



## Madera Transit Advisory Board

205 W. 4<sup>th</sup> Street, Madera, California 93637

### Meeting Minutes

TUESDAY

May 24, 2022

5:30PM

### CALL TO ORDER

#### I. ROLL CALL:

P - Cynthia Ortegon – **Chair**

P - Andrew Albonico – **Vice Chair**

P - Latif Muhamad

A - Marie Luna

P - Patricia Carreon

A - Otilia Morales

Vacant

**Cynthia Ortegon, Chair**

Mayor Garcia Nominee

District 1 - Council Member Gallegos Nominee

District 2 - Council Member Rodriguez Nominee

District 3 - Council Member Montes Nominee

District 4 - Council Member Evans Nominee

District 5 - Council Member Mejia Nominee

**District 6 - Council Member Villegas**

#### II. PUBLIC COMMENT:

This meeting will be available for public viewing and participation through Zoom. Members of the public may also observe the live by visiting the following link: <https://us06web.zoom.us/j/9169233739>. Members of the public may comment on agenda items at the meeting or remotely through an electronic meeting via phone by dialing (669) 900 6833 enter ID: 916 923 3736. Passcode: 016396. Comments will also be accepted via email at [transitinfo@madera.gov](mailto:transitinfo@madera.gov) or by regular mail at 205 W. 4<sup>th</sup> Street, Madera, Ca. 93637.

*No comments*

#### III. APPROVAL OF MINUTES:

- October 26, 2021 – Minutes  
- *Approved*
- January 27, 2022 – Minutes  
- *Approved*

- *Cynthia asked to make a motion; Andrew made motion to approve; Patricia approved.*

- *All TAB Members were in favored and all minutes were approved.*

#### IV. COVID-19 UPDATES

- As of April 18, 2022, the CDC mask mandate is no longer a requirement

- *Not a requirement, but a recommendation or suggestion*
- Passenger capacity allowance remains 100%
- Daily Cleansing and Weekly Sanitation
- Year-To-Date: 5 Transit Drivers and 3 Transit Dispatchers have tested positive. All have since return to work. (-1 Transit Dispatcher who tested positive May 16, 2022)
- Transit Center remains closed to the public – (Consideration to open July 1, 2022)

**V. ACTION ITEMS**

A. Transit Advisory Board Action Items Needed

1. Revert TAB meeting time to 5:30pm (Tuesday)
2. Vote for TAB Secretary

**VI. PROPOSAL OF SERVICE EXPANSION**

A. Fixed Route Service – Temporarily Removed as Discussions – *Items are postponed.*

1. Herndon/ 99 Shopping Center
2. Kaiser and St. Agnes Hospital
3. Children’s Hospital

- *Items are postponed.*

B. Fixed Route Service – Currently on The Table - *No implementation date set for items B1 – 3.*

1. Route 3 - Evening Service to Madera Community College  
– *Priority is to provide evening service to MCC*
2. Amtrak Station – Rd26/Ave 19  
– *New Rte4 will service Northern Madera, Key destinations are Matilda Torres and the Amtrak Station. Once the Amtrak Station relocates, the concept is to use the area as a Park-N-Ride and/or Transfer Hub*
3. Extend service hours through 9:30pm

- *DJ Becker asked if there’s been discussion on providing service to the new Casino. Discussion have not began, but know it will be a popular destination for employment and the new housing development, Madera Metro will make modifications to service the area.*

C. Dial-A-Ride/ADAP

1. Extend service hours through 9:30pm

**VII. TRANSIT UPDATES**

A. Service Updates

- Fixed Route
  1. Fares remained waived. – *January 2023 is a tentative date to reintroduce fares.*
- DAR/ ADA-Paratransit
  1. Fares remain waived.

2. Service remains **only** available to Seniors, Disabled, MCC Students, and Veterans
3. Service for the general public is tentatively set for July 2022  
– *This timeline is tentative due to ensuring we have adequate staffing. Goal is to get to pre-pandemic numbers prior to opening to the public.*

#### B. Transit Personnel

- Drivers – On going recruitment. Goal is to have 20 FTEs by May 2022
- Road Supervisor – Current Vacancy
- Management (General Manager – Vincent Parker)

#### C. Discussions on expansion of personnel

- Safety Manager – Training and Oversight
  - *Andrew Albonico mentioned he is a State Certified Instructor and only certified employees are allowed to give training.*
  - *Currently Madera Metro does not have that certified employee and as an alternative, employees are sent to Fresno or Selma for the required training.*
  - *If services are to expand and personnel increase, City may look to add the additional personnel for the training requirement*
  - *Options are to use also use existing personnel to provide the training requirements*
- Evening Road Supervisor – Road Monitoring
- +1 Dispatch
- Fully Staffed (26 Drivers = FTE and PTE)

#### D. Transit Project Updates - Current

##### 1. Bus Signage

- All signs have been installed. Next step is to assess placement to ensure all are placed correctly.  
- *Suggested improvements to the signs for visibility, bigger verbiage, colors, etc.*

