



**MINUTES OF THE
February 20, 2024
COMMUNITY ADVISORY COMMITTEE MEETING – HYBRID
5:30 PM – 7:30 PM**

Present Members:	Sue Coffin, Chair; Judi Richards, Vice-Chair; Marja Byers, Member; Lucy Edwards, Member; Erin Ross, Member (Virtual); David Levy, Member; Ron Rubel, Member (Virtual)
Absent Members:	Joe Tilman, Member
Board:	Bill Holmstrom, Cherrlots Board of Directors
Staff:	Tom Dietz, COO; Denise LaRue, CFO; Ben Sawyer, Contracted Services Manager; Gregg Thompson, Maintenance Manager; Lisa Krahl, MTM
Guests:	Cindy and Ben – Interpreting Services (Virtual)
Recorder:	Crisandra Williams, Executive Assistant

1. **CALL TO ORDER AND ROLL CALL** - Chair Sue Coffin called the meeting to order at 5:30 p.m. A quorum was present and introductions were made.
 - a. **Safety Moment** – Tom Dietz provided us with a safety message on Tom presented a safety message on spring cleaning.
 - i. **Declutter before cleaning** - Before you start cleaning, clear any clutter that you could trip over.
 - ii. **Go mild** - Limit the use of harsh cleaning or disinfectant products such as bleach and ammonia, and never mix the two – doing so can create toxic fumes.
 - iii. **Read the label** - Each cleaning or disinfectant product should have a label describing proper use of it and safety precautions to follow during use. Take a minute to read the label and follow the instructions.
 - iv. **Ventilation is your friend** - When using cleaning or disinfectant products, open windows or a door, and run a fan to help air circulate.
 - v. **Consider a mask** - If you have allergies or breathing issues, wear a mask to prevent allergic reactions and irritation.
 - vi. **Glove up** - It's a good idea to wear rubber gloves when using some household cleaners. The gloves can help prevent reactions (e.g., rashes, skin redness) from exposure.
 - vii. **Get a mop** - When you're cleaning floors, avoid working on your hands and knees, which could cause sprains and strains. Use a mop instead, including when you're cleaning a bathtub.
 - viii. **Avoid wet floors** - Wet floors are a danger zone for slips and falls. Allow freshly cleaned floors to dry before walking on them.
 - ix. **Safely store cleaning products** - Keep them in a clean, cool, dry space where children and pets can't get to them.
 - x. **Stay safe on step stools** - Always place a step tool on a level surface before using, and choose one with a handle or railing so you can maintain three points of contact for optimal safety. Make sure the stool's steps are large enough to properly fit your feet, and face the stool when climbing up or down.
 - xi. **Lift with caution** - When lifting or moving furniture and other heavy objects, ask for help. Bend with your knees – not your back – and use your leg muscles to avoid a back injury.
 - xii. **Stay hydrated** - Spring cleaning is great exercise, so drink plenty of water and take rest breaks.
 - b. **Additions/Changes to the Agenda** – None.

2. ANNOUNCEMENTS

- a. **Welcome New Members: David Levy and Ronald Rubel** – David Levy and Ron Rubel introduced themselves and summarized why they were interested in joining the Community Advisory Committee. Ron is a member of several boards in the area with his primary interest in coordinating with his other boards and SAMTD. David Levy is a current transit user and chair of the Salem Public Advisory Board. He has previously worked in transit in Alaska.

3. PUBLIC COMMENT – None.

4. APPROVAL OF MINUTES - Minutes of December 12, 2023

Motion:	Motion to approve the meeting minutes of December 12, 2024 with requested changes to the Safety Message.
Motion by:	Member Marja Byers
Second:	Member Judi Richard
Vote:	Motion passed by those in attendance.
Discussion:	None

5. PRESENTATIONS

- a. **Financial Report** – Denise LaRue, CFO, presented the Financial Performance Report for FY23. The official annual audit report will be released at a later time, but we received preliminary information. SAMTD had no findings. We received the FY22 GFOA Excellence in Financial Reporting Award. David Levy requested a more detailed breakdown of our funding sources to gain a clearer understanding of the financial landscape.

6. DISCUSSION ITEMS

- a. **Committee Orientation, Next Steps, and Bylaws** - Tom opened the floor for discussion on the current CAC bylaws. A key discussion point revolved around how to attract candidates from diverse community backgrounds to fill open committee positions. Prioritizing familiarity with the local transit system as a qualification and expanding the medical community/care provider representation and potentially seeking a member from Salem Health were proposed. Clarification regarding attendance and voting procedures was also raised. Suggestions included defining "attendance" to include virtual attendance. Additionally, extending term limits or allowing non-voting membership after two terms was suggested. Adjustments to the CAC work plan and subcommittees may be necessary based on upcoming Board of Directors direction. Erin suggested having Transit Hosts from Garten come in to give their input on current events at DTC. Finally, a suggestion was made to provide CAC members with official identification, such as business cards to hand to riders or name tags so people can come up to them with questions when they are out in the community.

7. ACTION ITEMS – None.

8. FUTURE AGENDA ITEMS

- a. **Ridership Performance Report**
- b. **Travel Training / ADA Eligibility Presentation**

9. ADJOURNMENT

Motion:	Motion to adjourn the meeting at 6:21 p.m.
Motion by:	Member David Levy
Second:	Member Lucy Edwards
Vote:	Motion passed by those in attendance.

Next Meeting: April 16, 2024