

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

May 10, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, May 10, 2002 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:03 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Christopher Krohn
Dennis Norton
Emily Reilly
Pat Spence
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Sheryl Ainsworth
Jan Beautz (arrived after roll call)
Ana Ventura Phares (arrived after roll call)

STAFF PRESENT

Bryant Baehr, Operations Manager
Linda Clayton, Payroll Specialist
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Linda Fry, Service Planning Supervisor
Margaret Gallagher, District Counsel
Harlan Glatt, Sr. D/B Administrator
Tom Hiltner, Grants/Legis. Analyst

David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Kathy O'Mara, Schedule Analyst
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Wally Brondstatter, UTU
Mary Ferrick, PSA
Jenna Glasky, SEA Secretary
Steve Marcus, UTU
Bonnie Morr, UTU

Steve Paulsen, UTU
Will Regan, VMU
Celia Scott, Environmental Consultant
Sam Story, Community Bridges
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Oral:

Vice-Chairperson Reilly reminded everyone that the May 17th Board Meeting would be held at the Capitola City Council Chambers. Also, there will be a MetroBase Scoping Meeting on Wednesday, May 22, 7:00 p.m., at the Encinal St. Administration Building.

Written:

- | | | |
|----|-------------------|------------------------|
| a. | Crista Cannariato | RE: Service Reductions |
| b. | Jeanette Larkin | RE: Service Reductions |

3. LABOR ORGANIZATION COMMUNICATIONS

4. METRO USERS GROUP (MUG) COMMUNICATIONS

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

The Directors were given the Notice of Preparation along with the Directors Report (Item #26) regarding MetroBase recommended sites.

Item #9 will be deferred to the May 17th Board Meeting. Items #16 and #17 will be deferred to the June Board Meeting.

Vice Chairperson Reilly informed the Board that the agenda items would be taken in the following order: Action Items for today's meeting (Items #10, 11, and 12), Directors' Report (Item #26), adjourn to Closed Session, Power Point presentation on bus shelters (Item #19). Director Spence had a question on Item #17 as to which advisory groups were notified regarding the Reporting Accessibility Issues policy and was informed that letters were sent earlier this week to MUG and MASTF. Deborah Lane of MASTF requested a continuance of this item for MASTF to consider it further.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

Continue Items #16 and #17 to the June 21st Board Meeting. Continue Item #9 to the May 17th Board Meeting.

Motion passed unanimously with Directors Ainsworth, Beautz and Phares absent.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 4/12/02 & 4/19/02

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE April 2002 RIDERSHIP REPORT

No questions or comments.

**7-4. CONSIDERATION OF TORT CLAIM: Deny the Claim of: CSAA-IIB
(subro. Guzman)
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Margaret Gallagher reported that action is needed today so notices could be sent within the 45 day timeframe.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON

Deny the claim of CSAA-IIB (subro. Guzman)

Motion passed with Directors Ainsworth, Beautz and Phares being absent.

ITEM #10 WAS TAKEN OUT OF ORDER

**10. CONSIDERATION OF RESOLUTION TO GRANT ANOTHER DESIGNATED PERIOD
FOR TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT
EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Elisabeth Ross stated that the Board considered this item at last month's Board meeting. This item is being brought today for action only. The minimum 90-day period required to allow people to take early retirement would be from June 1st to August 31st. It is not known at this time how many employees would take advantage of this offer to retire early.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST

Adopt the Resolution granting another designated period for two years additional service credit with CalPERS and approve the Certification of Compliance with Government Code Section 20903.

Motion passed by unanimous roll call vote with Directors Ainsworth, Beautz and Phares being absent.

ITEM #11 WAS TAKEN OUT OF ORDER

**11. CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Elisabeth Ross stated that the Board needs to select a plan for the retirement formula revision. If action is taken on this item today, interested employees could retire between July 18th – August 31st with the higher formula plus the two years extra service credit. If the 2.5% at 55 plan is selected, there would be no cost to the District in FY 02-03. There would be an approximate cost of \$230,000 in FY 03-04. The 2.7% plan would have an immediate cost to the District of \$250,000 which is not budgeted and with higher costs in the subsequent years.

DIRECTOR BEAUTZ ARRIVED.

Ms. Ross discussed the caps in the labor agreements and stated that because of these caps, no matter which plan the Board selects, the cost would be the same to the District as of FY 04/05. Both UTU and SEIU union members were polled; both unions indicated that the majority of their members would rather not pick up the employer share.

DIRECTOR PHARES ARRIVED.

Staff recommends that the Board authorize staff to obtain documentation for the 2.5% formula. The District would absorb the cost of \$230,000 in the second year due to the proposed savings from employees retiring. Steve Paulsen of UTU distributed graphs that he developed which might clarify this issue of the different formulas for the UTU members. It was stated that UTU members polled are willing to negotiate on a 2.7% formula, however, they are willing to move forward on the 2.5%. SEIU members polled voted for the 2.5% formula. Mr. White added that if the staff recommendation of 2.5% is adopted, a side bar letter with SEIU would be needed to change the MOU from 2.0% to 2.5%. If a change to the percentage of cost sharing is made, side bar agreements would be necessary. Director Almquist suggested that the Board discuss the negotiation of employee cost sharing in Closed Session at some point.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ALMQUIST

Make the necessary findings to move this issue to Closed Session.

Motion passed unanimously.

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 9:40 a.m. and reconvened to Open Session at 10:14 a.m.

SECTION III: RECONVENE TO OPEN SESSION

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR PHARES

Authorize staff to request PERS documents to proceed with the contract option to change the retirement formula to 2.5% @ 55.

Motion passed unanimously.

ITEM #12 WAS TAKEN OUT OF ORDER

**12. CONSIDERATION OF ISSUING A DECLARATION OF FISCAL EMERGENCY AND IMPLEMENTATION OF SERVICE REDUCTIONS
ACTION REQUIRED AT THE MAY 10TH BOARD MEETING**

Summary:

Elisabeth Ross reported that CEQA requires under certain circumstances that documentation be prepared for service reductions. The final action is to make a declaration of fiscal emergency.

Discussion:

Director Reilly stated that she would like to have a study session scheduled in the future to discuss METRO's plans for when the economy improves. Les White responded that a work session would be planned to discuss how staff approaches next year's budget and to discuss the policy on fund balances for reserve accounts. He added that insurance premiums have doubled, there was a 25% increase in PERS medical costs, and staff's request for an extension to run 28 buses past January 2003 was denied by CARB. A balanced budget will be brought to the May 17th meeting. A work session is also needed to discuss the budget and service enhancement policies.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST

Issue a declaration of fiscal emergency and authorize implementation of the service reductions preliminarily approved on April 26, 2002.

Motion passed unanimously.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR PHARES

Move Items 18, 21, 22, 23 and 24 to the Consent Agenda for the May 17th Board Meeting.

Director Phares asked about Item #21 and was informed that the bid came in lower than expected, therefore, an additional bus for Highway 17 could be ordered raising the total for Highway 17 to 11 buses.

Regarding Item #22, Mr. White reported that the Board voted last year to participate in the PT² program which brings advertisements promoting public transportation to the local level. The joint public relations program with Monterey-Salinas Transit would allow both agency's tag lines to be included in the advertising campaign and to tie into the national campaign content.

Motion passed unanimously.

ITEM #26 WAS TAKEN OUT OF ORDER.

26. CONSIDERATION OF SITE ENHANCEMENT OPTIONS BY DIRECTORS KEOGH AND NORTON FOR THE METROBASE PROJECT

Summary:

Director Keogh commented that both he and Director Norton believe that the Salz Tannery site has serious environmental issues that need to be addressed prior to METRO utilizing this for MetroBase. He added that the Harvey West Cluster 1 site that is being proposed for MetroBase falls short of addressing the needs of the District. The report proposes that several sites in the Harvey West Park area be looked at for possible purchase for this project. The sites are: Tool Shed, an additional site on Golf Club Drive, various buildings on Dubois St. and a portion of the Plantronics lot. Part of this proposal is to utilize existing buildings wherever possible instead of going through the demolition/construction process.

Discussion:

Celia Scott stated that if the District wants to keep moving ahead with this project, it could be considered as a "phased project" and the suggestions in the Directors' Report could be further explored. Director Keogh added that this proposal is the same as the consolidated Harvey West Cluster 1 site except that the sites are non-contiguous. Director Keogh would like this proposal to be considered at the Scoping Meeting on May 22, 2002. Director Spence asked about the combined costs of the leased properties the District currently inhabits. Mr. White responded that the lease costs are approximately \$600,000 annually. Director Krohn thanked Directors Keogh and Norton for their efforts with this report.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR SPENCE

Extend the meeting past 11:00 a.m.

Motion passed unanimously.

DIRECTOR KROHN LEFT THE MEETING.

ITEM #19 WAS TAKEN OUT OF ORDER.

**19. CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE BUS STOP ADVISORY COMMITTEE (BSAC) RECOMMENDATIONS
POWER POINT PRESENTATION AT MAY 10TH BOARD MEETING**

Summary:

David Konno reported that different shelters were tried with no luck. All new shelter installations have been put on hold until the Board authorizes staff of the shelter design they would prefer. A Power Point presentation was given showing the current shelters that are installed. These are Daytech shelters. The various types of vandalism were discussed. The kick panels have been removed from the shelters because of the debris that collected inside the shelter.

Discussion:

Director Fitzmaurice requested quantitative information on cost, time spent cleaning, etc. as it relates to vandalism. Mr. Konno will provide this information. It was determined that perforated metal walls of the shelters are harder to vandalize and vandals do not like the etched glass as it interferes with vandalism by acid. Shelters that are "adopted" by a school or business seem to suffer less vandalism. There was discussion of the cantilever-type systems that hold advertising, however, this type of shelter offers no protection for a wheelchair user, but it does allow for expansion. This style would be appropriate for places that could not accommodate a shelter, just a bench. Director Fitzmaurice expressed concern about the bus stops in the City that do not have shelters and suggested that there is a need for an urban shelter approach at these locations. Mr. Konno outlined the current shelter maintenance program that is in place.

Staff is also requested approval to purchase a trailer-mounted steam cleaner. Wally Brondstatter will put together a Power Point presentation showing the various types of shelters. Colors of the benches and shelters were discussed and it was suggested that the colors match METRO's bus colors. There was discussion regarding trash cans at shelters and whether the City or County empties these. Ian McFadden asked that the various City Council members be approached to negotiate with their local waste disposal company about emptying trash cans at bus stops.

Director Norton suggested that METRO promote an "adopt a shelter" program whereby local businesses would keep the shelter nearest them clean in return for advertising in the shelter itself. Director Spence requested a shelter on Freedom Blvd. at Crestview at Burger King. This is a high use area.

VICE CHAIRPERSON REILLY RETURNED TO ORAL COMMUNICATIONS AT THIS TIME

Director Spence reported that she received a Transportation Excellence Award at the last Regional Transportation Meeting for her work with the Paratransit Sensitivity training. An exclusive article will be in the June/July issue of *Metro Magazine* highlighting the "Living the Paratransit Experience" program.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 4/18/02

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 4/17/02

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR MARCH 2002 AND APPROVAL OF BUDGET TRANSFERS

No questions or comments.

7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH 2002

No questions or comments.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MARCH 2002

No questions or comments.

7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

7-11. CONSIDERATION OF RENEWAL OF CONTRACT WITH COUNTY OF SANTA CRUZ FOR PAYROLL SERVICES

No questions or comments.

REGULAR AGENDA

11. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

12. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING CNG FUEL STATION EQUIPMENT

Deferred to May 17th Board Meeting.

13. CONSIDERATION OF AWARD OF CONTRACT FOR AUTOMATED BUS STOP ANNOUNCEMENT SYSTEM

14. **CONSIDERATION OF A RESOLUTION APPROVING A PROGRAM OF PROJECTS AND AUTHORIZING APPLICATION AND EXECUTION OF FTA GRANTS FOR URBANIZED AREA FORMULA FUNDS FOR FY 2002 AND AMENDING THE PROGRAM OF PROJECTS FROM FY 1999**
PUBLIC HEARING AT THE MAY 17TH BOARD MEETING
15. **CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENT FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT**
16. **CONSIDERATION OF DISPOSAL OF THE PROPERTY LOCATED AT 617 REDWOOD DR., FELTON, CALIFORNIA**

Deferred to the June Board Meetings.

17. **CONSIDERATION OF ADOPTING PROCEDURE FOR THIRD PARTIES TO FILE ADA/504 COMPLAINTS AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Deferred to the June Board Meetings.

18. **CONSIDERATION OF AMENDING BROWN, ARMSTRONG, RANDALL, REYES, PAULDEN & MC COWN ACCOUNTANCY CORPORATION CONTRACT FOR AUDIT AND TAX SERVICES**

Moved to the Consent Agenda.

20. **CONSIDERATION OF ELIMINATION OF PERFORMANCE BOND FOR NEW FLYER BUS ORDER (RFP 01-16)**
21. **CONSIDERATION OF PURCHASING ONE ADDITIONAL BUS FROM ORION BUS COMPANY**

Moved to the Consent Agenda.

22. **CONSIDERATION OF A RESOLUTION AUTHORIZING A JOINT GRANT APPLICATION WITH MONTEREY-SALINAS TRANSIT TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR A PUBLIC RELATIONS CAMPAIGN**

Moved to the Consent Agenda.

23. **CONSIDERATION OF AMENDING THE TRANSIT INFORMATION PRODUCTS CONTRACT FOR THE PRINTING OF HEADWAYS**

Moved to the Consent Agenda.

24. **CONSIDERATION OF A LEASE AGREEMENT BETWEEN SANTA CRUZ
METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE
SPACE AT THE WATSONVILLE TRANSIT CENTER**

Moved to the Consent Agenda.

25. **CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD
OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE**

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:31 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator