



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, May 23, 2019 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER** (President Robert Krebs)
 - 1. Note of Attendance for a Quorum
 - 2. Pledge of Allegiance (Director Colleen Busch)
 - 3. “Safety Moment” Thought for the Day

- B. ANNOUNCEMENTS & CHANGES TO AGENDA**

- C. PRESENTATION**

- D. PUBLIC COMMENT**
Time is designated for members of the public at each Board meeting to testify on any items of Board business; being limited to three minutes.

- E. CONSENT CALENDAR**
Items on the Consent Calendar are considered routine business and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.
 - 1. Approval of Minutes**
 - a. Minutes of the April 8, 2019 Board Work Session **1**
 - 2. Routine Business**
 - a. Adopt Fiscal Year 2020 Board Meeting Schedule **5**

- F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

- G. ACTION ITEMS**
 - 1. Authorize the General Manager to execute a purchase of Two Data Storage Arrays in the amount of \$183,565.44 from CDW-G **9**
 - 2. Authorize President Krebs to send a letter to the Oregon Transportation and Growth Management (TGM) program on behalf of the Board in support of

SAMTDs grant application to complete a new 20-year, long-range plan for
Cherriots Local and Regional Services. 11

H. INFORMATIONAL REPORTS

1. Update on the activities of the City of Salem’s Congested Relief Task Force 27
2. Performance Report - Third Quarter 31
3. Trip Choice Report - Third Quarter 47
4. Financial Report - Third Quarter 57

I. GENERAL MANAGER’S REPORT

J. BOARD OF DIRECTORS REPORTS

Board members report on their Board assignments, citizen communications, committee
and meeting participation as representatives of the District. 67

K. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: Thursday, June 27, 2019

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.

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 Oregon 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.



Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

April 8, 2019

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

MINUTES

PRESENT:	President Robert Krebs; Directors Jerry Thompson, Kathy Lincoln, Colleen Busch, Doug Rodgers (arrived 5:43 p.m.) and Marcia Kelley; ABSENT: Steve Evans
Board	
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Gregg Thompson, Maintenance Manager; Linda Galeazzi, Executive Assistant
Guests	No guests

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

2. SAFETY MOMENT
Mr. Pollock shared the *Safety Moment* for the month of April about slips, trips and falls that can happen when walking on carpeted surfaces to tile floors. Missteps may also occur when getting on and off a bus. Be sure to use the handrails that are provided.

3. PRESENTATION
Renewable Natural Gas
Staff report: Oral Update
Presenter: Gregg Thompson, Maintenance Manager
David Trimble, Chief Operating Officer
Mr. Thompson spoke about the renewable natural gas (RNG) that comes from organic sources. Natural gas consists largely of methane; biogas typically consists of methane and carbon dioxide. Biogas is cleaned and conditioned in order to produce RNG. By capturing more greenhouses gases than it emits, RNG is considered carbon-negative and is processed interchangeably with traditional pipeline-quality natural gas to ensure the safe and reliable operation of the fixed route fleet.

RNG producers receive CO2 Abatement and Carbon Credits when they can show the fuel produced is being used in vehicle fleets. The producer shares a percentage of the revenue received because the credits cannot be generated without the vehicle fleets. An RNG broker connects RNG producers with RNG users. The benefit to the District would be financial and further their goal to be environmentally friendly. The District would be certified as an "off-user" to generate the credits used by a broker. Using current natural gas therms, estimates for revenue have been \$100,000 - \$120,000 per year.

Maintenance has been working on vehicle strategies and capital planning for the next two years; and have been conducting research into the RNG process before moving in that direction.

Follow-up: Staff will look into both the fixed cost and variable revenue per therm when drafting an RFP for a contract.

4. DISCUSSION

a. Service Enhancement

Staff report: Oral Update

Presenter: Allan Pollock, General Manager

Mr. Pollock reported on the following. Mr. Pollock attended the Joint Committee on Transportation meeting where he, and representatives from Coos County Area Transit (CCAT) and TriMet testified about their agencies' plans for the new STIF funding.

The Board will receive a detailed briefing at the May 13 work session on the roll out of public education for the new service in September.

The recruitment and selection process for new hires continues. Many interviews were conducted by staff and another training class for transit operators is beginning. In response to questions asked by the Board, Mr. Pollock explained that once the drivers go through training class, they drive. Trainers go with the drivers on the buses to ride along. New drivers start by covering for vacations schedules.

The District submitted their Statewide Transportation Improvement Fund discretionary grant application. It will be the end of summer before the District will know whether it will be approved or not. Director Kelley spoke about the Area Commission on Transportation's procedure for the STIF discretionary grant process; noting that all of the projects were moved forward with the exception of a request from Cascade West Council of Governments for a feasibility study and operation of their project.

Follow-up:

b. Review of Environmental Policy Statement

Staff report: Pages 1-4 of the agenda

Presenter: Allan Pollock, General Manager

The District's sustainability committee oversees the business practices of the District from a sustainability perspective. As part of the committee's annual work plan, they drafted an environmental sustainability policy statement for the Board to review and comment on.

Follow-up: The sustainability committee will take the feedback received from the Board to finalize a proposed statement and present it to the Board for action at the April 25, 2019 regular meeting. In addition, staff will investigate LEED certification for the Keizer Transit Center, and check to see if Courthouse Square needs to be recertified. Mr. Pollock will follow up with the Condo Board at their next meeting.

c. Board Protocol

Staff report: Pages 5-6 of the agenda

Presenter: Allan Pollock, General Manager

Board members took time to review the protocol stated in the Board's Bylaws under *Rule 17-1 Conduct of Meetings – Presiding Officer* for the appropriate procedures during the public comment period scheduled for each board meeting with the increase in public comment activity.

President Krebs advised that members of the board who have issues to be addressed at a board meeting should let him and Mr. Pollock know in advance.

Mr. Pollock noted that work sessions are held to educate the board on upcoming action items, and to find out what information the board needs to make informed decisions.

Follow-up:

5. GENERAL MANAGER COMMENTS

Staff report: Pages 7-12 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed a draft agenda for the April 25, 2019 board meeting, the Board's calendar of scheduled meetings and events and upcoming agenda items for Board review or action. Mr. Pollock reminded the Board that there will not be a budget committee orientation this year; instead the first budget committee meeting is scheduled for May 2. Staff will send out a reminder email to the budget committee with that information.

Follow-up:

4. WORK SESSION ADJOURNED

6:27 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



BOARD MEETING MEMO

Agenda Item E.2.a

To: Board of Directors

From: Linda Galeazzi, Executive Assistant / Clerk of the Board

Thru: Allan Pollock, General Manager

Date: May 23, 2019

Subject: Adoption of the FY 2020 Board Meeting Dates

ISSUE

Shall the Board adopt the Fiscal Year 2020 Board Calendar for regular board meetings and work sessions as shown in Attachment A?

BACKGROUND AND FINDINGS

Under Rule 11 of the Bylaws, it states that the Board will hold regular meetings on the evening of the fourth Thursday of each month except for meetings announced in advance. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held on another date and time designated by the Board. The start time for Board meetings has been 6:30 p.m.

Due to the Thanksgiving and Christmas holidays, past practice has been to schedule eleven meetings in the fiscal year by cancelling the November Board meeting and rescheduling the December meeting to the second Thursday of the month. In FY 2020, Thanksgiving Day is Thursday, November 21 and the November Board meeting falls on Thursday, November 28, 2019. The December Board meeting falls on December 26, 2019.

Work sessions have typically been scheduled on the second Monday of each month at 5:30 p.m. The work session scheduled on Monday, November 11, 2019 is a District holiday in observance of Veteran's Day. Past practice has been to choose another date in the month, i.e., Monday, November 4 or Tuesday, November 12, 2019. In addition, the American Public Transportation Association's Annual Meeting is scheduled for October 13-16, 2019 and the October work session is scheduled on Monday, October 14, 2019.

FY 2020 HOLIDAY AND DISTRICT EVENTS

2019

- Thu, Jul 4 Holiday: Fourth of July
- Mon, Sep 2 Holiday: Labor Day
- **Oct 13-16*** APTA TRANSform Conference (Annual Meeting)
- **Mon, Nov 11*** Holiday: Veteran's Day
- Thu, Nov 21 Holiday: Thanksgiving Day
- Wed, Dec 25 Holiday: Christmas

2020

- Wed, Jan 1 Holiday: New Year's Day
- Mon, Feb 17 Holiday: President's Day
- Mar 15-17 APTA Legislative Conference
- May 15-19 APTA International Bus Roadeo
- May 17-20 APTA Mobility Conference
- Mon, May 25 Holiday: Memorial Day

FINANCIAL IMPACT

There is no financial impact.

RECOMMENDATION

Board members reviewed the board's draft meeting calendar at the May 13, 2019 work session, and proposed that the Board maintain an eleven (11) board meeting schedule; and reschedule the October work session to the first Monday in October – October 7, 2019; and reschedule the November work session to Tuesday, November 12, 2019 as is shown in Attachment A.

PROPOSED MOTION

I move that the Board adopt the schedule of board meeting and work session dates for FY 2020 as shown in Attachment A.

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

**FY 2020
Regular Board Meeting and Work Session Dates**

Eleven Meeting Schedule

Work Session	Board Meeting
Monday, July 8, 2019	Thursday, July 25, 2019
Monday, August 12, 2019	Thursday, August 22, 2019
Monday, September 9, 2019	Thursday, September 26, 2019
*Mon, Oct. 7, 2019 (1 st Monday)	Thursday, October 24, 2019
*Tuesday, Nov 12, 2019	--- NO November Board Meeting
--- NO December Work Session	Thursday, December 12, 2019
Monday, January 13, 2020	Thursday, January 23, 2020
Monday, February 10, 2020	Thursday, February 27, 2020
Monday, March 9, 2020	Thursday, March 26, 2020
Monday, April 13, 2020	Thursday, April 23, 2020
Monday, May 11, 2020	Thursday, May 28, 2020
Monday, June 8, 2020	Thursday, June 25, 2020



BOARD MEETING MEMO

Agenda Item G.1

To: Board of Directors

From: Scott Kirkland, Network Administrator
Chip Colby, IT Manager

Thru: Allan Pollock, General Manager

Date: May 23, 2019

Subject: Storage Arrays for Backups

ISSUE

Shall the Board authorize the General Manager to execute the purchase of two data storage arrays in the amount of \$183,565.44 from CDW-G, for the purpose of storing and protecting backups of all District data?

BACKGROUND AND FINDINGS

The District's current capacity to store backups of data and systems is limited to storing one backup per day for five days.

Prioritizing data integrity is essential to protecting the District in the event of system failure, natural disaster, or malicious intent. As part of the District's information technology (IT) planning efforts, staff works to meet industry best practices for data retention and protection. This consists of:

- Three backups per day (one every 8 hours)
- 30 days' worth of backups on site
- Two days' worth of backups stored offsite
 - CH2 data stored at Del Webb, Del Webb data stored at CH2

Moving the District to these industry best practices reduces the risk of data loss. One backup per day is a risk of losing a maximum of 24 hours of data. Three backups per day, limits the data loss risk to a maximum of 8 hours.

This project was competitively bid on ORPIN as ITB 19-021 Storage Array for Backups. The solicitation received four bids.

FINANCIAL IMPACT

The funding for the purchase of \$183,565.44 is included in the FY2018-2019 Adopted Budget in the Capital Projects Fund. The Backup Storage project is funded by federal grant with local match.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute the purchase of two data storage arrays in the amount of \$183,565.44 from CDW-G, for the purpose of storing and protecting backups of all District data.

PROPOSED MOTION

I move that the Board authorize the General Manager to execute the purchase of two data storage arrays in the amount of \$183,565.44 from CDW-G, for the purpose of storing and protecting backups of all District data.



To: Board of Directors

From: Ted Stonecliffe, Transit Planner II, Programs
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: May 23, 2019

Subject: Letter of Support for SAMTD to Apply for a Transportation and Growth Management Grant

ISSUE

Shall the Board provide a letter of support to the Oregon Transportation and Growth Management (TGM) program for the application Salem Area Mass Transit District (SAMTD) is submitting for a grant to complete a planning project that would create a new 20-year long-range plan for Cherriots Local and Regional services?

BACKGROUND AND FINDINGS

SAMTD is applying for a TGM program grant to create a new long-range transit plan to replace its existing 20-year long-range plans for the Cherriots Local and Regional services. The Long-Range Transit Plan (LRTP) will strategically lays out a clear understanding of the existing conditions and our responsibilities to the community. The plan will identify future uncertainties that will challenge how Cherriots operates and provides services. It then will establish a framework of goals, policies, and strategies to address those challenges and suggest performance measurements to track progress.

The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to inform the final 20-year planning document.

Creating a new LRTP to replace the current planning documents for the Cherriots Local and Regional bus systems is essential, especially with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The current planning documents for the local and regional services were completed in 2004 and 2013 respectively. There should be a major update every four or five years in order to update maps and gather public feedback on priorities, which may have shifted in the years that have passed.

SAMTD has submitted applications for TGM grant funds every year since 2016, but has been unsuccessful. However, staff have received positive feedback from TGM program staff from the pre-application submitted on February 27, 2019. Without a clear plan to follow, the new STIF dollars have a higher likelihood of not meeting the most crucial needs of our customers and the general traveling public.

A draft of the letter is provided as **Attachment A**. As of May 16, 2019, the following cities have written letters of support. These are provided in **Attachment B**: City of Dallas, City of Keizer, City of Mt. Angel, City of Salem, City of Silverton, and the City of Stayton.

FINANCIAL IMPACT

There is no financial impact in this request.

RECOMMENDATION

Staff recommends that the Board provide a letter of support to the Oregon Transportation and Growth Management (TGM) program for the application Salem Area Mass Transit District (SAMTD) is submitting for a grant to complete a planning project that would create a new 20-year long-range plan for Cherriots Local and Regional services.

PROPOSED MOTIONS

I move that the Board provide a letter of support to the Oregon Transportation and Growth Management (TGM) program for the application Salem Area Mass Transit District (SAMTD) is submitting for a grant to complete a new 20-year long-range plan for Cherriots Local and Regional services.

May 13, 2019

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th St NE, Suite 2
Salem, OR 97301

RE: TGM grant application titled "Cherriots 20-Year Transit Development Plan"

Dear Ms. Lesmeister,

This letter is in support of the Transportation Growth Management (TGM) Program application submitted by Salem Area Mass Transit District (SAMTD) referenced above for the 2019 grant cycle. On behalf of the SAMTD Board of Directors, I am writing this letter to reinforce the board's position in strong support of creating a new Long-Range Transit Plan to replace the District's current 20-year planning documents for Cherriots Local and Regional services in Marion and Polk counties, including the Salem-Keizer urbanized area. The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to inform the final 20-year planning document.

Creating a new plan to replace the current planning documents for the Cherriots Local and Regional bus systems is essential, especially with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The current planning documents for the local and regional services were completed in 2004 and 2013 respectively. There should be a major update every four or five years in order to update maps and gather public feedback on priorities, which may have shifted in the years that have passed.

SAMTD has submitted applications for TGM grant funds every year since 2016, but has been unsuccessful. The board's position remains supportive of a

project to plan for increased use of transit in the urbanized area, especially as new funding continues to flow in to SAMTD, year after year. Without a clear plan to follow, those dollars have a higher likelihood of not meeting the most crucial needs of our customers and the general traveling public.

We hope the TGM Program will fund this effort to plan for a robust, safe, and reliable public transportation network for Marion and Polk counties over the next twenty years. The economic and mobility benefits of public transit are substantial, and a strong plan is needed to guide transit's development. This effort will ensure the public investment is maximized and supports the continued growth of public transit in the mid-Willamette valley.

Sincerely,

Bob Krebs

President, SAMTD Board of Directors

Robert.Krebs@cherriots.org

503-588-2424



May 14, 2019

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th St NE, Suite 2
Salem, OR 97301

RE: TGM grant application titled "Cherriots 20-Year Transit Development Plan"

Dear Ms. Lesmeister,

This letter is in support of the Transportation Growth Management (TGM) Program application submitted by Salem Area Mass Transit District (SAMTD) referenced above for the 2019 grant cycle. On behalf of the City of Dallas, I am writing this letter to reinforce the city's position in strong support of preparing a 20-year plan for Cherriots transit services in Marion and Polk counties, including the Salem-Keizer urbanized area. The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to inform the final 20-year planning document.

Updating the current planning documents for the Cherriots Local and Regional bus systems is essential especially with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The current planning documents for these services were completed in 2004 and 2013 respectively, and there should be a major update every four or five years in order to update maps and gather public feedback on priorities, which may have shifted in the five years that have passed.

SAMTD has submitted applications for TGM grant funds every year since 2016, but has been unsuccessful. The City of Dallas remains supportive of a

project to plan for increased use of transit in the urbanized area, especially as new funding continues to flow in to SAMTD, year after year. Without a clear plan to follow, those dollars have a higher likelihood of not meeting the most crucial needs.

We hope the TGM Program will fund this effort to plan for a robust, safe, and reliable public transportation network for Marion and Polk counties over the next twenty years. The economic and mobility benefits of public transit are substantial and a strong plan is needed to guide transit's development. This effort will ensure the public investment is maximized and supports the continued growth of public transit, which we support.

Sincerely,

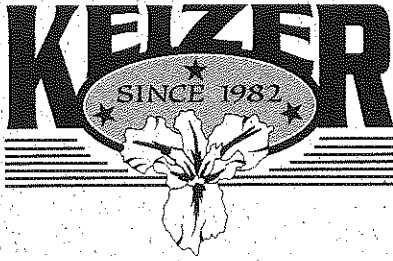


Greg Ellis

City Manager

Email: Greg.ellis@dallasor.gov

[Direct: 503-831-3500]



City of Keizer

Phone: (503) 390-3700 • Fax: (503) 393-9437
930 Chemawa Rd. N.E. • P.O. Box 21000 • Keizer, OR 97307-1000

05-15-2019

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th St NE, Suite 2
Salem, OR 97301

RE: TGM grant application titled "Cherriots 20-Year Transit Development Plan"

Dear Ms. Lesmeister,

This letter is in support of the Transportation Growth Management (TGM) Program application submitted by Salem Area Mass Transit District (SAMTD) referenced above for the 2019 grant cycle. On behalf of the City of Keizer, I am writing this letter in strong support of funding the grant for preparing a 20-year plan for Cherriots transit services in Marion and Polk counties, including the Salem-Keizer urbanized area. The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to inform the final 20-year planning document.

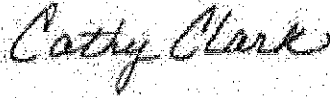
Updating the current planning documents for the Cherriots Local and Regional bus systems is essential, especially with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The current planning documents for these services were completed in 2004 and 2013 respectively. Periodic updates needed for current service, along with the long awaited return of Saturday and later evening service this fall, make this planning work very timely.

The City of Keizer's position remains supportive of plans that make the use of transit in the urbanized area a practical and reliable transportation option for our residents. With a clear plan to follow, increased funding will be well invested in providing quality services.

We hope the TGM Program will fund this effort to plan for a robust, safe, and reliable public transportation network for Marion and Polk counties over the next twenty years.

The economic and mobility benefits of public transit are substantial and a strong plan is needed to guide transit's development. This effort will ensure the public investment is maximized and supports our partner, SAMTD, in continuing to provide quality public transit.

Sincerely,

A handwritten signature in cursive script that reads "Cathy Clark".

Cathy Clark, Mayor
clarkc@keizer.org



City of Mt. Angel

~ Inc. April 3, 1893 ~

5 N Garfield Street • P.O. Box 960 • Mt. Angel, OR 97362
Phone 503-845-9291 • Fax 503-845-6261
www.ci.mt-angel.or.us

May 13, 2019

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th St NE, Suite 2
Salem, OR 97301

RE: TGM grant application titled “Cherriots 20-Year Transit Development Plan”

Dear Ms. Lesmeister,

This letter is in support of the Transportation Growth Management (TGM) Program application submitted by Salem Area Mass Transit District (SAMTD) referenced above for the 2019 grant cycle. On behalf of the City of Mt. Angel, I am writing this letter to reinforce the city’s position in strong support of preparing a 20-year plan for Cherriots transit services in Marion and Polk counties, including the Salem-Keizer urbanized area. The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to inform the final 20-year planning document.

Updating the current planning documents for the Cherriots Local and Regional bus systems is essential especially with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The current planning documents for these services were completed in 2004 and 2013 respectively, and there should be a major update every four or five years in order to update maps and gather public feedback on priorities, which may have shifted in the five years that have passed.

SAMTD has submitted applications for TGM grant funds every year since 2016, but has been unsuccessful. The City of Mt. Angel’s position remains supportive of a project to plan for increased use of transit in the urbanized area, especially as new funding continues to flow in to SAMTD, year after year. Without a clear plan to follow, those dollars have a higher likelihood of not meeting the most crucial needs.

The City of Mt. Angel is an Equal Opportunity Employer and Provider.

We hope the TGM Program will fund this effort to plan for a robust, safe, and reliable public transportation network for Marion and Polk counties over the next twenty years. The economic and mobility benefits of public transit are substantial and a strong plan is needed to guide transit's development. This effort will ensure the public investment is maximized and supports the continued growth of public transit, which we support.

Sincerely,



Amber Mathiesen

City Manager

amathiesen@ci.mt-angel.or.us

503-845-9291



CITY MANAGER'S OFFICE

555 Liberty St SE / Room 220 • Salem, OR 97301-3503 • (503) 588-6255 • Fax (503) 588-6354

May 15, 2019

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th Street NE, Suite 2
Salem, Oregon 97301

**SUBJECT: Transportation Growth Management Grant Application
titled Cherriots 20-Year Transit Development Plan**

Dear Ms. Lesmeister:

This letter is in support of the Transportation Growth Management (TGM) Program application submitted by Salem Area Mass Transit District (SAMTD) referenced above for the 2019 grant cycle. On behalf of the City of Salem, I am writing this letter to reinforce the city's position in strong support of preparing a 20-year plan for Cherriots transit services in Marion and Polk counties, including the Salem-Keizer urbanized area. The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to form the final 20-year planning document.

Updating the current planning documents for the Cherriots local and regional bus systems is essential, especially with the onset of new public funds from the Statewide Transportation Improvement Fund. The current planning documents for these services were completed in 2004 and 2013 respectively, and there should be a major update every four or five years in order to update maps and gather public feedback on priorities, which may have shifted in the five years that have passed.

SAMTD has submitted applications for TGM grant funds every year since 2016, but has been unsuccessful. The City of Salem's position remains

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

Women, minorities, and disabled are encouraged to apply • ADA Accommodations will be provided upon request

Cindy Lesmeister
May 15, 2019
Page 2

supportive of a project to plan for increased use of transit in the urbanized area, especially as new funding continues to flow in to SAMTD, year after year. Without a clear plan to follow, those dollars have a higher likelihood of not meeting the most crucial needs.

We hope the TGM Program will fund this effort to plan for a robust, safe, and reliable public transportation network for Marion and Polk counties over the next twenty years. The economic and mobility benefits of public transit are substantial and a strong plan is needed to guide transit's development. This effort will ensure the public investment is maximized and supports the continued growth of public transit, which we support.

Sincerely,



Steven D. Powers
City Manager
manager@cityofsalem.net



CITY OF SILVERTON CITY MANAGER'S OFFICE

306 S. Water Street | Silverton, Oregon 97381

May 13, 2019

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th St NE, Suite 2
Salem, OR 97301

RE: TGM grant application titled "Cherriots 20-Year Transit Development Plan"

Dear Ms. Lesmeister,

This letter is in support of the Transportation Growth Management (TGM) Program application submitted by Salem Area Mass Transit District (SAMTD) referenced above for the 2019 grant cycle. On behalf of the City of Silverton, I am writing this letter to reinforce the city's position in strong support of preparing a 20-year plan for Cherriots transit services in Marion and Polk counties, including the Salem-Keizer urbanized area. The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to inform the final 20-year planning document.

Updating the current planning documents for the Cherriots Local and Regional bus systems is essential especially with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The current planning documents for these services were completed in 2004 and 2013 respectively, and there should be a major update every four or five years in order to update maps and gather public feedback on priorities, which may have shifted in the five years that have passed.

SAMTD has submitted applications for TGM grant funds every year since 2016, but has been unsuccessful. The City of Silverton's position remains supportive of a project to plan for increased use of transit in the urbanized area, especially as new funding continues to flow in to SAMTD, year after year. Without a clear plan to follow, those dollars have a higher likelihood of not meeting the most crucial needs.

We hope the TGM Program will fund this effort to plan for a robust, safe, and reliable public transportation network for Marion and Polk counties over the next twenty years. The economic and mobility benefits of public transit are substantial and a strong plan is needed to guide transit's development.

This effort will ensure the public investment is maximized and supports the continued growth of public transit, which we support.

Sincerely,



Christy S. Wurster

City Manager

cwurster@silverton.or.us

503-874-2205



Jason Gottgetreu

Community Development Director

jgottgetreu@silverton.or.us

503-874-2212



City of Stayton

Administration • Finance

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-3425 • Fax (503) 769-1456

May 13, 2019

Cindy Lesmeister
Transportation and Growth Management Program
Oregon Department of Transportation, Mill Creek Building
555 13th St NE, Suite 2
Salem, OR 97301

RE: TGM grant application titled "Cherriots 20-Year Transit Development Plan"

Dear Ms. Lesmeister,


This letter is in support of the Transportation Growth Management (TGM) Program application submitted by Salem Area Mass Transit District (SAMTD) referenced above for the 2019 grant cycle. On behalf of the City of Stayton, I am writing this letter to reinforce the city's position in strong support of preparing a 20-year plan for Cherriots transit services in Marion and Polk counties, including the Salem-Keizer urbanized area. The project cost estimated at \$200,000 would support a comprehensive analysis of all Cherriots services in Marion and Polk counties, along with public outreach that would help to inform the final 20-year planning document.

Updating the current planning documents for the Cherriots Local and Regional bus systems is essential especially with the onset of new public funds from the Statewide Transportation Improvement Fund (STIF). The current planning documents for these services were completed in 2004 and 2013 respectively, and there should be a major update every four or five years in order to update maps and gather public feedback on priorities, which may have shifted in the five years that have passed.

SAMTD has submitted applications for TGM grant funds every year since 2016, but has been unsuccessful. The City of Stayton's position remains supportive of a project to plan for increased use of transit in the urbanized area, especially as new funding continues to flow in to SAMTD, year after year. Without a clear plan to follow, those dollars have a higher likelihood of not meeting the most crucial needs.

We hope the TGM Program will fund this effort to plan for a robust, safe, and reliable public transportation network for Marion and Polk counties over the next twenty years. The economic and mobility benefits of public transit are substantial and a strong plan is needed to guide transit's development. This effort will ensure the public investment is maximized and supports the continued growth of public transit, which our community supports.

Sincerely,


Keith D. Campbell
City Manager

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To: Board of Directors

From: Stephen Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: May23, 2019

Subject: City of Salem Congestion Relief Task Force Update

ISSUE

Shall the Board receive an update on the City of Salem Congestion Relief Task Force including action items identified that involve Cherriots and Cherriots Trip Choice?

BACKGROUND AND FINDINGS

In November of 2017, the City of Salem formed a Congestion Relief Task Force to find ways to alleviate traffic in the downtown project area. This area in particular had significant interest in traffic congestion related to the ability to improve travel across the Marion Street and Center Street bridges. The task force considered many different options, and initially took the approach that no idea should be left out. Once the ideas had been collected it was evident that some of the ideas were not realistic, were too costly, or would take a significant amount of time to complete before any benefit would be seen.

The task force then went through a vetting process to develop a short-list of potential projects that could be implemented in a reasonable period of time, would show the potential for some benefit, and could potentially be considered reasonable in cost. Two of the projects involve Cherriots and Cherriots Trip Choice services.

On April 23, 2019, Transportation Planning Manager, Julie Warnke and Assistant Public Works Director, Robert Chandler from the City of Salem met with General Manager, Allan Pollock and Director of Transportation Development, Stephen Dickey to discuss these options. In the following paragraphs are descriptions of the projects and details that were discussed at the April 23rd meeting.

Project 1 - Downtown Circulator Bus or Trolley

One of the ideas was to provide a downtown circulator bus or trolley. As part of the discussion, Cherriots staff recommended doing a study to reach an agreement on whether this is feasible.

Questions were raised in regard to funding options. The following were matters considered:

- Could Urban Renewal fund the City portion of the project? Project limits would extend outside Riverfront Downtown URA. The Central Salem Mobility Study was cited as an example where the City of Salem combined UR and gas tax funding for a project that was larger than the URA.
- Can gas tax be used for feasibility study? (not likely)
- Grants?
 - TGM?
 - SKATS?
 - Other transit funding opportunities? STIF??

The feasibility study would need to look at:

- Frequency (Cherriots estimates a minimum of every 7 mins.)
- Route(s):
 - One or more?
 - Where does it go, what are stops?
 - Does it go into west Salem?
- Impacts of congestion on routes
- What about future street system changes (one-way to two-way conversions)?
- Costs – capital and operating

Proposed Timeline:

- FY20 – prep – develop scope, cost estimate, funding agreement, and issue RFP
- FY21/22 – Complete the plan
- FY23 – Budget/prepare
- FY24 – Implement

At the conclusion of this part of the discussion, it was agreed that Cherriots will develop a draft outline of the scope. The City of Salem will develop a rough outline for an agreement. There was discussion of a 50/50 split on the cost of the study with Cherriots being the lead agency. A very rough estimate is that it would cost in the range of \$100-\$150,000 and take 12-18 months to complete. A part of the agreement

would be written that if one or the other party is not able to secure funding, the project doesn't move forward.

Project 2 - Commute Trip Reduction

The Congestion Relief Task Force recommended that the City "encourage employers to implement flexible work hours" and "work with employers to develop and implement incentives for employees to bike, walk, transit, and carpool."

A question was raised as to whether the City is considering requiring commute trip reduction? And could the City even require it of Marion County and the State? A commute trip reduction program in the Portland metro area is mandated by the State due to air quality. It was also cited that commute trip reduction in California is a state requirement. The State may be in a better position to require this.

City of Salem staff proposed two actions for Council consideration: (1) implement trip reduction strategies among all or a subset of employers in Salem through ordinances; or (2) implement strategies first with the City's municipal work force.

During the discussion, services that Cherriots already offers through the Trip Choice program were considered. Also, the city management could put added focus on their own agency if they want to revamp/reinvigorate the Smart Commuter Program. As part of this discussion, the Cherriots Group Bus Pass was considered as an option to the city paying for employee's bus passes. The City could pay for approximately 154 employees to have monthly bus passes for the same cost as the Group Bus Pass Program that would cover all 1,200 employees. Another alternative would be for the City to provide a partial subsidy for purchase of bus pass. City staff will need to return to the City Council for direction on how to proceed.

In addition to the Congestion Relief Task Force, the City of Salem convened a Public Transit Committee to investigate potential ways for the city of Salem to support the public transportation system, and advise the City on policies and actions to be adopted and implemented by the City to improve public transportation in the community. The committee was formed on May 22, 2017 and held their final meeting on October 23, 2018. The recommendations presented by the committee were as follows:

1. Prioritize transit-supportive considerations as part of updating the Salem Comprehensive Plan, with an emphasis on the transit core network.
2. Review and update the Employee Smart Commuter Program to encourage City employees to use transit and other non-auto modes of transportation.

3. Work with Cherriots to update the 2009 Memorandum of Understanding (MOU) and develop a common understanding of how the City and Cherriots will work together.
4. Review 2003 Intergovernmental Agreement (IGA) with Cherriots and report back to Council regarding appropriate action.
5. Coordinate with Cherriots to identify and implement projects to improve transit time reliability.
6. Evaluate the feasibility of a downtown circulator bus.

Staff from Cherriots and the City of Salem are actively working to be a cooperative partner in helping the City of Salem be successful in fulfilling the recommendations of both the Congestion Relief Task Force and the City of Salem Public Transportation Committee. As a way to continue this discussion, Cherriots and City of Salem staff agreed that regularly scheduled meetings between staff would be beneficial in the future. Julie Warnke and Stephen Dickey will coordinate scheduling these meetings.

FINANCIAL IMPACT

None

RECOMMENDATION

Information only

PROPOSED MOTION

Information only



BOARD MEETING MEMO

Agenda Item No. H.2

To: Board of Directors

From: Jeremy Jorstad, Transit Planner II
Chris French, Senior Planner

Thru: Allan Pollock, General Manager

Date: May 23, 2019

Subject: Performance Report – FY19 Q3

ISSUE

Shall the Board receive the quarterly information briefing on Cherriots services for the third quarter of FY19?

BACKGROUND AND FINDINGS

Performance measures (daily average revenue hours, daily average revenue miles, and daily average boardings) for the third quarter of Fiscal Year 2019 (FY19 Q3) are included in Attachment A. FY19 Q3 began January 1, 2019 and ended March 31, 2019. All data are compared to the previous fiscal year, FY18 Q3. Year-to-date totals (total revenue hours, total revenue miles, and total boardings) are also included in Attachment A and are gathered from FY19 Q1 through Q3 and compared to those in the same time period of FY18. The data for these measures are derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (Route Match).

Revenue Hours, Revenue Miles, and Boardings

Cherriots Local

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

- *Revenue Hours* – Up 2.0% (13.3 Revenue Hours/Day)
 - *Year-To-Date Total* – Up 3.2 % (125,120 Total Revenue Hours)
- *Revenue Miles* – Up 1.7% (142.1 Revenue Miles/Day)
 - *Year-To-Date Total* – Up 2.8% (1,582,788 Total Revenue Miles)
- *Boardings* – Down 3.3% (-389.9 Boardings/Day)

- *Year-To-Date Total* – Down 1.4% (1,432,053 Total Boardings)

Cherriots Regional

Includes regional commuter express routes and a regional flex zone.

- *Revenue Hours* – Up 10.9% (7.1 Revenue Hours/Day)
 - *Year-To-Date Total* – Up 8.0% (13,314 Total Revenue Hours)
- *Revenue Miles* – Up 4.3% (55.5 Revenue Miles/Day)
 - *Year-To-Date Total* – Up 1.4% (249,643 Total Revenue Miles)
- *Boardings* – Down 1.0% (-3.7 Boardings/Day)
 - *Year-To-Date Total* – Up 3.3% (68,465 Total Boardings)

Cherriots Shop and Ride

Includes dial-a-ride and shopper shuttle.

- *Revenue Hours* – Down 6.6% (-1.4 Revenue Hours/Day)
 - *Year-To-Date Total* – Up 8.8% (4,074 Total Revenue Hours)
- *Revenue Miles* – Down 7.0% (-14.8 Revenue Miles/Day)
 - *Year-To-Date Total* – Up 15.0% (44,301 Total Revenue Miles)
- *Boardings* – Down 11.6% (-4.6 Boardings/Day)
 - *Year-To-Date Total* – Up 8.6% (7,756 Total Boardings)

Cherriots LIFT

Paratransit

- *Revenue Hours* – Up 4.9% (11.8 Revenue Hours/Day)
 - *Year-To-Date Total* – Up 0.9% (47,941 Total Revenue Hours)
- *Revenue Miles* – Down 5.3% (-174.5 Revenue Miles/Day)
 - *Year-To-Date Total* – Up 4.5% (628,254 Total Revenue Miles)
- *Boardings* – Down 4.0% (-22.8 Boardings/Day)
 - *Year-To-Date Total* – Down 1.3% (102,894 Total Boardings)

FINANCIAL IMPACT

Information only.

RECOMMENDATION

Information only.

PROPOSED MOTION

Information only.

Table 1. Total Revenue Hours

Route (Service Days)	FY18 Q3				FY19 Q3			
	Jan 2018 22	Feb 2018 19	Mar 2018 22	Total 63	Jan 2019 22	Feb 2019 19	Mar 2019 21	Total 62
LOCAL BUS SERVICE								
2 - Market / Brown	1,190	1,028	1,190	3,408	1,191	1,027	1,136	3,354
3 - Portland Road	660	570	660	1,890	660	569	630	1,859
4 - State Street	339	292	339	970	683	590	652	1,925
5 - Center Street	1,248	1,078	1,248	3,574	1,248	1,077	1,192	3,517
6 - Fairview Industrial	496	429	496	1,421	497	429	474	1,400
7 - Mission Street	340	294	340	974	442	384	424	1,250
8 - 12th / Liberty	505	436	505	1,446	504	436	481	1,421
9 - Cherry / River Road	676	584	676	1,936	676	584	645	1,905
11 - Lancaster / Verda	2,060	1,780	2,061	5,901	2,242	1,938	2,142	6,322
12 - Hayesville Drive	325	281	325	931	325	281	310	916
13 - Silverton Road	426	368	426	1,220	421	367	405	1,193
14 - Windsor Island Road	338	292	338	968	338	292	323	953
16 - Wallace Road	222	191	222	635	222	191	211	624
17 - Edgewater Street	1,095	945	1,095	3,135	1,098	949	1,049	3,096
18 - 12th / Liberty	508	438	509	1,455	509	439	485	1,433
19 - Broadway / River Road	1,277	1,102	1,277	3,656	1,276	1,101	1,218	3,595
21 - South Commercial	1,213	1,046	1,212	3,471	1,213	1,046	1,157	3,416
22 - Library Loop	239	207	239	685	239	207	228	674
23 - Lansing / Hawthorne	328	283	328	939	328	283	313	924
24 - State / Lancaster	336	290	336	962	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	172	149	172	493	172	149	164	485
27 - Glen Creek / Eola	184	159	184	527	184	159	176	519
<i>Total</i>	<i>14,177</i>	<i>12,242</i>	<i>14,178</i>	<i>40,597</i>	<i>14,468</i>	<i>12,498</i>	<i>13,815</i>	<i>40,781</i>
LOCAL COMMUTER EXPRESS ROUTES								
1X - Wilsonville / Salem Express	217	207	197	621	217	188	206	611
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	22	21	20	63	22	18	21	61
92 - Rockwest	13	13	12	38	13	12	13	38
<i>Total</i>	<i>35</i>	<i>34</i>	<i>32</i>	<i>101</i>	<i>35</i>	<i>30</i>	<i>34</i>	<i>99</i>
<i>Cherriots Local Total</i>	<i>14,429</i>	<i>12,483</i>	<i>14,407</i>	<i>41,319</i>	<i>14,720</i>	<i>12,716</i>	<i>14,055</i>	<i>41,491</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	267	260	255	782	307	256	281	844
20X - N. Marion Co. / Salem Express	262	247	244	753	310	255	291	856
30X - Santiam / Salem Express	248	255	243	746	268	234	258	760
40X - Polk County / Salem Express	289	297	292	878	311	270	296	877
50X - Dallas / Salem Express	55	58	55	168	61	51	57	169
<i>Total</i>	<i>1,121</i>	<i>1,117</i>	<i>1,089</i>	<i>3,327</i>	<i>1,257</i>	<i>1,066</i>	<i>1,183</i>	<i>3,506</i>
REGIONAL FLEX ROUTE								
Polk County Flex	262	253	245	760	339	291	325	955
<i>Cherriots Regional Total</i>	<i>1,383</i>	<i>1,370</i>	<i>1,334</i>	<i>4,087</i>	<i>1,596</i>	<i>1,357</i>	<i>1,508</i>	<i>4,461</i>
SHOP AND RIDE								
Dial-a-Ride	272	264	262	798	327	248	178	753
Shopper Shuttle	155	146	152	453	158	123	116	397
<i>Cherriots Shop and Ride Total</i>	<i>427</i>	<i>410</i>	<i>414</i>	<i>1,251</i>	<i>485</i>	<i>371</i>	<i>294</i>	<i>1,150</i>
LIFT								
ADA	2,358	2,217	2,029	6,604	2,519	2,098	2,464	7,081
DD53	3,050	2,818	2,693	8,561	3,196	2,503	2,874	8,573
<i>Cherriots LIFT Total</i>	<i>5,408</i>	<i>5,035</i>	<i>4,722</i>	<i>15,165</i>	<i>5,715</i>	<i>4,601</i>	<i>5,338</i>	<i>15,654</i>

Table 2. Average Revenue Hours / Day

Route	FY18 Q3				FY19 Q3				Percent Change
	Jan 2018	Feb 2018	Mar 2018	Total	Jan 2019	Feb 2019	Mar 2019	Total	
(Service Days)	22	19	22	63	22	19	21	62	
LOCAL BUS SERVICE									
2 - Market / Brown	54.1	54.1	54.1	54.1	54.1	54.1	54.1	54.1	0.0%
3 - Portland Road	30.0	30.0	30.0	30.0	30.0	29.9	30.0	30.0	-0.1%
4 - State Street	15.4	15.4	15.4	15.4	31.0	31.1	31.0	31.0	101.7%
5 - Center Street	56.7	56.7	56.7	56.7	56.7	56.7	56.8	56.7	0.0%
6 - Fairview Industrial	22.5	22.6	22.5	22.6	22.6	22.6	22.6	22.6	0.1%
7 - Mission Street	15.5	15.5	15.5	15.5	20.1	20.2	20.2	20.2	30.4%
8 - 12th / Liberty	23.0	22.9	23.0	23.0	22.9	22.9	22.9	22.9	-0.1%
9 - Cherry / River Road	30.7	30.7	30.7	30.7	30.7	30.7	30.7	30.7	0.0%
11 - Lancaster / Verda	93.6	93.7	93.7	93.7	101.9	102.0	102.0	102.0	8.9%
12 - Hayesville Drive	14.8	14.8	14.8	14.8	14.8	14.8	14.8	14.8	0.0%
13 - Silverton Road	19.4	19.4	19.4	19.4	19.1	19.3	19.3	19.2	-0.6%
14 - Windsor Island Road	15.4	15.4	15.4	15.4	15.4	15.4	15.4	15.4	0.0%
16 - Wallace Road	10.1	10.1	10.1	10.1	10.1	10.1	10.0	10.1	-0.1%
17 - Edgewater Street	49.8	49.7	49.8	49.8	49.9	49.9	50.0	49.9	0.3%
18 - 12th / Liberty	23.1	23.1	23.1	23.1	23.1	23.1	23.1	23.1	0.1%
19 - Broadway / River Road	58.0	58.0	58.0	58.0	58.0	57.9	58.0	58.0	-0.1%
21 - South Commercial	55.1	55.1	55.1	55.1	55.1	55.1	55.1	55.1	0.0%
22 - Library Loop	10.9	10.9	10.9	10.9	10.9	10.9	10.9	10.9	0.0%
23 - Lansing / Hawthorne	14.9	14.9	14.9	14.9	14.9	14.9	14.9	14.9	0.0%
24 - State / Lancaster	15.3	15.3	15.3	15.3	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	7.8	7.8	7.8	7.8	N/A
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	8.4	8.4	8.4	8.4	N/A
<i>Total</i>	<i>644.4</i>	<i>644.3</i>	<i>644.5</i>	<i>644.4</i>	<i>657.6</i>	<i>657.8</i>	<i>657.9</i>	<i>657.8</i>	<i>2.1%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	9.9	10.9	9.0	9.9	9.9	9.9	9.8	9.9	0.0%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	1.0	1.1	0.9	1.0	1.0	0.9	1.0	1.0	-1.6%
92 - Rockwest	0.6	0.7	0.5	0.6	0.6	0.6	0.6	0.6	1.6%
<i>Total</i>	<i>1.6</i>	<i>1.8</i>	<i>1.5</i>	<i>1.6</i>	<i>1.6</i>	<i>1.6</i>	<i>1.6</i>	<i>1.6</i>	<i>-0.4%</i>
<i>Cherriots Local Total</i>	<i>655.9</i>	<i>657.0</i>	<i>654.9</i>	<i>655.9</i>	<i>669.1</i>	<i>669.3</i>	<i>669.3</i>	<i>669.2</i>	<i>2.0%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	11.6	13.7	11.6	12.4	14.0	13.5	13.4	13.6	9.7%
20X - N. Marion Co. / Salem Express	11.1	13.0	11.1	12.0	14.1	13.4	13.9	13.8	15.5%
30X - Santiam / Salem Express	11.0	13.4	11.0	11.8	12.2	12.3	12.3	12.3	3.5%
40X - Polk County / Salem Express	13.3	15.6	13.3	13.9	14.1	14.2	14.1	14.1	1.5%
50X - Dallas / Salem Express	2.5	3.1	2.5	2.7	2.8	2.7	2.7	2.7	2.2%
<i>Total</i>	<i>49.5</i>	<i>58.8</i>	<i>49.5</i>	<i>52.8</i>	<i>57.1</i>	<i>56.1</i>	<i>56.3</i>	<i>56.5</i>	<i>7.1%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	11.9	13.3	11.1	12.1	15.4	15.3	15.5	15.4	27.7%
<i>Cherriots Regional Total</i>	<i>62.9</i>	<i>72.1</i>	<i>60.6</i>	<i>64.9</i>	<i>72.5</i>	<i>71.4</i>	<i>71.8</i>	<i>72.0</i>	<i>10.9%</i>
SHOP AND RIDE									
Dial-a-Ride	12.4	13.9	11.9	12.7	14.9	13.1	8.5	12.1	-4.1%
Shopper Shuttle	7.0	7.7	6.9	7.2	7.2	6.5	5.5	6.4	-10.9%
<i>Cherriots Shop and Ride Total</i>	<i>19.4</i>	<i>21.6</i>	<i>18.8</i>	<i>19.9</i>	<i>22.0</i>	<i>19.5</i>	<i>14.0</i>	<i>18.5</i>	<i>-6.6%</i>
LIFT									
ADA	107.2	116.7	92.2	104.8	114.5	110.4	117.3	114.2	9.0%
DD53	138.6	148.3	122.4	135.9	145.3	131.7	136.9	138.3	1.8%
<i>Cherriots LIFT Total</i>	<i>245.8</i>	<i>265.0</i>	<i>214.6</i>	<i>240.7</i>	<i>259.8</i>	<i>242.2</i>	<i>254.2</i>	<i>252.5</i>	<i>4.9%</i>

Table 3. Total Revenue Miles

Route (Service Days)	FY18 Q3				FY19 Q3			
	Jan 2018 22	Feb 2018 19	Mar 2018 22	Total 63	Jan 2019 22	Feb 2019 19	Mar 2019 21	Total 62
LOCAL BUS SERVICE								
2 - Market / Brown	15,053	13,000	15,053	43,106	15,054	12,993	14,351	42,398
3 - Portland Road	7,760	6,702	7,760	22,222	7,760	6,695	7,408	21,863
4 - State Street	3,345	2,889	3,345	9,579	6,755	5,834	6,448	19,037
5 - Center Street	14,284	12,344	14,295	40,923	14,283	12,337	13,649	40,269
6 - Fairview Industrial	7,490	6,469	7,482	21,441	7,538	6,510	7,195	21,243
7 - Mission Street	4,509	3,894	4,509	12,912	4,470	3,861	4,267	12,598
8 - 12th / Liberty	6,783	5,867	6,785	19,435	6,783	5,867	6,474	19,124
9 - Cherry / River Road	10,023	8,656	10,023	28,702	10,023	8,656	9,568	28,247
11 - Lancaster / Verda	26,572	22,950	26,580	76,102	29,963	25,868	28,599	84,430
12 - Hayesville Drive	4,199	3,626	4,199	12,024	4,330	3,739	4,133	12,202
13 - Silverton Road	6,398	5,525	6,398	18,321	6,134	5,325	5,886	17,345
14 - Windsor Island Road	4,986	4,306	4,986	14,278	4,986	4,306	4,760	14,052
16 - Wallace Road	3,071	2,653	3,071	8,795	2,947	2,545	2,813	8,305
17 - Edgewater Street	10,006	8,641	10,006	28,653	10,006	8,642	9,551	28,199
18 - 12th / Liberty	6,890	5,951	6,900	19,741	6,900	5,959	6,572	19,431
19 - Broadway / River Road	15,427	13,304	15,431	44,162	15,440	13,322	14,739	43,501
21 - South Commercial	15,013	12,962	15,007	42,982	15,505	13,382	14,792	43,679
22 - Library Loop	1,364	1,178	1,364	3,906	1,364	1,178	1,302	3,844
23 - Lansing / Hawthorne	4,245	3,666	4,245	12,156	4,245	3,666	4,052	11,963
24 - State / Lancaster	3,907	3,374	3,907	11,188	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	1,688	1,458	1,688	4,834	1,688	1,458	1,611	4,757
27 - Glen Creek / Eola	2,504	2,162	2,504	7,170	2,504	2,162	2,390	7,056
<i>Total</i>	<i>175,517</i>	<i>151,577</i>	<i>175,538</i>	<i>502,632</i>	<i>178,678</i>	<i>154,305</i>	<i>170,560</i>	<i>503,543</i>
LOCAL COMMUTER EXPRESS ROUTES								
1X - Wilsonville / Salem Express	7,038	6,078	7,038	20,154	7,025	6,066	6,672	19,763
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	128	111	128	367	128	104	122	354
92 - Rockwest	212	183	212	607	212	183	202	597
<i>Total</i>	<i>340</i>	<i>294</i>	<i>340</i>	<i>974</i>	<i>340</i>	<i>287</i>	<i>324</i>	<i>951</i>
<i>Cherriots Local Total</i>	<i>182,895</i>	<i>157,949</i>	<i>182,916</i>	<i>523,760</i>	<i>186,043</i>	<i>160,658</i>	<i>177,556</i>	<i>524,257</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	5,417	4,740	5,475	15,632	5,659	4,872	5,324	15,855
20X - N. Marion Co. / Salem Express	6,134	5,456	6,155	17,745	6,563	5,587	6,304	18,454
30X - Santiam / Salem Express	5,548	4,767	5,393	15,708	5,631	4,893	5,455	15,979
40X - Polk County / Salem Express	5,661	5,628	6,485	17,774	6,546	5,701	6,234	18,481
50X - Dallas / Salem Express	1,493	1,414	1,492	4,399	1,586	1,288	1,421	4,295
<i>Total</i>	<i>24,253</i>	<i>22,005</i>	<i>25,000</i>	<i>71,258</i>	<i>25,985</i>	<i>22,341</i>	<i>24,738</i>	<i>73,064</i>
REGIONAL FLEX ROUTE								
Polk County Flex	3,680	2,964	3,557	10,201	3,665	3,254	3,624	10,543
<i>Cherriots Regional Total</i>	<i>27,933</i>	<i>24,969</i>	<i>28,557</i>	<i>81,459</i>	<i>29,650</i>	<i>25,595</i>	<i>28,362</i>	<i>83,607</i>
SHOP AND RIDE								
Dial-a-Ride	3,125	2,720	3,588	9,433	3,927	2,885	2,017	8,829
Shopper Shuttle	1,519	1,054	1,382	3,955	1,460	930	1,038	3,428
<i>Cherriots Shop and Ride Total</i>	<i>4,644</i>	<i>3,774</i>	<i>4,970</i>	<i>13,388</i>	<i>5,387</i>	<i>3,815</i>	<i>3,055</i>	<i>12,257</i>
LIFT								
ADA	29,803	25,130	32,010	86,943	30,275	24,781	29,394	84,450
DD53	41,222	36,726	41,682	119,630	40,481	31,838	35,706	108,025
<i>Cherriots LIFT Total</i>	<i>71,025</i>	<i>61,856</i>	<i>73,692</i>	<i>206,573</i>	<i>70,756</i>	<i>56,619</i>	<i>65,100</i>	<i>192,475</i>

