

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**January 14, 2000**

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 14, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Director Rotkin, acting in the capacity of Chairperson, called the meeting to order at 8:35 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Bruce Arthur  
Kenneth Burch  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle  
Oscar Rios  
Mike Rotkin

#### **DIRECTORS ABSENT**

Jeff Almquist  
Jan Beautz  
Katherine Beiers  
Bart Cavallaro  
Mike Keogh

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Manager  
Paul Chandley, Human Resources Manager  
Mark Dorfman, Assistant General Manager  
Marilyn Fenn, Supervising Accountant  
Linda Fry, Service Planning Supervisor  
Margaret Gallagher, District Counsel

Terry Gale, MIS Manager  
David Konno, Facilities Maint. Manager  
LeAna Olson, H. R. Analyst  
Elisabeth Ross, Finance Manager  
Judy Souza, Base Superintendent  
Tom Stickel, Acting Fleet Maint. Manager  
Leslie R. White, General Manager

### **2. DELETED (NO CLOSED SESSION)**

### **3. ORAL AND WRITTEN COMMUNICATIONS**

- a. City of Santa Cruz  
RE: City Council Representative to SCMTD Board of Directors
- b. Cam Pierce, bus rider, inquired if there was any special transportation being provided for the upcoming Omega Conference to be held at Mt. Madonna Retreat Center and suggested that the District provide a shuttle service once or twice a day to this facility. Ms. Pierce was informed that there is no District transportation service being provided to that event.
- c. Director Rios asked staff to determine how many bus stops are between Lincoln and Tuttle in the East Lake corridor as he was approached by the Senior Center

who stated there are not enough stops. Staff was asked to make a presentation to the residents of the Senior Center on Fifth Street. Wally Brondstatter, UTU Representative, commented that he will discuss the bus stops from the East Lake Shopping Center at the Bus Stop Advisory Committee (BSAC) and noted that this is a State Highway so other parameters apply. David Konno reported that he is working with the City of Watsonville on this corridor, especially the St. Francis High School, and has requested an improved stop at elementary school locations. Mr. Konno will supply Director Rios with a map of the bus stop locations.

- d. Director Gabriel reported that he, Michael Singer and Janet Singer attended the Cabrillo College Board Meeting last week where they were informed that Cabrillo is attempting to hire a transportation coordinator.

**4. LABOR ORGANIZATION COMMUNICATIONS**

None

**5. METRO USERS GROUP (MUG) COMMUNICATIONS**

None

**6. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

None

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

Item #14 - Consideration of Revising Bikes Inside Buses Policy to Address Highway 17 Concerns - (Letter distributed from Kem Akol, Chair of the Bicycle Committee, to the Regional Transportation Commission)

Item #17 - Consider a Resolution Authorizing an Application and Claim to the SCCRTC for TDA Demonstration Program Funds - (replacement page to the Staff Report with revised dates that Commission will address this issue)

**ITEM #11 OF THE REGULAR AGENDA WAS TAKEN OUT OF ORDER.**

**11. CONSIDER PRESENTATION AND SUPPORT FOR THE CALIFORNIA TRANSIT ASSOCIATION'S TRANSIT FOR THE 21<sup>ST</sup> CENTURY PROJECT**

**Summary:**

Josh Shaw and Kristina Egan of the California Transit Association made a presentation regarding the activities of CTA for the industry as a whole. There are financial implications for the District regarding how it will support the expanded program.

The role of CTA is two-fold: 1) provides membership services; 2) lobbying. The lobbying program has been successful and focuses on increasing funding for transit.

#### **DIRECTOR KEOGH ARRIVED AT 8:45 A.M.**

##### **Discussion:**

Josh Shaw stated that historically the CTA has not supported a specific candidate for election, however, it does identify candidates who are pro-transit at the local level. Four specific strategies for the new program were cited (profile, inform, ask, thank): 1) profile each member agency; 2) provide information to them as to how to attain their goal; 3) ask member agencies what help they need to attain their goals; 4) thank the member agency for their input/involvement. The CTA membership consists of 80 transit systems, a few hundred suppliers, and private citizens. The benefits to members of CTA are: 1) Community issues are handled to obtain increased funding. 2) CTA will ultimately create a power base for a statewide database including everyone who uses and supports transit. 3) CTA will talk to the rider groups about looking at funding sources. 4) CTA will refocus hostility towards the transit industry. 5) CTA will promote good community relations. The District was praised for its communication with the local community through committees such as MUG and MASTF. CTA will work with the private sector suppliers and members of the public for contributions to a political action committee.

