

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**August 28, 2009**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, August 28, 2009 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

Chair Bustichi called the meeting to order at 9:05 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Dene Bustichi  
Ron Graves  
Donald Hagen  
Michelle Hinkle  
Emilio Martinez  
Ellen Pirie  
Lynn Robinson  
Mike Rotkin  
Pat Spence  
Ex-Officio Donna Blitzer

#### **DIRECTORS ABSENT**

Mark Stone  
Marcela Tavantzis

#### **STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager / Acting AGM  
Frank Cheng, MetroBase Project Manager  
Bob Cotter, Maintenance Manager  
Mary Ferrick, Fixed Route Superintendent  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel

Harlan Glatt, Sr. Database Administrator  
Shona Harper, Asst Paratransit Superintendent  
Debbie Kinslow, Asst Finance Manager  
Robyn Slater, Human Resources Manager  
April Warnock, Paratransit Superintendent  
Les White, General Manager

#### **EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT**

Isaac Glenn, Bus Operator  
Douglas Grosjean, Bus Operator  
Carolyn Hamm, SEA

Sheldon Njaa, Facilities Maint. Supervisor  
Will Regan, VMU  
Amy Weiss, Spanish Interpreter

### **2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS**

Written:

- a. Angel Angeles      Re: Service Request Petition

Oral:

None.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None.

**4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

None.

**CONSENT AGENDA**

- 5-1. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF STATE FARM INSURANCE, CLAIM #09-0017  
DENY THE CLAIM OF MARK WATSON, CLAIM #09-0018
- 5-2. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR  
AUGUST 19, 2009 AND MINUTES OF JUNE 17, 2009
- 5-3. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH  
OF MAY 2009
- 5-4. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2009
- 5-5. ACCEPT AND FILE RIDERSHIP REPORT FOR JUNE 2009
- 5-6. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MAY 2009
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ MONTHLY SERVICE  
REPORT FOR JUNE 2009
- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SPRING QUARTER  
2009 SERVICE UPDATE
- 5-9. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES  
TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR  
THE JUNE 2009 MEETING(S)
- 5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN  
AMENDMENT TO THE CONTRACT WITH PAT PIRAS CONSULTING TO EXTEND THE  
CONTRACT THROUGH JUNE 30, 2010 FOR REVIEW OF THE ADA PARATRANSIT  
ELIGIBILITY PROCESS
- 5-12. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 12 & 26 AND JULY 24,  
2009

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Approve the Consent Agenda.**

**Motion passed with Director Graves abstaining on Item #5-12 and with Directors Stone and Tavantzis being absent.**

## REGULAR AGENDA

### 6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

The following employees were presented with longevity awards for their years of service:

#### TWENTY YEARS

Nicholas J. Fallau, Fleet Maintenance Lead Mechanic

#### TWENTY-FIVE YEARS

Isaac E. Glenn, Bus Operator

Douglas J. Grosjean, Bus Operator

### 7. PUBLIC HEARING: CONSIDERATION OF ADOPTING THE FINAL SHORT RANGE TRANSIT PLAN

#### Summary:

Angela Aitken reported that METRO contracted with Wilbur Smith Associates to develop a Short Range Transit Plan (SRTP). When Wilbur Smith Associates began the SRTP, METRO projected \$1 million per year to be available for additional service. With the economic climate changing drastically while the plan was being produced, there are no new funds on the horizon for expansion.

In July 2008, the draft was presented to the Board. The proposed plan included a new service delivery model: the Trunk and Feeder Service Option. There were concerns about whether there had been enough public input to warrant such a major change in METRO's fixed-route service. Staff was directed to develop a public outreach program and determine the feasibility of the proposed service model. Staff presented its findings to the Board in December 2008 recommending that the Trunk and Feeder Service Option be removed because it was such a drastic change making it unfeasible to implement within the five-year planning horizon of the SRTP.

The Board directed Staff to have Wilbur Smith revise the document and this is the final version of the SRTP that includes revisions requested by the Board to reflect that the trunk and feeder concept not be pursued within the five-year planning horizon of the SRTP and that no revisions be made to the current service delivery model. At the request of the Board, the final version also includes new information on the requirements necessary to successfully implement a trunk and feeder service option. These revisions and new information are contained in Chapter 7: Addendum.

The Board minutes of the Public Hearing will be attached to the final Short Range Transit Plan and a sticker will be attached inside the title page stating that the Public Hearing tape is available for review upon request.

**CHAIR BUSTICHI OPENED THE PUBLIC HEARING AT 9:22 A.M.**

There were no public comments.

**CHAIR BUSTICHI CLOSED THE PUBLIC HEARING AT 9:22 A.M.**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Adopt the final Short Range Transit Plan grudgingly**

**Discussion:**

Director Rotkin explained that an SRTP is usually a very important planning document, but this one has little value due to the numerous quality issues and there are no funds to implement the recommendations contained in it.

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

8. **CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH WEST BAY BUILDERS, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE MAINTENANCE BUILDING TO JULY 28, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF AUGUST 28, 2009**

**Summary:**

Frank Cheng reported that this contract requires a six month extension to July 29, 2010 so METRO can continue to resolve and close out any outstanding cost issues and pay invoices that are submitted after the construction completion date of August 28, 2009, which will not change.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PIRIE**

**Approve an amendment to the contract with West Bay Builders Inc. that extends the contract expiration date to July 28, 2010, while maintaining the construction completion date of August 28, 2009**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

9. **CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH DMC CONSTRUCTION, INC. EXTENDING THE CONTRACT EXPIRATION DATE FOR THE METROBASE VERNON ADMINISTRATION BUILDING TO MARCH 11, 2010, WHILE MAINTAINING THE CONSTRUCTION COMPLETION DATE OF SEPTEMBER 11, 2009**

**Summary:**

Frank Cheng reported that this contract requires a six month extension to March 11, 2010 so METRO can continue to resolve and close out any outstanding cost issues and pay invoices that are submitted after the construction completion date of September 11, 2009, which will not change.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR PIRIE**

**Approve an amendment to the contract with DMC Construction, Inc. that extends the contract expiration date to March 11, 2010, while maintaining the construction completion date of September 11, 2009**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH PRIORITY ROOFING SOLUTIONS, INC. FOR ROOF REPLACEMENT AT THE WATSONVILLE TRANSIT CENTER**

**Discussion:**

Angela Aitken reported that the roof is in poor condition and beyond its useful life and explained that the extent of the dry-rot damage will not be known until the old roofing material is removed. Extra funds have been set aside to cover these costs once they are determined.

**ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR PIRIE**

**Authorize the General Manager to execute a contract with Priority Roofing Solutions, Inc. for roof replacement at the Watsonville Transit Center for an amount not to exceed \$45,200 and approve the following contract change order procedures:**

- 1. For any change order request from the contractor that exceeds \$10,000, Staff will review and present such request to the METRO's Board of Directors for approval.**
- 2. For any change order request from the contractor that is \$10,000 or less, approval of the change order will require review and approval from the following personnel: METRO's General Manager or the Finance Manager/Acting Assistant General Manager; and METRO's Maintenance Manager**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR THE PURCHASE, INSTALLATION AND TRAINING OF THE TRAPEZE PASS-IVR ENHANCEMENT MODULE**

**Summary:**

Angela Aitken reported that the Interactive Voice Response (IVR) module is a voice-based interactive telephone response systems that will be used for paratransit scheduling. Clients will be able to schedule, confirm, and cancel trips over the phone without speaking to a person and then receive an automatic reminder call of upcoming trips which is currently being done each evening by ParaCruz Reservationists.

**ACTION: MOTION: DIRECTOR ROBINSON SECOND: DIRECTOR ROTKIN**

**Authorize the General Manager to execute a contract amendment with Trapeze Software Group, Inc. for the purchase, installation and training of the Trapeze PASS-IVR enhancement module for an amount not to exceed \$89,707**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**12. CONSIDERATION OF VACANCIES ON THE METRO ADVISORY COMMITTEE**

**Summary:**

Les White reported that MAC was formed by the Board in 2003 and held its first meeting in April 2004. There are currently five vacant positions which have been vacant for some time with very few applicants, despite METRO's efforts to solicit new members.

**Discussion:**

Director Graves reported that he has advertised his vacancy locally in Capitola. Director Hagen reported that he had someone in mind to fill Director Tavantzis' vacancy.

**13. CONSIDERATION OF APPOINTMENT OF CHARLOTTE WALKER TO THE METRO ADVISORY COMMITTEE (MAC) NOMINATED BY DIRECTOR ROBINSON**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Approve the appointment of Charlotte Walker to the Metro Advisory Committee (MAC) as the appointment of Director Lynn Robinson**

**Motion passed unanimously with Directors Stone and Tavantzis being absent.**

**14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE CONTRACT WITH GIRO, INC. FOR THE PURCHASE OF THE HASTUS VERSION 2009 UPGRADE AND ADDITIONAL MODULES**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON**

**Authorize the General Manager to execute an amendment to the existing Contract with Giro, Inc. for an amount not to exceed \$1,089,671 for the purchase of the HASTUS v2009 upgrade and new software modules, and approve the following contract change order procedures:**

- 1. For any change order request from the contractor that exceeds \$25,000, staff will review and present such request to the METRO's Board of Directors for approval.**

2. For any change order request from the contractor that is \$25,000 or less, approval of the change order will require review and approval from the following personnel: METRO's General Manager or the Finance Manager/Acting Assistant General Manager; and METRO's Contract Administrator

Motion passed unanimously with Directors Stone and Tavantzis being absent.

15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH MAINTSTAR, INC. FOR THE PURCHASE OF A FLEET/FACILITIES MANAGEMENT SOFTWARE SYSTEM

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON

Authorize the General Manager to execute a contract with MaintStar Inc. for purchase of a Fleet/Facilities Management Software System for an amount not to exceed \$285,000

Motion passed unanimously with Directors Stone and Tavantzis being absent.

16. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT A GRANT APPLICATION AND SIGN NECESSARY AGREEMENTS FOR FEDERAL FUNDING IN THE AMERICAN RECOVERY AND REINVESTMENT ACT'S TRANSPORTATION INFRASTRUCTURE GENERATING ECONOMIC RECOVERY (TIGER) DISCRETIONARY GRANTS PROGRAM

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR ROBINSON

Authorize the General Manager to submit an application to the Department of Transportation and to execute necessary agreements for grant funds from the ARRA TIGER Discretionary Grants Program

Motion passed unanimously with Directors Stone and Tavantzis being absent.

17. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SUBMIT A GRANT APPLICATION AND SIGN NECESSARY AGREEMENTS FOR FEDERAL FUNDING IN THE NEW FREEDOM PROGRAM

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR ROBINSON

Authorize the General Manager to submit applications to Caltrans and to execute necessary agreements for grant funds from the New Freedom Program

Motion passed unanimously with Directors Stone and Tavantzis being absent.

18. CONSIDERATION OF ADOPTING A RESOLUTION MODIFYING METRO'S BYLAWS TO REFLECT CHANGES OF THE BOARD OF DIRECTORS MEETING STRUCTURE

Summary:

Les White reported that at the August 14, 2009 meeting the Board had determined that the first meeting should no longer be a “work session” for the second meeting because it incorporates redundancy and does not make good use of Staff time.

The first monthly meetings will be scheduled as “tentative” and held on an as-needed basis when there is something time-sensitive that the Board needs to take action on or an important, complex, or controversial issue that requires additional discussion or input.

**Discussion:**

Director Rotkin stated that this would be experimental and may change again in the future. Also, once the first meeting is called, Staff can add additional items for action instead of waiting until the second meeting.

Director Hagen expressed concern about the potential for the second meetings to become too lengthy. Chair Bustichi stated he would keep that in mind because nobody wants to sit through long meetings.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR GRAVES**

**Adopt the Resolution modifying METRO’s Bylaws as set forth in Attachment A with proposed modifications**

**Motion passed with Director Hagen voting No and with Directors Martinez and Spence being absent.**

**ADJOURN**

There being no further business, Chair Bustichi adjourned the meeting at 10:15 a.m.

Respectfully submitted,

CINDI THOMAS  
Administrative Services Coordinator