

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**July 14, 2000**

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, July 14, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Director Beiers called the meeting to order at 8:38 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Bruce Arthur  
Katherine Beiers  
Tim Fitzmaurice  
Bruce Gabriel  
Michelle Hinkle

#### **DIRECTORS ABSENT**

Jeff Almquist  
Jan Beautz  
Mike Keogh  
Oscar Rios  
Mike Rotkin  
Ex Officio Director Burch

#### **STAFF PRESENT**

John Aspesi, Fleet Maintenance Supervisor  
Bryant Baehr, Operations Manager  
Paul Chandley, Human Resource Manager  
Marilyn Fenn, Asst. Finance Manager  
Linda Fry, Service Planning Supervisor  
Terry Gale, IT Manager  
Margaret Gallagher, District Counsel

Tom Hiltner, Grants/Legislative Analyst  
David Konno, Facilities Maint. Manager  
Lloyd Longnecker, District Buyer  
LeAna Olson, Human Resource Analyst  
Elisabeth Ross, Finance Manager  
Leslie R. White, General Manager

#### **EMPLOYEES AND MEMBERS OF THE PUBLIC**

Wally Brondstatter, UTU  
Scott Bugental, Lift Line  
Patti Korba, SEA  
Jeff LeBlanc, MASTF  
Manny Martinez, PSA  
John Mellon, VMU  
Ian McFadden, UTU

Paige's Security Firm Officers  
Steve Paulson, UTU  
Robert Scott, Engineering Consultant  
Wes Scott, UCSC  
Candace Ward, UCSC  
Linda Wilshusen, SCCRTC

### **2. ORAL AND WRITTEN COMMUNICATIONS**

- a. Elise MacGregor RE: MetroBase
- b. Kathryn & Othmar Tobisch RE: MetroBase
- c. Kathleen Duncan RE: Bus Stop

- d. Wes Scott, UCSC RE: UCSC/Westside Service

**3. LABOR ORGANIZATION COMMUNICATIONS**

None

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

None

**5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

None

**6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

- a. Item #19-1 Replace Staff Report on Consideration of Amending Contract for Radio Maintenance
- b. Letter from Blanca Alvarado of VTA in response to request from Chairperson Beautz for forum. A copy of this letter will be attached to the Minutes.

**CONSENT AGENDA**

**REVIEW CONSENT AGENDA ITEMS 7-1 THROUGH 7-19**

**7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 6/9/00 AND 6/16/00**

No questions or comments.

**7-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS**

No questions or comments.

**7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR JUNE 2000**

No questions or comments.

**7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claim of Kyle Dixon; Deny the Application to File a Late Claim of Ramon Martinez & Reject the Claim as Untimely Filed  
**Action Required on the Ramon Martinez Claim at the July 14<sup>th</sup> Board Meeting.****

**ACTION: MOTION: DIRECTOR ARTHUR SECOND: DIRECTOR GABRIEL**

A Motion was made to Deny the Application to File a Late Claim of Ramon Martinez & Reject the Claim as Untimely Filed.

The Motion passed unanimously with Directors Almquist, Beautz, Keogh, Rios and Rotkin absent.

**7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 6/15/00**

No questions or comments.

**7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 6/14/00**

No questions or comments.

**7-7. MONTHLY BUDGET STATUS REPORT FOR MAY 2000, APPROVAL OF BUDGET TRANSFERS AND DESIGNATION OF EXCESS SALES TAX FUNDS IN THE AMOUNT OF \$300,000 FOR LIABILITY INSURANCE RESERVES, \$300,000 FOR WORKERS' COMPENSATION RESERVES, \$300,000 FOR BUS STOP IMPROVEMENT RESERVES AND THE REMAINDER FOR CAPITAL RESERVES IN THE ESTIMATED AMOUNT OF \$1,850,000**

Elisabeth Ross reported that the District is on budget as of May 2000. The Board of Directors will allocate the District's reserves for the fiscal year. Ms. Ross further reported that \$2.7M is being retired to reserves and itemized the amounts being transferred to specific reserves. All reserve amounts will be set as absolute. The balance of \$1,850,000 will be transferred to the capital reserve. Les White discussed the problem of ordering CNG buses when the MetroBase facility may not be on-line with its CNG line in time for delivery of these buses vs. staff's suggestion that 42 of the buses be re-powered with a new diesel engine which would cost \$56,000 to \$60,000 per bus to make them compliant. These re-powered buses would be replaced with CNG buses once there is a District facility in which to fuel them.

Director Fitzmaurice and Elisabeth Ross will discuss the liability reserve. Director Ainsworth was informed that there is no District bus stop policy regarding trashcans. David Konno will check into the cost of having Waste Management empty the bus stop trashcans.

**7-8 CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS**

The Board is being requested to authorize the disposal of seven buses that are totally depreciated and have been replaced, in addition to radios that staff replaced this year. Two vans and the parts inventory for the Flixible buses are also being disposed of.

**7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2000**

Les White reported that staff is engaged in a marketing program to increase ridership on the Highway 17 Express, especially with the extension of service to the Metro Center.

**7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR APRIL 2000**

The ADA Paratransit Report will be distributed to the Board at the meeting of 7/21/00. Bryant Baehr stated that a letter is being sent to Scott Bugental regarding several complaints received along with a complaint by Director Gabriel. Jeff LeBlanc informed the Board that the MASTF

Executive Committee met on 7-12-00 with the auditors. There will be a public forum to receive community input on this topic.

**7-11. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, THIRD QUARTER 1999/00**

The column header dates will be corrected to reflect Fiscal Years 99/00 and 98/99 and will be redistributed for the Board Meeting of 7/21/00.

**7-12. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, THIRD QUARTER 99/00**

No questions or comments.

**7-13. ACCEPT AND FILE REPORT ON THE INCREASE IN COSTS FOR THE 2000 BEACH SHUTTLE**

Bryant Baehr reported that this is a summary report only. Ridership on the beach shuttle is up 16% over last year and peaked at 104% approximately three weeks ago.

**7-14. ACCEPT AND FILE REPORT ON REAR WINDOW VISIBILITY**

Bryant Baehr reported that Obie Advertising is using a new type of material for rear window advertising that eliminates the safety issue by increasing visibility.

**7-15. CONSIDERATION OF ADOPTING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UPDATE AND SUBMITTING THE DBE PROGRAM UPDATE TO THE FTA FOR APPROVAL**

Les White reported that there was no public or written comments on the DBE issue which was held at last month's Board meeting. This issue will be before the Board on 7/21/00 for adoption.

**7-16. CONSIDERATION OF APPOINTMENT OF BARBARA SCHALLER TO THE METRO USERS GROUP**

Director Gabriel commented that, if appointed, Ms. Schaller would be the senior representative on the MUG Committee.

**7-17. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE ON BEHALF OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT A LEASE AGREEMENT WITH FILIBERTO PORRAS, D.B.A. LA MISSION RESTAURANT, FOR THE RESTAURANT SPACE AT THE SANTA CRUZ METRO CENTER, EFFECTIVE JULY 21, 2000.**

Margaret Gallagher informed the Board that La Mission currently has kiosk space at the Metro Center and is interested in leasing restaurant space as well. Mr. White commented that a meeting is scheduled for next week with Ceil Cirillo and her staff to discuss numerous issues regarding the design of the Metro Center. Director Gabriel expressed his concern with

automobile drivers entering the Metro Center area that is designated for buses only. The security officer at Metro Center will be informed to enforce the no smoking policy.

**7-18. CONSIDERATION OF AUTHORIZATION FOR THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT ON BEHALF OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT WITH COLLEEN COSBY AND BRONSON BAKER D/B/A/ BREW BAR FOR A KIOSK SPACE AT THE SANTA CRUZ METRO CENTER**

Margaret Gallagher reported that the Brew Bar has leased kiosk space at the Metro Center for several years. The principals of the Brew Bar would like to continue leasing kiosk space and Counsel Gallagher is currently negotiating a new lease with them.

**7-19. CONSIDERATION OF ACCEPTANCE OF DONATION OF BIKE BENCHES FROM UNIVERSITY OF CALIFORNIA, SANTA CRUZ**

No questions or comments.

**REGULAR AGENDA**

**8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

No questions or comments.

**9. CONSIDERATION OF EASTERN BUS ACCESS TO THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ PER A REQUEST BY DOUG DEITCH**

**Summary:**

Les White commented that Doug Deitch attended the June 9<sup>th</sup> Board Meeting to request that the Board agendaize the issue of Eastern Access to UCSC. Director Rotkin agendaized this issue to the June 16<sup>th</sup> meeting. Mr. Deitch then requested a continuance to the July meeting so he could prepare information for the Board. Mr. Deitch is now requesting another continuance. Director Fitzmaurice requested that Mr. Deitch be informed that Board action will take place at the 7/21/00 meeting on this issue. Linda Wilshusen requested that the record reflect that the Opinion Sheet initially handed out by Mr. Deitch does not contain full information on the Eastern Access.

**10. CONSIDERATION OF AWARD OF SECURITY SERVICES CONTRACT**

**Summary:**

Bryant Baehr reported that in 1997 the District signed a 3-year contract with First Alarm Security Services. Two months ago staff approached the Board with a recommendation to award the contract, however, due to a technical error in the Request For Proposal (RFP), a re-procurement took place. Four firms responded to the RFP and a panel reviewed these. Staff recommends that Paige's Security Firm be awarded the contract. Several officers from Paige's were present to answer questions. Mr. Paige assured the Board that staff will receive a daily report on each tour of duty and that an on-site supervisor will be provided as well.

**ITEM #13 WAS TAKEN OUT OF ORDER.**

**13. CONSIDERATION OF EXTENSION OF EXISTING SERVICE AGREEMENT BETWEEN UNIVERSITY OF CALIFORNIA SANTA CRUZ AND SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**Action Required at the July 14<sup>th</sup> Board Meeting.**

**Summary:**

Les White summarized that the District is currently in a multiple-year contract with annual renewal requirements. Staff recommends renewal of the contract for the coming year.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR GABRIEL**

A Motion was made to approve authorization for the General Manager to renew the existing contract with UCSC for the coming year.

The Motion passed unanimously with Directors Almquist, Beautz, Keogh, Rios, and Rotkin absent.

**11. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING PASSENGER WAITING SHELTERS**

**Summary:**

Lloyd Longnecker reported that an Invitation for Bid (IFB) was sent out in June for fifteen shelters with an option for an additional 25 shelters this fiscal year and 25 shelters next fiscal year. Staff is requesting consideration of award of contract for fifteen shelters only at this time. Five responses were received from the IFB and staff is recommending the contract be awarded to Columbia Equipment Co. of Jamaica, New York.

**Discussion:**

There was concern that by utilizing a different vendor, the shelters would not have the desired continuity in appearance. Mr. White further stated that this type of shelter is less labor intensive with lower costs for installation.

**DIRECTOR FITZMAURICE DEPARTED THE MEETING AT 9:39 A.M.**

Additionally, replacement parts are the same as those used in the older shelters. Director Hinkle relayed comments she had heard regarding the inability for larger riders to utilize the new bus benches with armrests and was assured that armrests would not be a part of the new shelters. David Konno will research if one of the armrests from the older benches can be removed without impacting the bench itself.

**12. CONSIDERATION OF AWARD OF CONTRACTS FOR FURNISHING LIFE AND AD&D INSURANCE AND EMPLOYEE VISION COVERAGE**

**Summary:**

Paul Chandley reported that more than twenty-five RFPs were sent out due to the contracts expiring for both vision and life insurance. Three responses were received for the life insurance and Accidental Death and Dismemberment (AD&D) contract. Staff is recommending the contract for life insurance and AD&D be awarded to Hartford Life Insurance who has been the District's vendor for the last five years. Hartford has offered a 6.5% decrease in rates over the next twenty-four months.

Staff received two responses to the Vision RFPs. Staff recommends awarding the contract to Vision Service Plan (VSP) who has been the District's carrier for more than fifteen years. VSP has the largest network of providers in the country. The second bidder only offers service within California which would not be feasible since the District provides coverage for retirees who may move out of state.

**14. CONSIDERATION OF RESOLUTION TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR DISTRIBUTION OF SURPLUS TDA RESERVE FUNDS AND COMMISSION RESERVE FUNDS**

**Summary:**

Les White reported that the Transportation Development Act (TDA) fund is experiencing more funding than initially anticipated. The Transportation Commission recently called for projects and requests for allocations of these funds. Staff recommends that this funding program be used to supplement funds needed for engine re-powering. The Board has already approved the budget which contains \$300,000 in TDA surplus funds from the Commission. This \$300,000 in TDA funds is needed for the operation of the District. However, staff is requesting that the Board adopt a resolution authorizing the General Manager to request a distribution of any TDA or Commission Reserve funds in the maximum amount available to the District for the purpose of engine re-powering.

**Discussion:**

Linda Wilshusen stated that a meeting would be held in August to define the criteria for utilization of TDA funds. Ms. Wilshusen will discuss the Sponsorship Program being sponsored out of the reserves with either Les White or Mark Dorfman.

Director Gabriel inquired about the restoration of Route 11. Wes Scott of UCSC informed Director Gabriel that a study identified the Westside route as having numerous users. After meeting with District staff, Mr. Scott's staff utilized direct mail to inform residents that this service will be provided. Mr. Scott reported that UCSC is looking at possibly 1,000 additional students next year.

**15. CONSIDERATION OF A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT FOR FUNDS FOR HIGHWAY 17 CNG REPLACEMENT BUSES**

**Summary:**

Les White reported that the Highway 17 fleet is exhausted and re-powering strategies are being considered for these buses. \$3.75M in funds were earmarked for buses for Highway 17. Because of the District's Joint Powers Agreement (JPA) with Valley Transit Authority (VTA) and the level of service in the San Jose area, District staff can apply for allocations that are directed toward the Bay Area Air Quality Management District. By applying for allocations from the Transportation Fund for Clean Air (TFCA) in the San Francisco air basin, the District may obtain \$810,000 for the purchase of CNG replacement buses for the Highway 17 Express diesel fleet. Staff is requesting authorization to submit an application for these funds. Due to the delay in the MetroBase project, the Board will need to decide if the decision of CNG buses should be revisited or to opt for another propulsion source. If another propulsion source is chosen, the air grant could be amended for any source other than diesel. A contract for acquisition of the buses will secure these funds. Mr. White will provide Director Ainsworth with information on this issue from the 2/11/00 Board Workshop.

**16. CONSIDERATION OF APPROVAL OF SERVICE TO THE SANTA CRUZ COUNTY FAIR**

**Summary:**

Linda Fry reported that staff is seeking Board authorization to operate supplemental bus service to the Santa Cruz County Fair in return for exhibit space, passes for exhibit staff, and publicity. Supplemental service would include: one trip at night on weekdays, service from noon to 7 p.m. on Saturday and 1 - 7 p.m. on Sunday. No special request for service has been made for "seniors" day.

**17. CONSIDERATION OF SHUTTLE SERVICE FOR THE CAPITOLA ART AND WINE FESTIVAL**

**Summary:**

Les White stated that the Capitola Chamber of Commerce requested two buses for shuttle service during the Capitola Art and Wine Festival. These would be free shuttles operating from 9:30 a.m. to 9:00 p.m. on September 16, and from 9:30 a.m. to 7:00 p.m. on September 17<sup>th</sup>. The cost to the District for these shuttle would be approximately \$2,750. The District's concerns are two-fold: the District does not have a policy to give away services; and, the Board would have to make a finding that there is some value to the District for providing this service to avoid having a gift of public funds. Staff recommends that this request be denied.

**Discussion:**

Director Arthur suggested providing the riders with information on the District, such as the *Headways*, in order to justify the service. Les White commented that a special route could be



set up for this purpose, however, it would set a precedent for other entities who would request free shuttle service as well. Linda Wilshusen suggested that for the future, the Board could develop a policy for special shuttles along with a cost sharing arrangement. The Commission would be happy to work with District staff if the Board would like a joint policy with the Commission.

**18. CONSIDERATION OF ADOPTION OF MANAGEMENT COMPENSATION ADJUSTMENT**

**Summary:**

Les White stated that staff is recommending that management receive the same increase as SEIU members which is a 4% adjustment.

**Discussion:**

Patti Korba of SEIU stated that SEA is supportive of this request. She would, however, like to have the term of the plan clarified with effective dates. Mr. White responded that this adjustment would be effective July 24, 2000 for a one-year term.

**19. CONSIDERATION OF AMENDING CONTRACT FOR RADIO MAINTENANCE**

**Summary:**

Lloyd Longnecker reported that in March of 2000 the Board authorized the contract for radio maintenance. In April 2000 the Board authorized the emergency purchase of fifty-six radios. Staff is recommending that the Board authorize the General Manager to execute an amendment to the maintenance contract to reflect a reduction of \$12,002 due to new equipment. Some of these savings will be applied toward the new equipment.

**20. CONSIDERATION OF EXTENSION OF J.B. ASSOCIATES AND APEX STRATEGIES CONTRACTS**

**Summary:**

Les White requested the Board to consider an extension to the J.B. Associates and Apex Strategies contracts for one year. Staff will return to the Board with proposals regarding costs which depend on the site for the MetroBase facility. J.B. Associates and Apex Strategies are outreach consultants for the MetroBase project.

**ADJOURN**

There being no further business, Director Beiers adjourned the meeting at 10:26 a.m.

Respectfully submitted,

DALE CARR  
Administrative Services Coordinator