



A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on Friday, April 11, 2014 at the Santa Cruz METRO Administrative Offices, located at 110 Vernon Street, in Santa Cruz, California.

**SECTION I: OPEN SESSION**

**1. CALL TO ORDER**

Vice-Chair Robinson called the meeting to order at 8:33 a.m.

**2. ROLL CALL**

The following Directors were present:

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| Director Hilary Bryant            | <input checked="" type="checkbox"/> |
| Director Dene Bustichi            | <input checked="" type="checkbox"/> |
| Director Karina Cervantez         | <input type="checkbox"/>            |
| Director Daniel Dodge             | <input type="checkbox"/>            |
| Director Zach Friend              | <input checked="" type="checkbox"/> |
| Director Ron Graves               | <input checked="" type="checkbox"/> |
| Director Michelle Hinkle          | <input checked="" type="checkbox"/> |
| Director Deborah Lane             | <input type="checkbox"/>            |
| Director John Leopold             | <input checked="" type="checkbox"/> |
| Director Bruce McPherson          | <input checked="" type="checkbox"/> |
| Director Lynn Robinson            | <input checked="" type="checkbox"/> |
| Ex-Officio Director Donna Blitzer | <input checked="" type="checkbox"/> |

**STAFF PRESENT**

Leslie R. White, Secretary/General Manager  
Leslyn K. Syren, District Counsel

**SANTA CRUZ METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

Angela Aitken, Finance Manager  
Michelle MacGaffay, NIAC Building  
Carolyn Derwing, SEA President, SEIU  
Robert Cotter, Maintenance Manager  
Manny Martinez, PSA President, SEIU  
Will Regan, VMU President, SEIU  
Daniel Zaragoza, Assistant Paratransit Superintendent

Rebecca Daniel, Paralegal  
Ciro Aguirre, Operations Manager  
April Warnock, Paratransit Superintendent  
Erron Alvey, Purchasing Manager

**3. ANNOUNCEMENTS**

None.

**4. COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Vice-Chair Robinson acknowledged a written communication to the Board from Richard D. Lynde. General Manager, Les White, replied he had followed up when the letter came in and the Disabilities Coordinator has worked with and talked with Mr. Lynn on several occasions. He has now registered and the problem has been resolved.

**5. LABOR ORGANIZATION COMMUNICATIONS**

None.

**6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

Les White distributed the new Bylaws for the Board.

**CONSENT AGENDA**

**7-1. CONSIDERATION OF TORT CLAIM: REJECT THE CLAIM OF SAFECO (SUBROGATING FOR VU, MIKE AND GINA) #14-0004**

**7-2. CONSIDERATION OF TORT CLAIM: REJECT THE CLAIM OF REBECCA BARRAZA #14-0006**

**ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR LEOPOLD**

**APPROVE CONSENT AGENDA.**

**MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, AND LANE BEING ABSENT**

**REGULAR AGENDA**

**8. CONSIDERATION OF PACIFIC STATION RENOVATION: CONSIDER ADD SERVICE REQUESTS AND A CONTRACT EXTENSION FOR GROUP 4+ ARCHITECTS**

Thomas Hiltner gave a presentation to the Board about changes to and extension to the contract with Group 4. He stated Group 4 had been working on viable designs, taking into consideration the wants of Santa Cruz METRO and planning around existing and potential footprints. Mr. Hiltner spoke about the scope of work that has been done on the Pacific site including an environmental study of the Greyhound area and the City of Santa Cruz's parking lot. Staff asked for an Add-Service Request in the range of \$19,667 to \$188,499, depending on the level of completion of design, to increase the scope of work plus a one year extension of the contract with Group 4 Architects.

Director McPherson looked for confirmation that there was grant funding that covers 80% of the initial costs. Both, Mr. Hiltner and Ms. Fliesler, answered yes.

Mr. White stated the project was funded by two grants earmarked by the congressional budget.

Director McPherson confirmed the additional cost to the district would be around \$20K. Ms. Fliesler confirmed with a positive and stated the design was specifically part of the earmarked budget.

Chair Bustichi asked whether or not a specific agreement was made to expand the property. Mr. Hiltner stated they were only in the discussion stage. Ms. Fliesler stated if the board made the decision to go ahead with the expansion then they could plan around that possibility. Chair Bustichi expressed concern over the planning of an expanded property when there were no agreements in place. Ms. Fliesler asked if they could work on designing two tracts, one with the expanded property and one without and bring both of the plans to 60% completion. Chair Bustichi suggested that the planning team narrow down design possibilities instead of spending the time and money on developing and presenting so many options.

Chair Bustichi also expressed concern about the overtime being accumulated on this project. Mr. Hiltner confirmed that the hours were earned both in the evening hours and on weekends. Chair Bustichi asked for an evaluation of overtime hours in relation to California labor law.

Director Leopold questioned with the earmarked money, would there be enough money to complete the design of the Pacific Station and asked if the Board should agree on one of the options. Mr. Hiltner answered it would be tight and would possibly require additional funds.

Director Leopold stated he shared the concerns of Chair Bustichi in regards to the time and scope of the planning spent on the expansion of the property when there have been questions if the possibility was viable.

Michelle MacGaffay, representative of the NIAC Building, stated they would not consider leaving their building unless another good quality property of at least 20,000sqft was arranged for.

Director Friend stated it seemed that the only feasible option was with the expanded property and he stated it would have been better had the discovery been communicated earlier in the process. He stated the Board was now put into a position to support a path where we cannot predict the cost.

Leslyn Syren, District Counsel suggested a delay of action until there was an opportunity of a Closed Session to discuss the expansion of the property. She stated that the Board still needed to make a decision on the Add-Service Request and the Extension of the contract.

No public comments were given.

Director McPherson stated this item needed to be brought back to the Board.

**ACTION: MOTION: DIRECTOR MCPHERSON SECOND: DIRECTOR LEOPOLD**

**APPROVED ADD SERVICE REQUESTS 1 AND 2 AND EXTENSION OF CONTRACT WITH REQUEST FOR DISTRICT COUNSEL TO BRING BACK THE ITEM OF PROPERTY EXPANSION TO THE BOARD WITH FURTHER INFORMATION REGARDING THE PROPERTY.**

**MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, AND LANE BEING ABSENT.**

**9. UPDATE ON 2013 SHORT RANGE TRANSIT PLAN**

Erich Friedrich, the Sr. Transit Planner, presented the Short Range Transit Plan (SRTP) to the Board. He reviewed

the meaning and scope of a SRTP and laid out some of the changes made to the original plan. He stated the focus of the plan was to improve the performance of Santa Cruz METRO by establishing a performance matrix including strategies for creating a policy on service changes and identifying transit emphasis corridors. He stated the final draft was scheduled to be put forward in the April 28<sup>th</sup> Board meeting.

Vice-Chair Robinson confirmed that this presentation was for informational purposes only but Mr. Friedrich was seeking input from the Board.

Director Leopold inquired about the transit emphasis corridors and what the thresholds are. Mr. Friedrich answered that the corridors were created with considerations to population density and use of public transportation. Director Leopold expressed his concern about the policy plans leaving mid county behind. Mr. Friedrich stated that these initial corridors would be changeable as developments arose. Director Leopold stated it was hard to support a plan that left out a large segment of the population.

Chair Bustichi stated that he agreed with Director Leopold and encouraged staff to consider adjusting the level of certain corridors.

Director Friend stated that with increased service, the plan would improve service to the mid county areas and that they would be seeing the increased service in those areas.

Director Leopold acknowledged there would be an increase of some service; his concerns lay with making a policy choice that would end in services being cut because an area was no longer a part of an emphasis corridor.

Vice-Chair Robinson opened the item to public comment.

Eduardo Montesino addressed the Board and encouraged the Board to concentrate on increasing connectivity as opposed to policies based on cutting service.

Director Leopold reiterated his concern over the policy.

Mr. Friedrich stated the contents of the SRTP were suggestions made to develop a mechanism to create service plans; that adopting the SRTP does not set these proposals in stone.

Mr. White suggested that both Staff and Board should take into consideration potential upcoming funding changes and need for a more detailed analysis of growth when passing the SRTP.

Director Leopold requested that this come back on the Board Meeting of May 9<sup>th</sup>.

Vice-Chair Robinson confirmed the item can be moved.

#### **10. CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S PROCUREMENT POLICY**

Ms. Syren addressed the board and laid out the Board policy that would separate the procedure followed by the staff and delegate the authority of procurement to the General Manager. This policy is in hopes to save time and streamline the process of procurement and more efficiently buy necessary items and services.

Director Leopold expressed concern over the amount of \$100K and stated that large of procurement should be anticipated by Staff and planned for in advance so as to be able to be presented to the Board.

Director Graves stated that \$100K struck him as a high number but when reading into the policy he thought the totals for the authorized procurement seemed contradictory and did not address the need to go from \$25K to \$100K.

Ms. Syren addressed the sections within the policy that Director Graves referred to including the need for sealed bids.

Director Graves expressed concern over the view of vendors in reading this policy and asked again for the reason for the jump in amount.

Ms. Syren stated it was in part to eliminate the need to come to the Board twice; once to approve procurement and second to award the contract which allows continuation of procurements for when the Board does not meet. She assured the Board that this policy does not change the process of procurement as the award comes from the General Manager or the Board of Directors. She stated that the amount is established from Federal Law and anything under that amount is considered a small purchase.

Chair Bustichi and Director Leopold requested clarification on the process and amounts needed for approval. Chair Bustichi asked to split the difference to allow the General Manager to go after procurement but that the Board has final approval to award the contract.

Vice-Chair Robinson asked for examples of the need for this policy.

Ms. Alvey addressed the board and spoke of specifics of the process of awarding contract for all items and gave examples of contracts and amounts.

Chair Bustichi expressed concern that contractors would be spending the time working on bids that would ultimately be rejected.

Mr. White stated with the adoption of the budget, this allowed for procurements to have pre solicitation approval and the amounts would be included in the budget.

Ms. Syren stated if the Board was more comfortable for a \$50K level we could make the change, but Purchasing would still need the approval for procurement. She stated that tying the procedure into the budget would be too cumbersome.

Chair Bustichi moved with the caveat that the amount be changed to \$50K.

Director Graves seconded with purpose of discussion.

Director Leopold reiterated his concern with the lack of advanced planning with regards to procurement. He stated he did not believe there was a need for a change from \$25K.

**ACTION:**            **MOTION: CHAIR BUSTICHI**            **SECOND: DIRECTOR GRAVES**

**APPROVED ADOPTION OF SANTA CRUZ METRO’S PROCUREMENT POLICY TO GRANT THE GENERAL MANAGER THE AUTHORITY TO AUTHORIZE SOLICITATIONS AND APPROVE CONTRACTS WITH A REDUCTION OF THE REQUESTED \$100K DOWN TO \$50K.**

**MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, AND LANE BEING ABSENT.**

**11. ANNOUNCEMENT OF NEXT MEETING: FRIDAY APRIL 25, 9:00 AM, WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE, CA**

Vice-Chair Robinson announced the next meeting.

**12. ADJOURNMENT**

Vice-Chair Robinson adjourned to the next Board of Directors meeting at 10:21.