



Salem Area Mass Transit District  
**CITIZENS ADVISORY COMMITTEE**

**Tuesday, June 19, 2018, 5:30 PM**

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

**MINUTES**

|                             |   |
|-----------------------------|---|
| <b>PRESENT:<br/>Members</b> | John Hammill, Chair; Rick Hartwig, Vice-Chair; Roberto Coto; Laurie Dougherty; Davis Dyer; Mark Knecht; Tealah (Croner) Meyer; Mary Sarabia; Patrick Schwab   |
| <b>ABSENT:<br/>Members</b>  | None  |
| <b>Board</b>                | Steve Evans, Liaison  |
| <b>Staff</b>                | David Trimble, Chief Operating Officer; Charles Clarke, Transportation Manager; SueAnn Coffin, Contracted Services Manager; Chip Colby, Information Technology Manager; Karen Garcia, Security and Emergency Management Manager; Melissa Kidd, Operations Programs Administrator; Theresa Williams, Administrative Assistant/Recorder |
| <b>Guests</b>               | None  |

**A. CALL TO ORDER AND ROLL CALL** **5:30 PM**  
Chair John Hammill called the meeting to order, and a quorum was present.

Member Mary Sarabia introduced herself, as she was unable to attend the first meeting when introductions were made.

**B. PRELIMINARY MATTERS** **5:32 PM**

**1. Approval of Minutes**

**Motion:** Moved to approve the meeting minutes of April 24, 2018.

**Motion by:** Vice-Chair Rick Hartwig

**Second:** Member Patrick Schwab

**Vote:** Motion passed unanimously

**2. Additions/Changes to Agenda**

None

**C. PUBLIC COMMENT**

**5:33 PM**

None

**D. DISCUSSION ITEMS**

**5:33 PM**

**1. Board Appointment of Chair/Vice-Chair**

Chief Operating Officer David Trimble reported that Board President Robert Krebs asked John Hammill to chair the Committee, as he has familiarization with the Agency and processes. Rick Hartwig was recommended by the Committee to serve as Vice-Chair. In order to formalize the process, the Chair and Vice-Chair appointments were made by the Board of Directors at their Special Meeting on June 11, 2018 (*copy filed with official minutes*); John Hammill as Chair, for a term to end December 31, 2018; Rick Hartwig as Vice-Chair, for a term to end December 31, 2018.

By the end of the year, the Chair and Vice-Chair recommendations for 2019 will need to be made by the Committee and submitted to the Board of Directors for appointment consideration. The process will be discussed further at a later time.

**2. Meeting Rules/Member Conduct**

Chief Operating Officer David Trimble acknowledged that during the first meeting everyone was getting used to each other and the process, so there were interruptions that slowed the presentations and discussions. To ensure there is a formal process for asking questions within the discussion setting and during presentations, input was solicited on how the Committee would like to proceed.

Discussion held. Agreed-upon process:

- Turn all conversation devices to noiseless.
- Save all questions until the end of presentations.
- Have some form of “parking lot” where questions can be written down – if the presenter is unable to answer the question, then they can get back to the Committee at a later time with the answer.
- When asking for the Chair’s recognition, either raise hand or tip the name table tent located in front of each member. Members will be recognized in turn.

**E. PRESENTATIONS**

**5:39 PM**

**1. Transportation Technologies**

Information Technology Manager Chip Colby handed out and reported on a components graphic and a funds allocation worksheet (*copies filed with*

*official minutes*) of future technology service systems to be put on buses to help people know where the bus is in real time. He went through each component, describing what they are, what they do, how Cherriots plans on acquiring and installing them, and the plan to pay for them.

For clarification of acronyms:

- STBG – Surface Transportation Block Grant
- STIP – Statewide Transportation Improvement Program
- SKATS – Salem-Keizer Area Transportation Study

*[NOTE: SKATS is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area. The Mid-Willamette Valley Council of Governments (MWVCOG) provides the day-to-day administration work for SKATS.]*

## **2. ADA Services**

Chief Operating Officer David Trimble introduced SueAnn Coffin, who has a dual-role with Cherriots; she serves as Cherriots ADA Coordinator and as the Contracted Services Manager, managing all services Cherriots contracts out. He stressed the importance of understanding how these services work, especially when going back out into the community with Cherriots constituents, and can then help explain how some of Cherriots services work; specifically, the Cherriots LIFT program.

Contracted Services Manager/ADA Coordinator SueAnn Coffin handed out (*copy filed with official minutes*) and shared information on Cherriots ADA paratransit program, Cherry LIFT; an essential service allowing citizens access to their community.

## **F. COMMITTEE DISCUSSION**

**6:40 PM**

### **1. Committee Concerns/Discussions**

Chair John Hammill explained that this section of the meeting is an open forum where anything that Committee members or Cherriots constituents have brought up to Committee members can be put forward for group discussion.

Questions and comments by Committee Members, answered by staff:

- Is there any update since the last meeting on expanding Cherriots service next year?
- Is there someone to send interesting things we know or come across that can be forwarded to the rest of the Committee?
- Is the free service from the Downtown Transit Center to the State Fair continuing?

- There are three stops on Lancaster Drive that are difficult to navigate to the bus ramp with a mobility device, as the bus Operators park too close to the mound: Lancaster/Market, by Mexican restaurant; Lancaster/Sunnyview, by Walgreens; Lancaster/Market, before car wash. Also, at Commercial/Vista, must duck head as there is a guy-wire.
- With all the new signage going up, is there a plan to replace the garbage cans on the sign poles?
- Why were the shelters not replaced after the Market/Lancaster redesign work was completed by the City of Salem?
- It is concerning that sometimes when the bus is full, riders with strollers are placing their stroller in the second exit – then not only is the front exit blocked off, but also the back exit. Would not be safe in an emergency.
- When the merge sign is not used, vehicles following buses are not always aware a bus is merging back into traffic. Is there a mechanical problem?

**G. CHERRIOTS NEWS AND ANNOUNCEMENTS**

**6:58 PM**

None

**H. FUTURE AGENDA ITEMS**

**6:58 PM**

Chief Operating Officer David Trimble talked briefly about the future agenda items that will be brought forward in the coming meetings:

**1. Performance Reports**

Will present performance reports, so the Committee can start giving ideas about how to make our performance better.

**2. System Safety and Security**

Will talk and give a presentation on system safety and security, so the Committee can help make some decisions on how to make the system better.

**3. New Vehicles**

Will take a field trip to see new buses or transit centers, as the Committee's feedback and input will be a valuable resource.

**4. Technical Tour**

Will be offering a technical tour of the Del Webb Operations Headquarters for anyone interested in seeing how things work behind-the-scenes; which may help when going out and talking to constituents.

**5. Customer Education Campaign**

Embarking on a new customer education campaign, which will be presented to the Committee in September for input. Cherrriots hopes the new campaign will make the system safer and more efficient.

**I. MEETING ADJOURNED**

**7:04 PM**