



**MASS TRANSIT DEPARTMENT BOARD MINUTES  
CITY COUNCIL CHAMBERS  
August 13, 2024**

A meeting of the Mass Transit Department Board was called to order at 10:01 a.m. Board Chair Oscar Leeser was present and presiding and the following Board Members answered roll call: Brian Kennedy, Josh Acevedo, Cassandra Hernandez, Joe Molinar, Isabel Salcido, Art Fierro, Henry Rivera. Board Member Chris Canales joined via video conference.

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**CALL TO THE PUBLIC – PUBLIC COMMENT**

**This time is reserved for members of the public who would like to address the Mass Transit Department Board on items that are not on the Mass Transit Department Board Agenda.**

There were no members of the public signed up to speak for this meeting.

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**NOTICE TO THE PUBLIC:**

Motion made by Board Member Fierro, seconded by Board Member Molinar, 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 Kennedy, Acevedo, Hernandez, Molinar, Salcido, Rivera, and Canales  
NAYS: None

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**CONSENT AGENDA – APPROVAL OF MINUTES:**

**Goal 6: Set the Standard for Sound Governance and Fiscal Management**

1. \*Motion made, seconded, and unanimously carried to **APPROVE** the minutes of the Regular Mass Transit Department Board meeting of July 2, 2024.
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**CONSENT AGENDA – REQUEST TO EXCUSE ABSENT MASS TRANSIT BOARD MEMBERS:**

2. \*Motion made, seconded, and unanimously carried to **EXCUSE** absent Mass Transit Board Members.

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

**CONSENT AGENDA - BOARD APPOINTMENTS:**

**Goal 8: Nurture and Promote a Healthy, Sustainable Community**

3. \*Motion made, seconded and unanimously carried to **APPOINT** Silvia Alejandra Torezani to the Sun Metro Citizens Advisory Committee by Mayor Oscar Leeser.

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**REGULAR AGENDA – PUBLIC HEARING RELATED TO THE FY 2025 MASS TRANSIT BUDGET:**

**Goal 6: Set the Standard for Sound Governance and Fiscal Management**

4. Motion made by Board Member Rivera, seconded by Board Member Fierro, to **CLOSE** the Public Hearing on the Proposed Budget for the Mass Transit Department of the City of El Paso (Sun Metro), filed by the City Manager with the City Clerk on July 15, 2024, which begins on September 1, 2024 and ends on August 31, 2025, at 10:04 AM.

AYES: Board Chair Leeser, Board Members Kennedy, Acevedo, Hernandez, Molinar, Salcido, Rivera, and Canales

NAYS: None

NOT PRESENT FOR THE VOTE: Board Member Fierro

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**REGULAR AGENDA – OTHER BIDS, CONTRACTS, PROCUREMENTS:**

**Goal 7: Enhance and Sustain El Paso’s Infrastructure Network**

5. Motion made by Board Member Molinar, seconded by Board Member Canales, and unanimously carried to **AUTHORIZE** the Managing Director of Purchasing & Strategic Sourcing to issue Purchase Order(s) for Solicitation 2024-0516 Amerex Parts, Equipment & Service to ATCO Fire Services, Inc. DBA Jay L. Harman Fire Equipment Co., the sole and authorized distributor for a term of three (3) years for an estimated amount of \$261,000.00. Supplier will be required to provide an updated sole source letter and affidavit each year. This contract will allow Sun Metro to purchase AMEREX proprietary fire suppression parts and services for Sun Metro’s Fixed Route Fleets.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$186,000.00 for the initial term, which represents a 248.00% increase due to the initial contract being funded for only one year. This contract is funded for three years.

Department: Mass Transit (Sun Metro)  
 Award to: ATCO Fire Services, Inc DBA Jay L. Harman  
 Fire Equipment Co.  
 City & State: El Paso, Texas  
 Item(s): All  
 Initial Term: 3 Years  
 Option Term: N/A  
 Total Contract Time: 3 Years  
 Annual Estimated Award: \$87,000.00  
 Initial Term Estimated Award: \$261,000.00  
 Option Term Estimated Award: N/A  
 Total Estimated Award: \$261,000.00  
 Account(s): 531180-560-3200-60050- P6017  
 Funding Source(s): Sun Metro Operating Fund  
 District(s): All

Non-Competitive Procurement under Local Government General Exemption: Section 252.022 - (7) a procurement of items that are available from only one source - (D) captive replacement parts or components for equipment;

The Purchasing & Strategic Sourcing and Mass Transit (Sun Metro) Departments recommend award as indicated to ATCO Fire Services, Inc. DBA Jay L. Harman Fire Equipment Co., under the exemption listed above.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

AYES: Board Chair Leeser, Board Members Kennedy, Acevedo, Hernandez, Molinar, Salcido,  
 Rivera, and Canales  
 NAYS: None  
 NOT PRESENT FOR THE VOTE: Board Member Fierro

6. Motion made by Board Member Salcido, seconded by Board Member Rivera, and unanimously carried to **AUTHORIZE** the Managing Director of Purchasing & Strategic Sourcing to issue Purchase Order(s) for Solicitation 2024-0541 Trapeze License & Maintenance to Trapeze Software Group, Inc., the sole and authorized distributor for a term of three (3) years for an estimated amount of \$443,074.00. Supplier will be required to provide an updated sole source letter and affidavit each year. The Software helps Sun Metro to provide and keep up with changing demands and accurate customer information, gaining passengers' trust with efficient and reliable schedules. In addition to that the Trapeze software and hardware, are compatible with the all related vehicle equipment utilized in Sun Metro vehicles.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: A decrease of \$499,193.00 for the initial term, which represents a 52.98% decrease due to the previous contract being funded for five years. This contract is funded for three years.

Department:	Mass Transit (Sun Metro)
Award to:	Trapeze Software Group, Inc.
City & State:	Cedar Rapids, IA
Item(s):	All
Initial Term:	3 Years
Option Term:	N/A
Total Contract Time:	3 Years
Year 1:	\$140,547.00
Year 2:	\$147,574.00
Year 3:	\$154,953.00
Initial Term Estimated Award:	\$443,074.00
Option Term Estimated Award:	N/A
Total Estimated Award:	\$443,074.00
Account(s):	560-3200-60050-522020-P6017
Funding Source(s):	Sun Metro Operating Fund
District(s):	All

Non-Competitive Procurement under Local Government General Exemption: Section 252.022 - (7) a procurement of items that are available from only one source – (D) captive replacement parts or components for equipment;

The Purchasing & Strategic Sourcing and Mass Transit (Sun Metro) Departments recommend award as indicated to Trapeze Software Group, Inc., under the exemption listed above.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.

Board Member Hernandez commented.

Jerry DeMuro, Deputy Transit Officer, commented.

Anthony DeKeyzer, Director of Mass Transit, commented.

AYES: Board Chair Leeser, Board Members Kennedy, Acevedo, Hernandez, Molinar, Salcido, Fierro, Rivera, and Canales  
NAYS: None

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**ADJOURN**

Motion made by Board Member Rivera, seconded by Board Member Molinar, and unanimously carried to **ADJOURN** the meeting at 10:09 a.m.

AYES: Board Chair Leeser, Board Members Kennedy, Acevedo, Hernandez, Molinar, Salcido, Fierro, Rivera, and Canales.

NAYS: None

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Approved as to content:

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Anthony DeKeyzer, Director of Mass Transit