

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

March 17, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 17, 2000 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:38 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur
Jan Beautz
Katherine Beiers
Kenneth Burch
Bart Cavallaro
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

None

STAFF PRESENT

Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Leslie R. White, General Manager

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

District Counsel Gallagher reported that the Closed Session Minutes of February 18th would be reviewed during Closed Session. Discussion will also take place with the Real Property Negotiator, Les White, to discuss property APN 003-032-01; APN 003-081-01; APN 003-121-01, commonly referred to as the Lipton property. The party with whom the District is negotiating is Unilever and the price and terms of payment will be discussed.

3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Beautz adjourned to Closed Session at 8:39 a.m. and reconvened to Open Session at 9:56 a.m.

SECTION III: RECONVENE TO OPEN SESSION

DIRECTORS PRESENT

Jeff Almquist
Bruce Arthur
Jan Beautz
Katherine Beiers
Ken Burch
Bart Cavallaro

Michelle Hinkle
Tim Fitzmaurice
Bruce Gabriel
Mike Keogh
Oscar Rios
Mike Rotkin

DIRECTORS ABSENT

None

STAFF PRESENT

Bryant Baehr, Operations Manager
Wally Brondstatter, Bus Operator
Donna Canales, Customer Service
Kim Chin, Planning & Marketing Manager
Paul Chandley, Human Resources Manager
Mark Dorfman, Assistant General Manager
Marilyn Fenn, Asst. Finance Mgr.
Linda Fry, Service Planning Supervisor
Margaret Gallagher, District Counsel

Terry Gale, MIS Manager
Olivia Guerrero, Customer Service
David Konno, Facilities Maint. Manager
LeAna Olson, H. R. Analyst
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Acting Fleet Maint. Manager
Randy Yagi, Sr. Customer Service Rep.
Leslie R. White, General Manager

OTHER ATTENDEES

Scott Bugental, Lift Line
Jeff LeBlanc, MASTF
Ian McFadden, UTU President
Debbie Hale, SCCRTC
Patti Korba, SEA President
John Mellon, VMU President

Cam Pierce, Bus Rider
Bob Scott, Consultant
Keith Sugar, S. C. Mayor
Marion Taylor, League of Women Voters
Candace Ward, UCSC
Linda Wilshussen, SCCRTC

1. REPORT ON CLOSED SESSION - District Counsel

Counsel Gallagher reported that the Closed Session Minutes of February 18, 2000 were approved. The Board of Directors declined to take any action regarding the price and terms of the Lipton property. A special Closed Session was scheduled for 8:30 a.m. on March 30th to further discuss these issues. This special Closed Session would follow the public forum on March 29th at the Loudon Nelson Center where multiple issues regarding MetroBase will be discussed and the Board will receive public input. The Board encouraged the public to attend the 3/29/00 meeting in order to take their input.

ITEM NO. 18 WAS MOVED OUT OF ORDER.

18. CONSIDERATION OF RESPONSE TO GRAND JURY INQUIRY REGARDING METROBASE

Summary:

Counsel Gallagher reported that the District received a letter from Al Richard, Foreperson of the Grand Jury, who asked several questions regarding the MetroBase project. Counsel Gallagher prepared a proposed response and asked the Board to make any suggestions, changes, and/or modifications to it.

DIRECTOR BEIERS LEFT THE MEETING AT 10:01 A.M.

Discussion:

Director Rotkin surmised from the letter that the Grand Jury's concerns seem to be that decisions were made regarding the MetroBase project without an open process taking place.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ALMQUIST

A Motion was made to authorize Staff's recommendation to execute and mail the cover letter by Jan Beautz, Metro Chair, to the Grand Jury to authorize the inclusion of the attached responses and supporting documentation to the Grand Jury inquiry, and for Staff to add information that clarifies the intentions of the District to conduct additional environmental work.

The Motion passed unanimously with Director Beiers absent.

Director Fitzmaurice asked if an Environmental Impact Report has been completed. Director Rotkin stated that two Negative Declarations have been done. Director Fitzmaurice further stated that he doesn't feel the Board had the public comment it should have had.

DIRECTOR BEIERS RETURNED TO THE MEETING AT 10:06 A.M.

Counsel Gallagher responded to Director Fitzmaurice by stating that there were public hearings at the library on 1/10/96 and 1/19/96. There were also open Board Meetings to address the Negative Declarations. Director Fitzmaurice referred to Questions #3 from the Grand Jury regarding the process for obtaining approval for the Lipton site. Director Rotkin referred to the \$89,000 study from Gannett Fleming, referred to the hearings and various site reviews and noted that the Lipton site was the only one where the entire District's operations could be consolidated. Director Fitzmaurice stated that the public would want to know how the other sites were removed from the process and how the Lipton site was ultimately chosen. Director Fitzmaurice will be given a copy of the Gannett Fleming report; copies of this report will also be distributed to each library in the County, as well as being available for review at the Administrative Office and on the District's website.

Director Fitzmaurice referred to Questions #4 regarding the traffic analysis and was informed that the buses would not utilize Delaware and that the Negative Declaration states that employee vehicles would not unduly impact the neighborhood. Director Almquist stated that the

proposed response addresses all the questions and that this is not an EIR at this point. Director Rotkin asked that information be added to the response that clarifies that the District intends to do additional environmental work.

ACTION: AMENDED MOTION: DIRECTOR ROTKIN
SECOND: DIRECTOR ALMQUIST

The Motion was amended to add additional information to the response to the Grand Jury regarding the District's further plans with regard to environmental work.

The amended Motion passed unanimously.

DIRECTOR ROTKIN DEPARTED THE MEETING AT 10:26 A.M.

2. ORAL AND WRITTEN COMMUNICATIONS

- a. Marge Sintetos, RE: MetroBase
- b. Janet Hennessey, RE: MetroBase
- c. Bea Dahl, RE: MetroBase
- d. Peter Bajorek, RE: MetroBase
- e. D. Smith, RE: MetroBase
- f. Sharon A. Galligan, RE: MetroBase
- g. Anne/Sam Singer, RE: MetroBase
- h. Rachel Kliger, RE: MetroBase
- i. William Stouffer, RE: MetroBase
- j. Director Cavallaro submitted his verbal resignation from the District's Board as of the end of March. Director Cavallaro's recommendation is for Sheryl Ainsworth to replace him on both the Transit District Board as well as the Transportation Commission. Director Almquist noted the amazing contributions made to the Transit District and Transportation Commission by Director Cavallaro's 19 years of dedication.
- k. Cam Pierce, bus rider, requested that a bus be scheduled to travel to and from the Mt. Madonna Conference Center once or twice a week, as there is currently no bus that travels that route.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Gabriel reported that there was a lengthy discussion on the dispatch radios in the buses, on MetroBase and on the recent City Council action regarding the ditch relocation. MUG made a recommendation that Chairperson Gabriel write a letter of support regarding MetroBase.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

None

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA:

ADD TO ITEM #7-4. Consideration of Tort Claims: Deny the Claim of: Cathy Pescale
(Claim Attached)

REGULAR AGENDA:

DELETE ITEM #12 Consideration of Amending Bus Acquisition Grants to Reflect 40'
CNG Powered Vehicles
(Approved at March 10, 2000 Board Meeting)

ADD TO ITEM #13: Consideration of Adoption of 5-year Operating and Capital Plan
(Staff Report Attached)

ADD TO ITEM #14: Consideration of Authorization to Apply for Carl Moyer Funds to
Assist in Funding Costs Associated with Conversion to CNG
(Replace Staff Report)

ADD TO ITEM #15: Consideration of Award of Radio Services Contract
(Staff Report Attached)

ADD TO ITEM #16: Consideration of Award of Bid No. 99-13 for Scotts Valley Transit
Center Janitorial Services
(Staff Report Attached)

ADD TO ITEM #17: Consideration of Contract with Nationwide Auction System for
Disposal of District Personal Property
(Staff Report Attached)

CONSENT AGENDA

Review Consent Agenda Items 7-1 through 7-9

**7-1. Approve Minutes of Regular Board of Directors Meeting of 2/11/00 and Regular
Board of Directors Meeting of 2/18/00**

7-2. Accept and File Preliminary Approved Claims

7-3. Accept and File Passenger Lift Report for February 2000

7-4. Consideration of Tort Claims: None

7-5. Accept and File Minutes of MASTF Committee Meeting of 2/17/00

7-6. Accept and File Minutes of MUG Committee Meeting of 2/16/00

7-7. Accept and File Monthly Budget Status Report for January 2000 and Approve Budget Transfers

7-8. Accept and File Highway 17 Status Report for January

7-9. Accept and File Status Report on ADA Paratransit Program for January

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO

A Motion was made to accept the Consent Agenda.

The Motion passed unanimously with Director Rotkin absent.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Summary:

The Board of Directors formally recognized the following employees for their years of service.

TEN YEAR

Terry Gale, IT Manager

FIFTEEN YEARS

Pedro Cervantes, Upholsterer II

Patricia Korba, Accounting Specialist

Jean Leffler, Transit Surveyor

John Mellon, Lead Parts Clerk

Ken Rilling, Bus Operator

Randy Yagi, Sr. Customer Service Representative

TWENTY YEARS

Wally Brondstatter, Bus Operator

Louis Fike, Bus Operator

Justin Hart, Bus Operator

Ruth Jones, Bus Operator

Ed Nelson, Transit Supervisor

9. CONSIDERATION OF APPROVAL OF FY 00/01 PRELIMINARY LINE ITEM BUDGET

Summary:

Elisabeth Ross displayed transparencies and requested Board approval of the Preliminary Budget for FY 00/01 for review and claims purposes to submit the TDA/STA claims to the

Transportation Commission. The final draft budget will be presented to the Board in May after a meeting with the labor representatives which will take place in early May. Ms. Ross reviewed the operating revenue sources and expenses as part of this presentation. Preliminarily, the budget is \$28M for next year.

Discussion:

Director Fitzmaurice asked if the District receives revenue from the gas tax and was informed that it does for capital projects. Ms. Ross discussed Internet sales which could have an impact on the District's sales tax revenue since these sales are not taxed. There will be detail to the Board in May on this item.

DIRECTOR RIOS DEPARTED THE MEETING AT 10:44 A.M.

Director Burch asked about projections for increases in revenue from the university based on population and was informed that there will be a 2% increase in fare revenue. Ms. Ross discussed the expenses and reported that almost all of the budget is service oriented. At Director Fitzmaurice's request, Ms. Ross will supply him with the previous administrative costs from the past year. The Capital Program is currently at \$18M, however, this will be revised to reflect some carry-overs for next year.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO

A Motion was made to approve the Preliminary Line Item Budget for FY 00/01.

The Motion passed unanimously with Directors Rios and Rotkin absent.

Les White engaged in discussion with OBIE regarding ad reconfigurations. This will also have an impact on the budget.

10. ACCEPT AND FILE PRESENTATION OF SERVICE PLANNING ISSUES RELATED TO TITLE VI CIVIL RIGHTS

Summary:

Kim Chin discussed how, in accordance with the Title VI Civil Rights Act of 1964, service is provided to minority and non-minority areas. Linda Fry reported that to comply with FTA reporting requirements, the District must submit this information every three years. Pacific Transit Management was retained to complete a part of this study and the District is required to review this report and take any actions needed to be in compliance with the Civil Rights Act. Ms. Fry presented transparencies showing a map of the minority census tract. Staff is required to utilize the 1990 census until new figures are available. Results of the study show that there are known overloads on some routes (UCSC, SLV, Santa Cruz - Watsonville) and service needs to be provided; service needs to be improved from non-minority census tracts. There needs to be an outreach to obtain minority representatives on the District's advisory groups. The top three destinations from minority census tracts are: trips to downtown Santa Cruz, trips to Green Valley Road and Freedom, trips to Cabrillo College. Staff will look into providing more service

from non-minority areas to Cabrillo College. Based on the findings of the study, Staff is recommending the following: 1) incorporate improvement for routes that fall below the established performance standards, 2) work with Cabrillo College to provide more direct service from non-minority areas, 3) look at peak hour capacity questions.

Linda Fry confirmed that opinion surveys were collected in Spanish and that the original surveys are located in her office. Director Fitzmaurice is interested in comments regarding illegible bus signs and also requested that the Route 1 schedule be corrected regarding the Walnut Street bus. Ms. Fry will look into this. Director Fitzmaurice recommended that bus signage will be posted in Spanish. Director Burch stated that the inclusion of minorities in the advisory groups should be made a part of the recommendations. Mr. Chin replied that he and Jeff LeBlanc, Chairperson of MASTF, have discussed holding meetings in the Watsonville area to increase minority involvement.

Director Fitzmaurice asked that the recommendations be amended to put signage in Spanish. Director Beautz replied that this is a budgetary item and that Staff will bring back a report on this request.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR CAVALLARO

A Motion was made to approve Staff's recommendation to direct Staff to: 1) Incorporate consideration of routes falling below District performance standards into the System Redesign Study, 2) Work with Cabrillo College as part of the development of their Transportation Management Plan to provide more direct service from non-minority areas to the campus, 3) Place a high priority on considering peak-hour capacity increases on routes that have consistent overloads, as identified in the Title VI report as well as in the forthcoming Bus Evaluation Study, when funding becomes available. Staff was also directed to include a report to the Board on acquiring signage in Spanish.

The Motion passed unanimously with Directors Rios and Rotkin absent.

11. CONSIDERATION OF APPROVAL OF 1999 COMPREHENSIVE BUS EVALUATION FINAL REPORT

Summary:

Kim Chin reported that this is a two-part process. The first part is to collect information with regard to how the District is performing system wide. This will give benchmark information to plan Part 2, which is to begin to develop multi-service plans. Development of the multi-service plan will be done in conjunction with the Regional Transportation Commission as well as MUG, MASTF, the Service Review Committee, and UTU. Consultant Doug Langille of Nelson Nygaard was present to answer any questions from the Board. Mr. Chin stated that Staff's recommendation is for the Board to adopt the results of the Bus Evaluation Study.

Public Hearing

Linda Wilshusen, Executive Director of the SCCRTC, distributed a letter to the Board with comments on the Bus Evaluation Study.

DIRECTOR CAVALLARO LEFT THE MEETING AT 11:07 A.M.

The Transportation Commission's concern is that the Highway 17 bus service was not covered in the study. Ms. Wilshusen was informed that this service would be evaluated separately. There were further concerns that this study was done on specific areas only and not county-wide. Ms. Wilshusen requested that in the future, the Transportation Commission be given at least one month to comment on these types of documents.

The Public Hearing was closed at 11:10 a.m.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL

A Motion was made to approve the Bus Evaluation Study.

Discussion:

Director Fitzmaurice asked when service would be provided to the Seymour Center and was informed by Kim Chin that the Service Review Committee will reprioritize their recommendations and figure out how Staff can put resources towards providing service to this center. Director Keogh asked for Staff's response to overload conditions on the trips in the corridor between Watsonville and downtown Santa Cruz. Mr. Chin responded that additional service hours would be put into this corridor over the next 18-20 months. Director Burch expressed concern about UCSC's peak times. Mr. Chin stated that Staff is continuing to work with both UCSC and Cabrillo and that class times affect the demand on service.

DIRECTOR CAVALLARO RETURNED TO THE MEETING AT 11:18 A.M.

DIRECTOR GABRIEL DEPARTED THE MEETING AT 11:19 A.M.

The Motion passed unanimously with Directors Gabriel, Rios and Rotkin absent.

12. **DELETED**

13. **CONSIDERATION OF ADOPTION OF 5-YEAR OPERATING AND CAPITAL PLAN**

Summary:

Mark Dorfman reported that this information is an update to discussions from the February 11th Workshop Meeting. Under Operating Funds, the Paratransit Expense percentage is the same from the close of the Fiscal Year to present. The affect of operating costs increasing by \$250,000 is that there is less money to spend on capital projects. Other changes noted in Revenue Objectives: As a result of the action taken to move to CNG, funds were added in from

the Air District and Carl Moyer Funds. Mr. Dorfman stated that if this 5-Year Operating and Capital Plan is approved today, over a 5-year period the District could receive approximately \$980,000. Based on the anticipated funds to the District, Staff could replace 20 40-foot buses, 13 Highway buses, and 28 paratransit vans over five years. Mr. Dorfman further reported that with an aggressive earmark strategy, Staff could replace every bus in the fleet in that 5-year period.

Discussion:

Director Burch noted that there are no large service improvement planned for the university for the entire five years. Mr. Dorfman responded that \$150,000 for each of the next three years will be used for service improvements, however, the plan is not specific as to where these funds will be spent. Mr. White added that bi-directional service at UCSC would be included as a major improvement, but not a major cost. Mr. Dorfman added that bi-directional service will give more capacity without adding more buses and will increase the usable seat miles to the campus. Director Burch stated that as co-author of the student measure, the intent was to deliver more funds to the Transit District for more service. Mr. White expressed the need to have a meeting with Wes Scott as Mr. Scott indicated that District Staff should not anticipate any funds from this measure. Candace Ward of UCSC indicated that there would be a meeting next week that hopefully Mr. Dorfman and Mr. White could attend. Director Beutz suggested that Mr. White report back to the Board after this meeting with UCSC. Mr. White gave his commitment that District Staff would do whatever is necessary to accommodate UCSC's needs.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ARTHUR

A Motion was made to approve the 5-year Capital/Operating Plan and for Staff to report back to the Board with the status of discussions with the university on the sharing of transit revenues.

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

14. CONSIDERATION OF AUTHORIZATION TO APPLY FOR CARL MOYER FUNDS

Summary:

Mark Dorfman requested authorization for Staff to apply for Carl Moyer funds to assist in the costs associated with conversion to CNG.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR ARTHUR

A Motion was made to authorize Staff to apply for Carl Moyer funds to assist in funding costs associated with conversion to CNG.

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

15. CONSIDERATION OF AWARD OF RADIO SERVICES CONTRACT

Summary:

Mark Dorfman stated that Staff recommends the contract for radio services be awarded to Day Wireless.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

16. CONSIDERATION OF AWARD FOR BID NO. 99-13 FOR SCOTTS VALLEY TRANSIT CENTER JANITORIAL SERVICES

Summary:

David Konno stated that Staff recommends the contract for janitorial services at the Scotts Valley Transit Center be awarded to Ampac Building Maintenance.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR CAVALLARO

A Motion was made to approve Staff's Recommendation and to authorize the General Manager to execute the contract with Ampac Building Maintenance of Pacific Grove on behalf of the District.

Patti Korba requested that the janitorial service be brought in-house next year.

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

17. CONSIDERATION OF CONTRACT WITH NATIONWIDE AUCTION SYSTEM FOR DISPOSAL OF DISTRICT PERSONAL PROPERTY

Summary:

Mark Dorfman reported that this is a contract to allow for surplus equipment to be disposed of through Nationwide Auction Systems as it becomes available.

ACTION: MOTION: DIRECTOR BEIERS SECOND: DIRECTOR ALMQUIST

The Motion passed with Directors Gabriel, Rios and Rotkin absent.

19. CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 00-01 TRANSIT DEVELOPMENT ACT/STATE TRANSIT ASSISTANCE (TDA/STA) CLAIMS FOR OPERATING COSTS AND CAPITAL PROJECTS, RESPECTIVELY

Summary:

Mark Dorfman reported that this an annual request for permission to file for STA/TDA claims based upon the budget that Staff submitted earlier.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR CAVALLARO

The Motion passed with a unanimous roll call vote for both Resolutions with Directors Gabriel, Rios and Rotkin absent.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 11:42 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator