

CITIZENS ADVISORY COMMITTEE (CAC)
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
JUNE 18, 2013

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:50p.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 – vacant		
D5 – Aziz Afravi	P	
D6 – vacant		
D7 – Ben Foster, Chair	P	
D8 – Leah M. Osborne		A
ALT – Brandon LeMasters		A
ALT – vacant		
ALT – vacant		

2. **Public comment**

- a. John Eger commented on (1) giving passengers the ability to purchase LIFT tickets at all transfer centers, and (2) provide additional training for LIFT drivers to avoid passenger accidents inside the unit.
- b. Ben Foster encouraged CAC members (1) to attend the BRIO Groundbreaking Ceremony at Glory Road on Wednesday 6/19, and (2) to submit recommendations for filling existing vacancies on the CAC to Districts 4 and 6, respectively.

3. **Approval of minutes of last meeting.** Item tabled to next month. No action taken.
4. **Discussion and action on approval of CAC Annual Report to Mass Transit Board in July.** Jay Banasiak provided a draft of the previous report for review. General discussion about what content will be presented to Mass Transit Board. Mentioned that draft will be reviewed/ approved by CAC in July's meeting, with approved content going before Mass Transit Board in August. Committee agreed to provide individual feedback to Sun Metro by email by Monday, July 8. No action taken.
5. **Discussion and update on Shelter Improvements for all districts.** Everett Esparza provided status of phase 4 installation. Mentioned 73 more shelters will be installing in FY14, bringing the total number of shelters throughout the city to 415 by the end of 2014. General discussion about funding and ongoing federal sequestration. No action taken.
6. **Discussion and update on Streetcar Project.** Jay Banasiak provided presentation outlining proposed route map, project highlights, and timetable for completion. Mentioned that project is in final design phase with consultant URS. Mentioned that process for securing two bids is ongoing; (1) rehab of PCC cars and (2) tracks and power source to operate the system. Mentioned funding is temporarily on hold due to federal sequestration, and that public meetings will be scheduled in the near future. No action taken.

7. **Discussion on update on Texas Tech occupying Union Depot facility.** Jay Banasiak mentioned that Texas Tech University School of Architecture has officially moved into the Union Depot facility as of June 1st, with classes beginning on August 26; the intent is to expand to a campus of 400 students and implement a graduate program. Mentioned that the city will still own the building but Sun Metro Administration offices will move out to the new Operations & Maintenance Facility at the end of 2013. Additional information on transition will be provided in future meetings. No action taken.
8. **Monthly update on LIFT Services for period ending May 31, 2013**
 - a. **Monthly Customer Service Report for Paratransit.** Monthly statistics through end of May 2013 were provided by Julio Perez. Mentioned significant improvement in service is evidenced by comparison of last couple months. General discussion about specific categories identified by committee and details provided on said inquiries. No action taken.
 - b. **Update on MDT units presented to Mass Transit Board in June.** Jeanie Chrisman mentioned that City Council approved the purchase of MDTs last week and that means communications systems will be fully operational in 3 months. No action taken.
 - c. **Update on service improvements to shorten ride times for LIFT passengers.** Jeanie Chrisman mentioned that LIFT ride times are approximately 60 minutes per passenger, which is quite good compared to 90 minutes on Fixed Route. Mentioned MV is working with Dispatch to adhere to booked trips and avoid making changes while unit is in route. Mentioned MV is currently managing about 1,000 trips per day. No action taken.
 - d. **Update on policy for drivers with regard to cell phone usage and lunches/breaks.** Jeanie Chrisman mentioned that lunches and breaks are not currently implemented as part of any route, but MV will consider doing so in the future. Mentioned that "no tolerance" policy is strictly adhered to for cell phone usage. Mentioned that Safety Blitz efforts are ongoing to provide specialized training for drivers and to create awareness of accident prevention. No action taken.
9. **Director's Report.**
 - a. **Monthly Customer Service Reports for Fixed.** Monthly statistics through end of May 2013 were provided by George Myers. General discussion on specific categories identified by committee, with details provided on said inquiries. No action taken.
 - b. **Monthly Ridership and Operations Report.** Jay Banasiak provided presentation for revenue statistics through end of May 2013. General discussion about decrease in collisions and implementation of (bicycle) "share the road" campaign. No action taken.
10. **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. Review and approval of Annual Report to Mass Transit Board in August
 - b. Detailed customer service reports for Fixed Route and Paratransit

c. Possibility of adding LIFT ticket sales at all transfer centers

11. CAC New Member Orientation. The regular CAC meeting was adjourned prior to new member orientation. Assistant City Attorney Kristen Hamilton briefed new members on committee's enabling ordinance and municipal code regarding ethical conduct. The following members participated in new member orientation: Bennett Foster, Lee Frederick and Aziz Afravi. No action taken.

Chair asked for motion to adjourn the meeting at 4:05pm. Lee Frederick so moved. Seconded by Aziz Afravi. All in favor; none opposed; motion passes unanimously.

Approved by:


Department Head/Board Secretary