##### 2. Technology Modernization Project

- Staff has begun to meet with Trillium Solutions, Inc. who will assist with the development of the RFP for service and hardware.
- Initial purpose was to implement a Cashless Fare System **only**.
- Project was suspended due to revisions and project expansions needed.
- Revised RFP “Technology Modernization” is tentatively scheduled to be released by Summer 2022
  - Details: Farebox Cashless System; Automated Vehicle Locator (AVL); Computer Automated Dispatching (CAD) System; Infotainment System; Automated Passenger Count (APC) System; Stop Announcement; Dispatching Software; Vehicle Time of Arrival Software

- *DJ asked what has been done for the senior population who may not be tech savvy in using such equipment.*
- *Nothing has been done, but when we procure services the obstacles will be addressed and alternatives will be sought after.*
- *Some material will remain as hard copies while the community adjusts to the new technology*
- *Patricia asked, what if they have a QR Code and a family member can assist with uploading?*
- *The QR code will go to serve multiple purposes: 1. Free ridership; 2. Passenger Tracking; 3. Transit Pass; etc.*
- *Free ridership will be covered through the use of LCTOP Funds*
- *Patricia mentioned while going to school in the Bay Area, the school only issued a pass if you had good attendance (Great Suggestion)*

3. Intermodal Transit Center Renovation

- Temporarily on Hold
- Site visit scheduled with City Manager (May 24<sup>th</sup>)
  - *DJ addressed security needs.*
  - *The City will be enhancing the security features and provide on-site private security.*
  - *Cynthia suggested having a smaller Police substation (Smaller rooms in the back that allows for that)*
  - *Suggested would be to add Metro PD (Madera Police Officers who are assigned to assist with all Madera Metro matters)*

4. Madera Transit Plan – Phase One “Services Assessment”

- Development of Transit Guidelines and Policies
- Tentative Completion Date: January 2023
- Draft to Council: July 2022
  - *When reviewing the MTP, the Scope of Work did not include the implementation of the new Routes. The SOW did include recommendations for service revisions, but not the actual implementation phase.*

E. Transit Related Projects - Coming

1. AHSC (Veterans Housing) Grant

- Bike Racks/Enhancement at the Intermodal/Bus Stop Signs
  - Enhancements are to be one mile within project area (Landscape, Lighting, Signage, etc)
  - Technology Enhancement: Automatic Vehicle Locator (AVL); Large Flat Panel LED Display sign at Intermodal; On-Board multimedia information system to provide update transit information

2. Procurement of Additional Fleet

- Five (26ft) Transit Buses (FTA 5307 and 5339 Funds)
  - Purpose is to replace five 2012 transit vehicles that are pass their “Useful Life Years”
  - Grant application is currently in progress
    - *5307 Funds will be used to procure vehicles*
- Procurement of four ADA Passenger Vans
  - New addition to transit fleet
  - Purpose is to provide transportation to medical appointments
    - *5339 Funds will be used to procure vehicles*

3. Madera Transit Plan – Phase Two “Outreach and Implementation”

- Route Redesign
- Service Expansion
- Community Outreach – (Information and Input)

**VIII. ADMINISTRATIVE ITEMS**

- A. Secret Rider Forms – Due (If any)
- B. Recent approved Amendments/Agreements
  - 1. Management and Operation Amendment No. 4 (See Packet)
    - *Special services from Transit Provider (Shuttling)*
  - 2. City/ County Agreement – Share of MUA Funds (See Packet)
    - *Split use of MUA Funds (79.8% / 20.8%)*
- C. Future Reports and Policy Deadlines
  - 1. FY 2021 NTD Report – Submitted and Approved: February 2022
  - 2. ADA Service Plan – In progress
  - 3. Public Transit Agency Safety Plan (PTASP): Due December 2022
  - 4. Transit Asset Management Plan: Update Due Winter 2022
  - 5. Innovative Clean Transit (ICT) Rollout Plan: Due July 2023
  - 6. FY 2021 FTA Triennial Review – Near Completion

**IX. TRANSIT RIDERSHIP – 2022 YEAR TO DATE**

**X. ACTION ITEMS:**

**Cynthia Ortegon**

- A. Recommendation to revert meeting time back to 5:30pm
  - *Fourth Tuesday @ 5:30pm*
  - *Vote was 4-0 of present members.*
- B. Elect and Vote for Secretary
  - *No votes taken. Tabled for next meeting.*

**XI. TAB SECRETARY AND MEMBER COMMENTS:**

Members/Secretary

- DJ asked for qualifying age for Seniors (55+)
- DJ asked if there is a sign letting the public know fares are free because riders may not be aware fares are waived.
- Suggestion is to simplify the routes and material.

**XII. ADJOURN MEETING:**

**Cynthia Ortegon**

*(Next Quarterly TAB meeting is scheduled for Thursday, July 28, 2022.)*

*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 Tuesday, May 24, 2022 on the Transit Advisory Webpage and City Hall by Tuesday, May 17, 2022.

*/s/ David Huff*  
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 David Huff, Programs Manager

Meeting Recording Link:

<https://www.youtube.com/watch?v=MQEE2bYm-n8>