

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

June 13, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, June 13, 2003 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chairperson Keogh called the meeting to order at 9:04 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Michelle Hinkle
Mike Keogh
Dennis Norton
Ana Ventura Phares
Emily Reilly
Mike Rotkin
Ex-Officio Wes Scott
Pat Spence
Marcela Tavantzis

DIRECTORS ABSENT

None

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator

Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. Manager
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jim Adams, Roma Design
April Axton, Lift Line
Heather Boerner, *Sentinel*
Ceil Cirillo, S.C. Redevelopment
Pat Dellin, SCCRTC
Cal Hollis, Keyser Marston

R. Paul Marcelin, Rider
Manny Martinez, PSA
Bonnie Morr, UTU
Eileen Pavlik, SEA
Sam Storey, Community Bridges
Linda Wilshusen, SCCRTC

Les White requested that a letter from Cabrillo College be added to the agenda for discussion as an emergency item due to the fact that the need to act arose after the posting of the agenda and action is needed prior to the next Board meeting.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY

Make the necessary findings to declare that there is a need to take action before the next Board meeting. Add the letter from Cabrillo College regarding a bus pass proposal to the agenda since the letter was received yesterday and the program being proposed would begin on Monday.

Motion passed unanimously. Vice Chairperson Keogh added this item to the agenda as Item #19a.

2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. R. Paul Marcelin-Sampson RE: Metro Riders Union
- b. Marcela Tavantzis, City of Watsonville RE: Transit-Oriented Housing and Childcare Project

Oral:

Vice Chairperson Keogh read announcements regarding Roberto “OJ” Ojeda being activated and sent to the Middle East and announcements of the deaths of Rick Perez of Fleet Maintenance and Walter Davila of the Facilities Maintenance Department.

R. Paul Marcelin-Sampson asked that a copy of *The Metro Riders Union* newsletter be distributed to the Board. Mr. Marcelin noted that his focus would be on recruiting other riders for the Metro Riders Union. He urged the Board to review his letter under Written Communication and to offer the support requested.

Director Reilly asked staff to agendize an item on ways to reach out aggressively to downtown Santa Cruz businesses to promote bus passes for their employees. She suggested talking with TMA in this regard.

Director Tavantzis asked that both Mr. Marcelin’s and her written communication be agendized for a future Board meeting for further discussion.

Director Phares asked that staff reach out to parents of teenagers to promote bus riding. Director Norton stated that the “1 in 5” program addresses this and suggested that METRO could tap into that budget. Ex Officio Director Scott mentioned that the UCSC marketing staff could also assist in this regard.

3. LABOR ORGANIZATION COMMUNICATIONS

Nothing to report at this time.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report at this time.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Nothing to report at this time.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION I:

REGULAR AGENDA:

ADD TO ITEM #9

CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING
FY 03-04 FINAL BUDGET
(Replace Page 9-H-2)

The Cabrillo College letter was also distributed and will be discussed as Item 19a.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 9 AND MAY 23, 2003

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE MAY 2003 RIDERSHIP REPORT

No questions or comments.

**7-4. CONSIDERATION OF TORT CLAIMS: Deny the Claims of Georgia Randall, Claim #03-0017; Terry Shea, Claim #03-0018
ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING**

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON

Deny the claims of Georgia Randall and Terry Shea.

Motion passed unanimously.

7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF JUNE 19, 2003 AND THE MINUTES OF THE MAY 15, 2003 MEETING

No questions or comments.

7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF JUNE 18, 2003 AND THE MINUTES OF THE MAY 21, 2003 MEETING

No questions or comments.

**7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR APRIL 2003;
APPROVAL OF BUDGET TRANSFERS**

No questions or comments.

7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR MARCH 2003

Staff will bring a comprehensive review of the program and recertification status to the July Board meeting

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR APRIL 2003

No questions or comments.

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

Bryant Baehr pointed out that the monthly increase/decrease for faculty-staff should be 8.6% rather than 6.2% as listed in the staff report. There was a brief discussion regarding bi-directional service on campus as it relates to effectiveness and safety. UCSC is conducting a traffic study that should be completed in one year. Director Rotkin is on this committee and will keep the Board informed.

7-11. ACCEPT AND FILE METROBASE STATUS REPORT

Les White reported that Architectural and Engineering interviews will be conducted shortly and staff will report to the Board at their June 27, 2003 meeting on these proposals. Director Norton volunteered to sit on the interview panel. The Board would like to receive a final list of the Project Manager applicants with their resumes. Directors Rotkin and Tavantzis have volunteered to sit on the Project Manager selection committee once they have reviewed the applicant list and resumes. Bonnie Morr also requested a list of Project Manager applicants to ensure that UTU has a cooperative level of input on both the position and project.

**7-12. CONSIDERATION OF RENEWAL OF LIABILITY AND PHYSICAL DAMAGE
INSURANCE COVERAGE FOR FY 03-04**

No questions or comments.

**7-13. CONSIDERATION OF RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY
03-04**

No questions or comments.

**7-14. CONSIDERATION OF TRANSMITTING A LETTER EXPRESSING OPPOSITION TO
CERTAIN PROVISIONS OF THE SAFETEA 2003 AUTHORIZING BILL TO THE
MEMBERS OF CONGRESS FROM THE BAY AREA**

Director Rotkin directed staff to generate a draft letter to other agencies to encourage them to express their opposition as well.

7-15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE REGIONAL TRANSPORTATION AGENCIES TO ESTABLISH RELATIONSHIPS FOR PLANNING AND PROGRAMMING TRANSPORTATION PROJECTS
ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING

Mark Dorfman reported that this item was deferred from the Board's last meeting. This is a standard agreement that RTC, et al enters into for planning and programming of federal and state transportation dollars.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a Memorandum of Understanding (MOU) with Caltrans and the regional transportation agencies to define relationships for transportation projects planning and programming.

Motion passed unanimously.

7-16. CONSIDERATION OF AWARD OF CONTRACT FOR GRAPHIC DESIGN AND PRINT COORDINATION SERVICES FOR HEADWAYS

Mark Dorfman explained that the savings from publishing the Headways twice a year rather than four times a year comes from the cost of initial runs. The per hour cost is the same as the old vendor. Bryant Baehr will look into the cost of including Spanish language in the *Headways* when it is printed twice per year.

7-17. CONSIDERATION OF EXTENDING THE LEASE AGREEMENT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND GIL CANALES FOR LEASING OFFICE SPACE AT THE WATSONVILLE TRANSIT CENTER FOR AN ADDITIONAL YEAR
ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING

Margaret Gallagher informed the Board that this is before them since the tenant did not meet the deadlines to submit the extension papers.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR ROTKIN

Move to extend the lease for one year.

Motion passed unanimously.

7-18. CONSIDERATION OF AUTHORIZATION TO RENEW CONTRACT WITH UNIVERSITY OF CALIFORNIA, SANTA CRUZ FOR TRANSIT SERVICES

No questions or comments.

7-19. CONSIDERATION OF APPROVAL OF FACILITIES MAINTENANCE WORKER III RECLASSIFICATION

Robyn Slater reported that with this action, there would no longer be a Maintenance Worker III position.

REGULAR AGENDA

**8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
THIS PRESENTATION WILL TAKE PLACE AT THE JUNE 27, 2002 BOARD MEETING**

Discussion:

It was determined that if an employee would like to attend the Board meeting to accept his/her longevity certificate but cannot, then that person's certificate will be carried over for one month. If, however, there is no indication of the employee's desire to attend the Board meeting, they would not be pressured to do so.

9. CONSIDERATION OF ADOPTION OF RESOLUTION APPROVING FY 03-04 FINAL BUDGET

Summary:

Elisabeth Ross reported that there were a few changes to the Final Budget from last month's meeting and reviewed those changes with the Board. A revised staffing level sheet was distributed which now includes the Project Manager position.

Discussion:

Director Keogh talked about Board Members who attend the annual APTA conference and the need for them to arrive at the conference location a few days early in order to obtain the necessary appointments with legislators. Director Ainsworth suggested that staff provide the Board with a table of the overall cuts over the past years in order to give a history of where METRO is today. This would be a good tool for public relations.

Paul Marcelin expressed concern over the bus operator overtime expense. He also questioned the cost-of-living increase that management staff is receiving. Director Almquist requested a copy of the report that staff had done regarding possible elimination of some paratransit routes due to the recent service cuts. There was further discussion on the overtime issue and of possible bi-directional service in the Watsonville loop service. There was discussion of the database, which is used for "requested" service. The Transit Planner keeps this information and is working on developing a route profile to go through the Service Planning and Review Committee (SPARC). Mr. Dorfman confirmed that there is an area on METRO's website for service requests.

10. CONSIDERATION OF METRO USERS GROUP (MUG) OPERATIONS AND ORGANIZATIONAL STRUCTURE

Discussion:

Paul Marcelin stated that the staff report cited his calculations of seniors/disabled riders but only featured one step in the calculation, rather than the four-step calculation he emailed to staff. He also stated that he offered several scenarios for posters inside buses but the staff report only mentioned one. Director Hinkle, Chair of MUG, stated that the current MUG membership is dependent on day meetings and if the meetings were changed to nighttime, both the membership and the Chair would need to be changed. Suggestions offered included: Establishing a committee to be utilized for specific projects but that doesn't meet all the time if not needed; combine the MUG and MASTF committees. Inconsistencies between MUG & MASTF include Board approval of by-laws, appointment of members by the Board, Board member as Chair, a budget.

Mr. White pointed out that METRO is required to have an advisory committee under paratransit with regard to issues of accessibility. However, the Board can designate anyone and can structure an advisory committee if they so desire. Both MUG and MASTF are recognized entities in the Board's bylaws. Mr. White stated that staff would take a comprehensive look at how these committees work with a set of recommendations back to the Board.

Director Almquist asked staff to agendize the discussion with the Riders Union. He further added that staff should zero out budget lines in the FY 03/04 budget in order to see what the Board supports. Mr. White requested that a few Board members work on this with staff and that staff be given a few months in order to meet with Paul Marcelin, the Bus Riders Union, E&D TAC, MUG, MASTF and other groups. Staff would return to the Board by August at the latest with its recommendations. Pat Dellin of SCCRTC offered assistance with the analysis of advisory groups. Director Ainsworth added that the real issue is with the Board's bylaws and the need to take some control over the advisory groups. Ms. Gallagher will review her staff report with the MUG committee and will submit an informational report to the Board at their June 27th meeting, which will include the fiscal impact of METRO support for MUG/MASTF budgets.

ITEM #13 WAS TAKEN OUT OF ORDER

**13. CONSIDERATION OF APPROVAL OF CONCEPTUAL DESIGN AND ECONOMIC FEASIBILITY ANALYSIS FOR THE SANTA CRUZ METRO CENTER PROJECT
ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING**

Summary:

Ceil Cirillo stated that an agreement with the City of Santa Cruz was approved to provide project management services for the Metro Center renovations. Project status has been provided to the Board, the appraisal has been completed, and funding is being pursued with Congressman Farr's office. Design and economic consultants have been brought on board. A representative from Keyser Marston attended the meeting to explain their concept proposals, which include residential facilities. Roma Design provided the conceptual analysis. Ms. Cirillo and Mr. White feel they should recommend going forward with an RFP for the developers.

Discussion:

Mr. White reported that there are financial challenges attached to this project. They are: expansion to utilize the Greyhound site for 5 bus spaces, potential for expansion in the future, key goals of establishing specific bays for specific routes, to provide office space for the Administration departments; with the paramount goal being to provide an improved transit terminal. The goals of the City of Santa Cruz are to create a better utilization of this real estate to extend revitalization of Pacific Avenue and to contribute to the activities along the street and to provide daycare. The concept is for “mixed use”.

A presentation was made at this time by both Jim Adams of Keyser Marston and Cal Hollis of Roma Design. The proposal included 4,000 sq. ft. for a new bus terminal, 2,500 sq. ft. of additional retail space, 16,800 sq. ft. for District offices, 183 parking spaces in the parking garage, and 3,000 sq. ft. for a daycare center. Also discussed was ventilation and lighting. It was confirmed that Amtrak, Greyhound and Highway 17 Express buses would all converge on this hub. Bicycle parking and controlled cross walks were also discussed. The feasibility of utilizing solar power in this project would be addressed in the design portion. Ceil Cirillo stated that there is 80% funding available for the District’s portion of this project; the developer will fund the balance.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR SPENCE

Extend the meeting past 12:00 noon.

Motion passed with Director Almquist voting no.

Paul Marcelin stated that it appears that the transit riders are at the bottom of this development. He expressed concern that the terminal would not be rider-friendly since it will be enclosed. He mentioned that when this project was discussed at MUG, only 5 people were in attendance and no recommendation was issued to the Board. Director Beautz requested photos of other enclosed facilities. Jim Adams of Roma Design stated that he could show the Board examples of facilities that are under cover that create a good transit environment.

VICE CHAIRPERSON KEOGH LEFT THE MEETING. CHAIRPERSON REILLY TOOK CONTROL OF THE MEETING AT THIS TIME.

Ceil Cirillo reviewed the next steps and stated that as soon as funds are positively identified, she would proceed with the acquisition of the project.

DIRECTOR ROTKIN LEFT THE MEETING

Director Phares expressed concern that this project is trying to encompass too much and she suggested that the project concentrate more on the bus terminal itself.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR SPENCE

Approve the conceptual design for the Santa Cruz Metro Center Project and the Economic Feasibility Analysis as presented by the City of Santa Cruz Redevelopment Agency and the consulting team and direct staff to develop Requests for Proposals for: 1) the preparation of an Environmental Impact Report and, 2) the selection of a Developer for the residential component of the project and submit the RFPs to the Board for approval. Plus, take into consideration the concerns expressed at today's meeting when formulating the specifications for the RFPs. Direct staff to notice Sam Farr and Anna Eshoo of the Board's actions today and thank them for their continued support.

Motion passed with Director Keogh being absent and Director Rotkin voting yes prior to his departure.

11. **CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS: THREE GMC MINI-VANS AND ONE FORD MINI-VAN**
ACTION IS REQUIRED AT THE JUNE 13, 2003 BOARD MEETING

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR REILLY

Declare the list of assets as excess and authorize disposal.

Motion passed with Directors Keogh and Rotkin being absent.

12. **CONSIDERATION OF RENAMING THE SANTA CRUZ METRO CENTER FACILITY "PACIFIC STATION"**
14. **CONSIDERATION OF CALL STOP COMMITTEE PROCESS EFFECTIVENESS AND REVIEW OF LOCAL PLANNING PROCESS ALTERNATIVES**
Presented by: Margaret Gallagher, District Counsel
Staff Report: **WILL BE PRESENTED FOR CONSIDERATION AT THE JUNE 27, 2003 BOARD MEETING**
15. **CONSIDERATION OF REQUEST FROM COMMUNITY BRIDGES TO LEASE A PORTION OF THE PARKING LOT AT THE WATSONVILLE MAINTENANCE AND OPERATIONS FACILITY (MOF) FOR THE PURPOSE OF PARKING BUSES/VANS**
16. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE FOLLOWING AGREEMENTS IN CONNECTION WITH THE METROBASE PROJECT:**
- A) **ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ; AND**
- B) **MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE CITY OF SANTA CRUZ REGARDING METROBASE**
17. **CONSIDERATION OF AWARD OF CONTRACT FOR ARCHITECTURAL ENGINEERING SERVICES FOR THE FINAL DESIGN AND ENGINEERING OF THE METROBASE PROJECT**

18. **CONSIDERATION OF AMENDMENT OF CONTRACT WITH ROMA DESIGN GROUP FOR URBAN DESIGN CONSULTANT SERVICES ON THE METRO CENTER MIXED USE REDEVELOPMENT PROJECT**
19. **CONSIDERATION OF ADOPTING AN ANNUAL GOAL FOR DBE PARTICIPATION IN FEDERALLY FUNDED PROCUREMENTS IN FY 2004**
- 19a. **CONSIDERATION OF REQUEST BY CABRILLO COLLEGE TO ACCEPT THEIR PROPOSED BUS PASS PROGRAM**

Summary:

Les White reported that staff received a letter from Cabrillo College yesterday stating that they are instituting a migrant summer school program and they require transportation from Watsonville to the Cabrillo Aptos campus and back. Cabrillo asked for consideration to prorate the June passes at \$20 each through the end of June; it was requested that the July passes receive the standard bulk discount of 15% off the \$50 monthly pass rate. Staff recommends approval of these requests.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR HINKLE

Approve prorating of June passes for \$20 each through the end of June; authorize bulk discount of 15% from the \$50 monthly pass rate for the July passes.

Staff is still holding meetings with Cabrillo College staff regarding monthly passes for the fall.

Motion passed with Directors Keogh, Rotkin and Spence being absent.

20. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**

Margaret Gallagher stated that the case of Lane/Loya vs. Santa Cruz METRO would not be discussed as it has already been taken care of at the Special Board meeting held at 8:00 a.m.

21. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 11:59 and reconvened to Open Session at 12:15 p.m.

SECTION III: RECONVENE TO OPEN SESSION

22. **REPORT OF CLOSED SESSION**

Margaret Gallagher stated that there is nothing to report at this time.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 12:15 p.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator