

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Revised Minutes- Board of Directors

April 13, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, April 13, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 8:37 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Dennis Norton
Emily Reilly
Ex-Officio Mike Rotkin

DIRECTORS ABSENT

Jeff Almquist (arrived at 8:45 a.m.)
Jan Beautz (arrived at 8:46 a.m.)
Tim Fitzmaurice
Christopher Krohn (arrived at 8:44 a.m.)
Rafael Lopez (arrived at 8:38 a.m.)

STAFF PRESENT

Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst

David Konno, Fac. Maint. Manager
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

Patti Korba, SEA
John Mellon, VMU
Marion Taylor, League of Women Voters

THE CONSENT AGENDA WAS TAKEN OUT OF ORDER.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 3/9/01 AND 3/16/01

Pattie Korba, President of SEA, requested clarification of Item #14 in the 3/9/01 Minutes as it relates to the dollar figure approved by the Board for generation of a job description for the Paratransit Manager position. Mark Dorfman responded that a purchase order was issued to MultiSystems for creation of the job description project at a cost of approximately \$9,000. The remainder of the work required by MultiSystems will be in a separate Request For Proposals.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

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

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Amended Recommendation: Deny the Claim of Michael Roberts

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/15/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/14/01

No questions or comments.

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

No questions or comments.

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

No questions or comments.

7-9. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, SECOND QUARTER 00/01

No questions or comments.

7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2001

No questions or comments.

7-11. CONSIDERATION OF EXTENSION OF CONTRACT FOR NATIONWIDE AUCTION SYSTEM

No questions or comments.

7-12. CONSIDERATION OF EXTENSION OF CONTRACT FOR AMPAC BUILDING MAINTENANCE

No questions or comments.

7-13. CONSIDERATION OF APPROVAL TO PURCHASE FOUR PARATRANSIT VANS USING THE STATE PROCUREMENT PROCESS

These four vans are gas powered since there are no fueling facilities available for CNG vehicles and they will join the seven vans already received. Once fueling facilities are available, all paratransit vans will be CNG powered. Chairperson Ainsworth asked Staff to research the "roll over" factor to ensure that our passengers are protected. Director Lopez was informed that the air conditioning is a standard feature of the base vehicle at no charge.

7-14. CONSIDERATION OF EXTENDING THE VERNON STREET PARKING LOT LEASE AGREEMENT FOR AN ADDITIONAL THREE-YEAR TERM

This parking lot holds approximately 25 buses.

7-15. CONSIDERATION OF APPROVING A LEASE AMENDMENT FOR McDONALD'S FOOD RESTAURANT IN THE WATSONVILLE TRANSIT CENTER FOR THE PURPOSE OF GRANTING A 90-DAY EXTENSION TO RENEW THE EXISTING LEASE FOR AN ADDITIONAL FIVE YEARS INCLUDING A NINETY-DAY EXTENSION ACTION TO BE TAKEN AT 4/13/01 MEETING

Chairperson Ainsworth asked if five years is a standard lease and was informed that the District requires approval from FTA for this lease because it includes a five year primary term and three to five year option period extension. Approval was received. Director Lopez met with McDonald's and expressed concern that they may leave the Transit Center over the length of the term in the lease agreement, as they are not happy with their financial projections. Director Lopez will send a letter to the McDonald's representative who will forward it to their corporate office. He stated that a two-year term would be helpful in dealing with the corporation.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR LOPEZ

Approve a 90-day extension of the lease and empower District staff to negotiate a lesser term if it would increase the chances of McDonald's staying at the Transit Center.

Motion passed with Director Krohn voting "no".

7-16. CONSIDERATION OF APPROVING THE ASSIGNMENT OF THE LEASE AGREEMENT WITH FILIBERTO PORRAS, D/B/A LA MISSION RESTAURANT, TO KIN WAI CHEUNG AND YUK LING YEUNG, D/B/A CHINA EXPRESS FAST FOOD RESTAURANT, FOR THE RESTAURANT SPACE AT THE METRO CENTER, EFFECTIVE MAY 1, 2001, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT INCLUDING MODIFICATIONS OF TERMS THEREAFTER

Les White stated that the owner of La Mission Restaurant is experiencing a downturn in business since a competitor moved in across the street. He is requesting approval to transfer his lease to the owners of China Express. A change in the menu to eliminate competition might be more successful at this location.

7-17. CONSIDERATION OF CONTRACT RENEWALS WITH JB ASSOCIATES AND APEX STRATEGIES FOR OUTREACH SERVICES

Chairperson Ainsworth inquired as to the effectiveness of these organizations and was informed that each possesses different strengths. Apex Strategies' strengths are working with the business community and facilitating meetings. JB Associates' strengths include web page design and neighborhood outreach. These firms communicate and facilitate meetings in an ordered fashion. Director Krohn asked what the total amounts of the contracts are. Mark Dorfman said he would provide this information directly to Director Krohn.

7-18. CONSIDERATION OF ADOPTING MAY 2001 AS "CLEAN AIR" MONTH

No questions or comments.

THE FOLLOWING ITEMS WERE TAKEN OUT OF ORDER:

REGULAR AGENDA

8. CONSIDERATION OF CHANGE IN GFI GENFARE FAREBOX CONTRACT ACTION WILL BE TAKEN AT 4/13/01 MEETING

Summary:

There are two changes to the existing contract: remote keypads have been added at a cost of \$27,000, and 36" high fareboxes at a cost of \$92,942. The vendor will modify the pedestals at no charge provided that the District pays for the installation in advance. Otherwise a 20% restocking fee will be charged. With advance payment, the changes would be made in May. Each farebox costs approximately \$8,600; the cost of installation per farebox is approximately \$1,450. There was a six-month completion time in the original contract, however, since the delay was the District's fault, the contract's completion date needs to be extended by four

months. An additional \$70,000 in options was granted to the District by the vendor in exchange for advance payment.

Discussion:

Director Norton expressed concern regarding such a large up-front payment. Mr. Dorfman assured him that the District is in possession of the equipment and staff could install the fareboxes if the company went out of business. However, this vendor is reputable and is used nationwide for transit district fareboxes. Mr. White stated that Staff would return to the Board for direction regarding disposition of the old fareboxes.

DIRECTOR KROHN LEFT THE MEETING.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR BEAUTZ

Modify the contract with GFI Genfare for the provision and installation of fareboxes as follows: 1) Payment of \$92,742.08 representing the 10% installation charge prior to installation; 2) Authorize the purchase of thirty (30) remote keypads for the low floor fleet (\$26,829.75); 3) Extend contract performance period by four (4) months.

Motion passed unanimously with Director Krohn absent.

DIRECTOR KROHN RETURNED TO THE MEETING.

- 9. CONSIDERATION OF AMENDING BYLAWS TO ALLOW ORAL AND WRITTEN COMMUNICATIONS, LABOR UNION COMMUNICATIONS, MASTF COMMUNICATION AND MUG COMMUNICATIONS TO BE CONSIDERED AT THE FIRST REGULAR MONTHLY BOARD MEETING BEFORE 9:00 A.M. AND ENDING TIMES FOR REGULAR BOARD OF DIRECTOR MEETINGS**

Summary:

Margaret Gallagher recommended that the ending time of the Board Workshop Meeting held the second Friday of each month be 11:00 a.m. and 12:00 noon for the Regular Board Meeting held the third Friday of each month. It is further recommended that the Oral and Written Communications be held prior to 9:00 a.m. at the Workshop Meeting.

Discussion:

Director Beautz suggested that the Regular Meeting should start at 9:00 a.m. with the Closed Session held from 8:30 to 9:00 a.m. However, if the Closed Session is not completed by 9:00 a.m., it should be continued until after the close of Regular Session.

Vice-Chairperson Reilly informed the audience that once discussed at the Workshop Meeting, some items may be moved to the Consent Agenda for the Regular Board Meeting. Les White added that on the agenda for the Regular Board Meeting (2nd meeting) there would be a cross

reference showing which items had been moved from the Regular Agenda to the Consent Agenda.

Direction was given to Staff that each Board Meeting would start at 9:00 a.m. with the Closed Session beginning at 8:30 a.m. It was further agreed that the Workshop Meeting would have an ending time of 11:00 a.m. and the Regular Board Meeting at 12:00 noon. A vote would be necessary to extend the ending times when needed.

Several Directors inquired about holding evening Board Meetings to allow City Council people and more public to attend. Mr. Dorfman mentioned that many attendees rely on METRO service to attend the meetings and this service is more limited in the evenings. A report will be brought back to the Board on when various other agency meetings take place, which would affect the attendance of our Board members.

10. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF WATSONVILLE FOR PRIVATE SECURITY SERVICES AT THE WATSONVILLE TRANSIT CENTER

Summary:

The District currently has an arrangement with the City of Watsonville for private security services at the Watsonville Transit Center. Director Lopez added that this saves money for both the City and the District.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR LOPEZ

Move this item to the Consent Agenda for the Regular Board Meeting of 4/20/01.

Director Krohn mentioned that the Santa Cruz Police Dept. is concerned that the District utilizes a private security firm at the Santa Cruz Metro Center rather than utilizing Police officers. Discussions are taking place between District staff and the Police Dept. This item will be brought back to the Board after discussions take place.

DIRECTOR FITZMAURICE LEFT THE MEETING.

Director Lopez stated that there is a police satellite office at the Watsonville Transit Center and the presence of officers walking this site reduces calls to the Police Dept., which saves the City money. Mr. White added that Staff would be interested in having a satellite office in the Santa Cruz Metro Center as well.

Motion passed unanimously with Director Fitzmaurice absent.

11. CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT SCOTTS VALLEY TRANSIT CENTER

Summary:

David Konno stated that he was asked to look into the possible reduction in lighting at the Scotts Valley Transit Center. The initial plan was to eliminate one lamp per fixture; however, this did not meet the candle requirement set forth by the Scotts Valley Planning and Police Departments. Staff is requesting approval of \$1,500 to hire an electrical engineer to conduct a photoelectric analysis.

Discussion:

Several suggestions included having District Staff and a Board Member determine if visibility is adequate, purchasing a light meter for \$50 to determine results before having an engineer certify it. Chairperson Ainsworth stated that 1.5 candlepower is too high and that conditions do not specify 1.5 candles. This is a judgement call. Director Almquist asked if the City of Scotts Valley would do anything if Staff took out every other fixture. Chairperson Ainsworth stated that the City would do nothing if this occurred.

CONSIDERATION OF RESOLUTION AUTHORIZING A REVISION TO THE FY 00-01 BUDGET

Summary:

Elisabeth Ross stated that this would be the last revision and is due to the sales tax revenue coming in high.

Discussion:

Chairperson Ainsworth inquired about the PG&E expense of \$19,000 and asked if this could be cut back by conserving. Mr. White responded that this is being reviewed facility by facility, lights are off during off hours, employees have been directed to turn computer terminal monitors off when leaving work, all lights and heat are on timers. Ms. Ross added that the \$19,000 is based on trends year-to-date and is just an estimate at this point.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR LOPEZ

Move this item to the Consent Agenda for the Regular Board Meeting of 4/20/01.

Motion passed unanimously with Director Fitzmaurice absent.

12. CONSIDERATION OF AMENDING BOARD OF DIRECTOR MEETING LOCATIONS FOR 2001 BOARD MEETINGS

Summary:

Mark Dorfman stated that after the initial Board Meeting Schedule was adopted, the July through October meetings were relocated due to anticipated construction at the City Hall Council Chambers. Due to a delay in the construction schedule, the Board meetings can now return to the City Hall Council Chambers for the remainder of 2001, however, the issue of ADA accessibility in the restrooms is still a concern.

Discussion:

Director Lopez reiterated his desire to hold Board Meetings at different locations around the County and suggested that this four-month period would be a good time to do this. Ex Officio Director Rotkin mentioned that this might create commute problems for those coming from south county if the meeting is being held in the San Lorenzo Valley, for instance. Director Almquist observed that most of the audience is comprised of staff members, and expressed concern about the cost to the District for its staff to extend their commute time to attend meetings around the county. Ex Officio Director Rotkin suggested that a Board Meeting be held in a specific location when there is an issue affecting that area. Director Gabriel requested that the Board meetings be held at the County Building, which is a central location for those attendees who ride the bus. He also mentioned that the restrooms at the City Hall Chambers are not up to code. Director Beautz was concerned about other locations not having a sound system. Director Lopez added that the Board should outreach to the public instead of always having the public comes to the Board. Director Almquist requested that this item be agendized to another meeting.

13. CONSIDERATION OF FY 01-02 STATE TRANSIT ASSISTANCE (STA) CLAIM AMENDMENTS

Summary:

Mark Dorfman commented that an amended STA Claim for FY 2002 would correct the under-claim previously submitted by the District due to an oversight by the Finance Department regarding an influx of funds from the gasoline tax. This Resolution would allow the District to claim the full funds of \$1,549,626.

DIRECTOR KEOGH LEFT THE MEETING.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR BEAUTZ

Move this item to the Consent Agenda for the Regular Board Meeting of 4/20/01.

Motion passed unanimously with Director Fitzmaurice and Keogh absent.

14. CONSIDERATION OF GRANT APPLICATION TO THE AIR DISTRICT FOR AB 2766 FUNDS FOR METRO CNG FACILITIES

Summary:

Mark Dorfman stated that funds are available on an annual basis from the Air District via the AB 2766 Motor Vehicle Emissions Reduction Program. Staff is requesting approval from the Board to submit an application for the maximum amount of \$200,000 to fund a small CNG fueling facility to fuel eight buses. There is no need to extend the CNG line since this will be a "slow" or "low pressure" fueling facility. Mr. Dorfman further stated that since there are no Board Members on the Air Pollution Control District this year, Directors are needed to speak to the Air

District members regarding this issue. Funds are divided up by County, therefore, it is important that the members of Santa Cruz County place high priority on this project. Mr. Dorfman will supply the Board with a list of Air District Board members.

Discussion:

Chairperson Ainsworth requested specifics regarding this facility. A fact sheet will be submitted to the Directors.

DIRECTOR KEOGH RETURNED TO THE MEETING.

There is \$400,000 in the budget for the Minor Maintenance Facility (MMF) retrofit and CNG fueling facility.

16. CONSIDERATION OF APPROVAL FOR AMENDING THE CONTRACT WITH NELSON NYGAARD TO COMPLETE ADDITIONAL ITEMS FOR RECERTIFICATION

Summary:

Kim Chin reported that Staff is requesting Board approval to amend the contract with Nelson Nygaard to complete additional items related to Recertification. For the sum of \$11,241 Nelson Nygaard would develop solicitation materials, assist in the community outreach process, and assist with technical evaluation of the received proposals for the interview and functional components.

Discussion:

Mr. Chin added that between 40%-75% of the current registrants would qualify for recertification. Only a few registrants would go through the assessment stage; most registrants would be approved during the interview stage, with an estimation of 130-150 new applications per month. Staff hopes to have an eligibility coordinator hired by July. An Estimated Recertification Timeline is attached to the Staff Report.

Director Almquist inquired about the three different prices for the certification software and was informed that as more people are added into the system, there are other components to be added to the software to make it functional.

The Board asked about the prepaid coupons in the ADA program and was informed that since the program implementation in April, not one prepaid ticket has been sold.

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

2. ORAL AND WRITTEN COMMUNICATION

- a. Doug & Rita Bochner RE: MetroBase

Director Lopez stated that Don Hubbard attended the Watsonville City Council Meeting and also wrote a letter. Mr. Hubbard also made a short presentation to the Santa Cruz City Council. He was referred to the Scoping Meeting. Mr. White will contact Lorraine Washington regarding a presentation to the City Council on its efforts for MetroBase. Director Lopez stated that it is not appropriate for any particular interest group to take presentation time from the City Council prior to the Scoping Meeting.

3. LABOR ORGANIZATION COMMUNICATIONS

Patti Korba reported that SEA has formed a MetroBase support group which will conduct a letter writing campaign and community outreach. This support group will meet on personal time rather than during working hours. SEA, PSA, VMU unions will go to the SEIU Executive Committee to request support for MetroBase. SEA, PSA, VMU will also request meeting time with the City Council members through SEIU. Suggestions included talking with the Central Labor Council and with groups whom normally would not speak out.

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

None

ADJOURN

There being no further business, Vice Chairperson Reilly adjourned the meeting at 10:36 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator