



Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
Thursday, February 27, 2020 at 6:30 PM  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**UPDATED AGENDA**

- A. CALL TO ORDER** (President Ian Davidson)
  - 1. Note of Attendance for a Quorum
  - 2. Pledge of Allegiance (Director Charles Richards)
  - 3. “Safety Moment” Thought for the Day
  
- B. ANNOUNCEMENTS & CHANGES TO AGENDA**
  
- C. PRESENTATION** [None]
  
- D. PUBLIC COMMENT**  
Time is designated at each Board meeting for members of the public 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 January 23, 2020 Board of Directors Meeting **1**
    - b. Minutes of the January 31, 2020 Board’s Legislative Committee Meeting **7**
  - 2. **Routine Business** [None]
  
- F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
  
- G. ACTION ITEMS (See SUPPLEMENTAL PACKET at end of this packet...)**
  - 1. Adoption of the 2020 Federal Legislative Agenda **9**
  - 2. Authorize General Manager to execute a contract with Century West Engineering Corporation for Design Services for Bus Stop Improvements **13**
  - 3. Authorize General Manager to execute a contract with R.L. Reimers Company for the purchase of Generators for the Del Webb Headquarters **15**

4. Authorize the General Manager to Enter Into a Contract with Creative Bus Sales to Purchase 35 CNG Tanks and Tank Valves **16**

**H. INFORMATIONAL REPORTS**

1. Performance Report - Second Quarter **17**  
2. Trip Choice Report - Second Quarter **51**  
3. Financial Report - Second Quarter **PULLED 71**

**I. GENERAL MANAGER'S REPORT**

**J. BOARD OF DIRECTORS REPORTS **85****

Board members report on their Board assignments - committee and meeting participation -as representatives of the District.

**K. ADJOURN BOARD MEETING**

**Next Regular Board Meeting and Work Session Date: Thursday, March 26, 2020**

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

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

Esta es una reunión pública y abierta en un lugar al que se puede acceder por ADA. Con 48 horas de anticipación, los audífonos y servicios auxiliares y los formatos alternativos están disponibles para personas con dominio limitado del inglés. Las solicitudes se pueden hacer directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de 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](http://www.cherriots.org/board).



Salem Area Mass Transit District  
BOARD OF DIRECTORS

January 23, 2020

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar: .....	2 - 3
1. <u>Approval of Minutes</u>	
a. Minutes of the December 12, 2019 Board Meeting	
b. Minutes of the December 12, 2019 Executive Session re: Exempt Records	
c. Minutes of the December 12, 2019 Executive Session re: Potential Litigation	
2. <u>Routine Business - None</u>	
Moved to adopt the 2020 State Legislative Agenda. ....	3
Moved to authorize the General Manager to execute a contract amendment for \$78,000 with Marco Ideas Unlimited for Transit Operator Uniforms with a not-to-exceed total contract amount of \$170,500. ....	4

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





Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
 January 23, 2020  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 973010

**MINUTES**

<b>PRESENT Board</b>	President Ian Davidson; Directors, Charles Richards (by conference phone), Colleen Busch, Sadie Carney, and Robert Krebs
<b>ABSENT:</b>	Directors Doug Rodgers and Chi Nguyen
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Chief Finance Officer; Steve Dickey, Director of Strategic Initiative & Program Management; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Mark Poulson, Transportation Manager; Dan Knauss, Procurement/Contracts Manager; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Dale Penn II, SAMTD Legislative Consultant/Partner, CFM Strategic Communications; Mikel Burke, Cherriots Transit Operator and Executive Officer, ATU Local 757 Board

- A. CALL TO ORDER 6:30 PM**  
 President Davidson called the meeting to order. Attendance was noted and a quorum was present. Director Busch led the Pledge of Allegiance. Mr. Pollock shared a *Safety Moment* about near misses or close calls that are unplanned events that did not result in injury, illness or damage – but had the potential to do so.
- B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA** - None
- C. PRESENTATIONS** - None
- D. PUBLIC COMMENT**  
 Connie Griffiths – Ms. Connie’s Children Foundation  
 Ms. Griffiths shared about her children’s foundation and the value of having public transportation in the community through Cherriots.
- E. CONSENT CALENDAR**  

<b>Motion:</b>	<b>Moved to approve the Consent Calendar:</b>
	<b>3. <u>Approval of Minutes</u></b>
	<b>a. Minutes of the December 12, 2019 Board Meeting</b>



**b. Minutes of the December 12, 2019 Executive Session re: Exempt Records**

**c. Minutes of the December 12, 2019 Executive Session re: Potential Litigation**

**4. Routine Business - None**

**Motion by: Director Robert Krebs**  
**Second: Director Sadie Carney**  
**Discussion: No items were deferred from the Consent Calendar**  
**Vote: Motion passed by those present**

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

**G. ACTION ITEMS**

**1. Adoption of the 2020 State Legislative Agenda**

**Staff report:** Pages 9-10 in the agenda

**Presenter:** President Ian Davidson  
Dale Penn II, SAMTD Legislative Consultant

The Board’s Legislative Committee met on December 20, 2019 to develop the proposed legislative agenda for the District in conjunction with staff and the District’s legislative consultant to use as a guide when responding to legislative matters and as a communication tool with legislators and other interested parties.

**Motion: Moved to adopt the 2020 State Legislative Agenda.**

**Motion by: President Ian Davidson**  
**Second: Director Colleen Busch**  
**Vote: Motion passed by those present**

**2. Authorize the General Manager to execute a Contract Amendment with Marco Ideas Unlimited for Transit Operator Uniforms**

**Staff report:** Pages 11-12 in the agenda

**Presenter:** David Trimble, Chief Operating Officer

The original contract was bid competitively through a standard solicitation. The contract was awarded for a one (1) year base term and two (2) additional, one-year options. The District desires to exercise the second, one-year option. In doing so, the contract amendment will increase the contract by \$78,000, bringing the total contract amount to \$170,500. A competitive solicitation will be released June for a new agreement to be awarded effective November 1, 2020. The amount of the proposed contract amendment for these services is budgeted as part of the District’s Adopted FY19-20 Budget in the Transportation Department.



**Motion:** Moved to authorize the General Manager to execute a contract amendment for \$78,000 with Marco Ideas Unlimited for Transit Operator Uniforms with a not-to-exceed total contract amount of \$170,500.

**Motion by:** Director Robert Krebs

**Second:** Director Sadie Carney

**Vote:** Motion passed by those present

**H. INFORMATION ITEMS - None**

**I. GENERAL MANAGER’S REPORT**

Mr. Pollock announced that the Federal Transit Administration has opened up a grant opportunity through the 5339 Low or No Emissions Bus Discretionary Program. He spoke about Salem’s State of the City Address on February 12, and the Mid-Willamette Valley Council of Governments (MWVCOG) Annual Meeting on February 19. Mr. Pollock stated that his term as President of the Oregon Transit Association ended in December. Andi Howell, from the City of Sandy Transit was elected as the new president.

**J. BOARD OF DIRECTORS COMMITTEE REPORTS**

**Board Report:** Pages 13-20 in the agenda to include Minutes from the December 19, 2019 Board Legislative Committee meeting and Board assignments.

Of note, the MWVCOG began their search for a new executive director after Shawn O’Day, announced his resignation. President Davidson and Mr. Pollock met to develop a long term work plan for the general manager that will go before the Board for action. Director Carney met with a constituent who expressed concerns about the process the District uses for bus stop placement. Director Busch congratulated former Board member, Hersch Sangster, Keizer’s First Citizen award recipient for 2019.

**K. MEETING ADJOURNED**

**7:04 PM**

Respectfully submitted,

---

Presiding Officer







Salem Area Mass Transit District  
Board of Directors

~ LEGISLATIVE COMMITTEE ~

MINUTES

**Date:** January 31, 2020

**Place:** Cherriots Administration Office – Mill Creek Conference Room  
555 Court Street NE, Suite 5147, Salem, Oregon 97301

**Meeting Called to Order** 3:33 p.m.

**Adjourned -** 4:00 p.m.

**PRESENT** (Members)

President Ian Davidson

Director Colleen Busch

Director Sadie Carney

[by conference phone]

(Staff)

Allan Pollock, General Manager/CEO

David Trimble, Deputy GM/COO

Patricia Feeny, Director of Communication

Linda Galeazzi, Executive Assistant

**Issues Discussed:**

1. The meeting was called to order and the attendance was noted.
2. Mr. Pollock shared a Safety Moment to be vigilant if out on the streets after the Super Bowl game. Win or lose, people may be distracted or impaired.
3. Mr. Pollock announced that federal grant programs had been noticed and the application due date for Lo/No grant requests is March 17, 2020.

The Committee reviewed a draft of the 2020 Federal Legislative Agenda with project descriptions for the grant requests and policy issues.

Mr. Trimble provided an overview of the federal grants for buses and bus facilities. On January 30, 2020, the FTA noticed a funding opportunity of approximately \$454.6 million in Fiscal Year 2020 competitive grant funding for transit bus projects under the 5339(b) grants for the Buses and Bus Facilities Program. The Low or No Emissions Bus Discretionary Program will award \$130 million of Fiscal Year 2020 federal funds to agencies that apply to purchase or lease vehicles as well as related equipment or facilities that significantly reduce carbon emissions.

Mr. Trimble reported on staff's recommendations to apply for grant funds to purchase five (5) zero emission battery electric buses at \$3,879,900; to replace five

(5) CNG buses at \$2,100,000; and the replacement of ten (10) complementary paratransit service vehicles at \$750,000.

Battery electric buses will lower operational costs over time, reduce maintenance needs and air pollution emissions; will have newer technology and safety features, reduce maintenance costs, increase on-time performance and improve safety. The District has 16 paratransit vehicles that are between eight (8) and nine (9) years old and need to be replaced. The FTA's useful life benchmark for paratransit vehicles is five (5) years.

The Committee reviewed and considered four (4) policy issues to support:

- a) The American Public Transportation Association's funding recommendation for reestablishing a 40-40-20 capital investment ratio among Capital Investment Grants (5309), State of Good Repair (5337), and Buses and Bus Facilities (5339) programs.
- b) The FY2021 appropriations request through the Bus Coalition's efforts for continued plus-ups to the Bus and Bus Facility competitive grant program (5339b).
- c) An infrastructure package that includes \$7.14 billion in funding for bus transit programs; and to
- d) Extend and make permanent the Alternative Fuel Tax Credit for a portion of costs associated with alternative fuel use by transit systems.

After time for discussion, questions and answer, the committee recommended that the draft federal legislative agenda be presented to the Board for approval at the February 27, 2020 Board meeting.

4. The meeting adjourned at 4:00 p.m.

Respectfully Submitted,

Linda Galeazzi  
Recording Secretary

For an electronic copy of the Legislative Committee's agenda packet, email the executive assistant at [linda.galeazzi@cherriots.org](mailto:linda.galeazzi@cherriots.org) or stop by the Cherriots Administration Office and request a copy.

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



**To:** Board of Directors  
**From:** Board Legislative Committee  
**Date:** February 27, 2020  
**Subject:** 2020 Proposed Federal Legislative Agenda

---

**ISSUE**

Shall the Board adopt the proposed 2020 Federal Legislative Agenda?

**BACKGROUND AND FINDINGS**

The Board annually adopts a legislative agenda to set direction for legislative activities. The agenda is used as a guide when responding to legislative matters and as a communication tool with legislators and other interested parties.

On December 20, 2019, the Board’s Legislative Committee met to develop the proposed legislative agenda for the District in conjunction with staff and representatives of CFM Advocates, the District’s legislative consultant.

Typically, the Board adopts both the federal and state legislative agendas at the same meeting. Based on information received from the Federal Transit Administration and CFM Advocates, there were matters relating to the federal agenda that needed more discussion by the Board’s legislative committee prior to bringing it to the full board for adoption. The State Legislative Agenda was approved at the January 23, 2020 Board Meeting. The legislative committee subsequently met on January 31, 2020 and finalized the proposed federal legislative agenda based on the input from the Federal Transit Administration. The proposed 2020 Federal Legislative Agenda is included as Attachment A.

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

The Legislative Committee recommends that the Board adopt the 2020 Federal Legislative Agenda as shown in Attachment A.

**PROPOSED MOTION**

**I move that the Board adopt the 2020 Federal Legislative Agenda.**





## 2020 FEDERAL LEGISLATIVE AGENDA

### GRANT REQUESTS

Because of the substantial reduction in federal funding for buses in MAP-21 and other factors, Salem Area Mass Transit District (SAMTD) is facing an ongoing significant bus replacement problem. This fiscal year 20 percent of SAMTD's 64 bus fleet will be operating past useful life, thus increasing maintenance costs, roadside service calls, and reducing overall service levels. Buses are a transit system's most valuable physical asset because good customer service is dependent on the condition of the fleet. SAMTD is committed to providing a system that is both responsive and improves and promotes environmental sustainability.

#### PROJECT DESCRIPTION

#### REQUEST

##### **Five Zero Emission Buses**

**\$3,580,000**

SAMTD is requesting funds to purchase five (5) zero emission battery-electric buses, and associated equipment, at a cost of \$716,000 each to replace the 16-year old CNG buses which have exceeded useful life with an average of more than 495,000 miles per vehicle. By the time of project delivery, vehicle mileage will exceed 530,000 miles. Bus replacement will significantly enhance the safety of the transit system, improve connectivity, lower operational costs, reduce maintenance needs, and air pollution emissions. The 16-year old vehicles are in deteriorating condition and despite proper maintenance, are prone to regular breakdown and pose a risk to the safety of riders and operators. Each vehicle to be replaced currently operates approximately 38,000 miles per year.

Battery electric buses will help SAMTD lower operational and maintenance costs and reduce air pollution emissions. SAMTD's no emissions electric bus deployment will be another step in further reducing its carbon footprint, improving air quality and helping achieve energy independence. *Account: FTA Low/No Emissions and Bus and Bus Facility Competitive Grant Programs*

##### **Ten ADA Paratransit Bus Replacements**

**\$800,000**

SAMTD is requesting funds to replace 10 vehicles for Americans with Disabilities, federally mandated, complementary paratransit service. Paratransit service provides transportation access for seniors and people with disabilities who are unable to independently utilize fixed-route bus service. The vehicles scheduled to be replaced are between 9 and 10 years of age, which far exceeds the five-year FTA useful life benchmark for paratransit vehicles. SAMTD's current fleet for delivery of paratransit service consists of 43 cut-away ADA lift-equipped vehicles. Regular replacement of these vehicles is necessary to ensure safe, efficient delivery of these services. *Account: FTA Bus and Bus Facility Grant Program*

**POLICY ISSUES**

**Support Funding for the Bus and Bus Facility (BBF) Program**

1. **Reauthorization:** As surface transportation reauthorization discussions begin, SAMTD supports funding levels that will not only replace old and outdated buses, but levels that will modernize and expand service.

SAMTD endorses APTA’s funding recommendations for the 5339 Bus and Bus Facility Program. The APTA reauthorization recommendations include reestablishing a 40-40-20 capital investment ratio among Capital Investment Grants (5309), State of Good Repair (5337), and Buses and Bus Facilities (5339) programs. To reestablish this ratio, bus funding receives a larger increased investment relative to other transit programs.

<b>APTA Reauthorization Recommendations</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY2026</b>
5339 Bus and Bus Facilities	1,482.04	1,955.41	2,270.23	2,635.73	3,060.09	3,552.76
5339 (a) Bus Formula	792.47	1,029.16	1,186.57	1,369.32	1,581.50	1,827.83
5339 (b) Bus Competitive	689.57	926.25	1,083.66	1,266.41	1,478.59	1,724.93
5339 (c) Low or No Emissions	111.78	146.98	193.28	224.40	260.53	302.48

(Dollars expressed in Millions)

2. **FY 2021 Appropriations Request:** Similar to FY20, SAMTD supports The Bus Coalition’s efforts for continued plus-ups to the Bus and Bus Facility competitive grant program (5339b).
3. **Infrastructure Package:** SAMTD strongly supports a robust Infrastructure Package that includes \$7.14 billion in funding for bus transit programs. This level of funding will simply replace the approximately 14,874 buses nationally operating past useful life.

**Extend and Make Permanent the Alternative Fuels Tax Credit**

The Alternative Fuels Tax Credit provides a tax credit for a portion of costs associated with alternative fuel use by transit systems. The current credit expires in 2020 and SAMTD supports a permanent extension of the provision as the annual impact of this legislation on SAMTD operations is approximately \$170,000.



**CONTACT:**

Allan Pollock, General Manager/CEO  
 Salem Area Mass Transit District,  
 503.588.2424; [allan.pollock@cherriots.org](mailto:allan.pollock@cherriots.org)

Joel Rubin, CFM Advocates  
 202.347.9171; [joelr@cfmdc.com](mailto:joelr@cfmdc.com)



## BOARD MEETING MEMO

Agenda Item G.2

**To:** Board of Directors

**From:** Stephen Dickey, Director of Strategic Initiatives and Program Management

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** Contract Award for Bus Stop Improvement Design and Construction Support Services

---

### ISSUE

Shall the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for Salem Area Mass Transit District's Bus Stop Improvement Program?

### BACKGROUND AND FINDINGS

The District is working on a bus stop improvement project to improve accessibility to the public transportation services it provides. As part of the project, site plans have to be developed by a qualified design and engineering firm. These plans are used to develop a bid package for construction, inform the general contractor of what is to be built, and provides the documentation for obtaining permits from local jurisdictions. Additionally, this firm also provides support to the general contractor when construction begins. This support is in relation to any changes to the design required during the permitting process, or due to conditions encountered in the field during construction.

The current contract for design, engineering, and construction support services has reached its contract limits, and needs to be replaced with a new competitively bid contract.

This contract was solicited through a Request for Proposals (RFP) process. The bid package was published on ORPIN as RFP 20-001 Design, Engineering, & Construction Support on January 10, 2020. The solicitation closed on February 5, 2020. There were

two proposals received and both were considered responsive. The Selection Evaluation Committee (SEC) reviewed and scored the proposals based on qualifications, as required under the Brooks Act for architectural and engineering solicitations. Based on the scoring criteria identified in the solicitation Century West Engineering, Corporation had the highest score and was declared the aparent successful proposer of the contract based on qualifications. Century West Engineering, Corporation price proposal was then reviewed, and a negotiation process was completed to determine a fair and reasonable price based on the cost and price analysis.

### **FINANCIAL IMPACT**

The funding for the purchase not to exceed \$95,000 is included in the FY2019-2020 Adopted Budget in the Capital Projects Fund. The bus stop improvement project is funded by federal grant with local match.

### **RECOMMENDATION**

Staff recommends the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for Salem Area Mass Transit District's Bus Stop Improvement Program.

### **PROPOSED MOTION**

**I move the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for Salem Area Mass Transit District's Bus Stop Improvement Program.**





## BOARD MEETING MEMO

Agenda Item G.3

**To:** Board of Directors

**From:** Gregg Thompson, Maintenance Manager  
David Trimble, Deputy General Manager/Chief Operating Officer

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** Authorizing the General Manager to execute a contract with R.L. Reimers Company for the purchase of Generators for the Del Webb Headquarters

---

### ISSUE

Shall the Board authorize the General Manager to execute a contract with R.L. Reimers Company for a not-to-exceed amount of \$291,000?

### BACKGROUND AND FINDINGS

As an ongoing effort to ensure the District is prepared in the event of a natural disaster, ways to mitigate risks are being investigated. In reviewing the Continuity of Operation Plan (COOP), it became evident that in the event of a major power loss, many critical functions that occur at the Del Webb Headquarters buildings could not occur. One of these lost functions would be the ability to schedule rides for our ADA Paratransit service, among other functions. A power outage would cause a drastically diminished ability to perform vehicle maintenance and diminish the ability to efficiently dispatch buses. All of these functions are integral to the capacity to provide public transportation.

District staff met to discuss what systems would need to be operational during a natural disaster. During this discussion, staff decided that instead of identifying separate circuits and individual load capacities, it would be best to power the entire building. This would also ensure that future expansions, remodels and office moves would still be powered. There would be one generator for the Administrative building and one (1) generator for the Del Webb Maintenance building.

Staff prepared a detailed scope of work and released an RFP in November 2019. The bid period closed on December 17, 2019 and there were three proposals received—two were deemed responsive. R.L Reimers Company was deemed the lowest priced response while meeting all required specifications.

### **FINANCIAL IMPACT**

Funding for this proposed project is included in the FY19-20 Adopted Budget in the Capital Projects Fund. The project is funded through federal grants with a local match.

### **RECOMMENDATION**

Staff recommends that the Board authorize the General Manager to execute a contract with R.L. Reimers Company for a not to exceed amount of \$291,000.

### **PROPOSED MOTION**

**The Board authorizes the General Manager to execute a contract with R.L. Reimers Company for a not to exceed amount of \$291,000.**



# BOARD MEETING MEMO

Agenda Item G.4

**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** Authorize the General Manager to Enter Into a Contract with Creative Bus Sales to Purchase 35 CNG Tanks and Tank Valves

---

## ISSUE

Shall the Board authorize the General Manager to enter into a contract with Creative Bus Sales for the purchase of 35 Compressed Natural Gas tanks and tank valves for a not-to-exceed total cost of \$131,075?

## BACKGROUND AND FINDINGS

Salem Area Mass Transit District currently operates a fixed-route fleet of 64 35' and 40' fixed-route buses. The current fleet consists of 34 Compressed Natural Gas (CNG) powered vehicles manufactured by Orion and Gillig. Of those 34 buses, all have been replaced with new CNG tanks, with the exception of five (5). Each bus contains seven (7) high-pressure tanks capable of containing 4500 PSI. Tanks manufactured at time of initial bus purchase were limited to a 15-year life span before they are rendered unusable.

A Request for Quotes (RFQ) for CNG Bus Replacement Cylinders was issued on December 27, 2019 and closed January 28, 2020. Two proposals were received and reviewed by an internal committee ensuring the lowest bid met the required specifications. Creative Bus Sales was selected as the vendor of choice because of their ability to provide the specified tanks for the lowest overall cost.

The tanks will be replaced by SAMTD maintenance staff. The actual costs are based upon the submittal from Creative Bus Sales and are outlined below in Table A:

Table A

Part	Cost Each	Total
35 CNG Tanks	\$ 3,625	\$ 126,875
70 Pressure tank valves	\$ 160	\$ 4,200
	<b>Grand Total</b>	\$ 131,075

## FINANCIAL IMPACT

Funding for this project is listed in the FY19-20 Adopted Budget in the Capital Project Funds section. The project is funded through Federal grants and local matching funds.

## RECOMMENDATION

Staff recommends that the Board authorize the General Manager to enter into a contract with Creative Bus Sales for the purchase 35 CNG tanks and 70 tank valves for a not-to-exceed total cost of \$131,075.

## PROPOSED MOTION

**I move that the Board authorize the General Manager to enter into a contract with Creative Bus Sales for the purchase 35 CNG tanks and 70 tank valves for a not-to-exceed amount of \$131,075.**



## BOARD MEETING MEMO

Agenda Item No. H.1

**To:** Board of Directors

**From:** Chris French, Senior Planner  
David Trimble, Deputy General Manager/COO

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** Performance Report – FY20 Q2

---

### ISSUE

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

### BACKGROUND AND FINDINGS

Performance measures (daily average revenue hours, daily average revenue miles, and daily average rides) for the second quarter of Fiscal Year 2020 (FY20 Q2) are included in Attachment A. FY20 Q2 began October 1, 2019 and ended December 31, 2019. All data is compared to the previous fiscal year, FY19 Q2. With the expansion of service, Saturday data will also be included in Attachment A. No comparisons can be made at this time for Saturday service. Year-to-date totals (total revenue hours, total revenue miles, and total rides) are also included in Attachment A and are gathered from FY20 Q2 and compared to those in the same time period of FY19. The data for these measures are derived from adjusted Trapeze schedules, vehicle fare boxes, rider counting systems, and reservation software (Route Match).

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

#### *Cherriots Local*

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

- *Revenue Hours* – Increased with the addition of later evening service and Saturday service. An average of 38 hours a day were added to weekday service and 338 hours were added per Saturday.
- *Revenue Miles* – Increased with the addition of later evening service and Saturday service. There were 258 miles a day added to weekday service and 4,124.7 miles added per Saturday.
- *Rides* – Increased with the addition of later evening service and Saturday service. Weekday service ridership increased 9.1 percent with a total of 804,141 rides. Saturday service total ridership was 71,379.
- *Fares* – The lower youth fare implemented in June 2019 continues to impact fare category usage. Youth fare Day and 30-Day pass usage increased 47 percent, or 52,907 more passes used. These numbers are for weekday service only. Saturday service had 3,530 youth fare 30-Day pass usages and 10,155 youth fare Day pass usages.

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

Includes regional commuter express routes.

- *Revenue Hours* – Increased with the addition of more weekday trips and Saturday service. An average of 10 hours a day were added to Weekday service and 32 hours were added per Saturday.
- *Revenue Miles* – Increased with the addition of more weekday trips and Saturday service. There were 255 miles a day added to weekday service and 735 miles added per Saturday.
- *Rides* – Increased with the addition of more weekday trips and Saturday service. Weekday service ridership increased 13 percent with a total of 25,262 rides. Saturday service began in September – total ridership was 1,618.
- *Fares* – The lower youth fare implemented in June 2019 continues to impact fare category usage. Youth fare Day and Monthly pass usage increased 69.1 percent, or 711 more passes used. These numbers are for weekday service only.

Saturday service had 21 youth fare Monthly pass usages and 29 youth fare Day pass usages.

***Cherriots Regional Flex***

Includes the Polk County Flex.

- *Rides* – 1,437 rides were provided.

***Cherriots Shop and Ride***

Includes dial-a-ride and shopper shuttle.

- *Rides* – 658 rides were provided on the Shopper Shuttle and 967 rides were provided on the Dial-a-Ride for a total of 1,625 total rides.

***Cherriots LIFT***

Paratransit

- *Rides* – 33,007 rides were provided on weekday LIFT service and 914 rides were provided on Saturday LIFT service.

**FINANCIAL IMPACT**

Information item only.

**RECOMMENDATION**

Information item only.

**PROPOSED MOTION**

Information item only.





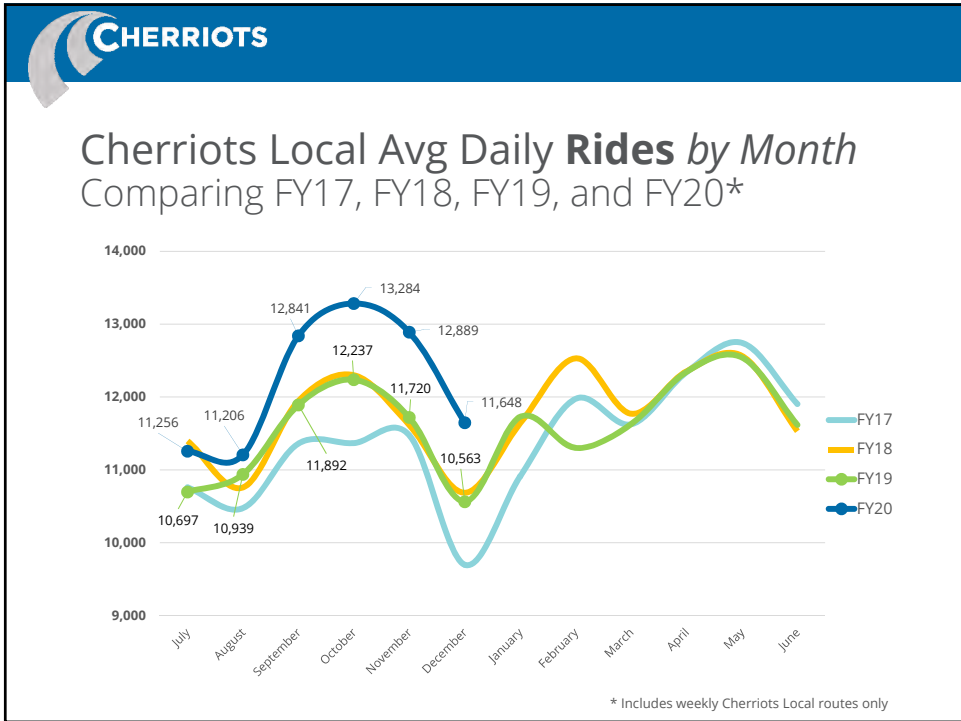
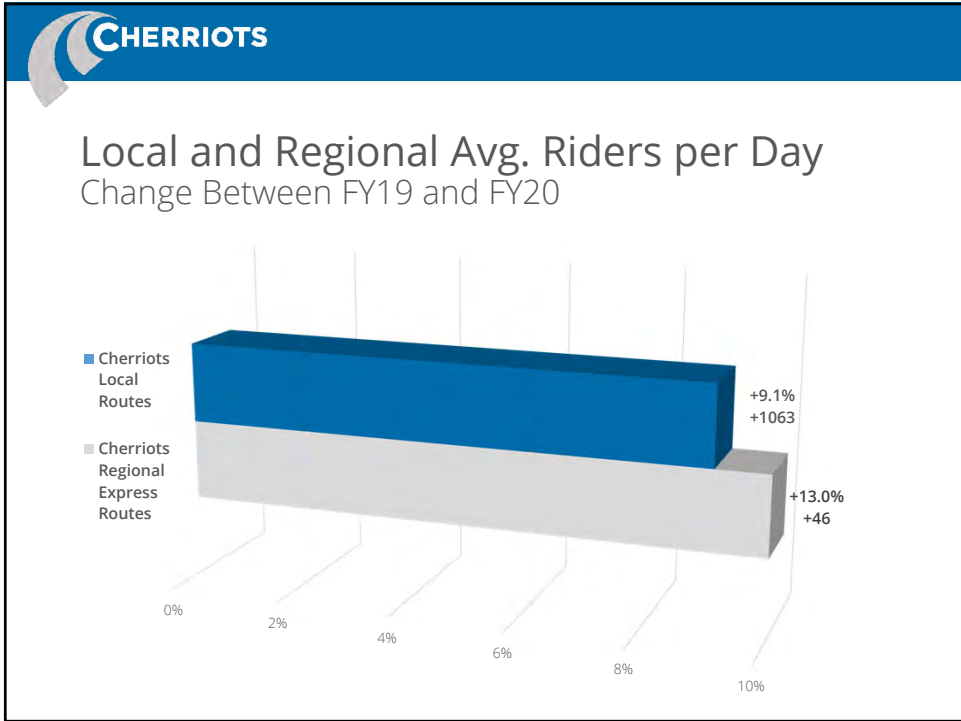
# FY20 Q2 Performance Report

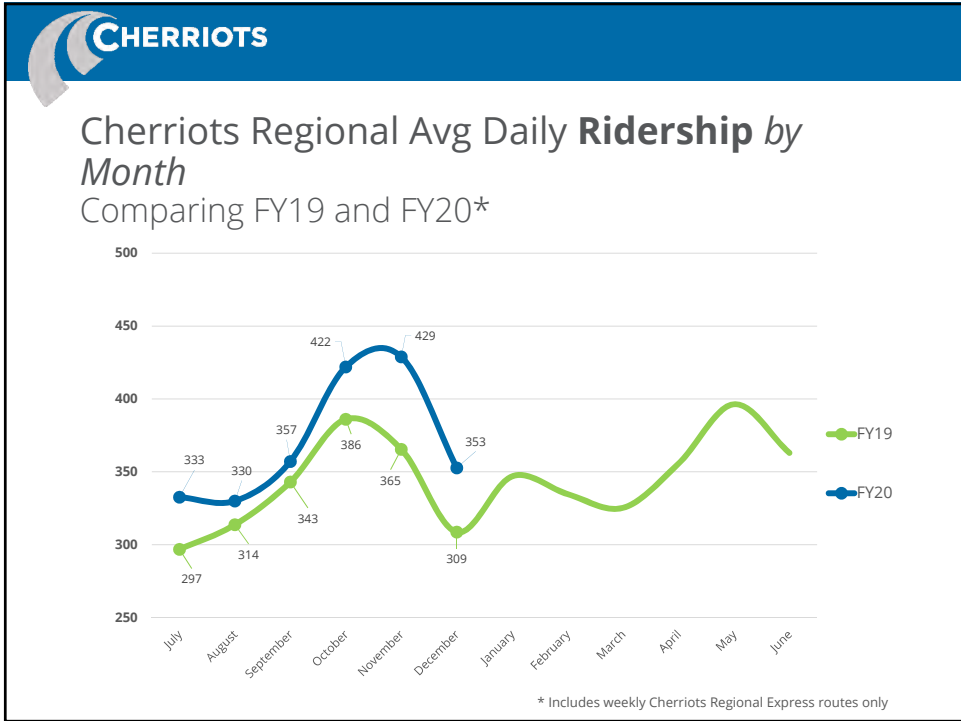
October – December 2019



## Ridership Comparison

FY19 to FY20



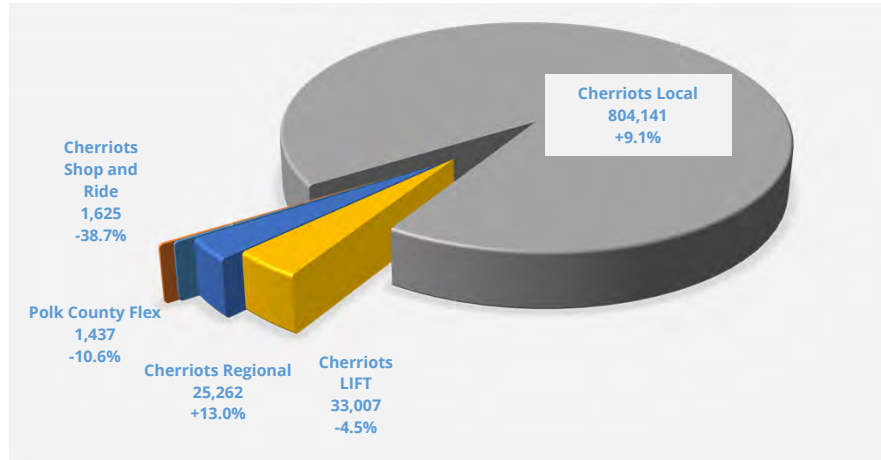


# Ridership Totals

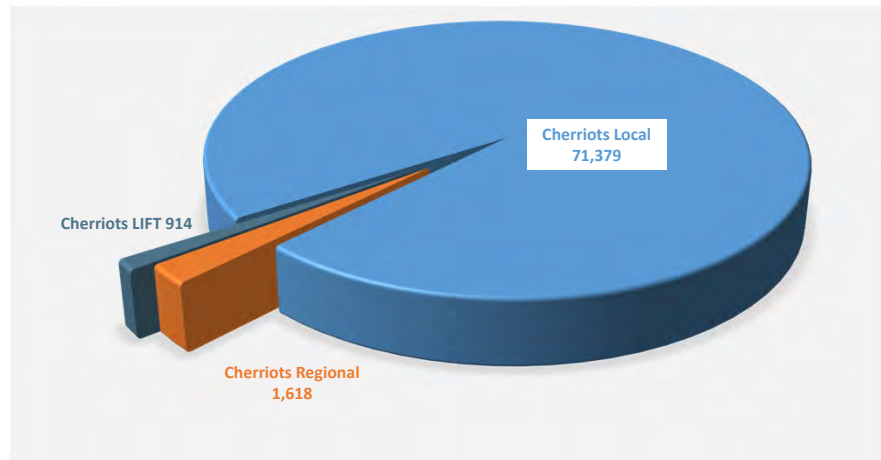
## FY19 to FY20




### Cherriots Weekday Total Ridership FY20 Y-T-D Ridership and Percentage Change



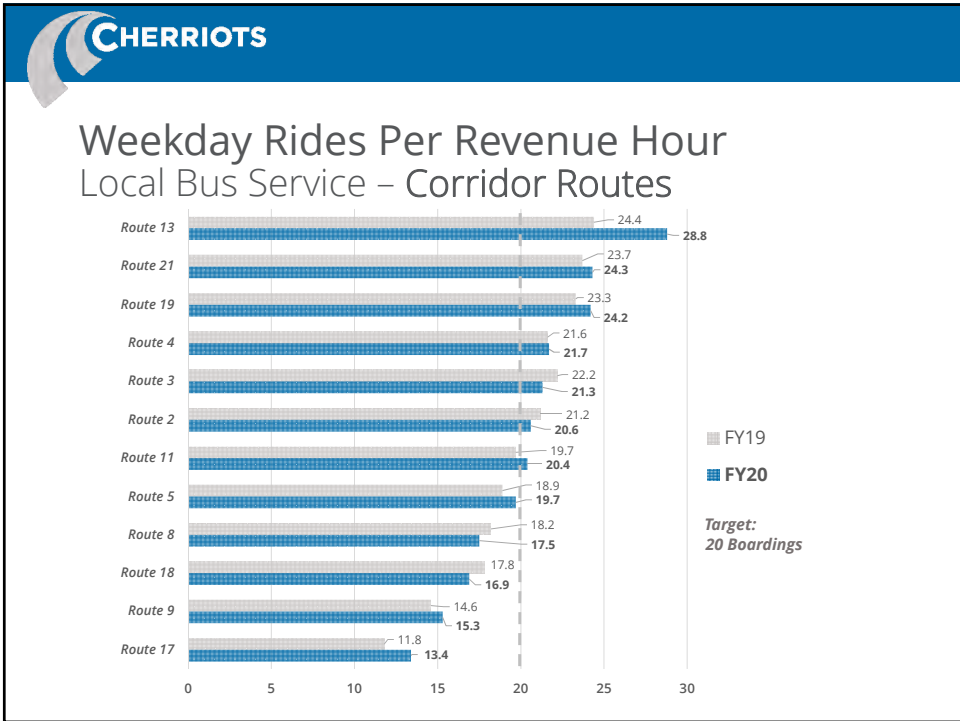
### Cherriots Saturday Total Ridership FY20 Y-T-D Ridership

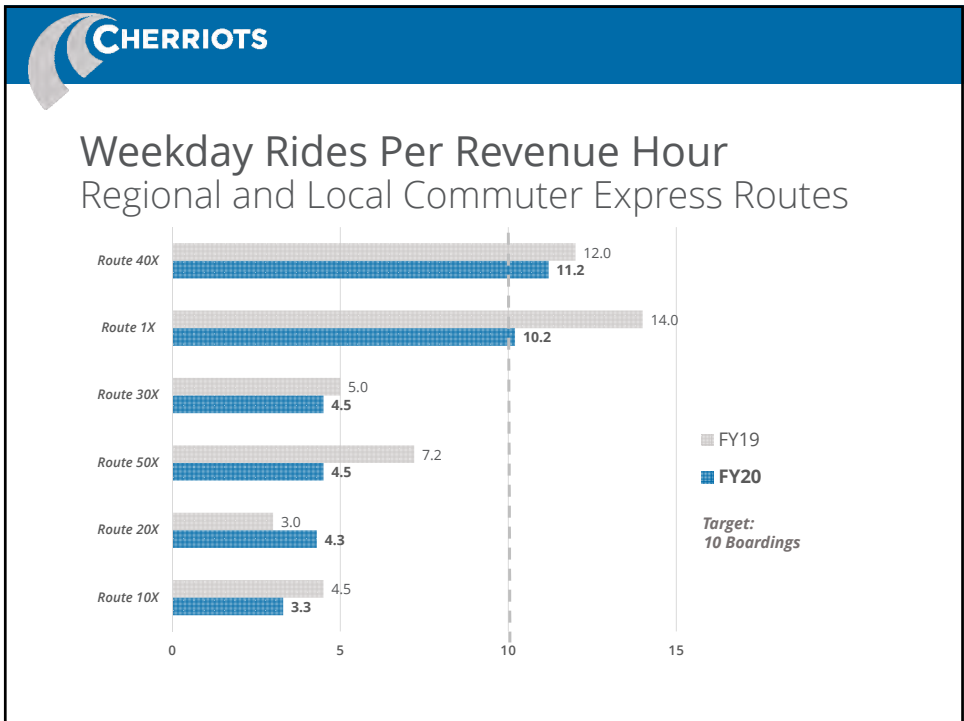
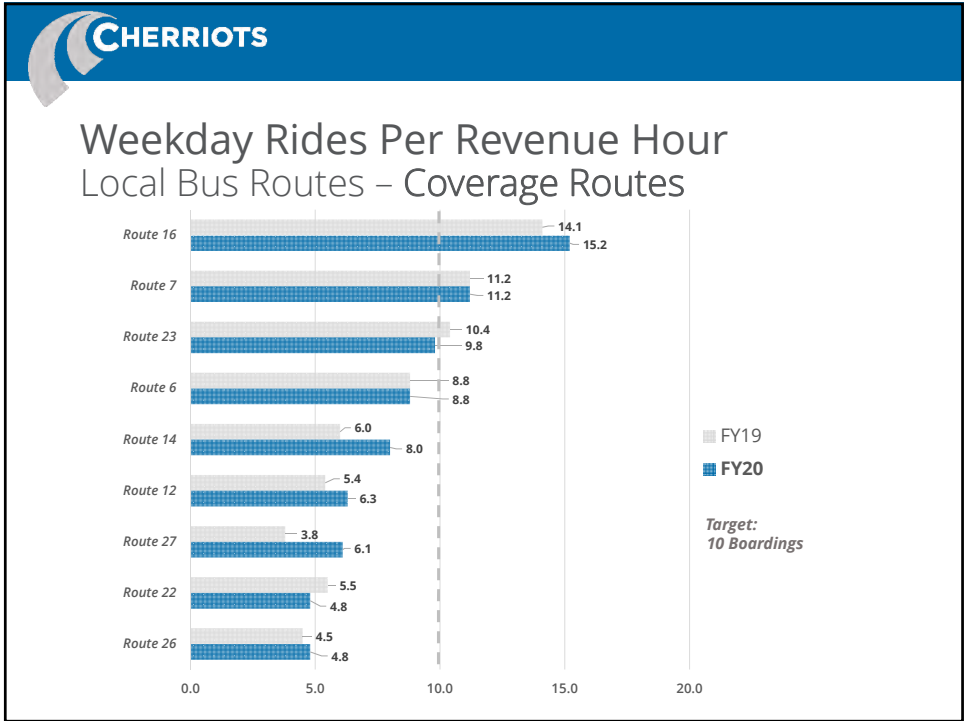




# Changes by Route

## FY19 to FY20

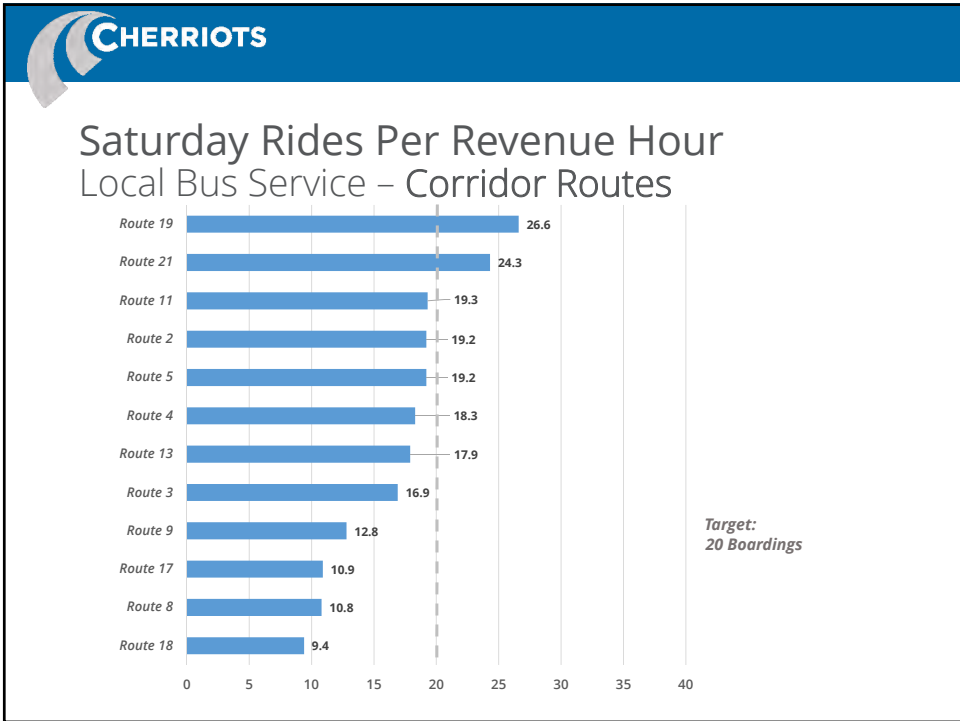


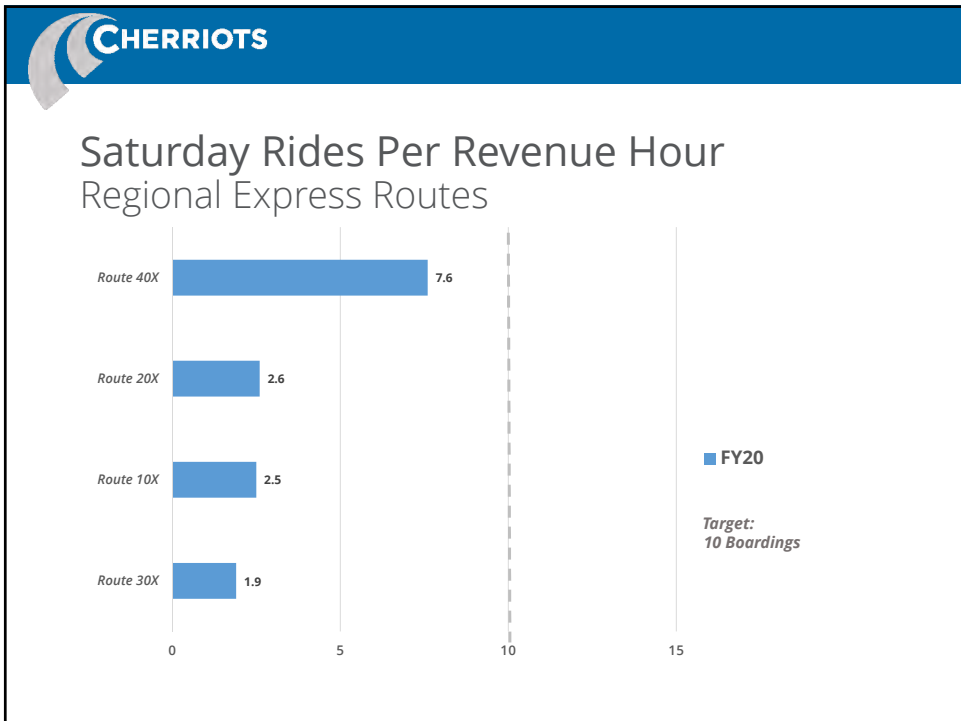
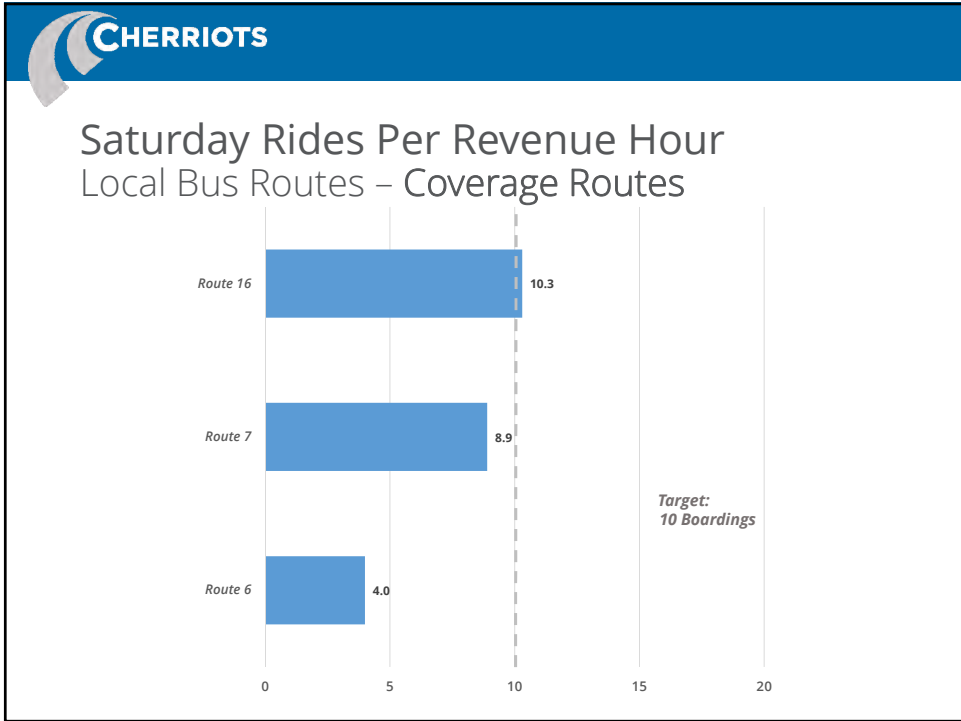


**CHERRIOTS**

# Saturday Ridership

## FY20 Q2









# Fare Usage

## FY20 Q2



### Who is riding Cherriots Local in FY20 Q2?

Weekday service fare category usage comparing FY19 Q2 with FY20 Q2.

#### Full Fare (ages 19 – 59)

- 30 Day Pass usage up **11.8% (+14,144)**
- Day Pass usage down **2.9% (-3,274)**
- Cash Fare up **0.3% (+89)**

#### Reduced Fare

- 30 Day Pass usage up **0.8% (+1,299)**
- Day Pass usage up **4.0% (+3,979)**
- Cash Fares down **6.6% (- 436)**

#### Youth Fare (ages 6 – 18)

- 30 Day Pass usage up **56.0% (+20,440)**
- Day Pass usage up **43.0% (+32,467)**
- Cash Fares down **8.0% (-1,127)**



## Who is riding Cherriots Regional in FY20 Q2?

Weekday service fare category usage comparing FY19 Q2 with FY20 Q2.

### Full Fare (ages 19 – 59)

- Monthly Pass usage up **32.9% (+249)**
- Day Pass usage up **10.3% (+607)**
- Cash fares up **22.3% (+1,349)**

### Reduced Fare

- Monthly Pass usage up **10.1% (+58)**
- Day Pass usage down **1.8% (-101)**
- Cash Fares down **9.9% (-194)**

### Youth Fare (ages 6 – 18)

- Monthly Pass usage up **62.0% (+49)**
- Day Pass usage up **69.7% (+662)**
- Cash Fares up **44.8% (+525)**



## ATTACHMENT A

# FY20 Q2 Performance Measures October - December 2019

**Table 1.** Total Revenue Hours

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

**Table 3.** Total Revenue Miles

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

**Table 5.** Total Boardings

**Table 6.** Average Boardings / Day

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

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

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

**Table 10.** Saturday Total Revenue Hours

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

**Table 12.** Saturday Total Revenue Miles

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

**Table 14.** Saturday Total Boardings

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

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

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

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

**Table 1. Total Revenue Hours**

Route	FY19 Q2				FY20 Q2			
	Oct 2018	Nov 2018	Dec 2018	Total	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	23	20	20	63	23	19	21	63
<b>LOCAL BUS SERVICE</b>								
2 - Market / Brown	1,245	1,081	1,081	3,407	1,406	1,161	1,284	3,851
3 - Portland Road	690	600	600	1,890	732	605	669	2,006
4 - State Street	714	621	621	1,956	754	623	688	2,065
5 - Center Street	1,305	1,135	1,134	3,574	1,340	1,107	1,223	3,670
6 - Fairview Industrial	519	452	452	1,423	519	429	474	1,422
7 - Mission Street	442	384	384	1,210	557	460	509	1,526
8 - 12th / Liberty	528	458	459	1,445	597	493	545	1,635
9 - Cherry / River Road	705	615	615	1,935	707	584	645	1,936
11 - Lancaster / Verda	2,343	2,040	2,039	6,422	2,505	2,068	2,288	6,861
12 - Hayesville Drive	340	296	296	932	340	281	310	931
13 - Silverton Road	444	386	385	1,215	473	391	432	1,296
14 - Windsor Island Road	354	308	308	970	354	292	323	969
16 - Wallace Road	232	201	201	634	232	191	211	634
17 - Edgewater Street	1,144	995	995	3,134	1,182	977	1,078	3,237
18 - 12th / Liberty	532	463	462	1,457	584	483	534	1,601
19 - Broadway / River Road	1,333	1,160	1,159	3,652	1,378	1,139	1,257	3,774
21 - South Commercial	1,268	1,103	1,101	3,472	1,313	1,085	1,200	3,598
22 - Library Loop	250	217	217	684	267	221	244	732
23 - Lansing / Hawthorne	342	298	298	938	343	283	313	939
26 - Glen Creek / Orchard Heights	180	156	156	492	180	149	164	493
27 - Glen Creek / Eola	192	167	167	526	192	159	176	527
<i>Total</i>	<i>15,102</i>	<i>13,136</i>	<i>13,130</i>	<i>41,368</i>	<i>15,955</i>	<i>13,181</i>	<i>14,567</i>	<i>43,703</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>								
1X - Wilsonville / Salem Express	227	197	197	621	274	226	250	750
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>								
91 - Garten Foundation	23	20	20	63	N/A	N/A	N/A	0
92 - Rockwest	14	12	12	38	N/A	N/A	N/A	0
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	25	21	23	69
<i>Total</i>	<i>37</i>	<i>32</i>	<i>32</i>	<i>101</i>	<i>25</i>	<i>21</i>	<i>23</i>	<i>69</i>
<i>Cherriots Local Total</i>	<i>15,366</i>	<i>13,365</i>	<i>13,359</i>	<i>42,090</i>	<i>16,254</i>	<i>13,428</i>	<i>14,840</i>	<i>44,522</i>
<b>REGIONAL EXPRESS ROUTES</b>								
10X - Woodburn / Salem Express	310	270	266	846	385	325	357	1,067
20X - N. Marion Co. / Salem Express	314	274	276	864	299	259	283	841
30X - Santiam / Salem Express	286	249	248	783	275	231	256	762
40X - Polk County / Salem Express	327	285	284	896	424	348	390	1,162
50X - Dallas / Salem Express	62	54	54	170	130	106	121	357
<i>Cherriots Regional Express Monthly Total</i>	<i>1,299</i>	<i>1,132</i>	<i>1,128</i>	<i>3,559</i>	<i>1,513</i>	<i>1,269</i>	<i>1,407</i>	<i>4,189</i>
<b>REGIONAL FLEX ROUTE</b>								
Polk County Flex	344	311	311	966	269	235	239	743
<b>SHOP AND RIDE</b>								
Dial-a-Ride	343	300	298	941	241	201	222	664
Shopper Shuttle	158	127	139	424	115	97	108	320
<i>Cherriots Shop and Ride Total</i>	<i>501</i>	<i>427</i>	<i>437</i>	<i>1,365</i>	<i>356</i>	<i>298</i>	<i>330</i>	<i>984</i>
<b>LIFT</b>								
ADA	2,551	2,294	2,100	6,945	2,692	2,163	2,379	7,234
DD53	3,428	2,848	2,821	9,097	3,070	2,434	2,669	8,173
<i>Cherriots LIFT Total</i>	<i>5,979</i>	<i>5,142</i>	<i>4,921</i>	<i>16,042</i>	<i>5,762</i>	<i>4,597</i>	<i>5,048</i>	<i>15,407</i>

