bike Share**

Ride Salem is a nonprofit managed primarily by Evan and Kathy Osborne and guided by a board of directors. All program operations ceased in mid-2020 when Zagster (the service provider) filed for bankruptcy. With the uncertain future of Ride Salem and other bike share programs in the state, ODOT issued a request for information for bike and scooter mobility services. The intent of the RFI is to find ways to stabilize and standardize bike share across the state.

Evan Osborne has been involved in ongoing conversations with ODOT, as well as seeking ways to launch the Ride Salem program prior to an ODOT decision. He has received approval from the City of Salem to continue using four bike station locations on property owned or controlled by the City (including the one near the Downtown Transit Center). The challenge to restarting the program continues to be securing adequate insurance. Mr. Osborne has been reaching out to insurance companies to seek an alternative to the current premium quote of \$55,000 annually, which is out of reach for Ride Salem.

### **Park and Ride lot inventory**

Cherriots Trip Choice has acted as the point of contact for information and promotion of park and ride lots in Polk, Marion, and Yamhill counties for many years. As part of that responsibility, staff periodically conducts inventories of the lots to ensure the accuracy of published information. This quarter, the inventory comprised 18 different lots. The goal is to confirm existing information such as number of spaces, shelters,

signage, and lighting. After the inventory was completed, staff provided the information to Cherriots staff and ODOT.

### **Virtual conferences and webinars**

Staff attended a variety of professional development, industry specific, and educational webinars and conferences during the quarter. These were either single events or part of the 2020 Association for Commuter Transportation Conference. Sessions included micromobility, women in transportation, racial equity, commuting during COVID, improving community engagement, and transportation options programs specifically for government employees.

Despite being done virtually, staff maintains a close connection with community and industry groups. This allows staff members to initiate and support valuable regional connections and learn from others best practices. These include meetings with:


- Association for Commuter Transportation – Board member
- ACT Cascade Chapter – Board member
- Chehalem Valley Chamber of Commerce
- McMinnville Chamber of Commerce
- Monmouth/Independence Chamber of Commerce
- Polk County Leadership Breakfast
- Safe Routes to School – Steering Committee
- Salem Chamber of Commerce
- Salem Bike Club – Education and Community Outreach Committee
- Salem for Refugees – Transportation Action Committee
- Salem-Keizer Active Transportation Networking Group
- SEDCOR
- Statewide TDM meetings
- Transportation Options Group of Oregon – Board members
- Valley VanPool Partnership
- Willamette University Sustainability Networking Group




# Cherriots Trip Choice

## FY 2020-2021 – First Quarter Report

Roxanne Beltz  
Trip Choice Program Coordinator



# Awareness and Understanding




## Get There Challenge

### Achievements

- ✓ Activity
- ✓ Action
- ✓ Skill builders




## ETC's



Employee Transportation Coordinator e-news  
*An e-newsletter for ETC's in the Willamette Valley*

# Expanded Markets

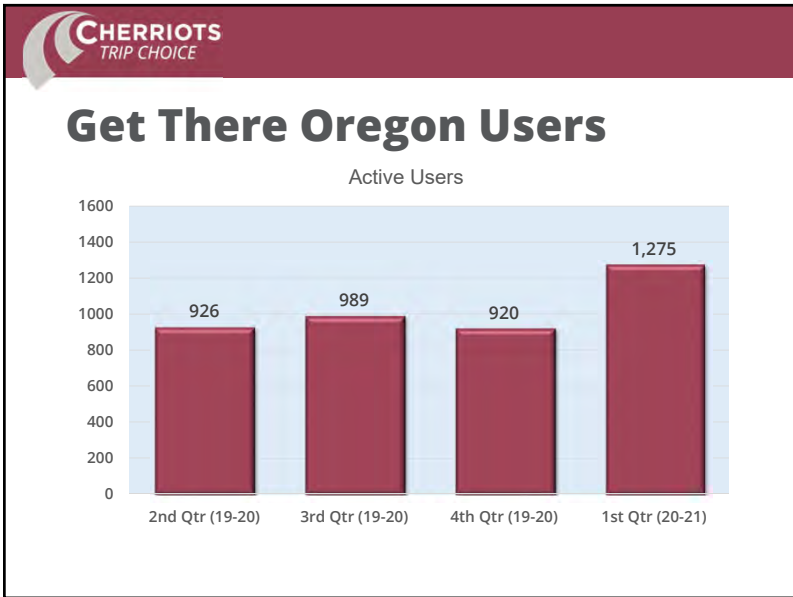


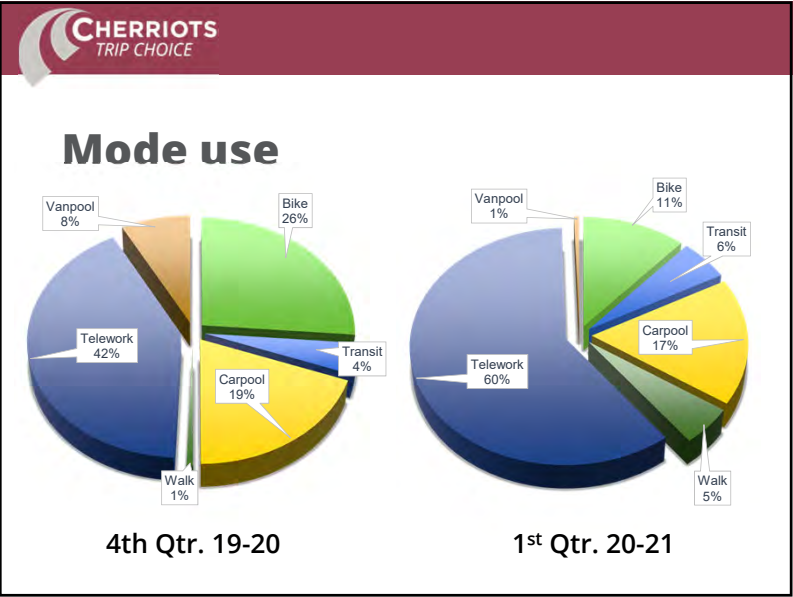

## Expanded Markets

- Group Pass Program
- Valley Vanpool
  - ✓ 32 vans in the program
    - 23 of these are subsidized by Cherriots
- ✓ Partner activities
  - Web presence
  - Communication plan




# Get There Oregon



**Safety**

**Bicycle repair events**

LOCATION	NUMBER OF BIKES	NUMBER OF SERVICE HOURS	DATES
Edgewater Farmers Market	70	94	Thursdays July/August
Keizer Church of Christ	18	9	Friday, Aug. 7 and Sept. 4
Northgate Park	28	42	Wednesdays July/August/September
Auburn Elementary	17	8	Wednesdays October/November
<b>TOTALS</b>	<b>133</b>	<b>153</b>	<b>21 Bike Repair Events</b>

**Program work and activities**



## Program work and activities

- Telework toolkit
- Ride Salem bike share



## Program work and activities

- Park and Ride lot inventory
- Virtual conference and webinars



Comments or questions?



# BOARD MEETING MEMO

Agenda Item H.4

**To:** Board of Directors

**From:** Al McCoy, Chief Financial Officer

**Thru:** Allan Pollock, General Manager

**Date:** November 19, 2020

**Subject:** FY2021 First Quarter Finance Report

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## ISSUE

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

## BACKGROUND AND FINDINGS

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

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

### General Fund Revenues:

*STIF Formula* funds are at 32% of annual budget. The total budgeted amount represents staff's best estimate based the ODOT forecast prior to budget adoption.

The District received 1% of the projected *Property Taxes* in the first quarter of the year. This amount reflects the last of payments credited to FY20 assessments. The amount budgeted is the estimate for FY21 property taxes. The majority of the property taxes are received in November when tax payers take advantage of the largest discount offered to those who pay the tax by November 16 (Nov. 15 falls on a Sunday this year).

*Oregon State In-Lieu* shows no receipts for the first quarter; however, the quarterly payment from Oregon Department of Administrative Services of \$1.8 million was received in October.

*Advertising* is performing below the budgeted level, at 16% of the annual budget. The vendor and the District negotiated an agreement to waive the contract minimums through the month of December 2020, due to pandemic-related reduction in business advertising.

*Miscellaneous revenues* are performing better than expected, at 77% of annual budget, due to the sales of various assets in the first quarter.

### **General Fund Expenditures:**

The *Total Operating Expenditures* of the General Fund are slightly under budget at 22% of total annual budget. All divisions in the General Fund are at or below the anticipated 25% of total budget, ranging from 14% to 24% of annual budget expended.

### **Transportation Program Fund Revenues:**

*STIF Formula*, *STIF Pass Through Formula Funds*, and *STF Pass Through Funds* categories are all at 25% of annual budget. *STF Funds* for the District are above projection at 30%.

*Federal Funds*, including *CARES Act* funding in FY21 is lagging behind projections in the first quarter. This is expected because we must incur the expenses prior to requesting a drawdown from FTA. With regard to *CARES Act* funding for the first quarter, two drawdowns were requested this month, the latest being on November 15.

Another large revenue category, *DD53 Revenues*, shows no posting for the quarter, even though the estimated quarterly budget was \$440,588. The Department of Human Services is running about three months behind in reimbursing the District, e.g. we received July's reimbursement in October.

### **Transportation Fund Expenditures:**

The *Total Transportation Programs Fund* expenditures are at 18% of annual budget. Most programs are in line with spending one fourth of the annual budgeted amount. Only one program is slightly over at this point in the fiscal year: *Cherriots Shop & Ride* is at 28% of annual budget.

Also, *Special Transportation Coordination* category is at 0% of annual budget. While this category includes allowed STF administrative costs of \$2,000, the budget of \$210,046 primarily includes our pass through funds for both the STF and the STIF monies. These

are disbursed as requested by the sub-recipients and when all proper documentation has been received. In the first quarter, the District did not process reimbursement requests for any of our sub-recipients. However, we distributed STF funds in October to sub-recipients.

**Capital Project Fund Revenues:**

*Total Capital Revenues* in the Capital Project Fund are at 0% of total budget this quarter because they always lag expenditures until we are reimbursed by the granting federal or state agency.

**Capital Project Fund Expenditures:**

Overall the *Capital Project Fund* expenditures are 9% of the annual approved budget. Though also a low percentage, this is actually double the percentage at this time last year. At the first of a budget year, it usually takes some time for project expenditures to hit the financials. A majority of the costs shown for the first quarter relate to the CAD/AVL installation and to the Keizer Transit Center signalization project.

**FINANCIAL IMPACT**

None. For informational purposes.

**RECOMMENDATION**

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

**PROPOSED MOTION**

**None.**

**Salem Area Mass Transit District  
Fiscal Year 2020-21 1st Quarter Financial Report**

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

		FY2020-21 Adopted			
	Actual	25% of Adopted and Amended Budget	and Amended Budget	% of Budget	
1	<u>Operating Revenues/Resources</u>				1
2	\$ 705	\$ 391,478	\$ 1,565,910	0%	2
3	-	2,793,855	11,175,420	0%	3
4	1,659,350	1,292,750	5,171,000	32%	4
5	-	13,214	52,856	0%	5
6	19,159	30,000	120,000	16%	6
7	348,368	112,463	449,850	77%	7
8	144,067	3,237,500	12,950,000	1%	8
9	-	1,779,500	7,118,000	0%	9
10	29,087	73,000	292,000	10%	10
11	27,146	55,000	220,000	12%	11
12	<b>\$ 2,227,882</b>	<b>\$ 9,778,760</b>	<b>\$ 39,115,036</b>	<b>6%</b>	12
13	<u>Operating Expenses/Requirements</u>				13
14	\$ 193,616	\$ 342,081	\$ 1,368,323	14%	14
15	168,052	213,848	855,391	20%	15
16	743,131	789,006	3,156,021	24%	16
17	364,662	561,567	2,246,264	16%	17
18	5,823,320	6,458,121	25,832,481	23%	18
19	212,538	285,638	1,142,550	19%	19
20	<b>\$ 7,505,319</b>	<b>\$ 8,650,261</b>	<b>\$ 34,601,030</b>	<b>22%</b>	20



**Salem Area Mass Transit District  
Fiscal Year 2020-21 1st Quarter Financial Report**

<b>General Fund Department</b>		<b>25% of Adopted and Amended Budget</b>		<b>FY2020-21 Adopted and Amended Budget</b>		<b>% of Budget</b>	
<b>Expenses/Requirements Summary</b>		<b>Actual</b>	<b>Budget</b>	<b>Budget</b>		<b>Budget</b>	
1	General Manager/Board of Directors/SIPM						1
2	General Manager	\$ 136,025	\$ 159,181	\$ 636,722	21%		2
3	Board of Directors	-	8,125	32,500	0%		3
4	Strategic Initiatives and Program Mgt.	57,591	174,775	699,101	8%		4
5	<b>Total</b>	<b>193,616</b>	<b>342,081</b>	<b>1,368,323</b>	<b>14%</b>		5
6	Administration						6
7	Human Resources	147,730	151,401	605,603	24%		7
8	Human Resources Safety	20,322	62,447	249,788	8%		8
9	<b>Total</b>	<b>168,052</b>	<b>213,848</b>	<b>855,391</b>	<b>20%</b>		9
10	Finance						10
11	Finance	306,873	343,403	1,373,611	22%		11
12	Procurement	75,416	79,013	316,051	24%		12
13	Information Technology	360,842	366,590	1,466,359	25%		13
14	<b>Total</b>	<b>743,131</b>	<b>789,006</b>	<b>3,156,021</b>	<b>24%</b>		14
15	Communication						15
16	Marketing and Communications	161,009	269,942	1,079,766	15%		16
17	Customer Service	164,125	214,652	858,606	19%		17
18	Travel Trainer	17,591	14,473	57,892	30%		18
19	Vanpool Lease	21,937	62,500	250,000	9%		19
20	<b>Total</b>	<b>364,662</b>	<b>561,567</b>	<b>2,246,264</b>	<b>16%</b>		20
21	Operations						21
22	Operations Administration	142,081	173,875	695,499	20%		22
23	Vehicle Maintenance	1,310,719	1,418,838	5,675,350	23%		23
24	Facility Maintenance	307,952	289,574	1,158,296	27%		24
25	Security	144,014	289,992	1,159,968	12%		25
26	Cherriots Fixed Route Service	3,780,754	4,074,297	16,297,187	23%		26
27	Planning	137,800	211,545	846,181	16%		27
28	<b>Total</b>	<b>5,823,320</b>	<b>6,458,121</b>	<b>25,832,481</b>	<b>23%</b>		28
29	Unallocated General Administration	212,538	285,638	1,142,550	19%		29
30	<b>General Fund Expenses/Requirements Total</b>	<b>\$ 7,505,319</b>	<b>\$ 8,650,261</b>	<b>\$ 34,601,030</b>	<b>22%</b>		30

**Salem Area Mass Transit District  
Fiscal Year 2020-21 1st Quarter Financial Report**

<b>Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary</b>		<b>Actual</b>	<b>25% of Adopted and Amended Budget</b>	<b>FY2020-21 Adopted and Amended Budget</b>	<b>% of Budget</b>	
1	<u>Transportation Fund Revenues/Resources</u>					1
2	Passenger Fares	\$ 450	\$ 69,550	\$ 278,200	0%	2
3	Federal Funds	38,622	633,091	2,532,363	2%	3
4	Cares Act	-	536,820	2,147,279	0%	4
5	State Funds	185,148	156,246	624,985	30%	5
6	Rideshare Grant	38,554	68,766	275,062	14%	6
7	TDM Grant	35,204	45,083	180,330	20%	7
8	DD53 Revenues	-	440,588	1,762,350	0%	8
9	STF Pass Through Funds	63,942	63,941	255,764	25%	9
10	STIF Formula Pass Through Funds	136,926	136,925	547,700	25%	10
11	STIF Formula	226,130	226,138	904,550	25%	11
12	In kind match	-	9,717	38,869	0%	12
13	Transfers from Other Funds	-	388,750	1,555,000	0%	13
14	<b>Transportation Fund Revenues/Resources Total</b>	<b>\$ 724,976</b>	<b>\$ 2,775,615</b>	<b>\$ 11,102,452</b>	<b>7%</b>	14
15	<u>Transportation Fund Expenses/Requirements</u>					15
16	Communication	\$ 98,538	123,565	\$ 494,261	20%	16
17	Operations	1,744,702	2,272,557	9,090,227	19%	17
18	GM/Board/SIPM	-	210,046	840,185	0%	18
19	<b>Transportation Fund Expenses/Requirements Total</b>	<b>\$ 1,843,240</b>	<b>\$ 2,606,168</b>	<b>\$ 10,424,673</b>	<b>18%</b>	19

**Salem Area Mass Transit District  
Fiscal Year 2020-21 1st Quarter Financial Report**

<b>Transportation Programs Fund Summary of Expenses/Requirements by Program</b>		<b>Actual</b>	<b>25% of Adopted and Amended Budget</b>	<b>FY2020-21 Adopted and Amended Budget</b>	<b>% of Budget</b>	
1	Operations					1
2	Cherriots Lift	\$ 1,119,541	\$ 1,599,073	\$ 6,396,291	18%	2
3	Cherriots Shop & Ride	134,908	118,960	475,839	28%	3
4	Cherriots Regional	441,997	495,897	1,983,586	22%	4
5	Mobility Management	48,256	58,628	234,511	21%	5
6	Operations Total	1,744,702	2,272,558	9,090,227	19%	6
7	Communication					7
8	Trip Choice	98,538	123,565	494,261	20%	8
9	Communication Total	98,538	123,565	494,261	20%	9
10	GM/Board/SIPM					10
11	Special Transportation Coordination	-	210,046	840,185	0%	11
12	GM/Board/SIPM Total	-	210,046	840,185	0%	12
13	<b>Transportation Programs Fund Total</b>	<b>\$ 1,843,240</b>	<b>\$ 2,606,169</b>	<b>\$ 10,424,673</b>	<b>18%</b>	13

**Salem Area Mass Transit District  
Fiscal Year 2020-21 1st Quarter Financial Report**

<b>Capital Project Fund Revenues/Resources and Expenses/Requirements Summary</b>		<b>Actual</b>	<b>25% of Adopted and Amended Budget</b>	<b>FY2020-21 Adopted and Amended Budget</b>	<b>% of Budget</b>
1	<b>Capital Revenues/Resources</b>				
2	Net Working Capital		11,575	\$ 46,299	0%
3	Federal Funding	-	2,932,278	11,729,110	0%
6	State STIF Funds	-	285,016	1,140,065	0%
7	Miscellaneous	-	134,341	537,363	0%
8	Interest on Investments	-	-	-	
9	Transfers from Other Funds	-	579,635	2,318,538	0%
10	<b>Capital Revenues/Resources Total</b>	<b>\$ -</b>	<b>\$ 3,942,845</b>	<b>\$ 15,771,375</b>	<b>0%</b>

<b>Capital Expenses/Requirements Summary by Division</b>					
11	<b>Division</b>				
12	Finance and Technology	\$ 625	\$ 322,889	\$ 1,291,557	0%
13	GM/Board/SIPM	1,173,224	\$ 894,817	3,579,266	33%
14	Operations	66,890	\$ 2,388,723	9,554,893	1%
15	<b>Capital Expenses/Requirements Total</b>	<b>\$ 1,240,739</b>	<b>\$ 3,606,429</b>	<b>\$ 14,425,716</b>	<b>9%</b>



**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** November 19, 2020  
**Subject:** Board Member Committee Report

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**ISSUE**

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

**BACKGROUND AND FINDINGS**

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

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