Mr. Shaw discussed a new organization that will be formed -- Odyssey 2020. This institute will focus on providing training to the community and will be funded through member dues and corporate support. The political action committee will have separate funding sources in the form of voluntary contributions. There will be a dues increase of 30% to the membership of CTA along with a one-time assessment of \$76,000 in total, with the District's portion being \$1,237.00. Director Rotkin stated his support for CTA's efforts, especially the public education aspect. Director Gabriel stated that the public needs an incentive to care about transit.

#### **DIRECTOR BEAUTZ ARRIVED AT 9:21 A.M.**

Director Burch suggested that CTA work together with educational institutions to acquire more funding.

#### **DIRECTOR ALMQUIST ARRIVED AT 9:22 A.M.**

### **CONSENT AGENDA**

#### **Review Consent Agenda Items 8-1 through 8-10**

- 8-1. Approve Minutes of Regular Board of Directors Meeting of 12-10-99 and Regular Board of Directors Meeting of 12-17-99.**
- 8-2. Accept and File Preliminary Approved Claims**
- 8-3. Accept and File Passenger Lift Report for December 1999**
- 8-4. Consideration of Tort Claims: Deny the Claim of: Jill Diehl**

It was requested that the Board notify Staff as soon as possible if it desires a claim to go into Closed Session.

**8-5. Accept and File Minutes of MASTF Committee Meeting of 12-16-99**

Upon request from the Board, Jeff LeBlanc will add Chancellor Greenwood of UCSC to the mailing list regarding the letter of support for MetroBase. Director Gabriel reported that he has been lobbying groups regarding MetroBase, and asked Kim Chin to e-mail him with the names of anyone who Staff would like him to lobby regarding MetroBase. Director Rotkin stated that any Board members who know groups or persons who have an interest in public transit, should contact Les White so endorsements can be obtained. Board members should also give Staff ideas on how to approach these groups.

**8-6. Accept and File Minutes of MUG Committee Meeting of 12/15/99**

Director Rios referred to the MUG Minutes in which Michael Clark stated that in the Headways the "lift equipped and/or school term only" was not translated into Spanish, which is causing some confusion. Kim Chin reported that staff has contacted Mr. Clark regarding this.

Director Fitzmaurice requested that his father's name be included in the Minutes of the MUG meeting since he was mentioned and asked if there is more information on this topic. Staff was directed to ensure that the Minutes are complete and to follow up on any further information regarding Director Fitzmaurice's concerns.

**8-7. Accept and File Monthly Budget Status Report for November 1999 and Approve Budget Transfers**

Director Rotkin reiterated from this report that the District is behind budget in expenses and ahead of budget in revenues. All revenue sources are doing relatively well. He also stated that the report itself is very clear and easy to understand.

**8-8. Accept and File Highway 17 Status Report for November**

**8-9. Accept and File Status Report on ADA Paratransit Program for November**

**8-10. Authorization for Disposal of Assets**

**REGULAR AGENDA**

**ITEM 13 WAS TAKEN OUT OF ORDER**

**13. CONSIDER APPROVAL OF CALPERS MEDICAL INSURANCE RESOLUTION TO INCLUDE DOMESTIC PARTNERS**

**Summary:**

Paul Chandley requested that the Board adopt a resolution that will allow District employees to enroll their domestic partners under the CalPERS Medical Program.

**Discussion:**

Mr. Chandley requested Board approval at this January 14<sup>th</sup> meeting in order to give District employees the earliest opportunity to begin enrollment for domestic partner medical insurance.

**ACTION: MOTION: Director Fitzmaurice SECOND: Director Rios**

That the Board approve Resolution 00-01-1 which provides medical coverage to eligible domestic partners of employees and retirees under the California Public Employees' Retirement System (CalPERS) medical insurance program.

Motion passed unanimously with Directors Beiers and Cavallaro absent.

**9. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

**10. CONSIDERATION OF PARTICIPATION IN YIELD-TO-BUS DEMONSTRATION PROGRAM**

**Summary:**

Staff is requesting that the Board adopt a resolution which indicates that the District agrees to participate in the yield-to-buses demonstration program established under AB 1218 (Keeley), Chapter 482, Statutes of 1999.

**Discussion:**

A public hearing on this topic will be held at the Board Meeting of 1/21/00. A public hearing was erroneously listed on the agenda for the 1/14/00 Board Meeting. Director Rios inquired if there are any known groups who oppose this bill and was informed that AAA is the only one. From a claims management standpoint, AAA is concerned with those drivers who do not yield to the buses and the ensuing accident it would cause. Valley Transportation Authority (VTA) took action on this item on January 6, 2000 and no one opposed it. Les White reported that the law requires a comprehensive, coordinated outreach public relations program. The District is required to implement this outreach program and to report back to the commissioner of the Highway Patrol and to the Legislature on the District's procedure.

Mark Dorfman reported that AC Transit and Orange County Transit would buy the appropriate equipment and VTA will coordinate the program. It is critical to the success of the program that all the signs are uniform. Public Service Announcements will be a large part of the outreach program. A public relations campaign will begin shortly. Director Rios remarked that Spanish television and radio stations would be the best way to reach the Hispanic population.

Director Burch asked if university shuttles qualify under this law and was informed by Les White that they do not, however, staff could look to see if there is a way that the District could empower this. Due to our contract with UCSC, possibly the District can subrogate these requirements. This is less of an issue for Lift Line vehicles because the yield-to-bus law can only

be activated when a bus has totally exited the path of travel for boarding and deboarding. Notifications of this program should be given to those students who purchase parking permits at the university. Les White commented that this program would be initiated within the next few weeks and the yield-to-bus signs will be the activating measure.

**DIRECTOR FITZMAURICE DEPARTED THE MEETING AT 9:44.**

**12. CONSIDER APPROVAL OF PARATRANSIT COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT WORK SCOPE**

**Summary:**

Kim Chin reported that staff's request to the Board is two-fold: 1) approval of Work Scope for the RFP for the Paratransit Comprehensive Operational and Financial Audit, 2) the creation of a Consultant Selection Committee to evaluate proposals and recommend a qualified firm.

**Discussion:**

Lift Line requested a seat on the Consultant Selection Committee. Scott Bugental stated that an ex-officio membership would be fine. Staff has included sensitivity training for paratransit providers in the Work Scope. Director Rotkin was informed that the meetings of the Consultant Selection Committee would be a public forum. Scott Bugental, Director of Lift Line, stated that the Transportation Commission asked why the '94/'95 ADA ridership figures were utilized instead of using more recent figures. Mr. Bugental commented that using several years in the distribution would create a broader comparison, and he distributed a graph of Lift Line Units of Service from 1992 - 2003.

It was stated that it would be appropriate for a member of the Transportation Commission to appoint a representative to sit on the Consultant Selection Committee and for Lift Line to have a representative as well. Director Beautz agreed that it would be useful to have a Lift Line representative on the committee, however, she questioned why this representative would have a vote. E&D TAC has a representative on the Selection Committee and Les White stated that it was his thinking that E&D TAC is the vehicle that the Transportation Commission uses in this area. Karena Pushnik reported that she was approved by the Transportation Commission to represent E&D TAC recertification issues but it could be the case that she would represent both E&D TAC and the Commission. Mr. Bugental commented that sub-contractors is a big issue and the timeline need to consider how that part of the operation can be properly audited both financially and in terms of performance and management.

DIRECTOR ROTKIN interjected at this point to state that the Nomination Committee nominated DIRECTOR BEAUTZ to be Chairperson of this Board and DIRECTOR ROTKIN to be Vice-Chairperson. DIRECTORS BEIERS, CAVALLARO AND GABRIEL are nominated to the Transportation Commission Board. Board Members should contact either Director Rotkin or Keogh if they are interested in being an alternate to the Transportation Commission. This topic will be included on the Board Agenda for 1/21/00.

#### **14. CONSIDERATION OF REVISING BIKES INSIDE BUSES POLICY TO ADDRESS HIGHWAY 17 CONCERNS**

##### **Summary:**

Staff is recommending that the Board allow bicycle customers to place their bicycles inside the Highway 17 buses when the exterior bicycle rack is full.

##### **Discussion:**

Bryant Baehr reported that on the Highway 17 buses there are high numbers of bikes and low numbers of wheelchairs. It was suggested that bicycles be allowed on the buses only at the Scotts Valley Transit Center and Caltrans station, however, it is a long way for bicyclists to travel from Dominican Park & Ride to the Scotts Valley Transit Center. Jeff LeBlanc suggested that there be sufficient bike parking in Scotts Valley to give bicyclists the option of securing their bikes at the Transit Center and taking the bus over the hill. Director Rotkin asked staff to look into this question. Director Keogh requested that a procedure be put in place in the event a bicyclist refuses to remove his bike for a wheelchair user. In the event a bicyclist needed to deboard for a wheelchair user, dispatch would be contacted to inform them that the deboarded rider had already paid his fare. He would not be double charged. MASTF will discuss this issue at its meeting on Thursday.

##### **DIRECTORS BEAUTZ AND BURCH DEPARTED MEETING AT 10:13.**

Wally Brondstatter, UTU representative, suggested that there be a secondary spot where a bicycle could be moved in the event a wheelchair user boarded. However, Les White responded that on Highway 17 buses, there is only one wheelchair securement area. On the RTS fleet buses from Golden Gate, there are two securement areas.

##### **DIRECTOR FITZMAURICE DEPARTMENT MEETING AT 10:14.**

#### **15. CONSIDER APPROVAL OF SERVICE CHANGES FOR SPRING 2000**

##### **Summary:**

Kim Chin commented that the Board reviewed these changes in September 1999, however, the Watsonville improvements were not detailed out at that time. The changes focus on making improvements in weekdays and weekend timeframes.

##### **DIRECTOR KEOGH DEPARTMENT THE MEETING AT 10:15.**

Service changes will begin on March 16, 2000.

**Discussion:**

Jeff LeBlanc reported that both MUG and MASTF have placed the restoration of holiday service at the top of their agendas. Kim mentioned that the holiday service on Presidents' Day would be restored.

**DIRECTOR ALMQUIST LEFT THE MEETING AT 10:16.**

**16. Determination of Sole Source Contract with MultiSystems for Bid/Dispatch Software**

**Summary:**

Mark Dorfman reported that the District is in the process of implementing an upgrade to the scheduling packet. This upgrade was budgeted for this year and came in under budget. Staff researched new dispatch system which would have cost the District over \$100,000. Staff is currently using an old program which is being supported by MultiSystem who offered the District an upgrade for \$19,000. Funds to acquire this upgrade are available from money saved on the scheduling packet.

**17. CONSIDER A RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SCCRTC FOR TDA DEMONSTRATION PROGRAM FUNDS**

**Summary:**

Staff recommends that we complete a joint application for the Westside transit service. A correction to the original staff report was noted: The SCCRTC will consider applications at their March or April Board meeting.

**Discussion:**

Director Rotkin requested an update on how many riders we have, how it is working, how many bikes are on that particular route, and where the bikes are boarding the buses.

**18. CONSIDER A RESOLUTION AUTHORIZING STAFF TO REQUEST AN EXTENSION FROM THE CALIFORNIA TRANSPORTATION COMMISSION FOR ALLOCATING \$6 MILLION STIP FUNDS FOR METROBASE CONSTRUCTION**

**Summary:**

Mark Dorfman reported that the timely use provision requires that these funds be allocated prior to January 2000 or an extension must be requested. The District must contract construction within the following 12-month period. If no extension is requested, funds are lost. The resolution for consideration is to authorize staff to take the steps necessary to obtain an extension.

**DIRECTOR ALMQUIST RETURNED TO MEETING AT 10:21.**

**19. CONSIDER APPLICATION FOR FTA 5311 RURAL OPERATING ASSISTANCE FOR FY 99-00**

**Summary:**

Les reported that this is a routine operating assistance grant for rural funds.

**Discussion:**

Director Rios asked what signifies "rural" and was informed that Linda Fry has a breakdown for his review. Mark Dorfman noted that most of Watsonville is considered "urban".

**20. ADOPTION OF PROPOSED SCMTD DBE PROGRAM UPDATE AND THE ANNUAL DBE PARTICIPATION RATE OF 14% FOR FEDERALLY-FUNDED PROCUREMENTS IN FY 1999-2000**

**Summary:**

Mr. White noted that the rules have changed for the update on the DBE plan.

**ADJOURN**

There being no further business, Chairperson Rotkin adjourned the meeting at 10:22 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator