

CITIZENS ADVISORY COMMITTEE
OF THE MASS TRANSIT DEPARTMENT BOARD
MEETING MINUTES
700 A-SAN FRANCISCO CONFERENCE ROOM
JANUARY 20, 2009
2:00 P.M.

The Citizens Advisory Committee of the Mass Transit Department Board met at the above place and date. Meeting was called to order at 2:03 p.m. Committee Chair Ms. Robin Roberts present and presiding and the following Committee Members answered roll call:

Ms. Robin Roberts
Mr. Walt Phillips
Ms. Jane Ratcliff
Mr. Richard Sheldon
Mr. Alexander Catucci

The following members were not present:
Ms. Amy Lechuga

Agenda

1. Call to order.

Item 1: The meeting was called to order at 2:03 p.m.

2. Public Comments

Item 2: Deputy City Manager, Jane Shang encouraged members to keep an open communication with Sun Metro Staff to continue to improve transportation services.

3. Approval of the minutes of the November 18, 2008 CAC Meeting.

Item 3: Minutes presented were incorrect (from the wrong month). Robin Roberts made a motion to delete item # 3 and for the correct minutes to approve be placed on the February agenda. Seconded by Richard Sheldon.

Robin Roberts made a motion to move item #10 to follow item #3, all in favor.

10. Discussion and action on Amendment to Resolution establishing alternate members, to provide that the initial term of charter members shall not be counted in determining compliance with the two term limitation. (Assistant City Attorney – Cynthia Osborn)

Item 10: Cynthia Osborn presented a proposed Amended Resolution to the members and gave a brief explanation of the Resolution which provided that the terms already served by the first three Alternate members not be counted against them in determining compliance with the two term limitation, and that said Resolution would be presented at the next Mass Transit Department Board Meeting informing Board members that this Resolution had the recommendation of the CAC members. Richard Sheldon made a

motion to approve as is, Jane Ratcliff seconded. All in favor.

4. Discussion and action on choosing a date and time for New Member Orientation for the Citizens Advisory Committee. (Assistant City Attorney – Cynthia Osborn)

Item 4: Cynthia Osborn stated that there would be an orientation meeting for the new CAC members, she stated that this would have to be posted as an open meeting with the 72 hour notice and an agenda would have to be posted. She also mentioned that although most of the members would be new members, the Orientation could not be mandatory. Motion was made by Richard Sheldon to approve the date of the 16th of February at 11:00 am and seconded by Jane Ratcliff. All in favor.

5. Discussion and action on nominations for Alternate Members. (CAC)

Item 5: Cynthia Osborn stated that this committee could nominate alternates and submit their names to the Mass Transit Board. Nominations were made by Richard Sheldon to nominate Lawrence Harley, Suzanne Fabian, and Frank Lozano as Alternate members. Walt Phillips made a motion to accept the suggested names as Alternate members and suggested that in the future, a notice be posted so that the public has an opportunity to serve as alternates on the committee, if they so desire. Richard Sheldon seconded. All in favor.

6. Discussion on the Customer Service Telephone upgrade. (Sun Metro – Lynly Leeper)

Item 6: Lynly Leeper stated that three new Customer Service Representatives have been hired so there are a total of eight people answering phones in the Customer Service Department. She also stated that the new equipment will be delivered, installed and inspected by February 19, 2009.

7. Discussion on the current Job Access/Reverse Commute Services of Sun Metro (Job Express). (Sun Metro – Norman Schenck)

Item 7: Mr. Schenck discussed that the Job Express is not a disability program, it is a welfare to work program. It is available 365 days a year, seven days a week. There is no fee for the service, only that clients must meet eligibility. He further informed committee that he would ask Linda DeBeer of Job Express to give more information on this service at the next scheduled CAC meeting in February.

8. Presentation, discussion and action on an outline for the CAC 2008 Report to the Mass Transit Department Board. (CAC – Robin Roberts)

Item 8: Robin Roberts discussed the outline she was preparing for the CAC 2008 Report that will be presented to the Mass Transit Board. She informed committee that she would continue to work on the report and possibly have a draft ready for review at the next scheduled CAC meeting. Motion was made by Richard Sheldon and seconded by Walt Phillips. All in favor.

9. Discussion on the current CAC member terms and expiration dates. (Assistant City Attorney – Cynthia Osborn)

Item 9: Cynthia Osborn presented an updated roster of committee members with

corrected information on term start and end dates as well as names of replacements. She stated that she will go over this item at the New Member Orientation.

11. Discussion and action to approve the schedule of Citizen Advisory Committee Meetings for year 2009. (Sun Metro)

Item 11: Jane Ratcliff made a motion to approve the 2009 Citizens Advisory Committee Calendar for 2009, Walt Phillips seconded. All in favor.

12. Discussion and action on implementation of By-Laws for CAC. (Assistant City Attorney–Cynthia Osborn)

Item 12: Cynthia Osborn stated that this committee has no By-Laws and she suggested that they wait until there are more members appointed to begin looking at creating By-Laws for the CAC. Her suggestion was that she obtain By-Laws from other boards and committees for CAC members to review so that the committee members may begin to prepare By-Laws for the CAC. Motion was made by Richard Sheldon to review By-Laws of other committees to and draft new ones for the CAC. Seconded by Walt Phillips. All in favor.

13. Director's report on:

13a. Operations to include 2008 On-Time Report and missed Service Report Comparison for FY2006-FY2009.

13b. Customer Service Reports for Fixed Route and Paratransit.

13c. Maintenance Reports to include Road Calls reported for all units, for 91's 93's, 94's and 400's and for 600's (from Dec. 1- Dec. 31, 2008); Roadcall Comparison for Calendar Years 2006-2008; and Mechanical PMI Tracking 2008 (Fourth Quarter).

13d. Proposed Key Performance Indicators including Farebox Recovery Factors, System Info, Bus Operations and Paratransit.

Item 13: Richard Sheldon made a motion to delete the Directors Report, seconded by Jane Phillips. All in favor.

Motion made by Richard Sheldon to adjourn meeting, seconded by Walt Phillips, at 3:27 p.m. all in favor.

Approved as to form:

Department Head/Board Secretary