

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

January 18, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 18, 2002, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:23 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz
Tim Fitzmaurice
Michelle Hinkle
Christopher Krohn
Dennis Norton
Emily Reilly
Pat Spence

DIRECTORS ABSENT

Jeff Almquist
Mike Keogh
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Margaret Gallagher, District Counsel
Harlan Glatt, Sr. Database Administrator

Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Dorice Ann, Bus Operator
Bart Cavallaro, Bus Rider
Linda Clayton, SEA
Mary Ferrick, PSA
Bruce Gabriel, Former Director
Ed Kramer, Bus Rider
Fahmey Ma'Awad, Bus Rider
Carmen Magdaleno, Interpreter

Steve Marcus, UTU
Bonnie Morr, UTU
Carolyn O'Donnell, SC TMA
Steve Paulsen, UTU
Will Regan, VMU
Denise Rossi, Transit Supervisor
John Shaw, Shaw/Yoder, Inc.
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

- | | | |
|----|--------------------------------|-----------------------------|
| a. | Rafael Lopez | RE: Resignation as Director |
| b. | Tom Gestri | RE: Hwy. 1 Widening |
| c. | Batya Kagan | RE: Bikes on Buses |
| d. | Richard W. Bedal, County Clerk | RE: Apportionment |

Les White asked the Board if there is any staff action required to respond to the Richard Bedal letter concerning Apportionment. Chairperson Ainsworth asked for an analysis on what the possible choices might be in the apportionment and also requested a staff report regarding bikes on buses in response to Batya Kagan's communication.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

None

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

None

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION 1:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATIONS:

1. Richard W. Bedal, County Clerk RE: Apportionment
(Add written communication as Item d)

CONSENT AGENDA:

ADD TO ITEM #7-4

CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Katrina Nakata
(Insert Claim)

ADD TO ITEM #7-5

ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/15/01 AND 12/20/01
Attachments: A, C, D, E, F, G, H, I, J, K, L, M, N, O
(Insert Attachments)

ADD TO ITEM #7-15 CONSIDERATION OF APPROVAL OF AMENDMENT TO LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND TRUCK DRIVERS INSTITUTE TO ALLOW THE DISTRICT TO HAVE EXCLUSIVE USE OF PREMISES FOR THE PURPOSE OF TRAINING NEW BUS OPERATORS
(Replace Staff Report and attachments under original number of Item 15)

REGULAR AGENDA:

ADD TO ITEM #8 CONSIDERATION OF RESOLUTION OF APPRECIATION FOR BRUCE GABRIEL
(Insert Resolution)

ADD TO ITEM #9 CONSIDERATION OF RESOLUTION OF APPRECIATION FOR PAUL CHANDLEY
(Insert Resolution)

ADD TO ITEM #11 CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE
(Insert Attachment F)
(Replace Page 11-E-1)
(Add Page 11-E-19)

ADD TO ITEM #12 CONSIDERATION OF ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2002, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHARIPERSON ASSIGNMENTS
(Insert Attachment B)

ADD TO ITEM #14 CONSIDERATION OF AWARD OF CONTRACT FOR ELIGIBILITY SOFTWARE FOR PARATRANSIT RIDES
(Add Staff Report)

DELETE ITEM #17 CONSIDERATION OF MODIFICATION TO THE PROPOSED MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PLANNING AND DESIGN OF THE PROJECT TO REHABILITATE AND REDESIGN THE SANTA CRUZ METRO CENTER (TO INCLUDE MUTUAL INDEMNIFICATION CLAUSES)
(Action taken at 1/11/02 Board Meeting)

ADD TO ITEM #19 CONSIDERATION OF RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SCCRTC FOR TDA DEMONSTRATION PROGRAM FUNDS
(Insert Staff Report)

ADD TO ITEM #20 PRESENTATION OF STATE LEGISLATIVE ISSUES
(Oral Presentation Only)

ADD TO ITEM #21 CONSIDERATION OF LEASE EXTENSIONS FOR MARKET
SPACE AND OFFICE SPACE FOR BOB TOTT, D/B/A
METROPOLITAN MARKET
(Insert Staff Report)

An additional letter concerning the proposed Highway 17 fare increase and a letter from the Watsonville City Manager regarding appointments of alternates to the Regional Transportation Commission were distributed to the Board at this meeting.

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 11/9/01, 11/16/01 AND 12/14/01
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR NOVEMBER AND DECEMBER 2001
- 7-3. ACCEPT AND FILE NOVEMBER AND DECEMBER 2001 RIDERSHIP REPORT
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Katrina Nakata
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/15/01 AND 12/20/01
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 11/14/01 AND 12/19/01
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER AND NOVEMBER 2001, APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATES FOR OCTOBER AND NOVEMBER 2001
- 7-9. ACCEPT AND FILE STATUS REPORT FOR DECEMBER AND JANUARY FOR CALL STOP ISSUE PROGRESS
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR OCTOBER AND NOVEMBER 2001
- 7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER AND NOVEMBER 2001
- 7-12. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL
- 7-13. CONSIDERATION OF FINAL REPORT ON THE "IBUS" TDA-DEMONSTRATION PROJECT
- 7-14. CONSIDERATION OF APPROVAL OF 2002 FEDERAL LEGISLATIVE PROGRAM
- 7-15. CONSIDERATION OF APPROVAL OF AMENDMENT TO LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND TRUCK DRIVERS INSTITUTE TO ALLOW THE DISTRICT TO HAVE EXCLUSIVE USE OF PREMISES FOR THE PURPOSE OF TRAINING NEW BUS OPERATORS
Revised Staff Report will be included in the Add-On Packet
- 7-16. CONSIDERATION OF ADOPTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S AMENDED RECORDS RETENTION SCHEDULE
- 7-17. CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR FLOR BELLA

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR SPENCE

Approve the Consent Agenda.

Motion passed unanimously with Directors Almquist and Keogh absent.

REGULAR AGENDA

8. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR BRUCE GABRIEL

Summary:

Chairperson Ainsworth read the Resolution of Appreciation for Bruce Gabriel for his contributions to the Board. Mr. Gabriel also received a lifetime bus pass.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Approve the Resolution of Appreciation for Bruce Gabriel.

Motion passed unanimously by a roll call vote with Directors Almquist and Keogh absent.

9. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR PAUL CHANDLEY

Summary:

Chairperson Ainsworth acknowledged Paul Chandley in absentia for his contributions to METRO from 1988 to 2001.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR SPENCE

Approve the Resolution of Appreciation for Paul Chandley

Motion passed unanimously by a roll call vote with Directors Almquist and Keogh absent.

10. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

The following employees were acknowledged with longevity certificates for their years of service:

TEN YEAR

Mark Dorfman, Assistant General Manager

TWENTY YEARS

Dorice Ann, Bus Operator

TWENTY-FIVE YEARS

John (J.J.) Perez, Transit Supervisor
Denise Rossi, Transit Supervisor

ITEM #20 WAS TAKEN OUT OF ORDER

20. PRESENTATION OF STATE LEGISLATIVE ISSUES

Summary:

Josh Shaw, Executive Director of the California Transit Association, made a presentation to the Board on the State Legislative Issues for 2002. He also passed a copy of the Governor's proposed State budget to the Board for review. Items discussed were: the decline in the state of revenues, proposed revenues for FY 02/03, FY 01/02 cutbacks but none in transportation, the General Fund and special funds.

Discussion:

Mr. Shaw stated that Proposition 42 would dedicate the sales tax to transportation and asked for support of this Proposition. A proposal was made for FY 02/03 for \$115M in funds for the STA Program, however, this could shrink in the next few months. The Governor does not propose major cuts in transportation. Chairperson Ainsworth asked for an annual presentation on the State legislative program. Mr. Shaw added that the sales tax reductions would begin on July 1, 2002.

11. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE

Summary:

Mark Dorfman outlined the process taken for the proposed fare increase on the Highway 17 Express service. This action was proposed in an effort to contribute towards balancing METRO's budget for FY 02/03. This service currently generates approximately \$380,000 in revenue. With no change in the ridership levels, METRO would increase its revenue by \$104,000 annually with the fare increase. Staff projects a 10% ridership loss with the fare increase which would equate to a positive cash flow of \$56,000 on an annual basis. In response to Board direction, monthly pass rates were outlined in Attachment F of the staff report and estimated at \$40 for a regular pass, \$30 for a student pass, \$14 for a senior/disabled pass and \$65 for a Highway 17 monthly pass.

Discussion:

Staff advised the Board that they would return in February with more recommendations for changes in the budget to accommodate for the revenue shortfall. Director Fitzmaurice expressed interest in providing a student pass for the Highway 17 ridership. Mr. Dorfman replied that Staff may need to add trips to accommodate the increase in ridership that a monthly student pass might require. Director Reilly suggested that part of the discussion with the San Jose State University should be for SJSU to schedule classes based on bus capacity. Mr. Dorfman said Staff will open up discussion with SJSU and VTA regarding this. She also suggested that discussions take place with the Santa Clara University as well. In response to a query from Director Spence, Mark Dorfman will obtain information from VTA on how many riders transfer from VTA's system to METRO's.

Staff will also review VTA's analysis mechanism that they will use to adjust their fares on an annual basis. Eleanor Stitt, a bus rider with a bicycle, expressed concern about not being able to return to retrieve her bicycle at Dominican Hospital after taking the Highway 17 Express. Staff will find out why we cannot return riders to the Dominican Hospital area. Gene Solomon, a bus rider, asked for more consideration of the riders when there are detours as several people have been left standing at a bus stop when the bus was redirected around construction. He stated that METRO should work with VTA in these instances to ensure riders have a way back to Santa Cruz. There was discussion regarding riders having to pay a fare to ride the bus to the Scotts Valley Park & Ride to board the Highway 17 bus. Les White outlined the numerous challenges related to bringing the Highway 17 service to Metro Center, first and foremost being that METRO has no buses to place on this service. The current buses that run to the Metro Center cannot be utilized due to Caltrans' and Amtrak's requirement for luggage capabilities. If Amtrak gives METRO relief on the luggage requirement, Les White informed the Board that staff could come back to them with a service plan to implement by Fall 2002.

Director Reilly requested a copy of the "true cost of driving" brochures which Kim Chin will provide. Mr. Dorfman will provide the ridership figures for the Highway 17 Express.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Direct Staff to bring back information within 3 months on: extension of bus service to Metro Center, development of proposal and budget implications for student and senior/disabled fare on pass basis as well as individual cash basis, evaluate deadhead miles from Scotts Valley to Dominican, and report as to why day passes from METRO and VTA do not give full credit for that value when using the Highway 17 Express. Direct Staff to do a careful tracking over the next four months of ridership.

Motion passed unanimously by a roll call vote and with Directors Almquist and Keogh absent.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KROHN

Adopt the revised fare ordinance that will increase fares on the Highway 17 Express effective February 1, 2002.

Motion passed by a roll call vote with Directors Krohn and Norton opposed and Directors Almquist and Keogh absent.

12. CONSIDERATION OF ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2002, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS

Summary:

The following nominations were made at the January 11, 2002, Board Meeting: Sheryl Ainsworth, Chair; Emily Reilly, Vice Chair; Michelle Hinkle, MUG Chair; Mike Keogh/Emily Reilly/Pat Spence SCCRTC Representatives.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR NORTON

Elect the following Directors for the following positions, wait one month to nominate alternates to the SCCRTC:

**Sheryl Ainsworth - Chairperson
Emily Reilly - Vice Chair
Michelle Hinkle - MUG Chair
Mike Keogh, Emily Reilly, Pat Spence – SCCRTC Representatives**

Motion passed unanimously with Directors Almquist and Keogh absent.

13. MOVED TO CONSENT AGENDA AS ITEM 7-14

14. CONSIDERATION OF AWARD OF CONTRACT FOR ELIGIBILITY SOFTWARE FOR PARATRANSIT RIDES

Summary:

Tom Stickel reported that this contract is for the purchase and installation of an eligibility software program for the ADA paratransit eligibility certification process. Staff received three responses to the Request for Proposal and recommends awarding the contract to the Orthopaedic Hospital. This contract includes training of staff and has been used in the certification of over 150,000 paratransit riders.

Discussion:

Director Spence confirmed with Staff that this software would tie into the Trapeze Software currently being used. The Orthopaedic Hospital is the developer of this software and has been using it for six years. Kim Chin reported that there is an acceptance period in which the software will be set up and tested with a period to iron out the difficulties.

ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR FITZMAURICE

Authorize the General Manager to enter into a contract with Orthopaedic Hospital for the purchase and installation of an eligibility software program for the ADA Paratransit eligibility certification process.

Motion passed unanimously with Directors Almquist and Keogh absent.

15. **MOVED TO CONSENT AGENDA AS ITEM 7-15**

16. **MOVED TO CONSENT AGENDA AS ITEM 7-16**

17. **DELETED**

18. **MOVED TO CONSENT AGENDA AS ITEM 7-17**

19. **CONSIDERATION OF RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SCCRTC FOR TDA DEMONSTRATION PROGRAM FUNDS**

Summary:

Mark Dorfman commented that this item is in response to a call for demonstration projects. Staff is proposing to put in a project for \$20,000 which is the maximum amount. The project is implementation of magnetic card technology which would utilize the magnetic encoding devices on the fareboxes. The second phase of this project would be to move into employer/sponsor-type passes that agencies could give to their employees. The price would be capped no matter how many times the passes are used by the employee.

Discussion:

Mr. Dorfman added that a monthly pass would turn into a 30 day pass becoming valid on the first day of use. Mr. White further added that the swiping function of the card would be tested in a "test" market to ensure that it wouldn't impede the boarding and debording of passengers. The tracking of these passes would be done by the fareboxes.

ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR FITZMAURICE

Adopt the resolution authorizing the Secretary/General Manager to submit an application to the Regional Transportation Commission for TDA Program funds to implement magnetic card technology.

Motion passed unanimously by a roll call vote with Directors Almquist and Keogh absent.

21. CONSIDERATION OF LEASE EXTENSIONS FOR MARKET SPACE AND OFFICE SPACE FOR BOB TOTT, D/B/A METROPOLITAN MARKET

Summary:

Margaret Gallagher reported that Bob Tott, who currently leases the market and office space at Metro Center, is requesting that the lease be extended for an additional two-year term for each space.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE

Authorize extension of the leases between Bob Tott d/b/a Metropolitan Market and METRO for office space and market space to February 1, 2004.

Motion passed unanimously with Directors Almquist and Keogh absent.

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

Margaret Gallagher reported that the first two items on the Closed Session agenda do not need to be discussed in Closed Session.

The Board deferred Margaret Gallagher's performance evaluation to the February meeting.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 11:35 a.m.

Respectfully submitted

DALE CARR
Administrative Services Coordinator