



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES*
NOVEMBER 13, 2020 – 8:00AM
MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, November 13, 2020, via teleconference.

The Committee Meeting Agenda Packet can be found online at www.SCMTD.com. *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 8:04AM by Board Chair Rotkin.

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

Director Trina Coffman-Gomez
Director Donna Lind
Director Donna Meyers
Board Chair Mike Rotkin

City of Watsonville
City of Scotts Valley
City of Santa Cruz
County of Santa Cruz

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:

Kristina Mihaylova

METRO Finance Deputy Director

3 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**

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

4 **ADDITIONS OR DELETIONS FROM AGENDA/ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

Having none, Chair Rotkin moved to the next agenda item.

5 **MONTHLY FINANCIAL UPDATE**

Kristina Mihaylova, Deputy Finance Director, provided brief commentary to the presentation.

There was some discussion among the assembly regarding ridership trends and the current and future economic/housing impact resulting from the COVID-19 pandemic.

There was no public comment.

6 KEY PERFORMANCE INDICATORS (KPI) REPORT FOR 1ST QUARTER FY21 THROUGH SEPTEMBER 30, 2020

Kristina Mihaylova, Deputy Finance Director, provided brief commentary to the presentation.

Directors acknowledged their appreciation for the content included in the presentation; e.g., nationwide trends, future peer benchmarking.

Discussion among the assembly regarding outsourcing paratransit service ensued. CEO Clifford mentioned that John Urgo, Planning & Development Director, will bring a report to the full Board regarding on-demand transit in the new calendar year.

Rotkin requested future segregation of highway 17 ridership data delineating those who disembark at San Jose State University (SJSU) versus those who disembark at Diridion. Mr. Urgo noted this cannot be accomplished until METRO has an Automatic Passenger Counting (APC) system installed. CEO Clifford added the cost and implementation of an APC system will be explored in early CY2021.

Director Coffman-Gomez requested that time of use data be included in future presentations. Since this data is not a KPI, Mr. Urgo will add this data to the quarterly ridership report rather than include it as a KPI.

The Operator and passenger training METRO is undertaking to address safety incidents was briefly discussed. Directors requested an additional chart be added to the safety portion to provide historical data; that is, quarter over quarter and annual incidents. An additional bar will be added to the chart to clearly identify chargeable vs non-chargeable incidents.

Director Coffman-Gomez asked if METRO has any data differentiating incidents involving the ADA community which could prove useful to METRO in addressing any potential safety issues. Margo Ross, COO, answered this data is available and will provide it to Mr. Francis, Director of Safety, Security and Risk Management, to concentrate their training where appropriate.

The impact to overtime, leaves, CVS Lightning Fire and/or resultant landslides, road closures, etc. were discussed briefly as they impact the Dependability KPI. The Directors requested a "Passby" KPI metric be added.

There was no public comment.

7 COVID-19 TRANSIT FISCAL CRISIS ORAL UPDATE

Alex Clifford, CEO/General Manager, briefly touched on the CDC messaging shared with METRO employees via email, payroll stuffers, all hands meetings, etc.

CEO Clifford spoke to preliminary slides entitled "Total Weekly Ridership: FY19/20 – FY20/21 (COVID-19 Impact)" and "Bay Area Transit Operator Ridership Update".

Chair Rotkin will reach out to James Sandoval, SMART union representative, to get Operator input pertaining to Ridership and the pandemic impact(s).

There were no public comments.

8 ADJOURNMENT

Board Chair Rotkin adjourned the meeting at 9:21AM.

Respectfully submitted,

Gina Pye

Executive Assistant