



**MINUTES OF THE
December 13, 2022
CITIZENS ADVISORY COMMITTEE MEETING – VIRTUAL
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:	Maria Hinojos-Pressey, Cherriots Board of Directors Liaison
Board:	RJ Navarro, Cherriots Board of Directors (Filling in for Ms. Pressey)
Staff:	Tom Dietz, Director of Operations; Ben Sawyer, Contracted Services Manager; Gregg Thompson, Maintenance Manager; Karen Garcia Safety/Emergency Management Manager; Denise LaRue, CFO, Ted Stonecliffe, Transit Planner II; Kathy Martens, Executive Assistant
Guests:	Judy Richardson, Marja Byers, Ben Cavaletto and Cindy Moore – Interpreting Services; Public members Kim Bosee and Josh Bowen

1. CALL TO ORDER AND ROLL CALL

Chair Patrick Schwab called the meeting to order at 5:25 p.m. A quorum was present and introductions were made.

a. Safety Moment

Mr. Tom Dietz, Director of Operations, gave us a safety message regarding holiday safety tips. Here are a few of those tips:

- Make sure your smoke detectors are in working order
- Don't overload your electrical circuits
- Make sure your chimney is swept and clean before you use it for the season
- Use battery operated candles and never use real candles, especially on or around a tree that is not watered
- Check your decorations for certification labels
- Never leave the source of fire or heat unattended
- Water your live trees daily
- Turn off and unplug all holiday decorations while leaving the house or going to sleep.
- Stay in your kitchen while cooking

- Close your bedroom door when sleeping
- Do not drink and drive.

b. Additions/Changes to the Agenda

None at this time.

2. ANNOUNCEMENTS

The committee would like to discuss the new member application that was reviewed via email for Judith (Judy) Richards.

Motion:	Motion to approve Judy Richards as a member of the Citizens Advisory Committee for a 2-year term.
Motion by:	Vice Chair John Hammill
Second:	Member Erin Ross
Vote:	Motion passed by those in attendance.
Discussion:	None

3. PUBLIC COMMENT

Two members of the public, Kim Bosee and Josh Bowen, both blind community members joined the meeting to discuss concern around an electric bus making no noise and how members of the blind community rely on noise to help keep them safe. How is Cherrriots going to deal with this? Most will still sound like a vehicle when you are around them, but the noise will not be coming from the engine. The buses will still have airbrakes when coming to a stop, which is a sound the blind community also relies on.

4. APPROVAL OF MINUTES - Minutes of October 18, 2022

Motion:	Motion to approve the meeting minutes of October 18, 2022.
Motion by:	Member Sue Coffin
Second:	Member Rick Hartwig
Vote:	Motion passed by those in attendance.
Discussion:	None

5. PRESENTATIONS

- a. Finance Update:** Denise LaRue, CFO, gave a financial update for the committee. Ms. LaRue shared a presentation regarding where the District is financially and some of the financial governing rules the District must follow. The presentation also showed the COVID Relief funds that were received by the District. The majority of these funds were for Personal Protective Equipment (PPE), bus sanitizing solutions and the labor for the extra sanitizing that was done during the day and at the end of every day. How much does Cherrriots usually collect from bus fares? For FY23, we are predicting a little over \$2M. There was a question regarding grants and if we have any coming up for this year. There are always grants in the process that the District applies for. It was also asked if this

committee gets to review grants as Cherriots is applying for them. Not usually, but if there are specifics this committee would like to know more about, or a question, that information can be shared with this committee.

6. DISCUSSION ITEMS

- a. New Member Application; Marja Byers:** Ms. Byers has been on other Cherriots committees and has participated in various legislative activities. It was voiced she would be a good asset to this committee.

Motion:	Motion to approve the application of Marja Byers to be a member on the Citizens Advisory Committee for a two-year term.
Motion by:	Vice Chair John Hammill
Second:	Member Rick Hartwig
Vote:	Motion passed by those in attendance.
Discussion:	None

- b. Nominate New Chair and Vice Chair:**

The Chair and Vice Chair serve a one-year term. It is time to nominate for each position. Sue Coffin nominated John Hammill to serve as the Chair and Rick Hartwig nominated Sue Coffin to serve as the Vice Chair of the Citizens Advisory Committee.

Motion:	Motion to nominate John Hammill as the Chair for the Citizens Advisory Committee for a term of 12 months.
Motion by:	Member Sue Coffin
Second:	Chair Patrick Schwab
Vote:	Motion passed by those in attendance.
Discussion:	None

Motion:	Motion to nominate Sue Coffin as the Vice Chair for the Citizens Advisory Committee for a term of 12 month.
Motion by:	Member Rick Hartwig
Second:	Vice Chair John Hammill
Vote:	Motion passed by those in attendance.
Discussion:	None

Vice Chair John Hammill mentioned that the two public members that have been on this call, Kim Bosee and Josh Bowen, are both interested in being members on this committee. It is best if they fill out an application that can be kept on file for when there is an opening. Kathy Martens has each of their email addresses and will send them an application.

- c. New Terms for All Members:**

Once Cherriots Board of Directors consent to these nominations of new members Judy Richards and Marja Byers, according to the term list provided in your packet, this will help the committee have staggering terms. Current Chair Patrick Schwab will be terming off as well as committee member Mark Knecht.

- d. Meeting Dates for 2023:**

The committee will maintain meeting the third Tuesday of every other month with the meeting in December held on the second Tuesday. The 2023 meeting dates have been provided in the agenda packet. The February meeting will be held on Tuesday, February 21, 2023. These meetings will be held in person unless otherwise stated.

e. Hiring Update:

Like many transit agencies across the nation, we are struggling to hire operators and maintenance technicians. Cherriot's maintenance staff is fully staffed right now. On the transportation side, we have 128 operators and are running at a 93% service level and in May of 2023 we will be going back to a 100% service level. This will add back the last and latest pulse in the evening. We will need 134 operators in order to maintain the 100% service level. A new operator class will start on January 9 with four operators ready to be in that class. It was asked if we have operators to cover staff that is out. We do have an extra board and that means we have operators that "hang out" in case another operator calls out sick, etc. Operators are on report for five hours and if nothing comes up, they are done, but if they do get a route, they could then go drive a nine-hour shift. They do get paid for the time they are waiting for an opportunity to pick up a route.

7. ACTION ITEMS

a. Committee Work Plan Action Items:

Committee	Members
One – Local Services	Erin Ross, Joe Tilman, Rick Hartwig
Two – Capital Projects & Facilities	Joe Tilman, Sue Coffin, Rick Hartwig
Three – Cherriot's 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

Now that it is known who will be on the Citizens Advisory Committee for the upcoming 2023 year, remaining members can sign up to join a subcommittee to participate in the CAC work plan. Please contact Tom Dietz or Kathy Martens to let them know what committee you would be interested in joining. We will start discussions regarding these subcommittees and when they should meet, what needs to be discussed and determine the best way to meet whether in person or virtually. This will be a discussion item on the agenda for the February meeting.

8. FUTURE AGENDA ITEMS

- a. South Salem Transit Center – Director Steve Dickey

9. ADJOURNMENT

Motion:	Motion to adjourn the meeting at 6:22 p.m.
Motion by:	Chair Patrick Schwab
Second:	Member Rick Hartwig

Vote:	Motion passed by those in attendance.
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Next Meeting: February 21, 2023