



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
FINANCE, BUDGET AND AUDIT STANDING COMMITTEE MEETING MINUTES*
APRIL 10, 2020 – 8:00AM
MEETING HELD VIA TELECONFERENCE**

A regular meeting of the Finance, Budget and Audit Standing Committee of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, April 10, 2020, via teleconference.

The Committee Meeting Agenda Packet can be found online at 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 8:06 AM by Board Chair Rotkin.

2 **ROLL CALL:** The following Directors were **present** via teleconference, representing a quorum:

Director Trina Coffman-Gomez
Director Donna Lind
Director Donna Meyers
Board Chair Mike Rotkin

City of Watsonville
City of Scotts Valley
City of Santa Cruz
County of Santa Cruz

Alex Clifford
Julie Sherman

METRO CEO/General Manager
METRO General Counsel

METRO EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT (IN ALPHABETICAL ORDER) WERE:

Joan Jeffries, SEA President

3 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**

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

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

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

5 **ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE**

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

6 ORAL AND WRITTEN COMMUNICATIONS TO THE FINANCE, BUDGET AND AUDIT STANDING COMMITTEE

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

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

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

8 ORAL UPDATE ON COVID-19 PANDEMIC

Alex Clifford, CEO/General Manager, provided a brief chronology of events going back to January 20, 2020.

Director Coffman-Gomez asked if PPE training is available through the local hospital(s). CEO Clifford responded METRO continues to provide PPE training but is open to suggestions from the hospitals as applicable.

Referring to the contracted MST (Monterey-Salinas Transit) employee diagnosed with COVID-19, Director Coffman-Gomez inquired as to any resultant protocols implemented by METRO. CEO Clifford noted this instance was a bit different due to the contracted employment aspect. METRO modeled their protocol on that provided by VTA (Valley Transit Authority).

In response to Chair Rotkin, CEO Clifford and CFO Aitken noted we have been in communication with our partners and their requests for possible refunds and/or reductions in payments due to service reductions.

CEO Clifford provided commentary to the attached presentation that projected various COVID-related signage.

There were no public comments.

9 REVIEW AND RECOMMEND BOARD APPROVAL OF ACTIONS TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS

Alex Clifford, CEO/General Manager, spoke to the agenda item and asked the committee to recommend approval at the April 24, 2020 board meeting.

Chair Rotkin thanked METRO staff and employees for their actions to this emergency.

ACTION: MOTION TO RECOMMEND BOARD APPROVAL OF ACTIONS TO ADDRESS THE IMPACTS OF THE COVID-19 PANDEMIC ON METRO OPERATIONS

MOTION: DIRECTOR LIND

SECOND: DIRECTOR MEYERS

The motion was unanimous.

Joan Jeffries seconded Chair Rotkin's comment and appreciates the efforts undertaken by METRO management and staff.

10 MONTHLY FINANCIAL UPDATE

Angela Aitken, CFO, provided brief commentary to page 7.11 of the presentation, noting all revenues were based on December sales. CFO Aitken cautioned that future monthly sales tax revenue, due to the COVID environment, would most likely be much lower than budgeted.

Discussion among the assembly regarding potential bailout monies available through the federal and state entities, potential unscheduled overtime, sales tax delays, identifying COVID-associated costs for potential reimbursement, etc. Again, these issues and potential impacts are still not completely clear.

There were no public comments.

- ADDITIONAL MATERIALS DISTRIBUTED
AT COMMITTEE MEETING -

BOARD REAR DOOR NO FARE REQUIRED

Mobility Devices & Strollers
Board Front Door





Worried About

CORONAVIRUS?

1. Wash your hands often with soap and water, for at least 20 seconds.
2. Cover your cough and sneeze.
3. Stay home when sick.
4. Carry hand sanitizer with at least 60% alcohol.

For more information go to
www.cdc.gov



ESSENTIAL TRAVEL? ¿VIAJE ESENCIAL?

YES / SI



OK to ride.
Usted puede
abordar el
autobús.

NO



**Why are you here
reading this?**
¿Por qué estás aquí
leyendo esto?



Please go home.
Por favor vete a casa.

Stay Home. Stop the Spread.

Quédate en casa.
Deten la propagación.



(831) 425-8600 • scmtd.com  

SHELTER IN PLACE IS NOT A VACATION.

These temporary restrictions are aimed at saving lives.
We encourage you to go outside in your neighborhoods, but in moderation.