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

Route (Service Days)	FY19 Q2				FY20 Q2				Percent Change
	Oct 2018	Nov 2018	Dec 2018	Total	Oct 2019	Nov 2019	Dec 2019	Total	
(Service Days)	23	20	20	63	23	19	21	63	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	54.1	54.1	54.1	54.1	61.1	61.1	61.1	61.1	13.0%
3 - Portland Road	30.0	30.0	30.0	30.0	31.8	31.8	31.9	31.8	6.1%
4 - State Street	31.0	31.1	31.1	31.0	32.8	32.8	32.8	32.8	5.6%
5 - Center Street	56.7	56.8	56.7	56.7	58.3	58.3	58.2	58.3	2.7%
6 - Fairview Industrial	22.6	22.6	22.6	22.6	22.6	22.6	22.6	22.6	-0.1%
7 - Mission Street	19.2	19.2	19.2	19.2	24.2	24.2	24.2	24.2	26.1%
8 - 12th / Liberty	23.0	22.9	23.0	22.9	26.0	25.9	26.0	26.0	13.1%
9 - Cherry / River Road	30.7	30.8	30.8	30.7	30.7	30.7	30.7	30.7	0.1%
11 - Lancaster / Verda	101.9	102.0	102.0	101.9	108.9	108.8	109.0	108.9	6.8%
12 - Hayesville Drive	14.8	14.8	14.8	14.8	14.8	14.8	14.8	14.8	-0.1%
13 - Silverton Road	19.3	19.3	19.3	19.3	20.6	20.6	20.6	20.6	6.7%
14 - Windsor Island Road	15.4	15.4	15.4	15.4	15.4	15.4	15.4	15.4	-0.1%
16 - Wallace Road	10.1	10.1	10.1	10.1	10.1	10.1	10.0	10.1	0.0%
17 - Edgewater Street	49.7	49.8	49.8	49.7	51.4	51.4	51.3	51.4	3.3%
18 - 12th / Liberty	23.1	23.2	23.1	23.1	25.4	25.4	25.4	25.4	9.9%
19 - Broadway / River Road	58.0	58.0	58.0	58.0	59.9	59.9	59.9	59.9	3.3%
21 - South Commercial	55.1	55.2	55.1	55.1	57.1	57.1	57.1	57.1	3.6%
22 - Library Loop	10.9	10.9	10.9	10.9	11.6	11.6	11.6	11.6	7.0%
23 - Lansing / Hawthorne	14.9	14.9	14.9	14.9	14.9	14.9	14.9	14.9	0.1%
26 - Glen Creek / Orchard Heights	7.8	7.8	7.8	7.8	7.8	7.8	7.8	7.8	0.2%
27 - Glen Creek / Eola	8.3	8.4	8.4	8.3	8.3	8.4	8.4	8.4	0.2%
<i>Total</i>	<i>656.6</i>	<i>656.8</i>	<i>656.5</i>	<i>656.6</i>	<i>693.7</i>	<i>693.7</i>	<i>693.7</i>	<i>693.7</i>	<i>5.6%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	9.9	9.9	9.9	9.9	11.9	11.9	11.9	11.9	20.8%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	1.0	1.0	1.0	1.0	N/A	N/A	N/A	0.0	N/A
92 - Rockwest	0.6	0.6	0.6	0.6	N/A	N/A	N/A	0.0	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	N/A	1.1	1.1	N/A	N/A
<i>Total</i>	<i>1.6</i>	<i>1.6</i>	<i>1.6</i>	<i>1.6</i>	<i>1.1</i>	<i>1.1</i>	<i>1.1</i>	<i>1.1</i>	<i>-31.7%</i>
<i>Cherriots Local Total</i>	<i>668.1</i>	<i>668.3</i>	<i>668.0</i>	<i>668.1</i>	<i>706.7</i>	<i>706.7</i>	<i>706.7</i>	<i>706.7</i>	<i>5.8%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	13.5	13.5	13.3	13.4	16.7	17.1	17.0	16.9	26.1%
20X - N. Marion Co. / Salem Express	13.7	13.7	13.8	13.7	13.0	13.6	13.5	13.3	-2.7%
30X - Santiam / Salem Express	12.4	12.5	12.4	12.4	12.0	12.2	12.2	12.1	-2.7%
40X - Polk County / Salem Express	14.2	14.3	14.2	14.2	18.4	18.3	18.6	18.4	29.7%
50X - Dallas / Salem Express	2.7	2.7	2.7	2.7	5.7	5.6	5.8	5.7	110.0%
<i>Cherriots Regional Express Monthly Total</i>	<i>56.5</i>	<i>56.6</i>	<i>56.4</i>	<i>56.5</i>	<i>65.8</i>	<i>66.8</i>	<i>67.0</i>	<i>66.5</i>	<i>17.7%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	15.0	15.6	15.6	15.3	11.7	12.4	11.4	11.8	-23.1%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	14.9	15.0	14.9	14.9	10.5	10.6	10.6	10.5	-29.4%
Shopper Shuttle	6.9	6.4	7.0	6.7	5.0	5.1	5.1	5.1	-24.5%
<i>Cherriots Shop and Ride Total</i>	<i>21.8</i>	<i>21.4</i>	<i>21.9</i>	<i>21.7</i>	<i>15.5</i>	<i>15.7</i>	<i>15.7</i>	<i>15.6</i>	<i>-27.9%</i>
<b>LIFT</b>									
ADA	110.9	114.7	105.0	110.2	117.0	113.8	113.3	114.8	4.2%
DD53	149.0	142.4	141.1	144.4	133.5	128.1	127.1	129.7	-10.2%
<i>Cherriots LIFT Total</i>	<i>260.0</i>	<i>257.1</i>	<i>246.1</i>	<i>254.6</i>	<i>250.5</i>	<i>241.9</i>	<i>240.4</i>	<i>244.6</i>	<i>-4.0%</i>

**Table 3. Total Revenue Miles**

Route (Service Days)	FY19 Q2				FY20 Q2			
	Oct 2018 23	Nov 2018 20	Dec 2018 20	Total 63	Oct 2019 23	Nov 2019 19	Dec 2019 21	Total 63
<b>LOCAL BUS SERVICE</b>								
2 - Market / Brown	15,737	13,678	13,668	43,083	16,309	13,469	14,897	44,675
3 - Portland Road	8,113	7,050	7,055	22,218	8,592	7,098	7,845	23,535
4 - State Street	7,062	6,141	6,141	19,344	7,382	6,098	6,740	20,220
5 - Center Street	14,949	12,999	12,992	40,940	15,238	12,591	13,906	41,735
6 - Fairview Industrial	7,880	6,852	6,852	21,584	7,738	6,393	7,066	21,197
7 - Mission Street	4,674	4,064	4,064	12,802	5,209	4,303	4,756	14,268
8 - 12th / Liberty	7,099	6,160	6,169	19,428	7,842	6,465	7,154	21,461
9 - Cherry / River Road	10,453	9,112	9,111	28,676	10,421	8,609	9,510	28,540
11 - Lancaster / Verda	31,307	27,251	27,212	85,770	33,384	27,565	30,491	91,440
12 - Hayesville Drive	4,526	3,936	3,936	12,398	4,526	3,739	4,133	12,398
13 - Silverton Road	6,446	5,605	5,594	17,645	6,702	5,537	6,119	18,358
14 - Windsor Island Road	5,213	4,533	4,533	14,279	5,213	4,306	4,760	14,279
16 - Wallace Road	3,081	2,671	2,679	8,431	3,039	2,510	2,774	8,323
17 - Edgewater Street	10,458	9,097	9,091	28,646	10,615	8,769	9,692	29,076
18 - 12th / Liberty	7,213	6,273	6,253	19,739	7,784	6,441	7,111	21,336
19 - Broadway / River Road	16,134	14,037	14,025	44,196	15,095	12,478	13,777	41,350
21 - South Commercial	16,201	14,088	14,085	44,374	16,156	13,345	14,756	44,257
22 - Library Loop	1,426	1,240	1,240	3,906	1,363	1,126	1,245	3,734
23 - Lansing / Hawthorne	4,425	3,853	3,859	12,137	4,409	3,642	4,025	12,076
26 - Glen Creek / Orchard Heights	1,765	1,534	1,534	4,833	1,759	1,453	1,606	4,818
27 - Glen Creek / Eola	2,618	2,276	2,276	7,170	2,618	2,162	2,390	7,170
<i>Total</i>	<i>186,780</i>	<i>162,450</i>	<i>162,369</i>	<i>511,599</i>	<i>191,394</i>	<i>158,099</i>	<i>174,753</i>	<i>524,246</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>								
1X - Wilsonville / Salem Express	7,358	6,398	6,398	20,154	8,819	7,286	8,053	24,158
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>								
91 - Garten Foundation	134	117	117	368	N/A	N/A	N/A	N/A
92 - Rockwest	221	192	192	605	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	331	274	302	907
<i>Total</i>	<i>355</i>	<i>309</i>	<i>309</i>	<i>973</i>	<i>0</i>	<i>274</i>	<i>302</i>	<i>576</i>
<i>Cherriots Local Total</i>	<i>194,493</i>	<i>169,157</i>	<i>169,076</i>	<i>532,726</i>	<i>200,213</i>	<i>165,659</i>	<i>183,108</i>	<i>548,980</i>
<b>REGIONAL EXPRESS ROUTES</b>								
10X - Woodburn / Salem Express	5,889	5,140	5,118	16,147	8,072	6,698	7,342	22,112
20X - N. Marion Co. / Salem Express	6,982	5,961	5,986	18,929	6,586	5,624	6,231	18,441
30X - Santiam / Salem Express	5,795	5,078	5,063	15,936	6,072	5,027	5,528	16,627
40X - Polk County / Salem Express	6,854	5,972	5,984	18,810	8,941	7,506	8,296	24,743
50X - Dallas / Salem Express	1,562	1,358	1,354	4,274	3,003	2,494	2,749	8,246
<i>Cherriots Regional Express Monthly Total</i>	<i>27,082</i>	<i>23,509</i>	<i>23,505</i>	<i>74,096</i>	<i>32,674</i>	<i>27,349</i>	<i>30,146</i>	<i>90,169</i>
<b>REGIONAL FLEX ROUTE</b>								
Polk County Flex	3,841	3,280	3,353	10,474	3,314	2,593	2,672	8,579
<b>SHOP AND RIDE</b>								
Dial-a-Ride	4,065	3,500	3,175	10,740	2,870	2,370	2,643	7,883
Shopper Shuttle	1,555	1,315	1,451	4,321	655	539	595	1,789
<i>Cherriots Shop and Ride Total</i>	<i>5,620</i>	<i>4,815</i>	<i>4,626</i>	<i>15,061</i>	<i>3,525</i>	<i>2,909</i>	<i>3,238</i>	<i>9,672</i>
<b>LIFT</b>								
ADA	30,682	27,546	25,017	83,245	32,700	26,248	28,398	87,346
DD53	44,478	36,272	35,105	115,855	37,822	30,078	32,356	100,256
<i>Cherriots LIFT Total</i>	<i>75,160</i>	<i>63,818</i>	<i>60,122</i>	<i>199,100</i>	<i>70,522</i>	<i>56,326</i>	<i>60,754</i>	<i>187,602</i>

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

Route	FY19 Q2				FY20 Q2				Percent Change
	Oct 2018	Nov 2018	Dec 2018	Total	Oct 2019	Nov 2019	Dec 2019	Total	
(Service Days)	23	20	20	63	23	19	21	63	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	684.2	683.9	683.4	683.9	709.1	708.9	709.4	709.1	3.7%
3 - Portland Road	352.7	352.5	352.8	352.7	373.6	373.6	373.6	373.6	5.9%
4 - State Street	307.0	307.1	307.1	307.0	321.0	320.9	321.0	321.0	4.5%
5 - Center Street	650.0	650.0	649.6	649.8	662.5	662.7	662.2	662.5	1.9%
6 - Fairview Industrial	342.6	342.6	342.6	342.6	336.4	336.5	336.5	336.5	-1.8%
7 - Mission Street	203.2	203.2	203.2	203.2	226.5	226.5	226.5	226.5	11.5%
8 - 12th / Liberty	308.7	308.0	308.5	308.4	341.0	340.3	340.7	340.7	10.5%
9 - Cherry / River Road	454.5	455.6	455.6	455.2	453.1	453.1	452.9	453.0	-0.5%
11 - Lancaster / Verda	1,361.2	1,362.6	1,360.6	1,361.4	1,451.5	1,450.8	1,452.0	1,451.4	6.6%
12 - Hayesville Drive	196.8	196.8	196.8	196.8	196.8	196.8	196.8	196.8	0.0%
13 - Silverton Road	280.3	280.3	279.7	280.1	291.4	291.4	291.4	291.4	4.0%
14 - Windsor Island Road	226.7	226.7	226.7	226.7	226.7	226.6	226.7	226.7	0.0%
16 - Wallace Road	134.0	133.6	134.0	133.8	132.1	132.1	132.1	132.1	-1.3%
17 - Edgewater Street	454.7	454.9	454.6	454.7	461.5	461.5	461.5	461.5	1.5%
18 - 12th / Liberty	313.6	313.7	312.7	313.3	338.4	339.0	338.6	338.7	8.1%
19 - Broadway / River Road	701.5	701.9	701.3	701.5	656.3	656.7	656.0	656.3	-6.4%
21 - South Commercial	704.4	704.4	704.3	704.3	702.4	702.4	702.7	702.5	-0.3%
22 - Library Loop	62.0	62.0	62.0	62.0	59.3	59.3	59.3	59.3	-4.4%
23 - Lansing / Hawthorne	192.4	192.7	193.0	192.7	191.7	191.7	191.7	191.7	-0.5%
26 - Glen Creek / Orchard Heights	76.7	76.7	76.7	76.7	76.5	76.5	76.5	76.5	-0.3%
27 - Glen Creek / Eola	113.8	113.8	113.8	113.8	113.8	113.8	113.8	113.8	0.0%
<i>Total</i>	<i>8,120.9</i>	<i>8,122.5</i>	<i>8,118.5</i>	<i>8,120.6</i>	<i>8,321.5</i>	<i>8,321.0</i>	<i>8,321.6</i>	<i>8,321.4</i>	<i>2.5%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	319.9	319.9	319.9	319.9	383.4	383.5	383.5	383.5	19.9%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	5.8	5.9	5.9	5.8	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	9.6	9.6	9.6	9.6	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	14.4	14.4	14.4	14.4	N/A
<i>Total</i>	<i>15.4</i>	<i>15.5</i>	<i>15.5</i>	<i>15.4</i>	<i>0.0</i>	<i>14.4</i>	<i>14.4</i>	<i>9.1</i>	<i>-40.8%</i>
<i>Cherriots Local Total</i>	<i>8,456.2</i>	<i>8,457.9</i>	<i>8,453.8</i>	<i>8,456.0</i>	<i>8,704.9</i>	<i>8,718.9</i>	<i>8,719.4</i>	<i>8,714.0</i>	<i>3.1%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	256.0	257.0	255.9	256.3	351.0	352.5	349.6	351.0	36.9%
20X - N. Marion Co. / Salem Express	303.6	298.1	299.3	300.5	286.3	296.0	296.7	292.7	-2.6%
30X - Santiam / Salem Express	252.0	253.9	253.2	253.0	264.0	264.6	263.2	263.9	4.3%
40X - Polk County / Salem Express	298.0	298.6	299.2	298.6	388.7	395.1	395.0	392.7	31.5%
50X - Dallas / Salem Express	67.9	67.9	67.7	67.8	130.6	131.3	130.9	130.9	92.9%
<i>Cherriots Regional Express Monthly Total</i>	<i>1,177.5</i>	<i>1,175.5</i>	<i>1,175.3</i>	<i>1,176.1</i>	<i>1,420.6</i>	<i>1,439.4</i>	<i>1,435.5</i>	<i>1,431.3</i>	<i>21.7%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	167.0	164.0	167.7	166.3	144.1	136.5	127.2	136.2	-18.1%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	176.7	175.0	158.8	170.5	124.8	124.7	125.9	125.1	-26.6%
Shopper Shuttle	67.6	65.8	72.6	68.6	28.5	28.4	28.3	28.4	-58.6%
<i>Cherriots Shop and Ride Total</i>	<i>244.3</i>	<i>240.8</i>	<i>231.3</i>	<i>239.1</i>	<i>153.3</i>	<i>153.1</i>	<i>154.2</i>	<i>153.5</i>	<i>-35.8%</i>
<b>LIFT</b>									
ADA	1,334.0	1,377.3	1,250.9	1,321.3	1,421.7	1,381.5	1,352.3	1,386.4	4.9%
DD53	1,933.8	1,813.6	1,755.3	1,839.0	1,644.4	1,583.1	1,540.8	1,591.4	-13.5%
<i>Cherriots LIFT Total</i>	<i>3,267.8</i>	<i>3,190.9</i>	<i>3,006.1</i>	<i>3,160.3</i>	<i>3,066.2</i>	<i>2,964.5</i>	<i>2,893.0</i>	<i>2,977.8</i>	<i>-5.8%</i>

**Table 5. Total Boardings**

Route	FY19 Q2				FY20 Q2				Percent Change
	Oct 2018	Nov 2018	Dec 2018	Total	Oct 2019	Nov 2019	Dec 2019	Total	
(Service Days)	23	20	20	63	23	19	21	63	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	29,489	23,464	19,184	72,137	31,923	24,784	22,709	79,416	10.1%
3 - Portland Road	16,091	13,650	12,269	42,010	16,357	13,404	13,002	42,763	1.8%
4 - State Street	16,378	13,676	12,144	42,198	17,183	13,235	14,306	44,724	6.0%
5 - Center Street	25,913	21,896	19,802	67,611	27,619	22,165	22,582	72,366	7.0%
6 - Fairview Industrial	4,801	3,895	3,771	12,467	4,993	3,706	3,814	12,513	0.4%
7 - Mission Street	5,052	4,363	4,158	13,573	6,498	5,254	5,358	17,110	26.1%
8 - 12th / Liberty	10,193	8,243	7,798	26,234	11,024	8,956	8,694	28,674	9.3%
9 - Cherry / River Road	10,561	8,987	8,637	28,185	11,525	8,789	9,329	29,643	5.2%
11 - Lancaster / Verda	49,597	41,566	35,572	126,735	54,091	43,720	41,942	139,753	10.3%
12 - Hayesville Drive	1,912	1,702	1,465	5,079	2,209	1,797	1,817	5,823	14.6%
13 - Silverton Road	11,608	9,540	8,526	29,674	14,493	11,656	11,202	37,351	25.9%
14 - Windsor Island Road	2,320	1,865	1,614	5,799	2,909	2,475	2,407	7,791	34.4%
16 - Wallace Road	3,335	2,887	2,693	8,915	3,567	3,029	3,023	9,619	7.9%
17 - Edgewater Street	14,111	11,585	11,182	36,878	16,382	13,285	13,662	43,329	17.5%
18 - 12th / Liberty	10,164	8,356	7,442	25,962	10,512	8,157	8,376	27,045	4.2%
19 - Broadway / River Road	32,211	27,272	25,580	85,063	34,678	27,975	28,669	91,322	7.4%
21 - South Commercial	31,058	26,193	24,923	82,174	32,597	26,829	28,057	87,483	6.5%
22 - Library Loop	1,605	1,246	915	3,766	1,360	1,036	1,118	3,514	-6.7%
23 - Lansing / Hawthorne	3,337	2,677	2,433	8,447	3,518	2,946	2,759	9,223	9.2%
26 - Glen Creek / Orchard Heights	883	718	620	2,221	996	684	682	2,362	6.3%
27 - Glen Creek / Eola	830	621	528	1,979	1,087	1,015	1,096	3,198	61.6%
<i>Total</i>	<i>281,449</i>	<i>234,402</i>	<i>211,256</i>	<i>727,107</i>	<i>305,521</i>	<i>244,897</i>	<i>244,604</i>	<i>795,022</i>	<i>9.3%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	3,493	2,735	2,466	8,694	2,967	2,363	2,349	7,679	-11.7%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	205	139	141	485	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	347	265	244	856	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	617	378	445	1,440	N/A
<i>Total</i>	<i>552</i>	<i>404</i>	<i>385</i>	<i>1,341</i>	<i>617</i>	<i>378</i>	<i>445</i>	<i>1,440</i>	<i>7.4%</i>
<i>Cherriots Local Total</i>	<i>285,494</i>	<i>237,541</i>	<i>214,107</i>	<i>737,142</i>	<i>309,105</i>	<i>247,638</i>	<i>247,398</i>	<i>804,141</i>	<i>9.1%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	1,498	1,278	1,073	3,849	1,397	1,124	1,040	3,561	-7.5%
20X - N. Marion Co. / Salem Express	1,008	862	757	2,627	1,334	1,218	1,080	3,632	38.3%
30X - Santiam / Salem Express	1,511	1,254	1,131	3,896	1,285	1,053	1,106	3,444	-11.6%
40X - Polk County / Salem Express	4,386	3,528	2,856	10,770	5,146	4,258	3,627	13,031	21.0%
50X - Dallas / Salem Express	478	387	355	1,220	544	497	553	1,594	30.7%
<i>Cherriots Regional Express Monthly Total</i>	<i>8,881</i>	<i>7,309</i>	<i>6,172</i>	<i>22,362</i>	<i>9,706</i>	<i>8,150</i>	<i>7,406</i>	<i>25,262</i>	<i>13.0%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	571	499	538	1,608	630	415	392	1,437	-10.6%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	587	497	446	1,530	353	289	325	967	-36.8%
Shopper Shuttle	423	352	346	1,121	232	212	214	658	-41.3%
<i>Cherriots Shop and Ride Total</i>	<i>1,010</i>	<i>849</i>	<i>792</i>	<i>2,651</i>	<i>585</i>	<i>501</i>	<i>539</i>	<i>1,625</i>	<i>-38.7%</i>
<b>LIFT</b>									
ADA	5,984	5,160	4,545	15,689	6,323	4,934	5,198	16,455	4.9%
DD53	7,249	5,913	5,724	18,886	6,407	4,883	5,262	16,552	-12.4%
<i>Cherriots LIFT Total</i>	<i>13,233</i>	<i>11,073</i>	<i>10,269</i>	<i>34,575</i>	<i>12,730</i>	<i>9,817</i>	<i>10,460</i>	<i>33,007</i>	<i>-4.5%</i>



**Table 6. Average Boardings / Day**

Route	FY19 Q2				FY20 Q2				Percent Change
	Oct 2018	Nov 2018	Dec 2018	Total	Oct 2019	Nov 2019	Dec 2019	Total	
(Service Days)	23	20	20	63	23	19	21	63	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	1,282.1	1,173.2	959.2	1,145.0	1,388.0	1,304.4	1,081.4	1,260.6	10.1%
3 - Portland Road	699.6	682.5	613.5	666.8	711.2	705.5	619.1	678.8	1.8%
4 - State Street	712.1	683.8	607.2	669.8	747.1	696.6	681.2	709.9	6.0%
5 - Center Street	1,126.7	1,094.8	990.1	1,073.2	1,200.8	1,166.6	1,075.3	1,148.7	7.0%
6 - Fairview Industrial	208.7	194.8	188.6	197.9	217.1	195.1	181.6	198.6	0.4%
7 - Mission Street	219.7	218.2	207.9	215.4	282.5	276.5	255.1	271.6	26.1%
8 - 12th / Liberty	443.2	412.2	389.9	416.4	479.3	471.4	414.0	455.1	9.3%
9 - Cherry / River Road	459.2	449.4	431.9	447.4	501.1	462.6	444.2	470.5	5.2%
11 - Lancaster / Verda	2,156.4	2,078.3	1,778.6	2,011.7	2,351.8	2,301.1	1,997.2	2,218.3	10.3%
12 - Hayesville Drive	83.1	85.1	73.3	80.6	96.0	94.6	86.5	92.4	14.6%
13 - Silvertown Road	504.7	477.0	426.3	471.0	630.1	613.5	533.4	592.9	25.9%
14 - Windsor Island Road	100.9	93.3	80.7	92.0	126.5	130.3	114.6	123.7	34.4%
16 - Wallace Road	145.0	144.4	134.7	141.5	155.1	159.4	144.0	152.7	7.9%
17 - Edgewater Street	613.5	579.3	559.1	585.4	712.3	699.2	650.6	687.8	17.5%
18 - 12th / Liberty	441.9	417.8	372.1	412.1	457.0	429.3	398.9	429.3	4.2%
19 - Broadway / River Road	1,400.5	1,363.6	1,279.0	1,350.2	1,507.7	1,472.4	1,365.2	1,449.6	7.4%
21 - South Commercial	1,350.3	1,309.7	1,246.2	1,304.3	1,417.3	1,412.1	1,336.0	1,388.6	6.5%
22 - Library Loop	69.8	62.3	45.8	59.8	59.1	54.5	53.2	55.8	-6.7%
23 - Lansing / Hawthorne	145.1	133.9	121.7	134.1	153.0	155.1	131.4	146.4	9.2%
26 - Glen Creek / Orchard Heights	38.4	35.9	31.0	35.3	43.3	36.0	32.5	37.5	6.3%
27 - Glen Creek / Eola	36.1	31.1	26.4	31.4	47.3	53.4	52.2	50.8	61.6%
<i>Total</i>	<i>12,236.9</i>	<i>11,720.1</i>	<i>10,562.8</i>	<i>11,541.4</i>	<i>13,283.5</i>	<i>12,889.3</i>	<i>11,647.8</i>	<i>12,619.4</i>	<i>9.3%</i>
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	151.9	136.8	123.3	138.0	129.0	124.4	111.9	121.9	-11.7%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	8.9	7.0	7.1	7.7	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	15.1	13.3	12.2	13.6	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	26.8	19.9	21.2	22.9	N/A
<i>Total</i>	<i>24.0</i>	<i>20.2</i>	<i>19.3</i>	<i>21.3</i>	<i>26.8</i>	<i>19.9</i>	<i>21.2</i>	<i>22.9</i>	<i>7.4%</i>
<i>Cherriots Local Total</i>	<i>12,412.8</i>	<i>11,877.1</i>	<i>10,705.4</i>	<i>11,700.7</i>	<i>13,439.3</i>	<i>13,033.6</i>	<i>11,780.9</i>	<i>12,764.1</i>	<i>9.1%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	65.1	63.9	53.7	61.1	60.7	59.2	49.5	56.5	-7.5%
20X - N. Marion Co. / Salem Express	43.8	43.1	37.9	41.7	58.0	64.1	51.4	57.7	38.3%
30X - Santiam / Salem Express	65.7	62.7	56.6	61.8	55.9	55.4	52.7	54.7	-11.6%
40X - Polk County / Salem Express	190.7	176.4	142.8	171.0	223.7	224.1	172.7	206.8	21.0%
50X - Dallas / Salem Express	20.8	19.4	17.8	19.4	23.7	26.2	26.3	25.3	30.7%
<i>Cherriots Regional Express Monthly Total</i>	<i>386.1</i>	<i>365.5</i>	<i>308.6</i>	<i>355.0</i>	<i>422.0</i>	<i>428.9</i>	<i>352.7</i>	<i>401.0</i>	<i>13.0%</i>
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	24.8	25.0	26.9	25.5	27.4	21.8	18.7	22.8	-10.6%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	25.5	24.9	22.3	24.3	15.3	15.2	15.5	15.3	-36.8%
Shopper Shuttle	18.4	17.6	17.3	17.8	10.1	11.2	10.2	10.4	-41.3%
<i>Cherriots Shop and Ride Total</i>	<i>43.9</i>	<i>42.5</i>	<i>39.6</i>	<i>42.1</i>	<i>25.4</i>	<i>26.4</i>	<i>25.7</i>	<i>25.8</i>	<i>-38.7%</i>
<b>LIFT</b>									
ADA	260.2	258.0	227.3	249.0	274.9	259.7	247.5	261.2	4.9%
DD53	315.2	295.7	286.2	299.8	278.6	257.0	250.6	262.7	-12.4%
<i>Cherriots LIFT Total</i>	<i>575.3</i>	<i>553.7</i>	<i>513.5</i>	<i>548.8</i>	<i>553.5</i>	<i>516.7</i>	<i>498.1</i>	<i>523.9</i>	<i>-4.5%</i>

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

Route	FY19 Q2				FY20 Q2				Percent Change
	Oct 2018	Nov 2018	Dec 2018	Total	Oct 2019	Nov 2019	Dec 2019	Total	
(Service Days)	23	20	20	63	23	19	21	63	
<b>LOCAL BUS SERVICE</b>									
2 - Market / Brown	23.7	21.7	17.7	21.2	22.7	21.3	17.7	20.6	-2.6%
3 - Portland Road	23.3	22.8	20.4	22.2	22.3	22.2	19.4	21.3	-4.1%
4 - State Street	22.9	22.0	19.6	21.6	22.8	21.2	20.8	21.7	0.4%
5 - Center Street	19.9	19.3	17.5	18.9	20.6	20.0	18.5	19.7	4.2%
6 - Fairview Industrial	9.3	8.6	8.3	8.8	9.6	8.6	8.0	8.8	0.4%
7 - Mission Street	11.4	11.4	10.8	11.2	11.7	11.4	10.5	11.2	0.0%
8 - 12th / Liberty	19.3	21.5	20.3	18.2	18.5	18.2	16.0	17.5	-3.4%
9 - Cherry / River Road	15.0	14.6	14.0	14.6	16.3	15.0	14.5	15.3	5.1%
11 - Lancaster / Verda	21.2	20.4	17.4	19.7	21.6	21.1	18.3	20.4	3.2%
12 - Hayesville Drive	5.6	5.8	4.9	5.4	6.5	6.4	5.9	6.3	14.8%
13 - Silverton Road	26.1	24.7	22.1	24.4	30.6	29.8	25.9	28.8	18.0%
14 - Windsor Island Road	6.6	6.1	5.2	6.0	8.2	8.5	7.5	8.0	34.5%
16 - Wallace Road	14.4	14.4	13.4	14.1	15.4	15.9	14.3	15.2	7.9%
17 - Edgewater Street	12.3	11.6	11.2	11.8	13.9	13.6	12.7	13.4	13.8%
18 - 12th / Liberty	19.1	18.0	16.1	17.8	18.0	16.9	15.7	16.9	-5.2%
19 - Broadway / River Road	24.2	23.5	22.1	23.3	25.2	24.6	22.8	24.2	3.9%
21 - South Commercial	24.5	23.7	22.6	23.7	24.8	24.7	23.4	24.3	2.7%
22 - Library Loop	6.4	5.7	4.2	5.5	5.1	4.7	4.6	4.8	-12.8%
23 - Lansing / Hawthorne	9.8	9.0	8.2	10.4	10.3	10.4	8.8	9.8	-5.6%
26 - Glen Creek / Orchard Heights	4.9	4.6	4.0	4.5	5.5	4.6	4.2	4.8	6.1%
27 - Glen Creek / Eola	4.3	3.7	3.2	3.8	5.7	6.4	6.2	6.1	61.3%
<i>Total</i>	18.6	17.8	16.1	17.6	19.1	18.6	16.8	18.2	3.5%
<b>LOCAL COMMUTER EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	15.4	13.9	12.5	14.0	10.8	10.5	9.4	10.2	-26.9%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	8.9	7.0	7.1	7.7	N/A	N/A	N/A	N/A	N/A
92 - Rockwest	24.8	22.1	20.3	22.5	N/A	N/A	N/A	N/A	N/A
9192 - Garten / Rockwest	N/A	N/A	N/A	N/A	24.7	18.0	19.3	20.9	N/A
<i>Total</i>	14.9	12.6	12.0	13.3	24.7	18.0	19.3	20.9	57.2%
<i>Cherriots Local Total</i>	18.6	17.8	16.0	17.5	19.0	18.4	16.7	18.1	3.1%
<b>REGIONAL EXPRESS ROUTES</b>									
10X - Woodburn / Salem Express	4.8	4.7	4.0	4.5	3.6	3.5	2.9	3.3	-26.6%
20X - N. Marion Co. / Salem Express	3.2	3.1	2.7	3.0	4.5	4.7	3.8	4.3	42.0%
30X - Santiam / Salem Express	5.3	5.0	4.6	5.0	4.7	4.6	4.3	4.5	-9.2%
40X - Polk County / Salem Express	13.4	12.4	10.1	12.0	12.1	12.2	9.3	11.2	-6.7%
50X - Dallas / Salem Express	7.7	7.2	6.6	7.2	4.2	4.7	4.6	4.5	-37.8%
<i>Cherriots Regional Express Monthly Total</i>	6.8	6.5	5.5	6.3	6.4	6.4	5.3	6.0	-4.0%
<b>REGIONAL FLEX ROUTE</b>									
Polk County Flex	1.7	1.6	1.7	1.7	2.3	1.8	1.6	1.9	16.2%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	1.7	1.7	1.5	1.6	1.5	1.4	1.5	1.5	-10.4%
Shopper Shuttle	2.7	2.8	2.5	2.6	2.0	2.2	2.0	2.1	-22.2%
<i>Cherriots Shop and Ride Total</i>	2.0	2.0	1.8	1.9	1.6	1.7	1.6	1.7	-15.0%
<b>LIFT</b>									
ADA	2.3	2.2	2.2	2.3	2.3	2.3	2.2	2.3	0.7%
DD53	2.1	2.1	2.0	2.1	2.1	2.0	2.0	2.0	-2.5%
<i>Cherriots LIFT Total</i>	2.2	2.2	2.1	2.2	2.2	2.1	2.1	2.1	-0.6%

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

	Revenue Hours			Percent Change	Revenue Miles			Percent Change	Boardings		
	FY19	FY20			FY19	FY20			FY19	FY20	
<b>LOCAL BUS SERVICE</b>											
2 - Market / Brown	6,816	7,454	9.4%	86,188	88,944	3.2%	137,165	148,751	8.4%		
3 - Portland Road	3,780	3,954	4.6%	44,441	46,515	4.7%	81,552	84,672	3.8%		
4 - State Street	3,223	4,086	26.8%	31,868	40,139	26.0%	67,928	86,651	27.6%		
5 - Center Street	7,149	7,331	2.5%	81,887	83,554	2.0%	133,559	140,025	4.8%		
6 - Fairview Industrial	2,845	2,868	0.8%	43,067	43,002	-0.2%	27,297	25,540	-6.4%		
7 - Mission Street	2,256	2,899	28.5%	25,681	27,610	7.5%	28,530	33,374	17.0%		
8 - 12th / Liberty	2,886	3,157	9.4%	38,824	41,789	7.6%	51,258	55,078	7.5%		
9 - Cherry / River Road	3,871	3,900	0.7%	57,379	57,622	0.4%	55,466	60,102	8.4%		
11 - Lancaster / Verda	12,481	13,514	8.3%	164,812	180,378	9.4%	244,869	268,138	9.5%		
12 - Hayesville Drive	1,863	1,877	0.8%	24,535	24,990	1.9%	9,771	11,501	17.7%		
13 - Silverton Road	2,432	2,556	5.1%	35,752	36,406	1.8%	58,888	71,904	22.1%		
14 - Windsor Island Road	1,938	1,951	0.7%	28,558	28,776	0.8%	11,752	14,458	23.0%		
16 - Wallace Road	1,268	1,279	0.9%	17,119	16,860	-1.5%	17,999	18,344	1.9%		
17 - Edgewater Street	6,266	6,462	3.1%	57,284	58,288	1.8%	75,977	86,840	14.3%		
18 - 12th / Liberty	2,914	3,126	7.3%	39,486	41,916	6.2%	49,849	51,868	4.1%		
19 - Broadway / River Road	7,309	7,523	2.9%	88,384	85,364	-3.4%	168,100	178,701	6.3%		
21 - South Commercial	6,944	7,164	3.2%	87,762	89,281	1.7%	162,197	173,449	6.9%		
22 - Library Loop	1,369	1,456	6.4%	7,812	7,526	-3.7%	7,546	8,341	10.5%		
23 - Lansing / Hawthorne	1,877	1,893	0.9%	24,293	24,342	0.2%	16,838	18,215	8.2%		
24 - State / Lancaster	672	N/A	N/A	7,813	N/A	N/A	13,792	N/A	N/A		
26 - Glen Creek / Orchard Heights	985	993	0.8%	9,667	9,724	0.6%	4,257	3,921	-7.9%		
27 - Glen Creek / Eola	1,053	1,062	0.9%	14,340	14,454	0.8%	4,679	6,122	30.8%		
<i>Total</i>	<i>82,197</i>	<i>86,505</i>	<i>5.2%</i>	<i>1,016,952</i>	<i>1,047,480</i>	<i>3.0%</i>	<i>1,429,269</i>	<i>1,545,995</i>	<i>8.2%</i>		
<b>LOCAL COMMUTER EXPRESS ROUTES</b>											
1X - Wilsonville / Salem Express	1,242	1,420	14.3%	40,276	45,903	14.0%	17,560	15,277	-13.0%		
<b>QUALIFIED HUMAN SERVICES ROUTES</b>											
91 - Garten Foundation	126	N/A	N/A	735	N/A	N/A	867	N/A	N/A		
92 - Rockwest	77	N/A	N/A	1,211	N/A	N/A	1,917	N/A	N/A		
9192 - Garten / Rockwest	N/A	139	N/A	N/A	1,643	N/A	N/A	2,162	N/A		
<i>Total</i>	<i>203</i>	<i>139</i>	<i>-31.5%</i>	<i>1,946</i>	<i>1,643</i>	<i>-15.6%</i>	<i>2,784</i>	<i>2,162</i>	<i>-22.3%</i>		
<i>Cherriots Local Y-T-D Total</i>	<i>83,642</i>	<i>88,064</i>	<i>5.3%</i>	<i>1,059,174</i>	<i>1,095,026</i>	<i>3.4%</i>	<i>1,449,613</i>	<i>1,563,434</i>	<i>7.9%</i>		
<b>REGIONAL EXPRESS ROUTES</b>											
10X - Woodburn / Salem Express	1,715	1,972	15.0%	32,250	40,460	25.5%	7,310	6,823	-6.7%		
20X - N. Marion Co. / Salem Express	1,722	1,716	-0.3%	37,760	37,262	-1.3%	4,605	6,257	35.9%		
30X - Santiam / Salem Express	1,568	1,520	-3.1%	31,929	33,385	4.6%	7,662	7,064	-7.8%		
40X - Polk County / Salem Express	1,798	2,142	19.1%	37,356	45,742	22.4%	20,169	23,875	18.4%		
50X - Dallas / Salem Express	341	593	73.9%	8,523	13,936	63.5%	2,580	2,962	14.8%		
<i>Cherriots Regional Express Y-T-D Total</i>	<i>7,144</i>	<i>7,943</i>	<i>11.2%</i>	<i>147,818</i>	<i>170,785</i>	<i>15.5%</i>	<i>42,326</i>	<i>46,981</i>	<i>11.0%</i>		
<b>REGIONAL FLEX ROUTE</b>											
Polk County Flex	1,709	1,458	-14.7%	18,108	18,269	0.9%	3,689	3,268	-11.4%		
<i>Cherriots Regional Y-T-D Total</i>	<i>8,853</i>	<i>9,401</i>	<i>6.2%</i>	<i>165,926</i>	<i>189,054</i>	<i>13.9%</i>	<i>46,015</i>	<i>50,249</i>	<i>9.2%</i>		
<b>SHOP AND RIDE</b>											
Dial-a-Ride	2,014	1,318	-34.6%	23,061	16,110	-30.1%	3,263	1,951	-40.2%		
Shopper Shuttle	910	636	-30.1%	8,983	4,264	-52.5%	2,335	1,337	-42.7%		
<i>Cherriots Shop and Ride Y-T-D Total</i>	<i>2,924</i>	<i>1,954</i>	<i>-33.2%</i>	<i>32,044</i>	<i>20,374</i>	<i>-36.4%</i>	<i>5,598</i>	<i>3,288</i>	<i>-41.3%</i>		
<b>LIFT</b>											
ADA	13,864	14,159	2.1%	165,685	171,936	3.8%	31,147	32,951	5.8%		
DD53	18,423	16,799	-8.8%	234,094	206,795	-11.7%	37,888	34,360	-9.3%		
<i>Cherriots LIFT Y-T-D Total</i>	<i>32,287</i>	<i>30,958</i>	<i>-4.1%</i>	<i>399,779</i>	<i>378,731</i>	<i>-5.3%</i>	<i>69,035</i>	<i>67,311</i>	<i>-2.5%</i>		

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

<b>Cherriots Local</b>												
<i>Fare Categories</i>												
<b>Fare Types</b>	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	Q2 2019	Q2 2020	% Change	Q2 2019	Q2 2020	% Change	Q2 2019	Q2 2020	% Change	Q2 2019	Q2 2020	% Change
30 Day Pass	119,515	133,659	11.8%	172,872	174,171	0.8%	36,511	56,951	56.0%	-	-	-
Day Pass	112,881	109,607	-2.9%	99,837	103,816	4.0%	75,554	108,021	43.0%	-	-	-
Cash	26,749	26,838	0.3%	6,609	6,173	-6.6%	14,115	12,988	-8.0%	-	-	-
Free	-	-	-	-	-	-	-	-	-	26,487	28,660	8.2%
<b>Cherriots Regional</b>												
<i>Fare Categories</i>												
<b>Fare Types</b>	<i>Full Fare</i>			<i>Reduced Fare</i>			<i>Youth Fare</i>			<i>Free</i>		
	Q2 2019	Q2 2020	% Change	Q2 2019	Q2 2020	% Change	Q2 2019	Q2 2020	% Change	Q2 2019	Q2 2020	% Change
Monthly Pass	757	1,006	32.9%	577	635	10.1%	79	128	62.0%	-	-	-
Day Pass	5,875	6,482	10.3%	5,480	5,379	-1.8%	950	1,612	69.7%	-	-	-
Cash	6,037	7,386	22.3%	1,965	1,771	-9.9%	1,173	1,698	44.8%	-	-	-
Free	-	-	-	-	-	-	-	-	-	462	602	30.3%

**Table 10.** Saturday Total Revenue Hours

Route	FY20 Q2			
	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	109	136	109	354
<b>3 - Portland Road</b>	60	75	60	195
<b>4 - State Street</b>	61	77	61	199
<b>5 - Center Street</b>	110	137	110	357
<b>6 - Mission / Fairview Industrial</b>	84	105	84	273
<b>7 - Mission / Hawthorne</b>	58	73	58	189
<b>8 - 12th / Liberty via Red Leaf</b>	87	109	87	283
<b>9 - Cherry / River Road</b>	62	77	62	201
<b>11 - Lancaster / Verda</b>	221	277	222	720
<b>13 - Silverton Road</b>	54	68	54	176
<b>16 - Wallace Road</b>	35	43	35	113
<b>17 - Edgewater / Gerth</b>	108	135	108	351
<b>18 - 12th / Liberty via Lone Oak</b>	87	109	87	283
<b>19 - Broadway / River Road</b>	107	133	107	347
<b>21 - South Commercial</b>	108	134	108	350
<i>Cherritots Local Monthly Total</i>	<i>1,351</i>	<i>1,688</i>	<i>1,352</i>	<i>4,391</i>
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	28	37	29	94
<b>20X - N. Marion Co. / Salem Express</b>	35	44	35	114
<b>30X - Santiam / Salem Express</b>	28	35	28	91
<b>40X - Polk County / Salem Express</b>	37	46	37	120
<i>Cherriots Regional Express Monthly Total</i>	<i>128</i>	<i>162</i>	<i>129</i>	<i>419</i>
<b>LIFT</b>				
<b>ADA</b>	176	183	169	528
<b>DD53</b>	9	22	19	50
<i>Cherriots LIFT Total</i>	<i>185</i>	<i>205</i>	<i>188</i>	<i>578</i>

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

Route	FY20 Q2			
	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
2 - Market / Brown	27.3	27.2	27.3	27.2
3 - Portland Road	15.0	15.0	15.0	15.0
4 - State Street	15.3	15.4	15.3	15.3
5 - Center Street	27.5	27.4	27.5	27.5
6 - Mission / Fairview Industrial	21.0	21.0	21.0	21.0
7 - Mission / Hawthorne	14.5	14.6	14.5	14.5
8 - 12th / Liberty via Red Leaf	21.8	21.8	21.8	21.8
9 - Cherry / River Road	15.5	15.4	15.5	15.5
11 - Lancaster / Verda	55.3	55.4	55.5	55.4
13 - Silverton Road	13.5	13.6	13.5	13.5
16 - Wallace Road	8.8	8.6	8.8	8.7
17 - Edgewater / Gerth	27.0	27.0	27.0	27.0
18 - 12th / Liberty via Lone Oak	21.8	21.8	21.8	21.8
19 - Broadway / River Road	26.8	26.6	26.8	26.7
21 - South Commercial	27.0	26.8	27.0	26.9
<i>Cherriots Local Monthly Total</i>	337.8	337.6	338.0	337.8
<b>REGIONAL EXPRESS ROUTES</b>				
10X - Woodburn / Salem Express	7.0	7.4	7.3	7.2
20X - N. Marion Co. / Salem Express	8.8	8.8	8.8	8.8
30X - Santiam / Salem Express	7.0	7.0	7.0	7.0
40X - Polk County / Salem Express	9.3	9.2	9.3	9.2
<i>Cherriots Regional Express Monthly Total</i>	32.0	32.4	32.3	32.2
<b>LIFT</b>				
ADA	44.0	36.6	42.3	40.6
DD53	2.3	4.4	4.8	3.8
<i>Cherriots LIFT Total</i>	46.3	41.0	47.0	44.5

**Table 12. Saturday Total Revenue Miles**

Route	FY20 Q2			
	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	1,381	1,726	1,381	4,488
<b>3 - Portland Road</b>	700	876	700	2,276
<b>4 - State Street</b>	603	754	603	1,960
<b>5 - Center Street</b>	1,248	1,560	1,248	4,056
<b>6 - Mission / Fairview Industrial</b>	1,263	1,578	1,263	4,104
<b>7 - Mission / Hawthorne</b>	751	938	751	2,440
<b>8 - 12th / Liberty via Red Leaf</b>	1,165	1,457	1,165	3,787
<b>9 - Cherry / River Road</b>	906	1,133	906	2,945
<b>11 - Lancaster / Verda</b>	2,814	3,517	2,814	9,145
<b>13 - Silverton Road</b>	510	637	510	1,657
<b>16 - Wallace Road</b>	459	574	459	1,492
<b>17 - Edgewater / Gerth</b>	831	1,038	831	2,700
<b>18 - 12th / Liberty via Lone Oak</b>	1,156	1,445	1,156	3,757
<b>19 - Broadway / River Road</b>	1,382	1,727	1,382	4,491
<b>21 - South Commercial</b>	1,330	1,663	1,330	4,323
<i>Cherriots Local Monthly Total</i>	16,499	20,623	16,499	53,621
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	581	775	651	2,007
<b>20X - N. Marion Co. / Salem Express</b>	830	1,038	825	2,693
<b>30X - Santiam / Salem Express</b>	684	872	710	2,266
<b>40X - Polk County / Salem Express</b>	797	998	794	2,589
<i>Cherriots Regional Express Monthly Total</i>	2,892	3,683	2,980	9,555
<b>LIFT</b>				
<b>ADA</b>	1,849	1,971	1,960	5,780
<b>DD53</b>	113	359	287	759
<i>Cherriots LIFT Total</i>	1,962	2,330	2,247	6,539

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

Route	FY20 Q2			
	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	345.3	345.2	345.3	345.2
<b>3 - Portland Road</b>	175.0	175.2	175.0	175.1
<b>4 - State Street</b>	150.8	150.8	150.8	150.8
<b>5 - Center Street</b>	312.0	312.0	312.0	312.0
<b>6 - Mission / Fairview Industrial</b>	315.8	315.6	315.8	315.7
<b>7 - Mission / Hawthorne</b>	187.8	187.6	187.8	187.7
<b>8 - 12th / Liberty via Red Leaf</b>	291.3	291.4	291.3	291.3
<b>9 - Cherry / River Road</b>	226.5	226.6	226.5	226.5
<b>11 - Lancaster / Verda</b>	703.5	703.4	703.5	703.5
<b>13 - Silverton Road</b>	127.5	127.4	127.5	127.5
<b>16 - Wallace Road</b>	114.8	114.8	114.8	114.8
<b>17 - Edgewater / Gerth</b>	207.8	207.6	207.8	207.7
<b>18 - 12th / Liberty via Lone Oak</b>	289.0	289.0	289.0	289.0
<b>19 - Broadway / River Road</b>	345.5	345.4	345.5	345.5
<b>21 - South Commercial</b>	332.5	332.6	332.5	332.5
<i>Cherriots Local Monthly Total</i>	<i>4,124.8</i>	<i>4,124.6</i>	<i>4,124.8</i>	<i>4,124.7</i>
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	145.3	155.0	162.8	154.4
<b>20X - N. Marion Co. / Salem Express</b>	207.5	207.6	206.3	207.2
<b>30X - Santiam / Salem Express</b>	171.0	174.4	177.5	174.3
<b>40X - Polk County / Salem Express</b>	199.3	199.6	198.5	199.2
<i>Cherriots Regional Express Monthly Total</i>	<i>723.0</i>	<i>736.6</i>	<i>745.0</i>	<i>735.0</i>
<b>LIFT</b>				
<b>ADA</b>	462.3	394.2	490.0	444.6
<b>DD53</b>	28.3	71.8	71.8	58.4
<i>Cherriots LIFT Total</i>	<i>490.5</i>	<i>466.0</i>	<i>561.8</i>	<i>503.0</i>



**Table 14. Saturday Total Boardings**

Route	FY20 Q2			
	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	2,253	2,772	1,755	6,780
<b>3 - Portland Road</b>	1,096	1,292	911	3,299
<b>4 - State Street</b>	1,129	1,463	1,042	3,634
<b>5 - Center Street</b>	2,230	2,652	1,956	6,838
<b>6 - Mission / Fairview Industrial</b>	375	388	341	1,104
<b>7 - Mission / Hawthorne</b>	538	681	462	1,681
<b>8 - 12th / Liberty via Red Leaf</b>	998	1,287	776	3,061
<b>9 - Cherry / River Road</b>	851	1,044	668	2,563
<b>11 - Lancaster / Verda</b>	5,038	5,233	3,654	13,925
<b>13 - Silverton Road</b>	971	1,228	943	3,142
<b>16 - Wallace Road</b>	344	508	316	1,168
<b>17 - Edgewater / Gerth</b>	1,234	1,517	1,064	3,815
<b>18 - 12th / Liberty via Lone Oak</b>	831	1,071	756	2,658
<b>19 - Broadway / River Road</b>	3,027	3,612	2,583	9,222
<b>21 - South Commercial</b>	2,778	3,384	2,327	8,489
<i>Cherriots Local Monthly Total</i>	<i>23,693</i>	<i>28,132</i>	<i>19,554</i>	<i>71,379</i>
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	83	96	60	239
<b>20X - N. Marion Co. / Salem Express</b>	74	137	85	296
<b>30X - Santiam / Salem Express</b>	64	71	39	174
<b>40X - Polk County / Salem Express</b>	283	328	298	909
<i>Cherriots Regional Express Monthly Total</i>	<i>504</i>	<i>632</i>	<i>482</i>	<i>1,618</i>
<b>LIFT</b>				
<b>ADA</b>	274	277	289	840
<b>DD53</b>	12	33	29	74
<i>Cherriots LIFT Total</i>	<i>286</i>	<i>310</i>	<i>318</i>	<i>914</i>

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

Route	FY20 Q2			
	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	563.3	554.4	438.8	521.5
<b>3 - Portland Road</b>	274.0	258.4	227.8	253.8
<b>4 - State Street</b>	282.3	292.6	260.5	279.5
<b>5 - Center Street</b>	557.5	530.4	489.0	526.0
<b>6 - Mission / Fairview Industrial</b>	93.8	77.6	85.3	84.9
<b>7 - Mission / Hawthorne</b>	134.5	136.2	115.5	129.3
<b>8 - 12th / Liberty via Red Leaf</b>	249.5	257.4	194.0	235.5
<b>9 - Cherry / River Road</b>	212.8	208.8	167.0	197.2
<b>11 - Lancaster / Verda</b>	1,259.5	1,046.6	913.5	1,071.2
<b>13 - Silverton Road</b>	242.8	245.6	235.8	241.7
<b>16 - Wallace Road</b>	86.0	101.6	79.0	89.8
<b>17 - Edgewater / Gerth</b>	308.5	303.4	266.0	293.5
<b>18 - 12th / Liberty via Lone Oak</b>	207.8	214.2	189.0	204.5
<b>19 - Broadway / River Road</b>	756.8	722.4	645.8	709.4
<b>21 - South Commercial</b>	694.5	676.8	581.8	653.0
<i>Cherriots Local Monthly Total</i>	5,923.3	5,626.4	4,888.5	5,490.7
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	20.8	19.2	15.0	18.4
<b>20X - N. Marion Co. / Salem Express</b>	18.5	27.4	21.3	22.8
<b>30X - Santiam / Salem Express</b>	16.0	14.2	9.8	13.4
<b>40X - Polk County / Salem Express</b>	70.8	65.6	74.5	69.9
<i>Cherriots Regional Express Monthly Total</i>	126.0	126.4	120.5	124.5
<b>LIFT</b>				
<b>ADA</b>	68.5	55.4	72.3	64.6
<b>DD53</b>	3.0	6.6	7.3	5.7
<i>Cherriots LIFT Total</i>	71.5	62.0	79.5	70.3

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

Route	FY20 Q2			
	Oct 2019	Nov 2019	Dec 2019	Total
(Service Days)	4	5	4	13
<b>LOCAL BUS SERVICE</b>				
<b>2 - Market / Brown</b>	20.7	20.4	16.1	19.2
<b>3 - Portland Road</b>	18.3	17.2	15.2	16.9
<b>4 - State Street</b>	18.5	19.0	17.1	18.3
<b>5 - Center Street</b>	20.3	19.4	17.8	19.2
<b>6 - Mission / Fairview Industrial</b>	4.5	3.7	4.1	4.0
<b>7 - Mission / Hawthorne</b>	9.3	9.3	8.0	8.9
<b>8 - 12th / Liberty via Red Leaf</b>	11.5	11.8	8.9	10.8
<b>9 - Cherry / River Road</b>	13.7	13.6	10.8	12.8
<b>11 - Lancaster / Verda</b>	22.8	18.9	16.5	19.3
<b>13 - Silverton Road</b>	18.0	18.1	17.5	17.9
<b>16 - Wallace Road</b>	9.8	11.8	9.0	10.3
<b>17 - Edgewater / Gerth</b>	11.4	11.2	9.9	10.9
<b>18 - 12th / Liberty via Lone Oak</b>	9.6	9.8	8.7	9.4
<b>19 - Broadway / River Road</b>	28.3	27.2	24.1	26.6
<b>21 - South Commercial</b>	25.7	25.3	21.5	24.3
<i>Cherriots Local Monthly Total</i>	<i>17.5</i>	<i>16.7</i>	<i>14.5</i>	<i>16.3</i>
<b>REGIONAL EXPRESS ROUTES</b>				
<b>10X - Woodburn / Salem Express</b>	3.0	2.6	2.1	2.5
<b>20X - N. Marion Co. / Salem Express</b>	2.1	3.1	2.4	2.6
<b>30X - Santiam / Salem Express</b>	2.3	2.0	1.4	1.9
<b>40X - Polk County / Salem Express</b>	7.6	7.1	8.1	7.6
<i>Cherriots Regional Express Monthly Total</i>	<i>3.9</i>	<i>3.9</i>	<i>3.7</i>	<i>3.9</i>
<b>LIFT</b>				
<b>ADA</b>	1.6	1.5	1.7	1.6
<b>DD53</b>	1.3	1.5	1.5	1.5
<i>Cherriots LIFT Total</i>	<i>1.5</i>	<i>1.5</i>	<i>1.7</i>	<i>1.6</i>

7. Saturday Year-To-Date Total Revenue Hours, Revenue Miles, and Boardings

	<b>Revenue Hours</b>	<b>Revenue Miles</b>	<b>Boardings</b>
	<i>FY20</i>	<i>FY20</i>	<i>FY20</i>
<b>LOCAL BUS SERVICE</b>			
<b>2 - Market / Brown</b>	463	5,869	9,392
<b>3 - Portland Road</b>	255	2,976	4,587
<b>4 - State Street</b>	260	2,563	5,058
<b>5 - Center Street</b>	467	5,304	9,601
<b>6 - Mission / Fairview Industrial</b>	357	5,367	1,479
<b>7 - Mission / Hawthorne</b>	247	3,191	2,346
<b>8 - 12th / Liberty via Red Leaf</b>	370	4,952	4,208
<b>9 - Cherry / River Road</b>	263	3,851	3,374
<b>11 - Lancaster / Verda</b>	942	11,958	18,757
<b>13 - Silverton Road</b>	230	2,167	4,464
<b>16 - Wallace Road</b>	148	1,951	1,548
<b>17 - Edgewater / Gerth</b>	459	3,531	5,200
<b>18 - 12th / Liberty via Lone Oak</b>	370	4,913	3,602
<b>19 - Broadway / River Road</b>	454	5,873	13,250
<b>21 - South Commercial</b>	458	5,653	11,687
<i>Cherriots Local Y-T-D Total</i>	<i>5,743</i>	<i>70,119</i>	<i>98,553</i>
<b>REGIONAL EXPRESS ROUTES</b>			
<b>10X - Woodburn / Salem Express</b>	122	2,631	348
<b>20X - N. Marion Co. / Salem Express</b>	151	3,483	406
<b>30X - Santiam / Salem Express</b>	119	2,998	296
<b>40X - Polk County / Salem Express</b>	155	3,360	1,297
<b>50X - Dallas / Salem Express</b>	0	0	0
<i>Cherriots Regional Express Y-T-D Total</i>	<i>547</i>	<i>12,472</i>	<i>2,347</i>
<b>LIFT</b>			
<b>ADA</b>	762	8,329	1,121
<b>DD53</b>	57	869	84
<i>Cherriots LIFT Y-T-D Total</i>	<i>819</i>	<i>9,198</i>	<i>1,205</i>

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

<b>Cherriots Local</b>				
	<i>Fare Categories</i>			
	<i>Full Fare</i>	<i>Reduced Fare</i>	<i>Youth Fare</i>	<i>Free</i>
<b>Fare Types</b>	<i>Q2 2020</i>	<i>Q2 2020</i>	<i>Q2 2020</i>	<i>Q2 2020</i>
30 Day Pass	10,950	15,181	3,530	-
Day Pass	10,066	10,092	10,155	-
Cash	2,649	516	857	-
Free	-	-	-	3,096
<b>Cherriots Regional</b>				
	<i>Fare Categories</i>			
	<i>Full Fare</i>	<i>Reduced Fare</i>	<i>Youth Fare</i>	<i>Free</i>
<b>Fare Types</b>	<i>Q2 2020</i>	<i>Q2 2020</i>	<i>Q2 2020</i>	<i>Q2 2020</i>
Monthly Pass	65	44	21	-
Day Pass	247	94	29	-
Cash	731	92	214	-
Free	-	-	-	81





# BOARD MEETING MEMO

Agenda Item H.2

**To:** Board of Directors

**From:** Kiki Dohman, Transportation Options Coordinator  
Patricia Feeny, Director of Communication

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

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

---

## ISSUE

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

## BACKGROUND AND FINDINGS

The activities, goals, and metrics of the Cherriots Trip Choice program are structured around the 2019-2020 Oregon Department of Transportation approved work plan, which details specific goals and activities to be accomplished during the year.

## FINANCIAL IMPACT

None

## RECOMMENDATION

None

## PROPOSED MOTION

Information only

## **CHERRIOTS TRIP CHOICE**

Second Quarter Report - FY 2019-2020

October, November, December 2019

---

During the second quarter of FY 2019-2020, Cherriots Trip Choice continued its outreach into Polk and Yamhill counties as part of its expanded markets and vanpool program growth.

The plan lists four goal categories: Awareness and Understanding, Expanded Markets, Safety, and Congestion and Construction Mitigation. Under each goal there are a variety of projects and programs. However, not all goal areas or all projects will be addressed every quarter.

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

#### **Community outreach**

Staff attended these outreach events in the second quarter:

- Willamette University student sustainability event
- Woodburn Fire Department open house. This event was attended by more than 430 visitors.
- A “Get There Oregon” outreach event and tote bag give away at the Falls City food bank.

#### **Employee Transportation Coordinators**

This quarter’s ETC Quarterly Meeting was held in December at the Cherriots administrative office. A total of 33 guests attended the meeting. The agenda covered information about the Group Pass Program, a user-demonstration with the Get There tool, transit service changes, an update on the Renewable Natural Gas contract, and a presentation by Commute with Enterprise on vanpool opportunities.

Next meeting will be March 26, 2020.

### **GOAL: EXPANDED MARKETS**

Staff has been attending regional gatherings, including chamber functions and Service Integration Team meetings for both Polk and Yamhill counties. These functions offer opportunities to network and connect with other service providers and businesses in the region.

Attendance at these meetings has generated follow-up meetings with the SEDCOR representative in Yamhill County, the mid-valley region coordinator for Regional



Solutions, the business services director for Willamette Workforce Partnerships, and the economic development director for the city of Independence.

## **Group Pass Program and Employer Outreach**

Staff successfully prepped and distributed all passes to Group Pass Program participants before the start of the third quarter. Salem Health also enrolled in the program. Outreach and meetings were had with the following employers: Willamette University, Amazon PDX7, Salem Health, Salem Main Street Association, Salud Medical Center, and Salem's Institute of Technology.

## **Valley VanPool**

Rebranding efforts for the program started in October. Valley Vanpool partners met with the consultant, Alta Planning + Design, and discussed the vision for the rebranding process. Several rounds of design drafts of the logo circulated throughout the focus group and a final draft was selected in December. Next steps will focus on the new wrap design for the vans.

## **GOAL: SAFETY**

Safety is a goal for the transportation options program and a core value of the District. During this quarter Cherriots continued to foster a culture of safety for its community.

- Hosted a bicycle light and bicycle helmet give away at Falls City High School.
- Provided safety lights to Cherriots operators to give to riders as they boarded the bus.
- Made reflective gear and safety lights available to the ETC network and employers in the greater Salem-Keizer community.

## **GOAL: CONGESTION AND CONSTRUCTION MITIGATION**

### **Get There Oregon**

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

The following information represents the first six months of regional use of the tool.

# BOARD MEETING MEMO

Agenda Item H.2

<b>Total statewide users</b> .....	<b>6,068</b>	Skate trips .....	2
<b>Total regional users</b> .....	<b>926</b>	Train trips .....	54
New users.....	434	Vanpool trips .....	2,301
Bike trips .....	2,850	Walk trips .....	1,812
Bus trips .....	2,466	Telework trips .....	649
Carpool trips .....	4,167		

To give some context to these numbers, there are 1,004 users registered in the Lane Transit District's program, 401 in the Rogue Valley Transportation District, and 629 in the Cascades West Area Commission on Transportation, which is Linn, Lincoln, and Benton counties.

## **Statewide *Get There Challenge***

The challenge ran this year from October 7 to 21 using the new tool. Users were asked to log at least one trip taken by carpool, vanpool, transit, biking, walking, or telework each week of the challenge for a chance to win weekly prizes (prizes were donated for use in the statewide challenge).

Statewide, there were 2,263 participants. Of those, 218 were in the Marion, Polk and Yamhill region. Participants saved \$24,000 and saved 18 tons of CO<sub>2</sub>, collectively. Statewide participants saved \$100,000 and 95 tons of CO<sub>2</sub>, collectively.

## **PROGRAM WORK AND ACTIVITIES**

Transportation Options Coordinators Roxanne Beltz and Kiki Dohman attended the 2019 OTC conference. Sessions included Designing Effective Surveys, Everybody Rides Campaign, Oregon Friendly Driver game, Oregon's Trip Reduction Ordinances, Putting the People in Planning, and several meetings. These conferences are always a great opportunity to attend locally focused training and gives staff a chance to network with colleagues from other transit agencies as well as transportation options program.

The Association for Commuter Transportation elected Kiki Dohman to the National Board of Directors for a third consecutive term. ACT is an international organization and a leading advocate for commuter transportation and transportation demand management professionals.

# BOARD MEETING MEMO

Agenda Item H.2

Part of the program's success depends on ongoing participation in community and industry groups where Trip Choice can make valuable connections and learn best practices.

- Association for Commuter Transportation – Board member
- ACT Cascade Chapter – Board member
- Safe Routes To School – Steering Committee
- Salem Bike Club – Education and Community Outreach Committee
- Salem for Refugees – Transportation Action Committee
- Salem-Keizer Active Transportation Networking Group
- Statewide TDM quarterly meetings
- Transportation Options Group of Oregon – Board members
- Valley VanPool Partnership
- Willamette University Sustainability Networking Group



# **Trip Choice**

# **Second Quarter Report**

# **2019 – 2020**

**Kiki Dohman**  
**Trip Choice Coordinator**  
**Agenda Item**



# Awareness and Understanding



# Community Outreach

- Willamette University student sustainability event
- Woodburn Fire Department open house
- ETC Quarterly Lunch
- Falls City events

# Expanded Markets





# Expanded Markets

## Group Pass Program

Salem Health is now enrolled



## Meetings with:

- Oregon Department of Justice
- Amazon PDX7
- Salem Main Street Association
- Salud Medical Center
- Salem Institute of Technology
- County partners in Polk and Yamhill

# Expanded Markets

## Valley Vanpool

Subsidize 41 vans

Rebranding efforts underway

- New logo
- New collateral
- New van wraps

# Safety



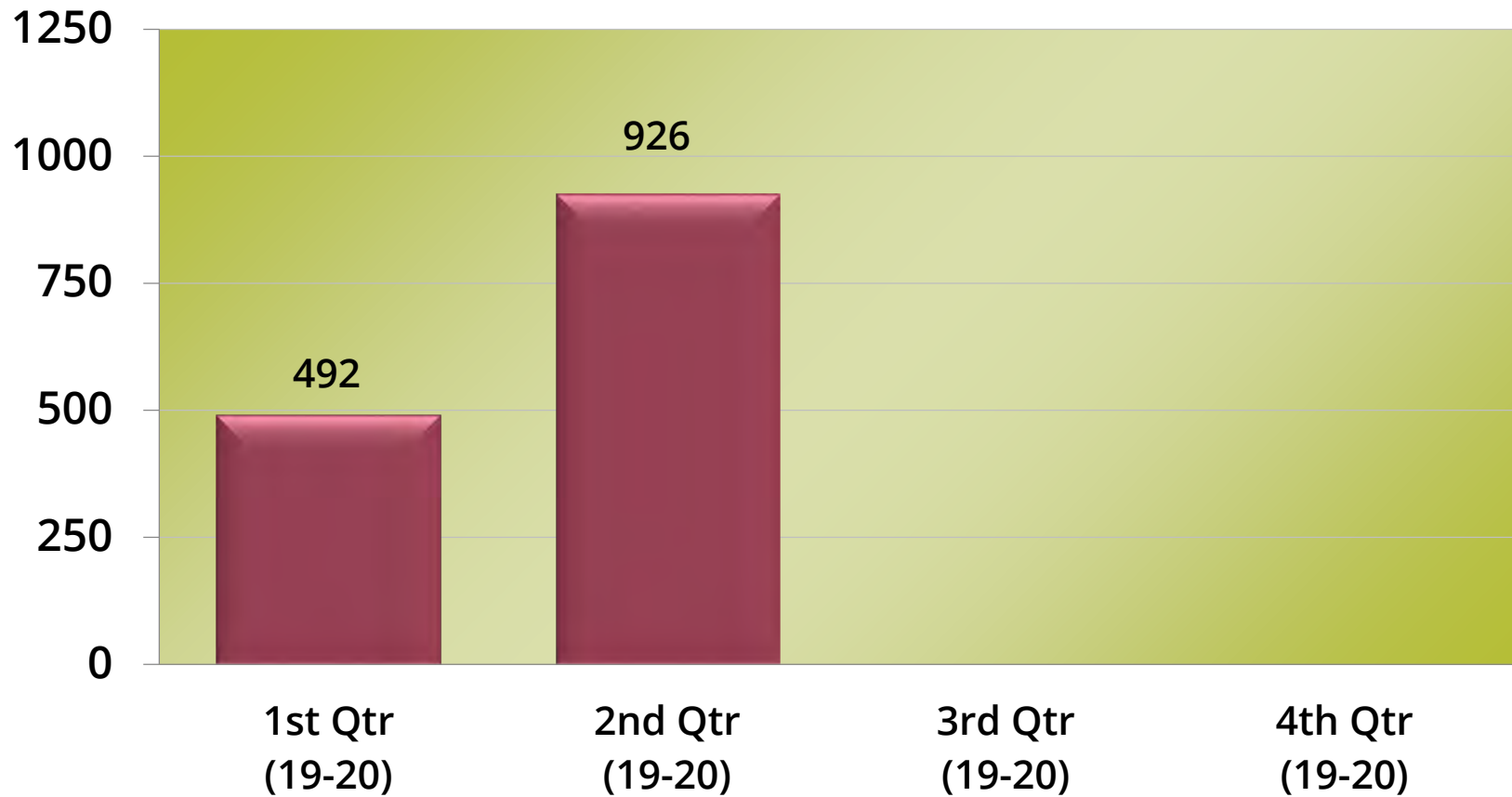
# Safety

- Falls City event
- Cherriots Operators giveaway safety lights to riders
- Provided ETC network reflective gear and safety tools

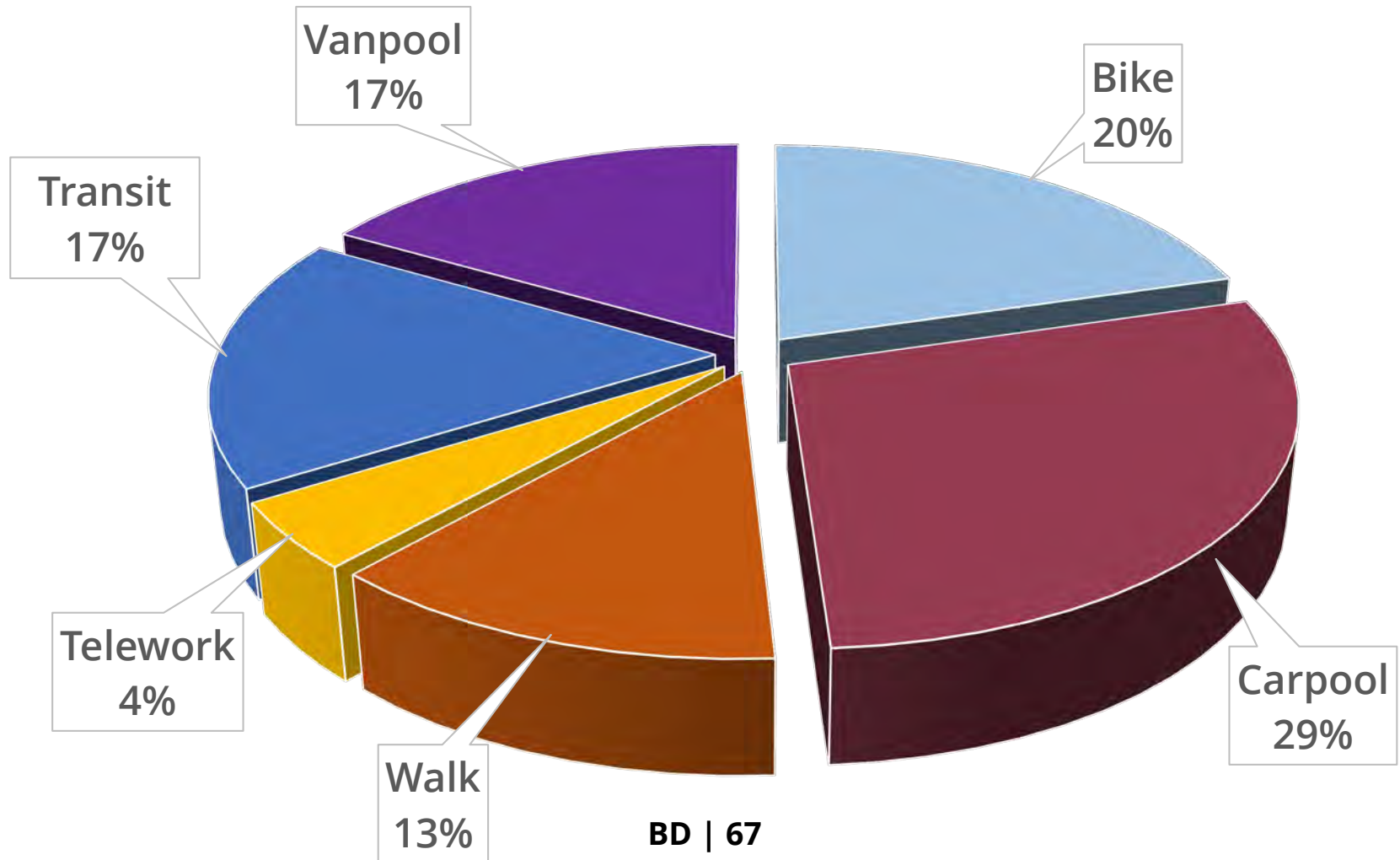
# Get There Oregon Users



# Get There Oregon Users



# Mode use



# Get There Challenge





# Get There Challenge Results

- 218 regional participants saved:
  - \$24,000
  - 18 tons of CO2
- 2,263 statewide participants saved:
  - \$100,000
  - 95 tons of CO2





**Questions?**



## BOARD MEETING MEMO

Agenda Item H.3

**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** FY2020 Second Quarter Finance Report

---

### ISSUE

Shall the Board receive the Second Quarter Finance Report for FY2019-20?

### 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 51% of total annual budget. Included in this total *Passenger Fares* are at 41% of total budget, under the 50% level that would be anticipated to be received. Oregon State In-Lieu payments are 28% of total budget because only the first quarter's payment had been received by end of December. On a positive note, the District had received 96% of total projected *Property Taxes* by the end of the second quarter this year. This is to be expected as 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. Also, *Advertising* continues to perform above the budgeted level, at 81% of the annual budget.

The *Total Operating Expenditures* of the General Fund are slightly under budget at 44% of total annual budget. All divisions except *Administration* are at or below budget in their spending, ranging from 33% to 47% of the annual budget. The *Administration* division was slightly over budget at 54% because of employee benefits paid out to a long-term employee who retired.

In the *Transportation Programs Fund*, total fund expenditures are at 45% of total annual budget. One *Operations* division program, *Mobility Management* has expended more than half the annual budget at 54%. This overage traces back to timing of purchases at year-end last year that were not received in time to charge to FY2019, and thus were applied against the FY2020 budget. However, in *GM/Board/SIPM* division, *Special Transportation Coordination* has only expended 25% of its annual budget, due to the timing lag in reimbursing our sub-recipients for their second quarter's program costs.

Revenues in the *Capital Project Fund* are 1% of annual budget because they lag expenditures until we are reimbursed by the granting federal or state agency. In total, *Capital Project Fund* expenditures are 37% of the annual approved budget. The signalization project at Keizer Transit Center, vehicle purchases for Cherriots local service, and several replacement equipment items for the Maintenance shop were primary expenditures year-to-date.

## **FINANCIAL IMPACT**

None. For informational purposes.

## **RECOMMENDATION**

Staff recommends that the Board receive and file the Second Quarter Financial Report for FY2019-20.

## **PROPOSED MOTION**

**None.**

**Salem Area Mass Transit District  
Fiscal Year 2019-20 2nd Quarter Financial Report**

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

		FY2019-20			
		Actual	50% of Budget	Adopted and Amended Budget	% of Budget
1	<u>Operating Revenues/Resources</u>				1
2	Passenger Fares	\$ 1,092,789	\$ 1,345,116	\$ 2,690,232	41%
3	Federal Funding	58,118	\$ 2,890,614	5,781,228	1%
4	STIF Formula	2,344,432	\$ 3,242,685	6,485,370	36%
5	STIF Discretionary	-	\$ 130,865	261,729	0%
6	Advertising	80,535	\$ 50,000	100,000	81%
7	Miscellaneous	135,681	\$ 191,327	382,653	35%
8	Property Taxes	12,175,947	\$ 6,330,046	12,660,092	96%
9	Oregon State In-Lieu	1,743,819	\$ 3,144,638	6,289,276	28%
10	Interest on Investments	31,103	\$ 147,900	295,800	11%
11	<b>Operating Revenues/Resources Total</b>	<b>\$ 17,662,424</b>	<b>\$ 17,473,191</b>	<b>\$ 34,946,380</b>	<b>51%</b>
12	<u>Operating Expenses/Requirements</u>				12
13	General Manager/Board/Strategic Init.	\$ 382,553	\$ 574,112	\$ 1,148,223	33%
14	Administration	483,986	\$ 449,033	898,065	54%
15	Finance & Technology	1,342,875	\$ 1,438,195	2,876,389	47%
16	Marketing & Communications	848,952	\$ 1,135,620	2,271,239	37%
17	Operations	10,323,366	\$ 11,423,863	22,847,725	45%
18	Unallocated General Administration	481,500	\$ 585,394	1,170,787	41%
19	<b>Operating Expenses/Requirements Total</b>	<b>\$ 13,863,232</b>	<b>\$ 15,606,217</b>	<b>\$ 31,212,428</b>	<b>44%</b>

**Salem Area Mass Transit District  
Fiscal Year 2019-20 2nd Quarter Financial Report**

<b>General Fund Department Expenses/Requirements Summary</b>		<b>Actual</b>	<b>50% of Adopted Budget</b>	<b>FY2019-20 Adopted and Amended Budget</b>	<b>% of Budget</b>	
1	General Manager/Board of Directors/SIPM					1
2	General Manager	\$ 283,852	\$ 299,194	\$ 598,387	47%	2
3	Board of Directors	5,662	17,300	34,600	16%	3
4	Strategic Initiatives and Program Mgt.	93,039	257,618	515,236	18%	4
5	<b>Total</b>	<b>382,553</b>	<b>574,112</b>	<b>1,148,223</b>	<b>33%</b>	5
6	Administration					6
7	Human Resources	384,276	316,837	633,673	61%	7
8	Human Resources Safety	99,710	132,196	264,392	38%	8
9	<b>Total</b>	<b>483,986</b>	<b>449,033</b>	<b>898,065</b>	<b>54%</b>	9
10	Finance					10
11	Finance	550,933	568,728	1,137,456	48%	11
12	Procurement	129,022	150,986	301,971	43%	12
13	Information Technology	662,920	718,481	1,436,962	46%	13
14	<b>Total</b>	<b>1,342,875</b>	<b>1,438,195</b>	<b>2,876,389</b>	<b>47%</b>	14
15	Communication					15
16	Marketing and Communications	403,052	530,793	1,061,586	38%	16
17	Customer Service	329,086	451,271	902,541	36%	17
18	Travel Trainer	13,472	28,556	57,112	24%	18
19	Vanpool Lease	103,342	125,000	250,000	41%	19
20	<b>Total</b>	<b>848,952</b>	<b>1,135,620</b>	<b>2,271,239</b>	<b>37%</b>	20
21	Operations					21
22	Operations Administration	293,765	335,745	671,489	44%	22
23	Vehicle Maintenance	2,518,486	2,911,705	5,823,410	43%	23
24	Facility Maintenance	494,098	574,531	1,149,062	43%	24
25	Security	295,206	377,147	754,294	39%	25
26	Cherriots Fixed Route Service	6,469,397	6,964,799	13,929,598	46%	26
27	Planning	252,414	259,936	519,872	49%	27
28	<b>Total</b>	<b>10,323,366</b>	<b>11,423,863</b>	<b>22,847,725</b>	<b>45%</b>	28
29	Unallocated General Administration	481,500	585,394	1,170,787	41%	29
30	<b>General Fund Expenses/Requirements Total</b>	<b>\$ 13,863,232</b>	<b>\$ 15,606,217</b>	<b>\$ 31,212,428</b>	<b>44%</b>	30

**Salem Area Mass Transit District  
Fiscal Year 2019-20 2nd Quarter Financial Report**

<b>Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary</b>		<b>Actual</b>	<b>50% of Budget</b>	<b>FY2019-20</b>		
				<b>Adopted and Amended Budget</b>	<b>% of Budget</b>	
1	<b>Transportation Fund Revenues/Resources</b>					1
2	Passenger Fares	\$ 188,956	\$ 268,633	\$ 537,265	35%	2
3	Federal Funds	281,569	1,599,002	3,198,003	9%	3
4	State Funds	370,296	368,860	737,720	50%	4
5	Rideshare Grant	62,681	115,843	231,686	27%	5
6	TDM Grant	4,921	96,574	193,148	3%	6
7	DD53 Revenues	687,776	1,219,723	2,439,446	28%	7
8	STF Pass Through Funds	127,884	127,883	255,766	50%	8
9	STIF Formula Pass Through Funds	87,500	346,871	693,742	13%	9
10	STIF Formula	488,604	503,323	1,006,646	49%	10
11	Miscellaneous Revenue	1,518	-	-		11
12	Transfers from Other Funds	-	778,805	1,557,609	0%	12
13	<b>Transportation Fund Revenues/Resources Total</b>	<b>\$ 2,301,705</b>	<b>\$ 5,425,517</b>	<b>\$ 10,851,031</b>	<b>21%</b>	13
14	<b>Transportation Fund Expenses/Requirements</b>					14
15	Communication	\$ 179,520	\$ 210,035	\$ 420,070	43%	15
16	Operations	4,168,401	4,449,138	8,898,275	47%	16
17	GM/Board/SIPM	233,209	523,328	951,505	25%	17
18	<b>Transportation Fund Expenses/Requirements Total</b>	<b>\$ 4,581,130</b>	<b>\$ 5,182,501</b>	<b>\$ 10,269,850</b>	<b>45%</b>	18

**Salem Area Mass Transit District  
Fiscal Year 2019-20 2nd Quarter Financial Report**

<b>Transportation Programs Fund Summary of Expenses/Requirements by Program</b>		<b>Actual</b>	<b>50% of Budget</b>	<b>FY2019-20 Adopted and Amended Budget</b>	<b>% of Budget</b>	
1	Operations					1
2	Cherriots Lift	\$ 3,057,302	\$ 3,287,058	\$ 6,574,116	47%	2
3	Cherriots Shop & Ride	214,790	248,519	497,038	43%	3
4	Cherriots Regional	776,805	802,738	1,605,476	48%	4
5	Mobility Management	119,504	110,823	221,645	54%	5
6	Operations Total	4,168,401	4,449,138	8,898,275	47%	6
7	Communication					7
8	Trip Choice	179,520	210,035	420,070	43%	8
9	Communication Total	179,520	210,035	420,070	43%	9
10	GM/Board/SIPM					10
11	Special Transportation Coordination	233,209	475,753	951,505	25%	11
12	GM/Board/SIPM Total	233,209	475,753	951,505	25%	12
13	<b>Transportation Programs Fund Total</b>	<b>\$4,581,130</b>	<b>\$5,134,926</b>	<b>\$ 10,269,850</b>	<b>45%</b>	13



**Salem Area Mass Transit District  
Fiscal Year 2019-20 2nd Quarter Financial Report**

<b>Capital Project Fund Revenues/Resources and Expenses/Requirements Summary</b>		<b>Actual</b>	<b>50% of Adopted Budget</b>	<b>FY2019-20 Adopted and Amended Budget</b>	<b>% of Budget</b>
1	<u>Capital Revenues/Resources</u>				
2	Net Working Capital		\$ 632,741	\$ 2,530,962	0%
3	Federal Funding	-	5,978,373	11,956,745	0%
5	State STIF Funds	110,000	690,732	1,381,463	8%
6	Miscellaneous	10,023	268,682	537,363	2%
7	Transfers from Other Funds	-	6,000	12,000	0%
8	<b>Capital Revenues/Resources Total</b>	<b>\$ 120,023</b>	<b>\$ 7,576,528</b>	<b>\$ 16,418,533</b>	<b>1%</b>
9	<b>Capital Expenses/Requirements Summary by Division</b>				
10	Finance and Technology	\$ 71,230	\$ 449,370	\$ 898,740	8%
11	GM/Board/SIPM	769,982	\$ 3,038,665	6,077,330	13%
12	Operations	5,198,378	\$ 4,721,232	9,442,463	55%
13	<b>Capital Expenses/Requirements Total</b>	<b>\$ 6,039,590</b>	<b>\$ 8,209,267</b>	<b>\$ 16,418,533</b>	<b>37%</b>





### **General Fund Actual v. Budget**

Total revenues = 51% of budget      22% over last year



- Fixed Route fares = 41% of budget    3% over last year
- Property taxes      = 96% of budget    1% above last year
- STIF formula      = 36% of budget
- OR State in Lieu = 28% of budget,  
[but with Q2 payment = 57%]

## General Fund Actual v. Budget

- Total expenditures = 44% of budget 10% above last year



Divisions expenditures to budget:

- 33% GM/Board/SIPM
- 37% Communication
- 41% Unallocated General Admin.
- 45% Operations
- 47% Finance & Technology
- 54% Administration

## Transportation Programs Fund Actual v. Budget

Total revenues = 21% of budget 15% above last year



- Passenger fares = 35% of budget 10% under last year
- State funds = 50% of budget equal to last year
- STIF formula = 49% of budget
- DD53 revenues = 28% of budget  
15% under last year

## Transportation Programs Fund Actual v. Budget

Total expenditures = 45% of budget 7% over last year



Divisions expenditures to budget:

- 25% GM/Board/SIPM
- 43% Communication
- 47% Operations

## Capital Project Fund Actual v. Budget

Total revenues = 1% of budget



Revenues significantly lagged budget through Q2

Federal reimbursements of \$4.2 million received in January bringing performance to 27% of budget

## Capital Project Fund Actual v. Budget

Total expenditures = 37% of budget 12% under last year

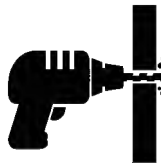


Divisions expenditures to budget:

- 8% Finance & Technology
- 13% GM/Board/SIPM
- 55% Operations

## Capital Project Fund

- Capital project expenditures in excess of \$50K to date:



- Keizer Transit Center Signalization
- Del Webb Shop Equipment
- Del Webb Landscaping
- Fixed Route Revenue Vehicles
- IT Network Equip. Replacement
- Bus Stops and Shelters
- ITS Implementation

**Questions about the  
Second Quarter Financial Report?**









**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** February 27, 2020  
**Subject:** Board Member Committee Report

**ISSUE**

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

**BACKGROUND AND FINDINGS**

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

<u>Board/Committees</u>	<u>Director(s)</u>
Mid-Willamette Valley Council of Governments (MWVCOG) Board of Directors .....	P: President Davidson A: Director Carney
Mid-Willamette Area Commission on Transportation (MWACT) .....	P: President Davidson A: Director Busch
Salem-Keizer Area Transportation Study Policy Committee (SKATS) .....	P: Director Carney A: Director Krebs
State Transportation Improvement Fund (STIF) Advisory Committee Liaison .....	Director Richards
Special Transportation Fund (STF) Advisory Committee Liaison .....	Director Richards
Citizens Advisory Committee (CAC) Board Liaison .....	Director Busch

# **SUPPLEMENTAL PACKET**

**Salem Area Mass Transit District**

**Board of Directors Meeting**

**Thursday, February 27, 2020 at 6:30 P.M.**

## ***Updated Action Items***

**G.2 Authorize the General Manager to Execute a Contract with Century West Engineering Corporation for Design Services for Bus Stop Improvements**

**G.3 Authorize the General Manager to Execute a Contract with R.L. Reimers Company for the Purchase of Generators for the Del Webb Headquarters**

**G.4 Authorize the General Manager to Enter Into a Contract with Creative Bus Sales to Purchase 35 CNG Tanks and Tank Valves**





## BOARD MEETING MEMO

Agenda Item G.2

**To:** Board of Directors

**From:** Stephen Dickey, Director of Strategic Initiatives and Program Management

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** Contract Award for Bus Stop Improvement Design and Construction Support Services

---

### ISSUE

Shall the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District's Bus Stop Improvement Program?

### BACKGROUND AND FINDINGS

The District is working on a bus stop improvement project to improve accessibility to the public transportation services it provides. As part of the project, site plans have to be developed by a qualified design and engineering firm. These plans are used to develop a bid package for construction, inform the general contractor of what is to be built, and provides the documentation for obtaining permits from local jurisdictions. Additionally, this firm also provides support to the general contractor when construction begins. This support is in relation to any changes to the design required during the permitting process, or due to conditions encountered in the field during construction.

The current contract for design, engineering, and construction support services has reached its contract limits, and needs to be replaced with a new competitively bid contract.

This contract was solicited through a Request for Proposals (RFP) process. The bid package was published on ORPIN as RFP 20-001 Design, Engineering, & Construction Support on January 10, 2020. The solicitation closed on February 5, 2020. There were

two proposals received, one from Century West Engineering, Corporation in Portland and one from Crow Engineering, Inc. in Beaverton. Both proposals were considered responsive.

The Selection Evaluation Committee (SEC) reviewed and scored the proposals based on the proposer’s qualifications, as required under the Brooks Act for architectural and engineering solicitations. Based on the scoring criteria identified in the solicitation Century West Engineering, Corporation had the highest score as noted in the chart below.

<b>Criteria</b>	<b>Crow Engineering</b>	<b>Century West Engineering</b>
Qualifications and Experience of Firm	32.3	39.3
Project Organization and Staffing Plan	28.3	33.7
Project Management & Technical Approach	20.0	23.7
Total	80.6	96.7

Century West Engineering, Corporation price proposal was then reviewed and determined to be fair and reasonable based on the cost and price analysis. The price comparison form is shown in ATTACHMENT A. The not to exceed amount of \$95,000 is based on the estimated number of hours to complete the work identified in the scope of work.

**FINANCIAL IMPACT**

The funding for the project is included in the FY2019-2020 Adopted Budget in the Capital Projects Fund. The bus stop improvement project is funded by federal grant with local match.

**RECOMMENDATION**

Staff recommends the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District’s Bus Stop Improvement Program.

## **PROPOSED MOTION**

**I move the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District's Bus Stop Improvement Program.**

## CENTURY WEST PRICING BREAKDOWN

### RFP 20-001 DESIGN, ENG, & CONST SUPPORT SVCS - BUS STOP IMPROVEMENTS

	CENTURY WEST ENGINEERING
Principal In-Charge	\$ 252.00
Project Manager	\$ 191.00
Senior Project Engineer	\$ 135.00
Project Engineer	\$ 106.00
Senior CAD Technician	\$ 108.00
CAD Technician	\$ 88.00
Clerical	\$ 75.00
Other (Describe)	\$ 95.00
Other (Describe)	\$ 60.00

\* Engineer-In-Training  
\* Engineering Intern



CENTURY WEST SUBCONTRACTOR	Vendor Name
	<b>S&amp;F LAND SERVICES</b>
Principal In-Charge	\$ 165.00
Project Manager	\$ 140.00
Senior Project Surveyor	\$ 130.00
Survey Technician	\$ 100.00
1 Person Crew	\$ 135.00
CAD Technician	\$ 85.00
Clerical	\$ 65.00
Photogrammetrist	\$ 130.00
3D Scanning Crew	\$ 190.00

CENTURY WEST SUBCONTRACTOR	Vendor Name
	<b>MARIANNE ZARKIN LANDSCAPE ARCHITECTS</b>
Principal In-Charge	\$ 145.00
Project Manager	\$ 120.00
Sr. Landscape Architect	\$ 120.00
Project Landscape Architect	\$ 100.00
Senior CAD Technician	\$ -
CAD Technician	\$ 102.00
Clerical	\$ 77.00
Other (Describe)	\$ -
Other (Describe)	\$ -

CENTURY WEST SUBCONTRACTOR	Vendor Name
	<b>LAZER SITE SURVEYING, LLC</b>
Principal In-Charge	N/A
Project Manager	\$ 90.00
Senior Project Engineer	N/A
Project Engineer	N/A
Senior CAD Technician	\$ 90.00
CAD Technician	\$ 65.00
Clerical	\$ 40.00
Licensed Land Surveyor	\$ 90.00
2 Man Survey Crew - Party Crew Chief	\$ 150.00



## BOARD MEETING MEMO

Agenda Item G.3

**To:** Board of Directors

**From:** Gregg Thompson, Maintenance Manager  
David Trimble, Deputy General Manager/Chief Operating Officer

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** Authorizing the General Manager to execute a contract with R.L. Reimers Company for the purchase of Generators for the Del Webb Headquarters

---

### ISSUE

Shall the Board authorize the General Manager to execute a contract with R.L. Reimers Company for a not-to-exceed amount of \$291,000?

### BACKGROUND AND FINDINGS

As an ongoing effort to ensure the District is prepared in the event of a natural disaster, ways to mitigate risks are being investigated. In reviewing the Continuity of Operation Plan (COOP), it became evident that in the event of a major power loss, many critical functions that occur at the Del Webb Headquarters buildings could not occur. One of these lost functions would be the ability to schedule rides for our ADA Paratransit service, among other functions. A power outage would cause a drastically diminished ability to perform vehicle maintenance and diminish the ability to efficiently dispatch buses. All of these functions are integral to the capacity to provide public transportation.

District staff met to discuss what systems would need to be operational during a natural disaster. During this discussion, staff decided that instead of identifying separate circuits and individual load capacities, it would be best to power the entire building. This would also ensure that future expansions, remodels and office moves would still be powered. There would be one (1) generator for the Del Webb Administrative building and one (1) generator for the Del Webb Maintenance building.



Specifically, the project called for bidders to provide and install two (2) specified generators and three (3) Automatic Transfer Switches; to provide all City of Salem required designs and permits; and to provide all associated cutting, patching, excavation, landscaping, tree removal, utility locates, concrete, conduit, wire, breakers to complete a fully functioning system. Lastly, bidders were to provide operating training as needed for District staff as well as provide three (3) operating manuals for each generator.

Staff prepared a detailed scope of work and released an Invitation to Bid (ITB) in November 2019. The bid period closed on December 17, 2019. SAMTD received two competitive bids in response to our solicitation—EC Electric and RL Reimers Company. Both bidders were determined to be responsive and in the competitive range. Bidders were approx. 3.5% apart in price from each other. Award is recommended to the low bidder (RL Reimers Company) based upon a competitive procurement. Low bid was compared against other bidder pricing and against the Independent Cost Estimate (ICE) documentation showing engineering & technical estimates. Pricing was determined fair and reasonable based upon competitive bids received and SAMTD ICE documentation.

Table A shows the price comparison from the two proposers.

Table A

	Vendor Name		Vendor Name
	EC ELECTRIC		RL REIMERS COMPANY
Phase 1 Meter #645066	\$ 9,452.00		\$ 7,000.00
Phase 2 Meter #66096	\$ 9,452.00		\$ 7,000.00
Phase 2 Meter #525026	\$ 5,452.00		\$ 3,000.00
Phase 1 Meter #645066	\$ 40,000.00		\$ 42,000.00
Phase 2 Meter #66096	\$ 58,000.00		\$ 55,000.00
Construction / Installation	\$ 171,845.00		\$ 165,000.00
Startup & Commissioning	\$ 6,000.00		\$ 10,000.00
Training & Operating Manuals	\$ 1,500.00		\$ 2,000.00
<b>TOTAL</b>	<b>\$ 301,701.00</b>		<b>\$ 291,000.00</b>

**FINANCIAL IMPACT**

Funding for this proposed project is included in the FY19-20 Adopted Budget in the Capital Projects Fund. The project is funded through federal grants with a local match. Table B details the specific funding allocation for this project.

Table B

Project Cost	Federal 5307	General Fund
\$291,000	\$232,800	\$58,200

## **RECOMMENDATION**

Staff recommends that the Board authorize the General Manager to execute a contract with RL Reimers Company for a not to exceed amount of \$291,000.

## **PROPOSED MOTION**

**The Board authorizes the General Manager to execute a contract with RL Reimers Company for a not to exceed amount of \$291,000.**



**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** February 27, 2020

**Subject:** Authorize the General Manager to Enter Into a Contract with Creative Bus Sales to Purchase 35 CNG Tanks and Tank Valves

---

## ISSUE

Shall the Board authorize the General Manager to enter into a contract with Creative Bus Sales for the purchase of 35 Compressed Natural Gas tanks and tank valves for a not-to-exceed total cost of \$131,075?

## BACKGROUND AND FINDINGS

The District currently operates a fixed-route fleet of 64 35' and 40' fixed-route buses. The current fleet consists of 34 Compressed Natural Gas (CNG) powered vehicles manufactured by Orion and Gillig. Of those 34 buses, all have been replaced with new CNG tanks, with the exception of five (5) buses. Each bus contains seven (7) high-pressure tanks capable of containing 4500 PSI. Tanks manufactured at time of initial bus purchase were limited to a 15-year life span before they are rendered unusable.

An Invitation to Bid (ITB) for CNG Bus Replacement Cylinders was issued on December 27, 2019 and closed January 28, 2020. Two competitive bids were received in response to our solicitation—McNelius Truck and MFG and Creative Bus Sales. Both bidders were determined to be responsive and within the competitive range. An award is recommended to the low bidder (Creative Bus Sales) based upon a competitive procurement. Respondents both have vast experience manufacturing similar CNG Tanks. Low bid was compared against other bidder pricing and against the Independent Cost Estimate (ICE) documentation showing recent agency purchases for

similar tanks. Pricing was determined fair and reasonable based upon competitive bids received and SAMTD ICE documentation.

Table A shows the price comparison from the two (2) proposers.

Table A

Vendor Name	CNG Tanks (35 ea)	Sub-Total	PDR Valves (70 ea.)	Subtotal	Total
McNelius Truck & MFG	\$5,017.27	\$175,604.45	\$238.06	\$16,664.20	\$192,268.65
Creative Bus Sales	\$3,625.00	\$126,875.00	\$60.00	\$4,200.00	\$131,075.00

### FINANCIAL IMPACT

Funding for this project is listed in the FY19-20 Adopted Budget in the Capital Project Funds section. The project is funded through Federal grants and local matching funds. Table B details the specific funding allocation for this project:

Table B

Project cost	Federal 5307	General Fund
\$131,075	\$104,860	\$26,215

### RECOMMENDATION

Staff recommends that the Board authorize the General Manager to enter into a contract with Creative Bus Sales for the purchase 35 CNG tanks and tank valves for a not-to-exceed total cost of \$131,075.

### PROPOSED MOTION

**I move that the Board authorize the General Manager to enter into a contract with Creative Bus Sales for the purchase 35 CNG tanks and tank valves for a not-to-exceed amount of \$131,075.**