

**AGENDA**  
**SANTA CRUZ METRO BOARD OF DIRECTORS**  
**REGULAR MEETING OF MAY 10, 2013**  
**8:00 AM**



*Mission Statement: "To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service."*

**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 LOCATED AT 110 VERNON STREET, SANTA CRUZ, CALIFORNIA**

- |                          |   |                              |
|--------------------------|---|------------------------------|
| <input type="checkbox"/> | <i>Director Margarita Alejo</i>           | <i>City of Watsonville</i>   |
| <input type="checkbox"/> | <i>Director Hilary Bryant</i>             | <i>City of Santa Cruz</i>    |
| <input type="checkbox"/> | <i>Director Dene Bustichi, Vice Chair</i> | <i>City of Scotts Valley</i> |
| <input type="checkbox"/> | <i>Director Daniel Dodge, Chair</i>       | <i>City of Watsonville</i>   |
| <input type="checkbox"/> | <i>Director Zach Friend</i>               | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director Ron Graves</i>                | <i>City of Capitola</i>      |
| <input type="checkbox"/> | <i>Director Michelle Hinkle</i>           | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director Deborah Lane</i>              | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director John Leopold</i>              | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director Bruce McPherson</i>           | <i>County of Santa Cruz</i>  |
| <input type="checkbox"/> | <i>Director Lynn Robinson</i>             | <i>City of Santa Cruz</i>    |
| <input type="checkbox"/> | <i>Ex-Officio Director Donna Blitzer</i>  | <i>UC Santa Cruz</i>         |

*Leslie R. White, General Manager / Secretary of the Board*  
*Leslyn K. Syren, District Counsel*

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**TITLE 6 - INTERPRETATION SERVICES / TÍTULO 6 - SERVICIOS DE TRADUCCIÓN**

*Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.*

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**AMERICANS WITH DISABILITIES ACT**

 *The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.*

**AGENDA  
SANTA CRUZ METRO BOARD OF DIRECTORS  
REGULAR MEETING OF MAY 10, 2013**

**MEETING LOCATION:  
SANTA CRUZ METRO – ADMIN OFFICE  
110 VERNON STREET  
SANTA CRUZ, CA**

**8:00 A.M.**

**NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER**

**SECTION I: OPEN SESSION**

1. CALL TO ORDER

2. ROLL CALL

3. ANNOUNCEMENTS

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

*This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.*

5. LABOR ORGANIZATION COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

**CONSENT AGENDA**

*All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.*

7-1. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION

7-2. CONSIDERATION OF AWARD OF CONTRACT WITH LNI CUSTOM MANUFACTURING, INC. FOR THE PURCHASE AND DELIVERY OF TWENTY-TWO (22) PASSENGER WAITING SHELTERS IN AN AMOUNT NOT TO EXCEED \$110,925

**AGENDA  
SANTA CRUZ METRO BOARD OF DIRECTORS  
REGULAR MEETING OF MAY 10, 2013**

**REGULAR AGENDA**

8. ORAL REPORT REGARDING THE STATUS OF CONSTRUCTION ON THE JUDY K. SOUZA OPERATIONS FACILITY COMPONENT OF THE METROBASE PROJECT  
Presented by Frank Cheng, IT Manager and MB Project Manager
9. CONSIDERATION OF ESTABLISHING A PURCHASING DEPARTMENT, INCLUDING THE PARTS / INVENTORY FUNCTION, UNDER A PURCHASING MANAGER, REPORTING DIRECTLY TO THE GENERAL MANAGER  
Presented by Leslie R. White, General Manager
10. CONSIDERATION OF ESTABLISHING THE POSITION OF SECURITY / PUBLIC INFORMATION COORDINATOR AND AUTHORIZING THE GENERAL MANAGER TO MEET WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521 TO DISCUSS ADDING THE SECURITY / PUBLIC RELATIONS DUTIES TO THE POSITION OF CLAIMS INVESTIGATOR II  
Presented by Leslie R. White, General Manager
11. CONSIDERATION OF ESTABLISHING SPECIFIC TIMES FOR THE MEETINGS OF THE BOARD OF DIRECTORS FOR THE PERIOD JUNE 14, 2013 THROUGH THE REMAINDER OF CALENDAR YEAR 2013  
Presented by Leslie R. White, General Manager
12. ORAL ANNOUNCEMENT

The next regularly scheduled Board meeting will be held Friday, May 24, 2013 at 8:00 a.m. at the Capitola City Council Chambers, 420 Capitola Ave., Capitola, California.

13. ADJOURNMENT

Adjourn to the next Board of Directors meeting.

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*Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at [www.scmted.com](http://www.scmted.com) subject to staff's ability to post the document before the meeting.*

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: May 10, 2013

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel 

SUBJECT: Notification Of Action Taken In Closed Session Regarding the Following:  
Erika Guido v. Santa Cruz Metropolitan Transit District, Case No. CV173322

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### **Erika Guido v. Santa Cruz Metropolitan Transit District, Case No. CV173322**

On February 8, 2013, in closed session the Board of Directors authorized a settlement of this matter, for a motor-vehicle accident that occurred on January 8, 2011, in Santa Cruz, California. The following directors authorized the settlement: Alejo, Bryant, Dodge, Friend, Graves, Hinkle, Lane, McPherson and Robinson. Directors Bustichi and Leopold were absent.

Pursuant to this direction, Santa Cruz METRO obtained a **Release In Full Of All Claims and Rights** executed by claimant and her attorney on April 4, 2013. On April 16, 2013, a settlement check was provided to the plaintiff and her attorney in the sum of \$24,358.48 and to Medi-Cal for the medical lien in the sum of \$641.52 pursuant to settlement authorization. A Dismissal with Prejudice of the Entire Action was filed by the plaintiff's attorney on 4/23/13.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 10, 2013

**TO:** Board of Directors

**FROM:** Erron Alvey, Purchasing Agent

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH LNI CUSTOM MANUFACTURING, INC. FOR THE PURCHASE AND DELIVERY OF TWENTY-TWO (22) PASSENGER WAITING SHELTERS IN AN AMOUNT NOT TO EXCEED \$110,925**

## I. RECOMMENDED ACTION

**Authorize the General Manager to execute a contract with LNI Custom Manufacturing, Inc. for the Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters, in an amount not to exceed \$110,925 and designate Robert Cotter, Maintenance Manager as Contract Administrator.**

## II. SUMMARY OF ISSUES

- Santa Cruz METRO has a need for the purchase and delivery of twenty-two (22) passenger waiting shelters to replace damaged shelters and improve current bus stops.
- A competitive procurement was conducted to solicit bids from qualified firms.
- Six firms submitted bids for Santa Cruz METRO's review.
- Staff has reviewed all submitted bids and is recommending that the Board of Directors authorize a contract with LNI Custom Manufacturing, Inc.

## III. DISCUSSION

The Facilities Maintenance Department has capital funding in place in order purchase and replace damaged passenger waiting shelters and to supplement existing bus stops with new shelters.

Santa Cruz METRO Invitation for Bid No. 13-32 was mailed to sixteen firms, was legally advertised, and a notice was posted on Santa Cruz METRO's web site. On May 2, 2013, bids were received and opened from six firms. A list of firms and a summary of the bids received are provided in Attachment A. LNI Custom Manufacturing, Inc. has been determined to be the lowest responsible bidder, whose bid is responsive to all the requirements of the IFB.

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with LNI Custom Manufacturing, Inc. for the Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters in an amount not to exceed \$110,925 on behalf of Santa Cruz METRO. Contractor will provide all equipment and materials meeting all Santa Cruz METRO specifications and requirements of the contract. Robert Cotter, Maintenance Manager, will serve as the Contract Administrator and will ensure contract compliance.

#### **IV. FINANCIAL CONSIDERATIONS**

Funds in the amount of \$110,925 are required for this contract and are included in the Facilities Maintenance capital budget.

#### **V. ATTACHMENTS**

**Attachment A:** Bid Results from Public Bid Opening May 2, 2013

**Attachment B:** Contract with LNI Custom Manufacturing, Inc.

**Note: The IFB along with its Exhibits and any Addendum(s) are available for review at the Administration Office of Santa Cruz METRO.**

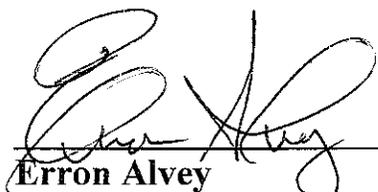
# Attachment A

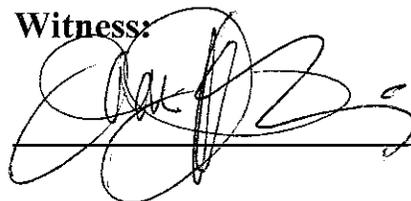
## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Bid Results for IFB No. 13-32  
Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters

May 2, 2013 at 2:00 PM

BIDDER	AMOUNT BID
All Purpose Mfg. Inc.	\$ 120, 772.30
Brasco International, Inc.	\$ 179, 915.94
Decamil	\$ 141, 695.60
Duo-Gard Industries, Inc.	\$ 173, 695.50
LNI Custom Manufacturing, Inc.	\$ 110, 924.68
Tolar Manufacturing Co., Inc.	\$ 216, 355.82

  
\_\_\_\_\_  
Erron Alvey  
Purchasing Agent

Witness:  
  
\_\_\_\_\_

# Attachment B

## **CONTRACT FOR PROCUREMENT OF PURCHASE AND DELIVERY OF TWENTY-TWO (22) PASSENGER WAITING SHELTERS (13-32)**

THIS CONTRACT is made effective on May 13, 2013 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO"), and LNI CUSTOM MANUFACTURING, INC. ("Contractor").

### 1. RECITALS

#### 1.01 Santa Cruz METRO 's Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and which has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

#### 1.02 Santa Cruz METRO 's Need for Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters

Santa Cruz METRO requires the purchase of Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters to be used for standard purposes. In order to obtain said Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters, Santa Cruz METRO issued an Invitation for Bids, dated April 16, 2013, setting forth specifications for such Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

#### 1.03 Contractor's Bid Form

Contractor is a supplier of Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters desired by Santa Cruz METRO and whose principal place of business is 12536 Chadron Avenue, Hawthorne, California, 90250. Pursuant to the Invitation for Bids by Santa Cruz METRO, Contractor submitted a bid for Provision of said Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters, which is attached hereto and incorporated herein by reference as Exhibit B.

#### 1.04 Selection of Contractor and Intent of Contract

On May 10, 2013, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters. The purpose of this Contract is to set forth the provisions of this procurement.

#### 1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

### 2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

#### 2.01 Documents Incorporated in This Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except

for written amendments, if any, made after the date of this Contract in accordance with Section 13.14 of the General Conditions to the Contract.

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated April 16, 2013.

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for Purchase and Delivery of Twenty-two (22) Passenger Waiting Shelters, signed by Contractor and dated May 2, 2013.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Where in conflict, the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 3 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the execution of the contract and shall remain in force for a one (1) year period thereafter. Santa Cruz METRO and Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor the amount of \$110,924.68 as identified in the Bid Form, Exhibit B, for satisfactory delivery of twenty-two (22) passenger waiting shelters under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$110,924.68 maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO after delivery of goods.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract.

Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this contract; and (4) necessary for performance of the contract. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this contract.

5. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand; or three (3) days after posting, if sent by registered mail, receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

Santa Cruz Metropolitan Transit District  
110 Vernon Street  
Santa Cruz, CA 95060

Attention: General Manager

CONTRACTOR

LNI Custom Manufacturing, Inc.

12536 Chadron Avenue  
Hawthorne, California 90250

Attention: Theresa Roth

6. AUTHORITY

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

SIGNATURES ON NEXT PAGE

Signed on \_\_\_\_\_

SANTA CRUZ METRO – SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

\_\_\_\_\_  
Leslie R. White  
General Manager

CONTRACTOR – LNI CUSTOM MANUFACTURING, INC.

By \_\_\_\_\_  
Scott Blakely, President

Approved as to Form:

\_\_\_\_\_  
Leslyn Syren  
Santa Cruz METRO Counsel

**7-2.b4**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 10, 2013

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF ESTABLISHING A PURCHASING DEPARTMENT, INCLUDING THE PARTS/INVENTORY FUNCTION, UNDER A PURCHASING MANAGER, REPORTING DIRECTLY TO THE GENERAL MANAGER.**

## I. RECOMMENDED ACTION

**That the Board of Directors approve the establishment of a separate Purchasing Department that includes the inventory and parts functions under the direction of a Purchasing Manager reporting directly to the General Manager.**

## II. SUMMARY OF ISSUES

- Purchasing is a critical function at METRO having responsibility for major construction projects, equipment purchases, and routine day-to-day purchases of operating supplies.
- The Federal Transit Administration (FTA) guidelines, federal laws, and state laws are very prescriptive regarding how the purchasing function is carried out. Compliance with the federal and state statutes is evaluated by the FTA as a part of their Triennial Review process. METRO will be evaluated, including on-site visitations by the FTA this summer.
- In the past 20 years the purchasing function has been structurally assigned to various departments, including, Assistant General Manager, Finance Manager, Maintenance Manager, District Counsel, and General Manager.
- The positions in the purchasing function have been occupied by 11 different individuals over the past 20 years.
- The purchasing activity at METRO is divided between purchasing function and the parts/inventory function in the Maintenance Department.
- The instability in personnel, reporting assignments, and the split purchasing function has resulted in miscommunications, vague accountability, outdated purchasing policy, and a lack of uniformity in the application of state and federal requirements.
- The FTA recommends the use of a consolidated purchasing function reporting directly to the General Manager, and vested with the authority to ensure adherence to state and federal laws.

- To address the issues outlined in this report I am recommending that the Board of Directors establish a management level Purchasing Manager position, assign the duties of the Purchasing Agent position to the Purchasing Manager position, and assign the parts inventory function to the Purchasing Department.
- If approved, the recommendations outlined in this report would be effective on July 1, 2013.

### III. DISCUSSION

The purchasing function is a critical component of any public agency. It is important that the purchasing function act in a manner that reflects compliance with state and federal statutes as well as local policies. As many of the projects that METRO implements are funded with significant amounts of state and federal support it is important that METRO's purchasing function comply with state and federal guidelines to maintain funding eligibility as well as withstand close audit examinations by funding agencies. The Triennial Review from the FTA will be conducted in the summer of 2013. The Transportation Performance Audit carried out as a part of the requirements of receive Transportation Development Act (TDA) funds that are administered by the Santa Cruz County Regional Transportation Commission. Operating funds from state and federal resources comprise approximately \$12 million annually of the METRO \$40 million operating budget. Therefore, routine operating purchases are also subject to all state and federal purchasing guidelines.

METRO has struggled over the past 20 years to achieve stability and uniformity in the purchasing function. The purchasing function has been split between the parts/inventory function and the overall purchasing function. The parts/ inventory function is assigned to the Maintenance Department. The overall purchasing function has been assigned to the Assistant General Manager, the Maintenance Manager, the Finance Manager, the District Counsel, and the General Manager. The result of this lack of consistency in reporting requirements has been an unacceptable level of turnover equally 11 different individuals serving in this function over the past 20 years. The overall instability in the purchasing function has resulted in miscommunications, vague accountability, outdated purchasing policy, and a lack of uniformity in the application of state and federal requirements.

The FTA recommends that agencies establish a consolidated purchasing function reporting directly to the General Manager and vested with the authority to ensure compliance with local, state, and federal guidelines.

To address the issues outlined in this report I am recommending that the Board of Directors establish a management level Purchasing Manager position, assign the duties, and the incumbent, in the Purchasing Agent position to the Purchasing Manager position, and assign the parts inventory function to the Purchasing Department. I am also recommending that the provisional employee currently working in the purchasing function be established a permanent position.

If approved, the recommendations outlined in this report would be effective on July 1, 2013.

**IV. FINANCIAL CONSIDERATIONS**

The adoption of the recommendations contained in this report will require an additional \$13,375 in annual salary costs in the METRO FY 13/14 Operating Budget.

**V. ATTACHMENTS**

None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 10, 2013

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF ESTABLISHING THE POSITION OF SECURITY/PUBLIC INFORMATION COORDINATOR, AND AUTHORIZING THE GENERAL MANAGER TO MEET WITH THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 521 TO DISCUSS ADDING THE SECURITY/PUBLIC RELATIONS DUTIES TO THE POSITION OF CLAIMS INVESTIGATOR II.**

## I. RECOMMENDED ACTION

**That the Board of Directors establish the position of Security/Public Information Coordinator and authorize the General Manager to meet with the Service Employees International Union Local 521 to discuss adding the duties to the position of Claims Investigator II.**

## II. SUMMARY OF ISSUES

- The events of the first four months of 2013 have revealed that the security function and the public information function at METRO require a more coordinated approach.
- The security function has been directed by Operations Manager Ciro Aguirre since the prior positions that were responsible for the function were eliminated.
- The public information function has been handled by Claims Investigator II Liseth Guizar since the first of this year. This function has not been formally assigned to a staff member since Kim Chin left METRO in 2003.
- In addition to handling the public information functions, Liseth has also been representing METRO at the Santa Cruz County Emergency Management Council and recently presented information regarding the role of transit in emergency response activities.
- The additional duties that Liseth Guizar has been performing are not reflected in the current position description for the Claims Investigator II.
- Liseth Guizar has displayed excellent skills when interacting with the public, the media and other agencies.
- Liseth Guizar has effectively represented METRO in coordinating activities during emergency situations, as well as the Emergency Management Council.

- I am recommending that the Board of Directors authorize the General Manager to meet with representatives of the Service Employees International Union Local 521 to discuss the addition of the public information and security duties to the Claims Investigator II position and to initiate reclassification actions to reflect the expanded responsibilities. The findings of the proposed reclassification actions will be presented to the Board of Directors for consideration.

### **III. DISCUSSION**

Over the past few years METRO has reduced staff positions in response to financial constraints. As a result of these reductions there has not been specific personnel assigned to oversee the security and public relations functions at METRO. Ciro Aguirre has taken on the oversight of the security function as a part of replacing the two-way radio system and the upgrade of the camera systems. Liseth Guizar is present at accident scenes and emergency activities in her role as an investigator. She has taken on the duties of public relations and coordinating special events such as the 4<sup>th</sup> of July parade in Watsonville and the special service provided for the Police Memorial services. Both of the individuals have carried out additional duties to provide needed services to the Santa Cruz County community.

In order to establish a more coordinated approach to public relations and security, and to recognize the added responsibilities that Liseth Guizar has been undertaking, I am proposing to establish the position of Security/Public Relations Coordinator. I am recommending that the Board of Directors authorize the General Manager to meet with representatives of the Service Employees International Union Local 521 to discuss the addition of the public information and security duties to the Claims Investigator II position and to initiate reclassification actions to reflect the expanded responsibilities. The findings of the proposed reclassification actions will be presented to the Board of Directors for consideration.

### **IV. FINANCIAL CONSIDERATIONS**

The financial impact of establishing the Security/Public Relations Coordinator and combining the duties of the Claims Investigator II will be dependent upon the result of the reclassification process and the actions of the Board of Directors.

### **V. ATTACHMENTS**

**Attachment A:** Claims Investigator II- -Current Position Description





## **CLAIMS INVESTIGATOR II**

### **DEFINITION**

Under supervision, investigates accidents/incidents, claims and litigation filed against the District as directed by District Counsel. Conducts field inspections in coordination with other agencies and District staff to gather and compile information, documents and other evidence; recommends settlement of routine liability claims; analyzes claims in accordance with established procedures; pursues property recovery activities; assists District Counsel in case preparation; and performs other related duties as assigned.

### **EXAMPLES OF DUTIES**

Investigates accidents/incidents; interviews and takes statements of claimants, employees and witnesses; visits accident scenes taking pictures and measurements, analyzing events and examining property damage; obtains injury information.

Reviews injury and property damage claims to assist in the determination of District liability; collects accident/incident information; verifies medical treatment expenses and lost wages; compiles value of property damage.

Handles routine negotiations and recommends settlement or other action on litigated and non-litigated claims within established limits.

Identifies and processes recovery actions for damages the District sustained from vehicle accidents, tenant lease agreements and other related expenses.

Represents the District in small claims court hearings and prepares and provides appropriate information and required documentation.

Maintains and tracks records; prepares reports on status of claims; organizes materials and documents claim files; maintains accurate records and files.

Assists in preparing discovery documents and performing investigation tasks related to litigation files; assists at trial, hearings and other legal proceedings as required.

Observes and makes recommendations regarding hazards found during investigations.

Operates field investigation tools including photographic equipment; operates District vehicles, computer programs and equipment and other office machines.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Office procedures and practices including preparation of correspondence, reports and record keeping procedures and practices.
- Laws relating to property and liability claims, California judicial system as it relates to liability claims and contributory negligence theories.
- Medical and legal terminology and related documents.
- Claims investigation methods, techniques and settlement negotiations.
- Interviewing principles and techniques.
- Procedures and techniques of evidence collection; methods of legal and factual research and discovery techniques.
- Operation of standard office equipment, computers and basic photographic equipment.
- Safe work methods and safety regulations pertaining to hazardous materials at an accident/incident site.

### **Ability to:**

- Understand and apply laws and administrative policies and procedures in the evaluation of routine property and liability insurance claims.
- Investigate and recommend settlement of routine property and liability claims.
- Investigate accident scenes, analyze events and draw sound conclusions.
- Prepare file documents, charts, reports and correspondence.
- Effectively and tactfully communicate in English in both oral and written forms and speak Spanish.
- Interview witnesses in English and Spanish on the telephone and in person.
- Safely perform job duties in the field under various climatic conditions.
- Establish and maintain cooperative working relationships with the public, District employees and others.

### **Training and Experience**

Any combination of training and experience equivalent to:

Two years experience performing property and liability claims investigation. Course work related to risk management and claims resolution is desirable.

### **Special Requirements**

Pass a fluency test in Spanish/English.  
Possession of a valid California driver's license and a safe driving record.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** May 10, 2013

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF ESTABLISHING SPECIFIC TIMES FOR THE MEETINGS OF THE BOARD OF DIRECTORS FOR THE PERIOD JUNE 14, 2013 THROUGH THE REMAINDER OF CALENDAR YEAR 2013.**

## I. RECOMMENDED ACTION

**That the Board of Directors establish specific times for the meetings for the period June 14, 2013 through the remainder of calendar year 2013.**

## II. SUMMARY OF ISSUES

- The Bylaws of Santa Cruz METRO previously contained the dates and time for the meetings of the Board of Directors.
- On January 11, 2013 the Board of Directors acted to modify the Bylaws to eliminate the specific times for meetings to commence and end.
- On February 8, 2013 the Board of Directors passed a Resolution establishing meeting times as 8:00AM for meetings held through May 24, 2013.
- The Bylaws now require the Board of Directors to adopt a Resolution that establishes the times for meetings to commence and to end through the remainder of the calendar year.
- Staff recommends that the Board of Directors decide on what time meetings should commence and end and direct staff to develop the necessary Resolution for consideration on May 24, 2013.

## III. DISCUSSION

The Bylaws of Santa Cruz METRO previously identified both the days of the month and the times of day when the meetings of the Board would occur, as well as commence and end. On January 11, 2013 the Board of Directors modified the Bylaws to continue to identify the days of the month for meetings, but to require that the times for meetings to commence and end would be established by Resolution. On February 8, 2013 the Board of Directors passed a Resolution establishing the beginning times for meetings as 8:00AM through May 24, 2013. It is now necessary for the Board of Directors to determine if the meetings will continue at 8:00AM or establish a different time for meetings that will be held after May 24, 2013.

Staff recommends that the Board of Directors decide on what time meetings should commence and end and direct staff to develop the necessary Resolution for consideration on May 24, 2013.

#### **IV. FINANCIAL CONSIDERATIONS**

The identification of times for Board Meetings to commence and end will not have a financial impact on METRO.

#### **V. ATTACHMENTS**

**None**