

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

November 21, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, November 14, 2008 at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

Chair Beautz called the meeting to order at 9:09 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
Pat Spence
Emily Reilly
Mike Rotkin (arrived after roll call)
Dale Skillicorn
Mark Stone
Marcela Tavantzis
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

None

STAFF PRESENT

Angela Aitken, Finance Manager	Debbie Kinslow, Asst. Finance Manager
Frank Cheng, MB Project Manager	Tom Stickel, Maintenance Manger
Mark Dorfman, Assistant General Manager	April Warnock, Paratransit Superintendent
Mary Ferrick, Fixed Route Superintendent	Les White, General Manager

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

Roberto Ojeda, Fleet Maint Mechanic II	Amy Weiss, Spanish Interpreter
----------------------------------------	--------------------------------

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- a. Scott Shults Re: Scotts Valley Bus Bench

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 2008
- 5-2. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR SEPTEMBER 2008
- 5-3. CONSIDERATION OF TORT CLAIMS:
DENY THE CLAIM OF MARILYN M. GRAVES, CLAIM #08-0028
DENY THE CLAIM OF LORRAINE MEDRANO, CLAIM #08-0029
- 5-4. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) REVISED AGENDA FOR NOVEMBER 19, 2008 AND MINUTES OF SEPTEMBER 17, 2008
- 5-5. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2008
- 5-6. ACCEPT AND FILE SEPTEMBER 2008 RIDERSHIP REPORT
- 5-7. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF SEPTEMBER 2008
- 5-8. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF THIRTEEN (13) 1988 NEW FLYER BUSES AND ONE (1) LOT OF SUPPORT PARTS FOR THE ABOVE LISTED VEHICLES
- 5-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXTEND THE CONTRACT WITH PAT PIRAS CONSULTING FOR REVIEW OF ADA PARATRANSIT ELIGIBILITY PROCESS
- 5-10. ACCEPT AND FILE METROBASE PROJECT STATUS REPORT
- 5-11. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE OCTOBER 2008 MEETING(S)

ACTION: MOTION: DIRECTOR SKILLICORN SECOND: DIRECTOR BUSTICHI

Approve the Consent Agenda

Motion passed unanimously with all Directors present.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

The following employees were presented with longevity awards for their years of service:

TWENTY YEARS

Roberto Ojeda, Fleet Maintenance Mechanic II

7. PUBLIC HEARING TO RECEIVE INPUT ON PROPOSED CHANGES TO SANTA CRUZ METRO'S CONFLICT OF INTEREST CODE

Summary:

Les White reported that the proposed amendments include updating position titles and adding designated consultants. The 45-day public comment period began on October 28, 2008 and will conclude on December 11, 2008. This item will come back to the Board for adoption at the December 19, 2008 meeting after consideration of any public comments received.

CHAIR BEAUTZ OPENED THE PUBLIC HEARING AT 9:16 A.M.

There were no public comments.

CHAIR BEAUTZ CLOSED THE PUBLIC HEARING AT 9:16 A.M.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI

Continue to December 19, 2008 meeting for action

Motion passed unanimously with all Directors present.

8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2008 (Continued from October)

There was a discussion about the "five-minute wait" procedure and April Warnock reported that a memo explaining the proper procedure would be issued to all paratransit operators and dispatchers and it will also be addressed in refresher training.

9. CONSIDERATION OF REASSIGNMENT OF SUPERVISOR OF REVENUE COLLECTION FROM THE OPERATIONS DEPARTMENT TO THE FINANCE DEPARTMENT

Summary:

Les White reported that this change would move the Revenue Collections Supervisor to the Finance Department, which is responsible for all funding sources for METRO, including fare box revenue.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN

Approve modifications to the organizational structure to transfer the supervision of the Revenue Collections Supervisor from the Operations Department to the Finance Department effective November 27, 2008

Motion passed unanimously with all Directors present.

10. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION AND WAGE RANGE CHANGES FOR THE SAFETY AND TRAINING COORDINATOR POSITION

Summary:

Mary Ferrick reported that this class specification has not been updated since 1991 and the responsibilities of the position have changed significantly over the past 17 years.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Approve the revised class specification (job description) and wage range for the Safety and Training Coordinator position with the 7% wage increase effective on the pay period beginning January 10, 2008.

Motion passed unanimously with all Directors present.

11. DELETED (Oral Announcement of Today's meeting date and location)

12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:

Les White reported that the Board would have a conference with its Real Property Negotiators regarding properties located at Felton Faire and 425 Front Street.

13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Beautz adjourned to Closed Session at 9:30 a.m. and reconvened to Open Session at 10:28 a.m.

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

Les White reported that the Board took no reportable action in Closed Session.

15. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A TWO-YEAR IRREVOCABLE LICENSE AGREEMENT IN FAVOR OF SANTA CRUZ METRO WITH ROBERT MARIN AND CELESTE DE SCHULTHESS, TRUSTEES, FOR BUS STOP ACCESS ON THE FELTON FAIRE SHOPPING CENTER PROPERTY**

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BUSTICHI

Continue to December

Motion passed unanimously with all Directors present.

ADJOURN

There being no further business, Chair Beautz adjourned the meeting at 10:29 a.m.

Respectfully submitted,

CINDI THOMAS
Administrative Services Coordinator