

CITIZENS ADVISORY COMMITTEE (CAC)
OF THE MASS TRANSIT DEPARTMENT BOARD (MTDB)
SEPTEMBER 17, 2013

MEETING MINUTES

1. **Call to Order and Roll Call.** Meeting was called to order at 2:02p.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 | P | |
| D4 – John Eger | P | |
| D5 – Aziz Afravi | P | |
| D6 – vacant | | |
| D7 – Ben Foster, Chair | P | |
| D8 – Leah M. Osborne | P | |
| ALT – Brandon LeMasters (not seated) | P | |
| ALT – vacant | | |
| ALT – vacant | | |
2. **Public comment.** Ivan Garza with Sun City Cab Company commented on Item 8.A.
3. **Approval of minutes of last meeting.** Chair motioned for approval of the minutes for the last meeting on August 20, 2013. Leah Osborne moved to approve minutes as presented. Seconded by John Eger. All in favor; none opposed; motion passes unanimously.
4. **Discussion and update on Sun Metro’s Budget Resolution FY14 approved by City Council on August 20, 2013.** Jay Banasiak provided a brief overview of the proposed budget for Sun Metro for upcoming fiscal year. Mentioned that operating budget is comprised of revenues from sales tax, fare box, FTA funds and grants. General discussion about budget process for granting City Council approval. No action taken.
5. **Discussion and update on the City’s Safe Place Initiative and implementation of a No Bullying Campaign on Sun Metro and LIFT buses.** Leah Osborne provided a summary of last month’s presentation from SISD students and staff and summarized the ongoing concerns at several transfer centers. Jay Banasiak mentioned that new security services are being acquired by the City and that Sun Metro will continue to enforce safety measures and monitor security staff more closely to ensure that passengers feel safe and protected while visiting the transfer centers as well as while riding the transit system. No action taken.
6. **Presentation and update on construction progress for Operations & Maintenance Facility on Montana.** Jay Banasiak mentioned that first two components of construction are complete and facility should be operational by Christmas. Mentioned that buildings for administration and maintenance are complete, and third component is CNG Fueling station, which will be completed in Spring of next year. Mentioned new intersection with stop lights will be installed at the entrance of the new facility to facilitate dispatching buses from the new facility. Mentioned that naming facility application will go before City Council in October and an update will be provided to CAC. No action taken.

7. **Discussion and update from City Attorney's Office regarding Committee Ethics and Rules of Conduct as stipulated in the CAC Bylaws.** Kristen Hamilton provided overview of CAC Bylaws and provided clarification of roles and responsibilities of CAC members. In addition, and at the request of the committee, cited specific scenarios of possible violations from members who are also engaged in specific roles within other organizations, and stated that members: (1) can only act as private citizens when conducting business as part of the committee; (2) can only address the Mass Transit Board as a body and may appoint an individual to represent the committee; (3) cannot act as a group outside of this meeting forum; (4) must refrain from voting on items that will, in any way, benefit, affect or represent the organization that an individual is engaged in. General discussion about rules of ethics for conducting meetings, more specifically requesting the floor for comment on items, and forming subcommittees for conducting business. No action taken.
8. **Monthly update on LIFT Services for period ending August 31, 2013**
 - A. **Discussion on assignment of fares to Taxi Cab companies.** Ivan Garza with Sun City Cab Companies spoke to role of taxi cab companies as Paratransit providers. Explained the difference in Paratransit services vs. regular taxi services. Mentioned services are funded through JARC funds and trips are scheduled based on industry standard for paratransit services. No action taken.
 - B. **Presentation on CNG Fueling Facility at the LIFT.** Julio Perez provided images of the construction progress. Mentioned that project is on schedule and should be completed by October 2013. No action taken.
 - C. **Discussion on recommendations for 4th Step on LIFT vehicles.** Julio Perez provided images from bus units and mentioned that he and MV Safety Manager went on several bus rides to witness how this is working for passengers. Mentioned they also polled passengers for feedback. Concluded that overall, passengers were not having problems with 4th step and were very satisfied with methods used to inform passengers of changes in boarding and unboarding units. No action taken.
 - D. **Discussion on communication improvements for providing more accurate ETAs to LIFT customers.** Jeanine Chrisman explained that service improvements are always a priority for MV, and monthly updates will continue to be provided to CAC. Mentioned that new MDT units will minimize discrepancies in ETAs provided by customer service and dispatch. Encouraged members to continue providing feedback so we are aware of passenger needs. No action taken.
 - E. **Monthly Customer Service Report for Paratransit Services.** Monthly statistics through end of August 2013 were provided by Julio Perez. General discussion about specific categories identified by committee and details provided on said inquiries. No action taken.
9. **Director's Report.**
 - A. **Monthly Customer Service Report for Fixed Route.** Monthly statistics through end of August 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 August 2013. 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. Update from Sun Metro Director regarding SMART Bus
- B. Update on RTS funding for all corridors to include grants
- C. Presentation on signage for bikes and ADA on RTS/BRIO buses
- D. Discussion on transit sheds and if the concept is coming to El Paso area
- E. Update on Country Club construction and how it will impact service

Chair asked for motion to adjourn the meeting at 3:55pm. Leah Osborne so moved. Seconded by Lee Frederick. All in favor; none opposed; motion passes unanimously.

Approved by:



Department Head/Board Secretary