



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, February 22, 2018 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director Colleen Busch (Subdistrict #2)

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION – Special Districts Association of Oregon Presentation and Award

E. PUBLIC COMMENT - Each person’s comments are limited to three (3) minutes.

F. CONSENT CALENDAR - [Action]

1. **Approval of Minutes**

 a. Minutes of the January 8, 2018 Board Work Session **1**

 b. Minutes of the January 25, 2018 -

 1. Executive Session on Litigation **7**

 2. Executive Session on Labor Negotiations **8**

 3. Regular Board Meeting **9**

2. **Routine Business**

 a. Appoint Citizen Member to the Budget Committee Representing Subdistrict #1 **15**

 b. Resolution 2018-01 Bank Signature Re-authorization **19**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

1. Appoint Members to the Citizens Advisory Committee

I. INFORMATION ITEMS

1. Trip Choice – Second Quarter Report **23**

2. Performance – Second Quarter Report **27**

3. Finance – Second Quarter Report **37**

J. BOARD & MANAGEMENT REPORTS

- 1. General Manager
- 2. Board of Directors
 - a. Board Committee Report **43**
 - b. Minutes of the February 1, 2018 Legislative Subcommittee (Receive and File) ... **45**

K. ADJOURN REGULAR BOARD MEETING

Next Regular Board Meeting Date: Thursday, March 22, 2018

Regular Board meetings are televised live on Channel 21 and can be viewed on CCTV's website: www.cctvsalem.org. Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet. The Board of Directors can be reached by email at Board@cherriots.org.

Regular Board of Directors meetings are open, public meetings at an accessible location. Special accommodations are available for persons with disabilities upon request. To request accommodations, or services for sign language interpretation or languages other than English, please call 503-588-2424 at least two business days prior to the meeting.



Salem Area Mass Transit District
Board of Directors

~ WORK SESSION ~

Monday, January 8, 2018

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

MINUTES

PRESENT:	President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley, Kathy Lincoln, Doug Rodgers and Colleen Busch (left at 7:32 PM)
Board	
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Chris French, Senior Planner; Matt Berggren, Transit Planner II; Linda Galeazzi, Executive Assistant
Guests	Chip Colby, Information Technology Manager; Stephen Custer, Digital Marketing Coordinator; Susie Primmer, Information Technology Services Support Analyst

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

2. DISCUSSION

a. Proposed 2018 Legislative Agenda Presentation **5:30 PM**

Staff report: Pages 1-5 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock presented the proposed 2018 Legislative Agenda for the District’s federal and state priorities and projects for annual appropriations and grant opportunities. Federal grant requests include the replacement of six CNG buses at \$2,475,000; five zero-emission buses at \$4,104,000; Regional Transit Center Construction totaling \$2 million; and the Intelligent Transportation System project totaling \$1.5 million. Policy issues on the federal agenda include extending and making permanent the alternative fuels tax credit. The annual impact of this legislation on operations is approximately \$170,000. The second policy issue is a technical fix to the health retirement account – VEBA. Mr. Pollock advised that the District submitted a formal offer to Walmart for

property for the South Salem Transit Center project, to be paid for with a Connect Oregon grant. The District is awaiting Walmart's response.

Mr. Pollock spoke about seven priorities proposed for the State Legislative Agenda. The top three priorities include technical fixes and implementation of House Bill 2017; continuation of the State Employee Bus Pass Program; and a redraft of Senate Bill 10 to align the District's governance model with that of TriMet and Lane Transit District, including similar taxing authority. Transferability of existing and expiring energy incentive tax credits, cap and invest, TNC legislation-Uber/Lyft and the Volkswagen settlement are also on the State Legislative Agenda.

In addition, the District supports the Oregon Transit Associations' 2018 legislative priorities. Mr. Pollock advised that the District's legislative advocates will monitor and report on any legislation that may impact the District, and prepare an appropriate response.

Follow-up: The proposed 2018 Legislative Agenda will be brought before the board at their January 25th regular meeting for action.

b. Service Enhancement/Results of the 2017 Needs Assessment Report 5:50 PM

Staff report: Pages 6-90 of the agenda.

Presenters: Matt Berggren, Transit Planner II

Much of the work session focused on a review of the *Cherriots 2017 Needs Assessment Report* that was created to determine the unmet transit needs in the District's region, and ascertain whether these unmet needs can be met using the District's current or future resources. Mr. Berggren, who gave the presentation, stated that solutions will be incorporated into the service plan when unmet transit needs are determined to be reasonable. In a typical year, service changes occur annually in September. He noted that the District expects a funding increase in 2019 as a result of the passage of House Bill 2017 that established dedicated funding for expanding Oregon public transportation services. The *2017 Needs Assessment Report* will be a tool they use to plan for significant service enhancements. He also spoke about an Outreach Plan for February and March.

Director Lincoln asked for further explanation about the frequency to coverage ratio on page 48 of the needs assessment report. According to responses in the survey, 66% (342 respondents) asked for more frequency on current routes; and 34% (174 respondents) wanted expanded coverage in areas not currently served by transit. Mr. Berggren said the Board adopted a policy for urban services [*on July 24, 2014 by Resolution #2014-08 for Policy #109 Urban Service Design Principles*] - 75% of the revenue hours was allocated to increased ridership; 25% was allocated to coverage.

Director Kelley requested that there be a category in the survey showing riders and non-riders. She said they cannot tell from the survey results whether the responses are

from riders or non-riders. She said sidewalks are also an issue that needs to be considered when talking about the expansion. She also recommended that the addition of regional service on Sundays be taken off the table until regional service is more robust.

Director Evans proposed that staff look at the syncing time for Routes #16/Wallace Road and #17/Edgewater & Gerth and for Routes #26/Glen Creek+ & Orchard Heights and #27/Glen Creek & Eola.

Director Rodgers asked about the bus shelters that are removed from bus stops. Mr. Pollock explained there is a required disposition process that the District abides by. Many of the old shelters were not ADA compliant and the District received a grant to replace those. Approximately 30 shelters were sold to a transit provider in Bend.

Board members discussed their preferences and alternatives for service enhancements once funding from the HB2017 bill is distributed to transit providers. They considered what the priorities should be and whether to have two phases for the service enhancement in FY2019 and in FY2020. Board members considered that Saturday service, and the implementation of low income fares and the youth bus pass program were priorities. They discussed how "low income" should be defined and what the low income threshold should be. A ratio of 200% was comfortable to work with so that staff could work with some options to propose.

Director Kelley voiced her concern about doing a survey on income levels when people have already had to do that multiple times. She said it is difficult for citizens who are struggling. The Board and staff need to be sensitive to their needs.

Director Busch left the meeting at 7:32 p.m.

The Board considered what a youth/student bus pass program should entail; whether the fare should be free or come with a nominal charge; and at what age to offer the pass program. Staff estimated a loss of \$325,000 in revenue for a free fare program. The Board discussed their concerns about children riding a bus without a parent or guardian; implementing a student bus pass program in conjunction with the school year, and the use of I.D. badges for the pass program.

Directors Lincoln, Evans and Rodgers spoke about reasons to consider having a nominal bus fare.

Follow-up: The Board will review a potential holiday schedule for service at the February 12, 2018 work session. During the public outreach phase, staff will address the low income fare, the student pass program, Saturday service, and future plans for 2020.

The work session was recessed for a ten minute break.

7:50 PM

b.2 HB2017 Transit Advisory Committee Preparations

8:00 PM

Staff Report: Pages 91-96 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock spoke about the HB2017 requirements for Governing Bodies of Qualified Entities (QE) or Public Transportation Service Providers to appoint a local advisory committee to assist the QE in carrying out the purposes of the Statewide Transportation Improvement Fund (STIF) to determine the projects to be funded as a part of the QE's local or regional public transportation plan.

Board members reviewed the advisory committee requirements and discussed the composition for this Board-appointed committee, and the kinds of representation it should have. They considered the number of members, how to recruit for membership and using the categories listed (on page 95) to get a good mix of representation.

Follow-up: Mr. Pollock will prepare draft Bylaws for the advisory committee for Board review at the February 12, 2018 work session. Board members will provide Mr. Pollock with names of potential candidates that fit the categories listed for committee membership. The Board will take action at the February 22nd Board meeting to adopt the Bylaws and will begin the membership recruitment process.

c. Citizens Advisory Committee Membership Composition

8:20 PM

Staff report: Pages 97-100 of the agenda and supplemental memo (attached)

Presenter: David Trimble, Chief Operating Officer

Mr. Trimble reviewed the next steps to get the Citizens Advisory Committee (CAC) underway. The CAC will be comprised of nine community members. Seven members will be selected by board members and two will be selected from an application pool. Applications for the committee are on the District's website, and copies will be given to each Board member for their use. Action to appoint members to the committee will take place at the February 22, 2018 Board meeting.

Follow-up: Board members will submit the names of their candidates for appointment to the CAC. The Board will review the applications submitted at the February 12, 2018 work session.

d. City of Salem's Task Force on Near-Term Solutions to Reduce Bridge Congestion

8:30 PM

Staff report: Pages 101-106 of the agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock reported that the City of Salem's Task Force on Near-Term Solutions to Reduce Bridge Congestion has hired a consultant to do a document review. He talked with a task force member about being sure to include the Board's transit alternative

recommendation. Mr. Pollock asked the Board for direction whether to have staff or board representation at the task force meetings and report back anything relevant to the District.

Follow-up: Staff will monitor the task force meetings and report back to the Board as needed.

e. MWVCOG Annual Meeting – January 31, 2018

8:35 PM

Staff report: Pages 107-108 of the agenda

Presenter: President Robert Krebs

The Board was reminded of the invitation to the Mid-Willamette Valley Council of Governments annual meeting and dinner on Wednesday, January 31st. Board members attending will RSVP to staff.

3. GENERAL MANAGER COMMENTS

Staff report: Pages 109-113 of the agenda

Presenter: Allan Pollock, General Manager

Board members reviewed the draft agenda for the January 25, 2018 board meeting, the Board's calendar, and upcoming agenda items that will be brought before the Board for action. Mr. Pollock noted that there will also be two executive sessions prior to the January 25th Board meeting scheduled to start at 6:00 p.m.

A copy of the District's 2017 Annual Report was passed out to the Board.

4. WORK SESSION ADJOURNED

8:43 PM

Submitted and Recorded by: Linda Galeazzi, Executive Assistant/Clerk of the Board



Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, January 25, 2018

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

MINUTES

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

Meeting Called to Order - 6:05 PM Adjourned - 6:20 PM

PRESENT: BOARD

- X **President Robert Krebs**
- X **Director Steve Evans**
- X **Director Marcia Kelley**
- X **Director Colleen Busch**
- X **Director Kathy Lincoln**
- X **Director Doug Rodgers**
- 0 **Director Jerry Thompson**

STAFF

- X **Allan Pollock, General Manager**
- X **David Trimble, Chief Operating Officer**
- 0 Patricia Feeny, Director of Communication
- X **Paula Dixon, Director of Administration**
- 0 Steve Dickey, Director of Transportation Development
- 0 Al McCoy, Director of Finance
- X **Ben Fetherston, SAMTD Legal Counsel**
- 0 Mark Collier, SAMTD Labor Counsel

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Under the Authority of:

- 192.660(2)(a) Employment of Public Officers, Employees and Agents
- 192.660(2)(b) Discipline of Public Officers and Employees
- 192.660(2)(d) Labor Negotiations (No Media pursuant to ORS 192.660(2)(d))
- 192.660(2)(e) Real Property Transactions
- 192.660(2)(f) Exempt Public Records
- 192.660(2)(g) Trade Negotiations
- X **192.660(2)(h) Legal Counsel / Litigation**
- 192.660(2)(i) Employment-related Evaluation
- 192.660(2)(j) Public Investments

Specific Issue Discussed: Potential employment litigation

Paula Dixon, Director of Administration

RECORDING SECRETARY



Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, January 25, 2018

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

MINUTES

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

Meeting Called to Order - 6:20 PM

Adjourned - 6:40 PM

PRESENT: BOARD

- X **President Robert Krebs**
- X **Director Steve Evans**
- X **Director Marcia Kelley**
- X **Director Colleen Busch**
- X **Director Kathy Lincoln**
- X **Director Doug Rodgers**
- 0 **Director Jerry Thompson**

STAFF

- X **Allan Pollock, General Manager**
- X **David Trimble, Chief Operating Officer**
- 0 **Patricia Feeny, Director of Communication**
- X **Paula Dixon, Director of Administration**
- 0 **Steve Dickey, Director of Transportation Development**
- 0 **Al McCoy, Director of Finance**
- X **Ben Fetherston, SAMTD Legal Counsel**
- 0 **Mark Collier, SAMTD Labor Counsel**

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Under the Authority of:

- 192.660(2)(a) Employment of Public Officers, Employees and Agents
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- X **192.660(2)(d) Labor Negotiations (No Media pursuant to ORS 192.660(2)(d))**
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- 192.660(2)(g) Trade Negotiations
- 192.660(2)(h) Legal Counsel / Litigation
- 192.660(2)(i) Employment-related Evaluation
- 192.660(2)(j) Public Investments

Specific Issue Discussed: Labor Contract Negotiations Status

Paula Dixon, Director of Administration

RECORDING SECRETARY



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

January 25, 2018

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. Minutes of the December 14, 2017 Board Meeting	
Move to adopt the 2018 Legislative Agenda as presented in Attachment A	3
President Krebs appointed members of the Board to a Legislative Subcommittee for the 2018 Legislative Session from February 5 to March 11, 2018. In addition to himself, President Krebs appointed Directors Kathy Lincoln and Steve Evans.	3
Moved to direct the General Manager to conduct outreach on the proposed September 2018 service changes; and to share the proposed plan to enhance service in September 2019 in response to House Bill 2017.	4

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
 January 25, 2018
 Courthouse Square – Senator Hearing Room
 555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT Board	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Kathy Lincoln, and Steve Evans ABSENT: Director Jerry Thompson
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chris French, Senior Planner; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant, and Ben Fetherston, SAMTD Legal Counsel
Guests	Dale Penn II, Senior Public Affairs Associate, CFM Strategic Communications

EXECUTIVE SESSION

1. **CALL TO ORDER** **6:00 PM**
 President Krebs called the meeting to order and stated that the Board would go immediately into two executive sessions. He reviewed the Oregon Revised Statutes for executive sessions pursuant to ORS 192.660(2)(f)(h) for potential litigation, and ORS 192.660(2)(d) and (4) for labor negotiations.

 Summaries of the executive sessions are attached to these minutes.
2. **ADJOURNMENT** **6:40 PM**
 The Board was adjourned from the Executive Sessions at 6:40 p.m.

REGULAR BOARD MEETING

- A. **CALL TO ORDER AND NOTE OF ATTENDANCE** **6:47 PM**
 President Krebs called the meeting to order and noted there was a quorum.
- B. **PLEDGE OF ALLEGIANCE** led by Director Marcia Kelley
- C. **ANNOUNCEMENTS AND CHANGES TO THE AGENDA** - None
- D. **PRESENTATION** - None
- E. **PUBLIC COMMENT**



Forrest Allen – 4823 Carriage Ct NE, Salem 97301

F. CONSENT CALENDAR 6:52 PM

Motion: **Moved to approve the Consent Calendar:**
2. Approval of Minutes
a. Minutes of the December 14, 2017 Board Meeting

Motion by: **Director Marcia Kelley**

Second: **Director Kathy Lincoln**

Discussion: **No items were deferred from the Consent Calendar.**

Vote: **Motion passed by all present.**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

H ACTION ITEMS

1. Adoption of the 2018 Legislative Agenda 6:54 PM

Staff report: Pages 9-14 in the agenda

Presenter: Allan Pollock, General Manager
Dale Penn II, SAMTD Legislative Consultant

Mr. Pollock reported that staff developed the proposed 2018 legislative agendas for the District in conjunction with CFM Strategic Communications, the District’s legislative consultant. The proposed legislative agendas identify legislative priorities and projects for annual appropriations and grant opportunities. The agendas are used as a guide when responding to legislative matters and as a communication tool with legislators and other interested parties. Mr. Pollock provided a review of the Federal Legislative Agenda. Mr. Penn provided a review of the State Legislative Agenda. The Board reviewed the legislative agendas at their January 9, 2018 work session.

Motion: **Move to adopt the 2018 Legislative Agenda as presented in Attachment A**

Motion by: **Director Kathy Lincoln**

Second: **Director Steve Evans**

Vote: **Motion passed by all present.**

Appointment **President Krebs appointed members of the Board to a Legislative Subcommittee for the 2018 Legislative Session from February 5 to March 11, 2018. In addition to himself, President Krebs appointed Directors Kathy Lincoln and Steve Evans.**

2. Service Change Proposal and Public Engagement Plan 7:04 PM

Staff report: Pages 15-20 in the agenda

Presenter: Chris French, Senior Planner



Mr. French reported that staff developed and published a 2017 Needs Assessment Report that presents current unmet transit needs in the Cherriots region. Based on those results and in accordance with the annual service planning process, staff devised a service proposal and strategies to gather feedback from the community and riders on the proposed changes. Mr. French explained how the service proposal comes in two phases. The first phase for annual service changes is scheduled for September 2018. The second phase scheduled for September 2019 will include the addition of funding received as a result of the passage of House Bill 2017. The outreach period for comment on this proposal from community members is tentatively scheduled to take place from Tuesday, February 13 through Friday, March 16, 2018.

Director Evans advised that agenda items for many neighborhood association meetings is already scheduled out to March. The timing for a full presentation of the proposal may not work out at these meetings; and may be limited to staff or the Board making an announcement.

Director Kelley said she could not find any potential changes for Routes #8 and #18. Mr. French explained that Routes #8 and #18 were listed in the needs assessment for changes in FY2019.

Motion: **Moved to direct the General Manager to conduct outreach on the proposed September 2018 service changes; and to share the proposed plan to enhance service in September 2019 in response to House Bill 2017.**

Motion by: **Director Steve Evans**

Second: **Director Doug Rodgers**

Vote: **Motion passed by all present.**

I. INFORMATION ITEMS - None

J. BOARD AND MANAGEMENT ISSUES

1. General Manager

Mr. Pollock reported on his work schedule for the coming week. He plans to hold G.M. Round Tables with employees to discuss the Statewide Transportation Improvement Program and how it will affect the District. He noted that there may be more information given at the State of the Union address about a federal level infrastructure package. There will be an upcoming class for six new transit operators to maintain current service. He also reminded the Board of the Annual Mid-Willamette Valley Council of Governments Annual Meeting.

2. Board of Directors

7:37 PM



Board members gave an account of their transit-related Board and community service activities, as described on page 21 of the agenda.

K. Meeting Adjourned

7:43 PM

Respectfully submitted,

Robert Krebs, President



BOARD MEETING MEMO

Agenda Item F.2.a

To: Board of Directors

From: Linda Galeazzi, Executive Assistant

Thru: Allan Pollock, General Manager

Date: February 22, 2018

Subject: Appoint Citizen Member to the Budget Committee

ISSUE

Shall the Board appoint Chi Nguyen-Ventura to the Budget Committee as a citizen member representing Subdistrict #1, for a term ending June 30, 2020?

BACKGROUND AND FINDINGS

There is one citizen member vacancy on the Budget Committee due to a term ending June 30, 2017. The citizen member position representing Subdistrict #1 is a three-year term from July 1, 2017 to June 30, 2020.

District Bylaws provides for filling vacancies on the Committee at the discretion of the Board as follows:

- a. A Qualified Elector must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large.
- b. The Board member representing the Subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector. The Board then moves to accept or reject that appointment; or
- c. The Board member representing the Subdistrict of the vacancy may call for applications for the Budget Committee.

Chi Nguyen-Ventura expressed an interest in serving on the Budget Committee and has submitted an application which is on file. Ms. Nguyen-Ventura is a registered voter and is a resident of West Salem.

FINANCIAL IMPACT

None

RECOMMENDATION

Director Steve Evans introduced Chi Nguyen-Ventura at the February 12, 2018 work session. Ms. Nguyen-Ventura shared her experience and interest in serving on the Budget Committee. Director Evans recommended that the Board appoint Ms. Nguyen-Ventura as a citizen member to the Budget Committee.

PROPOSED MOTION

I move that the Board appoint Chi Nguyen-Ventura to the Budget Committee as a citizen member representing Subdistrict #1 for a three year term ending June 30, 2020.

Salem Area Mass Transit District
BUDGET COMMITTEE

As of February 22, 2018

BOARD MEMBERS

CITIZEN MEMBERS

Subdistrict #1

STEVE EVANS

1936 Orchard Heights Rd
Salem, OR 97304-2507

Term Expires 06/30/19

CHI NGUYEN-VENTURA

1665 Sisters Court Salem,
OR 97304

Appointed 02-22-18
Appointment Expires 06/30/20

Subdistrict #2

COLLEEN BUSCH

4064 Noon Ave NE
Keizer OR 97303

Term Expires 06/30/21

MICHAEL DEBLASI, Secretary 2017

1191 Mandarin Street NE
Keizer, OR 97303

Appointed 02/25/16;
Appointment Expires 06/30/18

Subdistrict #3

KATHY LINCOLN

3291 Willamette Dr N
Keizer, OR 97303-6045

Term Expires 06/30/19

RUSS BEATON

1025 21st St NE
Salem, OR 97301

Appointed 12/08/16
Appointment Expires 06/30/19

Subdistrict #4

DOUG RODGERS

2250 Brown Rd NE
Salem, OR 97305

Term Expires 06/30/21

BILL HOLMSTROM

350 Hoyt ST SE
Salem, OR 9730

Appointed 09/27/09; Reappointed 09/27/12;
10/22/15; Appointment Expires 06/30/18

Salem Area Mass Transit District
BUDGET COMMITTEE

As of February 22, 2018

BOARD MEMBERS

CITIZEN MEMBERS

Subdistrict #5

JERRY THOMPSON
4930 State Street
Salem, OR 97301-5244

Term Expires 06/30/19

HERSCH SANGSTER, Chair 2017
5158 Lacey Street N
Keizer, OR 97303

Appointed 12/12/13; Reappointed 12/08/16;
Appointment Expires 06/30/19

Subdistrict #6

ROBERT KREBS
3435 Bluff Ave SE
Salem, OR 97302

Term Expires 06/30/21

SCOTT BASSETT
2243 Wildwood Drive SE
Salem, OR 97304
(503)990-4683

Appointed 01/22/15; Reappointed 12/14/17
Appointment Expires 06/30/20

Subdistrict #7

MARCIA KELLEY
396 Washington Street S
Salem, OR 97302-5149

Term Expires 06/30/19

SHERONNE BLASI
2375 Summer Street SE
Salem, Oregon 97302
SheronneBlasi@gmail.com

Appointed 03/26/15; Reappointed 12/14/17
Appointment Expires 06/30/20

BUDGET OFFICER

ALLAN POLLOCK
General Manager/CEO
Salem Area Mass Transit District
555 Court St NE, Suite 5230
Salem, OR 97301-3980

Phone: (503) 588-2424
Fax: (503) 566-3933
Email: allan.pollock@cherriots.org
or Board@cherriots.org



BOARD MEETING MEMO

Agenda Item H.2

To: Board of Directors

From: Kathleen Smidt, Accountant
Al McCoy, Director of Finance/CFO

Thru: Allan Pollock, General Manager

Date: February 22, 2018

Subject: Resolution #2018-01 Signature Reauthorization for Bank and Investment Accounts

ISSUE

Shall the Board adopt Resolution #2018-01 to rescind Resolution #2017-02 and reauthorize signature authorization on the bank and investment accounts?

BACKGROUND AND FINDINGS

The District is required to authorize, by resolution, designated positions to serve as signatories for the District accounts. The District uses the services of Columbia Bank for general operations and payroll transactions; Riverview Bank for processing credit and debit card transactions for point of sale transactions for fare media, and to invest monies; and the Local Government Investment Pool (managed by the Oregon State Treasurer's office) to invest monies.

Resolution #2017-02 was adopted by the Board on March 23, 2017. Resolution #2018-01 will rescind that resolution by changing the designation of Director of Administration to Director of Finance/CFO.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends the Board adopt Resolution No. 2018-01.

PROPOSED MOTION

I move the Board adopt Resolution No. 2018-01 to rescind Resolution No. 2017-02; and change the designation of Director of Administration to Director of Finance/CFO.



RESOLUTION #2018-01

**RESCINDS RESOLUTION #2017-02
BANK AND INVESTMENT ACCOUNTS
COLUMBIA BANK
RIVERVIEW COMMUNITY BANK
LOCAL GOVERNMENT INVESTMENT POOL**

WHEREAS, the Salem Area Mass Transit District hereafter referred to as "District," has established Bank Accounts and Investment Accounts for the operation of the District.

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

1. **THAT** Columbia Bank, Riverview Community Bank and the Local Government Investment Pool, is hereby selected as the District's banking depository for all the District Bank and Investment Accounts, and that the following are hereby authorized to sign, on behalf of the District, orders for payments or withdrawal of money, including transfers to and from accounts as listed below:

General Operating Account, Columbia Bank	#	3000-381-8
Payroll Bank Account, Columbia Bank	#	0001-529-8
Merchant Services Account, Riverview Bank	#	01717509762
Business Plus Money Market, Riverview Bank	#	001799003132
General Investment, Local Government Investment Pool	#	4754

Such orders shall be signed by **permanent signatories and shall be the holders of the offices of President, Vice-President, Treasurer and the staff positions of General Manager and Director of Finance/CFO or designee.**

2. **THAT** in the absence of all designated signatures listed in 1 above, written authority may be given to the bank granting temporary authority as designated by the General Manager.
3. **THAT** any and all order for payment equal to or larger than fifty thousand dollars (\$50,000.00) must be signed by any two of the following:

Elected or Appointed Officers of the Board of Directors: President, Vice-President, Treasurer; General Manager and/or Director of Finance/CFO or designee

4. **THAT** Columbia Bank, Riverview Community Bank and the Local Government Investment Pool is authorized to transfer funds to and from District accounts, listed above, by telephone authorization of any one (1) of the following:

Elected or Appointed Officers of the Board of Directors: President, Vice-President, Treasurer; General Manager and/or Director of Finance/CFO or designee

5. **THAT** the Secretary of the Board of Directors of the District shall be authorized to certify the signatures of individuals authorized to sign orders for payments or withdrawal of money;
6. **THAT** the signature authority granted by this Resolution shall remain in force until revoked by written notice to said banks of the action taken by the Board of Directors of the District;
7. **THAT** it is agreed that all transactions between said banks and the District shall be governed by contract as printed on bank deposit and other forms;
8. **THAT** said accounts are subject to bank service charges in effect at any time;
9. **THAT** statements and vouchers may be mailed to the District's address as shown on the bank's records.
10. **THAT** this Resolution rescinds Resolution #2017-02 and is in effect on February 22, 2018

ADOPTED by the Board of Directors on this 22nd day of February 2018.

ATTEST:

President Robert Krebs
SAMTD Board of Directors

Colleen Busch, Secretary
SAMTD Board of Directors



BOARD MEETING MEMO

Agenda Item I.1

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: February 22, 2018

Subject: CHERRIOTS TRIP CHOICE FY17-18 2nd QUARTER REPORT

ISSUE

Shall the Board receive the second quarter report of the FY 2017-2018 Cherrriots Trip Choice Program?

BACKGROUND AND FINDINGS

Cherrriots Trip Choice program activities, goals and metrics are structured around the 2015 – 2018 ODOT approved work plan and the 2015 – 2020 Cherrriots Trip Choice Strategic Plan which details specific activities and improvements to the regional Transportation Demand Management (TDM) program.

During the second quarter staff completed the Gilbert House “Salem Station” project, launched the Cherrriots Trip Choice Facebook Page, assisted in the launch of four new vanpools and attended a variety of community functions and events.

FINANCIAL IMPACT

None

RECOMMENDATION

None

PROPOSED MOTION

Information Only

CHERRIOTS TRIP CHOICE

2nd Quarter Report FY 2017-2018

October ~ November ~ December 2017

During the 2nd Quarter of FY 2017-2018, Cherriots Trip Choice continued work in accordance with the recommendations made in the 2015-2020 Strategic Plan and the Strategic Priorities. The tasks and the activities associated with those are detailed in the work plan which can be summarized as, management of the Regional Rideshare Database, providing marketing, outreach and incentives for the use of all transportation options, and promotion and expansion of Transportation Demand Management (TDM) tactics within Polk, Marion and Yamhill Counties.

DRIVE LESS CONNECT

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

A work session was held in January 2018 with ODOT Active Transportation staff, Cherriots Trip Choice staff and 20 Transportation Options partners from across the state. The purpose of the work session was to begin evaluation of other ridematching platforms and Transportation Demand Management tools that the state is considering as the Drive Less Connect replacement. The needs of each TO program were evaluated and ranked according to the importance of specific aspects of such a tool.

Drive Less Connect ~ 2nd Quarter FY 2017-2018

Total active users	827	Carpool trips	2,453
Total registered users	4,346	Did Not Work trips	771
New users	88	Vanpool trips	1,336
Non SOV Miles Logged	163,953	Walk trips	569
Bike trips	1,304	Telework trips	357
Bus trips	837	Drive Alone trips	598

Ridematching statistics:

Ridematch search performed 10,251
Ridematch search with no results...2,564
Ridematch requests sent 4,306

OUTREACH

GILBERT HOUSE "SALEM STATION"

In early 2016, Roxanne Beltz was contacted by Alicia Bay, the Executive Director of the AC Gilbert Children's Museum in Salem. Ms. Bay was working on an exhibit that would highlight different modes of transportation throughout Salem, and provide a hands-on experience for 2-6 year olds. She wanted help creating a mini bus for the kids to learn about Cherriots and public transportation.

Getting donated parts from Lane Transit District, Western Bus Sales and our own facilities and maintenance team, Roxanne got a driver's seat, passenger seats, a steering wheel, pedals and a fare box. The last little touch are toddler sized fleece vests with embroidered Cherriots logos for the kids to wear when they are "driving." Then on Nov 3, 2017, the entire Board of Directors and many members of staff attended the ribbon cutting ceremony amid much fanfare and youthful excitement.

Alicia Bay, the museums ED said "We are inspiring the next generation to be city planners, engineers, and committed citizens." Explains Bay. "I am certain this will become a new favorite of our visitors to Gilbert House!" If December is any indication, she's right. Roxanne got an email from Alicia saying they had record attendance in December with 7,100 people.

SOCIAL MEDIA

We launched Cherriots Trip Choice Facebook page gaining 81 followers. We post relevant events, information and articles geared toward the diverse audience our services attract.

VALLEY VANPOOL

In partnership with Point2point at Lane Transit District, we assisted in the launch of four new vans. One of the new routes travels from Salem to Eugene with a Monday – Friday 8 am to 5 pm schedule. Two other routes run between Eugene to Salem; one with a Monday – Friday, 8/5 schedule and one with a 4/10 schedule. A fourth vanpool route runs from Eugene to Albany.

Valley VanPool currently supports 47 vanpools that serve more than 400 commuters in the Willamette Valley.

EVENTS AND ACTIVITIES

Staff participated in the following events or activities:

- Myer's Elementary Pumpkin Run and Safety Demonstration
- Chemeketa Community College Transportation Options Fair

- Presented pedestrian and bicycle safety information to 200 students at Hayesville Elementary school.
- Assisted with the Employee Halloween Party
- Assisted in decorating the Cherriots Holiday Bus

Staff held or attended the following meetings

- State Capital Employee Transportation Coordinator
- Chemeketa College Sustainability Coordinator
- Polk County Community Health Improvement Planning Workshop
- Open Streets Salem grant/funding planning meeting

PROFESSIONAL DEVELOPMENT

Staff has been active with the Association for Commuter Transportation (ACT)

Activities including:

- Transportation Demand Management Forum – October 2017 (Attended by Roxanne Beltz and Kiki Dohman)
 - Kiki Dohman was co-chair and she also received a “40 under 40” ACT award.
- Kiki Dohman assisted in the development of ACT National leadership program called ImpACT.

ONGOING PARTICIPATION

- Association for Commuter Transportation (ACT)
- Board members of Transportation Options Group of Oregon
- Statewide TDM and ToGo quarterly meetings
- Valley VanPool Partnership
- Quarterly ETC networking and training lunch
- Cherriots Wellness Committee
- Cherriots Connects Committee
- Cherriots Sustainability Committee
- Technical Advisory Committee for Salem’s Winter-Maple Family Friendly Bikeway



BOARD MEETING MEMO

Agenda Item No. I.2

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: February 22, 2018

Subject: Performance Report – FY18 Q2

ISSUE

Shall the Board receive the quarterly information briefing on Cherriots services for the second quarter of FY18?

BACKGROUND AND FINDINGS

Performance measures for the second quarter of Fiscal Year 2018 (FY18 Q2) are included in Attachment A. FY18 Q2 began October 1, 2017 and ended December 31, 2017. All data is compared to the previous fiscal year. The data for these measures are derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (RouteMatch and Mobility DR).

Revenue Hours, Revenue Miles, and Boardings

Cherriots Local

Includes local bus service, Qualified Human Service Organization (QHSO) routes, and the West Salem Connector.

- *Revenue Hours* – Down 0.1% (-0.7 Revenue Hours/Day)
- *Revenue Miles* – Down -3.1% (-253.8 Revenue Miles/Day)
- *Boardings* – Up 6.6% (+721 Boardings/Day)

Cherriots Regional

Includes regional express routes and regional flex zones.

- *Revenue Hours* – Down -6.0% (-5.7 Revenue Hours/Day)
- *Revenue Miles* – Up 3.4% (+70 Revenue Miles/Day)
- *Boardings* – Down -6.4% (-37 Boardings/Day)

Cherriots Shop and Ride

Includes dial-a-ride and shopper shuttle.

- *Revenue Hours* – Up 13.3% (+2.4 Revenue Hour/Day)
- *Revenue Miles* – Up 7.3% (+13.6 Revenue Miles/Day)
- *Boardings* – Up 17.7% (+6 Boardings/Day)

Cherriots LIFT

Paratransit

- *Revenue Hours* – Down -0.1% (-0.3% Revenue Hours/Day)
- *Revenue Miles* – Up 3.8% (+107.3 Revenue Miles/Day)
- *Boardings* – Down -2.3% (-12 Boardings/Day)

January 2017 Changes

Due to route splitting and renumbering in January 2017, the results in Attachment A reference both the new route numbers and the former route numbers. Some routes are grouped together (e.g. Routes 19 and 21 --- Former Route 1) to allow for comparison between FY17 and FY18.

FINANCIAL IMPACT

Information item only.

RECOMMENDATION

Information item only.

PROPOSED MOTION

Information item only.

ATTACHMENT A

FY18 Q2 Performance Measures

October-December 2017

Table 1. Total Revenue Hours

Table 2. Average Revenue Hours / Day

Table 3. Total Revenue Miles

Table 4. Average Revenue Miles / Day

Table 5. Total Boardings

Table 6. Average Boardings / Day

Table 7. Average Boardings / Revenue Hour

Table 1. Total Revenue Hours

Route (Service Days)	FY17 Q2				FY18 Q2			
	Oct 2016 21	Nov 2016 20	Dec 2016 21	Total 62	Oct 2017 22	Nov 2017 21	Dec 2017 20	Total 63
LOCAL BUS ROUTES								
2 - Market / Brown	1,136	1,081	1,136	3,353	1,190	1,136	1,082	3,408
3 - Portland Road	630	600	630	1,860	660	629	600	1,889
4 - State Street	321	306	321	948	337	321	306	964
5,17 - Edgewater / Center (5/5A)	1,972	1,877	1,972	5,821	2,325	2,220	2,114	6,659
6,16 - Wallace / Fairview Industrial (6)	676	639	671	1,986	705	674	643	2,022
7 - Mission / State	328	312	328	968	340	325	309	974
8 - 12th / Liberty via Red Leaf	483	460	482	1,425	505	482	458	1,445
9 - Cherry / Parkmeadow (9/9A)	644	614	644	1,902	676	645	615	1,936
11 - Lancaster / Keizer	1,892	1,802	1,891	5,585	1,968	1,877	1,788	5,633
12 - Hayesville	323	307	323	953	325	311	296	932
13,22 - Silverton Road /Library Loop (13)	642	611	642	1,895	664	634	604	1,902
14 - Windsor Island	323	307	323	953	338	323	307	968
15X - Airport Rd Park & Ride Express	423	403	423	1249	N/A	N/A	N/A	N/A
18 - 12th / Liberty via Lone Oak (8A)	478	456	478	1,412	509	486	462	1,457
19,21 - N River Rd / S Commercial (1)	2,209	2,103	2,208	6,520	2,487	2,377	2,264	7,128
23 - Lansing / Hawthorne (10)	313	298	313	924	328	313	298	939
24 - State / Lancaster (4A)	321	305	321	947	336	321	305	962
<i>Total</i>	<i>13,114</i>	<i>12,481</i>	<i>13,106</i>	<i>38,701</i>	<i>13,693</i>	<i>13,074</i>	<i>12,451</i>	<i>39,218</i>
LOCAL ON-DEMAND								
West Salem Connector	315	300	285	900	330	315	300	945
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	9	9	11	29	22	21	20	63
92 - Rockwest	11	13	15	39	13	13	12	38
<i>Total</i>	<i>20</i>	<i>22</i>	<i>26</i>	<i>68</i>	<i>35</i>	<i>34</i>	<i>32</i>	<i>101</i>
<i>Cherriots Local Total</i>	<i>13,449</i>	<i>12,803</i>	<i>13,417</i>	<i>39,669</i>	<i>14,058</i>	<i>13,423</i>	<i>12,783</i>	<i>40,264</i>
REGIONAL EXPRESS ROUTES								
1X - Wilsonville / Salem Express	207	197	207	611	217	207	197	621
2X - Grand Ronde / Salem Express	319	304	319	942	334	318	303	955
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	267	260	255	782
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	262	247	244	753
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	248	255	243	746
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	289	297	292	878
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	55	58	55	168
Former Demand-Response Services	1,164	1,118	1,180	3,462	N/A	N/A	N/A	N/A
<i>Total</i>	<i>1,690</i>	<i>1,619</i>	<i>1,706</i>	<i>5,015</i>	<i>1,672</i>	<i>1,642</i>	<i>1,589</i>	<i>4,903</i>
REGIONAL FLEX ZONES								
Polk County Flex	314	298	301	913	262	253	245	760
<i>Cherriots Regional Total</i>	<i>2,004</i>	<i>1,917</i>	<i>2,007</i>	<i>5,928</i>	<i>1,934</i>	<i>1,895</i>	<i>1,834</i>	<i>5,663</i>
SHOP AND RIDE								
Dial-a-Ride	236	237	256	729	272	264	262	798
Shopper Shuttle	122	123	113	358	155	146	152	453
<i>Total</i>	<i>358</i>	<i>360</i>	<i>369</i>	<i>1,087</i>	<i>427</i>	<i>410</i>	<i>414</i>	<i>1,251</i>
PARATRANSIT								
Cherriots LIFT	5,235	4,826	4,580	14,641	5,408	4,724	4,724	14,856

Table 2. Average Revenue Hours / Day

Route	FY17 Q2				FY18 Q2				Percent Change
	Oct 2016	Nov 2016	Dec 2016	Total	Oct 2017	Nov 2017	Dec 2017	Total	
(Service Days)	21	20	21	62	22	21	20	63	
LOCAL BUS ROUTES									
2 - Market / Brown	54.1	54.1	54.1	54.1	54.1	54.1	54.1	54.1	0.0%
3 - Portland Road	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	-0.1%
4 - State Street	15.3	15.3	15.3	15.3	15.3	15.3	15.3	15.3	0.1%
5,17 - Edgewater / Center (5/5A)	93.9	93.9	93.9	93.9	105.7	105.7	105.7	105.7	12.6%
6,16 - Wallace / Fairview Industrial (6)	32.2	32.0	32.0	32.0	32.0	32.1	32.2	32.1	0.2%
7 - Mission / State	15.6	15.6	15.6	15.6	15.5	15.5	15.5	15.5	-1.0%
8 - 12th / Liberty via Red Leaf	23.0	23.0	23.0	23.0	23.0	23.0	22.9	22.9	-0.2%
9 - Cherry / Parkmeadow (9/9A)	30.7	30.7	30.7	30.7	30.7	30.7	30.8	30.7	0.2%
11 - Lancaster / Keizer	90.1	90.1	90.0	90.1	89.5	89.4	89.4	89.4	-0.7%
12 - Hayesville	15.4	15.4	15.4	15.4	14.8	14.8	14.8	14.8	-3.8%
13,22 - Silverton Road /Library Loop (13)	30.6	30.6	30.6	30.6	30.2	30.2	30.2	30.2	-1.2%
14 - Windsor Island	15.4	15.4	15.4	15.4	15.4	15.4	15.4	15.4	0.0%
15X - Airport Rd Park & Ride Express	20.1	20.2	20.1	19.5	N/A	N/A	N/A	N/A	N/A
18 - 12th / Liberty via Lone Oak (8A)	22.8	22.8	22.8	22.8	23.1	23.1	19.3	23.1	1.5%
19,21 - N River Rd / S Commercial (1)	105.2	105.2	105.1	105.2	113.0	113.2	113.2	113.1	7.6%
23 - Lansing / Hawthorne (10)	14.9	14.9	14.9	14.9	14.9	14.9	14.9	14.9	0.0%
24 - State / Lancaster (4A)	15.3	15.3	14.9	15.3	15.3	15.3	15.3	15.3	0.0%
<i>Total</i>	624.5	624.1	624.1	624.2	622.4	622.6	622.6	622.5	-0.3%
LOCAL ON-DEMAND									
West Salem Connector	15.0	15.0	13.6	14.5	15.0	15.0	15.0	15.0	3.3%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	0.4	0.5	0.5	0.5	1.0	1.0	1.0	1.0	113.8%
92 - Rockwest	0.5	0.7	0.7	0.6	0.6	0.6	0.6	0.6	-4.1%
<i>Total</i>	1.0	1.1	1.2	1.1	1.6	1.6	1.6	1.6	46.2%
<i>Cherriots Local Total</i>	640.4	640.2	638.9	639.8	639.0	639.2	639.2	639.1	-0.1%
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	9.9	9.9	9.9	9.9	9.9	9.9	9.9	9.9	0.0%
2X - Grand Ronde / Salem Express	15.2	15.2	15.2	15.2	15.2	15.1	15.2	15.2	-0.2%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	12.1	12.4	12.8	12.4	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	11.9	11.8	12.2	12.0	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	11.3	12.1	12.2	11.8	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	13.1	14.1	14.6	13.9	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	2.5	2.8	2.8	2.7	N/A
Former Demand-Response Services	55.4	55.9	56.2	55.8	N/A	N/A	N/A	N/A	N/A
<i>Total</i>	80.5	81.0	81.2	80.9	76.0	78.2	79.5	77.8	-3.8%
REGIONAL FLEX ZONES									
Polk County Flex	15.0	14.9	14.3	14.7	11.9	12.0	12.3	12.1	-18.1%
<i>Cherriots Regional Total</i>	95.4	95.9	95.6	95.6	87.9	90.2	91.7	89.9	-6.0%
SHOP AND RIDE									
Dial-a-Ride	11.2	11.9	12.2	11.8	12.4	12.6	13.1	12.7	7.7%
Shopper Shuttle	5.8	6.2	5.4	5.8	7.0	7.0	7.6	7.2	24.5%
<i>Total</i>	17.0	18.0	17.6	17.5	19.4	19.5	20.7	19.9	13.3%
PARATRANSIT									
Cherriots LIFT	249.3	241.3	218.1	236.1	245.8	225.0	236.2	235.8	-0.1%

Table 3. Total Revenue Miles

Route (Service Days)	FY17 Q2				FY18 Q2			
	Oct 2016 21	Nov 2016 20	Dec 2016 21	Total 62	Oct 2017 22	Nov 2017 21	Dec 2017 20	Total 63
LOCAL BUS ROUTES								
2 - Market / Brown	14,370	13,676	14,370	42,416	15,054	14,367	13,685	43,106
3 - Portland Road	7,379	7,028	7,379	21,786	7,731	7,367	7,028	22,126
4 - State Street	3,168	3,017	3,168	9,353	3,319	3,168	3,017	9,504
5,17 - Edgewater / Center (5/5A)	23,056	21,943	23,045	68,044	24,122	23,033	21,932	69,087
6,16 - Wallace / Fairview Industrial (6)	9,438	9,129	9,583	28,150	9,989	9,554	9,099	28,642
7 - Mission / State	4,304	4,099	4,304	12,707	4,509	4,304	4,094	12,907
8 - 12th / Liberty via Red Leaf	6,482	6,170	6,473	19,125	6,792	6,478	6,164	19,434
9 - Cherry / Parkmeadow (9/9A)	9,559	9,104	9,559	28,222	10,024	9,568	9,113	28,705
11 - Lancaster / Keizer	24,759	23,580	24,717	73,056	25,913	24,742	23,558	74,213
12 - Hayesville	3,477	3,312	3,477	10,266	4,199	4,008	3,817	12,024
13,22 - Silverton Road /Library Loop (13)	7,384	7,032	7,384	21,800	7,742	7,390	7,040	22,172
14 - Windsor Island	4,760	4,533	4,760	14,053	4,986	4,760	4,533	14,279
15X - Airport Rd Park & Ride Express	4,368	4,160	4,368	12,896	N/A	N/A	N/A	N/A
18 - 12th / Liberty via Lone Oak (8A)	6,586	6,273	6,586	19,445	6,900	6,586	6,273	19,759
19,21 - N River Rd / S Commercial (1)	29,951	28,519	29,926	88,396	30,414	29,070	27,678	87,162
23 - Lansing / Hawthorne (10)	4,052	3,859	4,052	11,963	4,245	4,052	3,859	12,156
24 - State / Lancaster (4A)	3,729	3,552	3,729	11,010	3,907	3,729	3,552	11,188
<i>Total</i>	<i>166,822</i>	<i>158,986</i>	<i>166,880</i>	<i>492,688</i>	<i>169,846</i>	<i>162,176</i>	<i>154,442</i>	<i>486,464</i>
LOCAL ON-DEMAND								
West Salem Connector	3,084	2,769	2,247	8,100	2,532	3,881	2,228	8,641
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	122	117	122	361	128	122	116	366
92 - Rockwest	202	192	202	596	211	202	192	605
<i>Total</i>	<i>324</i>	<i>309</i>	<i>324</i>	<i>957</i>	<i>339</i>	<i>324</i>	<i>308</i>	<i>971</i>
<i>Cherriots Local Total</i>	<i>170,230</i>	<i>162,064</i>	<i>169,451</i>	<i>501,745</i>	<i>172,717</i>	<i>166,381</i>	<i>156,978</i>	<i>496,076</i>
REGIONAL EXPRESS ROUTES								
1X - Wilsonville / Salem Express	6,718	6,398	6,205	19,321	7,038	6,718	6,398	20,154
2X - Grand Ronde / Salem Express	11,009	10,485	10,748	32,242	11,533	11,009	10,485	33,027
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	5,225	5,023	4,964	15,212
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	6,267	5,902	5,770	17,939
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	5,131	5,225	5,056	15,412
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	5,831	6,093	5,804	17,728
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	1,606	1,429	1,322	4,357
Former Demand-Response Services	21,595	20,832	21,689	64,116	N/A	N/A	N/A	N/A
<i>Total</i>	<i>39,322</i>	<i>37,715</i>	<i>38,642</i>	<i>115,679</i>	<i>42,631</i>	<i>41,399</i>	<i>39,799</i>	<i>123,829</i>
REGIONAL FLEX ZONES								
Polk County Flex	4,203	3,913	4,089	12,205	3,824	3,515	3,184	10,523
<i>Cherriots Regional Total</i>	<i>43,525</i>	<i>41,628</i>	<i>42,731</i>	<i>127,884</i>	<i>46,455</i>	<i>44,914</i>	<i>42,983</i>	<i>134,352</i>
SHOP AND RIDE								
Dial-a-Ride	2,691	2,868	2,985	8,544	2,984	3,032	3,182	9,198
Shopper Shuttle	1,046	993	1,006	3,045	1,166	1,094	1,174	3,434
<i>Total</i>	<i>3,737</i>	<i>3,861</i>	<i>3,991</i>	<i>11,589</i>	<i>4,150</i>	<i>4,126</i>	<i>4,356</i>	<i>12,632</i>
PARATRANSIT								
Cherriots LIFT	64,710	58,653	53,646	177,009	69,158	62,982	54,482	186,622

Table 4. Average Revenue Miles / Day

Route (Service Days)	FY17 Q2				FY18 Q2				Percent Change
	Oct 2016 21	Nov 2016 20	Dec 2016 21	Total 62	Oct 2017 22	Nov 2017 21	Dec 2017 20	Total 63	
LOCAL BUS ROUTES									
2 - Market / Brown	684.3	683.8	684.3	684.1	684.3	684.1	684.3	684.2	0.0%
3 - Portland Road	351.4	351.4	351.4	351.4	351.4	350.8	351.4	351.2	-0.1%
4 - State Street	150.9	150.9	150.9	150.9	150.9	150.9	150.9	150.9	0.0%
5,17 - Edgewater / Center (5/5A)	1,097.9	1,097.2	1,097.4	1,097.5	1,096.5	1,096.8	1,096.6	1,096.6	-0.1%
6,16 - Wallace / Fairview Industrial (6)	449.4	456.5	456.3	454.0	454.0	455.0	455.0	454.6	0.1%
7 - Mission / State	205.0	205.0	205.0	205.0	205.0	205.0	204.7	204.9	0.0%
8 - 12th / Liberty via Red Leaf	308.7	308.5	308.2	308.5	308.7	308.5	308.2	308.5	0.0%
9 - Cherry / Parkmeadow (9/9A)	455.2	455.2	455.2	455.2	455.6	455.6	455.7	455.6	0.1%
11 - Lancaster / Keizer	1,179.0	1,179.0	1,177.0	1,178.3	1,177.9	1,178.2	1,177.9	1,178.0	0.0%
12 - Hayesville	165.6	165.6	165.6	165.6	190.9	190.9	190.9	190.9	15.3%
13,22 - Silverton Road /Library Loop (13)	351.6	351.6	351.6	351.6	351.9	351.9	352.0	351.9	0.1%
14 - Windsor Island	226.7	226.7	226.7	226.7	226.6	226.7	226.7	226.7	0.0%
15X - Airport Rd Park & Ride Express	208.0	208.0	208.0	208.0	N/A	N/A	N/A	N/A	N/A
18 - 12th / Liberty via Lone Oak (8A)	313.6	313.7	313.6	313.6	313.6	313.6	313.7	313.6	0.0%
19,21 - N River Rd / S Commercial (1)	1,426.2	1,426.0	1,425.0	1,425.7	1,382.5	1,384.3	1,383.9	1,383.5	-3.0%
23 - Lansing / Hawthorne (10)	193.0	193.0	193.0	193.0	193.0	193.0	193.0	193.0	0.0%
24 - State / Lancaster (4A)	177.6	177.6	177.6	177.6	177.6	177.6	177.6	177.6	0.0%
<i>Total</i>	<i>7,943.9</i>	<i>7,949.3</i>	<i>7,946.7</i>	<i>7,946.6</i>	<i>7,720.3</i>	<i>7,722.7</i>	<i>7,722.1</i>	<i>7,721.7</i>	<i>-2.8%</i>
LOCAL ON-DEMAND									
West Salem Connector	146.9	138.5	107.0	130.6	115.1	184.8	111.4	137.2	5.0%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	5.8	5.9	5.8	5.8	5.8	5.8	5.8	5.8	-0.2%
92 - Rockwest	9.6	9.6	9.6	9.6	9.6	9.6	9.6	9.6	-0.1%
<i>Total</i>	<i>15.4</i>	<i>15.5</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>-0.1%</i>
<i>Cherriots Local Total</i>	<i>8,106.2</i>	<i>8,103.2</i>	<i>8,069.1</i>	<i>8,092.7</i>	<i>7,850.8</i>	<i>7,922.9</i>	<i>7,848.9</i>	<i>7,874.2</i>	<i>-2.7%</i>
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	319.9	319.9	295.5	311.6	319.9	319.9	319.9	319.9	2.7%
2X - Grand Ronde / Salem Express	524.2	524.3	511.8	520.0	524.2	524.2	524.3	524.2	0.8%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	237.5	239.2	248.2	241.5	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	284.9	281.0	288.5	284.7	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	233.2	248.8	252.8	244.6	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	265.0	290.1	290.2	281.4	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	73.0	68.0	66.1	69.2	N/A
Former Demand-Response Services	1,028.3	1,079.8	1,032.8	1,034.1	N/A	N/A	N/A	N/A	N/A
<i>Total</i>	<i>1,872.5</i>	<i>1,885.8</i>	<i>1,840.1</i>	<i>1,865.8</i>	<i>1,937.8</i>	<i>1,971.4</i>	<i>1,990.0</i>	<i>1,965.5</i>	<i>5.3%</i>
REGIONAL FLEX ZONES									
Polk County Flex	200.1	195.7	194.7	196.9	173.8	167.4	159.2	167.0	-15.1%
<i>Cherriots Regional Total</i>	<i>2,072.6</i>	<i>2,081.4</i>	<i>2,034.8</i>	<i>2,062.6</i>	<i>2,111.6</i>	<i>2,138.8</i>	<i>2,149.2</i>	<i>2,132.6</i>	<i>3.4%</i>
SHOP AND RIDE									
Dial-a-Ride	128.1	143.4	142.1	137.8	135.6	144.4	159.1	146.0	5.9%
Shopper Shuttle	49.8	49.7	47.9	49.1	53.0	52.1	58.7	54.5	11.0%
<i>Total</i>	<i>178.0</i>	<i>193.1</i>	<i>190.0</i>	<i>186.9</i>	<i>188.6</i>	<i>196.5</i>	<i>217.8</i>	<i>200.5</i>	<i>7.3%</i>
PARATRANSIT									
Cherriots LIFT	3,081.4	2,932.7	2,554.6	2,855.0	3,143.5	2,999.1	2,724.1	2,962.3	3.8%

Table 5. Total Boardings

Route (Service Days)	FY17 Q2				FY18 Q2			
	Oct 2016 21	Nov 2016 20	Dec 2016 21	Total 62	Oct 2017 22	Nov 2017 21	Dec 2017 20	Total 63
LOCAL BUS ROUTES								
2 - Market / Brown	26,838	25,717	20,339	72,894	28,873	25,835	21,510	76,218
3 - Portland Road	14,355	13,510	11,714	39,579	15,311	13,508	11,872	40,691
4 - State Street	6,200	5,512	5,208	16,920	7,230	6,830	6,001	20,061
5,17 - Edgewater / Center (5/5A)	32,790	32,504	30,516	95,810	39,758	36,295	32,671	108,724
6,16 - Wallace / Fairview Industrial (6)	8,897	7,993	7,643	24,533	8,970	8,633	7,616	25,219
7 - Mission / State	6,447	5,753	4,978	17,178	6,357	5,678	4,982	17,017
8 - 12th / Liberty via Red Leaf	7,789	8,438	7,479	23,706	10,238	9,008	7,776	27,022
9 - Cherry / Parkmeadow (9/9A)	8,906	8,249	7,869	25,024	10,165	8,815	7,790	26,770
11 - Lancaster / Keizer	41,634	39,962	33,192	114,788	46,880	41,390	35,174	123,444
12 - Hayesville	1,802	1,727	1,314	4,843	2,011	1,905	1,496	5,412
13,22 - Silverton Road /Library Loop (13)	9,945	9,255	7,940	27,140	11,432	10,056	8,642	30,130
14 - Windsor Island	1,995	1,938	1,515	5,448	2,037	1,882	1,516	5,435
15X - Airport Rd Park & Ride Express	1,762	1,753	1,727	5,242	N/A	N/A	N/A	N/A
18 - 12th / Liberty via Lone Oak (8A)	7,906	7,676	6,985	22,567	9,235	7,909	7,185	24,329
19,21 - N River Rd / S Commercial (1)	52,226	50,155	47,312	149,693	61,900	56,862	50,976	169,738
23 - Lansing / Hawthorne (10)	2,680	2,753	2,106	7,539	3,130	2,864	2,483	8,477
24 - State / Lancaster (4A)	6,544	6,628	5,812	18,984	7,070	6,466	6,021	19,557
<i>Total</i>	<i>238,716</i>	<i>229,523</i>	<i>203,649</i>	<i>671,888</i>	<i>270,597</i>	<i>243,936</i>	<i>213,711</i>	<i>728,244</i>
LOCAL ON-DEMAND								
West Salem Connector	1,107	1,018	730	2,855	1,264	1,096	860	3,220
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	308	268	218	794	205	188	203	596
92 - Rockwest	436	426	264	1,126	365	305	280	950
<i>Total</i>	<i>744</i>	<i>694</i>	<i>482</i>	<i>1,920</i>	<i>570</i>	<i>493</i>	<i>483</i>	<i>1,546</i>
<i>Cherriots Local Total</i>	<i>240,567</i>	<i>231,235</i>	<i>204,861</i>	<i>676,663</i>	<i>272,431</i>	<i>245,525</i>	<i>215,054</i>	<i>733,010</i>
REGIONAL EXPRESS ROUTES								
1X - Wilsonville / Salem Express	3,000	2,749	2,419	8,168	2,861	2,654	2,214	7,729
2X - Grand Ronde / Salem Express	1,405	1,422	1,436	4,263	1,364	1,341	1,332	4,037
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	1,494	1,087	1,145	3,726
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	888	642	561	2,091
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	1,220	999	1,093	3,312
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	3,514	2,614	2,558	8,686
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	674	369	370	1,413
Former Demand-Response Services	6,542	6,158	5,143	17,843	N/A	N/A	N/A	N/A
<i>Total</i>	<i>10,947</i>	<i>10,329</i>	<i>8,998</i>	<i>30,274</i>	<i>12,015</i>	<i>9,706</i>	<i>9,273</i>	<i>30,994</i>
REGIONAL FLEX ZONES								
Polk County Flex	1,903	1,785	1,603	5,291	1,025	839	959	2,823
<i>Cherriots Regional Total</i>	<i>12,850</i>	<i>12,114</i>	<i>10,601</i>	<i>35,565</i>	<i>13,040</i>	<i>10,545</i>	<i>10,232</i>	<i>33,817</i>
SHOP AND RIDE								
Dial-a-Ride	377	393	414	1,184	395	395	409	1,199
Shopper Shuttle	299	275	246	820	380	400	418	1,198
<i>Total</i>	<i>676</i>	<i>668</i>	<i>660</i>	<i>2,004</i>	<i>775</i>	<i>795</i>	<i>827</i>	<i>2,397</i>
PARATRANSIT								
Cherriots LIFT	12,370	11,233	9,731	33,334	12,287	10,411	10,411	33,109

Table 6. Average Boardings / Day

Route	FY17 Q2				FY18 Q2				Percent Change
	Oct 2016	Nov 2016	Dec 2016	Total	Oct 2017	Nov 2017	Dec 2017	Total	
(Service Days)	21	20	21	62	22	21	20	63	
LOCAL BUS ROUTES									
2 - Market / Brown	1,278.0	1,285.9	968.5	1,175.7	1,312.4	1,230.2	1,075.5	1,209.8	2.9%
3 - Portland Road	683.6	675.5	557.8	638.4	696.0	643.2	593.6	645.9	1.2%
4 - State Street	295.2	275.6	248.0	272.9	328.6	325.2	300.1	318.4	16.7%
5,17 - Edgewater / Center (5/5A)	1,561.4	1,625.2	1,453.1	1,545.3	1,807.2	1,728.3	1,633.6	1,725.8	11.7%
6,16 - Wallace / Fairview Industrial (6)	423.7	399.7	364.0	395.7	407.7	411.1	380.8	400.3	1.2%
7 - Mission / State	307.0	287.7	237.0	277.1	289.0	270.4	249.1	270.1	-2.5%
8 - 12th / Liberty via Red Leaf	370.9	421.9	356.1	382.4	465.4	429.0	388.8	428.9	12.2%
9 - Cherry / Parkmeadow (9/9A)	424.1	412.5	374.7	403.6	462.0	419.8	389.5	424.9	5.3%
11 - Lancaster / Keizer	1,982.6	1,998.1	1,580.6	1,851.4	2,130.9	1,971.0	1,758.7	1,959.4	5.8%
12 - Hayesville	85.8	86.4	62.6	78.1	91.4	90.7	74.8	85.9	10.0%
13,22 - Silverton Road /Library Loop (13)	473.6	462.8	378.1	437.7	519.6	478.9	432.1	478.3	9.3%
14 - Windsor Island	95.0	96.9	72.1	87.9	92.6	89.6	75.8	86.3	-1.8%
15X - Airport Rd Park & Ride Express	83.9	87.7	82.2	249.6	N/A	N/A	N/A	N/A	N/A
18 - 12th / Liberty via Lone Oak (8A)	376.5	383.8	332.6	364.0	419.8	376.6	359.3	386.2	6.1%
19,21 - N River Rd / S Commercial (1)	2,487.0	2,507.8	2,253.0	2,414.4	2,813.6	2,707.7	2,548.8	2,694.3	11.6%
23 - Lansing / Hawthorne (10)	127.6	137.7	100.3	121.6	142.3	136.4	124.2	134.6	10.7%
24 - State / Lancaster (4A)	311.6	331.4	276.8	306.2	321.4	307.9	301.1	310.4	1.4%
<i>Total</i>	<i>11,367.4</i>	<i>11,476.2</i>	<i>9,697.6</i>	<i>10,836.9</i>	<i>12,299.9</i>	<i>11,616.0</i>	<i>10,685.6</i>	<i>11,559.4</i>	<i>6.7%</i>
LOCAL ON-DEMAND									
West Salem Connector	52.7	50.9	34.8	46.0	57.5	52.2	43.0	51.1	11.0%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	14.7	13.4	10.4	12.8	9.3	9.0	10.2	9.5	-26.1%
92 - Rockwest	20.8	21.3	12.6	18.2	16.6	14.5	14.0	15.1	-17.0%
<i>Total</i>	<i>35.4</i>	<i>34.7</i>	<i>23.0</i>	<i>31.0</i>	<i>25.9</i>	<i>23.5</i>	<i>24.2</i>	<i>24.5</i>	<i>-20.8%</i>
<i>Cherriots Local Total</i>	<i>11,455.6</i>	<i>11,561.8</i>	<i>9,755.3</i>	<i>10,913.9</i>	<i>12,383.2</i>	<i>11,691.7</i>	<i>10,752.7</i>	<i>11,635.1</i>	<i>6.6%</i>
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	142.9	137.5	115.2	131.7	130.0	126.4	110.7	122.7	-6.9%
2X - Grand Ronde / Salem Express	66.9	71.1	68.4	68.8	62.0	63.9	66.6	64.1	-6.8%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	67.9	51.8	57.3	59.1	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	40.4	30.6	28.1	33.2	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	55.5	47.6	54.7	52.6	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	159.7	124.5	127.9	137.9	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	30.6	17.6	18.5	22.4	N/A
Former Demand-Response Services	311.5	307.9	244.9	287.8	N/A	N/A	N/A	N/A	N/A
<i>Total</i>	<i>521.3</i>	<i>516.5</i>	<i>428.5</i>	<i>488.3</i>	<i>546.1</i>	<i>462.2</i>	<i>463.7</i>	<i>492.0</i>	<i>0.8%</i>
REGIONAL FLEX ZONES									
Polk County Flex	90.6	89.3	76.3	85.3	46.6	40.0	48.0	44.8	-47.5%
<i>Cherriots Regional Total</i>	<i>611.9</i>	<i>605.7</i>	<i>504.8</i>	<i>573.6</i>	<i>592.7</i>	<i>502.1</i>	<i>511.6</i>	<i>536.8</i>	<i>-6.4%</i>
SHOP AND RIDE									
Dial-a-Ride	18.0	19.7	19.7	19.1	18.0	18.8	20.5	19.0	-0.3%
Shopper Shuttle	14.2	13.8	11.7	13.2	17.3	19.0	20.9	19.0	43.8%
<i>Total</i>	<i>32.2</i>	<i>33.4</i>	<i>31.4</i>	<i>32.3</i>	<i>35.2</i>	<i>37.9</i>	<i>41.4</i>	<i>38.0</i>	<i>17.7%</i>
PARATRANSIT									
Cherriots LIFT	589.0	561.7	463.4	537.6	558.5	495.8	520.6	525.5	-2.3%

Table 7. Average Boardings / Revenue Hour

Route	FY17 Q2				FY18 Q2				Percent Change
	Oct 2016	Nov 2016	Dec 2016	Total	Oct 2017	Nov 2017	Dec 2017	Total	
(Service Days)	21	20	21	62	22	21	20	63	
LOCAL BUS ROUTES									
2 - Market / Brown	23.6	23.8	17.9	21.7	24.3	22.7	19.9	22.4	2.9%
3 - Portland Road	22.8	22.5	18.6	21.3	23.2	21.5	19.8	21.5	1.2%
4 - State Street	19.3	18.0	16.2	17.8	21.5	21.3	19.6	20.8	16.6%
5,17 - Edgewater / Center (5/5A)	16.6	17.3	15.5	16.5	17.1	16.3	15.5	16.3	-0.8%
6,16 - Wallace / Fairview Industrial (6)	13.2	12.5	11.4	12.4	12.7	12.8	11.8	12.5	1.0%
7 - Mission / State	19.7	18.4	15.2	17.7	18.7	17.5	16.1	17.5	-1.5%
8 - 12th / Liberty via Red Leaf	16.1	27.0	15.5	16.6	20.3	18.7	17.0	18.7	12.4%
9 - Cherry / Parkmeadow (9/9A)	13.8	13.4	12.2	13.2	15.0	13.7	12.7	13.8	5.1%
11 - Lancaster / Keizer	22.0	22.2	17.6	20.6	23.8	22.1	19.7	21.9	6.6%
12 - Hayesville	5.6	5.6	4.1	5.1	6.2	6.1	5.1	5.8	14.3%
13,22 - Silverton Road /Library Loop (13)	15.5	15.1	12.4	14.3	17.2	15.9	14.3	15.8	10.6%
14 - Windsor Island	6.2	6.3	4.7	5.7	6.0	5.8	4.9	5.6	-1.8%
15X - Airport Rd Park & Ride Express	4.2	4.3	4.1	4.2	N/A	N/A	N/A	N/A	N/A
18 - 12th / Liberty via Lone Oak (8A)	16.5	16.8	14.6	16.0	18.1	16.3	15.6	16.7	4.5%
19,21 - N River Rd / S Commercial (1)	23.6	23.8	21.4	23.0	24.9	23.9	22.5	23.8	3.7%
23 - Lansing / Hawthorne (10)	8.6	9.2	6.7	8.2	9.5	9.2	8.3	9.0	10.6%
24 - State / Lancaster (4A)	20.4	21.7	18.6	20.0	21.0	20.1	19.7	20.3	1.4%
<i>Total</i>	18.2	18.4	15.5	17.4	19.8	18.7	17.2	18.6	7.0%
LOCAL ON-DEMAND									
West Salem Connector	3.5	3.4	2.6	3.2	3.8	3.5	2.9	3.4	7.4%
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	34.2	29.8	19.8	27.4	9.3	9.0	10.2	9.5	-65.4%
92 - Rockwest	39.6	32.8	17.6	28.9	28.1	23.5	23.3	25.0	-13.4%
<i>Total</i>	37.2	31.5	18.5	28.2	16.3	14.5	15.1	15.3	-45.8%
<i>Cherriots Local Total</i>	17.9	18.1	15.3	17.1	19.4	18.3	16.8	18.2	6.7%
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	14.5	14.0	11.7	13.4	13.2	12.8	11.2	12.4	-6.9%
2X - Grand Ronde / Salem Express	4.4	4.7	4.5	4.5	4.1	4.2	4.4	4.2	-6.6%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	5.6	4.2	4.5	4.8	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	3.4	2.6	2.3	2.8	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	4.9	3.9	4.5	4.4	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	12.2	8.8	8.8	9.9	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	12.3	6.4	6.7	8.4	N/A
Former Demand-Response Services	5.6	5.5	4.4	5.2	N/A	N/A	N/A	N/A	N/A
<i>Total</i>	6.5	6.4	5.3	6.0	7.2	5.9	5.8	6.3	4.7%
REGIONAL FLEX ZONES									
Polk County Flex	6.1	6.0	5.3	5.8	3.9	3.3	3.9	3.7	-35.9%
<i>Cherriots Regional Total</i>	6.4	6.3	5.3	6.0	6.7	5.6	5.6	6.0	-0.5%
SHOP AND RIDE									
Dial-a-Ride	1.6	1.7	1.6	1.6	1.5	1.5	1.6	1.5	-7.5%
Shopper Shuttle	2.5	2.2	2.2	2.3	2.5	2.7	2.8	2.6	15.5%
<i>Total</i>	1.9	1.9	1.8	1.8	1.8	1.9	2.0	1.9	3.9%
PARATRANSIT									
Cherriots LIFT	2.4	2.3	2.1	2.3	2.3	2.2	2.2	2.2	-2.1%



BOARD MEETING MEMO

Agenda Item I.3

To: Board of Directors

From: Kathleen Smidt, Accountant
Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: February 22, 2018

Subject: FY2018 Quarter Two Financial Report - Unaudited

ISSUE

Shall the Board accept the FY2018 Quarter 2 Financial Report-Unaudited?

BACKGROUND AND FINDINGS

The finance report provides information about how the budget was implemented for FY2018 and includes statements for the General Fund, Transportation Programs Fund, and the Capital Project Fund. The statements compare the budget amounts to actual amounts by the legal appropriations category. Remaining transactions and adjustments, not in this unaudited report, include depreciation of assets, quarter-end accruals for vacation and sick leave, quarter-end revenue accruals, and various expense adjustments.

In reviewing General Fund revenues, the District received 97% of the projected current year Property Tax collections for the first half of the year. This is expected as most of the property taxes are collected in November. The District also received 54% of the projected Oregon State In-Lieu (prior years' taxes) in the last two quarters. Year-to-date Passenger Fares are at 42% of the annual budget. Interest on investments is 85% of the budget, as our LGIP balance is higher than prior years, and interest rates on this fund have increased.

The General Fund Division expenses are under budget at the total reporting level. The General Manager/Board of Directors Division expenses are at 51% (\$316,527) of the annual appropriation. The Administration Division spent 48% (\$862,418) of its appropriation. The Transportation Development Division spent 51% (\$1,039,477) of its budget. The Operations Division spent 50% (\$8,860,732) of its budget.

Additionally, the Unallocated General Administration expenses are at 26% (\$282,146) of its budgeted amount. This 14% decrease from total budget is a result of the October 2017 dividend "received" from SAIF. Without this dividend, the Unallocated General Administration expense would have been \$429,878 and 40% of the 2017-18 budget.

Looking closer at the department level of expenses, some department budgets have exceeded their budgets. For example, the Human Resources Safety Department exceeded its budget by 19% (approximately \$59,000) of its annual appropriation due to the higher than anticipated damage payouts. The self-payment of these damage payouts contributes to the lower insurance rates the agency obtained this year.

Overall, the Capital Project Fund spent only 4% of the approved budget. Some of the capital projects from FY2017 are multi-year budgets and are to be carried forward to remaining quarters/years. Below is an example of the multi-quarter/year project list:

Multi-year project list

1. Tyler Software
2. Stops & Shelters
3. Bus Procurement (20 plus 8)
4. ITS Strategic Plan
5. SSTC (South Salem Transit Center)

The Transportation Programs Fund total is below budget at 48%. Mobility Management/Travel Trainer expenses are over budget by 34%. Nearly 25% of this is due to unbudgeted costs for the Travel Trainer program which is being paid for by Mobility Management. Additionally, Special Transportation Coordination is over by 4% due to the 2016-2018 Biennium payment of \$22,884 or 8% of annual budget.

FINANCIAL IMPACT

None

RECOMMENDATION

Receive and File

PROPOSED MOTION

None

Salem Area Mass Transit District
 Fiscal Year 2017-18 Second Quarter Financial Report
 General Fund Revenues/Resources and
 Expenses/Requirements Resolution

Summary	Actual	50% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget
Operating Revenues/Resources				
Passenger Fares	1,268,282	1,507,998	3,015,996	42%
Other Fixed Route Services	118,988	130,002	260,004	46%
Planning Grant	31,319	57,018	114,036	27%
Federal 5307	2,046,676	2,289,246	4,578,492	45%
DMAP Reimbursement	21,561	31,002	62,004	35%
Advertising	21,000	-	-	
Miscellaneous	74,851	79,500	159,000	47%
Property Taxes	11,366,725	5,872,284	11,744,568	97%
Oregon State In-Lieu	3,044,995	2,805,000	5,610,000	54%
Interest on Investments	143,088	84,348	168,696	85%
Operating Revenues/Resources Total	18,137,485	12,856,398	25,712,796	71%
Operating Expenses/Requirements				
General Manager/Board of Directors	316,685	307,686	615,372	51%
Administration	862,418	900,522	1,801,044	48%
Communication	667,004	803,904	1,607,808	41%
Transportation Development	1,039,477	1,024,572	2,049,144	51%
Operations	8,860,732	8,904,162	17,808,324	50%
Unallocated General Administration	282,755	538,482	1,076,964	26%
Operating Expenses/Requirements Total	12,029,071	12,479,328	24,958,656	48%

Salem Area Mass Transit District
 Fiscal Year 2017-18 Second Quarter Financial Report

General Fund Department Expenses/Requirements Summary	Actual	50% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget	
General Manager/Board of Directors					
General Manager	284,654	285,444	570,888	50%	
Board of Directors	32,031	22,242	44,484	72%	(1)
Total	316,685	307,686	615,372	51%	
Administration					
Human Resources	321,070	350,172	700,344	46%	
Human Resources Safety	131,307	94,752	189,504	69%	(2)
Finance (includes Procurement Budget)	410,041	455,598	911,196	45%	
Total	862,418	900,522	1,801,044	48%	
Communication					
Marketing and Communications	371,403	507,780	1,015,560	37%	
Customer Service	295,601	296,124	592,248	50%	
Total	667,004	803,904	1,607,808	41%	
Transportation Development					
Transportation Development Administration	418,834	382,602	765,204	55%	(3)
Information Technology	519,357	516,972	1,033,944	50%	
Vanpool Lease	101,286	124,998	249,996	41%	
Total	1,039,477	1,024,572	2,049,144	51%	
Operations					
Operations Administration	305,779	287,412	574,824	53%	(4)
Vehicle Maintenance	2,134,973	2,102,556	4,205,112	51%	
Facility Maintenance	425,080	438,594	877,188	48%	
Security	279,374	308,424	616,848	45%	
Cherriots Fixed Route Service	5,599,191	5,704,146	11,408,292	49%	
West Salem Connector Operations	100,736	50,976	101,952	99%	(5 A.)
West Salem Connector Vehicle Maintenance	15,599	12,054	24,108	65%	(5 B.)
Total	8,860,732	8,904,162	17,808,324	50%	
Unallocated General Administration	282,755	538,482	1,076,964		

Notes:

- (1) Invoice dated 7/21/2017 from Marion County Treasurer for May 16, 2017 election for \$10,943 is 24.6% of budget.
- (2) Year-to-date payout damages are \$51,195.77 or 27% of the annual budget.
- (3) Lockwood Research invoices totaling \$44,865 is an overage of 5.9% from the budget.
- (4) Salaries are over by \$20,769 or 3.6% of the budget.
- (5) A. West Salem Connector Operations is completely done.
 B. West Salem Connector Vehicle Maintenance is completely done.

Salem Area Mass Transit District
 Fiscal Year 2017-18 Second Quarter Financial Report

Capital Project Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	50% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget
Capital Revenues/Resources				
Net Working Capital	-	1,191,534	2,383,068	0%
Federal STP Funds	-	977,556	1,955,112	0%
Federal 5310 Funds Through State	3,048	319,830	639,660	0%
Federal Flex Funds	-	162,444	324,888	0%
FTA 5339 Funds	-	971,766	1,943,532	0%
Federal 5307	-	1,002,846	2,005,692	0%
FEDERAL DMAP	-	104,760	209,520	0%
Federal STP Funds	-	61,152	122,304	0%
Federal 5309 Funds	-	693,720	1,387,440	0%
Connect Oregon Funds	-	499,998	999,996	0%
State STF Funds	-	138,816	277,632	0%
Capital Revenues/Resources Total	3,048	6,124,422	12,248,844	0%
Capital Expenses/Requirements				
Administration	183,502	118,392	236,784	77% (7)
Transportation Development				
Capital Project Administration	-	25,404	50,808	0%
Keizer Transit Center	41,838	600,000	1,200,000	3%
South Salem Transit Center	55	694,542	1,389,084	0%
Bus Stops & Shelters	57,301	249,894	499,788	11%
BI Project	79,940	175,002	350,004	23%
CH2 Lease Space Improvements	-	50,004	100,008	0%
Operations				
Del Webb Improvements	964	111,114	222,228	0%
Shop Equipment	16,351	67,998	135,996	12%
Ops Technology Equipment	-	37,500	75,000	0%
ADA Assessment Center	(1,560)	-	-	
Cherriots Revenue Vehicles	101,424	3,016,170	6,032,340	2%
CherryLift Revenue Vehicles	-	558,102	1,116,204	0%
CARTS Revenue Vehicles	-	375,630	751,260	0%
Capital Expenses/Requirements Total	479,815	6,079,752	12,159,504	4%

Capital Expenses/Requirements Total			
Administration	183,502	118,392	236,784
Transportation Development	179,134	1,794,846	3,589,692
Operations	117,179	4,166,514	8,333,028

(7) Hard/Software over budget	5,434	2.3%
Salary & related not budgeted for (Reedy)	10,313	4.4%
	<u>15,747</u>	<u>6.7%</u>

Salem Area Mass Transit District
 Fiscal Year 2017-18 Second Quarter Financial Report

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	50% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget
Transportation Fund Revenues/Resources				
Passenger Fares	196,166	193,446	386,892	51%
Federal Direct 5310 Funds	57,158	112,296	224,592	25%
Federal 5311 Funds	78,779	186,504	373,008	21%
Federal New Freedom	24,209	15,432	30,864	78%
Federal 5310 Funds Through State	216,148	428,136	856,272	25%
Rideshare Grant	-	105,600	211,200	0%
TDM Grant	-	83,670	167,340	0%
DD53 Revenues	588,150	1,195,998	2,391,996	25%
Federal 5307	626,109	425,328	850,656	74%
DMAP Revenues	5,074,264	4,751,196	9,502,392	53%
STF Pass Through Funds	122,000	121,998	243,996	50%
State STF Funds	369,426	372,480	744,960	50%
Transportation Fund Revenues/Resources Total	7,352,409	7,992,084	15,984,168	46%
Transportation Fund Expenses/Requirements				
Operations	8,469,578	8,931,942	17,863,884	47%
Mobility Management/Travel Trainer	97,879	57,972	115,944	84%
Transportation Development	330,309	323,574	647,148	51%
Transportation Fund Expenses/Requirements Total	8,897,766	9,313,488	18,626,976	48%



To: Board of Directors
From: Allan Pollock, General Manager
Date: February 22, 2018
Subject: Board Member Committee Report

ISSUE

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

BACKGROUND AND FINDINGS

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

<u>Board/Committee</u>	<u>Director(s)</u>
Special Transportation Fund Advisory Committee (STFAC)	Director Thompson Alternate: Director Busch
Mid-Willamette Area Commission on Transportation (MWACT)	Director Kelley Alternate: Director Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	From 07/01/2017 - 12/31/2017 P: Jerry Thompson A: Robert Krebs From 01/01/2018 - 06/30/2019 P: Robert Krebs A: Jerry Thompson
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	From 07/01/2017 - 12/31/2017 P: Robert Krebs A: Kathy Lincoln From 01/01/2018 - 06/30/2019 P: Kathy Lincoln A: Colleen Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	President Krebs Alternate: Director Lincoln

FINANCIAL IMPACT

None

RECOMMENDATION

Receive and File

PROPOSED MOTION

None



Salem Area Mass Transit District
Board of Directors

~ **LEGISLATIVE SUBCOMMITTEE** ~

MINUTES

Date: February 1, 2018

Place: Oregon State Capitol Building

Meeting Called to Order 9:30 AM

Adjourned - 10:10 AM

PRESENT:

- X President Robert Krebs
- X Director Steve Evans
- X Director Kathy Lincoln
- X Allan Pollock, General Manager
- X Dale Penn II, SAMTD Legislative Advocate
- X Zack Reeves, CFM Strategic Communications

Issues Discussed:

- Reviewed language relating to Senate Bill 1536.
- Mr. Penn provided updates from meetings with Senate President Peter Courtney.
- Discussed options for Mr. Penn to share in conversations about Senate Bill 1536.
- President Krebs will provide testimony at the Senate Committee on Business and Transportation's public hearing on February 7, 2018.

Allan Pollock, General Manager

Recording Secretary



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, February 22, 2018 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

SUPPLEMENTAL AGENDA

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Colleen Busch (Subdistrict #2)
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION –**
 - 1. Special Districts Association of Oregon Presentation and Award **SUPPLEMENT [1]**
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR - [Action]**
 - 1. Approval of Minutes**
 - a. Minutes of the January 8, 2018 Board Work Session **1**
 - b. Minutes of the January 25, 2018 -
 - 1. Executive Session on Litigation **7**
 - 2. Executive Session on Labor Negotiations **8**
 - 3. Regular Board Meeting **9**
 - 2. Routine Business**
 - a. Appoint Citizen Member to the Budget Committee Representing Subdistrict #1 **15**
 - b. Resolution 2018-01 Bank Signature Re-authorization **19**
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Appoint Members to the Citizens Advisory Committee **SUPPLEMENT [3]**
 - 2. Catholic Community Services Foundation Property Tax Exemption **SUPPLEMENT [5]**
- I. INFORMATION ITEMS**
 - 1. Trip Choice – Second Quarter Report **23**

2. Performance – Second Quarter Report	27
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J. BOARD & MANAGEMENT REPORTS

1. General Manager	
2. Board of Directors	
a. Board Committee Report	43
b. Minutes of the February 1, 2018 Legislative Subcommittee (Receive and File) ...	45

K. ADJOURN REGULAR BOARD MEETING

Next Regular Board Meeting Date: Thursday, March 22, 2018

Regular Board meetings are televised live on Channel 21 and can be viewed on CCTV's website: www.cctvsalem.org. Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet. The Board of Directors can be reached by email at Board@cherriots.org.

Regular Board of Directors meetings are open, public meetings at an accessible location. Special accommodations are available for persons with disabilities upon request. To request accommodations, or services for sign language interpretation or languages other than English, please call 503-588-2424 at least two business days prior to the meeting.



BOARD MEETING MEMO

Agenda Item D

To: Board of Directors

From: Michiel RG Majors, Safety and Loss Control Specialist
Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: February 15, 2018

Subject: Special Districts Association of Oregon, Outstanding Special District Program Award

ISSUE

Shall the Board receive a presentation on the Special Districts Association of Oregon, Outstanding Special District Program Award?

BACKGROUND AND FINDINGS

The Special Districts Association of Oregon (SDAO) provides many of the Districts insurance programs through their Special Districts Insurance Services program (SDIS). Each year it honors select Districts with their *Outstanding Special District Program Award*.

SAMTD was nominated by SDAO staff and awarded the *Outstanding Special Districts Program Award* for the Risk Identification Project which was funded by an SDAO grant in the summer of 2017. The award was received by Michiel Majors, Safety and Loss Control Specialist at the annual 2018 SDAO Awards Banquet in Seaside Oregon.

The *Risk Identification Project* consisted of the completion of a Route Hazard Analysis for each of the Districts bus routes. The project also included completion of Personal Protective Equipment Hazard Assessments for each employee position, to be used in the development of additional safety programs, and to set Personal Protective Equipment requirements.

The project began on July 5, 2017 when the District welcomed a student from Oregon State University, Logan Dickey, who spent the summer working on the project collecting

data and riding the system. Logan is currently working on the completion of a degree in Kinesiology.

The data collected is an essential part of the District's long range project to identify overall risk exposures, and will increase the effectiveness of the District's Risk Management program.

District staff will continue to analyze and collect data to improve the Safety of the District.

FINANCIAL IMPACT

None

RECOMMENDATION

Information only

PROPOSED MOTION

Information only



BOARD MEETING MEMO

Agenda Item H.1

To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: February 22, 2018

Subject: Appointment of Members to the Citizens Advisory Committee

ISSUE

Shall the Board appoint members to the Citizens Advisory Committee for terms ending December 31, 2019?

BACKGROUND AND FINDINGS

The Citizens Advisory Committee acts as an advisory committee to the Board on transportation-related issues of the District. The Citizens Advisory Committee shall make recommendations to the Board on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Citizens Advisory Committee shall encourage and promote transportation services that meet the needs of the communities served.

In accordance with Article 3 of The Citizens Advisory Committee Bylaws, the Committee is composed of nine (9) community representatives – seven (7) selected by individual members of the Board and two (2) from a slate of candidates who apply and are chosen according to the process set out in the Bylaws. Committee members are appointed by the Board to a two-year term that begins in the month of January and ends in the month of December.

Members of the Citizens Advisory Committee must meet the following criteria:

1. Must reside within the Cherriots service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk counties.
2. Must have a familiarity with Cherriots services.
3. Must be at least 18 years of age.

4. Use Cherriots services periodically; however, transit dependency is not a requirement for membership.
5. Must be able to communicate knowledgeably about Cherriots, in particular, and public transit in general.
6. Should have the ability to advocate on behalf of public transit and promote Cherriots services.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends that the Board approve the appointments of members to the Citizens Advisory Committee as shown below in Table 1:

Table 1

Position	Board Director	Member	Term
1	Director, Subdistrict #1 Steve Evans	Jesse Moore	2/22/18 – 12/31/19
2	Director, Subdistrict #2 Colleen Busch	Frances Bosteder	2/22/18 – 12/31/19
3	Director, Subdistrict #3 Kathy Lincoln	Laurie Dougherty	2/22/18 – 12/31/19
4	Director, Subdistrict #4 Doug Rodgers	John Hammill	2/22/18 – 12/31/19
5	Director, Subdistrict #5 Jerry Thompson	Mary Sarabia	2/22/18 – 12/31/19
6	Director, Subdistrict #6 Robert Krebs	Tealah Croner	2/22/18 – 12/31/19
7	Director, Subdistrict #7 Marcia Kelley	Roberto Coto	2/22/18 – 12/31/19
8	At-Large		
9	At-Large		

PROPOSED MOTION

I move that the Board approve the appointments of members to the Citizens Advisory Committee as shown in Table 1 for a term that ends December 31, 2019.



BOARD MEETING MEMO

Agenda Item H.2

To: Board of Directors

From: Allan Pollock, General Manager

Date: February 22, 2018

Subject: **Board motions to support the Catholic Community Services Foundation for property tax exemption**

ISSUE

Shall the Board support the application by Catholic Community Services Foundation (CCSF) for a property exemption under ORS 307.540-307.548?

Further, should the Board not oppose the application of the provisions of ORS 307.542(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located?

BACKGROUND AND FINDINGS

On December 11, 2017, Jim Seymour, Executive Director, Catholic Community Services Foundation sent a letter notifying the District about an action they are taking that may affect the District (see Attachment A).

CCSF is requesting a letter of support of an application for property tax exemption under ORS 307.540-307.548. CCSF is working with the City of Salem, Marion and Polk Counties, and Salem-Keizer School District in order to obtain the 51% requirement to adopt a local option that allows non-profit organizations to apply for property tax exemptions on properties built after 2012.

If the Board adopts the proposed motions, a letter informing CCSF of the Board action will be sent under President Krebs signature (Attachment B).

FINANCIAL IMPACT

CCSF estimates that the amount of property tax dollars allotted to the District on the 2017-18 property tax statements amounts to \$900.62.

RECOMMENDATION

Staff recommends the Board support the application by CCSF for an exemption under ORS 307.540-307.548.

Further, staff recommends the Board not oppose the application of the provisions of ORS 307.542(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located.

PROPOSED MOTION

I move that the Board support the application by Catholic Community Services Foundation for an exemption under ORS 307.540-307.548.

Further, I move that the Board not oppose the application of the provisions of ORS 307.542(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located.

Catholic Community Services Foundation

*We support and assure the financial sustainability of CCS and its programs, develop and offer affordable housing, and develop and maintain facilities to house CCS programs.
The CCSF Property Division owns and manages 250 units of affordable housing.*

December 11, 2017

Mr. Allan Pollock
Salem Mass Transit
555 Court St NE #5230
Salem OR 97301
pollocka@cherriots.org (503-588-2424)

Dear Mr. Pollock,

Even though the issue discussed in this letter has already been brought to your attention we wanted to send you this official notification that has been sent to all taxing districts that may be affected.

Catholic Community Services Foundation (CCSF) has been providing low-income housing since 2007. Unfortunately, even with recent increases in the number of units provided by non-profit organizations, housing authorities and private entities, there is currently a significant shortage of low-income housing options in our community for individuals and families who need safe and decent housing with affordable rents.

To make matters worse, Oregon legislation that had historically granted property tax exemptions for low-income housing owned by non-profit organizations was challenged by Oregon tax assessors. **RESULT: Properties exempt at the time were "grandfathered" until 2022 while a legislative task force works on developing a viable long-term solution. Therefore, any new low-income housing properties built by non-profit organizations after 2012 are NOT automatically exempt from property tax.**

CCSF has built two affordable complexes in Salem since 2012 housing low-income individuals and families and is currently paying property taxes on these two housing complexes.

To encourage non-profit organizations to provide additional low-income housing several Oregon cities and counties have adopted a local option that allows non-profit organizations to apply for property tax exemptions on properties built after 2012. The non-profit organization would still need to annually prove their adherence to low-income housing requirements in order to justify the waiver.

The rules require taxing districts receiving 51% of property tax revenue to agree. We are working with the City of Salem, Marion and Polk County and Salem Keizer School District 24J. If they agree it would exceed the 51% requirement.

CCSwv.org

P.O. Box 20400, Salem, OR 97307 | 503-390-2600

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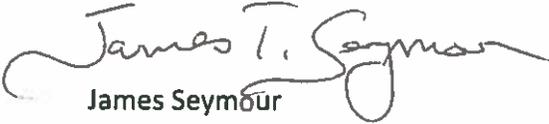
Transparency is important which is why we're notifying all jurisdictions about the effect on each. The amount of property tax dollars allotted to Salem Mass Transit on the 2017-18 property tax statements amount to \$900.62.

Marion County Board of Commissioners adopted their resolution on November 22, 2017. The issue will be before the Salem City Council and Salem Keizer School District Board of Education at a later date.

Providing low-income housing is not a profitable venture and sometimes breaking even can be a challenge even without the burden of property taxes. While the monetary effect on your district is small this action will provide needed relief and aid in our ability to continue to offer much needed low-income housing in our community. It is also hoped that this action will serve as an incentive to other non-profit organizations to build additional low-income/affordable housing in the future.

For additional information please feel free to contact me directly at jseymour@ccswv.org or (503) 485-5973. Thank you.

Sincerely,


James Seymour
Executive Director

Properties built by Catholic Community Services since 2012:

539 Statesman St NE, Salem

- 12 units - One five-bedroom, six one-bedroom, one two-bedroom and four three-bedroom units located within Englewood Elementary, Parrish Middle, and North Salem High School boundaries.

2579-2587 Wallace Rd NW, Salem

- 12 units - One five-bedroom, six one-bedroom & five two-bedroom units located within Harritt Elementary, Walker Middle, and West Salem High School boundaries.

CCSwv.org

P.O. Box 20400, Salem, OR 97307 | 503-390-2600

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February 23, 2018

Mr. James Seymour, Executive Director
Catholic Community Services Foundation
PO Box 20400
Salem OR 97307

Dear Mr. Seymour,

In many communities, including the mid-Willamette Valley, transportation options and affordable housing are significant barriers to community livability for many individuals and families. The Salem Area Mass Transit District is supportive of finding solutions and applauds the City of Salem for creating the Property Tax Exemption Program for Low-Income Housing held by Charitable, Nonprofit Corporations, adopting the provisions of ORS 307.540 – 307.548.

The Salem Area Mass Transit District Board of Directors understands that Catholic Community Services has submitted an application to the City of Salem for an exemption under ORS 307.540 – 307.548. The Board also understands that, unless ORS 307.543(2) applies, that exemption will only apply to the taxes levied by those governing bodies adopting the provisions of ORS 307.540 – 307.548.

At its February 22, 2018 meeting the Board adopted a motion to support the application by Catholic Community Services for an exemption under ORS 307.540 – 307.548 for their low-income/affordable housing facilities located at:

2587 Wallace Rd NW, Salem
2579 Wallace Rd NW, Salem; and
539 Statesman St NE, Salem.

Further, the Board adopted a motion not to object to the application of the provisions of ORS 307.543(2) to that application, such that the exemption would apply to the tax levy of all taxing districts in which the properties are located. The

Board strongly believes that efforts which will increase low-income/affordable housing facilities will improve livability in our community.

Sincerely,

Robert Krebs
President, Board of Directors



555 Court St NE, Suite 5230, Salem, OR 97301 | 503-588-2424 PH 503-566-3933 FAX | Cherriots.org

Salem Area Mass Transit District Board of Directors

Thursday, February 22, 2018

6:30 PM Regular Board Meeting

SPECIAL ACCOMODATIONS

The facility used for this meeting is wheelchair accessible.

If you require any special physical or language accommodations, including alternative formats or printed materials, please contact SKT's Administration Office as far in advance of the meeting as possible and no later than 48 hours prior to the meeting.

Requests can be made to the Clerk of the Board at (503)588-2424 or with the assistance of TYY: Oregon Relay Services at 1-800-735-2900 or by dialing 7-1-1.

MEETING PROCEDURE FOR PUBLIC COMMENT

APPEARANCE OF INTERESTED CITIZENS & AGENCIES:

Time is designated on the regular Board meeting agenda for Public Comments. It is a time for questions or testimony by persons in the audience on any items of Board business, including those items appearing on the agenda which are subject to public hearing.

Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three (3) minutes.

Representatives of any agency wishing to speak before the Board should submit their information to the administration office per the Board meeting agenda deadline.

At the designated meeting, the agency representative will be invited to come forward to speak, being limited to five (5) minutes.

Cherriots 2018 Strategic Plan

Cherriots Guiding Principles

VISION

Making a positive difference by enhancing community livability through innovative, sustainable regional transportation options.

MISSION

Connecting people with places through safe, friendly and reliable public transportation services.

VALUES

- Safety
- Service Excellence
- Communication
- Innovation
- Accountability

2018 Strategic Priorities

Provide an Exceptional Customer Experience

Culture of Excellence: Team Cherriots

Enhance Community Engagement

Ensure Organizational Viability

Be an Environmentally Responsible Organization



FY 2018 Strategic Priorities

Provide an Exceptional Customer Experience

The foundation of an exceptional customer experience is to receive a safe, friendly and reliable ride.

GOAL: Ensure the customer has an exceptional experience when using Cherriot's services from start to finish.



• Implement technology to improve the customer experience



• Implement strategies to improve reliability and usability

Culture of Excellence: Team Cherriot's

Ensure that all members of the Cherriot's team conduct themselves within a culture of excellence mindset.

GOAL: All actions support a positive customer experience whether that customer is a transit rider, community member, stakeholder or fellow employee.



• Establish Team Cherriot's expectations and train workforce



• Define 'culture of excellence' philosophy

Enhance Community Engagement

A thriving community has a strong public transportation service. We must ensure our services continue to match community needs.

GOAL: Maintain strong partnerships to ensure the Salem-Keizer community is accessible to all.



• Implement the community communication plan



• Establish community performance expectations

Ensure Organizational Viability

Ensure our ability to provide services by maintaining a balanced budget, ongoing identification of new revenue sources and opportunities for efficiency, and providing responsible stewardship of public funds.

GOAL: Ensure the public trust through the wise use of resources: human, capital and financial.



• Review and revise fiscal policies



• Invest in workforce development
• Develop a long-range plan for facilities to address growing service needs

Be an Environmentally Responsible Organization

Our daily practices and transportation services will support environmentally responsible stewardship.

GOAL: Minimize our impact on the environment, including our services, public spaces and facilities.



• Implement strategies to incorporate environmental practices into daily operations



• Establish Board-adopted environmental sustainability policy statement

**Connecting people with places
through safe, friendly, and reliable
public transportation services**



555 Court St NE, Suite 5230, Salem, OR 97301 | 503-588-2424 PH 503-566-3933 FAX | Cherriots.org

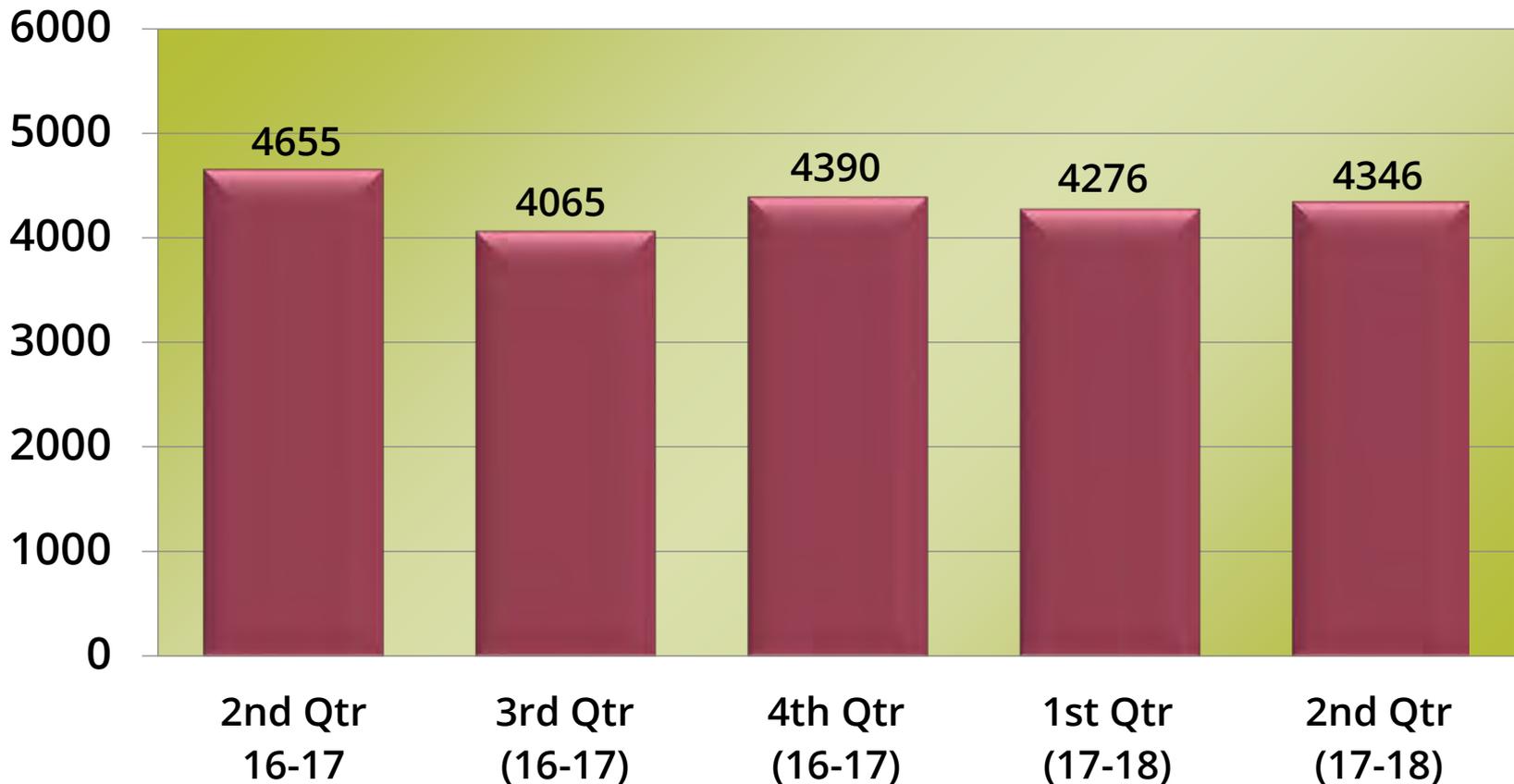


Second Quarter Report 2017 - 2018





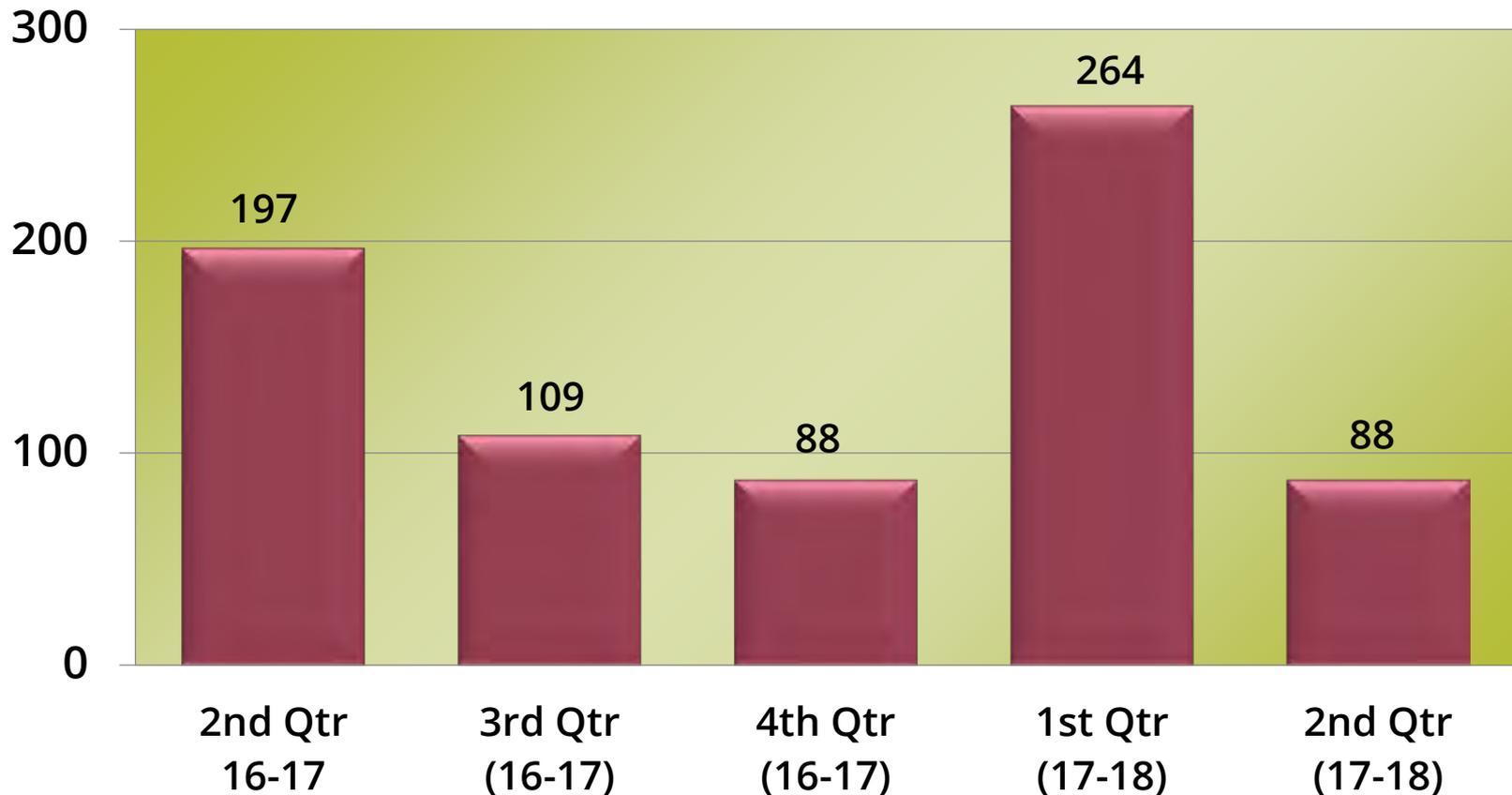
Total Users



By Quarter



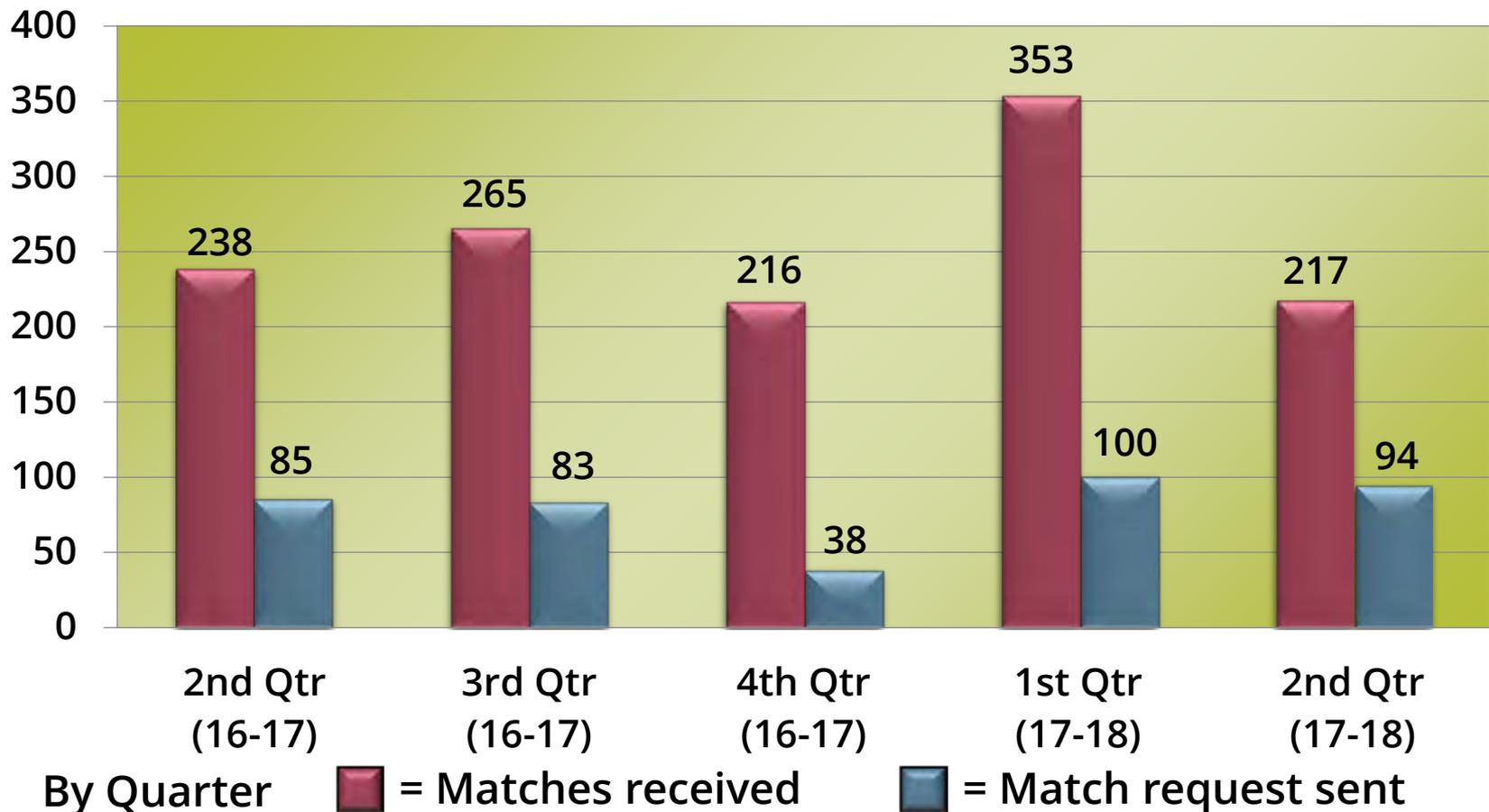
New Users



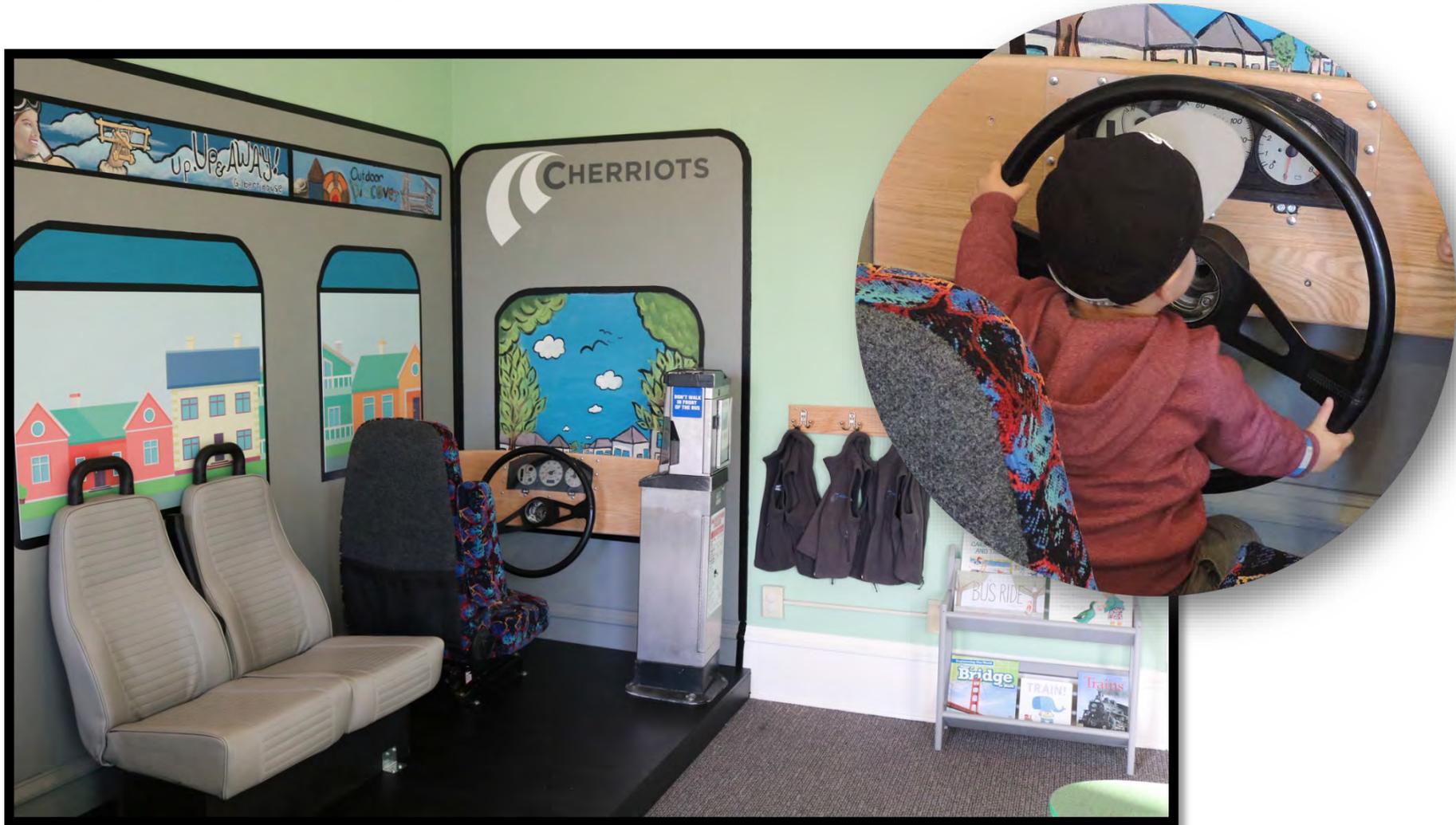
By Quarter



Match Results



Salem Station



Salem Station



Salem Station



Facebook



Cherriots Trip Choice
@CherriotsTripChoice

- Home
- Posts
- About
- Photos
- Community
- Videos

Create a Page

👍 Liked ▾
📡 Following ▾
👤 Recommend
⋮

Center to pick up your copy today.



Salem Neighborhood Services
November 18, 2017 · 🌐

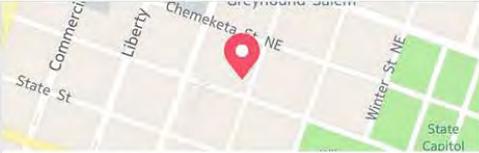
Have you seen this beautiful new **Grant Neighborhood Association/Highland Neighbors** walking map yet? Other neighborhoods will be coming soon based on the collaboration of multiple local agencies. With Just Walk Salem Keizer, Cherriots, Salem Leadership Foundation



Salem Leadership Foundation

👍 Like Page

Send Message



📍 555 Court St. NE
Salem, Oregon 97301

📄 Get Directions

☎️ (888) 323-7665

✉️ **Send Message**

🌐 www.tripchoice.org

📅 Transportation Service

🕒 Hours 9:00 AM - 5:00 PM
Open Now

✎️ Suggest Edits

Valley VanPool – Four new Routes

- SALEM TO EUGENE
 - Monday - Friday 8 to 5
- EUGENE TO SALEM
 - Monday - Friday 8 to 5
- EUGENE TO SALEM
 - 4/10 Schedule
- EUGENE TO ALBANY
 - Monday - Friday 8 to 5



CHERRIOTS

TRIP CHOICE





FY18 Q2 Performance Report

October-December 2017

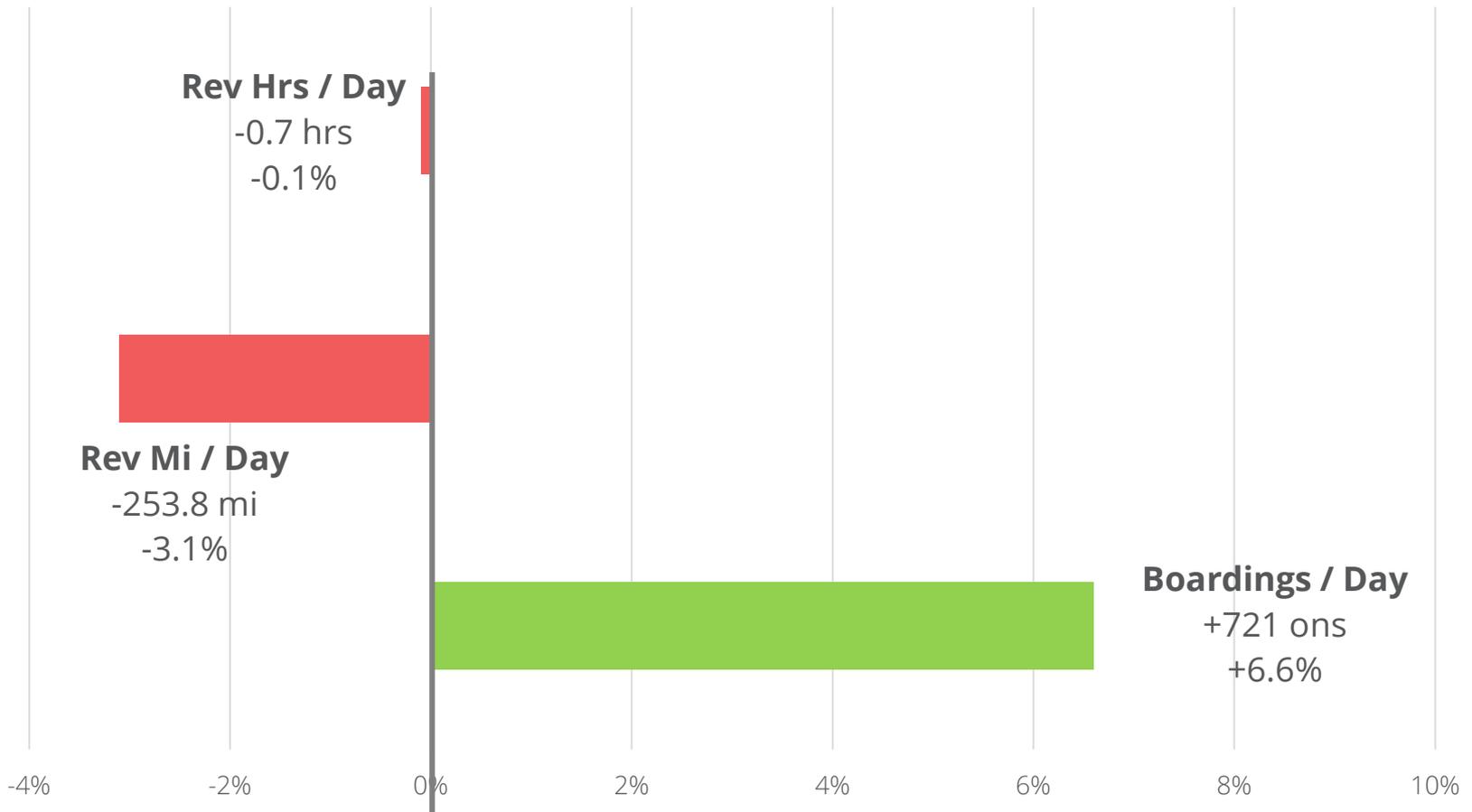


Changes by Service

FY17 to FY18

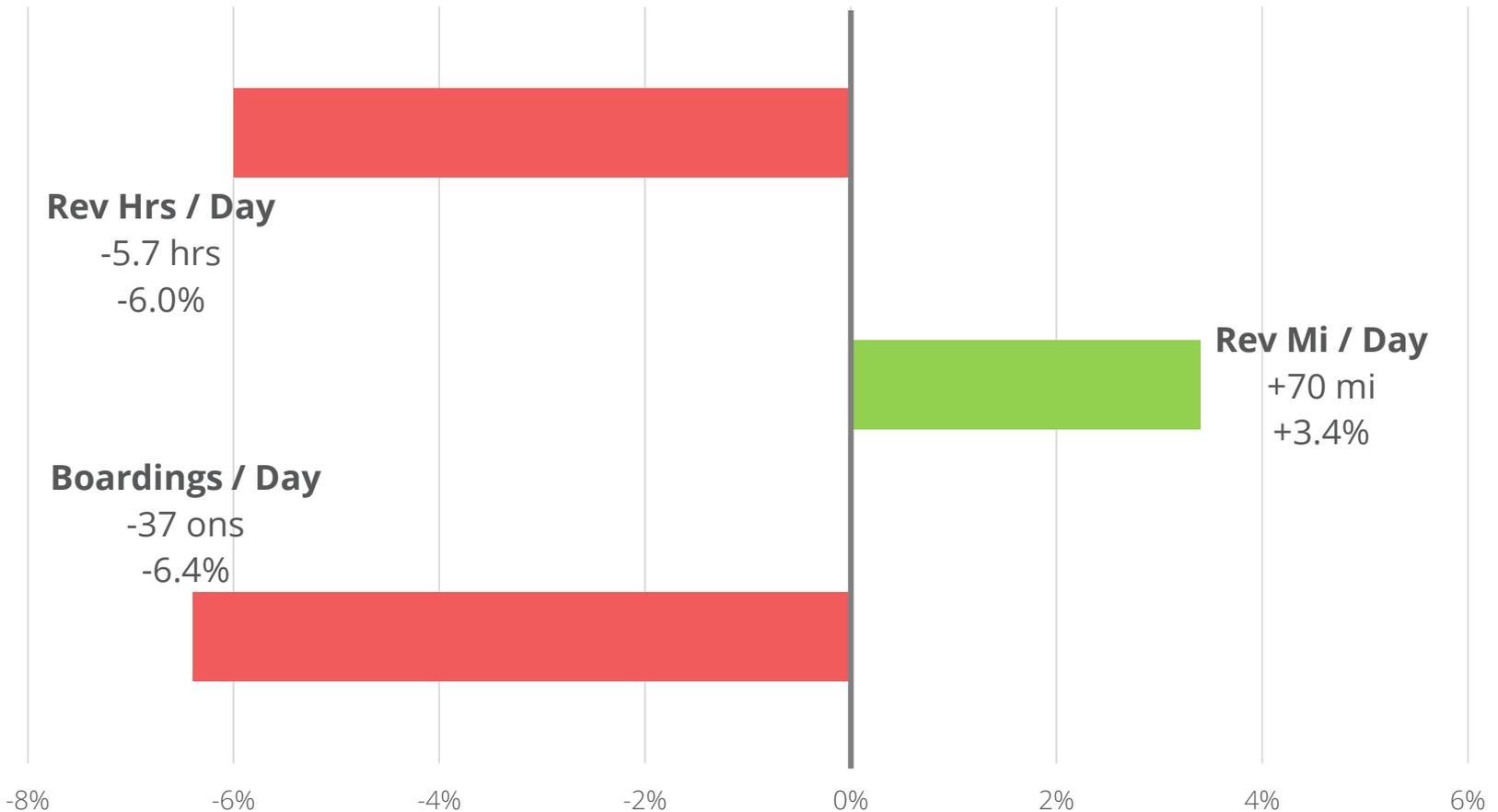
Cherriots Local

Change Between FY17 and FY18



Cherriots Regional

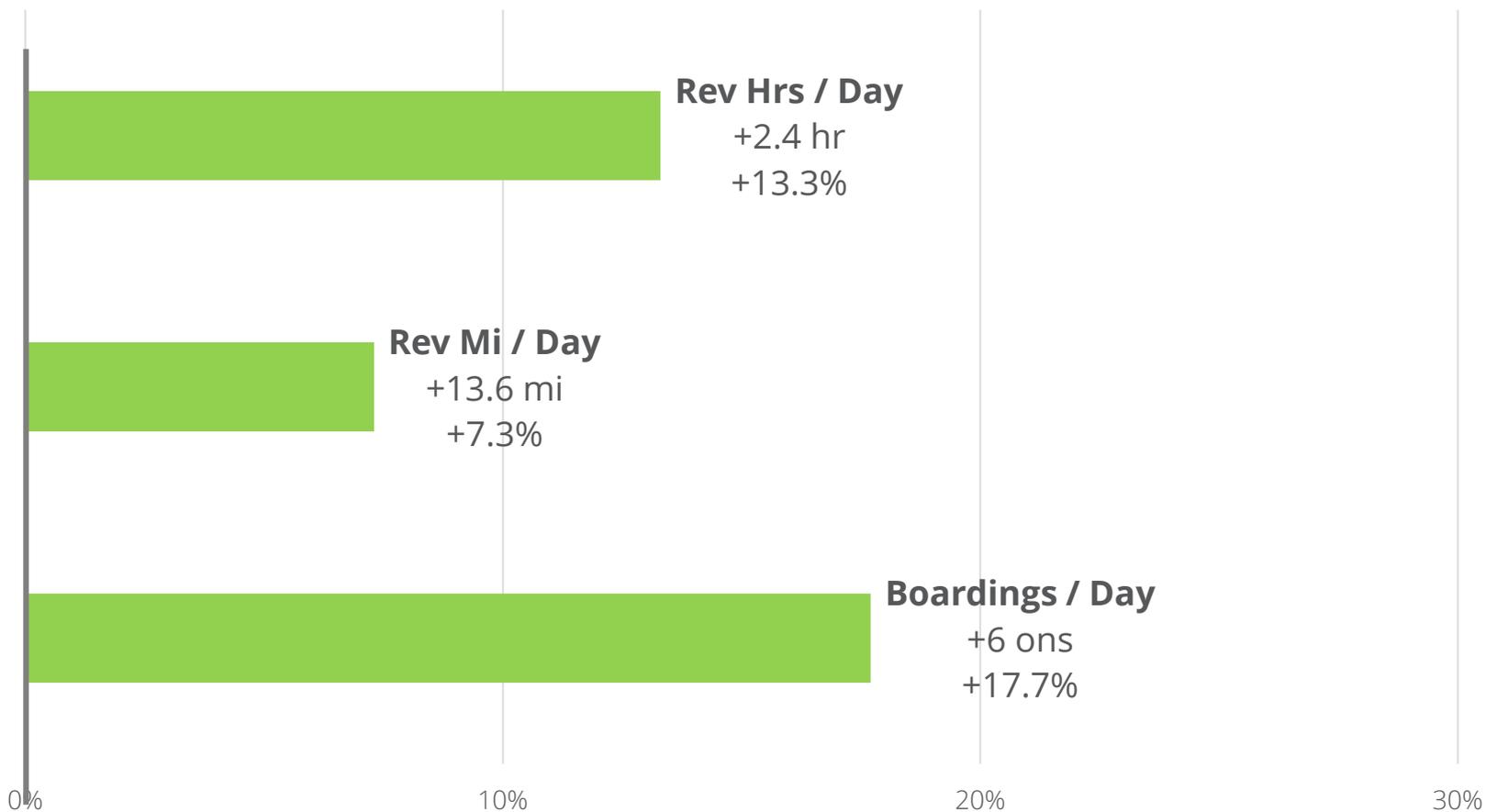
Change Between FY17 and FY18*



*Data received from Contracted Services contains inaccuracies

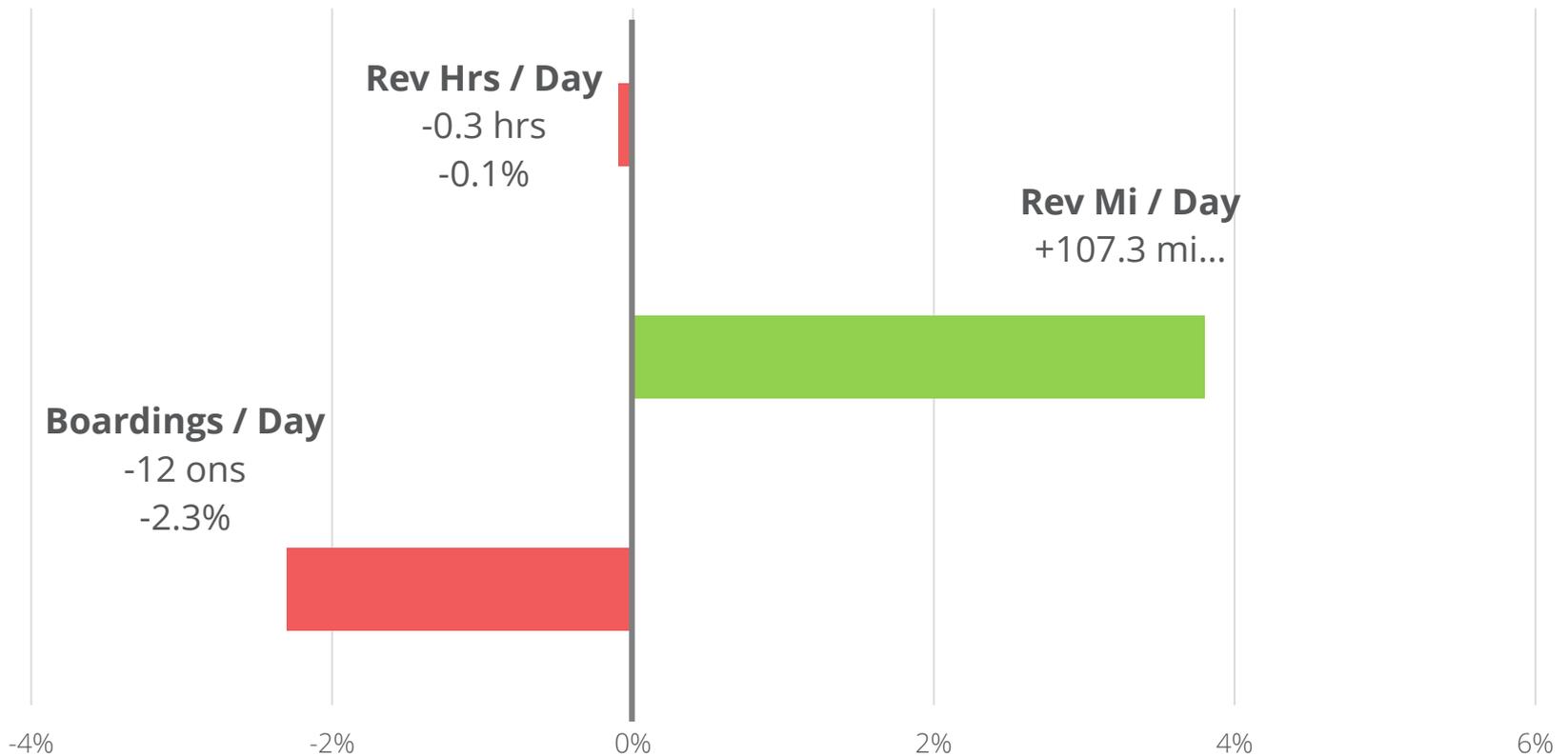
Cherriots Shop and Ride

Change Between FY17 and FY18



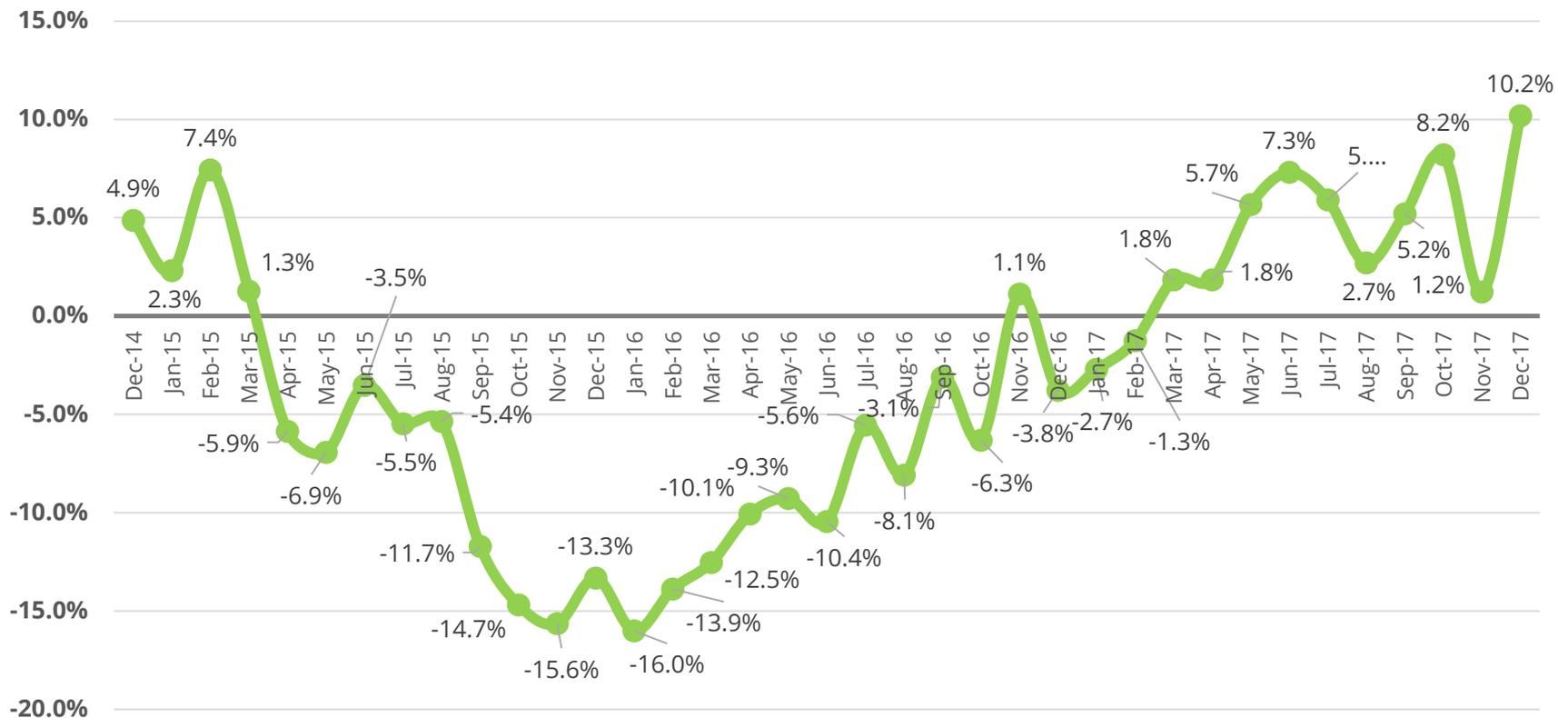
Cherriots LIFT

Change Between FY17 and FY18



Cherriots Local Avg Daily Boardings *by Month*

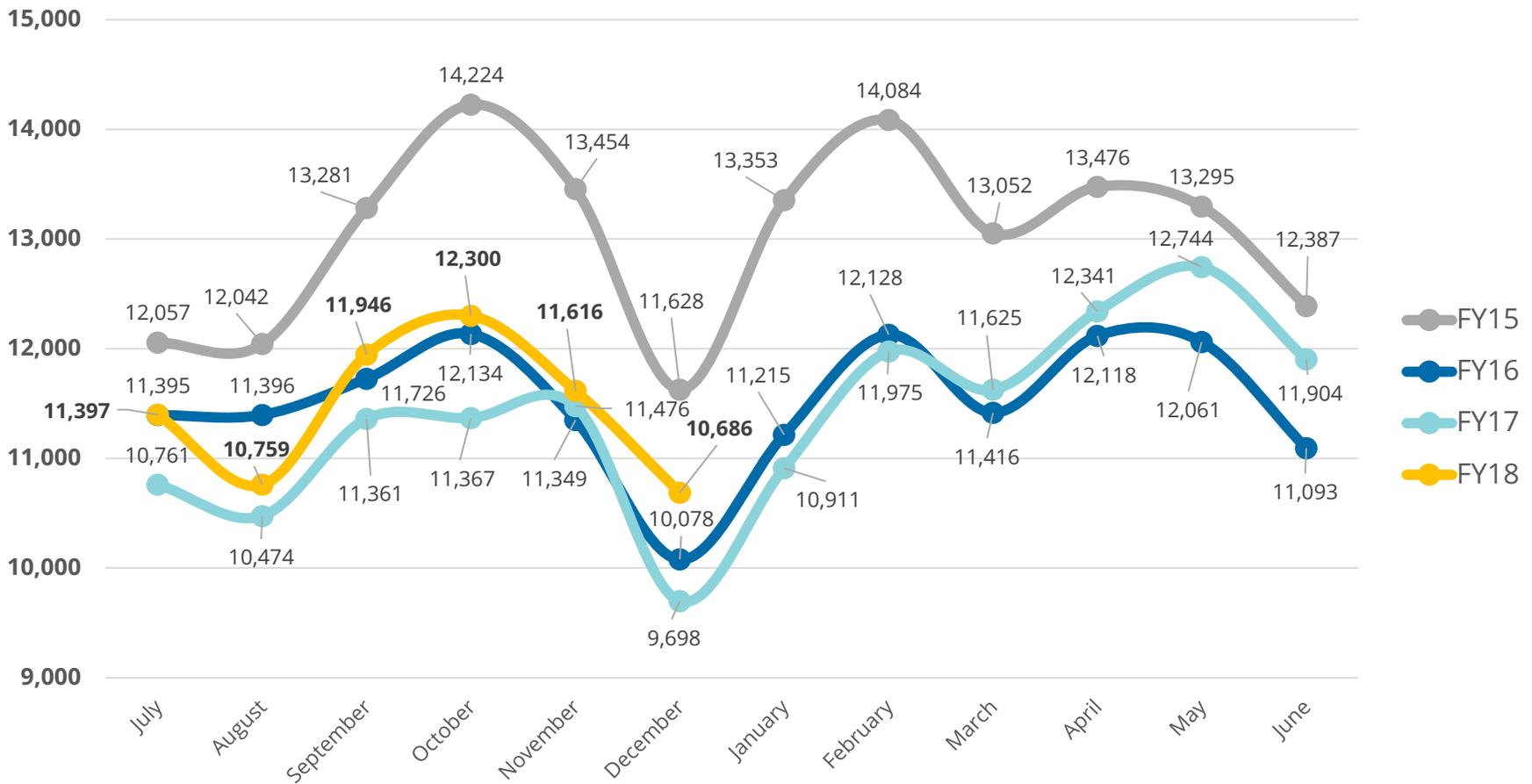
Percent Change Year Over Year*



* Only includes local bus routes

Cherriots Local Avg Daily Boardings by Month

Comparing FY15, FY16, FY17, and FY18*



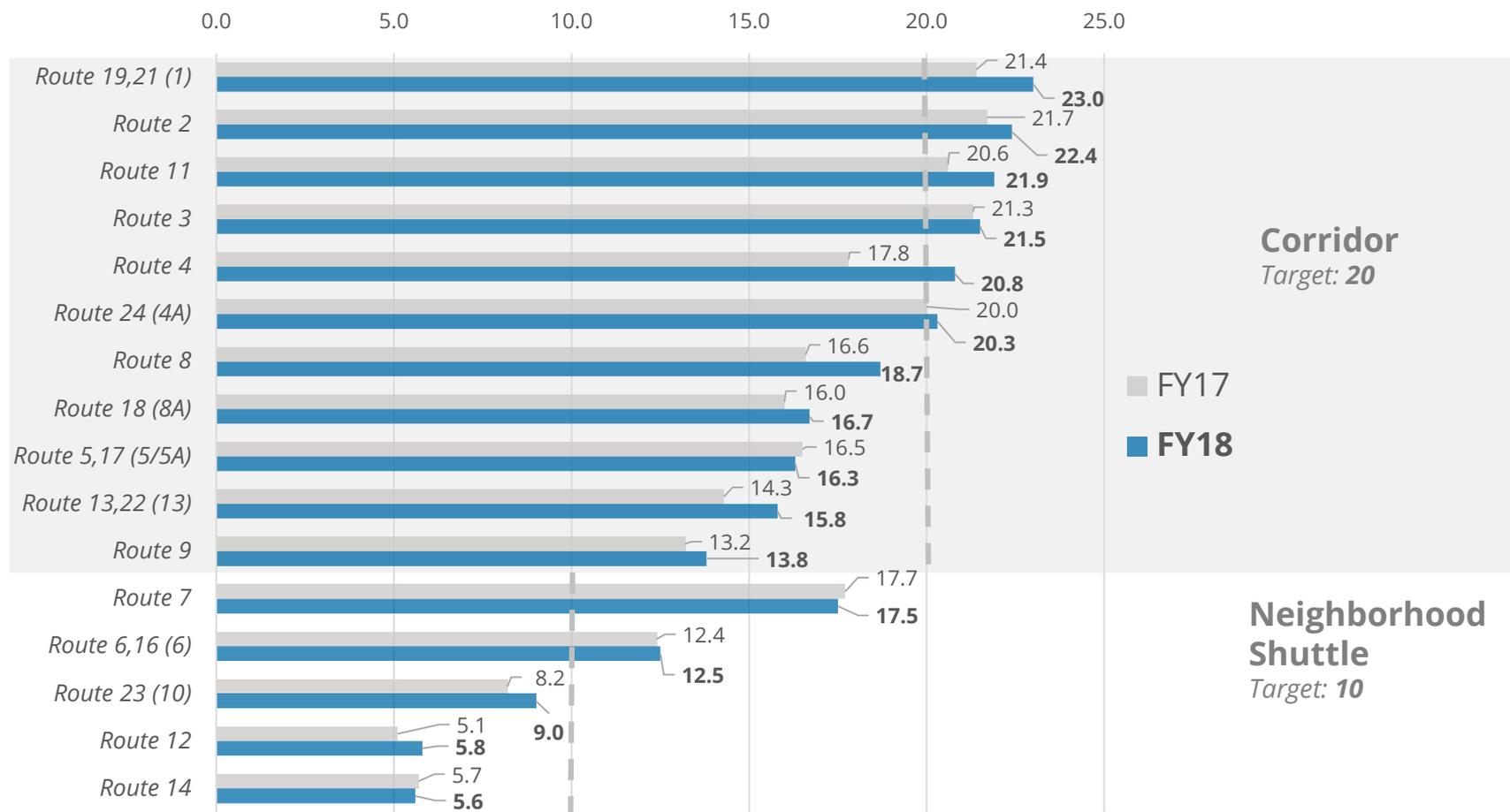
* Only includes local bus routes

Changes by Route

FY17 to FY18

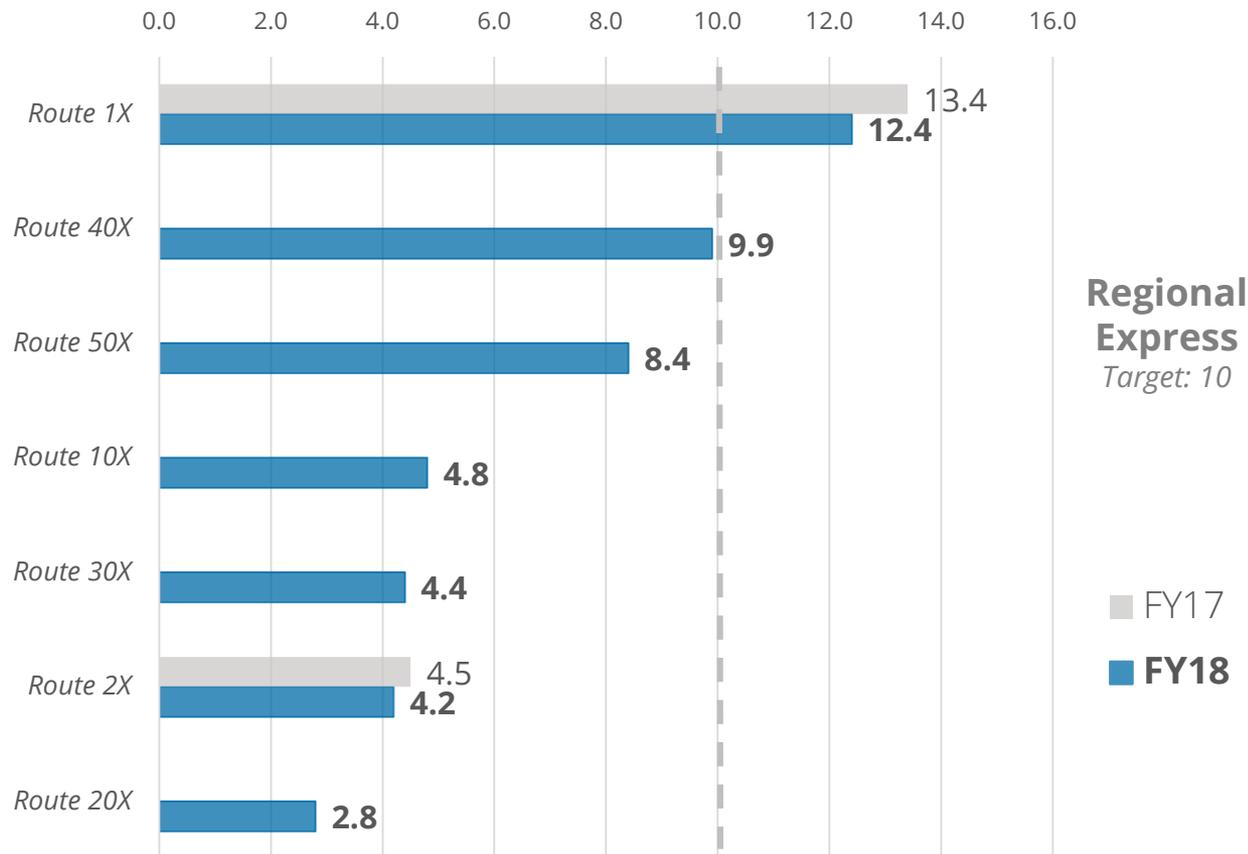
Boardings Per Revenue Hour *by Route*

Local Bus Routes



Boardings Per Revenue Hour *by Route*

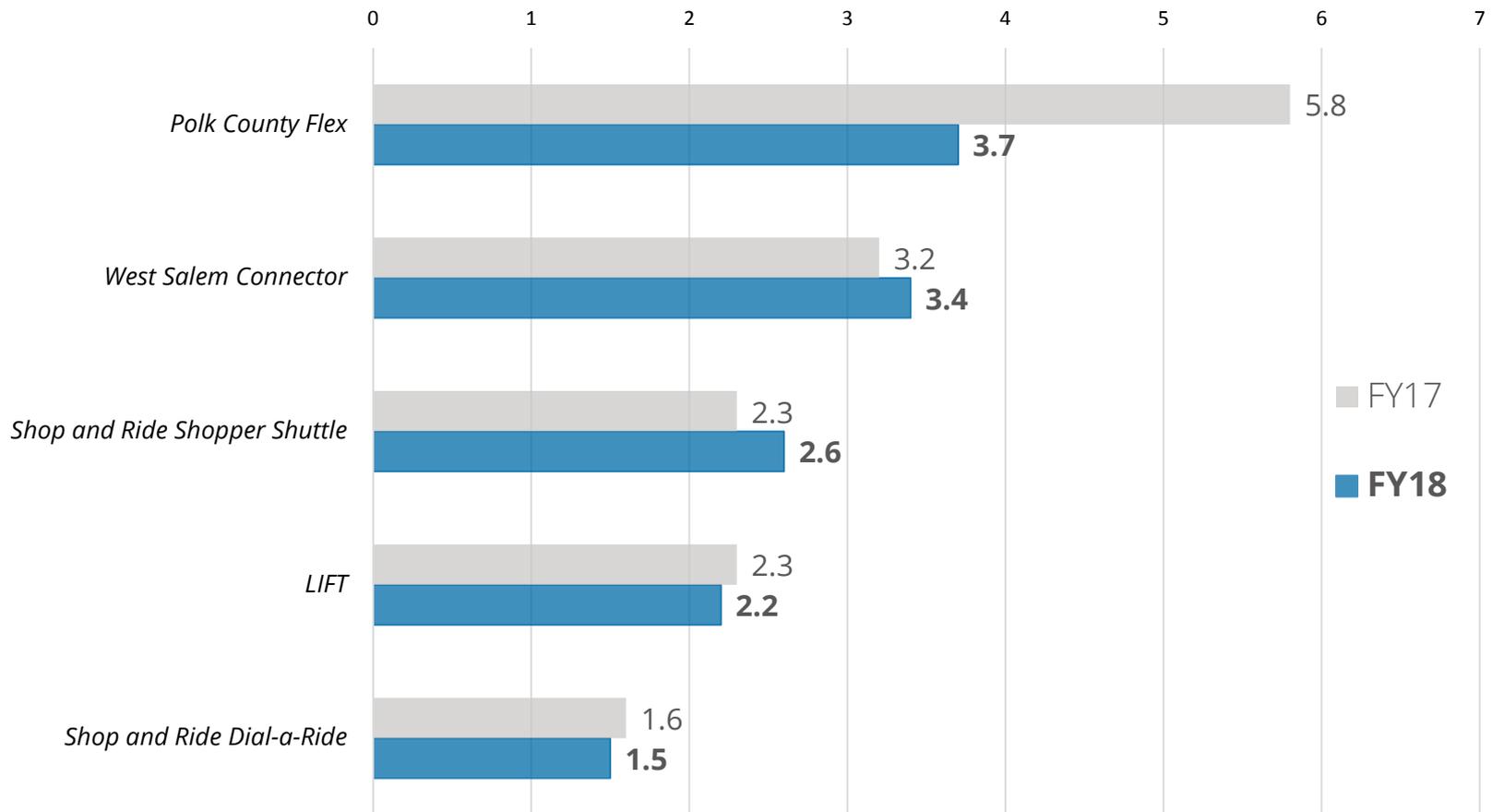
Regional Express Routes*



*Due to the May service change from deviated bus service to regional express service, a year-by-year comparison cannot be made.

Boardings Per Revenue Hour *by Route*

Demand-Responsive





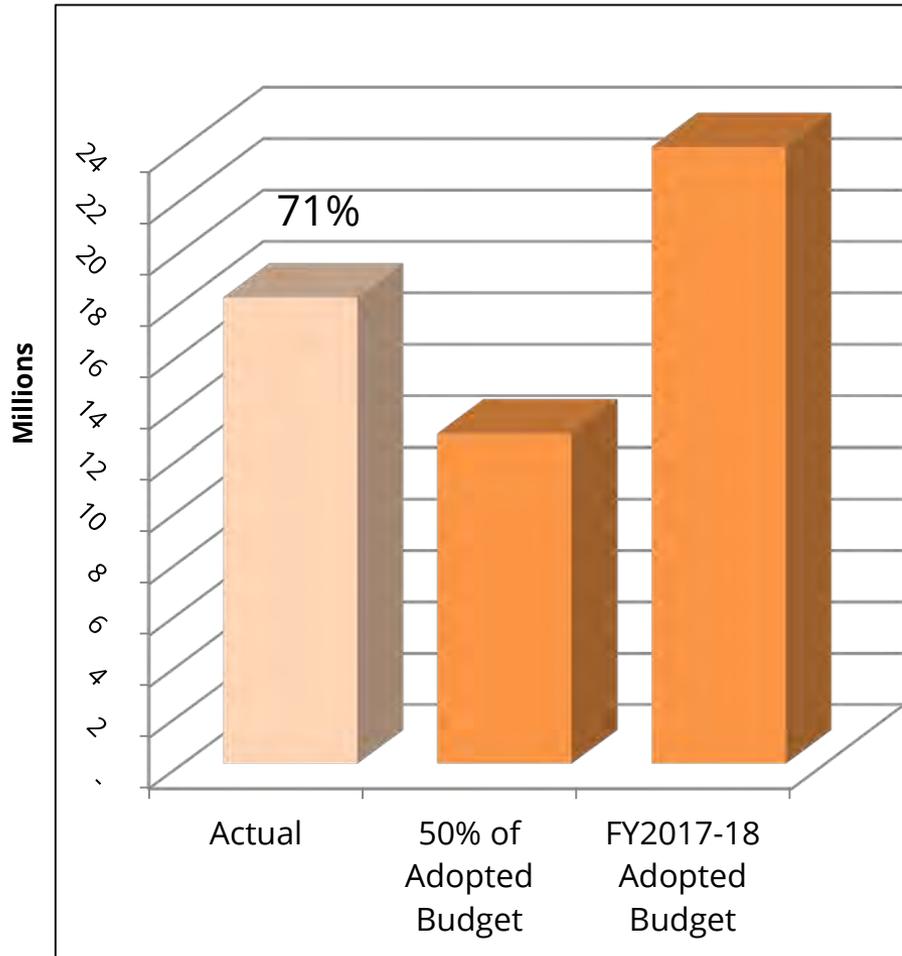


**Second Quarter Financial Report
October 1, 2017 - December 31, 2017**

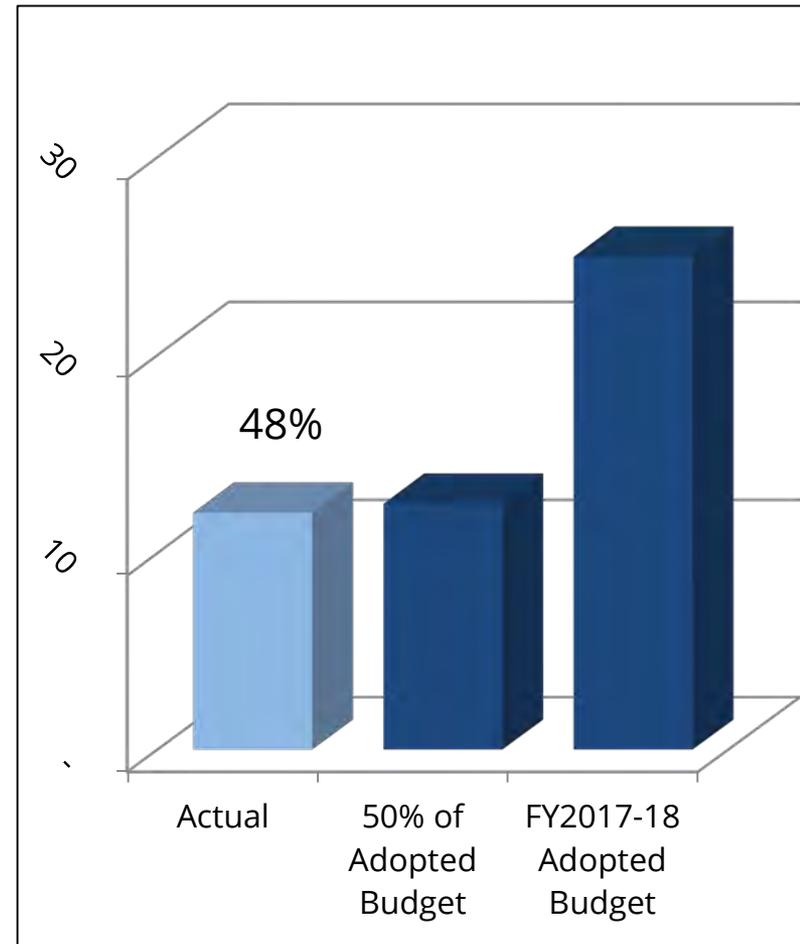


General Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)

Revenues/Resources Total



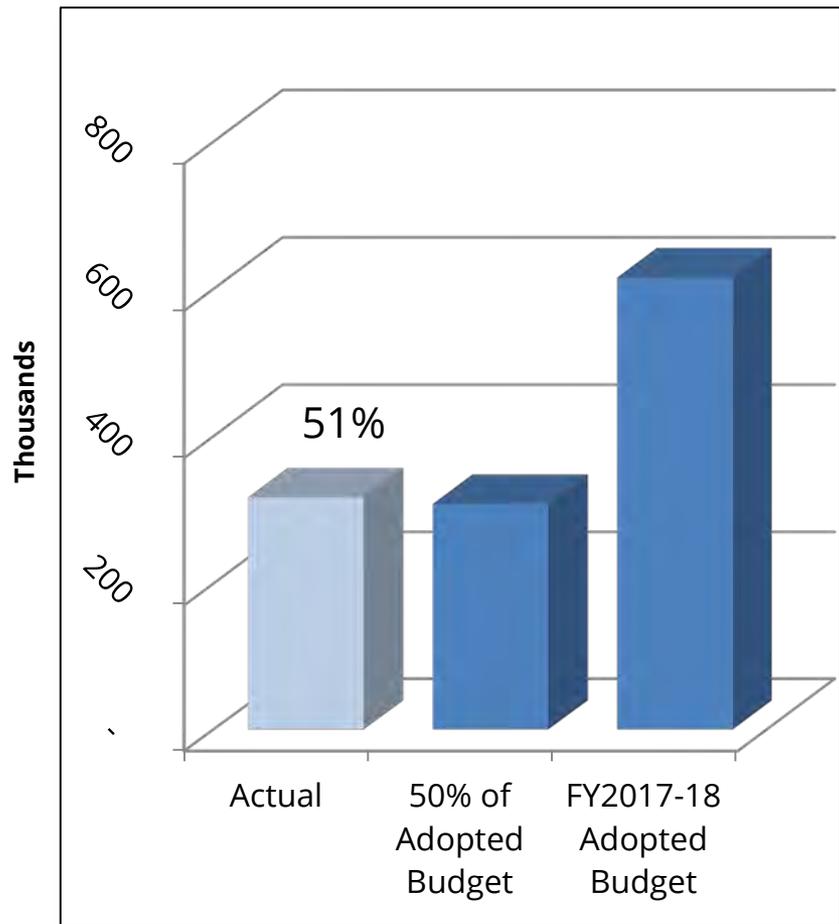
General Fund Expenses/Requirements Total



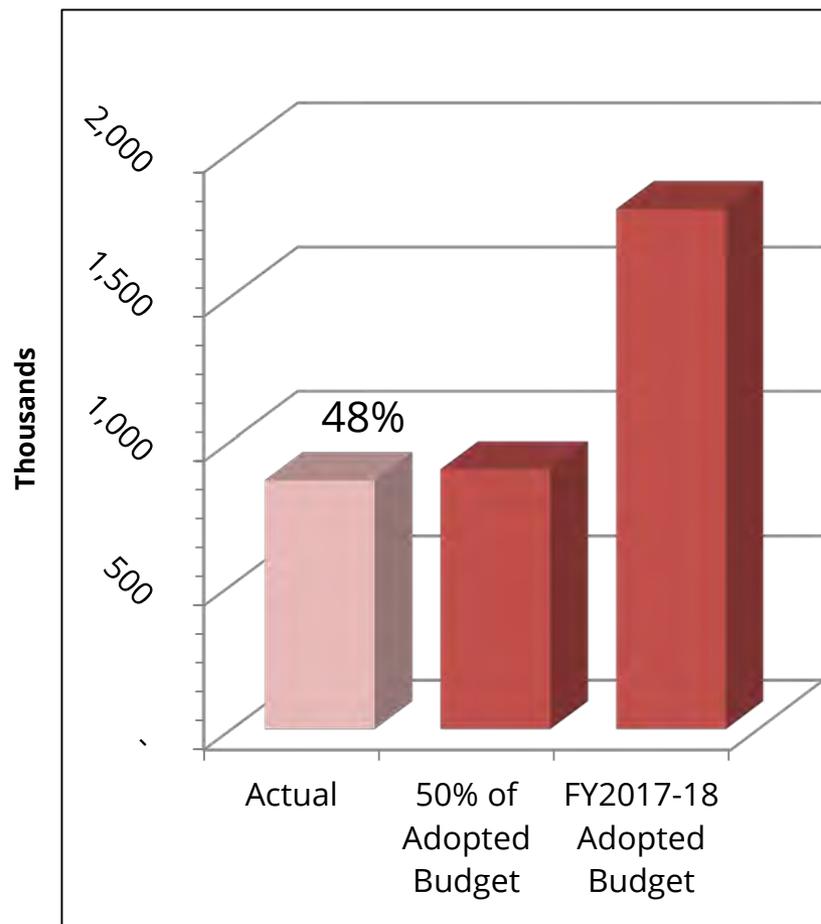


General Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)

General Manager/Board of Directors

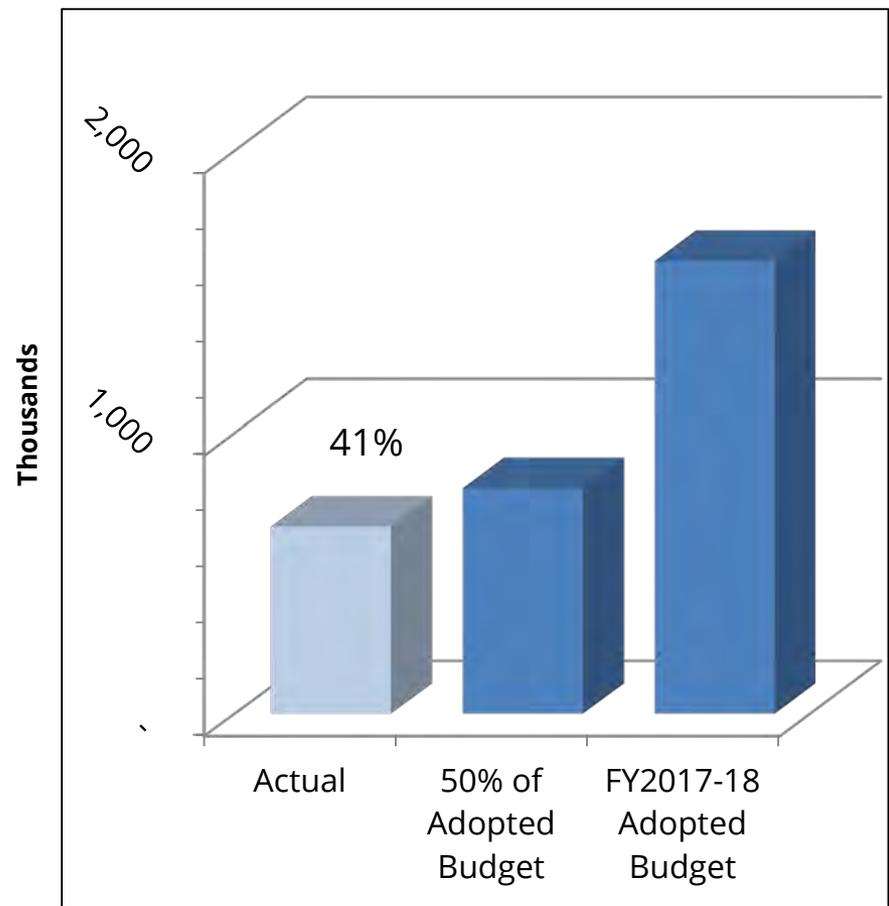


Administration

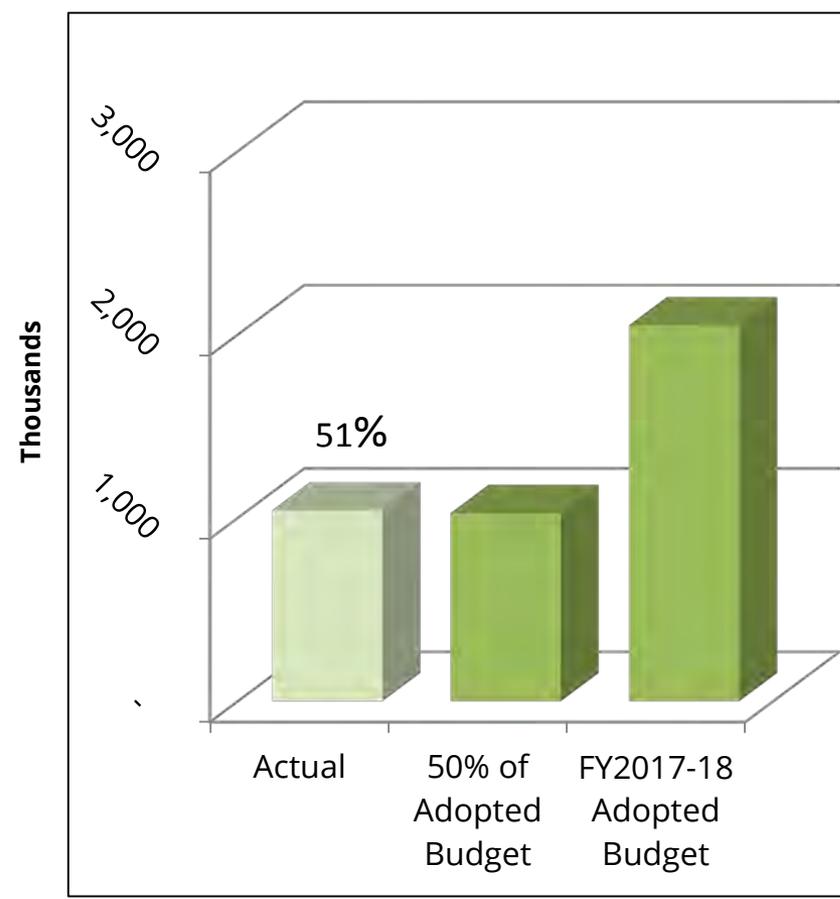


General Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)

Communication



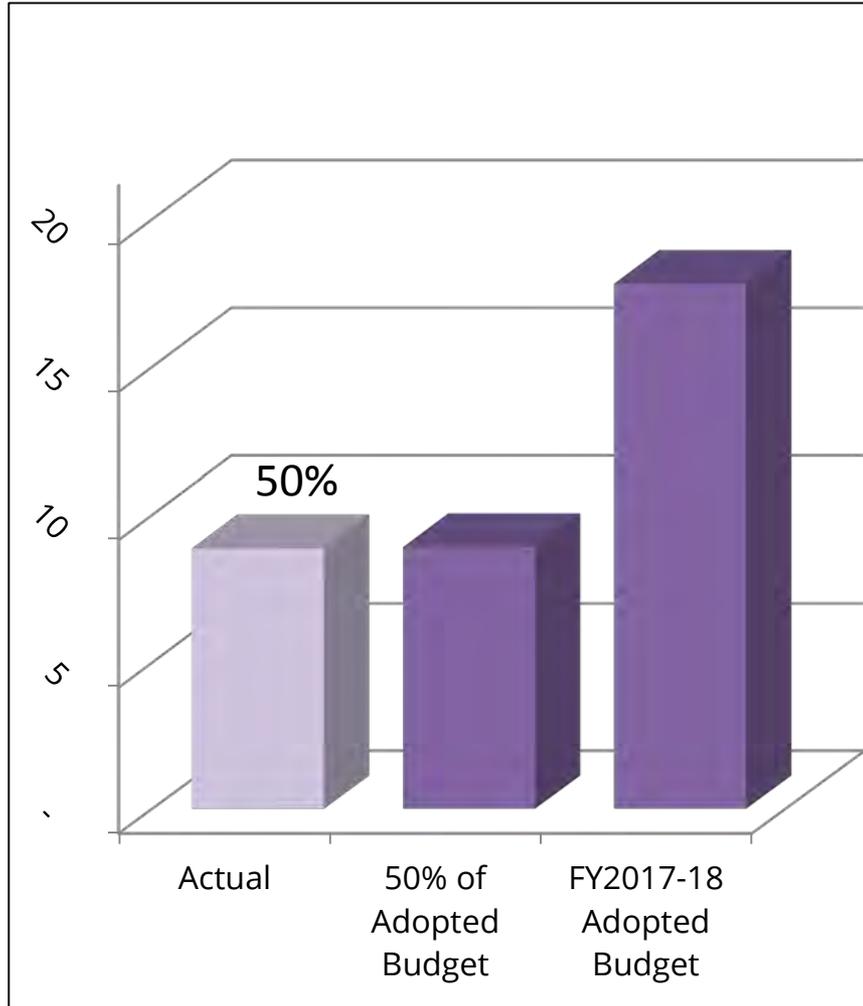
Transportation Development



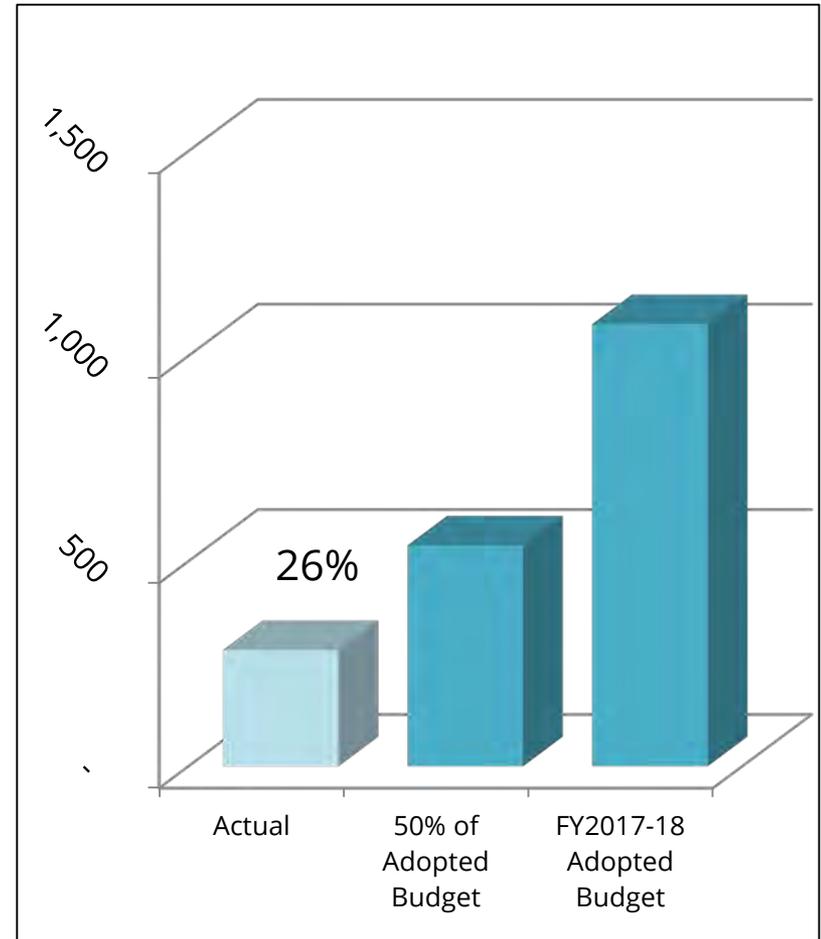


General Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)

Operations

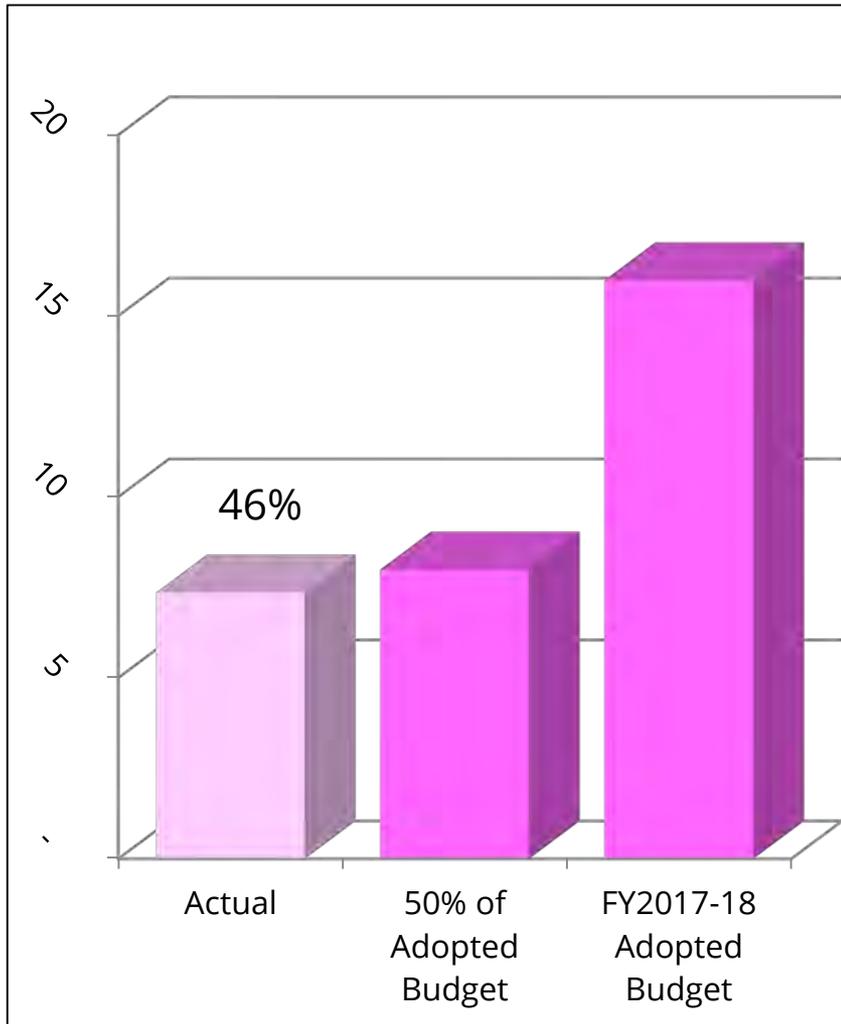


Unallocated General Administration

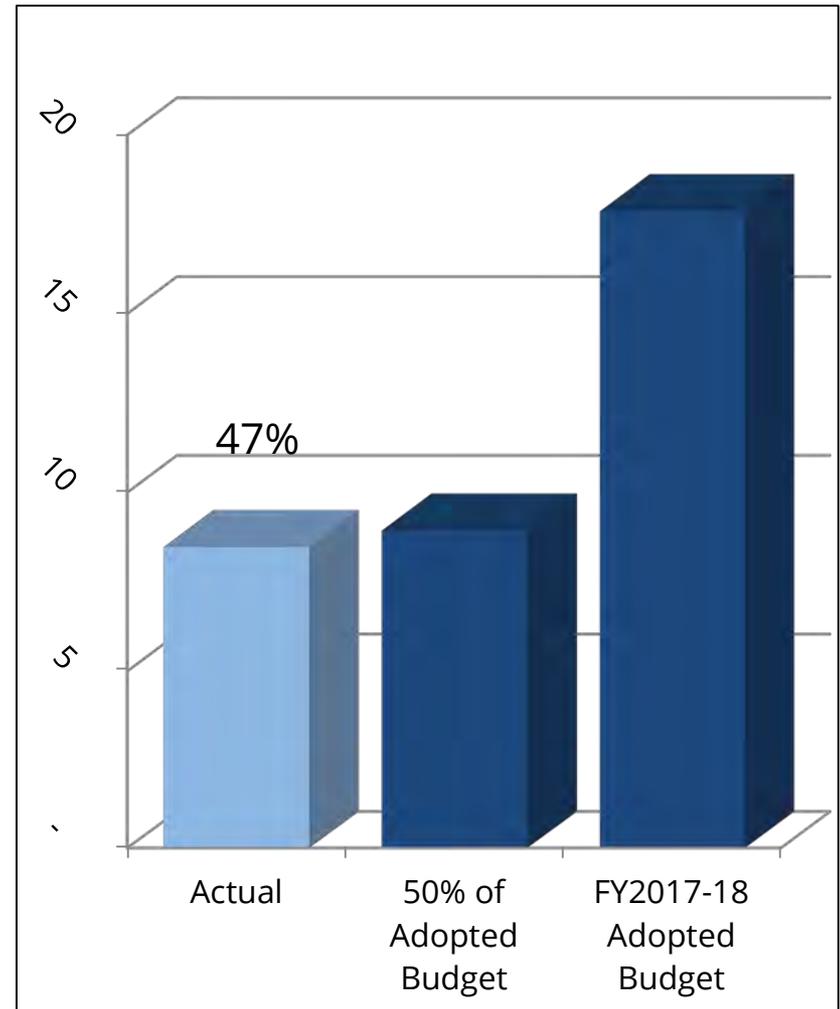


Transportation Programs Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)

Transportation Revenues/Resources Total

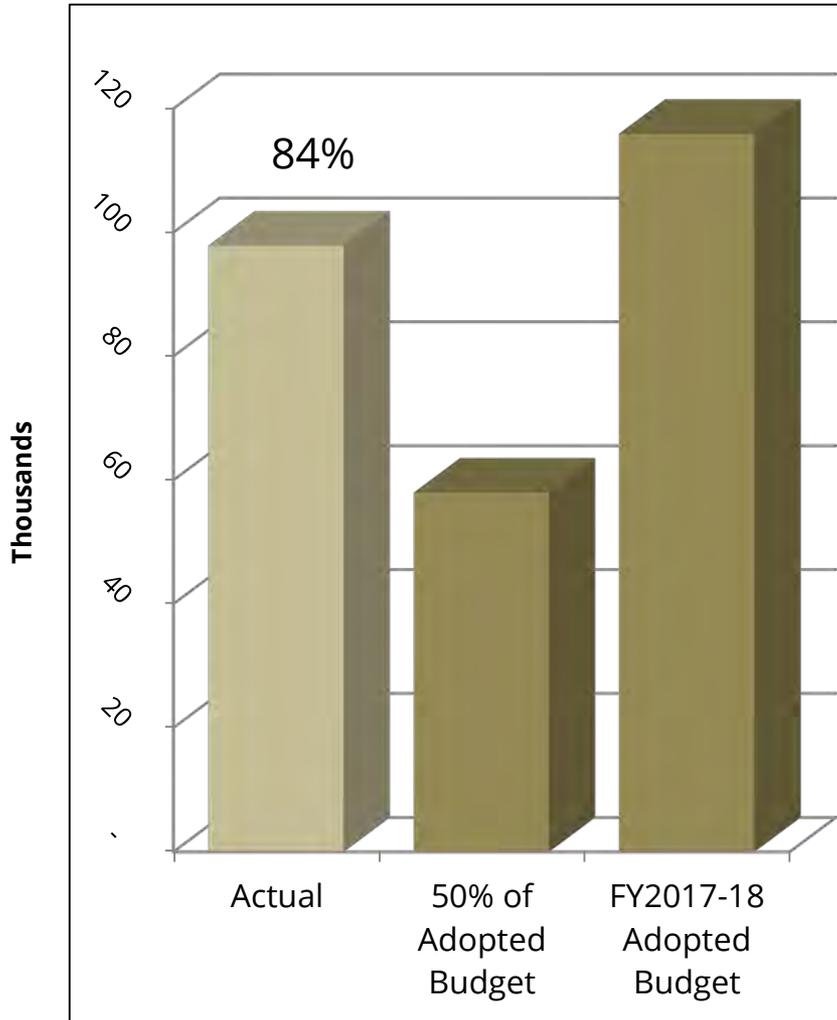


Operations

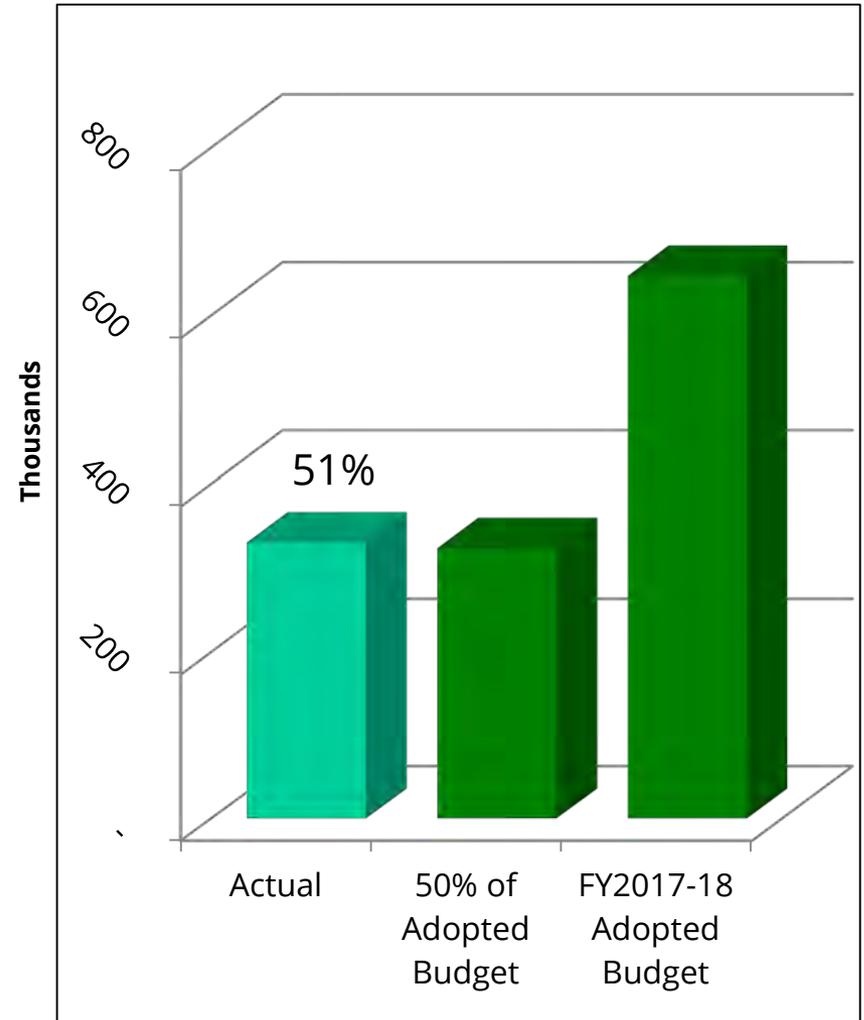


Transportation Programs Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)

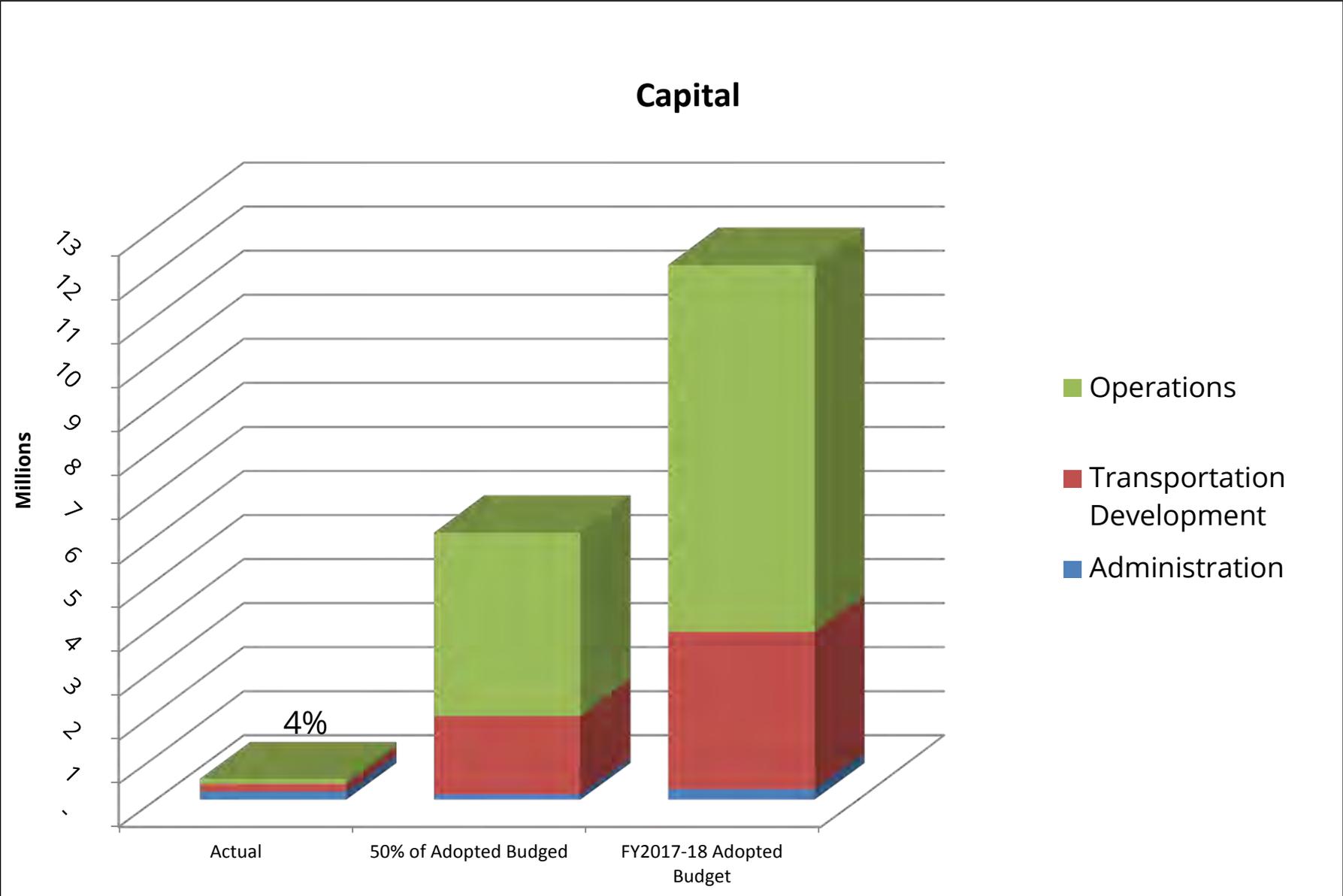
Mobility Management/Travel Trainer



Transportation Development



Capital Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)





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