

**Citizens Advisory Committee
In Person and Via ZoomGov
April 18, 2023
5:30 PM – 7:30 PM**

ZoomGov ID:

<https://cherriots-org.zoomgov.com/j/1603125806?pwd=MW5RM1dGVTVuMGdMNU50RVdmdmZXZz09>

**Phone Number: (669) 254.5252
Meeting ID: 160 312 5806
Passcode: 208893#**

CAC AGENDA

1. CALL TO ORDER AND ROLL CALL

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

2. ANNOUNCEMENTS

- a. Introduction of Crisandra Williams, new Executive Assistant

3. PUBLIC COMMENT

(Citizens 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: Citizens Advisory Committee, Cherriots Administration Office, 555 Court Street NE, Ste. 5230, Salem, OR 97301.)

4. APPROVAL OF MINUTES

- a. Minutes of Meeting: February 21, 2023

5. PRESENTATIONS

- a. Umo Project Progress

6. DISCUSSION ITEMS

- a. Changing Citizens Advisory Committee to Community Advisory Committee
- b. Work Plan – Cadence for subcommittee meetings
- c. Umo Test Group
- d. Sustainability subcommittee revisit

7. ACTION ITEMS

- a. Committee Work Plan Action Items
Committees:

Committee	Members
One – Local Services	Erin Ross, Joe Tilman, Davis Dyer, Rick Hartwig
Two – Capital Projects & Facilities	Joe Tilman, Sue Coffin, Rick Hartwig
Three – Cherriots LIFT Program	Ben Sawyer, Sue Coffin, Lucy Edwards, Judi Richards
Four – Services and Financial Plans	Erin Ross, Laurie Dougherty, Lucy Edwards
Five – Regional Service	Joe Tilman, John Hammill, Sue Coffin, Davis Dyer

8. FUTURE AGENDA ITEMS

- a. Introduction of new executives

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
February 21, 2023
CITIZENS ADVISORY COMMITTEE MEETING – Hybrid
5:30 PM – 7:30 PM**

Present Members: John Hammill, Chair; Sue Coffin, Vice-Chair; Marja Byers, Member; Laurie Dougherty, Member; Davis Dyer, Member; Lucy Edwards, Member (Virtual); Rick Hartwig, Member; Judi Richardson, Member (Virtual); Erin Ross, Member (Virtual); Joe Tilman, Member

Absent Members:

Board: Maria Hinojos-Pressey, Cherriotics Board of Directors Liaison

Staff: Tom Dietz, Director of Operations; Ben Sawyer, Contracted Services Manager; Kathy Martens, Executive Assistant

Guests: Ben Cavaletto and Audrey Loudenback – Interpreting Services (Virtual)

1. CALL TO ORDER AND ROLL CALL

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

a. Safety Moment

Mr. Tom Dietz, Director of Operations, gave us a safety message regarding inclement weather. As you are walking on sidewalks and in parking lots make sure that if the surface is slick, pretend you are a penguin and shuffle your feet close together to help prevent slipping. If you are crossing the road and you see a car coming your direction, make sure you make eye contact with the driver, which means they see you and know you are there in the crosswalk. Footwear is always good to keep in mind. If you have good traction that is great, but dress shoes are not a friend of icy weather. If you have any device like YakTraks/Ice Trekkers wear them when appropriate.

b. Additions/Changes to the Agenda

A few members asked if there could be discussion on HB 3224, which is for a study to have a trolley for downtown Salem.

2. ANNOUNCEMENTS

- a. Tom Dietz announced to the committee that Steve Dickey, Director of Technology and Program Management, has retired and is no longer with the District.

3. PUBLIC COMMENT

None at this time.

4. APPROVAL OF MINUTES - Minutes of December 13, 2022

Motion:	Motion to approve the meeting minutes of December 13, 2022.
Motion by:	Member Rick Hartwig
Second:	Member Joe Tilman
Vote:	Motion passed
Discussion:	None

5. PRESENTATIONS

- a. **Ridership Update:** Chris French, Service Planning Manager presented to the committee a Ridership Update for Quarter Two of FY23, October – December, 2022. We have hit the 1,000,000 mark with total ridership. We continue to build back to pre-pandemic levels. Weekdays, Saturdays, and Sundays saw a rise in ridership, except in December where we had the bad weather and we had to stop service for a few days. Service was started, but we ended up with about 26 buses on the side of the road. It took us almost 6 hours to get passengers unloaded, to their destination and then get all the buses back to the maintenance facility. Just about all of the local bus service has had an increase in rides per revenue hour. For Saturdays our rides per revenue hour are above what they were pre-pandemic for a few of the routes. Route 21, Commercial Street, is currently our top performer especially on Sundays. These services are hourly and this is an area we will be reviewing when looking at increasing service levels. We are currently running as frequently as we can base on the level of funding we have from STIF. We are still, overall, about 25% below pre-pandemic levels.

6. DISCUSSION ITEMS

- a. **House Bill 3224:** Chair Hammill asked Chris French if he had any information on this bill and he currently does not. General Manager Allan Pollock will be testifying on this bill this week. Member Laurie Dougherty is the member that has the most questions on this bill. This is supposed to be a rail street car and this bill is for a feasibility study only, not for bringing the actual service downtown. It was asked if anyone knew what position Cherriots Board is taking on this topic. Would Cherriots have a major role if this does pass? Once more is known about this bill and if it passes, Cherriots will find out the right representative to come and discuss this study with the committee. HB 3224 will be sent out to the members of the committee.

- b. Work Plan:** Member Dougherty wanted to know about adding another committee to the Work Plan; Sustainability. Cherriots is involved with this topic and are following the climate action plan for the City of Salem, so would this be something to add? Member Davis Dyer thought most of the topics that would be covered under sustainability could fit within some of the different committees already created. Cherriots has a commitment to have zero emissions vehicles by 2040. The smaller footprint buses are harder to fit into this category and when you add in using a wheelchair lift on a regular basis, this tends to drain the battery of e-vehicles quicker. The way technology changes, this may not be an issue soon. Chair Hammill thought adding a sub-committee to the work plan should be considered. This will be discussed at the CAC Executive committee level with Tom Dietz. Member Erin Ross asked if the pilot program for the free youth fare will be made permanent. That is something Chris French is working on and the funds we have sunset when the pilot program ends, but Cherriots is working on getting funds to have this continue. Board Liaison Director Maria Pressey said a lot of work went into getting the partners for this program to agree and now that it is so successful additional funding is in the works.
- c. MV to MTM Transition:** The committee asked how this transition is going since moving from MV to MTM on January 1, 2023. Ben Sawyer, Contracted Services Manager said the team is a younger team and they are eager to make a positive difference. There have been a few growing pains, but overall Cherriots is very pleased with the transition. Our current software program is old and continues to degrade. We are in the process of installing a new software program. There are portions that are being programmed just for Cherriots, which takes time. Customers will be able to book their own rides, and there will be an app where you can see where your driver is in conjunction to your location. If you don't want to do these use the app yourself, you can still call the call center and speak to a representative. Hiring for operators is getting easier, which is encouraging. MTM will be operating the MI Trolley, which is the Monmouth Independence trolley, a bus that looks like a trolley. We are waiting for these vehicles to be licensed and then they will go into operation. The majority of MVs driver pool stayed on and transitioned to MTM. MTM also hired some new operators. Member Sue Coffin discussed a roundabout in Stayton that is going to be built and it would be to Cherriots best interest to make sure it is big enough for our buses to use. There are also three large apartment complexes being built in Stayton. There is concern that as the price increases, they may make the roundabout smaller and that would cause issues and impede traffic. Member Lucy Edwards expressed her dismay and concern about missing a few rides that she had scheduled through MTM. She was not notified if the driver was running late. When she called customer service, she was told there was nothing that could be done about it. That is not how Cherriots likes to have concerns like this handled. Mr. Sawyer will contact Ms. Edwards to figure out what happened. And as a reminder, the call center moved from the Cherriots Del Webb location to the MTM LIFT operations location on Hyacinth Ave. He also let the committee know the new system will also allow for more than one disability to be listed if needed for a rider.

- d. **Work Plan Revisited:** The work plan as written has some out of date elements to it and needs to be updated. Mr. Dietz would like to get the document updated, titles changed, update some of the main elements if needed and if decided upon, add the sustainability portion to the sub-committees. If not, then determine where portions of sustainability can be added to the current sub-committees. The Executive committee can go through this document, have a sub-committee review it, or have Cherriots staff review it. If you have not yet selected which subcommittee you would like to join, please let Kathy Martens know and she will add you.

Motion: Motion to allow the Citizens Advisory Executive committee and Cherriots staff to review and update the Work Plan for committee review at the April meeting.

Motion by: Member Rick Hartwig

Second: Vice-Chair Sue Coffin

Vote: Motion passed

Discussion: None

- e. **QR Codes at Bus Stops:** Member Erin Ross shared a concern about only having a QR code at the bus stops. There are many individuals that still have phones that cannot read a QR code so there is no way for them to quickly see when the next bus would arrive at that particular stop. With Cherriots service levels changing and the uncertainty about when levels would go back to 100%, it wouldn't be cost effective to have visual schedules listed at the stops with changes being made so often. As of May 2023, service levels will go back to 100% for all routes and a listing of schedules, besides the QR code, will be available at the stops.

7. ACTION ITEMS

a. Committee Work Plan Action Items:

Committee	Members
One – Local Services	Erin Ross, Joe Tilman, Rick Hartwig, Davis Dyer
Two – Capital Projects & Facilities	Joe Tilman, Sue Coffin, Rick Hartwig
Three – Cherriots LIFT Program	Ben Sawyer, Sue Coffin, Lucy Edwards
Four – Services and Financial Plans	Erin Ross, Laurie Dougherty, Lucy Edwards
Five – Regional Service	Joe Tilman, John Hammill, Sue Coffin, Davis Dyer

8. FUTURE AGENDA ITEMS

- a. South Salem Transit Center – Director Steve Dickey: As mentioned at the beginning of the meeting, Steve Dickey has retired from the District so this topic has no current updates and

won't have any until a new project manager is assigned/hired. It was recommended this topic be removed as a future agenda item until the appropriate time it can be added back.

Motion: Motion to remove this topic from the agenda until a new project manager is hired.
Motion by: Member Rick Hartwig
Second: Member Laurie Dougherty
Vote: Motion passed
Discussion: None

9. ADJOURNMENT

Motion:	Motion to adjourn the meeting at 6:45 p.m.
Motion by:	Member Rick Hartwig
Second:	Chair John Hammill
Vote:	Motion passed by those in attendance.

Next Meeting: April 18, 2023



**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF
THE CITIZENS 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 CitizensCommunity 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 CitizensCommunity 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 ~~anyone 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 ~~voting~~ 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~~2023-04 on ~~December 15, 2022~~ April, 27, 2023.