

CITIZENS ADVISORY COMMITTEE (CAC)
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
OCTOBER 21, 2014

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:05p.m. The following Committee Members answered to roll call:

	<u>Present</u>	<u>Absent</u>
MO – vacant		
D1 – Donald G. Pearson, Vice-Chair	P	
D2 – vacant		
D3 – Everardo Sanchez		A
D4 – John Eger	P	
D5 – Aziz Afravi	P	
D6 – vacant		
D7 – vacant		
D8 – Leah M. Osborne, Chair	P	
ALT – Julie Goosens		A
ALT – Karen LeMaster	P	
ALT – Rebecca Hernandez	P	
2. **Public comment.** Mark Steele commented on Item 7 on today's agenda. Prince McKenzie commented on Item 13 on today's agenda. Oscar Lozoya mentioned that he would be contacting City Council seeking an appointment to the CAC.
3. **Update on CAC vacancies and request for recommendations to City Council.** Maria Aceves provided an updated member roster. Mentioned that in addition to the existing vacancies for Mayor's Office and Districts 2, 6 and 7, several terms are expiring in November 2014. CAC members were encouraged to contact City Council to inquire about reappointment. Mentioned that an email would be generated by Sun Metro to City Council notifying them of the expiring terms, and recommendations would be made to consider the Alternate members for District representation. No action taken.
4. **Approval of minutes for CAC meetings held on August 19 and September 16, 2014.** Chair motioned for approval of the minutes for the last two meetings held on August 19 and September 16, 2014, respectively. John Eger moved to approve the minutes as presented. Seconded by Karen LeMaster. All in favor; none opposed; motion passes unanimously.
5. **Presentation and update on Sun Metro adopted budget for FY15.** Raul Escobedo provided the proposed budget for FY15. Explained how proposed budget is reached through comparison of revenues and expense, and reported the final budget number adopted by City Council on August 19, 2014. No action taken.
6. **Presentation and update on Mesa BRIO passenger information and ticket vending machine policy.** Laura Cruz-Acosta provided the "how to's" for riding the new BRIO service that will be launched next month. Mentioned that passenger and community outreach is already in place. General discussion about following topics: use of debit/credit cards to purchase fare, fare boxes on the buses, fare evasion and fare enforcement. Jay Banasiak mentioned that the first week will be a grace period for fare enforcement. Mentioned that

Sun Metro is still looking at industry best practices for implementing fare enforcement and those policies will be created in the next few months based on actual ridership analysis. Mentioned that additional information will be provided in future meetings. No action taken.

- 7. Presentation and update on routes #10, 14 and 15 servicing the San Jacinto Plaza.** Jay Banasiak mentioned that there is no service to San Jacinto now due to the various construction projects going on downtown. Mentioned that once the majority of construction is completed, Sun Metro will again look at servicing San Jacinto Plaza. No action taken.
- 8. Presentation and update on Far East service improvements and plans.** Jay Banasiak provided an update on the Park and Ride service located at RC Poe and Edgemere. Mentioned that future service improvements will be dictated by both residential and business developments in the area. Mentioned that routes 83 and 84 are County routes and an Interlocal Agreement is required for bus service outside the city limits. No action taken.
- 9. Presentation and update on Downtown Circulators schedule.** Jay Banasiak provided an update for the downtown circulator service, along with a map. Mentioned that Streetcar may dictate changes to the circulator routes. Additional information will be provided at future meetings. No action taken.
- 10. Presentation and update on Ballgame Park and Ride Service.** Jay Banasiak provided statistics for ridership to the Chihuahua's ball games. Mentioned that ridership was initially high, then it decreased based on the fact that folks found adequate parking in the surrounding ballpark area. Mentioned pilot program was successful. Mentioned that ridership analysis will determine service for next year. No action taken.
- 11. Presentation and update on Shelter Enhancement Program.** Jay Banasiak reported that an equal number of shelters have been installed district-wide. Mentioned that Sun Metro started with the highly saturated areas and now all districts have been caught up. Mentioned that the goal for shelters is 20% of all the bus stops and Sun Metro has reached that goal. Moving forward additional shelters will be provided based on ridership demands, with higher ridership targeted first. No action taken.
- 12. Discussion and update on choice of TV channels at the bus terminals.** Jay Banasiak reported that there is no policy for setting channels on TV sets installed at transfer centers and that smartphone apps with remote control features have made it very easy for the general public to manipulate the TV sets. Mentioned that these features will be disabled by Sun Metro and TV sets will be set to one station which is news-based. No action taken.
- 13. Discussion and update on article in El Paso Times regarding Streetcar.** Chair motioned for item to be moved to forefront of the agenda so that Prince McKenzie could speak and wouldn't have to stay for the entire meeting. John Eger moved to approve the motion. Seconded by Karen LeMaster. All in favor; none opposed; and motion passes unanimously. Prince McKenzie provided a detailed history of the El Paso Trolley system and the PCC cars dating back to 1937. General discussion about the inception of the Trolley, the rich history of the mule car, and the historical importance of restoring the Trolley to its original specs. Jay Banasiak mentioned that City Council has tasked the Regional Mobility Authority (RMA) with researching all options for either replacing or refurbishing the existing PCC cars. Mentioned that the specifications are written and the procurement process starts in November; beginning with Industry Day on November 10-12, vendors will be interviewed and will present their ideas and comments about bringing the Streetcar

project to fruition. Mentioned that Sun Metro will bid out for building the system, maintenance facility and PCC cars, and that bidding process takes about 2 years, before going to City Council for approval. Mentioned there will be plenty of opportunities for public hearings and gathering community input. Additional information will be provided in future meetings. No action taken.

- 14. Discussion and update on the purchase of Arboc buses for fixed route and timeline for replacing the 800 series buses.** Jay Banasiak mentioned that all the buses that were to be purchased are purchased. Mentioned that the 800 series buses are 7-10 year buses and will be phased out based on each unit's life span. Mentioned that all but two of the 800 series buses will be replaced; the two that Sun Metro is keeping are equipped to handle the larger, wider wheelchairs that the other buses are not equipped to handle. Julio Perez mentioned that the purchase order for seat belts for all new buses has been placed and that all buses will be retrofitted with 2 and 3 belts based on need. No action taken.

- 15. Discussion and update on Five Points grand opening and service improvements.** Jay Banasiak explained that the grand opening ceremony was scheduled prior to the heavy rainfall that caused severe damage the grounds. Explained that repairing the damage to begin servicing passengers took priority, and ultimately the ceremony was cancelled. Mentioned there is no future ceremony planned. No action taken.

- 16. Monthly Report on LIFT Services for period ending September 2014, to include the following topics.** Alex Arrieta provided the monthly statistics for Paratransit services. Mentioned that Sun City Cab and Project Amistad trips are included in the data and that true numbers are reflected on the monthly report. No action taken. Julio Perez provided an update on the following items and no action was taken on these items.

- A. Update on meeting minutes for Paratransit Advisory Committee (PAC).** Julio Perez mentioned that the PAC meets monthly on the first Thursday at 1030am. Mentioned that the topics of discussion included: caller announcements translated into Spanish; map errors are being tested and fixed this week; myVetRide.com goes live on November 11; determination that subscription service eligibility expires with the termination of client services provided by facility. John Eger requested that the PAC update be moved into a separate agenda item for keeping updates separate from the LIFT report. Julio Perez agreed to do so moving forward.
- B. Update on geo-coding for UTEP buildings.** Mentioned that bulk of geo-coding is finished and updates are entered as new maps are created in the system.
- C. Update on modification of 4th step.** Explained that there's one more bus to go; 33 of 34 are completed; the final one will be completed by this time next month.
- D. Update on purchase and delivery of new buses.** Mentioned all buses are now purchased and just waiting on seat belts to be delivered for retrofitting buses. John Eger requested to remove this item from next month's agenda, marked complete.
- E. Update on Trapeze maps and IVR (interactive voice recognition) system.** Mentioned that project installation is complete; testing is ongoing; system errors will be fixed as project moves along. Updates will be provided on a monthly basis.

17. Director's Report.

- A. Monthly Customer Service Report for Fixed Route.** Monthly statistics through end of August 2014 were provided by George Myers. Explained that numbers have

been affected by the addition of 30 new drivers who are gaining on the job experience. General discussion on specific categories identified by committee, with details provided on said inquiries. No action taken.

B. Monthly Ridership and Operations Report for Fixed Route. Jay Banasiak provided presentation for revenue statistics through end of August 2014. Mentioned that end of fiscal year reporting consistently met all goals. No action taken.

18. 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 meeting minutes for Paratransit Advisory Committee in a separate agenda item, separate from LIFT report
- B.** Update on geo-coding for UTEP buildings
- C.** Update on modification of 4th step
- D.** Update on Trapeze maps and IVR (interactive voice recognition) system
- E.** Update on timeline for Project Amistad to reach on-time goals for Paratransit trips assigned to them

Chair asked for motion to adjourn the meeting at 3:56pm. John Eger so moved. Seconded by Karen LeMaster. All in favor; none opposed; motion passes unanimously.

Approved by:

/s/ JAY BANASIAK
Department Head/Board Secretary