

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

July 21, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, July 21, 2000 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Vice Chairperson Rotkin called the meeting to order at 8:36 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Arthur
Katherine Beiers
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist
Jan Beautz
Ex Officio Director Ken Burch

STAFF PRESENT

Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Leslie R. White, General Manager

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

District Counsel Margaret Gallagher reported that the Closed Session Minutes of June 16, 2000 would be reviewed in addition to a conference with Legal Counsel regarding the claim of Cathy Pescale.

3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice Chairperson Rotkin adjourned to Closed Session at 8:37 a.m. and reconvened to Open Session at 8:45 a.m.

SECTION III: RECONVENE TO OPEN SESSION

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Arthur
Katherine Beiers
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist
Jan Beautz
Ex Officio Director Burch

STAFF PRESENT

John Aspesi, Fleet Maintenance Supervisor
Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Linda Fry, Service Planning Supervisor
Terry Gale, IT Manager
Mike Goodell, Sr. Admin. Data Admin.
Margaret Gallagher, District Counsel

David Konno, Facilities Maint. Manager
Lloyd Longnecker, District Buyer
LeAna Olson, Human Resource Analyst
Marilyn Rodgers, Admin. Sec./Supervisor
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC

Jim Boss, Santa Cruz Transportation
Roy Brogdon, Spvr. Revenue Collections
Wally Brondstatter, UTU
Scott Bugental, Lift Line
Doug Deitch, Mont. Bay Conservancy
Patti Korba, SEA
Jeff LeBlanc, MASTF
Manny Martinez, PSA
Bonnie Morr, UTU

John Mellon, VMU
Ed Nelson, PSA
Paige's Security Firm Officers
Cam Pierce, Bus Rider
Peter Scott
Wes Scott, UCSC
Marion Taylor, League of Women Voters
Candace Ward, UCSC
Linda Wilshusen, SCCRTC

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA:

- ADD TO ITEM #7-4** CONSIDERATION OF TORT CLAIMS: Deny the claim of Norman C. Gardner
(Add Claim)
- ADD TO ITEM #7-11** ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT,
THIRD QUARTER 1999/00

(Replace Staff Report)

ADD TO ITEM #7-12 ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, THIRD QUARTER 99/00.
(Replace Staff Report)

ADD TO ITEM #7-18 CONSIDERATION OF AUTHORIZATION FOR THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT ON BEHALF OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT WITH COLLEEN COSBY AND BRONSON BAKER D/B/A/ BREW BAR FOR A KIOSK SPACE AT THE SANTA CRUZ METRO CENTER
(Add As Attachment to Staff Report)

ADD TO ITEM #7-19 CONSIDERATION OF ACCEPTANCE OF DONATION OF BIKE BENCHES FORM THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ

REGULAR AGENDA:

ADD TO ITEM #9 CONSIDERATION OF EASTERN BUS ACCESS TO THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ PER A REQUEST BY DOUG DEITCH
(Add to Staff Report)

DELETE ITEM #13 CONSIDERATION OF EXTENSION OF EXISTING SERVICE AGREEMENT BETWEEN UNIVERSITY OF CALIFORNIA SANTA CRUZ AND SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Action taken at July 14, 2000 Board Meeting)

ADD TO ITEM #16 CONSIDERATION OF APPROVAL OF SERVICE TO THE SANTA CRUZ COUNTY FAIR
(Replace Staff Report Deleting the Need to Take Action at July 14th Meeting)

REGULAR AGENDA

ITEMS #10, #11 AND #12 WERE TAKEN OUT OF ORDER

10. CONSIDERATION OF AWARD OF SECURITY SERVICES CONTRACT

Summary:

Bryant Baehr reported that an RFP was sent out three months ago at which time four firms responded. Due to a technical flaw in the original RFP, the RFP was re-sent and the same four firms responded: Paige's, National, First Alarm and Burns Security firms. Staff recommends that the contract be awarded to Paige's Security Firm.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR RIOS

Award the security services contract to Paige's Security Services for a period of three years with optional two one-year extensions.

The Motion passed unanimously with Directors Almquist and Beutz absent.

11. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING PASSENGER WAITING SHELTERS

Summary

Tom Stickel reported that in response to an Invitation for Bid, five firms submitted bids to provide the District with fifteen passenger waiting shelters with an option for an additional twenty-five shelters this fiscal year and an additional twenty-five shelters in fiscal year 2001/2002. While the design of the shelters has changed, the parts are replaceable with the first batch of shelters received from a different vendor. The design difference is with the bench, which now has no individual seats. Staff recommends that the contract be awarded to Columbia Equipment Co. of Jamaica, New York.

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR ROTKIN

Support staff's recommendation of awarding the contract to Columbia Equipment Co.

The Motion passed unanimously with Directors Almquist and Beutz absent.

12. CONSIDERATION OF AWARD OF CONTRACTS FOR FURNISHING LIFE AND AD&D INSURANCE AND EMPLOYEE VISION COVERAGE

Summary:

Tom Stickel stated that a Request for Proposal was sent out to over twenty-five insurance companies for employee Life and Accidental Death and Dismemberment insurance. Three proposals were received. Hartford Life Insurance met all the criteria in the RFP plus is offering a 6.5% decrease in premium rates for the two-year life of the contract. Staff recommends that the contract be awarded to Hartford Life Insurance.

Tom Stickel further reported that the employee vision eye services have been provided by Vision Service Plan (VSP) for the last fifteen years. Although VSP does not have the lowest rates, they do have a nationwide network of providers; whereas, the only other respondent to the RFP only provides vision service within California. A nationwide network of providers is necessary for the District retirees who may live outside of California. VSP has reduced the current contract rates by one percent for the two-year life of the contract. Staff recommends that the contract be awarded to Vision Service Plan (VSP)

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR RIOS

Award the Life and Accidental Death and Dismemberment Insurance to Hartford Life Insurance and to award the vision coverage to Vision Service Plan (VSP).

The Motion passed unanimously with Directors Almquist and Beautz absent.

1. REPORT ON CLOSED SESSION - District Counsel

Margaret Gallagher reported that the Closed Session Minutes of June 16, 2000 were approved.

AT 9:00 A.M. THE BOARD RETURNED TO ORAL AND WRITTEN COMMUNICATIONS

2. ORAL AND WRITTEN COMMUNICATIONS

- a. Elise MacGregor RE: MetroBase - Written Communication received June 16, 2000.
- b. Kathryn & Othmar Tobisch RE: MetroBase - Written Communication dated June 16, 2000.
- c. Kathleen Duncan RE: Bus Stop - Written Communication received June 28, 2000.
- d. Wes Scott, UCSC RE: UCSC/Westside Service - Written Communication dated July 3, 2000. Wes Scott of the University of California, Santa Cruz was present and requested that the Board formalize the Westside Shuttle and noted that 26% of all riders to and from the campus utilize this shuttle. Mr. Scott stated that there would be a 38% increase in student population on campus. Director Rotkin, by consensus, directed staff to refer this request to the Service Review Committee.
- e. Scott Bugental, Director of Transportation for Food & Nutrition Services, announced his resignation from that position to pursue a seat on the Santa Cruz City Council. Mr. Bugental will be available to his successor to ensure as smooth a transition as possible.
- f. Marion Taylor of the League of Women Voters discussed the CalWorks Transportation Survey, which was referred to the Metro Users Group due to the comments regarding some bus operators.
- g. Sam Storey of Food & Nutrition Services expressed his disappointment over Mr. Bugental's departure, however, the process has begun to replace Mr. Bugental in this position. Mr. Storey commented that he would be more active with the transportation services. Director Rotkin expressed his desire that the District have a seat on the selection committee to interview candidates for this position. Mr. Storey stated that a District representative would be on the panel.
- h. Director Rios discussed a new complex of 100+ units in Watsonville for which there is a need for bus transportation.
- i. Director Keogh commented that Item No. 9 Consideration of Eastern Bus Access to the University of California, Santa Cruz per a Request by Doug Deitch is clearly a land use issue and, in his opinion, should not be before this Board.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR GABRIEL

Remove Item No. 9 from the agenda and direct the applicant to apply to the appropriate agency to have this item heard.

The Motion passed with Directors Almquist and Beautz absent and Director Rios voting No.

- j. Doug Deitch, speaking on behalf of the Monterey Bay Conservancy, stated that none of the studies conducted prior to 1992 looked at the eastern access route, which is one-half the distance of the regular route. Mr. Deitch feels that it is poor planning to have the City of Santa Cruz look at this alternative.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Summary:

Director Gabriel commented that at the recent MUG meeting on 7/19/00, Item #14 Consideration of Resolution to the Santa Cruz County Regional Transportation Commission for Distribution of Surplus TDA Reserve Funds and Commission Reserve Funds was added to the MUG agenda as an emergency item. The MUG Committee made a motion supporting staff's recommendation to prioritize bus stops and expand UCSC service.

Discussion:

Director Fitzmaurice mentioned that people are confused as to how to become a member of MUG and the voting procedures. Director Rotkin asked Director Gabriel to announce at the beginning of each MUG meeting the procedure to become a member and, therefore, be eligible to vote. Mr. White is also available to speak with anyone who is confused about the process.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Summary:

Jeff LeBlanc, Chairperson of MASTF, relayed his surprise that three bus stop applications were turned down by the City of Santa Cruz. Les White will supply the Board with information on these bus stop applications.

Mr. LeBlanc read three motions that were made at the recent MASTF meeting: These motions were that MASTF supports the District's efforts to improve bus service between Santa Cruz and San Jose; MASTF requests that the Board declare all bus stops as District facilities so "no smoking" signs can be posted; and, MASTF supports the staff recommendation that \$300,000 of excess District revenues be set aside in a capital reserve fund for bus stop improvements. Director Rotkin requested that staff provide the Board with an information item regarding what would be involved and the consequences of declaring all bus stops as District facilities as well

as former decisions that might have been made in this regard. Mr. LeBlanc and Director Fitzmaurice also thanked Scott Bugental for his efforts as Director of Lift Line.

CONSENT AGENDA

Review Consent Agenda Items 7-1 through 7-19

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 6/9/00 AND 6/16/00
- 7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
- 7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR JUNE 2000
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of Kyle Dixon; Norman C. Gardner
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 6/15/00
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 6/14/00
- 7-7. MONTHLY BUDGET STATUS REPORT FOR MAY 2000, APPROVAL OF BUDGET TRANSFERS AND DESIGNATION OF EXCESS SALES TAX FUNDS IN THE AMOUNT OF \$300,000 FOR LIABILITY INSURANCE RESERVES, \$300,000 FOR WORKERS' COMPENSATION RESERVES, \$300,000 FOR BUS STOP IMPROVEMENT RESERVES AND THE REMAINDER FOR CAPITAL RESERVES IN THE ESTIMATED AMOUNT OF \$1,850,000
- 7-8. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY 2000
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MAY 2000
- 7-11. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, THIRD QUARTER 1999/00
- 7-12. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, THIRD QUARTER 99/00
- 7-13. ACCEPT AND FILE REPORT ON THE INCREASE IN COSTS FOR THE 2000 BEACH SHUTTLE
- 7-14. ACCEPT AND FILE REPORT ON REAR WINDOW VISIBILITY
- 7-15. CONSIDERATION OF ADOPTING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UPDATE AND SUBMITTING THE DBE PROGRAM UPDATE TO THE FTA FOR APPROVAL
- 7-16. CONSIDERATION OF APPOINTMENT OF BARBARA SCHALLER TO THE METRO USERS GROUP
- 7-17. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE ON BEHALF OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT A LEASE AGREEMENT WITH FILIBERTO PORRAS, D.B.A. LA MISSION RESTAURANT, FOR THE RESTAURANT SPACE AT THE SANTA CRUZ METRO CENTER, EFFECTIVE JULY 21, 2000.
- 7-18. CONSIDERATION OF AUTHORIZATION FOR THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT ON BEHALF OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT WITH COLLEEN COSBY AND BRONSON BAKER D/B/A/ BREW BAR FOR A KIOSK SPACE AT THE SANTA CRUZ METRO CENTER
- 7-19. CONSIDERATION OF ACCEPTANCE OF DONATION OF BIKE BENCHES FROM UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Discussion of Item 7-7:

Director Keogh inquired about the \$300,000 that staff proposes to be transferred to the workers' compensation reserve for future claims and to the liability insurance reserve for future settlement costs and deductible payments. Elisabeth Ross responded that two years ago staff asked the Board to set aside money between the budget and what was saved so that these funds could be retired to the reserves. The current status of these accounts is: \$75,000 in the insurance reserve and \$250,000 in the workers' compensation reserve. Director Fitzmaurice asked if the District has a policy on minimum thresholds for reserves. Staff will develop a policy and bring back a report to the Board on this.

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR RIOS

Approve the Consent Agenda Items 7-1 through 7-19.

The Motion passed unanimously with Directors Almquist and Beautz absent.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Summary:

The Board of Directors formally recognized the following employees for their years of service.

TEN YEARS

Marilyn Rodgers, Administrative Secretary/Supervisor

TWENTY YEARS

John Fuentes, Bus Operator

9. DELETED

13. DELETED

14. CONSIDERATION OF RESOLUTION TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR DISTRIBUTION OF SURPLUS TDA RESERVE FUNDS AND COMMISSION RESERVE FUNDS

Summary:

Mark Dorfman reported that this is a process the Transportation Commission goes through whereby they put out a call for projects. Staff recommends that the Commission use the traditional formula to distribute as many funds as possible to the District.

Discussion:

Director Rotkin stated that this issue would be on the Commission's September agenda. Linda Wilshusen added that this would be on the Commission's Budget and Administration Committee's agenda in August.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR ROTKIN

Approve staff's recommendation to authorize the General Manager to request a distribution of any TDA or Commission Reserve funds in the maximum amount available to the District. This motion includes a unanimous vote of all those present for the passage of the Resolution.

The Motion was unanimously approved with Directors Almquist and Beautz absent.

15. CONSIDERATION OF A RESOLUTION AUTHORIZING A GRANT APPLIATION TO THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT FOR FUNDS FOR HIGHWAY 17 CNG REPLACEMENT BUSES

Summary:

Mark Dorfman stated that due to 60% of the Highway 17 Express mileage being spent in Santa Clara County, the District is eligible to apply for funds from the Bay Area Air Quality Management District for nine Highway 17 Express CNG bus replacements. The eligible amount is designated at \$90,000 per bus, which totals \$810,000 for nine replacements.

Les White commented that the District has funds for 35-40 buses, irrespective of the \$810,000 from the Bay Area Air Quality Management District. Staff will come back to the Board in August regarding the fueling capabilities of these CNG buses. The District currently has 69 buses with a 2-year life expectancy.

Director Rios asked Les White to bring back information regarding the two CNG fueling sites in the county. Director Rotkin requested that Mr. White also bring back information regarding studies conducted on CNG emissions.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR GABRIEL

Approve staff's recommendation to authorize staff to submit an application for \$810,000 to the Bay Area Air Quality Management District for CNG replacement buses. This Motion includes a unanimous vote of all those present for the passage of the Resolution.

The Motion passed unanimously with Directors Almquist and Beautz absent.

16. CONSIDERATION OF APPROVAL OF SERVICE TO THE SANTA CRUZ COUNTY FAIR

Summary:

Linda Fry reported that seven years ago the District operated a high level of service to the Santa Cruz County Fair. The District was compensated for this service. The proposed service for this year's event is at a minimal level of extra service in addition to Route 78 and Route 79 service. The eight-hour shifts on Saturday and Sunday would be to supplement the Route 78 service. The District's compensation for this extra service would be in the form of an exhibit booth.

Discussion:

Wally Brondstatter voiced his concern about the level of service for "seniors" day and hopes that staff can address this in the next year to ensure there is adequate service on that one particular day.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEIERS

Authorize staff to operate additional service to the Fair in September in accordance with the staff's recommended schedule. In addition, staff was directed to refer the "seniors" day issue to the Service Review Committee for consideration for next year's fair.

The Motion passed unanimously with Directors Almquist and Beautz absent.

17. CONSIDERATION OF SHUTTLE SERVICE FOR THE CAPITOLA ART AND WINE FESTIVAL

Summary:

Les White stated that there is a concern that a Capitola Art and Wine Festival shuttle service may be considered a gift of public funds. Staff's recommendation is for the Board to deny this request that we provide service at no cost to the Capitola Chamber of Commerce for this event.

Discussion:

There was discussion of the District working with a private concern to supply this shuttle service. Mr. White recommended that the District does not enter into co-funding partnerships with private businesses. Linda Wilshusen commented that as long as there is a public service being served, the gift of public funds should not be a consideration. Ms. Wilshusen suggested that the District staff develop a policy regarding funding of special shuttle services and stated that the Transportation Commission would be happy to work with staff on this policy.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR ROTKIN

Accept staff's recommendation to deny the request from the Capitola Chamber of Commerce for free shuttle service for the Capitola Art and Wine Festival, and to move

forward with development of a policy that encourages public participation from the District in an effort to reduce heavy traffic.

Director Arthur explained the situation to Toni Castro, Executive Director of the Capitola Chamber of Commerce, and was informed that the reason the Chamber specifically requested transit buses was due to their ADA accessibility. Les White informed the Board that staff would bring this request back before the Board for consideration in August if staff can work something out with the funding.

The Motion passed unanimously with Directors Almquist and Beautz absent.

18. CONSIDERATION OF ADOPTION OF MANAGEMENT COMPENSATION ADJUSTMENT

Summary:

Mike Rotkin commented that this request for increase is consistent with what is given to other District employees. The increase requested is 4.0%.

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR ARTHUR

Approval of a 4.0% wage adjustment to the management salary schedule effective July 21, 2000.

Discussion:

Director Fitzmaurice requested information on the revised salary schedules by position and the fiscal impact by position.

The Motion passed unanimously with Directors Almquist and Beautz absent.

19. CONSIDERATION OF AMENDING CONTRACT FOR RADIO MAINTENANCE

Summary:

Tom Stickel reported that in March the Board authorized staff to contract with Day Wireless for radio maintenance. In April the Board authorized an emergency purchase of fifty-six new mobile radios. The new equipment purchased has a one-year warranty on the radios. Due to this warranty, the current contract for radio maintenance is now reduced by \$12,000. The Dictaphone radio routing system also failed and is no longer repairable. From the \$12,000 savings \$8,700 would be earmarked for a replacement routing device. Staff is requesting that the Board authorize the General Manager to amend the radio maintenance contract with Day Wireless Systems.

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR RIOS

Authorize the General Manager to amend the radio maintenance contract with Day Wireless Systems.

The Motion passed unanimously with Directors Almquist and Beautz absent.

20. CONSIDERATION OF EXTENSION OF J.B. ASSOCIATES AND APEX STRATEGIES CONTRACTS

Summary:

Staff recommends that the Board extend the contracts with Apex Strategies and J.B. Associates for outreach consultant services for the MetroBase Project for a period of one year.

ACTION: MOTION: DIRECTOR ARTHUR SECOND: DIRECTOR ROTKIN

Extend the contracts with Apex Strategies and J.B. Associates for a period of one year.

Discussion:

Director Fitzmaurice inquired about the total cost of the contract extensions and was informed by Les White that the contract cost would not change. However, if the proposed preferred site is changed for the MetroBase Project, additional funds may be requested by the consultants to re-do the groundwork for a different location that was originally done for the Westside site.

The Motion passed unanimously with Directors Almquist and Beautz absent.

ADJOURN

There being no further business, Vice-Chairperson Rotkin adjourned the meeting at 10:05 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator