

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

March 11, 2011

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 11, 2011 at the District's Administrative Office located at 110 Vernon Street in Santa Cruz, California.

Vice Chair Robinson called the meeting to order at 9:33 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Hilary Bryant
Dene Bustichi
Daniel Dodge
Donald Hagen
Michelle Hinkle
John Leopold
William Neighbors
Ellen Pirie
Lynn Robinson
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Ron Graves
Mark Stone

STAFF PRESENT

Ciro Aguirre, Operations Manager
Angela Aitken, Acting AGM/Finance Manager
Bob Cotter, Maintenance Manager
Frank Cheng, MB Project Manager
Mary Ferrick, Fixed Route Superintendent
Carolyn Derwing, Scheduling Analyst

Margaret Gallagher, District Counsel
Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
April Warnock, Paratransit Superintendent
Erich Friedrich, Jr. Transportation Planner

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

John Daugherty, SEA
Manny Martinez, PSA
Eduardo Montesino, UTU
Bonnie Morr, UTU
Will Regan, VMU

2. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

- | | |
|-------------------------|---|
| a. Joshua Hart | re: Request for removal of wi-fi on buses |
| b. Jenny Russell, PVUSD | re: Request for bus passes |
| c. Carol Colin | re: Request for weekend service for route 4 |

Oral:

Angela Aitken distributed an email from METRO's Operations Manager that detailed the steps METRO had undertaken in response to the tsunami warning for the West Coast.

Vice Chair Robinson reminded everyone to observe a respectful decorum when addressing the Board, and to be mindful of the time constraints of the very full meeting agenda.

Director Leopold requested that a discussion of the recruitment process for a new General Manager be placed on an upcoming agenda.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Margaret Gallagher notified the Board of a revised Staff Report for item # 12 and a replacement for page 9.b1.

CONSENT AGENDA

- 5-1. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH CDX WIRELESS, INC. FOR CONSULTING SERVICES FOR UPGRADE OF SANTA CRUZ METRO'S LAND MOBILE RADIO SYSTEM UPGRADE FOR AN AMOUNT NOT TO EXCEED \$6,500.00**
- 5-2. **NOTICE OF ACTION TAKEN IN CLOSED SESSION REGARDING SETTLEMENT WITH LAUREN BRYAN, CLAIM #10-0030**
- 5-4. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO ENCUMBER UP TO \$38,000 (WITH FUNDS OBTAINED FROM GREYHOUND/TRIP) TO PROVIDE NECESSARY FINANCIAL ASSURANCE TO THE DEPARTMENT OF TOXIC SUBSTANCE CONTROL (DTSC) OF SANTA CRUZ METRO'S COMMITMENT TO FUND ONGOING OPERATIONS AND MAINTENANCE ACTIVITIES AND DTSC'S REVIEW FOR THE 425 FRONT STREET SITE REMEDIATION**

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR PIRIE

Vice Chair Robinson moved item #5-3 to the regular agenda (item #14a).

Approve Consent Agenda as amended.

Motion passed unanimously with Directors Graves and Stone being absent.

REGULAR AGENDA

6. CONSIDERATION OF FIRST READING OF REVISED FARE ORDINANCE

Angela Aitken gave a brief history of METRO's fare ordinance, and said that updated industry language and terminology related to bus fares were being incorporated in the upcoming revision. Ms. Aitken said that a public hearing would be held on April 22, 2011. Bonnie Morr noted that some of the information was incorrect.

7. CONSIDERATION OF APPOINTING DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION

Angela Aitken gave a brief synopsis of the Santa Cruz Civic Improvement Corporation (SCCIC), and asked that the METRO Board of Directors nominate two members to the SCCIC Board of Directors. Directors Pirie and Leopold volunteered for nomination to the Santa Cruz Civic Improvement Corporation Board of Directors.

ACTION: MOTION: DIRECTOR HAGEN SECOND: DIRECTOR NEIGHBORS

Appoint Ellen Pirie and John Leopold to the SCCIC Board of Directors for a two-year term.

Motion passed unanimously with Directors Graves and Stone being absent.

8. ACCEPT AND FILE STAFF REPORT ON TRANSIT PLANNING STUDY PROCUREMENT

Angela Aitken gave a brief presentation of METRO's efforts to undertake a Transit Planning Study for the Watsonville area and some of the problems that were encountered. Director Leopold asked what could be done to prevent any problems in the future. Angela Aitken said it was difficult because so few firms responded to the RFP, and Margaret Gallagher said that the Procurement Policy is currently under revision.

9. CONSIDERATION OF APPROVING THE TRANSFER OF THE 2002 CHANCE COACH CNG RUBBER Tired Trolley to South Metro Area Regional Transit in Wilsonville, Oregon, upon receipt of the City of Santa Cruz's Release of Interest and FTA Approval of such transfer

Angela Aitken gave a brief history of the trolley, and reported that Wilsonville, Oregon was qualified and prepared to buy the trolley. Ms. Aitken said that after the Board Agenda Packet was printed, the City of Santa Cruz Redevelopment Agency (RDA) came forward with a resolution to purchase the Trolley, along with a signed contract confirming the availability of funds for the purchase. Ms. Aitken said that the Federal Transit Administration (FTA) had given preliminary approval for the purchase and transfer. Director Robinson said she was supportive of the sale to the City of Santa Cruz. Chair Pirie asked about the funds used for the original purchase. Angela

Aitken said that any money received from the purchase would be returned to the FTA. Chair Pirie asked if the money could have been used to purchase a regular coach. Will Regan said that the purchase of a low-floor coach was deferred in order to purchase the trolley.

Bonnie Lipscomb apologized for the lack of communication and said the RDA was interested in the trolley from an economic development perspective. Director Bustichi asked if there were any negative fiscal impacts from the transfer and sale of the trolley. Chair Pirie opined that the original decision to purchase the trolley was not good. Director Hagen asked if there were any legal ramifications from Wilsonville. Will Regan asked for clarification that the trolley would be parked and maintained off of METRO property.

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR NEIGHBORS

Approve the transfer of the 2002 Chance Coach CNG Rubber Tired Trolley to the City of Santa Cruz.

Motion passed unanimously with Directors Graves and Stone being absent.

10. CONSIDERATION OF CONCERNS REGARDING THE DISSEMINATION OF METRO FINANCIAL INFORMATION TO EMPLOYEES

Angela Aitken said she had received direction from the Board to continue with Resource Allocation Meetings; to put together a narrative to explain the information; and to put together a contact sheet to be posted. Ms. Aitken said that the Board directed that a joint letter from both UTU and the District be created for distribution. Bonnie Morr, UTU, said that she hoped the Board is paying attention to what is written in narrative, and suggested that much of the information is not accurate or not the same information that is presented in the Resource Allocation Meeting.

Director Bustichi said that Angela Aitken's efforts seem to reflect the direction given at the last Board Meeting. Director Leopold said there was no direction given. Chair Pirie recollected that there was direction given at the last meeting, and asked what the joint letter was supposed to say.

Director Bustichi asked if joint letters had been sent out before. Angela Aitken reported that there were no letters on file. Bonnie Morr said that she received an email to search for said letter, but hadn't done so, and she insisted that the letter exists. Ms. Morr said that Les White had told her he could not find the letter. There was a discussion about disseminating budget information with an explanation for the numbers. Manny Martinez, PSA, reminded the Board that not all employees are represented by UTU, and that any employees not represented by UTU should also be a part of that. Director Bustichi asked for clarification of what is being done with regard to the joint letter, noted that the Board's direction to staff is to continue to post the Resource Allocation, including narrative and contact sheet, and that Angela will work on a joint process letter.

11. CONSIDERATION OF THE RESOURCE ALLOCATION PRESENTATION AND DISCUSSION OF THE REVISED PROJECTED FY11 AND FY12 BUDGETS

Angela Aitken gave a presentation on the status of the FY 11-FY12 METRO budget. There was a discussion about the status of the FY12 Budget, “funding buckets,” and the Reserve funds.

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR LEOPOLD

Extend the regular Board Meeting to 12:00 p.m.

Motion passed unanimously with Directors Graves and Stone being absent.

12. DISCUSSION OF A 30% SERVICE REDUCTION OPTION IN EFFORT TO BALANCE THE FY12 AND FY13 BUDGETS

Ciro Aguirre, Carolyn Derwing, and Erich Friedrich presented the Service Reduction options. There was a discussion of the proposed service reductions. There was a discussion of producing service cut options of 15% for comparison. Manny Martinez said that the Board needed to take its time in understanding the process. John Daugherty asked about different options.

13. CONSIDERATION OF REORGANIZATION OF INFORMATION TECHNOLOGY DEPARTMENT INCLUDING THE ADDITION OF AN ASSISTANT MANAGER POSITION AND THE COMBINING AND REEVALUATION OF OTHER POSITIONS

Angela Aitken said that she would like to turn the presentation over to Robyn Slater since it was a Human Resources issue, and reminded the Board that there was some cost savings involved in the change. Chair Pirie announced that she was prepared to make a motion. John Daugherty asked what the motion was. Chair Pirie said the motion was to approve the Staff Recommendation. Margaret Gallagher asked for clarification of the motion, adding that the recommendation included a reevaluation of the need for a Senior Database Administrator. Chair Pirie affirmed that the motion was in order.

Director Leopold asked if there was a change in salary. Robyn Slater said that there would be an increase for the person who was hired into that position, assuming that they were in another position in the organization, because they are taking on additional responsibilities. Ms. Slater said that if somebody was promoted then that person’s salary and benefits would go away, so the sum total for the organization would be less. Ms. Slater said the same Manager’s wage scale would be used, and there would be no salary changes for the IT Manager position, just split funding sources.

John Daugherty asked about the workload of the IT department and the status of the Acting Assistant IT Manager. Robyn Slater said that no one had been picked to fill the Assistant IT Manager position, however, Isaac Holly has been asked to work in that position in an out-of-class basis until a permanent candidate is found, and he will assist Frank Cheng in his duties. John Daugherty said that a memo had already been circulated that indicated Isaac had already been promoted into the position. Robyn Slater said the Acting Assistant Manager position would be

temporary and out-of-class until the Board decided the position was permanent and a recruitment campaign was completed.

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR BUSTICHI

Approve the reorganization of the Information Technology Department including the addition of an Assistant Manager position and the combining and reevaluation of other positions.

Motion passed unanimously with Directors Graves and Stone being absent.

14a. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH GIRO INC. WITH NO CHANGE IN CONTRACT AMOUNT FOR THE HASTUS LICENSE AND SERVICES AGREEMENT TO REMOVE HASTINFO AND HASTINFO-WEB, AND TO ADD MODIFICATIONS TO THE BID, DAILY, AND HASTUS MODULE COMPONENTS

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR BUSTICHI

Authorize the General Manager to execute an amendment to the contract with Giro Inc. with no change in contract amount for the Hastus License and Services Agreement to remove Hastinfo and Hastinfo-web, and to add modifications to the Bid & Daily, and Hastus module components.

Motion passed unanimously with Directors Graves and Stone being absent.

14. ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, MARCH 25, 2011 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS LOCATED AT 809 CENTER STREET, IN SANTA CRUZ
Presented by: Vice Chair Robinson

15. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel

Margaret Gallagher said the Board of Directors would have a conference with Legal Counsel regarding the claim of Russell Thomas.

16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Bonnie Morr, UTU, distributed a letter regarding UTU Local 23 proposal to freeze wages for the coming year and suggesting using reserve funds.

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR BUSTICHI

Extend meeting time to 12:30 pm.

Motion passed unanimously with Directors Graves and Stone being absent

John Daugherty, SEIU, said that in the future, the Union needs more than four days to respond to correspondence regarding contractual concessions.

SECTION II: CLOSED SESSION

Vice Chair Robinson adjourned to Closed Session at 12:00 p.m. and reconvened to Open Session at 12:42 p.m.

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there was no reportable action taken in Closed Session.

ADJOURN

There being no further business, Vice Chair Robinson adjourned the meeting at 12:42 p.m.

Respectfully submitted,



ANTHONY TAPIZ
Administrative Services Coordinator