



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
MARCH 23, 2018 – 9:00 AM
SANTA CRUZ CITY CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, March 23, 2018 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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SECTION I: OPEN SESSION

CALL TO ORDER at 9:02 AM by Chair McPherson.

Trina Coffman-Gomez was sworn in as METRO's newest board member by General Counsel, Julie Sherman.

ROLL CALL: The following Directors were **present**, representing a quorum:

Director Ed Bottorff	City of Capitola
Director Cynthia Chase	City of Santa Cruz
Director Trina Coffman-Gomez	City of Watsonville
Director Jimmy Dutra	City of Watsonville
Director Norm Hagen	County of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz <i>AR 9:19AM</i>
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Davon Thomas	UC Santa Cruz
Ex-Officio Director Liber McKee	Cabrillo College

Ex-Officio Directors McKee and Thomas were absent.

STAFF PRESENT:

Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Angela Aitken, METRO
Erron Alvey, METRO
Kristina Mihaylova, METRO
John Nevin, METRO

Bradley Snyder, Self
Josh Stephens
Daniel Zaragoza, METRO

ANNOUNCEMENTS

Chair McPherson introduced Carlos Landaverry and his Spanish Language interpretation services. He announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Lynn Dunton.

BOARD OF DIRECTORS COMMENTS

Director Dutra spoke briefly of the upcoming trip he and other Directors are planning to Washington, DC with CEO Clifford with a goal of obtaining additional federal funding and resources for METRO.

Hearing no further comments, Chair McPherson moved to the next agenda item.

COMMUNICATIONS TO THE BOARD OF DIRECTORS

A number of the public spoke regarding a variety of issues:

- Rick Longinotti, Campaign for Sustainable Transportation, thanked METRO for its participation in the eco pass pilot program, which would provide Downtown Santa Cruz employees with a bus pass and, hopefully, increase METRO ridership. See attached letter received at the meeting.
- Red Garrett thanked Mr. Emerson for speaking at last Saturday's Transportation Justice Conference. He then relayed a series of concerns, his advocacy for Personal Rapid Transit (PRT), etc.
- Robert Kidrick, a Santa Cruz resident, seconded Mr. Longinotti's comments and relayed his personal experience with METRO's service to UCSC for the past 30+ years.
- An unidentified gentleman suggested adding additional stops in San Jose.
- Joshua Stephens, a Santa Cruz resident, also thanked Mr. Emerson for his presentation at the Transportation Justice Conference. He asked that METRO fix the clocks on a number of buses to reflect the correct time and that METRO consider seasonal or flash fares to increase ridership.

Director Rothwell arrived at 9:19AM

- Dana Bagshaw applauded the eco pass program as public transportation encouragement to the community.
- Susan Cavalleri, a frequent METRO rider, believes public transportation is essential and thanked METRO and the operators for the services provided.
- Becky Taylor reiterated previous speaker comments.

Chair McPherson thanked UCSC for their cooperative nature and understanding their students and METRO needs through the years.

COMMUNICATIONS FROM MAC

Having none, Chair McPherson moved to the next item.

LABOR ORGANIZATION COMMUNICATIONS

Michael Rios, PSA President, Joan Jeffries, SEA President, and Juan Garcia, VMU representative, welcomed and congratulated Director Coffman-Gomez on her new appointment.

Mr. Garcia suggested METRO host an Appreciation Day for all METRO employees as some of his members felt underappreciated during the recent Transit Driver Appreciation Day breakfast.

Eduardo Montesino, representing the Bus Operators and transit folks, thanked everyone for the Transit Driver Appreciation Day breakfast. He also welcomed Director Coffman-Gomez to METRO. He suggested METRO consider addressing some of the service gaps he sees with Measure D and STA funding as we go through the budget process.

Hearing no further comments, Chair McPherson moved to the next item.

ADDITIONAL DOCUMENTATION

- METRO's response(s) to Ms. Ofelia Gomez's concerns expressed at prior meetings have been provided to each Director and are available at the back of the room.
- News articles

CONSENT AGENDA

- 10-01 RECOMMENDED ACTION ON TORT CLAIMS
- 10-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF FEBRUARY 2018
- 10-03 ACCEPT AND FILE: MINUTES OF THE FEBRUARY 23, 2018 BOARD OF DIRECTORS MEETING
- 10-04 ACCEPT AND FILE: MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF NOVEMBER 15, 2017
- 10-05 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING OF MARCH 12, 2018
- 10-06 ACCEPT AND FILE: MINUTES OF THE SANTA CRUZ METRO CAPITAL PROJECTS STANDING COMMITTEE MEETINGS OF AUGUST 15, 2017 AND MARCH 15, 2018
- 10-07 ACCEPT AND FILE: REPORT ON THE USES OF THE FY14/15 ALLOTMENT OF PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) PROGRAM AND UPDATE ON PACIFIC STATION ACTIVITIES
- 10-08 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 4TH QUARTER OF FY18
- 10-09 ACCEPT AND FILE: PROJECT CLOSEOUT: THE JUDY K. SOUZA OPERATIONS FACILITY ACCESS CONTROL SYSTEM
- 10-10 APPROVE: APPROVAL OF FY19 AND FY20 PRELIMINARY OPERATING BUDGETS AND FY19 CAPITAL BUDGET FOR REVIEW AND TDA/STA CLAIMS PURPOSES
- 10-11 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO AIRTEC SERVICE FOR HEATING, VENTILATION AND AIR CONDITIONING MAINTENANCE SERVICES NOT TO EXCEED \$90,000

10-12 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO CLASSIC GRAPHICS FOR BUS BODY REPAIR AND PAINTING SERVICES NOT TO EXCEED \$450,000

10-13 APPROVE: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED NO SMOKING POLICY

Director Hagen brought up a number of curb access concerns at various Watsonville locations. At Director Rotkin's request, METRO staff will investigate and work with the City of Watsonville as appropriate. Director Coffman-Gomez offered to provide pertinent City contact information, adding the City is currently working on a red curb project.

There was no public comment.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR CHASE

MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).

REGULAR AGENDA

PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR PATRICK FORTHUN, MAURIZIO ITALIA, AND JOHN NEVIN

Bruce McPherson, Board Chair, welcomed Mr. Nevin and Vice Chair Chase presented him with the plaque.

Mr. Nevin thanked his fellow workers and various Santa Cruz first responders.

Neither Mr. Italia nor Mr. Forthun were present.

APPROVE: ESTABLISHMENT OF THE SECOND FRIDAY OF EVERY MONTH FOR THE BOARD COMMITTEES TO MEET

Alex Clifford, CEO/General Manager, elaborated on the staff report and the request.

Director Leopold noted that the Finance, Budget and Audit Standing Committee would adhere to the dates previously established for the next few months.

Director Dutra requested the meetings for the committees of which he is a member begin no earlier than 9:00AM.

As requested, Gina Pye will provide:

- Director Coffman-Gomez with copies of the current Committee Roster and some past meeting minutes.
- The Board with a proposed advance Committee meeting schedule.

ACTION: MOTION TO APPROVE THE ESTABLISHMENT OF THE SECOND FRIDAY OF EVERY MONTH FOR THE BOARD COMMITTEES TO MEET AS PRESENTED

MOTION: DIRECTOR MATHEWS SECOND: DIRECTOR CHASE

MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).

CEO ORAL REPORT

Alex Clifford, CEO/General Manager, commented on a variety of topics:

- Eco pass: The City is currently reviewing METRO's proposal. It will then be presented to the Finance, Budget and Audit Standing Committee and proceed through the required adoption process.
- Transit Appreciation Day: CEO Clifford publicly apologized to any employee who may have inadvertently felt slighted. He will look into the issues mentioned.
- Pages 10-06B.5 – 10-06B.8 of the board packet were provided at the Vice Chair's suggestion and will be updated as appropriate. Several suggestions were made to improve the information provided; e.g., restricted vs non-restricted funds, etc. Chair McPherson requested this information be added to the scmttd.com website.
- In preparation of the Washington, DC trip, several METRO managers will be meeting with the FTA Region 9 personnel to discuss funding, the recent infrastructure bill, etc.

Various Board members expressed their support for the eco pass program, asked METRO staff to consider the suggestions referring to an employee appreciation day and suggested various agencies, which may be helpful in planning METRO's Washington, DC trip .

Public comment:

John Stephens wished the Board luck with their DC trip.

ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2017

Angela Aitken, Finance Manager, provided commentary to the presentation and, at Director Rotkin's request for public edification, elaborated on the plans for METRO's funding resources.

A brief discussion regarding overtime ensued. Page 14A.3 of today's board packet was referenced as a resource.

Public comment:

Becky Taylor stated she had been under the impression METRO ridership was up and asked for an explanation.

Mr. Emerson clarified that the FY18 year-to-date ridership through the second quarter (Q2) is slightly down due to the impact of ridership loss in the FY18 Q1 compared to FY17 Q1, which was prior to the September 2016 service reduction. It was noted that the recent February 23rd ridership report to the Board stated that total ridership for FY18 Q2 was up 7.3% over the FY17 Q2. This is the first quarter for which the ridership comparison is to a quarter following the September 2016 service reduction, providing a true picture of recent METRO ridership trends. It is noted that for FY18 Q2, both Hwy 17 and local fixed-route ridership are slightly down while UCSC ridership is up significantly, resulting in the net gain for the whole system..

In response to Director Mathews' request for an update: Larry Pageler, UCSC, noted the UCSC student fee measure is anticipated to be on the ballot in June; after which time, the campaign will begin. He will stay in touch with METRO staff.

ACTION: MOTION TO ACCEPT AND FILE THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2017 AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).

ACCEPT: ORAL STRATEGIC BUSINESS PLAN UPDATE

Barrow Emerson, Planning and Development Manager, shared the credit with Mr. Montesino regarding the kudos received from the presentation at the recent Transportation Justice Conference.

He advised the assembly that the one-day Board workshop proposed a few months ago will be rescheduled to the August/September timeframe.

APPROVE: RECOMMEND THE BOARD OF DIRECTORS TO HOLD IN ABEYANCE CONSIDERATION OF FARE RESTRUCTURING UNTIL LATE 2018

Barrow Emerson, Planning and Development Manager, provided commentary to the staff report and noted that the Finance Committee endorsed this approach at its March 12 meeting, recommending it be brought forward to the full board for discussion. Staff is continuing to work on the establishment of a fare process policy based on the various funding sources. The formal public outreach process will also be postponed.

Barrow Emerson, Planning and Development Manager, provided commentary to the staff report and noted that the Finance Committee endorsed this position at its March 12 meeting, recommending it be brought forward to the full board for discussion. Staff is also continuing to work on the establishment of a fare policy which includes triggers for fare increases rather than just when we see ourselves short of \$. Staff envisions establishing operational performance benchmarks based on the requirements of our various funding providers as well as from peer agency standards. The formal public outreach will be rescheduled.

Public comment:

Josh Stephens asked that METRO take the current ticket vending machines into consideration as he's experienced non-functioning machines several times and after the Customer Service window is closed.

ACTION: MOTION TO APPROVE THE BOARD OF DIRECTORS HOLD IN ABEYANCE THE CONSIDERATION OF FARE RESTRUCTURING UNTIL LATE 2018 AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR LIND

MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).

APPROVE: CONSIDERATION OF ISSUING FORMAL INVITATIONS FOR BIDS FOR ROOF AND WINDOWS REPLACEMENTS AT PACIFIC STATION

Erron Alvey, Purchasing Manager, elaborated on the staff report and provided a bit of history regarding the potential contamination and clean-up issues.

Public comment:

Eduardo Montesino requested METRO invest more into the maintenance of the transit center bathrooms. Discussion ensued among the board and staff with various suggestions to address the situation.

Josh Stephens inquired as to the status of the 2014 Re-Imagine Pacific Station campaign.

Director Mathews responded this is part of a much larger package of projects converging for the downtown area on the short horizon. Mr. Stephens provided his contact information so they may continue discussions offline.

Vice Chair Chase and Director Bottorff, speaking as members of the Capital Projects Standing Committee, said METRO is looking at multiple capital needs. Two studies are being undertaken to

address the larger picture of what and how Pacific Station can serve the community at large. In the short term, repairs do need to be undertaken for the safety of the public and our employees.

ACTION: MOTION TO APPROVE THE ISSUANCE OF FORMAL INVITATIONS FOR BIDS FOR ROOF AND WINDOWS REPLACEMENTS AT PACIFIC STATION AS PRESENTED

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 11 AYES (Directors Bottorff, Chase, Coffman-Gomez, Dutra, Hagen, Leopold, Lind, Mathews, McPherson, Rothwell and Rotkin).

APPROVE: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED CONFLICT OF INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION

This agenda item was pulled by Chair McPherson to be addressed at a future date.

REPORT OF CLOSED SESSION ITEMS

Julie Sherman, General Counsel, announced the closed session item to be discussed:

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GOVERNMENT CODE SECTION 54956.9 (a)(1)) – DFEH Complaint #931508-314770, EEOC #37A-2018-01203-C, Lopez / Santa Cruz Metropolitan Transit District et al.

Bruce McPherson, Board Chair, announced the next meeting: Friday, April 27, 2018 at 9:00 AM, at METRO's Admin Offices, 110 Vernon Street, Santa Cruz, CA.

General Counsel Sherman reported that no reportable action was taken during the closed session.

ADJOURNMENT

Chair McPherson adjourned the meeting at 11:12AM.

Respectfully submitted,

Gina Pye
Executive Assistant



Rick Longinotti, Co-chair
Rick@SustainableTransportationSC.org

March 22, 2018

Board of Directors, Santa Cruz METRO

Dear Board Members,

I'm writing to ask your support for a one year pilot project under development by METRO staff to issue bus passes to all workers in the Downtown Santa Cruz Parking District, paid for by the Downtown Parking District.

This program can:

1. Initiate a new and stable revenue stream for METRO, after the pattern of UCSC and Cabrillo student assessments that go towards bus passes.
2. Increase ridership. Thirty percent of downtown employees polled by the City of Santa Cruz responded that a free bus pass program would influence them to change their mode of commute.
3. Reduce employee parking demand in Downtown Santa Cruz, thereby freeing up more parking for customers.

According to the METRO draft plan that was presented to the City's Downtown Commission in February, the base cost for bus passes for 4000 downtown employees is \$311,000 per year. This level of expenditure is quite do-able for the Downtown Parking District, as it represents 5% of the District's budget.

The Santa Clara Valley Transit Authority has a deeply discounted bus pass program that employers and large residential developments can buy into. The City of Boulder likewise has an Ecopass program that employers can buy into. All employees in Downtown Boulder are included in the program, paid for by parking revenue.

I encourage you to give your backing to this important effort.

Thanks for your consideration,

Rick Longinotti