

TRIMET CAT EXECUTIVE COMMITTEE PLANNING MEETING  
Tuesday, September 6, 2022  
9:30am - 11:00am

Attendees:  
Annadiana Johnson  
Dave Daley  
Margo Moore  
Marti Magee  
Leon Chavarria  
Jan Campbell  
Claudia Robertson  
Charlie Clark  
Patricia Kepler

A G E N D A

**9:30 – 9:45: Opening Remarks, Updates and Issues from CAT Chair**

Jan Campbell called the meeting called to order at 9:32am

Margo Moore spoke to Brett Rodgers this past week regarding some elevator initiatives. There will be a stakeholder group established to attend all meetings regarding initiatives moving forward in regard to the elevators. More to follow. It was mentioned that there have been issues with the elevators at the zoo

Patricia mentioned that the service cuts on the 78 will affect the students going to Sylvania campus for PCC

The Division Street project as discussed, especially the shelter designs and sidewalks. There are 3 different designs being constructed. Claudia proposes that the committee takes a look at these

Jam mentioned that the STFAC meeting participants would like to hold their meetings on Zoom platform. Margo is in discussions with Matt Fouts regarding the different platform and options.

**9:45 - 10:00: Pending & Open Issues from TriMet Staff**

Margo presented the following updates:

Eileen is on vacation this week

Mary Hill is new Director of Bus and Field Operations and will be attending the next CAT meeting and has a standing invitation to attend all CAT meetings

Nancy Oliver-Young is the new CFO and will be invited to CAT meetings to introduce herself

Mark Dorn is the new Executive Director of Engineering and Construction

**10:00 – 10:30: General CAT Executive Committee Discussion**

- Process for submitting topics CAT members would like discussed at the Executive Committee meetings  
If CAT members have ideas for topics, they can submit to Jan or submit to the Exec to have it added to the CAT Business Meeting agenda. Agenda suggestions can also be submitted at the Business Meeting and it can be taken to the Exec. Dave Daley suggested that this should be a standing agenda item. **Jan moved forward with confirming with the Exec that this be added as an agenda item. If items are suggested after the meeting, it should be sent to Margo with CC to the Executive members as well.**

Margo reiterated that all items that need to go to the entire CAT should be sent to [CAT@trimet.org](mailto:CAT@trimet.org)

Annadiana suggested a list of information and/or basic procedures for ongoing tasks such as presenting items to the CAT and bringing to the Executive Meeting, timeframes, etc. This can be an ongoing list and will be available for public domain.

Eileen has created a calendar showing all upcoming speakers and agenda items for the year. This will help with meeting planning.

- Finance Committee being part of the Executive Committee as stated in our Bylaws  
This will be starting up again. This has not been in effect for many years. This will help to confirm agency budget priorities as proposed by CAT. Jan suggested that this be discussed next month as well and the group agreed.
- Submission of our work plan in September to the full committee, as stated in our Bylaws  
Jan would like to focus on specific issues within the full plan at the Exec. The full plan would be presented at the Business Meeting – the Executive Committee would have a much more focused approach; specifically training for new operators, etc. The generic list would be presented and within those the issues that are the ‘most important’ will be addressed at a more micro level, i.e. Wayfinding, and drilled down to address tactile signs, etc.

Charlie discussed important training for drivers and ‘conversations and learning experiences’ in the event there is a rider complaint/issue.

Margo will add additional time to address the work plan

- Meeting times for ad hoc meetings and are there going to be on-going committees, such as fixed route, paratransit, etc.

Ad Hoc committees – Training (Annadiana suggested that a member of CAT attend all new driver training and resources); Wayfinding, etc.

Standard Meetings – Rail & Bus, Operator training, Capital Projects, Service Delivery, Wayfinding, Paratransit, Nominating, Finance. Margo suggested making these every-other-month.

Jan also mentioned that we need to ensure that within all of these committees that we ensure staff availability is also taken into account. Staff attends all of these meetings and it’s quite a bit of time away from standard duties

**10:30-11:00 September Business Meeting Agenda Planning:**

A. Opening Remarks

B. Keith Edwards – Board Update

- Public Comment

C. TriMet Security Update – Pat Williams

- Public Comment

D. CAT FY22 Annual Report

- Public Comment

E. CAT FY23 Work Plan

- Public Comment

F. Hollywood DDA (Difficult Development Area) Update – Catherine Sherraden (PBOT)

- Public Comment

G. Close of CAT Business Meeting

**11:00 Adjournment of CAT Executive Meeting**

Jan Campbell adjourned the meeting at 11am