



Salem Area Mass Transit District

**BOARD OF DIRECTORS**

**~ BOARD MEETING ~**

Thursday, October 27, 2022 at 6:30 PM

Senator Hearing Room at Courthouse Square

555 Court St NE, Salem Oregon 97301

ZoomGov Virtual Meeting Platform:	
<a href="https://cherriots.org.zoomgov.com/j/1605194427?pwd=enjXS3ZlV1BUM3QvWEU3bnplbHYzZz09">https://cherriots.org.zoomgov.com/j/1605194427?pwd=enjXS3ZlV1BUM3QvWEU3bnplbHYzZz09</a>	Meeting ID: <b>160 519 4427</b>
	Passcode: <b>512136</b>
Landline .....	1 669 254 5252 US (San Jose)
One-Tap Mobile .....	+16692545252,,1605194427#,,,,*512136#
Comcast Cable .....	Channel 21
YouTube through CC:Media .....	<a href="https://www.capitalcommunitymedia.org/all">https://www.capitalcommunitymedia.org/all</a>

**AGENDA**

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

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

**B. ANNOUNCEMENTS & CHANGES TO AGENDA**

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

**C. PRESENTATION - None**

**D. PUBLIC COMMENT**

To offer testimony on any Board business, come to the meeting to speak, or send an email to: [board@cherriots.org](mailto:board@cherriots.org) by 5:00 p.m., the day of the Board meeting; or by mail to Cherriots Board of Directors, 555 Court Street NE, Suite 5230, Salem, OR 97301. Testimony received is acknowledged at the Board meeting and will be included in the minutes for public record.

**E. CONSENT CALENDAR**

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

**1. Approval of Minutes**

a. September 22, 2022 Work Session .....	1
b. September 22, 2022 Board of Directors Meeting .....	7
c. September 22, 2022 Executive Session (ORS 192.660(2)(i)) .....	15

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

**G. ACTION ITEMS**

1. Authorize the General Manager to execute a contract for NEPA Design & Engineering for South Salem Transit Center Mobility Hub .....	17
2. Authorize the General Manager to execute a contract for Engineering Services .....	19
3. Authorize the General Manager to execute a contract for the purchase of an automatic inductive charger for use at Keizer Transit Center .....	21
4. Approval of the Fiscal Year 2024 Budget Calendar .....	23
5. Approval of Amendment #1 for Contract No. 21-034 Strategic Planning Management Consulting Services? .....	27

**H. INFORMATIONAL REPORTS**

1. FY 2022 Performance Report .....	29
2. Strategic Plan Quarterly Report .....	57

**I. GENERAL MANAGER'S REPORT**

**J. BOARD OF DIRECTORS REPORTS**

Board members report on citizen communications, committee meetings, or special projects they participated in as a representatives of the District.	65
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**K. ADJOURN BOARD MEETING**

**Next Regular Board Meeting | Work Session Date: Thursday, November 17, 2022**

Salem Area Mass Transit District  
Board of Directors Meeting Agenda  
October 27, 2022 - Page 3

- **Alternate Viewing Options:** The Board of Directors meeting is a public meeting in a place that is ADA- accessible. For community members who are not able to attend or who prefer to watch the meeting from home, there are a few other options. Live broadcasts of the Board meetings are available to watch on Comcast Channel 21, and on YouTube via the CC:Media video-streaming site, and on *ZoomGov*. The meeting I.D. and passcode are at the top of the agenda.
- **Closed Captioning (CC):** *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.
- **Alternate Formats** With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made 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.
- **Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.
- **Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at [board@cherriots.org](mailto:board@cherriots.org).

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- **Opciones alternativas de visualización:** la reunión de la Junta Directiva es una reunión pública en un lugar accesible según la ADA. Para los miembros de la comunidad que no pueden asistir o que prefieren ver la reunión desde casa, hay algunas otras opciones. Las transmisiones en vivo de las reuniones de la Junta están disponibles para ver en Comcast Channel 21 y en YouTube a través del sitio de transmisión de video CC: Media y en ZoomGov. La reunión I.D. y el código de acceso están en la parte superior de la agenda.
- **Subtítulos (CC):** la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.
- **Formatos alternativos** Con 48 horas de aviso, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.
- **Las copias electrónicas** del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.
- **Lista de distribución de correo electrónico:** Para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a [board@cherriots.org](mailto:board@cherriots.org).

**Next Regular Board Meeting | Work Session Date: Thursday, November 17, 2022**



## **FY 2021 BOARD PRIORITIES AND PRINCIPLES**

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

### **Cherriots Board of Directors adopts the following priorities and principles:**

#### **Support of increased public transit funding**

*While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.*

#### **Pedestrian and bicyclist infrastructure**

*Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong "first mile/last mile" infrastructure.*

#### **Environmental justice**

*Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.*

#### **Maintenance of existing travel lanes before building new infrastructure**

*Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.*

#### **Unaccounted costs**

*Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.*



Salem Area Mass Transit District  
 Board of Directors  
 ~ **VIRTUAL WORK SESSION** ~  
 September 22, 2022

Join ZoomGov Meeting: <https://cherriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FIT5XSHIGdzYvRWpuUT09>

Meeting ID: **160 836 1530**  
 Passcode: **864458**

By Phone US (San Jose): +1 669 254 5252

Meeting ID and Passcode: same as above

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

**MINUTES**

<b>BOARD Present:</b>	President Ian Davidson; Directors Ramiro Navarro Jr., Maria Hinojos Pressey, Chi Nguyen (virtual), and Sadie Carney (virtual),
<b>Absent:</b>	Sarah Duncan
<b>STAFF</b>	Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Patricia Feeny, Director of Communication; Ross Aguilar, Systems Administrator; and Linda Galeazzi, Executive Assistant
<b>GUESTS</b>	Bill Holmstrom, Incumbent Board Member representing Subdistrict 7; District staff: Gregg Thompson, Jeremy Jordan, Jolynn Franke, Ben Sawyer, Chris French, and Johnny Cordova

**1. CALL TO ORDER 5:30 PM**

President Ian Davidson called the work session to order at 5:30 p.m. A quorum was present.

**2. PRESENTATION – None**

**3. DISCUSSION**

A. Cherriots Battery Electric Bus (BEB) Project Status Update

**Staff report:** PowerPoint Presentation

**Presenter:** Gregg Thompson, Maintenance Manager

Maintenance Manager Gregg Thompson reported on the Battery Bus Project and its progress to date. Notes added to the PowerPoint presentation are included as Attachment A. There was a time for questions and answers.

**Follow-up:** Mr. Thompson stated that staff will be testing the chargers, gathering data, and training operations.

## 2023-25 Statewide Transportation Improvement Fund (STIF) Plan Discussion

**Staff report:** Supplement – Attachment B

**Presenter:** Jeremy Jorstad, Transit Planner II (Scheduler)  
Jolynn Franke, Transit Planner I  
Ben Sawyer, Contracted Services Manager

Board members received a briefing on the 2023-2025 STIF Plan's list of projects for local service and regional service planning. Mr. Jorstad noted that there have been adjustments to the allocation of the STIF revenues for the FY 24-25 biennium, and the funds listed don't reflect those adjustments. The good news is that it will increase. Under "*Unify Regional fares with Local Fares*" in *Regional Service Planning*, staff took direction from President Davidson to analyze the cost of unifying local and regional fares. The majority of funds needed would come from this 24-25 STIF allocation (\$180,000) with the remainder being paid with *Regional carry over funds* (\$25,460) for regional projects. He said the population, demographic, and rider data inform us that our Regional service areas are providing transportation to low income and minority populations. By providing a unified fare, it will decrease the cost to ride in the regional system while at the same time remove the additional cost of connecting to local service. This report is included in the minutes as Attachment B. GM Pollock advised that the list of projects will go to the STIF Advisory Committee for their final recommendation to the Board. The Board will take action at their October 27, 2022 meeting to approve the list and then it goes to ODOT for a ranking process and funding recommendation through the Public Transportation Advisory Committee (PTAC) and the Area Commissions on Transportation (ACT), to the Oregon Transportation Commission (OTC) for a decision about the projects to be awarded funds.

- <https://www.oregon.gov/odot/RPTD/Pages/Statewide-Transportation-Improvement-Fund.aspx>

**Follow-up:** Director Hinojos Pressey expressed interested in setting up a separate meeting to get more detailed information.

## 4. GENERAL MANAGER COMMENTS

**Staff report:** Pages 5-7 in the Work Session agenda packet

**Presenter:** Allan Pollock, General Manager

GM Pollock reviewed upcoming agenda items and the board calendar.

## 5. WORK SESSION ADJOURNED

**6:21 PM**

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board

## **Progress on the Battery Electric Bus (BEB) Project**

PowerPoint Presentation and Notes

Prepared by Gregg Thompson, Maintenance Manager

### **What has been done so far?**

- 10 BEBs have been ordered. We are anticipating delivery in April 2023. The 2021 Lo/No Grant included the ability to be depot-charged AND inductive charging. For fleet consistency, an additional procurement was conducted and the contract was amended to add inductive charging to the 1<sup>st</sup> five buses. CTE was a named partner in both grants. Both of these contracts are currently operational.
- Once the charging infrastructure plan was identified for both Del Webb and KTC, NEPA categorical exclusion was sought and obtained.
- A solicitation and contract has been entered with ChargePoint for 6 power blocks and 12 dispensers.
- Cherriots was made aware of long equipment lead times and has ordered the Del Webb switchgear outside of the construction contract.
- PGE through the Fleet Partner program has ordered switchgear and transformers for KTC.
- 2 of the 3 inductive chargers for KTC have been ordered

### **What is in progress?**

- Currently we are negotiating a price for the 3<sup>rd</sup> Momentum Dynamics Charger. Through the PGE Fleet Partner program, the bulk of the construction costs are covered, freeing up additional funds for another inductive charger
- PGE has drafted charging plans, ordered the transformer and switchgear for KTC. We will be working on finalizing the contract for the Fleet Partner program. The initial draft has been reviewed by legal.
- The solicitation for the Del Webb construction is currently in progress.
- Salem Electric (SE) will be performing a line extension from both our current electrical feed as well as the local substation. SE will also be providing a new transformer used only for BEB charging. As a public utility they only charge the incremental costs (actual component costs, no labor). The transformer is in stock.

### **What is still pending?**

- Cherriots will be one of the only agencies in the Nation to take advantage of a battery leasing program that was only available for a limited time. The contract for this lease needs to be completed.
- Once the RFP closes, the vendor for the Del Webb construction still needs to be completed
- While ordered, we are awaiting hardware to arrive

- Construction at KTC has not yet started.

**Project Timeline:**

- All buses due to be delivered March 2023
- Momentum Dynamics chargers for KTC arrive October 2022
- KTC construction begins January 2022, Finishes March 2023
- ChargePoint charger arrive January 2023
- Del Webb construction (first part) start January 2023 end March 2023 (The switchgear has up to a 52 week lead-time) causing the vendor to install this equipment when it arrives. This could be up to August of 2023.
- Construction at KTC appears to be on track to align closely with bus delivery.

**Questions:**

- Gillig is experiencing the same supply chain issues that plaque almost all procurements. Gillig could at any time experience supply issues that could push this date out further



<b>Continue funding services from previous bienniums</b>		
<b>Local</b>	<b>Total estimated funds available:</b>	<b>\$14,169,406</b>
Saturday Service	34,455 revenue hours	\$4,880,102
Extended Weekday Service	18,019 revenue hours	\$2,599,815
Sunday Service	20,252 revenue hours	\$2,921,103
Holiday Service	2,604 revenue hours	\$364,889
LIFT Service	13,448 revenue hours	\$1,474,439
Reduced youth fare category	Continuation of youth fare reduction implemented June 2019.	\$388,192
	<b>Total cost of previous biennium projects:</b>	<b>\$12,628,540</b>
	<b>Estimated funds remaining for new projects:</b>	<b>\$1,540,866</b>
<b>Regional</b>	<b>Total estimated funds available:</b>	<b>\$2,261,533</b>
Cherriots Regional Saturday Contracted	3,946 revenue hours	\$446,272
Cherriots Regional Weekday Contracted	10,880 revenue hours	\$1,230,786
Cherriots Local Commuter Express Weekday (Route 1X)	1,050 revenue hours	\$151,424
Facility Maintenance	Provide maintenance throughout the Regional service area.	\$200,000
Reduced youth fare category	Continuation of youth fare reduction implemented June 2019.	\$21,536
	<b>Total cost of previous biennium projects:</b>	<b>\$2,050,018</b>
	<b>Estimated funds remaining for new projects:</b>	<b>\$211,515</b>
<b>Local Service Planning</b>		
<b>Route/Service</b>	<b>Detail</b>	<b>Cost</b>
Route 22 Kuebler / Mill Creek	New route connecting south Salem to Aumsville Hwy using Kuebler Blvd using four smaller vehicles already purchased. The service will operate Monday - Friday with 15 minute service from morning through afternoon and 30 minute service in the evenings. It will operate on Saturdays, Sundays and holidays with 30 minute service all day. The service equates to 14,177 new revenue hours for the biennium.	\$2,010,569
Route 4 State Street extension	Extend route to serve Macleay and Gaffin Rd developments heading inbound.	-
Route 13 Silverton Road extension	Extend route to serve new developments on Ward Drive and Astoria Street NE.	-
Route 12 Hayesville Drive	Adjust route to serve new housing between Hayesville Drive and Hazelgreen Road NE.	-
Route 7 Mission Street extension	Extend the route to serve Auburn Rd and new East Park Estates development.	
Route 9 Cherry / River Road to KTC	Shorten/adjust route to connect DTC, Del Webb, and KTC. Contingent upon being able to continue service in the Parkmeadow loop with a new route.	
New Route 24 Parkmeadow loop	New route to serve the Parkmeadow loop when Route 9 is rerouted to serve KTC.	
Saturday expansion	Expand Saturday service by turning on all routes; 12, 23, 26, 27 (60 minute service); 14 (30 minute service).	

Sunday expansion	Expand Sunday service by turning on all routes; 6, 12, 13, 16, 18, 23, 26, 27 (60 minute service); 14 (30 minute service). Expand frequency on routes 19 and 21 to 30 minute service.	
Begin Core Network service earlier	All Core Network routes to begin revenue service earlier in the day.	
Increase Basic service frequency	Increase frequency on all 60 minute routes to 30 minutes.	
<b>Regional Service Planning</b>		
<b>Route/Service</b>	<b>Detail</b>	<b>Cost</b>
Unify Regional fares with Local fares	Riders would pay the same amount for Regional trips as they would for Local trips.	\$180,000
Youth Zero Pass program 2024-25	Continue Youth Zero Pass program for Regional service.	\$21,536
Route 45 Central Polk County	If MI Trolley is successful, eliminate Route 45 and reallocate those hours for additional trips on the Regional System in Polk County.	
Add trips in Marion County	Add trips on Routes 10X, 20X, and 30X; add vehicle to 20X and separate from 10X; add Canyon Express Route (Gates, Mill City, Stayton, DTC via Hwy 22).	
Expand regional connections along I-5	Create and improve transit connections between Portland, Salem, and Albany.	
	<b>Total</b>	<b>\$2,212,105</b>
<b>Carry over funds</b>		
<b>2024-25 Local Carry over fund Projects</b>	<b>Detail</b>	<b>Cost</b>
17 new local bus stops	New stops for Routes 22, 4, 13, and 12 (see Local Service Planning section above).	\$340,000
Youth Zero Pass program 2024-25	Continue the Youth Zero Pass program for Local service.	\$680,000
ITS equipment for right-size vehicles	CAD/AVL, APCs, fareboxes, contactless fare payment system.	\$250,000
Comprehensive Operational Analysis	Hire a consultant to analyze service and operations.	\$250,000
Route 22 Kuebler / Mill Creek 2024-25	Fund remaining revenue hours for Route 22.	\$284,908
<b>2024-25 Regional Carry over fund Projects</b>		
Unification of fares	Regional fares would be the same as Local fares.	\$25,460
Purchase of Regional facilities light duty work truck equipped with pressure washer and tank	Maintain bus stops and amenities in the Regional system.	\$85,000
<b>Population based funds</b>		
SAMTD operations (Cherriots Regional, LIFT, and Shop & Ride), grant match, and administration	Projects historically funded by the Special Transportation Fund.	
Grant Match	Match dollars for other funding sources .	\$1,274,262
Operations	Operational costs for Regional, LIFT, and Shop and Ride services.	\$446,047
Administration	Costs for administering the program.	\$4,000
	<b>Total</b>	<b>\$3,639,677</b>



Salem Area Mass Transit District  
BOARD OF DIRECTORS  
VIRTUAL MEETING

September 22, 2022

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar: .....	<b>3</b>
1. <u>Approval of Minutes</u>	
a. August 25, 2022 Board of Directors Meeting	
b. August 25, 2022 Work Session	
2. <u>Routine Business</u>	
a. Citizens Advisory Committee Member Appointment to Position #7	
 Move to authorize the General Manager to enter into a contract with MTM Transportation for the delivery of transportation services; and approve a project budget that totals \$44,827,623.18 over five (5) base years with two (2) option years.	 <b>4</b>
 Moved to authorize the General Manager to execute a five-year lease agreement with Pacific Office Automation for copier equipment and support, for the amount of \$170,000.	 <b>4</b>
 Moved to authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$176,552.	 <b>5</b>

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



Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
**September 22, 2022**

Present: BOARD: President Ian Davidson; Directors Ramiro Navarro, Jr., Maria Hinojos Pressey; and Chi Nguyen and Sadie Carney, virtually.

Absent: Director Sara Duncan

STAFF: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Chief Financial Officer; Christina Conner, Chief Human Resources Officer; Patricia Feeny, Director of Communication; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Ross Aguilar and Johnny Cordova from Technology Services; Linda Galeazzi, Executive Assistant; and Sara Sayles, SAMTD Legal Counsel

Guests: Judith Richards, wife of Director Charles Richards, daughter Andrea Tharp and son-in-law, Joshua Tharp; Sam Spink, bus rider; Bill Holmstrom, incumbent board member

**MINUTES**

**CALL TO ORDER**

**6:30 PM**

A. President Ian Davidson called the meeting to order. Attendance was noted with a quorum of four members present.

For the Safety Moment, GM Pollock remarked that today was the first day of Fall, and that usually begins the cold and flu season. He reminded people to get their flu shots and at the same time, consider getting the new Covid booster.

**ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

B. President Davidson announced that there were changes to the agenda. Action Item G.3 was pulled to authorize the general manager to execute a contract award for EV chargers at Keizer Transit Center. There was no action needed. Authorizing the General Manager to execute a contract with E&M Electric & Machinery, Inc. was added to the agenda under Action Items as G.3.

**PRESENTATION**

C.1 Service Award for Director Charles Richards

Presenter: President Ian Davidson

Staff Report: Supplemental Packet



President Davidson presented a plaque to Director Richard’s wife, Judi Richards and their daughter and son-in-law Andrea Tharp and Joshua Tharp honoring Director Richards for his time of service on the Board representing Subdistrict #7.

**PUBLIC COMMENT**

D. **Sam Spink**, a dedicated Cherriotics rider sent an email to the Board on September 9, 2022 (page 5 in the agenda) to share his concerns about the implementation of the new youth zero program and the misbehavior of youth on Route 8 disrespecting other passengers and the driver. He asked for resolution of these problems.

**CONSENT CALENDAR**

E. Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 6-18 of the agenda

3. Approval of Minutes

c. August 25, 2022 Board of Directors Meeting

d. August 25, 2022 Work Session

4. Routine Business

b. Citizens Advisory Committee Member Appointment to Position #7

Motion: **Move to approve the Consent Calendar**

Motion By: **Director Maria Hinojos Pressey**

Second: **Director Ramiro Navarro**

Vote: **Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**

Absent: **Director Duncan (1)**

**ITEMS DEFERRED FROM THE CONSENT CALENDAR**

F. No items were deferred from the Consent Calendar

**ACTION ITEMS**

G.1 Shall the Board authorize the General Manager to execute a contract award for Contracted Transportation Services?

Presenter: Tom Dietz, Director of Operations

Ben Sawyer, Contracted Services Manager

Dan Knauss, Contracts/Procurement Manager

Staff Report: Pages 19-22 of the agenda

Division Director Dietz reported that the procurement team received four (4) proposal responses to the Request for Proposals (RFP). All proposers were determined to be responsive per Federal Transit Administration (FTA) guidelines. The Source Evaluation Committee (SEC) narrowed the search to two (2) finalists and initiated interviews, Best



and Final Offer, and final scoring. The SEC determined that MTM Transportation was the successful proposer. The expenses associated with this contract are accounted for in the adopted FY 2022-2023 operating budget. The subsequent years of this contract will also be accounted for in the upcoming fiscal year operating budgets. The cost breakdown is shown in the staff report. In response to questions asked, Dietz said the call center and the street service are now one contract. The cost per revenue hour is an open rate of \$81.06. It used to be \$60 per revenue hour. The cost to individuals who ride CherriotsLIFT is \$3.20 for a one way trip. If there were circumstances to exit this contract, it would be 30 days with notice.

**Motion: Move to authorize the General Manager to enter into a contract with MTM Transportation for the delivery of transportation services; and approve a project budget that totals \$44,827,623.18 over five (5) base years with two (2) option years.**

**Motion By: Director Ramiro Navarro Jr.**

**Second: Director Maria Hinojos Pressey**

**Vote: Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**

**Absent: Director Duncan (1)**

G.2 Shall the Board authorize the General Manager to execute a five-year lease agreement with Pacific Office Automation for copier equipment and support?

Presenter: Steve Dickey, Director of Technology & Program Management

Staff Report: Pages 23-24 of the agenda

Division Director Steve Dickey reported that the Information Technology team reviewed the District’s current inventory and operational effectiveness of printer and copier devices at Courthouse Square and at the Del Webb Operations Center, and determined that similar equipment offered under a lease arrangement would be in the best interest of the District. Konica-Minolta is the preferred equipment identified by the District. The equipment is available under an Oregon State Price Agreement (SPA) obtained through a competitive solicitation. The equipment is made available through authorized distributors by region, with Pacific Office Automation identified in the SPA as the only authorized distributor in the District’s region. Funding for the contract amount is included in the FY2022-23 Technology and Program Management Department General Fund budget. The term of the contract runs through FY2027-28. Total contract cost for the 5-year term is \$170,000.

**Motion: Moved to authorize the General Manager to execute a five-year lease agreement with Pacific Office Automation for copier equipment and support, for the amount of \$170,000.**

**Motion By: Director Maria Hinojos Pressey**

**Second: Director Ramiro Navarro Jr.**



Vote: **Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**  
 Absent: **Director Duncan (1)**

G.3 Shall the Board authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switchgear to support the fixed route electric bus project at the Del Webb facility?

Presenter: Gregg Thompson, Maintenance Manager

Staff Report: Supplemental Agenda Packet under Agenda Item G.3

On August 25, 2022, the Board approved the purchase of switchgear to support the battery electric bus project for \$105,786. Once the order was placed, lead times for the manufacturing and delivery of switchgear had steadily increased to 52 weeks. Portland General Electric (PGE) experienced similar quoted lead times when ordering electrical equipment to be installed at Keizer Transit Center. PGE was able to expedite their equipment by paying a premium. Staff contacted the vendor to inquire if this was a possibility with the switchgear they had just ordered. E&M Electric & Machinery, Inc. reached out to Siemens, who manufactures the equipment, and received a quote of \$70,766 for expediting the order. The timeline is reduced from 52 weeks to 27 weeks and places the delivery of the switchgear much closer to bus completion and Del Webb construction timelines by arriving at the end of March 2023. The Board was asked to combine \$105,786, the price for the previous authorized switchgear purchase and \$70,766 for the expedited manufacturing cost for a new total of \$176,552. This project is included in the Capital Projects section of SAMTD's Adopted FY2022/23 Budget.

**Motion: Moved to authorize the General Manager to execute a contract with E&M Electric & Machinery, Inc. for the purchase of electrical switch gear and expediting fees to support the fixed route electric bus project at the Del Webb facility for an amount not to exceed \$176,552.**

**Motion By: Director Ramiro Navarro Jr.**

**Second: Director Maria Hinojos Pressey**

**Vote: Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**

**Absent: Director Duncan (1)**

**INFORMATION ITEMS**

**H.1 Fiscal Year 2022 Annual Security Report**

Staff Report: Page 25 of the agenda with a PowerPoint presentation

Presenter: Karen Garcia, Security & Emergency Management Manager

Manager Karen Garcia presented the annual security report for Fiscal Year 2022. Details of the report were provided by District staff, City of Salem Police, Allied Universal and DPI Security on the Districts security and emergency management activities. Manager Garcia referred to Mr. Spinks public comment earlier and his email, saying that there is a big



difference between riding a school bus and public transportation. Staff will provide these new riders with education about how to ride so that everyone can enjoy their trip. In response to questions asked by board members about tracking mental health issues, and the kind of diversity they have in Security, Manager Garcia said their daily reports track ordinance warnings. They hope to improve that with an electronic reporting tool. Security is short staffed, but there is one individual who is 100% fluent in Spanish. In response to questions about private vehicles driving in the bus lanes at Keizer Transit Center, Manager Garcia said they found that people leaving Keizer Station were using Google Map that has not been updated with the additional information of a new signal on that road. Staff has considered the use of physical barriers with a triggering system to see if that might help. There was discussion about exclusions and the turnover in security. Staff changed their way of approach in their communication efforts and are in the process of retraining. They like to use progressive education with the goal of compliance. Manager Garcia responded to the question about seeing trends in the severity of the incidents or exclusions. She said how long a person is excluded depends on how many violations they have. Their data is not user friendly but criminal activity, for example, equals an exclusion. Staff does not have a direct way to the *Community Action Unit* but they do have a security presence on the buses and they rely heavily on their Operations Supervisors. Staff hopes to improve that later in the year. Habitual fare evasion is another one that is hard to enforce. However, the contract for the new reporting tool will be awarded this week. The new data warehouse can be used to inform staff's decision; the data talks to other data and they are looking forward to using it.

## **GENERAL MANAGERS REPORT**

- I.1 GM Pollock reported on the Strategic Plan rollout that began on Tuesday, September 20 for all employees. He and legislative advocate Waylon Buchan met with Representative Scharf earlier today to provide a Cherriots update. GM Pollock, President Davidson and other staff will attend the APTA TRANSform Conference and Expo in Seattle, Washington October 9-12. GM Pollock will attend committee meetings and a board meeting while there. Staff hopes to find out if the District wins the APTA AdWheel Grand Award that recognizes the marketing and communications efforts of APTA's members.

## **BOARD OF DIRECTORS REPORTS**

- J.1 Board members reported on their assignments for the Board. Director Chi Nguyen will be looking for a citizen member for Subdistrict #1 to serve on the Budget Committee. She also informed the Board of a possible move out of the Salem area and she would have to resign from her Board position.





Director Ramiro Navarro participated in a fundraiser "*Haircuts for Change.*" He said there was a diverse group of people that helped. He conversed with the many people that showed up. Cherriots staff had a booth at the Stand Down event at the YMCA offering employment opportunities. He also attended a Keizer meeting where staff presented the *Youth Zero* Program.

Director Maria Hinojos Pressey announced that October 15 was White Cane Day for people that are visually impaired. There will be an event at Riverfront Park on October 10 for *Indigenous People* Day.

Director Sadie Carney attended a joint work session of the Salem City Council and the District's Board of Directors. She found it very informative and she is looking forward to being more involved with that. The SKATS Policy Committee meeting is next week. She had a conversation with a team member who rides both the TriMet and Cherriots buses who remarked that the buses were so clean. She learned both the benefits and some of the challenges of the Salem Bike Policy.

President Ian Davidson spoke about the Tuesday night MWVCOG meeting and the continuing conversation about the regional legislative agenda. The committee was tasked with not riding or driving in a car for a week as a part of the National Disabilities Night to get a window view into people who don't or can't drive; who rely on public transit. President Davidson acknowledged Bill Holmstrom in the audience. Mr. Holmstrom is the Governor's nominee for the Subdistrict #7 position on the Board. Next week his nomination will go through the Senate for confirmation and his first meeting as a board member will be October 28.

**RECESS – Executive Session**

**8:10 pm**

K.1 The board moved into Executive Session to review and evaluate the employment-related performance of the chief executive officer pursuant to ORS 192.660(2)(i).

**RETURN TO BOARD MEETING**

**8:40 pm**

L. Action on the General Manager's performance appraisal and compensation package.

Presenter: President Davidson

Staff Report: Verbal

President Davidson reviewed the work General Manager Pollock accomplished in the past year thanking him for shepherding them through some very hard times; particularly with securing grant funding through congressional leaders directed funds



and also competitive grants; empowering your executive leadership team through a strategic planning process and a strategic diversity equity and inclusion process. It is a testament to your skills as a leader that you have empowered the right people to help us through this process. He asked for a motion.

**Motion:** **Moved to provide the General Manager with a five percent merit increase.**

**Motion By:** **Director Maria Hinojos Pressey**

**Discussion:** Director Nguyen said she wanted to show her appreciation for General Manager Pollock’s continuity of care efforts that he has shown in his leadership in the past three years. She wanted to show that the Board is reflecting their appreciation with the merit increase. With that same continuity of care, they ask that he have a proper succession plan in place, where the transition is soft for all folks that are involved. The Board doesn’t know your aspirations, your hopes for retirement, or whatever else that you may want to do, but as a testament to how well you protect our culture as a steadfast community leader and just having a heart of a teacher, that there be a really open and transparent communication as early as they can get it. I know that you are out there in the community all the time and I hope that continues to reverberate throughout your rank inside the agency as well.

Director Carney echoed Director Nguyen’s sentiments. She appreciates the service GM Pollock brings to our community and his representation of Cherrlots and of public transportation broadly on behalf of our state.

**Second:** **Director Ramiro Navarro Jr.**

**Vote:** **Motion passed: Carney, Davidson, Hinojos Pressey, Navarro, Nguyen (5)**

**Absent:** **Director Duncan (1)**

**M. ADJOURNMENT**

**9:05 PM**

**Respectfully Submitted**

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**Ian Davidson, President**



Salem Area Mass Transit District  
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, September 22, 2022

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

**Google Meet ID:** [meet.google.com/ybg-pbkn-vtc](https://meet.google.com/ybg-pbkn-vtc)

**MINUTES**

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

**MEETING CALLED TO ORDER -**

**8:10 PM**

**ADJOURNED -**

**8:40 PM**

**PRESENT:**

Board

X	President Ian Davidson
X	Director Chi Nguyen
X	Director Maria Hinojos Pressey
0	Director Sara Duncan
X	Director Sadie Carney
X	Director Ramiro Navarro Jr.

Staff

	Allan Pollock, General Manager
	David Trimble, Deputy General Manager
	Tom Dietz, Director of Transportation
X	Christina Conner, Chief Human Resource Officer
X	Sara Sayles, SAMTD Legal Counsel

**UNDER THE AUTHORITY OF:**

**ORS 192.660(2)(i)** To review and evaluate the employment-related performance of the chief executive officer who does not request and open hearing pursuant to ORS 192.660(2)(i);

**DISCUSSION:**

Board members received a completed aggregate and compilation of individual responses in the General Manager’s Performance Evaluation for their review and discussion. They also reviewed a comparison report of compensation packages for general managers in similarly sized transit and governmental agencies to consider a compensation package for the general manager.

Christina Conner, CHRO

RECORDING SECRETARY

SIGNATURE





## BOARD MEETING MEMO

Agenda Item G.1

**To:** Board of Directors

**From:** Steve Dickey, Director of Technology and Program Management

**Thru:** Allan Pollock, General Manager

**Date:** October 27, 2022

**Subject:** Contract Award for Environmental, Design and Engineering, and Construction Support Services for the South Salem Transit Center Project

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### ISSUE

Shall the Board authorize the General Manager to execute a contract with *Pivot Architecture*, for the provision of environmental review, property acquisition assistance, design and engineering, and construction management services, for a not to exceed amount of \$1,071,200, which includes a contingency of approximately 30%?

### BACKGROUND AND FINDINGS

The District completed a site selection process for the development of the South Salem Transit Center (SSTC) in June 2022. The Board then made a decision to select one site from the study to pursue the next steps for conducting an environmental review as required by the Federal Transit Administration (FTA). Following a finding of no significant impact from the FTA, the District will be able to proceed with the process to acquire the property, design and engineer the SSTC, and construct the facility. For these activities to be completed, a firm must be brought under contract to provide these services, including support during construction.

On June 23, 2022, a Request for Proposals (RFP) was released seeking proposals to provide these services. The deadline for proposals was August 1, 2022. Two proposals were received - one from *Parametrix Engineering, Planning, Environmental Sciences*, and one from *Pivot Architecture*. These proposals were reviewed by Procurement staff for responsiveness; and then the Source Evaluation Committee (SEC) reviewed the proposals, conducted interviews with both firms, and scored the proposals based on the information in the proposals, responses to clarifying questions, and the interviews. These proposals were evaluated on a qualifications basis only, as is required by FTA

under the guidance of the Brooks Act. Both firms were highly qualified, and SAMTD has significant experiences with the firms and many of their subcontractors. After a thorough process, the SEC selected *Pivot Architecture* as the apparent winner of the contract.

Upon completion of this process, the cost proposal was reviewed by Procurement staff and the project manager. The total cost was determined to be fair and reasonable in the current market for like services. The not to exceed amount requested includes a 30% contingency to account for the current instability of market prices for goods and services.

**FINANCIAL IMPACT**

Funding for this proposed contract is included in the Capital Projects Budget of the Districts Adopted FY2023 Budget.

Total funds available for this phase of the SSTC project are listed in Table 1:

**TABLE 1**

FUND SOURCE	GRANT PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
FTA – STP5307	89.73%	10.27%	\$ 49,929	\$ 5,714	\$ 55,643
FTA – 5339a	80%	20%	\$ 1,048,427	\$ 262,107	\$ 1,310,534
			<b>Grand Total</b>		<b>\$ 1,366,177</b>

**RECOMMENDATION**

Staff recommends that the Board authorize the General Manager to execute a contract with *Pivot Architecture*, for the provision of environmental review, property acquisition assistance, design and engineering, and construction management services, for a not to exceed amount of \$1,071,200, which includes a contingency of approximately 30%.

**PROPOSED MOTION**

**I move that the Board authorize the General Manager to execute a contract with *Pivot Architecture*, for the provision of environmental review, property acquisition assistance, design and engineering, and construction management services, for a not to exceed amount of \$1,071,200, which includes a contingency of approximately 30%.**



**To:** Board of Directors

**From:** Steve Dickey, Director of Technology and Program Management

**Thru:** Allan Pollock, General Manager

**Date:** October 27, 2022

**Subject:** Contract Award for General Engineering Services for Multiple Projects

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## ISSUE

Shall the Board authorize the General Manager to execute a contract with Mott MacDonald, LLC, for the provision of general engineering services, for a not to exceed amount of \$233,750, which includes a contingency of approximately 30%?

## BACKGROUND AND FINDINGS

The District has several projects either scheduled or planned over the next seven years that may need to have general engineering services available to support the project. These projects include:

- The Bus Stop Improvement Program
- Del Webb Fence and Gate Project
- Ancillary Survey Services for Small Projects

On June 16, 2022, a Request for Proposals (RFP) was released seeking proposals to provide these services. The deadline for proposals was July 28, 2022 and two proposals were received; one from *Century West Engineering*, and one from *Mott MacDonald, LLC*.

These proposals were reviewed by procurement staff for responsiveness. The Source Evaluation Committee (SEC) reviewed the proposals and conducted interviews with both firms, and scored the proposals based on the information in the proposals, responses to clarifying questions, and the interviews. The proposals were evaluated on a qualifications basis only, as is required by Federal Transit Administration (FTA) under the guidance of the Brooks Act. Both firms were highly qualified, and District staff has had significant experiences with the firms and many of their subcontractors. After a

thorough process, the SEC selected Mott MacDonald, LLC as the apparent winner of the contract.

The term of the contract is for an initial three years, with four one year extension options, for up to a total of seven years.

### **FINANCIAL IMPACT**

The expenses associated with this contract will be tied directly to the various budgets of the projects these services will support. The annual capital budget approved as part of the overall district budget will provide funding for these services as they relate to the various projects.

The cost proposal was reviewed by procurement staff and the project manager. The total cost was determined to be fair and reasonable in the current market for like services. The not to exceed amount requested includes a 30% contingency to account for the current instability of market prices for goods and services.

### **RECOMMENDATION**

Staff recommends that the Board authorize the General Manager to execute a contract with Mott MacDonald, LLC, for the provision of general engineering services, for a not to exceed amount of \$233,750, which includes a contingency of approximately 30%.

### **PROPOSED MOTION**

**I move that the Board authorize the General Manager to execute a contract with Mott MacDonald, LLC, for the provision of general engineering services, for a not to exceed amount of \$233,750, which includes a contingency of approximately 30%.**





**To:** Board of Directors

**From:** Gregg Thompson, Maintenance Manager  
Tom Dietz, Director of Operations

**Thru:** Allan Pollock, General Manager

**Date:** October 27, 2022

**Subject:** Authorize the General Manager to execute a contract with Gillig LLC for the purchase of an automatic inductive charger for use at Keizer Transit Center.

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## ISSUE

Shall the Board authorize the General Manager to execute a contract with *Gillig LLC* for the purchase of an automatic inductive charger for use at Keizer Transit Center for an amount not to exceed \$311,000?

## BACKGROUND AND FINDINGS

Cherriots was successfully awarded a second Low-No grant in 2021. This award included the purchase of five (5) battery electric buses, depot chargers at Del Webb, on-route chargers at Keizer Transit Center, as well as, overall project management. At the February 24, 2022 Board meeting, approval was authorized for the purchase of two (2) automatic inductive chargers for use at Keizer Transit Center. Approval tonight will authorize the purchase of a third automatic inductive charger for use at Keizer Transit Center.

Cherriots has partnered with *Portland General Electric* (PGE) through their Fleet Partner program. Part of this program calculates the amount of electricity anticipated to be used on an annual basis. These calculations determine the level of funding PGE allocates to each project. Future rate modeling combined with route modeling reflects energy consumption at a level that would facilitate PGE covering the bulk of the site improvements and the construction costs. The reduction in construction costs that will be billed to the 2021 Low No grant now allow for the purchase of an additional automatic inductive charger.

A total of three (3) on-route chargers will be installed at Keizer Transit Center to support the charging of Route 11 and future battery electric bus expansion.

## FINANCIAL IMPACT

Funding for this proposed contract is included in the Capital Projects Budget of SAMTD's Adopted FY2022/23 Budget. An itemization of costs is outlined in Table 1 below:

**TABLE 1**

CHARGING EQUIPMENT	PRICE EACH	QUANTITY	TOTAL
300KW In-Route Charging Pad	\$ 260,000	1	\$ 260,000
Warranty (2 years)	\$ 30,000	1	\$ 30,000
Freight Charge	\$ 12,000	1	\$ 12,000
Remote Monitoring (2 years)	\$ 9,000	1	\$ 9,000
<b>Total Cost</b>			<b>\$ 311,000</b>

Funding for the proposed contract is covered through the FY21 Lo/No 5339(c) grants. Funds for the KTC electric bus charger project are listed in Table 2 below:

**TABLE 2**

FUND SOURCE	GRANT PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
2021 Low-No 5339(c)	85%	15%	\$ 264,350	\$ 46,650	\$ 311,000
			<b>Grand Total</b>		<b>\$ 311,000</b>

## RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of an automatic inductive charger for use at Keizer Transit Center for an amount not to exceed \$311,000.

## PROPOSED MOTION

**I move the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of an automatic inductive charger for use at Keizer Transit Center for an amount not to exceed \$311,000.**



**To:** Board of Directors

**From:** Denise LaRue, Chief Financial Officer

**Thru:** Allan Pollock, General Manager

**Date:** October 27, 2022

**Subject:** Adopt the FY 2023-24 Budget Calendar

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**ISSUE**

Shall the Board choose Option A or Option B when adopting the proposed Budget Calendar for the FY2023-24 budget preparation?

**BACKGROUND AND FINDINGS**

Pursuant to Oregon Budget Law, the FY2023-24 budget must be adopted by the Board no later than June 30, 2023, in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published twice between 10 and 30 days before the meeting, separated by at least five days.

Orientation for new Budget Committee members may be scheduled during the month of April by notifying the General Manager or Executive Assistant. Finance staff will then set up mutually convenient meeting date(s) and time(s) to cover the basic duties of the committee.

I am presenting two (2) options for the Budget Committee Meetings -

1. Option **A** would schedule the Budget Meetings for Thursday, May 4, 2023, Thursday, May 11, 2023, and May 18, 2023, with the last 2 meetings only being held if necessary.
2. Option **B** would consolidate the meetings into one week, with the Budget Meetings being on Tuesday, May 2, 2023, Wednesday, May 3, 2023, and Thursday May 4, 2023, with the last 2 meetings only being held if necessary.

The work of the Budget Committee begins at the first approved meeting. At this meeting, the Budget Committee receives the proposed budget presented by the General Manager. During this, and any subsequent meetings, the committee reviews and ultimately approves the budget. The Budget Committee is scheduled for three meetings, which will be either Option A or Option B as proposed.

The Budget Committee will present the approved budget to the Board at the June 22, 2023 Board meeting, and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the budget hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of May 29, 2023.

### **FINANCIAL IMPACT**

None

### **RECOMMENDATION**

Staff recommends adoption of the proposed FY2023-2024 Budget Calendar, selecting either Option A or Option B.

### **PROPOSED MOTION**

**I move that the Board adopt the proposed FY2023-2024 Budget Calendar by selecting Option (A or B).**

Salem Area Mass Transit District

**BUDGET CALENDAR**

Fiscal Year 2023-2024

(Schedule begins for budget and budget committee preparation)

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Responsible</b>	<b>Activity</b>
Thursday	October 27, 2022	6:30 PM	Finance	Board adopts FY 2023-2024 Budget Calendar (for FY 2023-24 Budget Process)
Mon - Fri	Week of April 10, 2023		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 17, 2023		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Wednesday	April 19, 2023		Executive Leadership Team	SAMTD Executive Leadership Team approves draft for Budget Committee consideration
Mon - Fri	Month of April		Finance	Budget Committee Orientation with Committee members upon request

**OPTION A - Budget Committee Meetings**

<b>Thursday</b>	<b>May 4, 2023</b>	<b>6:00 PM</b>	<b>Executive Leadership Team</b>	<b>First Budget Committee Meeting -</b> • Election of Officers & Budget Message
<b>Thursday</b>	<b>May 11, 2023</b>	<b>6:00 PM</b>	<b>Finance</b>	<b>Second Budget Committee Meeting -</b> <b>(if necessary) Deliberation &amp; Approval</b>
<b>Thursday</b>	<b>May 18, 2023</b>	<b>6:00 PM</b>	<b>Finance</b>	<b>Third Budget Committee Meeting -</b> <b>(if necessary) Deliberation &amp; Approval</b>

**OPTION B – Budget Committee Meetings**

<b>Tuesday</b>	<b>May 2, 2023</b>	<b>6:00 PM</b>	<b>Executive Leadership Team</b>	<b>First Budget Committee Meeting –</b> • <b>Election of Officers &amp; Budget Message</b>
<b>Wednesday</b>	<b>May 3, 2023</b>	<b>6:00 PM</b>	<b>Finance</b>	<b>Second Budget Committee Meeting –</b> <b>(if necessary) Deliberation &amp; Approval</b>
<b>Thursday</b>	<b>May 4, 2023</b>	<b>6:00 PM</b>	<b>Finance</b>	<b>Third Budget Committee Meeting –</b> <b>(if necessary) Deliberation &amp; Approval</b>

(Schedule continues for Budget Hearing and Adoption of the Budget)

Mon - Fri	Week of May 29, 2023		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 22, 2023	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 22, 2023	6:30 PM	Board	Board adopts FY2023-24 Budget, makes appropriation, levies taxes
Mon - Fri	Week of July 17, 2023		Finance	Adopted budget and levy certification form due to County Assessors • (submission required by July 31, 2023)



**To:** Board of Directors

**From:** Allan Pollock, General Manager

**Date:** October 27, 2022

**Subject:** Amendment #1 – Contract No. 21-034 Strategic Planning Management Consulting Services

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## ISSUE

Shall the Board approve Amendment #1 for Contract No. 21-034 Strategic Planning Management Consulting Services?

## BACKGROUND AND FINDINGS

The Board approved Contract No. 21-034 Strategic Planning Management Consulting Services with TransPro Consulting at the December 16, 2021 Board Meeting. TransPro Consulting has completed its work within this contract resulting in a Board adopted strategic plan. In the original contract under *Task 6: Performance Scorecards*, there was an option provided for follow up tasks for the implementation of the performance management structure, and support for a one-year period.

The District is desirous of exercising this option. Tasks in this option include two fixed route customer satisfaction surveys, including regional service, two Cherriots LIFT paratransit customer satisfaction surveys, one District employee satisfaction survey, two community value surveys, support in the implementation phase of the 2023 strategic plan tactics, and support in executing the General Manager evaluation.

The tasks included in Amendment #1 are listed below on the next page.

## Tasks included in Amendment #1:

Task	Title	Cost
Task 0	Project Management	\$ 20,800
Task 1	Performance Management Support	\$ 17,502
Task 2	Employee Engagement Survey <ul style="list-style-type: none"><li>• Spring 2023</li></ul>	\$ 14,625
Task 3	Customer Satisfaction Survey <ul style="list-style-type: none"><li>• Wave 1 – Fall 2022</li><li>• Wave 2 – Spring 2023</li></ul>	\$ 124,950
Task 4	Community Value Survey <ul style="list-style-type: none"><li>• Wave 1 – Fall 2022</li><li>• Wave 2 – Spring 2023</li></ul>	\$ 58,000
Task 5	GM Evaluation Support <ul style="list-style-type: none"><li>• Spring/Summer 2023</li></ul>	\$ 10,400

## FINANCIAL IMPACT

The total cost for Amendment #1 is \$246,277. There are funds in the FY23 general fund budget to complete these tasks. Funds for these activities are budgeted in the General Managers Division and the Communications Division.

## RECOMMENDATION

Staff recommends the Board approve Amendment #1 to Contract No. 21-034 for an amount not to exceed \$246,277.

## PROPOSED MOTION

**I move the Board approve Amendment #1 to Contract No. 21-034 for an amount not to exceed \$246,277.**





**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** October 27, 2022

**Subject:** FY22 Annual Performance Report

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## ISSUE

Shall the Board receive the Fiscal Year 2022 Annual Performance Report?

## BACKGROUND AND FINDINGS

The annual performance report has three purposes: to report on total and average revenue hours, revenue miles, and boardings data from the Cherriots system during Fiscal Year 2022 (FY22), to compare the performance of the Cherriots system with the previous fiscal year, and to offer insight that can be used by staff to develop future service plans.

This FY22 Annual Performance Report covers weekday, Saturday, and Sunday service data from July 1, 2021, through June 30, 2022 (*note: Sunday service data is from September 5, 2021 through June 30, 2022*). For each service type, data from all of FY22 is compared to that of FY21 for weekday and Saturday services. Sunday service was implemented on September 5, 2021. Before that time, service did not operate on Sundays. Therefore, comparisons to previous fiscal years are not available for Sunday service. Sunday service is comprised only of local service routes and Cherriots LIFT paratransit service. Cherriots Regional does not operate on Sundays.

For each route, data from the month of April is typically used to provide a snapshot of the service due to the consistent school schedules, moderate weather, and a lack of national holidays during that month. However, for weekday service this snapshot is not available for FY22 due to the service changes made in response to the ongoing effects of

the COVID-19 pandemic. Instead, weekday route level data for this report has been broken down into three service level based categories – data collected from July 2021 through August 2021 is referred to in this report as 100% of pre-pandemic service; data collected from September 2021 through December 2021 is referred to in this report as 80% of pre-pandemic service; data collected from January 2022 through June 2022 is referred to in this report at 90% of pre-pandemic service. These categories represent the three different weekday service levels that were implemented over the course of FY22. For Saturday and Sunday service, route level data from the month of April has been used to provide a snapshot of the service due to the fact that Saturday and Sunday service levels remained at 100 percent during FY22.

This report includes data for total and daily average revenue hours, revenue miles, and boardings as well as measures of productivity. On-time performance data is not available in this report due to issues related to the deployment of the GMV Syncromatics CAD/AVL system. Sources of data include schedules, vehicle farebox systems, and reservation software (RouteMatch).

## Services Overview

### ***Cherriots Local***

Includes local fixed-route and local express routes.

#### Weekday

- *Revenue Hours:* Decreased 5.4% (-35 Revenue Hours / Day)
- *Revenue Miles:* Decreased 5.8% (-467.3 Revenue Miles / Day)
- *Boardings:* Increased 14.6% (+881 Boardings / Day)

#### Saturday

- *Revenue Hours:* Increased 2.7% (+8.7 Revenue Hours / Day)
- *Revenue Miles:* Increased 2.1% (+84.3 Revenue Miles / Day)
- *Boardings:* Decreased 0.1% (-3 Boardings / Day)

#### Sunday

- *Revenue Hours:* 192.9 Total Revenue Hours / Day
- *Revenue Miles:* 2,277 Total Revenue Miles / Day
- *Boardings:* 1,692 Total Boardings / Day

### ***Cherriots Regional***

Includes regional express routes and the regional deviated fixed route service.

#### Weekday

- *Revenue Hours:* Increased 9.5% (+6.8 Revenue Hours / Day)
- *Revenue Miles:* Increased 8.5% (+127.2 Revenue Miles / Day)
- *Boardings:* Increased 7.3% (+16 Boardings / Day)

#### Saturday

- *Revenue Hours:* Increased 15.5% (+4.8 Revenue Hours / Day)
- *Revenue Miles:* Increased 15.7% (+111.1 Revenue Miles / Day)
- *Boardings:* Increased 14.4% (+12 Boardings / Day)

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

Includes Dial-a-Ride and Shopper Shuttle services. (Shop and Ride operates Monday – Friday only. Shopper Shuttle did not operate in FY22)

- *Revenue Hours:* Increased 2.5% (+0.2 Revenue Hours / Day)
- *Revenue Miles:* Increased 6.3% (+7 Revenue Miles / Day)
- *Boardings:* Increased 7.8% (+1.2 Boardings / Day)

### ***Cherriots LIFT***

ADA complementary paratransit for the Cherriots local system:

#### Weekday

- *Revenue Hours:* Increased 11.2% (+12.9 Revenue Hours / Day)
- *Revenue Miles:* Increased 17.4% (+237 Revenue Miles / Day)
- *Boardings:* Increased 25% (+47 Boardings / Day)

#### Saturday

- *Revenue Hours:* Increased 51.5% (+1.7 Revenue Hours / Day)
- *Revenue Miles:* Increased 72.2% (+32.5 Revenue Miles / Day)
- *Boardings:* Increased 62.7% (+2.7 Boardings / Day)

Sunday

- *Revenue Hours:* 31.6 Total Revenue Hours / Day
- *Revenue Miles:* 342.1 Revenue Miles / Day
- *Boardings:* 51 Total Boardings / Day

## **FINANCIAL IMPACT**

Information item only.

## **RECOMMENDATION**

Information item only.

## **PROPOSED MOTION**

Information item only.

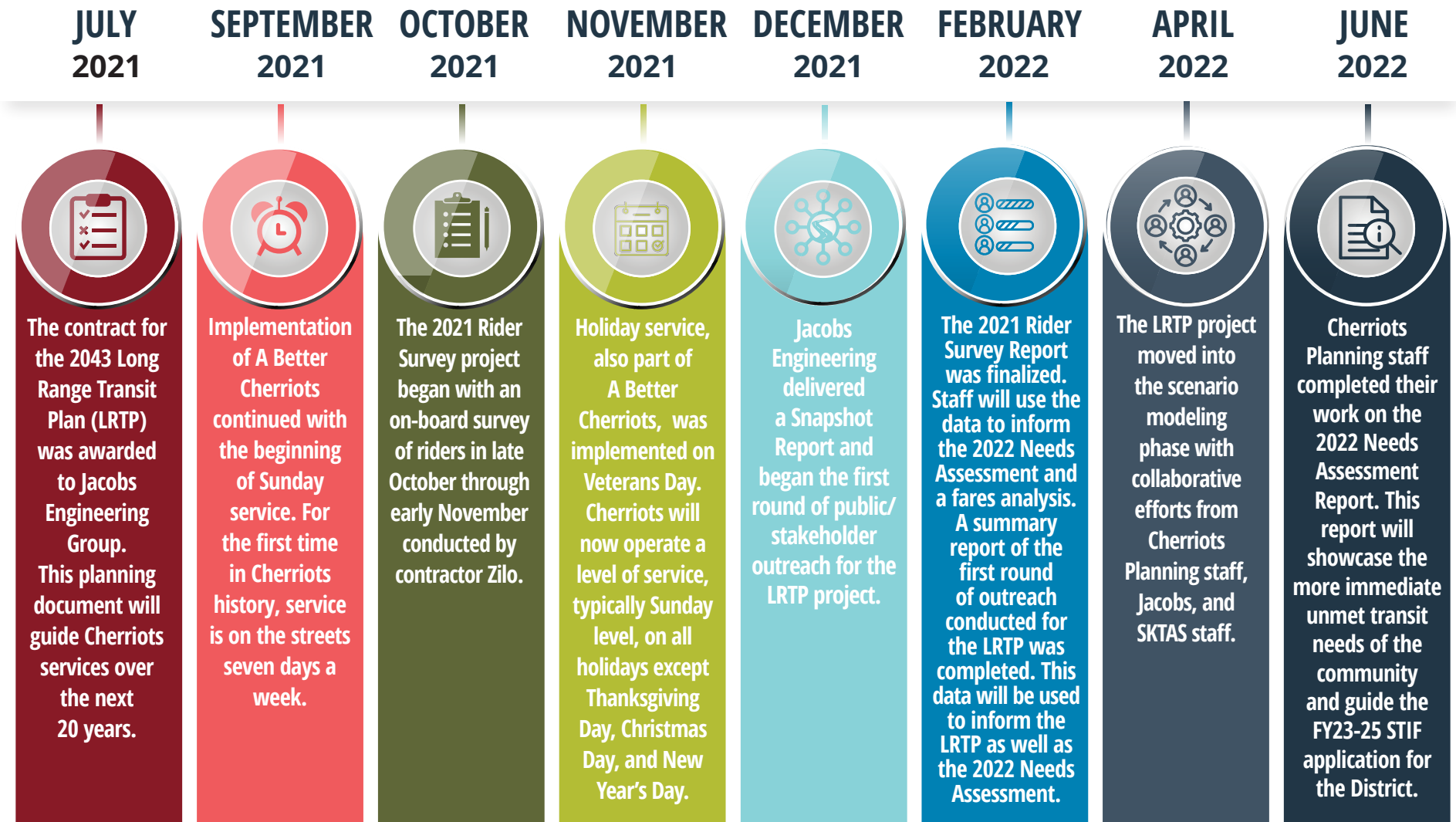


# FISCAL YEAR 2022

## ANNUAL PERFORMANCE REPORT

JULY 1, 2021 - JUNE 30, 2022

# FY22 Year in Review



# System Summary FY22



In Fiscal Year 2022, ridership systemwide increased consistently month after month. Additionally, service began operating on Sundays in September 2021. Therefore, FY22 had more days with service than the previous fiscal year. The Planning Department's focus for the year was on providing as much service as possible during the times people would need it the most, despite still operating at a weekday service level below that of pre-pandemic

Performance Measure	Weekday Fixed-Route (Local + Regional)	Saturday Fixed-Route (Local + Regional)	Sunday Fixed-Route (Local + Regional)	Paratransit (LIFT)	Dial-a-Ride (Shop and Ride)	System Total	% Change from FY21
Total Boardings	1,847,895	182,289	72,739	68,209	4,356	2,175,488	18.6%
Percent of Total Boardings	84.9%	8.4%	3.3%	3.1%	0.2%	--	--
Revenue Hours	178,914	18,703	8,294	37,725	2,931	246,567	3.9%
Boardings/Revenue Hour	10	10	9	2	1	9	14.2%





# Service Changes Summary FY22

Local | Regional | LIFT | Shop and Ride

## Increases:

- ⦿ Emergency 80% Service Change (Sep 2021):
  - Route 40X added 2 Saturday round trips\*
  - Sunday service began September 5, 2021\*
  - Holiday service began on Veterans Day (November 11, 2021)\*
- ⦿ January 2022 Service Change (90% weekday service level):
  - Local - core network routes: 15 minute service beginning at 7:00 a.m. (instead of 10:00 a.m.), continuing until 6:00 p.m. (instead of 5:00 p.m.)
  - Route 1X: 6:25 a.m. and 1:30 p.m. departures from DTC restored
- ⦿ May 2022 Service Change (90% weekday service level):
  - Route 40X: two round trips added to the weekday schedule\*
- ⦿ June 19, 2022 - Recognized Juneteenth as a District holiday for the first time

## Reductions:

- ⦿ Emergency 80% Service Change (Sep 2021):
  - Reduced from 100%, which began May 2021
  - 15 minute service beginning at 10:00 a.m. and reverting to 30 minute service at 5:00 p.m.
  - The latest pullout from DTC and KTC was at 9:00 p.m. instead of 11:00 p.m.
  - Route 1X: reduced from 6 to 4 trips per day

*\*These changes in service were part of the A Better Cherrits project, funded by the Statewide Transportation Improvement Fund.*







# Service Changes Summary FY22

Local | Regional | LIFT | Shop and Ride

## Modifications:

- ⦿ Emergency 80% Service Change (Sep 2021):
  - Route 2: new outbound stop on 45th @ Sesame St
  - Route 5: stops added on Center St near 25th St
  - Route 8: shortline pattern implemented for Sunday service
  - Route 12: new inbound stop added on 45th @ Satter

## Eliminations:

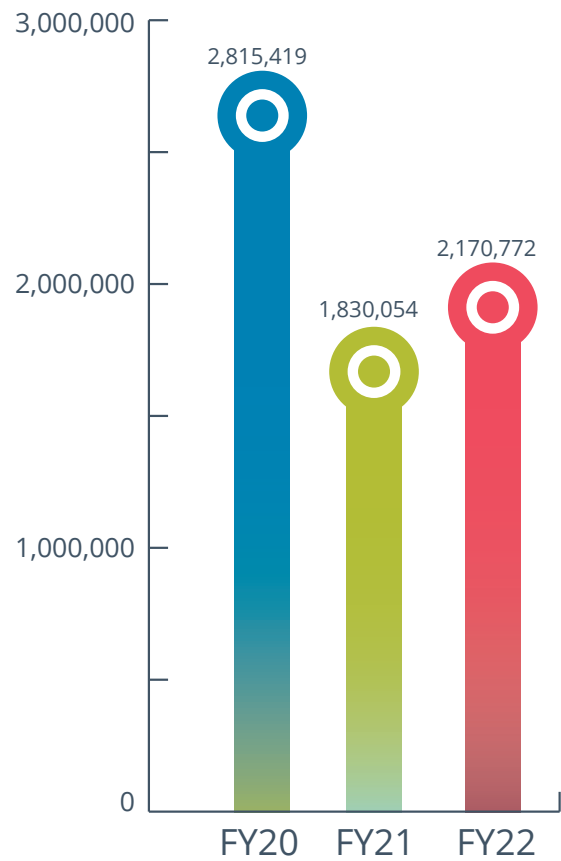
- ⦿ None



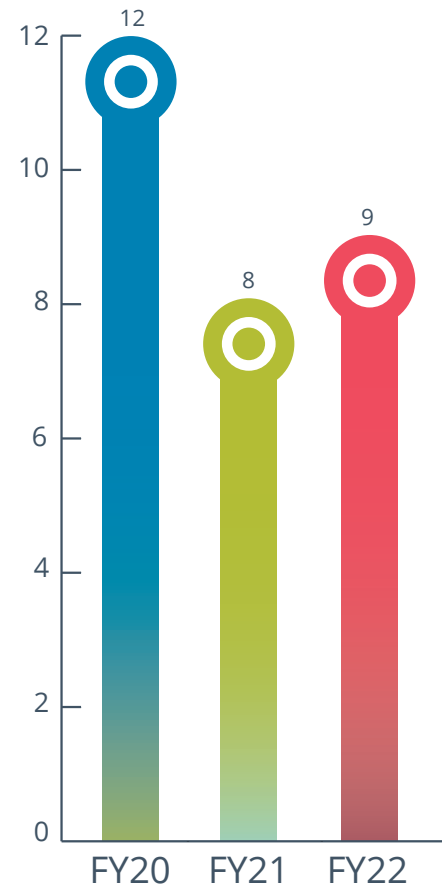


# Ridership Trends FY22

TOTAL BOARDINGS



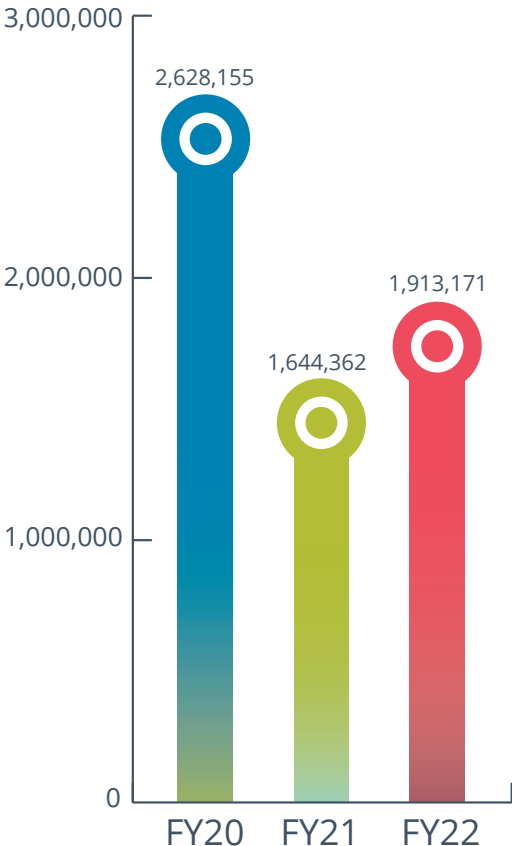
TOTAL BOARDINGS PER REVENUE HOUR



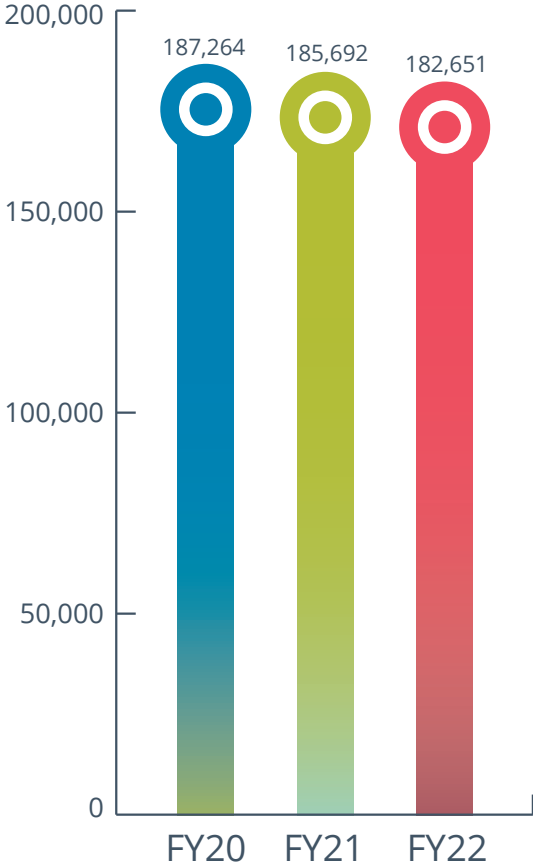


# Ridership Trends FY22

TOTAL WEEKDAY BOARDINGS



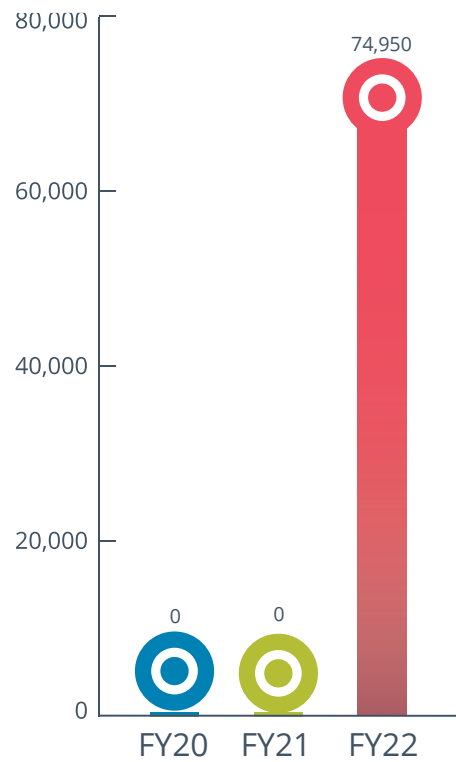
TOTAL SATURDAY BOARDINGS





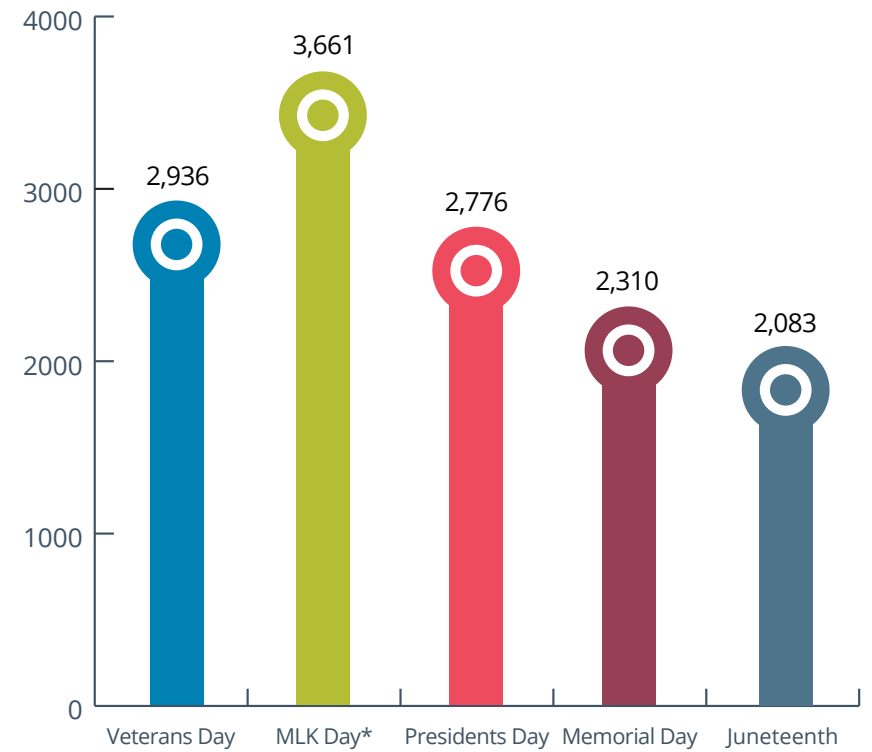
# Ridership Trends FY22

### TOTAL SUNDAY BOARDINGS



*Sunday service was not implemented until September of FY22.*

### FY22 HOLIDAY BOARDINGS



*\*Service operated at the Saturday level on MLK Day.*



# Appendix A. FY22 Data Tables



## Tables 1 - 7: Service level data

Total revenue hours, revenue miles, and boardings from FY22 are presented in Tables 1 - 3 by service type. Weekday and Saturday totals (Tables 1 and 2) are compared to FY21. Tables 4 - 6 present averages of the revenue hours, revenue miles, and boardings for FY22 by service type. Weekday and Saturday averages (Tables 4 and 5) are compared to FY21. The difference between the planned and actual revenue miles and revenue hours for Cherriots Local and Cherriots Regional are presented in Table 7.

**Table 1. Total Weekday Revenue Hours, Revenue Miles, and Boardings**

Service	Revenue Hours		Revenue Miles		Boardings	
	FY21	FY22	FY21	FY22	FY21	FY22
(Service Days)	254	258	254	258	254	258
<b>Cherriots Local</b>	165,418	159,004	2,052,305	1,964,038	1,537,581	1,789,198
<b>Cherriots LIFT</b>	29,441	33,240	345,243	411,818	47,775	60,666
(Service Days)	254	254	254	254	254	254
<b>Cherriots Regional</b>	18,177	19,910	378,592	410,905	54,713	58,697
<b>Cherriots Shop and Ride</b>	2,860	2,931	28,246	30,012	4,039	4,356
<i>Total</i>	215,896	215,085	2,804,386	2,816,773	1,644,108	1,912,917



# Appendix A. FY22 Data Tables



**Table 2. Total Saturday Revenue Hours, Revenue Miles, and Boardings**

Service	Revenue Hours		Revenue Miles		Boardings	
	FY21	FY22	FY21	FY22	FY21	FY22
(Service Days)	51	50	51	50	51	50
<b>Cherriots Local</b>	16,779	16,887	206,134	206,304	181,302	177,618
<b>Cherriots Regional</b>	1,604	1,816	35,977	40,823	4,163	4,671
<b>Cherriots LIFT</b>	165	245	2,292	3,870	227	362
<i>Total</i>	18,548	18,948	244,403	250,997	185,692	182,651

**Table 3. Total Sunday Revenue Hours, Revenue Miles, and Boardings\***

Service	Revenue Hours		Revenue Miles		Boardings	
	FY21	FY22	FY21	FY22	FY21	FY22
(Service Days)	0	43	0	43	0	43
<b>Cherriots Local</b>	0	8,294	0	97,909	0	72,739
<b>Cherriots LIFT</b>	0	1,360	0	14,710	0	2,211
<i>Total</i>	0	9,654	0	112,619	0	74,950

\*Sunday service was implemented on September 5, 2021.

**Table 4. Weekday Average Revenue Hours, Revenue Miles, and Boardings**

Service	Revenue Hours / Day			Revenue Miles / Day			Boardings / Day			Boardings / Hour		
	FY21	FY22	% Change	FY21	FY22	% Change	FY21	FY22	% Change	FY21	FY22	% Change
<b>Cherriots Local</b>	651.3	616.3	-5.4%	8,079.9	7,612.6	-5.8%	6,053.5	6,934.9	14.6%	9.3	11.3	21.1%
<b>Cherriots Regional</b>	71.6	78.4	9.5%	1,490.5	1,617.7	8.5%	215.4	231.1	7.3%	3.0	2.9	-2.1%
<b>Cherriots Shop and Ride</b>	11.3	11.5	2.5%	111.2	118.2	6.3%	15.9	17.1	7.8%	1.4	1.5	5.2%
<b>Cherriots LIFT</b>	115.9	128.8	11.2%	1,359.2	1,596.2	17.4%	188.1	235.1	25.0%	1.6	1.8	12.5%
<i>Total</i>	850.0	835.1	-1.8%	11,040.9	10,944.6	-0.9%	6,472.9	7,418.3	14.6%	15.3	17.5	14.2%



# Appendix A. FY22 Data Tables



**Table 5. Saturday Average Revenue Hours, Revenue Miles, and Boardings**

Service	Revenue Hours / Day			Revenue Miles / Day			Boardings / Day			Boardings / Hour		
	FY21	FY22	% Change	FY21	FY22	% Change	FY21	FY22	% Change	FY21	FY22	% Change
<b>Cherriots Local</b>	329.0	337.7	2.7%	4,041.8	4,126.1	2.1%	3,554.9	3,552.4	-0.1%	10.8	10.5	-2.7%
<b>Cherriots Regional</b>	31.5	36.3	15.5%	705.4	816.5	15.7%	81.6	93.4	14.4%	2.6	2.6	-0.9%
<b>Cherriots LIFT</b>	3.2	4.9	51.5%	44.9	77.4	72.2%	4.5	7.2	62.7%	1.4	1.5	7.4%
<i>Total</i>	363.7	379.0	4.2%	4,792.2	5,019.9	4.8%	3,641.0	3,653.0	0.3%	14.8	14.6	-1.4%

**Table 6. Sunday Average Revenue Hours, Revenue Miles, and Boardings\***

Service	Revenue Hours / Day			Revenue Miles / Day			Boardings / Day			Boardings / Hour		
	FY21	FY22	% Change	FY21	FY22	% Change	FY21	FY22	% Change	FY21	FY22	% Change
<b>Cherriots Local</b>	0.0	192.9	N/A	0.0	2,277.0	N/A	0.0	1,691.6	N/A	0.0	8.8	N/A
<b>Cherriots LIFT</b>	0.0	31.6	N/A	0.0	342.1	N/A	0.0	51.4	N/A	0.0	1.6	N/A
<i>Total</i>	0.0	224.5	N/A	0.0	2,619.0	N/A	0.0	1,743.0	N/A	0.0	10.4	N/A

\*Sunday service was implemented on September 5, 2021.

**Table 7. Total Revenue Hours and Miles, Planned vs. Actual**

<b>Cherriots Local</b>	<i>Planned</i>	<i>Actual</i>	<i>% Change</i>
<b>Revenue Miles</b>	2,550,407	2,268,251	-11.1%
<b>Revenue Hours</b>	206,446	184,185	-10.8%
<b>Cherriots Regional</b>	<i>Planned</i>	<i>Actual</i>	<i>% Change</i>
<b>Revenue Miles</b>	493,138	451,728	-8.4%
<b>Revenue Hours</b>	25,458	21,726	-14.7%



# Appendix A. FY22 Data Tables



## Tables 8 - 10: Route level data.

Tables 8 - 10 present daily average revenue hours, revenue miles, and boardings for FY22 at the route level. Weekday averages in Table 8 are broken down by the three service levels implemented throughout FY22. Saturday and Sunday averages in Tables 9 and 10 are presented as route snapshots using data from the month of April.

**Table 8. Weekday Daily Averages by Route**

Route	100% of Pre-pandemic Service (July '21 - Aug '21) Daily Averages			80% of Pre-pandemic Service (Sep '21 - Dec '21) Daily Averages			90% of Pre-pandemic Service (Jan '22 - June '22) Daily Averages		
	Revenue Hours	Revenue Miles	Boardings	Revenue Hours	Revenue Miles	Boardings	Revenue Hours	Revenue Miles	Boardings
<i>Service Days (Local):</i>	43			86			129		
<i>Service Days (Regional):</i>	43			85			126		
<b>1X</b> <i>Wilsonville / Salem Express</i>	11.7	377.2	26.9	8.0	255.4	17.6	11.9	382.8	22.4
<b>2</b> <i>Market / Brown</i>	59.1	734.0	632.8	46.8	554.1	675.9	54.8	639.9	760.3
<b>3</b> <i>Portland Road</i>	31.2	364.3	337.7	15.0	174.8	290.1	27.1	316.9	403.0
<b>4</b> <i>State Street</i>	32.0	313.0	351.9	15.3	150.5	273.8	27.7	271.6	378.7
<b>5</b> <i>Center Street</i>	57.7	655.9	602.9	45.0	512.1	611.4	52.2	592.3	648.2
<b>6</b> <i>Mission / Fairview Industrial</i>	22.6	336.4	109.5	22.2	332.4	117.0	22.0	333.9	121.1
<b>7</b> <i>Mission / Hawthorne</i>	24.3	225.2	172.3	22.4	200.7	148.2	22.3	201.0	165.5
<b>8</b> <i>12th / Liberty via Red Leaf</i>	25.6	343.8	232.5	22.0	295.6	243.0	21.9	293.1	257.7
<b>9</b> <i>Cherry / River Road</i>	30.7	453.1	278.0	30.6	449.9	290.4	30.4	445.8	298.4
<b>10X</b> <i>Woodburn / Salem Express</i>	17.5	356.2	39.9	17.4	343.3	47.4	17.4	348.4	52.6
<b>11</b> <i>Lancaster / Verda</i>	108.5	1,445.9	1,206.7	101.5	1,336.0	1,278.6	101.0	1,323.8	1,386.2
<b>12</b> <i>Hayesville Drive</i>	14.8	202.5	50.2	14.6	194.5	52.3	14.4	192.6	55.6
<b>13</b> <i>Silverton Road</i>	31.4	292.9	244.4	14.8	136.2	235.5	26.6	246.9	288.3
<b>14</b> <i>Windsor Island Road</i>	15.3	226.7	58.0	15.1	223.9	69.2	14.9	224.1	85.8





# Appendix A. FY22 Data Tables



<b>16</b>	<i>Wallace Road</i>	10.0	130.4	77.4	9.4	121.6	98.0	9.4	120.5	98.4
<b>17</b>	<i>Edgewater Street</i>	50.4	451.2	370.2	30.7	236.6	308.7	30.6	234.3	309.4
<b>18</b>	<i>12th / Liberty via Lone Oak</i>	25.3	340.7	207.8	22.2	298.8	210.0	22.1	294.6	224.4
<b>19</b>	<i>Broadway / River Road</i>	60.6	663.3	746.3	48.0	524.9	703.2	56.0	616.2	798.2
	<i>N.Marion County / Salem</i>									
<b>20X</b>	<i>Express</i>	12.7	286.0	20.7	14.1	317.5	24.7	13.9	298.4	27.2
<b>21</b>	<i>South Commercial</i>	57.2	713.0	735.2	44.7	555.4	738.4	51.7	628.6	862.3
<b>23</b>	<i>Lansing / Hawthorne</i>	14.9	191.4	72.8	14.7	189.5	118.2	14.6	188.2	121.8
	<i>Glen Creek / Orchard</i>									
<b>26</b>	<i>Heights</i>	7.8	76.6	20.1	7.7	75.8	21.7	7.6	74.2	19.0
<b>27</b>	<i>Glen Creek / Eola</i>	8.4	113.8	34.8	8.3	112.5	27.1	8.2	110.2	24.1
<b>30X</b>	<i>Santiam / Salem Express</i>	12.3	252.9	32.0	12.1	248.6	27.8	12.3	257.1	26.6
<b>40X</b>	<i>Polk County / Salem Express</i>	18.7	405.5	95.0	18.7	409.1	94.8	20.6	447.8	111.9
<b>45</b>	<i>Central Polk County</i>	9.6	149.6	21.1	9.6	146.5	16.4	9.6	149.1	17.7
<b>50X</b>	<i>Dallas / Salem Express</i>	5.8	135.2	8.1	5.7	136.1	6.3	5.7	133.2	12.0

**Table 9. Saturday Daily Averages by Route (April Snapshot)**

Route	Revenue Hours/Day	Revenue Miles/Day	Boardings/Day
<i>Service Days: 5</i>			
<b>2</b> <i>Market / Brown</i>	27.2	340.6	398
<b>3</b> <i>Portland Road</i>	15.0	175.0	171
<b>4</b> <i>State Street</i>	15.4	150.4	173
<b>5</b> <i>Center Street</i>	27.4	312.2	364
<b>6</b> <i>Mission / Fairview Industrial</i>	21.0	318.4	67
<b>7</b> <i>Mission / Hawthorne</i>	14.6	185.8	89
<b>8</b> <i>12th / Liberty via Red Leaf</i>	21.8	294.4	169
<b>9</b> <i>Cherry / River Road</i>	15.4	226.0	130
<b>10X</b> <i>Woodburn / Salem Express</i>	7.2	138.6	25



# Appendix A. FY22 Data Tables



<b>11</b>	Lancaster / Verda	55.4	700.8	730
<b>13</b>	Silverton Road	13.6	127.2	166
<b>16</b>	Wallace Road	8.6	114.8	78
<b>17</b>	Edgewater Street	27.0	206.2	178
<b>18</b>	12th / Liberty via Lone Oak	21.8	289.4	124
<b>19</b>	Broadway / River Road	26.6	347.0	447
<b>20X</b>	N.Marion County / Salem Express	8.8	204.2	16
<b>21</b>	South Commercial	26.8	325.4	484
<b>30X</b>	Santiam / Salem Express	7.0	166.6	13
<b>40X</b>	Polk County / Salem Express	14.2	302.6	58

**Table 10. Sunday Daily Averages by Route (April Snapshot)**

Route		Revenue Hours/Day	Revenue Miles/Day	Boardings/Day
	Service Days: 4			
<b>2</b>	Market / Brown	13.0	161.0	159
<b>3</b>	Portland Road	13.0	151.5	108
<b>4</b>	State Street	13.3	131.3	119
<b>5</b>	Center Street	13.0	147.8	138
<b>7</b>	Mission / Hawthorne	12.5	160.3	56
<b>8</b>	12th / Liberty via Red Leaf	13.0	165.3	118
<b>9</b>	Cherry / River Road	13.5	197.0	104
<b>11</b>	Lancaster / Verda	50.0	617.3	430
<b>13</b>	Silverton Road	12.8	118.3	105
<b>17</b>	Edgewater Street	13.0	99.3	79
<b>19</b>	Broadway / River Road	13.0	167.0	179
<b>21</b>	South Commercial	13.0	156.8	210



# Appendix A. FY22 Data Tables



## Tables 11 - 13: Productivity data.

Boardings per revenue hour are presented in Tables 11 - 13 as a measurement of productivity by route. Weekday productivity in Table 11 is broken down by the three weekday service levels implemented throughout FY22. Saturday productivity by route (Table 12) is averaged over the entire fiscal year. Sunday productivity by route (Table 13) is averaged over all of the months it operated during FY22 (September - June).

<b>Table 11. Weekday Boardings per Revenue Hour</b>			
<b>100% of Pre-pandemic Service (July '21 - Aug '21)</b>			
<b>Route</b>		<b>Frequency (minutes)</b>	<b>Boardings / Revenue Hour</b>
<b>CORRIDOR</b>			
<b>21</b>	<i>South Commercial</i>	15	12.8
<b>19</b>	<i>Broadway / River Road</i>	15	12.3
<b>11</b>	<i>Lancaster / Verda</i>	15	11.1
<b>4</b>	<i>State Street</i>	30	11.0
<b>3</b>	<i>Portland Road</i>	30	10.8
<b>2</b>	<i>Market / Brown</i>	15	10.7
<b>5</b>	<i>Center Street</i>	15	10.5
<b>8</b>	<i>12th / Liberty via Red Leaf</i>	60	9.1
<b>9</b>	<i>Cherry / River Road</i>	30	9.1
<b>18</b>	<i>12th / Liberty via Lone Oak</i>	60	8.2
<b>13</b>	<i>Silverton Road</i>	30	7.8
<b>17</b>	<i>Edgewater Street</i>	15	7.3
<b>COVERAGE</b>			
<b>16</b>	<i>Wallace Road</i>	60	7.8
<b>7</b>	<i>Mission / Hawthorne</i>	30	7.1



# Appendix A. FY22 Data Tables



6	Mission / Fairview Industrial	60	4.9
23	Lansing / Hawthorne	60	4.9
27	Glen Creek / Eola	60	4.2
14	Windsor Island Road	30	3.8
12	Hayesville Drive	60	3.4
26	Glen Creek / Orchard Heights	60	2.6
<b>REGIONAL EXPRESS</b>		<b># of Trips/Day</b>	
40X	Polk County / Salem Express	8	5.1
30X	Santiam / Salem Express	4	2.6
1X	Wilsonville / Salem Express	6	2.3
10X	Woodburn / Salem Express	8	2.3
20X	N.Marion County / Salem Express	5	1.6
50X	Dallas / Salem Express	4	1.4
45	Central Polk County	5	1.4

## 80% of Pre-pandemic Service (Sep '21 - Dec '21)

Route		Frequency (minutes)	Boardings / Revenue Hour
<b>CORRIDOR</b>			
3	Portland Road	60	19.4
4	State Street	60	17.8
21	South Commercial	30/15/30*	16.5
13	Silverton Road	60	15.9
19	Broadway / River Road	30/15/30	14.7
2	Market / Brown	30/15/30	14.4
5	Center Street	30/15/30	13.6
11	Lancaster / Verda	15	12.6
8	12th / Liberty via Red Leaf	60	11.1
17	Edgewater Street	30	10.1



# Appendix A. FY22 Data Tables



<b>9</b>	<i>Cherry / River Road</i>	30	9.5
<b>18</b>	<i>12th / Liberty via Lone Oak</i>	60	9.5
<b>COVERAGE</b>			
<b>16</b>	<i>Wallace Road</i>	60	10.4
<b>23</b>	<i>Lansing / Hawthorne</i>	60	8.0
<b>7</b>	<i>Mission / Hawthorne</i>	30	6.6
<b>6</b>	<i>Mission / Fairview Industrial</i>	60	5.3
<b>14</b>	<i>Windsor Island Road</i>	30	4.6
<b>12</b>	<i>Hayesville Drive</i>	60	3.6
<b>27</b>	<i>Glen Creek / Eola</i>	60	3.3
<b>26</b>	<i>Glen Creek / Orchard Heights</i>	60	2.8
<b>REGIONAL EXPRESS</b>		<b># of Trips/Day</b>	
<b>40X</b>	<i>Polk County / Salem Express</i>	10	5.1
<b>10X</b>	<i>Woodburn / Salem Express</i>	8	2.7
<b>30X</b>	<i>Santiam / Salem Express</i>	4	2.3
<b>1X</b>	<i>Wilsonville / Salem Express</i>	4	2.2
<b>20X</b>	<i>N.Marion County / Salem Express</i>	5	1.7
<b>45</b>	<i>Central Polk County</i>	5	1.7
<b>50X</b>	<i>Dallas / Salem Express</i>	4	1.1
<i>*30/15/30 indicates a longer than normal period of 30 minute service</i>			
<b>90% of Pre-pandemic Service (Jan '22 - June '22)</b>			
<b>Route</b>		<b>Frequency (minutes)</b>	<b>Boardings / Revenue Hour</b>
<b>CORRIDOR</b>			
<b>21</b>	<i>South Commercial</i>	15	16.7
<b>3</b>	<i>Portland Road</i>	30	14.9
<b>2</b>	<i>Market / Brown</i>	15	13.9
<b>4</b>	<i>State Street</i>	30	13.7



# Appendix A. FY22 Data Tables



<b>11</b>	<i>Lancaster / Verda</i>	15	13.7
<b>5</b>	<i>Center Street</i>	15	12.4
<b>8</b>	<i>12th / Liberty via Red Leaf</i>	60	11.7
<b>13</b>	<i>Silverton Road</i>	30	10.8
<b>18</b>	<i>12th / Liberty via Lone Oak</i>	60	10.2
<b>17</b>	<i>Edgewater Street</i>	30	10.1
<b>9</b>	<i>Cherry / River Road</i>	30	9.8
<b>19</b>	<i>Broadway / River Road</i>	15	7.4
<b>COVERAGE</b>			
<b>16</b>	<i>Wallace Road</i>	60	10.5
<b>23</b>	<i>Lansing / Hawthorne</i>	60	8.4
<b>7</b>	<i>Mission / Hawthorne</i>	30	7.4
<b>14</b>	<i>Windsor Island Road</i>	30	5.8
<b>6</b>	<i>Mission / Fairview Industrial</i>	60	5.5
<b>12</b>	<i>Hayesville Drive</i>	60	3.9
<b>27</b>	<i>Glen Creek / Eola</i>	60	3.0
<b>26</b>	<i>Glen Creek / Orchard Heights</i>	60	2.5
<b>REGIONAL EXPRESS</b>		<b># of Trips/Day</b>	
<b>40X</b>	<i>Polk County / Salem Express</i>	10	5.4
<b>10X</b>	<i>Woodburn / Salem Express</i>	8	3.0
<b>30X</b>	<i>Santiam / Salem Express</i>	4	2.2
<b>50X</b>	<i>Dallas / Salem Express</i>	4	2.1
<b>20X</b>	<i>N.Marion County / Salem Express</i>	5	2.0
<b>1X</b>	<i>Wilsonville / Salem Express</i>	6	1.9
<b>45</b>	<i>Central Polk County</i>	5	1.8



# Appendix A. FY22 Data Tables



**Table 12. Saturday Boardings per Revenue Hour**

Route	Frequency (minutes)	Boardings / Revenue Hour
<b>CORRIDOR</b>		
<b>21</b> <i>South Commercial</i>	30	16.2
<b>19</b> <i>Broadway / River Road</i>	30	15.6
<b>2</b> <i>Market / Brown</i>	30	13.1
<b>11</b> <i>Lancaster / Verda</i>	30	12.7
<b>5</b> <i>Center Street</i>	30	12.3
<b>3</b> <i>Portland Road</i>	60	11.1
<b>4</b> <i>State Street</i>	60	10.9
<b>13</b> <i>Silverton Road</i>	60	10.6
<b>9</b> <i>Cherry / River Road</i>	60	8.9
<b>8</b> <i>12th / Liberty via Red Leaf</i>	60	7.5
<b>17</b> <i>Edgewater Street</i>	30	6.3
<b>18</b> <i>12th / Liberty via Lone Oak</i>	30	6.1
<b>COVERAGE</b>		
<b>16</b> <i>Wallace Road</i>	60	7.9
<b>7</b> <i>Mission / Hawthorne</i>	30	6.4
<b>6</b> <i>Mission / Fairview Industrial</i>	60	2.9
<b>REGIONAL EXPRESS</b>	<b># of Trips/Day</b>	
<b>40X</b> <i>Polk County / Salem Express</i>	4	4.0
<b>10X</b> <i>Woodburn / Salem Express</i>	3	2.7
<b>20X</b> <i>N.Marion County / Salem Express</i>	3	1.4
<b>30X</b> <i>Santiam / Salem Express</i>	2	1.3



# Appendix A. FY22 Data Tables




**Table 13. Sunday Boardings per Revenue Hour**

Route	Frequency (minutes)	Boardings / Revenue Hour
<b>CORRIDOR</b>		
<b>21</b> <i>South Commercial</i>	60	14.9
<b>19</b> <i>Broadway / River Road</i>	60	12.4
<b>2</b> <i>Market / Brown</i>	60	11.8
<b>5</b> <i>Center Street</i>	60	11.1
<b>9</b> <i>Cherry / River Road</i>	60	8.1
<b>11</b> <i>Lancaster / Verda</i>	30	8.0
<b>4</b> <i>State Street</i>	60	7.9
<b>8</b> <i>12th / Liberty via Red Leaf</i>	60	7.9
<b>3</b> <i>Portland Road</i>	60	7.7
<b>13</b> <i>Silverton Road</i>	60	7.1
<b>17</b> <i>Edgewater Street</i>	60	6.1
<b>COVERAGE</b>		
<b>7</b> <i>Mission / Hawthorne</i>	30	4.4









### Service Changes Summary FY22

Local | Regional | LIFT | Shop and Ride

**Increases:**

- Emergency 80% Service Change (Sep 2021):
  - Route 40X added 2 Saturday round trips\*
  - Sunday service began September 5, 2021\*
  - Holiday service began on Veterans Day (November 11, 2021)\*
- January 2022 Service Change (90% weekday service level):
  - Local - core network routes: 15 minute service beginning at 7:00 a.m. (instead of 10:00 a.m.), continuing until 6:00 p.m. (instead of 5:00 p.m.)
  - Route 1X: 6:25 a.m. and 1:30 p.m. departures from DTC restored
- May 2022 Service Change (90% weekday service level):
  - Route 40X: two round trips added to the weekday schedule\*
- June 19, 2022 - Recognized Juneteenth as a District holiday for the first time

**Reductions:**

- Emergency 80% Service Change (Sep 2021):
  - Reduced from 100%, which began May 2021
  - 15 minute service beginning at 10:00 a.m. and reverting to 30 minute service at 5:00 p.m.
  - The latest pullout from DTC and KTC was at 9:00 p.m. instead of 11:00 p.m.
  - Route 1X: reduced from 6 to 4 trips per day

\*These changes in service were part of the A Better Cherritas project, funded by the Statewide Transportation Improvement Fund.

ANNUAL PERFORMANCE REPORT FY22 100 BOSTON REGION 2

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### Service Changes Summary FY22

Local | Regional | LIFT | Shop and Ride

**Modifications:**

- Emergency 80% Service Change (Sep 2021):
  - Route 2: new outbound stop on 45th @ Sesame St
  - Route 5: stops added on Center St near 25th St
  - Route 8: shortline pattern implemented for Sunday service
  - Route 12: new inbound stop added on 45th @ Satter

**Eliminations:**

- None

ANNUAL PERFORMANCE REPORT FY22 100 BOSTON REGION 3

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### Ridership Trends FY22

TOTAL BOARDINGS

Fiscal Year	Total Boardings
FY20	2,815,419
FY21	1,830,054
FY22	2,170,772

TOTAL BOARDINGS PER REVENUE HOUR

Fiscal Year	Total Boardings per Revenue Hour
FY20	12
FY21	8
FY22	9

ANNUAL PERFORMANCE REPORT FY22 100 BOSTON REGION 4

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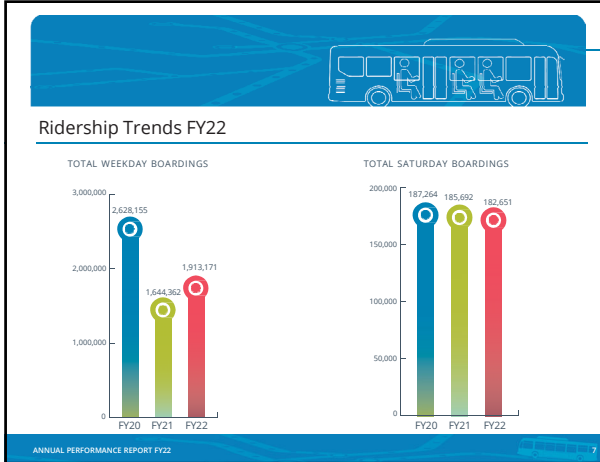
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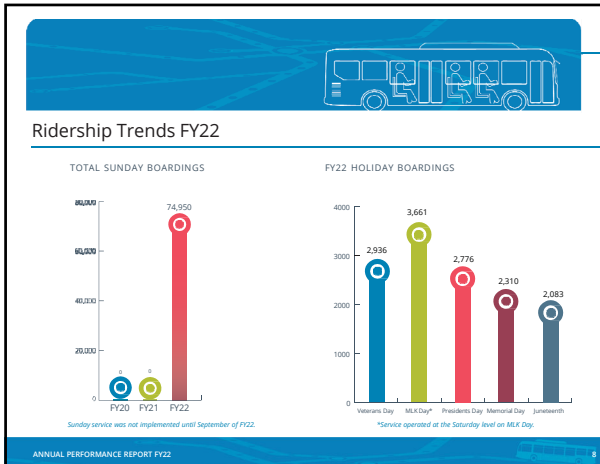
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**To:** Board of Directors

**From:** Bobbi Kidd, Strategic Initiatives Administrator

**Thru:** Allan Pollock, General Manager

**Date:** October 27, 2022

**Subject:** Strategic Plan - FY23 - Q1 Report

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## ISSUE

The first quarter report of the FY 2023 Strategic Plan

## BACKGROUND AND FINDINGS

The District, with the support of TransPro Consulting, began efforts in creating an updated Strategic Plan in early January 2022. In August 2022, the Board adopted the new Strategic Plan. The strategic plan details the District's aspirations and specific steps for attaining goals set forth. It provides clarity around the vision for achieving excellence, supporting employee engagement and professional growth, increasing our value within the community, and achieving financial health.

This report summarizes progress achieved on Organizational Tactics identified in the work plan over the course of FY 23 Q1. This is in alignment with the commitment from Executive Leadership and District staff to monitor and report quarterly on Strategic Plan progress. All of the efforts are aligned with the District's four Success Outcomes:

1. Community Value
2. Customer Satisfaction
3. Culture of Ownership
4. Financial Sustainability

## **FINANCIAL IMPACT**

The FY23 budget includes funds for year one implementation of the Strategic Plan.

## **RECOMMENDATION**

Staff recommends the Board receive and file the First Quarter Report of the Strategic Plan.

## **PROPOSED MOTION**

**I move the Board receive and file the First Quarter Report of the Strategic Plan.**

# Strategic Plan FY 23 Q1 Report

October 27th, 2022




FISCAL YEAR 2023

CHERRIOTS  
SALEM AREA MASS TRANSIT DISTRICT  
**Strategic Plan**

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## Guiding Principles



**VISION**

We Deliver Valued  
Mobility Options  
that Inspire  
Community  
Pride.

**MISSION**

Creating Community  
Connections

**VALUES**

Communication  
Humility  
Excellence • Respect  
Resourceful  
Inclusive • Ownership  
Transparency  
Safety

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## Success Outcomes

CHERRIOTS CORE AREA OF SERVICE / OPERATIONS

	<p><b>COMMUNITY VALUE</b></p> <p>Establish a baseline for the % of community that see value in the agency.</p>	
	<p><b>CUSTOMER SATISFACTION</b></p> <p>Establish a baseline Customer Net Promoter Score (NPS).</p>	
	<p><b>CULTURE OF OWNERSHIP</b></p> <p>Increase baseline Employee Engagement Score (59%) by 5 points.</p>	
	<p><b>FINANCIAL SUSTAINABILITY</b></p> <p>Year 1: Expenditure/Revenue Reporting Year 2: 3-Year Rolling Budget Forecast Year 3: Delivery of Full Capital Program Budget</p>	

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# Organizational Tactics



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# Community Value Tactics

- Strengthen Agency Collaboration and Seek Opportunities to Partner
- Raise Community Awareness of Zero-Emissions Success
- Public-Facing Performance Dashboard
- Maximize Community-Based Marketing
- Conduct Community Value Surveys
- Long Range Transit Plan
- Adopt Long Range Transit Plan Office of Mobility Integration



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# Customer Satisfaction Tactics

- Launch Customer Satisfaction Survey
- Organizational Cross-Training
- Increase Customer Feedback Opportunities



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# Culture of Ownership Tactics

- Bring HR Functions Back to HR Division
- Employee Engagement Survey
- Employee System Safety Training
- FY 23 Strategic Plan Rollout
- Launch DEI Plan
- Develop a Merit-Based Performance Management System
- Model Your Cherrlots Values
- Organizational Coaching and Development Opportunities
- Prepare Employees to Receive Feedback
- Project Management and Vendor /Contract Management Technical Capacity




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# Financial Sustainability Tactics

- The Finance Story
- Success Outcome Driven Budget
- Organizational Design and Performance Management Structure




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# Tracking Tactics

<https://docs.google.com/spreadsheets/d/1U7bG-wC21xVmseRcia6Ta7xPdkpC-9-/edit#gid=1267709288>




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# Quarter 1 Overview

Agency Tactic Milestones: Quarterly Overview				
Status	Q1 Status	Q2 Status	Q3 Status	Q4 Status
Not Defined or At Risk	0	0	0	0
At Risk	0	0	0	0
In Progress	23	0	0	0
Complete	0	0	0	0
Revised and On Track	0	0	0	0
<b>Total Milestones</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>23</b>




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# Organizational Tactic Highlights




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# FY 23 Strategic Plan Rollout

**FY23 Strategic Plan Rollout**

Develop a plan to roll out the Strategic Plan elements after adoption of the plan. Mission, vision, values, success outcomes, tactical work plans and performance scorecards will be introduced and incorporated into all aspects of the organization. Establish an annual cadence of reviewing the tactical work plan, scorecard metrics, and updating success outcomes.

**Owners:** Allan Pollock  
**Team Members:** Bobbi Kidd, Communication Division, Executive Leadership Team

Q1 MILESTONES	Q2 MILESTONES	Q3 MILESTONES	Q4 MILESTONES
<ul style="list-style-type: none"> <li>Develop versions of internal and external presentations.</li> <li>Develop rollout plan to ensure all employees receive the presentation.</li> <li>Develop list of external audiences for presentations.</li> <li>Develop and train speakers' bureau.</li> <li>Begin both internal and external rollouts.</li> </ul>	<ul style="list-style-type: none"> <li>Continue rollout of strategic plan presentations.</li> <li>Incorporate a Strategic Plan orientation as part of the Onboarding process.</li> <li>Build a plan to incorporate tactics, metrics, and outcomes into the annual budget process.</li> </ul>	<ul style="list-style-type: none"> <li>Implement and assess the new budget process.</li> </ul>	<ul style="list-style-type: none"> <li>Implement annual update presentation in conjunction with the budget process.</li> </ul>

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## Plans for Q2

- Complete rollout to Team Cherriots
- Continue achieving progress on Organizational and Division Tactics
- Q2 data uploaded to TransDASH in January



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**To:** Board of Directors

**From:** Allan Pollock, General Manager

**Date:** October 27, 2022

**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. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	Diversity, Equity, and Inclusion Committee West Salem Business Association
Subdistrict 2 Director Navarro	Keizer Chamber of Commerce Forum Keizer Chamber Government Affairs Committee State Transportation Improvement Fund Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	Citizens Advisory Committee
Subdistrict 5 President Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT) Salem Chamber Public Policy Committee
Subdistrict 6 Director Duncan	SEDCOR
Subdistrict 7 Bill Holmstrom	