



**MINUTES OF THE
August 16, 2022
CITIZENS ADVISORY COMMITTEE MEETING
5:30 PM – 7:30 PM**

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

Absent Members:

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

Staff: Tom Dietz, Director of Operations; Ben Sawyer, Contracted Services Manager; Steve Dickey, Director of Technology/Project Management; Kathy Martens, Executive Assistant

Guests:

1. CALL TO ORDER AND ROLL CALL

Chair Patrick Schwab called the meeting to order at 6:07 p.m. A quorum was present.

a. Safety Moment

Tom Dietz opened our meeting with a safety message regarding back to school, which will be upon us in a few weeks. While you are out and about be cognizant of children that may be out crossing streets, playing outside, getting off a school bus, or are in crosswalks.

b. Additions/Changes to the Agenda

None at this time.

2. ANNOUNCEMENTS

None at this time.

3. PUBLIC COMMENT

None at this time.

4. APPROVAL OF MINUTES - Minutes of June 21, 2022

Motion: Motion to approve the meeting minutes of June 21, 2022.
Motion by: Member John Hammill
Second: Member Rick Hartwig
Discussion: None
Vote: Motion passed with seven votes in favor. Member Mark Knecht excused.

5. PRESENTATIONS

a. South Salem Transit Center Update; Steve Dickey, Director of Technology/Project Management

Mr. Dickey shared a presentation regarding the South Salem Transit Center project. The main area of Salem Cherriots was interested in was along Commercial St. North to Hilfiker and Commercial St. South to Fairway near the Courthouse Gym. Sites were selected and ran through a screening process, which included fatal flaws that would need to be addressed, which, if certain criteria was met, would make the property unacceptable.

The first bid on construction was for a transit center that had all the amenities we could think of. That is not what will be built at first. We will look at something more like a super stop, but even that will not be considered for this phase. There are three parcels in consideration. The one on Commercial and Wiltsey is the one Cherriots is most interested in and this parcel has been taken to the board, which they approved. We are in the process of looking at two different vendors to do the environmental work. We are currently funded all the way through the design and purchase of the property. When we get to the design phase, we will be getting input from this committee and the public. As an early estimate, this would not be ready for use until sometime in 2025, but many factors could influence this estimate. Once the environmental study is done, which would include us providing at least a 15% design of the center, the environmental study goes to the FTA. The FTA will review the environmental impact based on the report and if they determine it to be of a minimal impact, FTA will issue a concurrence letter and then we can get an appraisal and start the acquisition of the property.

6. DISCUSSION ITEMS

a. New Member Application – Sue A. Coffin.

After all had reviewed the application, member Hartwig stated he liked the fact that Ms. Coffin lives outside the UGB and could bring a regional perspective not represented on the committee. Mr. Dietz, in full transparency, let the committee know that Ms. Coffin was with Cherriots for 16 years in contracted services and knows transit very well. She has been in the community for a long time.

Motion: Motion to approve the application of Ms. Sue Coffin to become a member of CAC.
Motion by: Member John Hammill
Second: Member Rick Hartwig
Vote: Motion passed with eight votes in favor. Member Mark Knecht had joined the meeting.

b. Committee Work Plan – Tom Dietz, Director of Operations

Mr. Dietz talked about how the committee went from quarterly to bi-monthly meetings so that more work could be accomplished on the work plan between meetings. There are five areas (sub committees) for members to sign up for. Since the work plan was not readily available, it will be sent out after the meeting and members can let Ms. Martens know which committee they would prefer joining. Mr. Hammill asked about the regional plan and how we address the homeless situation. Mr. Dietz will check into this and report back to the committee. Mr. Dyer asked how involved should members be that are terming out as of December 31, 2022. As much as you are comfortable with. This will be a living document. Ms. Ross asked about the commitment for being on a sub-committee. We are not sure as of now. We are all starting the process together. The members would also like to see what their terms are, an excerpt from the bylaws explaining terms and term limits. Some members are serving an extended term due to Covid and the impact that had on our committee work plan.

c. Recruit Youth Committee Member – Committee Members

Ms. Daugherty mentioned she tried to find an application to be considered for membership on the CAC online and could not find it anywhere. Ms. Martens will send her a copy. Mr. Dietz thought it had been removed from the website and Marketing will be notified about getting this back on the website. Mr. Hammill talked to one of the councilors at McKay H.S. and he said depending on the criteria, he was concerned that if there is an age limit of being at least 18 years-old, most students at that age are already almost done with school and working to save for college or already taking college credit classes. It might be good to try to recruit at Dallas Mono a Mono, Boys and Girls Club, or at colleges. The concern is if the bylaws do state a youth member needs to be 18 years-old, can we change the bylaws. It is up to this committee to make suggestions on bylaw changes. Ms. Martens will also send out the bylaw section that pertains to the youth committee member. Thoughts on where can we draw from for a youth member? It would be interesting to have a member from Western Oregon University. What about a poster that can be put up at WOU, Boys & Girls Club, etc., even at high schools, or at Chemeketa? The committee's Board Liaison, Maria Hinojos-Pressey let the committee know that being on the school board, there are advisory students that could be used to get the word out amongst the high schools.

7. ACTION ITEMS

- a. Vote on New Member: Sue A. Coffin**
This was completed earlier in the meeting.
- b. Committee Work Plan Action Items**
 - i. Committees**
This was also discussed earlier in the meeting.

8. FUTURE AGENDA ITEMS

- a. Performance Reports – Ridership Update**

- b.** Disaster Recovery Plan Presentation – Cherriots has an Emergency Management Coordinator that would be able to do a presentation on recovery plans. Not only does Cherriots have a Continuation of Operations Plan (COOP), Cherriots is also part of Marion and Polk County recovery efforts. There is also a mutual aid agreement between Cherriots, Lane Transit District and TriMet, but there are also the smaller agencies along the I-5 corridor that will participate in recovery efforts.
- c.** Salem/Albany Connection Update
- d.** Long Range Transit Plan – There will be an update in the October meeting. This presentation will answer the Salem/Albany question. Will the regional service to Woodburn, the 80X, ever extend into Portland? Cherriots does not have an answer on this yet. A few of the members expressed their interest in having an express from Salem into Portland. Amtrak does get you there, but it is expensive and you’d need to get to the Amtrak station. Those dependent on transportation find it frustrating to get to the bus, to get to the bus, to get to the bus. These are all great questions for Cherriots Planning department. The hope is maybe one day we’d see commuter rail down into Salem.

9. ADJOURNMENT

Motion:	Motion to adjourn the meeting at 7:15 p.m.
Motion by:	Chair Patrick Schwab
Second:	Member Joe Tilman
Vote:	Motion passed with eight votes in favor.