

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

March 9, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 9, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 8:34 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Rafael Lopez
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Jan Beautz (arrived at 8:40 a.m.)
Christopher Krohn
Dennis Norton

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel

Tom Hiltner, Grants/Legis. Analyst
Jim Hobbs, Facilities Maint. Supervisor
Lloyd Longnecker, District Buyer
Elisabeth Ross, Finance Manager
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jim Bosso, S.C. Transportation
Kristi Bittner, Westside Resident
Wally Brondstatter, UTU
Scott Bugental, E&D TAC
Pat Dellin, SCCRTC
Kasandra Fox, MASTF
Leianne Humble, Denise Duffy Associates
Ian McFadden, UTU
John Mellon, VMU

Patti Korba, SEA
Jeff LeBlanc, Bus Rider
Carolyn O'Donnell, TMA
Tom Onan, CCCIL
Michael Pollock, Goodwill Industries
Bob Scott, Engineering Consultant
Patricia Spence, MASTF
Marion Taylor, League of Women Voters
Candace Ward, UCSC

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Margaret Gallagher reported that there would be discussion regarding Christine Jones v. Macerich Company, owner of the Capitola Mall. The District is involved as an intervenor. There would also be a discussion with the Labor Negotiator, Paul Chandley, regarding SEIU Local 415.

3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

Oral:

Patti Korba of SEA stated that the Vehicle Service Workers were not able to attend the Board meeting. However, Ms. Korba circulated photographs of their duties and added that the VSW's main concerns are: money handling and the physical requirements of emptying fareboxes in the elements. Ian McFadden of UTU expressed concern that the cleanliness of the buses would decline with the additional farebox duties.

SECTION II: CLOSED SESSION

Vice-Chairperson Reilly adjourned to Closed Session at 8:41 a.m. and reconvened to Open Session at 9:21 a.m.

SECTION III: RECONVENE TO OPEN SESSION

1. REPORT OF CLOSED SESSION

Vice-Chairperson Reilly reported that Items 12, 13 and 15 would be taken together at the bottom of the agenda.

There was nothing to report at this time.

Staff will return to the Board with options for conducting Closed Sessions that will not cause inconvenience to Board meeting attendees. Ex-Officio Director Rotkin suggested holding Closed Session at the end of the Public Meeting on 3/16/01.

2. ORAL AND WRITTEN COMMUNICATIONS

- | | | |
|----|--------------------------------------|-------------------------|
| a. | Georgene Craven, IBAR Settlement Co. | RE: Paratransit Service |
| b. | Patricia Spence | RE: Paratransit Service |
| c. | Brenda Moss, Senior Network Services | RE: Paratransit Service |
| d. | Patricia Spence | RE: ADA Standards |

Oral:

Patricia Spence submitted petitions with 22 additional names in favor of the prepaid paratransit coupons being kept in place until an appropriate alternative is established.

3. LABOR ORGANIZATION COMMUNICATIONS

Ian McFadden spoke regarding the Santa Cruz Beach Shuttle and whether or not it would run this summer. A cost estimate of running this shuttle will be put together and delivered to the City.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

No questions or comments.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Hand-outs to the Board included Item #7-10 ADA report, corrected staff report and attachments for Item #9, two omitted pages from Item #10, and the above-mentioned petitions to support Item #15.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 2/9/01 AND 2/16/01

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR FEBRUARY 2001

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the claims of: Gary Shirk; Andy Armanino; CSE Ins. Group. Deny the application to file a late claim and reject the claim as untimely: Michael Roberts

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 2/15/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 2/14/01

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2001, APPROVAL OF BUDGET TRANSFERS

No questions or comments.

7-8. CONSIDERATION OF APPROVAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE

No questions or comments.

7-9. CONSIDERATION OF DECLARATION OF VEHICLE #809 AS EXCESS AND AUTHORIZATION OF DISPOSAL

No questions or comments.

7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JANUARY 2001

No questions or comments.

7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2001

No questions or comments

7-12. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT

Bryant Baehr stated that this report is normally in the Add-On Packet due to the timeframe involved in acquiring the numbers. Mr. Baehr asked to skip this report for April which would delay the reporting by one month. By doing this, the report would be available to be included in the Agenda packet in a timely manner going forward.

7-13. ACCEPT AND FILE RIDERSHIP REPORT FOR THE HOMELESS SHELTER SHUTTLE

Director Gabriel inquired as to why the Collections Dept. thought the farebox on this shuttle was empty when it was checked. Mr. Baehr reported that this was due to the tickets being made of a lightweight paper stock thereby making the farebox seem empty. This shuttle transports 154 passengers per day and the District has received three checks in the amount of \$2,500 each for the fares. At Director Lopez's request, Bryant Baehr will contact Marcella Tavantzis, Assistant City Manager, regarding transporting rescue mission residents across the County via expanded shuttle services and utilizing a similar ticket and funding system. He will report back to the Board on this.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

No questions or comments.

9. CONSIDERATION OF SETTING NOTIFICATION OF INITIATION OF ENVIRONMENTAL IMPACT REPORT (EIR) FOR METROBASE AND CONSIDERATION OF SETTING DATE, LOCATION AND FORMAT FOR A PUBLIC SCOPING MEETING

Summary:

The Board was asked to consider Wednesday, April 25th, for the MetroBase Scoping Meeting. Leianne Humble of Denise Duffy Associates was present to answer questions. Mark Dorfman stated that together with the EIR presentation, Gannett Fleming would determine the cost of purchasing and demolishing existing buildings at the Harvey West site and reconstructing of the MetroBase facility.

Discussion:

Westside resident Kristi Bittner suggested that the Board separate the Scoping Meeting into several different meetings over a week's period to allow the public sufficient time to comment. Ms. Bittner was informed of the different opportunities in the process that will allow for further public comment. Jeff LeBlanc asked that additional costs above what the project would have cost at the Lipton site be tracked, such as, bringing in a CNG line to the Harvey West site vs. a CNG line currently being available at the Lipton site. Chairperson Ainsworth noted that there is no legal requirement to hold a Scoping Meeting and that the Board has voluntarily planned to do this.

Leianne Humble briefly outlined the process as follows:

- a) Notice of Preparation (NOP)
- b) The NOP goes out to trustee agencies and to interested parties.
- c) There is a 30-day review period after receipt of the NOP to provide written responses to the District.

Ex-Officio Director Rotkin requested that no false expectations be given that there would be more than one Scoping Meeting. Director Lopez suggested that a direct mailing be sent to the Harvey West residents. Director Fitzmaurice requested that a calendar be created showing decision making points in the process. Kristi Bittner asked that a description of the Scoping Meeting, Notice of Preparation, and Notice of Availability be listed on the website. Mark Dorfman assured the Board that all this information will be on the website after the March 16, 2001, meeting. A notice about information being posted on the website will also be sent out.

10. CONSIDERATION OF APPROVAL OF FY 01-02 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES

Summary:

Elisabeth Ross reported that the District is required to submit a preliminary line item budget for TDA and STA funds. There is an April 1st deadline for submission of this line item budget to the Commission. However, the projected TDA allocation is \$474,476 above the level adopted by the Transportation Commission. This requires that the Commission amend their numbers to match, otherwise the District will be submitting a claim for a higher amount.

Discussion:

Pat Dellin of the Transportation Commission stated that options will be discussed at the March 16th Board meeting, but that the Commission couldn't approve a TDA claim at a higher amount at this point.

Ex-Officio Director Rotkin inquired as to what the County and City of Santa Cruz estimated the sales tax would be and what the basis was for the Commission's estimate. Pat Dellin responded that the Commission is required by the TDA statutes to use the County Auditor's estimates. Ms. Dellin further stated that the TDA amount was already increased in November, which was the first time this was done. The Commission also changed the process of determining the TDA surplus to determining the excess revenue at the end of the year. Pat Dellin suggested submitting the TDA claim for the amount that the District currently has.

Director Beautz requested a written document from the Commission or a memo from the County Auditor outlining how the TDA figures are derived. Ms. Ross reiterated that the District requires this TDA and Sales Tax revenue to fund the current service. Figures for the special transit vans for UCSC are up substantially due to new service. Bi-directional service for UCSC will go into effect in September. Ex-Officio Rotkin commented that the advertising income may change depending on whether or not the District changes the bus ads that attack public transit and ridesharing. Mr. Dorfman informed the Board that Monterey-Salinas Transit (MST) just ended their contract with OBIE Media and is now utilizing smaller sized ads instead of the full wraps. District Staff will talk with MST upon the conclusion of the OBIE contract.

THE BOARD ADJOURNED TO AN EMERGENCY CLOSED SESSION AT 10:36 A.M. AND RECONVENED TO OPEN SESSION AT 10:45 A.M.

11. CONSIDERATION OF APPRECIATION TO EMPLOYEES WHO TRANSPORTED BUSES FROM FOOTHILL TRANSIT TO SANTA CRUZ

Summary:

Bryant Baehr reported that upon arrival at the Foothill facility, only two of the twenty used buses that were purchased would start due to the amount of time they sat unused.

ITEM #14 WAS TAKEN OUT OF ORDER.

14. CONSIDERATION OF AMENDMENT TO CONTRACT WITH MULTISYSTEMS FOR DEVELOPMENT OF JOB DESCRIPTION FOR PARATRANSIT MANAGER, PREPARATION OF PARATRANSIT RIDERS' GUIDE AND DEVELOPMENT OF REQUEST FOR PROPOSALS FOR PARATRANSIT PROGRAM OPERATION, INCLUDING ASSISTANCE WITH PROCUREMENT PROCESS

Summary:

Kim Chin reported that this item was before the Board in January when action steps were ordered to be taken. Staff is requesting that the General Manager be authorized to amend the existing contract with MultiSystems to allow for these additional action steps to be completed. The quoted cost for all the additional items to be completed is \$54,500. One of the critical action steps is to create a job description for the Paratransit Manager position.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Authorize the General Manager to amend the existing contract with MultiSystems in the amount of \$54,500 to complete additional tasks arising from the recommendations in the Comprehensive Operational and Financial Audit of ADA Paratransit services.

Director Fitzmaurice commented that \$54,500 is very high and equates to one-third of the total contract to MultiSystems. Patricia Spence requested an example of what would be included in the Paratransit Riders' Guide and was informed that this would be an interactive process with the user groups. Ms. Spence added that it is important to move at a measured pace in order to give paratransit riders time to adjust to a new procedure. Concern was expressed about the amount of funds dedicated to review sessions and travel expenses and was informed by Mr. Dorfman that MultiSystems plans to combine trips to Santa Cruz as much as possible to keep expenses down. Director Beautz asked that MultiSystems staff track their hours on this project. The critical task that needs consideration from the Board today is the Paratransit Manager job description.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Authorize the amount for the Paratransit Manager's job description preparation. There is no need for the MultiSystems staff to return for the six presentations.

Patti Korba inquired about the Eligibility Certification Coordinator position and was informed by Mr. Dorfman that the recommendation from Nelson Nygaard was that this position be filled by someone other than the person who prepares the budget, as this would be a "perceived" conflict.

Motion passed with Directors Krohn and Norton absent.

16. CONSIDERATION OF PROVISION OF ADA PARATRANSIT COUPONS FOR MEMBERS OF THE MASTF EXECUTIVE COMMITTEE WHO ARE ELIGIBLE TO USE THE ADA COMPLIMENTARY PARATRANSIT SERVICE

Summary:

Mark Dorfman stated that this item requests that allowances be made for complimentary paratransit coupons for the MASTF Executive Committee members who are eligible to use the paratransit service.

17. CONSIDERATION OF AUTHORIZATION OF APPLICATION TO CALTRANS FOR FY 00/01 RURAL OPERATING ASSISTANCE

Summary:

Mark Dorfman requested that staff be given direction to apply for the District's allocation of funds for those areas of the County considered to be rural.

18. CONSIDERATION OF APPROVAL TO AMEND THE DAY WIRELESS SYSTEMS CONTRACT FOR AN ADDITIONAL ONE-YEAR TERM

Summary:

Approval of this item would extend the existing terms and existing price for an additional one-year term.

19. CONSIDERATION OF APPROVAL TO AMEND THE MISSION LINEN AND UNIFORM SERVICE CONTRACT FOR AN ADDITIONAL ONE-YEAR TERM

Summary:

Approval of this item would extend the existing terms and existing price for an additional one-year term.

20. CONSIDERATION OF APPROVAL TO PAY FOR ADDITIONAL REPAIRS TO FREDERICK'S ELECTRONICS (PLANTRONICS) PARKING LOT EXPANSION PROJECT

Summary:

This expansion would provide space to accommodate the additional twenty buses from Foothill Transit. The contractor completed the work, however, the bill was \$160 over the \$10,000 limit which requires Board approval. Due to the weather, a decision was made to proceed with the work. Staff is requesting authorization for the General Manager to sign an amended purchase order to initiate payment to the contractor.

21. CONSIDERATION OF APPROVAL OF NEW BUS SPECIFICATIONS TO INCLUDE THE ABILITY TO BE CONVERTED FROM DIESEL TO COMPRESSED NATURAL GAS (CNG)

Summary:

There are four sections to these specifications: Low Floor Diesel Bus Convertible, High Floor Suburban Convertible to CNG, Low Floor Standard Dedicated CNG, and High Floor Suburban Dedicated CNG. Bryant Baehr reported that the MUG and MASTF committees were solicited for their input along with utilizing the APTA Bus Procurement Guidelines. Mr. Stickel asked that references to LNG and LCNG in the staff report attachment be deleted.

Discussion:

Director Keogh noted that the price difference between a 35' and a 40' bus is \$5,000 and asked why the District would buy 35' buses. Mr. Dorfman responded that there are some areas with narrower streets that cannot accommodate a 40' bus, therefore, a limited number of 35' buses are being purchased. Mr. Dorfman also pointed out that the provision for "talking buses" is outlined in the specifications under "voice annunciation system".

There was discussion and concern regarding air conditioning. Ex-Officio Director Rotkin wondered if A/C was needed in Santa Cruz's temperate climate and Director Gabriel expressed concern that A/C would cause the buses to overheat. Mark Dorfman stated that staff can request that A/C be listed out as an option.

22. CONSIDERATION OF QUANTITIES FOR BUS PROCUREMENT

Summary:

Mr. Dorfman commented that Attachment A to the staff report lists the funds currently projected to be available for bus procurement and he reviewed this grant funding. Staff is investigating if the "future year" CMAQ funds could be moved into an existing grant in time to award the bus order. Moyer funds in the amount of \$340,000 for CNG buses need to be in a contract by June 30, 2001. If approved by the Board, Staff could buy eight low-floor CNG buses with these funds. TCRP funds in the amount of \$3,750,000 would purchase Highway 17 buses and \$3,000,000 would purchase fixed route buses. The total amount of this bus procurement is estimated at \$18,000,000.

Discussion:

Staff will return to the Board in May to discuss Air District funds to modify the Golf Club facility to accommodate CNG buses.

23. CONSIDERATION OF AMENDING BOARD OF DIRECTOR MEETING LOCATIONS FOR 2001 BOARD MEETINGS

Summary:

Mark Dorfman explained that the City Hall Council Chambers were to be renovated and the location of the Board meetings had been changed. Staff has been informed that the renovations at the City Hall Council Chambers are delayed. Staff is requesting authorization to resume the

original schedule whereby Board meetings would remain at the Council Chambers for the remainder of 2001.

Discussion:

Director Keogh expressed concern regarding a letter which was received outlining ADA incompatibilities at the City Hall Council Chambers location. Director Gabriel responded that the problem was with the wheelchair foot pedals. Mr. Dorfman informed the Board that he would discuss this with the City Manager and provide further information to the Board at the March 16th meeting.

Director Lopez recommended holding Board meetings at various locations around the County since the District is a countywide facility.

12. CONSIDERATION OF PARATRANSIT PROGRAM LEGAL REQUIREMENTS

Discussion:

MARGARET GALLAGHER MADE A POWER POINT PRESENTATION THAT EMCOMPASSED ITEMS 12, 13 AND 15. This presentation will be e-mailed to the Directors and will be available at the March 16th meeting.

Margaret Gallagher will talk with the MASTF Chairperson about conducting this Power Point presentation at their next meeting. Pat Dellin stated that the E/D TAC would also benefit from this presentation. Patti Korba added that the public needs to know that if the fixed route service were expanded, then the paratransit route would be expanded as well. Paratransit service is allowed one hour before and one hour after the times of fixed route service.

Director Reilly requested a chart denoting the paratransit legal requirements, how the District meets or exceeds these requirements, the funding the District competes for, and a list of other paratransit providers.

13. CONSIDERATION OF AMENDING THE TRANSIT DISTRICT'S PARATRANSIT PLAN AFFECTING THE ELIGIBILITY OF CURRENT PARATRANSIT USERS AND NEW APPLICANTS, INCLUDING DISCONTINUING THE PRACTICE OF ALLOWING NEW PARATRANSIT APPLICANTS USE OF THE PARATRANSIT SERVICE PENDING PROCESSING OF THEIR APPLICATIONS. CONSIDERATION OF FINALIZING NELSON NYGAARD'S RECOMMENDATIONS FOR THE RECERTIFICATION PLAN FOR CURRENT APPLICANTS

Discussion:

Margaret Gallagher is still working on the Summary of Current and Proposed Amendments to the 1995 Updated ADA Paratransit Plan. A summary will be provided in the add-on packet.

**15. CONSIDERATION OF DISTRICT ISSUING PREPAID FARES FOR ADA
PARATRANSIT SERVICE**

Discussion:

Chairperson Ainsworth asked why this is being considered and was informed by Mr. Dorfman that it is the desire of the users to have this capability. Also, it was staff's goal to alleviate the transporting of paratransit users inside the service area when they would normally be ineligible due to being from outside the service area. Mr. Dorfman suggested that the I.D. number and client name be on the tickets purchased as prepaid. Director Fitzmaurice asked what type of clients need this option and whether or not there is a distribution system for prepaid fares. Staff will bring a report back to the Board with this information after receiving input from MASTF. Chairperson Ainsworth requested that a task be included in the job description for the Paratransit Manager that provides for tracking the proposed pre-paid coupons with a periodic report updating the Board.

Director Almquist requested that a report on the accident that occurred at the traffic light in front of San Lorenzo Valley High School be added to the March 16th agenda.

Director Fitzmaurice requested that staff look at the bus stop at Dakota Street. Director Reilly requested that staff look at placing a bus shelter at DeAnza.

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 12:31 p.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator