

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

October 24, 2008

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 24, 2008 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, California.

Chair Beautz called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi
Donald Hagen
Michelle Hinkle
Kirby Nicol
Pat Spence
Mike Rotkin
Dale Skillicorn
Mark Stone
Marcela Tavantzis
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Emily Reilly

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Finance Manager
Pat Aviles, Asst. Human Resources Manager
Mark Dorfman, Assistant General Manager
Mary Ferrick, Fixed Route Superintendent
Margaret Gallagher, District Counsel

Shona Harper, Asst. Paratransit Superintendent
Debbie Kinslow, Asst. Finance Manager
Robyn Slater, Human Resources Manager
Tom Stickel, Maintenance Manger
April Warnock, Paratransit Superintendent
Les White, General Manager

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

Tony Campos, SCCRTC
Donna A. Canales, Customer Svc. Coord
Major B. Cummins, Bus Operator
George Dondero, SCCRTC
Ian McFadden, Transit Planner

Bonnie Morr, UTU
Kim Shultz, SCCRTC
Daniel Stevenson, Bus Operator
Amy Weiss, Spanish Interpreter
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

A REVISED Staff Report for Item #12 was distributed and is attached to the file copy of these minutes.

Chair Beautz moved Item #17 to follow Item #11.

CONSENT AGENDA

- 5-1. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2008**
- 5-2. **CONSIDERATION OF TORT CLAIMS: None**
- 5-3. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR OCTOBER 15, 2008 AND MINUTES OF JULY 16, 2008**
- 5-5. **ACCEPT AND FILE AUGUST 2008 RIDERSHIP REPORT**
- 5-6. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JUNE 2008**
- 5-7. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF AUGUST 2008**
- 5-8. **ACCEPT AND FILE METROBASE PROJECT STATUS REPORT**
- 5-9. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY & AUGUST 2008**
- 5-10. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FOR APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE SEPTEMBER 2008 MEETING(S)**
- 5-11. **APPROVE REGULAR BOARD MEETING MINUTES OF JULY 11 & 25, 2008**

Director Spence requested that Item #5-4 be pulled.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Approve the remainder of the Consent Agenda

Motion passed unanimously with Director Reilly being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

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

TEN YEARS

Daniel Stevenson, Bus Operator (Continued from August)

TWENTY YEARS

Angel Valdez, Jr., Bus Operator
Major B. Cummins, Bus Operator

THIRTY YEARS

Donna A. Canales, Customer Service Coordinator (Continued from September)

7. CONSIDERATION OF BOARD OF DIRECTORS MEETING SCHEDULE AND LOCATIONS FOR 2009

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BUSTICHI

Approve the meeting date and location schedule for 2009 as presented

Motion passed unanimously with Director Reilly being absent.

8. CONSIDERATION OF SERVICE REVISIONS FOR WINTER 2008

Summary:

Mark Dorfman reported that the only revision is to adjust the Route 31 by a few minutes to coordinate with the Scotts Valley High School afternoon bell.

ACTION: MOTION: DIRECTOR NICOL SECOND: DIRECTOR ROTKIN

Approve the proposed service revision for Winter 2008

Motion passed unanimously with Director Reilly being absent.

9. CONSIDERATION OF MONTHLY BUDGET STATUS REPORT FOR JUNE 2008; DESIGNATION OF EXCESS REVENUE IN THE AMOUNT OF \$2,039,950 FOR CARRYOVER INTO THE FY09 BUDGET AND ADOPTION OF SCHEDULE OF RESERVE ACCOUNTS

Summary:

Angela Aitken gave a brief summary of the status of the year end FY08 budget as of June 30, 2008.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Accept the year end monthly budget status report for June 2008, designate net excess revenue and reductions to fund FY08 incurred expenses related to Capital reserves in the amount of (\$625,154), Cash Flow reserves in the amount of (\$165,978), Workers' Compensation reserves in the amount of (\$50,723), Liability Insurance reserves in the amount of (\$49,243); designate \$2,039,950 from net excess revenue from FY08 for carryover into FY09 budget; and designate the remainder of available net excess revenue, if any, for allocation to the Capital Reserves; and adopt the attached Schedule of Reserve Account Balances adopt the attached Schedule of Reserve Account Balances

Motion passed unanimously with Director Reilly being absent.

10. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF WILLIAM D. DEVIVO AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HINKLE

Adopt Resolution of Appreciation for the services of William D. Devivo as Bus Operator for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with Director Reilly being absent.

11. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF BEVERLY A. EDWARDS AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR HINKLE SECOND: DIRECTOR ROTKIN

Adopt Resolution of Appreciation for the services of Beverly A. Edwards as Bus Operator for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with Director Reilly being absent.

ITEM #17 WAS TAKEN OUT OF ORDER

17. CONSIDERATION OF SUPPORTING THE ACTIONS NECESSARY FOR THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO OBTAIN APPROVAL OF AND FUNDING FOR THE CONSTRUCTION OF THE ADDITION OF HIGH OCCUPANCY VEHICLE LANES ON HIGHWAY 1 FROM SANTA CRUZ TO WATSONVILLE

Summary:

Les White reported that SCCRTC staff gave a presentation to the Board last month on the Highway 1 Corridor and asked METRO to support the HOV Lanes project from Santa Cruz to Watsonville. Mr. White said that staff recommends that METRO endorse the project because it is a transit project as much as it is a highway project that would benefit METRO by improving travel time by approximately 30%, increase ridership by approximately 40%, and increase the level of service reliability.

Discussion:

George Dondero, Kim Shultz, and Tony Campos thanked the Board for supporting this project which needs this kind of collaboration to make it possible.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BUSTICHI

Support the actions of the Santa Cruz County Regional Transportation Commission in pursuing and obtaining approval of funding for the construction of High Occupancy Vehicle Lanes on Highway 1 from Santa Cruz to Watsonville

Motion passed unanimously with Director Reilly being absent.

12. CONSIDERATION OF A RESOLUTION DESIGNATING THE GENERAL MANAGER AS THE AUTHORIZED AGENT TO EXECUTE AGREEMENTS FOR PTMISEA FUNDS ON BEHALF OF SANTA CRUZ METRO

Summary:

Mark Dorfman reported that last year, California appropriated the first \$600 million in PTMISEA funds, with Santa Cruz METRO receiving \$4.4 Million for MetroBase. The FY 2009 California Budget appropriated \$350 million in PTMISEA funds, which will provide approximately \$2.5 Million more for MetroBase. The Guidelines for this year's Allocation Request require that the Recipient Agency, METRO, designate an Authorized Agent to execute agreements with Caltrans.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR TAVANTZIS

Adopt a resolution authorizing the General Manager to execute any actions and agreements necessary to obtain Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) funds for MetroBase

Motion passed unanimously with Director Reilly being absent.

13. ACCEPT & FILE REPORT ON 2008 APTA ANNUAL CONFERENCE

Angela Aitken, Ciro Aguirre, and Vice Chair Bustichi reported that they attended the 2008 APTA Annual Conference held October 4 – 9, 2008 in San Diego and found the program content and topics to be very relevant and well presented.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR ROTKIN

Accept and file report on 2008 APTA Annual Conference

Motion passed unanimously with Director Reilly being absent.

14. CONSIDERATION OF CONNECTION OPTIONS BETWEEN ROUTE 35 & 71

Summary:

Ian McFadden and Ciro Aguirre reported that this report was in response to a Customer Complaint Investigation regarding a perceived connection between Routes 35 and 71. Ian McFadden explained that the first inbound Route 35 was never intended to connect with Route 71 at Ocean Street. Staff monitored this trip for nineteen days and the connection was made only twice, which was attributed both times to the Route 71 departing late from Pacific Station.

Staff presented five service options and associated costs required to insure this connection was made.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI

Take no action at this time to modify routes to improve connection between Routes 35 & 71

Motion passed unanimously with Director Reilly being absent.

15. CONSIDERATION OF REQUEST TO OPERATE THE HOMELESS SHELTER SHUTTLE

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI

Authorize the General Manager to execute a contract with the Santa Cruz Homeless Services Center for the operation of the Homeless/Armory Shuttle from November 15, 2008 through April 15, 2009 contingent on available funding for the duration of the service and the statement by the Homeless Services Center is a Qualified Human Services Organization under the FTA regulations

Motion passed unanimously with Director Reilly being absent.

16. CONSIDERATION OF IMPACTS ON SANTA CRUZ METRO FROM THE CALIFORNIA STATE BUDGET

Summary:

Les White gave a brief summary of the FY 2009 State Budget that includes the diversion of \$1.667 billion in funds that were supposed to go into the State Public Transportation Account and placed those funds into the State General Fund. Mr. White explained that \$1.259 billion in funds

were diverted last in FY 2008 which has resulted in a loss of approximately \$6 million in capital funds to METRO over the past two fiscal years.

The lack of payment of funds to reimburse METRO for expenditures that have already been made has resulted in a severe cash shortage that is having a negative effect on METRO and is impeding progress on construction projects, which will result in increased future costs.

18. CONSIDERATION OF MODIFICATIONS IN METRO ORGANIZATIONAL STRUCTURE AND STAFF REPORTING TO REFLECT CHANGE IN MANAGERIAL STAFFING CONTAINED IN ADOPTED FY 2009 OPERATING BUDGET; AND RECLASSIFICATION OF THE POSITION OF FINANCE MANAGER TO REFLECT ASSUMPTION OF ADDITIONAL RESPONSIBILITIES

Summary:

Les White reported that the Assistant General Manager and the Maintenance Manager are both retiring on December 31, 2008 and the AGM position is not being funded after that date. Mr. White recommended that the Transit Planner, Transit Surveyor and Grants/Legislative Analyst, who previously reported to the AGM, and the Purchasing Agent and Senior Accounting Technician assigned to the Purchasing Function, who previously reported to the Maintenance Manager, all be assigned to the Finance Manger.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HAGEN

Approve modifications to the organizational structure to reflect the changes in managerial staff contained in the FY 2009 Operating Budget and approve the reclassification of the Finance Manager to reflect the assumption of additional duties. Direct staff to report back to the Board regarding the impact on the Finance Manager six months after implementing the reorganization

Motion passed unanimously with Director Reilly being absent.

19. CONSIDERATION OF APPROVAL OF CLASS SPECIFICATION CHANGES FOR THE TRANSIT PLANNER POSITION

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BUSTICHI

Approve the revised class specification (job description) for the Transit Planner position

Motion passed unanimously with Director Reilly being absent.

20. ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR NOVEMBER 21, 2008 – WATSONVILLE CITY COUNCIL CHAMBERS, 275 MAIN STREET, WATSONVILLE

Chair Beautz announced that the November 21, 2008 Board Meeting would be held at the Watsonville City Council Chambers, 275 Main Street, Watsonville, CA.

Chair Beautz recessed to the annual meeting of the Santa Cruz Civic Improvement Corporation at 11:00 a.m. and reconvened to Open Session at 11:05 a.m.

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

Margaret Gallagher reported that the Board would have a conference with its Legal Counsel regarding one case of Anticipated Litigation.

12. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Beautz adjourned to Closed Session at 11:06 a.m. and reconvened to Open Session at 11:12 a.m.

SECTION III: RECONVENE TO OPEN SESSION

13. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Chair Beautz adjourned the meeting at 11:12 a.m.

Respectfully submitted,

CINDI THOMAS
Administrative Services Coordinator