



**MASS TRANSIT DEPARTMENT BOARD MINUTES  
CITY COUNCIL CHAMBERS  
SEPTEMBER 10, 2024**

A meeting of the Mass Transit Department Board was called to order at 10:13 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, Henry Rivera, Art Fierro, and Chris Canales. Board Member Isabel Salcido was absent.

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**NOTICE TO THE PUBLIC:**

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

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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 August 13, 2024, and the Special Mass Transit Department Board meeting of August 20, 2024.
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**CONSENT AGENDA – REQUEST TO EXCUSE ABSENT MASS TRANSIT BOARD MEMBERS:**

2. **NO ACTION** was taken on this item.
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3. \*Motion made, seconded, and unanimously carried to **MOVE** the item to the **REGULAR AGENDA**.

## RESOLUTION

**WHEREAS**, the City of El Paso’s Mass Transit Department (Sun Metro) receives financial assistance from the Federal Transit Administration (FTA); and

**WHEREAS**, the FTA requires transit operations who are recipients of its funds, such as Sun Metro, establish an anti-drug use and alcohol misuse program that includes an anti-drug and alcohol misuse policy statement adopted by the transit operator’s local governing board; and

**WHEREAS**, Sun Metro implemented a Drug and Alcohol Policy on March 29, 2007 and has revised the policy throughout the years to remain in compliance with the law; and

**WHEREAS**, in order to remain in compliance with the FTA requirements found in 49 CFR Part 655, the City of El Paso wishes to authorize and adopt the updated version of Sun Metro’s Anti-drug and alcohol misuse policy (“the policy”) attached to this resolution as Attachment “A”.

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

1. That, the Sun Metro Anti-drug and Alcohol misuse policy attached to this resolution as Attachment “A” is approved and adopted; and
2. That the City Manager, or designee, is authorized to effectuate the policy, execute any documents and perform any actions necessary to effectuate the intent of this resolution; and
3. That the Director of the City of El Paso’s Mass Transit Department be authorized to make amendments to the policy and grant exceptions to the policy provided such exceptions do not violate any federal, state or local laws and regulations.

Board Member Hernandez commented.

Board Member Canales commented.

Jerry DeMuro, Deputy Transit Officer, Mass Transit, commented.

Motion made by Board Member Rivera, seconded by Board Member Canales, and unanimously carried to **APPROVE** the Resolution.

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

NAYS: None

ABSENT: Board Member Salcido

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

### 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 Purchase Order(s) for Solicitation 2024-0190 Genfare Support Agreement to Genfare LLC., the sole and authorized distributor for a term of three (3) years for an

estimated amount of \$184,577.00. Supplier will be required to provide an updated sole source letter and affidavit each year. The Software support agreement with Genfare LLC. is for software, hardware maintenance and support requirements currently paid on a-per ticket or per hour basis. Support will be for the fare collection system reporting manager, farebox and ticket vending machines functions.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: A decrease of \$99,790.24 for the initial term, which represents a 35.09% 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:	Genfare LLC.
City & State:	Elk Grove Village, IL
Item(s):	All
Initial Term:	3 Years
Option Term:	N/A
Total Contract Time:	3 Years
Year 1:	\$59,716.00
Year 2:	\$61,508.00
Year 3:	\$63,353.00
Initial Term Estimated Award:	\$184,577.00
Option Term Estimated Award:	N/A
Total Estimated Award:	\$184,577.00
Account(s):	560-3210-60070-531050- P6003
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 Genfare LLC., 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 Leaser and Board Members Kennedy, Acevedo, Hernandez, Molinar, Fierro, Rivera, and Canales.
- NAYS: None
- ABSENT: Board Member Salcido

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5.

**RESOLUTION**

**WHEREAS**, the El Paso Metropolitan Planning Organization (“El Paso MPO”) administers, manages and oversees implementation of the Federal Transit Administration (“FTA”) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program; and

**WHEREAS**, the MPO is currently accepting applications for the FY 2025-2026 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program (“Grant”); and

**WHEREAS**, the City of El Paso, Texas (“City”), through its Mass Transit Department (“Sun Metro”), wishes to submit an application for Grant; and

**WHEREAS**, the Grant funding is in the amount of \$224,000 per year, with a total of \$448,000 for both fiscal year 2025 and 2026; and

**WHEREAS**, the Grant requires a cash match of \$56,000 per year, with a total of \$112,000 for both fiscal year 2025 and 2026.

**WHEREAS**, if awarded, the funds received under the Grant would be utilized for improving public transit and funding the purchase of cloud-based software for the LIFT service; and

**WHEREAS**, the project will improve City’s transit system, further the City’s goal to improve accessibility throughout the City and therefore support a high quality of life for the El Paso community.

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

1. **THAT** the City Manager, or designee, is authorized to sign the documents related to the FY 2025-2026 Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Program which offers funding in the amount of \$224,000 per year, for a total of \$448,000, and requires a cash match of \$56,000 per year for a total of \$112,000.
2. **THAT** the City shall provide all matching funds, in the amount of \$56,000 per year, with a total of \$112,000 for said grant.
3. **THAT** the City Manager, or designee, is authorized to establish the funding sources, effectuate any budget transfers and sign any agreements, verifications and documents required to apply for this grant and carry out the purpose of this resolution.

Board Member Hernandez commented.

Rodolfo Reyes, Grant Manager, Mass Transit Department, commented.

Motion made by Board Member Fierro, seconded by Board Member Rivera, and unanimously carried to **APPROVE** the Resolution.

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

NAYS: None

ABSENT: Board Member Salcido

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**ADJOURN**

Motion made by Board Member Hernandez, seconded by Board Member Rivera, and unanimously carried to **ADJOURN** the meeting at 10:23 a.m.

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

NAYS: None

ABSENT: Board Member Salcido

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Approved as to content:

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Anthony DeKeyzer, Director of Mass Transit