



# Agenda

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## TRANSIT ADVISORY BOARD MEETING

TUESDAY, MAY 24, 2011

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: MARCH 22, 2011

APRIL 26, 2011

May 22, 2008

June 7, 2008

PUBLIC COMMENT

ACTION ITEMS:

DISCUSSION ITEMS:

1. OPERATIONS UPDATE: FIXED ROUTE AND SANTA FE RIDE
2. FY 2012 TRANSIT DIVISION BUDGET REVIEW
3. DELIVER OF FOUR ELDORADO EZ RIDER BUSES
4. SANTA FE RIDE PROGRAM: CUSTOMER SATISFACTION SURVEY UPDATE
5. BUS WASH UPGRADE REPORT: HYDRAULIC BRUSH INSTALLATION
6. PARATRANSIT VEHICLE PROCUREMENT: 2 CNG SEDANS & (2) EIGHT PASSENGER VANS
7. REPORT ON REGIONAL TRANSIT: UPDATE ON NCRTD AND RPA TRANSIT ACTIONS

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.*

**May 24, 2011**

Agenda Items	Action	Page No.
Cover Sheet		1
Call to Order and Roll Call	Chair Colin Messer called the meeting to order at 5:12 pm, a quorum did not exist. The consensus of the TAB was to discuss the items on the agenda and no action was taken.	2
Approval of Agenda	No Action Taken	2
Approval of Minutes March 22, 2011, April 26, 2011, May 22, 2008, June 7, 2008	No Action Taken Staff F/U: Find out from the City Clerk why the 2008 minutes need approval as they are signed documents.	2
Discussion Items 1. Operational Update: Fixed Route and Santa Fe Ride 2. FY 2012 Transit Division Budget Review 3. Delivery of Four El Dorado EZ Rider Buses 4. Santa Fe Ride Program: Customer Satisfaction Survey Update 5. Bus Wash Upgrade Report: Hydraulic Brush Installation 6. Paratransit Vehicle Procurement: (2) CNG Sedans & (2) Eight Passenger Vans 7. Report on Regional Transit: Update on NCRTD and RPA Transit Actions	No Action Taken          The Chair would like this item to be listed #1 on the next meeting agenda due to lapse in time.	3-5
Adjourn and Signature Page	The Chair called for adjournment at 6:25 pm	5

**TRANSIT ADVISORY BOARD  
MINUTES**

**TUESDAY, MAY 24, 2011  
5:00 PM – 6:25 PM  
2931 RUFINA STREET, SANTA FE, NM**

**ROLL CALL**

A quorum was not available for this meeting.

**PRESENT:**

Colin Messer, Chair  
Councilor Chris Calvert  
Aurore Bleck  
John Whitbeck

**Absent:**

Beverly Post, Resigned  
Susan Maslar, Unexcused  
Garrett Robinson, Unexcused  
Jim Bradbury, Excused

**STAFF PRESENT:**

Mike Kelly

**OTHERS PRESENT:**

David McQuarie  
Fran Lucero, Stenographer

The Chair shared his concern over not having a quorum for the TAB meetings. He also stated that an Educational Representative is needed for the board membership and a letter of recommendation can be sent to the Mayor once a candidate is identified. The Chair stressed the importance of identifying members who want to make a commitment to attend the meetings. Ms. Bleck said that a reminder should be sent out to the present membership in order to confirm a quorum prior to the meeting. It was also stressed that if a member is not going to attend, common courtesy is to advise the Chair or staff.

**APPROVAL OF AGENDA**

No action items due to lack of a quorum.

**APPROVAL OF MEETING MINUTES**

March 22, 2011  
April 26, 2011  
May 22, 2008  
June 7, 2008

The Chair asked Mr. Kelly to inquire from the City Clerk as to the reason why the 2008 meeting minutes would need approval as they are signed documents.

## **DISCUSSION ITEMS**

### **1. Operations Update: Fixed Route and Santa Fe Ride**

Mr. Kelly: On-time performance; one person out for injury, one out for medical reasons and one on maternity leave. Santa Fe Trails ridership for April is still showing improvements. Increase in demand for ridership specials. We have had to add a bus here and there to accommodate the need. With the gas prices going up ridership increased and we would like to see that ridership be stable. Mr. Whitbeck said if we could get more people to try the bus they would understand the value. Mr. Kelly made the comment that it is very rare to run ahead of schedule.

### **2. FY 2012 Transit Division Budget Review**

We are going for a flat budget; City Council meeting tomorrow night. Councilor Calvert said to his knowledge there are no cuts in service or increase in fares. Mr. Kelly said that with the building of Wal-Mart there has been discussion on how to accommodate service to that area with a flat budget. We might have to budget time to combine resources to make this work. Target date for Wal-Mart to open may be black Friday, day after Thanksgiving which gives us some time to talk about it.

The Chair asked where the money came from to afford us no increases or changes in service. Councilor Calvert answered, reserves in wastewater. This year the city is diverting all of this from the general fund. The remainder of it came from cash balances. City staff was asked to come up with a more systematic way to run those cash balances as there is policy as to how much we need to keep in it.

The Board members expressed their thanks to Councilor Calvert for supporting Transit.

### **3. Delivery of four El Dorado EZ Rider Buses**

Mr. Kelly: We need to get the bicycle racks for the buses. They will be out in the routes pretty quick. There are different features on the bus; good seat sensors and frame suspension. It actually will provide warnings to the driver if there are defaults. Mr. Kelly will report back to the Board on the warranty specs for these new buses. The Chair asked if these new additional devices are going to be on the DVR. Mr. Kelly said they will not be, they are not consistent with all buses and these devices.

Santa Fe Trails had asked us for additional funding from AARA funds, the request was for \$350,000. It looks like DOE will fund this which is almost a new bus.

The other two buses will be delivered in June.

### **4. Santa Fe Ride Program: Customer Satisfaction Survey Update**

Mr. Kelly: When we last had this discussion we were going through personnel changes, this topic of discussion is going back to Annette. Report to follow at next meeting. Ms. Bleck would like to have an update from the last time she provided the draft to Annette. This goes back to February or March of this year.

Councilor Calvert said this should be the first item on the agenda at next meeting. This was one topic of discussion from the community and we made commitments we need to meet. It was also

noted that the staff member needs to be present to represent the topic being discussed. Councilor Calvert said if this is ready to pilot it would be good for her to bring data and statistics to discuss what might need to be tweaked.

Mr. Kelly said that there was a question on distribution. He checked with another agency to find out if their customer satisfaction survey was effective.

5. Bus Wash Upgrade Report: Hydraulic Brush Installation

Mr. Kelly: They are in the process of installing the plumbing, it is in process. Engineering department came back and questioned the pressure fittings and the plans on what had been bid. There was an increase in budget because of the hydraulic fittings so it brought the price up. The department had to find an additional \$25,000 to get this done and the money was found in the budget so it is in process.

6. Paratransit Vehicle Procurement: 2 CNG Sedans & (2) Eight Passenger Vans

Mr. Kelly: The last conversation was that we had money to replace the high top vans and now the 2 CNG vans is new information. In the state contract there is money to make these purchases. This information will be discussed at the next meeting by Mr. Bulthuis.

Councilor Calvert asked if these new vans are going to be more accommodating of wheel chair passage. Mr. Kelly said that it is a better vehicle. Councilor Calvert, do we have any more of the old vans being used on the fixed route system? They are still being used only for emergencies.

Mr. Kelly said that we are basically replacing kind to in-kind. They are not being purchased to put on fix route. Councilor Calvert would like a picture of what is being proposed if it hasn't been purchased.

Ms. Bleck said that on the old high tops the ventilation is real poor. Mr. Kelly said that the new ones are not like that, the new manufacturer puts the ventilation at the top.

Councilor Calvert would like to see how the interior space is laid out. Mr. Kelly said he will bring a demo to the next meeting. He will bring the wider body van. Chairman Messer said that he has information through the state purchasing on some vehicle purchase opportunity, he will be in contact with Mr. Kelly to provide the information. Mr. Kelly said that it is important to have the vehicle be user friendly for the passenger.

7. Report on Regional Transit: Update on NCRTD and RPA Transit Actions

Councilor Calvert said this is a status quo. Mr. Kelly said what we will have for a budget next year is a slight increase from last FY. Mr. Kelly said that he attended the NCRTD meeting and the only two action items were the current budget year for Los Alamos and Los Alamos budget approval and discussion for the 2012 budget questions on the administrative budget. The Board members were very vocal about their concerns.

What is going on for the funding of the county for the G route which is El Dorado, they continued to throw out the number of \$400,000. Councilor Calvert said that he was trying to pin point the amount but they kept referring to the \$400,000 and they would not get the \$1.2 million fully allocated. NCRTD does not have the flexibility to not give the \$1.2 million. They continue to say that since they are an independent agency they have more overhead and administrative cost

which is not such a simple statement to accept. There is still question on where the funds are coming from to cover Santa Fe County. Councilor Calvert said they are defending their administrative cost but on the other hand they are trying to sell the point that if we pull the money in to one big pool that we don't have to cut back the service. Other counties at some point are going to ask if they subsidizing Santa Fe County. It is important to know that first all statements and information needs to be qualified and at that time a more solid report can be presented to the board.

The Chair asked if they selected us for 2 months of service. That is correct. Mr. Kelly said that they were looking for a way to do a formula when Los Alamos was billing them for service. It was realized and asked, do we use that formula or do we show increase of cost for that service. It was conclusive that everyone does it the same way.

Councilor Calvert needs and wants to know what goes in to these calculations.

Mr. Whitbeck attended that meeting as a citizen and he observed that IMA was one item that seems to gather a great deal of attention. He observed that the members of that committee were presenting the constituents of the community. I would like to see the representation stay in place as a citizen. Our ultimate goal is to provide transit to our community.

Councilor Calvert commented you can always increase ridership, but at what cost. Council Calvert said a discussion will take place about the future of the RPA and its mission. The next scheduled meeting is July, 2011.

**Public Comment:**

None

**ADJOURN**

There being no further business to come before the Transit Advisory Board, the meeting was adjourned at 6:25 pm

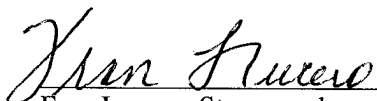
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**Transit Advisory Board**

**Signature Page:**

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Colin Messer

  
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Fran Lucero, Stenographer