



**MASS TRANSIT DEPARTMENT BOARD MINUTES  
CITY COUNCIL CHAMBERS  
November 7, 2023**

A meeting of the Mass Transit Department Board was called to order at 10:00 a.m. Board Chair Oscar Leeson was present and presiding and the following Board Members answered roll call: Brian Kennedy, Alessandra Annello, Cassandra Hernandez, Joe Molinar, Isabel Salcido, and Chris Canales. Late arrivals: Art Fierro at 10:05 a.m. Henry Rivera joined virtually at 10:20 a.m.

**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.**

Mr. Steven Strummer, member of the public, commented.

**NOTICE TO THE PUBLIC:**

Motion made by Board Member Hernandez, seconded by Board Member Annello, 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 Leeson and Board Members Kennedy, Annello, Hernandez, Molinar, Salcido, Fierro, and Canales

NAYS: None

NOT PRESENT FOR THE VOTE: Board Member Rivera

**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 October 10, 2023.

**CONSENT AGENDA – REQUEST TO EXCUSE ABSENT MASS TRANSIT BOARD MEMBERS**

- 2** Request to excuse absent Mass Transit Department Board Members.

\*Motion made, seconded, and unanimously carried to **EXCUSE** Board Member Henry Rivera from the November 7, 2023, Mass Transit Department Board meeting.

**CONSENT AGENDA – BOARD APPOINTMENTS**

- 3** Appointment of William Graham to the Sun Metro Citizens Advisory Committee.

\*Motion made, seconded, and unanimously carried to **APPOINT** William Graham to the Sun Metro Citizens Advisory Committee.

**CONSENT AGENDA – REQUESTS TO ISSUE PURCHASE ORDERS**

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

- 4** \*Motion made, seconded, and unanimously carried to **AUTHORIZE** the Managing Director of Purchasing & Strategic Sourcing to issue a Purchase Order to Harbor Diesel & Equipment, Inc dba HD Industries, referencing Contract 2021-0002 ZF Proprietary Parts and Service. This will be a change order to increase the award by \$187,500.00 for a total amount not to exceed \$937,500.00. This change order will add capacity to the current contract to allow for additional corrective and preventative transmission services for Sun Metro bus fleet.

Department:	Mass Transit (Sun Metro)
Award to:	Harbor Diesel & Equipment, Inc dba HD Industries Long Beach, CA
Total Estimated Amount:	\$187,500.00
Account No.:	560-3215-60060-531180-P60FTA117-G60205307
Funding Source:	Federal Transit Administration Formula 5307 Grant
District(s):	All

**REGULAR AGENDA – OPERATIONAL FOCUS UPDATES**

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

- 5.** Discussion and action on Sun Metro Rising Updated Presentation and Plan.

Director of Mass Transit Anthony DeKeyser introduced the item and commented.

Mr. James Gamez, Project Manager for Nelson Nygaard, presented a PowerPoint presentation (copy

on file in the City Clerk’s Office) and was available to answer questions.

Board Members Annello, Hernandez, and Canales commented.

Chief Transit and Field Operations Officer Ellen Smyth commented.

Ms. Lisa Turner, member of the public, commented.

Motion made by Board Member Annello, seconded by Board Member Salcido, and unanimously carried to **APPROVE** the Sun Metro Rising Updated Presentation and Plan.

AYES: Board Members Kennedy, Annello, Hernandez, Molinar, Salcido, Fierro, Rivera, and Canales

NAYS: None

NOT PRESENT FOR THE VOTE: Board Chair Leaser

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**REGULAR AGENDA – OTHER BUSINESS**

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

6. \*Motion made, seconded, and unanimously carried to **DELETE** the discussion and action on the request that the Managing Director of Purchasing and Strategic Sourcing be authorized to notify Tolar Manufacturing Company, Inc. that the City is terminating Contract No. 2020-988 Pre-Fabricated Bus Shelters for convenience, pursuant to Part 4 - Contract Clauses - Section 8A of this contract, and that the termination shall be effective as of November 7, 2023.

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

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

7. \*Motion made, seconded, and unanimously carried to **DELETE** the discussion and action on the award of Solicitation 2023-0538 Pre-Fabricated Bus Shelters to Tolar Manufacturing, Inc. for an initial term of three (3) years for an estimated amount of \$10,361,340.00. The award also includes a two (2) year option for an estimated amount of \$6,907,560.00. The total amount of the contract, including the initial term plus the option for a total of five (5) years, is for an estimated amount of \$17,268,900.00. This contract will allow Sun Metro to buy bus shelters, as needed, for installation in selected stops that already have required platform and accessibility. Bus Shelters will enhance customer’s experience by improving accessibility and protection from elements.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$8,966,940.00 for the initial term, which represents a 147.69% increase due to additional units being purchased for shelters, trash receptacles and bike racks, previous contract 120 units - this contract 220 units, in addition to an overall 35.10% price increase for these items.

Department:	Mass Transit (Sun Metro)
Vendor:	Tolar Manufacturing, Inc. Corona, CA
Item(s):	All
Initial Term:	3 Years
Option to Extend:	2 Years
Annual Estimated Award:	\$3,453,780.00
Initial Estimated Award:	\$10,361,340.00 (3 Years)
Total Estimated Award:	\$17,268,900.00 (5 Years)
Account No.:	560-3210-60050-580040-P60FTA113-G60215339
Funding Source:	Federal Transit Administration Formula 5339 Grant
District(s):	All

This is a Low Bid procurement, unit price contract.

The Purchasing & Strategic Sourcing Department and Mass Transit (Sun Metro) Department recommend award as indicated to Tolar Manufacturing, Inc. the lowest responsive and responsible bidder.

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**REGULAR AGENDA - OTHER BUSINESS:**

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

**8.**

**SECOND AMENDMENT TO  
CITY OF EL PASO, MASS TRANSIT DEPARTMENT  
FISCAL YEAR 2024 BUDGET RESOLUTION**

**WHEREAS**, on August 15, 2023 the City Manager of the City of El Paso filed the Fiscal Year 2024 Proposed Budget of the Mass Transit Department of the City of El Paso with the Secretary of the Mass Transit Department Board; and

**WHEREAS**, the Proposed Budget was made available for the inspection by any person and posted on the City's website in accordance with Section 102.005 of the Texas Local Government Code; and

**WHEREAS**, on August 15, 2023 the Secretary of the Mass Transit Department Board published notice in the El Paso Times, a newspaper of general circulation in the county in which the City of El Paso is located, of a public hearing regarding the Mass Transit Department of the City of El Paso Fiscal Year 2024 Budget Resolution, in accordance with the Charter of the City of El Paso and Section 102.0065(a) of the Texas Local Government Code; and

**WHEREAS**, said public hearing was held on August 15, 2023 by the Mass Transit Board of the City of El Paso on the Proposed Budget at which all interested persons were given the right to be present and participate.

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

**THAT**, the Schedule A – Capital Program of the approved budget for the FY 2024 Mass Transit Department of the City of El Paso, is amended as attached to this Resolution as Exhibit A, to reflect changes in an infrastructure grant and the purchase of fixed route rolling stock replacement; and

**THAT**, the City Manager, or his designee, be authorized to establish the funding source and make any necessary budget transfers for the execution of this program.

**Exhibit A  
Mass Transit Board  
FY2024 Schedule A - Capital Program - Amended**

Project Name	Fund / Funding Source	FY 2024 Adopted	FY 2024 Revision	FY 2024 Revised
<b><u>Infrastructure</u></b>				
Sidewalk Construction	Sun Metro Capital Funds	\$200,000	\$0	\$200,000
Possible Match For LOW-NO GRANT II Phase	Sun Metro Capital Funds	\$2,000,000	-\$2,000,000	\$0
To cover the design and any contingency not covered with LOW - NO II phase grant	Sun Metro Capital Funds	\$1,000,000	-\$1,000,000	\$0
Construction Contingency	Sun Metro Capital Funds		\$500,000	\$500,000
TOC Furniture	Sun Metro Capital Funds	\$200,000	\$0	\$200,000
TOC Above Ground Fuel Tank	Sun Metro Capital Funds	\$300,000	\$0	\$300,000
TVMs Replacement	Sun Metro Capital Funds	\$2,000,000	\$0	\$2,000,000
Electrical Simulator (Multiplex Module)	Sun Metro Capital Funds	\$120,000	\$0	\$120,000
Shop Equipment (Details Provided Per Request)	Sun Metro Capital Funds	\$287,000	\$0	\$287,000
Coin Sorter	Sun Metro Capital Funds	\$30,000	\$0	\$30,000
Trailer for Facilities Maintenance	Sun Metro Capital Funds	\$30,000	\$0	\$30,000
Trailer for Fleet too Haul Equipment	Sun Metro Capital Funds	\$30,000	\$0	\$30,000
Trailer for Streetcar Power Washing Equipment	Sun Metro Capital Funds	\$20,000	\$0	\$20,000
<b><u>Rolling Stock</u></b>				
Fixed Route Replacements - 35 FT (10 Buses)	Grant Funding	\$7,000,000	\$0	\$7,000,000
Fixed Route Replacements - 35 FT (10 Buses), Including Price Increase	Sun Metro Capital Funds	\$0	\$7,600,000	\$7,600,000
Fixed Route Replacements - 3 Cutaways to replace current ARBOCs	Sun Metro Capital Funds	\$750,000	\$0	\$750,000
Fixed Route Replacements - One Time 3 ARBOC Replacements	Sun Metro Capital Funds	\$750,000	\$0	\$750,000
Non Revenue Motor Pool - Diesel 2500 equivalent truck for Facilities Maintenance	Sun Metro Capital Funds	\$75,000	\$0	\$75,000
Non Revenue Motor Pool - Facilities F350 equivalent, Street Car 750/7500 HD, Project MG/Customer service	Sun Metro Capital Funds	\$235,000	\$0	\$235,000
Non Revenue Motor Pool - Admin Motor Pool (Total \$450k)	Sun Metro Capital Funds	\$250,000	\$0	\$250,000
Non Revenue Motor Pool - Support Vehicle Replacement Funding	Sun Metro Capital Funds	\$200,000	\$0	\$200,000
<b><i>Sun Metro Capital Funds</i></b>		<b>\$8,477,000</b>	<b>\$5,100,000</b>	<b>\$13,577,000</b>
<b><i>Grant Funding</i></b>		<b>\$7,000,000</b>	<b>\$0</b>	<b>\$7,000,000</b>
<b><i>Total SM Capital Costs</i></b>		<b>\$15,477,000</b>	<b>\$5,100,000</b>	<b>\$20,577,000</b>

Board Member Annello commented.

Deputy Transit Officer Jerry DeMuro commented.

Motion made by Board Member Annello, second by Board Member Molinar, and unanimously carried to **APPROVE** the Resolution.

AYES: Board Chair Leaser and Board Members Kennedy, Annello, Hernandez, Molinar, Salcido,  
Fierro, Rivera, and Canales

NAYS: None

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#### **ADJOURN**

Motion made by Board Member Salcido, seconded by Board Member Annello, and unanimously carried to **ADJOURN** the meeting at 11:09 a.m.

AYES: Board Chair Leaser and Board Members Kennedy, Annello, Hernandez, Molinar, Salcido,  
Fierro, Rivera and Canales

NAYS: None

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Approved as to content:

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Anthony DeKeyzer, Director