

**CITY OF MADERA
TRANSIT ADVISORY BOARD MEETING**

MEETING MINUTES

DATE: Thursday, October 29, 2020
TIME: 5:30 P.M. – 6:30 P.M.
PLACE: Conference Call
Dial-in Info: 1 669 900 6833
Participant Code: 93329595398

CALL TO ORDER

I. ROLL CALL:

Steve Salter, Chair

Andrew Albonico	District 1 (Council Member Gallegos nominee)
Latif Muhamad	District 2 (Council Member Rodriguez nominee)
Marie Luna	District 3 (Council Member Montes nominee)
Steve Salter	District 4 (Council Member Robinson nominee)
Otilia Morales	District 5 (Council Member Garcia nominee)
Linda Clark	District 6 (Council Member Holley nominee)
Cynthia Ortegon	Mayor Nominee

TAB Members Present: Andrew Albonico, Latif Muhamad, Marie Luna, Otilia Morales, Cynthia Ortegon

TAB Members Absent: Steve Salter, Linda Clark

City and other Staff Present: Ivette Iraheta, David Huff, Annie Self

Meeting was Called to Order by Mayor Nominee, Cynthia Ortegon and 5:35pm

II. PUBLIC COMMENT:

This time is made available for comments from the public on matters within the Board's jurisdiction that are not on the agenda. Each speaker will be limited to three (3) minutes. Attention is called to the fact that the Board is prohibited by law from taking any substantive action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to the public comment at this time. It is requested that no comments be made during this period on items that are on today's agenda. Members of the public may comment on any item that is on today's agenda when the item is called and should notify the Board Chair of their desire to address the Board when that agenda item is called.

No public members were present for public comment.

No public comments were emailed to the Program Manager to be shared.

III. APPROVAL OF MINUTES:

- A. Minutes of July 30, 2020 Steve Salter
- July Minutes were not made available by Program Manager David Huff

IV. TAB UPDATES

Steve Salter

- A. August 20, 2020 - Robin Jenkins, Vice Chair submitted resignation letter from Transit Advisory Board

- B. September 2, 2020 - Councilmember Cece Gallegos Nominee, Mr. Andrew Albonico was approved by Council
- C. Vice Chair Position – Currently Vacant
 - Program Manager David Huff spoke in the absence of TAB Chair member, Steve Salter

V. COMMUNICATIONS:

A. COVID-19 Updates Ivette Iraheta

- a. Fixed Route and DAR Fee’s remain waived
- b. DAR use remains limited to disable and senior passengers
- c. Fixed Route and DAR 10 Passenger Maximum remains active
- d. Driver Safety Shields – To be installed by January 2021
- e. Onboard Sanitizer Stations – To be installed by December 2020
- f. Weekly Sanitation – Service began September
- g. CALACT has made a third donation of Facemask for Transit

- TAB Members did not have any feedback. For sections a. and b., Staff has not had any discussions on changing services as of 10.29.20.

VI. DISCUSSION ITEMS:

A. Transit Operations Data, Overview, Service Changes David Huff

- Transit Staff shared a PP Presentation highlighting all Data for the months of August and September
- Data show the fixed fee of \$44,749.91; Fixed Route and DAR Service Hours; a Month-Month comparison of 2019 and 2020 Ridership Totals; and a Year-Year comparison of 2019 and 2020 Ridership Totals
- Latif Muhamad asked about the possibility of buses waiting a minute before leaving. Annie addressed the question and shared the importance of Fixed Route buses remaining on schedule and if one were to wait, it would cause a chain reaction of a delay and ultimately affect the OTP. But if the bus arrives early, they are required to stop and wait until the scheduled departure time arrives.

B. Update on Transit Public Outreach & Marketing Plan David Huff

- 1. Facebook
- 2. Madera Metro Webpage Revisions
- 3. Bus Wraps
- 4. JSA – Routes, Brochures, etc.
- Sections 1 and 2 are ongoing. Section 3 – Bus wraps are being completed, with the hope to have all old wraps replaced in the coming months. Section 4 – JSA Brochures were shared with TAB members for reviews.
- TAB Members did not have any feedback.

C. Update on Other Transit Projects Ivette Iraheta

- 1. MV Lease Agreement – Approved September 2, 2020
- 2. Safety Plan – Received from PTASP.

- 3. Farebox modernization bid – (On hold)
- 4. New bus stop signage (On hold)
- 5. Consultant procurement
- 6. Transit system assessment (Walmart stop) – Project Madera Transit Plan
- 7. Bus stop solar lights (On hold)
- Sections 2 – Safety Plan was provided to TAB Members for suggestions prior to the meeting. TAB provided no feedback. Section 4 – After the agenda was approved, Transit Staff was directed to move forward with the designing of new signage for Madera Metro.

D. Route 3 – Service resumed August 11th. After two weeks of 100% service, Route 3 was evaluated on reasonable usage. David Huff

- 1. Cost of Operation
- 2. Passengers Usage
- 3. Resulted in a modified schedule to MCCC beginning September 1, 2020.
 - Next step is to analyze Route 3 usage.
- TAB Members were provided with a chart highlighting Route 3 ridership over a two-week period along with cost of operations. This data was provided to justify the schedule reduction of Route 3.
- TAB members had no feedback.

E. Recent Grant Applications Submitted (check expiration years)

Ivette Iraheta

- 1. FTA CARES Section 5307-6: \$6,440,671.00
 - 100% Federal Share
 - Operating Assistance - \$5,886,312.00
 - Preventative Maintenance - \$554,359.00
- During the meeting, there was uncertainty on the Grant expiration dates. The CARES Act Grant cover OA through June 20, 2023 and PM through June 30, 2021.
- 2. FTA 5339
 - Lapse Funds: FFY 2017 Section 5339
 - Funded at an 85/15 ratio (\$161,386 Federal/ \$28,480 Local)
 - Project Total: \$189,866.00
 - One Bus Purchase

F. Madera Transit Plan

David Huff

- Due to technical difficulties, the meeting ending suddenly and continued on Thursday, November 5, 2020 @ 5:30pm
- Meeting was called to order by District 2 Representative, Latif Muhamad.
- TAB Members Present: Latif Muhamad, Andrew Albonico, Cynthia Ortegon
- TAB Members Absent: Marie Luna, Steve Salter, Otilia Morales, Linda Clark
- City and Other Staff Present: Ivette Iraheta, David Huff, Annie Self

1. CalTrans - Sustainable Planning Grant – Madera Transit Plan: \$100,000.00
 - Kickoff Date: November 15, 2020
 - Overall outcome is to develop a transit plan that results in a system that is efficient and productive.

G. Reports for 2020

- NTD Report - Due October 31, 2020
- Safety Plan – FTA Triennial Review, Winter 2020/21

VII. ACTION ITEMS:

- | | |
|---|--------------|
| A. Vote for Transit Advisory Board – Vice Chair Vacancy | Steve Salter |
| - Error in language. Vacancy is Vice Chair, not Chair. | |
| B. Designate Secretary for Transit Advisory Board | David Huff |
| - No quorum. Action could not be taken. | |

With Council changing soon, decision was to wait until TAB assignments have been fulfilled prior to voting or designating a Secretary for TAB.

VIII. TAB SECRETARY AND MEMBER COMMENTS:

Members/Secretary

IX. ADJOURN MEETING:

Steve Salter

- Meeting adjourned by Latif Muhamad.

(Next Quarterly TAB meeting is scheduled for January 28, 2021.)

- *The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators needed to assist participation in this public meeting should be made at least seventy-two (72) hours prior to the meeting. Please call the Human Resources Office at (559) 661-5401. Those who are hearing impaired may call 711 or 1-800-735-2929 for TTY Relay Service.*
- *Any writing related to an agenda item for the open session of this meeting distributed to the Transit Advisory Board less than 72 hours before this meeting is available for inspection at the City of Madera Office of the City Clerk, 205 W. 4th Street, Madera, California 93637 during normal business hours.*
- *Para asistencia en Español sobre este aviso, por favor llame al (559) 661-5405.*

I, David Huff, Programs Manager for the City of Madera, declare under penalty of perjury that I posted the above Transit Advisory Board Meeting Agenda for the scheduled meeting of October 29, 2020 on the Transit Advisory Webpage on Friday, October 23, 2020.

/s/
 David Huff, Programs Manager