

CITIZENS ADVISORY COMMITTEE (CAC)
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
OCTOBER 15, 2013

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:01p.m. The following Committee Members answered to roll call:
- | | <u>Present</u> | <u>Absent</u> |
|-------------------------------------|----------------|---------------|
| MO – Lawrence Harley | P | |
| D1 – Donald G. Pearson | P | |
| D2 – Lee Frederick | P | |
| D3 – Everardo Sanchez, Vice-Chair | | A |
| D4 – John Eger | P | |
| D5 – Aziz Afravi | P | |
| D6 – vacant | | |
| D7 – Ben Foster, Chair | | A |
| D8 – Leah M. Osborne, Chair Pro Tem | P | |
| ALT – Brandon LeMasters | | A |
| ALT – vacant | | |
| ALT – vacant | | |

Chair and Vice-Chair were both excused from the meeting. Lee Frederick moved to elect Leah Osborne as Chair Pro Tem for this meeting and Ms. Osborne so accepted. Seconded by Lawrence Harley. All in favor; none opposed; motion passes unanimously.

2. **Public comment.** None.
3. **Approval of minutes of last meeting.** Chair Pro Tem motioned for approval of the minutes for meeting on September 17, 2013. Lee Frederick moved to approve minutes as presented. Seconded by John Eger. All in favor; none opposed; motion passes unanimously.
4. **Discussion and update on the Sun Metro Facility Naming Application approved by City Council on October 18, 2013.** Jay Banasiak mentioned that the presentation to City Council was well received. Mentioned that former Mayor Henderson and other Bicentennial Council members were present. Mentioned that Rep. Acosta took the lead on the presentation and the item was approved unanimously. No action taken.
5. **Discussion and update on SMART Traveler Information Program.** Jay Banasiak provided summary of program amenities, which includes real time data for smart phones. Mentioned that updates are being installed for FY15 and will be functional by the time Mesa RTS is up and running. No action taken.
6. **Discussion and update on RTS funding for all corridors.** Jay Banasiak provided update of RTS project, including design images of BRIO stations, solar (big belly) trash cans and automated ticket vending machines. Mentioned that Mesa corridor is fully funded and already in construction phase; applied for \$15 million for Dyer corridor and waiting to hear; Alameda and Montana corridors were postponed due to recent sequestration until further notice. Mentioned that gas tax money is already dedicated to transportation budget and Sun Metro will get \$11 million as has been the case in previous years. No action taken.

7. **Discussion and update on how construction on Country Club Road will affect service.** Everett Esparza provided summary of traffic flow for inbound and outbound routes on Country Club Road, including a map of detoured routes. Mentioned that ridership numbers have remained consistent to previous months. No action taken.
8. **Discussion and presentation on signage for BRIO/RTS units regarding bikes and ADA.** Jay Banasiak provided images of the proposed signage for loading bikes and ADA compliance, and mentioned that decals will be strategically placed throughout the buses on all BRIO units. No action taken.
9. **Discussion regarding the safety issues on proper tie down of wheelchairs with Q-straps vs. restraints already equipped on wheelchairs.** Chair Pro Tem motioned for this item to be tabled because the presenters were not able to attend this meeting as planned. John Eger moved to postpone the item for one month. Seconded by Lee Frederick. All in favor; none opposed; motion passes unanimously.
10. **LIFT Services Monthly Update for period ending September 30, 2013**
 - A. **Monthly Customer Service Report for Paratransit Services.** Julio Perez provided monthly statistics through end of September 2013, along with details for categories of interest to members. After extensive discussion about member-specific incidents, Jeanie Chrisman, MV General Manager stated that she is available to meet with members on an individual basis, and outside of this forum, for resolving their personal items with LIFT services. No action taken.
 - B. **Discussion and update on recertification process for the LIFT Eligibility Requirements and next steps for initiating public outreach.** Jeanie Chrisman explained that a subcommittee was formed to review and assess the eligibility requirements for recertification, and mentioned that Leah Osborne was on that subcommittee. Ms. Osborne provided an overview of the review process and provided a summary of next steps for implementation and public outreach. Mentioned that the program is still in the conceptual phase, the subcommittee has several meetings planned before finalizing the details, and additional information along with a timeline will be provided to CAC as it evolves. No action taken.
 - C. **Presentation regarding Paratransit Audit Report A2013-12.** Edmundo Calderon, Chief Internal Auditor for the City of El Paso, provided a copy of the audit report concluded on September 5, 2013. Mentioned the objective was to capture data for April/ May/June 2013 in comparison to same period last year; provided audit findings for three items of interest to the CAC, and elaborated on the process for reaching the conclusions evidenced on the report, namely: Ridership on page 4, Rule for 30 Minute Window on page 6, and Customer Complaints on page 8. No action taken.
11. **Director's Report**
 - A. **Presentation and discussion to propose suggestions for posting all support documents for agenda items in compliance with the 72-hour notice period stipulated by the Texas Open Meetings Act.** Kristen Hamilton, Assistant City Attorney, was available to answer specific questions and concerns about the Texas Open Meetings Act, the CAC Bylaws, and the City's Ethics Ordinance relevant to member conduct as well as city employee conduct. Extensive discussion about the following topics: rules for placing items on the agenda; rules for posting agenda

items and support documents; rules for conducting meetings; rules for requesting the floor to speak; clarification of member roles and responsibilities; clarification of roles as a member of a specific organization; clarification of possible conflict(s) of interest; and expectations of the CAC and SM staff moving forward. After extensive dialogue and in the interest of time, the Chair Pro Tem moved to postpone this item for next month so that the CAC could vote on the procedures they would like to see implemented by SM staff. No action taken.

B. Monthly Customer Service Report for Fixed Route. Robert Dominguez provided monthly statistics through end of September 2013, along with details of specific categories identified by members. General discussion about yearend totals and expectations for upcoming fiscal year. No action taken.

C. Monthly Ridership and Operations Report. Jay Banasiak provided presentation for statistics through end of September 2013. No action taken.

12. 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. Status of 4th step on LIFT vehicles
- B. Continuation of discussion regarding Texas Open Meetings Act
- C. On-time performance report from MV

Chair Pro Tem asked for motion to adjourn the meeting at 4:37pm. Lee Frederick so moved. Seconded by Lawrence Harley. All in favor; none opposed; motion passes unanimously.

Approved by:

Department Head/Board Secretary