



Agenda

**TRANSIT ADVISORY BOARD MEETING
TUESDAY December 3, 2019
5:00 PM – 7:00 PM
SANTA FE TRAILS FACILITY
2931 RUFINA STREET**

CALL TO ORDER
ROLL CALL
APPROVAL OF AGENDA
APPROVAL OF MEETING MINUTES: September 24, 2019

PUBLIC COMMENT

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

1. UPDATE ON TAB MEMBER REAPPOINTMENTS, RECRUITMENT AND VACANCIES - KEITH WILSON, DIVISION DIRECTOR (KPWILSON@SANTAFENM.GOV, 505-955-2233)
2. REVIEW AND APPROVAL OF 2020 HOLIDAY SERVICE SCHEDULE AND REVIEW AND ADOPT TRANSIT ADVISORY BOARD SCHEDULE FOR 2020.
3. REVIEW AND RECOMMENDATION OF AWARD OF BID No. 20/09/B AND APPROVAL OF A CONTRACT TO PRO-FAB, IN THE AMOUNT OF \$129,758.00 FOR SANTA FE TRAILS BUS SHELTERS PHASE 3 – KEITH WILSON
4. SERVICE PLAN DEVELOPMENT UPDATE – KEITH WILSON
5. CNG FACILITY UPDATE – KEITH WILSON
6. SOUTHSIDE TRANSIT CENTER UPDATE – KEITH WILSON
7. DOWNTOWN (SHERIDAN) TRANSIT CENTER UPDATE – KEITH WILSON
8. BUS PROCUREMENT UPDATE – THOMAS MARTINEZ, DIVISION DIRECTOR, (TAMARTINEZ@SANTAFENM.GOV, 955-2006)
9. ROUTEMATCH UPDATE – KEITH WILSON
10. UPDATE ON BUS SCHEDULE AND ROUTE CHANGES – KEITH WILSON
11. STAFFING UPDATE – THOMAS MARTINEZ
12. SYSTEM RIDERSHIP: FIXED ROUTE, SANTA FE RIDE, AND SF PICK-UP – THOMAS MARTINEZ
13. CUSTOMER COMMENT/COMPLAINT SYSTEM – THOMAS MARTINEZ
14. OPERATIONS AND MAINTENANCE – THOMAS MARTINEZ

PUBLIC COMMENT

ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

RECEIVED AT THE CITY CLERK'S OFFICE	
DATE:	November 26, 2019
TIME:	9:56 AM

Transit Advisory Board
December 3, 2019

Item	Motion/Description	Page
Call to Order	Colin Messer, Chair of TAB called the meeting to order at 5:05 p.m. in the Conference Room of the Santa Fe Trails Facility	1
Roll Call	A quorum was established with roll call.	1
Approval of the Agenda	Mr. Calvert moved to approve the agenda with a second from Mr. Cooper which passed unanimously by voice vote.	1
Approval of the Minutes September 24, 2019	Mr. Calvert moved to approve the minutes with a second from Ms. Bleck which passed unanimously by voice vote.	1
Public Comment		1
Items for Discussion/Possible Action		
<ul style="list-style-type: none"> • Update on TAB membership, reappointments, recruitment and vacancies 	Discussion Only Mr. Calvert moved to approve the Holiday Schedule with a second from Mr. Maez which passed unanimously by voice vote.	2
<ul style="list-style-type: none"> • Review of 2020 Holiday Service Schedule and review and adopt TAB Schedule for 2020 	Mr. Calvert moved to approve the 2020 Transit Advisory Board Schedule with a second from Ms. Bleck which passed unanimously by voice vote.	2
<ul style="list-style-type: none"> • Review and recommend approval of award of Bid. No. 20/09/B and approval of a contract to pro-fab in the amount of \$129,758.00 for Santa Fe Trails Bus Shelters Phase 3 	Mr. Cavert moved to approve the Approval of Award of Bid with a second from Ms. Bleck which passed unanimously by voice vote.	2-3
<ul style="list-style-type: none"> • Service Plan Update 		3
<ul style="list-style-type: none"> • CNG Facility Update 		3
<ul style="list-style-type: none"> • Southside Transit Center Update 		3-4
<ul style="list-style-type: none"> • Downtown Sheridan Transit Center Update 		4
<ul style="list-style-type: none"> • Bus and Van Procurement Update 	Discussion Only	4
<ul style="list-style-type: none"> • Routematch Update 		4
<ul style="list-style-type: none"> • Update on Bus Schedule and Route Changes 		4
<ul style="list-style-type: none"> • Staffing Update 		5
<ul style="list-style-type: none"> • System Ridership: Fixed Route, Santa Fe Ride and SF Pick Up 		5
<ul style="list-style-type: none"> • Customer Comment/Complaint System 		5
<ul style="list-style-type: none"> • Operations and Maintenance 		5
Public Comment		5
Adjournment		5

Transit Advisory Board
2931 Rufina Street
Santa Fe, NM
Tuesday December 3, 2019

1. CALL TO ORDER

Colin Messer, Chair of TAB called the meeting to order at 5:05 p.m. in the Conference Room of the Santa Fe Trails Facility. A quorum was established with roll call.

