

CITIZENS ADVISORY COMMITTEE (CAC)  
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)  
March 10, 2020

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 3:02 PM. The following Committee

Members answered to roll call:	<u>Present</u>	<u>Absent</u>
MO – VACANT		
D1 – Alec Mondello	P	
D2 – Eden Robles	P	
D3 – Jonathan Moran	P	
D4 – VACANT		A
D5 – Aziz Afravi	P	
D6 – Philip Laign	P	
D7 – VACANT		
D8 – Leah Wood		
ALT – Mark Steele		A
ALT – Lori Vugteveen		A
ALT – Vacant		

2. **Public comment.**

Brandon LeMaster wants justification behind fare increase.

3. **Approval of minutes of last meeting.**

Motion made by Alec Mondello, seconded by Eden Robles and unanimously carried to **APPROVE** the Minutes for the previous CAC Meeting.

4. **Discussion and action on Chair and Vice Chair Appointments.**

Alec Mondello makes motion nominate Leah Wood as Chair, seconded by Eden Robles. Pending Leah Wood acceptance of nomination. Alec Mondello makes motion to nominate himself as Vice Chair, seconded by Aziz Afravi and unanimously carried to approve Vice Chair appointment.

5. **Update on Sun Metro ridership due to reduction in service.**

Claudia Garcia updates on ridership numbers. Pre-Covid months: January 2020- 17,000 average daily passengers. February 2020- 16,000 average daily passengers. Covid Emergency months: March 2020 through July 2020- 8,500 average daily passengers. August 2020 was first service reduction to include re-routing of system- 10,000 average daily passengers through November 2020. December 2020 second service reduction to include removal of Sunday service- 8,000 average daily passengers. Sunday average ridership is 4,000. Removal of Sunday service brought in a very minimal of about 5 complaints. Sun Metro will work with a 3<sup>rd</sup> party company to conduct a Fair Service Analysis on current services to determine what changes may be needed once the City re-opens. Current reduced service was implemented within a month due to the City's state of emergency due to Covid. Removal of Sunday service is not permanent, but will wait on results from analysis which typically takes a few months. No exact date on return of Sunday service. Various factors impacting return of service with the 2 most important ones being resources- transit operators and turn out of this Covid pandemic.

6. **Update on Sun Metro mobile ticketing application.**

Julio Perez updates on mobile application coming soon. Will be very accessible and user friendly. Ability to purchase tickets for both Fixed route and LIFT, Streetcar to be added as well. This electronic ticket version will be completely contact less and would just need to be shown to driver at time of boarding. Will be able to load tickets electronically via credit cards or at the transfer centers via cash.

**7. Update on bus stops enhancement project.**

Claudia Garcia updates on meeting held February 10, 2021 to move forward with project. Project is intended to make bus stops ADA accessible. To include but not limited to sidewalks accessibility for wheelchairs and connections to closest intersections. Project includes 100 sites with a completion time frame of 510 calendar days. Prioritizing sites based on improvement needs not location. Mrs. Smyth is trying to speed up the process as much as possible.

**8. Update on Montana BRIO.**

- A. Shelters- Claudia updates on 10 sites already being worked on along Montana of which 4 have been completed.
- B. Far East Transfer Center- a 4.3 million dollar project. Preconstruction meeting took place in September 2020, and construction began February 2021. 2 park and rides will also be included located on Montana and George Dieter the other on Montana and Lee Treviño.
- C. Airport Station – Bid opening started January 2021 and to be awarded April 2021. Will take approximately 5 months to complete all components and will be done by the time the Montana BRIO starts.

**9. Review Fixed Route ADA major intersection annunciation policy.**

Julio Perez updates on being in the process of writing ADA policies and procedures. Document is still in draft form. Annunciation system is connected to the bus's GPS. Policy states that when the system is not working operators are supposed to voice street names themselves, If annunciation system is down, transit operators are to report this to maintenance so it can get fixed. If there are new locations that are not being announced, transit operator needs to report it so new locations can be added accordingly. The public is encouraged to call our 915-212-3333 to report and malfunctions of annunciation system.

**10. Presentation on Sun Metro accomplishments.**

Ellen Smyth updates on new Montana BRIO, Eastside Transfer Center repairs, former Northgate Transfer Center demolition. West and Central repairs such as Mesa BRIO lighting and Streetcar cracks alongside of rail. Fleet replacement plan, LIFT Air Handler replacement, ADA bus enhancements. Upgrades to AVL, Transitmaster, Fixed route and LIFT software. FTA grant awards: HOPE program- \$140,000; COVID-19 Research Demonstration- \$225,000. CARES Act- \$41 million, CRRSAA- \$7 million. No service Sundays and major holidays to include Memorial Day, 4<sup>th</sup> of July, and Labor day, and estimated \$1.6 million savings. Covid initiatives: Buses: Plexiglas barriers installed on all buses. Fog disinfecting process. Social distancing signs installed, buses at 50% capacity. Face coverings required for all passengers. COVID-19 Bus wraps. Employees: Limited entry to buildings. Temperature checks upon entry. Face covering required while in offices. Staggered schedules for office staff. Facilities: Extra cleaning of surfaces at transfer centers. Fogging of offices. Safety supply purchases. \$3.1 million saving in reduction of over time. Reduced collision rate to 1.33.

**11. 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.**

Electric Buses. Update on all the available retail spaces at our terminals (Glory Road, Northgate). Update on any future plans on our fare policy. Update on all vacancies (transit operators) and the hiring process (Ms. Smyth mentioned the number of vacancies)

**12. Call to Adjourn.** Motion made by Alec Mondello, seconded by Aziz Afravi, and unanimously carried to adjourn this meeting at 4:09p.m.

Approved by:

/s/ Ellen Smyth

Department Head/Board Secretary