



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS AGENDA MEETING MINUTES\*  
MARCH 22, 2019 – 9:00 AM  
METRO ADMIN OFFICES  
110 VERNON STREET, SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 22, 2019 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at [www.SCMTD.com](http://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**

**CALL TO ORDER** at 9:04 AM by Chair Bottorff.

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

<b>Director Ed Bottorff</b>	<b>City of Capitola</b>	
<b>Director Trina Coffman-Gomez</b>	<b>City of Watsonville</b>	
<b>Director Aurelio Gonzalez</b>	<b>City of Watsonville</b>	
<b>Director John Leopold</b>	<b>County of Santa Cruz</b>	<i>AR 9:17 AM</i>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>	
<b>Director Cynthia Mathews</b>	<b>City of Santa Cruz</b>	
<b>Director Donna Meyers</b>	<b>City of Santa Cruz</b>	
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>	<i>AR 9:10 AM</i>
<b>Director Dan Rothwell</b>	<b>County of Santa Cruz</b>	
<b>Director Mike Rotkin</b>	<b>County of Santa Cruz</b>	<i>AR 9:09 AM</i>
Vacant Director	County of Santa Cruz	
<b>Ex-Officio Director Alta Northcutt</b>	<b>Cabrillo College</b>	
Vacant Ex-Officio Director	UCSC	

Directors Leopold, McPherson, and Rotkin 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:**

Heather Adamson, AMBAG	Debbie Kinslow, METRO
Holly Alcorn, SEA	Matt Machado, Santa Cruz County
Buzz Anderson, Public	Jeff Powers, Coastal Landscaping
Brandon Freeman, SMART Local 23	James Sandoval, SMART Local 23
Elaine Ingalls, Santa Cruz Sentinel	Elmer Torres, METRO
Joan Jeffries, SEIU	Daniel Zaragoza, METRO

**RECESS TO SCCIC MEETING AT 9:05 AM**

**RECONVENE TO BOARD OF DIRECTORS MEETING AT 9:07 AM**

**ANNOUNCEMENTS**

Chair Bottorff introduced Carlos Landaverry and his Spanish Language interpretation services. Mr. Landaverry announced his services in Spanish for the assembly. Chair Bottorff also announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Lynn Dunton.

**BOARD OF DIRECTORS COMMENTS**

None.

**ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS**

Buzz Anderson encouraged the METRO Board of Directors to advocate for better bus service in Santa Cruz County and highlighted the benefits of the bus system. He emphasized when communities prioritize expensive fixed-rail passenger trains in an attempt to solve transportation issues, financial resources for buses diminish; buses better serves the Santa Cruz community.

Brian Peoples, TrailNow, expressed his passion for improving the quality of our community through transportation. He attended the California Transportation Committee (CTC) meeting in Los Angeles and commented that the CTC did not support the Santa Cruz County Regional Transportation Commission (SCCRTC) train plan.

**SWEAR IN NEW DIRECTOR:** Julie Sherman, General Counsel, swore in Ex-Officio Director Preston.

**WRITTEN COMMUNICATIONS FROM MAC**

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

**LABOR ORGANIZATION COMMUNICATIONS**

James Sandoval, SMART Local 23, thanked METRO and the Directors who participated in the Driver Appreciation Day breakfast. He also thanked the Directors with whom he has had meetings and emphasized the importance of keeping the channels of communication open.

Joan Jeffries, SEIU, SEA Chapter President, expressed the desire to meet with the new Board Directors. She reported that SEIU has had two negotiation meetings and they have gone well.

**ADDITIONAL DOCUMENTATION AVAILABLE AT THE BACK OF THE ROOM**

- News Clips have been posted to the website

- Item 14, handout to accompany Santa Cruz County Operational Plan Progress Update entitled, "Operational Plan FY2019-21 Draft Strategies"
- Headways Spring Service Guide (March 7 – June 12, 2019)

### **CONSENT AGENDA**

- 12-01 RECOMMENDED ACTION ON TORT CLAIMS
- 12-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2019
- 12-03 ACCEPT AND FILE: MINUTES OF THE FEBRUARY 22, 2019 BOARD OF DIRECTORS MEETING
- 12-04 ACCEPT AND FILE: QUARTERLY PROCUREMENT UPDATE REPORT FOR 4<sup>TH</sup> QUARTER OF FY19
- 12-05 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2018
- 12-06 APPROVE: CONSIDER A REVISED RESOLUTION DESIGNATING THE CEO\GENERAL MANAGER AS THE AUTHORIZED AGENT TO SUBMIT A GRANT APPLICATION AND EXECUTE ACTIONS NECESSARY TO RECEIVE FORMULA FUNDS FROM THE FY19 LOW CARBON TRANSIT OPERATIONS PROGRAM
- 12-07 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4<sup>TH</sup> AMENDMENT EXTENDING THE CONTRACT WITH NORTH BAY FORD FOR VEHICLE REPAIR AND MAINTENANCE SERVICES, INCREASING THE CONTRACT TOTAL BY \$11,000
- 12-08 APPROVE: CONSIDERATION OF AWARD AUTHORITY OF CONTRACT FOR TRANSIT BUS REFURBISHMENT PROJECT NOT TO EXCEED \$1,016,605
- 12-09 CONSIDERATION OF APPROVING THE AMENDED DRUG AND ALCOHOL TESTING POLICY AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION
- 12-10 ACCEPT THE CORRECTION TO THE EXECUTIVE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

There was no public comment.

### **ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR McPHERSON**

**MOTION PASSED WITH 9 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell). Director Leopold was absent.**

### **REGULAR AGENDA**

#### **13 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR ISAAC HOLLY AND ELMER TORRES (20 years)**

Chair Bottorff and Vice Chair Rotkin announced and congratulated Messrs. Holly and Torres.

Mr. Holly said it's been an honor to work at METRO and a great career opportunity. We have a great group of people working here and he looks forward to many more years at METRO.

Mr. Torres thanked METRO and said he loves his job, has a great manager, and a great crew to work with. He looks forward to the next 10 years at METRO.

**14 SANTA CRUZ COUNTY OPERATIONAL PLAN PROGRESS UPDATE**

Matt Machado, Deputy County Administrative Officer, Director of Public Works, provided a brief overview of Santa Cruz County's strategic plan, an update on the operational planning process and an overview of the operational plan elements. He touched on the strategic development for reliable transportation: highlighting public transit, regional mobility, community mobility and local roads. The themes that emerged around public transit were increased reliability, equity for people with limited transportation options, and integration of public and alternative modes of transportation. The strategy is to partner with agencies, such as METRO, to prioritize development that makes public transportation viable and desirable.

Directors McPherson, Coffman-Gomez, Rotkin, Leopold and Meyers thanked Mr. Machado for his efforts in developing the strategic plan and collaborating with many County entities to resolve problems and work together for a positive outcome.

There was no public comment.

**15 ORAL CEO UPDATE**

CEO Clifford welcomed and thanked the recent New Hires and Promotions:

New Hires:	Jennifer Kortright	Paratransit Operator
	Anthony Frey	Paratransit Operator
	Juan Serrano	Paratransit Operator
	Matt Marquez	Provisional Planning Aide
	Corey Espinoza	Bus Operator
	Mario Rodriguez	Bus Operator

Promotions:	Antonio Garcia	Bus Operator (from VSW I)
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CEO Clifford provided an oral update on current legislation at the state and federal level and emphasized the benefits/consequences if current pending bills are passed.

CEO Clifford will take Board members in April to Washington, DC.

Vice Chair Rotkin requested CEO Clifford explain the difference between the American Public Transportation Association (APTA) and The Bus Coalition (TBC). Mr. Clifford explained both are nationwide organizations. APTA is the trade organization for bus and rail. TBC focuses on the 5339 program and is working with elected officials to return funding to 2012 levels.

METRO has an interest in an accurate 2020 U. S. Census process. METRO's Planning Department discovered if the population in Santa Cruz County were undercounted by 5%, that would result in a loss of about \$400,000 in 5307 grant money. Director Leopold said he can have someone reach out to METRO regarding the census. Director Coffman-Gomez suggested putting ads on the buses to get the word out to the ridership. Director Mathews recommended getting the logo Santa Cruz County is using, so the messaging is consistent throughout the County.

Chair Bottorff reported on his recent trip to Sacramento with the Central Coast Coalition and Director of SCCRTC. They met with Governor Newsom and brought up the question about tying transportation money to housing. The Governor said the intent is not to take money away from transportation, but to get cities and counties to submit applicable paperwork in a timely manner.

There was no public comment.

**16 APPROVAL OF FY20 AND FY21 PRELIMINARY OPERATING BUDGETS AND FY20 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES**

Angela Aitken, CFO, spoke to the [FY20 and FY21 Preliminary Operating Budgets and FY20 Capital Budget presentation](#) which had been presented to the March 8, 2019 Finance Committee. METRO does a two-year rolling operating budget and a one-year capital budget. CFO Aitken will present the draft budget in May 2019.

Chair Bottorff asked if there were plans to add additional Bus Operators and routes. CEO Clifford said this budget will allocate one driver for the Watsonville circulator.

Director Leopold suggested METRO prepare for approved and proposed developments in mid-county (affordable housing complex that will include a health center and dental clinic on Capitola Road and a medical facility on Soquel Avenue).

Director Coffman-Gomez asked about the 7% fringe benefits dedicated to retirees and requested that METRO look into these projections and provide more data. She was concerned that this growth shrinks METRO's ability to accomplish capital projects, provide services, etc. CFO Aitken said the Finance staff did a presentation to the Finance, Budget and Audit Standing Committee that is available online; she also offered to send this information to Director Coffman-Gomez.

Director Mathews discussed including the unfunded mandates in budget discussions. Vice Chair Rotkin said those issues were discussed extensively at the Finance, Budget and Audit Standing Committee meeting.

Director Mathews asked about the projected increases in advertising. CFO Aitken said METRO just got McDonald's advertising back, which is a large contract. CEO Clifford added that we are in the process of hiring a Marketing Director and hope that person can be proactive and put emphasis on growing that program.

Director Mathews asked about facility rental income. CFO Aitken said the current rental income is from our Watsonville Transit Center and Pacific Station. There has been some recent interest in the Scotts Valley Transit Center.

Director Meyers asked about the grant money in revenue. Ms. Aitken explained that grants in general are not budgeted until they are awarded. When that money comes in, the corresponding expenses incurred are applied against those funds.

Director Lind said there have been requests from the Enterprise Technology Center to add back the route servicing the center and hopes that can happen.

There was no public comment.

**ACTION: MOTION TO APPROVE THE FY20 AND FY21 PRELIMINARY OPERATING BUDGETS AND FY20 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR LIND**

**MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).**

**17 AUTHORIZATION OF A PROVISIONAL ADMINISTRATIVE SPECIALIST POSITION IN THE PURCHASING DEPARTMENT**

Erron Alvey, Purchasing and Special Projects Director, spoke to the agenda item. Discussion ensued on whether this should be a provisional or permanent position. CEO Clifford requested six months to define the scope of this position and bring it back to the Board at that

time. Ms. Alvey added that she is actively working on defining the position and getting a wage study completed.

There was no public comment.

**ACTION: MOTION TO AUTHORIZE THE PROVISIONAL ADMINISTRATIVE SPECIALIST POSITION UP TO SIX MONTHS IN THE PURCHASING DEPARTMENT AND RETRUN TO THE BOARD AT THAT TIME**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR GONZALES**

**MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).**

**18 CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH COASTAL LANDSCAPING INC. FOR REPAIRS AND LANDSCAPING IMPROVEMENTS TO THE CAVALLARO TRANSIT CENTER AND THE VERNON ADMINISTRATIVE OFFICE SITE FOR A NOT TO EXCEED AMOUNT OF \$88,028**

Ciro Aguirre, COO, said the landscaping has deteriorated at the Vernon Administrative Office site and Scotts Valley Transit Center. METRO would like to reestablish the landscaping to a level that will mirror the Watsonville Transit Center, which has been well received by the community and our riders. COO Aguirre elaborated on the repairs and improvements that are needed at each location.

Director Coffman-Gomez requested METRO's goals include the reduction of our carbon footprint. COO Aguirre replied that METRO is complying with certain requirements, not only from a green standpoint but also a federal standpoint because our facilities fall under what is called the Transit Asset Management Program.

Director Mathews asked if there is a maintenance plan going forward. COO Aguirre explained that current and future budgets will provide for landscaping maintenance. CEO Clifford added that we do a bi-annual walk-through of every facility and take note of everything that has fallen into disrepair which then goes on a maintenance list to be handled.

Director Lind mentioned that Scotts Valley has the recycled water program, so ongoing maintenance at the Scotts Valley Transit Center will be covered under that water program.

**ACTION: MOTION TO AUTHORIZE THE CEO/GENERAL MANAGER TO ENTER INTO AN AGREEMENT WITH COASTAL LANDSCAPING INC. FOR REPAIRS AND LANDSCAPING IMPROVEMENTS TO THE CAVALLARO TRANSIT CENTER AND THE VERNON ADMINISTRATIVE OFFICE SITE FOR A NOT TO EXCEED AMOUNT OF \$88,028 AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR COFFMAN-GOMEZ**

**MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).**

**19 CONSIDERATION OF DECLARATION OF AN EMERGENCY AND AUTHORIZATION OF SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000 TO SERVPRO OF SANTA CRUZ/SANTA CLARA FOR REMEDIATION SERVICES AT PACIFIC STATION TRANSIT CENTER**

Ciro Aguirre, COO, explained that this particular project emerged due to compromising areas at Pacific Station that allowed the intrusion of rain water. As a result, METRO solicited Servpro to come in and review the affected areas.

Servpro noted there was a breach in a restroom wall and that allowed them to see there was some sort of contamination. Servpro contracted with a third-party to do sampling of the wall and reported there were some elevated spore levels in the bathroom. As that area was closed and rendered unusable; we proceeded to mitigate the situation.

Because we wanted to have this done quickly, we did not go through a competitive solicitation process and are requesting the Board to authorize our CEO to enter into a contract and pay for services that have been rendered.

Director Mathews asked if they were able to determine the source of the leak. COO Aguirre said the majority of the leaks came from the windows.

Director Mathews wondered what the "not to exceed \$15,000" covers? COO Aguirre said it will cover the remaining portion of the tear down of the walls to determine the extent of damage.

Director Mathews requested the status of the building assessment. CEO Clifford said METRO initiated a full assessment of that building before this incident to understand what is going on inside the building. That assessment is looking at structural, electrical, HVAC, flooring, plumbing, etc. so that we can get a good idea of the cost. That estimate is scheduled to be delivered to the Capital Projects Standing Committee in April so that we can look at the cost of replacement versus a new facility. In the meantime, METRO has an obligation to our employees to ensure they have a safe work environment. Director Mathews requested that report in advance of the actual Capital Projects Standing Committee meeting so that she could review it.

In response to Board inquiries, CEO Clifford explained that METRO came to the Board last year and requested money for a new roof and replacement of all the windows. Once we got into that project, it became a much deeper issue and we backed down from replacing the roof and windows. That brought us to this winter when the rains saturated the wall in the bathroom leading to discovery of contamination behind the wall.

Vice Chair Rotkin asked how the study of the underground chemical issues for this building is progressing. Barrow Emerson, Planning and Development Director, said the deadline was March 15 and we haven't received a response from the County. He will follow up with them. CEO Clifford said we hope to provide that information to the Capital Projects Standing Committee in April.

There was no public comment.

**ACTION: MOTION TO DECLARE AN EMERGENCY AND AUTHORIZE THE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000 TO SERVPRO OF SANTA CRUZ/SANTA CLARA FOR REMEDIATION SERVICES AT PACIFIC STATION TRANSIT CENTER AS PRESENTED**

**MOTION: DIRECTOR ROTKIN**

**SECOND: DIRECTOR LEOPOLD**

**MOTION PASSED WITH 10 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Rotkin and Rothwell).**

Chair Bottorff announced the next meeting: Friday, April 26, 2019 at 9:00 AM at the Scotts Valley City Council Chambers, One Civic Center Drive, Scotts Valley, CA.

**CONFERENCE WITH LABOR NEGOTIATORS**

Julie Sherman, General Counsel, announced the closed session item [Conference with Labor Negotiators (Government Code Section 54957.6)], adding that no report out was anticipated post Closed Session.

Board recessed to Closed Session at 10:52 AM

Open Session reconvened at 12:43 PM

The meeting was adjourned at 12:44 PM

Respectfully submitted,

Donna Bauer  
Administrative Assistant