



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
AUGUST 24, 2018 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON 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, August 24, 2018 at the METRO Admin Offices, 110 Vernon 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 9:04 AM by Chair McPherson.

Julie Sherman, General Counsel, swore in new ex-officio board member, Zach McDaniel, who spoke a few words.

CABRILLO/METRO RELATIONSHIP, MATTHEW WETSTEIN, CABRILLO COLLEGE PRESIDENT AND SUPERINTENDENT

Mr. Wetstein thanked METRO for the opportunity for Mr. McDaniel to serve on the board. He expressed his appreciation for the services provided to the students.

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
Ex-Officio Zach McDaniel	Cabrillo College
Director Bruce McPherson	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Davon Thomas	UCSC

Directors Coffman-Gomez, Dutra and Lind were absent.

STAFF PRESENT:

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

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

Heather Adamson, AMBAG
Angela Aitken, SCMTD
Sarah Christensen, RTC

Jennifer Fischer, SCMTD
Joan Jeffries, SEIU

ANNOUNCEMENTS

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

BOARD OF DIRECTORS COMMENTS

Hearing none, Chair McPherson moved to the next agenda item.

ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Hearing none, Chair McPherson moved to the next agenda item.

WRITTEN COMMUNICATIONS FROM MAC

Chair McPherson acknowledged the letter received from MAC Chair Pisano, page 8.1 of the agenda.

LABOR ORGANIZATION COMMUNICATIONS

Hearing none, Chair McPherson moved to the next item.

ADDITIONAL DOCUMENTATION

CEO Clifford noted that a slight correction had been made to page 12-11.2 and distributed to the Board with copies available to the public.

INNOVATION IN TRANSPORTATION PRESENTATION BY JARRETT WALKER

Mr. Barrow Emerson, Planning and Development Director, introduced Jarrett Walker, Human Transit.org, who spoke to the attached presentation. Mr. Emerson also referred the assembly to agenda item 12-10 for Planning Department past, current and future activities.

There was discussion among the Directors and Mr. Walker regarding the benefits of a system configured to best achieve ridership or coverage. Concern was also voiced surrounding the 70/80/90 prediction(s) provided and the County and City planned developments, which may not be accurately reflected in these projections.

Director Leopold requested that some time be dedicated to this topic at the upcoming October Board Workshop as we define our strategic plan for the next five years. Strategic and financial metrics need to be established.

There were no public comments.

CONSENT AGENDA

- 12-01 RECOMMENDED ACTION ON TORT CLAIMS
- 12-02 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF JUNE AND JULY 2018
- 12-03 ACCEPT AND FILE: MINUTES OF THE JUNE 22, 2018 BOARD OF DIRECTORS MEETING
- 12-04 ACCEPT AND FILE: MINUTES OF THE AUGUST 10, 2018 CAPITAL PROJECTS STANDING COMMITTEE MEETING
- 12-05 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR APRIL, MAY AND JUNE 2018
- 12-06 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE FOURTH QUARTER OF FY18
- 12-07 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE GRANTS AND FUTURE OPPORTUNITIES APRIL – JUNE 2018
- 12-08 APPROVE: UPDATE ON METRO'S GRANT APPLICATION TO THE US DEPARTMENT OF TRANSPORTATION FOR THE BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT (BUILD) PROGRAM
- 12-09 APPROVE: CONSIDER ADOPTING A RESOLUTION THAT RATIFIES A GRANT APPLICATION, AUTHORIZES \$2.95 MILLION IN MATCHING FUNDS AND AUTHORIZES THE CEO TO EXECUTE AGREEMENTS TO RECEIVE FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION (FTA) FY 2018 BUS AND BUS FACILITIES INFRASTRUCTURE INVESTMENT PROGRAM TO BUY REPLACEMENT BUSES
- 12-10 APPROVE: ACCEPT AND FILE METRO PLANNING DEPARTMENT ANNUAL STATUS REPORT
- 12-11 APPROVE: CONSIDERATION OF CHANGING THE ADMIN CLERK I POSITION TO A PARTS CLERK
- 12-12 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 4TH AMENDMENT EXTENDING THE CONTRACT FOR TWO YEARS WITH BOWMAN & WILLIAMS, INC. FOR GENERAL ON-CALL ENGINEERING SERVICES, INCREASING THE CONTRACT TOTAL BY \$80,650
- 12-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO BATTERY SYSTEMS, INC. FOR PURCHASE, DELIVERY AND SERVICING OF HEAVY DUTY COACH BATTERIES NOT TO EXCEED \$122,500
- 12-14 APPROVE: CONSIDERATION OF AUTHORIZING THE PURCHASING MANAGER TO OBTAIN PURCHASE OPTIONS FOR SIX (6) CNG BUSES FROM THE LOS ANGELES DEPARTMENT OF TRANSPORTATION CONTRACT WITH GILLIG, LLC IN AN AMOUNT NOT TO EXCEED \$3,953,322

- 12-15 APPROVE: CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ CITY FOR THE CITY'S PUBLIC WORKS DEPARTMENT'S USE OF THE METRO FUELING FACILITY AT 1200-B RIVER STREET TO FUEL THE PUBLIC WORKS CNG REFUSE TRUCKS
- 12-16 APPROVE: CONSIDERATION OF REASSIGNMENT OF ASSISTANT OPERATIONS MANAGER FROM THE PARATRANSIT DIVISION TO THE FIXED ROUTE DIVISION
- 12-17 APPROVE: CONSIDERATION OF APPROVAL OF AUDIT ENGAGEMENT LETTER WITH BROWN ARMSTRONG ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES FOR THE FISCAL YEAR ENDED JUNE 30, 2018
- 12-18 APPROVE: RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY19 WITH ZURICH AMERICAN INSURANCE COMPANY
- 12-19 APPROVE: CONSIDERATION OF A RESOLUTION TO RATIFY THE REVISED BOARD OF DIRECTORS MEETING SCHEDULE FOR THE CALENDAR YEAR 2018
- 12-20 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3-YEAR LEASE FOR THE PROPERTY LOCATED AT 2880 RESEARCH PARK IN SOQUEL
- 12-21 ACCEPT: RECEIVE AN UPDATE FROM THE CEO ON THE CALIFORNIA AIR RESOURCES BOARD (CARB) REVISED ZERO EMISSIONS INTEGRATED CLEAN TRANSIT (ICT) REGULATION
- 12-22 APPROVE: CONSIDERATION OF AUTHORIZING THE ISSUANCE OF A FORMAL REQUEST FOR PROPOSALS FOR A CONSTRUCTION MANAGEMENT FIRM TO ASSIST WITH THE PACIFIC STATION ROOF AND WINDOWS REPLACEMENT PROJECT
- 12-23 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF MAY 31, 2018

Public comment: Referencing agenda item 12-14, Mr. Norm Reynolds, Gillig Regional Sales Manager, thanked METRO for supporting American buses and said he is looking forward to a long term partnership.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

REGULAR AGENDA

- 13. **PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR ERNEST BROWN, ELEUTERIO GARCIA-SUMANO AND DAN STEVENSON**
Chair McPherson announced and congratulated each employee in absentia. CEO Clifford added that, due to Mr. Stevenson's work schedule, he will be recognized at the September meeting.
- 14. **PRESENTATION OF EMPLOYEE RETIREMENT RESOLUTIONS FOR PATTI DAVIDOSKI, LOUISE KELLER, CHRISTOPHER LANAGAN, JUKKA NAUKKARINEN AND APRIL WARNOCK**
Bruce McPherson, Board Chair, congratulated everyone in absentia.

ACTION: MOTION TO APPROVE THE RETIREMENT RESOLUTIONS FOR PATTI DAVIDOSKI, LOUISE KELLER, CHRISTOPHER LANAGAN, JUKKA NAUKKARINEN AND APRIL WARNOCK AS PRESENTED

MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR CHASE

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

15. CEO ORAL REPORT

Alex Clifford, CEO/General Manager, provided an oral update of various subjects, including welcoming and congratulating the following METRO employees:

• **New Hires:**

<u>Name</u>	<u>Hire Date</u>	<u>Job title</u>
Hernandez, Marcos	7/18/18	Paratransit Operator
Crotwell, Andrew	7/18/18	Paratransit Operator
Mendoza Garcia, Jesse	7/18/18	Paratransit Operator
Crane, Sara	7/23/18	Admin. Specialist
Rivera, Cristobal	8/1/18	Facilities Maint. Worker I
Rodriguez, Ezequiel	8/1/18	Facilities Maint. Worker I
Diaz, Edward	8/20/18	Mechanic I
Alvarez Castillo, Cesar	8/20/18	Mechanic I

• **Promotions:**

Carranco, Jose	7/12/18	Promoted from PC Operator to PC Dispatch/Scheduler
Alcorn, Holly	8/9/18	Promoted from Sr. Accounting Tech to Accounting Specialist

The transportation industry is waiting to see how the House and Senate versions of the THUD funding bills will play out. The legislature is considering implementing a possible preclusion of buying Chinese products with federally funded monies. For METRO, this would manifest itself in BYD bus orders, even though they are manufactured in Antelope Valley. The potential legislation is less about “build America” than where the ownership is (which is in China.) Again, no one knows how this will play out.

Copies of METRO’s response to the 6/15/18 complaint from the Commission on Disabilities have been provided to the Board and are available to the public at the back of the room. METRO extensively researched this complaint. With regard to service window closures, CEO Clifford noted that we have a legal obligation to provide our employees with two 15 minute breaks and one lunch break. While on break, a clock is displayed which indicates when the employee will return to the booth window.

There was no public comment.

16. PUBLIC HEARING: PROPOSED ELIMINATION OF ROUTES 33 AND 34 DUE TO LOW RIDERSHIP, FOLLOWED BY POTENTIAL BOARD ACTION REGARDING ELIMINATION OF THE TWO ROUTES

Chair McPherson opened the public hearing at 10:35AM

Barrow Emerson, Planning and Development Director, provided background to the staff report proposing the elimination of routes 33 and 34.

Public comment:

An unidentified gentleman, who said he made the conscious decision not to own a car, spoke of the importance of a bus line east of Highway 9. He said this change will affect him and others for a long time.

Gail Jones, President of Lompico Community Center, referenced her letter, page 16A.7 in the board packet. She asked that the board determine if their goal is ridership or coverage.

Director Rotkin thanked the public for their comments. He said the Board recognizes the impact of this difficult decision, reminding the assembly that they made a conscious decision years ago to keep these two routes with the anticipation that ridership would improve. Unfortunately, it has not.

In response to Director Bottorff's question regarding school service guidelines, CEO Clifford responded there is a regulation which prohibits METRO from competing with contracted bus services that provide school service. These routes did not conflict with the regulation, as it they are open door routes that includes some students as riders.

Chair McPherson acknowledged the Board's efforts to keep the service in the hopes of higher ridership. Unfortunately, this has not happened. The Board's approach to providing service will be discussed at the October workshop.

Director Leopold requested the names be shown in the customer correspondence provided to the Board going forward. All other personal information will be redacted.

The public hearing was closed at 10:56AM

ACTION: MOTION TO APPROVE THE ELIMINATION OF ROUTES 33 AND 34 DUE TO LOW RIDERSHIP AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

17. PUBLIC HEARING: AWARD OF CONTRACT FOR THE METRO FACILITIES LIGHTING RETROFIT PROJECT

Eddie Benson, Maintenance Manager, spoke to the report.

Julie Sherman, General Counsel, explained that an exception to competitive bidding rules exists for energy saving contracts, which requires that a public hearing be held prior to awarding the contract. Additionally, the Board is required to make specific findings after it holds the public hearing, which findings are set forth in the staff report.

Several Directors cautioned the Board to be aware of possible public complaints regarding the brightness of the new bulbs. METRO should be prepared to install shields.

Chair McPherson opened the public hearing at 11:00AM

There was no public comment.

The public hearing was closed at 11:01AM

ACTION: MOTION TO APPROVE THE AWARD OF CONTRACT FOR THE METRO FACILITIES LIGHTING RETROFIT PROJECT AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR CHASE

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

18. APPROVE: SELECTION OF A REPLACEMENT SANTA CRUZ METRO BOARD VICE-CHAIR

Vice Chair Chase spoke to the staff report, adding she will continue to serve as a board member through the length of her Councilmember term with the City of Santa Cruz, but is resigning her Vice Chair seat to enable a new Vice Chair to prepare for the following year. She then nominated Director Bottorff as Vice Chair for the remainder of her term.

Amidst questions regarding term limits, elections, etc. General Counsel Sherman advised that a board member's service on the METRO board ends with their respective appointing agency term. That is, if there is an outgoing City/County/Board of Supervisors representative, and a replacement is not yet appointed, METRO does not benefit from their membership on our board. Fixing this requires a state legislative fix to amend METRO's enabling legislation.

There was no public comment.

ACTION: MOTION TO ACCEPT VICE CHAIR CHASE'S RESIGNATION AND APPROVE THE SELECTION OF A REPLACEMENT BOARD VICE-CHAIR AS NOMINATED AND ELECTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR CHASE

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

19. APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 2ND CONTRACT AMENDMENT WITH CPS HR CONSULTING TO INCREASE THE CONTRACT TOTAL BY \$60,688 FOR AN SEIU CLASSIFICATION AND COMPENSATION STUDY

Angela Aitken, CFO and Interim HR Director, provided background to the staff report.

Director Rotkin voiced his support.

There was no public comment.

ACTION: MOTION TO AUTHORIZE THE CEO TO EXECUTE A 2ND CONTRACT AMENDMENT WITH CPS HR CONSULTING TO INCREASE THE CONTRACT TOTAL BY \$60,688 FOR AN SEIU CLASSIFICATION AND COMPENSATION STUDY AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

20. APPROVE: CONSIDERATION OF A RESOLUTION OPPOSING PROPOSITION 6, WHICH WOULD REPEAL SENATE BILL 1

CEO Clifford provided commentary to the staff report, adding that many other transit properties and legislative bodies are passing resolutions opposing Proposition 6. METRO and other Santa Cruz County agencies' CEOs, City Managers, Public Works Directors, Communications personnel, etc. will work together to educate the public. The gas tax, which has not been raised since 1993, funds all road services. The impact to METRO's \$50M budget could be \$2.5M. If Prop 6 is approved, some tough fiscal decisions will have to be made. CEO Clifford will provide contact information and a link to the committee as well as distribute available informational material to the Directors to use with their respective agencies, etc.

Various Directors noted the potential loss of revenue to their respective constituents. Chair McPherson clarified that the State has a history of reallocating voter-approved transportation funds to different agencies. A June ballot measure, which passed, requires funds dedicated to transportation to stay in transportation.

At Director Thomas' request, Mr. Emerson will advocate to the committee for UCSC and Cabrillo representation.

Public comment:

Joan Jeffries, PSA President, offered to coordinate efforts with the Union(s).

ACTION: MOTION TO APPROVE A RESOLUTION OPPOSING PROPOSITION 6, WHICH WOULD REPEAL SENATE BILL 1 AS PRESENTED

MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

21. APPROVE: 2016 LOW OR NO EMISSION GRANT PRESERVATION REQUEST: APPROVAL OF A LETTER TO THE FEDERAL TRANSIT ADMINISTRATION, REGION 9

CEO Clifford spoke to the staff report, stressing that the Board recognize that the FTA has said if they approve this and its more expensive to buy three OTR coaches later, METRO has to provide the difference to purchase three OTR coaches.

Questions were asked and answered regarding infrastructure: METRO is designing the system to provide sufficient capacity to charge ten buses. The problem may be on the "other side of the transformer"; i.e., where we charge the buses, inductive charging, etc. The industry, as a whole, is discussing standardizing of charging times, connectors, etc.

Speaking on behalf of Gillig, Mr. Reynolds said the prototype 30, 35 and 40 foot vehicles will be online later this year., but "over the road" coaches are not being planned at this time. He encouraged visits to their facility.

CEO Clifford thanked Gillig for their support.

There was no public comment.

ACTION: MOTION TO APPROVE THE 2016 LOW OR NO EMISSION GRANT PRESERVATION REQUEST THROUGH A LETTER TO THE FTA REGION 9 AS PRESENTED

MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

22. APPROVE: STATE ROUTE 1 BUS ON SHOULDERS FEASIBILITY STUDY

Barrow Emerson, Planning and Development Director, spoke to the staff report and referred the assembly to the full report located [at this link](#). He also introduced Sarah Christianson, who was present from the SCCRTC and available to answer any questions.

The agenda item received broad support from the present board members who acknowledged the time and money savings potential for the public and METRO.

Mr. Emerson and Ms. Christianson explained the differences and use of auxiliary lanes versus shoulders. There are some technical challenges, which everyone believes we can work through. The procedural challenge is to go through construction once. We are working with Caltrans for a streamlined approach.

CEO Clifford noted this has the potential to be Santa Cruz County's first Bus Rapid Transit (BRT).

There was no public comment.

ACTION: MOTION TO APPROVE THE STATE ROUTE 1 BUS ON SHOULDERS FEASIBILITY STUDY AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

23. APPROVE: CONSIDERATION OF AUTHORIZING METRO TO CONTINUE THE UCSC ARTICULATED BUS PILOT PROJECT AND FOR THE CEO TO EXECUTE AGREEMENT AMENDMENTS WITH SHUTTLE BUS LEASING FOR THE BUSES AND WITH UCSC TO FUND ALL RELATED COSTS OF OPERATIONS

Barrow Emerson, Planning and Development Director, spoke to the report; highlighting that UCSC is absorbing the entire cost. He also introduced Larry Pageler from UCSC who was present to answer any questions.

Director Thomas appealed to the Board to approve the motion, noting there have been no complaints from students or student organizations.

Chair McPherson thanked UCSC for helping METRO and voiced his appreciation for their funding of the project.

Public comment.

Eduardo Montesino voiced his initial concerns but noted we are in a better space now.

ACTION: MOTION TO AUTHORIZE METRO TO CONTINUE THE UCSC ARTICULATED BUS PILOT PROJECT AND AUTHORIZE THE CEO TO EXECUTE AGREEMENT AMENDMENTS WITH SHUTTLE BUS LEASING FOR THE BUSES AND WITH UCSC TO FUND ALL RELATED COSTS OF OPERATIONS AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 8 AYES (Directors Bottorff, Chase, Hagen, Leopold, Mathews, McPherson, Rotkin and Rothwell). Directors Coffman-Gomez, Dutra and Lind were absent.

Chair McPherson announced the next meeting: Friday, September 28, 2018 at 9:00AM at the Santa Cruz City Chambers, 809 Center Street, Santa Cruz, CA. and adjourned the meeting at 11:54AM.

Respectfully submitted,

Gina Pye
Executive Assistant