

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 18, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 18, 2000, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Vice Chairperson Rotkin called the meeting to order at 8:33 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur
Katherine Beiers
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Jan Beautz
Kenneth Burch
Bart Cavallaro

STAFF PRESENT

Bryant Baehr, Operations Manager	Terry Gale, MIS Manager
Kim Chin, Planning & Marketing Manager	Margaret Gallagher, District Counsel
Mark Dorfman, Assistant General Manager	Leslie R. White, General Manager

2. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice Chairperson Rotkin adjourned to Closed Session at 8:34 a.m. and reconvened to Open Session at 9:32 a.m.

DIRECTOR BEAUTZ ARRIVED AT 8:41 A.M.

DIRECTOR CAVALLARO ARRIVED AT 8:48 A.M.

SECTION III: RECONVENE TO OPEN SESSION

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur

Tim Fitzmaurice
Bruce Gabriel

Jan Beautz
Katherine Beiers
Bart Cavallaro
Michelle Hinkle

Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Kenneth Burch, Ex Officio

STAFF PRESENT

Bryant Baehr, Operations Manager
Wally Brondstatter, Bus Operator
Kim Chin, Planning & Marketing Manager
Paul Chandley, Human Resources Manager
Mark Dorfman, Assistant General Manager
Marilyn Fenn, Asst. Finance Mgr.
Linda Fry, Service Planning Supervisor
Margaret Gallagher, District Counsel

Terry Gale, MIS Manager
David Konno, Facilities Maint. Manager
David Moreau, Bus Operator
LeAna Olson, H. R. Analyst
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Acting Fleet Maint. Manager
Leslie R. White, General Manager

OTHER ATTENDEES

Scott Bugental, Lift Line
Ian McFadden, UTU President
Debbie Hale, SCCRTC
Patti Korba, SEA President

Bob Scott, Consultant
Wes Scott, UCSC
Manuel Martinez, PSA Chairperson

1. REPORT ON CLOSED SESSION - District Counsel

District Counsel Gallagher reported that in Closed Session the Board discussed whether to set a price and terms of payment to negotiate an option to purchase the Lipton property. The Board unanimously decided not to set a price to negotiate the option for purchase of the property.

District Counsel Gallagher further reported that the claim of Jamie Goldman was discussed, and the Board, on a 6 to 5 vote, deemed that the claim should not be settled because fault rests with Jamie Goldman. Those voting to support this determination were Director Rotkin, Director Almquist, Director Gabriel, Director Hinkle, Director Arthur, and Director Keogh. Those voting to settle the claim were Director Cavallaro, Director Beautz, Director Fitzmaurice, Director Beiers, and Director Rios.

2. ORAL AND WRITTEN COMMUNICATIONS

- Chairperson Beautz received a request to add an emergency item to the agenda since this matter came to the attention of the Board after the agenda was posted and there is a need to take action. District staff is recommending the award of the bid for the purchase of replacement vehicles in the amount of \$57,783.49 to S&C Ford of San Francisco, CA and \$21,421.64 to Lasher Auto Center of Woodland, CA. The Staff Report was distributed to the Board.

ACTION: MOTION: Director Almquist SECOND: Director Rotkin

A Motion was made to add this Staff Report as a necessary emergency item to the agenda.

The Motion passed unanimously.

- Director Cavallaro reported that he attended the Aptos Chamber Forum and was distressed to hear one of the candidates discuss deleting 50 buses for transit allocation and putting the funds into roads. This candidate also made a statement regarding ".....belching transit buses" and that Aptos does not have the need for them. Director Cavallaro thought that Les White could inform all the candidates on the need for transit services in the County.

Written Communications:

- a. Correspondence from Winona Hubbard
RE: Service to San Jose Airport
- b. Correspondence from Board of Supervisors
RE: Committee and Commission Appointments
- c. Correspondence from Gerry Kiser
RE: Exterior Bus Advertising

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Gabriel reported that at MUG's last meeting there were lengthy discussions regarding MetroBase and that the MUG committee passed a motion similar to that passed by MASTF which basically was to co-sponsor a meeting regarding MetroBase.

Director Fitzmaurice referred to previous MUG Minutes which discussed a Spanish translation of Headways and also Spanish on the website. Translation of the bus signs in some areas would also be useful. Director Gabriel reported that time has been set aside prior to the March MUG meeting to discuss redesigning the Headways to include Spanish translation.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Jeff LeBlanc reported that MASTF passed a motion supporting the demonstration grant proposal submitted by Lift Line for training in the community vehicle program and MASTF recommends that the Metro Board support this program. A letter of support for the grant proposal will be sent by MASTF to the Santa Cruz County Regional Transportation Commission.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA:

- DELETE ITEM #6-10** Accept and File Quarterly Performance Report, Second Quarter 1999/00
(Deferred to March meeting)
- DELETE ITEM #6-11** Accept and File Quarterly Ridership Report, Second Quarter 99/00
(Deferred to March meeting)

REGULAR AGENDA:

- ADD TO ITEM #14:** Consideration of Authorization to Amend the 111 DuBois Lease to Include Remainder of Leasable Space
(Staff Report Attached)
- ADD TO ITEM #18:** Consideration of a Resolution for Applications to the Santa Cruz County Regional Transportation Commission for FY 2002 and FY 2003 Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvements (CMAQ) Programs
(Staff Report Attached)

CONSENT AGENDA

Review Consent Agenda Items 6-1 through 6-15

- 6-1. **Approve Minutes of Regular Board of Directors Meeting of 1-14-00 and Regular Board of Directors Meeting of 1-21-00.**
- 6-2. **Accept and File Preliminary Approved Claims**
- 6-3. **Accept and File Passenger Lift Report for January 2000**
- 6-4. **Consideration of Tort Claims: Deny the Claim of: Shoreline Property Management, William Cellitti, Jamie Goldman**
- 6-5. **Accept and File Minutes of MASTF Committee Meeting of 1/20/00**
- 6-6. **Accept and File Minutes of MUG Committee Meeting of 1/19/00**
- 6-7. **Accept and File Monthly Budget Status Report for December 1999 and Approve Budget Transfers**
- 6-8. **Accept and File Highway 17 Status Report for December**
- 6-9. **Accept and File Status Report on ADA Paratransit Program for December**
- 6-10. **Deleted**
- 6-11. **Deleted**
- 6-12. **Consideration of Resolution Authorizing a Deposit Account and Facsimile Signature Agreement with Coast Commercial Bank**
- 6-13. **Consideration of Approval of Revised Employee Incentive Program**
- 6-14. **Accept and File Status Report - WTC Property Management RFP**
- 6-15. **Consideration of Authorization to Operate a Shuttle for the United Transportation Union (UTU) Senior Dinner**

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR RIOS

A Motion was made to accept the Consent Agenda.

Director Beautz requested that Items 6-10 and 6-11 of the Consent Agenda, Quarterly Performance and Ridership Reports, be left off the agenda until the following month if the reports are not ready.

The Motion passed unanimously.

REGULAR AGENDA

7. CONSIDERATION OF RESOLUTION AUTHORIZING REVISION TO FY 1999-2000 BUDGET

Summary:

Elisabeth Ross asked the Board to revise the budget for the current year. All changes are listed in Exhibit A of the Staff Report. Ms. Ross reported that there is an increase of \$680,000 in operating revenue, mostly due to sales tax interest income and special allocation from commission. However, there are also expenses which will consume this additional revenue.

ACTION: MOTON: DIRECTOR ROTKIN SECOND: DIRECTOR RIOS

A Motion was made to adopt a resolution revising the FY 1999-2000 budget.

The Motion passed unanimously.

8. CONSIDERATION OF ACCEPTANCE OF FINANCIAL STATEMENTS AND REPORTS OF INDEPENDENT AUDITOR FOR YEAR ENDING JUNE 30, 1999.

Summary:

Kim McCormick of Grant Thornton, LLP reported on the audited financial statements for year-ending June 30, 1999. Ms. McCormick stated that two types of audits were conducted: Financial Statement and Internal controls with how Federal monies are spent. The Financial Statements were accurately stated. There were no findings regarding the Federal audit. Adjustments were made to property, equipment, and fixed assets. The District will conduct a physical count of all property and equipment since this is a requirement because of Federal fund assets.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

A Motion was made to accept financial statements and reports of the independent auditor for year ending June 30, 1999.

The Motion passed unanimously.

9. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

Summary:

Mark Dorfman reported that last year the District operated a late-night trip on Route 71 in conjunction with the Boardwalk. The Seaside Company only paid a portion of this service, however. The District paid a portion of this also in order to have this service available for the full bid. This route was successful and was added into the schedule. Seaside Company is requesting this service again but with an earlier departure time and initiating at the Boardwalk. They have a limited interest in the number of days but have agreed to underwrite the entire cost for the leg from the Boardwalk to the Metro Center for the duration of the bid.

Discussion:

Mr. Dorfman informed Director Rios that the change involves an 11:30 p.m. trip going to Watsonville. Director Arthur was informed by Bryant Baehr that 25-28 passengers per trip rode this bus into Watsonville last year.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEIERS

A Motion was made to approve the agreement with the Santa Cruz Seaside Company for the provision of late-night service.

The Motion passed unanimously.

10. CONSIDERATION OF APPROVAL FOR SANTA CRUZ BEACH SHUTTLE SERVICE

Summary:

Mark Dorfman requested authorization from the Board to approach the agencies that funded the beach shuttle service last year. Last year the District's share of the cost was 23%. County Parks traded the use of their parking lot for parking the cars in return for bus passes. If the District cannot achieve 100% funding participation, staff will bring this issue back before the Board.

Discussion:

Director Rotkin inquired about the cost increase from \$28,000 last year to a projected \$36,135 this year. Bryant Baehr responded that since last year, the District has gone through labor agreements, rate adjustments, and is experiencing large increases in diesel costs. Director Almquist stated that discussion should focus on how to increase participation from the businesses that benefit from the shuttle. Les White assured the Board that staff would report back regarding the contributors and their level of participation, or shortfall, if any. At that time the Board would decide whether to approve the shuttle service or backfill any shortfalls with

general fund money. Suggestions of contributors to contact: contributors from last year, the Beach Area Association, Santa Cruz Chamber of Commerce via Michael Schmidt, the Downtown Business Association, and the Santa Cruz County Business Council. Mr. White asked if it would be appropriate to have City staff work with District staff on the requests so it is viewed as a joint request and was informed that it is appropriate and City staff would have to be given that instruction as well. Director Cavallaro suggested that since these shuttles are such a success, the District should include in future budgets 50% of the cost of operation. Director Rotkin suggested that a meeting be initiated to talk with all the parties involved at one time.

Ian McFadden stated that signage on Ocean Street should be clearer, possibly flags advertising the free beach shuttle as in past years. Debbie Hale of the Transportation Commission reported that due to the number of requests for supplemental sponsors last year, there is now a new process for sponsors. Going forward, all sponsor requests must be received by the Transportation Commission by August 1st and their participation will be based on the TDA revenue at that time. Director Rios asked if all jurisdictions will be notified of this new process and was informed that they would. Director Beiers stated that this shuttle is out of sync with the adoption process and that one of the District Board members should bring this request to the Transportation Commission.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to direct staff to work with other agencies to find a way to obtain a funding packet for this shuttle.

The Motion passed unanimously.

11. CONSIDERATION OF AWARD OF BID OF PIPE RAIL FENCE PROJECT - SCOTTS VALLEY TRANSIT CENTER

Summary:

David Konno reported that bids were sent out for this project in October. No responses were received. Bids were once again sent out in January and staff received four responses. Staff is recommending that the contract be awarded to Golden Bay Fence in San Leandro, CA for the amount of \$9,472.50.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO

A Motion was made to approve staff's recommendation.

Discussion:

Director Keogh asked what the financial limits are on a project that staff is authorized to execute and was informed that construction projects of \$10,000 or less do not require Board approval. Mr. Dorfman noted that in this instance, the initial estimates for this project were above the \$10,000 limit. David Konno also stated that the pipe rail is skateboard proof. Les White confirmed that the stairway at the Scotts Valley Transit Center has been removed.

The Motion passed unanimously.

