

CITIZENS ADVISORY COMMITTEE (CAC)
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
JANUARY 17, 2017

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:06PM. The following Committee Members answered to roll call:

	<u>Present</u>	<u>Absent</u>
MO – George Zavala	P	
D1 – Don Pearson	P	
D2 – Vacant		
D3 – Everardo Sanchez	P	
D4 – Rebecca Hernandez		A
D5 – Aziz Afravi	P	
D6 – Oscar Lozoya	P	
D7 – Noemi Rojas, Vice-Chair	P	
D8 – Leah M. Wood, Chair	P	
ALT – Mark C. Steele	P	
ALT – Vacant		
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2. **Public comment.** Oscar Arriaga, Sun Metro Public Affairs Coordinator, informed everyone of upcoming events.
3. **Approval of minutes of last meeting.** Mark Steele moved to approve the minutes. Seconded by George Zavala. All in favor; none opposed; motion passes unanimously.
4. **Discussion and action on CAC Election of Offers for calendar year 2017.** Michael Herrera asked for nominations. George Zavala was nominated for Chair and he accepted. Mark Steele motioned to approve. Seconded by Eddie Sanchez. All in favor; none opposed; motion passes unanimously. Oscar Lozoya was nominated for Vice-Chair and he accepted. Leah Wood motioned to approve. Seconded by Noemi Rojas. All in favor; none opposed; motion passes unanimously.
5. **Discussion and action on the CAC annual report to MTDB.** Michael Herrera explained the annual report will be due. General discussion about format of previous reports. Highlights and accomplished goals that occurred last year will need to be reported on. Also, goals need to be determined for the following year. The report will be gathered by Sun Metro staff and presented to Chairman Zavala for review. Once finalized, will present to CAC for approval before being presented to MTDB.
6. **Discussion and update on purchasing Lift tickets at each transfer center.** Julio Perez clarified that Lift tickets are only sold at transfer center with cashiers in the ticket office and all public libraries. They can be purchased with cash or check. Debit and credit cards can be used to purchase tickets with cashiers. No action taken.
7. **Discussion and update on naming the Northgate Transit Center.** Michael Herrera informed the committee that there are three applications from the last call of requesting applications for naming the Northgate Transit Center. City Representative Carl Robinson had already submitted an application. City Attorney Marvin Foust discussed the Resolution in naming a transfer center. Noemi Rojas requested for City Representative Carl Robinson or a staff member come before the committee to propose the name of his application. Members unanimously agreed to do a call out and request new applications with a new deadline. Also, for applicants to come before the committee to propose the name of their application. All in favor; none opposed; motion passes unanimously.

8. **Discussion and update on Smartcards for the Lift and Fixed Route.** Raul Escobedo explained the Smartcards are pending approval for funding. They have seen demonstrations by vendors on mobile ticketing and Smartcards. He is optimistic it will be approved by the end of this year. Aziz Afravi motioned to make this a standing item on future CAC Agendas. Leah Wood seconded. All in favor; none opposed; motion passes unanimously.
9. **Discussion and update on Bus Stop placards maintenance.** Claudia Garcia gave a report on the bus stop placards maintenance. Staff is considering purchasing machine in order to maintain placards internally and not have to search for a vendor to resolve issues. Leah Wood asking for clarification on arrival time between bus routes. Julio Perez explained there is automatically a 30 second update on the system. If there is an issue, call and report in order to monitor. Chairman George Zavala motioned to make this a standing item on future CAC Agendas. Leah Wood motioned to approve. Seconded by Oscar Lozoya. All in favor; none opposed; motion passes unanimously.
10. **Discussion and update on Bus Stop Enhancement.** Frank Benavidez gave an update on the bus stop enhancement. Oscar Lozoya mentioned some benches are too close to the shelters and might be in the way of wheelchairs and walking sticks. Julio Perez suggested for anyone who sees a problem with the placing of the benches, to call our Call Center at 212-3333 in order to submit the complaint and the call will go to Planning staff. This is the best way to track and monitor any issues. Mark Steele asked if the shelters could be designed to protect citizens from weather elements. Julio Perez explained the design now is the best design that considers all the weather elements.
11. **Discussion and update on movement of bus stops at the Downtown Transfer Center.** Robert Dominguez explained that for the next 6-8 weeks, there will be movements due to the construction.
12. **Discussion and update on monthly Paratransit Advisory Committee meeting.** Julio Perez provided PAC meeting updated. They discussed that starting February 1, 2017 Project Amistad will begin scheduling all after-hour and county trips. Also that they would like to do another Disability Summit this year sometime in June or July. George Zavala is organizing a conference called The Power of E with other advocacy groups. On January 19th will be meeting with City HR Department on how to improve the rate of employment of persons with disabilities within the City. On February 9th, members of the community will be meeting with the Mayor at 1pm. No action taken.
13. **Monthly Report for LIFT Services for period ending December 31, 2016.** Alex Arrieta provided monthly statistics report for December 2016. MV's on time performance is at 94.7% and collision rate is at 1.1 collisions per 100K miles. No action taken.
14. **Director's Report [Sun Metro]**
 - A. **Monthly Customer Service Report for Fixed Route.** George Myers provided monthly statistics report. Mentioned that 146 customer service reports and 19,882 phone calls were answered. Landmark Announcements was added to the report. There were 0 calls about the announcements. No action taken.
 - B. **Monthly Ridership and Operations Report for Fixed Route.** Raul Escobedo provided monthly revenue statistics for December 2016. Mentioned that decrease in ridership continues trending, while preventive maintenance continues to improve. On-time performance being affected by downtown/Streetcar construction and detours. No action taken.
 - C. **Monthly Update on bus route's announcements**
15. **Opportunity for committee members to request a staff report on items of interest over which the Board has authority. Discussion of items announced at this meeting will take place during the next regularly scheduled meeting.** The Committee requested that the following items be added to the next meeting's agenda:
 - A. Update on Bus Stop placards
 - B. Update on the Streetcar

- C. Report on bus maintenance to include lighting
- D. Standing Item-Update on Smartcards for Lift and Fixed Route

16. Call to Adjourn. Chair asked for motion to adjourn the meeting at 3:42pm. Mark Steele so moved.
Seconded by Leah Wood. All in favor; none opposed; motion passes unanimously.

Approved by:

/s/ Jay Barasiak
Department Head/Board Secretary