



# Agenda

**TRANSIT ADVISORY BOARD MEETING  
TUESDAY, APRIL 28, 2015  
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: FEBRUARY 24, 2015

**PUBLIC COMMENT**

**ACTION ITEMS:**

1. SANTA FE PICK-UP ROUTE RESTRUCTURING (ERICK AUNE)
2. SANTA FE PICK-UP VEHICLE REPLACEMENT PLAN
3. NCRTD SERVICE PLAN FY 2016
4. RESOLUTION AUTHORIZING TRANSIT TO ESTABLISH A NO-COST PROGRAM FOR VETERANS

**DISCUSSION ITEMS:**

1. REPORT ON SYSTEM RIDERSHIP – FIXED ROUTE, PARATRANSIT, AND SF PICK-UP
2. REPORT ON CUSTOMER COMMENT/COMPLAINT SYSTEM
3. REPORT ON FLEET AND FACILITIES MAINTENANCE (THOMAS MARTINEZ)
4. BUS PROCUREMENT UPDATE- GILLIG
5. UPDATE ON SOUTHSIDE AND DOWNTOWN TRANSIT CENTERS (KEN SMITHSON)
6. UPDATE ON NCRTD'S "MOUNTAIN ROUTE" SERVICE PLAN
7. CNG STATION DESIGN UPDATED (KEN SMITHSON)
8. ACCESSIBLE CABS PROJECT
9. SF TRAILS DRIVER RETENTION AND STEP ADVANCEMENTS
10. SECOND STREET BUS STOP IMPROVEMENT PLAN-UPDATE

**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.*

**TRANSIT ADVISORY BOARD**

**April 28, 2015**

**5:00 pm – 7:15 pm**

**MINUTES**

**Call to Order**

Colin Messer, Chair, called the meeting of the Transit Advisory Board to order at 5:00 pm, Rufina Street Transit Office. Roll call did constitute a quorum.

**Roll Call**

**Present:**

Colin Messer, Chair  
Stan Cooper  
Aurore Bleck  
Mary McGinnis  
Garrett Robinson  
Bridget Wolf

**Not Present:**

Chris Calvert  
Rebecca Estrada, Excused  
Paul Thompson, Excused

**Staff Present:**

Jon Bulthuis, Director, Transportation Department  
Ken Smithson, Director of Operations & Maintenance  
Lois Amador, Staff Liaison for Transit

**Others Present:**

Fran Lucero, Stenographer

**Approval of Agenda**

Action Items #1 and #3 deferred to next month meeting.

*Mr. Cooper moved to approve the agenda as amended, second by Mary McGinnis, motion carried by unanimous voice vote.*

**Approval of Meeting Minutes**

**February 24, 2015**

Corrections:

Page 10 – last sentence of 3<sup>rd</sup> paragraph: CMG should be CNG  
Page 12 – 4<sup>th</sup> paragraph, 8 and 12<sup>th</sup> sentence: Motor Vehicle Act should be Motor Carrier Act  
Page 13 – No. 7 – Santa Fe Ridefinders Survey

*Ms. Bleck moved to approve the minutes of February 24, 2015 as amended, second by Ms. McGinnis, motion carried by unanimous voice vote.*

The Chair and TAB members welcomed Ms. Bridget Wolf. She will represent be the At-Large Representative.

Ms. Wolf is pleased to serve on the TAB and very invested in public transportation. She wants to work towards keeping transportation moving and expanding. She has been involved in the South side Quality Initiative Committee and is part of the Transportation Task Force. She is a part of Chainbreakers. Ms. Wolf is on the bus every Friday for a few hours talking to those who are on the bus and gathering their input. As an advocate, this keeps her apprised of the rider's needs and view of transportation.

**Public Comment**

None

**Action Items:**

1. Santa Fe Pick-up Route Restructuring (Erick Aune)  
*Deferred to Next Meeting.*

2. Santa Fe Pick-Up Vehicle Replacement Plan

Mr. Smithson reported that they are replacing the vehicles with ADA vehicles. The plan is to purchase 2 more vehicles, low floor CNG, seating for 19 people, standing for 10. With these 2 new purchases and the additional 1 that will be modified, will make it 3 ADA vehicles. The procurement request is making its way through the administrative process, it has been through Public Works, will go through Finance Committee and on to the City Council for final approval.

Mr. Cooper asked how these would be paid for.

Mr. Smithson said that some funds are from the Mortgage Finance funds and also CIP funding that were not utilized; no federal funding for these purchases. This purchase is with total local funds. Build time for these vehicles is approximately 4-5 months. The two combined will cost \$268,000 and they are on the state price agreement.

Mr. Bulthuis said that there is a viable buyer for the current vehicles. If they are sold at market value the money can roll back in to the Transit budget.

*Mr. Cooper moved to approve the Santa Fe Pick-Up Vehicle ADA Compatible vehicle procurement at the cost of \$268,000, second by Ms. Bleck, motion carried by unanimous voice vote.*

3. NCRTD Service Plan FY 2016

**Deferred to next month meeting for official action.**

**Draft of Resolution will be brought forth at next meeting.**

The Chair asked if there is anything the Transit Advisory Board should be aware of in this plan, i.e., Ski Shuttle to provide them with the information.

Mr. Bulthuis said that in the budget this year they have a \$300,000 transfer to fund Santa Fe Pick-up. This would allow funding for the Ski Shuttle which is a project program right now. Mr. Bulthuis clarified that this would not be run by the city of Santa Fe; the city would help to fund.

4. Resolution Authorizing Transit to Establish a No-Cost Program for Veterans (Resolution Attached) Passed and approved on April 8, 2015 by the Mayor and Council. Ms. Amador will be meeting with the Veteran Affairs representation from the City of Albuquerque program to obtain information on how they operate. The recommendation was to narrow down the options of what ID will be used for proof of being a veteran. (Sample of VA ID Cards). Ms. Amador recommends that the Veteran come to the Transit Office and the Transit Office will print out a Veteran Pass with their picture which will never expire. The bus driver will be responsible to tally the use of the Veteran pass. Ms. Amador said that the suggestion is to have the VA do the vetting of the individuals ID and Transit will accept their ID's and issue a transit card. Once an approval is received by TAB it will be presented to the Mayor's Veteran's Advisory Committee. Mr. Bulthuis did inform the TAB that the Mayor's Veteran's Advisory Committee has not yet been established. Information will be taken back to the Mayor. It no longer has to go to City Council; Ms. Amador said this action is to streamline the process.

Mr. Bulthuis also added that this program is geared towards Santa Fe residents who are Veterans. It may be a small inconvenience for them to come to the Transit Office but the end result is that they get their card at no cost and no expiration. There will be a \$5 fee for card replacement if lost.

Mr. Smithson said that this is the first time they are imposing a replacement cost for lost cards. Ms. Amador said that replacement costs are related more to those that have a photo ID.

*Ms. Bleck moved to approve the Veteran Transit No Cost pass, second by Ms. McGinnis, motion carried by unanimous voice vote.*

**Discussion Items:**

1. Report on System Ridership – Fixed Route, Paratransit and Santa Fe Pick-Up (Included in Packet) Mr. Smithson proposed simplifying the report format to include Day-to-day data, total ridership, and current year vs. past year and a little bit of the line graph. This may be more useful than having the financial data. Santa Fe Pick-Up statistics will also be included in the report. End result will be a 3 sheet report. There are some zeros in the report and this was probably due to not counting the fare box.

Note: Route 26 goes to the Santa Fe Outlet, Wal-Mart and the Veteran's Center. A new bus stop has been set by the hotel at the exit of the outlet mall. Mr. Bulthuis said Ms. Amador has done a great job of marketing this route. (Rack Card attached).

The Chair asked what is being done about the M Route; it is not performing well. Mr. Bulthuis said that it will be going away; a timeline cannot be quoted until the changes are discussed with the Mayor and Council. Mr. Bulthuis said that the transit projection for changes is this fall.

The Chair asked that an update be presented at next month's meeting.

Mr. Bulthuis said that the revisions and recommendations on the SFMO Public Transit Master Plan are available for community input. Mr. Bulthuis will send the web address

to the TAB members to review. The Chair asked Ms. Wolf to send this web address to Chainbreakers for their input. The SFMPO Public Transit Master plan is one of three "modal priority plans" specifically called out in the 2010-2035 Metropolitan Transportation Plan (MTP). The MTP also includes the 2012 Bicycle Master Plan and the pending 2014 Pedestrian Master Plan. Specifically, the 2010 Santa Fe Metropolitan Transportation Plan "directs the Santa Fe MPO to take on a number of initiatives to advance how the transportation system will become accessible, interconnected, sustainable and multimodal.

<http://santafempo.org/public-transit-master-plan/>

2. Report on Customer Comment/Complaint System  
(Report included in packet for TAB member review)

Mr. Smithson and Ms. Amador reported that within the 6-page report, most all cases have been resolved and are closed. Staff requested permission and feedback from the TAB members to narrow down the report to an accumulative 2 months. The board was in agreement with this request. The Chair complimented the staff for the positive results reflected in the customer comment/complaint report. Good Job.

3. Report on Fleet and Facilities Maintenance  
(Report included in packet for TAB member review)

Mr. Smithson compared the format of the portrait vs. landscape report reflecting the preventive maintenance schedule. Going forward the report will be provided in portrait format. Mr. Smithson commented that it is important to know how long a vehicle has been down, any mechanical failures, repairs, bus stop condition or repairs during the month. This information will continue to be reported on monthly.

The Chair referred to the A-B-C maintenance schedule and asked if we are still performing in that manner. Mr. Smithson said yes they are. The Chair asked if they went in to the shop would there be a visual they could see that reflects the A-B-C schedule of vehicles to date. Mr. Smithson said they are making improvements in the shop and that visually there is not a board that reflects the A-B-C maintenance but it is recorded and kept on file. In the future a board will be made available to reflect the maintenance schedule. The Maintenance Director's plan is to post a list of vehicles that have been fixed to create awareness with the drivers. The drivers at times don't want to take a bus out if they have had recent problems with it. The posted list will assure them that the maintenance has been done.

The Chair asked if we would be doing any cylinder replacements. Mr. Smithson said yes. The update is that they could not replace the 10-11 vehicles that need it. There will be 6 buses down at the end of June unless we can have a contingency fleet to rotate the buses in and out of the shop.

The Chair asked if we were getting rid of the 6-7 buses at the end of June. Mr. Smithson said yes and informed the TAB members that the buses have been parked and the shop is using parts from the buses for other repairs. If there were a way to get them repaired they would but it is costly and no funding at this time. Mr. Smithson said that retaining some of the 2100's as a contingency plan would require replacements. This topic will be discussed again before a decision to remove in June.

A compliment was extended to staff on the increase of ridership in the area of the Outlet, Wal-Mart and the new Veteran's Center. Mr. Bulthuis complimented Ms. Amador for her marketing efforts and shared a marketing card that she has created to create awareness.

Ms. Amador said that there is an Ad on the bus and they are using radio announcements to create awareness. They direct them to go to the website and sign the "stand up for transportation" petition.

Mr. Cooper said that there may be a special legislative session to discuss capital outlay and it may allow the City another opportunity to request funding for transportation. This committee is chaired by staff not by legislators.

The Chair asked if any reports are needed from the TAB to assist in the discussion with this committee. Mr. Cooper said that once they know more from the lobbyist they will do a call for support from other transit entities as well as the board.

Mr. Bulthuis said they are working closely with the lobbyist to assure that the appropriate information is always available to back up their request. The City governing body has also been encouraged to meet with the interim Legislative Finance Committee on behalf of Transit.

4. Bus Procurement Update

7 buses are on order. Mr. Smithson said that they were originally scheduled to be on the assembly line in December and asked if they could move it up to September. Excellent news. Mr. Smithson said they would like to get 2 of the city maintenance men to the staging area for the new buses. We would be looking for a possible delivery in November, 2015. These are being finance by the Mortgage Finance Authority loan.

5. Update on Southside and Downtown Transit Centers (Ken Smithson)

We have a design firm on board and they are in process of sending out the information survey. Downtown Transit Center is on pause, design team in waiting until the City Manager gives the go ahead. The City Manager and Mayor want Transit to coordinate the larger effort with the O'Keefe representatives so that it works with them as much as the city. We have secured funding from the State – we applied for a special allocation, we got the largest allocation of \$2 million dollars. This is federal highway money and it will be managed by the state. Dave Harris from the Transit Committee spoke on the city's behalf. We can also work closely with our Federal counterpart to expedite the process. A match is required; the city needs to come up with \$500,000 for the Sheridan project. Public-Private partnerships are favored by the Feds. This process is in conversation, more details to follow in the future. Mr. Bulthuis again complimented Mr. Smithson who responded to this grant application on his own and acquired this award. Thank you to Mr. Smithson.

The Chair asked staff to bring any conceptual designs to the next meeting. Also, if there is anything available for the south side, it would be nice to view it.

6. Update on NCRTD's "Mountain Route" Service Plan

Mr. Bulthuis provided an update, this started about 1 year ago, on April 3<sup>rd</sup> NCRTD Board approved funding for the pilot project, the City and County also committed to the pilot project. They are looking at starting the service in the fall months through the ski

season. It was noted that there will be a fare, possibly \$5 a ride. Mr. Smithson said that one of the partners is Ski Santa Fe itself and they would also entertain discounting the ski ticket by \$5. That is what has been approved to date.

The Chair asked, what is the frequency? Mr. Bulthuis said that it would be 1 hour in 1 direction.

7. CNG Station Design Update (Ken Smithson)

The design team from Albuquerque is doing great work for the city. They are nearing 50% construction drawings which will come out in mid-May. Mr. Smithson has sent them some proposed changes regarding the fueling apparatus in the yard. The Chair said this would allow us to put high pressure tubing in the air. Mr. Smithson said the caissons would still be in the ground. Solid waste has been a good partner with Transit.

The Chair asked if we have the money for this. Mr. Bulthuis said we don't have a bid yet but Transit does have some money. Mr. Smithson said at one time they were at about \$4.3 million and it is at about \$2.5 million which will be split with Environment.

Mr. Bulthuis said that in the future topic of discussion on fuel charges should be discussed as we will own the building. Mr. Bulthuis said that right now there is also an up-charge by the city.

8. Accessible Cabs Project

Ms. Bleck said they recently found out there are no cabs that are accessible. Under the ADA requirement cabs are not required to have this. The Motor Carrier Act does require ADA. The city does have the right to pass a resolution for public safety, morals and convenience. It would be advisable to have at least one vehicle be accessible. This topic of discussion was also brought to the Mayor's Disability Committee and they will have a petition on community day. Ms. Bleck also attended Mayor's Day and he is also open to some type of solution for our riders. Ms. Bleck asked if they should make the petition to the City of Santa Fe. Ms. Bleck said that no one has talked to the cab company yet. Ms. Bleck would like to talk to the representative from the Cab Company and possibly have a vehicle expert from the city go with her. Ms. Bleck said that information has been sent to Councilor Carmichael Dominguez. Councilor Dominguez has contacted Mr. Smithson to assist in anyway possible. Mr. Robinson and the Chair also offered to go with Ms. Bleck.

9. Santa Fe Trails Driver Retention and Step Advancements

Ms. Bleck said that there is very low availability on Santa Fe Ride.

Mr. Bulthuis provided the TAB members with an update and next steps that he is working on through the City HR Department. Mr. Bulthuis said that the City has a new HR Director and he will continue to work with this person on this important employee request. In his discussion with the HR Director he will stress the importance of Transit staff and the service they provide the community. There is a concern about the overtime that the present employees are required to work due to lack of staffing.

Mr. Robinson asked if Transit is considered an exempt department. Mr. Bulthuis said that he would find out why Transit is not exempted.

10. Second Street Bus Stop Improvement Plan Up-Date

Mr. Smithson provided historical information for the new member benefit on the bus stop at Cerrillos and 2<sup>nd</sup> Street, north side. It is a heavily used and this stop is not ADA accessible. There have been several attempts to work with the Indian Hospital and most recently they have been successful to work with the city for a future resolution. The city has a design but no money to fund this stop improvements. Mr. Smithson continues to look for funding through the State of New Mexico. The state is waiting for their full funding before they can commit to any requests.

**Board Member Comments**

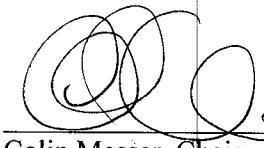
Mr. Robinson talked about the unveiling of the santafe.com website; they have everything except information on Transportation. Mr. Robinson asked who from Transit could speak to them. Mr. Bulthuis will get back with Mr. Robinson.

Mr. Cooper recognized Mr. Bulthuis for his leadership. Jon has been the President for the last 3-years of a committee where he has done beyond a phenomenal job. In Jon's tenure, he has done such a great job of getting federal funding.

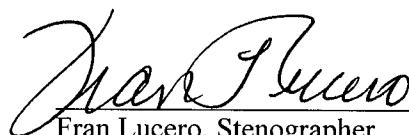
**Adjourn**

There being no further business, the TAB adjourned at 7:15 pm

**Signature Page**



Colin Messer, Chair



Fran Lucero, Stenographer