



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
JANUARY 24, 2020 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON STREET, SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, January 24, 2020 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

- 1 **CALL TO ORDER** at 8:59 AM by Vice Chair Rotkin.
- 2 General Counsel, Julie Sherman, swore in Ex-Officio Directors Alta Northcutt, Cabrillo Ex-Officio, and Dan Henderson, UCSC Ex-Officio for the 2020 term.
- 3 **ROLL CALL: The following Directors were present, representing a quorum:**

Director Ed Bottorff	City of Capitola
Director Trina Coffman-Gomez	City of Watsonville
Director Aurelio Gonzalez	City of Watsonville
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Alta Northcutt	Cabrillo College
Ex-Officio Director Dan Henderson	UCSC

Directors Bottorff, Leopold, Mathews, Meyers and Rothwell 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:

Angela Aitken, METRO
William Dove, SCMTD
Bonnie Morr, SMART-UTU

Jaime Perez, SCMTD
Daniel Zaragoza, SCMTD

4 ANNOUNCEMENTS

Vice Chair Rotkin introduced Mindy Esqueda and her Spanish Language interpretation services. Ms. Esqueda announced her services in Spanish for the assembly. Vice Chair Rotkin also announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Kingston Rivera.

Due to the time constraints of a number of Board members, the agenda was re-ordered.

4A (Former Agenda Item 16) APPROVE: CONSIDERATION OF (1) NOMINATING DIRECTORS TO SERVE AS BOARD OFFICERS; (2) NOMINATING DIRECTORS TO POSITIONS ON VARIOUS BOARD STANDING COMMITTEES; (3) NOMINATING A DIRECTOR TO FILL ONE POSITION ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC); AND, (4) NOMINATING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)

No action was taken. Mike Rotkin, Board Vice Chair, explained the process and requested any additional slates be provided to him, Gina Pye or at the February 28, 2020 board meeting.

5 BOARD OF DIRECTORS COMMENTS

Hearing none, Vice Chair Rotkin, proceeded to the next agenda item.

6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS – became Agenda Item 12B

7 LABOR ORGANIZATION COMMUNICATIONS – became Agenda Item 12C

8 ADDITIONAL DOCUMENTATION – became Agenda Item 12D

CONSENT AGENDA

9-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTHS OF NOVEMBER AND DECEMBER 2019

Angela Aitken, CFO

9-02 ACCEPT AND FILE: MINUTES OF THE NOVEMBER 13, 2019 CAPITAL PROJECTS STANDING COMMITTEE MEETING, NOVEMBER 15, 2019 BOARD OF DIRECTORS MEETING, NOVEMBER 20, 2019 METRO ADVISORY COMMITTEE (MAC) MEETING, AND JANUARY 10, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING

Alex Clifford, CEO/General Manager

9-03 ACCEPT AND FILE YEAR TO DATE MONTHLY FINANCIAL REPORTS AS OF:

Angela Aitken, CFO

- **OCTOBER 31, 2019; AND,**
- **NOVEMBER 30, 2019**

9-04 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

Angela Aitken, CFO

9-05 ACCEPTANCE OF FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT FOR THE YEAR ENDED JUNE 30, 2019

Angela Aitken, CFO

9-06 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET

Angela Aitken, CFO

9-07 ACCEPT AND FILE: SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

Angela Aitken, CFO and DBELO

9-08 RECOMMENDED ACTION ON TORT CLAIMS

Rufus Francis, Safety, Security and Risk Management Director

9-09 CONSIDERATION OF APPROVING THE AMENDED PERSONNEL RULES AND REGULATIONS AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION

Dawn Crummié, HR Director

9-10 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 3rd QUARTER OF FY20

Greg Willis, Purchasing Manager

9-11 ACCEPT AND FILE: TRANSIT CORRIDOR ALTERNATIVES ANALYSIS – GOALS, PERFORMANCE MEASURES AND INITIAL ALTERNATIVES

Alex Clifford, CEO/General Manager

Public Comment:

James Sandoval spoke to Agenda Item 9-09, Consideration of Approving the Amended Personnel Rules and Regulations and Approval of the Resolution Regarding This Action, requesting clarification of two sections (4 and 6) as to the process for creating, changing or reclassifying positions.

After discussion among the assembly, Vice Chair Rotkin requested Agenda Item 9-09 be referred to Committee for clarification and a future report to the full board.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED WITH THE EXCEPTION OF AGENDA ITEM 9-09 WHICH WAS REFERRED TO COMMITTEE FOR CLARIFICATION AND RETURN TO THE BOARD WITH AN UPDATED REPORT

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 6 AYES (Directors Coffman-Gomez, Gonzalez, Lind, McPherson, Pageler and Rotkin) Directors Bottorff, Leopold, Mathews, Meyers and Rothwell were absent.

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR William Dove (10 years), Jaime Garcia (15 years) and Jaime Hernandez (20 years)

Vice Chair Rotkin announced and congratulated those employees referenced above.

Bill Dove thanked his friends, family and coworkers, adding he and his coworkers do great work for the members of our community who need the most help. They access crazy locations in crazy weather to ensure the mission is accomplished.

Jaime Garcia-Perez thanked everyone for the opportunity and said he looks forward to another 15 years!

Mr. Jaime Hernandez was not present.

11 RESOLUTIONS OF APPRECIATION, RETIREES: SCOTT BARNES, BARROW EMERSON, LISA MITCHELL AND TODD MITCHELL

Vice Chair Rotkin announced and congratulated those employees in absentia.

MOTION TO APPROVE THE RETIREE RESOLUTIONS AS PRESENTED.

MOTION: DIRECTOR LIND

SECOND: DIRECTOR GONZALEZ

MOTION PASSED WITH 6 AYES (Directors Coffman-Gomez, Gonzalez, Lind, McPherson, Pageler and Rotkin) Directors Bottorff, Leopold, Mathews, Meyers and Rothwell were absent.

12 SPECIAL COMMENDATION: OSCAR MENDEZ, BUS OPERATOR

Vice Chair Rotkin announced and recognized Mr. Mendez in absentia.

Mr. Sandoval accepted the commendation on behalf of Mr. Mendez, saying he's had the pleasure of working with Mr. Mendez for the past seven years. He also thanked the Board for acknowledging a dangerous situation and reminded the assembly of what it takes to serve the public; i.e., the Operators are exposed every day to potential similar situations.

12A (Former Agenda Item 17) APPROVE: JUDY K. SOUZA EV CHARGING INFRASTRUCTURE FUNDING UPDATE AND ACTION TO CREATE A LIFE OF PROJECT BUDGET

Freddy Rocha, Facilities Maintenance Manager, added commentary to the staff report and overall project.

There was no public comment.

MOTION TO APPROVE THE JUDY K. SOUZA EV CHARGING INFRASTRUCTURE

FUNDING UPDATE AND ACTION TO CREATE A LIFE OF PROJECT BUDGET AS PRESENTED.

MOTION: DIRECTOR McPHERSON

SECOND: DIRECTOR PAGELER

MOTION PASSED WITH 6 AYES (Directors Coffman-Gomez, Gonzalez, Lind, McPherson, Pageler and Rotkin) Directors Bottorff, Leopold, Mathews, Meyers and Rothwell were absent.

12B (Former Agenda Item 6) ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Hearing none, Vice Chair Rotkin moved to the next item.

12C (Former Agenda Item 7) LABOR ORGANIZATION COMMUNICATIONS

Mr. Sandoval brought the proposed changes to how HR handles payments for employee medical benefits for employees on leave to the attention of the assembly.

Vice Chair Rotkin referred the matter to METRO staff to investigate and get back to the Board with a suggested resolution.

CEO Clifford noted a meeting is currently scheduled to discuss this issue next week.

12D (Former Agenda Item 8) ADDITIONAL DOCUMENTATION

Hearing none, Vice Chair Rotkin moved to the next item.

13 CEO ORAL REPORT – became Agenda Item 15A

14 APPROVAL OF CY20 STATE AND FEDERAL LEGISLATIVE AGENDA - postponed to February 28, 2020

Alex Clifford, CEO/General Manager

15 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT - postponed to February 28, 2020

Veronica Elsea, MAC Chair

15A (Former Agenda Item 13) ORAL CEO UPDATE

CEO Clifford welcomed and congratulated the recent New Hires and Promotions below:

<u>Employee</u>	<u>Title</u>
Torres, Elmer	Sr. Fac. Maintenance Worker
Willis, Greg	Purchasing Manager

<u>Employee</u>	<u>Title</u>
Correia, Justin	Mechanic II
Lewis, Brian	Custodial Service Worker I
Flores, Jose	Custodial Service Worker I
Griffith, Sheldon	Customer Svc Representative
Felix, Cristian	Bus Operator
Levin, David	Bus Operator
Garcia, Juan Miguel	Bus Operator

Guevara, Isidro	Bus Operator
Maldonado, Miguel	Bus Operator
Henriquez, Jorge	Bus Operator
Sakae, Wayne	Bus Operator
Zyulina, Elena	Bus Operator
Jenkins, Edward	Project Manager

CEO Clifford then Introduced Jayme Ackemann, Communications, Marketing and Customer Service Director, who provided a brief update on the free fare program for legally blind individuals as approved by the Board in November 2019.

Pointing out the various sticky notes and large scale post-its in the room, CEO Clifford said a full report would be provided to the Board at their February 28, 2020 meeting but they were a part of the annual Year in Review process.

There was no public comment.

9:30AM Director McPherson departed

18 ORAL PACIFIC STATION UPDATE

Jayme Ackemann, Acting Planning and Development Director, provided an update on the Pacific Station project, noting that a Memorandum of Understanding (MOU) is in process and will, hopefully, be presented to the Santa Cruz City Council and the METRO Board in the near future.

Ms. Ackemann also spoke to the newly painted Santa Cruz Conference Room, new photos and the look and feel of METRO's brand management.

There was no public comment.

19 ORAL PRESENTATION REGARDING THANKSGIVING WEEKEND MOBILE TICKETING IMPROVEMENTS

Jayme Ackemann, Communications, Marketing & Customer Service Director, provided the Board with an update of events that occurred over the 2019 Thanksgiving weekend and customer challenges; long lines, etc. A new mobile cash register system has been put into place that allows tickets to be purchased while customers are standing in line. This resulted in a smoother experience for all. This new system will be utilized on other holiday weekends and/or big events.

There was no public comment.

9:40A Director Lind departed

20 ORAL RESPONSE TO PUBLIC COMMENTS PERTAINING TO WIRELESS SYSTEMS ON BUSES

Isaac Holly, IT and ITS Director, assured the assembly that METRO's equipment is certified and meets all FCC requirements. METRO does and will comply with any and all state and federal system requirements.

Vice Chair Rotkin suggested the public voice their concerns to the FCC.

Director Coffman-Gomez suggested METRO craft a message to point the public to the

correct resources for voicing their concerns.

21 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION - removed from agenda

22 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, FEBRUARY 28, 2020 AT 9:00 AM, AT METRO ADMIN OFFICES, 110 VERNON STREET, SANTA CRUZ, CA
Mike Rotkin, Board Vice Chair, announced the next meeting as above.

23 ADJOURNMENT
The meeting was adjourned at 9:48AM by Vice Chair Rotkin.

Respectfully submitted,

Gina Pye
Executive Assistant

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmt.com subject to staff's ability to post the document before the meeting.