



Agenda

CITY CLERK'S OFFICE

DATE 3-22-12 TIME 12:40 pm

SERVED BY JON BULTHUIS

RECEIVED BY [Signature]

TRANSIT ADVISORY BOARD MEETING

TUESDAY, MARCH 27, 2012

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 28, 2012

NEW EQUIPMENT INSPECTION

1. GILLIG 29-FOOT LOW FLOOR CNG BUS

ACTION ITEMS:

1. APPROVAL OF SANTA FE RIDE PROGRAM PUBLIC INVOLVEMENT PLAN: PROPOSED CHANGE TO SUBSCRIPTION TRIP RESERVATION POLICY
2. APPROVAL OF SCOPE OF WORK: REQUEST FOR PROPOSALS FOR ADVERTISING CONTRACT

DISCUSSION ITEMS:

1. REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAILS AND SANTA FE RIDE
2. UPDATE ON FINANCIAL MANAGEMENT REVIEW RECOMMENDATIONS
3. REVIEW OF FY2012 CITY OF SANTA FE BUDGET REQUEST
4. UPDATE ON FEDERAL TRANSPORTATION REAUTHORIZATION PROCESS AND CITY RESOLUTION
5. REPORT ON CAPITAL PROJECTS: SANTA FE PLACE PROPERTY APPRAISAL REPORT
6. PRESENTATION OF WORCESTER POLYTECHNIC INSTITUTE STUDENT PROJECT
7. REGIONAL TRANSIT UPDATE:
CITY OF SANTA FE APPOINTMENT TO NCRTD BOARD
FY2013 SANTA FE COUNTY TRANSIT PLAN
8. NEW MEXICO PASSENGER TRANSPORTATION ASSOCIATION'S ANNUAL CONFERENCE:
APRIL 15-17, 2012 AT BUFFALO THUNDER RESORT

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 INDEX

3/27/12

1. Call to Order	The Meeting was called to order by the chair at 5:00 pm	Page 2
2. Roll Call	A quorum was declared by roll call.	Page 2
3. Approval of Agenda	<p>Jon Bulthuis requested to move the presentation ahead of action items.</p> <p>Councilor Calvert moved to approve the agenda as amended, seconded by Ms. Bleck, motion carried by unanimous voice vote.</p>	Page 2
4. Approval of Minutes:	<p>MINUTES: FEBRUARY 28, 2012</p> <p>Mr. Messer moved to approve the February 28, 2012 minutes as presented, seconded by Councilor Calvert, motion carried by unanimous voice vote.</p>	Page 2
5. Public Comment(s)	None	
<p>6. ACTION ITEMS</p> <p>1. APPROVAL OF SANTA FE RIDE PROGRAM PUBLIC INVOLVEMENT PLAN: PROPOSED CHANGE TO SUBSCRIPTION TRIP RESERVATION POLICY</p> <p>2. APPROVAL OF SCOPE OF WORK: REQUEST FOR PROPOSALS FOR ADVERTISING CONTRACT</p>	<p>Councilor Calvert moved to approve the public implementation plan with specifics of having two meetings, one on each side of town and the Mayor's Committee, postcards and possibility of regular TAB meeting and Southside meeting, seconded by Ms. Bleck, motion passed by unanimous voice vote.</p> <p>Councilor Calvert moved to approve as discussed, seconded by Mr. Robinson,</p>	Page 3-5

TRANSIT ADVISORY BOARD INDEX

3/27/12

	motion passed by unanimous voice vote.	
<p>7. DISCUSSION ITEMS</p> <ul style="list-style-type: none"> REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAILS AND SANTA FE RIDE UPDATE ON FINANCIAL MANAGEMENT REVIEW RECOMMENDATION REVIEW OF FY2012 CITY OF SANTA FE BUDGET REQUEST UPDATE ON FEDERAL TRANSPORTATION REAUTHORIZATION PROCESS AND CITY RESOLUTION REPORT ON CAPITAL PROJECTS: SANTA FE PLACE PROPERTY APPRAISAL REPORT PRESENTATION OF WORCESTER POLYTECHNIC INSTITUTE STUDENT PROJECT REGIONAL TRANSIT UPDATE: CITY OF SANTA FE BOARD APPOINTMENT TO NCTRD NEW MEXICO PASSENGER TRANSPORTATION ASSOCIATION'S ANNUAL CONFERENCE: APRIL 15-17, 2012 AT BUFFALO THUNDER RESORT 	<p>Informational, no formal action taken.</p>	<p>Page 5-9</p>

TRANSIT ADVISORY BOARD INDEX
3/27/12

8. Public Comment 9. Adjournment	There being no further business to come before the Transit Board, the meeting was adjourned at 7:00 pm Signature Page	Page 10

**TRANSIT ADVISORY BOARD MEETING
TUESDAY, MARCH 27, 2012
5:00 PM – 7:00 PM
SANTA FE TRAILS FACILITY
2931 RUFINA STREET**

CALL TO ORDER

The meeting was called to order by the chair at 5:30 p.m. A quorum was declared by roll call.

ROLL CALL

PRESENT:

Aurore Bleck
Garrett Robinson
Cindy Montoya
Colin Messer
Chris Calvert
Don Bell

EXCUSED:

James Bradbury

ABSENT

Susan Maslar
John Whitbeck

STAFF PRESENT:

Jon Bulthuis

APPROVAL OF AGENDA

Jon Bulthuis requested to move the presentation ahead of action items. Councilor Calvert moved to approve the agenda as amended, seconded by Ms. Bleck, motion carried by unanimous voice vote.

APPROVAL OF MEETING MINUTES: FEBRUARY 28, 2012

Mr. Messer moved to approve the February 28, 2012 minutes as presented, seconded by Councilor Calvert, motion carried by unanimous voice vote.

NEW EQUIPMENT INSPECTION

1. GILLIG 29-FOOT LOW FLOOR CNG BUS

The Board Members took the opportunity to view the Gillig 29-Foot Low Floor CNG Bus.

ACTION ITEMS:

1. APPROVAL OF SANTA FE RIDE PROGRAM PUBLIC INVOLVEMENT PLAN: PROPOSED CHANGE TO SUBSCRIPTION TRIP RESERVATION POLICY

Mr. Messer: Indicated that attendance needs to be discussed regarding subcommittees.

Mr. Bell: I don't believe I can make these meetings anymore. If there is somebody else this would be a good time.

Ms. Bleck: People are entitled to an appeal. The ADA subcommittee will be that process. We need people to attend.

Mr. Messer: We need to talk about the draft proposal on the subscription.

Mr. Bulthuis: It is fundamentally unchanged from what was distributed last month. The policy language is new – last three pages. This does change the way we do business. The goal is to provide service that gets used. When we have staff out with a productive use of time instead of finding that the reservation is not fulfilled it wastes time. It does include a penalty for people on the system if we take this to the fullest extent. This will balance our ability to provide subscription trips that folks have week in and week out. It is a wonderful service but only works if they take the trips that they reserve.

Ms. Bleck: They are planning to speak with one person who is 67% cancellation.

Mr. Bulthuis: If that staff person is going to a cancellation they are not servicing someone else who may want that trip. This is our first take of tightening this.

Councilor Calvert: How are you going to communicate this?

Mr. Bulthuis: Public Hearings, mailing,

Ms. Bleck: Annette is talking about a post card with information on how it can be accessed.

Mr. Bulthuis: We don't do anything fast so we absolutely want to get feedback from our ridership, suggestions to the proposed ridership. We do need to engage our ridership population in taking responsibility for appointments made.

Councilor Calvert: The public hearing would be at a meeting or a special meeting?

Discussion on location and time for public hearings, possibility of sending postcards with information, and incentives for keeping appointments. It was determined that they would run the proposal (not the implementation plan) through the Mayor's Committee.

Councilor Calvert moved to approve the public implementation plan with specifics of having two meetings, one on each side of town and the Mayor's Committee, postcards and possibility of regular TAB meeting and Southside meeting, seconded by Ms. Bleck, motion passed by unanimous voice vote.

2. APPROVAL OF SCOPE OF WORK: REQUEST FOR PROPOSALS FOR ADVERTISING CONTRACT

Mr. Bulthuis: This is not yet finished. We did not get staff turn around as quickly as I had hoped. I would request that you allow staff to finalize the scope and put it out for RFP. We talked about transitioning from the current program where we have advertising on all shelters (at least available). The proposal was to phase that out so we would not have advertising in the field since are moving into an artistically designed shelter. On the bus side the recommendation from the board was that we open up the program to all revenue vehicles, buses and Para transit fleet.

Councilor Calvert: Most people have gotten used to the look. They have to be recognizable somehow.

Mr. Bulthuis: I had some concern on that as well. They spent a lot of time on the design. The parking division was going to meet with the committee to let them know that this is going on.

Councilor Calvert: You could have that as an option. It doesn't have to be firm. It can be an alternative thing.

Mr. Bulthuis: I will suggest that to the parking division and we can make that amendment.

Mr. Bell: I work with a company that puts the wraps on the busses. We need to think about the new buses – the high canopy on the top – put the Santa Fe Trail logo up there. We cover up Santa Fe Trails with the wraps we are putting on. In

the interest of our operation that needs to be one of the stipulations in the proposal – Santa Fe Trails should not be covered up.

Mr. Bulthuis: I would like to explore and bring designs back to you. If we put it on the covering over the tanks it will promote PNT. We could put the revised logo on there.

Mr. Robinson: You can see it a long ways away. When you look down you want to know what is coming.

Mr. Bell: We need to think about how we “brand” our bus. We could possibly do some lights.

Mr. Messer: I am not sure if it is legal to put a light.

Mr. Bell: As long as it is not red, blue or yellow.

Councilor Calvert moved to approve as discussed, seconded by Mr. Robinson, motion passed by unanimous voice vote.

DISCUSSION ITEMS:

1. REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAILS AND SANTA FE RIDE

Mr. Bulthuis: Reported that ridership is very strong – bumping up well beyond past numbers. Last month was just over 80,000. We have never seen that. It is good in the transit business.

Councilor Calvert: Have you reached out to the new councilors and offered to show them around and give them a tour.

Mr. Bulthuis: That was definitely on my list before the recent resignations. I have a meeting with Councilor Dimas to go over budget.

Ms. Bleck: How is Route 26 doing?

Mr. Bulthuis: That is still struggling. It is down toward the route M delivery standards. Hopefully it will catch on. It is so infrequent that folks are hesitant to use it. I will look into the bus stop location.

Mr. Messer: I hear the community college students are riding the 22. That’s interesting.

Ms. Bleck: I did hear that they have taken the service away.

Mr. Bulthuis: The community college has reached out to the RTD for a proposal.

Ms. Montoya: They talked to our school about coming and picking up our students and taking them.

Mr. Bulthuis: Maybe once it is clarified and they get proposals in I will ask them to come and talk to the Board.

Councilor Calvert: Who is leading that effort?

Mr. Bulthuis: Good question. I don't actually know the point person. The very last page is the par transit side. We are seeing decreases in that. We have not figured out what led to that spike.

Ms. Bleck: Looking back a few years its looks heavier in the fall.

Mr. Bulthuis: We are back to delivering service without delay again. Our service is up into the 90s.

Mr. Messer: Any other questions or comments.

Mr. Bell: Senior Services has a real issue in riders on both sides calling both systems and getting on whichever one gets there first. We need to counteract that.

Mr. Bulthuis: The first item we had tonight is the first step to addressing that.

Mr. Bell: It takes manpower from both systems when that happens.

Councilor Calvert: If people do that a lot it will be suggested to merge the two systems.

Mr. Bell: That has been talked about and it has not gotten very far.

Councilor Calvert: If people abuse the system that way. I would look at it like if we know who is doing it they should be talked to individually. If you know where the problem is speak to the problem and not drag everyone through.

Mr. Messer: Directs Jon to have a discussion with Senior Services Director.

Mr. Bulthuis: We have gone down the path of a senior merger and the scheduling and having that function merged.

Councilor Calvert: If you consolidate the reservation you could control that.

Mr. Bulthuis: I hear what the seniors are saying, but if we merge the reservations and scheduling it would help. The seniors do not like change or want new routines to get used to. You can leave all those things in place and combine other functions that are invisible to them.

Mr. Bell: It would like 911 calls – a dispatch system.

Mr. Bulthuis: We floated that idea. There were too many things going on at seniors last year that it didn't go anywhere. We can float the idea again.

Calvert: I know merging gets real political. The seniors are vocal and they will let their concerns known if they are not happy.

2. UPDATE ON FINANCIAL MANAGEMENT REVIEW RECOMMENDATIONS

Mr. Bulthuis: We had the review team here over the last quarter. The review is complete but we do not have the report. I would like to postpone until the next meeting.

3. REVIEW OF FY2012 CITY OF SANTA FE BUDGET REQUEST

Mr. Bulthuis: I took a summary table – flat budget so it looks like last years budget. Handout gives idea on where the funds are being expended. \$1.3 on administration and it looks high but it also includes a big dollar item which is the services to other departments. We pay HR, legal, finance, payroll. Most of that money goes to other places.

The majority is paying drivers; next is the maintenance. We spend a fair amount keeping the old buses going. Even with a newer fleet it is a primary need. We invest in preventative maintenance. If anyone wants to see the line item budget I can provide it.

Councilor Calvert: How does NCRTD impact this budget?

4. UPDATE ON FEDERAL TRANSPORTATION REAUTHORIZATION PROCESS AND CITY RESOLUTION

Mr. Bulthuis: The revenue side is not so good this year. We don't have any federal guarantee for operating assistance. They are kicking around what the nation is going to do with transportation. It is not looking pretty.

