

CITIZENS ADVISORY COMMITTEE (CAC)  
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)  
TUESDAY, APRIL 17, 2012

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:08p.m. The following Committee Members answered to roll call:
- |                                  | <u>Present</u> | <u>Absent</u> |
|----------------------------------|----------------|---------------|
| MO – Lawrence Harley, Chair      |                | A             |
| D1 – Donald G. Pearson           | P              |               |
| D2 – vacant                      |                |               |
| D3 – Everardo Sanchez            | P              |               |
| D4 – Daniel Crumby               | P              |               |
| D5 – vacant                      |                |               |
| D6 – vacant                      |                |               |
| D7 – W. Burns Taylor             | P              |               |
| D8 – Leah M. Osborne, Vice-Chair | P              |               |
| ALT – Aziz Afravi – seated       | P              |               |
| ALT – Lee Frederick – seated     | P              |               |
| ALT – vacant                     |                |               |
2. **Public comment.** None; however, Maria Aragon mentioned that Jesus Baustista submitted his resignation letter to Dr. Michiel Noe, creating a vacancy for District 5.
3. **Approval of minutes of last meeting.** Vice-Chair motioned for approval of the minutes for the last meeting on March 20, 2012. W. Burns Taylor requested his name be added to Item 5 for having made recommendations for audio assistance, then moved to approve the minutes with edits as discussed. Seconded by Lee Frederick. All in favor, none opposed, and motion passes unanimously.
4. **Discussion and Update on Revenue Report for Paratransit.** Jay Banasiak provided a handout showing LIFT farebox revenues and comparison ratios for 2nd Quarter FY12. Mentioned that LIFT rates are fixed and main focus of City Council is to keep rates low as to not place financial burden on LIFT passengers. No action taken.
5. **Discussion and Update on Service Improvements for LIFT.** Jay Banasiak mentioned that Julio Perez is out of town attending training for Trapeze Software and a detailed version of the updated service improvements will be provided next month. No action taken.
6. **Discussion and Update on Extended Routes for Loop 375.** Everett Esparza provided an update on the existing connections and proposed extensions to routes 51, 52 and 53. Mentioned considering service to new residential area past Montana Vista as a possible extension to route 51. Additional update to be provided in June. No action taken.
7. **Director's Report.**
- A. **Monthly Customer Service Reports for Fixed Route and Paratransit.** Robert Dominguez provided monthly update on statistics through March 2012. General discussion about committee members getting proper feedback on specific items from Sun Metro management staff. Aziz Afravi requested a call back from Julio Perez.

**B. 2011 Peer Comparison Performance Report.** Jay Banasiak provided findings of Sun Metro comparison to other major cities. Mentioned that data reflects six months of statistics for transit systems in Southwest area and is presented from worst (least efficient) to best (most efficient). Mentioned that survey is conducted nationwide every 4-5 years by TTI (Texas Transportation Institute). Mentioned El Paso is relatively in the middle of the scale for previous years and consistently improving as we move forward in the current fiscal year. Mentioned efficiencies are evidenced by the APTA Outstanding Service Award presented to Sun Metro in June 2011. Mentioned that Sun Metro will conduct local survey for better representation of El Paso County and will provide results in future meetings.

**8. 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 members requested that the following items for next meeting's agenda:

- A. Updated Member Roster showing existing vacancies
- B. Update on WEBpass and Trapeze as part of service improvements for LIFT
- C. Update on RFP (request for proposals) for Transit Management and LIFT Services

Chair asked for motion to adjourn the meeting at 3:15pm. Lee Frederick so moved. Seconded by Daniel Crumby. All in favor, none opposed, and motion passes unanimously.

Approved by:

  
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Department Head/Board Secretary