Table 4. Average Revenue Miles / Day

Route	FY18 Q3				FY19 Q3				Percent Change
	Jan 2018	Feb 2018	Mar 2018	Total	Jan 2019	Feb 2019	Mar 2019	Total	
(Service Days)	22	19	22	63	22	19	21	62	
LOCAL BUS SERVICE									
2 - Market / Brown	684.2	684.2	684.2	684.2	684.3	683.8	683.4	683.8	-0.1%
3 - Portland Road	352.7	352.7	352.7	352.7	352.7	352.4	352.8	352.6	0.0%
4 - State Street	152.0	152.1	152.0	152.0	307.0	307.1	307.0	307.0	101.9%
5 - Center Street	649.3	649.7	649.8	649.6	649.2	649.3	650.0	649.5	0.0%
6 - Fairview Industrial	340.5	340.5	340.1	340.3	342.6	342.6	342.6	342.6	0.7%
7 - Mission Street	205.0	204.9	205.0	205.0	203.2	203.2	203.2	203.2	-0.9%
8 - 12th / Liberty	308.3	308.8	308.4	308.5	308.3	308.8	308.3	308.5	0.0%
9 - Cherry / River Road	455.6	455.6	455.6	455.6	455.6	455.6	455.6	455.6	0.0%
11 - Lancaster / Verda	1,207.8	1,207.9	1,208.2	1,208.0	1,362.0	1,361.5	1,361.9	1,361.8	12.7%
12 - Hayesville Drive	190.9	190.8	190.9	190.9	196.8	196.8	196.8	196.8	3.1%
13 - Silverton Road	290.8	290.8	290.8	290.8	278.8	280.3	280.3	279.8	-3.8%
14 - Windsor Island Road	226.6	226.6	226.6	226.6	226.6	226.6	226.7	226.6	0.0%
16 - Wallace Road	139.6	139.6	139.6	139.6	134.0	133.9	134.0	134.0	-4.0%
17 - Edgewater Street	454.8	454.8	454.8	454.8	454.8	454.8	454.8	454.8	0.0%
18 - 12th / Liberty	313.2	313.2	313.6	313.3	313.6	313.6	313.0	313.4	0.0%
19 - Broadway / River Road	701.2	700.2	701.4	701.0	701.8	701.2	701.9	701.6	0.1%
21 - South Commercial	682.4	682.2	682.1	682.3	704.8	704.3	704.4	704.5	3.3%
22 - Library Loop	62.0	62.0	62.0	62.0	62.0	62.0	62.0	62.0	0.0%
23 - Lansing / Hawthorne	193.0	192.9	193.0	193.0	193.0	192.9	193.0	193.0	0.0%
24 - State / Lancaster	177.6	177.6	177.6	177.6	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	76.7	76.7	76.7	76.7	76.7	76.7	76.7	76.7	N/A
27 - Glen Creek / Eola	113.8	113.8	113.8	113.8	113.8	113.8	113.8	113.8	N/A
<i>Total</i>	<i>7,978.0</i>	<i>7,977.7</i>	<i>7,979.0</i>	<i>7,978.3</i>	<i>8,121.7</i>	<i>8,121.3</i>	<i>8,121.9</i>	<i>8,121.7</i>	<i>1.8%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	319.9	319.9	319.9	319.9	319.3	319.3	317.7	318.8	-0.4%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	5.8	5.8	5.8	5.8	5.8	5.5	5.8	5.7	-2.0%
92 - Rockwest	9.6	9.6	9.6	9.6	9.6	9.6	9.6	9.6	-0.1%
<i>Total</i>	<i>15.5</i>	<i>15.5</i>	<i>15.5</i>	<i>15.5</i>	<i>15.5</i>	<i>15.1</i>	<i>15.4</i>	<i>15.3</i>	<i>-0.8%</i>
<i>Cherriots Local Total</i>	<i>8,313.4</i>	<i>8,313.1</i>	<i>8,314.4</i>	<i>8,313.7</i>	<i>8,456.5</i>	<i>8,455.7</i>	<i>8,455.0</i>	<i>8,455.8</i>	<i>1.7%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	246.2	249.5	248.9	248.1	257.2	256.4	253.5	255.7	3.1%
20X - N. Marion Co. / Salem Express	278.8	287.2	279.8	281.7	298.3	294.1	300.2	297.6	5.7%
30X - Santiam / Salem Express	252.2	250.9	245.1	249.3	256.0	257.5	259.8	257.7	3.4%
40X - Polk County / Salem Express	257.3	296.2	294.8	282.1	297.5	300.1	296.9	298.1	5.7%
50X - Dallas / Salem Express	67.9	74.4	67.8	69.8	72.1	67.8	67.7	69.3	-0.8%
<i>Total</i>	<i>1,102.4</i>	<i>1,158.2</i>	<i>1,136.4</i>	<i>1,131.1</i>	<i>1,181.1</i>	<i>1,175.8</i>	<i>1,178.0</i>	<i>1,178.5</i>	<i>4.2%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	167.3	156.0	161.7	161.9	166.6	171.3	172.6	170.0	5.0%
<i>Cherriots Regional Total</i>	<i>1,269.7</i>	<i>1,314.2</i>	<i>1,298.0</i>	<i>1,293.0</i>	<i>1,347.7</i>	<i>1,347.1</i>	<i>1,350.6</i>	<i>1,348.5</i>	<i>4.3%</i>
SHOP AND RIDE									
Dial-a-Ride	142.0	143.2	163.1	149.7	178.5	151.8	96.0	142.4	-4.9%
Shopper Shuttle	69.0	55.5	62.8	62.8	66.4	48.9	49.4	55.3	-11.9%
<i>Cherriots Shop and Ride Total</i>	<i>211.1</i>	<i>198.6</i>	<i>225.9</i>	<i>212.5</i>	<i>244.9</i>	<i>200.8</i>	<i>145.5</i>	<i>197.7</i>	<i>-7.0%</i>
LIFT									
ADA	1,354.7	1,322.6	1,455.0	1,380.0	1,376.1	1,304.3	1,399.7	1,362.1	-1.3%
DD53	1,873.7	1,932.9	1,894.6	1,898.9	1,840.0	1,675.7	1,700.3	1,742.3	-8.2%
<i>Cherriots LIFT Total</i>	<i>3,228.4</i>	<i>3,255.6</i>	<i>3,349.6</i>	<i>3,278.9</i>	<i>3,216.2</i>	<i>2,979.9</i>	<i>3,100.0</i>	<i>3,104.4</i>	<i>-5.3%</i>

Table 5. Total Boardings

Route (Service Days)	FY18 Q3				FY19 Q3			
	Jan 2018 22	Feb 2018 19	Mar 2018 22	Total 63	Jan 2019 22	Feb 2019 19	Mar 2019 21	Total 62
LOCAL BUS SERVICE								
2 - Market / Brown	26,425	25,383	26,582	78,390	25,575	20,920	22,985	69,480
3 - Portland Road	14,229	12,593	13,867	40,689	14,639	12,830	13,562	41,031
4 - State Street	6,851	6,520	7,273	20,644	14,969	12,383	14,211	41,563
5 - Center Street	23,276	21,777	24,232	69,285	23,362	19,091	22,418	64,871
6 - Fairview Industrial	6,248	5,446	5,981	17,675	4,541	4,013	4,234	12,788
7 - Mission Street	5,773	5,259	5,609	16,641	4,920	3,972	4,856	13,748
8 - 12th / Liberty	9,397	8,842	9,219	27,458	9,499	7,758	8,818	26,075
9 - Cherry / River Road	9,123	8,561	9,497	27,181	10,154	8,127	9,372	27,653
11 - Lancaster / Verda	41,828	39,889	42,192	123,909	42,997	34,997	40,442	118,436
12 - Hayesville Drive	1,699	1,443	1,795	4,937	1,792	1,535	1,784	5,111
13 - Silverton Road	9,382	8,625	9,678	27,685	10,703	9,473	10,900	31,076
14 - Windsor Island Road	1,895	1,686	1,821	5,402	2,038	1,767	2,175	5,980
16 - Wallace Road	3,055	3,012	3,098	9,165	2,993	2,650	3,018	8,661
17 - Edgewater Street	13,898	12,632	13,970	40,500	13,354	11,629	13,530	38,513
18 - 12th / Liberty	8,286	7,849	8,309	24,444	8,941	7,015	8,164	24,120
19 - Broadway / River Road	29,452	26,968	31,038	87,458	29,234	24,772	27,830	81,836
21 - South Commercial	29,596	26,848	28,987	85,431	29,398	24,051	27,399	80,848
22 - Library Loop	1,174	1,181	1,135	3,490	1,244	1,261	1,360	3,865
23 - Lansing / Hawthorne	3,144	2,796	3,217	9,157	3,006	2,468	2,699	8,173
24 - State / Lancaster	6,465	6,125	6,717	19,307	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	841	821	730	2,392	774	752	763	2,289
27 - Glen Creek / Eola	615	658	856	2,129	709	528	667	1,904
<i>Total</i>	<i>252,652</i>	<i>234,914</i>	<i>255,803</i>	<i>743,369</i>	<i>254,842</i>	<i>211,992</i>	<i>241,187</i>	<i>708,021</i>
LOCAL COMMUTER EXPRESS ROUTES								
1X - Wilsonville / Salem Express	2,775	2,615	2,657	8,047	2,773	2,538	2,729	8,040
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	189	196	107	492	160	6	12	178
92 - Rockwest	436	362	379	1,177	261	196	260	717
<i>Total</i>	<i>625</i>	<i>558</i>	<i>486</i>	<i>1,669</i>	<i>421</i>	<i>202</i>	<i>272</i>	<i>895</i>
<i>Cherriots Local Total</i>	<i>256,052</i>	<i>238,087</i>	<i>258,946</i>	<i>753,085</i>	<i>258,036</i>	<i>214,732</i>	<i>244,188</i>	<i>716,956</i>
REGIONAL EXPRESS ROUTES								
10X - Woodburn / Salem Express	1,288	1,327	1,280	3,895	1,371	1,090	1,238	3,699
20X - N. Marion Co. / Salem Express	765	737	767	2,269	877	745	821	2,443
30X - Santiam / Salem Express	1,144	1,123	1,203	3,470	1,340	1,180	1,222	3,742
40X - Polk County / Salem Express	3,630	2,907	3,062	9,599	3,624	2,980	3,167	9,771
50X - Dallas / Salem Express	373	365	486	1,224	419	365	383	1,167
<i>Total</i>	<i>7,200</i>	<i>6,459</i>	<i>6,798</i>	<i>20,457</i>	<i>7,631</i>	<i>6,360</i>	<i>6,831</i>	<i>20,822</i>
REGIONAL FLEX ROUTE								
Polk County Flex	969	746	872	2,587	582	467	579	1,628
<i>Cherriots Regional Total</i>	<i>8,169</i>	<i>7,205</i>	<i>7,670</i>	<i>23,044</i>	<i>8,213</i>	<i>6,827</i>	<i>7,410</i>	<i>22,450</i>
SHOP AND RIDE								
Dial-a-Ride	455	355	503	1,313	518	387	312	1,217
Shopper Shuttle	426	333	408	1,167	387	294	260	941
<i>Cherriots Shop and Ride Total</i>	<i>881</i>	<i>688</i>	<i>911</i>	<i>2,480</i>	<i>905</i>	<i>681</i>	<i>572</i>	<i>2,158</i>
LIFT								
ADA	5,594	4,710	5,727	16,031	5,670	4,920	5,709	16,299
DD53	6,812	6,034	6,963	19,809	6,513	5,184	5,863	17,560
<i>Cherriots LIFT Total</i>	<i>12,406</i>	<i>10,744</i>	<i>12,690</i>	<i>35,840</i>	<i>12,183</i>	<i>10,104</i>	<i>11,572</i>	<i>33,859</i>

Table 6. Average Boardings / Day

Route	FY18 Q3				FY19 Q3				Percent Change
	Jan 2018	Feb 2018	Mar 2018	Total	Jan 2019	Feb 2019	Mar 2019	Total	
(Service Days)	22	19	22	63	22	19	21	62	
LOCAL BUS SERVICE									
2 - Market / Brown	1,201.1	1,335.9	1,208.3	1,244.3	1,162.5	1,101.1	1,094.5	1,120.6	-9.9%
3 - Portland Road	646.8	662.8	630.3	645.9	665.4	675.3	645.8	661.8	2.5%
4 - State Street	311.4	343.2	330.6	327.7	680.4	651.7	676.7	670.4	104.6%
5 - Center Street	1,058.0	1,146.2	1,101.5	1,099.8	1,061.9	1,004.8	1,067.5	1,046.3	-4.9%
6 - Fairview Industrial	284.0	286.6	271.9	280.6	206.4	211.2	201.6	206.3	-26.5%
7 - Mission Street	262.4	276.8	255.0	264.1	223.6	209.1	231.2	221.7	-16.1%
8 - 12th / Liberty	427.1	465.4	419.0	435.8	431.8	408.3	419.9	420.6	-3.5%
9 - Cherry / River Road	414.7	450.6	431.7	431.4	461.5	427.7	446.3	446.0	3.4%
11 - Lancaster / Verda	1,901.3	2,099.4	1,917.8	1,966.8	1,954.4	1,841.9	1,925.8	1,910.3	-2.9%
12 - Hayesville Drive	77.2	75.9	81.6	78.4	81.5	80.8	85.0	82.4	5.2%
13 - Silverton Road	426.5	453.9	439.9	439.4	486.5	498.6	519.0	501.2	14.1%
14 - Windsor Island Road	86.1	88.7	82.8	85.7	92.6	93.0	103.6	96.5	12.5%
16 - Wallace Road	138.9	158.5	140.8	145.5	136.0	139.5	143.7	139.7	-4.0%
17 - Edgewater Street	631.7	664.8	635.0	642.9	607.0	612.1	644.3	621.2	-3.4%
18 - 12th / Liberty	376.6	413.1	377.7	388.0	406.4	369.2	388.8	389.0	0.3%
19 - Broadway / River Road	1,338.7	1,419.4	1,410.8	1,388.2	1,328.8	1,303.8	1,325.2	1,319.9	-4.9%
21 - South Commercial	1,345.3	1,413.1	1,317.6	1,356.0	1,336.3	1,265.8	1,304.7	1,304.0	-3.8%
22 - Library Loop	53.4	62.2	51.6	55.4	56.5	66.4	64.8	62.3	12.5%
23 - Lansing / Hawthorne	142.9	147.2	146.2	145.3	136.6	129.9	128.5	131.8	-9.3%
24 - State / Lancaster	293.9	322.4	305.3	306.5	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	38.2	43.2	33.2	38.0	35.2	39.6	36.3	36.9	N/A
27 - Glen Creek / Eola	28.0	34.6	38.9	33.8	32.2	27.8	31.8	30.7	N/A
<i>Total</i>	<i>11,484.2</i>	<i>12,363.9</i>	<i>11,627.4</i>	<i>11,799.5</i>	<i>11,583.7</i>	<i>11,157.5</i>	<i>11,485.1</i>	<i>11,419.7</i>	<i>-3.2%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	126.1	137.6	120.8	127.7	126.0	133.6	130.0	129.7	1.5%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	8.6	10.3	4.9	7.8	7.3	0.3	0.6	2.9	-63.2%
92 - Rockwest	19.8	19.1	17.2	18.7	11.9	10.3	12.4	11.6	-38.1%
<i>Total</i>	<i>28.4</i>	<i>29.4</i>	<i>22.1</i>	<i>26.5</i>	<i>19.1</i>	<i>10.6</i>	<i>13.0</i>	<i>14.4</i>	<i>-45.5%</i>
<i>Cherriots Local Total</i>	<i>11,638.7</i>	<i>12,530.9</i>	<i>11,770.3</i>	<i>11,953.7</i>	<i>11,728.9</i>	<i>11,301.7</i>	<i>11,628.0</i>	<i>11,563.8</i>	<i>-3.3%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	58.5	69.8	58.2	61.8	62.3	57.4	59.0	59.7	-3.5%
20X - N. Marion Co. / Salem Express	34.8	38.8	34.9	36.0	39.9	39.2	39.1	39.4	9.4%
30X - Santiam / Salem Express	52.0	59.1	54.7	55.1	60.9	62.1	58.2	60.4	9.6%
40X - Polk County / Salem Express	165.0	153.0	139.2	152.4	164.7	156.8	150.8	157.6	3.4%
50X - Dallas / Salem Express	17.0	19.2	22.1	19.4	19.0	19.2	18.2	18.8	-3.1%
<i>Total</i>	<i>327.3</i>	<i>339.9</i>	<i>309.0</i>	<i>324.7</i>	<i>346.9</i>	<i>334.7</i>	<i>325.3</i>	<i>335.8</i>	<i>3.4%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	44.0	39.3	39.6	41.1	26.5	24.6	27.6	26.3	-36.1%
<i>Cherriots Regional Total</i>	<i>371.3</i>	<i>379.2</i>	<i>348.6</i>	<i>365.8</i>	<i>373.3</i>	<i>359.3</i>	<i>352.9</i>	<i>362.1</i>	<i>-1.0%</i>
SHOP AND RIDE									
Dial-a-Ride	20.7	18.7	22.9	20.8	23.5	20.4	14.9	19.6	-5.8%
Shopper Shuttle	19.4	17.5	18.5	18.5	17.6	15.5	12.4	15.2	-18.1%
<i>Cherriots Shop and Ride Total</i>	<i>40.0</i>	<i>36.2</i>	<i>41.4</i>	<i>39.4</i>	<i>41.1</i>	<i>35.8</i>	<i>27.2</i>	<i>34.8</i>	<i>-11.6%</i>
LIFT									
ADA	254.3	247.9	260.3	254.5	257.7	258.9	271.9	262.9	3.3%
DD53	309.6	317.6	316.5	314.4	296.0	272.8	279.2	283.2	-9.9%
<i>Cherriots LIFT Total</i>	<i>563.9</i>	<i>565.5</i>	<i>576.8</i>	<i>568.9</i>	<i>553.8</i>	<i>531.8</i>	<i>551.0</i>	<i>546.1</i>	<i>-4.0%</i>

Table 7. Average Boardings / Revenue Hour


Route	FY18 Q3				FY19 Q3				Percent Change
	Jan 2018	Feb 2018	Mar 2018	Total	Jan 2019	Feb 2019	Mar 2019	Total	
(Service Days)	22	19	22	63	22	19	21	62	
LOCAL BUS SERVICE									
2 - Market / Brown	22.2	24.7	22.3	23.0	21.5	20.4	20.2	20.7	-9.9%
3 - Portland Road	21.6	22.1	21.0	21.5	22.2	22.5	21.5	22.1	2.5%
4 - State Street	20.2	22.3	21.5	21.3	21.9	21.0	21.8	21.6	1.5%
5 - Center Street	18.7	20.2	19.4	19.4	18.7	17.7	18.8	18.4	-4.9%
6 - Fairview Industrial	12.6	12.7	12.1	12.4	9.1	9.4	8.9	9.1	-26.6%
7 - Mission Street	17.0	17.9	16.5	17.1	11.1	10.3	11.5	11.0	-35.6%
8 - 12th / Liberty	18.6	30.1	27.1	19.0	18.8	17.8	18.3	18.3	-3.4%
9 - Cherry / River Road	13.5	14.7	14.0	14.0	15.0	13.9	14.5	14.5	3.4%
11 - Lancaster / Verda	20.3	22.4	20.5	21.0	19.2	18.1	18.9	18.7	-10.8%
12 - Hayesville Drive	5.2	5.1	5.5	5.3	5.5	5.5	5.8	5.6	5.2%
13 - Silverton Road	22.0	23.4	22.7	22.7	25.4	25.8	26.9	26.0	14.8%
14 - Windsor Island Road	5.6	5.8	5.4	5.6	6.0	6.1	6.7	6.3	12.4%
16 - Wallace Road	13.8	15.8	14.0	14.4	13.5	13.9	14.3	13.9	-3.8%
17 - Edgewater Street	12.7	13.4	12.8	12.9	12.2	12.3	12.9	12.4	-3.7%
18 - 12th / Liberty	16.3	17.9	16.3	16.8	17.6	16.0	16.8	16.8	0.2%
19 - Broadway / River Road	23.1	24.5	24.3	23.9	22.9	22.5	22.8	22.8	-4.8%
21 - South Commercial	24.4	25.7	23.9	24.6	24.2	23.0	23.7	23.7	-3.8%
22 - Library Loop	4.9	5.7	4.7	5.1	5.2	6.1	6.0	5.7	12.6%
23 - Lansing / Hawthorne	9.6	9.9	9.8	9.8	9.2	8.7	8.6	8.8	-9.3%
24 - State / Lancaster	19.2	21.1	20.0	20.1	N/A	N/A	N/A	N/A	N/A
26 - Glen Creek / Orchard Heights	4.9	5.5	4.2	4.9	4.5	5.0	4.7	4.7	-2.7%
27 - Glen Creek / Eola	3.3	4.1	4.7	4.0	3.9	3.3	3.8	3.7	-9.2%
<i>Total</i>	17.8	19.2	18.0	18.3	17.6	17.0	17.5	17.4	-5.2%
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	12.8	12.6	13.5	13.0	12.8	13.5	13.2	13.2	1.5%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	8.6	9.3	5.4	7.8	7.3	0.3	0.6	2.9	-62.6%
92 - Rockwest	33.5	27.8	31.6	31.0	20.1	16.3	20.0	18.9	-39.1%
<i>Total</i>	17.9	16.4	15.2	16.5	12.0	6.7	8.0	9.0	-45.3%
<i>Cherriots Local Total</i>	17.7	19.1	18.0	18.2	17.5	16.9	17.4	17.3	-5.2%
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	4.8	5.1	5.0	5.0	4.5	4.3	4.4	4.4	-12.0%
20X - N. Marion Co. / Salem Express	2.9	3.0	3.1	3.0	2.8	2.9	2.8	2.9	-5.3%
30X - Santiam / Salem Express	4.6	4.4	5.0	4.7	5.0	5.0	4.7	4.9	5.9%
40X - Polk County / Salem Express	12.6	9.8	10.5	10.9	11.7	11.0	10.7	11.1	1.9%
50X - Dallas / Salem Express	6.8	6.3	8.8	7.3	6.9	7.2	6.7	6.9	-5.2%
<i>Total</i>	6.4	5.8	6.2	6.1	6.1	6.0	5.8	5.9	-3.4%
REGIONAL FLEX ROUTE									
Polk County Flex	3.7	2.9	3.6	3.4	1.7	1.6	1.8	1.7	-49.9%
<i>Cherriots Regional Total</i>	5.9	5.3	5.7	5.6	5.1	5.0	4.9	5.0	-10.7%
SHOP AND RIDE									
Dial-a-Ride	1.7	1.3	1.9	1.6	1.6	1.6	1.8	1.6	-1.8%
Shopper Shuttle	2.7	2.3	2.7	2.6	2.4	2.4	2.2	2.4	-8.0%
<i>Cherriots Shop and Ride Total</i>	2.1	1.7	2.2	2.0	1.9	1.8	1.9	1.9	-5.3%
LIFT									
ADA	2.4	2.1	2.8	2.4	2.3	2.3	2.3	2.3	-5.2%
DD53	2.2	2.1	2.6	2.3	2.0	2.1	2.0	2.0	-11.5%
<i>Cherriots LIFT Total</i>	2.3	2.1	2.7	2.4	2.1	2.2	2.2	2.2	-8.5%

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

	Revenue Hours		Percent Change	Revenue Miles		Percent Change	Boardings		Percent Change
	FY18	FY19		FY18	FY19		FY18	FY19	
LOCAL BUS SERVICE									
2 - Market / Brown	10,223	10,170	-0.5%	129,303	128,586	-0.6%	220,864	206,645	-6.4%
3 - Portland Road	5,668	5,639	-0.5%	66,472	66,304	-0.3%	122,590	122,583	0.0%
4 - State Street	2,898	5,148	77.6%	28,587	50,905	78.1%	58,271	109,491	87.9%
5 - Center Street	10,720	10,666	-0.5%	122,727	122,156	-0.5%	208,640	198,430	-4.9%
6 - Fairview Industrial	4,239	4,245	0.1%	64,356	64,310	-0.1%	52,192	40,085	-23.2%
7 - Mission Street	2,928	3,506	19.7%	38,731	38,279	-1.2%	51,051	42,278	-17.2%
8 - 12th / Liberty	4,339	4,307	-0.7%	58,265	57,948	-0.5%	82,598	77,333	-6.4%
9 - Cherry / River Road	5,810	5,776	-0.6%	86,102	85,626	-0.6%	81,242	83,119	2.3%
11 - Lancaster / Verda	17,196	18,790	9.3%	224,557	249,017	10.9%	366,225	363,305	-0.8%
12 - Hayesville Drive	2,795	2,779	-0.6%	36,072	36,737	1.8%	15,416	14,882	-3.5%
13 - Silverton Road	3,881	3,625	-6.6%	55,063	53,097	-3.6%	82,863	89,964	8.6%
14 - Windsor Island Road	2,904	2,891	-0.4%	42,836	42,610	-0.5%	16,739	17,732	5.9%
16 - Wallace Road	1,863	1,892	1.6%	23,020	25,424	10.4%	25,469	26,660	4.7%
17 - Edgewater Street	9,292	9,362	0.8%	85,709	85,483	-0.3%	117,892	114,490	-2.9%
18 - 12th / Liberty	4,360	4,347	-0.3%	59,249	58,917	-0.6%	72,666	73,969	1.8%
19 - Broadway / River Road	10,975	10,904	-0.6%	132,544	131,885	-0.5%	256,053	249,936	-2.4%
21 - South Commercial	10,411	10,360	-0.5%	128,934	131,023	1.6%	254,767	243,045	-4.6%
22 - Library Loop	1,849	2,043	10.5%	11,511	11,656	1.3%	9,621	11,411	18.6%
23 - Lansing / Hawthorne	2,817	2,801	-0.6%	36,468	36,256	-0.6%	26,276	25,011	-4.8%
24 - State / Lancaster	2,885	672	-76.7%	33,564	7,813	-76.7%	56,748	13,792	-75.7%
26 - Glen Creek / Orchard Heights	493	1,470	198.2%	4,834	14,424	198.4%	2,392	6,546	173.7%
27 - Glen Creek / Eola	527	1,572	198.3%	7,170	21,396	198.4%	2,129	6,583	209.2%
<i>Total</i>	<i>119,073</i>	<i>122,965</i>	<i>3.3%</i>	<i>1,476,074</i>	<i>1,519,852</i>	<i>3.0%</i>	<i>2,182,704</i>	<i>2,137,290</i>	<i>-2.1%</i>
LOCAL COMMUTER EXPRESS ROUTES									
1X - Wilsonville / Salem Express	1,863	1,853	-0.5%	60,462	60,039	-0.7%	24,178	25,600	5.9%
QUALIFIED HUMAN SERVICES ROUTES									
91 - Garten Foundation	176	187	6.3%	1,099	1,089	-0.9%	1,853	1,045	-43.6%
92 - Rockwest	111	115	3.6%	1,817	1,808	-0.5%	3,238	2,634	-18.7%
<i>Total</i>	<i>287</i>	<i>302</i>	<i>5.2%</i>	<i>2,916</i>	<i>2,897</i>	<i>-0.7%</i>	<i>5,091</i>	<i>3,679</i>	<i>-27.7%</i>
<i>Cherriots Local Y-T-D Total</i>	<i>121,223</i>	<i>125,120</i>	<i>3.2%</i>	<i>1,539,452</i>	<i>1,582,788</i>	<i>2.8%</i>	<i>2,211,973</i>	<i>2,166,569</i>	<i>-2.1%</i>
REGIONAL EXPRESS ROUTES									
10X - Woodburn / Salem Express	2,363	2,559	8.3%	46,694	48,207	3.2%	10,982	11,009	0.2%
20X - N. Marion Co. / Salem Express	2,281	2,578	13.0%	53,824	56,222	4.5%	6,393	7,048	10.2%
30X - Santiam / Salem Express	2,231	2,328	4.3%	46,784	47,908	2.4%	10,013	11,404	13.9%
40X - Polk County / Salem Express	2,653	2,675	0.8%	54,008	55,837	3.4%	26,439	29,940	13.2%
50X - Dallas / Salem Express	521	510	-2.1%	13,141	12,818	-2.5%	4,081	3,747	-8.2%
<i>Total</i>	<i>10,049</i>	<i>10,650</i>	<i>6.0%</i>	<i>214,451</i>	<i>220,992</i>	<i>3.1%</i>	<i>57,908</i>	<i>63,148</i>	<i>9.0%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	2,278	2,664	16.9%	31,636	28,651	-9.4%	8,340	5,317	-36.2%
<i>Cherriots Regional Y-T-D Total</i>	<i>12,327</i>	<i>13,314</i>	<i>8.0%</i>	<i>246,087</i>	<i>249,643</i>	<i>1.4%</i>	<i>66,248</i>	<i>68,465</i>	<i>3.3%</i>
SHOP AND RIDE									
Dial-a-Ride	2,370	2,767	16.8%	27,681	31,890	15.2%	3,701	4,480	21.0%
Shopper Shuttle	1,375	1,307	-4.9%	10,839	12,411	14.5%	3,443	3,276	-4.9%
<i>Cherriots Shop and Ride Y-T-D Total</i>	<i>3,745</i>	<i>4,074</i>	<i>8.8%</i>	<i>38,520</i>	<i>44,301</i>	<i>15.0%</i>	<i>7,144</i>	<i>7,756</i>	<i>8.6%</i>
LIFT									
ADA	20,668	20,945	1.3%	254,555	271,365	6.6%	47,498	47,446	-0.1%
DD53	26,846	26,996	0.6%	346,632	356,889	3.0%	56,782	55,448	-2.3%
<i>Cherriots LIFT Y-T-D Total</i>	<i>47,514</i>	<i>47,941</i>	<i>0.9%</i>	<i>601,187</i>	<i>628,254</i>	<i>4.5%</i>	<i>104,280</i>	<i>102,894</i>	<i>-1.3%</i>

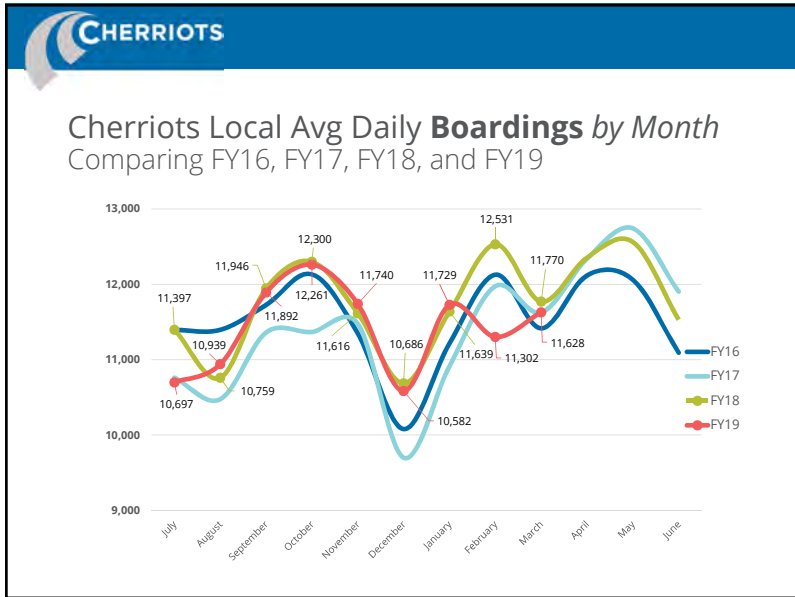
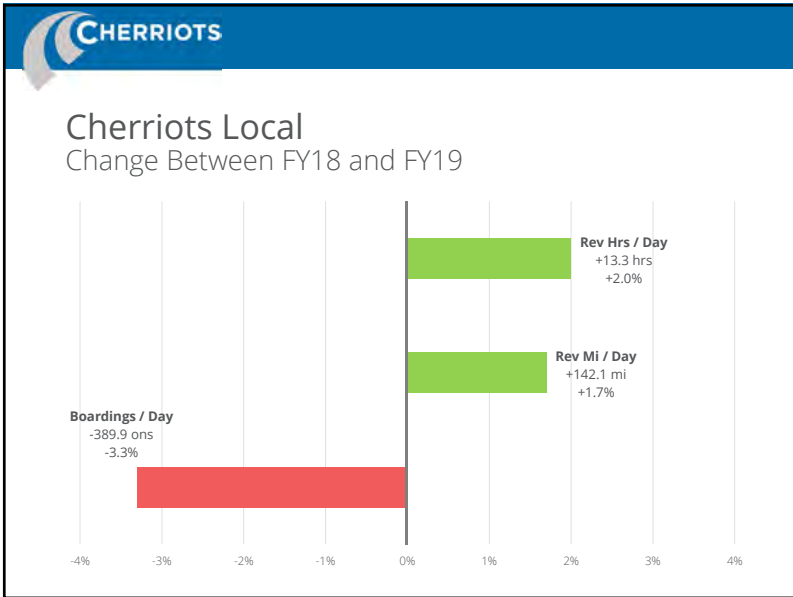
FY19 Q3 Performance Report

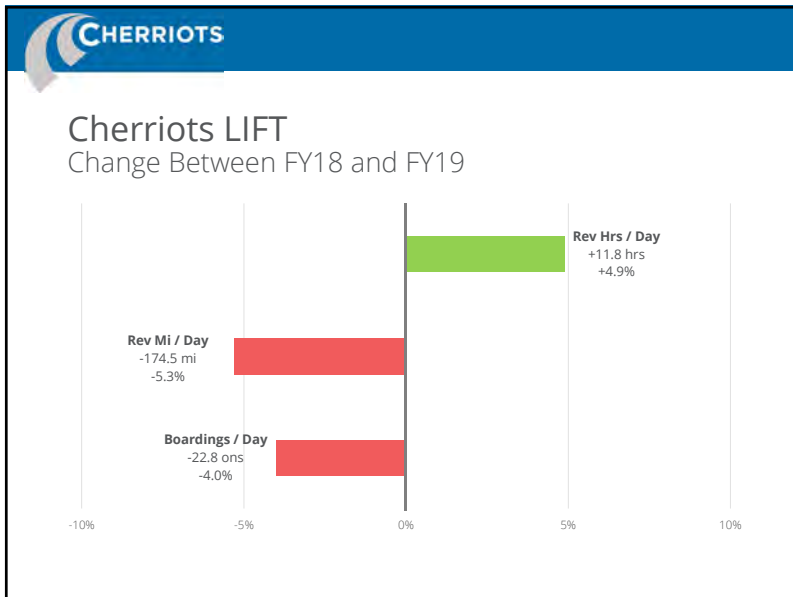
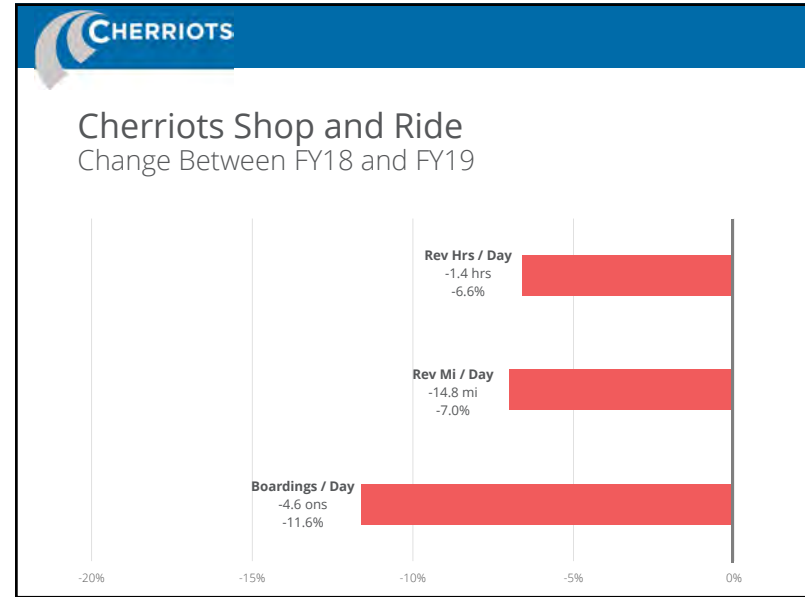
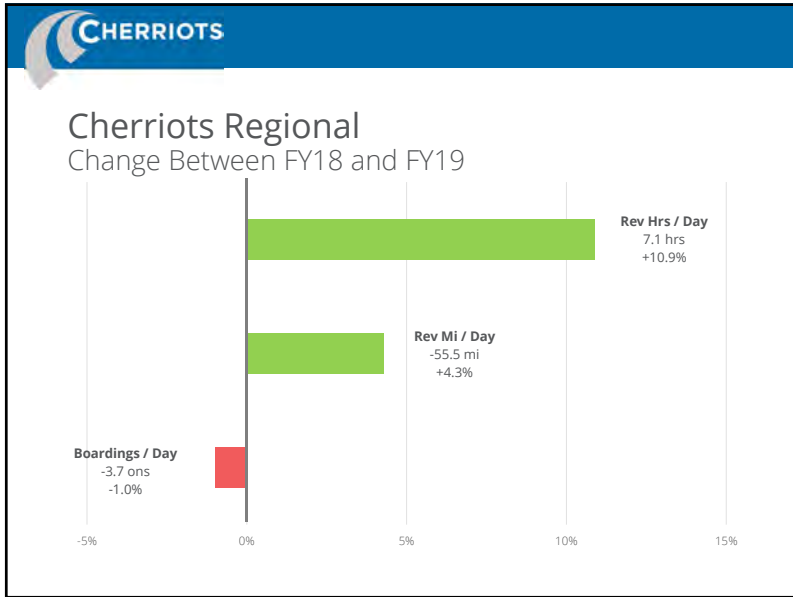
January-March 2019

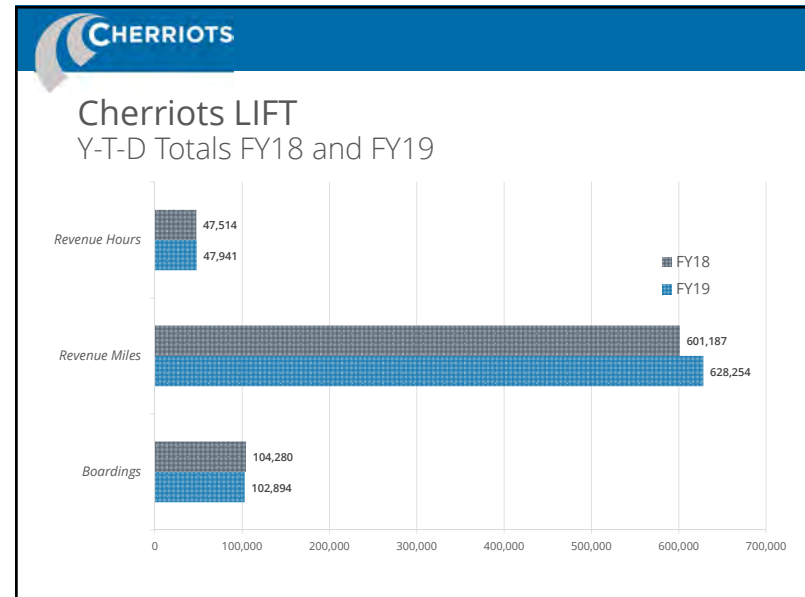
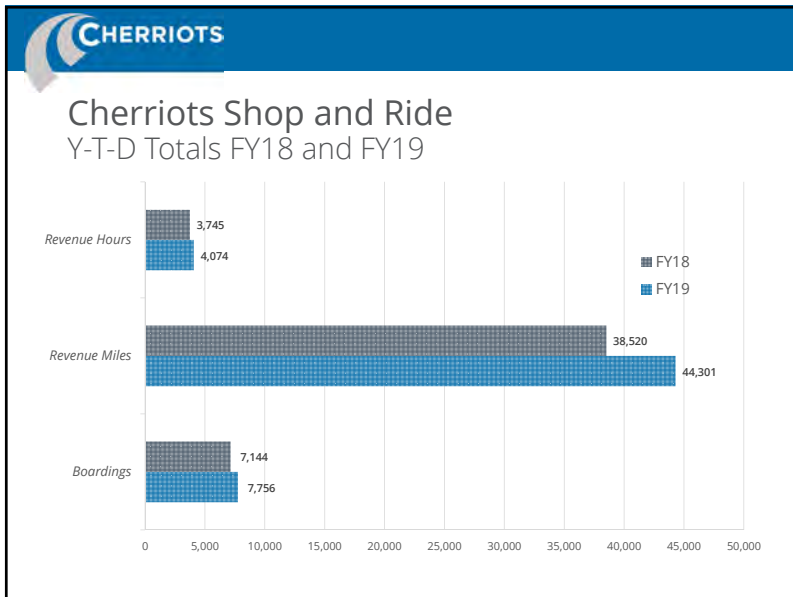
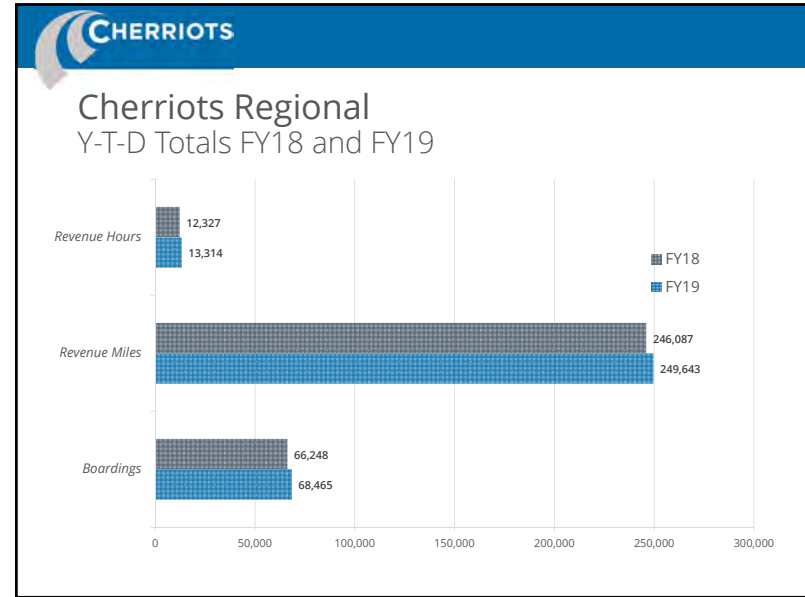
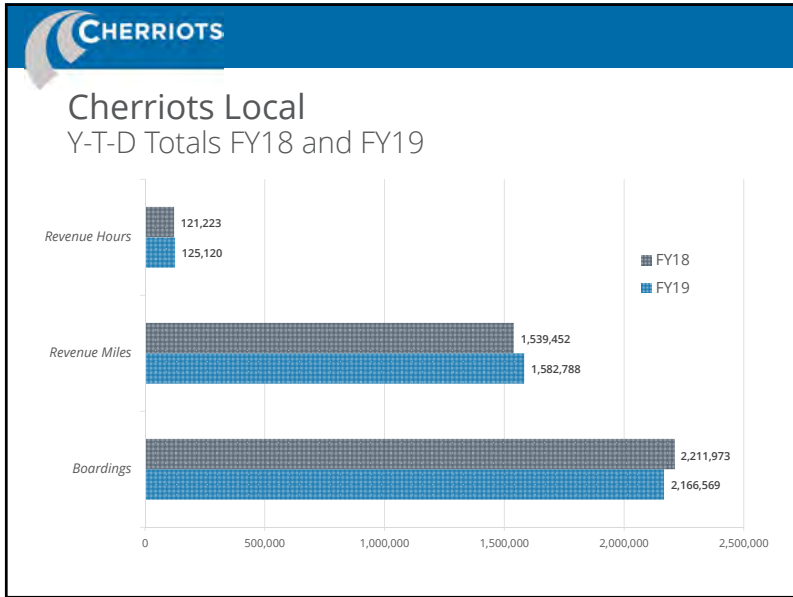
Changes by Service

FY18 to FY19





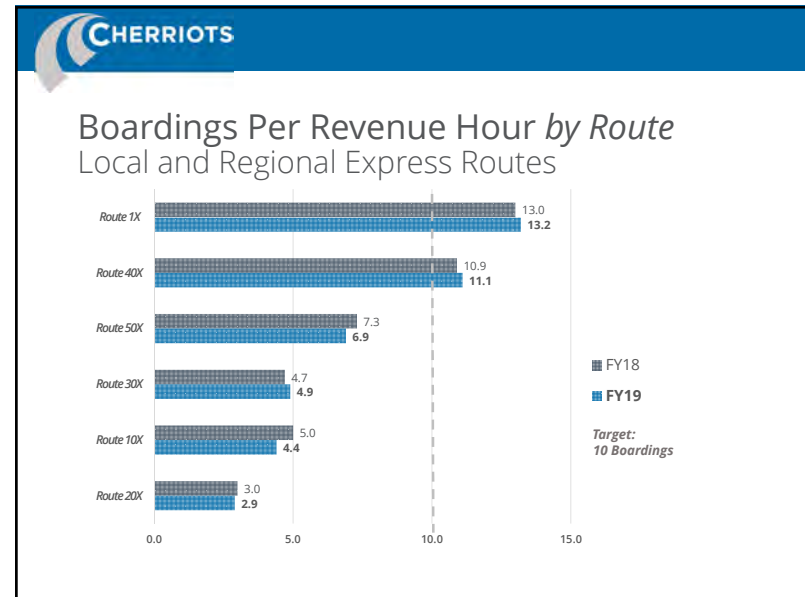
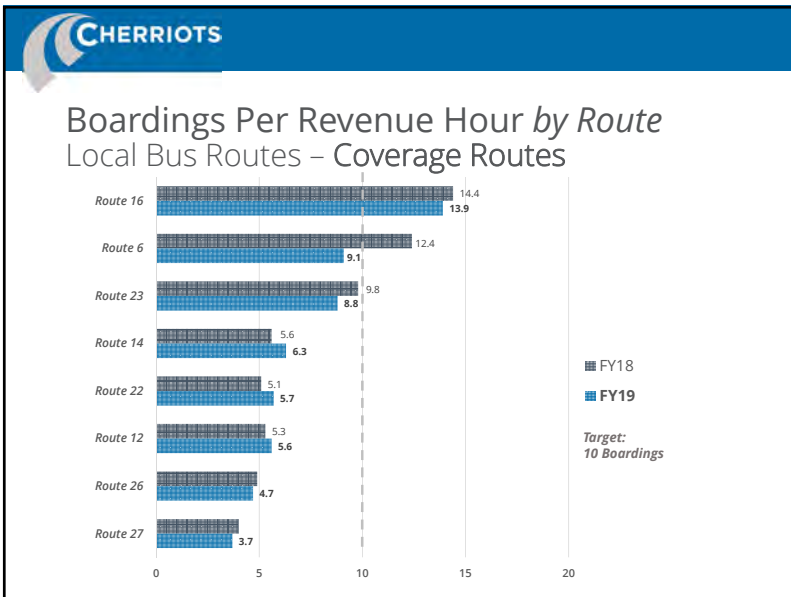
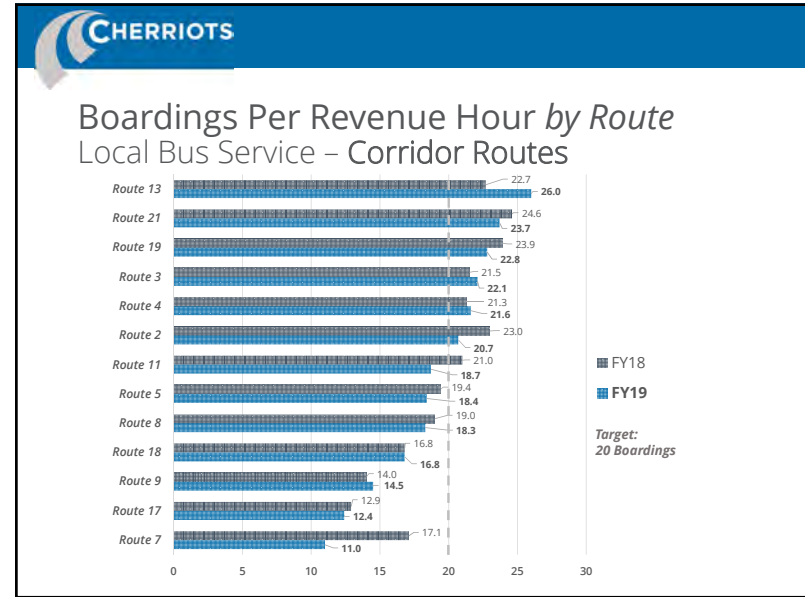
Totals by Service
FY18 to FY19

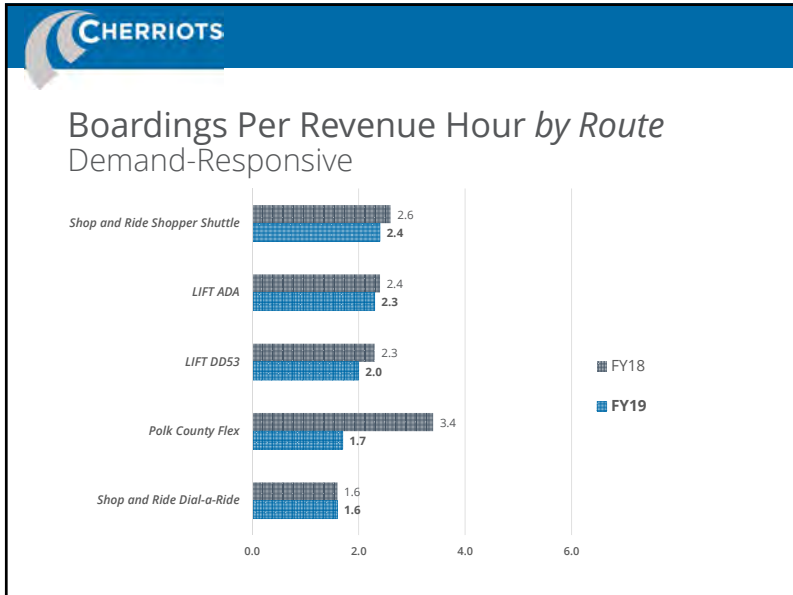


CHERRIOTS

Changes by Route

FY18 to FY19







BOARD MEETING MEMO

Agenda Item X.X

To: Board of Directors

From: Roxanne Beltz, Trip Choice Program Coordinator
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: May 23, 2019

Subject: Cherriots Trip Choice FY 2018-2019 – 3rd Quarter Report

ISSUE

The 3rd quarter report of the FY 2018-2019 Cherriots Trip Choice Program.

BACKGROUND AND FINDINGS

Cherriots Trip Choice program activities, goals and metrics are structured around the 2018-2019 ODOT 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

3rd Quarter Report - FY 2018-2019

January ~ February ~ March 2019

During the 3rd Quarter of FY 2018-2019, Cherriots Trip Choice continued its work utilizing the ODOT approved work plan which includes reporting based on four overarching goal categories; Awareness & Understanding, Safety, Expanded Markets and Congestion & Construction Mitigation. Under each goal we have a variety of projects and programs, however not all goal areas or all projects will be addressed every quarter.

AWARENESS AND UNDERSTANDING

Employer Outreach

This quarter, staff focused on restructuring the Group Pass Program (formerly known as the Employer Pass Program). Appropriate communications were done to the existing employers that are participating in GPP and discussed new program elements and processes (billing, pass distribution, provided usage reports, updated agreement contract) that will start in June 2019. All participating employers were excited about the upcoming enhancements and look forward to a more efficient billing process.

These employers included:

- The Book Bin
- The Gilbert House
- Manpower

Other Q3 program outreach was done to the following employers:

- Sackcloth & Ashes
- Pioneer Trust Bank
- Salem Keizer Education Foundation
- Amazon – site PDX7
- Willamette Tax Relief
- Marion County Health
- Willamette University
- Fred Meyer – South Salem
- Ace Hardware – South Salem

Community Outreach

Staff attended the following outreach events in the third quarter.

- Washington Elementary School Resource Fair
- Cherriots Job Fair
- Salem-Keizer School District Wellness Fair
- Bike Walk Independence Monmouth

During these events we distributed Regional bicycle maps, Wander Walks maps, 200 blinking lights, and 150 bike light sets.

During the 3rd Quarter of FY 2018-2019, Cherriots Trip Choice continued its work utilizing the ODOT approved work plan which includes reporting based on four overarching goal categories; Awareness & Understanding, Safety, Expanded Markets and Congestion & Construction Mitigation. Under each goal we have a variety of projects and programs, however not all goal areas or all projects will be addressed every quarter.

Social Media

We posted 26 times on our Facebook and Instagram pages – including sharing events staff attended, sharing safety tips while biking in the winter, educating on park and rides, celebrating the spring weather with pedestrian safety tools, and promoting ODOT’s Annual Transportation Options Survey. Another post featured the series of Wander Walks maps that staff created and this reached 2,656 people with 120 post engagements and 9 people shared this campaign. Overall people reach for Q3 was over 6,800 people.

Valley VanPool

Valley VanPool currently supports 45 vanpools that serve more than 400 commuters in the Willamette Valley. Staff met with Valley Vanpool partners and discussed a rebranding strategy. A long term goal of this program is to grow and expand to a statewide vanpool service. After a lengthy discussion, the partners decided to rename the program as “Vanpool Northwest” and will launch later in the fall of 2019. This timing will align with the rebranding and launch of the new statewide ride-matching tool, Get There. In the coming months, the partners will be developing a marketing and outreach strategy, as well as, establish new processes with the current vendor to streamline reporting and communications with the vanpool riders.

Student Poster Contest

Over 350 posters from 15 area high and middle schools were entered in this year’s Cherriots Poster Contest. Judges chose 14 winning posters, 7 from each category. Trip

Choice staff presented information about the program and recognized winning students and their teachers at school assemblies and classroom visits. For the first time in contest history, all 3 of the winning high school students were from the same school. Trip Choice staff arranged to have the 3 posters displayed on a bus that was taken to a school assembly.

The winning images will be used to in the 2020 Cherriots calendar that will be mailed out in December 2019.

DRIVE LESS CONNECT

3rd Quarter 2018-2019

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

Total active users	552	Carpool trips	852
Total registered users	5,702	Did Not Work trips	700
New users.....	100	Vanpool trips	767
Non SOV Miles Logged	92,270	Walk trips	1,961
Bike trips	645	Telework trips	244
Bus trips	499	Drive Alone trips	431

Ridematching statistics

Ridematch search performed	11,413
Ridematch search with no results ..	2,794
Ridematch requests sent.....	4,667

SAFETY

Bicycle Outreach and Education

Staff partnered with the City of Independence to host a bicycle and pedestrian safety fair where they distributed 50 bicycle light sets.

EMERGENCY RIDE HOME

19 new people enrolled and approved into the Emergency Ride Home program and 5 trips were utilized.

EXPANDED MARKETS

This last quarter the team worked with a variety of groups within our expanded markets. One of these groups included Willamette University students working on a behavior change project. The desired outcome of this group project is to assess transit usage among WU's student population, identify possible barriers, and to develop a strategic plan to encourage students to utilize public transportation. Outreach events will take place in the spring on campus and a student survey will be conducted. Staff will continue to be a resource for the student group and will ensure their messaging is consistent with the language and communications of the district.

PROGRAM WORK

Open Streets Salem

The Cherriots Trip Choice team will be returning to a leadership and management role for "Open Streets Salem" this year. Over the years leadership has never been clearly defined, and the events purpose has only been partially realized. Open streets events are intended to show what streets could be like if they were available for people to walk, ride bikes, skateboards, etc. Our hope is to have some of the best activities from previous years, but also include demonstration projects like protected bike lanes and parklettes.

The route is still pending city approval, but will likely include the Transit Mall, several low traffic streets and Aldrich Park. As an added enhancement the event will take place in conjunction with the launch of Cherriots Saturday service on September 7th.

ONGOING PARTICIPATION EXTERNAL

Part of our program success depends on our ongoing participation in community and industry groups where we can make valuable connections and learn best practices.

- Board member of the Association for Commuter Transportation (ACT)
- Board members of the Transportation Options Group of Oregon
- Education and Community Outreach Committee -Salem Bike Club
- Just Walk Salem-Keizer Steering Committee
- Open Streets Salem Steering Committee
- Quarterly ETC networking and training lunch
- Safe Routes To School Steering Committee
- Salem Committee for the Safer Crossings Program
- Salem for Refugees Transportation Action Committee
- Salem Pedestrian Safety Group
- Salem-Keizer Active Transportation Networking Group
- Statewide TDM and ToGo quarterly meetings

- Valley VanPool Partnership
- Willamette University Sustainability Networking group

ONGOING PARTICIPATION INTERNAL

- 40th Anniversary Celebration
- Sept 7th – Saturday Service Start Committee
- Banquet Committee
- Bus Rodeo Committee
- Connects Committee
- Sustainability Committee
- Wellness Committee

Third Quarter Report 2018 - 2019




CHERRIOTS TRIP CHOICE

Awareness & Understanding

Employer Outreach/Building Relationships

- Sackcloth & Ashes
- Pioneer Trust Bank
- Salem Keizer Education Foundation
- Amazon – site PDX7
- Willamette Tax Relief
- Marion County Health
- Willamette University
- Fred Meyer – South Salem
- Ace Hardware – South Salem



Awareness & Understanding

- Community Outreach
 - ✓ Washington Elementary School resource fair
 - ✓ Cherriots job fair
 - ✓ Salem-Keizer School District wellness fair
 - ✓ Bike – Walk Independence-Monmouth



Awareness & Understanding

- Wander Walks™
- Regional Bike Map
- Social Media





Awareness & Understanding



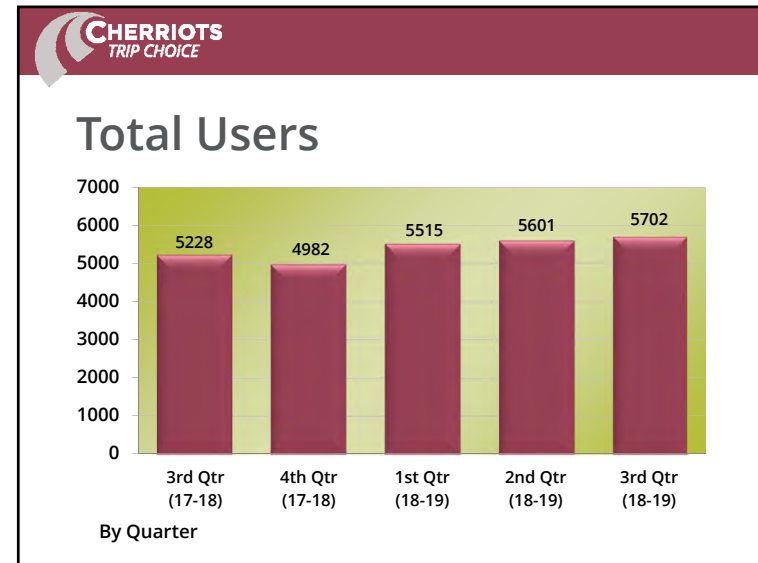
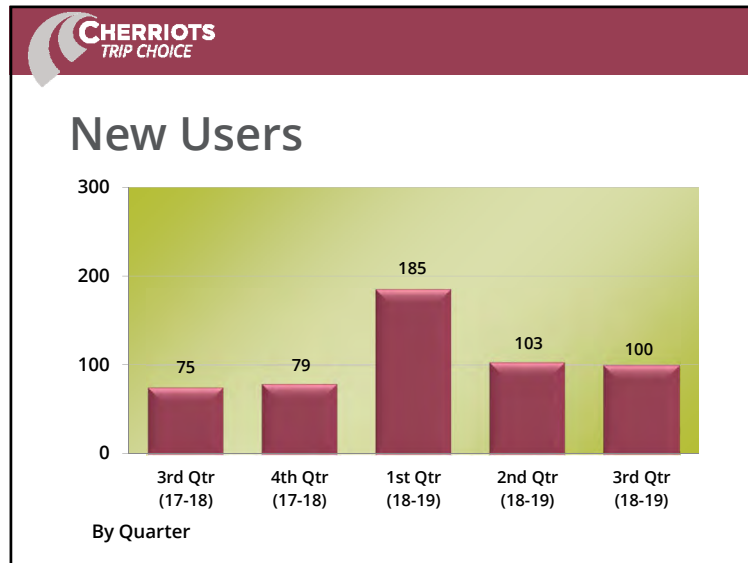
- In Fall of 2019 Valley VanPool will become: Vanpool Northwest.



Awareness & Understanding

- Student Poster Contest
- 350 Posters
- 15 area high and middles schools
- 14 winning posters





Safety

- Partner Events
 - ✓ City of Independence 50 bike light sets
 - ✓ 150 bike light sets at other school and wellness events.

Program Work

- Willamette University behavior change project.



CHERRIOTS
TRIP CHOICE



CHERRIOTS
TRIP CHOICE

**Thank You
Questions?**



To: Board of Directors

From: Al McCoy, Director of Finance/CFO

Thru: Allan Pollock, General Manager

Date: May 23, 2019

Subject: FY2019 Third Quarter Finance Report

ISSUE

Shall the Board receive the Third Quarter Finance Report for FY2018-19?

BACKGROUND AND FINDINGS

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

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

In the *General Fund*, *Total Operating Revenues* are at 65% of the annual budget. This includes *Passenger Fares* at 66% of total budget, under the 75% level that would be anticipated to be received. The District has received slightly more than the total annual projected *Property Taxes* by the end of the third quarter this year. Most of the property taxes are received in November when tax payers take advantage of the discount offered to those who pay the tax at the first due date. Oregon State In-Lieu payments are 46% of total budget because only two quarters payment had been received by end of March. The payment for the third quarter was received on April 2, which puts us at 74% of annual projected revenues. *Advertising* continues to perform above the budgeted level, at 131% of the annual budget.

The *Total Operating Expenditures* of the General Fund are slightly over budget at 76% of total annual budget. Divisions range from Communications at 67% to Operations at 77% of the annual budget expended.

In the *Transportation Programs Fund*, total fund expenditures are at 75% of total annual budget. Two *Operations* programs, *Cherriots Lift* and *Cherriots Shop & Ride*, have expended more than three-quarters of the annual budget at 79% and 89%, respectively. *Cherriots Lift Operations* is over budget due to an increased allocation of costs from the Call Center, which was not budgeted. *Cherriots Shop & Ride Operations* is over budget because contracted transportation costs have exceeded budget each month. Conversely, in Transportation Development, Special Transportation Coordination has only expended 30% of its annual budget, due to the timing lag in reimbursing our sub-recipients for their third quarter's program costs.

Revenues in the *Capital Project Fund* remain at last quarter's 17% of annual budget. They lag expenditures until we are reimbursed by the granting federal or state agency. In total, *Capital Project Fund* expenditures are 25% of the annual approved budget. Capital outlays for the KTC Signalization project, Regional vehicles, visitor intercom and access control, and several smaller projects will incur costs in the final quarter of the year; however, there are other projects that have been delayed until next fiscal year. A significant level of underspending is projected for the Capital Project Fund at fiscal year-end.

FINANCIAL IMPACT

None. For informational purposes.

RECOMMENDATION

Staff recommends that the Board receive and file this Third Quarter Financial Report for FY2018-19.

PROPOSED MOTION

None.

Salem Area Mass Transit District
 Fiscal Year 2018-19 Third Quarter Financial Report

General Fund Revenues/Resources and

Expenses/Requirements Resolution

Summary	Actual	75% of Adopted Budget	FY2018-19 Amended Budget	% of Budget
Operating Revenues/Resources				
Passenger Fares	\$ 1,623,456	\$ 1,831,875	\$ 2,442,500	66%
Other Fixed Route Services	-	-	-	
Planning 5303 Grant	57,260	85,321	113,761	50%
Federal 5307	-	3,501,750	4,669,000	0%
STIF Formula	-	438,750	585,000	0%
DMAP Reimbursement	-	-	-	
Advertising	105,816	60,750	81,000	131%
Miscellaneous	99,914	120,710	160,946	62%
Property Taxes	12,452,239	9,025,346	12,033,794	103%
Oregon State In-Lieu	2,819,030	4,575,000	6,100,000	46%
Interest on Investments	184,643	217,500	290,000	64%
Transfers from Other Funds	-	-	-	
Energy Tax Credit	-	168,750	225,000	0%
Operating Revenues/Resources Total	\$ 17,342,358	\$ 20,025,752	\$ 26,701,001	65%
Operating Expenses/Requirements				
General Manager/Board of Directors	\$ 423,547	\$ 457,617	\$ 610,156	69%
Administration	614,601	677,878	903,837	68%
Finance	876,959	880,348	1,173,798	75%
Communication	1,152,232	1,297,700	1,730,267	67%
Transportation Development	1,662,962	1,715,392	2,287,189	73%
Operations	14,511,029	14,051,934	18,735,911	77%
Unallocated General Administration	809,674	836,591	1,115,454	73%
Operating Expenses/Requirements Total	\$ 20,051,004	\$ 19,917,460	\$ 26,556,612	76%

Salem Area Mass Transit District
 Fiscal Year 2018-19 Third Quarter Financial Report

General Fund Department Expenses/Requirements Summary	Actual	75% of Adopted Budget	FY2018-19 Amended Budget	% of Budget
General Manager/Board of Directors				
General Manager	\$ 411,111	\$ 424,242	\$ 565,656	73%
Board of Directors	12,436	33,375	44,500	28%
Total	423,547	457,617	610,156	69%
Administration				
Human Resources	468,786	497,525	663,367	71%
Human Resources Safety	145,815	180,353	240,470	61%
Total	614,601	677,878	903,837	68%
Finance				
Finance	696,745	726,957	969,276	72%
Procurement	180,214	153,391	204,521	88% ①
Total	876,959	880,348	1,173,798	75%
Communication				
Marketing and Communications	647,371	765,420	1,020,560	63%
Customer Service	471,274	500,559	667,412	71%
Travel Trainer	33,587	31,721	42,295	79%
Total	1,152,232	1,297,700	1,730,267	67%
Transportation Development				
Transportation Development Administration	547,147	680,563	907,417	60%
Information Technology	959,539	847,329	1,129,772	85% ②
Vanpool Lease	156,276	187,500	250,000	63%
Total	1,662,962	1,715,392	2,287,189	73%
Operations				
Operations Administration	510,022	528,269	704,358	72%
Vehicle Maintenance	3,383,451	3,392,338	4,523,117	75%
Facility Maintenance	783,873	816,486	1,088,648	72%
Security	404,508	475,798	634,397	64%
Cherriots Fixed Route Service	9,429,175	8,839,043	11,785,391	80% ③
Total	14,511,029	14,051,934	18,735,911	77%
Unallocated General Administration	809,674	836,591	1,115,454	73%
Operating Expenses/Requirements Total	\$ 20,051,004	\$ 19,917,460	\$ 26,556,612	76%

Notes:

- ① Increased Personnel Service costs
- ② Increased Personnel Service costs and Software maintenance costs
- ③ Increased Personnel Service costs and Uniform expenses

Salem Area Mass Transit District
 Fiscal Year 2018-19 Third Quarter Financial Report

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	75% of Adopted Budget	FY2018-19 Amended Budget	% of Budget
Transportation Fund Revenues/Resources				
Passenger Fares	\$ 305,124	\$ 205,823	\$ 274,430	111%
Federal Funds	737,885	2,530,721	3,374,295	22%
State Funds	555,663	558,712	744,949	75%
Rideshare Grant	110,610	177,156	236,208	47%
TDM Grant	95,147	159,629	212,838	45%
DD53 Revenues	1,366,715	1,811,791	2,415,721	57%
STF Pass Through Funds	183,000	183,000	244,000	75%
STIF Formula Pass Through Funds	-	131,250	175,000	0%
STIF Formula	-	56,250	75,000	0%
Transportation Fund Revenues/Resources Total	\$3,354,144	\$ 5,814,332	\$ 7,752,441	43%
Transportation Fund Expenses/Requirements				
Operations	\$5,877,795	\$ 5,686,632	\$ 7,582,175	78%
Transportation Development	433,751	660,508	874,034	50%
Transportation Fund Expenses/Requirements Total	\$6,311,546	\$ 6,347,140	\$ 8,456,209	75%

Salem Area Mass Transit District
 Fiscal Year 2018-19 Third Quarter Financial Report

Transportation Programs Fund Program Expenses/Requirements Summary	Actual	75% of Adopted Budget	FY2018-19 Amended Budget	% of Budget	
Operations					
CherriotsLift	\$ 4,324,857	\$ 4,119,447	\$ 5,492,596	79%	①
Cherriots Shop & Ride	372,212	312,878	417,170	89%	①
Cherriots Regional	1,015,964	1,080,166	1,440,221	71%	
Cherriots Call Center	-	4,982	6,643	0%	
Mobility Management	164,762	169,159	225,545	73%	
Operations Total	\$ 5,877,795	\$ 5,686,632	\$ 7,582,175	78%	
Transportation Development					
Special Transportation Coordination	\$ 125,293	\$ 315,750	\$ 421,000	30%	
Trip Choice	308,458	344,758	453,034	68%	
Transportation Development Total	433,751	660,508	874,034	50%	
Transportation Programs Fund Total	\$ 6,311,546	\$ 6,516,299	\$ 8,456,209	75%	

① Due to increase in Contracted Transportation Costs and Call Center Allocation Costs

Salem Area Mass Transit District
 Fiscal Year 2018-19 Third Quarter Financial Report


Capital Project Fund Revenues/Resources
 and Expenses/Requirements Resolution

Summary	Actual	75% of Adopted Budget	FY2018-19 Adopted Budget	% of Budget	
1 Capital Revenues/Resources					1
2 Net Working Capital	\$ -	\$ 2,979,212	\$ 3,972,282	0%	2
3 Federal STP Funds	2,409,870	\$ 4,422,423	5,896,564	41%	3
4 Federal FHWA CMAQ Funds	-	\$ 2,961,090	3,948,120	0%	4
5 Federal 5310 Funds Through State	-	\$ 144,052	192,069	0%	5
6 Federal Flex Funds	112,503	\$ -	-		6
7 FTA 5339 Funds	2,610,093	\$ 5,107,649	6,810,199	38%	7
8 Federal 5307	-	\$ 4,462,173	5,949,564	0%	8
9 Federal 5309 Funds	26,368	\$ 1,153,415	1,537,886	2%	9
10 Connect Oregon Funds	-	\$ 747,000	996,000	0%	10
11 State STF Funds	3,048	\$ 240,000	320,000	1%	11
12 STIF Formula	-	\$ 165,000	220,000	0%	12
13 Capital Revenues/Resources Total	\$ 5,161,882	\$ 22,382,014	\$29,842,684	17%	13
14 Capital Expenses/Requirements Total					14
15 Administration	\$ 56,945	\$ 163,650	\$ 218,200	26%	15
16 Communications	4,734	\$ 15,000	20,000	24%	16
17 Transportation Development	728,893	\$ 7,600,549	10,134,065	7%	17
18 Operations	6,411,613	\$ 14,231,137	18,974,849	34%	18
19 Total Capital Projects Fund Requirements	\$ 7,202,185	\$ 22,010,336	\$29,347,114	25%	19

Salem Area Mass Transit District
 Fiscal Year 2018-19 Third Quarter Financial Report

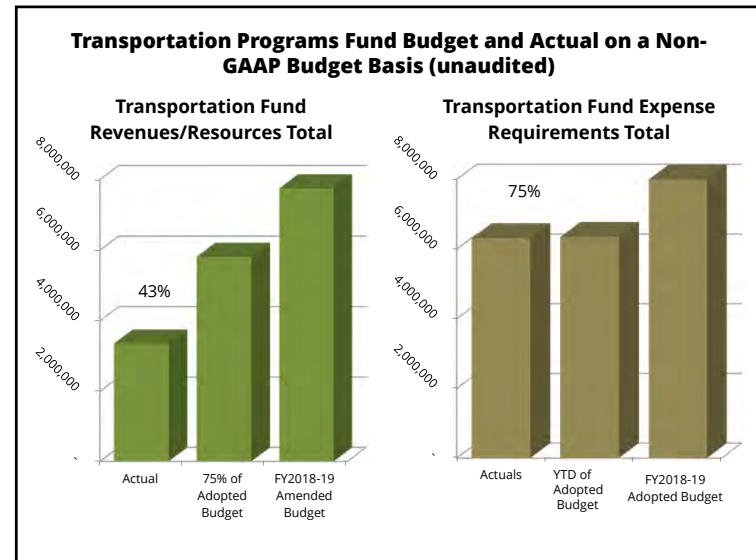
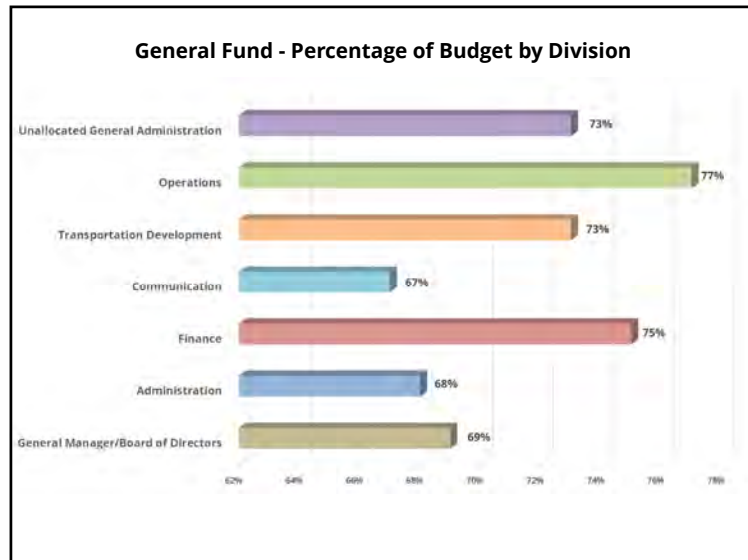
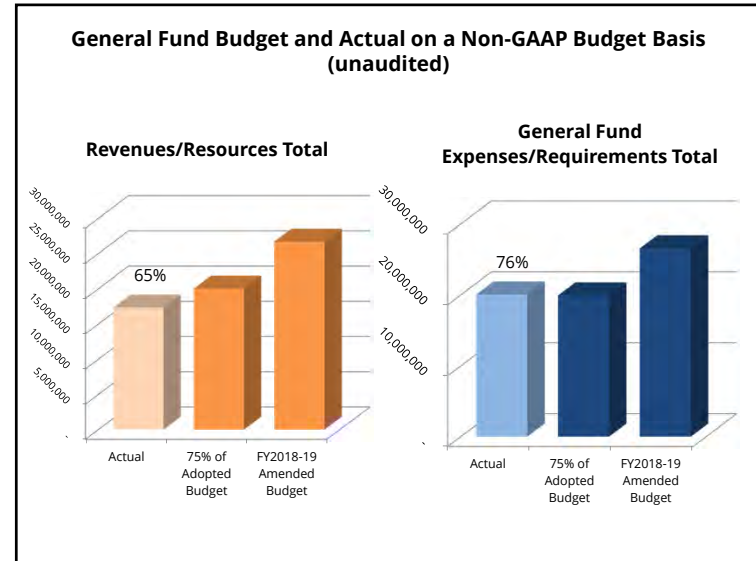
Capital Project Fund Revenues/Resources
 and Expenses/Requirements Resolution
 Summary

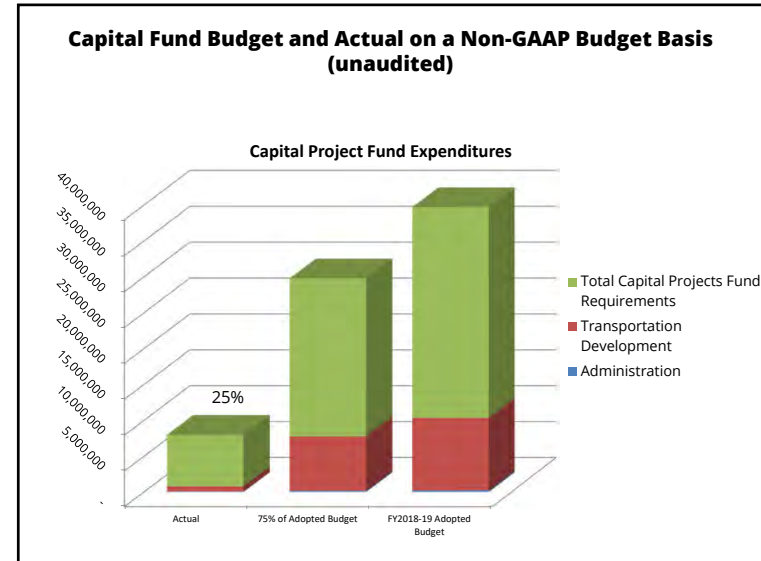
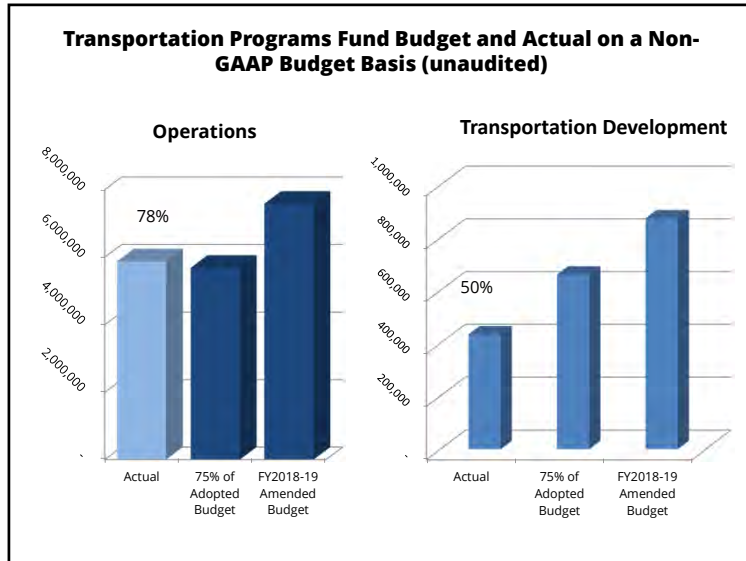
	Actual	75% of Adopted Budget	FY2018-19 Adopted Budget	% of Budget
Capital Revenues/Resources				
Net Working Capital	\$ -	\$ 2,979,212	\$ 3,972,282	0%
Federal STP Funds	2,409,870	\$ 4,422,423	5,896,564	41%
Federal FHWA CMAQ Funds	-	\$ 2,961,090	3,948,120	0%
Federal 5310 Funds Through State	-	\$ 144,052	192,069	0%
Federal Flex Funds	112,503	\$ -	-	
FTA 5339 Funds	2,610,093	\$ 5,107,649	6,810,199	38%
Federal 5307	-	\$ 4,462,173	5,949,564	0%
Federal 5309 Funds	26,368	\$ 1,153,415	1,537,886	2%
Connect Oregon Funds	-	\$ 747,000	996,000	0%
State STF Funds	3,048	\$ 240,000	320,000	1%
STIF Formula	-	\$ 165,000	220,000	0%
Capital Revenues/Resources Total	\$ 5,161,882	\$ 22,382,014	\$29,842,684	17%
Capital Expenses/Requirements Total				
Administration	\$ 56,945	\$ 163,650	\$ 218,200	26%
Communications	4,734	\$ 15,000	20,000	24%
Transportation Development	728,893	\$ 7,600,549	10,134,065	7%
Operations	6,411,613	\$ 14,231,137	18,974,849	34%
Total Capital Projects Fund Requirements	\$ 7,202,185	\$ 22,010,336	\$29,347,114	25%



CHERRIOTS

Third Quarter Financial Report
July 1, 2018 – March 31, 2019





Questions about the Third Quarter Financial Report?



To: Board of Directors
From: Allan Pollock, General Manager
Date: May 23, 2019
Subject: Board Member Committee Report

ISSUE

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

BACKGROUND AND FINDINGS

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

<u>Board/Committee</u>	<u>Director(s)</u>
Special Transportation Fund Advisory Committee (STFAC)	P: Director Jerry Thompson A: Director Colleen Busch
Mid-Willamette Area Commission on Transportation (MWACT)	P: Director Marcia Kelley A: Director Kathy Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	P: President Robert Krebs A: Director Jerry Thompson
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	P: Director Kathy Lincoln A: Director Colleen Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	P: Director Kathy Lincoln A: Director Colleen Busch

FINANCIAL IMPACT

None

RECOMMENDATION

Receive and File

PROPOSED MOTION

None

