A meeting of the Mass Transit Department Board was called to order at approximately 10:27 a.m. with Dee Margo, Chairman, presiding. The other members present were: Peter Svarzbein, Alexandra Annello, Cassandra Hernandez-Brown, Sam Morgan, Michiel Noe, Claudia Ordaz-Perez and Henry Rivera. Absent: Cissy Lizarraga.

CONSENT AGENDA
Motion made by Board Member Noe, seconded by Board Member Hernandez-Brown, and unanimously carried to APPROVE, AS REVISED, 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 Chair Margo and Board Members Svarzbein, Annello, Hernandez-Brown, Morgan, Noe, Ordaz-Perez and Rivera
NAYS: None
ABSENT: Board Member Lizarraga

1. APPROVAL OF MINUTES


ABSENT: Board Member Lizarraga

2. REQUEST TO EXCUSE ABSENT MASS TRANSIT DEPARTMENT BOARD MEMBERS

*Motion made, seconded, and unanimously carried to EXCUSE the following absent Board Member(s): Cissy Lizarraga.

ABSENT: Board Member Lizarraga

3. BOARD APPOINTMENTS

*Motion made, seconded, and unanimously carried to APPROVE the appointment of Rodolfo Apolinar Parra, Jr. to the Citizens Advisory Committee (CAC) for the Mass Transit Board by District 2. Representative Alexisandra Annello, 202-0002

District 2. Representative Alexisandra Annello, 202-0002
Mass Transit (Sun Metro), Jay Banasiak, 212-3301

ABSENT: Board Member Lizarraga
RESOLUTION

*Motion made, seconded, and unanimously carried that the Purchasing Director is AUTHORIZED to notify Green Scene, Inc. that the City is terminating the Contract No. 2017-599 for grounds maintenance services for convenience pursuant to the provisions and requirements of Section C, Paragraph 8A of the Contract Clauses due to efficiency measures. The Sun Metro Facilities Maintenance section will be providing the service. The termination shall be effective as of September 5, 2017.

Department: Mass Transit (Sun Metro)
District(s): All

Purchasing & Strategic Sourcing, Bruce D. Collins, 212-1181
Mass Transit (Sun Metro), Jay Banasiak, 212-3301

ABSENT: Board Member Lizarraga

5. BIDS

*Motion made, seconded, and unanimously carried to REJECT sole bid received for solicitation No. 2017-1158 Rebuilt Electrical Components – Mass Transit (Sun Metro) as recommended by Purchasing and Strategic Sourcing Department and Mass Transit – Sun Metro due to price greatly exceeding cost estimate. Solicitation will be re-bid.

District(s): All

Purchasing & Strategic Sourcing, Bruce D. Collins, 212-1181
Mass Transit (Sun Metro), Jay Banasiak, 212-3301

ABSENT: Board Member Lizarraga

6. BIDS

*Motion made, seconded, and unanimously carried to AWARD Solicitation No. 2017-1026 (Freon R-22 Rebid) to Airgas Refrigerants, Inc. for an initial three (3) year term estimated award of $125,775.00. This action is necessary to allow Sun Metro maintenance the ability to purchase Freon required to maintain the bus fleet. This will assist Sun Metro in providing to the City of El Paso a dependable fleet and to the citizen’s comfortable transportation.

Department: Mass Transit – Sun Metro
Award to: Airgas Refrigerants, Inc.
Long Island City, NY

Item(s): All
Initial Term: 3 years
Option to Extend: None
Annual Estimated Award: $41,925.00
Total Estimated Award: $125,775.00 (3 years)
Account No.: 531260-560-3200-60050-P6018
Funding Source: Sun Metro Operating Funds – FTA Subsidy
Inventory Purchases
District(s): All

This is a low bid, unit price contract.

The Purchasing & Strategic Sourcing Department and Mass Transit – Sun Metro recommend award as indicated to Airgas Refrigerants, Inc., the lowest responsive, responsible bidder.

_Purchasing & Strategic Sourcing, Bruce D. Collins, 212-1181_
_Mass Transit (Sun Metro), Jay Banasiak, 212-3301_

ABSENT: Board Member Lizarraga

7. **BIDS**

*Motion made, seconded, and unanimously carried to AWARD Solicitation No. 2017-1157 (Bus Schedule Printing) to Porfirio Diaz Exit LP dba PDX Printing for an initial three (3) year term estimated award of $354,186.00. The contract will provide printing services for bus route schedules used by riders. This award allows Sun Metro to keep schedules current and available to the public at transit terminals, transfer centers, and other locations.*

Department: Mass Transit – Sun Metro
Award to: Porfirio Diaz Exit LP dba PDX Printing
El Paso, TX
Item(s): All
Initial Term: 3 years
Annual Estimated Award: $118,062.00
Total Estimated Award: $354,186.00 (3 years)
Account No.: 531260-560-3200-60050-P6018
Funding Source: Sun Metro Operating Funds
District(s): All

This is a low bid, unit price contract.

The Purchasing & Strategic Sourcing Department and Mass Transit – Sun Metro recommend award as indicated to Porfirio Diaz Exit LP dba PDX Printing, the lowest responsive, responsible bidder. In accordance with this award the City Manager or designee is authorized to exercise future options if needed.

_Purchasing & Strategic Sourcing, Bruce D. Collins, 212-1181_
_Mass Transit (Sun Metro), Jay Banasiak, 212-3301_

ABSENT: Board Member Lizarraga

8. **PURCHASING REQUEST**

Motion made by Board Member Ordaz-Perez, seconded by Board Member Noe, and unanimously carried to request that the Director of the Purchasing & Strategic Sourcing Department be AUTHORIZED to issue a Purchase Order to Thermo King West, Inc., the sole source provider for Thermo King parts and service for Sun Metro’s buses, with the stipulation that the vendor provides an updated sole source letter and affidavit
each year. The NABI and New Flyer buses in the Sun Metro fleet were originally equipped with Thermo King HVAC systems including compressor units. This award ensures uniform equipment across the fleet and HVAC systems maintained at near original condition.

Department: Mass Transit (Sun Metro)
Award to: Thermo King West, Inc.
Annual Estimated Award: $150,000.00
Total Estimated Award: $450,000.00 (3 years)
Account No.: 580550 -560 -3210 -60070 -PCP09MT0100
Funding Source: Sun Metro Operating funds
District(s): All
Sole Source No: 2017-937

This is a Sole Source, supplies Contract.

*Purchasing & Strategic Sourcing, Bruce D. Collins, 212-1181
Mass Transit (Sun Metro), Jay Banasiak, 212-3301*

**ABSENT:** Board Member Lizarraga

**RESOLUTION**

**WHEREAS,** Federal Transit Administration’s (FTA) grant recipients are required to comply with the United States Department of Transportation Title VI Regulations (49 CFR part 21) and the FTA Circular 4702.1B, which sets out the new criteria for FTA recipients; and

**WHEREAS,** the City of El Paso’s Mass Transit Department (Sun Metro) is an FTA grant recipient; and

**WHEREAS,** Sun Metro is required to have a Title VI Program (Program) under the federal regulations; and

**WHEREAS,** the Program sets out the policies and procedures for Sun Metro to evaluate proposed service and fare changes to determine whether the planned changes will have a disparate impact on the basis of race, color, or national origin, or a disproportionate burden on low-income populations.

**WHEREAS,** Sun Metro conducted Fare Equity Analyses for the continuation of the Summer Youth and Veterans programs for compliance with Title VI of the Civil Rights Act of 1964, as amended and guidance found in FTA Circular 4702.1B.

**BE IT RESOLVED BY THE MASS TRANSIT DEPARTMENT BOARD OF THE CITY OF EL PASO:**

That the City of El Paso adopts the City of El Paso’s Mass Transit Department’s (Sun Metro) Federal Title VI Program.

Motion made by Board Member Ordaz-Perez, seconded by Board Member Rivera, and unanimously carried to **APPROVE** the Resolution.
ABSENT: Board Member Lizarraga

Motion made by Board Member Noe, seconded by Board Member Ordaz-Perez, and unanimously carried to adjourn this meeting at 10:30 a.m.

ABSENT: Board Member Lizarraga

Approved as to content:

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Jay Banasiak, Director