

MASS TRANSIT DEPARTMENT BOARD MINUTES  
December 8, 2020

**Due to the temporary suspension of Open Meetings laws due to the COVID-19 emergency this meeting was conducted via telephonic and videoconference.**

A meeting of the Mass Transit Department Board was called to order at approximately 10:23 a.m. with Dee Margo, Chairman, presiding. The other members present were: Peter Svarzbein, Cassandra Hernandez, Sam Morgan, Isabel Salcido, Claudia Rodriguez, Henry Rivera and Cissy Lizarraga. Alexandra Annelo joined the meeting late at 10:25 a.m. Absent: None.

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**CONSENT AGENDA**

Motion made by Board Member Rivera, seconded by Board Member Svarzbein, and unanimously carried to **APPROVE** all matters listed under the Consent Agenda unless otherwise noted. (Items approved, postponed, or deleted pursuant to the vote on the Consent Agenda will be shown with an asterisk {\*}).

AYES: Board Members Svarzbein, Hernandez, Morgan, Salcido, Rivera, Lizarraga and Board Chair Margo  
NAYS: None  
NOT PRESENT FOR THE VOTE: Board Members Annelo and Rodriguez

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**1. APPROVAL OF MINUTES**

\*Motion made, seconded, and unanimously carried to **APPROVE** the Minutes for Mass Transit Board Meetings held on October 13, 2020.

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**2. REQUEST TO EXCUSE ABSENT MASS TRANSIT DEPARTMENT BOARD MEMBERS**

**NO ACTION** was taken on the item.

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**3.**

\*Motion made, seconded, and unanimously carried to **RE-APPOINT** Aziz Afravi to the Citizens Advisory Committee (CAC) for the Mass Transit Board by District 5.

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**4.**

\*Motion made, seconded, and unanimously carried to **RE-APPOINT** Leah Wood to the Citizens Advisory Committee (CAC) for the Mass Transit Board by District 8.

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**5.**

\*Motion made, seconded, and unanimously carried to **RE-APPOINT** Mark Steele to serve as Alternate One to the Citizens Advisory Committee (CAC) for the Mass Transit Board as recommended by CAC Chair, Leah Wood.

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**REGULAR AGENDA**

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**6.**

Motion made by Board Member Rivera, seconded by Board Member Svarzbein and unanimously carried to **AUTHORIZE** the Director of the Purchasing & Strategic Sourcing Department to issue purchase order to Trapeze Software Group, Inc., the sole source and authorized distributor for Trapeze AVL Maintenance, with the stipulation that the vendor provides an updated sole source letter and affidavit each year.

**Contract Variance:**

The difference in cost, based on the comparison from previous contract is as follows: a decrease of \$16,410.00, which represents a 1.17% decrease due to negotiation in pricing.

Department:	Mass Transit (Sun Metro)
Award to:	Trapeze Software Group, Inc. Cedar Rapids, IA
Item(s):	All
Year 1 Estimated Amount:	\$265,604.00
Year 2 Estimated Amount:	\$259,674.00
Year 3 Estimated Amount:	\$272,668.00
Year 4 Estimated Amount:	\$286,378.00
Year 5 Estimated Amount:	\$300,695.00
Total Estimated Amount:	\$1,385,019.00
Account No.:	560-3215-60060-531180-P6019-P60FTA117-G60195307
Funding Source:	Formula 5307 Grant
District(s):	All
Reference No.:	2021-0507

This is a Sole Source, Service Contract.

AYES: Board Members Svarzbein, Annello, Hernandez, Morgan, Salcido, Rivera, Lizarraga and Board Chair Margo

NAYS: None

NOT PRESENT FOR THE VOTE: Board Member Rodriguez

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7.

Presentation and discussion on the Paratransit/LIFT Performance Indicators for Q4 of FY2020 period ending August 31, 2020.

Mr. Julio Perez, Sun Metro LIFT Services presented a PowerPoint presentation.

**NO ACTION** was taken on this item.  
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8.

Presentation and discussion on the Fixed Route Performance Indicators for Q4 of FY2020 period ending August 31, 2020.

Ms. Ellen Smyth, Director of Sun Metro & Environmental Services presented a PowerPoint presentation.

Board Member Svarzbein commented.

**NO ACTION** was taken on this item.  
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Motion made by Board Member Rivera, seconded by Board Member Annello, and unanimously carried to adjourn this meeting at 10:43 a.m.

Approved as to content:

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Ellen A. Smyth, Director