

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 11, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 11, 2002 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:07 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Michelle Hinkle
Mike Keogh
Emily Reilly
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

Jan Beautz (arrived after roll call)
Tim Fitzmaurice (arrived after roll call)
Dennis Norton
Ana Ventura Phares (arrived after roll call)
Ex-Officio Mike Rotkin (arrived after roll call)

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel

Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Tom Stickel, Fleet Maint. Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Linda Clayton, SEA
Jake Hurley, SEIU
Manny Martinez, PSA
Bonnie Morr, UTU

Will Regan, VMU
Marian Taylor, League of Women Voters
Linda Wilshusen, SCCRTC

DIRECTOR PHARES ARRIVED.

2. ORAL AND WRITTEN COMMUNICATION

- a. Carl Del Grande, Principal, Loma Prieta High School RE: Free Bus Passes

Mark Dorfman explained that there will be a budget workshop scheduled for November 8th if the Board approves where this request could be rolled into that discussion.

- b. Fred Keeley, Speaker pro Tem of Assembly RE: SB 1802

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr mentioned that the Call Stop Disciplinary Policy has a section that refers to call stops not being called. She requested clarification on the process if an operator only misses one call stop vs. several.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report at this time.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Nothing to report at this time.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Item #9 will be discussed after the Board breaks at 10:00 a.m. for the Santa Cruz Civic Improvement Corporation special meeting.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 13 AND SEPTEMBER 27, 2002

Director Spence asked to see a photo of a “framed” ad. Mark Dorfman responded that this would be brought to the Board with the proposals for advertising.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE SEPTEMBER 2002 RIDERSHIP REPORT PAGE 1 WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 25, 2002 BOARD MEETING

Bryant Baehr was asked to have the Lift Problems report sorted by bus number and date.

7-4. CONSIDERATION OF TORT CLAIMS: None

Claims: None

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF SEPTEMBER 19, 2002

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF SEPTEMBER 18, 2002

No questions or comments.

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

No questions or comments.

7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JULY 2002

There was clarification of the “trip-by-trip” category. Mr. Dorfman added that to date there have been two appeals: one person didn’t show up for the interview; one decision stood. Bryant Baehr was asked to include information in the “Determinations” graph on the number of current registrants who are being cleared out of the database due to moving out of the area, etc. Mr. Baehr noted that registrants are dropped from Lift Line’s service if they do not respond to a 30-day notice that is sent to them.

DIRECTOR FITZMAURICE ARRIVED.

He further added that information is supplied during the appeals process to appellants who are denied recertification on what their alternatives to the paratransit service are (i.e. accessible services and information on options). Director Almquist asked how long the timeframe is to conduct the recertification process with 8,000 registrants. He was informed that the heaviest users who have the biggest impact on the paratransit system are being interviewed for recertification first. Of all the registrants in the database, only about 1/3 of them are using the system. Mr. Dorfman added that staff is attempting to have all registrants put through the recertification process in a two-year timeframe.

Director Spence asked for clarification for the registrant on terms mentioned in the notification letter, such as, trip-by-trip, environmental elements, etc. Mr. Dorfman stated that a fact sheet would be put together clarifying these terms and would be sent out with the notification. Bryant Baehr will also speak with Shannon of Orthopaedic Hospital about how in-depth the information is that she gives when speaking with applicants. Director Reilly asked to see a copy of the notification letter.

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

Linda Wilshusen of the Regional Transportation Committee inquired about the Highway 17 ridership figures and asked if adjustments to the system due to ridership levels could be added to this report. Mark Dorfman noted that layoffs in Silicon Valley have affected ridership levels and resulted in a cost increase of approximately 13%. He mentioned that this would be reviewed in the budget workshop along with whether this service should be kept at the same level throughout the year or be modified during the summer months. This would need to be discussed with VTA who receives 50% of the revenue from this service.

DIRECTOR BEAUTZ ARRIVED.

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

No questions or comments.

7-11. ACCEPT AND FILE METROBASE STATUS REPORT

Director Spence stated that she has been in contact with the Commission of Disability who will make a statement of support for the MetroBase project. Director Spence also asked if the Commission could be invited to attend a Board meeting. Mr. Dorfman responded that a letter of support and their attendance at a Board meeting would be helpful and he suggested they attend the February 14th, 2003 Board meeting when the Board would be certifying the Final EIR.

REGULAR AGENDA

8. CONSIDERATION OF ADOPTION OF RESOLUTION AMENDING FY 02-03 BUDGET

Summary:

Elisabeth Ross reported that in the October budget revision, the budget had been adjusted for the recent employee retirements. She also noted that farebox revenues were down for July/August by 8% from one year ago as well as September revenues being down by 3% from last year.

Discussion:

Director Fitzmaurice asked if, with the aid of the new fareboxes, staff could determine which routes are experiencing lower ridership. Mr. Dorfman noted that this decrease in revenue is from cash-paying or monthly pass riders, whereby full and reduced fares are all reflecting a decrease. Director Fitzmaurice would like to find out the cause of the decrease in ridership and asked for graphics of the loss in revenues. Director Phares asked staff to look into incentives to increase ridership, specifically, contracts with school districts. Director Tavantzis suggested looking into transit-oriented housing which provides less parking, and encouraging inhabitants to ride the bus.

Director Reilly asked for a brief explanation to be given at the budget workshop in November on how sales tax projections are determined. Elisabeth Ross stated that each revenue source would be explained at that time. Mr. Dorfman explained that with being only two months into the current fiscal budget, staff is taking \$500,000 out of the current budget, some of which will impact service. There were also adjustments made to the TDA allocations from the Regional Transportation Commission. Interest income is also down, which along with revenue and sales tax shortfalls, reflects a decreased general fund. Ms. Ross added that operating expenses have been reduced by \$514,000, mostly from reductions in non-personnel costs. Department Heads were asked to cut 5% from their departmental budgets and Ms. Ross reviewed some of these changes. Board members commended staff's efforts to reduce costs without automatically

cutting into the service. Ms. Ross urged the Board to review the list carefully to ensure there are no objections to the proposed cuts.

Director Reilly asked for information at the budget workshop on how taking over the role of Design/Build for the Highway 1 widening would affect staff and the District's resources.

At the October 25th Board meeting, staff will ask the Board to adopt a resolution amending the budget, to authorize personnel changes, and to schedule a budget workshop for November 8th. Bonnie Morr discussed the revenue vehicle parts reduction and asked the Board to consider the age of some of the buses. She was informed that with the arrival of new buses, less parts for older buses would be necessary, and parts for the new buses would be covered under warranty. Director Fitzmaurice asked for a Fleet Maintenance report on the status of maintenance in approximately two months.

VICE CHAIRPERSON REILLY ADJOURNED THE MEETING AT 10:14 A.M. IN ORDER TO HOLD THE SPECIAL MEETING OF THE SANTA CRUZ CIVIC IMPROVEMENT COMMITTEE MEETING AND RECONVENED THE BOARD MEETING AT 10:16 A.M.

**9. CONSIDERATION OF APPROVAL OF REVISION TO BY-LAWS OF SANTA CRUZ CIVIC IMPROVEMENT CORPORATION TO CHANGE THE ANNUAL MEETING DATE TO THE FOURTH FRIDAY IN OCTOBER
ACTION IS REQUIRED AT THIS MEETING.**

Summary:

Elisabeth Ross reported that the necessary changes had been made to the SCCIC By-laws.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR PHARES

Approve the revision to the By-laws of the Santa Cruz Civic Improvement Corporation to change the annual meeting date to the fourth Friday in October.

Motion passed with Director Norton being absent.

10. CONSIDERATION OF AWARD OF CONTRACT FOR EMPLOYEE ASSISTANCE PROGRAM

Summary:

Tom Stickel reported that staff recommends executing a contract to provide Employee Assistance Services as the current contract has expired. Five responses were received to a Request for Proposal. Staff recommends that a two-year contract be awarded to Claremont Behavioral Services who has experience with employees in public transit systems.

Discussion:

Bonnie Morr pointed out that it is part of the labor agreement that there is an Employee Assistance Program. She expressed concern that the unions were not a part of this process in

the beginning stages. This was acknowledged and in the future, the unions will be represented in the process from the beginning.

Robyn Slater stated that Alto continued to provide service to the District until the RFP process was completed. Ms. Slater explained the process that takes place when an employee makes his/her initial contact. Linda Clayton of SEA added that if it is an emergency situation and if the employee calls Claremont before 3:00 p.m., then the employee would meet with someone that day. If the call is made after 3:00 p.m., the employee would see someone the following morning.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR TAVANTZIS

Move this item to the Consent Agenda for the October 25, 2002 Board meeting.

Motion passed unanimously with Director Norton being absent.

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

Margaret Gallagher reported that the Board would be discussion Ramon Martinez in Closed Session.

12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Vice-Chairperson Reilly adjourned to Closed Session at 10:30 a.m. and reconvened to Open Session at 10:39 a.m.

SECTION III: RECONVENE TO OPEN SESSION

13. REPORT OF CLOSED SESSION

There was nothing to report at this time.

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 10:40 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator
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