



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)  
BOARD OF DIRECTORS MEETING MINUTES\*  
SEPTEMBER 25, 2020 – 9:00AM  
MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) convened on Friday, September 25, 2020, via teleconference.

The Board Meeting Agenda Packet can be found online at [www.SCMTD.com](http://www.SCMTD.com). \*Minutes are “summary” minutes, not verbatim minutes. Audio recordings of Board meeting open sessions are available to the public upon request.

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- 1 **CALL TO ORDER** at 9:02 AM by Board Chair Rotkin.
- 2 **ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

<b>Director Ed Bottorff</b>	<b>City of Capitola</b>	
<b>Director Trina Coffman-Gomez</b>	<b>City of Watsonville</b>	
<b>Director Aurelio Gonzalez</b>	<b>City of Watsonville</b>	
<b>Director John Leopold</b>	<b>County of Santa Cruz</b>	<i>AR 9:03A</i>
<b>Director Donna Lind</b>	<b>City of Scotts Valley</b>	<i>AR 9:03A</i>
<b>Director Cynthia Mathews</b>	<b>City of Santa Cruz</b>	
<b>Director Bruce McPherson</b>	<b>County of Santa Cruz</b>	
<b>Director Donna Meyers</b>	<b>City of Santa Cruz</b>	
<b>Director Larry Pageler</b>	<b>County of Santa Cruz</b>	
<b>Director Dan Rothwell</b>	<b>County of Santa Cruz</b>	
<b>Director Mike Rotkin</b>	<b>County of Santa Cruz</b>	
<b>Ex-Officio Director Dan Henderson</b>	<b>UC Santa Cruz</b>	
<b>Ex-Officio Director Alta Northcutt</b>	<b>Cabrillo College</b>	

Additional METRO staff:  
Alex Clifford  
Julie Sherman

CEO/General Manager  
General Counsel

- 3 **ANNOUNCEMENTS**  
Chair Rotkin announced that today’s meeting will be broadcast by Community Television of Santa Cruz County.
- 4 **BOARD OF DIRECTORS COMMENTS**  
Having none, Chair Rotkin moved to the next agenda item.
- 5 **ORAL AND WRITTEN COMMUNICATIONS TO THE BOARD**  
Having none, Chair Rotkin moved to the next agenda item

**6 LABOR ORGANIZATION COMMUNICATIONS**

James Sandoval would like to ensure we continue to work together. He brought the assembly's attention to a recent Santa Cruz County Health Department article that indicates an upward trend of COVID-19 cases. He said he has not heard anything indicating METRO plans to relax our precautionary measures.

There were no public comments

**7 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

Having none, Chair Rotkin moved to the next agenda item.

**8 WRITTEN COMMUNICATIONS FROM THE METRO ADVISORY COMMITTEE (MAC)**

Having none, Chair Rotkin moved to the next agenda item.

**CONSENT AGENDA**

- 9-01 ACCEPT AND FILE: PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF AUGUST 2020
- 9-02 ACCEPT AND FILE: MINUTES OF THE AUGUST 28, 2020 BOARD OF DIRECTORS MEETING, SEPTEMBER 11, 2020 CAPITAL PROJECTS STANDING COMMITTEE MEETING AND THE SEPTEMBER 11, 2020 FINANCE, BUDGET & AUDIT STANDING COMMITTEE MEETING
- 9-03 ACCEPT AND FILE: THE YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF JUNE 30, 2020
- 9-04 APPROVE: CONSIDERATION OF DECLARING VEHICLES AND/OR EQUIPMENT AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION
- 9-05 ACCEPT AND FILE: CONSIDERATION OF A RESOLUTION AMENDING CHAPTER 2 TO TITLE II OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE: DBE PROGRAM UPDATE
- 9-06 APPROVE: REQUEST AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS (RFP) FOR AN ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM CONSULTANT
- 9-07 ACCEPT AND FILE: QUARTERLY PROCUREMENT REPORT FOR 2<sup>ND</sup> QUARTER OF FY21
- 9-08 APPROVE: RECOMMENDED ACTION ON TORT CLAIMS
- 9-09 ACCEPT AND FILE: TRANSIT ASSET MANAGEMENT PLAN
- 9-10 APPROVE: CONSIDERATION OF AWARD OF CONTRACT TO MARK THOMAS & COMPANY, INC. FOR GENERAL ON CALL CIVIL ENGINEERING AND SURVEYING SERVICES NOT TO EXCEED \$300,000

Director Mathews requested CEO Clifford provide additional background on agenda item 9-06 during his CEO Comments.

Vice Chair Leopold expressed his surprise to discover that METRO's system was so antiquated. He appreciates the improvement and the advancement into the 21<sup>st</sup> century with our systems.

**ACTION: MOTION TO APPROVE THE CONSENT AGENDA AS PRESENTED**

**MOTION: DIRECTOR LEOPOLD**

**SECOND: DIRECTOR LIND**

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)**

## REGULAR AGENDA

### 10 RETIREE RESOLUTION OF APPRECIATION: VICKI TRENT

Chair Rotkin read aloud Ms. Trent's resolution and thanked her for her years of service.

There was no public comment.

### ACTION: MOTION TO APPROVE THE RETIREE RESOLUTION AS PRESENTED

MOTION: DIRECTOR LEOPOLD

SECOND: DIRECTOR LIND

**MOTION PASSED WITH 11 AYES (Directors Bottorff, Coffman-Gomez, Gonzalez, Leopold, Lind, Mathews, McPherson, Meyers, Pageler, Rothwell and Rotkin)**

### 11 CEO ORAL REPORT

CEO Clifford announced the following new hire:

- Adrienne Jenkins, Sr. Accounting Tech

He also introduced Sandi Woods, Project Manager, who will be working on a number of METRO capital projects.

As discussed at the recent Finance, Budget and Audit Standing Committee meeting, CEO Clifford noted METRO seems to have enough financial stability to get us through June 2021, having been propped up in part by the funds provided through the CARES Act and reimbursement of some FEMA-qualified expenses. We developed a two-year financial model to provide insight into future financial status. After September 15, transit will no longer be able to qualify for FEMA-qualified expenses. This is unfortunate, as we anticipate continuing to incur COVID related expenses; e.g., permanent Plexiglas barriers for our Fixed Route Operators. METRO remains dependent upon UCSC and Cabrillo's ability to return to full service next year.

In response to Director Mathews' request, CEO Clifford elaborated on the proposed ERP System, referenced in agenda item 9-06 above. This process began several years ago as a standalone Financial Information System (FIS). The ERP system consultant would guide us through the entire process of identifying which systems need to be replaced, in which order we should replace systems, expand our identification of a more encompassing system, and identify the highest priority(ies) systems to be replaced.

IT and ITS Director, Isaac Holly, added that we have identified a scope of work and an initial timeline. With the approval of the ERP consultant, we hope to issue an RFP to begin the (approximate) 60-day procurement process.

There was no public comment.

### 12 ACCEPT AND FILE: STATE LEGISLATIVE UPDATE FROM JOSH SHAW & MICHAEL PIMENTEL OF SHAW, YODER, ANTWIH, SCHMELZER AND LANGE

Messrs. Shaw and Pimentel spoke to the presentation and emphasized the need for the state to support public transportation for all and to combat climate change.

In response to Director McPherson's question, Mr. Pimentel spoke of the State of Good Repair Program which permits METRO to repurpose some funding to preserve service that might otherwise be cut.

There was no public comment.

### 13 ACCEPT AND FILE: FEDERAL LEGISLATIVE UPDATE FROM CHRIS GIGLIO OF CAPITAL EDGE

Mr. Giglio spoke to the presentation. Unfortunately, as the year ends and reelection campaigns heat up, we anticipate Congress adjourning without an additional COVID -19 relief package.

The results of the November election are going to have a huge impact on future funding. Chair Rotkin asked if there is an online virtual effort that METRO could engage in, given that the annual trip will most likely not occur during this COVID environment.

Mr. Giglio said he and CEO Clifford have discussed this and there will be a time in the not too distant future where it would be an appropriate thing to do.

Chair Rotkin asked if METRO's Small Transit Intensive Cities (STIC) funding is at risk as a result of decreased ridership during this pandemic. Mr. Giglio replied that Congress has agreed with the Federal Transit Administration's (FTA) guidance that FY20 and FY21 results will not enter into the funding calculation; agencies can use FY19 or FY22 to determine the funding formula.

There was no public comment.

#### **14 ACCEPT AND FILE: METRO PLANNING AND DEVELOPMENT ANNUAL STATUS REPORT**

John Urgo, Planning and Development Director, spoke to the staff report, adding mobile ticketing has increased 100% in its second week and the Automated Vehicle Locator (AVL) has been installed on all of our buses to provide reliable real time data.

Several of the Directors thanked Mr. Urgo for the clear, comprehensive report and recognized the many contributions that continue to support METRO's technology advances.

Public comment:

James Sandoval asked Mr. Urgo if he plans to meet with the Unions regarding the demand service proposal. Mr. Urgo responded that a meeting will be scheduled in the near future. The initial fee under consideration is \$4.00.

#### **15 ORAL PACIFIC STATION UPDATE**

John Urgo, Planning and Development Director, met recently with City of Santa Cruz (City) staff to discuss efforts specifically focused on grant applications/programs that are due in February 2021. The Memorandum of Understanding (MOU), which was approved in June, left the application question open. It appears the proposed Affordable Housing and Sustainable Communities (AHSC) guideline changes could make submittal this year favorable; e.g., a geographic set-aside for the Central Coast region and reduction of greenhouse gas emissions. There is still a lot to work out. The City has not yet committed to which site they want to commit funds. They are asking METRO to consider other types of transit projects for this funding. It's been somewhat challenging, but we are ready to support an application which is inline with the MOU and involves a turnkey 24 bus bay design. It seems unlikely we will reach agreement in time to meet the February grant deadline.

Director Mathews noted that Bonnie Lipscomb, Santa Cruz City Director of Economic Development, is committed to resolving the unknowns.

Public comment:

Heather Adamson, AMBAG Planning Director, said AMBAG has been pushing hard over the past six cycles to modify the guidelines to allow Central Coast projects to compete. It now appears the new guidelines will be approved in the next couple of months. Pacific Station is the poster child for this type of project for round 6 qualification. She would be happy to work with the City and METRO to help with the application.

For transparency purposes, CEO Clifford noted this will be a challenge; the City has thrown us a surprise curve. We spent almost two years co-funding a study to determine the location of the bus hub and the number of bus bays. The resultant study confirmed 24 bus bays would address present and future requirements. The board previously approved \$4M for a mixed-use project. The City is now proposing an unrealistic funding approach. The AHSC project needs to be refocused on funding the difference between the buildout of the tarmac and the committed \$4M.

Vice Chair Leopold expressed confidence that METRO and the City could work together to adhere to the agreed upon plan.

Director Meyers said the City is balancing many projects in the Front Street/Pacific Avenue area. The Economic Development staff is acutely aware of maintaining the intent of the MOU.

**16 ORAL PARACRUZ UPDATE**

Margo Ross, COO, introduced Ken Hart, Swift Consulting representative, to answer space and square footage questions on the potential facility. Mr. Hart said they have received proposals from several companies and can begin in earnest now that agenda item 9-10 above has been approved.

The future building is currently proposed to be 4,000 square feet to house current staff and create a mobility center to access the needs of community. The final building size will be determined through the design process based on the site layout, including parking and onsite circulation.

Vice Chair Leopold thanked the team and their ongoing efforts to maintain the site before the build is completed. He cited the public appreciation he heard expressed as he walked the Park and Ride lot neighborhood.

CEO Clifford noted the current Pacific Station plan does not include accommodations for the Customer Service Department. The interim seems to indicate a need for leased space to house them. We are trying to fast track the Customer Service relocation.

Director Bottorff inquired as to the size of the current building; he understands the new site is proposing 4,000 square feet. He wants to stay within the budget constraints. Why is 4,000 square feet being proposed if the current building is only 50% occupied? He would like further discussion.

CEO Clifford will bring this item to the next Capital Projects Standing Committee meeting with diagrams to explain the requested square footage.

Ms. Ross added the new building would be more centralized, provide more room for staff, allow for public access and training services can be provided to the community.

There was no public comment.

**17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, OCTOBER 23, 2020 AT 9:00AM**

When announcing the next meeting above, Chair Rotkin reminded the assembly to check the SCMTD website for venue updates, as we remain dependent upon the public health orders in place at this time.

**18 ADJOURNMENT**

Chair Rotkin adjourned the meeting at 10:50AM

Respectfully submitted,

Gina Pye  
Executive Assistant