

Community Advisory Committee
February 20, 2024 | 5:30 PM – 7:30 PM

In Person and Via ZoomGov:

<https://cherriots-org.zoomgov.com/j/1614116146?pwd=U2NIQ0wvK2JmazJ4dFZWeTJiTVN1dz09>

Phone Number: (669) 254-5252 | **Meeting ID:** 161 411 6146 | **Passcode:** 136165

CAC AGENDA

1. CALL TO ORDER AND ATTENDANCE

- a.** Safety Moment
- b.** Additions/Changes to Agenda

2. ANNOUNCEMENTS

- a.** Welcome New Members: David Levy and Ronald Rubel

3. PUBLIC COMMENT

(Community members who wish to provide comment will be given three (3) minutes to comment on any transit-related matters regardless of whether it is an agenda item or not. To offer comment, please email your comments to: cac@cherriots.org by 5:00 p.m. 24 hours prior to the meeting date/start time; or mail them to Attn: Community Advisory Committee, Cherriots Administration Office, 555 Court Street NE, Ste. 5230, Salem, OR 97301)

4. APPROVAL OF MINUTES

- a.** Minutes of Meeting: December 12, 2023

5. PRESENTATIONS

- a.** Financial Performance Report – Denise LaRue

6. DISCUSSION ITEMS

- a.** Committee Orientation, Next Steps, and Bylaws

7. ACTION ITEMS

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

- Turn all conversation devices to noiseless · Save all questions until the end of presentations
- When asking for the Chair's recognition, raise hand

SPECIAL ACCOMMODATIONS

In order to ensure the broadest range of services to individuals with disabilities, we may need lead time to make the necessary arrangements. Persons requiring a sign language interpreter, assistive listening device, large print material, or other accommodations, please call or contact us at least two working days (48 hours) in advance at 503-588-2424.



**MINUTES OF THE
December 12, 2023
COMMUNITY ADVISORY COMMITTEE MEETING – HYBRID
5:30 PM – 7:30 PM**

Present Members:	John Hammill, Chair; Sue Coffin, Vice-Chair; Laurie Dougherty, Member; Davis Dyer, Member; Lucy Edwards, Member (Virtual); Rick Hartwig, Member; Judi Richards, Member; Erin Ross, Member (Virtual); Joe Tilman, Member (Virtual)
Absent Members:	Marja Byers, Member
Board:	Bill Holmstrom, Cherriots Board of Directors
Staff:	Tom Dietz, COO; Patricia Feeny, CCO ; Ben Sawyer, Contracted Services Manager; Gregg Thompson, Maintenance Manager; Chris French, Service Planning Manager
Guests:	Audrey and Ben – Interpreting Services (Virtual); Michelle Buie, MTM
Recorder:	Crisandra Williams, Executive Assistant

1. CALL TO ORDER AND ROLL CALL

Chair John Hammill called the meeting to order at 5:30 p.m. A quorum was present and introductions were made.

a. Safety Moment – Tom Dietz provided us with a safety message on Christmas Light Safety.

1. Keep lit candles away from real trees and anything flammable.
2. Keep poisonous sweets away from pets - poinsettias are toxic.
3. I Keep your tree away from fireplace and other heat sources.
4. Make sure your tree is stable
5. Make sure your fake tree is non-flammable
6. Water real trees regularly
7. Check wires for kinks
8. Turn off lights when not in use
9. Use appropriate ladder for decorations
10. Never drink and drive.
11. When preparing food make sure to avoid cross contamination
12. Reheat leftovers to at least 4 degrees.

b. Additions/Changes to the Agenda – None

2. ANNOUNCEMENTS

a. Sub-Committee Meetings for January 2024 – Tom Dietz announced that the sub-committee meetings will be postponed for now and none will be held in January.

3. PUBLIC COMMENT – John Hammill gave public comment on the service he has received from the call center. He has been experiencing long wait times and has had his calls not returned.

4. APPROVAL OF MINUTES - Minutes of October 17, 2023

Motion:	Motion to approve the meeting minutes of October 17, 2023.
Motion by:	Member Rick Hartwig
Second:	Member Sue Ann Coffin
Vote:	Motion passed by those in attendance. <i>Abstained:</i> Joe Tilman
Discussion:	None

5. PRESENTATIONS

- a. **System Performance Report** - Chris French, shared our rider statistics for July 1, 2022 - June 30, 2023. We have had our highest ridership in 4 years. Overall boardings were up 34.6%. Our revenue hours are currently at 100%. We will look at other ways to communicate our holiday schedule with our clients. Some folks did not realize LIFT would be closed on Thanksgiving.
- b. **Community Based Marketing Plan** - Patricia Feeny, shared the draft Strategic Communication Plan and asked that members review and provide feedback. Patricia discussed the need to change marketing dramatically and bring more people to the Cherriots "campfire". Patricia encouraged members to share with us their transit story and be a part of the marketing strategy.

6. DISCUSSION ITEMS

a. Sub-Committee Reports

- i. **One - Local Services** - Brief meeting last month. Discussed ways to improve service to West Salem.
- ii. **Two - Capital Projects & Facilities** - The group discussed the procurement for the BEB Project.
- iii. **Three - Cherriots LIFT Program** - Reviewed the key performance indicators for July and August. Went over the fleet age and replacement plan and the work plan.
- iv. **Four - Services and Financial Plans** - The subcommittee did not meet, but Laurie reviewed some information on the budget process. Laurie recommended that members should review the budget and make suggestions while the budget is in the drafting stage. There are concerns with our partners (COS & SKSD) budget cuts and how it may affect us.
- v. **Five - Regional Services** - Focused on what regional services can do to have a significant impact. One would be to partner with Canby Transit and SMART to coordinate more service between Salem and Oregon City. There is also a lot of possibility of service to Albany which the committee would like us to look at.

- b. **Exiting Members** - Tom expressed thanks to Rick, Davis, John and Laurie for their service and discussed a formal thank you for the January board meeting.

7. ACTION ITEMS - None

8. FUTURE AGENDA ITEMS

- a. Financial Performance Report - Denise LaRue

9. ADJOURNMENT

Motion:	Motion to adjourn the meeting at 6:43 p.m.
Motion by:	Member Rick Hartwig
Second:	Member Davis Dyer
Vote:	Motion passed by those in attendance.

Next Meeting: February 20, 2024

DRAFT



BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE COMMUNITY ADVISORY COMMITTEE (CAC) OF SALEM AREA MASS TRANSIT DISTRICT

ARTICLE I -PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the CAC Program

The mission of the Community Advisory Committee, established by the Salem Area Mass Transit District (SAMTD) Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

Section 2. Committee Name and Purpose

The name of the committee is the Community Advisory Committee also referred to as the CAC, hereinafter referred to as "Committee." The purpose of the Committee shall be to meet to discuss and make recommendations to the SAMTD Board of Directors, on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

Section 3. Committee Procedures and Duties

The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The Committee shall establish an Executive Subcommittee. The Committee Chair and Vice- Chair, along with another member appointed by the Chair, shall serve on the Executive Subcommittee. The Executive Subcommittee may meet at a frequency directed by the Committee Chair.

The Executive Subcommittee will lead the efforts to create and implement a two-year plan which will incorporate the actions and goals of the Committee. The working document should be updated and reviewed by the Committee on a quarterly basis.

Section 4. Open Meetings and Records

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted in accordance the provisions of Robert's Rules of Order for small boards (11th Ed.). A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice to the members and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws. In the event of an emergency or special meeting, the District will notify all members no later than 24 hours prior to such meeting.

Section 5. Ethics

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest. Further, in the case of an actual conflict of interest, the Member must refrain from participating in any discussion or vote on the matter.

ARTICLE II -APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the Committee are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. Based on the discretion of the SAMTD Board of Directors the Committee shall have no more than eleven (11) voting members. Each member must meet any one or more of the qualifications identified in Article 11, Section 2 at the time of their appointment and for the duration of their term.

The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to serve as a member of the Committee, the person must live and/or work in the SAMTD service area, be a representative of a cross-section of the Salem/Keizer community, and as much as possible be a person who meets one of the following qualifications:

- Paratransit User
- Recreational/Bike/Pedestrian Advocate
- Social Services Agency Representative
- Medical Community/Care Provider

- Chambers of Commerce/Business Economic Development Organization
- Major Employer (over 100 Employees)
- School District Representative/Educational Community
- Ethnic Community Member
- At-large Member
- Youth Leader (between 16 - 24 years of age)

Voting members appointed to the Committee must live and/or work within the District's service area.

Section 3. Terms of Service

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two consecutive two-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least 12 months for reappointment.

Section 4. Chair and Vice-Chair Election and Responsibilities

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may recommend to the Board, members to serve as Chair or Vice Chair.

Committee recommendations are to be completed in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint sub-committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Section 5. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff or the Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a

member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than two meetings over a one- year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 6. Removal and Vacancies

Members of the Committee shall serve at the pleasure of the SAMTD Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board of Directors.

The Committee may recommend removal of one of its members to the SAMTD Board of Directors by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

Section 7. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III - MEETINGS

Section 1. Frequency

The Committee will meet as often as necessary to carry out the responsibilities of the Committee; however, the Committee shall meet at least two times each year. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the District's Administrative offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Section 4. Minutes

Minutes of Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and the Chair's designee may present recommendations of the Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

ARTICLE IV - SUBCOMMITTEES

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

ARTICLE V - AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2022-05 on December 15, 2022.

Amended by Board Resolution #2023-05 on April 27, 2023.