

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 8, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 8, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 8:35 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Christopher Krohn
Rafael Lopez
Dennis Norton

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel

Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jim Bosso, S. C. Transportation
Wally Brondstatter, UTU
Richard Camperud, Courtesy Cab
Ted Chatterton, MUG
Mary Ferrick, PSA
Kasandra Fox, MASTF
Mark Hartunian, Lift Line
Patti Korba, SEA
Mr. Kramer, Bus Rider

Deborah Lane, MASTF
John Mellon, VMU
Dennis Papadopollo, MASTF
Josh Price, Vehicle Svc. Worker
Patricia Spence, MASTF
Sam Storey, Food & Nutrition
Marion Taylor, League of Women Voters
Candace Ward, UCSC
Peggy Weaver, SEIU

At this point, the Board went to view the talking features of a bus which was brought to the meeting for demonstration purposes. The meeting resumed at 8:55 a.m.

VICE-CHAIRPERSON REILLY TOOK THE CONSENT AGENDA OUT OF ORDER.

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 5/11/01 AND 5/18/01 AND REVISED BOARD MEETING MINUTES OF 4/13/01 (See Item 7-15 for vote revision)

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR MAY 2001

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Douglas Overton

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 5/17/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 5/16/01

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2001, APPROVAL OF BUDGET TRANSFERS

No questions or comments.

VICE-CHAIRPERSON REILLY RETURNED TO ORAL AND WRITTEN COMMUNICATIONS AT THIS TIME.

2. ORAL AND WRITTEN COMMUNICATION

Kasandra Fox, MASTF Chair, reported to the Board that MASTF's motion of approximately one year ago regarding bus operators not calling out the stops was brought up at the request of a few MASTF members. Ms. Fox added that the union became upset about this issue but that wasn't MASTF's intent when the Motion was passed.

Wally Brondstatter introduced himself as the new UTU Chair. He thanked Ian McFadden for all his hard work in the past in this position.

Pattie Korba of SEA reported that the Vehicle Service Workers (VSW) are being asked to pull the new fareboxes and informed the Board that these workers are currently making only \$.02 more than the building custodians yet they are required to have a Class B driver's license. Josh Price, Vehicle Service Worker, gave a brief report to the Board on the current daily activities performed by the VSWs. He added that the VSW crew should be compensated with an additional 5% increase or go through the reclassification process. This would go towards attracting workers to the current vacant positions. Mr. Price closed by stating that the addition of the duty of pulling fareboxes would eliminate a task that is currently being performed. Peggy Weaver, SEIU, spoke on this issue and reminded the Board that the VSWs are being asked to lift up to 26 lbs. and to go up and down three steps on each bus which is an additional physical task. She added that the Board set a precedent by giving 1.5% to the drivers for performing passenger counts on the new fareboxes. She asked the Board to reconsider their last offer to the VSWs.

3. LABOR ORGANIZATION COMMUNICATIONS

No questions or comments.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

No questions or comments.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Staff distributed Page 8i-2a to the Directors.

CONSENT AGENDA

7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR MARCH AND APRIL 2001

No questions or comments.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2001

No questions or comments.

7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT

Director Fitzmaurice asked for approximate increase in ridership if the University cuts their shuttle service. Les White responded that Staff expects an increase of 25% in ridership starting in the Fall semester. This will be a result of additional OATIE (Operations Action Team) service

and improved efficiency. Candace Ward reported that there are no plans to cut shuttle service at this time.

7-11. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF TWO PHOTOCOPIERS

No questions or comments.

7-12. CONSIDERATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE INSURANCE COVERAGE WITH CALTIP FOR FY 01-02

No questions or comments.

7-13. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY 01-02

No questions or comments.

7-14. CONSIDERATION OF APPROVAL OF A LEASE AMENDMENT FOR MC DONALD'S FOOD RESTAURANT AT THE WATSONVILLE TRANSIT CENTER FOR A RENT REDUCTION AND A CHANGE IN THE TERM OF THE EXTENSION

Margaret Gallagher reported that McDonald's is requesting a reduction in their rent since they didn't meet their economic projections. Their current offer is \$1,200/mo. with an additional 5% of their gross sales which exceed \$400,000 being paid to the District. Only \$363,000 was projected for their sales for 2001. McDonald's is proposing that their contract be for a three-year term with an additional two-year extension to make up the five-year contract period. McDonald's is currently paying \$1,900/mo. with a CPI adjustment due in October 2001. Director Fitzmaurice asked that this issue be referred to Closed Session.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ALMQUIST

Move this item to Closed Session for the June 15 Board Meeting.

Motion passed with Directors Krohn, Lopez and Norton absent.

7-15.a. CONSIDERATION OF AMENDING BYLAWS THROUGH APPROVAL OF RESOLUTION NO. 69-2-1 TO SET REGULAR BOARD MEETINGS TO BEGIN AT 9:00 A.M., TO ADD ENDING TIMES TO THE REGULAR BOARD MEETINGS, AND TO ENSURE BI-LINGUAL INTERPRETERS ARE PRESENT AT PUBLIC HEARINGS, WHEN APPROPRIATE
Action Required at the June 8, 2001 Meeting

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL

Set a beginning time at 9:00 a.m. and ending time at 12:00 noon. A Motion will be necessary to extend the meeting past noontime. The issue of the interpreter will be continued to the June 15 Board Meeting.

Director Fitzmaurice suggested that an interpreter be present at the second Board Meeting each month through the Oral Communication segment. Director Almquist further suggested that during the Oral Communication segment, the Chair should ask the audience if there are any other issues on the agenda which would require Spanish interpretation. Staff will submit a report to the Board at the June 15 meeting of the costs for the interpreter. Patti Korba suggested that the Spanish interpreter services be listed on the Notice to the Public portion of the agenda.

Motion passed with Directors Krohn, Lopez and Norton absent.

b. **CONSIDERATION OF ALTERNATE MEETING LOCATIONS AND NIGHT MEETINGS FOR THE REGULAR BOARD MEETING**

The MUG Committee made a recommendation to the Board to continue the Board Meetings in the same Santa Cruz location each month and to hold the meetings during the day.

7-16. CONSIDERATION OF A REQUEST TO CONSTRUCT ONE KIOSK AT THE WATSONVILLE TRANSIT CENTER

Les White reported that Staff recommends denying this request.

7-17. CONSIDERATION OF APPROVAL OF LEASE FOR SCOTTS VALLEY TRANSIT CENTER TENANT

Margaret Gallagher requested that this item be deleted from the agenda.

7-18. CONSIDERATION OF STATUS OF CALIFORNIA TRAFFIC CONGESTION REDUCTION PROGRAM (TCRP)

No questions or comments.

7-19. CONSIDERATION OF AUTHORIZATION TO RENEW AGREEMENT WITH SANTA CRUZ COUNTY FOR ACQUISITION AND RELOCATION ASSISTANCE SERVICE

No questions or comments.

7-20. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY OF CALIFORNIA, SANTA CRUZ

No questions or comments.

7-21. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, THIRD QUARTER 2000/01

No questions or comments.

7-22. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, THIRD QUARTER 2000/01

No questions or comments.

REGULAR AGENDA

8. CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FY 01-02 FINAL BUDGET; AUTHORIZATION OF BOARD MEMBER TRAVEL; APPROVAL OF EMPLOYEE INCENTIVE PROGRAM; AUTHORIZATION OF STAFFING LEVELS; AND APPROVAL OF JOB SPECIFICATIONS AND SALARY RANGES FOR ASSISTANT HUMAN RESOURCES MANAGER, PARATRANSIT ADMINISTRATOR, AND ELIGIBILITY COORDINATOR

Summary:

A public hearing was held last month for input on the Draft Budget. Elisabeth Ross reviewed the changes to the budget as follows: A 22% increase in revenue from the University; Change by the Commission in the TDA allocation - the District is now short \$400,000; Insurance premium for this year is now \$5,000; Reduction in vehicle fuel of \$123,199 which still allows for a 43% increase over the year-to-date average fuel price. Les White reported that Staff is still in negotiations with Obie Media, therefore, there are no adjustments to the advertising revenue. When the financial implications of moving to framed advertising are known, Staff will return to the Board and budget the change at the same time.

Patti Korba stated that SEA has questions regarding some of the job descriptions. Chairperson Ainsworth asked for a report on the reserve balances. Mark Dorfman informed Director Fitzmaurice that Staff is looking at tying the photo I.D.s in with the new fareboxes.

9. CONSIDERATION OF USING BIO-DIESEL TO MEET THE INTERIM FUEL REQUIREMENTS OF THE CALIFORNIA AIR RESOURCES BOARD

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL

Move Item #9 to the Consent Agenda for the June 15 Board Meeting.

Motion passed with Directors Krohn, Lopez and Norton absent.

10. AUTHORIZATION TO EXERCISE OPTION TO PURCHASE EIGHT COMPRESSED NATURAL GAS BUSES FROM PIERCE TRANSIT WITH NEW FLYER OF AMERICA

**ACTION: MOTION: DIRECTOR FITZMAURICE
SECOND: DIRECTOR AINSWORTH**

Findings were made to take action on this item today.

Motion passed with Directors Krohn, Lopez and Norton absent.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL

Authorize the General Manager to take the necessary steps to inform Pierce Transit and New Flyer of America of the District's intent to exercise Pierce Transit's option for the purchase of eight (8) CNG 40-foot low-floor transit buses, and to negotiate and sign a contract with New Flyer of America to purchase these eight (8) buses.

Motion passed with Directors Krohn, Lopez and Norton absent.

11. CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS (SUPPLEMENTAL II)

Summary:

Bryant Baehr reported that this is a follow-up to the Board's request for information on the reliability of the annunciation equipment, the costs, and the compliance issues. Two companies offering the same technology supplied references that were checked by Staff. A 99% accuracy rate of the equipment was reported from a Houston vendor. The costs for twenty-seven to thirty low-floor buses would be \$235,000 - \$367,000. The cost to repower 42 buses would be \$389,000 - \$584,000. Mr. Baehr reported that in order to be in compliance with this equipment, it could be wired so that it could not be turned off by the operator. Funding for this technology would need to be identified. Staff recommends that they proceed with identifying a funding source, and go out to bid. Staff will return to the Board with a recommended vendor and funding source.

12. CONSIDERATION OF CHANGE IN CONTRACT WITH THE SANTA CRUZ POLICE DEPARTMENT TO PROVIDE ADDITIONAL SECURITY SERVICES IN AND AROUND METRO CENTER

Summary:

A request was made by the City of Santa Cruz for Metro Center security to extend its patrol to the youth center.

Discussion:

Director Beautz stated that it is inappropriate to pay for police services for other locations. This item will be further discussed at the June 15th Board Meeting.

13. CONSIDERATION OF THE SERVICE REVIEW AND PLANNING COMMITTEE COMPOSITION

Summary:

A request was made for a representative from MUG and MASTF to be a part of the Service Review Committee. Staff recommends that the Service Review Committee maintain its current membership. Any change to this Committee would require a change to the UTU Labor Agreement. Staff further suggests that the review component provided to MUG and MASTF be strengthened. Staff will supply the Board with a supplemental report at the June 15th meeting describing an alternative solution to accommodate MASTF's request.

14. CONSIDERATION OF REQUEST BY MASTF FOR SENSITIVITY TRAINING FOR MEMBERS OF THE BOARD OF DIRECTORS AND METRO MANAGEMENT

Summary:

In January MASTF proposed to establish a paratransit sensitivity training program for Board members and METRO management. An outline of the proposed program was supplied by MASTF and includes three individual trips and one group trip. Each participant will be asked to complete a survey outlining their paratransit experience. The proposed budget for this training program is \$3,697.00 and is not currently a budgeted item.

Discussion:

The concept of this training is for the Board and Management to experience the same policies and procedures so they will have more knowledge on what is being voted on. Pat Spence explained that the necessary equipment for this training is available through Horsnyder's Pharmacy for the two-week period of July 24th through August 7th.

ITEM #17 WAS TAKEN OUT OF ORDER.

**17. CONSIDERATION OF AWARD OF CONTRACT FOR PREPARATION OF PARATRANSIT POLICIES AND PROCEDURES
Action required at the June 8, 2001 Meeting**

Summary:

Tom Stickel reported that there are two main objectives. They are: a) develop a set of policies and procedures for paratransit operations; b) use the policies and procedures to develop a Request for Proposal (RFP) for operation of the paratransit services which will be considered at a later date. The selection committee was comprised of representatives from MUG, MASTF, E&D TAC and METRO staff. Approval is requested at today's meeting in order to give the contractor additional time to complete the work.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ALMQUIST

Authorize the General Manager to execute a contract for the development of paratransit policies and procedures/service operations with MultiSystems, Inc.

Motion passed with Directors Krohn, Lopez and Norton absent.

15. CONSIDERATION OF AWARD OF CONTRACT FOR REPAIRS TO OPERATIONS PARKING LOT

16. CONSIDERATION OF AWARD OF CONTRACT FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) REPLACEMENT AT SANTA CRUZ METRO CENTER

19. CONSIDERATION OF WORKSHOP MEETING ON SEPTEMBER 14, 2001, TO DISCUSS REVENUE ENHANCEMENT

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR GABRIEL

Move Items 15, 16 and 19 to the Consent Agenda for the June 15th Meeting.

Motion passed with Directors Krohn, Lopez and Norton absent.

DIRECTORS ALMQUIST AND BEAUTZ LEFT THE MEETING.

18. CONSIDERATION OF POLICY REGARDING THE PARATRANSIT SERVICE AREA AND THE PROVISION OF TRANSPORTATION SERVICE OUTSIDE OF THE AREA

Summary:

Les White reported that there is a 3/4-mile paratransit service area around each fixed service route. In the past, transportation had been provided by Lift Line outside these boundaries. Staff and Director Almquist received a letter from Mr. Whiteagle requesting ADA service outside the service area. Staff recommends that the Board maintain the 3/4-mile boundary and not accommodate trips outside, other than existing trips. Staff was directed to meet with Lift Line to see if Mr. Whiteagle's request could be funded through the Transportation Commission's TDA funding. Staff should then request to Lift Line that TDA funding be directed towards these trips that are legitimate but do not qualify under ADA funding. Les White verified that the 3/4-mile boundary is a Federal minimum under ADA.

Discussion:

Pat Spence mentioned that there is now a bus route in the Lakeview area and asked if there should now be paratransit service in the 3/4-mile area surrounding this route. She asked that the Board redefine and expand the paratransit service area as part of the recertification process. It was noted that the client base needs to be aware of other funding sources, such as taxi script and the medical voucher program.

Director Fitzmaurice requested a map of the areas that are covered by Lift Line and where Mr. Whiteagle's church is in relation to these areas. Director Reilly asked how people find out what their options are.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR AINSWORTH

Table this item until next month.

AYES: Directors: Ainsworth, Gabriel, Hinkle, Reilly

NOES: Directors: Fitzmaurice, Keogh

ABSTAIN: Directors: None

ABSENT: Directors: Almquist, Beautz, Krohn, Lopez, Norton

Motion failed.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR AINSWORTH

Continue this item to the July Board Meeting with the caveat that Lift Line take care of providing service to Mr. Whiteagle.

Motion passed with Directors Almquist, Beautz, Krohn, Lopez, Norton absent.

Sam Storey stated that Mr. Whiteagle is eligible for taxi script for this particular trip. He further stated that he needs to approach the Transportation Commission to discuss types of trips funded by TDA funds. Mr. Storey added that Lift Line would try to accommodate Mr. Whiteagle, however, this would be an exception to their current policy that they would need to justify since there is no funding mechanism to accommodate this type of request.

20. CONSIDERATION OF LEASING A TROLLEY REPLICA SPECIALTY VEHICLE FOR DEMONSTRATION PROJECT ON THE SANTA CRUZ BEACH SHUTTLE

Summary:

Staff recommends that the Board authorize Staff to seek vendors to lease a trolley replica shuttle vehicle for use on the Santa Cruz Beach Shuttle and to seek financial sponsors to offset the associated costs.

21. CONSIDERATION OF AUTHORIZING STAFF TO NEGOTIATE WITH FOOD AND NUTRITION SERVICES FOR THE ASSIGNMENT OF PARATRANSIT VANS FOR THE PROVISION OF COMPLIMENTARY ADA PARATRANSIT SERVICE

Summary:

Staff requests authorization to enter into negotiations with Food and Nutrition Service for the assignment of twelve new paratransit vans for use in providing complimentary ADA paratransit service.

22. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

There was no Closed Session due to lack of quorum.

23. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

ADJOURN

There being no further business, Vice-Chair Reilly adjourned the meeting at 10:59 a.m. .

Respectfully submitted,

DALE CARR
Administrative Services Coordinator