



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING  
MINUTES  
JUNE 14, 2019 – 8:00AM  
METRO ADMIN OFFICES  
110 VERNON STREET  
SANTA CRUZ, CA 95060**

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, June 14, 2019 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

The Committee Meeting Agenda Packet can be found online at [www.SCMTD.com](http://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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- 1 **CALL TO ORDER** at 8:06 AM by Board Vice Chair Rotkin.
- 2 **ROLL CALL:** The following Directors were present, representing a quorum:

**Director Trina Coffman-Gomez**  
**Director Donna Lind**  
**Director Donna Meyers**  
**Director Mike Rotkin**

**City of Watsonville**  
**City of Scotts Valley**  
**City of Santa Cruz** AR 8:08A  
**County of Santa Cruz**

Alex Clifford  
Julie Sherman

METRO CEO/General Manager  
METRO General Counsel (via phone)

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

Debbie Kinslow, SCMTD

- 3 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**  
None
- 4 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**  
None.

**5 ORAL UPDATE ON STATUS OF THE FY17 “AGREED UPON CONDITIONS” LETTER FROM BROWN ARMSTRONG**

Debbie Kinslow, Deputy Finance Director, provided a brief update on the status of the FY17 “agreed upon conditions” letter from Brown Armstrong.

There was no public comment.

**6 YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF APRIL 30, 2019**

Debbie Kinslow, Finance Deputy Director, provided commentary to the presentation.

Director Coffman-Gomez inquired as to the consistency of overtime. Ms. Kinslow responded that the current rate is running at 8% over budget.

Ms. Kinslow clarified the transfer procedure and process.

In response to Vice Chair Rotkin’s inquiry regarding the status of Pacific Station, CEO Clifford provided a brief status update and the continued search for resources.

There was no public comment.

**7 ADOPTION OF THE FINAL FY20 AND FY21 BUDGET**

Debbie Kinslow, Finance Deputy Director, spoke to the staff report and attachments.

Ms. Kinslow noted that METRO is using a 4% sales tax in the calculations.

In response to Director Meyers’ inquiry, CEO Clifford provided an update on the purchase of electric vehicles and installation of charging stations.

Director Coffman-Gomez and CEO Clifford discussed favorable and unfavorable budget perceptions and the differences between recurring and non-recurring revenue and expenses.

Joseph Mata asked if there is money in the budget for training on the electric buses. CEO Clifford responded the Proterra contract contains funding to provide this training.

Michael Rios thanked METRO staff and the directors for their efforts and working together as a team.

**ACTION: MOTION TO RECOMMEND ADOPTION OF THE FINAL FY20 AND FY21 BUDGET AS PRESENTED**

**MOTION: DIRECTOR MEYERS**

**SECOND: DIRECTOR LIND**

**MOTION PASSED UNANIMOUSLY (Directors Coffman-Gomez, Lind, Meyers & Rotkin)**

**8 RECEIVE AND RECOMMEND APPROVAL OF THE CONTRACT FOR TRANSIT SERVICES WITH THE CITY OF SANTA CRUZ (DOWNTOWN EMPLOYEE BUS PASS PROGRAM)**

Barrow Emerson, Planning and Development Director, spoke to the staff report.

Vice Chair Rotkin added the City is reducing the number of downtown parking spaces which will, hopefully, provide an incentive to ride public transport.

Director Meyers inquired if the anticipated revenue loss includes student and/or other special passes. Mr. Emerson said this is possible; the calculation was based on the data

provided by the City. We will learn a lot in the first year as we monitor any changes in fare types.

Vice Chair Rotkin recommended METRO reach out to UCSC for possible additional student employment data.

Director Coffman-Gomez asked which geographic region represents the 4,000 employees. Mr. Emerson answered it's downtown parking district #1. Director Meyers offered to provide additional information.

There was no public comment.

**ACTION: MOTION TO RECOMMEND APPROVAL OF THE CONTRACT FOR TRANSIT SERVICES WITH THE CITY OF SANTA CRUZ (DOWNTOWN EMPLOYEE BUS PASS PROGRAM) AS PRESENTED**

**MOTION: DIRECTOR COFFMAN-GOMEZ**

**SECOND: DIRECTOR MEYERS**

**MOTION PASSED UNANIMOUSLY (Directors Coffman-Gomez, Lind, Meyers & Rotkin)**

**9 ADJOURNMENT**

Board Vice Chair Rotkin adjourned the meeting at 8:56 AM.

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 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.scmtd.com](http://www.scmtd.com) subject to staff's ability to post the document before the meeting.