

CITIZENS ADVISORY COMMITTEE (CAC)
 OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
 FEBRUARY 16, 2106

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:09PM. The following Committee Members answered to roll call:
- | | <u>Present</u> | <u>Absent</u> |
|-------------------------|----------------|---------------|
| MO – vacant | | |
| D1 – vacant | | |
| D2 – vacant | | |
| D3 – Everardo Sanchez | | A |
| D4 – vacant | | |
| D5 – Aziz Afravi | | A |
| D6 – Oscar Lozoya | P | |
| D7 – Noemi Rojas | P | |
| D8 – Leah M. Wood | P | |
| ALT – Rebecca Hernandez | P | |
| ALT – Mark C. Steele | P | |
| ALT – Don Pearson | P | |

2. **Public comment.** None.
3. **Approval of minutes of last meeting.** Chair motioned for approval of the minutes for meeting on January 19, 2016. Noemi Rojas moved to approve the minutes as presented. Seconded by Oscar Lozoya. All in favor; none opposed; motion passes unanimously.
4. **Discussion and update on recent service improvements for the LIFT.** Julio Perez provided overview of performance goals met by MV Transportation as per service agreement with the City. Mentioned that contract extension will go before Mass Transit Board in March. No action taken.
5. **Discussion and update on installation of signage (real-time app) for bus stops.** Everett Esparza provided update on bus stop signage. Mentioned that TXDOT has approved placement and individual signs are in manufacturing now. Provided sample of placard; Oscar Lozoya offered to assist in proofing braille section. Mentioned installation will be closely monitored for accurate placement of signs. Mentioned data testing for public will begin in June. General discussion about materials, height placement, and marketing campaign. No action taken.
6. **Report on CAC triennial presentation to Mass Transit Board.** Leah Wood provided overview of presentation to Mass Transit Board on February 9. Mentioned it was well received. Mentioned she explained the importance of filling vacancies. No action taken.
7. **Update on monthly Paratransit Advisory Committee [PAC] meeting.** Julio Perez provided PAC meeting updated. Mentioned February meeting was well-attended and that there were first-timers presents that brought up questions and good discussion about the Rider’s Guide. Mentioned that main focus item was about strict security measures enforced by Fort Bliss and the issues that arise for passengers not necessarily going to Fort Bliss. Explained that MV will monitor trips to Fort Bliss more closely in an effort to resolve this issue. No action taken.
8. **Monthly Report on LIFT Services for period ending January 31, 2016.** Rafael Fernandez provided monthly statistics report. General discussion about No Show Policy and the different scenarios that can occur, including the driver arriving before/after a scheduled time or the passenger securing alternate transportation and forgetting to cancel trip. No action taken.

9. Director's Report

A. Monthly Customer Service Report for Fixed Route. George Myers provided monthly statistics report. Mentioned that buses running late due to construction on westside continues to impact service numbers. Mentioned an increase in accident/injury reports and passenger incidents. No action taken.

B. Monthly Ridership and Operations Report for Fixed Route. Mariel Albo provided monthly revenue statistics. Michael Herrera mentioned that FY16 Safety Campaign 1.3 began on February 1 and continues through August 31. Mentioned that the City has approved a cash incentive for employees for meeting 1.3 Goal. Explained that effort to retrofit buses with rear strobe lights to avoid collisions is ongoing, and that new buses will be manufactured with strobe lights moving forward. Explained that its cost prohibitive to equip all buses with feature to "hold red light" that is currently installed only in Brio buses. No action taken.

10. Mandatory Sexual Harassment Prevention Training for Board and Committee Members. CAC members Noemi Rojas, Rebecca Hernandez and Donald Pearson completed the SHP training requirement mandated by the City. The training was conducted by Erica Salamanca, HR Departmental Manager for Sun Metro. The training concluded at 4:02pm. No action taken.

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. The Committee requested that the following items be added to the next meeting's agenda:

- A.** Update from LIFT on maps for UTEP
- B.** Update on a/c units in LIFT vehicles
- C.** Update on Streetcar project

Chair asked for motion to adjourn the meeting at 3:28PM. Mark Steele so moved. Seconded by Oscar Lozoya. All in favor; none opposed; motion passes unanimously.

Approved by:

/s/ Jay Barasiak

Department Head/Board Secretary