



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
NOVEMBER 17, 2017 – 9:00 AM
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA 95076**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, November 17, 2017 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *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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SECTION I: OPEN SESSION

1 CALL TO ORDER at 9:04 AM by Chair Dutra.

2 ROLL CALL: The following Directors were **present**, representing a quorum:

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Oscar Rios	City of Watsonville
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Larry Pageler	UC Santa Cruz
Ex-Officio Director Liber McKee	Cabrillo College

Ex-Officio Director McKee and Directors Bottorff, Chase, Leopold, Mathews and Rios were absent.

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Eulalio Abrego, Bus Operator
Angela Aitken, METRO
Jolene Church, METRO

Debbie Kinslow, METRO
Joey Martinez, MAC
Daniel Zaragoza, METRO

3 ANNOUNCEMENTS

Chair Dutra introduced Carlos Landaverry and his Spanish Language interpretation services. He announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Victor Herrmann, and today's Watsonville City Technician is Mr. Suryel Vazquez.

4 BOARD OF DIRECTORS COMMENTS

Numerous Board members expressed their appreciation to all who contributed to the successful passage of Cabrillo College's Student Bus Pass Program.

Chair Dutra invited the assembly to attend the 6:00PM November 20th outreach event to discuss the Watsonville Transit Center mural project. The mural artist will be in attendance.

Hearing no further comments, Chair Dutra moved to the next agenda item.

5 COMMUNICATIONS TO THE BOARD OF DIRECTORS

A number of the public spoke regarding a variety of issues:

- Mrs. Ofelia Gomez expressed concerns pertaining to several intersections within the county and requested changes to Route 71.
- Brian Peoples, Trail Now representative, noted their support of METRO and Measure D. He suggested METRO Board members be more vocal in their support of METRO and it's funding needs.
- Eulalio Abrego, Bus Operator, expressed concerns related to the articulated buses.

6 COMMUNICATIONS FROM MAC

Having none, Chair Dutra moved to the next item.

7 LABOR ORGANIZATION COMMUNICATIONS

Having none, Chair Dutra moved to the next item.

8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

9-01 RECOMMENDED ACTION ON TORT CLAIMS

9-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF OCTOBER 2017

9-03 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO OCTOBER 27, 2017 REGULAR BOARD OF DIRECTORS MEETING AND MINUTES OF THE NOVEMBER 10, 2017 SPECIAL BOARD OF DIRECTORS MEETING

- 9-04 ACCEPT AND FILE: METRO PARACRUZ OPERATIONS STATUS REPORT FOR JULY, AUGUST AND SEPTEMBER 2017
- 9-05 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE FIRST QUARTER OF FY18
- 9-06 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES JULY – SEPTEMBER 2017
- 9-07 APPROVE: CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT A PROJECT LIST AND EXECUTE AGREEMENTS TO RECEIVE CALIFORNIA STATE OF GOOD REPAIR FUNDS
- 9-08 APPROVE: CONSIDER A RESOLUTION AUTHORIZING THE CEO TO SUBMIT A GRANT APPLICATION AND EXECUTE ALL DOCUMENTS AND FURTHER ACTIONS NECESSARY TO CALIFORNIA TRANSIT AND INTERCITY RAIL CAPITAL PROGRAM FUNDS
- 9-09 PULLED FROM CONSENT AT VICE CHAIR McPHERSON'S REQUEST**
APPROVE: CONSIDERATION OF A RESOLUTION APPROVING PROJECTS AND AUTHORIZING THE CEO TO SUBMIT APPLICATIONS AND EXECUTE DOCUMENTS AND FURTHER ACTIONS NECESSARY TO RECEIVE CALIFORNIA SB1 LOCAL PARTNERSHIP PROGRAM FUNDS
- 9-10 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT WITH GIRO, INC. FOR HASTUS SOFTWARE MAINTENANCE AND SUPPORT
- 9-11 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO APPROVE THE PURCHASE OF SERVERS IN A TOTAL AMOUNT NOT TO EXCEED \$50,000
- 9-12 ACCEPT AND FILE: SANTA CRUZ METRO'S ANNUAL INVENTORY OF OWNED AND LEASED PROPERTY
- 9-13 APPROVE: CONSIDERATION OF AUTHORIZING INCREASED CONTRACT AUTHORITY TO REFLECT AN ADDITIONAL AMOUNT OF FUNDING FOR THE LEASE-TO-PURCHASE OF THREE FORTY-FOOT NEW FLYER XCELSIOR BUSES FROM PAUL REVERE TRANSPORTATION

Public comment:

Mrs. Ofelia Gomez elaborated on her concerns pertaining to several intersections within the county and requested changes to Routes 69W, 71 and 91.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, EXCEPTING AGENDA ITEM 9-09, CONSIDERATION OF A RESOLUTION APPROVING PROJECTS AND AUTHORIZING THE CEO TO SUBMIT APPLICATIONS AND EXECUTE DOCUMENTS AND FURTHER ACTIONS NECESSARY TO RECEIVE CALIFORNIA SB1 LOCAL PARTNERSHIP PROGRAM FUNDS, WHICH WAS PULLED FROM CONSENT

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LIND

MOTION PASSED WITH 6 AYES (Directors Dutra, Hagen, Lind, McPherson, Rothwell and Rotkin). Directors Bottorff, Chase, Leopold, Mathews and Rios were absent.

REGULAR AGENDA

9-09 PULLED FROM CONSENT AT REQUEST OF VICE CHAIR McPHERSON TO BE DISCUSSED AS THE FIRST ITEM UNDER THE REGULAR AGENDA

APPROVE: CONSIDERATION OF A RESOLUTION APPROVING PROJECTS AND AUTHORIZING THE CEO TO SUBMIT APPLICATIONS AND EXECUTE DOCUMENTS AND FURTHER ACTIONS NECESSARY TO RECEIVE CALIFORNIA SB1 LOCAL PARTNERSHIP PROGRAM FUNDS

CEO Clifford provided background to the agenda item and summarized the request.

Public comments:

Luis Mendez, SCCRTC Deputy Director, provided a brief summary of RTC's plan, adding the Call for Projects recommendations will be presented to the Commission at the 12/7/17 meeting.

Board comments:

Board members expressed their opinions and support for the agenda item. They also suggested the following change to the second line in the first paragraph on page two of the resolution: Insert the words "believes it" such that the paragraph now reads: WHEREAS, the expenditure plan for Santa Cruz County Measure D allocates 16% of its tax revenue to METRO; therefore, METRO **believes it** is entitled to 16% of the County's LPP revenue earned by virtue of Measure D; and,

ACTION: MOTION TO APPROVE THE RESOLUTION AS AMENDED APPROVING PROJECTS AND AUTHORIZING THE CEO TO SUBMIT APPLICATIONS AND EXECUTE DOCUMENTS AND FURTHER ACTIONS NECESSARY TO RECEIVE CALIFORNIA SB1 LOCAL PARTNERSHIP PROGRAM FUNDS AS PRESENTED WITH THE INCORPORATED CHANGES

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 6 AYES (Directors Dutra, Hagen, Lind, McPherson, Rothwell and Rotkin). Directors Bottorff, Chase, Leopold, Mathews and Rios were absent.

10 RESOLUTION OF APPRECIATION FOR RETIREE, SAMUEL G. GARCIA

In the absence of Mr. Garcia, the resolution was read aloud. Chair Dutra thanked Mr. Garcia for his contributions in absentia.

.ACTION: MOTION TO ACCEPT THE RESOLUTION OF APPRECIATION AS PRESENTED.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR ROTHWELL

MOTION PASSED WITH 6 AYES (Directors Dutra, Hagen, Lind, McPherson, Rothwell and Rotkin). Directors Bottorff, Chase, Leopold, Mathews and Rios were absent.

11 APPROVE: REQUEST BOARD OF DIRECTORS TO REFER TO THE FINANCE STANDING COMMITTEE A DISCUSSION ABOUT INITIATING A FARE RESTRUCTURING ANALYSIS

Barrow Emerson, Planning and Development Manager, provided commentary to the agenda item.

Board members expressed their support for new technology, which would enable METRO to get away from the physical loading of currency into the till, which takes a lot of time and affects the system's on-time performance.

There were no public comments.

ACTION: MOTION TO APPROVE THE REQUEST TO THE BOARD OF DIRECTORS TO REFER TO THE FINANCE STANDING COMMITTEE A DISCUSSION ABOUT INITIATING A FARE RESTRUCTURING ANALYSIS AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 6 AYES (Directors Dutra, Hagen, Lind, McPherson, Rothwell and Rotkin). Directors Bottorff, Chase, Leopold, Mathews and Rios were absent.

12 ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF AUGUST 31, 2017

Angela Aitken, Finance Manager, provided commentary to the presentation and directed the Board's attention to the highlighted lines on the distributed document entitled, "Santa Cruz Metropolitan Transit District 5 Year Budget Plan", which delineates at-risk STA funding over the next five years. (See attached). Director Rotkin requested Ms. Aitken add the word "probably" to the last sentence on the document.

Board members and staff discussed ridership statistics and overtime as referenced in the board packet.

There were no public comments.

ACTION: MOTION TO ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JULY 31, 2017 AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR ROTHWELL

MOTION PASSED WITH 6 AYES (Directors Dutra, Hagen, Lind, McPherson, Rothwell and Rotkin). Directors Bottorff, Chase, Leopold, Mathews and Rios were absent.

13 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI ANNUAL REPORT

Joseph Martinez, MAC Vice Chair, provided an oral report of the MAC's activities over the past six months, expressing their appreciation for the timely text messages. On behalf of the MAC members, he requested Wi-Fi be extended to Routes 71, 91, 69W and 35, which could help to increase ridership, lessening traffic congestion and easing parking requirements.

14 THREE METRO ADVISORY COMMITTEE (MAC) MEMBERS' TERMS EXPIRE DECEMBER 31, 2017

Public comments:

Joseph Martinez, MAC Vice Chair, expressed concern with the three retiring MAC members.

CEO Clifford addressed Mr. Martinez's concerns and explained the recruitment process to fill vacancies.

ACTION: MOTION TO OPEN A 30-DAY NOMINATION PERIOD BEGINNING DECEMBER 1, 2017, TO ACCEPT NOMINEES INCLUDING ENCOURAGING CURRENT MAC MEMBERS TO APPLY IF THEY ARE INTERESTED AND ASK THAT THEY CONTINUE TO SERVE UNTIL THEY ARE REPLACED.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 6 AYES (Directors Dutra, Hagen, Lind, McPherson, Rothwell and Rotkin). Directors Bottorff, Chase, Leopold, Mathews and Rios were absent.

21 CEO ORAL REPORT

Alex Clifford, CEO/General Manager, commented on a variety of topics:

- Copies of the half-sheet tri-fold brochure entitled, "Santa Cruz METRO's Dramatic Fiscal Recovery" demonstrating METRO's path to long-term financial viability were made available to the Board and assembly.
- METRO's Schedule by Stop service (an interim step to the AVL) Public Service Announcement was viewed.
- Articulated bus training is scheduled to begin November 20 with a plan to be in service January 2018.
- The BYD electric bus trial did not evidence promised performance. Regular updates will be provided as the process proceeds.
- The Highway 17 Joint Powers Authority Agreement has been approved for next two years.
- Anticipated January Board Meeting agenda topics include:
 - October ridership was up approximately 6% year-over-year. Further information will be provided at the January 2018 Board meeting.
 - ParaCruz, Fixed Route and a Facilities Code of Conduct will be circulated to the unions for review, with an intent to bring the matters before the Board at the January meeting.
- Board members were invited to participate in the upcoming METRO events:
 - November 21 Thanksgiving potluck at METRO Admin offices
 - December 2 Holiday Parade in Downtown Santa Cruz
 - December 20 Christmas/Holiday potluck at METRO Admin offices

There were no public comments.

22 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, JANUARY 26, 2018, AT 9:00AM AT METRO'S ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ, CA

Chair Dutra announced the next meeting as above.

23 ADJOURNMENT

Chair Dutra adjourned the meeting at 10:41AM

Respectfully submitted,

Gina Pye
Executive Assistant