



Salem Area Mass Transit District  
**BOARD OF DIRECTORS *VIRTUAL MEETING***  
Thursday, August 27, 2020 at 6:30 PM

Google Meet ID: [meet.google.com/igu-aaaw-wcn](https://meet.google.com/igu-aaaw-wcn)  
Phone: (US)+1 617-675-4444  
Pin: 363 966 447 1052#

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

Until the Covid-19 pandemic has passed and the guidelines set by the State have been lifted, the District will hold its public meetings virtually via the internet using Google Meet. The Board meetings are televised *Live* via Capital Community Media (<https://www.capitalcommunitymedia.org/all>) on *YouTube* and *Comcast Channel 21*, and *Cherriots Facebook Live*. For more information about a particular meeting, go to [Cherriots.org/meetings/](http://Cherriots.org/meetings/).

Community members who want to be included on an email distribution list for the Board of Directors meeting announcements, or give testimony or comments to the Board, send a letter to the attention of the Board at the address shown in the header above, or an email to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).

**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**

**C. PRESENTATION**

- 1. 2020 State Legislative Special Session - presented by SAMTD Legislative Advocate, Dale Penn, CFM Strategic Communications, Inc. .... **3**

**D. PUBLIC COMMENT**

Time is designated at each Board meeting for members of the public to testify on any items of Board business. Written testimony emailed to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org) should be delivered no later than 3:00 p.m. the day of the board meeting to be acknowledged by the Board and entered into the public meeting 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 the adoption of the Consent Calendar.

**1. Approval of Minutes**

- a. July 23, 2020 Virtual Board Work Session . . . . . **5**
- b. July 23, 2020 Virtual Board of Directors Meeting . . . . . **9**

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

**G. ACTION ITEMS**

- 1. Adopt Resolution No. 2020-08 to Amend and Restate the SAMTD Board Bylaws **17**

**H. INFORMATIONAL REPORTS**

- 1. Overview of the Albany-Salem Transit Feasibility Study Project . . . . . **59**
- 2. September Service Change Briefing . . . . . **65**
- 3. Fourth Quarter Performance Measures Report . . . . . **67**
- 4. Fourth Quarter Trip Choice Report . . . . . **95**
- 5. Intelligent Transportation Systems (ITS) for Transit Project Progress Update and Demonstration . . . . . **109**

**I. GENERAL MANAGER'S REPORT**

**J. BOARD OF DIRECTORS REPORTS**

- Board members report on their Board assignments representing the District . . . . . **111**

**K. ADJOURN BOARD MEETING**

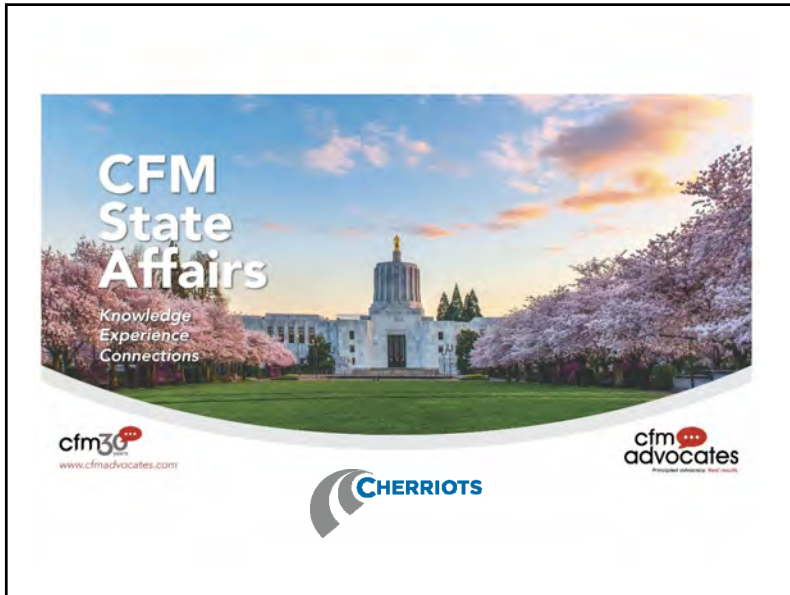
**Next Regular Board Meeting Date: Thursday, September 24, 2020**

This is an open and public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board's agenda packet, go to [www.cherriots.org/board](http://www.cherriots.org/board).

Esta es una reunión pública y abierta en un lugar al que se puede acceder por ADA. Con 48 horas de anticipación, los audífonos y servicios auxiliares y los formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregón al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 AM a 5:00 PM.

Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a [www.cherriots.org/board](http://www.cherriots.org/board).



## Introduction

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- CFM State Affairs Team
- COVID-19 Impact
- 2020 Special Sessions
- 2021 Legislative Outlook

## CFM's State Affairs Team

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- Dale Penn
- Tess Milio
- Zack Reeves




## COVID-19 Impact

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- State impact – budget gaps, policy changes, interim legislative challenges
- Governor's Transit Guidance – May 15
  - Governor sought guidance from transit stakeholders in developing guidance
- Legislative Meetings
  - Educating lawmakers on impact to Cherrlots



## 2020 Special Sessions

- First Special Session – June 24-26
  - 21 bills Focused on COVID-19 response and police accountability
  - SB 1601 – Provides flexibility to transit providers to use STIF for existing services
- Second Special Session – August 10
  - 7 bills focused on budget rebalancing and additional policies around COVID-19 and police accountability
- September/October Special Session?
  - Responding to federal action, budget allocations



## 2021 Legislative Outlook

- 2021 Legislative Session – long session, 160 days, begins on Feb. 1, 2021
- Major budget challenges - \$3-5 billion gap
- Cap and Trade – returning?
- Protect transit investments
- Election season



## Questions?





Salem Area Mass Transit District  
Board of Directors

~ VIRTUAL WORK SESSION ~

July 23, 2020

Via Google Meet  
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 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 Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Scott Kirkland, Network Administrator; and Linda Galeazzi, Executive Assistant

**Guests:** Maria Hinojos-Pressey, SAMTD Budget Committee citizen member, and Nick Fortey, WSNA Transportation & Infrastructure Committee Chair

**1. CALL TO ORDER 5:05 PM**

President Ian Davidson called the work session to order at 5:05 p.m. A quorum was present.

Mr. Pollock shared a *Safety Moment* for the month of July that was shared by Governor Brown to slow the spread of the COVID disease called the Three W's. Remember to Wear a mask, Wash your hands, and Watch your distance.

**2. PRESENTATION – None**

**3. DISCUSSION**

**A. Mobility As A Service (MaaS) 101**

**Staff report:** Pages 1-10 of the agenda

**Presenter:** Steve Dickey, Director of Strategic Initiatives & Program Management

Mr. Dickey gave a presentation on Mobility as a Service 101 that provided a background on how the pandemic transformed public transportation, and how the District can play a

central role in its recovery by bringing mobility integration to the mid-valley region. He said the District would not have to do it all, just be the connection to it all. It is a way to provide the best possible, people-centered, safe and all-inclusive travel options; which is another way to provide World Class Customer Service. He noted three sources for follow up review – an article in the June 2020 edition of the “*Mass Transit*” magazine called “*Mobility Redefined*” by executive editor Mischa Wanek-Libman; a video dated March 8, 2019, from the American Public Transportation Association (APTA) called “*Transformation of the American Commuter*” (<https://www.youtube.com/watch?v=8jClj1NP5c>); and a video from King County Metro in Washington, dated August 8, 2012, called “*King County Metro – A Mobility Agency*” ([https://www.youtube.com/watch?v=GLt\\_Wu3T-5A](https://www.youtube.com/watch?v=GLt_Wu3T-5A)).

A discussion ensued about various options to consider further.

Director Busch spoke about the internet, transit, and bridges being the infrastructure that connects people with places. They are essential for the whole community, and safe and reliable. She spoke about the District coming a long way through the mobility integrator process, especially with new agreements the District is working on with the Council of Governments. It will boost the community’s confidence in transit.

Director Nguyen spoke about investing early, with the implementation of a *digital wallet* for a seamless transition and exceptional customer service. It should be done in a competent way and it creates an access to equity. It is an equitable tool.

Director Carney talked about integrating technology as essential infrastructure to connect people with places, and in today’s world being aware of “high touch” areas. For her, the bigger challenge was creating a compelling story with regional sources to help them see the same value and promise. She asked how the District strategically makes that approach and was there anything else going on statewide. She asked about the percentage of fare revenue that is generated in non-Covid times? What is budgeted?

In response to Director Carney’s comments about “high touch” areas, Mr. Dickey spoke about the option of a contact-less fare with the purchase of a disposable card and an optical scanner for a near proximity read and validation. Mr. Pollock spoke about the Oregon Transit Association’s strategy being focused on the Statewide Transportation Improvement Fund and the payroll tax. He indicated that they should look to ODOT.

Director Krebs shared from his travel experiences in Europe purchasing a fare pass to use for the ferry system, rail and transit. There is a lot of psychological pressure for Americans to open their wallet time and again to pay a fare and not know how much it is.

President Davidson recalled when the District opened Saturday service in September 2019, a passenger said to him how glad he was that there was Saturday service because it offered him freedom. He spoke about the CAD/AVL program being a huge undertaking

but will move the District forward. He asked if there was a goal standard of a transit agency that is doing mobility integration. Having grown up in the Seattle area, he used the ORCA card to travel everywhere on the bus, the ferry, and on the train.

Mr. Pollock described Cherriots as the transit backbone of the Salem and Keizer communities. The electronic/digital wallet is in the budget and has been approved so that they can accelerate the fare project.

**Follow-up:** Mr. McCoy will provide the Board with a report on the fare revenue that was generated and budgeted pre-Covid. Mr. Dickey will schedule a demonstration at a work session on the District's real-time project.

## **B. Budget Committee Vacancies**

**Staff report:** Pages 11-14 of the agenda

**Presenter:** Allan Pollock, General Manager

The Board was informed of two citizen member vacancies on the Budget Committee for Subdistricts #6 and #7. The Board member representing the Subdistrict of the vacancy is responsible to finding a candidate willing to serve, and the Board takes action to make the appointment. There was discussion about ways to increase diversity, equity and inclusion on the Board's committees. Directors Richardson and Krebs were also agreeable to asking the current members if they had an interest in another term.

Director Nguyen asked if there was leadership training through the advisory committees. Mr. Pollock said they could be more intentional about recruitment.

**Follow-up:** Mr. Pollock will follow up.

## **4. GENERAL MANAGER COMMENTS**

**Staff report:** Pages 15-18 of the agenda

**Presenter:** Allan Pollock, General Manager

Board members reviewed the upcoming agenda items for the Board's meetings, and the Board's calendar of scheduled meetings and events. On Thursday, August 27, 2020, a *virtual* executive session is scheduled regarding labor negotiations, and a *virtual* work session and Board meeting.

**Follow-up:**

## **5. WORK SESSION ADJOURNED**

**6:24 PM**

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board









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

**July 23, 2020**

**Index of Board Actions**

<b><u>Action</u></b>	<b><u>Page</u></b>
Moved to approve the Consent Calendar:	<b>3-4</b>
1. <u>Approval of Minutes</u>	
a. June 25, 2020 Board of Directors Meeting	
Moved to accept the preliminary fiscal year 2020 financial report as presented.	<b>4</b>
Moved to adopt Resolution No. 2020-04, 2020-05, and 2020-06 as is stated in the Recommendation for:	<b>4-5</b>
ATTACHMENT A: Resolution No. 2020-04 will rescind Resolution No. 2019-10 adopted on December 12, 2019; and replace the Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District.	
ATTACHMENT B: Resolution No. 2020-05 will rescind Resolution No. 2018-10 adopted on November 13, 2018; and replace the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District.	
ATTACHMENT C: Resolution No. 2020-06 will rescind Resolution No. 2018-08 adopted on September 27, 2018; and replace the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District.	
Moved to approve funding of the FY20 Section 5310 projects as recommended by the STF Advisory Committee, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.	<b>6</b>

Rank	Project	Category	Funding
1	Cherriots Shop and Ride Purchased Service	Other	\$ 104,731
2	Cherriots Mobility Management Call Center	Traditional	\$ 128,000
3	Cherriots Shop and Ride Preventative Maintenance	Traditional	\$ 12,000
		Total:	\$ 244,731



Moved to adopt Resolution No. 2020-07 establishing the Public Transportation Agency Safety Plan (PTSAP) for Salem Area Mass Transit District as presented. **6-7**

Moved to appoint Diane McClaran to fill an unexpired term on the Statewide Transportation Improvement Fund Advisory Committee that ends June 30, 2020 **7**

Moved to authorize the General Manager to sign a Memorandum of Understanding addressing coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem. **8**

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the CCTV website at [www.cctvsalem.org](http://www.cctvsalem.org).



Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
 July 23, 2020

Via Google Meet  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 973010

**MINUTES**

<b>PRESENT:</b>	President Ian Davidson; Directors: Colleen Busch, Sadie Carney, Robert Krebs, Chi Nguyen and Charles Richards
<b>Board</b>	
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; Al McCoy, Chief Financial Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Scott Kirkland, Network Administrator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Maria Hinojos-Pressey, SAMTD Budget Committee citizen member; Nick Fortey, WSNA Transportation & Infrastructure Committee Chair, Julie Warncke, Transportation Planning Manager, Public Works Department, City of Salem

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

President Ian Davidson called the meeting to order and led the Pledge of Allegiance. Attendance was taken by roll call and a quorum was present.

Mr. Pollock shared a *Safety Moment* to help prevent the spread of the COVID-19 virus.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**

**C. PRESENTATIONS - None**

**D. PUBLIC COMMENT – None received**

**E. CONSENT CALENDAR**

**Approval of Minutes**

**a. June 25, 2020 Board of Directors Meeting**

**Motion to: Approve the Consent Calendar**

**Motion by: Director Robert Krebs**

**Second: Director Charles Richards**



**Discussion:** No items were deferred from the Consent Calendar.  
**Vote:** Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

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

**G. ACTION ITEMS**

**1. Shall The Board Accept The Preliminary FY 2020 Financial Report?**

**Presenter:** Al McCoy, Chief Financial Officer  
**Staff Report:** Pages 13-14 of the agenda and the Supplemental Agenda  
**Financial Impact:** Total General Fund revenues are at 91% and expenses are 79% of the FY2020 budget. Transportation Programs Fund revenues are at 73% and expenditures are 80% of the appropriated amount. The Capital Project Fund received and expended about 36% of the appropriated budget.

Details of the preliminary fiscal year 2020 financial report were provided with an explanation of transactions and adjustments to be made. Some of the planned FY20 capital projects were impacted by the pandemic, which created delays in schedule. These have been carried forward to the Adopted FY 2021 budget year to be completed. It was noted that audited reports will be prepared when the independent audit work has been completed.

There was time for comments and questions prior to the motion.

**Motion to:** Move to accept the preliminary fiscal year 2020 financial report as presented.  
**Motion by:** Director Chi Nguyen  
**Second:** Director Sadie Carney  
**Vote:** Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards

**2. Shall the Board revise the Bylaws that govern the Board’s Appointed Advisory Committees?**

**Presenter:** Steve Dickey, Director of Strategic Initiatives and Program Management  
**Staff Report:** Pages 15 - 66 in the agenda

The Board has three appointed advisory committees, each with Bylaws that stipulate the duties to be performed. Revisions to the advisory committee bylaws were proposed by staff in an effort to bring consistency and uniformity to the Bylaws for each committee.

There was time for comments and questions prior to the motion.

**Motion to:** Move to adopt Resolution No. 2020-04, 2020-05, and 2020-06 as is stated in the Recommendation for:



**ATTACHMENT A: Resolution No. 2020-04 will rescind Resolution No. 2019-10 adopted on December 12, 2019; and replace the Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District.**

**ATTACHMENT B: Resolution No. 2020-05 will rescind Resolution No. 2018-10 adopted on November 13, 2018; and replace the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District.**

**ATTACHMENT C: Resolution No. 2020-06 will rescind Resolution No. 2018-08 adopted on September 27, 2018; and replace the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District.**

**Motion by: Director Chi Nguyen**

**Second: Director Colleen Busch**

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

**3. Shall the Board approve funding of the Federal Transit Administration FY20 Section 5310 projects following the Special Transportation Fund Advisory Committee’s recommendation, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation?**

**Presenter:** Steve Dickey, Director of Strategic Initiatives and Program Management

**Staff Report:** Pages 67-70 in the agenda

**Financial Impact:** The Section 5310 allocation increased by \$4,619 (1.92%) totaling \$244,731.

The purpose of the FTA Section 5310 grant program and the selection process used by the District, as the designated recipient, were reviewed. Three applications had been submitted. *SAMTD Cherriots Mobility Management Call Center*, and *SAMTD Cherriots Shop and Ride Preventative Maintenance* applications qualified as traditional projects. The *SAMTD Cherriots Shop and Ride Purchased Service* application qualifies as an “other” project. Draft minutes for the July 7, 2020 Technical Advisory Subcommittee (TAC) and the STFAC meetings were provided as a reference. After determining the use of the funds and certifying that the projects submitted were derived from the Coordinated Plan, the TAC calculated the award amounts for each submitted application based on the estimated amount of \$244,731 and the 55/45 percent requirements of the Section 5310 fund distribution. The Special Transportation Fund Advisory Committee (STFAC), voted to accept and recommend to the Board, the TAC recommendation.

There was time for comments and questions prior to the motion.



**Table 1. STFAC recommendation for funding Section 5310 projects**

Rank	Project	Category	Funding
1	Cherriots Shop and Ride Purchased Service	Other	\$ 104,731
2	Cherriots Mobility Management Call Center	Traditional	\$ 128,000
3	Cherriots Shop and Ride Preventative Maintenance	Traditional	\$ 12,000
		Total:	\$ 244,731

**Motion to:** Move to approve funding of the FY20 Section 5310 projects as recommended by the STF Advisory Committee, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.

**Motion by:** Director Colleen Busch

**Second:** Director Robert Krebs

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

**4. Shall the Board adopt Resolution No. 2020-07 to Establish the Public Transportation Agency Safety Plan (PTASP) for Salem Area Mass Transit District?**

Presenter: David Trimble, Deputy General Manager/Chief Operating Officer

Staff Report: Pages 71-114 of the agenda

On July 19, 2018, the Federal Transit Administration (FTA) published the PTASP Final Rule, requiring certain operators of public transportation systems that receive federal funds under FTA’s Urbanized Area Formula Grants, to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). It ensures that SAMTD has the necessary organizational structure, training resources, and operational procedures in place to efficiently and effectively align safety priorities and promote continuous improvement in safety performance.

SAMTD partnered with ODOT, through their consultant RLS & Associates, to draft the PTASP. An associate from RLS & Associates visited SAMTD in each department, to learn about processes and procedures regarding safety, and incident reporting. From that visit, and after subsequent planning sessions, RLS submitted a draft plan for review by staff and the Oregon Department of Transportation. Presently, all reviews have been completed. Once the Plan has been approved by the Board, staff will implement specific procedures and policies. The Plan will be updated and certified annually.

There was time for comments and questions prior to the motion.

**Motion:** Move to adopt Resolution No. 2020-07 to establish the Public Transportation Agency Safety Plan (PTSAP) for Salem Area Mass Transit District as presented.



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

**5. Shall the Board appoint Diane McClaran to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) to fill an unexpired term that ends June 30, 2021?**

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management  
 Staff Report: Pages 115 - 116 in the agenda

The STIFAC has five vacancies to fill. At the June 25, 2020 Board of Directors meeting, J.D. Wolf, representing educational facilities from Chemeketa Community College, was appointed for a term that began on July 1, 2020 to June 30, 2021. However, staff has learned that Mr. Wolfe had recently passed away, leaving the position vacant. Diane McClaran, Director of Community Relations for Chemeketa Community College, expressed an interest in serving on the STIFAC in place of Mr. Wolfe, and submitted an application to fill the unexpired term.

There was time for comments and questions prior to the motion.

**Motion to: Move to appoint Diane McClaran to the Statewide Transportation Improvement Fund Advisory Committee to fill an unexpired term that ends June 30, 2021?**  
**Motion by: Director Robert Krebs**  
**Second: Director Chi Nguyen**  
**Vote: Motion passed: Davidson, Nguyen, Carney, Busch, Krebs, Richards**

**6. Shall the Board authorize the General Manager to sign a Memorandum of Understanding to address coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem?**

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management  
 Julie Warnke, City of Salem  
 Staff Report: Pages 117-123 in the agenda

A proposed MOU was included in the staff report along with a copy of the MOU signed on April 27, 2009. The specific roles recognized in the MOU identify SAMTD as the operator of mass transit service within the Salem-Keizer Urban Growth Boundary, and with regional service connecting to outlying cities in Marion, Polk, Linn, and Clackamas counties. The MOU outlines the expectations of the SAMTD and the City concerning coordination of land use, transportation, and transit planning; and it addresses implementation, SAMTD Service Guidelines and Service Proposals, and the Transit Core Network. Updates were made to the MOU to include expectations for notifying





neighborhood property owners when parking is proposed to be removed. It adds clarification to the timing of transit input to be considered in making discretionary land use decisions; reestablishes regularly scheduled meetings between City and SAMTD staff, and establishes expectations of notification of service changes or developments that may have an impact on the other’s interests.

There was time for comments and questions prior to the motion.

President Davidson stated for the record that he would like the District to sit at the table with the City to discuss greenhouse gas emissions.

**Motion to: Move to authorize the General Manager to sign the Memorandum of Understanding (MOU) that addresses coordination of planning and development roles and expectations between Salem Area Mass Transit District and the City of Salem?**

**Motion by: Director Sadie Carney**

**Second: President Ian Davidson**

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

**G. INFORMATION ITEMS - None**

**H. GENERAL MANAGER’S REPORT**

Mr. Pollock reported that the District’s purchase of driver cockpit barriers have been installed on all but five of the buses. When this project is complete, they will begin installation on the Cherriots Regional buses. He announced that Jarret Walker and Associates was the successful bidder of the Salem-Albany Feasibility Study. He also virtually met with Representative Alonso Leon and the District’s legislative advocate, Dale Penn. Representative Leon was very interested in the Board’s Diversity, Equity and Inclusion Committee and wants to be kept updated.

**I. BOARD OF DIRECTORS REPORTS**

Board members reported on their Board assignments, and citizen communications.

**J. MEETING ADJOURNED**

**8:01 PM**

Respectfully submitted,

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President / Presiding Officer



**To:** Board of Directors

**From:** Allan Pollock, General Manager

**Date:** August 27, 2020

**Subject:** RESOLUTION NO. 2020-08 SAMTD BOARD BYLAWS

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## ISSUE

Shall the Board adopt Resolution No. 2020-08 to amend and restate the Board Bylaws as presented in Attachment A.?

## BACKGROUND AND FINDINGS

On January 25, 1990, the board adopted Resolution #90-1 setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws."

Since that time, the Bylaws have been amended several times with the most recent amendment at the July 23, 2015 Board meeting with the adoption of Resolution 2015-04. The Board Bylaws committee consisting of President Davidson, Director Krebs, and Director Carney have met and reviewed the Bylaws, and made several recommendations for change as shown in the annotated version of the Bylaws in Attachment B.

Recommendations for changes are proposed for the following Rules:

- Rule 1 Name - Sections 1.1 Legal Name and 1.2 Other Names
- Rule 2 Seal of District
- Rule 7 Board Conflict of Interest
- Rule 10 Board Vacancies
- Rule 16 Notices - Section 16-2 Public Notice
- Rule 17 Conduct of Meetings - Sections 17-3 Rules, 17-4 Meetings to be Public, and 17-6 Manner of Voting
- Rule 18 Ordinance - Sections 18-2 Adoption and 18-5 Effective Date
- Rule 22 Committees

The District's legal counsel reviewed the proposed Bylaws and his comments are incorporated into the recommendations.

## **FINANCIAL IMPACT**

**None**

## **RECOMMENDATION**

The Bylaws Committee recommends the Board adopt Resolution No. 2020-08 to amend and restate the Bylaws as presented in Attachment A.

## **PROPOSED MOTION**

**I move the Board adopt Resolution No. 2020-08 to amend and restate the Bylaws as presented in Attachment A.**



**RESOLUTION NO. 2020-08**

**A Resolution Amending & Restating Rules Governing Proceedings and Conduct of the Board of Directors of Salem Area Mass Transit District**

**WHEREAS**, on January 25, 1990, the Board adopted Resolution No. 90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District; and

**WHEREAS**, the Bylaws have been amended several times with the most recent amendment at the July 23, 2015 Board meeting with the adoption of Resolution 2015-04; and

**WHEREAS**, the Board Bylaws Committee met to review the Board's Bylaws for modifications and proposed changes to the following rules:

- Rule 1 Name to Sections 1-1 Legal Name and 1-2 Other Names
- Rule 2 Seal of District
- Rule 7 Board Conflict of Interest
- Rule 10 Board Vacancies
- Rule 16 Notices to Section 16-2 Public Notice
- Rule 17 Conduct of Meetings to Sections 17-3 Rules, 17-4 Meetings to be Public, and 17-6 Manner of Voting
- Rule 18 Ordinance to Sections 18-2 Adoption and 18-5 Effective Date
- Rule 22 Committees

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

**THAT**, the Board of Directors adopt Resolution No. 2020-08 Amending & Restating the Board Bylaws.

**ADOPTED** by the Board of Directors on the 27<sup>th</sup> day of August, 2020, and effective thereupon.

**ATTEST:**

\_\_\_\_\_  
President  
SAMTD Board of Directors

\_\_\_\_\_  
Secretary  
SAMTD Board of Directors





**SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS  
AMENDED AND RESTATED BYLAWS**

**Adopted by  
Resolution No. 2020-08  
August 27, 2020**

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**RULE 1. NAME**

**1-1 Legal Name**

The legal and corporate name of the municipal corporation duly established pursuant to the laws of the State of Oregon is the "SALEM AREA MASS TRANSIT DISTRICT,"

**1-2 Other Names**

The District may also, from time to time, adopt and use business names which may include, without limitation, "Cherriots."

**RULE 2. SEAL OF DISTRICT**

A seal shall not be required. If utilized, the seal of the District shall be in the form of a circle and shall bear the name of the District and the year of its organization.

**RULE 3. OFFICE OF DISTRICT**

The office of the District shall be at such place within the District boundaries, State of Oregon, as the District shall from time to time designate.

**RULE 4. POWERS, RIGHTS AND LIABILITIES**

By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges now and hereafter given to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the constitution and laws of the State of Oregon, and shall have and exercise all other powers, functions, rights and privileges usually exercised by or which are incidental to, or inherent in, municipal corporations of like character and degree. The District shall have all powers possible to have under the constitution and laws of this State.

**RULE 5. ELIGIBILITY AND DUTIES OF THE BOARD**

**5-1 Eligibility.**

Any individual who is an employee of the District is not eligible to serve as a member of the governing Board of the Salem Area Mass Transit District.

**5-2 Duties.**

The Board shall provide the policy and legislative direction for the District.

**RULE 6. BOARD ACTING AS A BODY**

The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board unless otherwise specifically provided for in these bylaws.

**RULE 7. BOARD CONFLICT OF INTEREST**

Without otherwise limiting the provisions of Oregon law:

- a. No Board member may have, at any time during the member's tenure in office, any interest in any prohibited contract awarded by the District during the member's tenure in office, whether directly or through an affiliate.
- b. No Board member may have, at any time within six months following the expiration of the member's tenure in office, any interest in any prohibited contract awarded by the District during the member's tenure in office or the six months subsequent thereto, whether directly or through an affiliate.
- c. In the case of any actual or potential conflict of interest, the member must publicly announce the actual or potential conflict of interest before action is taken. Further, in the case of an actual conflict of interest, the member must refrain from participating in any discussion or vote on the matter.
- d. A Board member must also fully comply with Oregon law and applicable Federal law relating to conflicts of interest, potential conflicts of interest, and statutory and regulatory standards of ethical conduct.
- e. The following definitions apply for the purposes of this Rule:
  1. An "interest in a prohibited contract" exists if the Board member or an affiliate of the Board member is a party to, or an intended beneficiary of, a prohibited contract.
  2. An "affiliate" is the Board member's spouse, child, stepchild, sibling, stepsibling, son-in-law, daughter-in-law, parent or stepparent; a child, stepchild, sibling, stepsibling, son-in-law, daughter-in-law, parent or stepparent of a spouse of the Board

member; an individual for whom the Board member has a legal obligation to provide support; an individual for whom the Board member provides benefits, or from whom the Board member receives benefits, arising out of an employment relationship; a business in which any of the foregoing or the Board member is an officer, director, partner, owner, agent or employee; or a corporation in which any of the foregoing owns or owned stock worth \$1,000 or more at any point in the preceding calendar year.

3. A “prohibited contract” is any contract or agreement to which the District is a party, or as to which the District is an intended beneficiary.
4. An “economic interest” exists if the Board member or an affiliate of a Board member would receive a financial, pecuniary or economic benefit.

## **RULE 8. OFFICERS**

By majority vote of the whole membership of the Board, the Board shall choose from among its members the following officers with primary responsibilities as noted.

### **8-1 President.**

The president shall call the meeting to order at the appointed time, preside at all meetings, decide all questions of order, and appoint the chairs for committees, commissions and task forces.

### **8-2 Vice President.**

The vice president shall preside and perform the duties of the president, in his/her absence.

### **8-3 Secretary.**

The secretary shall attest signatures of the District and may affix the seal to contracts and other instruments authorized to be executed by the District.

### **8-4 Treasurer.**

The treasurer shall report on the financial status of the District, monitoring expenditure reports submitted by staff.

**RULE 9. ELECTION OF OFFICERS**

Election of officers shall be held at the first meeting in July in odd-numbered years. Officers serve for terms of two years, or until their successors are elected and qualified. No officer may serve more than two consecutive terms in the same office, but may serve thereafter in a different office. When a vacancy occurs in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon election, and shall serve the remainder of the unexpired term.

**RULE 10. BOARD VACANCIES**

In the event of a vacancy on the Board, the presiding officer shall direct the General Manager to notify the Governor's office of the vacancy and take such action as may be reasonably necessary to assist the Governor in seeking applications for and filling the vacancy.

**RULE 11. REGULAR MEETINGS**

**11-1 Time.**

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

**11-2 Place.**

Regular meetings shall normally be held in the Board Room of the Salem Area Mass Transit District, unless a different place is designated from time to time.

**11-3 Notice.**

No notice of regular meetings need be given to the directors. Public notice of time, place and principal subjects of meetings shall be given in a manner reasonably calculated to give actual notice to interested persons. In the event an ordinance is to be considered at a meeting, the notice shall comply with the provisions of Rule 18.

**RULE 12. ADJOURNED MEETINGS**

Meetings may be adjourned, and a special meeting called, to be held at a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

**RULE 13. SPECIAL MEETINGS**

**13-1 Call.**

The president of the Board or a majority of the directors may call a special meeting. A special meeting may also be called as provided in Rule 12.

**13-2 Notice.**

At least twenty-four (24) hours' notice of special meetings shall be given to the news media which have requested notice, the Board of Directors, and the public.

**RULE 14. EMERGENCY MEETINGS**

**14-1 Call.**

The president of the Board or a majority of the directors may call emergency meetings.

**14-2 Notice.**

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

**RULE 15. EXECUTIVE SESSIONS**

The Board of Directors may hold executive sessions during a regular, special or emergency meeting after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding of such executive session.

**15-1 Notice.**

If an executive session only will be held, notice shall be given to the news media which have requested notice, members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.



**15-2 Attendance by News Media.**

Representatives of the news media shall be allowed to attend executive sessions, other than those relating to labor negotiations, but the governing body may require that specified information discussed in the executive session be undisclosed.

**RULE 16. NOTICES**

**16-1 Notices to Directors.**

Notices to directors shall be deemed given when delivered in person, when emailed to the email address last specified by the director in the records of the District office for the emailing of communications to the director, when sent by telephone, SMS or other form of electronic communication to the message number or address last specified by the director in the records of the District office for the electronic delivery of communications to the director, or when deposited in the United States mail with postage fully prepaid, directed to the address last specified by the director in the records of the District office for the mailing of communications to the director.

**16-2 Public Notice.**

Public notice of all meetings shall be given to any community member requesting such notice and shall be posted on the District website, the District's Twitter feed, the District's Facebook page, or in such other manner as the District determines from time to time to be reasonably calculated to give actual notice to interested persons, or a combination of the foregoing. Notice of public hearings or consideration of an ordinance shall be given in one or more newspapers of general circulation within the District.

**RULE 17. CONDUCT OF MEETINGS**

**17-1 Presiding Officer**

- a. The president, and in the president's absence, the vice-president, shall preside at meetings of the District directors. In the absence of both, the secretary shall preside, and in the absence of the other officers, the treasurer shall preside.
- b. The presiding officer shall vote on all matters and may make and second motions and participate in discussions and debate.

- c. The presiding officer shall be responsible to assure that order and decorum are maintained during all meetings of the Board. The president of the Board, when necessary, may appoint a sergeant-at-arms who shall have the responsibility to maintain order to enforce the rules of conduct, and to enforce the orders given by the presiding officer.
- d. Time for testimony by members of the audience at public hearings or any Board meeting may be limited or extended for each speaker and for each subject by the presiding officer or by majority vote of the members present. All questions and discussions by members of the audience shall be directed to the presiding officer.
- e. Direct discussion between members of the audience and Board members or District employees is permitted only at the discretion of the presiding officer. Every person desiring to speak shall first address the presiding officer, and upon recognition, shall give his/her name and shall confine his/her comments to the issue under consideration.

**17-2 Quorum.**

Four (4) members of the Board shall constitute a quorum for the transaction of business.

**17-3 Rules.**

The provisions of Robert's Rules of Order for small boards (11th ed.) shall be the parliamentary procedure for meetings of the District Board and committees except when a specific rule is provided by statute or an ordinance or resolution of the Board.

**17-4 Meetings to be Public.**

All meetings of the District Board and committees shall be subject to the applicable open meetings laws of the State of Oregon. Said meetings of the District Board and committees shall be open to the public excepting executive sessions held pursuant to statute. A meeting may be held by telephone or other electronic communication provided that, unless the meeting is an executive session, the District shall make available to the public at least one place where, or at least one electronic means by which, the public can listen to the communication at the time it occurs. A place provided may be a place where no member of the District Board is present.

**17-5 Matters to be Considered.**

- a. **Regular Meetings.** At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters they desire to consider, whether in the published agenda or not, except that an ordinance can only be considered at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
- b. **Special Meetings.** At special meetings only those matters shall be considered that were specified in the notice of the meeting.
- c. **Emergency Meetings.** At emergency meetings, only the emergency matters shall be considered.

**17-6 Manner of Voting.**

Voting on all matters coming before the Board shall be by voice, except that if the vote is not unanimous a show of hands or a roll call vote shall be required. In addition, any director may also request a call of the roll.

**17-7 Minutes.**

The secretary, or a person designated by the Board of Directors as Recording Secretary, shall keep a record of the proceedings and prepare minutes of the District Board meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- a. All members of the Board of Directors present.
- b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- c. The results of all votes and the vote of each director by name.
- d. The substance of any discussion on any matter.

- e. Subject to and without affecting the status of the document under ORS 192.410 to 192.505, a reference to any documents discussed at the meeting.
- f. Minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording which need not be transcribed unless otherwise provided by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by a court under ORS 192.650(2).

## **RULE 18. ORDINANCES**

### **18-1 Publication of Agenda.**

- a. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in a published agenda of the meeting. The agenda of the meeting shall state the time, date and place of the meeting, give a brief description of the ordinance to be considered at the meeting, and state that copies of the ordinance are available at District offices. The District may also make copies of the ordinance available on its web site.
- b. The presiding officer shall cause a Notice of Proposed Ordinance to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation. The notice shall include all information required by Rule 18-1a.
- c. Ordinances shall be numbered consecutively each calendar year and filed in the order in which they are adopted.

### **18-2 Adoption.**

- a. Except as provided in Rule 18-3, before an ordinance is adopted it shall be read during a regular meeting of the District Board and passed to the next regular meeting for second reading. The reading of an ordinance shall be full and distinct unless at the meeting: a copy of the ordinance is available for each person who

desires a copy; and the Board directs that the reading be by title only.

- b. Except as provided by Rule 18-3, the affirmative vote of four (4) Board members is required to adopt an ordinance.

**18-3 Emergency Ordinance.**

An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board present at the meeting, a quorum being present, is required to adopt an emergency ordinance.

**18-4 Signing and Filing.**

**a. Non-Emergency Ordinance.**

- 1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
  - a) Signed by the presiding officer;
  - b) Attested by the person serving as Recording Secretary at the session at which the Board adopted the ordinance; and
  - c) Filed in the records of the District.
- 2. A certified copy of each ordinance shall be filed with the Marion County Clerk, available for public inspection.

**b. Emergency Ordinance.**

In addition to all actions described in Rule 18-4a, the following actions are required:

- 1. Within fifteen days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall: a) Briefly describe the ordinance; b) State the date when the ordinance was adopted and the effective date of the ordinance; and State that a copy is on file in the District offices and at the Marion County Clerk, available for public inspection.

**18-5 Effective Date.**

Except for an emergency ordinance, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance. An emergency ordinance may take effect upon adoption.

**RULE 19. RESOLUTIONS**

- a. The Board may, from time to time, choose to take action in the form of resolutions except in those cases where action in the form of ordinance is required by law.
- b. Resolutions shall be numbered consecutively each calendar year and filed in the order in which they are adopted.
- c. Resolutions may be adopted by the vote of the majority of the Board members present at any meeting at which a quorum is present.
- d. Resolutions must be signed by the presiding officer and attested by the Board secretary, then filed in the records of the District.

**RULE 20. GENERAL MANAGER**

The General Manager shall attend all meetings and may participate in such meetings, but has no vote.

**RULE 21. SMOKING**

Smoking in the rooms where the Board of Directors or any committee meets is prohibited.

**RULE 22. COMMITTEES**

- a. The president, from time to time, or the Board, by majority vote of its members at any meeting, may appoint Board members and other interested community members and representatives of groups and organizations to serve on standing or special committees. At the time of appointment of such members, the president shall state the purpose and duties of the committee. Any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created and shall be subject to the direction and control of the Board. All committees shall have a chairperson elected as provided in the

bylaws establishing the committee. Recommendations of such committees shall be considered as advisory only.

- b. The purpose of each standing advisory committee, any conditions expressed by the District on the committee's organization or conduct, the membership and terms of appointment, and procedures for filling vacancies, shall be included as attachments to these bylaws.
- c. Except as may be specifically directed elsewhere in the bylaws, all provisions of these bylaws shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board", "committee members" for "directors", and "committee chairperson" for "president."
- d. All members of the Board and committees serve without compensation, unless approved by the Board and, pursuant to formal opinion of the District's legal counsel, permitted by law.
- e. Standing committees composed solely of members of the Board may not have more than three (3) members, and their sole purpose shall be to arrive at a specific recommendation for action to be taken by the full Board.

**22-1**

**Executive Committee.**

The president, vice president and treasurer shall serve on the Executive Committee. In the absence of a member of the Executive Committee the secretary may attend. The Executive Committee may meet at the discretion of the president to resolve any emergency policy or legislative issue that requires immediate action between regularly scheduled Board meetings. The Executive Committee is subject to the authority of the Board of Directors, and none of the acts of the Executive Committee shall conflict with action previously taken by the Board regarding the same subject. To the extent possible, such emergency actions should be deferred to a special meeting of the Board.

**22-2**

**Budget Committee.**

Pursuant to the requirements and provisions of Section 294.336 of Oregon Revised Statutes, a budget committee shall consist of the Board and a like number of qualified electors of the District who shall be appointed pursuant to the following:



- 1) Prior to the first meeting of the Budget Committee in any given year, vacancies in the office of appointive members of the committee shall be filled by appointment of the Board.
- 2) Appointments to the Committee may, at the discretion of the Board be made as follows:
  - a) The Board member representing the subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector.
  - b) The Board member representing the subdistrict of the vacancy may call for applications for the Budget Committee.
  - c) Appointive members of the Budget Committee shall be appointed for terms of three years, and subsequently, upon recommendation of the Board members and subject to Board approval, may be reappointed to such position.

**RULE 23. AMENDMENT**

These bylaws, as adopted by the District, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board, except as otherwise provided in the bylaws; provided that copies of the proposed revisions or amendments shall have been available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

**RULE 24. INDEMNIFICATION**

- a. To the fullest extent provided by law, and except in the case of malfeasance in office or willful or wanton neglect of duty, the District shall defend, save harmless and indemnify every Board member, officer, employee and agent against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty.
- b. Expenses include reasonable attorney's fees and costs of judgement or settlement. The District shall have the right to choose the attorney for whom services will be provided and compensation paid pursuant to this provision.
- c. Legal services and indemnification shall be provided by the District under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability.





Logo

**SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS  
AMENDED AND RESTATED BYLAWS**

**Adopted by**  
**Resolution No. 2020-XX**  
**XXXXXX XX, 2020**

**I N D E X**

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	8-3 Secretary	
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**1-1 Legal Name**

The legal and corporate name of the municipal corporation duly established pursuant to the laws of the State of Oregon ~~shall be~~ [the](#) "SALEM AREA MASS TRANSIT DISTRICT,"

**1-2 Other Names**

The District may also, from time to time, adopt and use business names which may include, without limitation, ~~"Cherriots," and "Salem-Keizer Transit".~~

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~~A seal shall not be required. If utilized, t~~The seal of the District shall be in the form of a circle and shall bear the name of the District and the year of its organization.

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The office of the District shall be at such ~~a~~ place within the District boundaries, State of Oregon, as the District shall from time to time designate.

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By and in the corporate name, the District shall have and exercise all powers, functions, rights and privileges now and hereafter given to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the constitution and laws of the State of Oregon, and shall have and exercise all other powers, functions, rights and privileges usually exercised by or which are incidental to, or inherent in, municipal corporations of like character and degree. The District shall have all powers possible to have under the constitution and laws of this State.

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**5-1 Eligibility.**

Any individual who is an employee of the District is not eligible to serve as a member of the governing Board of the Salem Area Mass Transit District.

**5-2 Duties.**



The Board shall provide the policy and legislative direction for the District.

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The Board shall act as a body in making its decisions and announcing them. No member shall speak or act for the Board without prior authorization of the Board unless otherwise specifically provided for in these bylaws.

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Without otherwise limiting the provisions of Oregon law:

- a. No Board member may have, at any time during the member's tenure in office, any interest in any prohibited contract awarded by the District during the member's tenure in office, whether directly or through an affiliate.
- b. No Board member may have, at any time within six months following the expiration of the member's tenure in office, any interest in any prohibited contract awarded by the District during the member's tenure in office or the six months subsequent thereto, whether directly or through an affiliate.

c. In the case of any actual or potential conflict of interest, the member must publicly announce the actual or potential conflict of interest before action is taken. Further, in the case of an actual conflict of interest, the member must refrain from participating in any discussion or vote on the matter. A Board member must declare a conflict of interest, and may not vote  
or

deliberate upon any subject matter in which the member or an affiliate of the member has an economic interest.

- d. A Board member must also fully comply with Oregon law and applicable Federal law relating to conflicts of interest, potential conflicts of interest, and statutory and regulatory standards of ethical conduct.
- e. The following definitions apply for the purposes of this Rule:
  - 1. An "interest in a prohibited contract" exists if the Board member or an affiliate of the Board member is a party to, or an intended beneficiary of, a prohibited contract.

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2. An "affiliate" is the Board member's spouse, child, stepchild, sibling, stepsibling, son-in-law, daughter-in-law, parent or stepparent; a child, stepchild, sibling, stepsibling, son-in-law, daughter-in-law, parent or stepparent of a spouse of the Board member; an individual for whom the Board member has a legal obligation to provide support; an individual for whom the Board member provides benefits, or from whom the Board member receives benefits, arising out of an employment relationship; a business in which any of the foregoing or the Board member is an officer, director, partner, owner, agent or employee; or a corporation in which any of the foregoing owns or owned stock worth \$1,000 or more at any point in the preceding calendar year.

3. A "prohibited contract" is any contract or agreement to which the District is a party, or as to which the District is an intended beneficiary.

4. An "economic interest" exists if the Board member or an affiliate of a Board member would receive a financial, pecuniary or economic benefit.

**RULE 8. OFFICERS**

By majority vote of the whole membership of the Board, the Board shall choose from among its members the following officers with primary responsibilities as noted.

**8-1 President.**

The president shall call the meeting to order at the appointed time, preside at all meetings, decide all questions of order, and appoint the chairs for committees, commissions and task forces.

**8-2 Vice President.**

The vice president shall preside and perform the duties of the president, in his/her absence.

**8-3 Secretary.**

The secretary shall attest signatures of the District and may affix the seal to contracts and other instruments authorized to be executed by the District.

**8-4 Treasurer.**

The treasurer shall report on the financial status of the District, monitoring expenditure reports submitted by staff.

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**RULE 9. ELECTION OF OFFICERS**

Election of officers shall be held at the first meeting in July in odd-numbered years. Officers serve for terms of two years, or until their successors are elected and qualified. No officer may serve more than two consecutive terms in the same office, but may serve thereafter in a different office. When a vacancy occurs in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon election, and shall serve the remainder of the unexpired term.

**RULE 10. BOARD VACANCIES**

~~In the event of a vacancy on the Board, the presiding officer shall direct the General Manager to notify the Governor's office of the vacancy and take a. The Board shall follow the procedures outlined in this Rule in appointing directors to fill vacancies. In the case of a vacancy for any cause in the office of a director, the remaining members of the Board shall appoint a resident of the affected subdistrict until June 30 of the next odd-numbered year at which time a director shall be elected to serve the remainder of the unexpired term or new term.~~

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~~b. Upon receipt of the resignation of a Board member, or when a vacancy occurs for some other reason, the Board shall declare the position to be vacant and cause to be published a public notice of such vacancy, inviting applications to be filed by all interested and qualified candidates who are residents of the subdistrict in which the position is being vacated.~~

~~c. The Board shall establish a date when all applications must be filed with the District.~~

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~~d. After the date for filing has expired, the General Manager will set a time for all candidates to be interviewed by the Board. Prior to the interview, the General Manager will inquire and report back to the Board whether all candidates are eligible to serve.~~

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~~e. When the Board is satisfied it has reviewed all the applications, the presiding officer will call for a nominating ballot of those qualified persons making application and will then declare nominations closed. Each Board member shall vote for one person from among the nominees. Those persons who receive the two largest number of votes shall be designated as nominees for the final electing ballot, provided, however, that any nominee receiving four (4) votes shall be considered elected to fill the vacancy.~~

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~~f. Ballots shall be written ballots by each Board member. The tally shall be publicly called in reporting the ballot outcome.~~

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~~g. The nominee receiving a majority vote of the Board shall be appointed to the vacant position until June 30 of the next odd-numbered year in which a director shall be elected to serve the remainder of the unexpired term or new term such action as may be reasonably necessary to assist the Governor in seeking applications for and filling the vacancy.~~

## **RULE 11. REGULAR MEETINGS**

### **11-1 Time.**

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

### **11-2 Place.**

Regular meetings shall normally be held in the Board Room of the Salem Area Mass Transit District, unless a different place is designated from time to time.

### **11-3 Notice.**

No notice of regular meetings need be given to the directors. Public notice of time, place and principal subjects of meetings shall be given in a manner reasonably calculated to give actual notice to interested persons. In the event an ordinance is to be considered at a meeting, the notice shall comply with the provisions of Rule 18.

## **RULE 12. ADJOURNED MEETINGS**

Meetings may be adjourned, and a special meeting called, to be held at a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

## **RULE 13. SPECIAL MEETINGS**

### **13-1 Call.**

The president of the Board or a majority of the directors may call a special meeting. A special meeting may also be called as provided in Rule 12.

**13-2 Notice.**

At least twenty-four (24) hours' notice of special meetings shall be given to the news media which have requested notice, the Board of Directors, and the public.

**RULE 14. EMERGENCY MEETINGS**

**14-1 Call.**

The president of the Board or a majority of the directors may call emergency meetings.

**14-2 Notice.**

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

**RULE 15. EXECUTIVE SESSIONS**

The Board of Directors may hold executive sessions during a regular, special or emergency meeting after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding of such executive session.

**15-1 Notice.**

If an executive session only will be held, notice shall be given to the news media which have requested notice, members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

**15-2 Attendance by News Media.**

Representatives of the news media shall be allowed to attend executive sessions, other than those relating to labor negotiations, but the governing body may require that specified information discussed in the executive session be undisclosed.

**RULE 16. NOTICES**

**16-1 Notices to Directors.**

Notices to directors shall be deemed given when delivered in person, when emailed to the email address last specified by the director in the records of the District office for the emailing of communications to the director, when sent by telephone, SMS or other form of electronic communication to the message number or address last specified by the director in the records of the District office for the electronic delivery of communications to the director, or when deposited in the United States mail with postage fully prepaid, directed to the address last specified by the director in the records of the District office for the mailing of communications to the director.

**16-2 Public Notice.**

Public notice of all meetings shall be given to any ~~community member~~ ~~citizen~~ requesting such notice and shall be posted on the District website, the District's Twitter feed, the District's Facebook page, or in such other manner as the District determines from time to time to be reasonably calculated to give actual notice to interested persons, or a combination of the foregoing. Notice of public hearings or consideration of an ordinance shall be given in one or more newspapers of general circulation within the District.

**RULE 17. CONDUCT OF MEETINGS**

**17-1 Presiding Officer**

- a. The president, and in the president's absence, the vice-president, shall preside at meetings of the District directors. In the absence of both, the secretary shall preside, and in the absence of the other officers, the treasurer shall preside.
- b. The presiding officer shall vote on all matters and may make and second motions and participate in discussions and debate.
- c. The presiding officer shall be responsible to assure that order and decorum are maintained during all meetings of the Board. The president of the Board, when necessary, may appoint a sergeant-at-arms who shall have the responsibility to maintain order to enforce the rules of conduct, and to enforce the orders given by the presiding officer.
- d. Time for testimony by members of the audience at public hearings or any Board meeting may be limited or extended for each speaker and for each subject by the presiding officer or by

majority vote of the members present. All questions and discussions by members of the audience shall be directed to the presiding officer.

- e. Direct discussion between members of the audience and Board members or District employees is permitted only at the discretion of the presiding officer. Every person desiring to speak shall first address the presiding officer, and upon recognition, shall give his/her name and shall confine his/her comments to the issue under consideration.

**17-2 Quorum.**

Four (4) members of the Board shall constitute a quorum for the transaction of business.

**17-3 Rules.**

[The provisions of Robert's Rules of Order for small boards \(11th ed.\), Newly Revised](#) shall be the parliamentary procedure for meetings of the District Board and committees except when a specific rule is provided by statute or an ordinance or resolution of the Board.

**17-4 Meetings to be Public.**

All meetings of the District Board and committees shall be subject to the [appropriate applicable](#) open meetings laws of the State of Oregon. Said meetings of the District Board and committees shall be open to the public excepting executive sessions held pursuant to statute. A meeting may be held by telephone or other electronic communication, provided that, unless the meeting is an executive session, the District shall make available to the public at least one place where, or at least one electronic means by which, the public can listen to the communication at the time it occurs. A place provided may be a place where no member of the District Board is present.

**17-5 Matters to be Considered.**

- a. **Regular Meetings.** At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters they desire to consider, whether in the published agenda or not, except that an ordinance can only be considered at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.

- b. **Special Meetings.** At special meetings only those matters shall be considered that were specified in the notice of the meeting.
- c. **Emergency Meetings.** At emergency meetings, only the emergency matters shall be considered.

**17-6 Manner of Voting.**

Voting on all matters coming before the Board shall be by voice, except that if the ~~presiding officer doubts the result of a vote, in which case is not unanimous~~ a show of hands or a roll call vote ~~may shall be requested~~required. ~~In addition, any two~~directors may also request a call of the roll.

**17-7 Minutes.**

The secretary, or a person designated by the Board of Directors as Recording Secretary, shall keep a record of the proceedings and prepare minutes of the District Board meetings. Neither a full transcript nor a recording of the meeting is required, except as otherwise provided by law, but the written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

- a. All members of the Board of Directors present.
- b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- c. The results of all votes and the vote of each director by name.
- d. The substance of any discussion on any matter.
- e. Subject to and without affecting the status of the document under ORS 192.410 to 192.505, a reference to any documents discussed at the meeting.
- f. Minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound tape recording which need not be transcribed unless otherwise provided by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is



authorized to be held, may be excluded from disclosure unless otherwise ordered by a court under ORS 192.650(2).

**RULE 18. ORDINANCES**

**18-1 Publication of Agenda.**

- a. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in a published agenda of the meeting. The agenda of the meeting shall state the time, date and place of the meeting, give a brief description of the ordinance to be considered at the meeting, and state that copies of the ordinance are available at District offices. The District may also make copies of the ordinance available on its web site.
- b. The presiding officer shall cause a Notice of Proposed Ordinance to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation. The notice shall include all information required by Rule 18-1a.
- c. Ordinances shall be numbered consecutively each calendar year and filed in the order in which they are adopted.

**18-2 Adoption.**

- a. Except as provided in Rule 18-3, before an ordinance is adopted it shall be read during a regular meeting of the District Board and passed to the next regular meeting for second reading. The reading of an ordinance shall be full and distinct unless at the meeting:
  - 1. ~~a~~A copy of the ordinance is available for each person who desires a copy; and ~~2. t~~The Board directs that the reading be by title only.
- b. Except as provided by Rule 18-3, the affirmative vote of four (4) Board members is required to adopt an ordinance.

**18-3 Emergency Ordinance.**

An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular or special Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The

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unanimous approval of all members of the Board present at the meeting, a quorum being present, is required to adopt an emergency ordinance.

**18-4 Signing and Filing.**

**a. Non-Emergency Ordinance.**

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
  - a) Signed by the presiding officer;
  - b) Attested by the person serving as Recording Secretary at the session at which the Board adopted the ordinance; and
  - c) Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the Marion County Clerk, available for public inspection.

**b. Emergency Ordinance.**

In addition to all actions described in Rule 18-4a, the following actions are required:

1. Within fifteen days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall: a) Briefly describe the ordinance; b) State the date when the ordinance was adopted and the effective date of the ordinance; and State that a copy is on file in the District offices and at the Marion County Clerk, available for public inspection.

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**18-5 Effective Date.**

Except [as provided by Rule 18-45b for an emergency ordinance](#), an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.

An emergency ordinance may take effect upon adoption.

**RULE 19. RESOLUTIONS**

- a. The Board may, from time to time, choose to take action in the form of resolutions except in those cases where action in the form of ordinance is

required by law.

- b. Resolutions shall be numbered consecutively each calendar year and filed in the order in which they are adopted.
- c. Resolutions may be adopted by the vote of the majority of the Board members present at any meeting at which a quorum is present.
- d. Resolutions must be signed by the presiding officer and attested by the Board secretary, then filed in the records of the District.

**RULE 20. GENERAL MANAGER**

The General Manager shall attend all meetings and may participate in such meetings, but has no vote.

**RULE 21. SMOKING**

Smoking in the rooms where the Board of Directors or any committee meets is prohibited.

**RULE 22. COMMITTEES**

- a. The president, from time to time, or the Board, by majority vote of its members at any meeting, may appoint Board members and other interested ~~community members~~~~private citizens~~ and representatives of groups and organizations to serve on standing or special committees. At the time of appointment of such members, the president shall state the purpose and duties of the committee. Any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created and shall be subject to the direction and control of the Board. All committees shall have a chairperson elected as ~~shown in Attachments A and B~~ [here provided in the bylaws establishing the committee](#). Recommendations of such committees shall be considered as advisory only.
- b. The purpose of each standing advisory committee, any conditions expressed by the District on the committee's organization or conduct, the membership and terms of appointment, and procedures for filling vacancies, shall be included as attachments to these bylaws.

c. Except as may be specifically directed elsewhere in the bylaws, all provisions of these bylaws shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board", "committee members" for "directors", and "committee chairperson" for "president".

d. All members of the Board and committees serve without compensation, unless approved by the Board and, pursuant to formal opinion of the District's legal counsel, permitted by law.

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e. Standing committees composed solely of members of the Board may not have more than three (3) members, and their sole purpose shall be to arrive at a specific recommendation for action to be taken by the full Board.

**22-1**

**Executive Committee.**

The president, vice president and treasurer shall serve on the Executive Committee. In the absence of a member of the Executive Committee the secretary may attend. The Executive Committee may meet at the discretion of the president to resolve any emergency policy or legislative issue that requires immediate action between regularly scheduled Board meetings. The Executive Committee is subject to the authority of the Board of Directors, and none of the acts of the Executive Committee shall conflict with action previously taken by the Board regarding the same subject. To the extent possible, such emergency actions should be deferred to a special meeting of the Board.

**22-2**

**Budget Committee.**

Pursuant to the requirements and provisions of Section 294.336 of Oregon Revised Statutes, a budget committee shall consist of the Board and a like number of qualified electors of the District who shall be appointed pursuant to the following:

- 1) Prior to the first meeting of the Budget Committee in any given year, vacancies in the office of appointive members of the committee shall be filled by appointment of the Board.
- 2) Appointments to the Committee may, at the discretion of the Board be made as follows:
  - a) The Board member representing the subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector.
  - b) The Board member representing the subdistrict of the vacancy may call for applications for the Budget Committee.

- c) Appointive members of the Budget Committee shall be appointed for terms of three years, and subsequently, upon recommendation of the Board members and subject to Board approval, may be reappointed to such position.

**RULE 23. AMENDMENT**

These bylaws, as adopted by the District, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board, except as otherwise provided in the bylaws; provided that copies of the proposed revisions or amendments shall have been available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

**RULE 24. INDEMNIFICATION**

- a. To the fullest extent provided by law, and except in the case of malfeasance in office or willful or wanton neglect of duty, the District shall defend, save harmless and indemnify every Board member, officer, employee and agent against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty.
- b. Expenses include reasonable attorney's fees and costs of judgement or settlement. The District shall have the right to choose the attorney for whom services will be provided and compensation paid pursuant to this provision.
- c. Legal services and indemnification shall be provided by the District under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability.

~~**This Resolution No. 2015-04, a Resolution Adopting Rules Governing Proceedings and Conduct of the Board of Directors of the Salem Area Mass Transit District, adopted by the Board of Directors on July 23, 2015, rescinds Resolution No. 90-1, adopted by the Board on January 25, 1990.**~~





**To:** Board of Directors

**From:** Stephen Dickey, Director of Strategic Initiatives and Program Management  
David Trimble, Deputy General Manager

**Thru:** Allan Pollock, General Manager

**Date:** August 27, 2020

**Subject:** Albany-Salem Transit Feasibility Study

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## ISSUE

Shall the Board receive an overview of the Albany-Salem Transit Feasibility Study project?

## BACKGROUND AND FINDINGS

Cherriots was awarded a grant to fund a feasibility study to evaluate the possibility of developing transit service to operate between Albany and Salem. This grant was funded through the Statewide Transportation Improvement Fund (STIF) Discretionary Fund.

This project is a continuation of planning work that had been completed in 2013 with the Long-Range Regional Transit Plan (LR RTP). The LR RTP identified the corridor between Albany and Salem as a significant commute and general travel corridor between two metropolitan areas. The need for an alternate to being dependent on driving alone has been a long standing need in this area. In addition, the cities of Millersburg and Jefferson have been growing as locations with more affordable housing that would still be considered a reasonable commute to either the Salem/Keizer area or the Albany/Corvallis area. With more people moving to these locations, it is also important to consider transit alternatives to serve the I-5 corridor in the area of these communities.

On March 16, 2020, a Request for Proposals (RFP) was released with the solicitation period ending on April 27, 2020. On June 22, 2020 three responses to the RFP were scored and an apparent winner was selected. The contract was executed on July 21, 2020 with Jarrett Walker and Associates to provide transit planning consultant services to complete the process of developing the Albany-Salem Transit Feasibility Study.

For Board Meeting of August 27, 2020

Agenda Item No. H.1

Page 2

The Scope of Work and the Project Timeline is included in **ATTACHMENT A**. Proposers were allowed to submit alternate public involvement solutions that would not require in person meetings to address the current COVID-19 pandemic situation.

**FINANCIAL IMPACT**

None, information item only.

**RECOMMENDATION**

Information item only.

**PROPOSED MOTION**

**Information item only.**



## SCOPE OF SERVICES

## ATTACHMENT A

### OVERVIEW:

Contractor to lead a planning feasibility study of transit services for the I-5 corridor between Salem, Oregon and Albany, Oregon. This study will include the cities of Albany (including Albany Transit System), Millersburg, Jefferson, and Salem, as well as the Albany Metropolitan Planning Organization. This corridor currently does not have public transportation service (with the exception of Amtrak).

SAMTD's Coordinated Plan, adopted by the Board in August 2016, identified the I-5 corridor as a high potential need for SAMTD Regional service when future funding comes available.

Contractor will have experience with public transportation planning, commute shed analysis, and travel demand forecasting to determine future needs for transportation alternatives along the I-5 corridor between Salem and Albany. It will also be expected that the Contractor will have effective methods of public outreach that will ensure the broadest cross section of the community possible to provide a complete basis of community input into the feasibility plan.

The Contractor will be expected to participate in several meetings during the project. These include, but are not limited to: A project kickoff meeting (video conference), project updates (video conference or in person if social distancing requirements due to the COVID-19 pandemic have been lifted), progress review (video conference or in person if social distancing requirements due to the COVID-19 pandemic have been lifted), draft report reviews (video conference or in person if social distancing requirements due to the COVID-19 pandemic have been lifted), and presentations to governing bodies (video conference or in person if social distancing requirements due to the COVID-19 pandemic have been lifted).

### SPECIFICATIONS:

The project will consist of a minimum of the following activities:

- **Existing Conditions Analysis and Needs Assessment**
  - Research existing transportation volumes between Albany and Salem.
  - Identify any transportation needs not being met.
  - Assess travel patterns, including origins and destinations.
  - Assess the type of transportation needed.
  - Provide demographic maps based on U.S. Census data.
  - Identify populations and locations needing transportation.

- **Alternatives Analysis**
  - Using the Existing Conditions Report as a guide, design at least two alternatives for the public to consider for a new public transit service between Salem and Albany.
- **Financial Cost Estimates for Implementing Options and Outcomes**
  - Determine the funds needed to improve the system.
  - Determine the cost of new services that can be implemented immediately.
  - Determine services that will require long-term financial planning.
  - Identify fund source(s) for capital purchases and ongoing expected operations and maintenance costs.
- **Public Engagement**
  - Public participation can be in the form of surveying, public meetings, and meetings with stakeholder groups. *However, given the current circumstances related to the COVID-19 pandemic Salem Area Mass Transit District realizes that in person meetings, while preferred, may not be possible. It will be contingent upon the Contractor to identify and propose the most effective methods of public outreach that do not include in person contact. These could include online town-hall meetings, extensive surveys, remote polling, etc.*
  - At least one outreach effort, preferably a physical event if it does not pose a risk of spreading COVID-19, in each of these cities: Albany, Millersburg, Jefferson, and Salem would be held for face to face discussions with members of the community for gathering information regarding the needs of the communities to develop the alternatives.
  - At least one outreach effort, preferably a physical event if it does not pose a risk of spreading COVID-19, in each of these cities: Albany, Millersburg, Jefferson, and Salem would be held for face to face discussions with members of the community regarding the alternatives presented.
  - Desired participation may include the following: transportation providers, riders, social service and governmental stakeholders, and representatives of Title VI populations (i.e., ethnic minorities and immigrants from foreign countries). Other vulnerable populations such as low-income groups, veterans, seniors and individuals with disabilities should be targeted in the public participation process as well.
- **Draft and Final Reports**
  - Using the outcomes of the public participation effort, form a draft report that includes a recommendation for a future service between Salem and Albany.
  - Prepare a draft report district staff to submit to Oregon Department of Transportation (ODOT) for review and comments.
  - Develop a final recommendation report taking into consideration ODOT comments.

- **Present Final Recommendations to Adopting Agencies**

- The final recommendation report shall be presented by the Contractor (video conference or in person if social distancing requirements due to the COVID-19 pandemic have been lifted) to the Board of Directors of the Salem Area Mass Transit District and the City of Albany City Council for acceptance.
- The Contractor shall supply three bound copies of the Final Recommendations in print, and an electronic file of the report in both Microsoft Word and Adobe pdf formats.

# Task	Timeline													
	July 19 26	August 02 09 16 23 30	September 06 13 20 27	October 04 11 18 25	November 01 08 15 22 29	December 06 13 20 27	January 2021 03 10 17 24 31	February 07 14 21 28	March 07 14 21 28	April 04 11 18 25	May 02 09 16 23 30	June 06 13 20 27	July 04 11 18 25	August 01 08 15
<b>1. Kickoff and Project Management</b>														
Notice to proceed														
Kickoff meeting		•												
<b>2. Existing Conditions and Needs Assessment</b>														
All service data received from SAMTD														
Origin-Destination data received from MPO's														
Analyze Existing Conditions and Past Plans														
Draft Choices memo														
Final Choices memo														
<b>3. Service Alternatives</b>														
Collaborative video design session with SAMTD staff														
Alternatives mapping and analysis														
Alternatives financial analysis														
<b>4. Public Engagement (Base Scope)</b>														
Phone outreach to promote Webinar Meeting														
Webinar Video Meeting on Key Choices														
Create Project Fact Sheet, Flyer and Graphics														
Public Outreach on Alternatives														
Webinar Video Meeting on Alternatives														
Online Open House about Alternatives														
Draft public input summary														
Final public input summary														
<b>5. Final Report and Recommendation</b>														
Draft Recommendation Report														
Incorporate comments from ODOT, Albany														
Final Report and presentations														

• Milestones  
x Deliverables



**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** August 27, 2020

**Subject:** September 2020 Service Change Briefing

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## ISSUE

Shall the Board receive a briefing regarding changes to Cherriots fixed route services beginning September 27, 2020?

## BACKGROUND AND FINDINGS

### Service Changes

Every four months in January, May and September, service changes are implemented based on input from customers, transit operators, Cherriots employees, and performance monitoring results. Here is what is changing on September 27, 2020.

### *Cherriots Local*

Return to Pre-Covid (May 3, 2020 sign up) service level until 21:00.  
Routes 22 and 91/92 will not operate.

### Weekdays

- Routes 2 and 12 will operate under detour
- Route 16 trip first departure changed to 6:25a
- Add return trips to DTC in the evening for routes 7 (17:30 trip), 19 (17:45 trip), and 21 (18:15 and 18:45 trips).

- Adjust Route 13 layover at CCC
- Exclude Route 22
- Exclude 9192

Saturdays

- Route 2 will operate under detour

***Cherriots Regional***

Return to pre-Covid service level.

Weekdays

- Resume pre - Covid service
  - Route 1X
    - Add 6:25a, 13:30 trips
  - Route 10X
    - Add 6:00a departure from DTC
  - Route 20X
    - Add 19:10 inbound trip from BiMart

Saturdays

No changes

**FINANCIAL IMPACT**

**None**

**RECOMMENDATION**

**Information Only**

**PROPOSED MOTION**

**Information only**



## BOARD MEETING MEMO

Agenda Item No. H.3

**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** August 27, 2020

**Subject:** Performance Report – FY20 Q4

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### ISSUE

Shall the Board receive the quarterly information briefing on Cherriots services for the fourth quarter of FY20?

### BACKGROUND AND FINDINGS

Performance measures (daily average revenue hours, daily average revenue miles, and daily average rides) for the fourth quarter of Fiscal Year 2020 (FY20 Q4) are included in Attachment A. FY20 Q4 began April 1, 2020 and ended June 30, 2020. All data is compared to the previous fiscal year, FY19 Q4. With the expansion of service, Saturday data will also be included in Attachment A. Year-to-date totals (total revenue hours, total revenue miles, and total rides) are also included in Attachment A and are gathered from FY20 Q4 and compared to those in the same time period of FY19. 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. Several routes were not in operation for the entire quarter.

## 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 398.0 hours on average per day, (-57.6%).
  - Saturday – 189.0 per day.
  
- *Revenue Miles* –
  - Weekday - Decreased by 5,063.4 on average per day, (-58.1%).
  - Saturday - 2642.8 per day.
  
- *Rides* –
  - Weekday - Decreased by 10,325.3 rides per day, (-81.1%).
  - Saturday - 1200.3 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 Q4.

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

Includes regional commuter express routes.

- *Revenue Hours* –
  - Weekday – Decreased by 2.0 hours on average per day, (-3.5%).
  - Saturday – 29.5 per day.
  
- *Revenue Miles* –
  - Weekday – Decreased by 40.0 miles on average per day, (-3.3%).
  - Saturday – 682.7 per day.
  
- *Rides* –
  - Weekday – Decreased by 273.8 rides on average per day, (-71.3%).
  - Saturday – 38.8 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 Q4.

***Cherriots Regional Flex***

Includes the Polk County Flex.

- *Did not operate during Q4.*

***Cherriots Shop and Ride***

Includes dial-a-ride and shopper shuttle.

- *Rides* –
  - Shopper Shuttle did operate during Q4.
  - Dial-a-ride – This service operated for 21 days in the month of June and provided 146 rides.

***Cherriots LIFT***

Paratransit

- *Rides* –
  - Weekday – Decreased by 466.4 rides per day on average, (-82.8%).
  - Saturday – 53.6 rides per day on average.
  - Total Ridership between both was 6,890.

**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>	14,477	14,474	13,151	42,102	3,193	6,579	8,666	18,438
<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>	35	26	22	83	0	0	0	0
<i>Cherriots Local Total</i>	14,729	14,717	13,370	42,816	3,193	6,690	8,841	18,724
<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>	1,237	1,225	1,104	3,566	1,075	1,173	1,305	3,553
<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>	306	311	275	892	0	0	139	139
<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>	5,567	5,672	5,004	16,243	1,260	1,385	1,864	4,509

**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>	<i>531</i>	<i>1,028</i>	<i>898</i>	<i>2,457</i>
<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>	<i>96</i>	<i>159</i>	<i>128</i>	<i>383</i>
<b>LIFT</b>				
<b>ADA</b>	146	192	175	513
<b>DD53</b>	5	9	11	25
<i>Cherriots LIFT Total</i>	<i>151</i>	<i>201</i>	<i>186</i>	<i>538</i>

**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>	<i>132.8</i>	<i>205.6</i>	<i>224.5</i>	<i>189.0</i>
<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>	<i>24.0</i>	<i>31.8</i>	<i>32.0</i>	<i>29.5</i>
<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>	<i>37.8</i>	<i>40.2</i>	<i>46.5</i>	<i>41.4</i>

**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>				
2 - Market / Brown	55.8	92.0	135.5	94.2
3 - Portland Road	22.5	55.8	83.8	54.2
4 - State Street	22.5	85.6	97.0	69.7
5 - Center Street	52.5	81.6	115.5	83.1
6 - Mission / Fairview Industrial	0.0	14.2	27.0	13.8
7 - Mission / Hawthorne	21.3	34.4	51.8	35.7
8 - 12th / Liberty via Red Leaf	36.8	78.0	111.3	75.5
9 - Cherry / River Road	27.3	59.0	78.3	55.2
11 - Lancaster / Verda	127.5	278.0	373.8	261.2
13 - Silverton Road	34.0	77.2	92.0	68.5
16 - Wallace Road	0.0	6.4	30.8	11.9
17 - Edgewater / Gerth	36.0	62.8	87.0	62.0
18 - 12th / Liberty via Lone Oak	0.0	0.0	0.0	0.0
19 - Broadway / River Road	76.3	154.6	224.5	152.0
21 - South Commercial	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>				
10X - Woodburn / Salem Express	6.0	6.6	7.8	6.8
20X - N. Marion Co. / Salem Express	3.3	6.2	6.5	5.4
30X - Santiam / Salem Express	3.8	6.6	7.3	5.9
40X - Polk County / Salem Express	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>				
ADA	49.0	47.2	58.5	51.2
DD53	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
	<i>FY20</i>	<i>FY20</i>	<i>FY20</i>
<b>LOCAL BUS SERVICE</b>			
<b>2 - Market / Brown</b>	961	12,165	17,005
<b>3 - Portland Road</b>	594	6,933	8,387
<b>4 - State Street</b>	608	5,984	9,207
<b>5 - Center Street</b>	969	10,999	16,676
<b>6 - Mission / Fairview Industrial</b>	750	11,245	2,697
<b>7 - Mission / Hawthorne</b>	575	7,417	4,706
<b>8 - 12th / Liberty via Red Leaf</b>	796	10,640	7,700
<b>9 - Cherry / River Road</b>	613	8,992	6,488
<b>11 - Lancaster / Verda</b>	2,211	27,987	34,143
<b>13 - Silverton Road</b>	547	5,154	8,561
<b>16 - Wallace Road</b>	310	4,084	2,785
<b>17 - Edgewater / Gerth</b>	954	7,339	9,836
<b>18 - 12th / Liberty via Lone Oak</b>	653	8,709	6,027
<b>19 - Broadway / River Road</b>	1,022	15,634	23,959
<b>21 - South Commercial</b>	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>			
<b>10X - Woodburn / Salem Express</b>	299	6,464	640
<b>20X - N. Marion Co. / Salem Express</b>	370	8,619	735
<b>30X - Santiam / Salem Express</b>	294	7,367	561
<b>40X - Polk County / Salem Express</b>	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>			
<b>ADA</b>	1,884	20,262	2,788
<b>DD53</b>	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

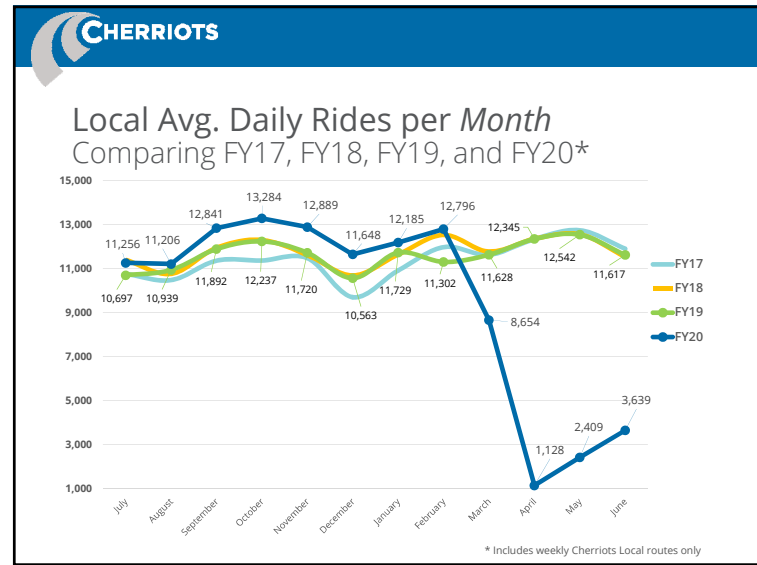
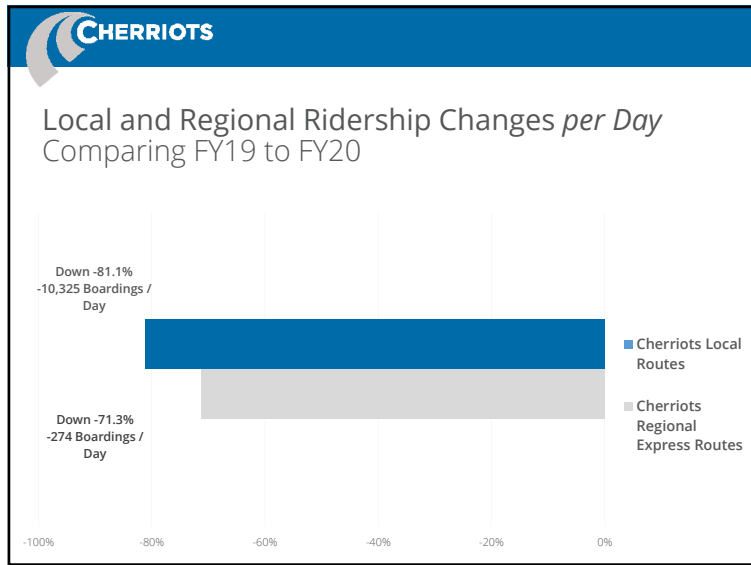
<b>Cherriots Local</b>				
	<i>Fare Categories</i>			
	<i>Full Fare</i>	<i>Reduced Fare</i>	<i>Youth Fare</i>	<i>Free</i>
<b>Fare Types</b>	<i>Q4 2020</i>	<i>Q4 2020</i>	<i>Q4 2020</i>	<i>Q4 2020</i>
30 Day Pass	0	0	0	-
Day Pass	0	0	0	-
Cash	0	0	0	-
Free	-	-	-	15,604
<b>Cherriots Regional</b>				
	<i>Fare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

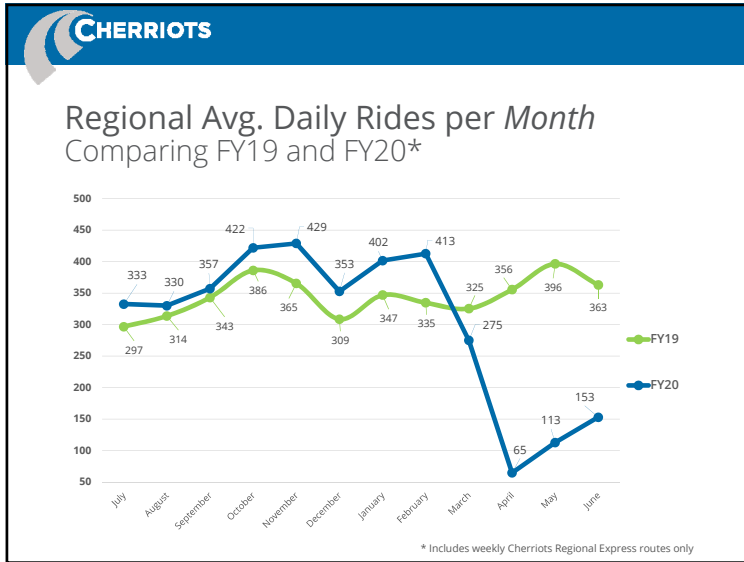
# FY20 Q4 Performance Report

April – June 2020

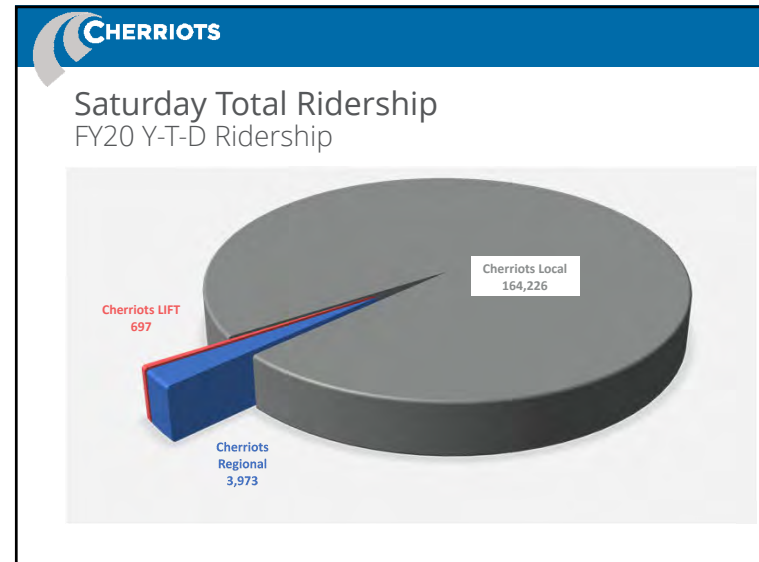
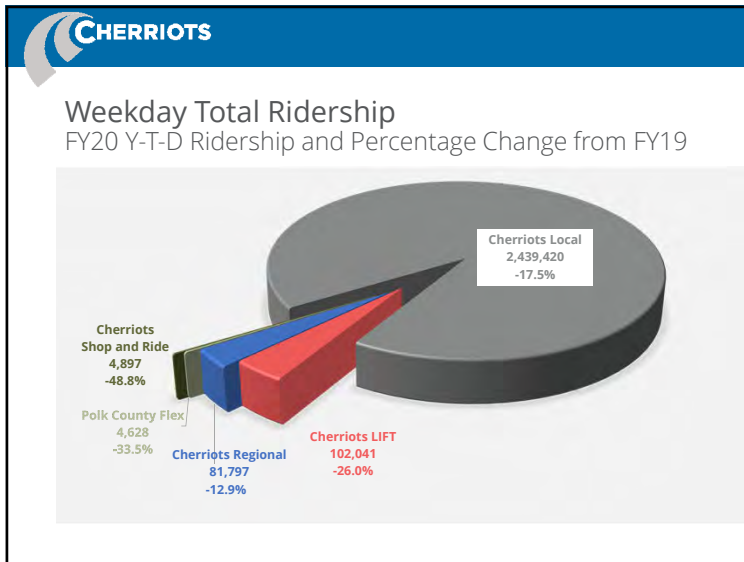


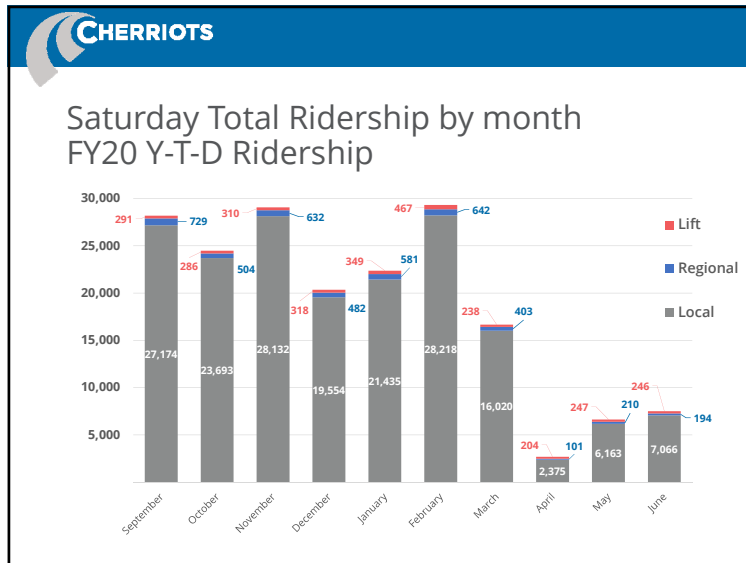

# Ridership Comparison



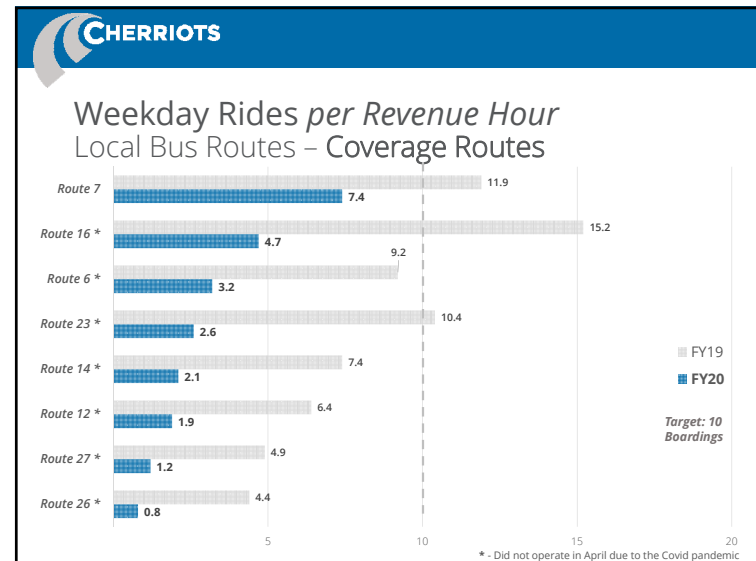
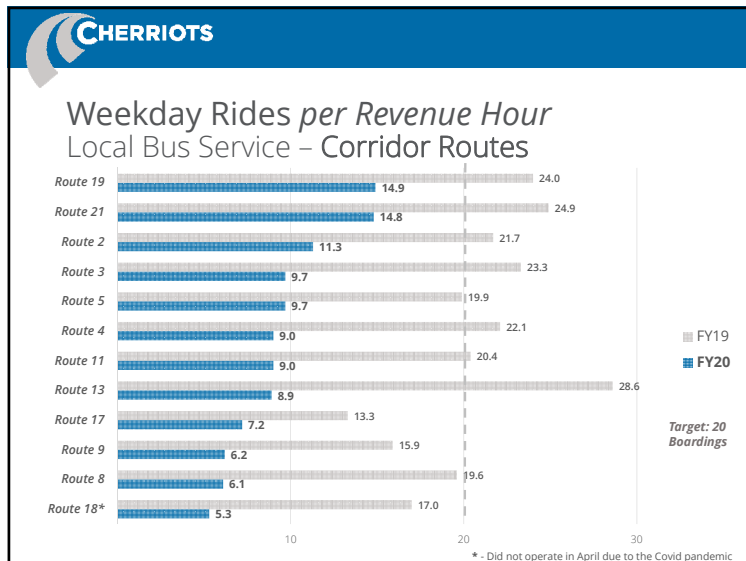


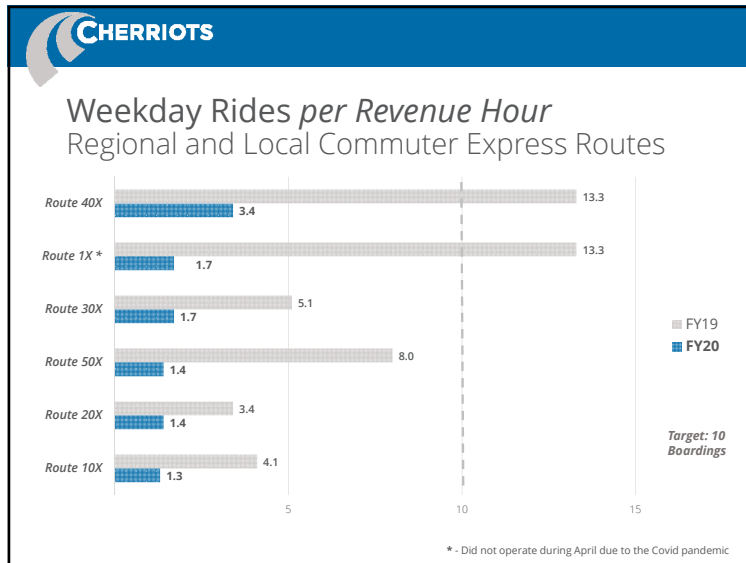
# Ridership Totals





# Weekday Changes by Route

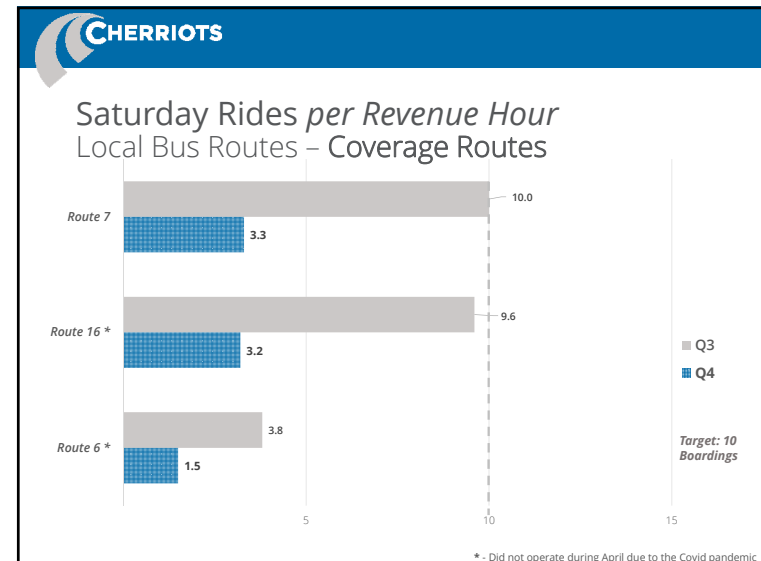
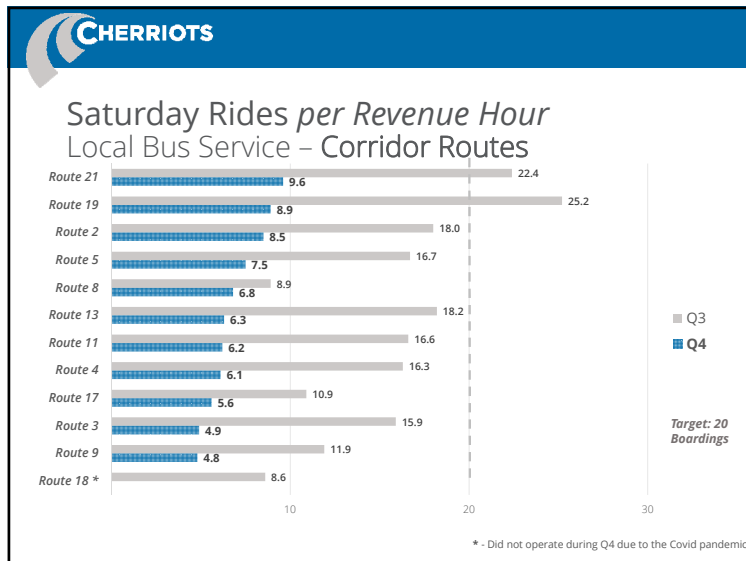




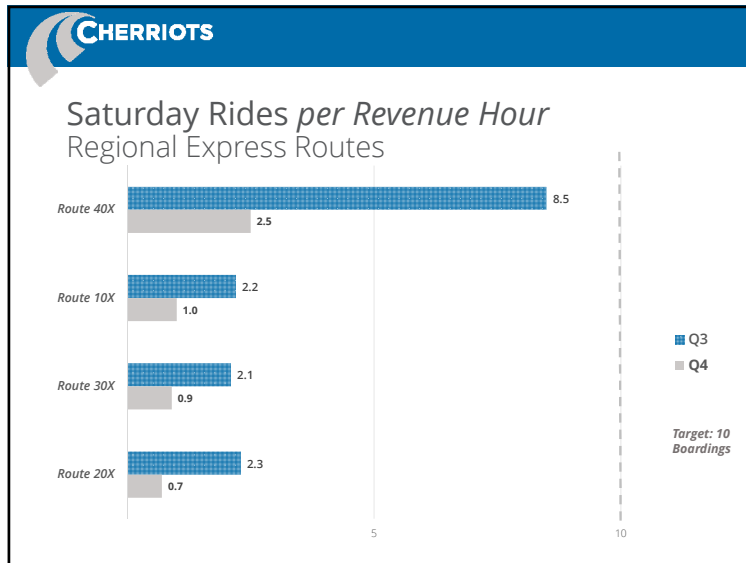
**CHERRIOTS**

## Saturday Changes by Route

Comparing FY20 Q4 to  
FY20 Q3







# Fare Usage

## FY20 Q3

### Local weekday fare category usage

**Full Fare** (ages 19 – 59)

- 30 Day Pass usage down **-5.7% (-6,801)**
- Day Pass usage down **-16.0% (-17,901)**
- Cash Fare down **-12.0% (-2,985)**

**Reduced Fare**

- 30 Day Pass usage down **-11.3% (-18,662)**
- Day Pass usage down **-11.1% (-10,643)**
- Cash Fares down **-6.6% (- 2,554)**

**Youth Fare** (ages 6 – 18)

- 30 Day Pass usage up **45.4% (+16,656)**
- Day Pass usage up **22.6% (+16,187)**
- Cash Fares down **-11.6% (-1,555)**

**Free**

- Free rides up **163.3% (+40,290)**

### Regional weekday fare category usage

**Full Fare** (ages 19 – 59)

- Monthly Pass usage down **-10.9% (-74)**
- Day Pass usage down **-5.8% (-380)**
- Cash fares up **3.6% (+204)**

**Reduced Fare**

- Monthly Pass usage up **3.6% (+19)**
- Day Pass usage up **1.1% (+52)**
- Cash Fares down **-25.5% (-478)**

**Youth Fare** (ages 6 – 18)

- Monthly Pass usage down **-36.3% (-49)**
- Day Pass usage down **-5.5% (-54)**
- Cash Fares down **-1.4% (-18)**

**Free**

- Free rides up **151.6% (+485)**





**To:** Board of Directors

**From:** Roxanne Beltz, Trip Choice Program Coordinator  
Patricia Feeny, Director of Communication

**Thru:** Allan Pollock, General Manager

**Date:** August 27, 2020

**Subject:** Cherriots Trip Choice FY 2019-2020 – Fourth Quarter Report

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## **ISSUE**

The fourth quarter report of the FY 2019-2020 Cherriots Trip Choice Program.

## **BACKGROUND AND FINDINGS**

The activities, goals, and metrics of the Cherriots Trip Choice program are structured around the 2019-2020 Oregon Department of Transportation 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**

Fourth Quarter Report - FY 2019-2020

April, May, and June 2020

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In response to the governor's COVID-19 mandates regarding work and business practices, Cherrriots leadership has put the health and safety of customers and staff first and transitioned most staff to teleworking status. Because the timing of this new work arrangement (and unprecedented time of upheaval) coincided with a planned staff absence, the Trip Choice team consisted of one full-time staff member and one staff member on leave during the quarter. Daniel Gonzalez was added as part of the team, however, only a portion of his time is committed to Trip Choice activities (primarily social media and outreach). The change in focus, as well as temporary staffing reduction, resulted in an unusual fourth quarter that will be reflected in the report.

**GOAL: AWARENESS AND UNDERSTANDING****Community outreach**

Part of the response to the governor's COVID-19 mandates around work and business practices, and with physical distancing requirements, we canceled all public outreach during the quarter. Additionally, because transit transitioned to "essential trips only," actively promoting carpooling and vanpooling did not seem appropriate (nor would it likely be fruitful). We did spend time connecting virtually with our peers, constituents, and customers and focused more energy on the promotion of teleworking, bicycling, and walking.

**Employee Transportation Coordinators**

While we had to cancel the in person ETC meeting, an ETC poll indicated their desire to stay connected through an email newsletter, as opposed to an online meeting. Working from the June meeting agenda, staff created an ETC newsletter and sent it to more than 75 ETCs in early July.

The topics included a Cherrriots service update, information about the new operator safety barriers on the buses, the ETC tool kit, an article about *Get There* being featured in the May issue of Oregon Business magazine, and information about *Get There*. It is likely that this e-newsletter will become a regular part of our communication until we are able to reconnect with ETCs in person.

## **Bicycling and Walking**

In an effort to provide additional resources to bicyclists and pedestrians, and to enhance our partnerships with the communities we serve, we have added some resources to our website and completed some additional social media promotion.

These new resources include:

- A link to the City of Keizer bike routes page.
- Additional posts on Trip Choice's social media channels promoting cycling.
- Posting a pdf of the new Polk County bike map.
- Adding regional bike repair stations to the existing list.

These links, the pdf, and social media activities add to our existing resources such as tips and rules when you bring your bike onto a Cherriots bus, interactive trip planning maps, and pdfs of regional walking and cycling maps. We also offer pdfs of the *Oregon Bicyclist Manual* and the *Bicyclist Survival Guide* produced by ODOT.

## **Student Poster Contest**

We were able to complete the student poster contest with a few modifications. Staff would typically coordinate public judging, but transitioned to individual judging with aggregate scoring to determine winners. Following the judging, winners were traditionally announced at school assemblies. Given the pandemic, we instead created winner packages that included recognition certificates, a congratulatory letter, other promotional items, and gift cards. For some of the students, these were sent (along with their winning poster) to their home by certified mail. Others were hand delivered to the homes of the winners by the school principal.

## **GOAL: EXPANDED MARKETS**

Despite the cancellation of many service integration team meetings, some were still held virtually and staff attended eight of these meetings. The meetings often consist of social service and other community groups sharing information about their programs and community needs. It was during these meetings that I learned of two community needs that we're able to help with.

The first was a need in Dallas/Falls City for tote bags to be used to deliver "care packages" to students as part of the Family Academics Community and Enrichment for Success program in Polk County. We delivered 200 lightweight tote bags.

The second was the need that the Yamhill Community Action Partnership had at its food bank in McMinnville. Through their small program (similar to the NW Hub), they

help youth and underserved community members secure and repair bicycles. We were able to donate 50 bike light sets to the program.

### **Group Pass Program**

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

Staff recently checked in with the GPP employers to see how Cherriots can continue to be a resource during this uncertain time and to find out how their employee commute experiences have been going. All employees from the Department of Land Conservation and Development will be working remotely through August 31 or longer, if circumstances do not improve. Some employees from both Gilbert House Children's Museum and Book Bin have continued to make their essential commuting trips with Cherriots and have also explored modes of active transportation to get to work. GPP participants at Salem Health have been mixing their commute with drive alone trips, carpooling, transit, and teleworking.

### **Vanpool**

Because the current agreement with Commute by Enterprise expired June 30, 2020, (although we have a 90 day extension) we are in the process of putting out an RFP for vanpool services. Despite having only one vendor in the market currently, it is part of our best practices to conduct a formal RFP in our vendor selection process.

### **Valley Vanpool**

Vanpools have been hit hard because of COVID-19 and 16 out of 29 vans that we provide full subsidies for are not operating. There are also five out of eight vans that we provide 50 percent subsidies for in partnership with Lane Transit District that are not running.

