

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 9, 2001

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 9, 2001 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 8:34 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Christopher Krohn
Emily Reilly

DIRECTORS ABSENT

Jeff Almquist
Jan Beautz (arrived at 8:47 a.m.)
Tim Fitzmaurice (arrived at 8:38 a.m.)
Rafael Lopez
Dennis Norton
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
John Daugherty, Accessible Svcs. Coord.
Mark Dorfman, Asst. General Manager
Marilyn Fenn, Asst. Finance Manager
Terry Gale, IT Manager

Margaret Gallagher, District Counsel
David Konno, Facilities Maint. Manager
Kathy O'Mara, Schedule Analyst
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Jim Bosso, S.C. Transportation
Scott Bugental, E&D TAC
Mark Hartunian, Food and Nutrition
Mary Ferrick, Transit Supervisor
Kassandra Fox, MASTF
Patti Korba, SEA
Ian McFadden, UTU
Gillian McGlaze, PSA
John Mellon, VMU

Bonnie Morr, UTU
Carolyn O'Donnell, TMA
Robert Perrone, Nelson Nygaard
Liz Sparks, CCCIL
Sam Storey, Food and Nutrition
Marion Taylor, League of Women Voters
Peggy Weaver, SEIU
Richard Weiner, Nelson Nygaard
Linda Wilshusen, SCCRTC

THE FOLLOWING ITEMS WERE TAKEN OUT OF ORDER

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Consent Agenda Item #7-14 UCSC Service Status Report was distributed to the Directors. Copies will be included in the Add-On Packet for all other recipients.

A Food and Nutrition Services, Inc. handout was distributed to support Item #13.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 1/12/01 AND 1/19/01

Sam Storey asked that the Minutes be corrected to reflect that he is from Food and Nutrition Services rather than Santa Cruz Transportation as stated. The corrected Minutes will be included in the Add-On Packet for approval at the 2/16/01 Board Meeting.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE PASSENGER LIFT REPORT FOR JANUARY 2001

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: None

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 1/18/01

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 1/17/01

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2000, APPROVAL OF BUDGET TRANSFERS

Linda Wilshusen of the Transportation Commission stated that her staff is updating the Transportation Development Act (TDA) revenue based on sales tax and was informed that the District would be doing the same with its budget in April. Elisabeth Ross commented that revenues are approximately \$600,000 ahead of schedule due to the sales tax. Sales tax income is 7.2% over budget for the first six months of this fiscal year, which is almost 14% over last year.

7-8. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS

In response to Director Krohn's inquiry, Ms. Ross informed the Board that any assets with a market value are auctioned or sold. Any assets with no value are offered to Ecology Action or a similar organization to be recycled or disposed of at a landfill. Director Krohn asked that the truck driver disposing of these assets inform the person at the landfill gate that these assets may be appropriate for the landfill store. David Konno will make a note of this.

7-9. CONSIDERATION OF AUTHORIZATION FOR DELETION OF MISSING ASSETS FROM DISTRICT'S RECORDS

Elisabeth Ross reported that some of these assets go back over twenty years and have never been removed from the District records.

7-10. CONSIDERATION OF RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER TO DISPOSE OF EXCESS ASSETS WITH AN ACQUISITION COST OF LESS THAN \$5,000.00

No questions or comments.

7-11. CONSIDERATION OF DESIGNATION OF DISTRICT COUNSEL AS ALTERNATE MEMBER OF CALTIP BOARD OF DIRECTORS

No questions or comments.

7-12. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2000

No questions or comments.

7-13. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR DECEMBER 2000

No questions or comments.

7-14. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT

This staff report was distributed to the Directors at this meeting. Bryant Baehr reported that the High Street construction should be completed in three weeks. Ridership at the university is up. A recommendation for an increase in UCSC service will be brought to the Board by the Service Review Committee. Les White informed the Board that there would be a meeting with university staff on Monday to discuss the transportation needs of students now being housed at the Holiday Inn. Director Fitzmaurice mentioned that the "press" stated that the university would run a shuttle for this purpose. He asked Mr. White to bring this up during his meeting on Monday.

7-15. ACCEPT AND FILE RESULTS OF THE WATSONVILLE SHOPPER SHUTTLE

Bryant Baehr reported that there was a charge of \$.25 this year and ridership dipped by almost half. Mr. White added that "frequent and free" is most effective and that the Board will have to decide if the implementation of this shuttle next year will be worthwhile to the District.

7-16. CONSIDERATION OF REDUCING PARKING LOT LIGHTING AT SCOTTS VALLEY TRANSIT CENTER

David Konno reported that he met with the Scotts Valley Police Dept. Several lights will be taken out of the parking lot and the Planning Dept. will conduct a light test to determine if minimum standards are sufficient to satisfy the Police Dept.'s safety requirement.

Director Fitzmaurice requested that Items 8 and 14 be brought to the front of the agenda.

REGULAR AGENDA

8. PRESENTATION AND CONSIDERATION OF RECOMMENDATIONS FROM THE ADA RECERTIFICATION STUDY - NELSON NYGAARD

Summary:

Kim Chin introduced Richard Weiner and Robert Perrone of Nelson Nygaard and stated that after today's presentation, they would go back to the user groups for further input and comments on the Board's direction. Staff will return to the Board in March with a recommendation for action.

Discussion:

Key Issues:

1. Should eligibility process continue to be limited to paper applications?

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL

Certification should be in-person assessment.

Motion passed unanimously with Directors Almquist, Lopez and Norton absent.

2. If in-person process, should it be limited to an interview or include actual functional tests?

Mr. Perrone stated that an in-person assessment with a trained analyst would take approximately 30 minutes. The assessment focus would be on the applicant's ability to utilize the accessible service on fixed routes. A guide consisting of interview questions will be prepared by Nelson Nygaard for District staff. Kasandra Fox noted that scooters and electric wheelchairs do not function in the rain and a special classification should be made for people who need the bus in the rain (i.e. conditional eligibility).

Definition of eligibility:

- a) If disability prevents person from getting on or off the bus.
- b) If person can use the bus but the route is inaccessible, temporary eligibility would be given.
- c) If person can use the bus but either he/she cannot get to the stop or lives too far from the bus stop, he/she would be eligible for paratransit service to the bus stop then board the bus.

In response to a query regarding cognitive disabilities, Mr. Perrone stated that the analyst would look at the person's ability to communicate. Also, it would be helpful in some instances to have a relative or friend assist the applicant at the assessment to determine full capabilities.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR AINSWORTH

In-person assessment should be based on an interview rather than a full functional assessment although there would be the ability to conduct some type of functional assessment if felt to be necessary by the parties involved. The functional assessment would also be able to be used for appeals.

Motion passed unanimously with Directors Almquist, Lopez and Norton absent.

- 3. Should current registrants be granted automatic eligibility rather than requiring all registrants to undergo a recertification process?

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN

All registrants should undergo recertification with priority given to most frequent users. Process should be completed within a reasonable period of time.

It was confirmed that people would be able to use the system until they go through the recertification process. A timeframe will be established as to how long someone would be able to utilize the system until they are certified. This timeframe will be discussed in E/D TAC.

Motion passed unanimously with Directors Almquist, Lopez and Norton absent.

- 4. If in-person process is selected, should all applicants come in for the assessment rather than allowing some to be certified through a paper process?

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL

All applicants should come in, except small number of hardship cases (criteria to be determined later). The District will provide free transportation to the assessment site.

Motion passed unanimously with Directors Almquist, Lopez and Norton absent.

There was discussion that E/D TAC would discuss what signifies a "hardship" case.

5. Should an in-person process entirely eliminate the need for a paper application?

Director Gabriel commented that the MUG committee is concerned that the District will be asked to pay doctor fees for applicants to obtain a note from their doctor stating the reason for their paratransit eligibility.

ACTION: MOTION: DIRECTOR GABRIEL SECOND: DIRECTOR BEAUTZ

Application form not required. Different process for the small number of hardship cases may involve use of application form or a fax from a health care professional.

Motion passed unanimously with Directors Almquist, Lopez and Norton absent.

Mr. Weiner stated that a new applicant would call to make an appointment for an in-person assessment and the District would arrange for a paratransit ride to assist the applicant in getting to his appointment.

6. Should eligibility continue to be indefinite rather than setting term limits?

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR AINSWORTH

Eligibility should be limited to three-year term limits, with simple renewal process in majority of cases. Renewal could be a one-page form indicating no changes in functional ability or residential location that would impact on ADA eligibility status.

Director Beautz mentioned that there needs to be a written record of each applicant's situation. Paperwork would be generated from the in-person assessment. Director Keogh inquired about annual reviews of eligibility with a caveat that the interviewer can waive the renewal for up to three, or an agreed upon number of times.

Motion passed with Directors Almquist, Lopez and Norton absent and Director Keogh voting no.

7. Should Metro continue providing 30-day temporary eligibility certifications?

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR GABRIEL

Metro will discontinue providing 30-day temporary eligibility certifications in current form. For emergency situations, a waiver of the certification process may be allowed - decision will be made by the eligibility certification coordinator, and may require other supporting documentation.

Scott Bugental stated that there should be an expeditious recertification process and if no response is given to the applicant after 21 days, the applicant should be assumed to be eligible. Director Fitzmaurice added that the recommendation doesn't support the 30-day temporary certifications and that people should be given temporary eligibility if staff cannot determine true eligibility. Richard Weiner stated that he would ask the various advisory committees to determine what an "emergency" situation would be and this input will be brought back to the

Board. Liz Sparks of CCCIL expressed concern regarding the timelines and was informed by Mr. Weiner that a policy would be established as to the amount of time in which a caller would be offered an interview to determine eligibility.

Motion passed unanimously with Directors Almquist, Lopez and Norton absent.

8. Should the process be conducted by Metro staff or contracted out?

Mr. Wiener stated that if Metro staff conducts the assessment, someone with rehabilitation experience would be needed on staff. Robert Perrone added that Nelson Nygaard would give staff information on training the assessment person and on reporting requirements. Director Keogh expressed interest in seeing this function brought in-house in order to maintain a high level of service. Director Beautz suggested that a health services agency be used for the screening and eligibility process. Ian McFadden supports bringing this entire process in-house. The consultants will send a memo to Kim Chin with various models for this process, including a hybrid model consisting of District staff working with outside agencies.

DIRECTORS FITZMAURICE AND KROHN LEFT THE MEETING

Kim Chin reported that the consultants will present their recommendation to the Board in March after receiving more community input.

ACTION: MOTION: DIRECTOR AINSWORTH SECOND: DIRECTOR GABRIEL

Postpone action on Item 14 until the Board meeting of 2/16/01.

Motion passed unanimously with Directors Almquist, Fitzmaurice, Krohn, Lopez and Norton absent.

VICE-CHAIR REILLY RETURNED TO "ORAL AND WRITTEN COMMUNICATIONS" AT THIS TIME.

2. ORAL AND WRITTEN COMMUNICATIONS

- a. William Brooks RE: MetroBase
- b. UTU RE: ADA Recertification - UTU Recommendations

No comments or questions.

3. LABOR ORGANIZATION COMMUNICATIONS

Patti Korba of SEA mentioned the general membership meeting being held next week. She hopes to bring back a recommendation regarding contracting the recertification process out or bringing it in-house.

Ian McFadden of UTU mentioned the Seniors Dinner being held on April 5th from 4-6:00 p.m. and invited Board members to attend.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Gabriel commented that he and Bryant Baehr met with the Student Union Vice President of Cabrillo College to discuss ridership. This issue will be on Cabrillo's agenda for their meeting next week. Director Gabriel reiterated the four-part MUG Motion which was made at their January meeting regarding the Recertification process.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

9. CONSIDERATION OF ACCEPTANCE OF FINANCIAL STATEMENTS AND REPORTS OF INDEPENDENT AUDITOR FOR YEAR-ENDING JUNE 30, 2000.

Summary:

Elisabeth Ross informed the Board that Kim McCormick of Grant Thornton would make her presentation at the Board meeting of 2/16/01.

10. CONSIDERATION OF SECOND READING AND ADOPTION OF AMENDMENT TO FARE ORDINANCE TO DELETE RESTRICTIONS ON HIGHWAY 17 FOR SENIOR AND DISABLED FARES

Summary:

Bryant Baehr reported that a second reading of the Ordinance is necessary before it can be approved.

11. CONSIDERATION OF SERVICE IMPROVEMENTS FOR SPRING 2001

Summary:

Bryant Baehr reported that a slide presentation of the proposed improvements would be made at next week's Board meeting. He informed Director Keogh that the source of the \$500,000 funding is TDA funds from the Transportation Commission. Mr. Baehr distributed a letter from the Mission Street Widening Task Force expressing support of the Route 1-Supplemental Service route. This letter will be included in the Add-on Packet for next week's meeting.

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

No comments or questions.

ITEM 15 WAS TAKEN OUT OF ORDER

15. CONSIDERATION OF ACCEPTANCE OF CONDITIONS FROM THE CALIFORNIA AIR RESOURCES BOARD (CARB) FOR IMPLEMENTATION OF THE URBAN BUS REGULATION

Summary:

Les White reported that CARB is giving the District approval for a one-time purchase of buses powered by diesel, convertible to CNG, and still allowing us to stay on the alternative fuel path. After that one-time purchase, all acquisitions will need to be CNG. Under this CARB decision, the District is unable to utilize the \$3.5M in funds requested by Congressman Farr for additional buses. Mr. White asked that the Board consider withdrawing the request for this funding. Mark Dorfman added that the one-time bus purchase would take place within the next few months.

13. CONSIDERATION OF APPROVAL OF A CONTRACT EXTENSION WITH FOOD AND NUTRITION SERVICES FOR PARATRANSIT SERVICES INCLUDING A 4% COST-OF-LIVING INCREASE, MODIFICATION OF THE PERCENTAGE OF TAXI RIDES OUT OF THE TOTAL PARATRANSIT RIDES AND OTHER MODIFICATIONS

Summary:

Margaret Gallagher reported that there is still outstanding language that is being negotiated.

14. CONSIDERATION OF SUBMITTING COMMENTS TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION ON THE REGIONAL TRANSPORTATION PLAN "ACTION ELEMENT" LIST OF PROJECTS

Action postponed until next week's Board meeting.

16. CONSIDERATION OF AGREEMENT WITH SANTA CRUZ SEASIDE COMPANY FOR PROVISION OF LATE NIGHT SERVICE

No questions or comments.

SECTION II: CLOSED SESSION

Vice-Chairperson Reilly adjourned to Closed Session at 11:04 a.m. and reconvened to Open Session at 11:25 a.m.

SECTION III: RECONVENE TO OPEN SESSION

REPORT OF CLOSED SESSION

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz
Bruce Gabriel
Michelle Hinkle
Mike Keogh
Emily Reilly

DIRECTORS ABSENT

Jeff Almquist
Tim Fitzmaurice
Christopher Krohn
Rafael Lopez
Dennis Norton
Ex Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Tom Stickel, Fleet Maintenance Manager
Les White, General Manager

1. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there was nothing to report from the Closed Session at this time.

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:26 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

NOTICE TO PUBLIC

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #1 “Oral and Written Communications”, under Section I. Presentations will be limited in time in accordance with District Resolution 69-2-1.

Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board immediately after presentation of the staff report but before the Board of

Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.