

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**March 14, 2008**

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 14, 2008 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chair Bustichi called the meeting to order at 9:00 a.m.

## **SECTION 1: OPEN SESSION**

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

#### **DIRECTORS PRESENT**

Jan Beautz (arrived after roll call)  
Dene Bustichi  
Donald Hagen  
Michelle Hinkle  
Kirby Nicol  
Emily Reilly  
Mike Rotkin  
Dale Skillicorn  
Pat Spence  
Mark Stone

#### **DIRECTORS ABSENT**

Marcela Tavantzis  
Ex-Officio Donna Blitzler

#### **STAFF PRESENT**

Ciro Aguirre, Operations Manager  
Angela Aitken, Finance Manager  
Wally Brondstatter, Acting Paratransit Super.  
Frank Cheng, MetroBase Project Manager  
Mark Dorfman, Assistant General Manager  
Mary Ferrick, Fixed Route Superintendent

Margaret Gallagher, District Counsel  
Debbie Kinslow, Asst Finance Manager  
Robyn Slater, Human Resources Manager  
Tom Stickel, Maintenance Manager  
April Warnock, Acting Asst. Paratransit Super.  
Les White, General Manager

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

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 FEBRUARY 2008**

No questions or comments.

**5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2008**

No questions or comments.

**5-3. CONSIDERATION OF TORT CLAIMS:  
DENY THE CLAIM OF ESPERANZA BELMONTES, CLAIM #08-0008;**

No questions or comments.

**5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR MARCH 19, 2008 AND MINUTES OF JANUARY 16, 2008**

No questions or comments.

**5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF DECEMBER 2007**

Director Rotkin asked if the “Call average seconds to answer” is an area that could be a concern. Wally Brondstatter offered to look into this and provide more information at the next meeting.

Les White added that an outline of the District’s performance standards and how they compare to the actual operating statistics could be presented at a future Board meeting.

**5-6. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2007**

No questions or comments.

**5-7. ACCEPT AND FILE JANUARY 2008 RIDERSHIP REPORT**

Director Rotkin asked what “Other” means on the Dropped Service breakdown pie chart on Page #5-7.5. Les White replied that this is usually traffic congestion.

Director Nicol asked for clarification regarding 2008 ridership decreasing over 2007, but that revenue increased. Mark Dorfman replied that this might be an anomaly that staff would research this and provide a response.

**CHAIR BEAUTZ ARRIVED**

**5-8. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT**

No questions or comments.

**5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH BROWN, ARMSTRONG, ET AL FOR FINANCIAL AND TAX AUDIT SERVICES**

No questions or comments.

**5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH MISSION LINEN AND UNIFORM SERVICE FOR UNIFORM, FLAT GOODS AND LAUNDRY SERVICES**

No questions or comments.

**5-11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT RENEWAL WITH AIRTECH SERVICE FOR HVAC MAINTENANCE SERVICES**

No questions or comments.

**5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT FOR THE PROPERTY LOCATED AT 370 ENCINAL STREET**

No questions or comments.

**5-13. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION REGARDING: SETTLEMENT WITH THE PRINTERY AND AUTHORIZATION TO PURCHASE PROPERTIES LOCATED AT 1211 AND 1217 RIVER STREET, SANTA CRUZ**

No questions or comments.

**5-14. NOTIFICATION OF ACTION TAKEN IN CLOSED SESSION REGARDING: SETTLEMENT WITH ARNTZ BUILDERS, INC.**

No questions or comments.

**5-15. CONSIDERATION OF APPROVAL OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2009 TDA & STA CLAIMS**

No questions or comments.

**REGULAR AGENDA**

**6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:**

This presentation will take place at the March 28, 2008 Board meeting.

**7. PUBLIC HEARING: CONSIDERATION OF REVISIONS TO METRO'S PARACRUZ PARATRANSIT PLAN REGARDING SAME DAY SERVICE**

Public Hearing will be held at the March 28, 2008 Board Meeting.

**Summary:**

Ciro Aguirre reported on an incident that occurred on January 7, 2008 involving a customer that scheduled a ride for a doctor's appointment and upon arriving at the destination, discovered the office had moved approximately .3 of a mile. The existing policy did not allow for same day changes, so it was not an option for the ParaCruz driver to take the passenger to an alternate location.

As a result of this incident, staff reviewed the policy and implemented an interim procedure whereby a manager would be available to make a determination regarding same day service changes of this nature. E&D TAC and MAC also provided suggestions.

Although the Staff Report indicates that the staff recommendation is to have a manager available to make decisions which might include returning the passenger to their starting location or revising their destination address with the consent of their emergency contact, Mr. Aguirre reported that METRO staff has opted to return the passenger to their residence rather than an alternate address due to the concern that the passenger may be unable to make cognizant decisions on their own regarding their destination. Mr. Aguirre said that another concern is the potential distance of a new destination from the original and potential liability of transporting a person to a location other than their original destination.

**Discussion:**

Director Rotkin expressed concern about a person in this situation automatically be returned to their residence because they may have a caregiver that would not be present at the time. Wally Brondstatter replied that whether the passenger was taken to an alternate destination or returned home, ParaCruz would place a call to the caregiver and also the new destination informing them of the situation.

There was a discussion about potential liability and the confusion over the staff recommendation. Mr. Aguirre and Mr. Brondstatter explained that they were giving the Board more information and

several options to choose from. The Board requested a clear recommendation from staff to be considered and commented on at the Public Hearing to be held on March 28<sup>th</sup>.

8. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT WITH GIRO, INC. FOR THE PURCHASE OF HASTUS ATP RUN TIME ANALYSIS PROGRAM**

**Summary:**

Tom Stickel reported that District utilizes HASTUS software to develop the bus operators' runs or schedules. This run time analysis module is only available from Giro, Inc. who is the developer of the HASTUS software program.

9. **CONSIDERATION OF AUTHORIZATION TO ADD PROPERTY INSURANCE COVERAGE TO THE RECENTLY COMPLETED AND OCCUPIED "1200 RIVER STREET BUILDING B" PROPERTY FOR FY08**

**Summary:**

Angela Aitken reported that on February 15, 2008 METRO moved into the recently completed Service and Fueling facility. The 30-day grace period expires tomorrow, which is why action is being requested on this item today. Staff is currently in the process of gathering required documentation for obtaining a quote for flood insurance on this property which will then be presented to the Board for approval.

**ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR SKILLICORN**

**Authorize adding property insurance coverage to the recently completed and occupied "1200 River Street Building B" property with Lexington insurance Company for an annual premium of \$23,435.00**

**Motion passed unanimously with Director Tavantzis being absent.**

10. **CONSIDERATION OF TORT CLAIMS:  
DENY THE REQUEST OF JOHN KUHRYS TO FILE A LATE CLAIM AND DENY THE CLAIM AS UNTIMELY**

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY**

**Deny the claim filed by John Kuhry as untimely and deny the claimant John Kuhry's request to file a late claim**

**Motion passed unanimously with Director Tavantzis being absent.**

11. **CONSIDERATION OF APPROVAL OF CHANGES TO THE PAYROLL SPECIALIST CLASS SPECIFICATION**

**Summary:**

Robyn Slater reported that the incumbent recently retired and the job description needed to be reviewed and revised, as it has not been updated since 1990. The proposed modifications have been reviewed and approved by the union.

**ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SPENCE**

**Approve changes to Payroll Specialist Class Specification which modernize the position description and add more details regarding the tasks performed in this position**

**Motion passed unanimously with Director Tavantzis being absent.**

12. **ORAL ANNOUNCEMENT: SPECIAL MEETING TO BE HELD AT 9:00 A.M. ON MARCH 21, 2008 AT 370 ENCINAL STREET**

Vice Chair Bustichi announced that the a Special Board Meeting will be held at 9:00 a.m. on March 21, 2008 at 370 Encinal Street to discuss the Pacific Station Redevelopment Project.

**ADJOURN**

There being no further business, Vice Chair Bustichi adjourned the meeting at 10:57 a.m.

Respectfully submitted,

CINDI THOMAS

Administrative Services Coordinator