



MINUTES

September 26, 2014

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was convened on Friday, September 26, 2014 at the Santa Cruz City Council Chambers, located at 809 Center Street, in Santa Cruz, California.

SECTION I: OPEN SESSION

1. CALL TO ORDER

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

2. ROLL CALL

The following Directors were present:

Director Hilary Bryant



Director Dene Bustichi



Director Karina Cervantez



Director Daniel Dodge



Director Zach Friend



Director Ron Graves



Director Michelle Hinkle



Director Deborah Lane



Director John Leopold



Director Bruce McPherson



Director Lynn Robinson



Ex-Officio Director Donna Blitzer



STAFF PRESENT

Alex Clifford, CEO

Leslyn K. Syren, District Counsel

SANTA CRUZ METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (in alphabetical order)

Becky Taylor

Debbie Kinslow, Santa Cruz METRO

Angela Aitken, Santa Cruz METRO

Carolyn Derwing, SEA

3. ANNOUNCEMENTS

Liseth Guizar, Security and Risk Administrator for Santa Cruz METRO, invited the Board and assembly to join a ribbon cutting after the meeting to celebrate the purchase of new buses. She also extended an invitation to the annual METRO Family Picnic on October 11th from 11am to 4pm.

4. COMMUNICATIONS TO THE BOARD OF DIRECTORS

Manny Martinez, UTU, stated that having the Closed Session in the middle of the meeting makes it difficult for

people to participate. Chair Bustichi replied that they would make every effort to have the closed session at the end of the meeting but that sometimes it was unavoidable as some closed session items may have relevance to items in the regular agenda.

5. LABOR ORGANIZATION COMMUNICATIONS

Eduardo Montesino, UTU, stated Bus Operators have commented that the student discount fare have really worked. He said that he had been asked repeatedly when the program was scheduled to end.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

There was an article from the Sentinel regarding the bus fire that was displayed during Item 11. There was a packet of e-mails titled Public Comment of Item #18.

CONSENT AGENDA

- 7-1. **ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING SEPTEMBER 12, 2014**
- 7-2. **ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF JUNE 2014 AND AUGUST 2014**
- 7-3. **ACCEPT AND FILE MINUTES FROM THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**
- 7-4. **ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR JULY 2014**
- 7-5. **ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR JULY 2014**
- 7-6. **ACCEPT AND FILE STATUS REPORT FOR ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR SEPTEMBER 2014**
- 7-7. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 1ST OPTION WITH MANAGED HEALTH NETWORK FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES IN AN AMOUNT NOT TO EXCEED \$9,500**
- 7-8. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 3RD AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REP. THE HARTFORD FOR LIFE AND ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE IN AN AMOUNT NOT TO EXCEED \$58,000**
- 7-9. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 2ND AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REP. THE HARTFORD FOR LONG TERM DISABILITY INSURANCE IN AN AMOUNT NOT TO EXCEED \$150,000**
- 7-10. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 4TH AND FINAL OPTION WITH ALLIANT INSURANCE SERVICES REP. DELTA DENTAL FOR EMPLOYEE DENTAL INSURANCE IN AN AMOUNT NOT TO EXCEED \$540,000**
- 7-11. **CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION EXERCISING THE 3RD OPTION WITH AIRTEC SERVICE FOR HVAC MAINTENANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$15,000**

- 7-12. **CONSIDERATION OF DECLARING THREE (3) FORD VANS, WIRELESS INTERNET (WIFI) EQUIPMENT, A SERVER AND A DIGITAL COPIER AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
- 7-13. **CONSIDER APPROVAL OF A RETROACTIVE WAGE SCALE ADJUSTMENT FOR THE PAYROLL SPECIALIST AND PAYROLL ACCOUNTING SUPPORT SPECIALIST AS PART OF THE CONTRACTUAL WAGE SCALE REVIEW WITHIN THE MEMORANDUM OF UNDERSTANDING**
- 7-14. **CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR FLEET OUTSIDE REPAIR SERVICES**
- 7-15. **CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR SECURITY GUARD SERVICES**

ACTION: MOTION: BRYANT SECOND: HINKLE

APPROVAL OF CONSENT AGENDA.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, GRAVES AND LEOPOLD ABSENT.

In consideration of the honorees, Chair Bustichi announced that items 10 and 11 will precede the closed session.

Chair Bustichi also asked for a motion to delay Item 15 and move Item 18 to follow the closed session.

ACTION: MOTION: ROBINSON SECOND: HINKLE

APPROVAL OF THE POSTPONEMENT OF ITEM 15 AND MOVING ITEMS 10, 11 AND 18.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE, GRAVES AND LEOPOLD ABSENT.

REGULAR AGENDA

10. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Bustichi presented certificates of appreciation for 10 years of service to ParaCruz employees Candis L. Almanza, Sandra D. Howard and Noel Trepagnier. They, in turn, spoke to the assembly and thanked the Board.

Chair Bustichi presented a certificate of appreciation for 25 years of service to A. John Daugherty. Mr. Daugherty spoke to the assembly about his years of service and what it meant to be the Accessible Services Coordinator. Members of the public spoke in congratulations and support of Mr. Daugherty. They were Bruce Gabriel, Margaret Knight and Sara Schiffrin from the La Posada community, Veronica Elsea, Ernestina Saldana and Becky Taylor.

Mr. Montesino stated ParaCruz was approaching its 10 year anniversary. He extended his congratulations to all of the Longevity Awardees.

Chair Bustichi extended his congratulations to all of the Longevity Awardees.

Director Lane congratulated and thanked John Daugherty and spoke of his accomplishments.

11. COMMENDATION TO JON BARTHOLOMEW FOR SERVICE ABOVE AND BEYOND THE CALL DUTY

Mr. Bartholomew received commendation for his quick and safe response to a fire, saving both passengers and bus.

8. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Ms. Syren reviewed the item to be discussed in Closed Session.

Mr. Montesino asked if there could be more detail in all of the Closed Session titles.

Adjourned to Closed Session at 9:44am.

Director Dodge arrived at 9:50am.

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (b) of Govt. Code Section 54956.9:
One Case – Claim of Elsea and Burns
Leslyn K. Syren, District Counsel

SECTION III: RECONVENE TO OPEN SESSION

Reconvened to Open Session at 9:59am.

9. REPORT OF CLOSED SESSION

Ms. Syren stated that there was a unanimous decision to participate in settlement negotiations with the two claimants.

18. CALTRANS PLANNING GRANT TO STUDY FEASIBILITY OF BUS ON SHOULDER AND BUS RAPID TRANSIT ON THE UNION PACIFIC RIGHT-OF-WAY

Mr. Hiltner presented the staff report and acknowledged collaboration with Erich Friedrich.

Director Friend stated he would support submitting the application for the study but was not excited by the idea.

Public comment: Brian Peoples stated he fully supported both ideas.

ACTION: MOTION: FRIEND SECOND: DODGE

Director Dodge said that an analysis about the rail trail was needed.

Director Lane asked for confirmation that this would not interfere with the RTC Study. Both Mr. Clifford and Mr. Hiltner responded that it would not.

Chair Bustichi asked if RTC did not support the study if they would still move forward. Mr. Clifford said they would take direction from the Board and could still move forward.

Director Friend confirmed staff recommendation to authorize application to do the study.

Chair Bustichi spoke in favor of the idea and acknowledged he was the one who requested item to be added to the agenda.

APPROVAL FOR CEO TO SUBMIT TWO APPLICATIONS FOR FY16 CAL TRANS PLANNING GRANTS TO STUDY: 1) BUS OPERATION ON THE SHOULDER OF HIGHWAY 1; 2) BRT OPERATION ON THE RTC RAIL RIGHT-OF-WAY.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND LEOPOLD ABSENT.

12. METROBASE FUNDING UPDATE AND ACTION TO CREATE A LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN

Mr. Clifford presented the staff report and asked for approval of Staff Recommendations A-E.

Director Dodge questioned Section C and wanted confirmation of what Capital Restrictive was. Mr. Clifford referred to the previous Budget Workshops and reviewed the definition.

Director Lane asked if this affected the safety net of Operations reserves. Mr. Clifford responded no, these are Capital funds.

Public comment: none.

ACTION: MOTION: FRIEND SECOND: HINKLE

APPROVAL TO CREATE A LIFE OF PROJECT BUDGET AND CAPITAL RESOURCE ALLOCATION PLAN PER STAFF RECOMMENDATIONS A-E.

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND LEOPOLD ABSENT.

13. CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR FACILITIES EVALUATION FOR ADA COMPLIANCE

Ms. Syren presented the Staff Report, seeking approval to find a professional service to perform an ADA evaluation.

Director Lane stated she would not support the item as the timing of the request seemed to be too close to pending litigation. Her preference was to have the item after the resolution to the claim. Ms. Syren replied that periodic evaluations of the workplaces and facilities were required by law and this item was not related to current litigation.

Director Dodge asked if facilities evaluations would include bus stops. Ms. Syren replied yes. Director Dodge asked what happens to the recommendations made. Ms. Syren stated they would be brought back to the Board to create a plan for improvement.

Chair Bustichi acknowledged that they were in compliance before, but with new rules and regulations some things may need to change.

Public comment: none.

ACTION: MOTION: ROBINSON SECOND: BRYANT

Director Dodge stated he welcomed a consultant that would evaluate across the county.

