



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA MEETING MINUTES*
FEBRUARY 28, 2020 – 9:00 AM
METRO ADMIN OFFICES
110 VERNON STREET, SANTA CRUZ, CA**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 28, 2020 at the METRO Admin Offices, 110 Vernon Street, Santa Cruz, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz METRO's Administrative offices at 110 Vernon Street, Santa Cruz, California. *Minutes are "summary" minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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SECTION I: OPEN SESSION

1 CALL TO ORDER at 9:00AM by Vice Chair Rotkin.

2 ROLL CALL: The following Directors were **present**, representing a quorum:

Director Ed Bottorff	City of Capitola
Director Trina Coffman-Gomez	City of Watsonville
Director Aurelio Gonzalez	City of Watsonville
Director John Leopold	County of Santa Cruz
Director Donna Lind	City of Scotts Valley
Director Cynthia Mathews	City of Santa Cruz
Director Donna Meyers	City of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Larry Pageler	County of Santa Cruz
Director Dan Rothwell	County of Santa Cruz <i>Arrived 9:03AM</i>
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Dan Henderson	UCSC
Ex-Officio Director Alta Northcutt	Cabrillo College

Directors Bottorff and Gonzalez were absent.

STAFF PRESENT:

Alex Clifford	METRO CEO/General Manager
Julie Sherman	METRO General Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Joan Jeffries, SEIU SEA
Debbie Kinslow, SCMTD

Daniel Zaragoza, SCMTD

3 APPROVE: CONSIDERATION OF (1) ELECTING DIRECTORS TO SERVE AS BOARD OFFICERS; (2) ELECTING DIRECTORS TO POSITIONS ON VARIOUS BOARD COMMITTEES; (3) ELECTING DIRECTORS TO FILL ONE POSITION ON THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC); AND, (4) ELECTING REPRESENTATIVES AND ALTERNATES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC)

Vice Chair Rotkin introduced Slate 1 proposed by Chair Bottorff and himself.

ACTION: MOTION TO ACCEPT THE SLATE AS PRESENTED WITH THE ADDITION OF DIRECTOR PAGELER TO THE CAPITAL PROJECTS STANDING COMMITTEE

MOTION: DIRECTOR MATHEWS

SECOND: DIRECTOR COFFMAN-GOMEZ

MOTION PASSED WITH 9 AYES (Directors Coffman-Gomez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Bottorff and Gonzalez were absent.

4 ANNOUNCEMENTS

Chair Rotkin introduced Mindy Esqueda and her Spanish Language interpretation services. Ms. Esqueda announced her services in Spanish for the assembly. Chair Rotkin also announced that the meeting is being televised by Community Television of Santa Cruz County with technician, Mr. Kingston Rivera.

5 BOARD OF DIRECTORS COMMENTS

Director McPherson informed the assembly of the February 18-19 meeting he and Director Gonzalez attended with Guy Preston, SCCRTC Executive Director, wherein they discussed five county highway needs – focusing on highway one and the mention of the bus on shoulder (BOS) program. The BOS and highway one auxiliary lanes are high profile and included in the SCCRTC discussions.

6 ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD OF DIRECTORS

Hearing none, Chair Rotkin moved to the next item.

7 LABOR ORGANIZATION COMMUNICATIONS

Olivia Martinez, SEIU Internal Organizer, expressed concern regarding the Ten Day Memo process and offered to host the HR personnel, managers and leadership team over a lunch meeting to discuss The SEIU has no issues with the proposed Personnel Rules and Regulations changes where the CEO approves the job descriptions, as there exists a process for reviewing job descriptions with the Union. Referencing the CalPERS Circular Letter (#200-050-16) dated November 4, 2016 regarding “Statutory and Regulatory Requirements for Compensation Earnable and Publicly Available Pay Schedules” (see attached), Ms. Martinez expressed concerns with the CEO approving employee salaries as outlined in the proposed Personnel Rules and Regulations.

Michael Rios, PSA President, informed the Board that they are still waiting on a response from METRO regarding “direct pay”.

Vice Chair Leopold voiced his understanding that the Board approves employee salaries and new job descriptions, but any incremental changes in the job descriptions will not come before the Board.

Chair Rotkin reminded the assembly there is a process for changing job descriptions and reaching agreement. When there is a disagreement, the labor organizations may bring these to the attention of the Board.

- 8 ADDITIONAL DOCUMENTATION - distributed and available at the back of the room.**
- Year in Review Accomplishments
 - News Clips have been posted to the website and are available at the back of the room.

CONSENT AGENDA

- 9-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF JANUARY 2020**
- 9-02 ACCEPT AND FILE: MINUTES OF THE JANUARY 24, 2020 BOARD OF DIRECTORS MEETING, THE FEBRUARY 14, 2020 FINANCE, BUDGET AND AUDIT STANDING COMMITTEE AND THE FEBRUARY 14, 2020 PERSONNEL/HR STANDING COMMITTEE MEETING**
- 9-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2019**
- 9-04 APPROVE: CONSIDERATION OF RESOLUTION APPROVING THE FY20 REVISED CAPITAL BUDGET**
- 9-05 ACCEPT AND FILE: QUARTERLY STATUS REPORT OF GRANT APPLICATIONS, ACTIVE AND PENDING GRANTS FOR THE SECOND QUARTER OF FY20**
- 9-06 ACCEPT AND FILE: THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR OCTOBER, NOVEMBER AND DECEMBER 2019**
- 9-07 ACCEPT AND FILE: METRO SYSTEM RIDERSHIP REPORTS FOR THE SECOND QUARTER OF FY20**
- 9-08 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS**
- 9-09 CONSIDER APPROVAL OF SEIU, LOCAL 521, BASE WAGE SCALES AND RELATED CONTRACT LANGUAGE**
- 9-10 APPROVE: CONSIDERATION OF DESIGNATION OF SAFETY, SECURITY AND RISK MANAGEMENT DIRECTOR TO THE CALIFORNIA TRANSIT INDEMNITY POOL (CALTIP) BOARD OF DIRECTORS**

- 9-11 APPROVE: CONSIDERATION OF APPROVING THE AMENDED PERSONNEL RULES AND REGULATIONS AND APPROVAL OF THE RESOLUTION REGARDING THIS ACTION**
- 9-12 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
- 9-13 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO FASTENAL COMPANY FOR FASTENERS, ELECTRICAL TERMINALS & MISCELLANEOUS ITEMS NOT TO EXCEED \$60,000**
- 9-14 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO S & A SYSTEMS, INC. FOR A FLUID MANAGEMENT SYSTEM NOT TO EXCEED \$188,054**
- 9-15 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 3RD CONTRACT AMENDMENT WITH APOLLO VIDEO TECHNOLOGY TO INCREASE THE CONTRACT TOTAL BY \$100,000 FOR ONBOARD BUS VEHICLE SECURITY SURVEILLANCE**
- 9-16 APPROVE: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A 1ST AMENDMENT WITH HANSON BRIDGETT LLP TO INCREASE THE CONTRACT AUTHORITY FOR GENERAL COUNSEL AND LEGAL SERVICES**

Referencing Agenda Item 9-06, Chair Rotkin spoke of the few recent problems with the transition to the new Ecolane scheduling software. Daniel Zaragoza, Paratransit Division Operations Manager, cited examples of recent productivity improvements as a result of the new software.

In response to Director Mathews' request, CEO Clifford provided a quick update and examples of the good experiences achieved through the onboard bus vehicle security surveillance system. (Agenda Item 9-15).

There was no public comment.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 9 AYES (Directors Coffman-Gomez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Bottorff and Gonzalez were absent.

REGULAR AGENDA

10 PRESENTATION OF EMPLOYEE LONGEVITY AWARDS FOR:

20 Years: Raymundo Marquez and Teodoro Guerrero

Chair Rotkin announced and congratulated the employees. Both Mr. Marquez and Mr. Guerrero thanked the Board and management and relayed a few stories of their experiences over the years with METRO.

11 RESOLUTION OF APPRECIATION, RETIREES: DAN STEVENSON & JEFFREY ZENKER

Chair Rotkin announced and congratulated both employees. Mr. Stevenson spoke briefly of how fast his time has gone with METRO and appealed to the assembly to go out and vote in the upcoming election.

Mr. Rotkin added that Mr. Stevenson, like so many other employees, has done a good job and is interested in the overall well being of the district and service to the customers.

ACTION: MOTION TO ACCEPT THE RESOLUTIONS OF APPRECIATION AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 9 AYES (Directors Coffman-Gomez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Bottorff and Gonzalez were absent.

12 ORAL METRO ADVISORY COMMITTEE (MAC) SEMI-ANNUAL REPORT

Veronica Elsea, MAC Chair, spoke about the efforts and contributions MAC brings to METRO. She asked the Board to consider changes to the MAC bylaws, specifically the wording as it relates to the timing and frequency of the MAC meetings. The MAC is looking forward to once again receiving Planning and Development ridership information. She also stressed the importance of communication from the organization to MAC and to the customer base; e.g., can the capabilities of many apps be combined into a single app?

Chair Rotkin thanked Ms. Elsea and the MAC, adding their input has a direct impact to the organization.

13 ORAL CEO UPDATE

CEO Clifford announced the promotion of Mr. Nathan Misenheimer to Administrative Specialist within the Facilities Department.

Due to the FTA advancing the due date for the bus and bus facilities grant application, CEO Clifford informed the Board of the unfortunate postponement of METRO's ParaCruz grant submittal for a new facility.

In response to Director Mathews' and Coffman-Gomez's inquiries, CEO Clifford and COO Aguirre provided updates regarding the environmental requirements that are being addressed. The overall project cost could be \$6-7 Million; the grant amount may be \$3-4 Million. METRO will be working with a consultant to obtain a better estimate of the overall project costs.

Speaking to the post-its on the walls, CEO Clifford explained the Year in Review process and the accomplishments that were distributed to the Board and the assembly.

After CEO Clifford's introduction, Wondimu Mengistu, Grants/Legislative Analyst, provided an update on a CalTrans discretionary grant in the amount of \$1.3M METRO received to replace two 1998 diesel fuel buses with two CNG buses.

There was no public comment.

14 ACCEPT AND FILE: CY20 STATE AND FEDERAL LEGISLATIVE AGENDA

Alex Clifford, CEO/General Manager, added commentary to the report.

ACTION: MOTION TO ACCEPT AND FILE THE CY20 STATE AND FEDERAL LEGISLATIVE AGENDA AS PRESENTED

MOTION: DIRECTOR LIND

SECOND: DIRECTOR LEOPOLD

MOTION PASSED WITH 9 AYES (Directors Coffman-Gomez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Bottorff and Gonzalez were absent.

15 ACCEPT AND FILE: STATE LEGISLATIVE UPDATE FROM JOSH SHAW OF SHAW, YODER, ANTWIH, SCHMELZER AND LANGE

Josh Shaw and Michael Pimentel, Shaw, Yoder, Antwih, Schmelzer and Lange, spoke to the presentation. Discussion ensued among the assembly regarding the revenue implications of the free fare transit bills proposed. Mr. Shaw added that they would be communicating with METRO staff as these bills go through the process. A caucus is convening next week with the interested parties, transit agencies, other agencies, etc. to bring increased attention to the potential impact. It's been suggested that the bills be tailored to address specific regions.

Chair Rotkin suggested members of the public, seniors, students, etc. advocate their position to their state representatives.

CEO Clifford reminded the assembly of the service and personnel cuts that loomed a few years ago due to the structural deficit. If these bills are passed, METRO anticipates having to cut one-third to one-half of our service, lay off at least that many, if not more Bus Operators; not to mention the consequences of the upside – more riders. These proposed bills represent a huge downward spiral.

Referencing Agenda Item 17, the Discount Fare Policy, Director McPherson and Mr. Shaw recognize that transit agencies are doing what they can to support their demographic riders through the use of their resources and are good examples to provide the state legislators.

There were no public comments.

16 ACCEPT AND FILE: FEDERAL LEGISLATIVE UPDATE FROM CHRIS GIGLIO OF CAPITAL EDGE

Chris Giglio, Capital Edge, spoke to the presentation. He said Congressmembers Panetta and Eschoo are aware of the potential impact to funding in general and METRO in particular if reclassification were to occur as a result of the 2020 census. Mr. Giglio does not anticipate any big policy changes or funding discussions until 2021.

There were no public comments.

17 ADOPT AN AMENDMENT TO METRO'S DISCOUNT FARE POLICY PROVISIONS PERTAINING TO THE FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS

Jayne Ackemann, Marketing, Communications & Customer Service Director, spoke to the staff report, adding no complaints have been received; they have responded to many questions from customers. From all indications, the program appears to be a success.

General Counsel Sherman added very few substantive comments came from plaintiff's counsel, some of which are reflected in the revised policy.

There were no public comments.

ACTION: MOTION TO ACCEPT THE AMENDMENT TO METRO'S DISCOUNT FARE POLICY PROVISIONS PERTAINING TO THE FREE FARE PROGRAM FOR LEGALLY BLIND INDIVIDUALS AS PRESENTED

MOTION: DIRECTOR COFFMAN-GOMEZ

SECOND: DIRECTOR MATHEWS

MOTION PASSED WITH 9 AYES (Directors Coffman-Gomez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin) Directors Bottorff and Gonzalez were absent.

18 DEMONSTRATION: NEW MOBILE TICKETING APP FOR HIGHWAY 17 – PULLED TO NEXT MONTH AT CHAIR REQUEST.

19 ORAL PACIFIC STATION UPDATE

Jayne Ackemann, Marketing, Communications & Customer Service Director, noted that METRO received input to the draft Memorandum of Understanding (MOU) from the City of Santa Cruz yesterday.

Director Mathews stressed the potential for Pacific Station, but the MOU needs to be in place such that we can begin discussing specifics. She requested the Capital Projects Standing Committee invite others to the Committee meetings.

There was no public comment.

20 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Julie Sherman, General Counsel, announced the items to be discussed in closed session below.

21 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 27, 2020 AT 9:00 AM, AT SCOTTS VALLEY CITY CHAMBERS, ONE CIVIC CENTER DRIVE, SCOTTS VALLEY, CA

22 RECESS TO CLOSED SESSION

SECTION II: CLOSED SESSION -The Board recessed to Closed Session at 11:11AM

23 PUBLIC EMPLOYEE PERFORMANCE EVALUATION GOVERNMENT CODE §54957

TITLE: GENERAL COUNSEL – JULIE SHERMAN / HANSON BRIDGETT LLP

SECTION III: RECONVENED TO OPEN SESSION – at 11:19AM

24 REPORT OF CLOSED SESSION ITEMS

There was no report out.

25 ADJOURNMENT

Chair Rotkin adjourned the meeting at 11:20AM

Respectfully submitted,

Gina Pye
Executive Assistant