2. ROLL CALL

Present:

Colin Messer, Chair
Stan Cooper
Aurore Bleck
Marcos Maez
Mary McGinnis
Chris Calvert
Paul Thompson

Absent:

Staff and Others Present:

Tomas Martinez, City Transit Director
Keith Wilson, City Transit Staff
Vikki Montgomery, Transit Staff
Linda Vigil, Stenographer

***NOTE: The original packet is on file with City Transit staff. Any items submitted at the meeting will be marked as exhibits.**

3. APPROVAL OF AGENDA

MOTION: Mr. Calvert moved to approve the agenda with a second from Mr. Cooper which passed unanimously by voice vote.

4. REVIEW AND APPROVAL OF MINUTES FROM September 24, 2019

MOTION: Mr. Calvert moved to approve the minutes with a second from Ms. Bleck which passed unanimously by voice vote.

5. PUBLIC COMMENT

None.

6. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

1. UPDATE ON TAB MEMBER REAPPOINTMENTS, RECRUITMENT AND VACANCIES

Mr. Wilson reported the City is looking at reorganizing the committees. They have been looking at it for a long time. One of the things they are considering is merging the Transit Advisory Board with Bicycle and Trail Advisory Committee. Mr. Wilson said they expressed their desire to keep them separate. Mr. Wilson said this board was created by a resolution. He said the reason for this was to reduce the workload of the staff and the stenographers. He said he strongly advocated that this was a very strong group.

Mr. Wilson said his workload has not allowed him to advertise the two positions on the board. The resolution states that there are specific goals for the board.

Chair Messer said he had a rather interesting trip to Little Rock. The Director there informed him that she is one of the few in the country that has increased ridership. He toured their facility and there are similarities with the Santa Fe Facility. Chair Messer said the Director there went out to the public and informed them of the services that were available. Chair Messer said he would like to get someone on the Board that could do some coordination and the same sort of thing.

Mr. Wilson informed the Board that he had met with Open Door and St. Elizabeth's Shelter. He said they talked about transportation to health care and he said maybe that is something they can tap into. They will just have to keep reaching out.

Mr. Wilson said as talks continue on the merger he will keep the Board informed.

2. REVIEW OF 2020 HOLIDAY SERVICE SCHEDULE AND REVIEW AND ADOPT TAB SCHEDULE FOR 2020

Mr. Wilson said it follows what they have done in the years past. Christmas Eve and Christmas Day are half days.

MOTION: Mr. Calvert moved to approve the Holiday Schedule with a second from Mr. Maez which passed unanimously by voice vote.

MOTION: Mr. Calvert moved to approve the 2020 Transit Advisory Board Schedule with a second from Ms. Bleck which passed unanimously by voice vote.

3. REVIEW AND RECOMMEND APPROVAL OF AWARD BID NO. 20/09/B AND APPROVAL OF CONTRACT TO PRO-FAB, IN THE AMOUNT OF \$129,758.00 FOR SANTA FE TRAILS BUS SHELTERS PHASE 3

Mr. Wilson said this was some old money that expires at the end of the calendar year. They have been working on this bid for about a year and it finally went out to bid in November. Basically this is just to construct the side panels because previously some of the shelters were not ADA because of the panels Compliant. He said they will be using this money to fix them and they have 400 stalls that they will eventually be upgrading. They received one bid.

Mr. Calvert said there are two things under the summary that states the Transit Division has a balance of \$123,172.99 but the total is \$129,758.00.

Mr. Wilson said technically they will use some cash reserves that they have and this is just a way to ensure that they get all the full reimbursement.

Mr. Calvert asked if the panels were going to be replaced before the route plan is completed.

Mr. Wilson said he doubted it. They are just going to stockpile the panels until they need them.

MOTION: Mr. Calvert moved to approve the Approval of Award of Bid with a second from Ms. Bleck which passed unanimously by voice vote.

4. SERVICE PLAN DEVELOPMENT UPDATE

Mr. Wilson said his boss intervened and requested the NPO folks involved. Eric and his staff took up the management plan. Mr. Wilson said he had wanted to do something with Parking and Transit and NPO wanted to do something promoting alternative forms of transportation.

Mr. Wilson said they will still be paying Transit's share but Eric was able to get the Transit Service Plan with his input. The plan was reviewed and edited.

Mr. Wilson said they have a breakdown of the costs and he doesn't mind supplementing the portion from Transit. He said he might see what comes back from the proposal and they might be able to put aside some money if they get any from DOT.

Mr. Wilson said he doesn't know how some of the language got into the plan. Mr. Calvert said it looks like someone cut and paste and unfortunately the draft went out with that language.

Mr. Messer said they would all like a service plan with all the corrections.

Mr. Wilson said if all goes well it can potentially go to Council end of February.

5. CNG FACILITY UPDATE

Mr. Wilson said everything is going well and the canopy is up. The cement has been poured by the wash bin and the commissioning team is coming on Dec 16 to start the process to commission the actual parking lot. It will take 4-5 days to get it approved. Clean Air is pushing to have this project completed by the end of the calendar year. The gas lines under the canopy will be serviced this week for fuel for all the buses.

6. SOUTHSIDE TRANSIT CENTER UPDATE.

Mr. Wilson reported crawling along at a slow space. They are continuing to finalize the designs and working on the environmental.

Mr. Martinez said they are also had to make some changes on the street to accommodate the intersection. This is a separate project but it has to fall in line with the other work that is being done.

Mr. Wilson said the timeline for this is probably a couple of months.

7. DOWNTOWN/SHERIDAN TRANSIT CENTER UPDATE

Mr. Wilson said they have the Section 106 consultant back on. He has met with them a couple of times and is trying to set up another meeting next week. They also have a meeting with SHPO to start consolidating their direction.

Mr. Wilson said they are also finalizing the contract with Wilson and Co.

Looks like it might be more like Spring before anything completed.

8. BUS AND VAN PROCUREMENT UPDATE

Mr. Martinez says the new buses were register this week and he just put the license plates on them and they are ready to start on Saturday morning. He said he will put them on whatever route they fall in the rotation.

Mr. Wilson said they are working with DOT on four more vehicles. He said they are working on CG vehicles which are more expensive than the gasoline vehicles. DOT is giving them extra money. They are hoping to acquire four more by July and another four next year. The vehicle is the elevated transit with the V6. Ford is the only supplier at the time.

9. ROUTEMATCH UPDATE

Mr. Wilson explained said they are still seeing signals, drop-offs and data coming in. Mr. Wilson said they had a heart to heart with Routematch a couple of weeks ago. They basically told them to get it fixed.

Mr. Martinez said they can't seem to nail it down and part of the problem is that every time they call with an issue they start from scratch instead of escalating it to someone that can help. He told them that if they don't fix it they will start looking elsewhere.

Chair Messer asked about the hardware.

Mr. Martinez said probably no because all of those companies are preparatory for themselves. He said there are several companies that call him that have better GPS technology. He said if they have to go that route it would require a lot of studying.

Mr. Martinez said they can walk away from the contract anytime and it has been almost a year that the issues came up and they haven't been resolved. He said they pay about \$47,000 a year for the contract and have at least \$60,000 tied up in equipment.

Mr. Wilson said they have not looked into anyone else and would really like Routematch to work.

10. UPDATE ON BUS SCHEDULE AND ROUTE CHANGES

Mr. Wilson said there is nothing in the works now. Needs to do a re-print on the schedules.

11. STAFFING UPDATE

Mr. Martinez reported that staff is slowly building up. He has five people trained up. One driver will be on a fixed route next week. He recently hired a qualified CDL driver.

12. SYSTEM RIDERSHIP: FIXED ROUTE, SANTA FE RIDE, AND SF PICKUP

Mr. Wilson reported ridership is still down. Mr. Martinez said the numbers on the report might be off. He said they are not sure of the pick-up numbers. He said as people see that they can ride for free they will see an increase in ridership and less money.

Mr. Martinez said Routematch is working good with the riders that use Santa Fe Ride. It is a little different with the vans that the buses.

Chair Messer said the on-time performance looks very good with Santa Fe Ride.

13. CUSTOMER COMMENT/COMPLAINT SYSTEM

Mr. Martinez said complaints have been low. Mr. Martinez said he has hired a highly CNG Certified Mechanic.

14. OPERATIONS & MAINTENANCE

Mr. Martinez said everything is going good. There is one bus parked that has some body damage.

15. PUBLIC COMMENT

None.

16. ADJOURN

With all business conducted, the TAB adjourned at 6:25 p.m.

SIGNATURES

COLIN MESSER, Chair



Linda Vigil, Stenographer