

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 8, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 8, 2004 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chair Keogh called the meeting to order at 9:00 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Jan Beautz (arrived after roll call)  
Michelle Hinkle  
Mike Keogh  
Emily Reilly (arrived after roll call)  
Mike Rotkin  
Pat Spence  
Mark Stone  
Marcela Tavantzis

#### DIRECTORS ABSENT

Sheryl Ainsworth  
Dennis Norton  
Dale Skillicorn  
Ex-Officio Wes Scott

#### STAFF PRESENT

Bryant Baehr, Operations Manager  
Frank Cheng, MetroBase Project Manager  
Mark Dorfman, Assistant General Manager  
Marilyn Fenn, Assistant Finance Manager

Margaret Gallagher, District Counsel  
Robyn Slater, Human Resources Manager  
Judy Souza, Base Superintendent  
Les White, General Manager

#### EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Ron Dean, UTU  
Gary Klemz, SEIU  
Jeff Le Blanc  
James Lewis

Bonnie Morr, UTU  
Karena Pushnik, SCCRTC  
Will Regan, VMU  
Bob Yount

Vice Chair Keogh announced that action is required today on Items #5-20, 5-21, 5-23 and Item #11.

### 2. ORAL AND WRITTEN COMMUNICATION

#### Written:

- |    |                        |     |                            |
|----|------------------------|-----|----------------------------|
| a. | Graciela Vega Carbajal | Re: | Bus Service in Watsonville |
| b. | James W. Lewis         | Re: | Bus Service in Live Oak    |
| c. | Mr. & Mrs. Daniel Ross | Re: | Bus Service in Live Oak    |

Three additional written communications regarding bus service were distributed at the meeting and are attached to the minutes.

Oral:

James Lewis stated he believes METRO'S public interface seems to be broken and is ineffective in communicating with passengers. Mr. Lewis stated that the District's bylaws were not posted in the lobby and suggested they should also be on the website.

Margaret Gallagher replied that today, once the Chair signs the recently adopted revised bylaws, they would be available for the public to view at the front desk of the Admin office and on the website.

**3. LABOR ORGANIZATION COMMUNICATIONS**

Bonnie Morr resubmitted a copy of the letter distributed to the Board at the September 24, 2004 meeting regarding health insurance costs for UTU represented employees. The letter is attached to the minutes.

**DIRECTOR REILLY ARRIVED AT THIS TIME.**

UTU is requesting the Board to direct Staff to meet and confer with UTU over health insurance costs to its employees. It was reported that UTU employees are the only group in the District with a cap on its medical benefits and will have to pay over \$400.00 per month for an HMO.

**4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

None.

**CONSENT AGENDA**

**5-1. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 10 AND SEPTEMBER 24, 2004 AND THE SPECIAL MEETING MINUTES OF SEPTEMBER 24, 2004**

No questions or comments.

**5-2. ACCEPT AND FIE PRELIMINARILY APPROVED CLAIMS**

No questions or comments.

**5-3. ACCEPT AND FILE SEPTEMBER 2004 RIDERSHIP REPORT**

Page 1 of the Ridership Report will be presented for consideration at the October 22, 2004 Board Meeting

**5-4. CONSIDERATION OF TORT CLAIMS: ALLOW THE CLAIM IN FULL OF: UNIVERSITY OF CA, SANTA CRUZ, CLAIM #: 04-0018**

Vice Chair Keogh asked why we would allow this claim when all others are denied. Margaret Gallagher replied that this was a rear-end collision, clearly the District's fault, and that actual damages were less than the estimate.

**5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR OCTOBER 20, 2004 AND MINUTES OF AUGUST 18, 2004**

Bonnie Morr requested that a group be formed, possibly from MAC, to test the volume of the bus stop announcements because there have been complaints regarding some being too loud. Jeff Le Blanc suggested MASTF also be involved. There is some disagreement over what an appropriate volume is.

Director Rotkin suggested this be placed on the next closed session agenda. Les White said Staff would continue to work on this in the interim.

**5-6. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF OCTOBER 21, 2004 AND THE MINUTES OF THE SEPTEMBER 16, 2004 MEETING**

No questions or comments.

**5-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY AND AUGUST 2004 AND CONSIDERATION OF BUDGET TRANSFERS**

Director Rotkin asked about the regular fares being low by 11%. Mark Dorfman replied that July was the first month of the fiscal year and that fares had gone up last year, which resulted in fewer passengers.

**5-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JULY 2004**

Director Tavantzis commented that she preferred to have more information than was provided this month. Bryant Baehr replied that the new software would be able to generate a report on nearly anything the Board wants.

Staff needs to hear from the Board and the public, including input from MAC and MASTF what information they want to see reports on.

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR ROTKIN**

**Add UTU Health Insurance Costs to the Closed Session Agenda for October 22, 2004.**

**Motion passed unanimously with Directors Ainsworth, Beautz, Norton and Skillicorn being absent.**

**5-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2004**

Documentation will be presented for consideration at the October 22, 2004 Board Meeting

**5-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**

Director Rotkin commented that there were a lot of Staff and Faculty rides in August, which is normally a slow month. Mark Dorfman replied that the cafeteria workers are now UC staff and qualify for free bus passes.

**5-11. ACCEPT AND FILE METROBASE STATUS REPORT**

Director Rotkin reported that Les White and Frank Cheng had given a MetroBase presentation at the City Council meeting last week, which received no negative comments, and that the partnership between the City and the Redevelopment Agency is working out very well.

Vice Chair Keogh complimented the Redevelopment Agency for their work on acquiring the properties needed for MetroBase.

**5-12. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE AUGUST MEETINGS**

No questions or comments.

**5-13. CONSIDERATION OF CONTRACT RENEWAL WITH DIXON AND SON, INC. FOR REVENUE AND NON-REVENUE TIRES**

Mark Dorfman clarified that there would be no increase for new revenue tires.

**5-14. CONSIDERATION OF CONTRACT RENEWAL WITH CLASSIC GRAPHICS FOR VEHICLE PAINT AND BODY REPAIRS**

Mark Dorfman stated that the hourly labor rate would increase 1.8%, from \$45.00 to \$45.81 per hour.

**DIRECTOR BEAUTZ ARRIVED AT THIS TIME.**

**5-15. CONSIDERATION OF CONTRACT RENEWAL WITH FOLGER GRAPHICS FOR THE PRINTING OF HEADWAYS**

No questions or comments.

**5-16. CONSIDERATION OF CONTRACT RENEWAL WITH DRIVER ALLIANT FOR BROKER SERVICES FOR EXCESS WORKERS COMPENSATION INSURANCE**

Mark Dorfman explained that the term would be extended through June 30, 2005 to match the District's Workers' Compensation period.

**5-17. CONSIDERATION OF APPROVAL OF BOARD OF DIRECTORS REGULAR MEETING SCHEDULE FOR 2005**

No questions or comments.

**5-18. CONSIDERATION OF REPORT REGARDING PASSENGERS AND OPERATING COST FOR THE CITY OF SANTA CRUZ BEACH SHUTTLE FOR 2004**

There was a discussion about advertising the service and increasing sponsors by advertising their businesses on the Beach Shuttle and the District's advertising policy. Chair Reilly requested that advertising templates be emailed to her.

**Direction:** Include Update on Bus Advertising on a future agenda.

**5-19. CONSIDERATION OF REVISION TO DRUG AND ALCOHOL POLICY TO ADD PARATRANSIT SAFETY SENSITIVE POSITIONS**

Documentation will be presented for consideration at the October 22, 2004 Board Meeting.

**5-20. CONSIDERATION OF APPROVAL OF PARATRANSIT CLASS SPECIFICATION (JOB DESCRIPTION) FOR PARATRANSIT CLERK III**

Action required at the October 8, 2004 Board Meeting.

Bryant Baehr clarified that this was the last position being presented for Board approval. This person would be strictly administrative and not have interaction with customers.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY**

**Approve the Paratransit Class Specification (Job Description) for Paratransit Clerk III.**

**Motion passed unanimously with Directors Ainsworth, Norton and Skillicorn being absent.**

**5-21. NOTIFICATION OF AUTHORIZATION FOR DISPOSAL OF FOUR (4) CHAMPION BUSES AND ASSOCIATED PARTS INVENTORY**

Action required at the October 8, 2004 Board Meeting.

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR REILLY**

**Authorization the Disposal of Four (4) Champion Buses and Associated Parts Inventory**

Les White stated that a public entity could express interest in one of these buses, which could be held back from auction. The price would be determined by what the other buses sold for at auction.

**Motion passed unanimously with Directors Ainsworth, Norton and Skillicorn being absent.**

**5-22. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS**

Les White reported that the Sakata Lane property has been appraised. Director Tavantzis requested that the City of Watsonville be notified when it goes on the market.

**5-23. CONSIDERATION OF SERVICE MODIFICATIONS FOR WINTER 2004**

Action required at the October 8, 2004 Board Meeting.

**Summary:**

Mark Dorfman gave a slide presentation of the proposed transit service revisions and said that the last round of service cuts were the hardest to make, but were necessary to balance the budget. Mr. Dorfman stated that the cuts were heavily advertised and several public hearings were held to inform the public and receive input. Several complaints have been received since eliminating the Route 67.

In order to comply with UTU's 46-day notice requirement, the Board needs to act today, unless UTU waives that requirement, which would provide more time to develop service modifications for the next Board meeting. The total cost of the current proposed modifications is approximately \$3,000.00. Other changes that have been suggested to Staff had higher costs involved. Stickers could be put on affected bus stops and stickers or inserts for *Headways* would be used to inform the public.

**Discussion:**

James Lewis suggested bus stop locations in Live Oak and urged the Board to reduce service on each of the routes rather than eliminate entire routes in the future. Jeff Le Blanc informed Mr. Lewis that specific bus stop suggestions should be forwarded to METRO's Bus Stop Advisory Committee (BSAC).

Bonnie Morr stated that UTU had come up with a list of service revisions 9 months ago, and urged not cutting Route 67, which Staff ignored and now UTU is being asked to approve these revisions in only 4 days or waive its 46-day notice requirement.

Director Beautz agreed that cutting Route 67 was a bad idea and urged UTU to accept these changes now and then work through the more controversial issues.

**Direction:**

Bring March 2005 Service Modifications to the Board to begin discussion next month in order to meet UTU's 46-day notice in January 2005.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ**

**Approve proposed Service Reductions and Modifications for December 2004 with Staff and UTU to begin working now on the changes that are to be effective in March 2005.**

Director Tavantzis stated that she would not support any other changes until missed connections were corrected.

Director Beautz stated that she had responded to Item 2c, written correspondence.

**Motion passed unanimously with Directors Ainsworth, Norton and Skillicorn being absent.**

### **REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

This presentation will take place at the October 22, 2004 Board Meeting.

**7. CONSIDERATION OF RECEIPT OF REPORT REGARDING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND DRAFT MINUTES OF SEPTEMBER 15, 2004**

Margaret Gallagher clarified that she had been provided with an opportunity to review the minutes from the Task Force meeting in which she made a presentation regarding the legal requirements of Paratransit.

**8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR WORKERS COMPENSATION CLAIMS ADMINISTRATIVE SERVICES**

Documentation will be presented for consideration at the October 22, 2004 Board Meeting.

**9. CONSIDERATION OF PARACRUZ TRANSITION STATUS REPORT**

Documentation will be presented for consideration at the October 22, 2004 Board Meeting.

**10. CONSIDERATION OF REQUEST FROM THE CITY OF SANTA CRUZ FOR ADDITIONS TO THE METROBASE PROJECT**

Documentation will be presented for consideration at the October 22, 2004 Board Meeting.

**Discussion:**

Director Rotkin stated that he had seen the list of requested modifications prepared by the City of Santa Cruz and many items are not affordable. Les White replied that the report would include 3 categories: Items that can be done in Phase I, recommending items not be done or that items are not workable, and items that could be included in Phase II.

Director Reilly suggested stating that nothing would be done to preclude something from happening at a later time when money is available that cannot be done now.

**11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU TO ALLOW THE TENANTS TO CANCEL THEIR TERM OF THE LEASE IN DECEMBER OF 2004 FOR THE GROCERY STORE LEASE**

Action required at the October 8, 2004 Board Meeting.

**Summary:**

Margaret Gallagher explained that this tenant has been in the grocery store space since the Watsonville Transit Center opened, and also occupies the old McDonalds section with a restaurant. The tenant wants to retire and with the Board's approval, cancel the current lease at the end of December 2004, recapture a new 5-year Lease and sell the 2 businesses and the new 5-year Lease. Staff recommends that the Board authorize this with the provision that METRO not lose any money and make a percentage of the sale price.

**ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR SPENCE**

**Authorize the General Manager to execute a Lease Amendment with Ali Gharahgozloo and Jessica Hsu to allow the Tenants to cancel their term of the Lease in December of 2004 for the Grocery Store Lease with the provision that METRO not lose any money and make a percentage of the sale price.**

**Motion passed unanimously with Directors Ainsworth, Norton and Skillicorn being absent.**

**12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**

Margaret Gallagher reported that the Board would discuss the Worker's Compensation case of Laura Harrell and that the claim of Freddy Castillo needed to be added to today's Closed Session Agenda.

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR ROTKIN**

**Make the necessary findings to add the potential claim of Fredy Castillo to the Closed Session agenda since it came to the Board's attention after the posting of the Regular Meeting Agenda and there is a need to take action before the next Board meeting.**

**Motion passed unanimously with Directors Ainsworth, Norton and Skillicorn being absent.**

**13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None.



**SECTION II: CLOSED SESSION**

Vice Chair Keogh adjourned to Closed Session at 10:52 a.m. and reconvened to Open Session at 10:58 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**14. REPORT OF CLOSED SESSION**

Margaret Gallagher had nothing to report at this time.

**ADJOURN**

There being no further business, Vice Chair Keogh adjourned the meeting at 10:59 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator