

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 16, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 16, 2001 at the Watsonville City Council Chambers, 250 Main Street, Watsonville, CA.

Chairperson Ainsworth called the meeting to order at 9:04 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh (arrived at 9:20 a.m.)
Christopher Krohn
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Bruce Gabriel
Rafael Lopez
Dennis Norton

STAFF PRESENT

John Aspesi, Fleet Maint. Supervisor
Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Margaret Gallagher, District Counsel

David Konno, Fac. Maint. Manager
Elisabeth Ross, Finance Manager
Robyn Slater, Asst. H.R. Manager
Judy Souza, Base Superintendent
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Ceil Cirillo, Redevelopment Dept.
Linda Clayton, SEA
Dianna Dunn, SEIU
Mary Ferrick, PSA
Kasandra Fox, MASTF
Jeff LeBlanc, Rider

Bonnie Morr, UTU
Carolyn O'Donnell, SC TMA
Carlos Palacio, Watsonville City Manager
Pat Spence, MASTF
Will Regan, VMU
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. Dorothy LeNormand
- b. Cara Lamb

- RE: Route #3B
- RE: Route #71 Bus

Oral:

Bonnie Morr made an announcement about the Thanksgiving dinner being held at the Veterans Hall on Front St. in Santa Cruz. Ms. Morr stated that volunteers are needed for preparation from Tuesday, through the dinner on Thursday. All Directors were invited to attend.

Carlos Palacio thanked the Board for using Watsonville as its venue for this Board meeting. He also voiced his appreciation of METRO Staff and for the express service to Santa Cruz in the mornings. Mr. Palacio added that an affordable housing project will be under long-term lease with the City of Watsonville and will be built near the site of the Watsonville Transit Center. There will be childcare facilities as well.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Hinkle read the following Motions made at the recent MUG Meeting:

1. MUG RECOMMENDS THAT THE BOARD PURSUE BUS OPERATOR CALL STOP TRAINING NOW AND INVESTIGATE CD-ROM MONITORING SYSTEMS FOR THE FUTURE.
2. MUG URGES THE BOARD TO MOVE FORWARD WITH THE HWY 17 FARE INCREASES.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Pat Spence, Paratransit Chairperson for MASTF, invited the Board to attend MASTF's meeting on December 20th at which time there will be the annual presentation of certificates of appreciation and its 13th anniversary celebration. Certificates and recognition will be given to the individuals who participated in the paratransit awareness training. The meeting will take place from 2-4:00 p.m. at the University Towne Center, 1101 Pacific Avenue. Director Fitzmaurice may be the keynote speaker.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION 1:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATIONS:

1. Cara Lamb RE: Route #71 Bus
(Add written communication)

CONSENT AGENDA:

- ADD TO ITEM #7-1** APPROVE REGULAR BOARD MEETING MINUTES OF 10/12/01 AND 10/19/01
**(Add Minutes of 10/19/01 and Revised Minutes of 10/12/01)
(10/19/01 Minutes were distributed to the Board at the 11/9/01 Board Meeting)**
- ADD TO ITEM #7-3** ACCEPT AND FILE OCTOBER 2001 RIDERSHIP REPORT
**(Add Ridership Report)
(Report was distributed to the Board at the 11/9/01 Board Meeting)**
- ADD TO ITEM #7-10** ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER 2001
**(Insert Report)
(Report was distributed to the Board at the 11/9/01 Board Meeting)**

REGULAR AGENDA:

- DELETE ITEM #8** ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2001 BOARD MEETING
(Announcement made at 11/9/01 Board Meeting)
- DELETE ITEM #12** CONSIDERATION OF BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS REGARDING BUS STOP IMPROVEMENTS
(Deferred to December Board Meeting)
- ADD TO ITEM #22** CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT FOR METRO CENTER RENOVATION/EXPANSION
(Add Revised Memorandum of Understanding)

In addition, a newly revised version of the Memorandum of Understanding for Item #22 was distributed to the Board.

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 10/12/01 AND 10/19/01**
7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
7-3. **ACCEPT AND FILE OCTOBER 2001 RIDERSHIP**
7-4. **CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Sheila Solano**
7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 10/18/01**
7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 10/17/01**

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2001, APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-9. ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS
- 7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR SEPTEMBER 2001
ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR SEPTEMBER 2001
- 7-12. CONSIDERATION OF AUTHORIZATION TO PARTICIPATE IN CAL-CARD PROGRAM
- 7-13. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL
- 7-14. a. CONSIDERATION OF APPROVAL OF REVISION TO BY-LAWS OF SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC) TO CHANGE ANNUAL MEETING DATE TO THIRD FRIDAY IN OCTOBER AND CHANGE CORPORATION ADDRESS TO 370 ENCINAL, SANTA CRUZ;
b. CONSIDERATION OF APPROVAL OF CONTRACT WITH SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FOR TAX ACCOUNTING SERVICES FOR SCCIC WITH BROWN ARMSTRONG, CPA, FOR FISCAL YEARS ENDING JUNE 30, 2001, 2002 AND 2003.
- 7-15. CONSIDERATION OF 2002 REGULAR BOARD MEETING SCHEDULE
- 7-16. CONSIDERATION OF RENEWAL OF CONTRACT FOR REVENUE AND NON-REVENUE TIRES
- 7-17. CONSIDERATION OF AWARD OF CONTRACT FOR VEHICLE BODY REPAIR AND PAINTING
- 7-18. CONSIDERATION OF AMENDING CONTRACT TO REPOWER UP TO FORTY-TWO (42) DIESEL ENGINE ASSEMBLIES
- 7-19. CONSIDERATION OF AWARD OF REGIONAL TRANSIT COORDINATING COUNCIL (RTCC) CONTRACT FOR ENGINE OIL
- 7-20. CONSIDERATION OF AWARD OF CONTRACT FOR DENTAL INSURANCE COVERAGE
- 7-21. CONSIDERATION OF RENEWAL OF CONTRACT FOR LONG-TERM DISABILITY INSURANCE
- 7-22. CONSIDERATION OF AUTHORIZATION TO OPERATE WATSONVILLE HOLIDAY SHUTTLE
- 7-23. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING ONE NEW DETROIT DIESEL SERIES 50 ENGINE ASSEMBLY

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ

Approve Consent Agenda.

Motion passed unanimously.

In reference to the Cara Lamb letter under Written Communications, Les White stated that this issue is being investigated by the Service Planning and Review Committee to find resources to add service to this corridor. Director Reilly requested that the Board be kept apprised on this issue and be supplied with a copy of the response letter that would be sent to Ms. Lamb.

REGULAR AGENDA

ITEM #22 WAS TAKEN OUT OF ORDER.

22. CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PROJECT MANAGEMENT FOR METRO CENTER RENOVATION/EXPANSION

Summary:

Les White reported that a Memorandum of Understanding (MOU) with the City of Santa Cruz is needed in order for Staff to move forward on the renovation/expansion project for the Metro Center. Expertise will be needed in the development and mixed-use aspects of this project. After meeting with the Redevelopment Staff, it was recommended that the MOU be shortened to two years at an estimated cost of \$120,000. A copy of this amended MOU was distributed to the Board. METRO Staff will work with the City to determine if there is other funding that would allow Staff to conduct an examination of mixed use and housing. Staff is requesting authorization to move forward on the MOU with the City of Santa Cruz.

Discussion:

Director Beautz clarified that \$1M in Traffic Congestion Reduction Program (TCRP) funds could not be used for any other project. The State of California understands that METRO will approach them again to participate in the funding of Phase II. Director Ainsworth was informed that in conjunction with assistance from METRO staff, Ceil Cirillo and the Redevelopment Agency would take the lead in pursuing private partners to assist in the funding. Ms. Cirillo and the Redevelopment Agency will provide the Board with periodic status reports in order to receive recommendations from the Board.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Authorize the General Manager to sign a Memorandum of Understanding with the City of Santa Cruz for project management services for the Santa Cruz METRO Center renovation/expansion project.

Motion passed unanimously.

8. **DELETED**

9. **PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

None of the following employees were present to accept their longevity certificates.

TWENTY YEARS

Carolyn (Coco) Conklin, Bus Operator
Bruce Grobman, Bus Operator
Linda Tarsky, Bus Operator

TWENTY-FIVE YEARS

Mary Kohama, Bus Operator
Maurice Jemison, Bus Operator

10. CONSIDERATION OF AUTOMATED ANNOUNCEMENT SPECIFICATIONS

Summary:

Bryant Baehr stated that the Request For Proposal (RFP) is prepared for the installation of the talking bus technology. Staff recommends that the Board authorize Staff to proceed with the RFP.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE

Approve specification for the Automated Announcement System and authorize the General Manager to issue a Request for Proposal (RFP).

Motion passed unanimously.

11. CONSIDERATION OF MONITORING CALL STOP COMPLIANCE

Summary:

Bryant Baehr reported that Staff is seeking direction from the Board as it relates to monitoring call stop compliance. The staff report lists three common programs used for monitoring – 1) customer service reports – stops will be listed in the *Headways* as of December; 2) utilize customers, such as seniors' groups, and receive reports on a monthly basis; 3) utilize an outside company to monitor compliance at approximately \$500-\$650/day. Utilizing a local firm to monitor compliance would cost approximately \$250/day. Another option would be for Staff to conduct a baseline audit once training is complete and report back to the Board with its findings. Call Stop training will be complete by December 12, 2001, for all operators except those on Workers' Comp, long-term leave and vacations.

Discussion:

Director Keogh suggested that Staff contact Monterey-Salinas Transit (MST) about trading supervisor staff time so they can audit our system and METRO supervisors could audit MST's call stop system. Mr. Baehr will investigate this option and will contact Valley Transportation Authority (VTA) as well. Ex Officio Director Rotkin suggested no monitoring system until Staff can discern whether the training was successful. He further suggested that customers be made aware that they have a right to complain if stops aren't called, and also advise the passengers that the drivers are in training in this regard. Jeff LeBlanc would like to see a formal monitoring system in place and stated that MASTF's members have participated in the training for the past ten years, to no avail. Mr. Baehr stated that Staff should have good idea of compliance with one week of monitoring, utilizing a local firm at a cost of approximately \$1,250. Bonnie Morr commented that as long as no disciplinary action is taken or any specific drivers are monitored,

the union isn't opposed to monitoring of the system. She added that with training and the Talking Bus technology, the funds for monitoring could go to bus service instead.

ACTION: MOTION: DIRECTOR FITZMAURICE
SECOND: DIRECTOR ALMQUIST

Explore options related to the most economical way to audit the system periodically on a proposed quarterly basis.

Motion passed unanimously.

Bryant Baehr confirmed that if the use of MST and/or VTA supervisors cannot be arranged by January 2002, he would utilize an outside agency. Director Fitzmaurice recommended that Staff go forward with one baseline review of the effectiveness of the system.

12. DEFERRED TO DECEMBER BOARD MEETINGS

13. FIRST READING OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE

Summary:

Mark Dorfman reported that the Board had approved changes to the budget last month. Staff was directed to consider raising fares on the Highway 17 Express; the last increase to this service was in 1993. Mr. Dorfman reviewed the process that needed to take place. Two public hearings have been set: one in Santa Cruz and one in San Jose, on November 28th. Rider alerts have been placed in the buses to inform Highway 17 riders of this proposal and of the two public hearings. In addition, a website has been established for rider input. Messages from this website will be provided to the Board at the second reading of the Fare Ordinance as well as transcripts of the two public hearings. Mr. Dorfman reiterated the proposed fare increases and added that the monthly pass includes unlimited rides on METRO's system and VTA's system as well as on the light rail. VTA is supportive of the increases as well and the increases would be conducted jointly with VTA.

Discussion:

Director Ainsworth encouraged Board members to attend the public hearings. She suggested that information be placed in the Highway 17 buses advising riders that this is the first increase since 1993, along with information about gas prices and car prices. Income projections from the fare increase would be an additional \$28,890 for the remainder of 2001. Annually, the fare increase would produce \$57,000 in revenue. Linda Wilshusen remarked that the proposed increases are reasonable and suggested that information regarding "cost per mile" be given out with the other proposed information to the ridership.

ACTION: MOTION: DIRECTOR FITZMAURICE
SECOND: DIRECTOR ALMQUIST

Introduce the fare ordinance as presented that will raise the fare on the Highway 17 Express, including information on the cost of driving and other suggested information to the ridership.

Motion passed unanimously.

14. **MOVED TO CONSENT AGENDA AS ITEM #7-15**

15. **MOVED TO CONSENT AGENDA AS ITEM #7-16**

16. **MOVED TO CONSENT AGENDA AS ITEM #7-17**

17. **MOVED TO CONSENT AGENDA AS ITEM #7-18**

18. **MOVED TO CONSENT AGENDA AS ITEM #7-19**

19. **MOVED TO CONSENT AGENDA AS ITEM #7-20**

20. **MOVED TO CONSENT AGENDA AS ITEM #7-21**

21. **MOVED TO CONSENT AGENDA AS ITEM #7-22**

23. **MOVED TO CONSENT AGENDA AS ITEM #7-23**

24. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**

District Counsel Gallagher reported that there would be discussions in Closed Session regarding whether or not to initiate litigation in one case.

25. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 10:26 a.m. and reconvened to Open Session at 10:36 a.m.

SECTION III: RECONVENE TO OPEN SESSION

26. **REPORT OF CLOSED SESSION**

Margaret Gallagher stated that there is nothing to report at this time.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 10:36 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator