



Agenda

TRANSIT ADVISORY BOARD MEETING

TUESDAY AUGUST 27, 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: JULY 23, 20219

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. REQUEST FOR THE APPROVAL TO EXECUTE A GRANT AGREEMENT FOR THE FY2016 SECTION 5339 URBANIZED AREA APPORTIONMENT IN THE TOTAL AMOUNT OF \$143,017 FOR TRANSIT CAPITAL EXPENSES; FEDERAL TRANSIT ADMINISTRATION. – KEITH WILSON
3. CNG FACILITY UPDATE – KEITH WILSON
4. SOUTHSIDE TRANSIT CENTER UPDATE – KEITH WILSON
5. DOWNTOWN (SHERIDAN) TRANSIT CENTER UPDATE – KEITH WILSON
6. BUS PROCUREMENT UPDATE – THOMAS MARTINEZ, DIVISION DIRECTOR, (TAMARTINEZ@SANTAFENM.GOV, 955-2006)
7. ROUTEMATCH UPDATE – KEITH WILSON
8. SERVICE PLAN DEVELOPMENT – KEITH WILSON
9. UPDATE ON BUS SCHEDULE AND ROUTE CHANGES – KEITH WILSON
10. STAFFING UPDATE – THOMAS MARTINEZ
11. SYSTEM RIDERSHIP: FIXED ROUTE, SANTA FE RIDE, AND SF PICK-UP – THOMAS MARTINEZ
12. CUSTOMER COMMENT/COMPLAINT SYSTEM – THOMAS MARTINEZ
13. 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: August 19, 2019

TIME: 8:28 AM

Transit Advisory Board
August 27, 2019

Item	Motion/Description	Page
Call to Order	Colin Messer, Chair of TAB called the meeting to order at 5:03 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 Ms. Bleck which passed by voice vote.	1
Approval of the Minutes July 23, 2019		1
Public Comment		2
Items for Discussion/Possible Action		
<ul style="list-style-type: none"> Update on TAB membership, reappointments, recruitment and vacancies 	Discussion Only	2
<ul style="list-style-type: none"> Request for approval to complete a grant agreement for the FY 2016 Section 5339 Urbanized Area Apportionment in the total amount of \$143,017 for Transit Capital Expenses; FTA CNG Facility Update 	Mr. Calvert moved to recommend approve the grant agreement, with a second from Ms. Bleck which passed by voice vote.	2
<ul style="list-style-type: none"> Southside Transit Center Update 		2-3
<ul style="list-style-type: none"> Downtown Sheridan Transit Center Update 	Discussion Only	3
<ul style="list-style-type: none"> Bus and Van Procurement Update 		3
<ul style="list-style-type: none"> Routematch Update 		4
<ul style="list-style-type: none"> Service Plan Development 		4-5
<ul style="list-style-type: none"> Update on Bus Schedule and Route Changes 		
<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 		6
<ul style="list-style-type: none"> Customer Comment/Complaint System 		6
<ul style="list-style-type: none"> Operations and Maintenance 		6
Public Comment		7
Adjournment	With all business conducted, the TAB adjourned at 6:50p.m.	7

Transit Advisory Board
2931 Rufina Street
Santa Fe, NM
Tuesday August 27, 2019

1. CALL TO ORDER

Colin Messer, Chair of TAB called the meeting to order at 5:03 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
Chris Calvert
Marcos Maez
Paul Thompson

Absent:

Mary McGinnis

Staff and Others Present:

Tomas Martinez, City Transit Director
Keith Wilson, City Transit Staff
Vikki Montgomery, City 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 Ms. Bleck which passed by voice vote.

4. REVIEW AND APPROVAL OF MINUTES FROM July 23, 2019

Corrections:

Page 7 last paragraph: They ~~may~~ might have to

MOTION: Mr. Calvert moved to approve the minutes as amended with a second from Mr. Cooper which passed 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 all members that were appointed and reappointed have been. The City Clerk should have sent out some ethics documents.

Mr. Wilson stated he has been working on trying to fill the other spots.

Mr. Wilson asked Ms. Montgomery to keep a note of when terms expire. Ms. Bleck thinks her term as well as Mr. Coopers' terms are up in March. If the members know of anyone interested they should collect resumes.

Chair Messer states he will reach out to Tomas at Chaibreaker again.

2. REQUEST FOR THE APPROVAL TO EXECUTE A GRANT AGREEMENT FOR THE FY 2016 SECTION 5339 URBANIZED AREA APPORTIONMENT IN THE TOTAL OF \$143,017 FOR TRANSIT CAPITAL EXPENSES; FTA

Mr. Wilson explained they can't apply for the grant until they know what they want to use it for per the FTA. They thought they may need more funds for the Southside Transit Center but they may not. They can use it for the ADA compliance review with an engineer.

Mr. Wilson states there are still some other monies once the designs are done they will use the funding for it.

Chair Messer asked if it is an annual grant. Mr. Wilson explained it is by formula for small urban areas.

Chair Messer asked if there is some other funding held back like this. Mr. Wilson states there is about three times the amount but the easiest thing to use it on is this type of project.

Mr. Wilson discussed if they want to change routes it may apply. Mr. Wilson states this item was at Public Works last night, then Finance and finally City Council.

MOTION: Mr. Calvert moved to recommend approve the grant agreement, with a second from Ms. Bleck which passed by voice vote.

Mr. Wilson explained the small urban area is a federal designation by the census.

3. CNG FACILITY UPDATE

Mr. Wilson reported the equipment is out of the pumping station. The slab was poured today the new equipment will be installed and the roof put on soon.

Mr. Wilson explained the dirt work has been coming along every day. Today they received the dispensers for the City side and the public side. Things are moving quickly.

Mr. Wilson thinks in mid to late November it will be close to completion.

Mr. Martinez reported the generator has had some issues, the electrical can be done and the panel will be a little ways from the wall to allow access.

Mr. Cooper asked who the supplier is. Chair Messer explained Clean Energy has the contract through Gas Co. of New Mexico. Mr. Wilson states they don't choose the supplier.

Chair Messer asked the cost. Mr. Wilson explained it goes by the commodity cost. Annually there's some adjustments.

Chair Messer asked what the cost per gallon is. Mr. Wilson states after the compression \$1.11 would be the cost per gallon.

4. SOUTHSIDE TRANSIT CENTER UPDATE.

Mr. Wilson reported they are working on the bid documents, he is working on the environmental clearance.

Mr. Calvert has seen many cars parked there. Mr. Wilson thinks it may still be the Santa Fe Motorsports employees.

Mr. Wilson states hopefully by the end of the year it will go out to bid. The designs were complete but they had to amend the plans after the roof work.

Mr. Wilson states the FTA is overloaded and they are still experiencing setbacks from the furloughs.

Mr. Wilson explained the engineering division is waiting to get a firm hired to work on the intersection. The goal is to have them start and get it done at or around the same time.

Chair Messer asked about the ramp and if it gets affected by the rain. Mr. Wilson states the facility personnel has been there for the roof repair and they would've seen an issue.

Chair Messer asked who will share the building. Mr. Wilson states at this time there isn't anyone interested.

5. DOWNTOWN/SHERIDAN TRANSIT CENTER UPDATE

Mr. Wilson states the person who will help with the Section 106 is updating her proposal. They can get a PO rather than a contract.

Mr. Calvert states the new City finance system has been in the news lately. Mr. Wilson states there has been some hiccups.

Mr. Wilson states if they can get it out to bid, then the construction can start in the spring.

Chair Messer states they won't have the service plan done until after the two transit centers are complete. Mr. Wilson states the mall may still need service.

6. BUS AND VAN PROCUREMENT UPDATE

Mr. Martinez states they are on schedule. The color templates were done, they will have the same paint scheme. They should be here by mid-October.

7. ROUTEMATCH UPDATE

Mr. Martinez states there are still some issues. They wanted to have some test routes for Zozobra. There is a test mode they can use but it may not be exact.

Mr. Wilson explained now they need to work on driver compliance. Dispatch does a good job with catching the problems. They can activate the tablets. There are some glitches, but now the drivers are more comfortable with it.

Chair Messer asked if the riders give their input on the app. Mr. Martinez stated they haven't had a lot of feedback.

Mr. Wilson states it is on the website and they encourage riders to report issues.

Chair Messer asked how long the contract with Route match is. Mr. Martinez states it is 4 years.

8. SERVICE PLAN DEVELOPMENT

Mr. Wilson states there is not an update. He will work on the scope of it. He has some examples he can use. He can work on getting some help to start on it.

9. UPDATE ON BUS SCHEDULE AND ROUTE CHANGES

Mr. Wilson states he researched some cities that run an on demand after service hours. Mr. Wilson thinks that some corridors aren't high performing at late hours.

Chair Messer thinks that it is a good way to gather data. Mr. Martinez explained in Bakersfield they don't see it working.

Mr. Wilson states he can write that into the scope.

Ms. Bleck thinks the night routes can charge more. Mr. Wilson states those rates can be reviewed. Chair Messer asked if there are those issues at the College.

Mr. Maez will ask but he has never heard of anyone being left without transportation.

Chair Messer asked about the private sector.

Mr. Thompson states it is all very different. In bigger cities, there are many issues. Mr. Thompson states safety and sustainability are issues.

A discussion was held about the safety of Uber.

Ms. Bleck states a city service would be safe. Mr. Thompson states the issues with taxis in the area is that this is a Capitol City with no services.

Chair Messer states taxis aren't surviving anywhere. Mr. Thompson states Uber will also start using driverless cars. The fight they will have is the trucking industry and driverless vehicles.

Mr. Cooper mentioned a service called GoGrandaddy. It is like Uber, the customer makes a phone call. They let you know where they take the rider. Mr. Wilson states it is still an Uber based service. Mr. Cooper states it is advertised for an older group.

Mr. Thompson states there are many taxis who pay their drivers as subcontractors using the same insurance.

Mr. Martinez thinks it would be hard to start up but then it may work eventually.

A discussion was held about maintenance on taxi.

Ms. Bleck states Uber eats is picking up now, people don't need to leave the house. Mr. Thompson states Santa Fe won't work.

Mr. Wilson discussed the Airport transportation issue. Often the late flights are often late and it may not be feasible.

Mr. Martinez states it may not be the best way to use tax payer's money and be responsible. Mr. Thompson states in Capital cities people expect there to be these services.

Mr. Thompson states there was a situation where there was a tourist who landed after midnight and walked from the airport to the gas station in the dark with her luggage, which is a problem.

Mr. Thompson states the black taxi has been doing share rides. Mr. Martinez states the airport is also too small for buses to turn around. Mr. Thompson explained the issues with the delayed flights as well.

Mr. Thompson explained when there is filming is going on the rental cars are always short.

10. STAFFING UPDATE

Mr. Martinez reported that he has two employees in training. There are four more slots and two that interested have CDL's.

Mr. Martinez and Mr. Wilson discussed the idea of canvassing the homeless population and partnering with a program to help those who can work get on their feet. There is a housing assistance program already working on it they may need help with transitions those to work.

Mr. Martinez states if they can establish the housing and get stabilized then they can help with work.

Chair Messer asked if any other entity is willing to help.

Mr. Martinez explained they have a monthly meeting with HR and can start the discussion.

Mr. Calvert states they will have to pass background checks. Mr. Calvert explained the veteran housing process. Mr. Thompson is interested in helping with this project.

Chair Messer asked about the staffing status in the shop. Mr. Martinez states they will have to hire another tech, which was somewhat challenging last time.

Mr. Thompson asked if they advertise in other parts of the country for techs who may want to work in a warmer climate. They will consider that.

Mr. Martinez explained that the supervisors have been helping out a lot.

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

Mr. Martinez reported the numbers are down. They are pulling some historic data to see if they are having difficulties with the system. The Folk Art numbers were down about 6,000 riders.

Mr. Martinez thinks maybe the Espanola Folk Art had their event the same weekend and that affected the attendance.

M. Bleck states several other states have these types of fairs now.

Mr. Martinez reported Santa Fe Ride is holding steady, Santa Fe Pickup is down. Mr. Thompson states the driving traffic is up so people are traveling more by car.

Chair Messer asked about the fare boxes. Mr. Martinez states there could've been an error on the reports.

Chair Messer states ridership is down nationwide.

Mr. Calvert asked if they wait for upper management to make changes if they see ridership is low.

Mr. Maez states the ridership is down as well as the decline in post-secondary education numbers. Students aren't going to school, they are getting jobs.

Mr. Thompson discussed the Iceland issue as well. The concierge is going away at hotels. Hotel reservations are mostly made online. They need to have information online.

Mr. Wilson states he hopes to get a marketing person on board to get these things done.

Mr. Thompson states if the numbers are solid he can help get the link promoted at hotels in Santa Fe.

12. CUSTOMER COMMENT/COMPLAINT SYSTEM

Mr. Martinez reported the complaints are all caught up.

Mr. Maez asked about complaint that mentioned a racist comment. Mr. Martinez states he reviewed the video, the driver engaged the passenger but this woman was just not satisfied.

Mr. Martinez looks into those types of complaints and takes them seriously. Mr. Martinez mentioned the Risk report that came out and Transit was the lowest. The video cameras has helped them many times.

Mr. Maez asked about compliments and good comments and how are those recognized. Mr. Martinez states he recognizes them and informs the supervisor and sometimes posts it in the window. Mr. Martinez and Mr. Wilson often have lunches and breakfasts for the employees where they do the cooking.

13. OPERATIONS & MAINTENANCE

Mr. Martinez reported one bus is down at this time but it isn't a serious issue. There have been no accidents in a while.

Chair Messer asked about the maintenance budget. Mr. Martinez states they always get right below the budget.

Mr. Thompson asked what the starting pay is for techs. Mr. Martinez explained with the compa and class study it is \$19.00 an hour.

Mr. Cooper states he and Mr. Wilson met with the NMDOT Secretary who told them there is a million dollars for pilot projects for youth and seniors in the rural areas.

Mr. Wilson states he wants to promote transit to the Legislators, many of them don't know enough about it. Mr. Wilson states NMDOT has the discretion to award the money.

Mr. Wilson states the Children's Cabinet met yesterday. They discussed Food Distribution.

Mr. Cooper states NM child hunger is high.

Mr. Thompson helped with the Children's Foundation this last weekend where the Governor mentioned that issue.

Mr. Wilson hopes to get support for it. Mr. Thompson suggests they work on it sooner than later.

Mr. Wilson states the Children's Cabinet is working on partnerships. Mr. Thompson is interested in helping.

Ms. Bleck asked about the bus stop on Second Street. Mr. Wilson states they are closing on final design.

Mr. Wilson states they may have it done sooner than they anticipated.

7. PUBLIC COMMENT


None.

8. ADJOURN

With all business conducted, the TAB adjourned at 6:50p.m.

SIGNATURES



COLIN MESSER, Chair

Linda Vigil, Stenographer