



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS MEETING MINUTES*
APRIL 24, 2020 – 9:00AM
MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, April 24, 2020, via teleconference.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com. *Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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- 1 **CALL TO ORDER** at 9:00 AM by Board Chair Rotkin.
- 2 **ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Ed Bottorff	City of Capitola	
Director Trina Coffman-Gomez	City of Watsonville	
Director Aurelio Gonzalez	City of Watsonville	
Director John Leopold	County of Santa Cruz	
Director Donna Lind	City of Scotts Valley	AR 9:04AM
Director Cynthia Mathews	City of Santa Cruz	
Director Bruce McPherson	County of Santa Cruz	
Director Donna Meyers	City of Santa Cruz	
Director Larry Pageler	County of Santa Cruz	
Director Dan Rothwell	County of Santa Cruz	
Director Mike Rotkin	County of Santa Cruz	
Ex-Officio Director Dan Henderson	UC Santa Cruz	
Ex-Officio Director Alta Northcutt	Cabrillo College	AR 9:25AM

Additional METRO Staff presence confirmed via oral affirmative response.

Alex Clifford	CEO/General Manager
Julie Sherman	General Counsel
Angela Aitken	CFO
Wondimu Mengistu	Grants/Legislative Analyst
Kristina Mihaylova	Acting Finance Deputy Director
Gina Pye	Executive Assistant
John Urgo	Planning and Development Director

- 3 **RECESS TO SCCIC MEETING AT 9:05AM**
- 4 **RECONVENE TO BOARD OF DIRECTORS MEETING AT 9:08AM**
- 5 **ANNOUNCEMENTS**
Chair Rotkin announced that today’s meeting is being broadcast by Community Television of Santa Cruz County.
- 6 **BOARD OF DIRECTORS COMMENTS**
Hearing none, Chair Rotkin moved to the next agenda item.

7 LABOR ORGANIZATION COMMUNICATIONS

James Sandoval, SMART LOCAL 23 President, thanked the Operators who are demonstrating their level of commitment by showing up to work. He recognized METRO management for their part in working together to make the Operators feel safer in the current environment. He also expressed hopes that the CARES Act funding will permit METRO to maintain staff as long as possible.

Hearing nothing more, Chair Rotkin moved to the next agenda item.

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Having none, Chair Rotkin moved to the next agenda item.

9 WRITTEN COMMUNICATIONS FROM MAC

Hearing none, Chair Rotkin moved to the next agenda item.

CONSENT AGENDA

10-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF FEBRUARY AND MARCH 2020

10-02 ACCEPT AND FILE: MINUTES OF THE FEBRUARY 19, 2020 METRO ADVISORY COMMITTEE (MAC) MEETING, THE FEBRUARY 28, 2020 BOARD OF DIRECTORS MEETING, THE MARCH 13, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING AND THE APRIL 10, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING

10-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JANUARY 31, 2020 AND FEBRUARY 29, 2020

10-04 ACCEPT AND FILE: QUARTERLY PROCUREMENT UPDATE REPORT FOR 4TH QUARTER OF FY19

10-05 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET

10-06 RATIFICATION: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4TH AMENDMENT EXTENDING THE CONTRACT FOR ONE YEAR WITH ATHENS ADMINISTRATORS FOR 3RD PARTY ADMINISTRATION OF WORKERS COMPENSATION CLAIMS, INCREASING THE CONTRACT TOTAL BY \$34,989

10-07 RATIFICATION: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY20 LOW CARBON TRANSIT OPERATIONS PROGRAM

10-08 APPROVE: CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR THE PURCHASE AND INSTALLATION OF A BUILDING ACCESS CONTROL SYSTEM FOR THE MAINTENANCE FACILITY

10-09 CONSIDERATION OF AWARD OF CONTRACT TO RI ENGINEERING, INC. FOR ENGINEERING SERVICES AT METRO MAINTENANCE FACILITY NOT TO EXCEED \$49,550

10-10 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND AMENDMENT EXTENDING THE CONTRACT WITH MANSFIELD OIL COMPANY FOR FURNISHING AND DELIVERING CARB ULTRA-LOW SULFUR DIESEL FUEL, INCREASING THE CONTRACT TOTAL BY \$485,700

Referencing Agenda Item 10-4, the Quarterly Procurement Update, Director Mathews requested a brief update regarding the ParaCruz facility and the revised capital budget. CEO Clifford said the lease does expire next year and we are assuming it will not be renewed. He does hope the project will proceed. CFO Aitken explained the increase of the revised capital budget is due to awarded grants and the distribution of said grants and corresponding match from METRO. We continue looking at projects in terms of funding; however, we don't know yet what the impact of the COVID or economic recovery will have on this.

There was no public comment.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR LIND

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)

REGULAR AGENDA

11 PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR RYAN MacDONELL:

Chair Rotkin read a brief bio, thanked and congratulated Mr. MacDonell in absentia.

There was no public comment.

12 INTRODUCTION OF GRADUATING CLASS

CEO Clifford announced the members of the graduating class; noting there are five operators, one Vehicle Service Worker and one mechanic.

There was no public comment.

13 INTRODUCTION OF JOHN URGO, NEW PLANNING AND DEVELOPMENT DIRECTOR

CEO Clifford provided a brief bio of Mr. Urgo and welcomed him to METRO.

Mr. Urgo said he is excited to be at METRO.

There was no public comment.

14 CEO ORAL REPORT

CEO Clifford announced the following new hires and promotions:

- Juan A. Serrano, Promoted to Paratransit Supervisor
- Cristobal Rivera Vasquez, Promoted to Facilities Maintenance Worker II
- John Urgo, New Hire: Planning and Development Director
- Mariano Bernal, Provisional Appointment: IT Support Analyst II,

CEO Clifford provided a brief legislative update.

There were no public comments.

15 THE COVID-19 PANDEMIC

CEO Clifford introduced the agenda item noting the delicate expense/revenue balance during this unparalleled environment. As a result, mitigation plans are uncertain.

15A OPENING A PUBLIC HEARING AND DECLARATION OF A FISCAL EMERGENCY PURSUANT TO CEQA

The public hearing was opened at 9:30AM.

Angela Aitken, CFO, provided brief commentary to the staff report, noting the substantial reduction in service, financial uncertainty and asked the Board to approve the resolution declaring a fiscal emergency as presented.

During the public comment period, Bonnie Morr asked what the impact to labor would be. CEO Clifford and Chair Rotkin assured the assembly that there is currently no intention to do anything that is contrary to the labor agreement. Director Leopold expressed confidence that we can pull together to ensure the long term viability of the agency and protect our critical services.

The public hearing closed at 9:37AM

ACTION: MOTION TO DECLARE A FISCAL EMERGENCY PURSUANT TO CEQA AS PRESENTED

MOTION: DIRECTOR ROTHWELL

SECOND: DIRECTOR MEYERS

MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)

15B BOARD RATIFICATION OF THE NECESSARY ACTIONS TAKEN TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS

CEO Clifford provided an oral update on the actions taken and spoke to the presentation.

Director Coffman-Gomez asked how the hiring of extra security and limiting the amount of carry-on items per passenger is working out. CEO Clifford responded the Operators have been empowered to address this issue. When a passenger is not permitted to board, due to an abundance of items, the Operator radios dispatch who may come to the site. Security is enforcing as needed within the transit centers and when asked.

In light of the social distancing requirements on the buses, Director Leopold asked if METRO is leaving anyone behind. And, if so, what is the frequency? CEO Clifford responded yes; there have been a number of instances. If the Operator is at capacity, they pass the stop. Additionally, an explanation to the customers has been posted online, asking for their patience.

Discussion among the assembly regarding the dissemination of information as new guidance is received from state and local officials. CEO Clifford assured the assembly that METRO will continue along the current path; e.g., posting on Facebook, guiding riders to the website, govdelivery, etc. Bilingual flyers with the latest information have been developed and provided to the Operators and security guards.

Several Directors suggested publishing Public Service Announcements (PSAs) around specific topics to be published on Facebook, shared with social service agencies, schools, etc.

Director Gonzalez inquired as to the status of the app METRO had previously mentioned, which would provide on-time information to the passengers; could this be used to indicate capacity? He also asked how the Operators handle parents and their children.

CEO Clifford responded that the planned Automatic Vehicle Locator (AVL) app is not yet up and running due to COVID-19 related delays.

Brandon Freeman said the Operators continue to strive to provide the best possible customer service under the circumstances. They will not separate a mother from her children. They use their best discretion to determine what is and is not necessary.

Ciro Aguirre, COO, addressed the physical distancing on the buses, confirming METRO does not separate families that are traveling together.

Director Rothwell asked if there are any incidents wherein someone has been passed by twice. COO Aguirre responded that he has not received any reports of this nature.

Director Mathews emphasized the Board understands the fluidity of the situation and the necessity of taking additional actions during the period(s) between board meetings.

During public comment, Bonnie Morr asked that the actions taken be temporary.

ACTION: MOTION TO RATIFY THE NECESSARY ACTIONS TAKEN TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS AS PRESENTED, AND ACKNOWLEDGING THAT SUCH ACTIONS ARE BEING TAKEN ON A TEMPORARY BASIS AND ADDITIONAL ACTIONS MAY BE NECESSARY DURING THE PERIOD(S) BETWEEN BOARD MEETINGS

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)

15C APPROVE A RESOLUTION TO AUTHORIZE THE CEO TO ACT AS THE AUTHORIZED AGENT FOR RECEIVING STATE AND/OR FEDERAL ASSISTANCE AS REQUIRED BY THE CALIFORNIA OFFICE OF EMERGENCY SERVICES

CEO Clifford provided commentary to the staff report and asked for board approval on the presented resolution.

There was no public comment.

ACTION: MOTION TO APPROVE A RESOLUTION TO AUTHORIZE THE CEO TO ACT AS THE AUTHORIZED AGENT FOR RECEIVING STATE AND/OR FEDERAL ASSISTANCE AS REQUIRED BY THE CALIFORNIA OFFICE OF EMERGENCY SERVICES AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR MEYERS

MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)

16 APPROVAL OF FY21 AND FY22 PRELIMINARY OPERATING BUDGETS AND FY21 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES

Angela Aitken, CFO, and Chair Rotkin noted the budgets presented reflect what was known in March 2020; all bets are off for the future in today's current COVID-19 environment. CFO Aitken does not anticipate a lot of changes between now and the budget presented in May due to information to make different decisions would not be available.

There was no public comment.

ACTION: MOTION TO APPROVE THE FY21 AND FY22 PRELIMINARY OPERATING BUDGETS AND FY21 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES AS PRESENTED

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)

17 ORAL PACIFIC STATION UPDATE

CEO Clifford continues to work with the City of Santa Cruz (City) on a Memorandum of Understanding (MOU). Late last week, final issues were resolved. The City is in the process of reviewing the MOU with their attorney.

There were no public comments

18 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Julie Sherman, General Counsel, spoke to the two items listed. There will be one item only discussed in today's closed session: the CEO performance evaluation. Item two, Existing Litigation, is not ready to be presented to the board, so will be pulled from the agenda. She does not anticipate a report out or anyboard action after the closed session.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION PURSUANT TO GOVERNMENT CODE SECTION 54957(b)(1), CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6

AGENCY DESIGNATED REPRESENTATIVE: BOARD CHAIR
TITLE/UNREPRESENTED EMPLOYEE: CEO/GENERAL MANAGER ALEX CLIFFORD

19 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MAY 15, 2020 AT 9:00AM AT SANTA CRUZ CITY CHAMBERS, 809 CENTER STREET, SANTA CRUZ, CA
Chair Rotkin announced the next meeting as above.

20 BOARD RECESSED TO CLOSED SESSION AT 10:55AM

BOARD RECONVENED TO OPEN SESSION AT 12:15PM

21 REPORT OF CLOSED SESSION ITEMS

Julie Sherman, General Counsel, announced no reportable board action had been taken.

22 ADJOURNMENT

Board Chair Rotkin adjourned the meeting at 12:15PM

Respectfully submitted,

Gina Pye
Executive Assistant

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmtd.com subject to staff's ability to post the document before the meeting.