Director Lane stated she supported the motion after hearing the discussion between Director Dodge and Counsel.

APPROVAL TO ISSUE A FORMAL REQUEST FOR PROPOSALS FOR A FACILITIES EVALUATION FOR ADA COMPLIANCE

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND LEOPOLD ABSENT.

14. CONSIDERATION OF MODIFICATIONS TO SANTA CRUZ METRO’S DISCOUNT FARE POLICY AND ACCEPT A NEW DISCOUNT FARE APPLICATION

Ms. Syren presented the Staff Report stating this was to approve modifications to the old policy.

Director Dodge stated he supported the policy but asked why the policy could not be expanded to include groups such as people re-entering society. Ms. Syren stated this was a policy for individuals and that there were group discounts which could be purchased in bulk. Mr. Aguirre gave details of bulk passes including rates and agencies who can apply.

Public comment: none.

ACTION: MOTION: FRIEND SECOND: ROBINSON

APPROVAL OF MODIFICATIONS TO SANTA CRUZ METRO’S DISCOUNT FARE POLICY AND ACCEPT A NEW DISCOUNT FARE APPLICATION

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND LEOPOLD ABSENT.

15. ~~CONSIDERATION OF PROVIDING DISCOUNT OR GROUP BUS PASSES TO FACILITATE TRANSPORTATION NEEDS FOR CHRONICALLY HOMELESS PERSONS UNDER THE 180/180 PROGRAM~~

Item was pulled and postponed.

16. CONSIDERATION OF AUTHORIZING THE PURCHASE OF FIRMWARE, BRAILLE PLACARDS AND KEY PADS FOR IMPROVING AUDIBLE/TACTILE INSTRUCTIONS AND CREDIT/DEBIT CARD SECURITY ON SANTA CRUZ METRO’S TICKET VENDING MACHINES IN AN AMOUNT NOT TO EXCEED \$25,000

Mr. Aguirre presented the Staff Report.

Public comment: none.

ACTION: MOTION: ROBINSON SECOND: LANE

APPROVAL TO AUTHORIZE THE PURCHASE OF FIRMWARE, BRAILLE PLACARDS AND KEY PADS FOR IMPROVING AUDIBLE/TACTILE INSTRUCTIONS AND CREDIT/DEBIT CARD SECURITY ON SANTA CRUZ METRO’S TICKET VENDING MACHINES IN AN AMOUNT NOT TO EXCEED \$25,000

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND LEOPOLD ABSENT.

17. CONSIDERATION OF REJECTION OF BID RECEIVED FROM TIBER PAINTING AND AWARD OF CONTRACT TO A PLUS PAINTING FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$36,200

Ms. Alvey presented the Staff Report.

Director Bryant questioned the wide range of bids and if in choosing the cheapest if there was an expectation of hidden fees? Ms. Alvey acknowledged the process was tricky, but was awarded on a base bid.

Director Lane questioned why the signing administrator was Robyn Slater the HR Manager. Ms. Alvey replied that Ms. Slater signed as she was the Acting Maintenance Manager.

Chair Bustichi expressed concern over the lack of bids by local contractors. He asked if there could be more local advertising. Ms. Alvey replied that they announce the bid in the Sentinel, ~~the Pajaronian~~ and at the local Builders' Unions.

Public comment: none.

ACTION: MOTION: ROBINSON SECOND: LANE

APPROVAL TO REJECT THE BID RECEIVED FROM TIBER PAINTING AND AWARD OF CONTRACT TO A PLUS PAINTING FOR EXTERIOR PAINTING OF THE CAVALLARO TRANSIT CENTER IN AN AMOUNT NOT TO EXCEED \$36,200

MOTION PASSED UNANIMOUSLY WITH DIRECTORS CERVANTEZ, DODGE AND LEOPOLD ABSENT.

20 CEO TO GIVE ORAL REPORT

Mr. Clifford gave an oral report to update the Board on current events. He stated they did not receive the Ladders grant. He shared information about the bus fire and passed around the mechanical part that caused the fire, acknowledging a job well done by Will Reagan and the Maintenance team on the quick turnaround of the bus after the fire which was already back in service. He also acknowledged a job well done by Dispatch who responded to an out of service bus that ended with a delay of only 15 minutes. He also reminded the Board about the ribbon cutting following the meeting.

Public comment: none.

21. ANNOUNCEMENT OF NEXT MEETING: FRIDAY OCTOBER 10, 8:30 AM, SANTA CRUZ METRO ADMINISTRATIVE OFFICES, 110 VERNON STREET, SANTA CRUZ

Chair Bustichi announced the date, time and location of the following Board meeting.

22. ADJOURNMENT

Meeting adjourned at 10:55am.