



**MINUTES OF THE  
October 18, 2022  
CITIZENS ADVISORY COMMITTEE MEETING  
5:30 PM – 7:30 PM**

**Present Members:** Patrick Schwab, Chair; John Hammill, Vice-Chair; Sue Coffin, Member; Laurie Dougherty, Member (virtual); Davis Dyer, Member; Lucy Edwards, Member (Virtual); Rick Hartwig, Member; Erin Ross, Member; Joe Tilman, Member (Virtual)

**Absent Members:** Mark Knecht, Member  
Maria Hinojos-Pressey, Cherrlots Board of Directors Liaison

**Board:**

**Staff:** Tom Dietz, Director of Operations; Ben Sawyer, Contracted Services Manager; Chris French, Service Planning Manager; Don Clifford, Transportation Manager; Gregg Thompson, Maintenance Manager; Karen Garcia Safety/Emergency Management Manager; Randy Navalinski, Emergency Management Coordinator; Steve Dickey, Director of Technology/Project Management; Ted Stonecliffe, Transit Planner II; Kathy Martens, Executive Assistant

**Guests:** Ben Cavaletto and Cindy Moore – Interpreting Services

**1. CALL TO ORDER AND ROLL CALL**

Chair Patrick Schwab called the meeting to order at 5:07 p.m. A quorum was present.

**a. Safety Moment**

Mr. Tom Dietz, Director of Operations, gave us a safety message regarding fire prevention. When you are cooking at home, make sure you don't leave a pot unattended especially if there are young children at home. Don't leave the pot handle out over the edge of your stove and if your stove is gas, never leave it unattended. Another leading cause of home fires is your heating. If you use a space heater keep it away from laundry and curtains that may hang down too far. Always have an escape plan. If you have a multi-storied home, invest in a portable collapsible ladder. Go over your plan with visitors. Make sure you have smoke detectors in your home and change the batteries often. Even those that are hardwired should have a backup battery. Be aware of your surroundings at home.

**b. Additions/Changes to the Agenda**

One addition: Ben Sawyer, Contracted Services Manager will update the committee on changes coming to Cherriots contracted services, which are Regional and Cherriots Lift.

## 2. ANNOUNCEMENTS

New committee member, Sue Coffin was introduced to the committee. Sue has been retired from Cherriots for over 1.5 years. She is enjoying traveling, became a great-grandma and she married off a granddaughter this past summer. Sue has lived in Stayton for many years and will bring a wealth of knowledge regarding our regional services.

Committee member Erin Ross announced that she has a new job with the state as a Deaf/Blind Specialist within the Oregon Department of Human Services. If you need any information, or need to be connected to deaf/blind services in the state, feel free to contact Erin. She wanted to thank the committee because being on the Citizens Advisory Committee gave her the confidence to get out of her house, participate with others and this gave her the needed confidence to apply for this position. Congratulations, Erin!

## 3. PUBLIC COMMENT

None at this time.

## 4. APPROVAL OF MINUTES - Minutes of August 16, 2022

<b>Motion:</b>	<b>Motion to approve the meeting minutes of August 16, 2022.</b>
<b>Motion by:</b>	<b>Member Rick Hartwig</b>
<b>Second:</b>	<b>Member Davis Dyer</b>
<b>Discussion:</b>	<b>None</b>
<b>Vote:</b>	<b>Motion passed with nine votes in favor. Member Mark Knecht excused.</b>

## 5. PRESENTATIONS

- a. **Long Range Transit Plan:** Ted Stonecliffe, Transit Planner II, gave an update on the Long Range Transit Plan. The draft document has been received from the consulting firm Jacobs. The more comments we can get from our Citizens Advisory Committee, the better. This document will be sent out to the committee members before the end of October and comments need to be back before November 18. Comments will be reviewed and the final document will be presented to the board in their December 15 meeting. Mr. Stonecliffe went through the various chapters of the document. In chapter one, you will see an increase in frequency was preferred over geographic coverage increases. Other public engagement themes included affordability of fares, the importance of technology, same-day service, as well as bus stop accessibility. Chapter two will go over who we serve, population and employment demographics and in chapter three, future services, which are categorized into six areas. These categories are: Transit network, bus stops and transit centers, customer information and fares, flexible mobility, transportation options, and vehicles. Chapter four discusses the implementation of improvements laid out in chapter three.

During the creation of this document, while working with the consultants, the city's climate action plan was taken into consideration. Although that plan is not yet finalized, please note the LRTP is a living document that will be changing and updated as needed.

- b. Performance Reports – Ridership Update:** Chris French, Services Planning Manager gave an update on the annual report, which will be shared at the upcoming board meeting. Mr. French reviewed FY22. July '21 – LRTP contract was awarded to Jacobs Engineering Group, Sept '21 – Beginning of Sunday service, Oct '21 – 2021 Rider Survey Project began, Nov '21 – Holiday service implemented on Veteran's Day operating on a Sunday level, Dec '21 – Snapshot report delivered by Jacobs and start of public/stakeholder outreach on the LRTP, Feb '22 – 2021 Rider Survey finalized, this information will be used to inform the LRTP as well as the 2022 Needs Assessment, April '22 – The LRTP moved into scenario modeling, June '22 – The 2022 Needs Assessment report was finalized, this report will be used as a guide for the FY23-25 STIF application for the District. Ridership has increased month-over-month. We are not yet back to 100% pre-pandemic service, but are getting very close. The District recognized Juneteenth for the first time on June 19, 2022. State workers are not totally back in the office and that affects ridership, but we are seeing more riders. We started the free youth fare service and are seeing significantly more riders. We do expect this to continue for youth boardings. Weekends are when we see the highest level of youth riders.
- c. Disaster Recovery Plan:** Randy Navalinski, Emergency Coordinator, gave a presentation on the Oregon Resilience Plan and the role transit and Cherriots would play in an emergency. The Oregon Resilience Plan was put in place in 2013, in July 2021, transit was included. When the Cascadia hits our area, it is expected for the Salem area could be without highways for up to 6-12 months and at least 1-3 months for electricity restoration. There would be a lot of professionals coming in to help our state get back functioning and all of these professionals will need a way to get moved around. Because McNary Field airport is one to be used to get professionals here, there is a need to get roads back to usable condition. The Oregon Resilience Plan names three transit agencies in the state; Tri-Met, Lane Transit District and Salem Area Mass Transit District. We may be moving injured to our airport, where they would fly onto Redmond, then out to Boise or Salt Lake City. This plan recognizes public transit service will depend on three primary factors. 1) the condition and accessibility of repaired roadways and bridges, 2) the ability of agency drivers, mechanics, dispatchers and other key staff to respond and will respond IF they know their families are safe, and, 3) the status and availability of fuel supplies. These would all be top priorities. Cherriots is now updating their continuity of operations plan (COOP). Cherriots is also prepared to help when called upon if able, based on operator availability, for smaller scale emergencies within Salem. Cherriots does also participate in the "Great Shake-out" that takes place each year and all our facilities participate.

## 6. DISCUSSION ITEMS

- a. Member Terms:** Mr Dietz discussed the special extension of terms and the individuals whose regular term expires. If they all were to term out, we'd only have about three members. How would the committee like to address this issue? Normal tenure is two two-

year terms. Those that are at the end of their fifth year could extend one more year. Continuity for one additional year would be best. There is a motion on the table and once this motion is passed, members will be contacted individually and asked if they would consider staying for one more year.

**Motion:** Motion to approve the extension in a member’s term by one more year for members at the end of five years.  
**Motion by:** Vice-Chair John Hammill  
**Second:** Member Sue Coffin  
**Vote:** Motion passed with nine votes in favor. Member Mark Knecht excused.

**b. Contracted Services:** Mr. Ben Sawyer, Contracted Services Manager, discussed the changes coming to Cherriots contracted services, which handles Regional and Cherriots Lift. Since this is contracted to an outside provider, the contract was to expire on December 31, 2022. Cherriots went out to a full bid for these services. We had several proposers and the contract was awarded to MTM. Our current provider is MV and they will be transitioning out of their contract. Current employees, operators, supervisors, etc., will be offered positions with MTM. This is a common occurrence in the transit industry. Unfortunately, MV had not done the level of recruiting needed in order to have the appropriate operators to cover the needed routes and they have no intentions of hiring. MV has brought in drivers from a Seattle contract to help cover routes. Our pickups have a 98% on-time pickup. MV has done a wonderful job of this, but now that MV doesn’t have enough drivers, there is a concern about on-time pickups. We have had discussions with MV and they are aware we expect them to continue at the current level of on-time pickups. The vehicles belong to Cherriots and Cherriots is going to change the look of the uniforms so they are more in line with current local route Cherriots operators’ uniforms.

**7. ACTION ITEMS**

**a. Committee Work Plan Action Items:**

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

As you can see from the table, committee members have let us know what area of the work plan they are interested in. As we recruit new members, they will be added as well. We will not get into the action plan items at this meeting, but will discuss in further detail at our December meeting.

**8. FUTURE AGENDA ITEMS**

- a. Financial Status Update
- b. South Salem Transit Center
- c. Changes to the Bylaws: a discussion ensued regarding the age limit for the youth leader member we are trying to recruit. Our current bylaws do not mention any age for this demographic. The committee would like to add an age group of 16 to 24 years of age for the youth leader member.

<b>Motion:</b>	<b>Motion to amend the Citizens Advisory Committee Bylaws to include the age range of 16 to 24 years of age for the youth leader member position.</b>
<b>Motion by:</b>	<b>Member Rick Hartwig</b>
<b>Second:</b>	<b>Vice-Chair John Hammill</b>
<b>Vote:</b>	<b>Motion passed with nine votes in favor. Member Mark Knecht excused.</b>

**9. ADJOURNMENT**

<b>Motion:</b>	<b>Motion to adjourn the meeting at 6:50 p.m.</b>
<b>Motion by:</b>	<b>Chair Patrick Schwab</b>
<b>Second:</b>	<b>Member Rick Hartwig</b>
<b>Vote:</b>	<b>Motion passed with nine votes in favor.</b>