With Lane Transit District reduction in staffing and the loss of the institutional knowledge of the departing team members, the change is palpable and has (and will continue to) present coordination challenges. LTD was taking the lead with the new Valley Vanpool website development and the plan is for that to continue, with an extended timeline. The current website has been hosted by Cascades West Council of Governments. With its limited capacity now, management of the site transitioned to Alta planning. For the time being, it will be a subpage within the *Get There* site.

**GOAL: SAFETY**

Despite the restrictions the pandemic has put on us, we were able to distribute bike lights to YCAP as mentioned under expanded markets.

Looking toward the fall and winter, we will be ordering blinky lights and other safety items to distribute through our operators and to our regional partners in the Service Integration Teams.

**Safe Routes to School**

We continue our work with the Safe Routes to School steering committee to support the program. This work included meeting virtually with the steering committee to make plans for outreach when schools resume in person learning, and securing promotional items as part of our financial support for the program.

Part of Trip Choice's ongoing support has been coordinating with the NW Hub to provide bike tune-ups at the Edgewater Farmers Market every Thursday in July and August.

**GOAL: CONGESTION AND CONSTRUCTION MITIGATION**

The OR 99W/McDougall Junction is a construction project planned to start in late 2020 that may impact traffic and create congestion. Staff have reached out to the project coordinator and the POI at ODOT to see if our help is needed for outreach.

At this time, the tentative start date for this construction project has been pushed to next year. Moreover, much of the work will be done at night to minimize traffic disruption. I will remain connected with the PIO and its community affairs office in the event our help is needed with outreach.

**Get There Oregon**

*Get There Oregon* is a statewide ridematching and trip tracking tool that was launched in July 2019. It is promoted through transportation options programs to commuters in Marion, Polk, and Yamhill counties.

It should come as no surprise that transportation options use and tracking dropped significantly during this quarter.

<b>Total statewide users</b>	<b>6,589</b>	Skate trips	0
<b>Total regional users</b>	<b>920</b>	Train trips	0
New users	30	Vanpool trips	110
Bike trips	370	Walk trips	9
Bus trips	61	Telework trips	585
Carpool trips	272		

**PROGRAM WORK AND ACTIVITIES**

**Ride Salem**

In June 2020, Zagster (the Ride Salem vendor) discontinued its service nationwide and filed for business dissolution. Conversations with Evan Osborne, the executive director of Ride Salem are ongoing and staff is working with him to restart the program with some significant changes. These include Ride Salem owning the bicycles and stations, changes in the sponsorship structure, new marketing material (signage and literature), and a new app for renting the bicycles.

The program re-launch is not, yet, scheduled but the goal is to be up and running within the next 90 days. Liability insurance and right-of-way issues are most of the hold up. The station at Courthouse Square is being sponsored by Cherriots, so we can expect to see new signage reflecting our name, once the new signs are created and installed. A benefit of the change is that station sponsorship will only be \$4,000 at the onset and then \$2,500 a year.

**Virtual conferences and webinars**

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

- RideAmigos Commute Con 2020
- League of Oregon Cities weekly conference calls
- ACT Public Policy call
- Governor Brown's Town Hall meetings
- RideAmigos monthly "Office Hours" calls
- ACT discussion on Bike, Walk and Scooter use during COVID-19
- Salem Chamber Forum on Tourism
- LUUM TO Conference
- ACT Webinar on TDM strategies
- WTS webinar on urban design
- WTS webinar on mindfulness and self-compassion




Part of the program's success depends on ongoing participation in community and industry groups where Trip Choice can make valuable connections and learn best practices. At this time, all of these ongoing meetings have been held virtually and will continue for the foreseeable future.

- 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 quarterly meetings
- Transportation Options Group of Oregon – Board members
- Valley VanPool Partnership
- Willamette University Sustainability Networking Group



**Cherriots Trip Choice**  
FY 2019-2020 – Fourth Quarter Report


Roxanne Beltz  
Trip Choice Program Coordinator



**The quarter started...**



**Awareness and Understanding**



**ETC eNews**





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

**CHERRIOTS**  
TRIP CHOICE

## ETC eNews

### The road to recovery

We've finally shifted out of emergency response mode and into a recovery toward a new normal. Thank you to all of our riders and community partners for your patience as we've adapted and made changes to keep everyone safe. We promise to continue our commitment to safety as we move forward.

#### Service increase on July 13



We are once again increasing the temporary reduced service that is in place during the coronavirus pandemic effective Monday, July 13. Service will be about 30 percent of the pre-pandemic weekday service level and 100 percent of the previous Saturday service level.

[LEARN MORE](#)

#### New safety shields coming

We recently purchased new polycarbonate shields installed in the buses designed to better protect our drivers on the bus from COVID-19 and aerosols. They will be installed over the next few months.

[LEARN MORE](#)

#### ETC toolkit

Implementing and sustaining employee transportation programs can be tricky if you have the right tools. This toolkit is meant to provide guidance and support to those interested in creating an employee transportation program or as a reference for evaluating or improving existing programs.

[LEARN MORE](#)

#### The economics of traffic

COVID-19 has caused a lot of disruption, but it's illuminated the advantages of new business models like remote work. On There's a Natural in the Map issue of Oregon Business magazine and shows how new models and practices enable businesses to boost productivity, reduce costs, and grow.

[LEARN MORE](#)

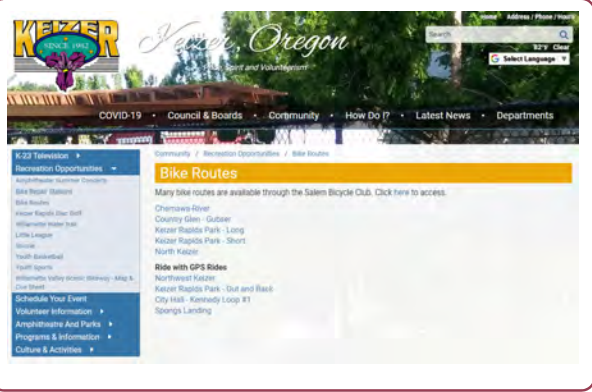


Get There

Join the Get There Business    Get There Challenge is still on

**CHERRIOTS**  
TRIP CHOICE

## Bicycling and walking



**Keizer Oregon**  
Spirit and Volunteering

COVID-19    Council & Boards    Community    How Do I?    Latest News    Departments

**Bike Routes**

Many bike routes are available through the Salem Bicycle Club. Click here to access.

- Chimney River
- Country Glen - Outdoor
- Keizer Rapids Park - Long
- Keizer Rapids Park - Short
- North Valley
- Ride with GPS Bikes
- Northwest Keizer
- Keizer Rapids Park - Out and Back
- City Mall - Keneedy Loop #1
- Spring Landing

**CHERRIOTS**  
TRIP CHOICE

## Bicycling and walking

### Area Bicycle Maps


Take a look at the following links to get your trip on the right track.

- [Interactive Online Bicycle Map - City of Salem](#)
- [PDF Bicycle Map of Oregon](#)
- [PDF Bicycle Map of Salem and Willamette Valley](#)
- [PDF Bicycle Map of Clatsop, Multnomah, and Washington Counties](#)

©2019 Trip Choice for a free preview of the Salem and Willamette Valley Map: <http://salemtripchoice.org> or 503.588.8171


### Bicycle repair stations in Marion and Polk counties

<b>Kaiser Civic Center</b> 500 Chestnut St NE Salem, OR 97301	<b>Benson City Hall</b> 200 River St Salem, OR 97301	<b>Independence Firehouse</b> Park Street (near Independence) SE 13 Independence, OR 97331
<b>Kaiser Transit Center</b> 500 River Street Blvd Salem, OR 97301	<b>Marion County Police Department</b> 400 Pacific Hwy SE Hermiston, OR 97331	<b>Independence Firehouse Park Tour the Water Fountain</b> SE 13 Independence, OR 97331
<b>Keizer Park</b> (near the bus stop) Station at the Northwoods 400 River St NE Salem, OR 97301	<b>Independence Sports Park</b> (near the bus stop) Dawn Dr Independence, OR 97331	<b>Independence Mall</b> (near arena) 201 Adams Lane Independence, OR 97331



[Oregon Bicycle Manual](#)  
Download the manual for your device.

[LEARN MORE](#)



[Bicycling Survival Guide](#)  
Download the manual for your device.

[LEARN MORE](#)

**CHERRIOTS**  
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## Expanded Markets

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## Expanded Markets





FACES (Family, Academics, Community and Enrichment for Success) Afterschool Program  
Serving Polk County

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## Expanded Markets

- Group pass program
- Vanpool update
  - RFP
  - Current status of vanpooling

# Safety

**CHERRIOTS**  
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## Safe Routes to School



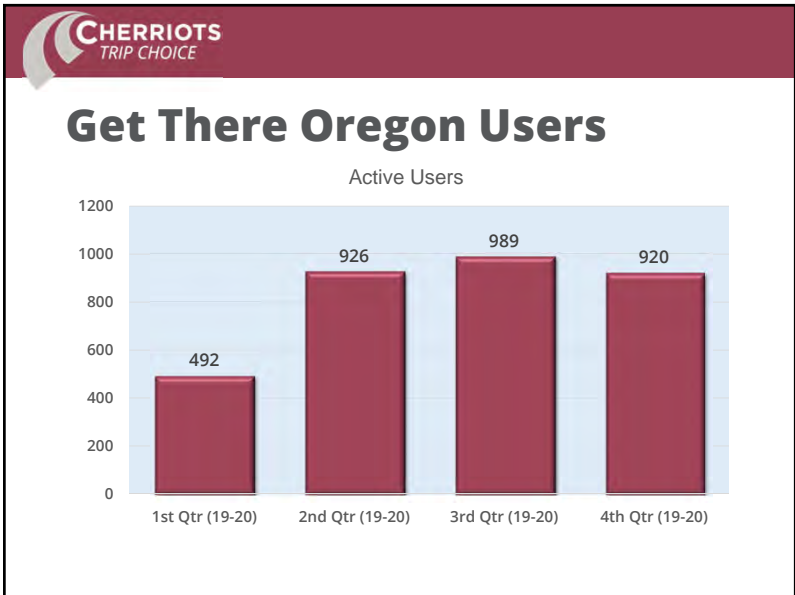
# Construction and congestion mitigation

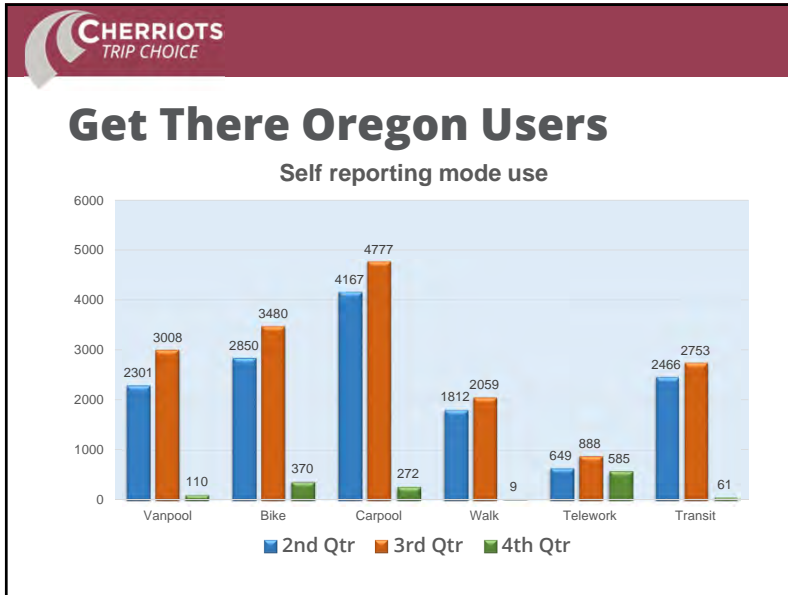


## Congestion and construction mitigation

- 99W – McDougall Junction
- Downtown Dundee roadway rebuild
- South Yamhill River Bridge replacement

# Get There Oregon





**Get There Challenge**

Explore, connect, and win during the **Get There Challenge** from Oct. 5-18!

get there challenge

**Program work and activities**

**Ride Salem - Bike Share**

- Program re-launch
- Application platform
- Images, graphics and messaging
- Sponsorship structure



Comments or questions?





**To:** Board of Directors

**From:** Stephen Dickey, Director of Strategic Initiatives and Program Management  
David Trimble, Deputy General Manager

**Thru:** Allan Pollock, General Manager

**Date:** August 27, 2020

**Subject:** Transit ITS Project Progress Update and Demonstration

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## ISSUE

Shall the Board receive a progress update and demonstration of the Transit ITS project?

## BACKGROUND AND FINDINGS

A little less than a year ago Cherriots held the kick off meeting for the Transit Intelligent Transportation Systems (ITS) project that would enable the District to have a set of powerful tools to manage our services, plan service from a data based perspective on a new level, improve safety and security, provide valuable information to our customers, and be even more proactive in taking care of our buses. A lot has happened since that meeting, some visible and a lot of work behind the scenes. While we had originally had a project schedule that would have had us bringing this update and demonstration a few months ago, we have had to find ways to keep the project moving forward in the midst of a global pandemic.

Tonight we are happy to share that all equipment has been installed on the local fixed route fleet; and the regional fleet, along with our staff and service vehicles, will have their equipment installed in the next few of weeks.

The systems that have been installed include new automatic passenger counters, systems that will track the location and movement of the buses, dispatch and planning software, new destination signs inside and outside, new announcement systems, the tablet that is the central control for all other systems, and many more pieces of hardware and software that make it all work together.

There is still work to be completed over the next several months, which include the completion of the new Voice over Internet Protocol (VoIP) communication system, the completion of the digital pre-trip/post-trip inspection system, and more in depth planning and reporting software systems. This work is being done by GMV Syncromatics. At the same time through another contract the security cameras are also being replaced, and in the very near future work will be on the contactless fare payment system project, and the green light extension project.

**FINANCIAL IMPACT**

Information only item.

**RECOMMENDATION**

Information only item.

**PROPOSED MOTION**

**Information only item.**



# BOARD MEETING MEMO

Agenda Item J.1

**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** August 27, 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 <b>VACANT</b>	
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

