

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 9, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 9, 2001 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Sheryl Ainsworth (arrived at 9:07 a.m.)
Jan Beautz (arrived at 9:15 a.m.)
Rafael Lopez
Dennis Norton

STAFF PRESENT

John Aspesi, Fleet Maint. Supervisor
Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst

David Konno, Fac. Maint. Manager
Lloyd Longnecker, District Buyer
Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jim Bosso, S. C. Transportation
Wally Brondstatter, UTU
Ceil Cirillo, Redevelopment Dept.
Linda Clayton, SEA
Pat Dellin, SCCRTC
Dianna Dunn, SEIU

Mary Ferrick, PSA
Kasandra Fox, MASTF
Jeff LeBlanc, Rider
Bonnie Morr, UTU
Will Regan, VMU
Candace Ward, UCSC

2. ORAL AND WRITTEN COMMUNICATION

- a. Dorothy LeNormand RE: Route #3B

3. LABOR ORGANIZATION COMMUNICATIONS

New Union positions were announced as follows:

Will Regan, Interim President, VMU (filling in after John Mellon's resignation)
Bonnie Morr, Chair of UTU's Local 23
Linda Clayton, President of SEA
Mary Ferrick, Chair, PSA

Will Regan also informed the Board of the importance of the Second Harvest Food Drive.

ITEM #22 FROM THE REGULAR AGENDA WAS TAKEN OUT OF ORDER.

22. CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT FOR METRO CENTER RENOVATION/EXPANSION

Summary:

Les White reported that the Metro Center renovation/expansion project would be broken down into a number of phases. He summarized Phase I - III as having two parts:

Part 1 – Development of conceptual design and strategy for maximizing development potential of the property; examination of mixed use of the property; development of budget (public and private funds), and environmental review.

Part 2 – Acquisition of Greyhound for parking capacity. State funds in the amount of \$1M were earmarked at 100% for design, examination, budget development, strategies, and Greyhound property acquisition.

METRO has entered into a Memorandum of Understanding (MOU) with the City of Santa Cruz for various functions, including acquisition of the necessary right-of-way, as outlined in the MOU. The proposed MOU was distributed at this meeting. Phase I is anticipated to cost approximately \$200,000.

Staff is recommending that the City of Santa Cruz and METRO apply for a grant for \$75,000 under the Downtown Rebound Program to augment this funding. Ceil Cirillo reported that the Redevelopment Agency will go before the City Council on November 20 in this regard.

DIRECTOR BEAUTZ ARRIVED AT THE MEETING.

Discussion:

Director Reilly was informed that the timeline on the \$1M in State funds is 24 months; therefore, these funds need to be utilized by August 2003. The long-term funding for this project is not in place, however, Ceil Cirillo and her staff will work with METRO staff to find the necessary funding sources. Ms. Cirillo has the tax information that METRO staff requested and will have this delivered. The Redevelopment Agency will be involved up to the construction phase that will include property acquisition, the public input process, and permitting process.

There was discussion regarding construction of a housing development on the adjoining property. Director Almquist requested that METRO staff ensure that a child care facility be considered as a potential use as well. Director Gabriel expressed concern regarding the mixed use of transit and housing, and the specifics on funding for each use. There is currently interest from Pacific Properties and from UCSC in the housing aspect of this project.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

No questions or comments.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

The following items were distributed to the Board at this meeting and will be distributed through an add-on packet as well for the 11/16/01 Board meeting: Board Meeting Minutes of 10/19/01, October Ridership report, ADA Paratransit Program report for September, Memorandum of Understanding between METRO and the City of Santa Cruz.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 10/12/01 AND 10/19/01

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE OCTOBER 2001 RIDERSHIP REPORT

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Sheila Solano

Ex-Officio Director Rotkin expressed concern that a rider whose life was very likely saved by a bus operator is now suing the METRO for having to crouch down to avoid gunfire.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 10/18/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 10/17/01

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2001, APPROVAL OF BUDGET TRANSFERS

Ex-Officio Rotkin requested an update on how Staff is responding to the current budget situation. Elisabeth Ross reported that the budget had not been updated since the budget revision was adopted by the Board last month. Ms. Ross will not have an update on the sales tax until December. Passenger revenues are down and Staff is conducting a survey of other transit centers to see if they are experiencing the same shortfall in passenger revenues. Staff will return to the Board in January or February with another budget revision. Ex-Officio Director Rotkin inquired about the expense for temporary staff and was informed that Staff is aggressively recruiting to fill the vacant positions. This issue should resolve itself within the next few months due to a larger number of applicants showing interest in the positions. Ms. Ross added that funds would be transferred to cover temporary help and that this expense would be a “wash”.

7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

Bryant Baehr went to the UCSC campus in response to Director Fitzmaurice's concerns that the bus capacity at approximately 7:00 p.m. is inadequate. Mr. Baehr reported that temporary resources have been shifted to alleviate this problem, with a view towards making these changes permanent. Two additional trips between 7:30 p.m. and 8:30 p.m. have been added. This route will be monitored on a weekly basis.

Ex-Officio Director Rotkin reported on the recent meeting between METRO Staff and UCSC Transportation and Parking Services (TAPS) staff. Regular monthly meetings were established to discuss concerns on campus. These meetings will take place on the second Tuesday of the month at 9:00 a.m. Compromises were made regarding signage on both the METRO buses and campus shuttles. It was determined that the route around the perimeter of the campus could be run less expensively by METRO than by TAPS, however, METRO is not in a position to take over the entire perimeter service. Meeting participants included Bryant Baehr, Mark Dorfman, Les White, Emily Reilly, Mike Rotkin, Ian McFadden, Kim Chin, and Wes Scott and Larry Paegler from UCSC. METRO Staff will talk with UCSC staff after the enrollment period ends regarding the shift in classes that would affect transit timetables. Mark Dorfman added that billings are up 12.86%. There was discussion of the possibility of having bus pass swipe cards on campus. This type of pass will be tested on the Lift Line employees.

7-9. ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS

Bryant Baehr reported that the agenda for the call stop training has been finalized. A “Train the Trainer” session will be held on Monday. Awareness training for the bus operators will take place December 3 – 13, 2001. The Board-approved call stop list will be included in the *Headways* as of December. District Counsel is still waiting to hear back from the Office of Civil Rights on this list. Director Fitzmaurice is interested in what is entailed in the training. Bonnie Morr invited the Directors to attend the training. Jeff LeBlanc reiterated how important it is for the bus operators to use both the microphone and scrolling sign for hearing impaired passengers.

ITEMS 10 AND 11 WERE TAKEN OUT OF ORDER.

10. CONSIDERATION OF AUTOMATED ANNOUNCEMENT SPECIFICATIONS

Summary:

In response to Director Fitzmaurice’s concerns, Bryant Baehr reported that once installed, there would be a central control unit that integrates all systems, thereby ensuring that the equipment is not turned off by the operators. Mr. Baehr stated that lapel microphones would be investigated. Staff is researching integrating this system into the radio system and utilizing foot switches to turn microphones on and off.

Discussion:

There was discussion regarding a change order to ensure that the current buses on order would not have a different type of system, which would make it necessary to replace it with the newly acquired announcement equipment.

11. CONSIDERATION OF MONITORING CALL STOP COMPLIANCE

Summary:

Staff is seeking direction from the Board on a program to monitor compliance. Three options were given in the Staff Report: Customer Service reports, trained customers, and National monitoring company or local investigators.

Discussion:

Ex-Officio Director Rotkin suggested utilizing customer input in conjunction with notifying passengers that they can complain if the stops are not called out. Director Reilly requested an update from Staff as to compliance, which Director Almquist explained would be needed in order to win the lawsuit that is pending in this regard.

DIRECTOR REILLY RETURNED TO THE CONSENT AGENDA AT THIS POINT.

7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER 2001

No questions or comments.

7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2001

No questions or comments.

7-12. CONSIDERATION OF AUTHORIZATION TO PARTICIPATE IN CAL-CARD PROGRAM

No questions or comments.

7-13. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL

Summary:

Les White stated that Staff is continuing to work on this investigation. Additional regulations are coming out and the California Air Resources Board (CARB) is looking into applying the Urban Bus Rule to schools.

- 7-14. a. CONSIDERATION OF APPROVAL OF REVISION TO BY-LAWS OF SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) TO CHANGE ANNUAL MEETING DATE TO THIRD FRIDAY IN OCTOBER AND CHANGE CORPORATION ADDRESS TO 370 ENCINAL, SANTA CRUZ;**
- b. CONSIDERATION OF APPROVAL OF CONTRACT WITH SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TAX ACCOUNTING SERVICES FOR SCCIC WITH BROWN ARMSTRONG, CPA, FOR FISCAL YEARS ENDING JUNE 30, 2001, 2002 AND 2003.**

No questions or comments.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KEOGH

Continue meeting past 11:00 a.m.

Motion passed unanimously with Directors Lopez and Norton absent.

DIRECTOR FITZMAURICE LEFT THE MEETING.

REGULAR AGENDA

8. **ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2001 – Watsonville City Council Chambers, 250 Main Street, Watsonville**

Summary:

Director Reilly reminded the audience that next week's Board meeting would be held in Watsonville. Director Ainsworth commented that if there is no public participation from the area in which the Board meeting is being held, then the Board should rethink its decision to rotate the Board meetings to different venues. Jeff LeBlanc added that it comes down to publicizing that the Board meeting would be in a specific city.

9. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

No questions or comments.

12. **CONSIDERATION OF BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS REGARDING BUS STOP IMPROVEMENTS**

Summary:

David Konno reported BSAC's recommendations relating to the August Board meeting discussion on shelter maintenance. Les White added that the BSAC Committee felt that trashcans at every shelter were not necessary. Mr. White recommended to the Board that installation or purchase of additional shelters be put on hold until the shelter program is resolved. A resolution would be to install a ½ or full panel on the approach side, a perforated panel back side, and no panel or a metal panel on the far side. Also, he recommends that existing shelters be retrofitted in this configuration before putting additional shelters on line.

Discussion:

A booklet on Tolar Shelters was distributed to the Board. Director Beutz stated that she prefers that METRO not acquire any more acrylic panels. Les White recommended to the Board that they defer this item for one month so Staff can come to a consensus on a better recommendation. Director Ainsworth asked for more information regarding number of shelters, design, sizes, custom element. Director Almquist suggested that tempered glass be used in the shelters to alleviate the graffiti problem.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH

Move Items #14 through 20 and Item #23 to the Consent Agenda.

Motion passed with Directors Fitzmaurice, Lopez and Norton absent.

DIRECTOR ALMQUIST LEFT THE MEETING.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR GABRIEL

Defer Item #12 to the December Board Meeting.

Motion passed with Directors Almquist, Fitzmaurice, Lopez and Norton absent.

Director Krohn suggested placing recycling and garbage bins side by side at the shelters to reduce trash.

13. FIRST READING OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE

Summary:

Mark Dorfman reported that two public hearings would be conducted on November 28th in Santa Cruz and San Jose. Transcripts will be available at the December 21st Board meeting at the time of the second reading and adoption. The Board will receive copies of all e-mails received on this issue when the Fare Ordinance is being considered for adoption.

14. CONSIDERATION OF 2002 REGULAR BOARD MEETING SCHEDULE

Moved to Consent Agenda for 11/16/01 Board meeting.

15. CONSIDERATION OF RENEWAL OF CONTRACT FOR REVENUE AND NON-REVENUE TIRES

Moved to Consent Agenda for 11/16/01 Board meeting.

16. CONSIDERATION OF AWARD OF CONTRACT FOR VEHICLE BODY REPAIR AND PAINTING

Moved to Consent Agenda for 11/16/01 Board meeting.

17. CONSIDERATION OF AMENDING CONTRACT TO REPOWER UP TO FORTY-TWO (42) DIESEL ENGINE ASSEMBLIES

Moved to Consent Agenda for 11/16/01 Board meeting.

18. CONSIDERATION OF AWARD OF REGIONAL TRANSIT COORDINATING COUNCIL (RTCC) CONTRACT FOR ENGINE OIL

Moved to Consent Agenda for 11/16/01 Board meeting.

19. CONSIDERATION OF AWARD OF CONTRACT FOR DENTAL INSURANCE COVERAGE

Moved to Consent Agenda for 11/16/01 Board meeting.

20. CONSIDERATION OF RENEWAL OF CONTRACT FOR LONG-TERM DISABILITY INSURANCE

Moved to Consent Agenda for 11/16/01 Board meeting.

21. CONSIDERATION OF AUTHORIZATION TO OPERATE WATSONVILLE HOLIDAY SHUTTLE

Summary:

Mark Dorfman stated that Staff is requesting authorization to operate the Watsonville Holiday Shuttle. He added that when the Transportation Commission took action on this topic, it required that there be no fee. The METRO's participation would be 23%.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR AINSWORTH

Move Item 21 to the Consent Agenda.

Motion passed with Directors Almquist, Fitzmaurice, Lopez and Norton absent.

23. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE NEW DETROIT DIESEL SERIES 50 ENGINE ASSEMBLY

Moved to Consent Agenda for 11/16/01 Board meeting.

ADJOURN

There being no further business, Director Reilly adjourned the meeting at 11:34 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator