

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 27, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 27, 2004 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chairperson Reilly called the meeting to order at 9:25 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz
Michelle Hinkle
Mike Keogh
Dennis Norton
Emily Reilly

Mike Rotkin
Dale Skillicorn
Ex-Officio Wes Scott
Pat Spence
Mark Stone
Marcela Tavantzis

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, M/B Project Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator

Elisabeth Ross, Finance Manager
Robyn Slater, Human Resource Manager
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Sharon Barbour, MASTF
Heather Boerner, *Sentinel*
Scott Bugental, Seniors Commission
Richard Camperud, Courtesy Cab
Kathleen Johnson, Ombudsman Advocate
Clay Kempf, Seniors Council
Gary Klemz, SEIU
Jeff LeBlanc, MASTF
Paul Marcelin-Sampson, Metro Riders
Union

Manny Martinez, PSA
Ian McFadden, SEA
Bonnie Morr, UTU
Karena Pushnik, SCCRTC
Will Regan, VMU
Link Spooner, Lift Line
Marion Taylor, League of Women Voters
Bob Yount, MASTF

2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. Paul Marcelin-Sampson
- b. Cliff Tillman/Bonnie Morr, SEIU/UTU
- c. Bonnie Morr, UTU

RE: Paratransit/Hwy. 17
RE: ParaCruz In-House
RE: ParaCruz In-House

Oral:

Mike Rotkin, speaking as an individual and not a Board Member, thanked the owners of Bookshop Santa Cruz, Artisans, Logo's, Emily's Bakery, and Data Distributing for contributing funds to pay for First Night Santa Cruz volunteers to receive free bus passes.

Wes Scott thanked Michael Keogh, Sheryl Ainsworth and Bryant Baehr for contributions to keep First Night alive this year.

Karena Pushnik submitted the draft minutes from the RTC Paratransit Summit held on February 5, 2004 to the Board.

Sharon Barbour, MASTF Chair, read the following motion that was passed by MASTF at their recent meeting:

MASTF commends the CTSA (Consolidated Transportation Services Agency) for the improvements in the Paratransit service.

3. LABOR ORGANIZATION COMMUNICATIONS

None

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

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| ITEM #5-3 | ACCEPT AND FILE JANUARY 2004 RIDERSHIP REPORT
(Page One of Ridership Report will be distributed at the February 27, 2004 Board Meeting) |
| ADD TO ITEM #5-9 | ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
(Replace with revised Attachments A & B) |
| ADD TO ITEM #5-18 | ACCEPT AND FILE STATUS OF METROBASE PROJECT
(Add Staff Report and Attachments) |
| <u>REGULAR AGENDA:</u> | |
| ADD TO ITEM #6 | CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH CALTRANS, THE CAPITAL CORRIDOR JOINT POWERS AUTHORITY, AMTRAK, THE VALLEY TRANSPORTATION AUTHORITY AND SANTA CRUZ METRO FOR THE CONSOLIDATION OF THE HIGHWAY 17 EXPRESS SERVICE AND THE SANTA CRUZ-SAN JOSE AMTRAK CONNECTOR SERVICE
(Replace with revised Attachments 6A.a1, 6A.a2 and 6A.a3) |
| ADD TO ITEM #7 | CONSIDERATION OF 1 ST READING OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE
(Replace with revised Attachment A) |
| ADD TO ITEM #8 | CONSIDERATION OF PARACRUZ TRANSITION PLAN TO TAKE OPERATIONS IN-HOUSE FROM COMMUNITY BRIDGES
(Replace with revised Staff Report and Attachments) |

- DELETE ITEM #10** CONSIDERATION OF EXTENSION OF SANTA CRUZ NEEDLE EXCHANGE PROGRAM FOR TRANSIT CENTERS
(Deleted due to lack of funds)
- ADD TO ITEM #12** CONSIDERATION OF STATUS OF CO-MINGLING PROPOSAL SUBMITTED BY COMMUNITY BRIDGES ON NOVEMBER 6,2003
(Add Staff Report)
- ADD TO ITEM #13** CONSIDERATION OF MODIFYING ROUTES 31 AND 32 USING THE SILTANEN PARK PARKING LOT AS A TURNAROUND INSTEAD OF CONTINUED TRAVEL ON VINE HILL SCHOOL ROAD AND APPROVE INDEMNIFICATION AGREEMENT IN FAVOR OF THE CITY OF SCOTTS VALLEY
(Add Staff Report)
- ADD TO ITEM #14** CONSIDERATION OF ACCEPTANCE OF THE IMPLEMENTATION STATUS REPORT FOR THE METRO ADVISORY COMMITTEE (MAC)
(Add Staff Report)
- ADD TO ITEM #15** CONSIDERATION OF ADOPTION OF POLICIES AND PROCEDURES FOR PROPERTY ACQUISITION AND RELOCATION
(Add Staff Report)
- ADD TO ITEM #16** CONSIDERATION OF SOLE SOURCE PROCUREMENT OF TRAPEZE PASS SCHEDULING SOFTWARE, ASSOCIATED SUPPORT EQUIPMENT AND TRAINING
(Add Staff Report)
- ADD TO ITEM #17** CONSIDERATION OF RANKING OF PROPOSALS FOR CONSTRUCTION MANAGEMENT FOR THE METROBASE PROJECT
(Add Staff Report)

Documentation received after the distribution of the Add-On Packet and distributed at the Board Meeting also included: Fax from the Associated Students of San Jose University, Revised pages 6A.a1, 6A.a2 and 6A.a3, Revised Staff Report for Item #14. These additional items will be attached to these Minutes.

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF JANUARY 9 AND JANUARY 23, 2004
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
- 5-3. ACCEPT AND FILE JANUARY 2004 RIDERSHIP REPORT
- 5-4. CONSIDERATION OF TORT CLAIMS: Reject the Claim Entirely of Virginia Amato, Claim #04-0002
- 5-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF FEBRUARY 19, 2004 AND THE MINUTES OF THE JANUARY 15, 2004 MEETING
- 5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2003, AND APPROVAL OF BUDGET TRANSFERS
- 5-7. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR NOVEMBER 2003
- 5-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2003

- 5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 5-10. CONSIDERATION OF AWARD OF CONTRACT TO BROWN, ARMSTRONG, PAULDEN, MCCOWN, STARBUCK, & KEETER ACCOUNTANCY CORPORATION FOR FINANCIAL AUDIT AND TAX SERVICES
- 5-11. CONSIDERATION OF AMENDING DAY WIRELESS CONTRACT
- 5-12. CONSIDERATION OF EXTENDING CONTRACTS WITH VEHICLE MAINTENANCE PROGRAM, INC. FOR HEAVY DUTY BRAKE DRUMS, BATTERIES U.S.A., INC. FOR HEAVY DUTY COACH AND AUTOMOTIVE BATTERIES, AND BAY COUNTIES PITCOCK PETROLEUM, INC. FOR 15W-40 ENGINE OIL
- 5-13. CONSIDERATION OF ONE-YEAR RENEWAL OF CONTRACTS WITH VEHICLE MAINTENANCE PROGRAM, INC. FOR BUS FILTERS AND TIFCO INDUSTRIES, INC. FOR FASTENERS AND TERMINALS
- 5-14. ACCEPT AND FILE CALL STOP AUDIT REPORT
- 5-15. CONSIDERATION OF AMENDING THE ACQUISITION AND RELOCATION ASSISTANCE SERVICES AGREEMENT WITH THE CITY OF SANTA CRUZ TO REFLECT INCREASED RATES FOR LEGAL SERVICES FOR METROBASE PROPERTY ACQUISITION
- 5-16. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE FOLLOWING CLAIMS ON THE DATES INDICATED: WORKERS COMPENSATION SETTLEMENT CLAIM OF RICHARD CASTRO
- 5-17. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE
(Moved to Consent Agenda at the February 13, 2004 Board Meeting. Staff report retained original numbering as Item #11)
- 5-18. ACCEPT AND FILE STATUS OF METROBASE PROJECT

Director Spence asked for a correction in the Minutes to be made on Page 5-1.16 by changing "...discuss the possibility of having alternates on MAC" changed to ".....having ex officio members on MAC". This change will be made to the file copy of the Minutes.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the Consent Agenda with Director Skillicorn abstaining from approval of the January 9, 2004 Board Meeting Minutes.

Motion passed unanimously.

REGULAR AGENDA

- 6. CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH CALTRANS, THE CAPITAL CORRIDOR JOINT POWERS AUTHORITY, AMTRAK, THE VALLEY TRANSPORTATION AUTHORITY AND SANTA CRUZ METRO FOR THE CONSOLIDATION OF THE HIGHWAY 17 EXPRESS SERVICE AND THE SANTA CRUZ-SAN JOSE AMTRAK CONNECTOR SERVICE

Summary:

Les White summarized this item and stated that he has been in negotiations over the last three years with all the parties involved. A last minute fax was received from the Associated Students of San Jose State University and corrections to the Staff Report attachments were distributed. He added that if the involved agencies cannot operate the service collaboratively, it is likely that all Amtrak connector service would be discontinued from Santa Cruz County as of October 2004. Caltrans proposed that they would enhance the Highway 17 service in exchange for a schedule coordination and identity that the vehicle is an Amtrak connector bus. Tickets would be available via a Quicktrack machine at Pacific Station/Metro Center and, possibly in Scotts Valley. Mr. White itemized what Caltrans would offer in exchange for this coordination of schedules. Service would be provided on weekends and holidays as well. This proposal has been approved by the Capitol Corridor and is going before the VTA and Caltrans boards shortly. The Highway 17 Express service fare increases would be effective when the service goes into the Pacific Station/Metro Center.

Discussion:

MEMBERS OF THE PUBLIC WHO SPOKE IN FAVOR OF THIS ISSUE:

Sharon Barbour, MASTF
Paul Marcelin-Sampson, Bus Riders Union
Jeff LeBlanc, MASTF

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a Memorandum of Understanding between Caltrans, the Capitol Corridor Joint Powers Authority, the Valley Transportation Authority, and METRO for the consolidation of the Highway 17 Express service and the Amtrak Santa Cruz-San Jose Connector service.

Director Keogh stated that the potential removal of the funding would not eliminate METRO's requirement to provide this service. Ex Officio Director Scott stated that this is an important service to UCSC and UC would be willing and able to offer marketing assistance on the new ridership routes. The group that will oversee this service will meet each quarter to review the service.

Motion passed unanimously.

7. CONSIDERATION OF 1ST READING OF AMENDED FARE ORDINANCE TO REVISE HIGHWAY 17 EXPRESS FARES AND THE SCHOOL STUDENT FIELD TRIP RATE

Summary:

This is a companion piece to the Highway 17 service being brought to the Pacific Station/Metro Center. Today is the first reading of the Fare Ordinance. The second reading will take place at the public hearing being held at the March 26th Board meeting. Mr. Baehr outlined the proposed fare increases to the Highway 17 service and student school field trip rate and itemized the various forms of advertising of these increases to the public.

Discussion:

The issue of a 10-ride pass will be addressed after the service is put into place. No action was necessary at this time.

8. CONSIDERATION OF PARACRUZ TRANSITION PLAN TO TAKE OPERATIONS IN-HOUSE FROM COMMUNITY BRIDGES

Summary:

Bryant Baehr pointed out that the staff recommendations have changed since the last meeting and a revised staff report was included in this meeting's agenda packet. Mr. Baehr presented a slide show, which indicated that the cost of in-house operation of this service would be \$268,570 and blended operation would be \$173,820. Staff is requesting that the Board authorize staff to begin negotiations with UTU. Mr. Baehr supplied information on the new paratransit vehicles purchased by METRO, the impact on the ridership with the in-house and blended operations, layoffs at Community Bridges, and the 2/5/04 RTC paratransit summit meeting.

Discussion:

MEMBERS OF THE PUBLIC WHO SPOKE ON THIS ISSUE:

Bonnie Morr, Chair of UTU, discussed the timeframe to bring service in-house vs. layoffs at Community Bridges and efficiency of the service without a trainer at Community Bridges. Ms. Morr advocated to bring the service in-house as soon as possible.

Art Zamudio, UTU/Community Bridges, wants a decision as soon as possible and said that the paratransit drivers want to come in-house.

Link Spooner of Lift Line discussed the excellent benefits at Community Bridges and stated that a previous statement that Life Line does not have a trainer is untrue. He added that Community Bridges just purchased Mobile Data Communication Devices and that there are no further plans to lay off employees. Mr. Spooner stated his desire to renegotiate the contract with Les White. He also complimented Courtesy Cab for the service they offer when contacted for paratransit rides.

Sharon Barbour, Chair of MASTF, recommended that the Board of Directors wait before making a decision to bring service in-house until conclusions are presented from the 2/5/04 summit meeting.

Clay Kempf, Agency on Aging, discussed cost overages, projections for co-mingling and blended service, and requested that a decision be put on hold until summit findings are presented. He also complimented Lift Line drivers.

Paul Marcelin-Sampson, Bus Riders Union, spoke regarding Community Bridges contracting rides out when they are laying off employees. He added that there are conflicts in the UTU contract at Community Bridges vs. UTU's contract with METRO.

Kathleen Johnson, Ombudsman Advocates, stated that it is important for the Board to take into consideration recommendations of the Task Force which ~~was~~ **will be** formed as a result of the RTC summit on 2/5/04. She also discussed the cost of consultants used for recertification vs. utilizing skilled nursing facility staff to recertify their residents. She added that a change of telephone number when calling for a paratransit ride would be confusing to some users.

Ian McFadden, SEA Chapter President, stated that the purchase of the Trapeze software would be based on the UTU and contract negotiations. The purchase would be made prior to knowing what agreement was reached or what the cost per ride would be. He added that he wants SEIU to be present in May for the negotiations.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ROTKIN

Authorize the General Manager to take the following actions:

- 1. Notify Community Bridges that METRO wishes to engage in discussions regarding potential contract modifications to be effective October 2, 2004 and/or the potential of contract termination for convenience effective on October 2, 2004.**
- 2. Request expressions of interest from potential vendors for on-street ParaCruz services.**
- 3. Authorize staff to enter into negotiations with the United Transportation Union Local 23 concerning ParaCruz operation.**
- 4. Authorize staff to continue to develop a plan that would provide for the co-mingling of trips that is compliant with ADA requirement.**

Direction: Director Ainsworth asked that staff solve the problem with users having to make a second phone call, even if it means METRO staff redirecting the call.

Motion passed unanimously.

9. CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER

Discussion:

Director Keogh expressed concern with funding a shuttle when all other shuttle requests have been denied. He suggested that UTU consider collecting funds themselves for this service and offered to contribute to this cause. Total cost of the shuttle is \$240.00. Director Rotkin also volunteered to contribute and suggested UTU ask each director individually to contribute. Bonnie Morr also asked for Board volunteers to assist with the dinner itself.

NO BOARD ACTION WAS TAKEN ON THIS ITEM.

10. DELETED DUE TO LACK OF FUNDING

11. MOVED TO CONSENT AGENDA AS ITEM #5-17

12. CONSIDERATION OF STATUS OF CO-MINGLING PROPOSAL SUBMITTED BY COMMUNITY BRIDGES ON NOVEMBER 6, 2003

Summary:

Bryant Baehr reported that no action is required today. This is an informational item only. He will return to the Board in one month after staff has researched whether METRO can legally co-mingle rides. Currently, MediCal will not pay for riders in vehicles that are funded by public funds. This may impact the co-mingling concerns.

MEMBER OF THE PUBLIC WHO SPOKE IN FAVOR OF CO-MINGLING:

Clay Kempf, Agency on Aging

13. CONSIDERATION OF MODIFYING ROUTES 31 AND 32 USING THE SILTANEN PARK PARKING LOT AS A TURNAROUND INSTEAD OF CONTINUED TRAVEL ON VINE HILL SCHOOL ROAD AND APPROVE INDEMNIFICATION AGREEMENT IN FAVOR OF THE CITY OF SCOTTS VALLEY

Summary:

Staff is requesting approval to modify Routes 31 and 32 to alleviate the need to travel on the extended portion of Vine Hill Road and to utilize the Siltanen Park parking lot as a turnaround. The City of Scotts Valley agreed to this turnaround for a six month trial period. METRO would fund the minor modifications needed.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Approve the modifications to Routes 31 and 32 to use the Siltanen Park parking lot as a bus turnaround for a trial period not to exceed six months and approve the Indemnification Agreement in favor of the City of Scotts Valley.

Director Keogh pointed out that a parking lot is not built to the same standard as a road and that METRO is buying an asphalt patch job.

Motion passed unanimously.

14. CONSIDERATION OF ACCEPTANCE OF THE IMPLEMENTATION STATUS REPORT FOR THE METRO ADVISORY COMMITTEE (MAC)

Summary:

Les White reported that staff has solicited applications to MAC and the list of applicants is included in the staff report. Full applications will be provided to any Directors who would like them. The Directors were asked to bring their nominations to the March 12th Board Meeting. The nominations will be presented in a staff report for appointment at the March 26th Board meeting. The first meeting of MAC is scheduled for April 21st.

Direction: Director Spence directed staff to see if the Sutter Hospital conference room is available for these meetings.

MEMBERS OF THE PUBLIC WHO SPOKE ON THIS ISSUE:

Sharon Barbour stated that the meeting location should be midway between Watsonville and San Lorenzo Valley.

Jeff LeBlanc stated that the bus routes that run late at night should be a consideration when choosing a meeting location since the meetings will go into the evening.

15. CONSIDERATION OF ADOPTION OF POLICIES AND PROCEDURES FOR PROPERTY ACQUISITION AND RELOCATION

Summary:

Frank Cheng reported that apparently METRO has never formally adopted procedures for property acquisition and relocation. Policies and procedures have been developed and staff is requesting that the Board adopt these.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Adopt the Policies and Procedures for property acquisition and relocation, as recommended by staff.

Motion passed unanimously.

16. CONSIDERATION OF SOLE SOURCE PROCUREMENT OF TRAPEZE PASS SCHEDULING SOFTWARE, ASSOCIATED SUPPORT EQUIPMENT AND TRAINING

Summary:

Bryant Baehr reported on the need for this software during his presentation on Item #12.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR AINSWORTH

Authorize the General Manager to purchase Trapeze PASS scheduling software, associated support equipment, implementation services and training from Trapeze Software Group, Inc. at a cost of \$81,990. Authorize the General Manager to purchase an additional seven (7) licenses as needed at a cost of \$3,500 per concurrent user license.

Discussion:

There was discussion on the training and license aspects of this software.

Direction: Director Tavantzis requested information on the frequency of training and the number of trainers being sent.

MEMBERS OF THE PUBLIC WHO SPOKE IN FAVOR OF THIS ISSUE:

Paul Marcelin-Sampson, Bus Riders Union

Motion passed unanimously.

**17. CONSIDERATION OF RANKING OF PROPOSALS FOR CONSTRUCTION
MANAGEMENT FOR THE METROBASE PROJECT**

Summary:

Tom Stickel reported that retaining the services of a construction manager is an essential element of getting the MetroBase project completed. It is a part of the FTA requirements to solicit proposals, perform a ranking and negotiate a contract. A correction to the evaluation committee information was made in that it was a five member committee rather than a six member committee as stated in the staff report.

Direction: Director Tavantzis asked if Harris and Associates, the #1 ranked firm, is the same as the large local firm with the same name. Mr. White will check on this.

Discussion:

It was confirmed that fifty firms received Requests for Proposals and that the same point person would be in charge of the project to completion. There was discussion regarding indemnification and insurance. Mr. White also confirmed that METRO has an MOU with the City of Santa Cruz for on-site inspection services.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the ranking order for construction management services for the MetroBase project, as set forth in the staff report.

Motion passed unanimously.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 11:47 a.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator