

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

January 25, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 25, 2008 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Tavantzis called the meeting to order at 9:02 a.m. and announced that today's Special Meeting would be held following the Regular Meeting.

SECTION 1: OPEN SESSION

1. a. ROLL CALL:

DIRECTORS PRESENT

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

DIRECTORS ABSENT

None

STAFF PRESENT

Angela Aitken, Finance Manager
Wally Brondstatter, Acting Paratransit Administrator
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent

Margaret Gallagher, District Counsel
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
April Warnock, Acting Paratransit Superintendent

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

Bonnie Morr, UTU
Stacy Patyk, Seacliff Drive Resident

Amy Weiss, Spanish Interpreter

1b. CONSIDERATION OF:

- 1) ELECTION OF DIRECTORS TO SERVE AS BOARD OFFICERS,**
- 2) ELECTION FOR APPOINTMENTS TO THE HIGHWAY 1 CONSTRUCTION AUTHORITY,**
- 3) ELECTION FOR APPOINTMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR 2008**

Chair Tavantzis referred to the Nominee list from the January 11, 2008 Board Meeting and asked if there were any additional nominations. There were no additional nominations. The following elections and appointments were made:

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

- 1) Elect Director Beautz as Board Chair.
Elect Director Bustichi as Board Vice Chair.**
- 2) Re-appoint Director Tavantzis as the HCA representative.
Re-Appoint Director Bustichi to the HCA as the alternate.**
- 3) Re-appoint Directors Spence, Tavantzis, and Bustichi to the RTC.
Re-Appoint Directors Skillicorn, Hagen, and Hinkle as 1st, 2nd and 3rd RTC alternates, respectively.**

Motion passed unanimously with all Directors present

Outgoing Chair Tavantzis stated that newly elected Chair Beautz would preside as Chair beginning with the next Board meeting.

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- | | |
|-----------------------------|--|
| a. Seacliff Drive Residents | Re: Routes 54 & 55 Vehicle Size / Weight |
| b. Shaw / Yoder | Re: Proposed State Budget |
| c. Seacliff Drive Residents | Re: Routes 54 & 55 Vehicle Size / Weight |

Oral:

Stacy Patyk, a Seacliff Drive resident, spoke on behalf of all of the residents regarding the letters listed as Item #2-a and #2-c on today's Agenda. Ms. Patyk requested the Board's help to either replace the buses with smaller Paratransit size vehicles or reroute the Seacliff routes.

Director Rotkin requested that staff report back to the Board with ridership data, and options and costs to reroute the buses or use smaller vehicles on Routes 54 & 55.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

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

None.

CONSENT AGENDA

- 5-1. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF DECEMBER 2007**
- 5-2. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER AND NOVEMBER 2007**
- 5-3. **CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF FELICIA PALMER, CLAIM #07-0042;
DENY THE CLAIM OF KEVIN BELL, CLAIM #08-0001**
- 5-4. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR JANUARY 16, 2008 AND MINUTES OF NOVEMBER 28, 2007**
- 5-5. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF OCTOBER 2007**
- 5-6. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH STEVE'S UNION FOR PARACRUZ VEHICLE FUELING SERVICES AND TO EXECUTE A CONTRACT RENEWAL WITH CRUZ CAR WASH FOR PARACRUZ VEHICLE WASHING SERVICES**
- 5-7. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH SUE CLARKE FOR AUDITING OF THE TALKING BUSES EXTERNAL ANNOUNCEMENTS AT THE WATSONVILLE TRANSIT CENTER AND THE BART CAVALLARO TRANSIT CENTER**
- 5-8. **ACCEPT AND FILE METROBASE PROJECT STATUS REPORT**
- 5-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2007**
- 5-10. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A NEW ONE-YEAR LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR THE CURRENT TENANT**
- 5-11. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF NOVEMBER 2007**
- 5-12. **APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 12 & 26, NOVEMBER 9 & 16, AND DECEMBER 14 & 21, 2007 AND SPECIAL MINUTES OF OCTOBER 19 & 26, 2007**
- 5-13. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH DIXON & SON TIRES, INC. FOR THE PURCHASE OF REVENUE AND NON-REVENUE TIRES**
- 5-14. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH SEDGWICK CMS FOR THE THIRD PARTY ADMINISTRATION OF WORKER'S COMPENSATION CLAIMS**
- 5-16. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE DECEMBER 2007 MEETING(S)**

5-17. CONSIDERATION OF AUTHORIZING GENERAL MANAGER TO EXECUTE A CONTRACT FOR THE PURCHASE OF ONE HYBRID SEDAN AND ONE BI-FUEL PASSENGER VAN

5-19. ACCEPT AND FILE NOVEMBER 2007 RIDERSHIP REPORT

At the request of District Counsel, Director Tavantzis pulled the Tort Claim of Judith Boes, Item #5-3, Claim #07-0045, and moved it to today's Closed Session.

Regarding Item #5-4, Director Hagen volunteered to attend MAC meetings to enhance communication between MAC and the Board. This suggestion was referred to District Counsel.

Regarding Item #5-12, Director Spence stated that the October 26, 2007 Special Meeting minutes Call to Order and Adjournment times are inconsistent and also that she believes she was present, but listed as absent. Staff will verify and present any revisions to the Board for approval next month.

At the request of Director Spence, Director Tavantzis pulled Item #5-18 for discussion and renumbered it as #10.5.

At the request of Director Hagen, Director Tavantzis pulled Item #5-15 for discussion and renumbered it as #10.6.

Regarding Item #5-12, October 19, 2007 Joint MAC / Board Meeting, Director Tavantzis requested that the Board have an opportunity to review the Short Range Transit Plan Administrative Draft prior to it being presented publicly at a Board meeting.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BEAUTZ

Approve the remainder of the Consent Agenda.

Motion passed unanimously with all Directors present.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS: None

7. PUBLIC HEARING REGARDING THE YIELD TO BUS PROGRAM, AND CONSIDERATION OF ADOPTION OF A RESOLUTION AUTHORIZING THE REINSTATEMENT OF THE YIELD TO BUS PROGRAM EFFECTIVE FEBRUARY 1, 2008

Summary:

Mark Dorfman reported that information regarding a public education campaign was requested at the last meeting. VTA is not planning any type of campaign, so METRO will have to do it alone. Also, METRO's maintenance department requires more time to reinstate the yield signs on the

buses, so staff is recommending an implementation date of March 1, 2008 rather than February 1, 2008.

Margaret Gallagher showed preliminary graphics being considered for advertising the program. Some Directors approved of the otter character because it is a local theme and suggested that the yield triangle be included in all of the ads to associate them with the triangles on the back of the buses.

Mark Dorfman added that the advertising would be bi-lingual and there would be Public Service Announcements as well.

DIRECTOR TAVANTZIS OPENED THE PUBLIC HEARING AT 9:29 A.M.

There were no public comments.

DIRECTOR TAVANTZIS CLOSED THE PUBLIC HEARING AT 9:30 A.M.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Adopt a Resolution reinstating the Yield to Bus Program effective March 1, 2008 pursuant to AB 1492 enacted by the California State Legislature and signed into law by the Governor and commend staff on developing a marketing campaign

Motion passed unanimously with all Directors present.

8. CONSIDERATION OF RESOLUTION REVISING FY 08 OPERATING BUDGET

Summary:

Angela Aitken reported that this revision is needed because training dollars that the Board approved in March 2007 were erroneously not brought forward to the current budget.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Adopt Resolution revising FY 08 Operating Budget

Motion passed unanimously with all Directors present.

9. CONSIDERATION OF APPROVAL OF A RESOLUTION AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT 1211 RIVER STREET, SANTA CRUZ, CALIFORNIA FOR THE AMOUNT OF \$775,000 PLUS FEES AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE DOCUMENTS NECESSARY TO CONCLUDE THE ACQUISITION

Summary:

Mark Dorfman reported that this is the final step in the procurement of property located at 1211 River Street.

Discussion:

Director Spence pointed out an error on page #9.2 of the Staff Report in the third bullet, which lists the property address as 110 Vernon Street, rather than 1211 River Street.

ACTION: MOTION: DIRECTOR SPENCE SECOND: DIRECTOR ROTKIN

Adopt a Resolution authorizing the purchase of the property located at 1211 River Street, Santa Cruz, California for the amount of \$775,000 plus fees and authorize the General Manger to execute documents necessary to conclude the acquisition

Motion passed unanimously with all Directors present.

10. CONSIDERATION OF REPORT REGARDING INCIDENT ON JANUARY 7, 2008 ON PARACRUZ AND RECOMMENDATIONS TO REVISE THE POLICY FOR SAME DAY SERVICE CHANGES

Summary:

Wally Brondstatter reported because the existing policy does not allow for same day changes, a passenger was not taken to a new location or returned home by ParaCruz when it was discovered that a doctor's office had moved.

Based upon this incident, a review of the policy was conducted. Staff is proposing a series of changes for cases such as this including ParaCruz will first offer the option of returning the rider back to their home. Further, staff is recommending establishing a similar policy to what is done at VTA, where same-day paratransit rides are available on a space available basis at an additional cost. Until the Board has revised and approved the policy modifications, ParaCruz has implemented an internal procedure where there will always be a Manager-on-duty that can be contacted by dispatch to make the decision on whether to modify the trip request. Finally, staff is recommending that a Public Hearing on these proposed modifications be held on March 28, 2008 and that input be received from both MAC and E&D TAC.

Discussion:

The Board commended staff for acting on this and implementing an interim procedure so quickly. There was a discussion about METRO's responsibility regarding confirming current drop off addresses and whether or not the actual policy needs to be modified or if simply adding another level with a Manager-on-duty to make decisions on a case-by-case basis would address these types of situations.

Director Tavantzis requested that staff report back to the Board after six months regarding how often this type of situation occurs and the impact on other passengers. Wally Brondstatter added that an exception report has also already been implemented in order for ParaCruz to track these types of occurrences.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

Approve the interim internal procedure of having a Manager-on-duty to decide on a case-by-case basis whether to modify trip requests and set a Public Hearing for March 28, 2008

Motion passed unanimously with all Directors present.

10.5 CONSIDERATION OF APPROVAL OF TITLE CHANGES TO THE CLASS SPECIFICATIONS OF BASE SUPERINTENDENT, PARATRANSIT ADMINISTRATOR AND PARATRANSIT SUPERINTENDENT

Previously Item #5-18, pulled from the Consent Agenda for discussion.

Summary:

Robyn Slater reported that the proposed title changes are intended to provide clarity within the organizational structure of the Operations Department and more clearly identify the reporting structure.

Discussion:

Director Spence asked if the attached Organizational Chart was current and questioned why the Accessible Services Coordinator position was shown in the Paratransit department because she believes it is more of a Fixed-Route position as it was under the previous Operations Manager. Robyn Slater replied that the chart was current and Mark Dorfman added that Ciro Aguirre, the current Operations Manager, set the positions as he sees the department functioning in an efficient manner.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve title changes to the following Class Specifications: Base Superintendent to Fixed Route Superintendent, Paratransit Administrator to Paratransit Superintendent, and Paratransit Superintendent to Assistant Paratransit Superintendent

Discussion:

Bonnie Morr suggested that Fixed Route have an additional administrator position and was reminded by Director Tavantzis that this comment was off topic of the Staff Report.

Motion passed unanimously with all Directors present.

10.6 ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF OCTOBER, NOVEMBER & DECEMBER 2007

Previously Item #5-15, pulled from the Consent Agenda for discussion.

Discussion:

Director Hagen reiterated his previous concern that he feels the Call Stop Audits are not distributed equally and that Watsonville routes are overlooked.

Margaret Gallagher replied that this report includes both on-board auditing and external auditing performed at transit centers. The auditors were instructed to perform certain percentages of audits equal to the percentages of service provided in the four main areas of Santa Cruz County.

Ms. Gallagher offered to bring additional Call Stop Audit distribution options back for the Board to consider including by ridership, by stops and by service distribution. It was noted that the column indicating why stops were not called was not included in this report and requested by the Board that it be included going forward.

ACTION: MOTION: DIRECTOR HAGEN SECOND: DIRECTOR BEAUTZ

Accept and file Call Stop Audit Report for the period of October, November, and December 2007. Direct staff to bring additional Call Stop Audit distribution options back to the Board for consideration

Motion passed unanimously with all Directors present.

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

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding the workers compensation claim of Richard Dollente; a conference with its Legal Counsel regarding two cases of Anticipated Litigation; and a conference with its Legal Counsel regarding the Tort Claim of Judith Boes, which was moved to Closed Session from today's Open Session agenda.

12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Director Tavantzis adjourned to the Special Meeting at 10:15 a.m., followed by Closed Session and reconvened to Open Session at 11:25 a.m.

SECTION III: RECONVENE TO OPEN SESSION

13. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

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There being no further business, Director Tavantzis adjourned the meeting at 11:26 a.m.

Respectfully submitted,

CINDI THOMAS
Administrative Services Coordinator