

CITIZENS ADVISORY COMMITTEE (CAC)
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
AUGUST 16, 2011

MEETING MINUTES

1. **Call to Order and Roll Call.** The Citizens Advisory Committee of the Mass Transit Department Board met at the above place and date. Meeting was called to order at 2:04 p.m. The following Committee Members answered roll call:

| | <u>Present</u> | <u>Absent</u> |
|----------------------------------|----------------|---------------|
| MO – Lawrence Harley, Vice-Chair | X | |
| D1 – Donald G. Pearson | X | |
| D2 – Josue Rodriguez | | X |
| D3 – Robin A. Roberts | X | |
| D4 – Dr. Rodney Ransom-Jackson | | X |
| D5 – Jesus H. Bautista | X | |
| D6 – Ernesto Dominguez | X | |
| D7 – W. Burns Taylor | X | |
| D8 – Leah M. Osborne, Chair | X | |
| ALT – Aziz Afravi | X | |
| ALT – Everardo Sanchez | X | |
| ALT – Lee Frederick – not seated | | |

2. **Public comment.**
- a. Mark Steele commented on two topics: the concrete slab going down for new shelter on the corner of Mesa and Alameda, and return reservations on LIFT.
 - b. John Eger commented about times and schedules for LIFT not being consistent.
 - c. Aziz Afravi also commented about LIFT schedules not being consistent.
3. **Approval of minutes of last meeting.** Chair motioned for approval of the minutes for the last meeting on July 19, 2011. Maria Aragon mentioned typos on page one; Chair mentioned error on action to adjourn meeting, and Ernesto Dominguez asked for clarification of items from previous public comment not making this meeting's agenda; and clarification was provided that all matters are heard but only those requiring Board Action will be placed on the next meeting agenda. Robin Roberts moved to approve minutes with edits as discussed. Seconded by W. Burns Taylor. All in favor, none opposed, and motion passes unanimously.
4. **Update on CAC Member Roster.** Discussion about committee members providing updated contact information; Maria Aragon will make corrections as indicated by committee members and will provide clean copy by email. No action taken.
5. **Update on Alameda and Mesa Rapid Transit System.** Presentation provided by Kyle Ibarra and Laura Cruz-Acosta. Kyle mentioned he will oversee all 4 corridors, working

directly with consultant and architects on project. Mentioned currently finalizing station locations for Mesa and Alameda, upcoming meeting with City Council to consider WiFi options, Dyer will soon be submitted to FTA, and Montana will be final leg for RTS. Laura mentioned 3 concepts have been shared thus far, and this presentation is for 4th concept. Mentioned amenities will remain the same throughout the corridors. General discussion about overall aesthetics and installation projections. Images provided for committee members to make comments, suggestions, preferences, etc. and email back to Maria Aragon for compiling notes. Feedback will be given to consultant for review and consideration. No action taken.

6. **Discussion and Action on CAC Bylaws.** Assistant City Attorney, Kristen Hamilton was present to provide clarification on guidelines and procedures for committee member absences. Mentioned that removals are not automatic after 3 consecutive absences, but rather at the discretion of the City Rep. Mentioned that City Council appoints members and only City Council and/or City Clerk can remove members. Suggested that interested parties and/or nominations should be made directly to City Council. Chair asked members to consider making recommendations for filling vacancies.
7. **Discussion on Guidelines for naming City Centers, specifically Sun Metro Transfer Centers.** Kristen Hamilton mentioned that City Council explored the option of creating a universal policy about a year ago, but the effort was not successful and has not been revisited since then. Mentioned that Sun Metro has an existing policy in place, and clarified that process remains the same for naming new locations; a copy of Resolution adopted 7/28/09 provided for reference only. General discussion about recently named locations and process for naming future locations as they come up. No action taken.
8. **Presentation and discussion on Sun Metro FY12 Proposed Budget to City Council on July 21, 2011.** Jay Banasiak mentioned that this same presentation was provided to City Council last month and will go before Mass Transit Board on August 23 for finalizing budget process. General discussion about existing revenue sources, grant funding opportunities, future RTS projects, future of administration offices based on budget restrictions, and continuation of customary annual salary increases for city employees. No action taken.
9. **Update on TTI Report findings.** Raul Escobedo provided update on the proposal for Turnkey Management approach. Mentioned report concluded in April 2011, deadline for proposals set for September 9, and distribution of bids projected for October. General discussion about possible scenarios within Sun Metro if City Council adopts the concept. Proposals will go before Mass Transit Board on or around May 2012. No action taken.
10. **Update on July 11th LIFT complaint of late pick-up.** Jay Banasiak provided clarification on Channel 7 client interview; with regard to will-call reservation, client complained about being transferred several times and not being able to reach dispatch nor a supervisor for several hours; stated calls were dropped either by malfunctioning cell phone or improper transfer, root cause was unclear. Jay Banasiak explained that Sun Metro is looking into

procedures to streamline phone systems in an effort to improve handling of incoming calls. Mentioned all complaints are taken seriously and are investigated, and that measures are taken to prevent future incidents. Mentioned that buses are utilizing the current AVLs (automatic vehicle locators) with a new software program to allow for real time scheduling while units are in transit; this should reduce missed appointments and increase efficiency. No action taken.

- 11. 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 month's agenda:
- a. Update on grant opportunities
 - b. Update on route configurations for 12, 13, 50 and 35
 - c. Discussion on formulating survey for ridership comments/suggestions

Chair asked for motion to adjourn the meeting at 4:15pm. Ernesto Dominguez so moved. Seconded by Lawrence Harley. All in favor, none opposed, and motion passes unanimously.

Approved by:



Department Head/Board Secretary