

CITIZENS ADVISORY COMMITTEE (CAC)  
 OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)  
 JANUARY 20, 2015

MEETING MINUTES

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

Members answered to roll call:	<u>Present</u>	<u>Absent</u>
MO – John Eger, Chair pro tem	P	
D1 – Donald G. Pearson, Vice-Chair		A
D2 – Karen LeMaster	P	
D3 – Everardo Sanchez	P	
D4 – vacant		
D5 – Aziz Afravi	P	
D6 – vacant		
D7 – vacant		
D8 – Leah M. Osborne, Chair		A
ALT – Rebecca Hernandez	P	
ALT – Mark C. Steele	P	
ALT – vacant		

Jay Banasiak mentioned that both Chair and Vice-Chair were excused from the meeting and requested that the Committee vote in a temporary Chair for the purpose of conducting today's meeting. John Eger nominated himself as temporary Chair. No other nominations were made. The committee voted by show of hands in favor of John Eger to serve as Chair pro tem.

2. **Public comment.** James Abernathy was present and expressed an interest in serving on the CAC as an Alternate.
3. **Approval of minutes of last meeting.** Chair pro tem motioned for approval of the minutes for meeting on December 16, 2014. Karen LeMaster moved to approve the minutes as presented. Seconded by Eddie Sanchez. All in favor; none opposed; motion passes unanimously.
4. **Update on CAC appointments by Mass Transit Board on January 13, 2015.** Maria Aceves provided an updated member roster, and welcomed Mark C. Steele as his appointment to serve as an Alternate was approved by the Mass Transit Board on 1/13/15. Chair pro tem nominated James Abernathy to serve as an Alternate. Legal Counsel asked for nominations to be added as an action item for next month's agenda. No action taken.
5. **Discussion and Action on CAC Election of Officers for calendar year 2015.** Jay Banasiak asked for nominations for Chair. John Eger and Don Pearson were nominated. Jay Banasiak called for vote by show of hands, with majority vote in favor of Don Pearson. Eddie Sanchez moved to approve the election of Don Pearson to serve as Chair for next 12 months. Seconded by John Eger. All in favor; none opposed; motion passes unanimously. (*Mr. Pearson later accepted by telephone.*) Jay Banasiak asked for nominations for Vice-Chair. John Eger and Leah Osborne were nominated. Jay Banasiak called for vote by show of hands, with majority vote in favor of John Eger. Karen LeMaster moved to approve the election of John Eger to serve as Vice-Chair for next 12 months. Seconded by Rebecca Hernandez. All in favor; none opposed; motion passes unanimously.
6. **Review of the Ethics in City Government for Boards, Commissions or Committees training requirement.** Maria Aceves mentioned that newly appointed members have 90-days to complete

the training and provided the City's training module to all members. No questions were presented to Legal Counsel. No action was taken.

- 7. Review of the City Strategic Goals and those that are applicable to Sun Metro.** Jay Banasiak provided a handout outlining the City's Strategic goals for FY15. Mentioned that most city departments will fall into the eight goals in some capacity, but the two goals that the City Manager has specifically aligned to Sun Metro daily operations are #1-Create an Environment Conducive to Strong, Sustainable Economic Development and #7-Enhance and Sustain El Paso's Infrastructure Network. Discussion about how certain projects will fit into the new strategic goals. Karen LeMaster inquired about Alameda RTS timeline, and Jay Banasiak explained that federal funding is issued for specific time period and that project can begin once funding is in-house. Mark Steele inquired about the City's smoking ban, and Jay Banasiak explained that tall (cigarette) trashcans will remain in place until Sun Metro can post signage for new policy, then those will be removed gradually; mentioned still waiting for further direction from City Manager since the smoking ban was just issued last week. John Eger inquired about the infrastructure laid for posts on Oregon Street; mentioned that they are a safety hazard to pedestrians; and Jay Banasiak explained that those were laid by the City's Engineering Dept and that he will contact Engineering for looking into the matter as soon as possible. No action taken.
- 8. Presentation, Discussion and Action on service improvements for the upcoming March 8, 2015 implementation.** Jay Banasiak provided a presentation indicating specific routes which will be affected and how. Mentioned that an extensive analysis was conducted prior to making the necessary changes. Mentioned that not too many folks will be affected by these changes since the routes were very poorly utilized to begin with. Jay Banasiak asked for a recommendation, based on the criteria, to present before the Mass Transit Board. Chair pro tem motioned for approval of the services modifications for presentation to the Mass Transit Board in February, and abstained from voting on the item. Karen Le Master moved to approve. Seconded by Eddie Sanchez. Aziz Afravi voted against, and majority vote carries the motion forward.
- 9. Update on recommendations for service to EPCC campuses.** Jay Banasiak mentioned that Sun Metro has been diligently working with EPCC for two years for possibility of connecting routes. Mentioned that several scenarios have been considered and grants have been applied for to begin pilot program. Explained that there is no additional funding at this time for a project like this, nor for subsidizing the County Route #84 that services Mission del Paso campus. Mentioned that all the stakeholders continue to look for opportunities for securing federal funding to implement a pilot program. No action taken.
- 10. Update on the analysis of number of LIFT bans broken down on interstate.** Julio Perez provided the statistics for previous 8 months. Mentioned that the findings revealed a total of 8 breakdowns, or an average of one per month; and more specifically, 3 transmission problems, 2 flat tires, 1 electrical short, and 2 ran out of gas. Explained that analysis concludes the LIFT does not have a problem with units breaking down "all the time" as was the public perception. General discussion about possible preventive measures for eliminating future incidents. No action taken.
- 11. Update on Paratransit Advisory Committee (PAC) meeting.** Julio Perez reported that there was no PAC meeting in December. No action taken.
- 12. Monthly Report on LIFT Services for period ending December 2014.** Rafael Fernandez provided the stats for year-end 2014, along with goals for 2015. General discussion about staff not returning phone calls in a timely manner. Mentioned that staff is expected to return calls within 48 hours. Explained that a reminder will go out to staff to enforce call back policy. No action taken.
- 13. Director's Report.**

- A. Monthly Customer Service Report for Fixed Route.** Monthly statistics through end of December 2014 were provided by George Myers. Mentioned that overall the year ended on a good note, and we will strive for consistency in 2015. No action taken.
- B. Monthly Ridership and Operations Report for Fixed Route.** Jay Banasiak provided revenue statistics for First Quarter, period ending in November 2014. Mentioned that fuel costs are low so as a result less people are using public transportation as primary mode of transportation. Mentioned that accidents are on the increase, because people are not paying attention on the road. Mentioned that customer complaints continue to decrease for the past two years. Mentioned that all the 9100 and 9400 series units are fully retired from revenue service, and the ones on the road are for training purposes only. No action taken.
- C. Announcement: upcoming TOC Grand Opening event.** Savannah Leeper handed out invitations to the grand opening event scheduled for Wednesday, January 28 at 10am. No action taken.

**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 the possibility of equipping transfer centers with audible system for announcing real-time arrivals and departures
- B.** Update on the renovation of the Trolley PCC cars
- C.** Update from newly hired ADA Coordinator and how he plans to work with Sun Metro
- D.** Update on the signage for inbound/outbound routes at Sunland Park Plaza

Chair asked for motion to adjourn the meeting at 3:40pm. Mark Steele so moved. Seconded by Karen LeMaster. All in favor; none opposed; motion passes unanimously.

Approved by:

/s/ JAY BANASIAK  
Department Head/Board Secretary