

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**January 12, 2007**

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 12, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA

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

## **SECTION 1: OPEN SESSION**

### **1. a. ROLL CALL:**

#### **DIRECTORS PRESENT**

Jan Beautz  
Dene Bustichi  
Michelle Hinkle  
Emily Reilly  
Mike Rotkin  
Dale Skillicorn  
Pat Spence  
Mark Stone  
Marcela Tavantzis  
Ex-Officio Donna Blitzer

#### **DIRECTORS ABSENT**

None

#### **STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Frank Cheng, MetroBase Project Manager  
Mark Dorfman, Asst. General Manager  
Mary Ferrick, Base Superintendent

Steve Paulson, Paratransit Administrator  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manager  
Les White, General Manager

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

Lakshman de Silva, Valley Power Systems  
Glenn Dobbs, Western Power Products  
Paul Marcelin-Sampson, MAC  
Ian McFadden, Transit Planner  
John Mellon, VMU

Dave Moreau, PSA  
Bonnie Morr, UTU  
Andy Quiniones, Valley Power Systems  
Dan Roush, Western Power Products  
Bob Yount, MAC

**1b. CONSIDERATION OF:**

- 1) NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS,**
- 2) NOMINATION FOR APPOINTMENTS TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY,**
- 3) NOMINATION FOR APPOINTMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR 2007**

Les White described to the Board the process of nominating Board Members, Highway 1 Construction Authority (HCA) representatives, and the Santa Cruz County Regional Transportation Commission (RTC) representatives according to the bylaws.

Nominations office of Chair and Vice Chair:

Director Tavantzis as Chair  
Director Beautz as Vice Chair

Nominations to the Highway 1 Construction Authority:

Primary: Director Tavantzis  
Alternate: Director Bustichi

Nominations to the Regional Transportation Commission:

Primary: Director Spence, Director Tavantzis, Director Bustichi  
Alternates: Director Skillicorn, Director Hagen, Director Hinkle

Vice Chair Tavantzis stated that the nominations would be held open until the January 26, 2007 Board Meeting at which time the Board would also vote. Les White informed the Board that a list of the nominees would be attached to the Staff Report for the January 26, 2007 board meeting.

**2. ORAL AND WRITTEN COMMUNICATION**

Written:

- a. Eric M. Re: Service Suggestion
- b. Larry D. Munglioli Re: Working Conditions

Vice Chair Tavantzis briefly described Written Communication #2a by a sixth grader asking METRO why they did not use more smaller buses in their fleet. Director Rotkin explained there are several reasons why the METRO does not incorporate small buses into the fleet and that the Board has addressed the issue several times in the past.

Les White gave a brief history of Written Communication #2b and possible action to be taken based on recommendations from the Service Review Committee. Mr. White stated that he had asked the Committee to address specific routes and times that are recurring and have brought these issues forward. Mr. White also asked the Committee to review what issues are being created by traffic congestion, delays, and detours in the area from road construction.

Oral:

Les White distributed a “Stop” flyer that is being put up in the bus stops, which attached to the file copy of these minutes. Mr. White explained that the information from the flyer is a continuation of a perception by the UCSC Transportation and Parking Services (TAPS) Operators, that the METRO takes funding away from their service. Mr. White stated the SCMTD works in cooperation with UCSC to resolve operating issues on the campus and described some of the difficulties in controlling ridership issues.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

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

Revised page #5-5.1 was distributed at today’s meeting and is attached to the file copy of these minutes.

**CONSENT AGENDA**

**5-1. APPROVE REGULAR BOARD MEETING MINUTES OF DECEMBER 8 & 15, 2006 AND SPECIAL MEETING MINUTES OF DECEMBER 15, 2006**

No questions or comments.

**5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF DECEMBER 2006**

No questions or comments.

**5-3. ACCEPT AND FILE DECEMBER 2006 RIDERSHIP REPORT AND PAGES 1 & 4 OF THE NOVEMBER 2006 RIDERSHIP REPORT**

Page 1 of the December Ridership Report will be included in the January 26, 2007 Board Packet.  
No questions or comments.

**5-4. CONSIDERATION OF TORT CLAIMS**

None.

**5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JANUARY 17, 2007 AND MINUTES OF NOVEMBER 15, 2006**

No questions or comments.

**5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER 2006 AND APPROVAL OF BUDGET TRANSFERS**

Will be included in the January 26, 2007 Board Packet.

Les White reported that Elisebeth Ross is going to continue working with SCMTD part time as a Finance Manager Advisor and that Angela Aitken will become the new Finance Manager on January 22, 2007 and gave a brief work history on Ms. Aitken.

**5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER 2006**

No questions or comments.

**5-8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF OCTOBER 2006**

**Discussion:**

Director Reilly asked why the report shows a decrease in ridership. Steve Paulson stated that the decrease in ridership has been a continuing trend since 2002. Mr. Paulson explained that fewer riders are making more trips, which creates a concentration of ridership and is one aspect that changes the figures in the report.

Director Reilly pointed out that even though ridership was down the cost per ride was also down. Steve Paulson stated that the simple explanation for that was that ParaCruz is becoming more efficient over time.

Chair Rotkin stated that he feels that the ratio of rides arriving within the 30 minute Ready Window needs to improve.

Paul Marcelin-Sampson, MAC, stated that he appreciated the concern and good work by ParaCruz but stated that he would also like to see an On Time report on Fixed Route service. Les White stated that an Auto Vehicle Locator System (AVL) similar to Monterey-Salinas Transit would give detailed results but would entail downsizing of new bus purchases in order to purchase the system. Mr. White stated Staff would generate a report using the current information.

**Direction:** Chair Rotkin asked Staff to report back to the Board on variances in time outside the Ready Window of ParaCruz and what possible solutions there are to improve the performance.

**5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTHS OF OCTOBER AND NOVEMBER 2006**

November report will be included in the January 26, 2007 Board Packet.  
No questions or comments.

**5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE NOVEMBER 2006 MEETING(S)**

No questions or comments.

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

**Summary:**

Frank Cheng reported that he expects the MetroBase plan to be on schedule and that he expected to have a progress and schedule report ready by March 2007. Mr. Cheng also informed the Board that a plan to provide shuttle service from Santa Cruz City Hall to the MetroBase tour after the January 26, 2007 Board Meeting is being arranged to allow City Council Members and other interested parties to see the site and the progress of the construction.

**Direction:** Vice Chair Tavantzis requested that an Item be added to the January 26, 2007 Board Meeting Agenda regarding CalTrans information on Highway 152 encroachment permit for discussion and possible authorizing entering into a contract to perform bus stop improvement work in conjunction with the CalTrans project.

**5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CRUZ CAR WASH FOR PARACRUZ VEHICLE WASHING SERVICES**

No questions or comments.

**5-13. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH STEVE'S UNION SERVICE FOR PARACRUZ VEHICLE FUELING SERVICES**

No questions or comments.

**5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DIXON AND SONS TIRES FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES**

No questions or comments.

**5-15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT EXTENSION WITH PAT PIRAS CONSULTING FOR EVALUATION OF DISTRICT'S ADA/504 PROGRAMS & ACTIVITIES AND TO EXTEND THE PROGRAM DEADLINE**

**Summary:**

Mark Dorfman reported that the District entered into a contract with Pat Piras Consulting for ADA/504 review of Metro programs, activities and services to determine whether they are accessible to disabled individuals on July 1, 2005. Mr. Dorfman reported that due to the holidays and some logistical problems the consultant was unable to get a draft circulated and that SCMTD would like to present the draft to MAC for comments and then bring it to the Board and that is why Staff is requesting for a time only extension to June 30, 2007.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN**

**Authorize the General Manager to execute a time only amendment to the contract with Pat Piras Consulting for ADA/504 review of Metro programs, activities and services to determine whether they are accessible to disabled individuals for the purposes of extending the completion date of the contract, and to extend the Program Deadline.**

**Motion passed unanimously**

**5-16. CONSIDERATION OF GAULT STREET SERVICE OPTIONS**

**Summary:**

Ian McFadden gave a brief history of the Gault Street/La Posada services including the routes that previously serviced the area and the decision to eliminate the service in order to assist in balancing the budget.

**Discussion:**

Chair Rotkin asked if the routes discussed in this item are currently on time and how would the addition of services affect the on-time performance of the routes. Ian McFadden stated that beyond affecting the on-time performance the change would also affect the connection schedule of the mentioned routes. Mr. McFadden further explained that current road construction is already having an effect on on-time performance.

Mark Dorfman described Metro's current 5-year plan and how it currently does not allow for increases in operating costs or expansion of service. Mr. Dorfman stated that the purpose of this Staff Report was to investigate what could be done if there was a desire to do it.

Mark Dorfman reported to the Board that the District is currently conducting a Short Range Transit Plan (SRTP) that will assess and layout what the needs are in the District's service area. Mr. Dorfman stated that the SRTP would make recommendations on possible changes that can be made to the current services. Mr. Dorfman stated that he could bring a schedule for the SRTP to the January 26, 2007 Board Meeting.

Paul Marcelin-Sampson, MAC, inquired as to how the decision was made to bring this item to the Board and why this request is receiving more attention than other requests for service. Director Rotkin explained that several people were in attendance at the December 15, 2006 Board

Meeting making a request for the service. Mark Dorfman explained that the Board requested Staff to review this request and to return a report to the Board. Paul Marcelin-Sampson requested that the report be brought to MAC for review and so MAC could possibly make suggestions on processes of prioritizing service requests.

Director Stone suggested developing a standardized method of addressing service requests because all people making requests should be addressed. Director Stone also suggested having a way of prioritizing the requests so that if funds become available the District would have a better idea of where the funding would be most effective. Les White stated that the SRTP would evaluate all aspects of the District's operations and return recommendations for restructure and that part of that process will include establishing an ongoing internal process that will allow the District to evaluate services regularly. Les White requested a letter from the Board Chair to La Posada so the interested parties are aware that the District has documented their request and will be evaluating the possibilities of a service change.

**Direction:** Chair Rotkin asked Staff to report back to the Board with a 2 month comparison of existing problem areas of service and whether there is funding within the existing budget to add services.

## REGULAR AGENDA

7. **CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION TO BOARD DIRECTOR MICHAEL W. KEOGH FOR HIS SERVICE TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

This presentation will take place at the January 26, 2007 Board Meeting

8. **PUBLIC HEARING: CONSIDERATION OF ADOPTING A PROGRAM OF PROJECTS FOR FTA URBAN AND RURAL OPERATING ASSISTANCE AND AUTHORIZING THE APPLICATION AND EXECUTION OF A GRANT FOR FTA RURAL OPERATING ASSISTANCE FOR FY 2007**

Public Hearing will take place at 9:00 a.m. at the January 26, 2007 Board Meeting

9. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VALLEY POWER SYSTEMS, INC. FOR CONVERSION OF 40 DIESEL ENGINE POWERED COACHES AND FUEL SYSTEMS TO COMPRESSED NATURAL GAS**

### Summary:

Tom Stickel introduced the representatives from Western Power Products and Valley Power Systems, which were in attendance of today's meeting, and described their roles in the conversion process. Mr. Stickel reported to the Board what buses were to receive the conversion and where the funding came from. Les White gave a detailed process in receiving the funding for converting the diesel buses to compressed natural gas (CNG).

**Discussion:**

Director Spence asked how the buses would be transported for the process. Tom Stickel stated they would be driven and the decision of who would drive the buses would be up to the contractor. Mr. Stickel added that if the contractor picked up the coaches then the contractor would return them.

Bonnie Morr, UTU, asked how long a coach would be out of service during the process. Tom Stickel stated that the entire process would be approximately a year and approximately 3 months per bus and that the District would regulate the number of buses out of service at the same time.

Les White stated that the conversion would also make the buses significantly quieter.

Chair Rotkin suggested that the District plan and develop a public event to introduce the converted buses to the community.

**ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR REILLY**

**Authorize the General Manager to execute a contract for conversion of 40 diesel engine powered coaches and fuel systems to compressed natural gas with Valley Power Systems, Inc.**

**Motion passed unanimously**

**10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH SC FUELS FOR DIESEL FUEL DELIVERY**

**Summary:**

Tom Stickel reported to the Board the logistics and benefits of contracting on the open market for fuel purchases.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR TAVANTZIS**

**Move ITEM #10 to the Consent Agenda.**

**Motion passed unanimously**

**11. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: General Manager**

Les White reported that the Board of Directors would have a conference with it's real Property negotiators on price and terms for property located at 110 Vernon Street, Santa Cruz, CA. and also a conference with it's labor negotiators regarding SEIU, Local 415 and UTU, Local 23, Fixed Route.



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

Bonnie Morr, UTU, inquired as to the status of a meeting regarding labor medical benefits and the language contained within the agreement. Chair Rotkin stated that would be included in today's Closed Session. Les White explained that the union has not been communicated with on this matter because the Board has not yet given him direction.

**SECTION II: CLOSED SESSION**

Vice Chair Tavantzis adjourned to Closed Session at 10:33 a.m. and reconvened to Open Session at 11:01 a.m.

**SECTION III: RECONVENE TO OPEN SESSION**

**13. REPORT OF CLOSED SESSION**

Les White reported that the Board took no reportable action in Closed Session.

**ADJOURN**

There being no further business, Vice Chair Tavantzis adjourned the meeting at 11:02 a.m.

Respectfully submitted,

DALE HAMILTON  
Administrative Assistant