

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 9, 2007

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 9, 2007 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

In the absence of the Vice Chair, Chair Tavantzis called the meeting to order at 9:03 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Donald Hagen
Michelle Hinkle
Kirby Nicol
Emily Reilly
Mike Rotkin (arrived after roll call)
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Dene Bustichi

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Wally Brondstatter, Acting Paratransit Administrator
Mark Dorfman, Assistant General Manager
Mary Ferrick, Base Superintendent
Terry Gale, IT Manager

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Sandra Lipperd, UTU
Ian McFadden, Transit Planner
Eduardo Montesino, UTU

Steve Prince, UTU
Bob Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

None.

Oral:

None.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None.

CONSENT AGENDA

5-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF OCTOBER 2007

No questions or comments.

5-2. CONSIDERATION OF TORT CLAIMS: NONE

No questions or comments.

5-3. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR NOVEMBER 28, 2007 AND MINUTES OF SEPTEMBER 19, 2007

No questions or comments.

5-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2007

No questions or comments.

5-5. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2007

No questions or comments.

VICE CHAIR BEAUTZ AND DIRECTOR ROTKIN ARRIVED

ITEM #5-7 WAS TAKEN OUT OF ORDER

5-7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH VALLEY POWER SYSTEMS FOR FACTORY REMANUFACTURED SERIES 50 DETROIT DIESEL ENGINES

Director Hagen asked if this purchase of diesel engines was in lieu of CNG conversion. Les White replied that these engines are for the thirty 1998 buses that will not be converted to CNG. These buses will be retired and liquidated out of the fleet in 2012.

5-8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH CAROLYN CHANEY & ASSOCIATES FOR FEDERAL LEGISLATIVE SERVICES

No questions or comments.

ITEM #5-6 WAS TAKEN OUT OF ORDER

5-6. CONSIDERATION OF RESPONSE TO REQUEST FOR RIDERSHIP DATA ON ROUTES #54 & #55

Summary:

Ian McFadden gave a PowerPoint presentation and explained that this information was requested by the Board in response to the petition received recently to replace full-size buses with paratransit-type vans for routes serving the Seacliff Drive area.

Staff conducted ridership surveys on Routes 54 & 55 which showed steady ridership in the Aptos area on weekdays, however, ridership is lower on weekends. The only option for a smaller vehicle METRO currently owns is a Goshen which has a seated capacity of 17 and a full standing load of 25. A review of daily ridership indicates trips often exceed that capacity.

Discussion:

There was a discussion about ridership numbers and vehicle size, noting that a vehicle would not serve only one street, but would have to be full-size in order to serve other areas. Les White mentioned a letter that staff had received from Supervisor Pirie's office requesting the installation of three bus shelters in this exact same area.

Director Rotkin thanked staff for the requested information confirming that a cut in public service in this area is not justified.

VICE CHAIR BEAUTZ PRESIDED OF THE REMAINDER OF THE MEETING

5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH ALLIANT INSURANCE SERVICES TO EXTEND THE CONTRACT FOR LONG TERM DISABILITY INSURANCE FOR ONE ADDITIONAL YEAR

No questions or comments.

5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH ALLIANT INSURANCE SERVICES TO EXTEND THE CONTRACT FOR EMPLOYEE DENTAL INSURANCE FOR ONE ADDITIONAL YEAR

No questions or comments.

5-11. ACCEPT AND FILE CALL STOP AUDIT REPORT FOR THE PERIOD OF JULY, AUGUST & SEPTEMBER 2007; REVIEW OF AUDIT PERCENTAGE DISTRIBUTION BY AREA AND REVIEW OF BUS OPERATORS' REQUIRED CALL STOP LIST

Discussion:

Sandra Lipperd, UTU, reported that the union had been involved in all previous versions of the Call Stop List, except the recent version which was distributed in March 2007. The union believes that some of the stops should not be on the current list based on orientation when the Talking Bus system is in manual announcing mode. The union wants to meet with management and resolve this issue.

Les White clarified that there are a total of only four stops on the current list that are "block specific". Rather than using two intersecting street names, they now indicate the street name and a block number. An example is Route 66 "Brommer & 1500 Block" which was previously "Brommer & 17th".

Mr. White added that no Board action is necessary as Ciro Aguirre and Mary Ferrick are making ongoing efforts to resolve this issue with the union.

5-12. ACCEPT AND FILE METROBASE STATUS REPORT

No questions or comments.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

This presentation will take place at the November 16, 2007 Board meeting

7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JUNE 2007; DESIGNATION OF NET EXCESS REVENUE IN THE AMOUNT OF: \$261,411 FOR CARRYOVER INTO THE FY 07-08 BUDGET; \$178,440 FOR CARRYOVER BUS OPERATOR WAGE ADJUSTMENT; (\$197,229) FOR LIABILITY INSURANCE RESERVES; \$66,364 FOR WORKERS' COMPENSATION RESERVES; \$2,625,000 FOR CASH FLOW RESERVES; AND THE REMAINDER, IF ANY, FOR ALLOCATION TO CAPITAL RESERVES; AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS

Summary:

Angela Aitken explained the preliminary \$4.3 million in FY07 excess revenue and the proposed Schedule of Reserves and carryover to the FY08 Budget. Ms. Aitken also reported that METRO's current cash flow reserve amount was set over 10 years ago and is inadequate today in the event of a fiscal or catastrophic event. Staff recommends increasing Cash Flow Reserves to cover 2 months of cash flow needs.

Discussion:

Les White explained that the new managers in the Finance department were directed to budget more realistically with a much higher level of precision by using actual anticipated expenditures and not attrition-based variances. Chair Tavantzis, and Directors Nicol, Reilly, and Rotkin all spoke in favor of the staff recommendations and different approach to budgeting.

8. CONSIDERATION OF UPDATED FRAMEWORK PLAN FOR METRO’S CAPITAL AND OPERATING BUDGETS FOR FY 2007 – 2012

Summary:

Les White reported that this is an update to the 5-year budget framework plan that the Board adopted in June 2006. Mr. White referred to Attachment page 8.a7, which reflects the staff recommendations Angela Aitken presented in the previous item and also shows \$400,000 available for consideration of adding new service beginning in the Spring 2008 bid. However, METRO will be short by 40 buses in 2012 unless diverted state funding is restored.

Mr. White explained that this budget framework is based on the assumptions listed on page 8.a2, which staff will update at least annually to determine if any adjustments are needed.

9. CONSIDERATION OF APPROVAL OF RESOLUTION AUTHORIZING AN AMENDED CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR FY 2008 TRANSPORTATION DEVELOPMENT ACT (TDA) FUNDS

No questions or comments.

10. CONSIDERATION OF UTILIZATION OF A FACILITATOR FOR PREPARATION FOR FY 2008 UTU, LOCAL 23, FIXED ROUTE LABOR NEGOTIATIONS

Summary:

Les White reported that it is METRO’s goal that the collective bargaining process with the United Transportation Union (UTU) Local 23 be conducted in an atmosphere of open communication and mutual respect and in order to assist the negotiation teams, METRO recommends the utilization of a facilitator. Mr. White stated that METRO is recommending Jim Greiner’s “Hands-On Drumming”, a facilitator suggested by UTU Local 23. Mr. White also noted that the expiration date of the current Labor Agreement is June 30, 2008 and not September 1, which is listed incorrectly in the Staff Report.

Steve Prince, UTU, stated that he is a member of the UTU Negotiations Team and that UTU is in favor of this recommendation and hopes that all managers and Board Members will participate.

11. CONSIDERATION OF APPROVAL OF MODIFICATION TO PLANNING INTERN CLASS SPECIFICATION (JOB DESCRIPTION)

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Approve the revised Class Specification (Job Description) for the Planning Intern to be used for the AMBAG Grant

Motion passed unanimously with Director Bustichi being absent.

12. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 16, 2007 – WATSONVILLE CITY COUNCIL CHAMBERS, 250 MAIN STREET, WATSONVILLE

Vice Chair Beautz announced that the November 16, 2007 Board meeting will be held at the Watsonville City Council Chambers at 250 Main Street.

ADJOURN

There being no further business, Vice Chair Beautz adjourned the meeting at 10:23 a.m.

Respectfully submitted,

CINDI THOMAS
Administrative Services Coordinator