

CITIZENS ADVISORY COMMITTEE (CAC)
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
MARCH 21, 2017

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:10PM. The following Committee

Members answered to roll call:

	<u>Present</u>	<u>Absent</u>
MO – George Zavala, Chair		A
D1 – Don Pearson	P	
D2 – Vacant		
D3 – Everardo Sanchez	P	
D4 – Rebecca Hernandez	P	
D5 – Aziz Afravi	P	
D6 – Oscar Lozoya, Vice-Chair	P	
D7 – Noemi Rojas	P	
D8 – Leah M. Wood	P	
ALT – Mark C. Steele	P	
ALT – Vacant		
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2. **Public comment.** No public comment.
3. **Approval of minutes of last meeting.** Rebecca Hernandez moved to approve the minutes. Seconded by Leah Wood. All in favor; none opposed; motion passes unanimously.
4. **Discussion and action on naming the Northgate Transit Center**
 A. Arves Edward Jones, Sr. – request made by City Representative Carl Robinson
 B. Leon Metz – request made by Jane Ratcliff
 C. Michael Slaman – request made by Michael Slaman
Jay Banasiak explained the procedure in naming a transfer center. Once the naming is approved by the CAC, Mr. Banasiak will present it to the Mass Transit Department Board. Once presented, the final decision will be presented to City Council. Mr. Banasiak presented the biography of each nominee. The purpose of naming the transfer centers is to recognize an outstanding performance from someone in the community. Arves Edward Jones, Sr. is recognized for helping the Northeast area. Leah Wood moved to approve naming the Northgate Transit Center after Arves Edward Jones, Sr. Seconded by Don Pearson. All in favor; none opposed; motion passes unanimously.
5. **Discussion and action on Mass Transit Department Board Annual Report.** Michael Herrera informed the committee that the draft is ready. Jay Banasiak informed the committee that the draft will be distributed to them at the next CAC meeting and are able to make comments on it. He will then present the final report to the Mass Transit Department Board. No action taken.
6. **Discussion and action on Inbound and Outbound Voice Announcements.** Kevin Bunce spoke to our IT Department and our Trapeze program administrators. The program is capable to make voice annunciations. Now we are waiting on the price for this feature. Every time the door opens, it will let the passenger know the route number and if the route is inbound or outbound. He will provide an update at the next CAC meeting.
7. **Discussion and update on Smartcards for the Lift and Fixed Route.** Raul Escobedo explained there have been meetings with vendors and the current vendor to discuss different options available. Sun Metro is proceeding with new payment process to update our system. This will be the same for

fixed route and the Lift. The process will take about 3 months once the Scope of Services is developed.

8. **Discussion and update on Security Measures at Eastside Transfer Center.** David Cordova explained there were issues with parolees from a halfway house at the Eastside Transfer Center. David is now working with parole officers in order to avoid issues.
9. **Discussion and update on canopy for concession stand at Eastside Transfer Center.** Raul Escobedo explained this is an internal engineering project. Engineering department is now reviewing and needs a more specific Scope of Work. Quotes have been approved. Need details on how this is going to be attached. Frank Benavidez should have an update for next month's CAC meeting.
10. **Discussion and update on change machine at Eastside Transfer Center.** The feeding mechanism for the change machine is not accepting the dollar bills. Kevin Bunce will talk to his staff to have someone go and fix it. He will provide an update at the next CAC meeting.
11. **Discussion and update on monthly Paratransit Advisory Committee meeting.** Julio Perez mentioned a meeting was held in March. New Lift passengers will need to go through an audio orientation before using the Lift. This will assist them to understand the policies and procedures and to let them know about the services being provided. This will take about 30 minutes.
12. **Monthly Report for LIFT Services for period ending February 28, 2017.** Alex Arrieta provided monthly statistics report for February 2017. MV's on time performance is at 92.2% and collision rate is at 1.1 collisions per 100K miles. No action taken.
 - A. Francisco Liano, Operations Manager for Project Amistad was not present. He was out of town.
13. **Director's Report [Sun Metro]**
 - A. **Monthly Customer Service Report for Fixed Route.** Lloyd Williams provided monthly statistics report. Mentioned that 168 customer service reports. There were 0 calls about the announcements. Drivers are starting to get familiar with the detours. No action taken.
 - B. **Monthly Ridership and Operations Report for Fixed Route.** Jay Banasiak provided monthly revenue statistics for February 2017. 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.** Our IT personnel receives the customer complaint in order to fix the problem immediately.
 - D. **Veteran's Program Extension.** Raul Escobedo explained our 6-month pilot program is going to end in April. Will ask Mass Transit Board to extend for another 3 months.
 - E. **Kids on the Go – Summer Youth Program Extension.** This is the 3rd year during the summer. Applicants can work with agencies for youth to attend City programs.
14. **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 Inbound/Outbound announcements
 - B. Update on canopy for concession stand at Eastside Transfer Center
 - C. Update on change machine at Eastside Transfer Center
 - D. Update on Northeast bus routes
 - E. Mass Transit Department Board Annual Report
 - F. Standing Item-Update on Smartcards for Lift and Fixed Route

15. Call to Adjourn. Chair asked for motion to adjourn the meeting at 4:01pm. Leah Wood so moved.
Seconded by Don Pearson. All in favor; none opposed; motion passes unanimously.

Approved by:

/s/ Jay Barasiak
Department Head/Board Secretary