Discussion regarding Senate legislation and using formula funding rather than discretionary; loss of \$600,000 "gift check" from Los Alamos County and applying for the clean energy grant.

Mr. Bulthuis: Yes. We have requested 6 new replacement busses. Every time we have had an opportunity to ask we have asked. That is why I am hoping that the Senate bill will go through. We have never lost operational money because it

is formula based. The capital money is what we are unsure about. I cannot imagine they will mess with that.

5. REPORT ON CAPITAL PROJECTS: SANTA FE PLACE PROPERTY APPRAISAL REPORT

Mr. Bulthuis: We got the appraisal report from Santa Fe Place and it was just under \$200,000. We will have the money to move that property acquisition forward.

6. PRESENTATION OF WORCESTER POLYTECHNIC INSTITUTE STUDENT PROJECT

Mr. Bulthuis has worked with this team for a couple of weeks and is very confident that we will get the same level of product this go round as we did last year. They have dovetailed very nicely into major investment. Very sharp group of folks. Presentation made by:

Peter Wallace
Nate Gee
Cindy Chelius
Tyler Koloski

- 1) To help Santa Fe Trails in becoming a more user friendly and technology advanced.
- 2) Compile and integrate busy system information to determine which routes are most used and make more efficient.
- 3) The feasibility of taking ridership counts using bus cameras. It is believed they can track who gets on and off at each route and keep a running count and prepare an analysis.
- 4) Improve communication with the bus users. Make a mobile application so they can log onto their phone and give information on buses and make it easier to get around using their system.
- 5) Identify potential enhancements for the bus system. Look at feeder system to determine potential. Also look at frequency of buses to determine if they should run more frequently or reduce certain stops. Potential of express service to make more efficient and cut out stops that are not used. To come up with recommendations for underused routes and stops and adding in high ridership areas.

No questions from members.

Mr. Bulthuis: Initially we were going to have the vendor provide this service. We are hoping to negotiate with the vendor to take that piece out and have these guys do the work. I believe we will get a better product.

Ms. Bleck: Is there the feeling that there are bus stops that should be eliminated?

Mr. Bulthuis: Just putting them in places that people will make better use of them. We need to find out which stops are used the most so we put the money in those stops.

Councilor Calvert: You want to know the ones that are most used so when we put shelters they are strategically located.

Mr. Bulthuis: They will come back at the end of the project to share their findings.

7. REGIONAL TRANSIT UPDATE:
CITY OF SANTA FE APPOINTMENT TO NCRTD BOARD
FY2013 SANTA FE COUNTY TRANSIT PLAN

It is Councilor Bushe and we will meet with her.

Mr. Messer: Any education that Councilor Bushee needs we stand ready to support her.

Mr. Bulthuis: We should share the plan with her on meeting with county staff and coming up with a plan. One of our conversations was who will decide things.

Councilor Calvert: You are going on City Manager direction now?

Mr. Bulthuis: Yes.

Councilor Calvert: Maybe a separate MOU or something if you don't want to go through the NPO.

Mr. Bulthuis: The NPO is not the entire county. The Pueblos (other than 1) are not represented.

8. NEW MEXICO PASSENGER TRANSPORTATION ASSOCIATION'S ANNUAL
CONFERENCE:
APRIL 15-17, 2012 AT BUFFALO THUNDER RESORT

Mr. Bulthuis: Passes along the date.

Robinson: Is this something you go to?

Messer: There will be a lot on propane and natural gas.

Mr. Bulthuis: I can provide a more detailed agenda to you and you can attend the components that are interesting to you.

PUBLIC COMMENT

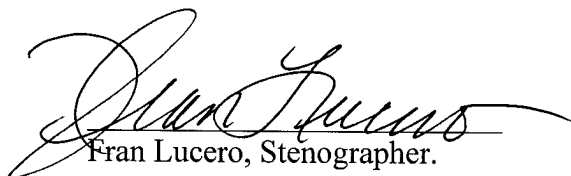
Mary: I've noticed that the Santa Fe Ride Supervisors are saying who they are and it is great. They are very helpful. Distributes flyers for Living Well Disability and Grief to Laughter classes for posting. Trying to do outreach.

ADJOURN

There being no further business to come before the Transit Advisory Board, Mr. Bell moved to adjourn, seconded by Councilor Calvert, passed by unanimous voice vote. The meeting was adjourned at 7:00 p.m.

SIGNATURE PAGE:

Colin Messer, Chair



Fran Lucero, Stenographer.