



# County of Los Alamos

1000 Central Avenue  
Los Alamos, NM 87544

## Minutes

### Transportation Board

*Sriram Swaminarayan, Chair; Don Machen, Vice-Chair; Nancy Barnes, Julie Bennett, Terence Foecke, David Schiferl, and Kyle Wheeler Members*

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Thursday, April 5, 2018

5:30 PM

1000 Central Avenue, Room 110

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#### 1. CALL TO ORDER / ROLL CALL

The April 5, 2018 Transportation Board Meeting was called to order at 5:30 p.m.

Present: Sriram Swaminarayan, Chair; Don Machen, Vice-Chair; Julie Bennett, Member; Kyle Wheeler, Member; and David Schiferl, Member; (arrived at 5:35pm). Absent: Nancy Barnes, Member; and Terence Foecke, Member.

Staff in attendance: Philo Shelton, Public Works Director; Jon Bulthuis, Deputy Public Works Director; Annette Granillo, Transit Manager; and Louise Romero, Office Manager.

Councilors: Susan O'Leary

Members of the public in attendance:  
Heather Ward

#### 2. APPROVAL OF AGENDA

A motion was made by Vice-chair Machen seconded by Member Wheeler, that the April 5, 2018 agenda be approved as presented; motion passed unanimously.

#### 3. PUBLIC COMMENT

None.

#### 4. LIAISONS' REPORTS

Member Machen - Review and Discuss the Open Forum Survey Results for Residential Collection of Yard Trimming and Recycle Roll Carts, Yard Trimming Implementation Plan, and a webinar was presents - How to Beat Residential Recycling Contamination.

## 5. APPROVAL OF MINUTES

A motion was made by Member Schiferl, seconded by Vice-chair Machen, that the March 1, 2018 meeting minutes be approved as presented; motion passed unanimously. Member Wheeler abstained, she did not attend the meeting.

[10627-18](#)

Attachments:

## 6. OLD BUSINESS -Possible Action

### **10629-18- 2 Peak Transit Route Update**

October 26, 2017 Atomic City Transit began the 2 Peak Service. The route is designed to service White Rock to Los Alamos downtown district via the truck route during peak commuting times.

Recommendation to pilot service on the Rover Boulevard section of White Rock to review ridership and usage.

Marketing efforts to inform community of 2 Peak Services

- Atomic City Transit Website
- Los Alamos County and Atomic City Transit Facebook and Twitter Accounts
- Flyers on buses
- Direct bill stuffer for White Rock Residents
- Hand delivered 1,000 door hangers to White Rock Residents
- Transit Operator speaking to current riders

Staff Recommendation - continue 2 Peak Service to include service on Rover Boulevard in White Rock.

*A motion was made by Member Schiferl seconded by Member Bennett, to make the 2 Peak Pilot Project a regular part of the Atomic City Transit System service schedule, including three morning and three afternoon runs, along the current alignment which serves Rover Boulevard and Meadow Lane. The motion passed unanimously.*

[10629-18](#)

Attachments:    [A - Route 2 Peak Service Presentation](#)

## 7. NEW BUSINESS - Possible Action

**10628-18- Bus Stop Improvement Plan**

The purpose of this plan is to provide a comprehensive inventory of bus stops and associated amenities and to prioritize needed and desired improvements, system-wide, in Los Alamos Townsite and White Rock. This plan serves as a guiding document for Los Alamos County - Atomic City Transit is a living document that is subject to change. The bus stop improvement plan focuses on stop accessibility, increasing passenger amenities, and design consistency.

The plan shall:

- Establish an inventory of bus stop locations with associated passenger amenities
- Identify usage at existing bus stops using the boarding/alighting survey
- Identify areas of concerns related to ADA access as well as prioritize opportunities for improvement based on ridership.
- Existing Conditions - detailed list of bus stop locations, numbers, current conditions, and current passenger amenities.
- Bus Stop Spacing - Currently the bus stop spacing is generally one quarter mile or 5 city blocks from one stop to another.
- Design - Currently ACT uses several different vendors for bus shelters and benches.
- ADA Accessibility - In accordance with Department of Transportation American with Disabilities Act Standards for Transportation Facilities, the following criteria from the DOT's ADA standards indicated the compliance is required to the extent construction specifications are within a public entity's control.
  - Classification - Prioritization for Improvements
  - Recommended Implementation Program
  - Budget and Implementation
  - Other Programs Recommendations

Staff recommends prioritizing the 33 identified stop locations in need of connections to sidewalks as the initial phase of the improvement program. The second phase of the improvement program would focus on the 24 stops that need an accessible connection to the bus stop as well as an accessible landing pad.

The final phase of the program would be to identify and install passenger amenities, to include bus stop shelters, benches, bike racks, trash receptacles, among the 50 most used bus stops based on usage of the stop and characteristics of the location.

*A motion was made by Member Wheeler, seconded by Vice-chair Machen that the Transportation Board adopt the Bus Stop Improvement Plan and encourage staff to begin implementation of the identified improvements according to the phasing detailed in the plan. The motion passed unanimously.*

**10628-18**

Attachments: [A - DRAFT Bus Stop Improvement Plan](#)  
[B - Bus Stop Improvement Plan Presentation](#)

**10656-18 Disclosure of Outside Employment, Membership and Financial Interest Statement.**

Chair Swaminarayan reminded Board Members to sign and return the form.

All employees, boards and commission members, and elected officials are required to submit a "Disclosure of Outside Employment, Membership and Financial Interest Statement" annually to Human Resources:

**10656-18**

Attachments:

**8. PROJECTUPDATES**

**10631-18 Public Works Staff/Project Update - March 2018**

Philo Shelton, Public Works Director, updates were briefly discussed.

**10631-18**

Attachments:

**9. CHAIRPERSON'S REPORT**

Councilor Susan O'Leary spoke regarding the Tourism Task Force, a committee of stakeholders, citizens, business owners, similar to the White Rock Implementation Committee. Appointments will be made in May. She also mentioned mobility issues from White Rock to Los Alamos on weekends for tourists visiting the Valle Caldera and Bandelier.

**10. FUTURE AGENDA ITEMS**

- Golf Course Mid-Block Crossing
- LANL Trail Map
- Update on Highway 126

**11. ADJOURNMENT**

A motion was made by Member Wheeler, that the April 5, 2018 meeting be adjourned. The meeting was adjourned at 6:45 pm.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the County Human Resources Division at 505-662-8040 at least one week prior to the meeting or as soon as possible.

Public documents, including the agenda and minutes can be provided in various accessible formats. Please contact the personnel in the Public Works Division at 505-662-8150 if a summary or other type of accessible format is needed.

DRAFT