#KeepCommunity

STAY LOCAL

Please avoid traveling by car whenever possible, and remember that the shelter in place order encourages everyone to stay as close to home as possible.

PRACTICE SOCIAL DISTANCING

While it may be tempting to meet up with friends for a day at the beach, we still need to be at least 6 feet away from people outside our household to help prevent COVID-19 from spreading.

SEEK THE PATH LESS TRAVELED... CLOSE TO YOUR HOME

If we all congregate at the same hiking trail, beach, or park, it will be difficult to practice appropriate social distancing.



(831) 425-8600 • scmtd.com  

PLEASE PRACTICE SOCIAL DISTANCING

Protect yourself and others against infections

POR FAVOR PRACTICA LA DISTANCIA SOCIAL

Protégase y proteja a otros contra las infecciones



**MAINTAIN A
6' DISTANCE
FROM OTHERS**



**MANTENER UNA DISTANCIA DE 6 PIES
DE LAS DEMÁS PERSONAS**



Cover mouth and nose when you cough or sneeze

Cúbrase la boca y la nariz cuando tosa o estornude



Wash hands with soap for at least 20 seconds

Lávese las manos con jabón durante al menos 20 segundos



Avoid touching eyes, nose, and mouth

Evite tocarse los ojos, la nariz y la boca



Disinfect surfaces regularly

Desinfecte las superficies regularmente

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include

FEVER



COUGH



***Symptoms may appear 2-14 days after exposure.**

SHORTNESS OF BREATH



Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.



For more information: www.cdc.gov/COVID19-symptoms

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

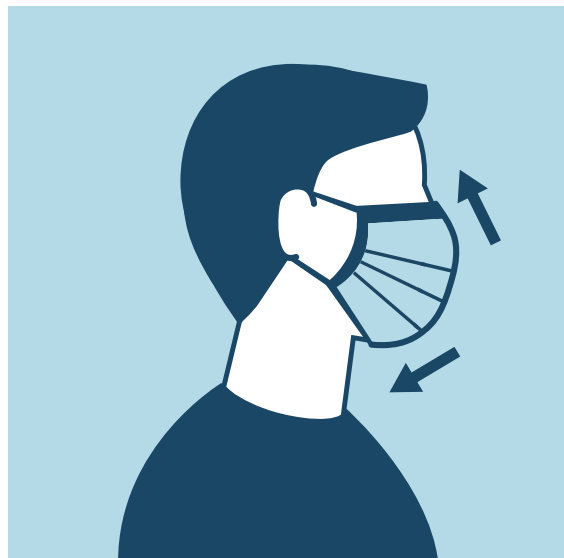
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

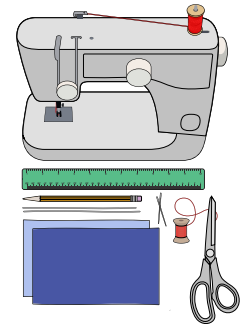
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



Sewn Cloth Face Covering

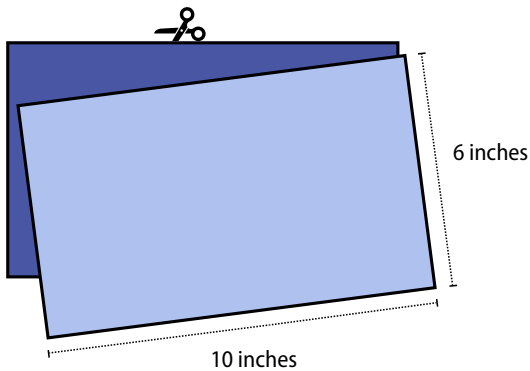
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

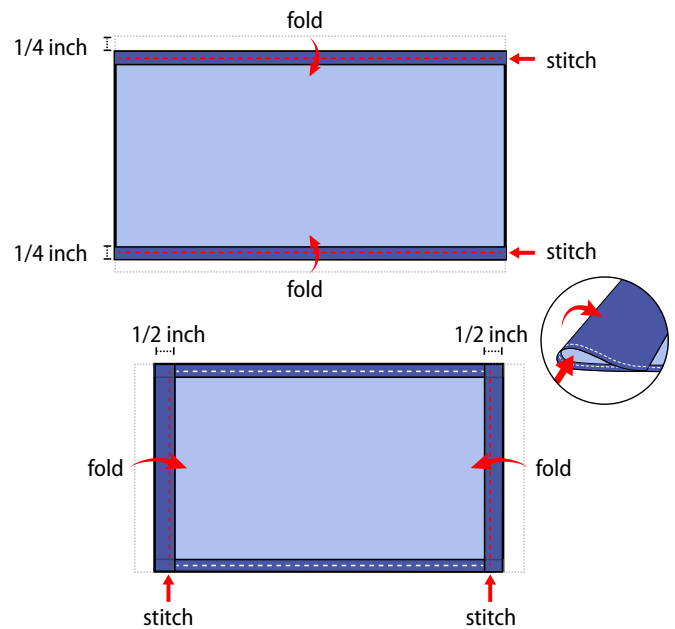


Tutorial

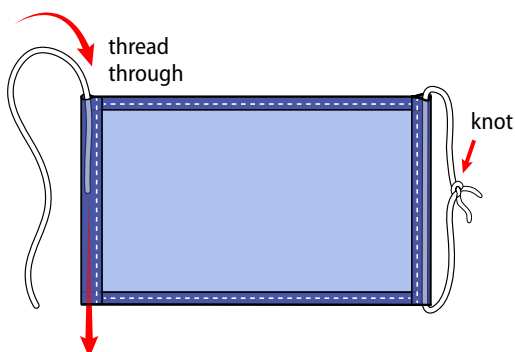
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



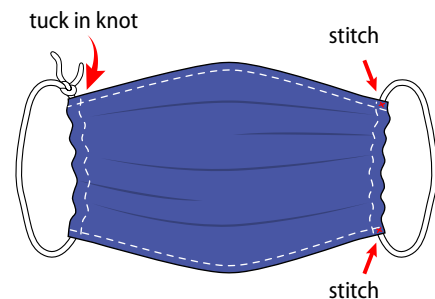
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

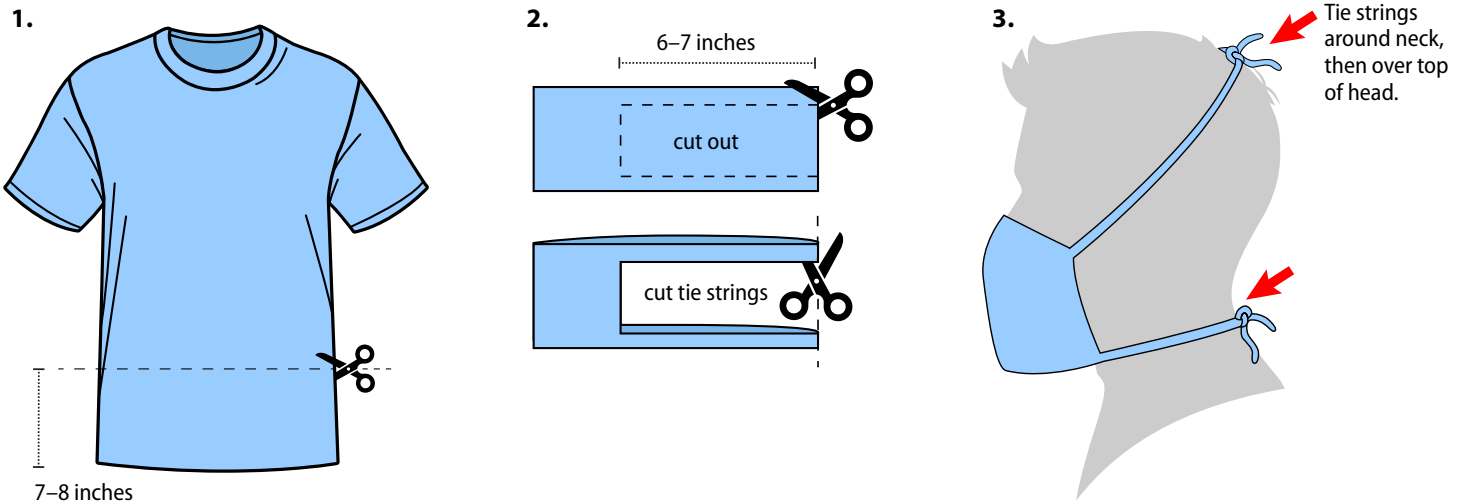


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

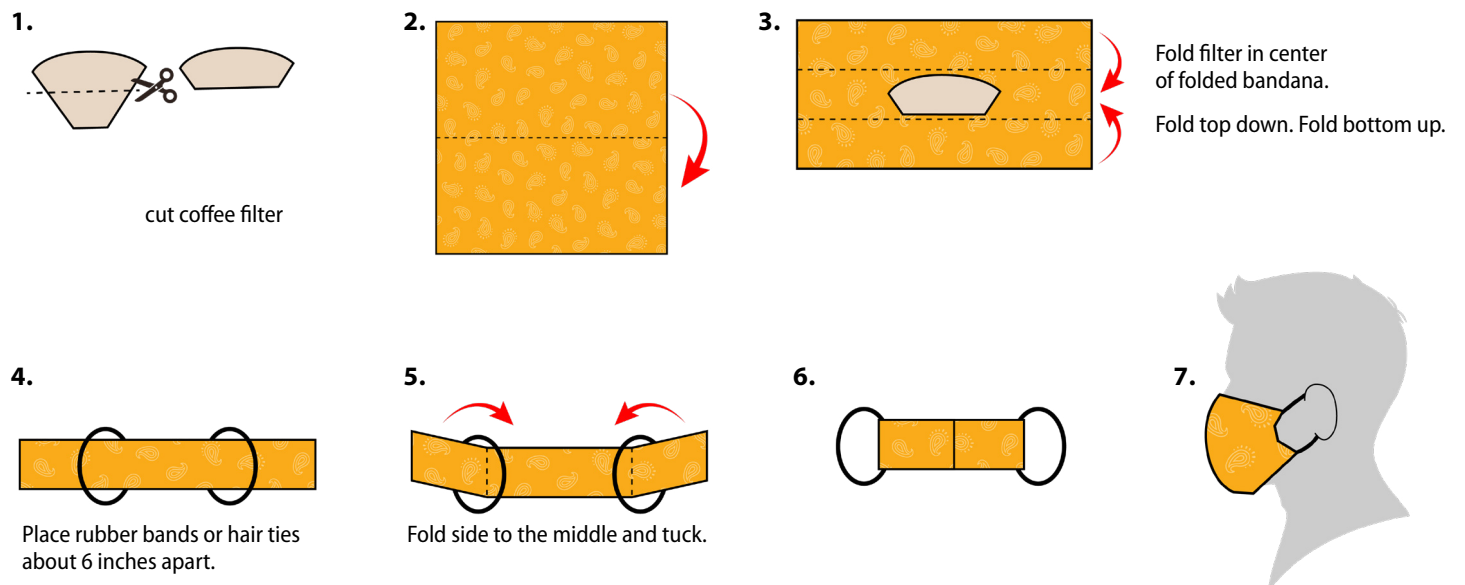


Bandana Cloth Face Covering (no sew method)

Materials

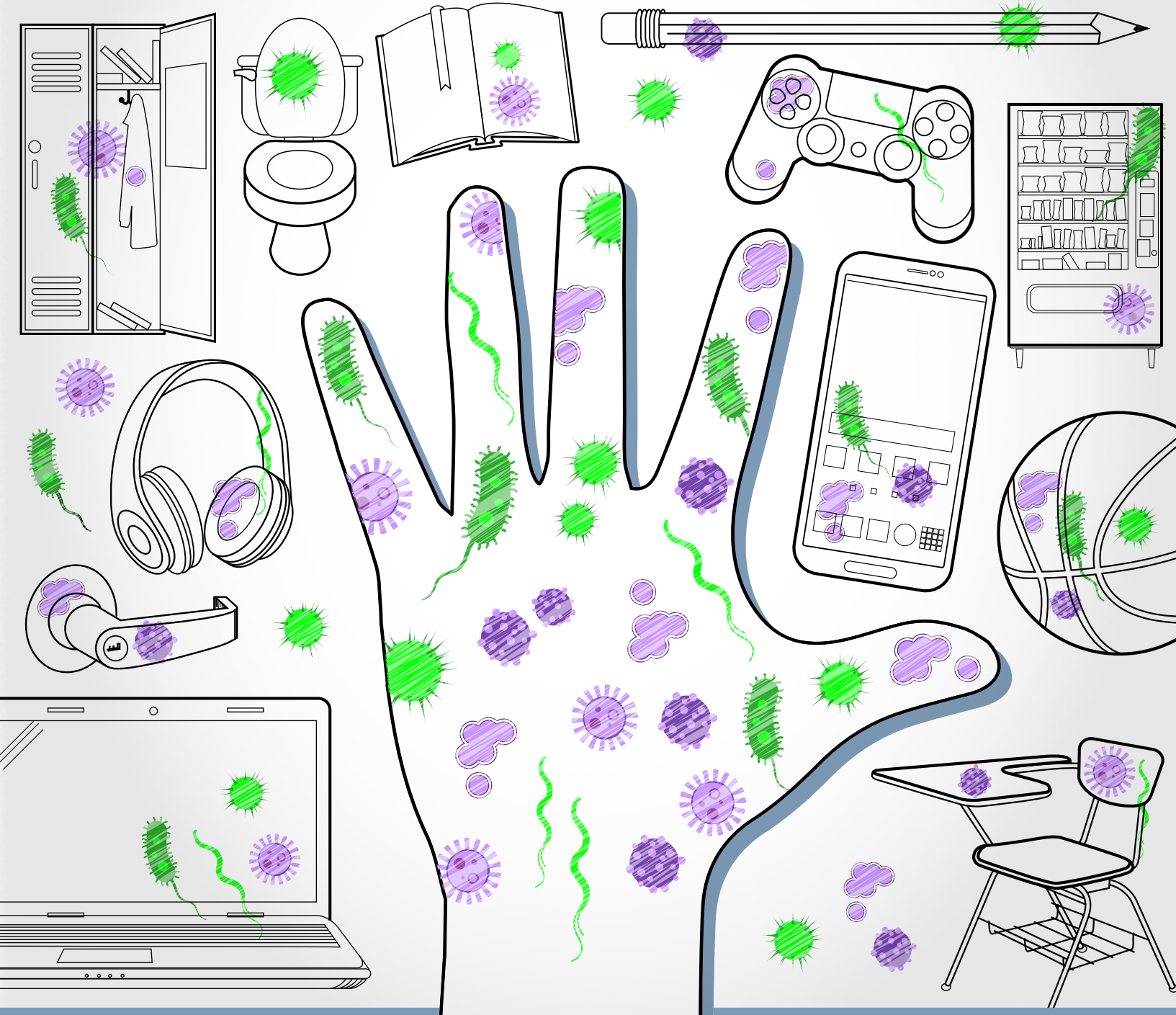
- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



GERMS

are all around you.



Stay healthy.
Wash your hands.

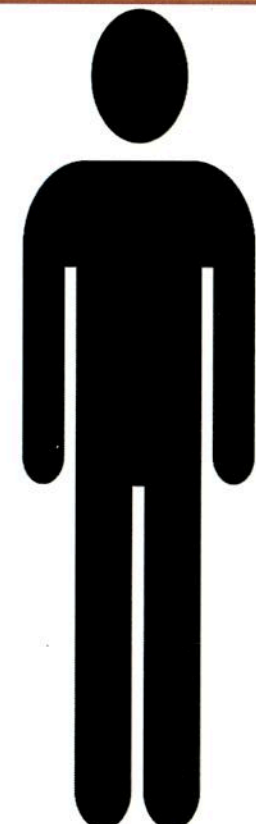
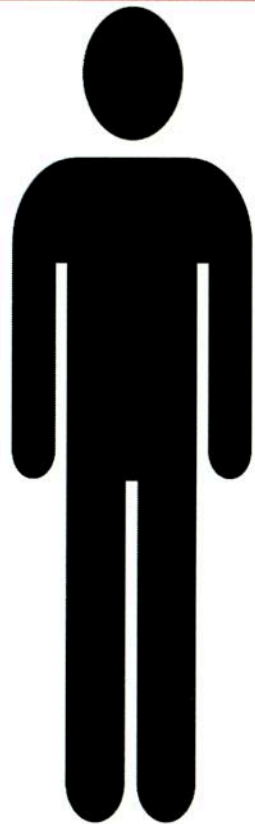




ELEVATOR CAPACITY

2 PERSONS

Remember to Practice Social Distancing





NOTICE

In order to be compliant with the County Health Services Agency order, all customers must observe at least 6' of social distancing while boarding the bus, getting off the bus and while seated on the bus





**All Santa Cruz METRO
Dedicated Employees
Are Frontline Heroes
Delivering Essential Services**