



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

<b>Present Members:</b>	Sue Coffin, Chair; Judi Richards, Vice-Chair; Marja Byers, Member (Virtual); Erin Ross, Member; David Levy, Member; Ron Rubel, Member (Virtual). Joe Tilman, Member (Virtual); Bryan Casey, Member
<b>Absent Members:</b>	Lucy Edwards, Member
<b>Board:</b>	Ramiro Navarro Jr., Cherriotics Board of Directors
<b>Staff:</b>	Tom Dietz, COO; Zach Leeth, Maintenance Manager; Don Clifford, Transportation Manager; Ben Sawyer, Contracted Services Manager; Michelle Buie, MTM
<b>Guests:</b>	Kiki Dohman, Commuter Options Coordinator
<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 Back-to-School Safety.
- b. **Additions/Changes to the Agenda** – None.

**2. ANNOUNCEMENTS**

- a. **Welcome New Member, Bryan Casey** - Tom welcomed the newest CAC member, Bryan Casey. The committee and staff introduced themselves. Bryan discussed his background and what interested him in joining the Community Advisory Committee.

**3. PUBLIC COMMENT** – None.

**4. APPROVAL OF MINUTES - Minutes of June 18, 2024**

<b>Motion:</b>	<b>Motion to approve the meeting minutes of June 18, 2024</b>
<b>Motion by:</b>	<b>Member David Levy</b>
<b>Second:</b>	<b>Member Judi Richards</b>
<b>Vote:</b>	<b>Motion passed by those in attendance.</b>
<b>Discussion:</b>	<b>None</b>

**5. PRESENTATIONS**

- a. **Vanpool/Commuter Options Program**– Kiki Dohman, the Commuter Options Coordinator, presented an overview of the Commuter Options Program, part of the Planning & Development Division, serving Marion, Polk, and Yamhill Counties. Oregon is the first state with a statewide transportation options plan, and this program is 100% federally funded. It offers bus transit, vanpool, carpool, pedestrian, telework, and bike options. Kiki highlighted recent projects and campaigns, with a focus on the vanpool program, which is partnered with Commute with Enterprise. She reviewed FY24 vanpool statistics, noting that some vans are shared among different employers, with volunteer drivers who are also riders. The program allows for flexible pickup locations, and riders can request accommodations. Commute with Enterprise provides emergency ride coverage, and half of the vanpool riders speak English as a second language. While demand currently matches supply, potential funding challenges could

arise. Later this year, Enterprise will launch a new, more flexible, on-demand platform for vanpool services.

## 6. ROUNDTABLE/DISCUSSION ITEMS

- a. **Orientation** - Tom will be presenting a formal orientation packet once the Board of Directors reviews the information. Tom highlighted some information on what a member's role is and how the staff committee members will be able to help with questions and guidance. The Board of Directors will be updating the Bylaws and provide projects as needed.
- b. **Committee Roundtable** -
  - i. Judi Richards - Judi spoke with the Vocational Rehab counselor at Chemeketa Community College who will discuss membership with their students.
  - ii. David Levy - David asked if Don has heard any problems with the outbound library bus. Don has not.
  - iii. Ron Rubel - Ron would like information on past projects and potential new projects to guide them.
  - iv. Erin Ross - Erin suggests scheduling local buses to arrive at KTC before the first 80x out to Woodburn and Wilsonville. Tom will discuss that with Planning Division.
  - v. Bryan Casey - Bryan suggests one or two operators go to the board meetings every month to provide input, if needed. Bryan suggested utilizing the school art departments for future bus wrap campaigns. Bryan also suggests putting a map on detour signs and make them bigger, possibly two signs. Bryan emphasizes the importance of our current shelters.
- c. **Recruitment Discussion** - We currently have four at-large positions instead of one, leaving business, education, and youth underrepresented. Tom asks members' keep thinking about recruiting for these specific roles. Erin suggests renaming the "Ethnic Member" position to something more appropriate.
- d. **Open Discussion** -
  - i. Tom and Zach provided information on last week's VIP BEB event at KTC, discussed the BEB rollout, bus and charging specs, and information on maintenance outfitting and training.
  - ii. LIFT Fleet Replacement - Tom went over the replacement timeline. All buses are still in their useful life cycle. We should have 16 new buses in the next few years.

## 7. ACTION ITEMS –

- a. **Membership Recommendation** - Benjamin Slater. The committee unanimously recommends Benjamin Slater's application to join the committee be presented to the Board of Directors at their September meeting.

## 8. FUTURE AGENDA ITEMS

- a. Updated CAC Bylaws
- b. Terms/Elections – October
- c. Holiday Service Discussion

**9. ADJOURNMENT**

**Motion:** Motion to adjourn the meeting at 7:11 p.m.  
**Motion by:** Member David Levy  
**Second:** Member Judi Richards  
**Vote:** Motion passed by those in attendance.

**Next Meeting: October 15, 2024**