



**MINUTES OF THE  
April 16, 2024  
COMMUNITY ADVISORY COMMITTEE MEETING – HYBRID  
5:30 PM – 7:30 PM**

<b>Present Members:</b>	Sue Coffin, Chair; Judi Richards, Vice-Chair (Virtual); Marja Byers, Member; Lucy Edwards, Member; Erin Ross, Member (Virtual); David Levy (Virtual), Member; Ron Rubel, Member (Virtual)
<b>Absent Members:</b>	Joe Tilman, Member
<b>Board:</b>	Bill Holmstrom, Cherriots Board of Directors
<b>Staff:</b>	Tom Dietz, COO; Gregg Thompson, Maintenance Manager; Lisa Krahl, MTM, Herminia Abrego, MTM
<b>Guests:</b>	Lisa Carignan, Outreach Representative and Tony Smith, Mobility Assessment Evaluator
<b>Recorder:</b>	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.

- a. **Safety Moment** – Tom presented a safety message on motorcycle and bicycle safety.
- b. **Additions/Changes to the Agenda** – None.

**2. ANNOUNCEMENTS**

- a. **Board of Directors Work Session Update** – Director Holstrom presented information from the Board of Directors Work Session. The Board would like to keep the diversity of the community represented in the Community Advisory Committee. The Board would also like to have joint sessions with the Community Advisory Committee.

**3. PUBLIC COMMENT** – None.

**4. APPROVAL OF MINUTES - Minutes of February 20, 2024**

<b>Motion:</b>	<b>Motion to approve the meeting minutes of February 20, 2024</b>
<b>Motion by:</b>	<b>Member Lucinda Edwards</b>
<b>Second:</b>	<b>Member Marja Byers</b>
<b>Vote:</b>	<b>Motion passed by those in attendance.</b>
<b>Discussion:</b>	<b>None</b>

**5. PRESENTATIONS**

- a. **Ridership Performance Report** – Chris French, Service Planning Manager, presented the Quarter 2 Performance Report which covers October to December 2023. Route performance has continued to grow this quarter. Target performance is 10 boarding per revenue hour. Ron wanted to know if we had data on why riders are riding the bus. Cherriots currently is conducting a ridership survey which will be presented at a future meeting.
- b. **ADA Eligibility** - Tony Smith, Mobility Assessment Evaluator, presented information on the ADA eligibility process including the information he provides to customers during the eligibility interview. There is a physical and cognitive assessment. Last year there were 555 applicants. Tony works with county case workers to help set up services for their clients.
- c. **Travel Training** - Lisa Carignan, Outreach Representative, presented information on the travel training program. The program is free and open to anyone who wants to know how to use our services. There is a request form online. Part of the training is showing how to use the online tools to plan the trip. Lisa also provides mobility device training.

**6. DISCUSSION ITEMS**

- a. Youth Recruitment** - There have been several options discussed on how to get youth involvement in the committee. We are currently revising the Community Advisory Committee Bylaws and there will be more developments in the future.

**7. ACTION ITEMS** – None.

**8. FUTURE AGENDA ITEMS**

- a.** BEB Project and Ribbon Cutting Ceremony
- b.** Safety & Security Updates
- c.** Vanpool
- d.** Ridership Survey

**9. ADJOURNMENT**

<b>Motion:</b>	<b>Motion to adjourn the meeting at 6:32 p.m.</b>
<b>Motion by:</b>	<b>Member Marja Byers</b>
<b>Second:</b>	<b>Member Lucy Edwards</b>
<b>Vote:</b>	<b>Motion passed by those in attendance.</b>

**Next Meeting: June 18, 2024**