

# Americans with Disability Advisory Council Minutes

**Date:** Tuesday, January 11, 2022

**Time:** 5:30 p.m.

**Location:** Zoom

## Council Members Present:

Travis Davis, Chair  
Diane Mourning Brown, Vice-Chair  
Matthew Loehman  
Kaatje van der Gaarden  
Daniel Strones  
Sean King

## City Staff Present:

Leigh Brunner, Assistant City Attorney  
Jordan Vargas, Title II ADA Coordinator  
Crystal Velarde, Minute Taker  
Sandra Saiz, Operations Division Manager,  
Transit department

## Council Members Not Present

Kerry Houlihan

## Members of the Public

KOAT  
Manuel Baca

- I. Call to Order**
  - a. The meeting was called to order at 5:32 pm with Chair Davis, Vice-Chair Mourning Brown and members van der Gaarden, Strones, King and Loehman.
- II. Approval of Agenda**
  - a. Member Loehman moved to approve the agenda, and Member King seconded the motion. Other council members unanimously approved the motion.
- III. Approval of November 9, 2021, Minutes**
  - a. Member van der Gaarden moved to approve the minutes for the November 9, 2021, meeting, and Chair Davis seconded the motion. Other council members unanimously approved the motion.
- IV. Approval of December 7, 2021, Minutes**
  - a. Member Strones moved to approve the minutes for the December 7, 2021, meeting, and Chair Davis seconded the motion. Other council members unanimously approved the motion.
- V. Introductions**
  - a. All who were present introduced themselves.
- VI. Public Comment**
  - a. There was no public comment.
- VII. Presentation with Sandra Saiz, Transit Manager, City of Albuquerque**
  - a. Ms. Saiz provided a presentation on the Albuquerque Sun Van services. She explained the operations of the program, the rules for both drivers and passengers, as well as covered ways to make the experience better for all those riding. The Sun Van program was created for residents who have disabilities and cannot ride the regular buses. The Albuquerque Sun van services are limited to the Albuquerque city limits.
    1. Requirements for riding Albuquerque Sun Van.

1. Must be a certified user. There is an application for this process that must be filled out by a doctor or licensed health care provider. Applicants will also need to be interviewed. Upon completion a Sun Van ID card will be issued. The application can be found at [www.cabq.gov/transit/van.html](http://www.cabq.gov/transit/van.html).
  2. Must wear a face covering/mask. Drivers have extras available if passengers need them.
  3. Sun Van can arrive 15 minutes before or after a scheduled pick-up.
  4. Sun Van will wait five minutes for a passenger to board before marking them a no-show.
  5. Three or more no-shows in a 30-day period may result in temporary suspension of services.
  6. Must show Sun Van ID Card when boarding.
  7. Must wear your seatbelt at all times.
  8. Eating and drinking are not allowed unless for medical reasons.
  9. Smoking and vaping are prohibited.
  10. Riders must maintain reasonable personal hygiene.
  11. Do not distract or disturb the driver or other passengers.
2. Scheduling
    1. Call Sun Van at 505-243-RIDE (7433).
    2. Allow ninety minutes (90) between pick-ups.
    3. Must have exact address for locations.
    4. May schedule up to three days in advance or five days if scheduling on a Friday.
    5. Three round trips may be scheduled at one time.
    6. Sun Van may negotiate up to one hour before or after a requested pick-up time.
    7. Scheduling pointers
      - a. If a rider would like the driver to knock or pick them up in a specific area they must indicate such during scheduling.
      - b. If a rider needs to be at an appointment at a specific time please indicate the appointment time during scheduling. Sun Van will then let the rider know what time they will be picked-up to make the scheduled appointment. This is helpful as routes are created for drivers.
3. Service animals and companions can ride Sun Van.
    1. Personal care attendants who assist the rider with medical or personal needs.
    2. A companion as long as the rider informs Sun Van when making a reservation. Riders may only have one companion per ride.
    3. Service animals are permitted as long as they are under control.
4. Hours of operation for scheduling and Sun Van
    1. Scheduling
      - a. Monday-Sunday 8:00 am to 5:00 pm
    2. Service hours
      - a. Monday thru Saturday 5:30 am to 10:00 pm & Sunday 6:00 am to 7:30 pm.
    3. Holiday Service
      - a. Sun Van does not operate on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving or

- Christmas.
- b. Abbreviated and reduced Sun Van services will be provided on Martin Luther King Jr. Day, President's Day, Veteran's Day and the day after Thanksgiving.

**VIII. New Business and Announcements from Members**

- a. Council members discussed the rise in COVID cases and their preferred method for meetings. Vice-Chair Mourning Brown moved to proceed with online meetings only due to the raise in COVID. Member King seconded the motion. Chair Davis, Vice-Chair Mourning Brown, Members Strones, King and Loehman all voted in favor of the motion. Member van der Gaarden abstained. The motion was passed with a majority vote.
- b. Ms. Vargas will not be at the next Council meeting.
- c. Two new appointments for Council are scheduled to go before City Council in late February.

**IX. Adjournment**

- a. The meeting adjourned at 6:34 pm.

**The next regularly scheduled ADA Advisory Council Meeting will be Tuesday, February 1, 2022.**

*Travis Davis*  
Travis Davis, Chair

2/7/22  
Date