12. CONSIDERATION OF AWARD OF PURCHASING CONTRACT 99-08 CONCRETE REPAIR WORK - SANTA CRUZ METRO CENTER

Summary:

David Konno reported that this project is to repair areas at the Metro Center. Staff is recommending the contract be awarded to T. Boyd Construction of Boulder Creek, CA.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN

A Motion was made to approve staff's recommendation.

The Motion passed unanimously.

13. CONSIDERATION TO AMEND HAZARDOUS WASTE DISPOSAL CONTRACT TO EXTEND CONTRACT TO JANUARY 31, 2001

Summary:

David Konno reported that this is a recurring contract for disposal of hazardous waste. Staff is recommending that the General Manager be authorized to execute an amendment to the contract with Evergreen Environmental to extend the term of the contract for one year.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ROTKIN

A Motion was made to approve staff's recommendation.

The Motion passed unanimously.

14. CONSIDERATION OF AUTHORIZATION TO AMEND THE 111 DUBOIS LEASE TO INCLUDE REMAINDER OF LEASABLE SPACE

Summary:

David Konno reported that staff recommends acquiring additional space at 111 DuBois for the Fleet Maintenance Department.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve staff's recommendation.

The Motion passed unanimously.

15. CONSIDERATION OF RESTRUCTURE OF MIS DEPARTMENT

Summary:

Les White reported that this issue was discussed at the Workshop meeting of February 11, 2000. The District employed the services of Roger Boldt to look at the long-term Management Information System needs both in terms of hardware, software, and integration of IT System into the other operations of the District. Some of the challenges are revenue collection, automatic vehicle locate, monitoring requirements including updated maintenance practices with state-of-the-art operating coaches, and automatic passenger counter installation. In order to accomplish these things, the basic structure of our system needs to be in place and the District needs to be properly staffed and structured for the purpose of executing a long-term plan.

DIRECTOR ROTKIN LEFT THE MEETING AT 10:29 A.M.

The output of Roger Boldt's report are included in the staff report with a recommendation from staff that the MIS Dept. be reorganized with a staff increase of one position and recraft the job descriptions and salary levels to be consistent with outside positions. The other product of the report was an articulation of budget recommendation for the capital and operating plan that would support these other activities. Staff Report recommends adjusting the MIS budget by half of the \$107,000, to accept the modified job descriptions and salary levels, and to recognize in the budgeting process that staff would come in with multi-year recommendations with regard to hardware, software and system integration.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR RIOS

DIRECTOR ROTKIN RETURNED TO THE MEETING AT 10:31 A.M.

Director Fitzmaurice inquired about website management Mr. Dorfman reported that the work on the website has never been funded. There are two facets to the website: the hardware side which would fall into the IT side and the information or marketing side of the website. Staff will need to look at a mechanism for melding of these two facets in the coming year. Director Fitzmaurice recommends that the website requirements be added to the job descriptions.

DIRECTOR RIOS LEFT THE MEETING AT 10:37 A.M.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

A Motion was made to approve the staff recommendation with the job description change to reflect website management.

The Motion was passed unanimously with Director Rios absent.

DIRECTOR RIOS RETURNED TO THE MEETING AT 10:39 A.M.

16. CONSIDERATION OF AUTHORIZATION TO DONATE PRIZES FOR RIDESHARE WEEK

Summary:

Mark Dorfman reported that the date in the Discussion area of the staff report should be updated to reflect the current year. The reason this is before the Board is to set this as a public purpose for the donation so it is not considered a gift of public funds. Director Rotkin stated that this donation would encourage ridership on public transportation.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve this item.

Director Almquist asked why the District is combining these into three one-year gifts rather than having 38 per month gifts. Mr. Dorfman responded that it is a bigger prize to say free rides for an entire year. Director Almquist stated that offering 28 one-month gifts or 19 two-month gifts would convert more people into bus riders.

Ian McFadden spoke advocating "free fare day" and stated that Rideshare Week would be the perfect time to initiate this. Mr. Dorfman reported that when "free fare day" was held approximately six years ago, Taco Bell underwrote the cost of the free rides for that day. The problem with "free fare day" is that staff would require waivers from Cabrillo and UCSC stating they would continue to give the amounts they normally would. Both Cabrillo and UCSC cooperated with this request. Elisabeth Ross reported that in the late 70's and early 80's the District offered four free fare days per year; the general fund was utilized in that instance. Another challenge with the "free fare day" is that monthly bus pass buyers feel they should be rebated for the free day(s). Director Beiers asked that the "free pass day" be agendized. Debbie Hale expressed interest in being a part of this discussion. Director Almquist discussed a managed program of promotions to increase ridership, such as "free fare day", and asked that this be agendized for a future meeting.

The Motion passed unanimously.

17. CONSIDERATION OF AGREEMENT WITH PACIFIC GAS AND ELECTRIC COMPANY FOR ENGINEERING AND INVESTIGATION RESEARCH FOR GAS AND ELECTRIC SERVICE REQUIREMENTS FOR METROBASE AT THE LIPTON PROPERTY SITE

Summary:

Margaret Gallagher reported that Bob Scott, Consultant to the District, requested PG&E to proceed with preliminary work for gas and electric service requirements at the Lipton site. There is a \$3,000 deposit required. Counsel Gallagher further reported that if the work is stopped or if the deposit is not used, the District will be refunded the remaining deposit. If additional money is needed, an amended agreement will be drawn up.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to approve the agreement with Pacific Gas & Electric.

Director Keogh asked Bob Scott if the District is just asking for available capacity in surrounding energy delivery system? Mr. Scott confirmed that PG&E is looking at available resources and our demands, as staff looks at using CNG as a fuel. PG&E is also putting some engineering time into this. If the District does use PG&E services, this amount will be credited to Metro at that time.

The Motion passed unanimously.

18. CONSIDERATION OF A RESOLUTION FOR APPLICATIONS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FY 2002 AND FY 2003 SURFACE TRANSPORTATION PROGRAM (STP) AND CONGESTION MITIGATION AND AIR QUALITY IMPROVEMENTS (CMAQ) PROGRAMS

Summary:

Mark Dorfman reported that there is a two-year funding cycle of money available in the STP/CMAQ funds. From these Federal funds that are available to Santa Cruz County, the District is asking for funds for replacement buses. Our first priority is to request a total of \$2.8M in STP/CMAQ money which requires an 11.47% match. From these funds, the District would be able to acquire over \$3M worth of buses. Staff is stating "clean fuel vehicles" in the request for funds. This will allow the District to go with either clean diesel or CNG. The second project is a request for \$840,000 of STP/CMAQ funds from UCSC who is providing a match of \$244,894.00. These funds are for reworking of bus stops to accommodate large buses on campus and will allow for implementation of two-way service, which is a major improvement of service on campus.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR FITZMAURICE

A Motion was made to move for unanimous resolution.

The Motion passed unanimously.

19. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TDA DEMONSTRATION PROGRAM FUNDS

Summary:

Les White reported that Cabrillo College approached the District requesting that the District submit an application as the host agency for financial support for development of a Transportation Management Plan directed toward increasing the use of alternative transportation to Cabrillo. Mr. White further reported that this would establish a working group, including District staff, that would develop a trip reduction/trip management plan for the college. If Cabrillo's Board adopts this plan, it would be a guiding principle for how they design their facilities. Cabrillo's Campus Capital Plan includes a parking garage, however, according to

Cabrillo sources, they want to make a strong commitment to increasing the volume of students coming to campus by alternative means of transportation.

Discussion:

Since the District would be a working member of the group, Director Gabriel asked if staff would be able to negotiate a mandatory pass system. Mr. White reported that at this time Cabrillo staff is resistant to the mandatory pass program, however, the District could provide incentives in place of the mandatory pass program and Mr. White feels this would be a subject of discussion.

Director Keogh volunteered to be a member of the working group provided Les White is also a member.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ROTKIN

A Motion was made to approve the staff recommendation with Director Keogh and Les White as members of the working group.

Motion was passed unanimously.

20. CONSIDERATION OF THE PURCHASE OF NEW VEHICLES

Summary:

Staff is recommending that S&C Ford of San Francisco and Lasher Auto Center of Woodland be awarded the bids for replacement vehicles in the amount of \$57,783.48 and \$21,421.64, respectively.

Mark Dorfman reported that thirty-five bids were sent out and four were received.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEIERS

A Motion was made to approve staff recommendation.

Motion was passed unanimously.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 11:00 .m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator