

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 9, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 9, 2003 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Reilly called the meeting to order at 9:06 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Jan Beautz (arrived after roll call)
Michelle Hinkle
Ana Ventura Phares
Emily Reilly
Mike Rotkin
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

Sheryl Ainsworth
Mike Keogh
Dennis Norton
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel

Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager
Tom Stickel, Fleet Maint. Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Heather Boerner, *Sentinel*
Michael Bradshaw, CCCIL
Jenna Glasky, SEA
Manny Martinez, PSA

Bonnie Morr, UTU
Jeff North, UTU
Will Regan, VMU
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

a. Debra/Robert Brownstein RE: ParaCruz Eligibility

3. LABOR ORGANIZATION COMMUNICATIONS

4. METRO USERS GROUP (MUG) COMMUNICATIONS

5. **METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**
6. **ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

A memorandum from Director Pat Spence regarding the proposed ParaCruz premium fare increases was distributed to the Board in addition to a letter from Elsa Quezada, Executive Director of the Central Coast Center for Independent Living (CCCIL), regarding the proposed service reductions and fare increases. These documents will be included in the Add-On Packet for the May 23, 2003 Board Meeting.

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 11 AND APRIL 25, 2003**

No questions or comments.

- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**

No questions or comments.

- 7-3. **ACCEPT AND FILE APRIL RIDERSHIP REPORT
1st PAGE OF THE RIDERSHIP REPORT WILL BE PRESENTED FOR
CONSIDERATION AT THE MAY 23, 2003 BOARD MEETING**

No questions or comments.

- 7-4. **CONSIDERATION OF TORT CLAIMS: Deny the Claims of: Ben Ralston, Claim #03-0012; Earl Ralston, Claim #03-0013; Michael Ralston Jr., Claim #03-0014**

No questions or comments.

- 7-5. **ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF MAY 15, 2003 AND THE MINUTES OF THE APRIL 17, 2003 MEETING**

No questions or comments.

- 7-6. **ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF MAY 21, 2003 AND THE MINUTES OF THE APRIL 16, 2003 MEETING**

No questions or comments.

- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2003, APPROVAL OF BUDGET TRANSFERS**

No questions or comments.

7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR FEBRUARY 2003

Director Tavantzis expressed her appreciation of the monthly summary data being included in these monthly reports.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2003

No questions or comments.

7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

7-11. ACCEPT AND FILE METROBASE STATUS REPORT

Les White informed the Board that this report would be modified for the June Board meeting. Action by the Santa Cruz City Council is scheduled to take place on May 27th. On May 13th there are pre-proposal meetings for the design teams. Mr. White anticipates that a number of design teams, including WaterLeaf, will make proposals for this project. Mr. White is also receiving calls regarding construction management services and the project manager position. The next steps will involve an MOU for inspection services using City building and fire staff for inspections; an MOU for real estate acquisition and relocation using the Redevelopment Agency; and, a letter from the Board Chair to the Mayor of Santa Cruz requesting City Council consent for eminent domain to acquire the Tool Shed and Surf City Produce properties.

DIRECTOR BEAUTZ ARRIVED.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

THIS PRESENTATION WILL TAKE PLACE AT THE MAY 23RD BOARD MEETING

9. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE

Summary:

Mark Dorfman reported that his previous two staff reports were attached to the current one and these outline the four options for fare increases that the Board had requested. The Board will vote at the May 23, 2003 Board meeting on which of the 4 options will be implemented. Two premium fares were presented for consideration on the ParaCruz service, as requested by the Board.

Discussion:

Director Spence submitted a letter against charging premium fares on the ParaCruz service. She discussed how the paratransit users are in the same situation as the seniors and disabled and should receive the same consideration of a gradual “step up” in fares. She added that the “will call” return should be only for medical appointments. The ParaCruz Customer Guide was

distributed and it was stated that many important features in this guide would be obsolete if changes were made to this service. Director Spence suggested that METRO staff work closely with convalescent and care facilities' staff to ensure the necessary time is allocated for appointments so as not to adversely affect the customer's pickup times.

ITEM #18 WAS TAKEN OUT OF ORDER.

**18. CONSIDERATION OF PROVIDING FINANCIAL AND ADMINISTRATIVE SUPPORT TO THE HIGHWAY 1 WIDENING/HOV JOINT POWERS AUTHORITY
ACTION REQUIRED AT THE MAY 9TH BOARD MEETING**

Summary:

Les White reported that staff received a letter from Linda Wilshusen of the Regional Transportation Commission regarding METRO's ability to provide office space, administrative support functions or cash flow to the Joint Powers Authority (JPA) for the Highway 17 widening project.

Discussion:

There was discussion of METRO's resources and staff's recommendation that they have no office space or staff who could contribute to this JPA. The administrative support functions would affect METRO's Human Resources, Finance and Procurement departments, all of which are already strained due to lay-offs and positions not being refilled. Director Beautz asked that this decision not be made in haste and reiterated that METRO is the agency with the "design build authority". She added that METRO could provide administrative support with the understanding that staff would hire an additional person. Director Tavantzis reported that this issue would go before the Watsonville City Council and suggested that possibly a person working a part-time schedule could go to full-time and take on these administrative duties.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR TAVANTZIS

Direct Staff to write to the Commission to say that METRO is not able to provide the loan situation and the rest of this item will be continued for one month to obtain more of a sense of what assistance the other agencies can provide. METRO does not have office space or legal resources available.

There was discussion of METRO legal counsel's ability to take on this project and Ms. Gallagher replied that this involves environment documentation and advised the Board that METRO hired outside counsel for its MetroBase environmental issues.

Linda Wilshusen stated that the working group is considering three options for staffing: 1) farming out the entire project to a project management consultant group; 2) have the project temporarily taken on by a local agency; and, 3) setting up an entirely new organization – this may not be feasible due to the financial situation. She reiterated that a "local agency" is not the only alternative. Director Beautz added that the additional month for METRO to consider this issue would allow sufficient time for input as to what other agencies might be able to contribute. However, she stated that METRO's "design build authority" should be taken into consideration

for METRO to be involved in some way. Director Almquist added that whether METRO contributes to the space or staffing issues, the County could still use METRO's design build authority.

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

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR ROTKIN

Move Items 12 and 13 to the Consent Agenda for the May 23, 2003 Board meeting.

**10. PUBLIC HEARING ON FY 03-04 DRAFT FINAL BUDGET
PUBLIC HEARING WILL BE HELD AT 9:00 A.M. AT THE MAY 23RD BOARD
MEETING**

Summary:

Elisabeth Ross reported that there would be a meeting with the unions on Monday, May 12th, to review the budget.

Discussion:

Line items discussed:

- Paratransit software - allows METRO to tie-in to Lift Line's computer. This software could continue to be used if METRO brought the paratransit service in-house.
- Non-revenue vehicle replacement - \$116,000 budgeted. This would replace four vehicles, some of which are 1984 vehicles.
- Office Equipment, digital copier - \$20,000. Director Tavantzis suggested that copier prices have fallen and the City of Watsonville just received a bid for \$8,000 for a digital copier. Director Tavantzis will send the specifications for this bid to METRO to compare to the equipment it needs to purchase.
- Sheet feed scanner for \$5,000. This is used to enable staff to post the Board agenda packet on line.
- Director Tavantzis requested budget notes on Account Nos. 504409 Repair/Maint. Supply, 503031 Profession/Technical & Fees and 509011 Dues/Subscriptions.
- She also noted that Account #503012 Admin/Bank Fees could be looked at. She noted that the City of Watsonville received an incredible bid for these services. Ms. Ross stated that most banks do not want the farebox change but she will check around for a better price.
- Account No. 503162 Uniforms/Laundry – prices are more than doubled. Director Tavantzis will supply staff with contact information for Ameripride, which is a laundry vendor.
- Sales Tax assumptions – Linda Wilshusen stated that the reserve fund was rebuilt and reduced the amount to all the claimants. The sales tax assumptions will increase the amount available next year. She added that the RTC obtained their estimates from Gary Knudsen.

11. **CONSIDERATION OF APPROVAL TO LEASE THE RESTAURANT SPACE AT THE WATSONVILLE TRANSIT CENTER**
WILL BE PRESENTED FOR CONSIDERATION AT THE MAY 23RD BOARD MEETING

No questions or comments.

12. **CONSIDERATION OF REVISED BUS DELIVERY SCHEDULE FOR HIGHWAY 17 BUSES**

13. **CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO THE AIR DISTRICT FOR AB2766 FUNDS TO ADD METERING EQUIPMENT TO THE COMPRESSED NATURAL GAS (CNG) FUEL STATION**

14. **PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR METROBASE CONSTRUCTION FUNDS**
PUBLIC HEARING WILL BE HELD AT 9:00 A.M. AT THE MAY 23RD BOARD MEETING

No questions or comments.

15. **PUBLIC HEARING FOR CONSIDERATION OF AUTHORIZING THE APPLICATION AND EXECUTION OF AN FTA GRANT FOR URBANIZED AREA FORMULA FUNDS FOR FY 2003**
PUBLIC HEARING WILL BE HELD AT 9:00 A.M. AT THE MAY 23RD BOARD MEETING

No questions or comments.

16. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS**

Summary:

Les White reported that this is a requirement for continued receipt of federal funds. This is an agreement with AMBAG, RTC, TAMC and MST and outlines working relations for the state and FTA. This is on the agendas of all these agencies this month.

17. **CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE**

Summary:

Les White stated that this report relates to concerns raised regarding the composition of MUG.

19. CONSIDERATION OF SUPPORTING THE RESOLUTION ENTITLED “WE BELIEVE IN CALIFORNIA, RESOLUTION ON THE STATE BUDGET CRISES AND BUDGET ACCOUNTABILITY ACT” SPONSORED BY THE SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)

Summary:

At the April Board Meeting, Tony Madrigal of SEIU asked the Board to endorse the Resolution on the State Budget Crises and Budget Accountability Act. Mr. White stated that the primary problem is that there is a set of provisions that are punitive to the Governor and members of the legislature if the budget is not passed by June 15th of each year. Staff recommends that the Board endorse the resolution.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Move this item to the Consent Agenda for the May 23rd Board Meeting.

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

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

Margaret Gallagher reported that the Board would discuss the Lane/Loya vs. SCMTD case. She requested that the Anticipated Litigation case be moved to the May 23rd Board meeting due to a meeting taking place with some of the involved players.

21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 10:30 a.m. and reconvened to Open Session at 10:55 a.m.

SECTION III: RECONVENE TO OPEN SESSION

22. REPORT OF CLOSED SESSION

Margaret Gallagher stated there was nothing to report at this time.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 10:56 a.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator