



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
CAPITAL PROJECTS STANDING COMMITTEE
MEETING MINUTES*
MARCH 15, 2018 – 1:00 PM
METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

The Capital Projects Standing Committee convened a meeting as referenced above. .
*Minutes are “summary” minutes, not verbatim minutes. The 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.

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COMMITTEE ROSTER

| | |
|--------------------------|---------------------------|
| Director Ed Bottorff | City of Capitola |
| Director Cynthia Chase | City of Santa Cruz |
| Director Bruce McPherson | County of Santa Cruz |
| Alex Clifford | METRO CEO/General Manager |
| Julie Sherman | METRO General Counsel |

MEETING TIME: 1:00PM

NOTE: THE COMMITTEE CHAIR MAY TAKE ITEMS OUT OF ORDER

CALL TO ORDER

Meeting was called to order at 1:10 PM by Committee Chair Chase.

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

| | |
|--|-----------------------------|
| Director Ed Bottorff | City of Capitola |
| Director Cynthia Chase | City of Santa Cruz |
| Director Bruce McPherson (Arr. 1:20 PM) | County of Santa Cruz |

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) THROUGH A SIGN IN SHEET OR VERBAL INTRODUCTION WERE:

| | |
|-------------------------------------|------------------------------------|
| Angela Aitken, METRO | Gine Johnson, County of Santa Cruz |
| Erron Alvey, METRO | Debbie Kinslow, METRO |
| Claire Fliesler, City of Santa Cruz | Owen Lawler |
| Joan Jeffries, SEIU | |

ADDITIONS OR DELETIONS FROM AGENDA / ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS COMMITTEE

Hearing none, Committee Chair Chase continued to the next agenda item.

COMMUNICATIONS TO THE CAPITAL PROJECTS STANDING COMMITTEE

Hearing none, Committee Chair Chase continued to the next agenda item.

APPROVAL OF AUGUST 15, 2017 CAPITAL PROJECTS STANDING COMMITTEE MEETING MINUTES

ACTION: MOTION TO APPROVE THE AUGUST 15, 2017 CAPITAL PROJECTS STANDING COMMITTEE MEETING MINUTES AS PRESENTED.

MOTION: DIRECTOR BOTTORFF SECOND: DIRECTOR CHASE

ABSENT: DIRECTOR McPHERSON

MOTION PASSED WITH 2 AYES (Directors Bottorff and Chase)

APPROVE STAFF RECOMMENDATION FOR FY19 CAPITAL PROJECTS AND RECEIVE THE TEN-YEAR UNFUNDED CAPITAL LIST UPDATE

Alex Clifford, CEO/General Manager, informed the directors that this item is being brought to them for consideration and to advance the budget process. He explained the projects listed in the staff report were considered to be the most immediate and critical non-bus replacement projects identified to be funded in FY19. METRO is proposing these projects be funded from the Federal Transit Administration (FTA) 5339a FY18 formula allocation which is projected to be approximately \$450,000. Barrow Emerson, Planning and Development Manager, reminded the Directors that the ongoing bus replacement program is funded from the State Transit Assistance (STA) program and Measure D funds, from which METRO receives almost \$3 million annually in formula funds.

Each manager spoke to their individual projects, giving a brief description, and informing the Directors if the money allocated will complete the projects or cover phases of the projects.

The Directors appreciated receiving this information and recommended conveying the benefits of some of these projects to the public; highlighting those which will improve the rider's experience and save the public money.

No public comments.

MOTION: MOTION TO APPROVE STAFF RECOMMENDATIONS FOR FY19 CAPITAL PROJECTS AND TO RECEIVE THE TEN-YEAR UNFUNDED CAPITAL LIST UPDATE

MOTION: DIRECTOR BOTTORFF SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 3 AYES (Directors Bottorff, Chase and McPherson)

RECEIVE AND REFER REPORT ON THE USES OF THE FY14/15 ALLOTMENT OF PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) PROGRAM AND UPDATE ON PACIFIC STATION ACTIVITIES

Alex Clifford, CEO/General Manager, explained that the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) was set aside for the Pacific

Station in 2014 when the Board of Directors approved the recommendation to move the estimated PTMISEA funds from the Judy K. Souza (JKS) Operations Facility.

CEO Clifford reviewed the chronology of events, highlighting the various dates that the Board members approved expenditures, along with the amounts and notes on how the money would be allocated. The majority of the funds were spent on buses, bus facilities and local matches to various bus grant applications (LCTOP, STBG, and LoNo). As the JKS project was finalized, numerous change orders were needed, requiring METRO to tap into funds that were set aside for Pacific Station for a number of years for the uses outlined in the staff report. This left \$1.9 million in PTMISEA. CEO Clifford emphasized that the money was not touched without bringing these expenditures to the Board first.

Barrow Emerson passed out a handout titled "Santa Cruz METRO Guide to Grant Programs" (attached). It shows the grant name, funding source, whether it is capital or operating funds, and if there are local matches. Committee Chair Chase asked if these sources are ongoing? Mr. Emerson said they can be; but, some are on cycles--here for a few years and then drop off, but then new ones replace them. Committee Chair Chase thought this guide would be helpful to all of the Board members and requested it be included in the next Board packets.

Director Bottorff's original perception had been that a certain amount of money was designated for the Pacific Station fund and he had concerns about spending this money. However, after reviewing this report, he understands this perception was false. Committee Chair Chase echoed those sentiments as well. She felt this is an important conversation to have with the Board to dispel this perception. CEO Clifford clarified at the time the money was moved from JKS, METRO needed to identify a place to put it and the only place at that time was the Pacific Station.

No public comments.

REVIEW AND RESPOND TO BOARD REFERRAL OF CONSIDERATION OF ISSUING FORMAL INVITATIONS FOR BIDS FOR ROOF AND WINDOWS REPLACEMENT AT PACIFIC STATION

Erron Alvey, Purchasing Manager, continued the conversation on the Pacific Station and said that METRO has talked about keeping the Pacific Station in a state of good repair throughout this process and the PTMISEA money was to be used for repairs and improvements.

METRO is asking to use some of the PTMISEA funds to fix the leaking roof and replace some of the windows because we anticipate damage to the structural elements underneath the roof and some of the windows that need to be replaced. We received a preliminary estimate on replacing the roof and some of the windows. We recommend the curved windows be completely replaced and the windows along Front Street be resealed. Eddie Benson, Maintenance Manager, said the \$350,000 requested would not include any structural damage. Director McPherson asked if the curved windows could be replaced with flat windows. Mr. Benson said both options have been reviewed and the current option of replacing the curved windows with like windows would be more economical than having to change the structure to accommodate a flat window.

Director McPherson raised the concern of how dangerous this can become to employees and patrons if nothing is done. Director Bottorff said there is probably structural damage and that could escalate the cost. Once we start tearing out windows, we are committed to the project. As such, METRO staff feels the Board needs to be in concurrence on this decision to address these items.

Committee Chair Chase raised the concern about continuing the current studies if there won't be money available to act on the studies' recommendations. CEO Clifford encouraged the

continued path of the two studies to see what the outcome is and reminded everyone that it will still be years after the conclusion of the studies to get through the design process and environmental reports before any construction can take place. His concern was for the employees and their safety. Director Bottorff was in favor of the studies as well and hopes they can define a direction for METRO to take in the future.

Ms. Alvey made clear that these PTMISEA funds would not be eligible for A&E or EIR expenses; this is construction money only. Committee Chair Chase recommended that Ms. Alvey revise her report to the Board identifying what the money can and cannot be used for. And, if METRO moves forward with the results of these studies, what are the potential sources of funds and what part of the project can these funds be used on (i.e. design, environmental or only for capital).

Public comments:

Claire Fliesler, Transportation Planner for City of Santa Cruz, thanked the Directors for reviewing this. She mentioned that PTMISEA is something the City of Santa Cruz has looked at for a long time as a potential source of capital funding for a future Pacific Station project and are concerned that these repairs will continue to eat away at that funding source.

Joan Jeffries, SEIU, thanked the Directors for considering the situation that the employees are working in on a daily basis and recognizing the liability exposure.

MOTION: MAKE A RECOMMENDATION TO THE FULL BOARD TO ISSUE FORMAL INVITATIONS FOR BIDS FOR ROOF AND WINDOWS REPLACEMENT AT PACIFIC STATION

MOTION: DIRECTOR BOTTORFF SECOND: DIRECTOR McPHERSON

MOTION PASSED WITH 3 AYES (Directors Bottorff, Chase and McPherson)

ORAL STATUS REPORT ON PACIFIC STATION CONSULTANT ENGAGEMENTS RELATED TO FUTURE PLANNING

Barrow Emerson, Planning and Development Manager, gave a brief update on the consultant services for the downtown transit operations analysis and conceptual layout drawings. METRO anticipates 16 weeks on the scope of work for the downtown analysis and 12 weeks on the conceptual layout. The total cost of the two studies is \$80,000 and that cost is being shared 50/50 with the City of Santa Cruz.

Pubic Comments:

Owen Lawler felt the Pacific Station is key to revitalizing downtown and we have an opportunity to broaden the discussion to make downtown an exciting place to go to and get more people riding the bus.

Ms. Fliesler is looking forward to working on both of these two scopes.

Committee Chair Chase adjourned the meeting at 2:38 PM.

Respectfully submitted,

Donna Bauer
Administrative Assistant

Attachment

Santa Cruz METRO Guide to Grant Programs

Local → Regional → State → Federal

| # | Grant [Official Name] | Source | Formula / Competitive | Project Type | Local Match |
|---|--|---------------------------------------|--------------------------|-----------------|----------------|
| 1 | AB 2766 [Motor Vehicle Emission Reduction Program] | Vehicle Registration Fee Surcharge | Competitive | Ops Capital | None |
| 2 | Arts Council [Arts Council Santa Cruz County] | Non-Profit | Competitive | Ops Capital | None |
| 3 | TDA - LTF [CA Transportation Development Act, Local Transportation Fund] | State Sales Tax | Formula | Ops Capital | None |
| 4 | TDA - STA [CA Transportation Development Act, State Transit Assistance] | State Sales Tax on Motor Fuel | Formula | Ops Capital | None |
| 5 | STA- SGR [SB 1 (new) CA State Transit Assistance, State of Good Repair] | Vehicle Registration Fee | Formula | Capital | None |
| 6 | PTMISEA [Prop 1B Public Transportation Modernization, Improvement and Service Enhancement Activity] | Caltrans Prop 1B revenue bonds | Formula | Capital | None |

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Local → Regional → State → Federal

| # | Grant [Official Name] | Source | Formula / Competitive | Project Type | Local Match |
|----|--|--|--------------------------|-----------------|----------------|
| 7 | Alt. Fuels [California Energy Commission Alternative Fuels Program] | CEC from Greenhouse Gas Reduction Fund, Air Resources Board, Petroleum violations, General Fund | Formula | Capital | None |
| 8 | Transit Security Grant [California Transit Security Grant Program] | Caltrans Prop 1B revenue bonds | Formula | Capital | None |
| 9 | LPP Formula [SB 1 (new) Local Partnership Program] | Self Help Counties incentive program | Formula | Capital | 100% |
| 10 | LPP Competitive [SB 1 (new) Local Partnership Program] | Self Help Counties incentive program | Competitive | Capital | 100% |
| 11 | AHSC [Affordable Housing and Sustainable Communities Program] | CA Dept. of Housing and Community Development Greenhouse Gas Reduction Fund | Competitive | Capital | None |
| 12 | TIRCP [Transit Intercity Rail Capital Program] | Greenhouse Gas Reduction Fund | Competitive | Capital | 100% |

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Santa Cruz METRO Guide to Grant Programs

Local → Regional → State → Federal

| # | Grant [Official Name] | Source | Formula / Competitive | Project Type | Local Match |
|----|---|---|-----------------------------|-----------------|---------------------|
| 13 | LCTOP [Low Carbon Transit Operations Program] | Greenhouse Gas Reduction Fund | Formula | Ops Capital | 100% |
| 14 | HVIP [Heavy-duty Vehicle Incentive Program] | CALSTART from SB 1, Greenhouse Gas Reduction Fund | First-come, first-served | Ops Capital | NA |
| 15 | STIP [State Transportation Improvement Program] | California Transportation Commission | Competitive | Capital | 11.47% |
| 16 | Caltrans Planning [Caltrans Sustainable Transportation Planning Grant Program] | Caltrans | Competitive | Planning | 11.47% - 20% |
| 17 | FTA 5307 [FTA Urbanized Area Formula Operating Assistance] | Federal Transit Administration, US Dept. of Transportation | Formula | Ops Capital | 50% Ops; 20% Cap |
| 18 | FTA 5309 [FTA Bus and Bus Facilities Program (5339 programmed replaced this in 2012)] | Federal Transit Administration, US Dept. of Transportation | Competitive | Capital | 20% |

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Santa Cruz METRO Guide to Grant Programs

Local → Regional → State → Federal

| # | Grant [Official Name] | Source | Formula / Competitive | Project Type | Local Match |
|----|--|---|--------------------------|-----------------|---------------------------|
| 19 | FTA 5310 [Enhanced Mobility of Seniors & Individuals with Disabilities] | Caltrans, from Federal Transit Administration, US Dept. of Transportation apportionment to California | Formula | Ops Capital | 50% Ops; 20% Cap |
| 20 | FTA 5311 [FTA Rural Formula Operating Assistance] | Caltrans, from Federal Transit Administration, US Dept. of Transportation apportionment to California | Competitive | Ops Capital | 45.47% Ops; 20% Cap |
| 21 | FTA 5339(a) [FTA Bus and Bus Facilities Formula Program] | Federal Transit Administration, US Dept. of Transportation | Formula | Capital | 10% - 20% |
| 22 | FTA 5339(B) [FTA Bus and Bus Facilities Infrastructure Program] | Federal Transit Administration, US Dept. of Transportation | Competitive | Capital | 10% - 20% |
| 23 | FTA 5339(C) [FTA Low and No- Emission Bus Program] | Federal Transit Administration, US Dept. of Transportation | Competitive | Capital | 15% - 20% |