

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

APRIL 19, 2002 (Third Friday of Each Month)

COUNTY BOARD OF SUPERVISOR CHAMBERS

701 OCEAN STREET

SANTA CRUZ, CALIFORNIA

9:00 a.m. - Noon

SECTION I: OPEN SESSION - 9:00 a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Deborah Lane, MASTF RE: Board Agendas
 - b. Terrence Lee Hancock RE: Community Bridges
Senior Citizens Legal Services
 - c. Alan Goes, Bus Operator RE: Call Stop Announcements
 - d. Norman Schwartz, Bolton Hill Co. RE: Request for Service
 - e. Committee of Adjustment, UTU RE: Retirement Formula
 - f. SEIU Local 415 RE: Retirement Formula
 - g. David Dunlap, UTU RE: Retirement Formula
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 3/8/02 and 3/15/02 AND SPECIAL BOARD MEETING MINUTES OF 3/26/02
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE MARCH 2002 RIDERSHIP REPORT
Report: Attached

* Please note: Location of Meeting Place

- 7-4. CONSIDERATION OF TORT CLAIMS: **Deny the claim of: Jonathon Stauduhar**
Claims: To be included in the Add-On Packet
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/14/02
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/13/02
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2002
AND APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR
FEBRUARY 2002
Staff Report: Attached
- 7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2002
Staff Report: Attached
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS
Staff Report: Attached
- 7-12. CONSIDERATION OF AMENDING AMPAC BUILDING MAINTENANCE CONTRACT
FOR SCOTTS VALLEY TRANSIT CENTER
**(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained
original numbering of #19)**
- 7-13. CONSIDERATION OF AWARD OF CONTRACT FOR ADA ELIGIBILITY
SCREENING SERVICES
**(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained
original numbering of #20)**
- 7-14. CONSIDERATION OF AMENDING NATIONWIDE AUCTION SYSTEMS CONTRACT
**(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained
original numbering of #21)**

- 7-15. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #22)
- 7-16. CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE THE BUS STOP ADVISORY COMMITTEE'S (BSAC) RECOMMENDATIONS
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #24)
- 7-17. CONSIDERATION OF LEASE OF WATSONVILLE TRANSIT CENTER KIOSK #5 TO JESUS MARQUEZ FOR A PARTY SUPPLY STORE
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #25)
- 7-18. CONSIDERATION OF INDEMNIFICATION AGREEMENT WITH NEW FLYER REGARDING WHEELCHAIR RESTRAINT ARM ASSEMBLY
*The attachment to the staff report will be distributed at the Board meeting
(Moved from Regular Agenda at 4/12/02 Board Meeting, Staff reports retained original numbering of #26)

REGULAR AGENDA

8. **DELETED**
9. **DELETED**
10. **DELETED**
11. **DELETED**
12. **DELETED**
13. CONSIDERATION OF METROBASE FINANCIAL FEASIBILITY AND IMPACT REPORT AND ELIMINATION OF HARVEY WEST SITE NO. 1 AS THE PREFERRED ALTERNATIVE
Presented by: Les White, General Manager
Staff Report: Attached
14. CONSIDERATION OF AMENDING THE PREFERRED ALTERNATIVE FOR THE METROBASE PROJECT FROM HARVEY WEST 1 TO HARVEY WEST CLUSTER NO. 1
Presented by: Les White, General Manager

Staff Report: Attached

15. CONSIDERATION OF OFFERING TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
16. CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
17. CONSIDERATION OF PROPOSED BALANCING ACTIONS FOR FY 02-03 BUDGET
Presented by: Elisabeth Ross, Finance Manager
Staff Report: Attached
18. CONSIDERATION OF RESULTS OF THE 2000 CENSUS AND COUNTY CLERK'S NOTIFICATION OF A NEED FOR BOARD OF DIRECTOR REAPPORTIONMENT
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
19. **MOVED TO CONSENT AGENDA AS ITEM 7-12**
20. **MOVED TO CONSENT AGENDA AS ITEM 7-13**
21. **MOVED TO CONSENT AGENDA AS ITEM 7-14**
22. **MOVED TO CONSENT AGENDA AS ITEM 7-15**
23. **DEFERRED TO MAY 17, 2002 BOARD MEETING**
24. **MOVED TO CONSENT AGENDA AS ITEM 7-16**
25. **MOVED TO CONSENT AGENDA AS ITEM 7-17**
26. **MOVED TO CONSENT AGENDA AS ITEM 7-18**
27. **CONSIDERATION OF RATIFICATION OF LABOR AGREEMENT WITH UNITED TRANSPORTATION UNION (UTU), LOCAL 23**
Presented by: Bryant Baehr, Labor Negotiator
Staff Report: To be included in the Add-On Packet

28. **CONSIDERATION OF RESOLUTIONS OF RECOGNITION TO SEVEN EMPLOYEES FOR ACTIONS TAKEN ABOVE AND BEYOND THE SCOPE OF THEIR DUTIES**

Presented by: Bryant Baehr, Operations Manager
Sheryl Ainsworth, Chairperson
Resolutions: To be included in the Add-On Packet

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

30. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Subdivision (a) of Section 54956.9)

a. Name of Case: Jade Rich vs. Santa Cruz Metropolitan Transit District

SECTION III: RECONVENE TO OPEN SESSION

31. REPORT OF CLOSED SESSION

ADJOURN

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 #2 “Oral and Written Communications”, under Section I. 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.

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The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The City Council Chambers is located in an accessible facility. Any person who requires an

accommodation or an auxiliary aid or service to participate in the meeting, please contact Dale Carr at 831-426-6080 as soon as possible in advance of the Board of Directors meeting.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

APRIL 12, 2002 (Second Friday of Each Month)

*SCMTD ENCINAL CONFERENCE ROOM

370 ENCINAL STREET, SUITE 100

SANTA CRUZ, CALIFORNIA

9:00 a.m. – 11:00 a.m.

SECTION I: OPEN SESSION - 9:00 a.m.

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Deborah Lane, MASTF RE: Board Agendas
 - b. Terrence Lee Hancock RE: Community Bridges
Senior Citizens Legal Services
 - c. Alan Goes, Bus Operator RE: Call Stop Announcements
 - d. Norman Schwartz, Bolton Hill Co. RE: Request for Service
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 3/8/02 and 3/15/02 and Special Board Meeting Minutes of 3/26/02
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 7-3. ACCEPT AND FILE MARCH 2002 RIDERSHIP REPORT
Report: Attached
- 7-4. CONSIDERATION OF TORT CLAIMS: None
Claims: N/A

* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 3/14/02
Minutes: Attached
- 7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 3/13/02
Minutes: Attached
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2002
AND APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE
UPDATE
Staff Report: Attached
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Staff Report: Attached
- 7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR FEBRUARY 2002
Staff Report: Attached
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS
Staff Report: Attached

REGULAR AGENDA

- 8. CONSIDERATION OF CHANGE ORDER WITH NEW FLYER OF AMERICA TO
PURCHASE REMOTE KEYPADS FOR FAREBOXES FOR EIGHT (8)
COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
ACTION NEEDED ON APRIL 12TH
- 9. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TEN (10)
DIESEL HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO
COMPRESSED NATURAL GAS (CNG)
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
ACTION NEEDED ON APRIL 12TH
- 10. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWENTY-NINE
(29) LOW-FLOOR BUSES THAT CAN BE CONVERTED TO COMPRESSED
NATURAL GAS (CNG)

Presented by: Tom Stickel, Fleet Maintenance Manager

Staff Report: Attached

ACTION NEEDED ON APRIL 12TH

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

Presented by: Bryant Baehr, Operations Manager

Staff Report: Attached

ACTION NEEDED ON APRIL 12TH

12. CONSIDERATION TO MODIFY THE EXISTING POSITION ENTITLED CLAIMS INVESTIGATOR TO CREATE A CLAIMS INVESTIGATOR I AND II CLASSIFICATION

Presented by: Robyn Slater, Interim Human Resource Manager

Staff Report: Attached

ACTION NEEDED ON APRIL 12TH

13. CONSIDERATION OF METROBASE FINANCIAL FEASIBILITY AND IMPACT REPORT AND ELIMINATION OF HARVEY WEST SITE NO. 1 AS THE PREFERRED ALTERNATIVE

Presented by: Les White, General Manager

Staff Report: Attached

14. CONSIDERATION OF AMENDING THE PREFERRED ALTERNATIVE FOR THE METROBASE PROJECT FROM HARVEY WEST 1 TO HARVEY WEST CLUSTER NO. 1

Presented by: Les White, General Manager

Staff Report: Attached

15. CONSIDERATION OF OFFERING TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Presented by: Elisabeth Ross, Finance Manager

Staff Report: Attached

16. CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

Presented by: Elisabeth Ross, Finance Manager

Staff Report: Attached

17. CONSIDERATION OF PROPOSED BALANCING ACTIONS FOR FY 02-03 BUDGET

Presented by: Elisabeth Ross, Finance Manager

Staff Report: Attached

18. CONSIDERATION OF RESULTS OF THE 2000 CENSUS AND COUNTY CLERK'S NOTIFICATION OF A NEED FOR BOARD OF DIRECTOR REAPPORTIONMENT
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
19. CONSIDERATION OF AMENDING AMPAC BUILDING MAINTENANCE CONTRACT FOR SCOTTS VALLEY TRANSIT CENTER
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
20. CONSIDERATION OF AWARD OF CONTRACT FOR ADA ELIGIBILITY SCREENING SERVICES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
21. CONSIDERATION OF AMENDING NATIONWIDE AUCTION SYSTEMS CONTRACT
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
22. CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached
23. CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
24. CONSIDERATION OF MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE THE BUS STOP ADVISORY COMMITTEE'S (BSAC) RECOMMENDATIONS
Presented by: David Konno, Facilities Maintenance Manager
Staff Report: Attached
25. CONSIDERATION OF LEASE OF WATSONVILLE TRANSIT CENTER KIOSK #5 TO JESUS MARQUEZ FOR A PARTY SUPPLY STORE
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
26. CONSIDERATION OF INDEMNIFICATION AGREEMENT WITH NEW FLYER REGARDING WHEELCHAIR RESTRAINT ARM ASSEMBLY
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: Attached

*The attachment to the staff report will be distributed at the Board meeting.

27. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
28. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6
 - a. Agency Negotiator: Bryant Baehr

Employee Organization: United Transportation Union (UTU), Local 23

SECTION III: RECONVENE TO OPEN SESSION

29. REPORT OF CLOSED SESSION

ADJOURN

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NOTICE

**The April 19th Board of Directors Meeting will be held at the County Board of Supervisor Chambers, 701 Ocean Street, Santa Cruz
9:00 a.m.**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: General Manager
SUBJECT: **ADDITIONAL MATERIAL TO THE APRIL 19, 2002 BOARD MEETING AGENDA**

SECTION 1:

ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATIONS:

- e. Committee of Adjustment, UTU RE: Retirement Formula
 - f. SEIU Local 415 RE: Retirement Formula
 - g. David Dunlap, UTU RE: Retirement Formula
- (Insert written communication)**

CONSENT AGENDA:

ADD TO ITEM #7-1 APPROVE REGULAR BOARD MEETING MINUTES OF 3/8/02 AND 3/15/02 AND SPECIAL BOARD MEETING MINUTES OF 3/26/02
(Replace revised pages)

ADD TO ITEM #7-4 CONSIDERATION OF TORT CLAIMS: Deny the claim of: Jonathon Stauduhar
(Insert Claim)

REGULAR AGENDA:

DELETE ITEM #8 CONSIDERATION OF CHANGE ORDER WITH NEW FLYER OF AMERICA TO PURCHASE REMOTE KEYPADS FOR FAREBOXES FOR EIGHT (8) COMPRESSED NATURAL GAS (CNG) LOW-FLOOR BUSES
(Action taken at April 12, 2002 Board Meeting)

DELETE ITEM #9 CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TEN (10) DIESEL HIGH-FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)
(Action taken at April 12, 2002 Board Meeting)

DELETE ITEM #10 CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWENTY-NINE (29) LOW-FLOOR BUSES THAT CAN BE CONVERTED TO COMPRESSED NATURAL GAS (CNG)
(Action taken at April 12, 2002 Board Meeting)

- DELETE ITEM #11** CONSIDERATION OF AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER
(Action taken at April 12, 2002 Board Meeting)
- DELETE ITEM #12** CONSIDERATION TO MODIFY THE EXISTING POSITION ENTITLED CLAIMS INVESTIGATOR TO CREATE A CLAIMS INVESTIGATOR I AND II CLASSIFICATION
(Action taken at April 12, 2002 Board Meeting)
- ADD TO ITEM #14** CONSIDERATION OF AMENDING THE PREFERRED ALTERNATIVE FOR THE METROBASE PROJECT FROM HARVEY WEST 1 TO HARVEY WEST CLUSTER NO. 1
(Add letter from Historical Resources Consultant per Board's request of 4/12/02)
(Add letter from Geoff Eisenberg of Salz Leathers Inc.)
***Additional information regarding timelines for the project will be provided at the 4/19/02 Board Meeting.**
- ADD TO ITEM #16** CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
(Add Supplemental Report)
- ADD TO ITEM #17** CONSIDERATION OF PROPOSED BALANCING ACTIONS FOR FY 02-03 BUDGET
(Replace Page 17-3)
This replacement page was distributed to the Board at the 4/12/02 meeting.
- DELETE ITEM #23** CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE
(Deferred to May 17, 2002 Board Meeting)
- ADD TO ITEM #27** CONSIDERATION OF RATIFICATION OF LABOR AGREEMENT WITH UNITED TRANSPORTATION UNION (UTU), LOCAL 23
(Add Staff Report)
- ADD TO ITEM #28** CONSIDERATION OF RESOLUTIONS OF RECOGNITION TO SEVEN EMPLOYEES FOR ACTIONS TAKEN ABOVE AND BEYOND THE SCOPE OF THEIR DUTIES
(Add Resolutions)



METRO

ACCESSIBLE SERVICES TRANSIT FORUM

920 Pacific Avenue, Suite 21, Santa Cruz, CA 95060

March 29, 2002

Santa Cruz Metropolitan Transit District
Board of Directors
Sheryl Ainsworth, Chairperson
370 Encinal Street, Suite 100
Santa Cruz, CA. 95060

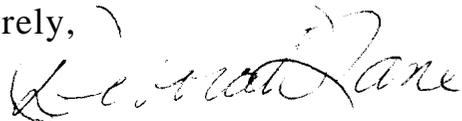
Dear Ms. Ainsworth and Board,

I have been directed by the MASTF Executive Committee to ask for your assistance. During our regular MASTF meeting on February 14, 2002 our members learned of two Board Agenda items that required immediate response since the Board would act upon them the next day. The items were added to our Agenda as emergency action items and acted upon. One of those items – consideration to redirect funds from acquisition of two buses to Talking Bus technology purchase – was not on the Agenda for the Board workshop meeting on February 8, 2002.

During the MASTF Executive Committee meeting on March 6, 2002 the need for timely notification to MASTF of Board Agenda items was discussed. A letter to request timely notification was authorized. Committee members agreed that notice of Board Agenda items by the time of Executive Committee meetings (usually held eight days before MASTF meetings) would enable us to place action items on a Revised Agenda and alert members before the regular meeting.

Your suggestions to assist timely notification would be appreciated. Please let me know if any facet of MASTF notification to the Board could be improved.

Sincerely, \

A handwritten signature in cursive script that reads "Deborah Lane". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Deborah Lane
MASTF Chairperson

CC: Les White, MASTF

LAW OFFICES OF
SENIOR CITIZENS LEGAL SERVICES

501 SOQUEL AVENUE, SUITE F • SANTA CRUZ, CALIFORNIA 95062
TELEPHONE: (831) 426-8824
FAX: (831) 426-3345

March 29, 2002

Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060.

**Re: Liftline Services
Community Bridges Application**

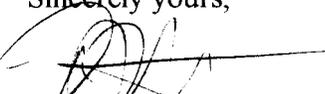
Dear Board Members:

I am writing to support Community Bridges' application to continue to provide Liftline services in this area.

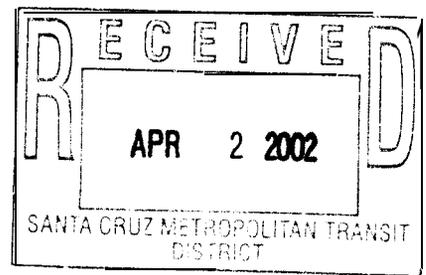
I have worked as either the Staff or Directing Attorney at Senior Citizens Legal Services (SCLS) for most of the past two decades. SCLS provides legal assistance to indigent, disabled and frail senior citizens who live in Santa Cruz and San Benito Counties. Many of our clients rely on Liftline for vital transportation services, including transportation to our offices for appointments. As a result, I have often had an opportunity to discuss Community Bridges' transportation program with our clients. Many clients have told me and my staff, unsolicited, how much they appreciate, need and enjoy the services offered by Community Bridges and Liftline.

I understand that the Board is considering whether to contract with Community Bridges to provide Liftline Services in the future. On behalf of Senior Citizens Legal Services, I am very pleased to lend our support to its application. We look forward to working closely with Liftline and Community Bridges over the coming years in providing services to our mutual clients.

Sincerely yours,


Terrence Lee Hancock
Directing Attorney

APR 1 2002



P.O. Box 6723 1
Scotts Valley CA 95067-723 1
March 29, 2002

Members of the Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal St. Suite 100
Santa Cruz CA 95060

Dear Members of the Board of Directors:

I am taking the highly unusual step of writing to you directly concerning the below matter in order to try to diminish the considerable amount of stress which it is causing me. Bryant Baehr and my union officers are fully informed.

On March 8th, 2002, at your Board of Directors Meeting, under Regular Agenda item No. 11, you heard a statement from a Metro employee concerning a trip he took **from** Watsonville to Santa Cruz on a bus which I was driving. In the statement, he said that "...**the** driver used the microphone to announce some of the stops, used his voice to announce other stops, and that a little bit more than half of the call stops which I roughly recalled **from** the list renounced (sic),..." I assume this is a transcription error, and that "were announced" was actually said.

This is not true. In fact, I am practically certain that all call stops listed in **Headways** were announced, and even more certain that they were announced using the microphone. Certainty is not 100% - it seldom is. However, I have virtually no doubt that all call stops were announced and that they were announced with the microphone.

Why this degree of certainty? Because call stop announcements and use of the microphone are standard operating procedure on my bus, akin to turn signal use, stopping when the bell is rung, braking when approaching a red light, etc. It is built in and it has been for several years. In addition to the required verbal route announcement outside the bus before departing initially, 18 separate announcements inside the bus, using the microphone on busses so equipped, are required on 71 between start up in Santa Cruz and shut down at Watsonville. Since I do 2 ½ round trips per day, that's 90 call stops per day, 450 per week, etc. I have made tens of thousands of call stop announcements: they are automatic and are performed as certainly as the many other routine functions that are the bulk of my job.

Why announce call stops? Like most functions on the bus, it a violation of the law not to. Most of what I do is required by the State of California. Call stops are required by federal statute – a fact repeatedly emphasized in training – and I do them. In my profession, I am accustomed to obeying the law because the law is what guides the bulk of what I do on a daily basis. Courtesy, or custom or District rules are minor factors detet-mining my workplace behavior – most of it is directly **from** Sacramento or Washington.

Given this context, please reflect on the gravity of the testimony you heard **from** my co-worker March 8th. I label these allegations serious, unsubstantiated, and false. With that said, I wish to close what has been for me a very painful and stressful episode.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan G. Goes". The signature is fluid and cursive, with a long horizontal stroke at the end.

Alan G. Goes
Bus Operator #289

cc: Bryant Baehr; Sandra Lipperd



TRANSMITTED BY FAX

April 2, 2002

Ms. Dale Carr
Santa Cruz Metro
370 Encinal #100
Santa Cruz, CA 95060

Re: Transit Service

Dear Ms. Carr:

I am writing to you on behalf of Pacific Union Apartments and the City of Santa Cruz to request that Santa Cruz Metro provide daily transit service to **Shaffer** Road, between Mission Street and the Union Pacific railroad tracks, in the City of Santa Cruz.

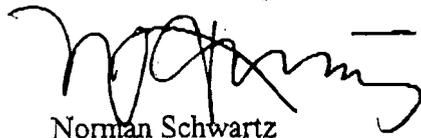
In December, 2001, the city council of the City of Santa Cruz unanimously approved development permits for a 206 unit apartment complex -- known as Monarch Village -- on **Shaffer** Road. Monarch Village will be a mixed-income residential community where 40% of the apartments will be reserved for low and very-low income residents.

Monarch Village will add 206 households to **Shaffer** Road and follows **the** recently constructed **Raytek** facility in providing additional transit riders to the far west side of Santa Cruz. Monarch Village is unique among residential complexes in offering special programs to reduce automobile usage, including daily shuttle service to workplaces, shopping and schools, 30 **free** e-bikes for resident **use**, on-site mini-convenience store and on-site after-school programs. **As** you must **know**, owning and maintaining a car is one of the largest household expenses for low and very-low income families, While all residents at Monarch Village will benefit **from** having transit service, it could be especially helpful to low and very-low income residents.

The project applicant, Pacific Union Apartments, expects to begin construction of the complex this summer and to provide occupancy summer, 2003. We ask that you consider this request so that new residents could enjoy transit service when Monarch Village opens next year.

Thank you for your consideration.

Sincerely,
Bolton Hill Company, Inc.



Norman Schwartz

cc: Chris Garwood, Pacific Union Apartments
Jeff **Ringold**, Community Consulting
Geoffrey Dum, Community TV
Tony Hill, Access Unlimited
Don **Lauritson**, City of Santa Cruz



To: SCMTD Board of Directors
From: Committee of Adjustment, UTU Local 23
Date: 4/19/02
Subject: **Proposed revision to retirement formula for District employees**

I. Recommended Actions

- **Offer an additional two years of service credit to anyone retiring within the designated period.**
- **Allow the workers to decide whether they want to take on the financial impact of modifying their retirement formula to the “2.7% @ 55” option, or at least to the “2.5% @ 55” option.**

II. Discussion

- For each senior Operator at the top accrual rate (17 years and above) that retires, the District will realize a cost savings of approximately \$13,500 (see attached) in the FY 02-03, with continued savings for years to come.
- After reviewing the seniority roster and polling those most likely to be able to take advantage of early retirement incentives, it appears that 10 or more Operators may exercise that option or move into positions vacated by others retiring.
- Under the current retirement formula, the same low rate of retirements should be expected to continue (between 2 and 4 per year) for at least the next five years.
- According to the Staff report projections, even with the current formula in place, the cost to the District will reach the cap in FY 04-05. From that point on, the District's share of cost should remain stable.
- The District will experience an increase in expense, however, the majority of the increased costs will be borne by the employees, should they elect to ratify the proposed modification in the retirement formula.

- Operating a transit coach over years takes a toll on the body. There appears to be a correlation between long-term employment as an Operator and back, shoulder, and other debilitating injuries that result in expensive worker's compensation claims and disability retirements. Improving the retirement formula will allow people to retire earlier in life and by choice, rather than working until they are physically no longer able to perform their duties. The District would benefit with continued savings from higher turnover in the most senior Operators, which allows for an increased number of Operators earlier in the wage step progression.
- Without retirement incentives, the costs (over \$70,000) involved in training the most recently hired Operators will have been wasted.

It may be of value to understand how the current division of costs came about: The 6% that the District pays of the 7% of the "employee" share was negotiated in lieu of a raise when the District was "cash poor" in the early '90s. In contract negotiations in 1999, the District added language in Article 5.06C citing that the "employers share" was 3.235%, and that the District would pay anything up to that amount.¹ The contention that the District is experiencing an increase in cost that should be passed along to the employees seems to contradict that intent.

¹ UTU/SCMTD negotiations transcript 4/14/99 pgs. 25-26

Cost comparison: Annual service hours provided by Operator at one-year step vs. equal number of service hours provided by Operator at highest accrual rate

		FY 02-03	FY 03-04	FY 04-05
A	Senior Op	\$49,915	\$52,027	\$56,940
B	Hired 6/01	\$36,275	\$40,144	\$44,283
C	Savings	\$13,640	\$11,883	\$12,657
D	Hired 1/02	\$35,183	\$38,979	\$43,066

- **Row A** shows the annual wages for an Operator at the highest accrual rate to provide the same number of service hours as below.
- **Row B** reflects the wage progression of the highest seniority Operator facing layoff. (at least 3 in this wage step)
- **Row C** displays annual savings per retiring senior Operator
- **Row D** demonstrates the wage progression of the most recently hired Operators. Should the District be able to encourage greater numbers of retirements, additional savings would be the benefit of retaining the operators who were hired on January 2002.

Operators at the highest accrual rate earns 144 hours per year more than Operators at the lowest accrual rate. Replacement for sick calls and annual leave are theoretically covered by extraboard Operators. In reality, replacement frequently results in the calling of overtime. The labor agreement dictates that overtime is called in order of seniority. Row B assumes that those replacement hours are staffed with a top step Operator on overtime.



SEIU LOCAL 415

Service Employees International Union, AFL-CIO, CLC

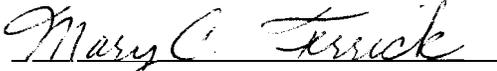
5 17 B Mission Street, Santa Cruz, CA 95060 83 I-459-04 15 Fax: 83 I-459-0756

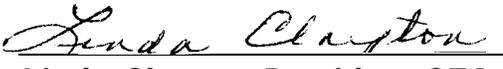
11 March, 2002

To SCMTD Board of Directors:

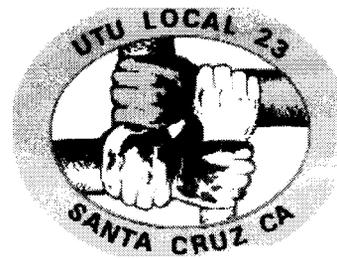
The SEIU Leadership of SCMTD is writing to encourage the Board to consider accepting the PERS retirement formula that benefits the greatest number of employees. 2.7% at 55. Out members would be more likely to vote approval of 2.7% at 55 thereby helping the District with increased retirement.

Sincerely,


Mary Ferrick, Chair PSA


Linda Clayton, President SEA


Will Regan, President VMU



Memo

To: SCMTD Board of Directors

From: David Dunlap, Vice-President Local 23, UTU

Date: 4/12/02

Re: Incentives to Retire

The Leadership of the Local **urges** the Board to consider adopting the "2.7% @ 55" option, with the addition of 2 years of service credit for anyone retiring in the designated period.

We believe this is the option that will most significantly allow people to retire early, with the greatest short-term benefit to the District.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

March 8, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 8, 2002 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:07 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Christopher Krohn
Emily Reilly
Pat Spence

DIRECTORS ABSENT

Sheryl Ainsworth (arrived at 9:12)
Jan Beautz
Dennis Norton
Ana Ventura Phares
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning & Marketing Manager
John Daugherty, Access. Svcs. Coord.
Mark Dorfman, Asst. General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Harlan Glatt, Sr. Database Administrator

Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager
Ian McFadden, Transit Planner
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Jim Bosso, S. C. Transportation
Scott Bugental, Seniors Council
Richard Camperud, Courtesy Cab
Linda Clayton, SEA
Mary Ferrick, PSA
Kasandra Fox, MASTF
Deborah Lane, MASTF

Jeff LeBlanc, Rider
Steve Marcus, UTU
Bonnie Morr, UTU
Carolyn O'Donnell, TMA
Steve Paulsen, UTU
Will Regan, VMU
Sam Storey, Community Bridges
Linda Wilshusen, SCCRTC

2. ORAL AND WRITTEN COMMUNICATION

Oral:

Mark Dorfman reported that Staff received a fax from ATC requesting that they be allowed to withdraw their proposal on the paratransit contract. He is requested that this matter be agendized today for the Board to take immediate action. The current paratransit contract expires on June 30, 2002.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Add this item to the agenda because since the agenda was posted, this item has come to the attention of the Board of Directors and there is a need to take immediate action.

Motion passed unanimously.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR HINKLE

Accept the letter from ATC and allow them to withdraw.

It was clarified that ATC's conflict with this contract proposal is that ATC is now a part of National Express, which owns MultiSystems, the firm who assisted with preparation of the specifications. A copy of ATC's letter will be attached to the Minutes.

Director Spence stated that it is her hope that all negative feelings are eliminated and that all parties will concentrate on the quality of service to the rider. Mark Dorfman assured the Board that staff would provide a staff report with a proposed course of action at the March 15, 2002 Board meeting.

Motion passed unanimously.

Michael Bradshaw, Educator and Advocate for the Central Coast Center for Independent Living (CCCIL) submitted a letter prepared by Elizabeth Sparks regarding the award of the paratransit contract. A copy of this letter will be attached to the Minutes.

Written:

- | | | |
|----|-------------------------------------|------------------------|
| a. | Carol Bullard | RE: Paratransit |
| b. | April Axton* | RE: Bikes Inside Buses |
| c. | Scott Bugental, E&D TAC | RE: Bikes Inside Buses |
| d. | Donald/Edith Edwards | RE: Paratransit |
| e. | Deborah Lane/Kasandra Fox,
MASTF | RE: Bikes Inside Buses |
| f. | Richard Bayne, Lift Line | RE: Paratransit |
| g. | Ted Clausen | RE: Paratransit |

*It was clarified that April Axton was speaking for herself and not on behalf of Lift Line. Sam Storey added that Ms. Axton’s letter does not reflect his views of bikes inside buses. Director Reilly requested that Ms. Axton’s letter be passed on to the MASTF Committee.

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr of UTU asked that the Board direct staff to research the ability of bringing the paratransit service in-house. This would allow the District to have control of the funding, continuity of service, and handling of money. Mark Dorfman added that this issue would be brought back to the Board as part of the staff report.

Will Regan of VMU asked that the Board make thoughtful decisions regarding employee lay-offs and how this would affect service to the community.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report at this time.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Deborah Lane, Chair of the MASTF Committee, echoed Director Spence’s sentiments about putting negative feelings aside in order to best serve the community. She further stated that the MASTF committee would continue to support whomever is chosen to provide service to the paratransit consumers.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 2/8/02 and 2/15/02

John Daugherty stated that in the Minutes of 2/8/02, Margaret Gallagher stated “she spoke with FTA’s chief counsel’s office who provided her with information that goes to the intent of the writers of the regulation regarding the major transfer point issue.” Mr. Daugherty added that Ms. Gallagher also stated at the 2/8/02 meeting that the current regulations are broader than the intent provided by her initial contact person. Ms. Gallagher will listen to this tape.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

7-3. ACCEPT AND FILE FEBRUARY RIDERSHIP REPORT

No questions or comments.

7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Mercury Insurance Company; Deny parts of proposed claim of Deborah Lane & Joshua Loya

No questions or comments.

7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 2/14/02

No questions or comments.

7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 2/13/02

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2002 AND APPROVAL OF BUDGET TRANSFERS

No questions or comments.

7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JANUARY 2002

No questions or comments.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2002

No questions or comments.

7-11. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

7-12. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS

No questions or comments.

7-13. CONSIDERATION OF APPROVAL OF RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE

No questions or comments.

7-14. CONSIDERATION OF AMENDING MISSION LINEN & UNIFORM SERVICE CONTRACT

No questions or comments.

7-15. CONSIDERATION OF WHETHER IT IS IN THE BEST INTERESTS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT TO SELL THE PROPERTY LOCATED AT 617 REDWOOD DRIVE, FELTON, CALIFORNIA, AND ALLOW A COMPETITIVE PROCESS FOR ITS SALE

Nancy Wright, resident of Redwood Drive, lives across the street from the property in question and has seen this property deteriorate over time. Several other neighbors were also present. Ms. Wright asked that METRO restore the property to the condition it was in when METRO took ownership. She also suggested that METRO ensure that the buyer of this property maintain it. The main concern is that a buyer will park cars on this lot. Director Almquist requested that District Counsel look at the conditions of the sale to take into consideration as to whether any buyer has legitimate interests in the property.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Continue for one month so District Counsel can look at the conditions that can be put on the purchase of this property and to determine whether the bidding pool can be limited to prospective buyers with legitimate interests.

It was stated that slivers of property should be offered to the adjoining property owners.

Motion passed unanimously.

7-16. CONSIDERATION OF AMENDING DAY WIRELESS SYSTEMS CONTRACT

No questions or comments.

REGULAR AGENDA

8. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Longevity awards will be distributed at the March 15, 2002 Board meeting.

9. CONSIDERATION OF APPROVAL OF FY 02-03 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES

Summary:

Elisabeth Ross asked the Board to approve the preliminary line item budget for FY 02/03 in order for staff to submit the application for TDA funds to the Transportation Commission before the deadline.

The deficit is \$3.4 million comparing revenues to expenses. Revenues for next year will be flat based on the economy and farebox revenues. Recommendations were to take \$1.2 million out of reserves, \$1 million out of service reductions, and \$1.4 million out of reductions from support personnel and other expenses from the operating budget. Staff is also looking at a reduction of

approximately 35 positions and proposing that these positions are not funded for the upcoming year, in addition to looking at early retirement incentives, vacant positions and reassigning staff.

Discussion:

For the April Board meeting, staff will: 1) report on the status of all actions to date on the maintenance facilities in terms of the financial report, EIR, preliminary architecture and status of temporary natural gas facilities; 2) give breakdown of earmarked funds and METRO's contribution that has to be available, plus status of "drop dead" dates of when funds need to be spent. Director Keogh also requested information on grant and match funds in one document.

Director Fitzmaurice requested further information on implications of staff reductions, specific numbers and positions. Mark Dorfman explained that the purpose of this budget is for putting together an STA/TDA claim, and that more detailed information would be coming as staff gets further into the budget process. Two budget workshops will be held with the unions; these meetings will be open to the Board. Charts denoting the sales tax can be displayed at the March 15, 2002 Board meeting. There was discussion regarding liability insurance for lawsuits against the District and deductible amounts. Ms. Ross will bring back information on all reserve funds.

10. CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2003 STATE TRANSIT ASSISTANCE (STA) AND TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS

Summary:

Mark Dorfman reported that this item is why the budget was presented to the Board at this time. These TDA funds would be used for operating costs. The STA funds are for capital improvements only.

11. CONSIDERATION OF CALL STOP AUDIT REPORT AND PROPOSED ACTION PLAN

Summary:

Bryant Baehr stated that the bus operators went through call stop refresher training in December 2001. Mr. Martinez, who has done work with VTA and other districts, performed an audit of call stop procedures from January 22 to February 14, 2002. His findings reflected a compliance rate of 71%. Staff is proposing that the Board consider conducting compliance audits throughout the year and to authorize staff to produce a disciplinary structure for lack of compliance. Mr. Baehr will bring back a revised call stop policy to the March 15, 2002 Board meeting.

Discussion:

Director Almquist confirmed with staff that once a specific bus operator is identified as being non-compliant, the audit would be shifted from being random to focusing on the specific operator. A report on how to deal with specific operators will be brought back to the Board at the March 15, 2002 meeting. Director Fitzmaurice requested a policy that allows

managers/Directors to make bus operators understand that calling stops is part of their job and which allows managers/Directors to look for situations where drivers do not think it is part of their job.

There was discussion regarding understanding the operator when he/she calls out English or Spanish-named stops and also the audibility of the stops being called. John Daugherty pointed out that stops must be called out in a way for passengers to both hear and understand what is being called. Mr. Daugherty referred to the Call Stop Policy in the agenda packet and asked if customer service reports would be used as survey data. He also stated that the law does not state that passengers need to be in the front of the bus for announcements to be heard. John Daugherty will provide a list of his questions to Bryant Baehr who will incorporate the answers into his report back to the Board. Bonnie Morr reiterated that some buses do not have microphones; 40 out of 120 vehicles currently have microphones. She added that she is working closely with Bryant Baehr and she is trying to create a system of discipline that is already in the UTU contract.

12. CONSIDERATION TO USE FEDERAL GRANTS PROGRAMMED FOR PURCHASE OF BUSES TO INSTEAD PURCHASE TALKING BUS SYSTEM

Summary:

Mark Dorfman reported that staff can make a request to the federal government to move some of the funding budgeted for new bus purchases to another line item which then could be used to accelerate the purchase of the talking bus system. A recommendation to purchase Highway 17 buses is scheduled to be brought to the March 15th Board meeting. Two responses were received from the Request for Proposals. Bids for the low-floor buses will be brought to the Board in April and will determine the number of buses that will be purchased. Staff may order two less buses and retrofit the existing fleet with the talking bus technology, which would include speakers on all existing buses. When the Highway 17 and low-floor buses are delivered, all buses would be equipped with the talking bus system and would include a programming station, which staff would then use to update the announcements.

Discussion:

Director Keogh requested a fleet status report on the following: ages of vehicles, miles, current and anticipated purchases which ties back into his concern about utilizing reserves to help balance next year's budget. His concern is refitting for CNG. Mr. Dorfman stated that staff will address this at the March 15, 2002 Board meeting.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KROHN

Move Items 9, 10, 13, 14, 15, 17 to the Consent Agenda for the 3/15/02 Board meeting.

Before moving Item #13 to the Consent Agenda, Directors Spence and Krohn inquired as to the price of diesel fuel.

Motion passed unanimously.

13. **CONSIDERATION OF ELIMINATING BIO-DIESEL AS A FUELING OPTION FOR FY 02/03**

Moved to the Consent Agenda as Item #7-18.

14. **CONSIDERATION OF ADDITIONAL SERVICE TO THE 100-YEAR CELEBRATION OF BIG BASIN STATE PARK**

Moved to the Consent Agenda as Item #7-19.

15. **CONSIDERATION OF SECURITY ISSUES AT THE WATSONVILLE TRANSIT CENTER**

Moved to the Consent Agenda as Item #7-20.

16. **CONSIDERATION OF RESULTS OF 2000 CENSUS AND COUNTY CLERK'S NOTIFICATION OF A NEED FOR BOARD OF DIRECTOR REAPPORTIONMENT**

Summary:

Margaret Gallagher reported that Richard Bedal supplied her with census figures received from the Public Works Dept. and from the website for the cities of Watsonville and Santa Cruz. Margaret also retrieved additional figures from the website. Attachment C of the staff report shows how other transit district Boards are selected.

Discussion:

Director Reilly confirmed with counsel that METRO is bound by the latest official census numbers. In lieu of this restriction, Staff could request legislative changes to the Enabling Statute. This change could take place when current terms of the Directors in question are completed. Director Almquist expressed his hope that the City of Santa Cruz representatives would devise a plan that is acceptable. There was discussion of the difficulty in changing the enabling statute and Linda Wilshusen added that at this point in time, it would need to be tacked onto an existing bill. Jeff LeBlanc reminded the Board that the last time the statute changed was in the mid-90's for the qualification of residence issue. Director Reilly inquired as to how many Board members could meet outside of an official meeting to discuss this.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR KEOGH

Continue this item for one month.

Motion passed unanimously.

17. **CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING FASTENERS AND ELECTRICAL TERMINALS**

Moved to the Consent Agenda as Item #7-21.

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

Margaret Gallagher reported that UTU labor negotiations and the claim of Deborah Lane/Joshua Loya would be discussed.

19. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Bryant Baehr distributed binder for the UTU discussion and collected them afterwards.

SECTION II: CLOSED SESSION

Vice Chairperson Reilly adjourned to Closed Session at 10:45 a.m. and reconvened to Open Session at 11:37 a.m.

SECTION III: RECONVENE TO OPEN SESSION

20. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there was nothing to report.

ADJOURN

here being no further business, Vice-Chairperson Reilly adjourned the meeting at 11:37 a.m.

Respectfully submitted.

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

March 15, 2002

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, March 15, 2002, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:07 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Jan Beautz
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Dennis Norton
Ana Ventura Phares
Pat Spence

DIRECTORS ABSENT

Christopher Krohn
Emily Reilly
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Kim Chin, Planning/Marketing Manager
John Daugherty, Access. Svcs. Coord.
Mark Dorfman, Asst. General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Tom Hiltner, Grants/Legis. Analyst
David Konno, Fac. Maint. Manager

Ian McFadden, Transit Planner
Kathy O'Mara, Schedule Analyst
Elisabeth Ross, Finance Manager
Robyn Slater, Interim H.R. 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

April Axton, Lift Line
Scott Bugental, Seniors Council
Richard Camperud, Courtesy Cab
Linda Clayton, SEA
Dianna Dunn, SEIU
Kasandra Fox, MASTF
Ed Kramer, Rider
Jeff LeBlanc, Rider
Deborah Lane, MASTF

Fahmey Ma'Awad, Rider
Carmen Magdaleno, Interpreter
Bonnie Morr, UTU
Carolyn O'Donnell, TMA
Michael Paul, Goodwill Industries
Steve Paulsen, UTU
Sam Storey, Community Bridges
Marion Taylor, League of Women's Voters

2. ORAL AND WRITTEN COMMUNICATION

Oral:

Ray Newkirk asked the Board to consider using biodiesel fuel in the fleet. He supplied a list of biodiesel distributors. He spoke of a biodiesel permit in the approval stages for a biodiesel plant to be built in San Jose.

Michael Paul of Goodwill Industries stated that communication on the MetroBase project between Goodwill and METRO has been insufficient. He expressed his desire to receive the preliminary information on the Financial Impact Report (FIR) as it relates to Goodwill Industries and potential sites identified for their change of location. Mr. Paul requested the Board to direct METRO staff to respond to his questions in writing. Mr. Dorfman stated that the e-mail from Mr. Paul was received after the agenda packet deadline. A copy of this e-mail will be supplied to the Board. A revised copy of the FIR was received but had many inaccuracies. Staff will bring a comprehensive report to the April Board meeting. Staff will be in contact with Goodwill Industries prior to that time.

DIRECTOR BEAUTZ ARRIVED

Jess Burge spoke regarding biodiesel and what he perceives as METRO staff's lack of effort to investigate this fuel option. Chairperson Ainsworth pulled Item #7-18 from the Consent Agenda and moved it to the regular agenda as Item #13 for further discussion.

Chairperson Ainsworth spoke of her recent trip to the APTA Legislative Conference in Washington, DC. Les White, and Directors Ainsworth and Reilly worked in an attempt to obtain a third tier of authorization money when the legislators look at the successor for TEA-21.

Written:

- | | | |
|----|--------------------------------------|------------------------|
| a. | Carol Bullard | RE: Paratransit |
| b. | April Axton | RE: Bikes Inside Buses |
| c. | Scott Bugental, E&D TAC | RE: Bikes Inside Buses |
| d. | Donald/Edith Edwards | RE: Paratransit |
| e. | Deborah Lane/Kassandra Fox,
MASTF | RE: Bikes Inside Buses |
| f. | Richard Bayne, Lift Line | RE: Paratransit |
| g. | Ted Clausen | RE: Paratransit |
| h. | Wilson Fieberling, City of SC | RE: Bikes Inside Buses |
| i. | Manuel Osorio, Cabrillo College | RE: Preserving Service |
| j. | Laura Marcus, Human Care Alliance | RE: Paratransit |

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr of UTU Local 23 introduced the two new Vice Chairs: Beverly Edwards and Steven Marcus. She also welcomed Director Phares to the Board.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

MUG Chairperson Hinkle read two Motions which had been approved at the MUG meeting of March 13, 2002.

1. MUG supports purchasing 2 fewer new buses in order to purchase Talking Bus Technology.
2. MUG supports the purchase of new HWY 17 buses and Low-Floor regular route buses as soon as possible.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Deborah Lane, MASTF Chair, thanked Mark Dorfman for his thorough report on the bus purchase, which was presented at the MASTF meeting.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION 1:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATIONS:

- | | | |
|----|-----------------------------------|------------------------|
| h. | Wilson Fieberling, City of SC | RE: Bikes Inside Buses |
| i. | Manuel Osorio, Cabrillo College | RE: Preserving Service |
| j. | Laura Marcus, Human Care Alliance | RE: Paratransit |

(Insert written communication as Items h, i, and j)

CONSENT AGENDA:

ADD TO ITEM #7-3

**ACCEPT AND FILE FEBRUARY RIDERSHIP REPORT
(Insert Page 7-3.1)**

DELETE ITEM #7-14

**CONSIDERATION OF WHETHER IT IS IN THE BEST INTERESTS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT TO SELL THE PROPERTY LOCATED AT 617 REDWOOD DRIVE, FELTON, CALIFORNIA, AND ALLOW A COMPETITIVE PROCESS FOR ITS SALE
(Deferred to April 19, 2002 Board Meeting)**

REGULAR AGENDA:

ADD TO ITEM #9

**CONSIDERATION OF APPROVAL OF FY 02-03 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES
(Replace Pages 9-A-33 and 9-A -34)**

- ADD TO ITEM #11** REVISED-CONSIDERATION OF CALL STOP AUDIT REPORT AND PROPOSED ACTION PLAN
(Replace Pages 11-1, 11-2, and 11-B-1)
(Insert Supplemental to Consideration of Call Stop Audit Report and Proposed Action Plan)
- DELETE ITEM #16** CONSIDERATION OF RESULTS OF 2002 CENSUS AND COUNTY CLERK'S NOTIFICATION OF A NEED FOR BOARD OF DIRECTOR REAPPORTIONMENT
(Deferred to April 19, 2002 Board Meeting)
- ADD TO ITEM #18** CONSIDERATION OF POSSIBLE ACTIONS TO TAKE CONCERNING THE ADA PARATRANSIT REQUEST FOR PROPOSAL AS A RESULT OF THE BOARD'S ACCEPTANCE OF THE WITHDRAWING OF ONE OF THE PROPOSERS
(Insert Staff Report)
- ADD TO ITEM #19**
- a. CONSIDERATION OF AN AMENDMENT TO THE MARKET SPACE LEASE AGREEMENT WITH BOB TOTT, D/B/A METROPOLITAN MARKET AND SANTA CRUZ METRO TO AMEND CERTAIN SECTIONS CONCERNING PAYMENT OF RENT
(Insert Staff Report)
 - b. CONSIDERATION OF THE TRANSFER OF THE LEASE AGREEMENTS WITH BOB TOTT, D/B/A METROPOLITAN MARKET FOR THE MARKET AND OFFICE SPACE, TO WALID AND WINONA SUB LABAN, AT THE SANTA CRUZ METRO CENTER, EFFECTIVE MARCH 18, 2002
(Insert Staff Report)

In addition to the Add-On Packet, the following documents were distributed at this meeting: Letter from Scott Bugental regarding the ADA service contract, a revision to the Call Stop Policy and a revised page to the 2/8/02 Board meeting minutes.

CONSENT AGENDA

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 2/8/02 and 2/15/02**
- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 7-3. **ACCEPT AND FILE FEBRUARY RIDERSHIP REPORT**
- 7-4. **CONSIDERATION OF TORT CLAIMS: Deny the claim of: Mercury Insurance Company; Deny parts of proposed claim that are timely and sufficient of Deborah Lane & Joshua Loya, Reject those parts of the proposed claim that are untimely, Reject those parts of the proposed claim that are insufficient**
- 7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 2/14/02**
- 7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 2/13/02**

- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2002 AND APPROVAL OF BUDGET TRANSFERS
- 7-8. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR JANUARY 2002
- 7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2002
- 7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
- 7-11. ACCEPT AND FILE STATUS REPORT ON CALL STOP ISSUE PROGRESS
- 7-12. Pulled from Consent Agenda for further discussion. Item will be #21 on Regular Agenda.
- 7-13. CONSIDERATION OF AMENDING MISSION LINEN & UNIFORM SERVICE CONTRACT
- 7-14. DELETED - DEFERRED TO APRIL 19, 2002 BOARD MEETING
- 7-15. CONSIDERATION OF AMENDING DAY WIRELESS SYSTEMS CONTRACT
- 7-16. CONSIDERATION OF APPROVAL OF FY 02-03 PRELIMINARY LINE ITEM BUDGET FOR REVIEW AND CLAIMS PURPOSES
(Moved to Consent Agenda at the 3/8/02 Board Meeting. Staff Report retained original numbering as Item #9)
- 7-17. CONSIDERATION OF RESOLUTIONS AUTHORIZING SUBMITTAL OF FY 2003 STATE TRANSIT ASSISTANCE (STA) AND TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIMS
(Moved to Consent Agenda at the 3/8/02 Board Meeting. Staff Report retained original numbering as Item #10)
- 7-18. Moved to Regular Agenda as Item #13 for further discussion
- 7-19. CONSIDERATION OF ADDITIONAL SERVICE TO THE 100-YEAR CELEBRATION OF BIG BASIN STATE PARK
(Moved to Consent Agenda at the 3/8/02 Board Meeting. Staff Report retained original numbering as Item #14)
- 7-20. CONSIDERATION OF SECURITY ISSUES AT THE WATSONVILLE TRANSIT CENTER
(Moved to Consent Agenda at the 3/8/02 Board Meeting. Staff Report retained original numbering as Item #15)
- 7-21. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING FASTENERS AND ELECTRICAL TERMINALS
(Moved to Consent Agenda at the 3/8/02 Board Meeting. Staff Report retained original numbering as Item #17)

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KEOGH

Approve Consent Agenda with the transfer of Items 7-12 and 7-18 to the Regular Agenda.

Motion passed unanimously.

REGULAR AGENDA

8. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

The following employees were acknowledged with longevity certificates for their years of service:

FIFTEEN YEARS

Pete Jussell, Bus Operator
Leopoldo Limas, Bus Operator
Jose V. Rodriguez, Mechanic III

TWENTY YEARS

Michael W. Regan, Mechanic III
Donald M. Toline, Lead Mechanic

9. **MOVED TO CONSENT AGENDA AS ITEM #7-16**
10. **MOVED TO CONSENT AGENDA AS ITEM #7-17**
11. **CONSIDERATION OF CALL STOP AUDIT REPORT AND PROPOSED ACTION PLAN**

Summary:

Bryant Baehr distributed a revision to the Call Stop staff report as a result of his conversation with the FTA counsel's office. This revision is attached to the Minutes. The staff report covers all Board questions from the 3/8/02 Board meeting concerning policy and process. Mr. Baehr pointed out that he added a provision requiring the operators to call a stop as requested by a customer. Responding to customer requests to call a stop is required under the ADA, as well as calling out stops for points of reference and major transfer points. The revision also clarifies that stops should be called in a clear and audible voice.

Discussion:

Bonnie Morr of UTU suggested that the one hour of training listed under the Disciplinary Plan should be conducted after formal counseling or after the letter of reprimand. She feels that if retraining is initiated at the time of the verbal warning, it would lose its actual affect. Ms. Morr further suggested that the training process should come in at a later point with a formal warning; such as, after Step 2 and before Step 3 but not at the initial verbal warning stage.

Kasandra Fox of MASTF stated that most of the operators are doing well with calling out the stops. Director Fitzmaurice added that new riders with whom he has spoken all say that the operators are calling out the stops. There was discussion regarding what an "acceptable excuse" would be for the operator not to call out a stop. It was also suggested that a verbal warning clause be added into the UTU contract since negotiations are currently being held.

Fahmy Ma'Awad expressed his desire to acquire the Talking Bus technology which would enable the operators to concentrate on driving and their passengers. Director Ainsworth pointed out that the Board will vote on purchasing two fewer buses today in order to pay for this technology and that the Call Stop Policy is only for the interim.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Continue call stop compliance audit to be completed on a random schedule identifying any non-complying bus operators. Adopt the disciplinary policy relating to call stop compliance.

Director Fitzmaurice stated that he would like to revisit this policy, if necessary, or receive a staff report back on this issue in a few months.

Motion passed unanimously.

12. CONSIDERATION TO USE FEDERAL GRANTS PROGRAMMED FOR PURCHASE OF BUSES TO INSTEAD PURCHASE TALKING BUS SYSTEM

Summary:

Mark Dorfman reported that staff was asked by the Board to identify a revenue source for the Talking Bus technology. A capital grant for the low-floor bus procurement exists whereby the funds could be reallocated through an FTA budget amendment to allow for the purchase of the remaining Talking Bus units. The bus procurement will be brought to the Board in April. With some capital STA funds, it may be possible to purchase 51 buses, or 49 buses if the Talking Bus technology is purchased. Staff is requesting Board authorization to approach FTA in order to move funds from one line item to another. This amendment would take approximately 90 days.

Staff is currently out to bid for the Talking Bus technology. Therefore, when the government informs staff that funds can be moved, the bids will already be available to bring to the Board. The original RFP sent out in December only generated one response, hence the second RFP mailing in order to receive at least two competitive bids.

Discussion:

Mark Dorfman informed Director Spence that the funds allocated for the two buses in question would equip all existing buses with the Talking Bus technology. The older buses should be retrofitted by the end of the summer 2002 and the new buses would be delivered in 2003. When buses are retired, the hardware for the technology can be removed and installed in new buses as they arrive. Ed Kramer urged the Board to obtain this technology. Deborah Lane read from the district's policy regarding announcing departure times, stops, and routes.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE

Purchase two (2) less transit buses in order to purchase a talking bus system for the entire system.

Director Fitzmaurice suggested redistributing the policy that outlines announcing the time of departure since he has never heard this happen.

Motion passed unanimously.

13. **CONSIDERATION OF ELIMINATING BIO-DIESEL AS A FUELING OPTION FOR FY 02/03**

Summary:

Ray Newkirk spoke about a permit being approved in San Jose for a biodiesel facility. Other speakers in this regard were Jess Berg and Russ Teal. Les White explained that the California Air Research Board (CARB) does not recognize biodiesel fuel as an alternative fuel path. He added that CARB would not give approval for METRO to use an 80/20 blend. These bio-diesel advocates should be addressing CARB instead of METRO.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR HINKLE

Select plain ultra-low sulfur (15 pm) diesel, and eliminate biodiesel as a fleet fuel for FY 02-03.

Motion passed unanimously.

14. **MOVED TO CONSENT AGENDA AS ITEM #7-19**

15. **MOVED TO CONSENT AGENDA AS ITEM #7-20**

16. **DELETED – DEFERRED TO APRIL 19, 2002 BOARD MEETING**

17. **MOVED TO CONSENT AGENDA AS ITEM #7-21**

18. **CONSIDERATION OF POSSIBLE ACTIONS TO TAKE CONCERNING THE ADA PARATRANSIT REQUEST FOR PROPOSAL AS A RESULT OF THE BOARD'S ACCEPTANCE OF THE WITHDRAWING OF ONE OF THE PROPOSERS**

Summary:

Staff recommends that the Board direct them to enter into negotiations with Community Bridges for the contract with ADA subject to the same terms and conditions that were in place for the bid. UTU asked the Board to take steps to bring this service in-house. Staff added to the recommendation that they would provide the Board with steps and timelines to operate ADA paratransit service in-house.

Discussion:

There was concern about working towards bringing this service in-house while negotiating with Community Bridges. Mr. White stated that staff would negotiate in good faith with Community Bridges and that at the conclusion of the contract, staff would know what steps would have to be taken to bring this in-house.

Sam Storey stated that Community Bridges supports the issue of an analysis to bring the service in-house and that they would cooperate with METRO in this regard. He also itemized

steps implemented since the conclusion of the MultiSystems audit. Mr. Storey informed the Board that the ¾ mile paratransit service area is in affect and that Community Bridges staff works with METRO staff to find alternative options for individuals who no longer receive services because of the new definition of eligibility. Carolyn Bliss-Eisberg, Director of the Dominican Hospital Cabrillo Stroke Center, supports the service contract being awarded to Community Bridges.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR ALMQUIST

Direct staff to enter into negotiations with Community Bridges for the provision of ADA Paratransit Service and both METRO and Community Bridges Boards cooperate in negotiation of the contract to implement service. Provide to the Board of Directors those steps and timelines that would be required in order for the Santa Cruz Metropolitan Transit District to operate ADA Paratransit Service in-house.

Also recommended as part of the general discussion was to incorporate anything useful that was in the ATC proposal into the Community Bridges contract. Clay Kempf talked about the history of Lift Line and recommended that the Board participate in the reformation of the partnership with Lift Line and possibly ask that Community Bridges do the same. Deborah Lane of MASTF expressed her disappointment at ATC's withdrawal and felt that the charges of conflict of interest were weak.

Motion passed unanimously.

19. a. **CONSIDERATION OF AN AMENDMENT TO THE MARKET SPACE LEASE AGREEMENT WITH BOB TOTT, D/B/A METROPOLITAN MARKET AND SANTA CRUZ METRO TO AMEND CERTAIN SECTIONS CONCERNING PAYMENT OF RENT**

Summary:

Staff is requesting approval to amend the lease with Bob Tott, a long-time tenant at Metro Center, regarding payment of rent. Mr. Tott would pay a flat rental rate with a cost of living increase annually instead of a base rent with a percentage calculation.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR BEAUTZ

Authorize the amendment of the Market Space Lease Agreement between Bob Tott, d/b/a Metropolitan Market, and Santa Cruz Metro to amend certain sections concerning payment of rent.

Motion passed unanimously.

b. CONSIDERATION OF THE TRANSFER OF THE LEASE AGREEMENTS WITH BOB TOTT, D/B/A METROPOLITAN MARKET FOR THE MARKET AND OFFICE SPACE, TO WALID AND WINONA SUB LABAN, AT THE SANTA CRUZ METRO CENTER, EFFECTIVE MARCH 18, 2002

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Authorize the transfer of the Market and Office Leases from Bob Tott, d/b/a Metropolitan Market, to Walid and Winona Sub Laban, at the Santa Cruz Metro Center, effective March 18, 2002.

Motion passed unanimously.

21. CONSIDERATION OF APPROVAL OF RENEWAL OF EMPLOYMENT PRACTICES LIABILITY INSURANCE

Summary:

Elisabeth Ross asked the Board to approve the renewal for a policy for Employment Practices Liability Insurance. The coverage changed whereby the limits decreased from \$2 million to \$1 million. The deductible will remain the same. This renewal will be for one year beginning March 22, 2002. Any claims filed in the past will fall under the \$2 million coverage. New claims will fall under the \$1 million coverage.

Discussion:

Mark Dorfman stated that the last CalTIP meeting prepared the participants for an increase from 50% - 150%. The CalTIP Board is looking at restructuring how the coverage will be provided.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR BEAUTZ

Authorize renewal of employment practices liability coverage with U.S. Risk Underwriters, Inc. at a premium not to exceed \$40,000.

Motion passed unanimously.

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

Margaret Gallagher reported that there will be a conference with legal counsel regarding existing litigation and read the names of the four cases set forth on the agenda. Bryant Baehr stated that the management negotiation team requested permission to join the Closed Session agenda to give an update and request action.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR HINKLE

Make the Conference with Labor Negotiator an additional item and add to the Closed Session Agenda because there is a need to take action before April 1, 2002 and the need for such action came to light after the posting of the agenda,

Motion passed unanimously.

23. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Bonnie Morr stated that UTU's contract offer came in early due to budgetary issues and layoffs that are being considered. She further added that the UTU team appreciated the Board looking at their proposal and they respect the counter offer that came back from the Board. The UTU team is moving ahead with the proposal in a manner that all monies saved would be used to save jobs in their bargaining unit.

SECTION II: CLOSED SESSION

Chairperson Ainsworth adjourned to Closed Session at 11:19 a.m. and reconvened to Open Session at 12:47 p.m.

SECTION III: RECONVENE TO OPEN SESSION

24. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there was nothing to report at this time.

ADJOURN

There being no further business, Chairperson Ainsworth adjourned the meeting at 12:47 p.m.

Respectfully submitted

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Special Board of Directors

March 26, 2002

A Special Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Tuesday, March 26, 2002, at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Director Almquist, in the absence of the Chair and Vice-Chair, called the meeting to order at 9:06 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Jan Beautz (arrived at 9:12)
Tim Fitzmaurice
Michelle Hinkle
Mike Keogh
Christopher Krohn (arrived at 9:10)
Dennis Norton
Ana Ventura Phares (arrived at 9:08)
Emily Reilly (arrived at 9:14)
Pat Spence

DIRECTORS ABSENT

Sheryl Ainsworth
Ex-Officio Mike Rotkin

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Robyn Slater, Interim H.R. Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Bonnie Morr, UTU

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: General Manager

Les White stated that there would be a conference with the labor negotiator regarding contract negotiations with UTU, Local 23.

3. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

Bonnie Morr stated that the Union negotiating team is looking for a good faith effort and a good compromise so that contract negotiations can move forward.

SECTION II: CLOSED SESSION

Director Almquist adjourned to Closed Session at 9:07 a.m. and Vice-Chairperson Reilly reconvened to Open Session at 10:10 a.m.

SECTION III: RECONVENE TO OPEN SESSION

1. REPORT OF CLOSED SESSION

Les White stated that there was nothing to report.

ADJOURN

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 10:11 a.m.

Respectfully submitted

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 03/0 /02 THRU 03/31/02

CCK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NUMBER	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
6134	03/01/02	-200.00	8011	REILLY, EMILY	77796	VOID CHECK	-200.00	PRE-PAID
613	03/04/02	240.00	01025	VOID CHECK	77608	TRAVEL ADVANCE APTA	240.00	MANUAL
613E	03/08/02	30.44	01025	WHITE, LES	77416	TRAVEL ADVANCE APTA	30.44	
6145	03/08/02	9779.56	01143	COUNTY OF SANTA CRUZ	77419	WOOD WASTE - FAC	9779.56	
614	03/08/02	159.30	0112	VISION SERVICE PLAN	77420	MARCH VISION INS	159.30	
6141	03/08/02	175.00	01229	BRINK'S TROPHY SHOPPE	77573	NAME PLATES BOD	175.00	
6142	03/08/02	266.76	01230	REBENTS OF UNIVERSITY OF CA	77421	SEMINAR 3/26	266.76	
6143	03/08/02	724.00	001257	CAPITOL CLUTCH AND BRAKE, INC	77422	REV VEH PARTS	724.00	
6144	03/08/02	165.82	001315	DOMIN CAN HOSPITAL OF S C	77422	REV VEH PARTS	165.82	
6145	03/08/02	61.148.27	001316	WASTE MANAGEMENT OF S C	77423	JAN DRUG TESTING	61.148.27	
6146	03/08/02	1.185.37	001346	DEVCO OIL	77534	FEB KINGS VILLAGE	1.185.37	
6147	03/08/02	73.00	001401	CITY OF SANTA CRUZ	77535	FEB MT HERMON/KINGS	73.00	
6148	03/08/02	299.00	001471	KIPLINGER CALIFORNIA LETTER	77536	FEBRUARY FUEL	299.00	
6149	03/08/02	2.370.25	001490	CALIFORNIA CHAMBER OF COMMERCE	77537	01/02 STORM WATER	2.370.25	
6150	03/08/02	1.423.75	001573	EVERGREEN	77424	ONE YR RENEWAL	1.423.75	
6151	03/08/02	37.053.74	001616	SCOTT P.E., ROBERT W.	77425	ANNUAL MEMBERSHIP	37.053.74	
6152	03/08/02	67.19	001627	UNUM	77426	HAZ WASTE DISP	67.19	
6153	03/08/02	502.90	00171	NEW PIG CORPORATION	77427	PROF SVCS 12/1-1/31	502.90	
6154	03/08/02	2.250.00	001712	MCHAWK MFG. & SUPPLY CO.	77538	MARCH LTD INS	2.250.00	
6155	03/08/02	93.10	001733	ABACHERLI FENCE COMPANY	77428	PARTS & SUPPLIES 63	93.10	
6156	03/08/02	4,657.00	001745	STOODLEY'S SMALL ENGINE SERVIC	77429	REV VEH PARTS 503	4,657.00	
6157	03/08/02	98.57.56	00172	ITT HARTFORD	77430	REMOVE/REPAIR GATE	98.57.56	
6158	03/08/02	7,333.00	001774	COMMUNITY BRIDGES	77431	OUT REPAIR EQUIPT	7,333.00	
6159	03/08/02	856.62	001E12	EOS CLAIMS SERVICES, INC.	77539	MARCH LIFE/AD&D INS	856.62	
6160	03/08/02	397.23	001856	KURTT INTERNATIONAL TRUCKS	77540	FEB DISP TCH FEE	397.23	
6161	03/08/02	328.32	001E96	BAY COMMUNICATIONS	77541	JAN ADA ARATRANS T	328.32	
6162	03/08/02	68.78	001976	NATIONAL BUSINESS INSTITUTE	77432	3/24-4/23 W/C SVC I	68.78	
6163	03/08/02	2,111.47	002005	SPORTWORKS NORTHWEST, INC.	77433	REV VEH PARTS	2,111.47	
6164	03/08/02	1,409.58	002021	TRANSIT RESOURCES, INC.	77434	OUT REPAIR EQUIPT	1,409.58	
6165	03/08/02	448.96	002028	HALL KINION	77435	SEMINAR/PUBLICATION	448.96	
6166	03/08/02	1,059.81	002063	WESTCOAST LEGAL SERVICE	77436	REV VEH PARTS 84	1,059.81	
6167	03/08/02	101.64	002069	COSTCO	77437	REV VEH PARTS	101.64	
6168	03/08/02	42.25	002161	A TOOL SHED, INC.	77438	TEMPS W/ 2/17 HRD	42.25	
6169	03/08/02	1,653.40	002192	APPLIED INDUSTRIAL TECH	77439	LEGAL SERVICES	1,653.40	
6170	03/08/02	220.50	002224	BAY EQUIPMENT & REPAIR	77542	DESK - ADMIN	220.50	
6171	03/08/02	2,000.00	002267	DOCTORS ON DUTY	77543	COFFEE SUPPLIES	2,000.00	
6172	03/08/02	73.00	002285	SHAW & YODER, INC.	77544	DESK - M	73.00	
6173	03/08/02	764.80	002313	SYS ADMIN	77545	PHOTO PROCESS-LEGAL	764.80	
6174	03/08/02	30.18	002323	HARTSELL & OLIVIERI	77546	PHOTO PROCESS - OPS	30.18	
6175	03/08/02	135.00	002380	NORTHERN SAFETY CO., INC.	77440	EQUIPT RENTAL- FAC	135.00	
6176	03/08/02	378.45	002413	MOBILE STORAGE GROUP, INC.	77441	REPAIRS/MAINT	378.45	
6177	03/08/02			ERIK'S DELICAFE, INC.	77442	OUT REPAIR OTHER VEH		
6178	03/08/02				77442	DRUG TESTING SVCS		
6179	03/08/02				77547	JAN LEGISLATIVE REF		
6180	03/08/02				77548	2 YR SUBSCRIPTION		
6181	03/08/02				77574	SHORTHAND REPORTERS		
6182	03/08/02				77443	SAFETY SUPPLIES 22		
6183	03/08/02				77444	2/11-3/11 EQUIPT RNT		
6184	03/08/02				77445	SPRINGS BID LUNCH		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 03/01/02 THRU 03/31/02

CKA NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION COMMENT AMOUNT
6177	03/08/02	660.00	992429		MIDWEST PUS CORPORATION	77446 REV VEH PARTS 660 660.00
6178	03/08/02	159.42	992459		SCOTTS VALLEY WATER DISTRICT	77447 12/11-2/7 KINGS VLG 121.92
						77443 12/11-2/7 KINGS VLG 28.50
6179	03/08/02	384.00	902567		DEPARTMENT OF JUSTICE	77449 JAN FINGERPRINTING 384.00
6180	03/08/02	588.09	002590		MICRO WAREHOUSE	77575 SOFTWARE - IT 588.90
6181	03/08/02	1,228.26	002626		NELSON\NYGAARD	77459 ADA CERT TO 1/25/02 440.65
						77451 PARATRANSIT SOFTWARE 787.61
6182	03/08/02	285.34	092627		CDW GOVERNMENT, INC.	77576 TONER CARTRIDGE-IT 295.34
6183	03/08/02	87.50	002667		ALAMEDA, MARGARET A.	77452 FRDF SVCS WALL RHVL 87.50
6184	03/08/02	300.00	002683		TRUCK-TRAILER-TRANSIT	77453 REV VEH PARTS 300 390.99
6185	03/08/02	15,168.28	002686		WATERLEAF ARCHITECTURE	77454 PROF SVCS TO 1/25/02 15,168.28
6186	03108102	1,977.00	002700		SANTA CRUZ COUNTY	77559 HEALTH PERMITS 1,977.00
6187	03/08/02	93.17	004		NORTH BAY FORD LINC-MERCURY	77455 OUT REPAIR OTHER VEH 54.00
						77551 REV VEH PARTS 39.17
6188	03/08/02	228.21	007		UNITED PARCEL SERVICE	77552 FEE! FREIGHT/MAILINGS 228.21
6189	03/08/02	111.98	999		PACIFIC GAS & ELECTRIC	77456 1/14-2/14 PAUL SWEET 89.78
						77553 1/28-2/27 SAKATA LN 10.80
						77554 1/28-2/27 SAKATA LN 10.50
6190	03/08/02	325.45	929		ADT SECURITY SYSTEMS,	77457 MARCH SECURITY 325.45
6191	03/08/02	59.65	021		WHOLY WATER PURIFICATION SERV.	77458 OUT REPAIR EQUIPT 50.65
6142	03/08/02	1,451.33	043		PALACE ART & OFFICE SUPPLY	77577 OFFICE SUPPLY HRD 228.04
						77578 OFFICE SUPPLY HRD 77.76
						77579 OFFICE SUPPLY LEGAL 28.44
						77589 BFICE SUPPLY LEGAL 102.62
						77581 OFFICE SUPPLY FLEET 75.69
						77502 OFFICE SUPPLY FLEET 55.90
						77583 OFFICE SUPPLY FLEET 358.58
						77584 OFFICE SUPPLY FLEET 228.65
						77585 OFFICE SUPPLY ADMIN 61.13
						77586 OFFICE SUPPLY IT 15.31
						77587 OFFICE SUPPLY UPS 218.50
6193	03/08/02	4,922.58	957		U.S. BANK	77459 4251-2400-0574-2697 274.52
						77469 4251-2400-0554-7229 4,648.06
6194	03/08/02	202.43	061A		RESISTER PAJARONIAN	77461 CLASSIFIED ADS 292.43
6195	03/08/02	85.09	067		ROTO-ROOTER SEWER/PLUMBING	77462 OUT REPAIR BLDG/IMP 85.00
6196	03/08/02	15,859.85	079		SANTA CRUZ MUNICIPAL UTILITY	77463 1/1-1/31 LANDFILL 45.03
						77555 12/28-2/26 ENCINAL 158.29
						77556 12/28-2/26 RIVER ST 4,867.51
						77557 12/28-2/26 DUBOIS 1,183.60
						77558 12/28-2/26 GOLF CLUB 1,416.31
						77559 12/29-2/26 PACIFIC 6,492.52
						77569 12/29-2/26 PACIFIC 62.88
						77583 12/28-2/26 ENCINAL 1,432.60
6197	03/08/02	15,199.16	985		DIXON & SON, INCORPORATED	77589 FEBRUARY TIRES /TUBE 15,199.16
6198	03/08/02	291.36	087		RECOGNITION SERVICES LTD.	77464 EMPLOYEE INC 2 7 9 291.86
6199	03/08/02	108,222.61	101		EOS CLAIMS SERVICES, INC.	77590 MARCH W/C TRUST ACCT 108,222.61
5299	03/08/02	532.77	104		STATE STEEL COMPANY	77455 REPAIR/MAINT FAC 532.77
6201	03/08/02	574.65	197		SAN LORENZO LUMBER CO., INC.	77466 FED SUPPLIES 574.65
6203	03/08/02	20,826.63	117		GILLIS CORPORATION	77467 REV VEH PARTS 1,354.89
						77458 REV VEH PARTS 476.98

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 03/01/02 THRU 03/31/02

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
					77469	REV VEH PARTS	431.67	
					77479	RN VEH PARTS	280.56	
					77471	REV VEH PARTS	5,090.41	
					77472	REV VEH PARTS	174.91	
					77473	REV VEH PARTS	3,642.04	
					77474	REV VEH PARTS	2,644.08	
					77475	REV VEH PARTS	104.13	
					77471	REV VEH PARTS	2,144.41	
					77477	REV VEH PARTS	42.77	
					77478	REV VEH PARTS	1,890.74	
					77479	REV VEH PARTS	1,994.30	
					77489	REV VEH PARTS	459.57	
					77561	REV VEH PARTS	95.17	
6204	03/08/02	91.73	130	WATSONVILLE CITY WATER DEPT.	77481	1/1-2/1 RODRIGUEZ	9.95	
					77482	1/2-2/1 SAKATA LN	69.87	
					77463	1/1-2/1 SAKATA LN	12.89	
6295	03/08/02	2,013.52	135	SANTA CRUZ AUTO PARTS, INC.	77562	FEE PARTS/SUPPLIES	2,013.52	
6206	03/08/02	1,158.50	148	ZEP MANUFACTURING COMPANY	77464	CLEANING SUPPLIES	579.15	
					77563	CLEANING SUPPLIES	579.15	
6297	03/08/02	100.00	159	U.C. REGENTS	77591	JAN ROOM RENTAL	199.90	
5298	03/08/02	189.11	166	HOSE SHOP, INC., THE	77485	REPAIRS/MAINT	189.11	
5299	03/08/02	399.24	172	CENTRAL WELDERS SUPPLY, INC.	77486	PARTS/SUPPLIES FLEET	399.24	
6219	03/08/02	296.32	175	CROWN TOOL AND SUPPLY INC.	77487	PARTS & SUPPLIES	206.32	
6211	03/08/02	1,790.32	189	MANPOWER TEMPORARY SERVICE INC	77488	TEMPS W/E 2/10 HR D	1,790.32	
6212	03/08/02	2,338.75	191	GOLDEN SATE PETROLEUM	77489	JAN/FEE FUEL - FLEET	2,338.75	
6213	03/08/02	1,066.82	211	BOWMAN DISTRIBUTION	77564	PARTS/SUPPLY 1026	1,066.82	
6214	03/08/02	11,886.38	221	VEHICLE MAINTENANCE PROGRAM	77490	REV VEH PARTS 419	418.74	
					77491	REV VEH PARTS 5941	5,941.44	
					77492	REV VEH PARTS 5526	5,526.20	
6215	03/08/02	1,919.48	282	GRAINGER INC, W. W.	77493	REV VEH PARTS	29.40	
					77494	CLEANING SUPPLIES	88h.47	
					77495	REPAIRS/MAINT FAC	818.93	
					774%	REPAIRS/MAINT FAC	184.68	
6216	03/08/02	32.91	286	MUNCIE RECLAMATION & SUPPLY	77497	REV VEH PARTS	32.01	
5217	03/08/02	1,252.23	244	ANDY'S AUTO SUPPLY	77592	FEB PARTS/ SUPPLY	1,252.23	
6218	03/08/02	84.93	372	FEDERAL EXPRESS	77498	JAN/FEB MAILINGS	41.50	
					77593	FEB FREIGHT/MAILING	43.43	
0219	03/08/02	411.92	378	STEWART & STEVENSON	77499	REV VEH PARTS	284.65	
					77599	PARTS MANUALS	126.36	
6229	03/08/02	545.37	389	KENS AUTO PARTS, INC.	77565	REV VEH PARTS/SUPPLY	546.37	
6221	93198192	292.09	394	APPLIED DIGITAL SOLUTIONS	77591	PRINTER MAINTENANCE	202.00	
5222	03/08/02	177.52	395	APPLIED GRAPHICS, INC.	77502	BUSINESS CARDS	177.52	
6223	03/08/02	158.70	434	VERIZON WIRELESS-PAGERS	77593	#ARCHPAGERS	158.79	
5224	03/08/02	150.90	434A	VERIZON WIRELESS	77504	MARCH EQUIP RACK	159.99	
6225	93198192	206.38	436	WEST GROUP PAYMENT CTR	77595	JAN ACCESS CHGS	296.38	
6226	03/08/02	468.29	447	FERRIS HOIST & REPAIR INC.	77566	OUT REPAIR EQUIPT	468.29	
6227	03/08/02	556.12	459	MOUNTAIN CABLE fi	77506	OUT REPAIR EQUIPT	556.12	
6228	03/08/02	h11.61	461	VULTRON INC.	77597	REV VEH PARTS	611.61	
6229	03/08/02	3,187.62	480	DIESEL MARINE ELECTRIC	77557	REV VEH PARTS	3,187.62	
6230	03/08/02	191.92	519	ASCOM HASLER LEAS IN6	77508	POSTAGE METER ADMIN	191.92	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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6231	03/08/02	1,370.91	511 LUMINATOR	77599	REV VEH PARTS 144	171.40	
				77510	REV VEH PARTS 757	761.54	
				77511	REV VEH PARTS 419	424.98	
				77512	PARTS/SUPPLIES 10	13.89	
6232	03/08/02	97.71	566 CALISTOGA SPRING WATER CO.	77513	JAN WATER PLANNING	97.71	
6233	03/08/02	14,705.52	587 JAGUAR DESIGN STUDIO	77594	PRINTING COME & GO	9,605.52	
				77595	DESIGN COME & ED	5,100.00	
4234	03/08/02	53.22	611 JOHNSTONE SUPPLY-SALINAS/FRESN	77514	REPAIRS/MAINT FAC	53.22	
6235	03/08/02	299.93	630 SAFEWAY	77568	SPRING BID LUNCH	209.93	
6236	03/08/02	70.00	635 MAGDALENO, CARMEN	77515	PROF SVCS 2/15/02	70.00	
6237	03/08/02	4,599.04	547 BFI GENFARE	77516	REV VEH PARTS	4,404.55	
				77517	SERVICE MANUALS	23.39	
				77518	SMALL TOOLS - FLEET	171.19	
6238	03/08/02	1,175.00	650 CENTRAL COAST LANDSCAPE	77519	FEB LANDSMPINS	1,175.00	
6239	03/08/02	738.72	664 BAY COUNTIES PITCOCK PETROLEUM	77529	FEB FUEL - FLEET	738.72	
6240	03/08/02	44.48	569 COMPUTER BOOK DIRECT	77596	HACKPROOFING SOLARIS	44.48	
6241	03/08/02	5,000.00	673 MARTINEZ, EMILIO	77521	ADA COMPLIANCE	5,000.00	
6242	03/08/02	1,158.50	794 PLANT & ASSOCIATES	77569	INVESTIGATIVE SVCS	1,158.50	
6242P	03/08/02	-1,158.50	794 PLANT & ASSOCIATES	77999	VOID CHECK	-1,158.50	PRE-PAID
					VOID CHECK		
6243	03/08/02	642.50	720 LAS OFFICES ELIEZER BEN-SHHUEL	77522	PROF SVCS 11/30/01	642.59	
6244	03/08/02	250.00	721 D & H ADVERTISING	77523	JAN SPONSORSHIP	250.00	
6245	03/08/02	299.00	773 LEVONIAN, WILLIAM	77597	DEPOSITION - LEGAL	299.00	
6246	03/08/02	107.11	778 REBAREER ENTERPRISES	77524	REPAIRS/MAINT FAC	107.11	
6247	03/08/02	30,660.73	782 BLYMYER ENGINEERS, INC.	77525	PROF SVCS TO 1/31/02	10,160.57	
				77526	PROF SVCS TO 1/31/02	20,500.16	
b-148	03/08/02	298.79	788 SCMTD PETTY CASH - FINANCE	77590	PETTY CASH 1/24-3/5	296.79	
6249	03/08/02	3,035.00	790 PACIFIC COAST FLAG	77527	FLAGPOLE - FAC	3,035.00	
6250	03/08/02	68,532.88	800 DELTA DENTAL PLAN	77528	JAN DENAL INS	34,171.92	
				77529	FEB DENTAL INS.	34,360.96	
6251	03/08/02	60.39	973 SANTA CRUZ DODGE	77570	REV VEH PARTS	60.39	
6252	03/08/02	199.99	B005 GABRIEL, BRUCE	77591	RE-ISSUE BOD MTGS	109.00	
6253	03/08/02	81.82	E921 HI LTNER, THOMAS	77530	OFFICE SUPPLIES	61.82	
6254	03/08/02	569.14	E323 GALE, TERRY	77599	TRAVEL EXP-TRANSTECH	569.14	
6255	03/08/02	100.00	E404 WILSON, BONNIE	77571	SPRING BID LUNCH	199.99	
6256	03/08/02	49.24	E495 WHITE, LES	77531	APTA CCNF SAN DIEGO	29.52	
				77532	APTA CONF PHOENIX	19.72	
6257	03/08/02	242.00	M014 HARRELL, LAURA	77572	#ARCH MEDICAL	242.90	
6258	03/08/02	126.00	M019 WILLIAMS, ROBERT	77693	JAN MEDICAL PREMIUM	42.00	
				77605	FEB MEDICAL PREMIUM	42.00	
				77697	#ARCH MEDICAL PREM	42.00	
6259	03/08/02	671.45	R370 SOUVEIA, ANNA	77533	SETTLEMENT - CLAIM	671.45	
6260M	03/12/02	170,371.10	592 PUBLIC EMPLOYEES' MARCH MEDICAL INS.	77612	MARCH MEDICAL INS.	170,371.10	MANUAL
6261	03/22/02	2,932.10	991 PACIFIC BELL/SAC	77613	MAR PHONE LINE IT	520.72	
				77614	MAR PHONE LINE IT	238.86	
				77515	MAR PHONE LINE IT	66.02	
				77759	#ARCH SUMMARY EILL	2,006.50	
6262	03/22/02	529.85	001020 EMED COMPANY	77617	CLEANING/SAFETY 506	529.85	
6264	03/22/02	19,516.61	001063 NEW FLYER INDUSTRIES LIMITED	77518	REV VEH PARTS 1074	1,132.83	

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				77619	REV VEH PARTS 55	78.19	
				77529	REV VEH PARTS 1981	1,983.87	
				77521	REV VEH PARTS 2377	2,376.86	
				77522	REV VEH PARTS 164	164.05	
				77523	REV VEH PARTS 2495	2,405.56	
				77524	REV VEH PARTS 118	117.97	
				77625	REV VEH PARTS 902	901.62	
				77525	REV VEH PARTS 30	30.12	
				77527	REV VEH PARTS 1206	1,205.60	
				77523	REV VEH PARTS 1386	1,386.31	
				77629	REV VEH PARTS 2131	2,130.71	
				77539	REV VEH PARTS 301	300.54	
				77631	REV VEH PARTS 2431	2,431.08	
				77532	REV VEH PARTS 284	284.16	
				77633	REV VEH PARTS 651	551.99	
				77634	REV VEH PARTS 492	492.29	
				77635	REV VEH PARTS 1444	1,443.96	
5255	03/22/02	1,366.07	001119 MACERICH PARTNERSHIP, LP, THE	77751	AAFITGLA MALL	1,366.07	
5266	03/22/02	4,069.53	091239 CAPITOL CLUTCH AND BRAKE . INC	77536	REV VEH PARTS	3,668.98	
				77637	REV VEH PARTS	490.55	
6257	03/22/02	1,800.00	G01257 DOMINICAN HOSPITAL OF S A	77538	JAN EXAMS	1,800.00	
5268	03/22/02	15.09	991271 DEPARTMENT OF MOTOR VEHICLES	77752	EMPLOYER TESTING PGM	15.90	
6269	03/22/02	79.90	001469 KIFLINEER LETTER	77539	JUNE-MAY RENEWAL	79.99	
6270	03/22/02	112.05	991525 ADCOM/BHS	77640	HEADPHONE/ADAPTER	112.05	
5271	03/22/02	45.23	001648 STEVE'S UNION	77542	FEY FUEL - FLEET	46.23	
5272	03/22/02	101.77	001711 MOHAWK MFG. & SUPPLY CO.	77643	REV VEH PARTS 102	191.77	
5273	03/22/02	59.39	001800 THERMO KING OF SALINAS, INC	77544	REV VEH PARTS	59.39	
6274	03/22/02	274.14	001837 VIKING OFFICE PRODUCTS	77545	PAYROLL STAMP-FIN	47.51	
				77753	OFFICE SUPPLY OPS	226.63	
5275	03/22/02	900.00	G01887 HUMPHREY, YVONNE A.	77754	VERNON ST LOT	900.00	
5275	03/22/02	239.09	001896 NATIONAL BUSINESS INSTITUTE	77545	SEMINAR-EMP DISARM.	239.00	
5277	03/22/02	513.74	091935 WORLDCOM TECHNOLOGIES. INC.	77547	FEB LDNE DISTANCE	513.74	
5278	03/22/02	3,129.00	G01991 BAY STAFFINE	77648	TEMPS WE 213 PLANS	1,113.00	
				77547	TEMPS W/E 2/24 PLANS	2,016.00	
6279	03/22/02	1,111.62	002021 HALL KINION	77559	TEMPS W/E 2/24 HRD	1,111.62	
5280	03/22/02	185.21	002063 COSTCO	77651	PHOTO PROCESS-OPS	32.11	
				77552	DISP CAMERAS-OPS	65.54	
				77653	VHS TAPES - OPS	54.70	
				77554	PHOTO PROCESS - OPS	33.76	
5281	03/22/02	29,766.12	092115 HINSHAW, EDWARD & BARBARA	77755	120 DUBOIS	6,066.33	
				77756	370 ENAIWAL- STE 100	23,701.79	
5282	03/22/02	10,529.37	002117 IULIANO, NICK	77757	111 DUBOIS	10,529.37	
5283	03/22/02	345.00	992119 LEWIS TREE SERVICE, INC.	77555	OUT REPAIR BLDG/IMP	345.00	
5284	03/22/02	1,371.32	002207 T.Y. CUSTOM DESIGN	77655	BUS OP PATCHES	1,371.32	
5285	03/22/02	859.55	992240 KLEEN-RITE	77758	STEAM CLEANER - WTC	859.55	
5286	03/22/02	9,022.80	992287 CALIFORNIA SERVICE EMPLOYEE	77657	MARCH MEDICAL INS	9,022.89	
5287	03/22/02	875.90	092392 SCOT?, CELIA	77658	JAN PROF SVCS LEGAL	875.00	
5288	03/22/02	3,750.00	992345 & HANEY, CAROLYN & ASSOC., INC.	77559	MAR LEGISLATIVE SVCS	3,750.00	
5289	03/22/02	1,200.00	002372 LINCOLN WELDING	77660	OUT REPAIR REV VEH	1,200.00	
5290	03/22/02	154.46	002389 DARCO PRINTING	77661	OFFICE SUPPLY OPS	164.46	

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6291	03/22/02	72.35 002491	FULONE & STROMBERG	77759	DEC PROF SVCS 12113	72.35	
6292	03/22/02	32.00 002567	DEPARTMENT OF JUSTICE	77662	FEB FINGERPRINTING	32.00	
6293	03/22/02	2,328.16 002610	FREDERICK ELECTRONICS CORP.	77760	375 ENCINAL ST.	2,328.16	
6294	03/22/02	13,430.00 002622	RAINBOW CARPET ONE	77761	INSTALL CARPET-M/C	13,430.00	
6295	03/22/02	583.00 002639	NEXTEL COMMUNICATIONS	77663	1/26-2/25 PHONES	583.00	
6296	03/22/02	253.89 002643	IDS CAPITAL	77664	3/22-4/21 COPIER	253.80	
A297	03/22/02	265.00 002687	PACIFIC PUBLISHING	77762	DIRECTORY ADVERTISING	265.00	
6298	03/22/02	345.25 002707	PITNEY BOWES CREDIT CORP	77665	POSTAGE MACHINE-PLNG	345.25	
0299	03/22/02	199.00 006	INSTITUTE FOR PARALEGAL ED.	77666	SEMINAR-PARALEGAL	199.00	
6301	03/22/02	11,492.09 009	PACIFIC GAS & ELECTRIC	77667	2/1-3/4 ENCINAL ST	1,768.69	
				77668	2/1-3/4 DUBOIS	894.90	
				77669	2/1-3/4 ENCINAL S T	358.35	
				77670	1/31-3/2 GOLF CLUB	501.11	
				77671	1/31-3/2 RIVER ST	1,561.72	
				77672	1/31-3/2 RIVER ST	147.42	
				77673	1/31-3/4 GOLF CLUE	1,577.86	
				77674	2/1-3/4 1 1 1 DUBOIS	619.54	
				77675	1/30-3/1 BEACH ST	77.65	
				77676	1/30-3/1 RODRIGUEZ	32.99	
				77677	1/30-3/1 RODRIGUEZ	1,227.92	
				77670	2/1-3/4 HARVEY WEST	29.37	
				77679	2/4-3/7 PACIFIC AVE	150.71	
				77680	2/4-3/7 PACIFIC AVE	1,329.21	
				17681	2/4-3/7 PACIFIC AVE	569.29	
				77682	1/31-2/28 CNG FUEL	23.64	
				77763	2/11-3/13 KINGS VLF	544.58	
				77764	2/11-3/13 KINGS VLG	11.23	
				77765	2/11-3/13 KINGS VLG	65.91	
6302	03/22/02	29,506.35 018	SALINAS VALLEY FORD SALES	77683	DIESEL ENGINE	28,350.00	
				77684	REV VEH PARTS	39.59	
				77685	REV VEH PARTS	378.00	
				77686	REV VEH PARTS	421.20	
				77687	REV VEH PARTS	326.56	
6303	03/22/02	78.36 034	BLUEPRINT EXPRESS	77688	PRINTING - FAC	76.36	
6304	03/22/02	82.21 036	KELLY-MOORE PAINT CO INC.	77766	FEB SUPPLIES - FAG	82.21	
6305	03/22/02	1,222.69 039	KINKO'S INC.	77767	FEB PRINTING - ADMIN	495.61	
				77768	FEB PRINTING - OPS	419.80	
				77769	FEB PRINTING - FLEE?	222.08	
				77770	FEB PRINTING - PLNG	85.20	
6306	03/22/02	2,590.96 041	MISSION UNIFORM	77689	FEB UNIFORMS/LAUNDRY	2,163.19	
				77771	FEE UNIFORMS/LAUNDRY	427.77	
5397	03/22/02	450.15 942	ORCHARD SUPPLY HARDWARE	77772	FEB SUPPLIES - FAC	450.15	
6308	03/22/02	537.03 045	ROYAL WHOLESALE ELECTRIC	17773	FEB SUPPLIES	537.03	
6309	03/22/02	1,302.00 056	GREEN LINE	77690	HAZ WASTE DISPOSAL	1,302.00	
6310	03/22/02	1,183.68 059	BATTERIES U.S.A. INC.	77691	REV VEH PARTS	1,183.68	
6311	03/22/02	205.61 074	KENVILLE & SONS LOCKSMITH	77714	FEB KEYS	205.61	
6312	03/22/02	178.49 075	COAST PAPER & SUPPLY INC.	77775	CLEANING SUPPLIES	178.48	
6313	03/22/02	1,922.00 080	STATE BOARD OF EQUALIZATION	77692	FEB USE TAX FREFAY	1,922.00	
6314	03/22/02	335.25 090	CRYSTAL SPRINGS WATER CO.	77693	FEE WATER - FLEET	335.25	
6315	03/22/02	24.73 104	STATE STEEL COMPANY	77776	PARTS/SUPPLIES	24.73	

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6316	03/22/02	2,238.60	119 TRANSMART	77777	CUSTODIAN SVCS	2,238.60
6317	03/22/02	274.71	115 SNAP-ON TOOLS CORPORATION	77694	EMP TOOLS/SMALL TOOL	217.16
				77695	EMPLOYEE TOOLS	57.53
5316	03/22/02	3,531.86	117 GILLIG CORPORATION	77696	REV VEH PART.5	432.69
				77697	REV VEH PARTS	369.31
				77698	REV VEH PARTS	3135.75
				77699	REV VEH PARTS	283.88
				77700	REV VEH PARTS	1,600.66
				77701	REV VEH PARTS	538.56
6219	03/22/02	4,095.34	134 DAY WIRELESS SYSTEMS	77702	OUT REPAIR EQUIPT	4,095.34
6320	03/22/02	22.00	136 DANCING MAN IMAGERY	77778	PHOTO SUFFLY /PROCESS	22.00
6321	03/22/02	67.39	147 ZEE HEDICAL SERVICE	77703	SAFETY SUPPLIES	67.39
5322	03/22/02	253.80	148 ZEF MANUFACTURING COMPANY	777134	REV VEH PARTS	253.60
6323	03/22/02	341.34	149 SANTA CRUZ SENTINEL	77705	FEBADVERTISING	341.34
6324	03/22/02	30.83	161 OCEAN CHEVROLET INC	77779	REV VEH PARTS/SUPPLY	30.83
6325	03/22/02	1,819.30	16.6 HOSE SHOP, INC., THE	77706	REPAIRS/MAINT	260.04
				77707	FEB REV PARTS/SUPPLY	1,559.26
6326	03/22/02	1,407.20	170 TOWNSEND'S AUTO PARTS	77708	REV VEH PARTS/SUPPLY	1,407.20
6327	03/22/02	1,648.64	180 MANPOWER TEMPORARY SERVICE INC	77709	TEMPS W/E 2124 HRD	1,648.64
6328	03/22/02	1,384.07	191 GOLDEN GATE PETROLEUM	77710	FEB FUEL - FLEET	1,384.07
6329	03/22/02	606.54	192 ALWAYS UNDER PRESSURE	77840	CLEANING SUPPLIES	808.54
6330	03/22/02	178.00	210 HOLIDAY MUFFLER SERVICE	77711	REPAIR VEH #808	178.00
6331	03/22/02	1,076.40	216 LABOR READY, INC.	77712	TEHFS W/E 2/22 FAC	508.30
				77780	TEMPS W/E 3/1 FAC	568.10
6332	03/22/02	40.00	271 CARLSON, BRENT D., M.D., INC.	17713	FEB DRUG TESTING	40.00
6333	03/22/02	334.81	288 MUNCIERECLAMATION & SUFFLY	77714	REV VEH PARTS	334.81
6334	03/22/02	437.50	292 NORTH COUNTY RECOVERY & TOWING	77715	OUT REPAIR REV VEH	437.50
6335	03/22/02	968.63	316 WATSONVILLE AUTO SUFFLY	77716	REV VEH PARTS	988.83
6336	03/22/02	133.95	372 FEDERAL EXPRESS	77717	FEB MAILINGS-FLEET	86.45
				77718	FEB MAILINGS-FLEET	45.50
6337	03/22/02	356.00	382 AIRTEC SERVICE	77719	ORTLY HVAC EQ/CINAL	356.00
6338	03/22/02	501.92	395 APPLIED GRAPHICS, INC.	77720	BUSINESS CARDS IT	99.80
				77721	LETTERHEAD - PLAN6	319.71
				77722	BUSINESS CARDS - L6L	91.41
6339	03/22/02	2,062.00	433 AMPAC BUILDING MAINTENANCE	77731	SVTC CUSTODIAL SVCS	2,062.00
6340	03/22/02	464.00	438 COUNTY OF SANTA CRUZ	77782	MAPPING-ADA BUS SVC	464.00
6341	03/22/02	313.94	447 FERRIS HOIST & REPAIR INC.	71723	OUT REPAIR EQUIPT	313.94
6342	03/22/02	1,548.00	451 MARKOWITZ, FAUL	77763	OFS BREAKROOM	1,548.00
5343	03/22/02	2,172.96	480 DIESEL MARINE ELECTRIC	77724	REV VEH PARTS	2,172.96
6344	03/22/02	160.00	481 PIED PIPER EXTERMINATORS, INC.	77784	FEB PEST CONTROL	160.00
6345	03/22/02	20,038.16	500 PAIGE'S SECURITY SERVICES, INC	77725	FEE SECURITY	20,038.16
6346	03/22/02	67,383.64	508 COMPLETE COACH WORKS	77726	OUT REPAIR REV VEH	67,383.64
6347	03/22/02	215.01	510 ASCOM HASLER LEASING	77765	POSTAGE METER	215.01
6348	03/22/02	1,173.82	511 LUMINATOR	77727	REV VEH PARTS I44	146.53
				77726	KEY VEH PARTS 210	209.54
				77729	REV VEH PARTS 392	397.99
				77730	OUT REP REV VEH 93	93.46
				77731	REV VEH PARTS 210	213.92
				77732	REV VEH PARTS 106	110.38
6349	03/22/02	270.48	524 JIM'S BUSINESS MACHINES CO.	77733	OUT REPAIR EQUIPT	270.46

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 03/01/02 THRU 03/31/02

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR VENDOR NAME	VENDOR TRANS. TYPE	TRANSACTION NUMBER DESCRIPTION	TRANSACTION AMOUNT	COMMENT
6350	03/22/02	31.59	527		77734	REV PARTS/SUPPLY 266	301.59
6351	03/22/02	55.36	546		77786	REPAIRS/MAINT	55.36
6352	03/22/02	309.73	566		77735	FEB MATER - PLANG	111.75
					77787	WATER - ADMIN	197.98
6353	03/22/02	230.04	537		77788	BUS CARD STICKERS	230.04
6354	03/22/02	25.74	611		77789	REPAIRS/MAINT	25.74
6355	03/22/02	461.15	625		77736	ADA HANDBOOK	461.16
6356	03/22/02	1,207.80	529		77737	FEB INVESTIGATIVE SV	1,207.80
6357	03/22/02	55.00	632		77738	PUBLIC INVESTOR	55.00
6358	03/22/02	42.52	647		77739	REV VEH PARTS/SUPPLY	42.52
6359	03/22/02	16,757.07	655		77790	PROF SVCS 5/01-12/01	16,757.07
6360	03/22/02	738.72	664		77740	FEB FUELS - FLEET	738.72
6361	03/22/02	585.00	671		77741	SHAWN O'DONNELL	585.00
6362	03/22/02	585.00	671A		77742	MICHAEL MAWSON	585.00
6363	03/22/02	8,754.00	694		77743	MEMBERSHIP DUES 2002	8,754.00
6364	03/22/02	3,423.65	716		77744	DED-JAN PROF SVCS	3,423.65
6365	03/22/02	1,800.00	719		77745	1/1-2/28 PROF SVCS	1,800.00
6366	03/22/02	259.00	721		77746	FEB SPONSORSHIP	250.00
6367	03 122102	1,200.00	771		77791	DEPOSITION 5/7/02	1,200.00
6368	03/22/02	114.47	774		77747	SAFETY SUPPLIES	114.47
6369	03/22/02	685.30	794		77748	SHORTHAND REPORTERS	685.30
6370	03/22/02	184.20	821		77792	DEPOSITION - 2/8/02	184.20
6371	03 122 J02	215.50	823		77793	DEPOSITION 2/28/02	275.50
6372	03/22J02	800.00	824		77794	DEPOSITION 4/17/02	800.00
6373	03/22/02	1,000.00	827		77795	DEPOSITION 4/24	1,000.00
6374	03/22/02	200.00	924		77749	MEDICAL EXAM	200.00
6375	03/22/02	100.00	B001		77797	#ARCH BOARD MEETINGS	100.00
6376	03/22/02	100.00	B002		77793	MARCH BOARD MEETINGS	100.00
6377	03/22/02	50.00	9003		77799	MARCH BOARD MEETINGS	50.00
6378	03 122102	100.00	B004		77800	MARCH BOARD MEETINGS	100.09
6379	03/22/02	50.00	B006		77801	MARCH BOARD MEETINGS	50.90
6380	03/22/02	100.00	B007		77802	MARCH BOARD MEETINGS	100.00
6381	03/22/02	50.00	B008		77803	MARCH BOARD MEETINGS	50.00
6382	03/22/02	50.00	B010		77604	MARCH BOARD MEETINGS	50.00
6383	03/22/02	50.00	B011		77806	MARCH BOARD MEETINGS	50.00
6384	03/22/02	100.00	B012		77807	MARCH BOARD MEETINGS	100.00
6385	03/22/02	50.00	B013		77805	MARCH BOARD MEETINGS	50.00
6386	03/22/02	33.79	E002		77808	SHIFT EID REFRESHHNT	33.70
6387	03122102	160.00	E027		77809	NTI TRANSIT WORKSHOP	160.00
6388	03/22/02	160.00	E088		77810	NTI TRANSIT WORKSHOP	160.00
6389	03/22/02	113.46	E239		77811	CALPERS TRAINING	113.48
6390	03/22/02	30.00	E255		77812	DMV/VTT FEES	30.00
6391	03/22/02	940.00	E256		77841	DATABASE CONCEPTS	940.00
6392	03/22/02	44.03	E368		77813	BUS OF - CLOTHING	44.03
6393	03/22/02	498.83	E397		77614	PARKING FEE-HEARING	10.00
					77815	SCTLA SEMINAR	75.00
					77616	APTA SMINAR 2/10	96.76
					77817	CALTIP STUDY SESSION	-4.69
					77818	ATTEND DEPOSITIONS	221.76
					77819	DEPOSITION 3/12	100.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 03/01/02 THRU 03/31/02

CHK NUMBER	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION COMMENT AMOUNT
6394	03/22/02	306.00 M001	HORTON, JOSEPH	77820	MEDICAL INS. PREMIUM	306.00
6395	03/22/02	306.00 M002	RACKLEY, EARL	77821	MEDICAL INS. PREMIUM	306.00
6396	03/22/02	153.00 M003	WYANT, JUDI	77822	MEDICAL INS. PREMIUM	153.00
6397	03/22/02	153.00 M005	ROSS, EMERY	77823	MEDICAL INS. PREMIUM	153.00
6398	03/22/02	377.00 M006	VAN DERZANDE, ED	77024	MEDICAL INS. PREMIUM	377.00
6399	03/22/02	298.00 M007	BLAIR-ALWARD, GREGORY	77825	MEDICAL 1%. PREMIUM	298.00
6400	03/22/02	278.09 M008	CAMPOS, ARVILLA	77826	MEDICAL INS. PREMIUM	278.00
6401	03/22/02	567.00 M009	FREEMAN, MARY	77527	MEDICAL INS. PREMIUM	567.00
6402	03/22/02	170.00 M010	SHORT, SLOAN	77828	MEDICAL INS. PREMIUM	170.00
6403	03/22/02	178.00 M011	LAWSON, LOIS	77829	MEDICAL INS. PREMIUM	178.00
6404	03/22/02	178.00 M012	ROSE, JACK	77830	MEDICAL INS. PREMIUM	178.00
6405	03/22/02	170.90 M013	JAHNKE, EILEEN	77831	MEDICAL INS. PREMIUM	170.00
6406	03/22/02	50.00 M015	HETH, KATHRYN	77832	MEDICAL INS. PREMIUM	50.00
6407	03/22/02	25.00 M016	HICKLIN, DONALD KENT	77633	MEDICAL INS. PREMIUM	25.00
6408	03/22/02	25.00 M017	PORTILLA, EARLENE	77834	MEDICAL INS. PREMIUM	25.00
6409	03/22/02	25.00 M018	SANDRETTI, ALFRED	77635	MEDICAL INS. PREMIUM	25.00
6410	03122492	42.00 M019	WILLIAMS ROBERT	77836	MEDICAL INS. PREMIUM	42.00
6411	03/22/02	14,000.00 R371	PYNE, LARRAINE FIND	77637	SETTLEMENT CLAIM	14,000.00
6412	03/22/02	953.92 R372	BREWER, MARYELLEN	77833	SETTLEMENT CLAIM	953.92
6413	03/22/02	10,000.00 R373	SMITH, KATHLEEN	77839	SETTLEMENT CLAIM	10,000.00
TOTAL		1,219,399.64	COAST COMMERCIAL BANK		TOTAL CHECKS 276	1,219,399.64

Santa Cruz METRO March Ridership Report

REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	Revenue/		UC		S/D			S/D		Monthly	
			Passenger		Student	Faculty	Day Pass	Riders	W/C	Day Pass	Cab/Bike		Pass
10	\$ 1,677.98	25,579	\$ 0.07		20,316	1,932	46	32	9	13	418	519	1,341
13	\$ 580.45	13,711	\$ 0.04		11,864	773	11	15	3	11	115	254	400
15	\$ 1,809.24	38,176	\$ 0.05		32,480	1,798	32	37	3	20	565	765	1,594
16	\$ 4.8		\$ 0.08		51,997	2,975	109	79	18	35	985	1,576	2,850
19					562	1,188	27	49	6	18	284	523	1,174
2	\$ 1,074.21	18,908	\$ 0.05		12,044	335	69	73	22	23	410	704	2,247
3A	\$ 1,382.77	4,255	\$ 0.32		324	163	60	102	14	44	402	91	2,088
3B	\$ 1,995.13	5,564	\$ 0.36		604	215	56	103	12	33	409	145	2,446
3N	\$ 194.71	651	\$ 0.30		115	22	1	9	1	-	91	32	227
4	\$ 876.65	4,516	\$ 0.19		160	15	17	183	75	39	238	45	3,187
6	\$ 999.66	2,638	\$ 0.38		595	78	48	45	19	15	155	51	909
7	\$ 1,128.78	3,283	\$ 0.34		167	34	58	90	49	81	225	34	1,890
7N	\$ 1,212.68	2,630	\$ 0.45		356	30	4	8	5	2	270	135	786
8	\$ 1,236.94	4,875	\$ 0.26		467	91	43	95	11	56	197	50	2,762
9	\$ 29.81	110	\$ 0.27		12	1	-	4	-	-	3	5	62
12A	\$ 300.65	5,942	\$ 0.05		5,120	408	5	8	1	1	30	119	101
12B	\$ 138.55	2,478	\$ 0.04		3,075	173	1	1	-	2	9	21	80
20	\$ 330.82	6,884	\$ 0.05		5,517	690	6	5	1	1	61	117	301
22	\$ 239.79	5,089	\$ 0.05		4,457	243	5	3	-	1	23	158	137
25	\$ 23.50	984	\$ 0.02		916	12	-	1	-	-	2	27	30
30	\$ 2,438.68	4,577	\$ 0.53		104	28	50	42	29	25	273	153	1,864
31	\$ 836.61	1,807	\$ 0.46		64	47	29	14	1	17	115	46	811
33	\$ 499.90	957	\$ 0.52		9	1	9	1	-	-	2	24	467
34	\$ 301.07	575	\$ 0.52		2	-	4	1	-	-	2	12	284
35	\$ 25348.76	48,990	\$ 0.52		1,141	328	792	558	86	335	2,673	1,550	21,265
36	\$ 338.46	906	\$ 0.37		58	32	13	2	-	1	166	32	345
40	\$ 1,349.84	2,346	\$ 0.58		60	25	47	15	3	7	61	142	990
41	\$ 954.84	1,861	\$ 0.51		183	21	18	13	2	14	102	154	647
42	\$ 549.70	981	\$ 0.61		113	4	1	13	-	-	57	81	215
52	\$ 906.16	2,412	\$ 0.38		55	10	23	63	21	33	219	25	1,245
54	\$ 3,356.47	9,547	\$ 0.35		177	30	115	176	77	103	3,019	202	3,202
58	\$ 25.00	253	\$ 0.10		-	-	-	-	-	-	11	-	217
59	\$ 452.63	1,203	\$ 0.38		32	3	16	45	7	26	112	28	625
60	\$ 281.36	498	\$ 0.56		2	4	11	13	7	1	31	7	199
61	\$ 134.85	411	\$ 0.33		17	1	2	8	-	1	42	7	219
63	\$ 843.65	1,622	\$ 0.52		24	11	31	99	92	47	156	15	632
65	\$ 4,387.42	11,085	\$ 0.40		518	133	143	323	123	96	889	260	5,373
66	\$ 9,096.83	18,849	\$ 0.48		1,015	241	290	279	91	148	1,505	424	7,606
67	\$ 5,714.26	12,125	\$ 0.47		1,204	168	233	140	75	76	728	265	4,795
69	\$ 6,889.30	15,823	\$ 0.44		1,648	321	289	288	73	115	1,098	409	6,439
69A	\$ 11,268.57	21,583	\$ 0.52		1,252	214	298	399	99	156	1,333	601	8,106
69N	\$ 1,483.87	3,880	\$ 0.38		377	63	8	30	14	1	770	185	1,199
69W	\$ 14,657.09	29,786	\$ 0.49		1,008	212	329	437	134	181	4,643	770	9,954
70	\$ 2,250.67	7,257	\$ 0.31		187	58	60	84	49	36	2,857	244	2,036
71	\$ 47,036.81	89,794	\$ 0.52		2,289	639	972	1,496	468	649	12,845	2,636	29,036
72	\$ 5,131.82	8,441	\$ 0.61		26	33	125	193	22	88	327	136	3,201
73	\$ 4,749.09	7,073	\$ 0.67		13	27	71	227	53	166	250	49	2,190
74	\$ 6,983.99	10,108	\$ 0.69		11	27	155	225	16	89	406	107	3,024
78	\$ 1,174.73	191	\$ 0.90		-	1	11	13	1	2	2	5	39
79	\$ 1,899.56	3,484	\$ 0.55		12	1	49	179	24	118	143	45	1,486
91	\$ 4,709.09	9,380	\$ 0.50		633	224	178	36	8	22	1,816	296	2,395
Unknown	\$ 224.32	724	\$ 0.31		304	15	6	5	18	2	27	16	185
TOTAL	\$ 187,835.44	548,757	\$ 0.34		170,768	14,103	4,976	6,423	1,842	2,950	41,572	13,797	144,905

ROUTE	REVENUE	RIDERSHIP	Revenue/	VTA/5C	17	S/D	ECO	Monthly				
			Passenger	Day Pass	Cab/Bike	Day Pass	Riders	W/C	None	Pass	Bike	Pass
17	\$ 12,208.37	13,376	\$ 0.91	28	31	177	399	10	57	693	573	9,499

RIDERSHIP	
Shuttles	-
TOTAL	-

March Ridership	562,133
March Revenue	\$200,043.81

ACCESS IN AND OUT

MARCH 2002

BUS OPERATOR LIFT TEST *PULL-OUT* /ACCESSIBLE FLEET ONLY)

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	13	50	46	4	46	100%
GILLIG	46	7	39	23	16	23	100%
GMC	8	2	6	3	3	3	100%
CHAMPION	2	0	2	1	1	1	100%

BUS OPERATOR LIFT TEST *PULL-IN* (ACCESSIBLE FLEET ONLY)

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG #AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG #SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	44	N/A	44	100%
GILLIG	46	N/A	N/A	12	N/A	12	100%
GMC	8	N/A	N/A	3	N/A	3	100%
CHAMPION	2	N/A	N/A	1	N/A	1	100%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

@cruzio.com

PASSENGER LIFT PROBLEMS

MONTH OF MARCH, 2002

DATE	DAY	BUS #	REASON
03/01/02	FRIDAY	8061G	Lift bottom barrier will not go down
03/01/02	FRIDAY	80626	Lift not working
03/02/02	SATURDAY	8093F	Lift not working
03/04/02	MONDAY	8061 G	No Lift
03/05/02	TUESDAY	80626	Problem with lift
03/05/02	TUESDAY	8915G	Passenger lift works sometimes
03/06/02	WEDNESDAY	8087F	Problem w/engaging lift & lowering platform with passenger on it
03/07/02	THURSDAY	8074G	Lift is very slow
03/07/02	THURSDAY	8076F	No power to lift, had to shut bus down & restart for it to work
03/08/02	FRIDAY	8087F	Lift drags going down, is bumpy, very slow & sometimes stops
03108102	FRIDAY	8911G	Problem with kneel
03/10/02	SUNDAY	8095F	Problem with kneel switch
03/11/02	MONDAY	8100GR	Lift will not deploy or stow completely
03/13/02	WEDNESDAY	8061 G	Lift would not lower
03/13/02	WEDNESDAY	8077F	Lift stows slowly
03113102	WEDNESDAY	8087F	Lift seems to lack proficient power when engaged
03/13/02	WEDNESDAY	8908LF	Barrier won't go down
03/14/02	THURSDAY	8062G	Wheelchair lift is broken
03/14/02	THURSDAY	8087F	Lift not stowing
03/15/02	FRIDAY	8059G	Lift sticks, kneel slow to raise
03118102	MONDAY	8901G	Passenger lift will not lower all the way
03/18/02	MONDAY	89066	Problem with lift
03/18/02	MONDAY	98356	Problem with kneel
03/19/02	TUESDAY	8901 G	Outer barrier does not go down
03/20/02	WEDNESDAY	80626	Lift stows from down position
03/20/02	WEDNESDAY	8915G	Lift won't start and Barrier down switch intermittent
03/21/02	THURSDAY	8078F	Lift has no power
03/21/02	THURSDAY	8901 G	Outer barrier does not go down
03/22/02	FRIDAY	8911G	Barrier needs to come up more when under steps
03/24/02	SUNDAY	8095F	Kneel does not work
03/25/02	MONDAY	8087F	W/C lift really slow to deploy and stow
03/25/02	MONDAY	9836G	Kneel does not work
03/26/02	TUESDAY	8913G	Lift worked intermittently / steps & raise
03/27/02	WEDNESDAY	8063G	W/C ramp will not stow
03/27/02	WEDNESDAY	8080F	Lift broken
03/27/02	WEDNESDAY	8086F	W/C lift will not stow
03/27/02	WEDNESDAY	8087F	No P/L
03/28/02	THURSDAY	8086F	Wheelchair lift won't raise
03/28/02	THURSDAY	89136	Wheelchair lift will not lift or raise up
03/29/02	FRIDAY	89196	Kneeling causes an odd rubbery crunching sound
03/30/02	SATURDAY	8086F	Lift gets stuck in down position
03/31/02	SUNDAY	8087F	Kneel mechanism needs to be checked

F New Flyer
 G Gillig
 GR Grumman
 C Champion
 LF Low Floor Flyer
 GM GMC

Note: Lift operating problems that cause delays of less than 30 minutes.



GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: Jonathon Stauduhar Received: 03/15/02 Claim #: 02-0009
Date of Incident: 02/15/02 Occurrence Report No.: SC 02-02-14

In regard to the above-referenced Claim, this is to recommend that the Board of Directors take the following action:

- 1. Deny the claim.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Approve the claim in the amount of \$___ and reject it as to the balance, if any.

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

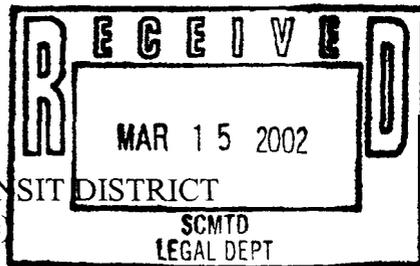
Date: April 5, 2002

I Dale Carr, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of April 19, 2002.

Dale Carr
Recording Secretary

Date

MG/hp



CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(Pursuant to Section 910 et Seq., Government Code)

Claim # SC0202-14 ?
02-0004

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

ATTN: Secretary to the Board of Directors
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

1. Claimant's Name: Jonathan Stauduhar

Claimant's Address/Post Office Box: 209 Gillette
Watsonville, CA 95076

Claimant's Phone Number: 685-9855 (messengers)

2. Address to which notices are to be sent: Same as above

3. Occurrence: Traffic Collision

Date: 2/15/02 : Approx 5:30pm Place: Airport + Freedom Blvds

Circumstances of occurrence or transaction giving rise to claim: Bus driver
made a courtesy stop as I was riding my bicycle,
damaging it and rendering it inoperable in the process.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Cost of repairs to bicycle

5. Name or names of public employees or employees causing injury, damage, or loss, if known: No known

6. Amount claimed now..... \$1133.95
Estimated amount of future loss, if known..... \$0
TOTAL..... \$1133.95

7. Basis of above computations: lowest of two estimates per
instructions - estimates attached

Jonathan Stauduhar
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

3/12/02
DATE

Note: Claim must be presented to the Secretary to the Board of Directors, Santa Cruz Metropolitan Transit District



QUOTE
INVOICE # 3965

Phil and Kathy Trissell
1420 Mission Street
Santa Cruz, CA 95060
(83 1) 426-ROAD
fax (83 1) 426-7626

QUOTE FOR
sold to JONATHAN STAUDHAR date 2/17/09
address 209 GILBERT TRP
city WILHE state zip 95076
phone work

qty.	stock #	description	each	amount
		ESTIMATE TO REPAIR TAXI	8000	
				1049.25

Tax 84.00

QUOTE total 1133.25

Thank You
Sorry, no refunds on bicycles

deposit
balance

deposit	
balance	

SANTA CRUZ



FAMILY CYCLING CENTER

914 1st Avenue
SANTA CRUZ, CA 95062
(831) 475-3883
TUNE-UPS, SALES AND SERVICE

SALES ORDER

8550

SOLD TO:

CUSTOMER ORDER NO

DATE 3/9/82

TAX EXEMPT NO.

SALESPERSON J.S.

SHIP TO:

TERMS:

CASH	CHARGE	C.O.D.	MDSE. RET'D	PAID OUT	SHIP VIA	F.O.B. POINT	QUANTITY	STOCK NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT
									+ rets. good	1049	-
									+ tax	+ 81	29
									+ shipping	1130	30
										+ 45	
										1175	30

RECEIVED BY

TOTAL 1175 30

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

(* An official Advisory group to the Metro Board of Directors
and the ADA Paratransit Program)

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting
on March 14, 2002 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Richard Camperud, Ted Chatterton, Bonita Cramer,
Connie Day, Shelley Day, Kasandra Fox, Ed Kramer, Deborah Lane, Thom Onan, Karena Pushnik,
Barbie Schaller, Patricia Spence, David Taylor, John Wood and Lesley Wright.

METRO STAFF PRESENT:

Kim Chin, Planning and Marketing Department Manager
A. John Daugherty, Accessible Services Coordinator
Mark Dorfman, Assistant General Manager
Eileen Hiltner, SEA/SEIU Representative
David Konno, Facilities Maintenance Department Manager
Ian McFadden, Transit Planner
Tom Stickel, Fleet Maintenance Department Manager

BOARD MEMBERS PRESENT:

Patricia Spence

*****MASTF MOTIONS RELATED TO THE METRO BOARD OF DIRECTORS**

None

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None.

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Deborah Lane called the meeting to order at 2:06 p.m. She shared two announcements:

- 1) Pop Papadopulo had been hospitalized and was now recovering at the Dominican Restorative Care Unit (RCU) on Frederick Street. A Get Well Card was circulated to the group. Ms. Lane noted that Lesley Wright had agreed to “pinch hit” on MASTF business for Mr. Papadopulo during his recovery.
- 2) Ms. Lane shared that birds involved with nest building activity on Lane 4 at the Santa Cruz Metro Center defend a “sanctuary” that prompts caution from passengers.

II. APPROVAL OF THE FEBRUARY 14, 2002 MASTF MINUTES

Patricia Spence sought clarification on item #4 in the report from April Axton last month. That clarification began during this item and concluded later during the meeting.

**MASTF Motion: That the February 14, 2002 MASTF Minutes be approved as submitted.
M/S/PU: Fox, Kramer**

III. AMENDMENTS TO THE AGENDA

John Daugherty reported that that last week the MASTF Executive Committee had removed two items from the Agenda. From Ongoing Business, "Adoption of MASTF Brochure and Flyer" and "Metro Base: How Can We Help?" were tabled until there were developments on those items.

Ms. Lane reported that "Election of MASTF Vice Chair" was removed from New Business since Sharon Barbour had rescinded her phoned in resignation. Ms. Lane shared that Ms. Barbour had offered her resignation due to work schedule conflicts. The Executive Committee did not accept her resignation. Ms. Lane added that the response from Ms. Barbour to the Committee's action was "delighted glee and laughter".

IV. ORAL COMMUNICATION AND CORRESPONDENCE

Mr. Daugherty described four letters:

- 1) One letter sent on February 27, 2002 from MASTF to the METRO Board (Attachment A). The letter, signed by MASTF Chairperson Deborah Lane and Bus Service Chairperson Kasandra Fox, explained the MASTF Motion approved during last month that opposed loss of priority seating and securement area space for bicycle storage.
- 2) One letter authorized by the MASTF Executive Committee that responded to a request from David Konno for feedback on prioritization of a list of bus stop improvement projects. Ed Kramer, MASTF Bus Stop Improvement Committee Chairperson, signed the letter (Attachment B).
- 3) Another letter (Attachment C) also authorized by the MASTF Executive Committee. The letter, that is being worked on, will request more timely notification to MASTF of METRO Board Agenda items.
- 4) A letter from April Axton to METRO Board member Emily Reilly. The letter (Attachment D) offers suggestions (with diagrams) on how bicycles could be safely stowed inside buses.

Ms. Lane thanked Ms. Fox, "a terrific help", for her work on the Bikes Inside Buses letter to the Board.

Tom Stickel explained the status of bus purchases by METRO. Mr. Stickel noted that METRO was "up against some deadlines" in working through purchase processing on a group of High Floor buses and a group of Low Floor buses.

Mark Dorfman and Mr. Stickel explained that by January 1, 2003 some of METRO's older buses need to be "off the street" for METRO to comply with requirements from the California Air Resources Board (CARB). Mr. Dorfman noted that a time extension is possible only if buses ordered are "under contract" before January. He also shared that METRO was the only transit district in California last year to receive an exemption on requirements because METRO committed to purchasing new diesel powered buses that can be converted to process Compressed Natural Gas (CNG) during their first engine overhaul. Mr. Dorfman noted that METRO chose to convert its fleet to an "alternative fuel source" (CNG) rather than transform the fleet to run on "green diesel" at greater expense.

Mr. Dorfman also noted that the "normal stretch" for a new bus before engine overhaul was three to four years. He estimated that some new buses could arrive next March. "From that date (January 1, 2003), the clock starts ticking," he stated, "If we have a bus that fails, and we don't have a place to fuel it with CNG, we have to park it. So we're really under pressure to get some sort of a place to fuel and to repair Compressed Natural Gas buses."

Mr. Kramer asked which bus order would be affected if the Board decided to redirect funds for two buses to purchase Talking Bus technology instead. Mr. Dorfman answered that the "in town" order of Low Floor buses would be altered. Mr. Dorfman also noted that available funding might enable METRO to purchase a total of 51 buses, rather than 50. In response to a question from Ms. Lane, he also noted that the Talking Bus technology (if purchased) would be used to retrofit the existing bus fleet. He pointed out that new buses purchased (including the Board approved trolley) would arrive equipped with Talking Bus technology.

Mr. Stickel shared that a bus tested and endorsed by MASTF in the past was a prototype. The bus featured a ramp with "secondary lowering" capability. Mr. Stickel noted that the bus "has not been engineered or developed for production yet." He shared that new ramp equipped buses delivered to METRO would have more room for wheelchairs to turn past the farebox and maneuver inside the bus.

Ms. Fox introduced David Taylor, a new bus user and METRO Mobility Training Program trainee, to the group.

Karena Pushnik circulated nomination forms for the Annual Transportation Excellence Awards. She noted that nominations were due to the Santa Cruz County Regional Transportation Commission (SCCRTC) office tomorrow. She shared that the awards ceremony will take place on May 2, 2002 at the Capitola City Hall.

Ms. Spence asked Ms. Axton for clarification on item #4 in the MASTF Minutes section "Paratransit Report" last month. Which funds are being used, Ms. Spence asked, to support trips (up to four times a week per person) to the Cabrillo College Stroke Center? Ms. Axton responded that the Alliance – the County broker for MediCal – was picking up the trip cost. The cost was picked up since the Stroke Center met certain staffing requirements (that the Doran Center also met). Ms. Axton further clarified that the trips paid for by the Alliance were not Americans with Disabilities Act (ADA)/METRO ParaCruz trips.

V. ONGOING BUSINESS

5.1 Status or Ridership Survey and Prioritization of Changes for Watsonville Bus Service

Kim Chin reported that METRO faced a significant budget shortfall in the next fiscal year. He noted that METRO would look to reduce costs and develop “service reduction scenarios.” He noted that input from MASTF would be part of this process.

Ian McFadden explained that six service reduction proposals are being prepared for staff review and comparison with the budget. He shared that the Board would approve during April service reductions taking place during the summer and fall service bids. He noted that the METRO budget could be most effectively adjusted if the deepest service cuts begin during the summer. He noted the MASTF members might consider the options of having a special meeting or moving the next regular meeting to another date to allow MASTF an opportunity for input on proposed service reductions.

Mr. Dorfman estimated that the shortfall for the budget next fiscal year could be \$3,400,000. He clarified that not only service cuts are being considered by METRO. He noted that cost reductions for METRO supplies, employee layoffs and fare increases will also be considered for presentation by staff to the Board. He noted that the current budget had been “propped up” by cuts to capital expense projects and other action by the Board. He noted that fluctuation of revenue from sales tax was causing budget shortfalls that are affecting other transit districts along with METRO.

Mr. Chin suggested that MASTF members might arrange a joint meeting with Metro Users Group (MUG) members so that both groups can respond to service reduction proposals. He offered to assist arrangements for the meeting.

Ms. Axton asked if bus routes would be trimmed or eliminated. She wanted to know if eliminating bus routes would affect the service area for ADA paratransit/ParaCruz. Mr. McFadden responded that both trims of the earliest and latest runs of a route and route elimination would be considered. He also shared that the data collected from new fareboxes was useful and accurate to help identify possible service reductions. He added that METRO would take a close look at routes that are “under performing.”

“Is this going to affect Metro Base and the push for a home?” Ms. Lane asked. “The problem we have is, in fact, the type of money,” Mr. Dorfman responded. “The money we don’t have enough of is operating money. Capital money, we’ve been doing o.k. We’ve been building up money for Metro Base, so that money can’t be moved over to plug the gap.”

“Would Metro Base help? You bet. If we had a facility, we wouldn’t be paying rent on all the facilities we rent. We wouldn’t be running buses around at Harvey West to get them fueled and paying the higher price to fuel them. All of those things are adding to our woes, most definitely.”

Discussion after the remarks from Mr. Dorfman included questions from Ms. Spence on how much fare may increase. Mr. Dorfman responded that METRO is looking for ways to raise revenue. The proposed fare increases would be “tied in very closely with service cuts.” No specific fare increases were discussed. Several ideas to increase revenue and productivity – including having the Highway 17

Express travel to the Santa Cruz Metro Center – were discussed. Mr. McFadden noted that the proposals of service reduction and fare increase could be presented to the Board during April as “a package.”

5.2 Retaining Bus Shelters – Action Item (Ed Kramer)

Mr. Kramer reported that different scenario to try and preserve as many bus shelters as possible have been discussed since the last MASTF meeting. He shared that David Konno reported during the Bus Stop Advisory Committee (BSAC) meeting last month that no action is being taken immediately to remove shelters. Mr. Konno shared that methods used by other transit districts to remove graffiti – such as sand blasting – are being studied. Mr. Kramer also reported that during the last BSAC meeting that METRO was complying with the request from a customer to have paint stripes identify raised asphalt near a bus stop.

Mr. Konno displayed and described a “transit tube” to the group. He noted that two transit tubes would be installed at Cabrillo College bus stops – inbound and outbound – during the next couple weeks. Discussion of ways to prevent graffiti and apprehend vandals concluded this Agenda item.

VI NEW BUSINESS

6.1 MASTF Input on Santa Cruz County Regional Transportation Commission (SCCRTC) Survey of Unmet Transportation Needs

Karena Pushnik reported that the SCCRTC was compiling its annual list of unmet transportation needs. Ms. Pushnik circulated a draft list (Attachment E) and described each item. She noted that the Elderly and Disabled Transportation Advisory Committee (E&D TAC) would review the list during its April meeting in Watsonville. She noted that more needs be forwarded to her by the end of March for inclusion in the E&D TAC packet. She also suggested that identified unmet needs could be forwarded to Mr. Daugherty before the SCCRTC acts upon the list during its meeting on May 2, 2002.

MASTF COMMITTEE REPORTS

6.2 Training and Procedures Committee Report

Ms. Wright reported that MASTF members participated in a three-hour sensitivity training for new bus operators on February 28th. She described parts of the training, including MASTF members sharing “perspective on what it is to be disabled and ride the bus.” She also noted that fieldwork – that includes the opportunity for new bus operators to practice boarding and debarking procedures with persons with disabilities -- begins this Saturday. Persons with questions about fieldwork can contact her.

6.3 Bus Service Committee Report

Connie Day and Barbie Schaller reported on developments from the MUG meeting yesterday. Highlights included the Motion from MUG to the Board that supported the use of monies to purchase Talking Bus Technology rather than two buses.

a) Bus Services Changes for Spring 2002 Bid Change – Action Item
6.4 Bus Stop Improvement Committee Report (Ed Kramer)

These two Agenda items were covered earlier in the meeting during Ongoing Business discussion.

6.5 Paratransit Services Committee Report (Patricia Spence)

Ms. Spence offered thanks to MASTF members for past support of projects involved with paratransit, especially the Living the Paratransit Experience (LTPE). She shared that her research of the term “paratransit” revealed that the term is a recent combination of “Para” (meanings include “alongside”) and “transit” (meanings relate to conveyance by public transit entities). She noted that MASTF support on paratransit has been “rewarding” for her and she hoped that support would continue.

The remarks from Ms. Spence led to discussion of paratransit. For example, Ms. Spence quoted John Wood on the focus of paratransit – “That (paratransit) is a disabled person’s opportunity to end isolation and to join the community” – to help present how she views and uses the service. Ms. Axton asked that suggestions for improvement from LTPE be passed along to Lift Line. Ms. Spence responded that that passing along of suggestions has been done. Ms. Spence noted that Peggy Gallagher, METRO District counsel, had made a Power Point presentation to the Board on the ADA. She suggested that copies of the presentation become available (possibly at the next MASTF meeting) so that interested persons could educate themselves on the ADA and METRO’s responsibility for paratransit.

OTHER REPORTS

6.6 Paratransit Update
a) ADA Paratransit Report (April Axton)

Ms. Axton reported:

- 1) Lift Line had just received two minivans through grant funding. How to use a “cutaway” vehicle was being decided.
- 2) Lift Line was using four vehicles from METRO for ADA trips only. Ms. Axton noted that that vehicle use was going well.
- 3) Two new drivers had just been hired.

Ms. Spence shared that she had traveled recently in a new vehicle. She complimented the work of Mr. Stickel and the Fleet Maintenance Department. She noted that with the new vehicle “everything works just swell” and that the one improvement she suggests is a longer ramp to decrease the slope.

b) CCCIL Transportation Advocacy (Thom Onan)

Thom Onan reported that he had received no phone calls this month.

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- 6.7 UTU Report
- 6.8 SEA/SEIU Report (Eileen Hiltner)

No report on these two Agenda items.

- 6.9 Next Month's Agenda Items

Noted: Special MASTF and MUG meeting, Status of Expansion of Santa Cruz Metro Center, Approval of MASTF Brochure and Flyer, "Metro Base: How Can We Help?" and Rent-A-Bus.

VII ADJOURNMENT

The meeting was adjourned at 3:45 p.m.
M/S/PU: Fox, Schaller

Respectfully submitted by: A. John Daugherty, Accessible Services Coordinator

NOTE: SPECIAL JOINT MASTF AND MUG MEETING IS: Wednesday April 10, 2002 at 2:00 p.m. in the conference room, Santa Cruz County Regional Transportation Commission Office, 1523 Pacific Avenue, Santa Cruz, CA.

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday April 18, 2002 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday April 12, 2002 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday April 19, 2002 at 9:00 a.m. in the Santa Cruz County Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz, CA.

Santa Cruz Metropolitan Transit District

Minutes-Metro Users Group

March 13, 2002

The Santa Cruz Metropolitan Transit District Metro Users Group met at 2:10 p.m., Wednesday, March 13, 2002, at the District's Encinal Conference Room, 370 Encinal Street, Suite 100, Santa Cruz.

MEMBERS PRESENT

G. Ted Chatterton, Transit User
Sandra Coley, Pajaro TMA
Connie Day, Transit User
Shelley Day, Transit User
Michelle Hinkle, Board Member
Virginia Kirby, Transit User
Carolyn O'Donnell, Cabrillo, S.C. TMA
Barbara Schaller, Seniors Council

VISITORS PRESENT

None

SCMTD STAFF PRESENT

Bryant Baehr, Operations Mgr
Kim Chin, Planning & Marketing Mgr
Mark Dorfman, Assistant General Mgr
David Konno, Facility Maint. Mgr
Ian McFadden, Transit Planner
Tom Stickel, Fleet Maint Mgr

MUG MOTIONS TO METRO BOARD OF DIRECTORS

1. MUG supports purchasing 2 fewer new buses in order to purchase Talking Bus Technology.
 2. MUG supports the purchase of new HWY 17 buses and Low-Floor regular route buses as soon as possible.
-

MUG MOTIONS TO METRO MANAGEMENT

None.

1. CALL TO ORDER AND INTRODUCTION

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

Barbie Schaller reported that on March 11, 2002, she took the 71 and the bus operator called out all the stops clearly. Virginia Kirby inquired about damaged Lift Line Paratransit vehicles and Bryant Baehr suggested this be brought to MASTF. Connie Day reported that last Thursday, March 7, 2002, the 10:30 p.m. 71 did not stop for her and Shelley Day and they had to take a cab home. Bryant

Baehr will look into this. Connie Day said that it was reported the next day.

MUG Chair, Michelle Hinkle, reported that SCCRTC had sent her a letter requesting they become an Ex-Officio MUG member. MUG Chair will contact SCCRTC in writing to let them know MUG has no Ex-Officio position and encourage them to attend MUG meetings.

3. ADDITIONS AND DELETIONS TO THE AGENDA

None.

4. CONSENT AGENDA

Receive and Accept:

- a) Minutes of February MUG Meeting
- b) Monthly Attendance Report
- c) Minutes of February Board of Directors Meeting
- d) Monthly Ridership Reports for January & February

ACTION: MOTION: Barbie Schaller SECOND: Sandra Coley

APPROVE CONSENT AGENDA

Motion passed unanimously.

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

Bryant Baehr reported on 3 items that the Board would consider this week.

1. Purchasing two fewer new buses in order to purchase Talking Bus Technology for the entire fleet.
2. Call Stop Announcements Policy and audit process.
3. Paratransit.

Kim Chin explained that there are two recommendations in the Paratransit staff report. First, entering into negotiations with Community Bridges to provide Paratransit service. Second, requesting the Board to direct staff to bring back a timeline and steps required to provide Paratransit service in-house.

ACTION: MOTION: Ted Chatterton SECOND: Barbie Schaller

MUG SUPPORTS PURCHASING 2 FEWER NEW BUSES IN ORDER TO PURCHASE TALKING BUS TECHNOLOGY.

Motion passed unanimously.

5b) Review of Headways Redesign Issues

Kim Chin reported that the newest edition of *Headways* is out now and that there are some improvements, including UCSC and Cabrillo schedules being clearer and easier to use. Ted Chatterton reported that many buses do not have the new schedule yet. Tom Stickel will make sure all buses have the new schedules, as it goes into effect tomorrow.

THE NEXT ITEM WAS TAKEN OUT OF ORDER

5d) Marketing

Kim Chin reported that the Transit Tubes will be installed in approximately 2 weeks for a 30-day test at Cabrillo. The Transit tubes will be mounted on poles at about eye level. BSAC will meet to develop the criteria to be used to determine the effectiveness of the Transit Tubes during the testing period. Kim Chin also reported that the new Cabrillo schedule brochure is out now. Kim Chin also reported that the District met with City of Capitola officials regarding the improvements needed at the Capitola Mall and that there is a new Mall Manager.

5c) Service and Planning Update

Bryant Baehr reported that because of the \$3.4 million budget deficit, there will be service cuts this summer and fall. Ian McFadden reported that the majority of the cuts will be in the summer. Since the proposed cuts will go before the Board in April, MUG would have only 2 days to consider the issue before the Board makes a decision. Ian McFadden and Bryant Baehr suggested that MUG and MASTF meet with Staff in a special joint meeting as soon as Staff develops a proposed service cut plan.

5e) Cabrillo College

Nothing new to report.

5f) Bus Procurement

Tom Stickel reported that Requests for Proposals have gone out for 10-11 Highway 17 replacement buses and for up to 30 low-floor regular transit route replacement buses. Responses have been received and are being reviewed. Vendor delivery time ranges between 10 months and 2+ years, which is a major concern considering the CARB regulations, which affect the old buses being on the road after January 1, 2003. Because of the urgency, this item will go to the Board during the first meeting in April, and therefore, MUG will not have another chance to consider it prior to the Board's decision.

ACTION: MOTION: Ted Chatterton SECOND: Barbie Schaller

MUG SUPPORTS THE PURCHASE OF NEW HWY 17 BUSES AND LOW-FLOOR REGULAR ROUTE BUSES AS SOON AS POSSIBLE

Motion passed unanimously.

6. UPDATES

6a) Paratransit Issues

Kim Chin reported on the staff report going before the Board this Friday under Item 5a. Kim Chin also reported that there have been no responses to the RFP for Paratransit Eligibility Certification. Kim Chin has talked with a number of local hospitals and public social service agencies, and reported there has been little interest. Companies have said they do not want to be involved in denying service or the appeals which would follow.

6b) Bus Stop Signs

David Konno reported that the District is waiting for the Cabrillo schedule inserts for the Transit Tubes to arrive. Mr. Konno also reported that if the Transit Tubes are successful, they might eventually be installed at the Transit Centers. Since they cost around \$400 each, they will not be installed at all the bus stops.

Ted Chatterton reported that the campus bus stops do not list every bus that serves certain stops. David Konno will look into this.

6c) MetroBase

Nothing new to report.

7. NEW BUSINESS

7a) Membership in MUG.

Bryant Baehr reported that MUG Chair is considering holding MUG meetings downtown instead of on Encinal. This would give members easier access and the opportunity for MUG advertising. Mr. Baehr went on to report that MUG and MASTF are posted on <http://www.vonlunteermatch.com/>. This is a website where people who wish to volunteer are matched up with opportunities available. At the request of the MUG Chair, Mr. Baehr is currently working with ideas to increase MUG membership.

7b) Capitola Mall

Nothing to report, other than what was mentioned under item 5c).

8. OPEN DISCUSSION

Ted Chatterton asked for a report on BSAC. David Konno reported that BSAC has been working on the District's shelter specifications regarding the clear plastic panels that are easily vandalized. Some of the heavily damage panels have been removed, but have not been replaced yet. The District is purchasing perforated metal panels, which should arrive at the end of this month. These new

panels will be installed at Ocean & Water and Soquel & Frederick on a trial basis. A short Power Point presentation will be given to the Board in April showing the District's four types of shelters and some of the proposed remedies for the clear plastic panels.

9. ADJOURNMENT

Chair adjourned the meeting at 2:59 p.m.

Respectfully submitted,

CINDI THOMAS
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR FEBRUARY 2002, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of March 1-31, 2002.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$18,321,956 or \$313,862 under the amount of revenue expected to be received during the first eight months of the fiscal year, based on the budget revised in February.
- Total operating expenses for the year to date, in the amount of \$18,287,327, are at 59.3% of the revised budget, with 66.7% of the year elapsed.
- A total of \$2,635,900 has been expended through February 28th for the FY 01-02 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 01-02 budget as of February 28, 2002. The fiscal year is 66.7% elapsed.

A. Operating Revenues

Revenues are \$313,862 or 2% under the amount projected to be received for the period, due to a reduction in the February advance payment for sales tax. Variances are explained in the notes following the report.

B. Operating Expenses

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$18,287,327 or 59.4% of the revised budget, with 66.7% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$2,635,900 has been expended on the Capital Improvement Program. The largest expenditure to date is for the Engine Repower Project in the amount of \$2,066,333.

IV. FINANCIAL CONSIDERATIONS

Approval of the budget transfers will increase some line item expenses and decrease others. Overall, the changes are expense-neutral.

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for February 2002, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - FEBRUARY 2002**

ATTACHMENT A

Operating Revenue	FY 01-02 Budgeted for Month	FY 01-02 Actual for Month	FY 01-02 Budgeted YTD	FY 00-01 Actual YTD	FY 01-02 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 229,173	\$ 243,775	\$ 2,051,834	\$ 2,104,650	\$ 2,071,394	\$ 19,560	
Paratransit Fares	\$ 17,645	\$ 18,118	\$ 130,901	\$ 100,530	\$ 124,697	\$ (6,204)	
Special Transit Fares	\$ 216,757	\$ 201,756	\$ 1,170,947	\$ 1,082,683	\$ 1,915,133	\$ (19,814)	
Highway 17 Revenue	\$ 76,923	\$ 72,411	\$ 590,993	\$ 568,521	\$ 584,251	\$ (6,742)	
Subtotal Passenger Rev	\$ 540,498	\$ 536,060	\$ 3,944,675	\$ 3,856,384	\$ 3,931,475	\$ (13,200)	See Note 1
Advertising Income	\$ 15,000	\$ 15,000	\$ 114,000	\$ 100,000	\$ 114,000	\$	
Other Aux Transp Rev	\$ 1,000	\$ 663	\$ 8,000	\$ 8,310	\$ 6,966	\$ (1,034)	
Rent Income	\$ 13,743	\$ 14,230	\$ 93,261	\$ 94,029	\$ 98,051	\$ 4,790	
Interest - General Fund	\$ 43,342	\$ 47,453	\$ 548,176	\$ 798,349	\$ 553,957	\$ 5,781	
Non-Transportation Rev	\$ 150	\$ 225	\$ 1,200	\$ 6,303	\$ 45,773	\$ 44,573	See Note 2
Sales Tax Income	\$ 1,849,300	\$ 1,385,900	\$ 10,890,099	\$ 10,831,082	\$ 10,548,528	\$ (341,571)	See Note 3
TDA Funds	\$ -	\$ -	\$ 3,023,206	\$ 4,689,908	\$ 3,023,206	\$	
MBUAPCD Funding							
Other Local Funding	\$ -		\$ -	\$ 16,534		\$	
State Guideway Funding	\$ -		\$ -			\$	
Other State Funding							
FTA Op Asst - Sec 5303	\$ -		\$ -			\$	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ -		\$ -	\$	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ -	\$ 39,697		\$	
Other Federal Grants							
Other Revenue							
Total Operating Revenue	\$ 2,463,033	\$ 1,999,531	\$ 18,622,617	\$ 20,440,596	\$ 18,321,956	\$ (313,862)	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - FEBRUARY 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 590,330	\$ 575,705	\$ 322,636	\$ 348,811	60.6%	
Finance	\$ 544,423	\$ 524,266	\$ 289,922	\$ 315,281	60.1%	
Planning & Marketing	928,464	\$ 912,584	\$ 447,182	\$ 549,919	60.3%	
Human Resources	\$ 472,659	\$ 314,727	\$ 229,672	\$ 253,689	80.6%	See Note 4
Information Technology	\$ 355,728	\$ 343,361	\$ 201,196	\$ 216,402	63.0%	
District Counsel	\$ 317,561	\$ 301,987	\$ 130,247	\$ 175,425	58.1%	
Facilities Maintenance	\$ 1,033,696	\$ 1,021,082	\$ 529,977	\$ 627,138	61.4%	
Paratransit Program	\$ 147,345	\$ 39,618	\$ -	\$ -	0.0%	See Note 5
Operations	\$ 1,383,433	\$ 1,872,384	\$ 1,062,120	\$ 1,174,386	62.7%	
Bus Operators	\$ 11,273,632	\$ 11,328,538	\$ 6,583,523	\$ 7,362,976	65.0%	
Fleet Maintenance	\$ 3,883,760	\$ 3,718,093	\$ 1,919,747	\$ 2,213,642	59.5%	
Retired Employees Benefits	\$ 433,892	\$ 430,801	\$ 229,605	\$ 277,630	64.4%	
Total Personnel	\$ 21,864,930	\$ 21,383,146	\$ 11,945,827	\$ 13,515,299	63.2%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 604,207	\$ 587,875	\$ 334,530	\$ 348,942	59.4%	
Finance	\$ 524,400	\$ 512,665	\$ 242,439	\$ 289,584	56.5%	
Planning & Marketing	\$ 219,901	\$ 233,493	\$ 70,729	\$ 159,075	68.1%	See Note 6
Human Resources	\$ 105,117	\$ 172,117	\$ 52,397	\$ 95,092	55.2%	
Information Technology	\$ 122,125	\$ 134,725	\$ 82,707	\$ 89,140	66.2%	
District Counsel	\$ 159,405	\$ 219,405	\$ 70,448	\$ 96,089	43.8%	
Facilities Maintenance	\$ 489,234	\$ 521,426	\$ 380,761	\$ 285,224	54.7%	
Paratransit Program	\$ 3,445,805	\$ 3,445,915	\$ 1,401,085	\$ 1,611,717	46.8%	See Note 7
Operations	\$ 435,240	\$ 485,445	\$ 120,870	\$ 274,477	56.5%	
Bus Operators	\$ 6,040	\$ 6,442	\$ 2,872	\$ 2,363	36.7%	
Fleet Maintenance	\$ 3,633,153	\$ 3,073,653	\$ 1,944,659	\$ 1,561,573	50.8%	
On Proc/SCCIC	\$ 2,445	\$ 2,695	\$ 2,728	\$ 697	25.9%	
Prepaid Expense	\$ -	\$ -	\$ (31,717)	\$ (41,944)	0.0%	See Note 8
Total Non-Personnel	\$ 9,747,070	\$ 9,395,854	\$ 4,674,508	\$ 4,772,029	50.8%	
Subtotal Operating Expense	\$ 31,612,000	\$ 30,779,000	\$ 16,620,335	\$ 18,287,327	59.4%	
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 9,995	\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -	\$ 299,780	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$ -	0	0 %
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 16,957,112	\$ 18,287,327	59.3%	
YTD Operating Revenue Over YTD Expense				\$ 34,629		

**CONSOLIDATED OPERATING EXPENSE
FEBRUARY 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	F Y 00-01 Expended YTD	FY 01-02 Expended YTD	% tpx YTD of Budget	
LABOR						
Operators Wages	\$ 5,838,840	\$ 6,038,840	\$ 3,472,058	\$ 3,929,285	65.1%	
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 574,022	\$ 748,538	74.7%	See Note 9
Other Salaries & Wages	\$ 6,297,182	\$ 5,728,584	\$ 3,085,148	\$ 3,520,624	61.5%	
Other Overtime	\$ 254,900	\$ 368,147	\$ 168,707	\$ 213,422	58.0%	
	\$ 13,392,734	\$ 13,137,383	\$ 7,299,935	\$ 8,411,869	64.0%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 124,935	\$ 131,935	\$ 67,849	\$ 84,726	64.2%	
PERS Retirement	\$ 954,700	\$ 929,648	\$ 505,563	\$ 566,492	60.9%	
Medical Insurance	\$ 2,056,360	\$ 2,035,025	\$ 1,176,595	\$ 1,298,647	63.8%	
Dental Plan	\$ 507,311	\$ 465,272	\$ 307,334	\$ 302,457	65.0%	
Vision Insurance	\$ 114,499	\$ 112,991	\$ 70,791	\$ 74,564	66.0%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 33,806	\$ 34,931	57.6%	
State Disability Ins	\$ 137,494	\$ 149,994	\$ 45,092	\$ 87,260	58.2%	
Long Term Disability Ins	\$ 499,190	\$ 483,193	\$ 250,937	\$ 285,006	59.0%	
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 25,037	\$ 1,886	6.8%	See Note 10
Workers Comp	\$ 1,438,541	\$ 1,298,541	\$ 691,559	\$ 777,942	59.9%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 1,456,886	\$ 1,576,265	62.5%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 14,447	\$ 13,255	46.7%	
	\$ 8,472,195	\$ 8,245,762	\$ 4,645,893	\$ 5,103,430	61.9%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 287,586	\$ 238,966	\$ 131,609	45.8%	
Prof/Legis/Legal Services	\$ 376,400	\$ 395,097	\$ 119,210	\$ 126,153	31.9%	
Temporary Help	\$ 19,340	\$ 138,642	\$ 101,526	\$ 107,142	77.3%	See Note 11
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 22,087	\$ 18,957	55.0%	
Security Services	\$ 277,438	\$ 327,438	\$ 188,569	\$ 183,003	55.9%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 196,261	\$ 89,993	\$ 122,909	62.6%	
Outside Repair - Vehicles	\$ 272,600	\$ 252,600	\$ 95,172	\$ 151,140	59.8%	
Waste Disp/Ads/Other	\$ 168,947	\$ 211,847	\$ 80,972	\$ 117,825	55.6%	
	\$ 1,669,702	\$ 1,843,967	\$ 936,495	\$ 958,735	52.0%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 300	\$ 300	\$ 22	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 1,237,295	\$ 1,557,566	47.2%	See Note 7
	\$ 3,297,905	\$ 3,297,905	\$ 1,237,318	\$ 1,557,566	47.2%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,881,130	\$ 1,372,130	\$ 797,375	\$ 587,669	42.8%	See Note 12
Tires & Tubes	\$ 160,000	\$ 155,000	\$ 73,888	\$ 106,729	68.9%	See Note 13
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 4,858	\$ 4,367	51.4%	
Revenue Vehicle Parts	\$ 745,000	\$ 695,000	\$ 425,781	\$ 380,205	54.7%	
Inventory Adjustment	\$ -	\$ -	\$ 184,767	\$ -	0.0%	
	\$ 2,794,630	\$ 2,230,630	\$ 1,486,669	\$ 1,078,970	48.4%	

**CONSOLIDATED OPERATING EXPENSE
FEBRUARY 2002**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 19,522	\$ 19,822	\$ 10,843	\$ 12,630	63.7%	
Printing	\$ 113,031	\$ 116,231	\$ 37,933	\$ 65,056	56.0%	
Office/Computer Supplies	\$ 76,495	\$ 74,745	\$ 44,507	\$ 45,563	61.0%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 8,257	\$ 14,733	46.5%	
Cleaning Supplies	\$ 86,556	\$ 60,556	\$ 29,892	\$ 32,928	54.4%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 57,212	\$ 40,354	52.1%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 35,098	\$ 33,273	57.4%	
Tools/Tool Allowance	\$ 23,467	\$ 27,467	\$ 12,443	\$ 8,957	32.6%	
Promo/Photo Supplies	\$ 19,355	\$ 21,379	\$ 6,654	\$ 9,232	43.2%	
	\$ 505,543	\$ 487,317	\$ 242,841	\$ 262,724	53.9%	
UTILITIES	\$ 335,310	\$ 332,929	\$ 158,914	\$ 207,466	62.3%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 97,327	\$ 119,964	55.7%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 29,913	\$ 20,149	20.1%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (7,623)	\$ (6,976)	0.0%	See Note 14
Prof/Other Services	\$ 30,000	\$ 90,000	\$ 8,436	\$ 63,797	70.9%	See Note 15
	\$ 356,950	\$ 416,950	\$ 128,053	\$ 196,935	47.2%	
TAXES	\$ 45,280	\$ 45,280	\$ 28,303	\$ 29,311	64.7%	
MISC EXPENSES						
Dues & Subscriptions	\$ 46,093	\$ 58,843	\$ 30,364	\$ 35,526	60.4%	
Media Advertising	\$ 50,000	\$ 37,476	\$ 4,878	\$ 21,853	58.3%	
Employee Incentive Program	\$ 15,892	\$ 10,992	\$ 7,738	\$ 6,048	55.0%	
Training	\$ 45,615	\$ 51,615	\$ 21,314	\$ 13,676	26.5%	
Travel & Local Meetings	\$ 74,354	\$ 68,354	\$ 32,183	\$ 26,166	38.3%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 11,222	\$ 7,090	52.5%	
	\$ 245,454	\$ 240,780	\$ 107,699	\$ 110,359	45.8%	
OTHER EXPENSES						
Leases & Rentals	\$ 566,298	\$ 570,098	\$ 358,213	\$ 369,963	64.9%	
Transfer to Capital	\$ -	\$ -	\$ 299,780	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ 27,000	\$ -	0.0%	
	\$ 566,298	\$ 570,098	\$ 684,993	\$ 369,963	64.9%	
Total Operating Expense	\$ 31,682,000	\$ 30,849,000	\$ 16,957,112	\$ 18,287,327	59.3%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 00-01 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in February	YTD Expended
	□		
<u>Grant Funded Projects</u>			
Consolidated Operating Facility	\$ 7,948,083	\$ 16,592	\$ 85,039
Urban Bus Replacement	\$ 8,246,472		\$ 23,020
Engine Repower Project	\$ 3,037,000	\$ 336,918	\$ 2,066,333
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 115,000		
CNG Facilities for SCM, Ops	\$ 632,000	\$ 30,661	\$ 71,889
Farebox Replacement (CO)	\$ 60,000		\$ 63,751
	\$ 20,187,555		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 375,622	\$ 746	\$ 53,785
ADA Recertification Program	\$ 65,000	\$ 788	\$ 788
Ridecheck Upgrade Project	\$ -		
Facilities Repair & Improvements	\$ 229,950	\$ 3,035	\$ 160,271
Machinery/Equipment Repair/Impr	\$ 66,500		\$ 24,378
Non-Revenue Vehicle Replacement	\$ 147,000		\$ 54,644
Office Equipment	\$ 5,000		\$ 3,179
IT Projects	\$ 90,000		\$ 28,825
Automated Telephone Info System	\$ 35,000		
Foothill Bus Improvements	\$ 85,143		
SVTC Tenant Improvements	\$ -		
Metro Center Improvements	\$ 25,000		
Reserve for CNG Conversion	\$ -		
Contingency for District Funded Projects	\$ 1,070		
Transfer to Operating Budget	\$ 735,280		
	\$ 1,860,565		
TOTAL CAPITAL PROJECTS	\$ 22,048,119	\$ 388,740	\$ 2,635,900
CAPITAL FUNDING SOURCES	Budget	Received in February	YTD Received
Federal Capital Grants	\$ 14,561,939	\$ -	\$ 307,080
State Capital Grants	\$ -		
STA Funding	\$ 1,540,466	\$ 351,913	\$ 703,825
Local Capital Grants	\$ 719,631		
District Reserves	\$ 4,977,583	\$ 36,827	\$ 1,624,995
Transfer from Bus Stop Improvement Reserve	\$ 248,500	\$ -	
TOTAL CAPITAL FUNDING	\$ 22,048,119	\$ 388,740	\$ 2,635,900

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
NOTES TO REVENUE AND EXPENSE REPORT**

1. Passenger fares (farebox and pass sales) are \$19,560 or 1% over the revised budget amount for the year to date. Paratransit fares are \$6,204 or 5% under budget for the period due to fewer rides for the year to date than projected. Special transit fares (contracts) are \$19,814 or 2% under the budgeted amount. UCSC revenue is \$22,000 or 2% under budget for the year to date and Cabrillo College revenue is \$7,000 or 6% under budget. Highway 17 Express revenue is \$6,742 or 1% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first eight months of the fiscal year by a net \$13,200 or 0.3%.
2. Non-transportation revenue is \$44,573 over budget largely due to a refund from Community Bridges for overcharges in the last fiscal year in the amount of \$36,268.
3. Sales tax income is \$341,571 or 3% under the revised budget amount due to a lower advance payment than projected.
4. Human Resources personnel expense is at 80.6% of the budget since the budget was reduced to reflect staff vacancies from January forward.
5. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
6. Planning & Marketing non-personnel expense is at 68.1% of the budget due to one-time expenses for graphic services.
7. Paratransit program expense is only at 46.8% of the budget because the February billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date.
8. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
9. Operators' overtime is at 74.7% of the budget due to extensive employee medical absences. Overall, Bus Operator payroll expense is within budget.
10. State unemployment insurance is only at 6.8% of the budget because the payroll contractor did not collect the payments in each pay period beginning January 1st. The payments will be made in a lump sum for the quarter in March.
11. Temporary help is at 77.3% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance and during employee absences in the Planning & Marketing Department. Savings in wage and benefit accounts will off-set this expense.

12. Fuels and lubricants are only at 42.8% of the budget due to low diesel prices for the year to date.
13. Tires and tubes expense is at 68.9% of the budget due to periodic purchases.
14. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
15. Professional/other services for casualty and liability expense is at 70.9% of the budget due to unanticipated costs related to new lawsuits.

FY 00-01 BUDGET TRANSFERS
3/1/02-3/31/02

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 02-037			
TRANSFER FROM:	501021-2200	Other Salaries	\$ (10,000)
	503352-2200	Equip Repair - Out	\$ (10,000)
	504317-2200	Cleaning Supplies	\$ (10,000)
			<u>\$ (30,000)</u>
TRANSFER TO:	503041-2200	Temporary Help	\$ 10,000
	503351-2200	Bldg Repair - Out	\$ 10,000
	503363-2200	Haz Waste Disposal	\$ 10,000
			<u>\$ 30,000</u>
REASON:	To cover account overruns and expected expenditures for the Facilities Maintenance Department.		
TRANSFER # 02-038			
TRANSFER FROM:	50431 I-I 200	Office Supplies	\$ (250)
TRANSFER TO:	50901 I-I 200	Dues & Subscriptions	\$ 250
REASON:	To cover expected expenditures for the finance Department.		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

This report is for information purposes only. No action is required

II. SUMMARY OF ISSUES

- Student billable trips for February 2002 increased by 10.9% versus February 2001. Year to date student billable trips have increased by 11.7%.
- Faculty / staff billable trips for February 2002 increased by 1.5% versus February 2001. Year to date faculty / staff billable trips have increased by 13.5%.
- Revenue received from UCSC for February 2002 was \$181,743 versus \$164,773 a 10.9% increase.

III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 19, 2001. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of February 2002 were 161,979 vs. 146,019 for February 2001 a increase of 10.9%.
- Faculty / staff billable trips for the month of February 2002 were 10,677 vs. 10,516 for February 2001 a increase of 1.5%.
- Year to date Student billable trips increased by 11.7% and faculty / staff billable trips increased by 13.5%.
- In February 2002 the charge for service was \$181,743. The charge for February 2001 was \$164,773. This represents a 10.9% increase in revenue for February 2002 versus February 2001.

IV. FINANCIAL CONSIDERATIONS

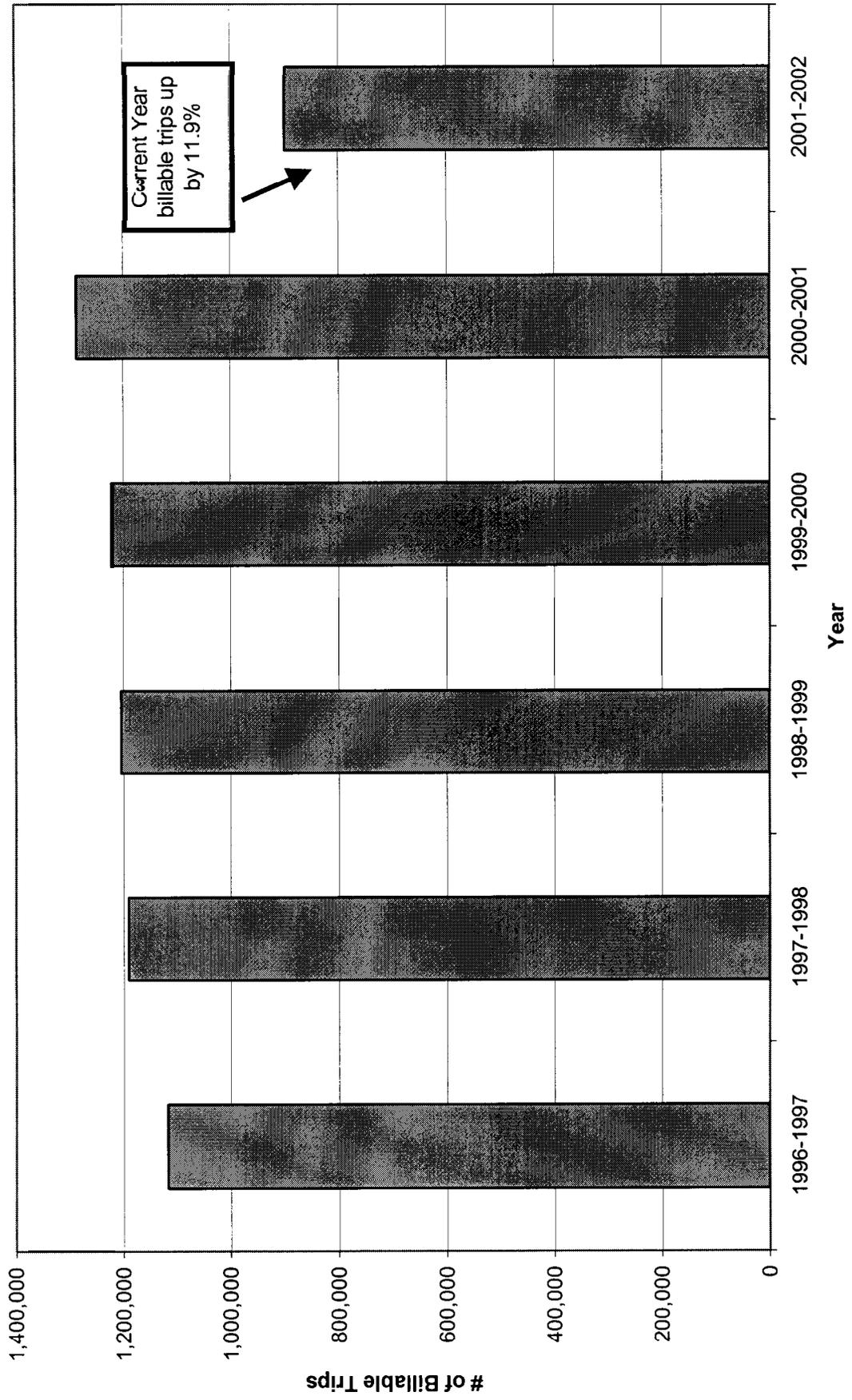
NONE

V. ATTACHMENTS

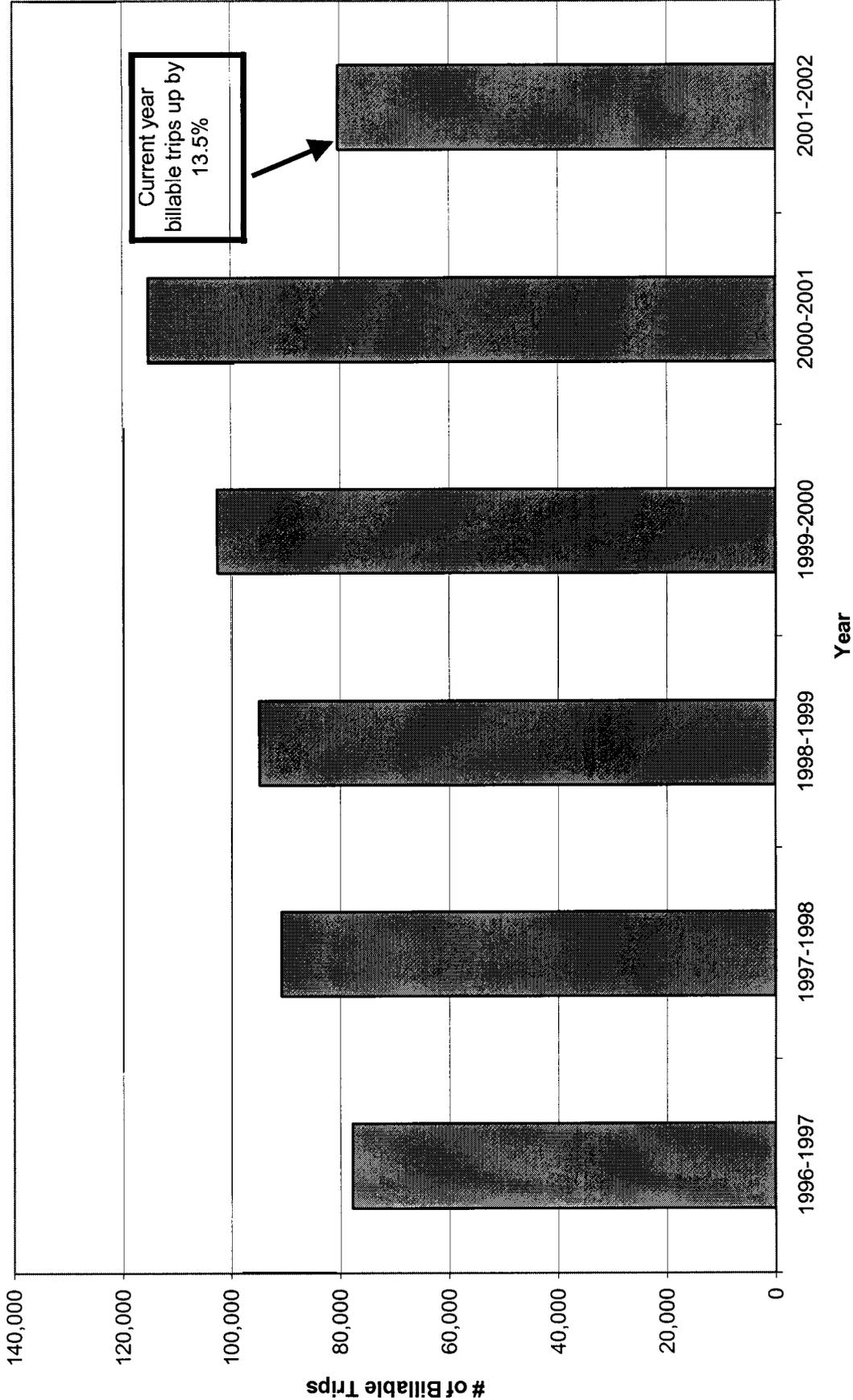
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips

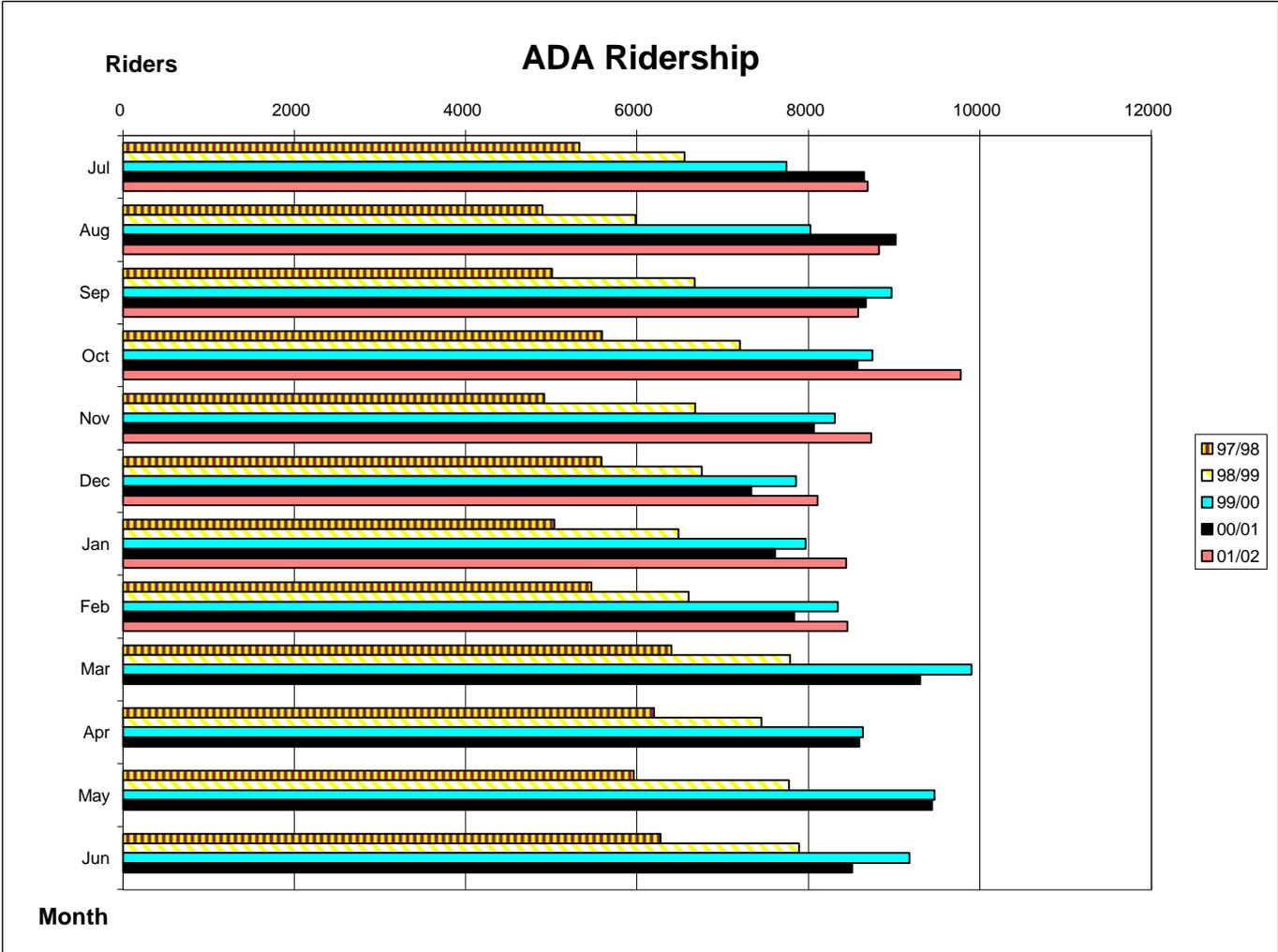


UCSC Faculty / Staff Billable Trips



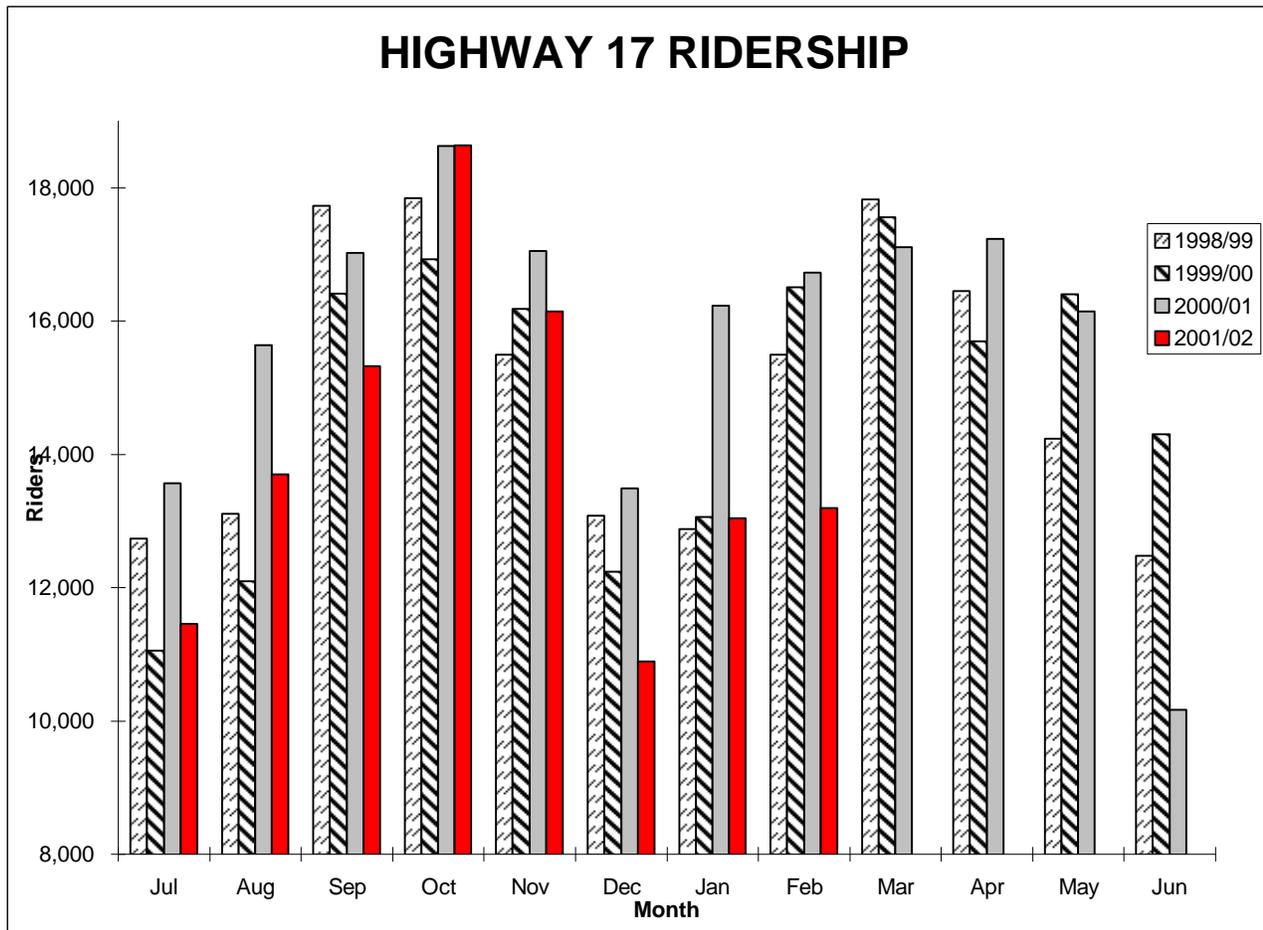
**ADA Paratransit Program
Monthly Status Report**

	This February	Last February	% Change	This YTD	Last YTD	% Change
Cost	\$ 215,020	\$ 185,724	15.8%	\$1,728,283	\$ 1,524,930	13.3%
Revenue	\$16,902	\$15,662	7.9%	\$139,110	\$131,402	5.9%
Subsidy	\$198,118	\$170,062	16.5%	\$1,589,173	\$1,393,528	14.0%
Passengers	8,451	7,831	7.9%	69,555	65,701	5.9%
Cost/Ride	\$25.44	\$23.72	8.0%	\$24.85	\$ 23.21	7.7%
Subsidy/Ride	\$23.44	\$21.72	8.0%	\$22.85	\$21.21	7.7%
Operating Ratio	7.9%	8.4%	-6.8%	8.0%	8.6%	-6.6%
% Rides on Taxi	68.4%	65.7%	4.1%	68.2%	68.0%	0.2%
Program Registrants	9,173	8,306	10.4%	9,173	8,306	10.4%
Rides/Registrant	0.9213	0.9428	-2.3%	7.5826	7.9101	-4.1%



HIGHWAY 17 - FEBRUARY 2002

	February			YTD		
	2001/02	2000/01	%	2001/02	2000/01	%
FINANCIAL						
Cost	\$ 105,915	\$ 99,718	6.2%	\$ 889,688	\$ 837,630	6.2%
Farebox	\$ 35,900	\$ 38,461	(6.7%)	\$ 260,847	\$ 284,234	(8.2%)
Operating Deficit	\$ 67,039	\$ 58,339	14.9%	\$ 610,854	\$ 538,887	13.4%
Santa Clara Subsidy	\$ 33,520	\$ 29,169	14.9%	\$ 305,427	\$ 269,443	13.4%
METRO Subsidy	\$ 33,520	\$ 29,169	14.9%	\$ 305,427	\$ 269,443	13.4%
San Jose State Subsidy	\$ 2,976	\$ 2,919	2.0%	\$ 17,987	\$ 14,510	24.0%
STATISTICS						
Passengers	13,194	16,732	(21.1%)	112,394	128,352	(12.4%)
Revenue Miles	29,925	29,925	0.0%	254,363	252,866	0.6%
Revenue Hours	1,164	1,164	0.0%	9,892	9,834	0.6%
PRODUCTIVITY						
Cost/Passenger	\$ 8.03	\$ 5.96	34.7%	\$ 7.92	\$ 6.53	21.3%
Revenue/Passenger	\$ 2.72	\$ 2.30	18.4%	\$ 2.32	\$ 2.21	4.8%
Subsidy/Passenger	\$ 5.31	\$ 3.66	44.9%	\$ 5.59	\$ 4.31	29.8%
Passengers/Mile	0.44	0.56	(21.1%)	0.44	0.51	(12.9%)
Passengers/Hour	11.34	14.38	(21.1%)	11.36	13.05	(12.9%)
Recovery Ratio	33.9%	38.6%	(12.1%)	29.3%	33.9%	(13.6%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS

I. RECOMMENDED ACTION

This report is for information purposes only. No Action is required.

II. SUMMARY OF ISSUES

- On August 17, 2001 the Board of Directors adopted a series of action items relating to call stops.
- Listed below is an update on each of the action items.

III. DISCUSSION

On August 17, 2001 the Board of Director adopted a series of action items relating to call stops. This report will detail the status of those items.

Action items:

Recommend that the Board of Directors move to obtain funding for and arrange for the purchase of the “Talking Buses” technology as soon as possible and provide a timeline for when the technology might be in place.

- **Completed.** At the March 15, 2002 Board of Directors meeting the Board of Directors approved a reduction in the purchase of two (2) buses for the “Talking Bus” system. Staff issued a bid for the “Talking Bus” system and the evaluation process has begun. Once the administrative process to transfer the capital money has been completed, staff will prepare a procurement request for the Board of Directors consideration.

Recommend that the expanded list of call stops be implemented as soon as possible, and that an assessment be arranged through FTA, or some other source, to ensure that the list meets the ADA requirements.

- **Completed.** The call stop list adopted by the Board of Directors on August 17, 2001 has been distributed to the bus operators with instructions on ADA compliance. District Counsel did receive confirmation from FTA that only major transfer points are required to be called.

Recommend that the public be informed of the changes to call stops and that the changes be advertised as soon as possible through Headways and other sources of advertising.

- **Completed.** The Marketing Department has completed the internal posters, notification of the press and the call stop list is now listed in “Headways.”

Recommend that the bus stop signage be delegated to the Bus Stop Advisory Committee with the request for participation from John Wood (Doran Center for the Blind) for input.

- **Completed.** The Bus Stop Advisory Committee has been advised to address this issue.

Recommend that a bus operator training program be implemented as soon as possible in order to create awareness of the need for ADA compliance.

- **Completed.** Bus Operators on extended leaves of absence will receive their training once they return to duty.

Each of the recommendations adopted by the Board of Directors has been completed. Staff is recommending that this monthly report discontinue. The Board of Directors will continue to receive quarterly audit reports concerning call stop compliance as approved at the March 15, 2002 Board of Directors meeting.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

Attachment A: NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 12, 2002
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: **CONSIDERATION OF CHANGE ORDER WITH NEW FLYER OF AMERICA TO PURCHASE REMOTE KEYPADS FOR FAREBOXES FOR EIGHT CNG LOW FLOOR BUSES**

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to execute a change order with New Flyer of America, to purchase remote fare box keypads for the eight (8) CNG buses on order.

II. SUMMARY OF ISSUES

- The District has a contract with New Flyer of America to purchase eight (8) CNG buses, to be delivered this summer.
- This change order will allow most of the cost of the remote fare box keypads to be included in the grant funds available for this bus purchase.

III. DISCUSSION

The District is participating in a contract that Pierce Transit has with New Flyer of America to purchase eight (8) CNG buses. Since the low floor design places the fare box at a location that is lower and farther away from the coach operator, a remote keypad is needed to bring the touch pad within easy reach for the operators. The other low floor buses in the District's fleet have been retrofitted with the remote keypad. District staff will be relocating non-remote keypad fare boxes from retired buses to the new CNG buses after they are delivered.

The remote keypad purchase would represent a significant impact on the operating budget. If the keypads are purchased as part of the bus contract, grant funds can be used, reducing the impact on the operating budget.

District staff recommends this change order as a prudent use of financial resources.

IV. FINANCIAL CONSIDERATIONS

New Flyer has provided a quote of \$13,520.00 for the remote keypads. Grant funding will cover the majority of this expense. The remainder will come from District funds.

V. ATTACHMENTS

ATTACHMENT A: Quotation from New Flyer.



ATTACHMENT A

Fax

711 Kernaghan Avenue
Winnipeg, MB
R2C 3-1-4
Phone: (204) 224-6415
Fax: (204) 224-4214

To: Santa Cruz MTD **From:** Richard McIntyre

Attn: Tom Stickle **Pages:** 3

Fax: (831) 468-1958 **Date:** March 7, 2002

Re: GFI remote keypad **CC:**

Urgent For Review Please Comment Please Reply Please Recycle

Tom

Please find attached a price quote to ship B each GFI remote keypads for your installation on the buses after delivery. The lead time on these units is 90 days and we would need a change order on or before April 1, 2002 to have them to you at the same time as the buses.

If you have any questions don't hesitate to call me (204) 224-6415.

Regards,

A handwritten signature in black ink, appearing to read "R. McIntyre".

R. McIntyre



Final Price Change Summary

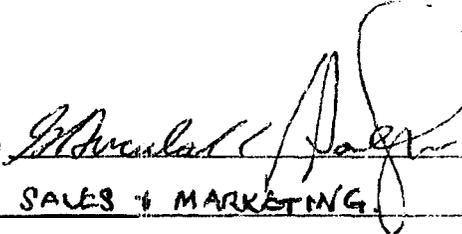
Property: Santa Cruz SCMTD
Sales Release# SR804
Quantity: 8
Type: C40LF

	<u>Each</u>	<u>Total</u>
Original Contract Price Base Coach	\$ 329,536.89	\$ 2,636,295.12
Base Bus Price Changes	\$ -	\$ -
Contract Spares Base Bus Changes	\$ 1,690.00	\$ 13,523.00
Revised Price Base Bus	\$ 331,226.39	\$ 2,649,815.12

Original Contract Price for Contract Spares (If priced separately)	\$
Contract Spares Changes (Priced Separately)	\$
Revised Contract Spares Priced Separately	\$
Miscellaneous Price Change	\$

Revised Total Contract Price (less taxes) \$ 2,649,815.12

Authorized Signatures:

New Flyer Authorization: Signature 
 Title: VP SALES & MARKETING
 Date: MARCH 7, 2002

Property Authorization: Signature _____
 Title: _____
 Date: _____



Final Price Change Summary

Property: _____ Santa Cruz SCMTD
Sales Release#: _____ SR804
Quantity: _____ 8
Type: _____ C40LF

Bus Specification Change/Additions/Deletions

Rev.	Spec Group	Option	Change Description	Price Per Coach	Total Contract
CHANGES / ADDITIONS / DELETIONS					
				\$ -	\$ -
				\$ -	\$ -
Base Coach Price Change				\$ -	\$ -

Contract Spares Changes/Additions/Deletions: INCLUDED IN BASE PRICE

Rev.	Spec Group	Option	Change Description	Price Per Coach	Total Contract
CHANGES / ADDITIONS / DELETIONS					
		705	add GFI remote keypad	\$ 1,690.00	\$ 13,520.00
		705		\$ -	\$ -
Contract Spares Base Price, Change				\$ 1,690.00	\$ 13,520.00

Contract Spares Changes/Additions/Deletions: NOT INCLUDED WITH BASE PRICE

Rev.	Spec Group	Option	Change Description	Price Per Coach	Total Contract
CHANGES / ADDITIONS / DELETIONS					
		705		- A -	-
Total contract Spare Change				\$ -	\$ -

Miscellaneous Price Change

Rev.	Spec	Misc	Change Description	Price	Total Contract
		Misc.			\$ -
Total Misc Price Change				\$ -	\$ -

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 12, 2002

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING
TEN DIESEL HIGH FLOOR SUBURBAN BUSES THAT CAN BE
CONVERTED TO CNG**

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to enter into a contract with Orion Bus Industries for the purchase of ten (10) each Diesel High Floor Suburban Buses that can be converted to CNG.

II. SUMMARY OF ISSUES

- District Request for Proposal (RFP) No. 01-11 for the purchase of up to ten each diesel high floor suburban buses that can be converted to CNG was mailed to transit bus manufacturers on December 3rd.
- A pre-proposal meeting was conducted where questions relating to RFP specifications and conditions were answered. The District received Request for Approved Equals from three manufacturers.
- On February 27th, two proposals were received and opened.
- The District evaluation team fully reviewed the proposals on March 1st.
- Additional clarification questions were posed to the responding manufacturers on March 4th.
- A request for a best and final offer was sent out for response by March 6th.
- District staff recommends that the Board authorize the General Manager to enter into a contract with Orion Bus Industries for the purchase of ten (10) each Diesel High Floor Suburban Transit Buses that can be converted to CNG.

III. DISCUSSION

On December 3, 2001, District RFP No. 01-11 was mailed to transit bus manufacturers and legally advertised. The competitive proposal process was used to allow an award to the responsible firm whose proposal is most advantageous to the District's program with price and other factors considered. The Federal Transit Administration approves this type of negotiated procurement. The District based the specifications on the American Public Transportation Association standard bus specifications. A pre-proposal conference was held on December 12, 2001. At this meeting, bus and engine manufacturers asked

questions regarding the RFP specifications, terms and conditions. RFP addendum No.1 was processed to provide answers to these questions.

On January 22, 2002, three transit bus manufacturers submitted Requests for Approved Equals (deviations from RFP specifications and/or terms and conditions). The District's response to these Requests for Approved Equals (RFP addendum No. 2) was processed and mailed on February 12, 2002.

Two proposals were received and opened on February 27, 2002 from Orion Bus Industries of Mississauga, Ontario, Canada and Gillig Corporation of Hayward, California. On March 1, 2002, an evaluation team comprised of Mark Dorfman, Assistant General Manager, Bryant Baehr, Operations Manager, Tom Stickel, Fleet Maintenance Manager and Lloyd Longnecker, District Buyer evaluated both proposals received. A list of clarification questions was posed to both manufacturers along with a request for a Best and Final Offer.

Best and Final Offers were received on March 6, 2002 and a final evaluation meeting was held on March 7, 2002. Both proposals were scored on the evaluation criteria as provided in the RFP that includes the following:

1. Technical Proposal
2. Price
3. Lead Time
4. Offeror Qualifications and References

District staff recommends that the Board authorize the General Manager to enter into a contract with Orion Bus Industries for the purchase of ten (10) each Diesel High Floor Suburban Transit Buses that can be converted to CNG. Orion's offer will allow for the delivery of buses by May 30, 2003 if a contract is awarded by April 15, 2002.

IV. FINANCIAL CONSIDERATIONS

State Traffic Congestion Relief Program (TCRP) funds in the amount of \$ 3,500,000 are available for this procurement.

V. ATTACHMENTS

Attachment A: Summary of proposals received.

ATTACHMENT A
DISTRICT REQUEST FOR PROPOSAL 01-11
DIESEL HIGH FLOOR SUBURBAN BUSES THAT CAN BE CONVERTED TO CNG
SUMMARY OF PROPOSALS RECEIVED

- A. Cost. Total unit price including the following options: Electric Windshield Wipers; Digital Recorder's Stealthmic; and delete rear exit door.

Orion: \$ 343,603.72

Gillig: \$ 323,147.12

Note: operating cost of current Highway 17 fleet of eight 1983 GMC RTS buses was \$186,899 from January 2001 to January 2002. As these buses are currently 19 year old, operating costs will continue to increase at a higher rate the longer they are in service.

- B. Delivery. Best delivery schedule quoted.

Orion: **May 30, 2003** (410 days, if awarded a contract by April 15, 2002)

Gillig: January 6, 2004 (631 days, if awarded a contract by April 15, 2002)

Note: Best delivery schedule will be approximately 6 months past the CARB deadline.
Worst delivery schedule will be approximately **1 year** past the CARB deadline.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 12, 2002

TO: Board of Directors

FROM: Tom Stickel, Manager of Fleet Maintenance

SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING DIESEL LOW FLOOR TRANSIT BUSES THAT CAN BE CONVERTED TO CNG

I. RECOMMENDED ACTION

District staff is recommending that the Board authorize the General Manager to enter into a contract with New Flyer of America for the purchase of fifteen (15) each 35 Foot Diesel Low Floor Transit Buses that can be converted to CNG and fourteen (14) each 40 Foot Diesel Low Floor Transit Buses that can be converted to CNG. In addition, staff is recommending that \$42,954 be transferred from the STA Capital Reserve to purchase one additional bus.

II. SUMMARY OF ISSUES

- District Request for Proposal (RFP) No. 01-16 for the purchase of between 16 to 18 each 35-Foot buses and between 13 to 17 each 40-Foot buses that can be converted to CNG was mailed to transit bus manufacturers on December 24th.
- A pre-proposal meeting was conducted where questions relating to RFP specifications and conditions were answered. The District received Request for Approved Equals from three manufacturers.
- On March 6th, three proposals were received and opened.
- The District evaluation team fully reviewed the proposals on March 13th.
- The District posed additional clarification questions to the three responding manufacturers on March 15th.
- A request for a best and final offer was sent out for response by March 25th.
- District staff recommends that the Board authorize the General Manager to enter into a contract with New Flyer of America for the purchase of fifteen (15) each 35-Foot Buses and fourteen (14) each 40-Foot Diesel Low Floor Transit Buses that can be converted to CNG.

III. DISCUSSION

On December 24, 2001, District RFP No. 01-16 was mailed to transit bus manufacturers and was also legally advertised. The competitive proposal process was used to allow an award to the responsible firm whose proposal is most advantageous to the District's

program with price and other factors considered. The Federal Transit Administration approves this type of negotiated procurement. The District based the specifications on the American Public Transportation Association standard bus specifications. On January 30, 2002, three transit bus manufacturers submitted Requests for Approved Equals (deviations from RFP specifications). The District's response to these Requests for Approved Equals (RFP Addendum No. 1) was processed and mailed on February 14, 2002.

Three proposals were received and opened on March 6, 2002 from Orion Bus Industries of Mississauga, Ontario, Canada, New Flyer of America from Winnipeg, Manitoba, Canada, and Gillig Corporation of Hayward, California. On March 13, 2002, an evaluation team comprised of Mark Dorfman, Assistant General Manager, Bryant Baehr, Operations Manager, Tom Stickel, Fleet Maintenance Manager and Lloyd Longnecker, District Buyer evaluated the three proposals received. A list of clarification questions was posed to the manufacturers along with a request for a Best and Final Offer.

Best and Final Offers were received on March 25, 2002 and a final evaluation meeting was held on March 26, 2002. All proposals were scored on the evaluation criteria as provided in the RFP that includes the following:

1. Technical Proposal
2. Price
3. Lead Time
4. Offeror Qualifications and References

District staff recommends that the Board authorize the General Manager to enter into a contract with New Flyer of America for the purchase of fifteen (15) each 35-Foot Buses and fourteen (14) each 40-Foot Diesel Low Floor Transit Buses that can be converted to CNG. New Flyer's offer will allow for the delivery of buses by January 20, 2003 if a contract is awarded by April 15, 2002. The above number of buses will require that \$42,954 be transferred from the STA Capital Reserve Fund.

IV. FINANCIAL CONSIDERATIONS

This procurement is funded through federal grants, state Traffic Congestion Relief Program (TCRP) grants and local Capital funds. An addition \$42,954 will be required to be transferred from the STA Capital Reserve in order to purchase one additional bus.

V. ATTACHMENTS

Attachment A: Summary of proposals received.

ATTACHMENT A
DISTRICT REQUEST FOR PROPOSAL 01-16
DIESEL LOW FLOOR TRANSIT BUSES THAT CAN BE CONVERTED TO CNG
SUMMARY OF PROPOSALS RECEIVED

A. Cost for 35 Foot low floor transit buses.

Total unit price including sales tax and delivery:

New Flyer: \$ 335,605.96

Orion: \$ 319,756.08

Gillig: \$ 326,554.64

B. Cost for 40 Foot low floor transit buses.

Total unit price including sales tax and delivery:

New Flyer: \$ 344,410.80

Orion: \$ 325,156.08

Gillig: \$ 331,922.24

C. Delivery. Best delivery schedule quoted:

New Flyer: **January 20, 2003 (280 days, if awarded a contract by April 15, 2002)**

Orion: June 3, 2003 (420 days, if awarded a contract by April 15, 2002)

Gillig: November 28, 2003 (595 days, if awarded a contract by April 15, 2002)

Note: Best delivery schedule will be approximately 3 weeks past the CARB deadline.

Worst delivery schedule will be approximately **11 months** past the CARB deadline.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDER AUTHORIZATION TO OPERATE A SHUTTLE FOR THE UNITED TRANSPORTATION UNION (UTU) SENIOR DINNER

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize the operation of a shuttle for the United Transportation Union (UTU) senior dinner held in April 18, 2002.

II. SUMMARY OF ISSUES

- For the last seven (7) years the United Transportation Union (UTU) Local 23 has sponsored a Senior Dinner for our senior customers.
- This event provides approximately 250 dinners to our senior customers.
- The Transit District will provide one (1) bus and one (1) bus operator for this event.
- This event promotes team building between the staff-union members and provides a positive interaction with our senior customers.

III. DISCUSSION

For the last seven (7) years the United Transportation Union (UTU) Local 23 has sponsored a Senior Dinner for senior citizens in the Santa Cruz County area. The union members and volunteers provide dinner and entertainment for a group of approximately 250 seniors. Food, plates and utensils are provided by local markets and/or purchased by the UTU. Union members and volunteers prepare the meals.

Each year the Transit District has allowed the use of one (1) bus and one (1) bus operator for the provision of shuttle services. The bus transports seniors from throughout the county to the dinner location and back. The Transit District provides the bus and operator so our insurance policies cover the trip.

The date for this year's event will be on April 18, 2002. This is a very positive event that not only brings the staff and union members together, but also provides a positive interaction with our customers.

Staff is recommending Board Approval for one (1) bus and one (1) paid bus operator for this event.

III. FINANCIAL CONSIDERATIONS

The cost for one (1) bus and one (1) bus operator for this event is \$171.00.

IV. ATTACHMENTS

Attachment A: Shuttle Policy adopted by the Board of Directors on April 16, 1996

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1009

Computer Title: shuttle.doc

Effective Date: March 1, 1992

Pages: 2

TITLE: POLICY ON SPECIAL SHUTTLES

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
April 16, 1996	Revise format without content change	

I. POLICY

- 1.01 The District may grant request for operation of special shuttles, provided that the following conditions are met:
- A. The District must be fully reimbursed for all costs of providing the service, and shall be paid in accordance with the Board-adopted pricing policy set forth herein.
 - B. The routing must conform to current District routing corridors and hours of operation.
 - C. Operation of the service by the District must not cause unfair competition with private sector providers.
 - D. The District must have sufficient number of bus operators and coaches available so that operation of the District's regular, fixed-route service is not compromised.
 - E. The service must be open-door and not "charter" service, because operation of charter service by the District is prohibited by the Public Utilities Code.
- 1.02 Any exception to the above conditions must be approved by the District's Board of Directors.

II. APPLICABILITY

2.01 This policy applies to all requests for Special Shuttles.

III. PRICING:

3.01 In May 1991, the District's Board adopted a policy on shuttle and commuter services which uses an incremental cost formula and allows for the opportunity to add any unforeseen costs. The policy provides that each contract will be negotiated on a **case-by-case** basis. In addition, the policy requires that indirect and direct costs and a contingency fee be included in long-term contracts.

3.02 The District may, at its own discretion, require payment in advance. On long-term contracts, the District's finance department will set the payment schedule.

IV. PROCEDURE:

4.01 All requests for special shuttle service shall be directed to the Service Planning Supervisor, who will determine if the service requested meets conditions set forth above, generate a cost quotation, and provide notice to all affected departments (Operations, Finance, Information Services, etc.). All requests shall be made at least one month prior to the event.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 12, 2002

TO: Board of Directors

FROM: Robyn D. Slater, Interim Human Resources Manager

SUBJECT: CONSIDERATION TO MODIFY THE EXISTING POSITION ENTITLED CLAIMS INVESTIGATOR TO CREATE A CLAIMS INVESTIGATOR I AND II CLASSIFICATION

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the modification of the Claims Investigator position to create a Claims Investigator I having an hourly salary range of \$17.58 - \$22.46 and a Claims Investigator II having an hourly salary range of \$19.53 - \$24.96.

II. SUMMARY OF ISSUES

- A new level of Claims Investigator is proposed so we have the flexibility to hire someone with different experience and/or educational requirements than the current position description allows.
- The new classification meets the staffing requirements of District Counsel.
- The new classification will be allocated to the SEA chapter of SEIU local 415.
- Representatives of SEIU have reviewed the new classification and concur with the recommendation.

III. DISCUSSION

The Human Resources Department has developed the additional level of Claims Investigator I in response to the request of District Counsel and our inability to find a candidate who fulfilled all the educational and/or experience requirements of the original position. We conducted several recruitments over the past year that was not successful in finding a candidate that meets the qualifications of the original job description (which will now be the Claims Investigator II position). Our recruitment efforts included advertisements using radio and newspapers in both English and Spanish in Santa Cruz, Watsonville and Salinas.

The position will continue to require bilingual Spanish skills so a premium will be added to the base salary range. The Human Resources department contacted or attempted to contact several other transit agencies (MUNI, VTA, MST, Los Angeles, San Diego) to see if they had similar positions to determine an appropriate salary range. Human Resources also reviewed comparable positions available through the state and with CALTIP.

Human Resources met with the local representative for SEIU Local 415 and the Union Representative (Dianna Dunn and Tom Hiltner) and obtained concurrence of the new class specifications and recommended salary range.

IV. FINANCIAL CONSIDERATIONS

Hiring at Step I for the Claims Investigator I position is a savings of approximately \$3,500 dollars in the first year over hiring at the Step I level for the Claims Investigator II position.

V. ATTACHMENTS

Attachment A: Claims Investigator I class specification

Attachment B: Claims Investigator II class specification

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

CLAIMS INVESTIGATOR I

DEFINITION

Under supervision investigates accidents/incidents, claims and litigation filed against the District as directed by District Counsel. Conducts field inspections in coordination with other agencies and District staff to gather and compile information, documents and other evidence; with assistance analyzes claims in accordance with established procedures; pursues property recovery activities; assists District Counsel in case preparation; and performs other related duties as assigned.

EXAMPLES OF DUTIES

Investigates accidents/incidents; interviews and takes statements of claimants, employees, and witnesses; visits accident scenes taking pictures and measurements, analyzing events, and examining property damage; obtains injury information.

Provides information to District Counsel for review of injury and property damage claims to assist in the determination of District liability; collects accident/incident information; verifies medical treatment expenses and lost wages; compiles value of property damage.

Identifies and processes recovery actions for damages the District sustained from vehicle accidents, tenant lease agreements, and other related expenses.

Prepares and provides appropriate information and required documentation as needed for small claims court hearings.

Maintains and tracks records; prepares reports on status of claims; organizes materials and documents claim files; maintains accurate records and files.

Assists in preparing discovery documents and performing investigation tasks related to litigation files; assists at trial, hearings, and other legal proceedings as required.

Operates field investigation tools including photographic equipment; operates District vehicles, computer programs and equipment and other office machines.

EMPLOYMENT STANDARDS

Knowledge of:

- Office procedures and practices including preparation of correspondence, reports, and record keeping procedures and practices.
- Claims investigation methods, techniques and settlement negotiations.
- Interviewing principles and techniques.
- Procedures and techniques of evidence collection; methods of legal and factual research and discovery techniques.
- Operation of standard office equipment, computers, and basic photographic equipment.
- Safe work methods and safety regulations pertaining to hazardous materials at an accident/incident site.

Ability to:

- Understand and apply laws and administrative policies and procedures in the evaluation of routine property and liability insurance claims.
- Investigate accident scenes, analyze events, and draw sound conclusions.
- Prepare file documents, charts, reports, and correspondence.
- Effectively and tactfully communicate in English in both oral and written forms, and speak Spanish.
- Interview witnesses in English and Spanish on the telephone and in person.
- Safely perform job duties in the field under various climatic conditions.
- Establish and maintain cooperative working relationships with the public, District employees, and others.

Training and Experience

Any combination of training and experience equivalent to:

Six months experience performing property and liability claims investigation. Course work related to risk management and claims resolution is desirable.

Special Requirements

Pass a fluency test in Spanish/English.
Possession of a valid California drivers license and a safe driving record.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

CLAIMS INVESTIGATOR II

DEFINITION

Under supervision investigates accidents/incidents, claims and litigation filed against the District as directed by District Counsel. Conducts field inspections in coordination with other agencies and District staff to gather and compile information, documents and other evidence; recommends settlement of routine liability claims; analyzes claims in accordance with established procedures; pursues property recovery activities; assists District Counsel in case preparation; and performs other related duties as assigned.

EXAMPLES OF DUTIES

Investigates accidents/incidents; interviews and takes statements of claimants, employees, and witnesses; visits accident scenes taking pictures and measurements, analyzing events, and examining property damage; obtains injury information.

Reviews injury and property damage claims to assist in the determination of District liability; collects accident/incident information; verifies medical treatment expenses and lost wages; compiles value of property damage.

Handles routine negotiations and recommends settlement or other action on litigated and non-litigated claims within established limits.

Identifies and processes recovery actions for damages the District sustained from vehicle accidents, tenant lease agreements, and other related expenses.

Represents the District in small claims court hearings and prepares and provides appropriate information and required documentation.

Maintains and tracks records; prepares reports on status of claims; organizes materials and documents claim files; maintains accurate records and files.

Assists in preparing discovery documents and performing investigation tasks related to litigation files; assists at trial, hearings, and other legal proceedings as required.

Observes and makes recommendations regarding hazards found during investigations.

Operates field investigation tools including photographic equipment; operates District vehicles, computer programs and equipment and other office machines.

EMPLOYMENT STANDARDS

Knowledge of:

- Office procedures and practices including preparation of correspondence, reports, and record keeping procedures and practices.
- Laws relating to property and liability claims, California judicial system as it relates to liability claims, and contributory negligence theories.
- Medical and legal terminology and related documents.
- Claims investigation methods, techniques and settlement negotiations.
- Interviewing principles and techniques.
- Procedures and techniques of evidence collection; methods of legal and factual research and discovery techniques.
- Operation of standard office equipment, computers, and basic photographic equipment.
- Safe work methods and safety regulations pertaining to hazardous materials at an accident/incident site.

Ability to:

- Understand and apply laws and administrative policies and procedures in the evaluation of routine property and liability insurance claims.
- Investigate and recommend settlement of routine property and liability claims.
- Investigate accident scenes, analyze events, and draw sound conclusions.
- Prepare file documents, charts, reports, and correspondence.
- Effectively and tactfully communicate in English in both oral and written forms, and speak Spanish.
- Interview witnesses in English and Spanish on the telephone and in person.
- Safely perform job duties in the field under various climatic conditions.
- Establish and maintain cooperative working relationships with the public, District employees, and others.

Training and Experience

Any combination of training and experience equivalent to:

Two years experience performing property and liability claims investigation.
Course work related to risk management and claims resolution is desirable.

Special Requirements

Pass a fluency test in Spanish/English.
Possession of a valid California drivers license and a safe driving record.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF METROBASE FINANCIAL FEASIBILITY AND IMPACT REPORT AND ELIMINATION OF HARVEY WEST SITE NO. 1 AS THE PREFERRED ALTERNATIVE

I. RECOMMENDED ACTION

That the Board of Directors review and accept the Financial Feasibility and Impact Report (FFIR) for the MetroBase Project as prepared by the CH2M Hill consulting firm and that the preferred alternative Harvey West 1 be declared infeasible as financially unaffordable.

II. SUMMARY OF ISSUES

- In October 1989 the Loma Prieta Earthquake destroyed the Watsonville Major Operations Facility (MOF).
- In October 1989 the Loma Prieta Earthquake damaged the Santa Cruz operations facility.
- In 1995 the Board of Directors selected the Lipton Property in West Santa Cruz as the preferred site for the construction of a Consolidated Operating Facility (MetroBase).
- In 2000 the Board of Directors, in response to local opposition, deleted the Lipton Property as both the preferred site and an alternative for the MetroBase Project.
- In 2000 the Board of Directors directed staff to review alternate locations for the MetroBase Project, including properties in active use.
- In 2001 the Board of Directors authorized the initiation of an Environmental Impact Review designed to address issues and develop reports to comply with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA).
- In 2001 the Board of Directors authorized the initiation of Financial Feasibility and Impact Report (FFIR) examining the economic issues relating to the site alternatives for the MetroBase Project contained in the EIR.
- The FFIR has been completed and is being submitted to the Board of Directors for review.

III. DISCUSSION

In October 1989 the Loma Prieta Earthquake destroyed the Watsonville Maintenance and Operations and Maintenance Facility (MOF) and damaged the Santa Cruz Operations Facility (SCOPS). As a part of planning to replace the damaged the Board of Directors employed the services of the Gannett Fleming consulting firm to evaluate METRO's needs. The Gannett Fleming Study was completed in 1995. The Study recommended that METRO replace the two operating facilities with a single consolidated facility. The study indicated that substantial operating savings would be realized by the consolidation of facilities. It was anticipated that the savings achieved through consolidation could be redirected into service expansion. In 1999 the Board of Directors adopted a goal of expanding transit service from 220,000 annual service hours to 350,000 annual service hours by 2015. Much of the funding for the desired service expansion was to be derived from savings achieved by implementing a Consolidated Operating Facility (MetroBase) Project.

In 1995, the Board of Directors selected the Lipton Property in West Santa Cruz as the preferred site for the construction of the MetroBase Facility. As a part of developing the MetroBase Project the Board of Directors conducted an Initial Study and issued a Negative Declaration that was accepted by the U.S. Department of Transportation. The U.S.D.O.T. issued a Finding of No Significant Impact (FONSI) and a Record of Decision (ROD). However a change in funding availability resulted in work on the MetroBase Project being suspended. During the delay in the project, property availability changed and the proposed site required reconfiguration. In 1998, an amended Initial Study was conducted on the reconfigured site and a new Negative Declaration was issued. During this process some West Side residents to organize formal opposition to the selection of the Lipton Property as the preferred site for the MetroBase Facility. In 2000, the Board of Directors directed staff to review alternate locations for the development of the MetroBase Facility.

In 2000, individuals associated with Goodwill Industries informally approached members of the Board of Directors indicating an interest in moving away from the Harvey West Area.. As a part of developing alternate locations for the MetroBase Project staff identified a site which would use the Goodwill Harvey West location as a part of the total property required for a fully consolidated facility. This site became known initially as Harvey West A and ultimately as Harvey West 1 and was selected by the Board of Directors as the preferred site in 2000. During the process of developing the Harvey West 1 site Goodwill Industries indicated that they had no interest in moving and strongly urged the Board to look at alternate sites. Additionally, the Harvey West Association adamantly opposed the location of MetroBase in the Harvey West area. The City of Santa Cruz expressed serious concern regarding the loss of tax revenue if the MetroBase Project was developed on the Harvey West 1 site.

In response to the concerns expressed by interested parties the Board of Directors authorized the initiation of an Environmental Impact Review (EIR) on a set of alternatives for the MetroBase Facility. The Board also authorized the initiation of a Financial Feasibility and Impact Report (FFIR) examining the economic issues relating to each of the alternatives included in the EIR. The consulting firm of CH2M Hill was directed to undertake the FFIR. Initially it was

anticipated that the FFIR would be completed by December 2001. However additional analysis was required in certain areas, including relocation problems, multiple base operating costs, and evaluation of additional property resulted in the Report being delayed.

The FFIR has been completed by CH2M Hill and is ready for review by the Board of Directors. METRO staff members have reviewed the report and believe that it is reflective of the financial status of the MetroBase Project.

Based upon the findings of the FFIR staff recommends that the Harvey West 1 site be declared infeasible as financially unaffordable (CEQA Guidelines Sections 15126.6(f)(1);15364).

IV. FINANCIAL CONSIDERATIONS

Funds necessary to modify the EIR to reflect a different preferred site are included in grants made available to METRO by the U.S. Department of Transportation.

V. ATTACHMENTS

Attachment A: Economic Study for MetroBase Alternatives - CH2M Hill, March 2002 (Original copy only provided to Board of Directors – electronic copy available at <http://www.scmtd.com/reports/fir.pdf>) Individuals requesting a copy of the report can do so by calling 426-6080. Charges for copying costs will be \$9.72 and be available in 24 hours. CD version of the report can also be purchased at a cost of \$7.00 per CD)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF AMENDING THE PREFERRED ALTERNATIVE FOR THE METROBASE PROJECT FROM HARVEY WEST 1 TO HARVEY WEST CLUSTER 1.

I. RECOMMENDED ACTION

That the Board of Directors revise the Preferred Alternative for the MetroBase from Harvey West 1 to Harvey West Cluster 1 as a result of the financial information provided by the Financial Feasibility and Impact Report.

II. SUMMARY OF ISSUES

- In 1989 the Watsonville Maintenance and Operations Facility (MOF) was destroyed by the Loma Prieta Earthquake.
- In 1989 the Santa Cruz Operations Facility (SCOPS) was damaged by the Loma Prieta Earthquake.
- In 1995 the Board of Directors designated the Lipton Property in West Santa Cruz as the Preferred Alternative for the construction of a Consolidated Operating Facility (MetroBase).
- In 2000 the Board of Directors amended the Preferred Alternative to reflect the designation of the Harvey West A (now identified as Harvey West 1) site which included the Hinshaw, Goodwill, and Pinn parcels.
- In 2001 the Board of Directors authorized that a Financial Feasibility and Impact Report (FFIR) be developed.
- The consulting firm of CH2M Hill has completed the FFIR and submitted it for consideration.
- The FFIR indicates that the development cost of the Harvey West 1 Alternative would be approximately \$69 million which substantially exceeds available funding.
- In order to complete the Environmental Impact Report (EIR) currently in progress it is necessary to identify a viable Preferred Alternative.
- Staff recommends the selection of Harvey West Cluster 1 as the Preferred Alternative for the MetroBase Project.

III. DISCUSSION

In 1989 the Loma Prieta Earthquake destroyed the Watsonville Maintenance and Operations Facility (MOF) and damaged the Santa Cruz Operations Facility (SCOPS). In 1995 the Board of Directors designated the Lipton Property in West Santa Cruz as the Preferred Alternative for the construction of a Consolidated Operating Facility (MetroBase). The development of the MetroBase Project at the Lipton site resulted in substantial opposition from neighborhood groups, environmental groups, and other governmental agencies. In 2000 the Board of Directors amended the Preferred Alternative to identify the designation of Harvey West A (now identified as Harvey West 1) which included the Hinshaw, Goodwill, and Pinn parcels.

In 2001 the Board of Directors authorized the preparation of a Financial Feasibility and Impact Report to evaluate the financial viability of the alternatives included in the MetroBase Environmental Impact Report (EIR). The consulting firm of CH2M Hill was employed to prepare the FFIR. CH2M Hill has submitted a report titled "Economic Study for MetroBase Alternatives" which constitutes the required FFIR.

The FFIR prepared by CH2M Hill indicates that the estimated cost for implementing the Harvey West 1 Alternative will be approximately \$69 million. This estimate substantially exceeds the funds that METRO has available for the MetroBase Project. Therefore, it is necessary to amend the Preferred Alternative so that Waterleaf can provide project design and thereafter the environmental consultants can provide appropriate environmental documents.

METRO staff members have reviewed the four alternatives outlined in the FFIR and summarized on Attachment A to this report. Staff has also reviewed the economic and operational impacts of doing nothing and attempting to continue to operate the system in the current owned and leased facilities.

The current Preferred Alternative of Harvey West 1 should be removed from consideration as the preferred alternative due to the extensive cost of development and the adamant opposition of Goodwill Industries.

METRO staff does not recommend the selection of the Two Base Alternative as the on going operating costs outlined in Attachment B are higher than all of the other alternatives. However the Board should be aware that staff believes that the Two Base Alternative would be the least problematic to implement as METRO already owns the majority of the property that would be required.

While METRO staff believes that Harvey West Cluster 2 may provide the most promise to achieve all of the goals set by the Board of Directors in developing the MetroBase Project it too is unworkable at this time. The Harvey West Cluster 2 Alternative is essentially the same as Harvey West Cluster 1 except it expands the project to include the Salz Tannery Site. METRO staff is aware that other organizations in the City of Santa Cruz have plans for the Salz site and it is very probable that there would be substantial community opposition to using this property for MetroBase. The time constraints which are pushing the MetroBase Project no longer allow for

the type of protracted community debate that would likely ensue if the Salz Site was included in a Preferred Alternative selection at this time. Therefore staff is not recommending Harvey West Cluster 2 for selection as the Preferred Alternative.

Harvey West Cluster 1 is recommended by METRO staff for selection as the Preferred Alternative for the MetroBase Project. The implementation of this alternative will require acquisition of the property currently in use by Surf City Produce and The Tool Shed. Additionally, this alternative does not provide for administrative facilities and therefore the lease costs associated with this function will continue, or an additional site for administrative facilities could be purchased. The property constraints on this alternative will only accommodate a fleet of approximately 98 buses which is smaller than the current fleet. However, the alternative will allow the development of permanent facilities necessary to support the METRO Fleet and will provide for the implementation of CNG fueling and maintenance functions. However there will be service reductions as a result of the downsizing of the fleet that will be analyzed in the environmental impact report. The estimated cost of this alternative makes it feasible with funding that METRO currently has available. Finally, this alternative should be able to be implemented in a timeframe that will meet the requirements of the California Air Resources Board.

Based on the facts outlined in this report and attachments METRO staff recommends that the Board of Directors amend the MetroBase Preferred Alternative designation to select the Harvey West Cluster 1 Alternative as the preferred..

IV. FINANCIAL CONSIDERATIONS

Funds necessary to amend the MetroBase Preferred Alternative designated are available in the project budget.

V. ATTACHMENTS

Attachment A: Table 6-2 Project Costs and Offsets - CH2M Hill Economic Study for MetroBase Alternatives

Attachment B: Table 7-4 Estimated Changes to Operating Costs-FY2002 Base - CH2M Hill Economic Study for MetroBase Alternatives

Attachment C: Map of Harvey West Cluster 1

Table 6-2. Project Costs and Offsets

No.	Item	Alternative			
		Harvey West Consolidated (175 Buses)	Harvey West Cluster No. 1 (98 Buses)	Harvey West Cluster No. 2 (175 Buses)	Two-Base Alternative (175 Buses)
1	Construction Costs				
	Site and Buildings	\$32,396,600	\$12,490,850	\$24,899,519	\$24,133,520
	CNG Facilities	4,497,900	3,088,800	3,790,800	4,668,300
	Total Construction	\$36,894,500	\$15,579,650	\$28,690,319	\$28,801,820
2	Professional Fees				
	Design (11%)	\$4,058,395	\$1,713,762	\$3,155,935	\$3,168,200
	Construction Observation (6%)	2,213,670	934,779	1,721,419	1,728,109
	Total Professional Fees	\$6,272,065	\$2,648,541	\$4,877,354	\$4,896,309
3	SCMTD Administration (2%)	\$737,890	\$311,593	\$573,806	\$576,036
4	Lands to be Purchased				
	Pinn Building	\$4,650,000			
	Goodwill Industries	3,090,000			
	370 Encinal (SCMTD)	6,725,000			
	Giro/Plantronics	8,000,000			
	Surf City Produce		\$1,100,000	\$1,100,000	\$1,100,000
	Tool Shed Equipment		640,000	640,000	640,000
	Salz Tannery			5,500,000	
	Total Purchased Land	\$22,465,000	\$1,740,000	\$7,240,000	\$1,740,000
5	Business Relocation Costs	\$2,960,000	\$135,000	\$135,000	\$135,000
6	Total Project Costs	\$69,329,455	\$20,414,784	\$41,516,479	\$36,149,165
7	SCMTD Properties Available for Sale				
	River Street	(\$1,800,000)			
	Golf Club Drive	(\$900,000)			
	Watsonville	(\$3,000,000)	(\$3,000,000)	(\$3,000,000)	(\$424,000)
	Total Land Sold	(\$5,700,000)	(\$3,000,000)	(\$3,000,000)	(\$424,000)
8	Grants and Awards				
	Federal Funds	(\$11,421,751)	(\$11,421,751)	(\$11,421,751)	(\$11,421,751)
	Grant Funding	(\$7,800,000)	(\$7,800,000)	(\$7,800,000)	(\$7,800,000)
	Lawsuit Proceeds	(\$6,553,576)	(\$6,553,576)	(\$6,553,576)	(\$6,553,576)
	Local Match	(\$4,318,358)	(\$4,318,358)	(\$4,318,358)	(\$4,318,358)
	Total Project Funding	(\$30,093,685)	(\$30,093,685)	(\$30,093,685)	(\$30,093,685)
9	Total Funding and Offsets	(\$35,793,685)	(\$33,093,685)	(\$33,093,685)	(\$30,517,685)
10	Additional Funding Required	\$33,535,770	\$0	\$8,422,795	\$5,631,481
11	Additional Cost for Leased Admin. Space if Not Provided as Part of Construction¹	Included	\$2,008,000	Included	\$2,008,000

¹ The cost of leased space based on 12,200 SF at current lease rate for administration building for 15 years, discounted at 6%

Table 7-4. Estimated Changes to Operating Costs – FY 2002 Base

No.	Item	2002 Budget Base	Alternatives			
			Harvey West Consolidated	Harvey West Cluster No. 1	Harvey West Cluster No. 2	Two-Base Alternative
1	Wage and Salary Expenses	\$ 13,421,959	\$ 20,532,666	\$ 12,638,604	\$ 20,436,777	\$ 22,064,136
	Fringe Benefit Expenses	8,456,287	12,936,272	7,962,747	12,875,859	13,901,150
	Total Direct Labor Expenses	\$ 21,878,246	\$33,468,938	\$ 20,601,352	\$ 33,312,635	\$ 35,965,286
2	Services	1,789,294	1,789,294	1,789,294	1,789,294	1,789,294
3	Purchased Transportation	3,297,905	3,297,905	3,297,905	3,297,905	3,297,905
4	Other Mobile Materials	1,050,735	1,767,908	997,616	1,767,908	1,741,559
	Revenue Fleet Fuel and Lubricants	1,493,895	2,316,738	1,307,316	2,316,738	2,282,208
	Total Materials and Supplies	\$ 2,544,630	\$ 4,084,646	\$ 2,304,932	\$ 4,084,646	\$ 4,023,766
5	Other Materials and Supplies	512,543	512,543	512,543	512,543	512,543
6	Utilities	348,402	494,567	213,008	409,877	325,527
7	Casualty and Liability Ins.	381,950	381,950	381,950	381,950	381,950
8	Taxes	45,280	45,280	45,280	45,280	45,280
9	Misc. Expenses	245,454	245,454	245,454	245,454	245,454
10	Leases and Rentals	566,298	17,649	212,662	17,649	212,662
11	Total Estimated Expenses	\$ 31,610,002	\$ 44,338,226	\$ 29,604,379	\$ 44,097,234	\$ 46,799,668
12	Change to Base Expenses	N/A	\$ 12,728,224	\$ (2,005,623)	\$ 12,487,232	\$ 15,189,666
13	Total Service Miles	3,500,800	5,905,000	3,332,100	5,905,000	5,905,000
14	Total Expenses Per Mile	\$9.03	\$7.51	\$8.88	\$7.47	\$7.93
15	Total Project Costs	\$0.00	\$ 69,329,455	\$ 20,279,784	\$ 41,516,480	\$ 36,149,166
16	Total Project Cost Per Mile	\$0.00	\$11.74	\$6.13	\$7.03	\$6.12
17	Oper.+Project Cost Per Mile (Line 14 + line 16)	\$9.03	\$19.25	\$15.01	\$14.50	\$14.05
18	Capital Funding Needed	\$0.00	\$ 33,535,770	\$0.00	\$ 8,422,795	\$ 5,631,481
19	Estimated Annual Debt Service @ 6%, 15 Years	\$0.00	\$3,257,000	\$0.00	\$818,000	\$547,000



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Ceil Cirillo, Director of **Redevelopment**
city of Santa **Cruz**
809 **Center** Street
Santa **Cruz**, CA 95060

April 8.2002

SUBJECT: Environmental review procedures for historic properties

Dear Ceil:

As per our conversation, I have gathered the following information on the **processes** that would be necessary if the City **wishes** to apply for state or federal funding for a transportation center **located** on land that would **involve** an adverse effect on historical **resources**. This would be the case on the **Salz** Tannery property if the historic structures were demolished moved or subjected to inappropriate renovation.

I spoke to Bob Pavlik, **Caltrans** District 5, on **April** 5th. He conducted the environmental review on the proposed Highway 9 widening **project** so he is familiar with the **Salz** Tannery buildings since they had the **potential** of being affected by the highway project. He concurs with my opinion that the tannery buildings would be **considered** a significant historic **resource** and therefore any project that would adversely affect the site would be subject to State environmental review as well as **Federal** review if funding from **agencies** under their jurisdictions is **used**.

CEQA would require an evaluation of **the** property to determine which structures would be considered historic. Should the project involve an **adverse** effect on any of these structures including demolition, moving or inappropriate renovation, **an EIR** would be **necessary** as part of a general **EIR** for the site or a focused **EIR** just for the historic resources.

Under Section 106 of **the** National Historic Preservation Act, an **environmental review** similar to **CEQA** would be necessary for any Federally funded project (whether funded directly or through the State with Federal funds). The Section 106 review would need to be conducted and paid for by the City but would be **reviewed** by **Caltrans** and must be submitted in their format by a qualified historic resources professional. After **Caltrans review** the document would be reviewed by the State Historic Preservation Officer.'

The Section 106 process also requires consultation with local interested parties and a public hearing process. In my experience this process generally takes over a year and sometimes two if any historic or archaeological resource is adversely affected.

In addition to the above, there is the Department of Transportation 4(f) process. Although I have not personally been involved in a 4(f) review, I've done some research and learned the following: In addition to the Section 106 process, which is required by all federal agencies when federal funding is involved, 4(f) applies to all Federal Highway Administration funded projects. It refers to Section 4(f) of the Department of Transportation (DOT) Act of 1966 (recodified in 1983).

For your purposes, the relevant section refers to historic resources and states that the Secretary of Transportation may approve a transportation program or project that has an adverse effect on a historical resource only if "there is no prudent and feasible alternative to using that land." What that means, as I understand it, is that funding for a project that would demolish or otherwise have an adverse effect on historic buildings can only be approved if there is no other place to put whatever it is you want to build and you are able to prove it. The burden of proof would fall on the City and the evaluation of the project would be reviewed first by Caltrans and the State Office of Historic Preservation, then by the Federal agencies involved such as the Federal Highway Administration (FHWA), and the Advisory Council on Historic Preservation (ACHP). Apparently, according to Caltrans personnel that have been involved in the process, it can easily take up to five years due to the high burden of proof and the number of agencies that must review the project.

The 4(f) process would not apply if: 1. there are no historic structures or significant archaeological resources on the land where the project is to be built or 2. there will be no adverse effect on any of the resources as a result of the project.

In summary:

- Caltrans has already determined that the Salz tannery buildings are considered historic due to a previous project, therefore,
- The CEQA, Section 106 and Section 4(f) processes would apply as they relate to historic resources
- Due to the number of agencies involved and the public input and review process, the time involved could easily be in excess of five years.

I have material explaining the CEQA, Section 106 and Section 4(f) processes in detail should you need it. If you have additional questions, please let me know.

Sincerely,



Susan Lehmann
Historical Resources Consultant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002

TO: Board of Directors

FROM: Elisabeth Ross, Finance Manager

SUBJECT: CONSIDERATION OF OFFERING TWO YEARS ADDITIONAL SERVICE CREDIT FOR ELIGIBLE DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM

I. RECOMMENDED ACTION

This report is presented for informational purposes. If the Board wishes to proceed further, staff should be directed to return to the Board in May with an authorizing resolution.

II. SUMMARY OF ISSUES

- In light of the impending service and staff reductions in FY 02-03, a review of potential early retirement enhancements was undertaken to reduce the number of potential layoffs.
- The District's existing contract with CalPERS allows the Board to designate a period for two years additional service credit for eligible members.
- Eligible employees who retire during the specified period will receive an additional two years service credit.
- The potential cost is estimated at \$22,000 to \$200,000, to be paid from the District's excess CalPERS assets.
- Due to public notice requirements, the authorizing resolution (Attachment A) must be adopted at least two weeks after notice of the estimated costs, which are included in this staff report.

III. DISCUSSION

The two years additional service credit offered by CalPERS is only available to agencies facing a reduction in force, in order to minimize the number of layoffs. In fact, the Board must certify compliance with Government Code Section 20903, stating that the District is facing impending layoffs and an overall workforce reduction. (See Attachment B.)

Employees who are considering retirement in the near future may be encouraged to retire during the designated period due to the additional service credit, which increases their monthly pension. The designated period during which the employees must retire is required to be at least ninety days in length but no longer than 180 days.

The cost of this benefit depends on the number and hourly pay rate of employees who choose to retire during the specified period, but would cost an average of \$22,000 per employee, payable from the District's excess CalPERS assets. The expense would decrease the excess assets by the amount required for each employee receiving the benefit. Approximately 109 employees are technically eligible for the program since they have at least five years of service under PERS and will have reached the age of 50. However, based on interest expressed by employees looking at retirement in the near future, it is estimated that between one and ten employees might actually retire during the scheduled period at an approximate cost of \$22,000 to \$220,000. If this program is offered in connection with the existing 2% at 55 retirement program, it is estimated that one to four employees would retire. Up to ten employees are expected to retire if an improved retirement formula is adopted by the Board and approved by a vote of the employees.

The estimated cost must be made public at a meeting of the Board at least two weeks prior to the adoption of the authorizing resolution. Therefore, the earliest that the resolution can be adopted is the first Board meeting in May. If the Board wishes to offer this benefit, the resolution can be adopted at the May 10, 2002, meeting, with the designated period beginning immediately on May 11, 2002, and ending on August 9, 2002. This would encourage retirements as early in the fiscal year as possible, since most employees would probably retire near the end of the period to maximize their years of service and age, both of which are used to determine the pension amount. Because of the Special Board Meeting on April 26, 2002, the Board could adopt the resolution then; this would have the effect of moving the designated period to begin on April 27, 2002, and ending on July 26, 2002.

IV. FINANCIAL CONSIDERATIONS

The cost of the program is estimated at \$22,000 to \$220,000, and would be paid from the District's excess CalPERS assets. The exact cost cannot be determined until the specified period ends and the retirements are processed. There is also a \$10.00 actuarial valuation fee for each member who retires during the period and receives the additional service credit. Using excess assets for this benefit would reduce the amount of funds in the future that could help offset the cost of the District's annual employer rate.

V. ATTACHMENTS

Attachment A: Resolution to Grant Another Designated Period for Two Years Additional Service Credit

Attachment B: Certificate of Compliance with Government Code Section 20903

BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____
On the Motion of Director _____
Duly Seconded by Director _____
The following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
TO GRANT ANOTHER DESIGNATED PERIOD FOR
TWO YEARS ADDITIONAL SERVICE CREDIT**

WHEREAS, the Board of Directors of the Santa Cruz Metropolitan Transit District is a contracting Public Agency of the Public Employees' Retirement System; and

WHEREAS, said Public Agency desires to provide another designated period for Two years Additional Service Credit, Section 20903, based on the contract amendment included in said contract which provided for Section 20903, Two Years Additional Service Credit, for eligible members;

NOW, THEREFORE, BE IT RESOLVED, that said Board of Directors does seek to add another designated period, and does hereby authorize this Resolution, indicating a desire to add a designated period from _____ through _____ for eligible miscellaneous members in the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this ____ day of _____, 2002, by the following vote:

- AYES: Directors -
- NOES: Directors -
- ABSENT: Directors -
- ABSTAIN: Directors -

Approved _____
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

CERTIFICATION OF COMPLIANCE WITH
GOVERNMENT CODE SECTION 20903

In accordance with Government Code Section 20903 and the contract between the Public Employees' Retirement System, the Board of Directors of the Santa Cruz Metropolitan Transit District hereby certifies that:

1. Because of an impending curtailment of, or change in the manner of performing service, the best interests of the agency will be served by granting such additional service credit.
2. Payment shall be made of the amount equal to the actuarial equivalent of the difference between the allowance the member receives after receipt of such service credit and the amount the member would have received without such service credit with respect to all eligible employees who retire during the specified period.
3. It has elected to become subject to Section 20903 because of impending mandatory transfers, demotions, and layoffs that constitute at least one percent of the job classification, department or organizational unit, as designated by the governing body, resulting from the curtailment of, or change in the manner of performing, its services.
4. Its intention at the time Section 20903 becomes operative is to keep all vacancies created by retirements under this section or at least one vacancy in any position in any department or other organizational unit permanently unfilled thereby resulting in an overall reduction in the work force of such department or organizational unit.

THEREFORE, the Board of Directors of the Santa Cruz Metropolitan Transit District hereby elects to provide the benefits of Government Code Section 20903 to all eligible members who retire within the designated period, _____ through _____.

Approved _____
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

DATE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: CONSIDERATION OF REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM

I. RECOMMENDED ACTION

This report is presented for informational purposes. If the Board wishes to pursue changing the retirement formula, staff should be directed to immediately notify CalPERS of the District's request to proceed.

II. SUMMARY OF ISSUES

- In light of the impending service and staff reductions in FY 02-03, a review of early retirement enhancements was undertaken to reduce the number of potential layoffs.
- The District's current retirement formula with CalPERS is 2% at 55, a level that was negotiated with Union representatives in 1998.
- Effective January 1, 2002, three new formulas are now available to contracting agencies with CalPERS: 2.5% at 55, 2.7% at 55 and 3% at 60.
- Since all of these formulas enhance benefits for employees starting at the retirement age of 50, and since offering an improved formula to employees might encourage early retirements, staff requested actuarial valuations from CalPERS. This staff report is based on the valuations received on March 28, 2002.
- Selecting any of the three formulas would increase the District's employer contribution rate with CalPERS in future years, and would increase the employee's contribution rate from 7% to 8% immediately.
- If the Board wishes to pursue this option, the contract with CalPERS must be amended and an employee vote conducted, in accordance with the schedule which follows in the discussion section below.

III. DISCUSSION

In 1998, the District negotiated the current CalPERS formula, 2% at 55, with SEIU. Because all employees must be in the same plan, the improved formula was extended to all employees, with a cap on the District's share of 10.235% for management and SEIU-represented employees and 9.235% for UTU-represented employees. The employee must pay a 7% contribution rate, and the employer's rate may change each year, based on the annual actuarial valuation performed by PERS. The contributions are a percentage of the gross wages paid to employees excluding overtime. As shown below, the District's employer contribution has fluctuated from year to year

until July 1, 1999, when it became zero. Without a formula change, the contribution should remain at zero for at least three more years.

07-01-01	0%	07-01-95	0%	07-01-90	5.755%
07-01-00	0%	07-01-94	6.047%	10-28-89	5.641%
07-01-99	0%	07-01-93	6.198%	07-01-89	5.676%
07-01-98	4.991%	01-01-93	6.208%	07-01-88	5.742%
07-01-97	6.558%	09-01-92	6.417%	07-01-87	.244%
07-01-96	3.235%	07-01-91	7.042%	07-01-86	6.654%

The employer contribution is zero at this time because the District has accumulated excess assets in the plan. The investments that PERS has made have been very profitable (until the current year) and have resulted in substantial interest earnings. Also, the District has a relatively young workforce, without a large number of retirees yet, since the PERS program only began in 1976. Another reason the District has excess assets is that when employees leave the District and choose to take their 7% contributions with them in cash, the District's employer share remains in the fund. In the past, the District could elect to use all or part of its excess assets for the employer share. That system ended a few years ago, by legislative action, and now any excess assets are incorporated into the actuary's employer rate determination. Therefore, the District currently pays 0%, but if no excess assets were available, the rate would be 6.281%. So, for the years shown above at a 0% employer contribution, the true rates were as follows (paid out of excess assets.)

FY 01-02	6.281%
FY 00-01	6.318%
FY 99-00	5.993%

Because the District had no required employer contribution in these years, most or all of the employee share has been paid by the District, per the labor agreements, since the 7% employee share plus a zero employer contribution rate fell under the caps stated in the agreements. The caps were negotiated because when the 2% at 55 formula was implemented in 1998, the Unions agreed to pay for any increase in the employer rate incurred by the District due to the improved formula. The District originally contracted for the basic 2% at 60 formula in 1976.

For FY 02-03, the District's contribution would have been 7.290% but again, no contribution is required due to excess assets. Therefore, the District will be paying the full employee contribution of 7% for SEIU-represented employees and 6% for UTU-represented employees under the current formula of 2% at 55.

Effective January 1, 2002, three new retirement formulas are now available to contracting agencies with CalPERS: 2.5% at 55, 2.7% at 55, and 3% at 60. District employees over 50 years of age have expressed interest in these new formulas. Each of the formulas increase benefits for employees at all ages of retirement as shown in Attachment A. An employee's pension is based on the number of years of PERS service times the benefit factor at the age the employee retires. As Attachment A indicates, in the three new plans, employees have much greater benefit factors at earlier ages than the current 2% at 55 plan offers.

It should be noted that employees age 51 to 56 at retirement receive greater benefits under the 2.7% at 55 plan than the 3% at 60 plan. For this reason, if the District selects the 2.7% at 55 plan, it would preclude moving to the 3% at 60 plan in the future, since some employees would be disadvantaged.

For any of the three new formulas, the employee rate is 8% instead of the current 7%. Since the labor agreements specify that the District pays up to 7% for SEIU-represented employees and up to 6% for UTU-represented employees, the employees will be required to pay the 1% increase. The increase in the employee share requires a secret ballot approval by the majority of employees and then a 1% payment by the employees upon the implementation date of the new formula, if approved in the employee election, even though the employer contribution will not change until next year.

The 2.5% at 55 formula is estimated to increase the District's employer rate by 1.3% per year beginning in FY 03-04. Based on the current actuarial valuation, changing to this formula would also deplete the District's excess assets earlier than if no change were made to the formula, resulting in moving from a 0% employer contribution to a 1.5% employer contribution in FY 03-04. This is also true for the other two formulas, as shown below:

	2.0% at 55	2.5% at 55	2.7% at 55	3.0% at 60
FY 02-03 Rate	0%	0%	1.7%	5.1%
FY 03-04 Rate (estimated)	0%	1.5%	3.1%	8.6%
Rate if Assets Exhausted (FY 04-05)	7.3%	8.6%	9.8%	10.7%
Change to Current Formula	-	+1.3%	+2.5%	+3.4%

In FY 03-04, each one percent is equivalent to approximately \$153,000, so if the District offered the 2.5% at 55 program, the impact on the budget for that year would be about \$230,000. If coupled with the District's labor agreements, the actual percentage paid by the District for each of the formulas appears below:

	2.0% at 55	2.5% at 55	2.7% at 55	3.0% at 60
<u>SEIU and Management</u>				
FY 02-03	7.0%	7.0%	8.7%	10.235% *
FY 03-04	7.0%	8.5%	10.1%	10.235% *
FY 04-05 (estimated)	10.235% *	10.235% *	10.235% *	10.235% *
<u>UTU</u>				
FY 02-03	6.0%	6.0%	7.7%	9.235% *
FY 03-04	6.0%	7.5%	9.1%	9.235% *
FY 04-05 (estimated)	9.235% *	9.235% *	9.235% *	9.235% *

(* capped)

The District's excess assets would also be reduced if the District offers the two year service credit and employees retire during the specified period, thereby earning the two additional years of service credit. This impact is not addressed in the actuarial valuations, but the impact should be minimal if less than ten employees retire.

Since all of the new formulas would increase the District's retirement costs in future years, staff also calculated the savings from early retirements, since the main purpose in proposing an improved formula is to encourage retirements to minimize layoffs. The average savings per employee from a senior Bus Operator retiring, and maintaining the job of a junior operator, would be approximately \$7,000, including the cost of paying retiree health premiums as required in the labor agreements. The average savings for a SEIU-represented employee would range from \$1,000 to \$11,000 per year, depending on the salary ranges involved.

If the Board wishes to proceed with a revised PERS formula, the following contract amendment schedule is required for implementation.

4/19/02	Notification to CalPERS to proceed with contract amendment for formula change
6/6/02	Receipt of CalPERS documents for Board packet (at least four weeks after notification date)
6/14/02	Board adoption of Resolution of Intent and publication of employee costs
Late June	Employee election
7/12/02	Board adoption of Final Resolution (at least twenty days after Resolution of Intent adoption) if employees approve new formula by a majority vote
7/18/02	Effective date of contract amendment (must be first day of a pay period after adoption of final resolution)

Therefore, the earliest date an employee could retire under the new formula would be July 18, 2002. It is assumed that any employee considering retiring in the near future would also retire during the specified period for the two years additional service credit, were it offered by the District. That period would expire either on July 26th or August 9th, 2002. So any employee taking advantage of the early retirement options would likely retire between July 18, 2002, and the end of the specified period for the two year credit.

The actuarial valuations prepared for the District contain three alternatives for determining the value of assets. After consulting with the District's actuary at CalPERS, staff recommends that only Alternative 1 be considered in the decision to change the District's retirement formula. While the District is allowed by law to select Alternative 2 or 3, these determinations of the value of assets upon which the actuarial valuation is based offer a short term reduction in contributions at the cost of a sharp increase in employer contributions in future years. Alternative 1 retains the existing actuarial value of assets. Alternatives 2 and 3 increase the value of assets, by changing the method of calculation, thereby lowering the immediate financial

impact of the plan amendment. The District's actuary advises retaining the existing value of assets and staff concurs. The staff report reflects Alternative 1 in the financial analysis.

A final note on the employer costs: CalPERS suffered investment losses in FY 01-02 which are not reflected in the FY 02-03 rates, but are reflected in the FY 03-04 rates. If the Board wishes to offer an improved formula, staff recommends that only the 2.5% at 55 formula be considered, using Alternative 1 to determine the value of assets.

IV. FINANCIAL CONSIDERATIONS

The employer contribution for FY 02-03 will remain at zero regardless of the formula in place. The 2.5% at 55 formula is estimated to increase the District's employer rate by 1.3% per year beginning in FY 03-04. Based on the current actuarial valuation, changing to this formula would also deplete the District's excess assets earlier than if no change were made to the formula, resulting in moving from a 0% employer contribution to a 1.5% employer contribution in FY 03-04.

The 2.7% at 55 and 3% at 60 formulas would increase the District's future retirement costs substantially.

Encouraging early retirements would save the District at least \$1,000 per retirement per year, beginning in FY 02-03.

V. ATTACHMENTS

Attachment A: Benefit Factor Comparison

BENEFIT FACTOR COMPARISON

Age	2.0% at 55	2.5% at 55	2.7% at 55	3.0% at 60
50	1.426%	2.0%	2.00%	2.0%
51	1.522%	2.1%	2.14%	2.1%
52	1.628%	2.2%	2.28%	2.2%
53	1.742%	2.3%	2.42%	2.3%
54	1.866%	2.4%	2.56%	2.4%
55	2.000%	2.5%	2.70%	2.5%
56	2.052%	2.5%	2.70%	2.6%
57	2.104%	2.5%	2.70%	2.7%
58	2.156%	2.5%	2.70%	2.8%
59	2.210%	2.5%	2.70%	2.9%
60	2.262%	2.5%	2.70%	3.0%
61	2.314%	2.5%	2.70%	3.0%
62	2.366%	2.5%	2.70%	3.0%
63+	2.418%	2.5%	2.70%	3.0%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
**SUBJECT: SUPPLEMENTAL INFORMATION FOR CONSIDERATION OF
REVISING RETIREMENT FORMULA FOR DISTRICT EMPLOYEES
ENROLLED IN THE PUBLIC EMPLOYEES RETIREMENT SYSTEM**

I. RECOMMENDED ACTION

This report provides supplemental information requested by Board members.

II. SUMMARY OF ISSUES

- At the workshop meeting of the Board of Directors on April 12, 2002, additional financial information was requested on the PERS program and formula options.
- Based on the actuarial valuations performed by PERS on the three new formulas, staff provided financial information on the 2.5% @ 55 formula in the original staff report.
- Since representatives of SEIU and UTU requested Board consideration of the 2.7% @ 55 formula, staff has provided financial information on that option in this report.
- If the Board wishes to pursue a revised formula, the contract with CalPERS must be amended and an employee vote conducted, in accordance with the schedule in the discussion section in the original staff report.

III. DISCUSSION

A. Employer/Employee Rates and Current Formula

In the PERS program, the employee must pay a 7% contribution rate, while the employer's contribution rate may change each year, based on the annual actuarial valuation performed by PERS. The contributions are a percentage of the gross wages paid to employees excluding overtime. As shown below, the District's employer contribution has fluctuated from year to year until July 1, 1999, when it became zero. Without a formula change, the employer contribution should remain at zero for the next two years (through FY 03-04) per the District's PERS actuary.

07-01-01	0%	07-01-95	0%	07-01-90	5.755%
07-01-00	0%	07-01-94	6.047%	10-28-89	5.641%
07-01-99	0%	07-01-93	6.198%	07-01-89	5.676%
07-01-98	4.991%	01-01-93	6.208%	07-01-88	5.742%
07-01-97	6.558%	09-01-92	6.417%	07-01-87	.244%
07-01-96	3.235%	07-01-91	7.042%	07-01-86	6.654%

The current labor agreements with the Unions provide for a cap for the District's payment of the PERS contributions. The SEIU cap is 10.235% and the UTU cap is 9.235%. Because the District had no required employer contribution in the past three years, most or all of the employee share has been paid by the District, per the labor agreements, since the 7% employee share plus a zero employer contribution rate fell under the caps stated in the agreements. The caps were negotiated because when the 2% @ 55 formula was implemented in 1998, the Unions agreed to pay for any increase in the employer rate incurred by the District due to the improved formula.

For FY 02-03, the District's contribution would have been 7.290% but again, no contribution is required due to excess assets. Therefore, the District will be paying the full employee contribution of 7% for SEIU-represented employees and 6% for UTU-represented employees under the current formula of 2% @ 55.

The District's estimated PERS contribution for the current 2% @ 55 plan for the next seven years is projected in Attachment A, based on discussions with the actuary.

B. Financial Implications of 2.5% @ 55 Formula

This formula increases retirement benefits over the current formulas for employees at all ages of retirement as shown in Attachment A of the original staff report. An employee's pension is based on the number of years of PERS service times the benefit factor at the age the employee retires. As the table indicates, in the new plans employees have much greater benefit factors at earlier ages than the current 2% @ 55 plan offers.

For the new formulas, the employee rate is 8% instead of the current 7%. Since the labor agreements specify that the District pays up to 7% for SEIU-represented employees and up to 6% for UTU-represented employees, every employee would be required to pay the 1% increase as soon as the benefit would become effective in FY 02-03.

The 2.5% @ 55 formula is estimated to increase the District's employer rate by 1.3% per year beginning in FY 03-04. There would be no increase in the District's contribution in the upcoming year, FY 02-03. However, based on the current actuarial valuation, changing to this formula would deplete the District's excess assets earlier than if no change were made to the formula, resulting in moving from a 0% employer contribution to a 1.5% employer contribution in FY 03-04. As shown in Attachment B, the estimated impact on the budget for FY 03-04 would be about \$230,000, since the District already budgets for the base employee contribution at a minimum.

C. Financial Implications of 2.7% @ 55 Formula

The 2.7% @ 55 formula is estimated to increase the District's employer rate by 1.7% per year beginning in the upcoming year, FY 02-03. This means that an additional \$250,000 in revenue increases or expense reductions would have to be identified to fund the improved plan in FY 02-03. As shown in Attachment B, the estimated impact on the budget for FY 03-04 would be

about \$475,000. Due to the District's cap for PERS contributions, the dollar impact on the budget would be the same for all three plans beginning in FY 04-05.

It should be noted that employees age 51 to 56 at retirement receive greater benefits under the 2.7% @ 55 plan than the 3% @ 60 plan. For this reason, if the District selects the 2.7% @ 55 plan, it would preclude moving to the 3% @ 60 plan in the future, since some employees would be disadvantaged.

D. Excess Assets

The District's excess assets are determined by comparing the actuarial value of assets with the normal accrued liability of the District. If the value of assets exceeds the liability, excess assets are available, as shown below for the past five years.

	Normal Accrued Liability	Actuarial Value of Assets	Excess Assets
6/30/96	26,028,999	26,936,691	907,692
6/30/97	27,127,127	33,583,405	6,456,278
6/30/98	29,651,308	41,065,136	11,413,828
6/30/99	32,467,163	47,476,596	15,009,433
6/30/00	37,219,840	53,308,298	16,088,458

If the 2.5% @ 55 formula were adopted, the assets would decrease by \$4,397,544 at June 30, 2000, and if the 2.7% @ 55 formula were adopted, they would decrease by \$7,084,340, as shown below.

	Normal Accrued Liability	Actuarial Value of Assets	Excess Assets	Change in Excess Assets
2.5% @ 55	41,617,384	53,308,298	11,690,914	(4,397,544)
2.7% @ 55	44,304,180	53,308,298	9,004,118	(7,084,340)

When the annual actuarial valuation demonstrates that the District has excess assets, the employer contribution may be reduced by PERS for the next plan year.

E. Cost Reductions from Early Retirements

The main purpose in considering an improved formula at this time is the possibility of encouraging retirements to minimize layoffs. The average savings per employee from a senior Bus Operator retiring, while maintaining the job of a junior operator, would be approximately \$7,000 in FY 02-03, including the cost of paying retiree health premiums as required in the labor agreements. The average savings for a SEIU-represented employee would range from \$1,000 to \$11,000 per year, depending on the salary ranges involved. These savings would provide a partial offset against the increased costs of a new formula.

The earliest date an employee could retire under the new formula would be July 18, 2002. It is assumed that any employee considering retiring in the near future would also retire during the

specified period for the two years additional service credit, were it offered by the District. That period would probably expire in early August. If the two years additional service credit were not offered, there would be no encouragement to retire early in the fiscal year, even with an improved formula.

Therefore, if the Board chooses to offer an improved formula, staff recommends that the two years additional service credit also be offered, in order to encourage retirements as soon as possible. If employees do not retire during the specified ninety-day period, they lose the additional two years of credit.

IV. FINANCIAL CONSIDERATIONS

The employer contribution for FY 02-03 will remain at zero for the current formula and the 2.5% @ 55 formula. The 2.7% @ 55 formula would increase the District's retirement costs in FY 02-03 by an estimated \$250,000. Based on the current actuarial valuation, changing to a new formula would also deplete the District's excess assets earlier than if no change were made to the formula.

Encouraging early retirements would save the District from \$1,000 to \$11,000 per retirement per year, depending on the employee's wage rate, beginning in FY 02-03.

V. ATTACHMENTS

Attachment A: Seven Year Cost Projection

Attachment B: Estimated Impact on Future Budgets of District Contribution

SEVEN YEAR COST PROJECTION

	FY 02-03	FY 03-04	F	Y	0	8	-	0	9
<u>2.0% @ 55 Formula</u>									
Employer Rate (Estimated)	0	0	7.3%	7.3%	7.3%	7.3%	7.3%	7.3%	7.3%
District Contribution for SEIU/Mgmt	7%	7%	10.235%	10.235%	10.235%	10.235%	10.235%	10.235%	10.235%
District Contribution for UTU	6%	6%	9.235%	9.235%	9.235%	9.235%	9.235%	9.235%	9.235%
SEIU/Mgmt Employee Contribution	0%	0%	4.065%	4.065%	4.065%	4.065%	4.065%	4.065%	4.065%
UTU Employee Contribution	1%	1%	5.065%	5.065%	5.065%	5.065%	5.065%	5.065%	5.065%
<u>2.5% @ 55 Formula</u>									
Employer Rate (Estimated)	0	1.5%	8.6%	8.6%	8.6%	8.6%	8.6%	8.6%	8.6%
District Contribution for SEIU/Mgmt	7%	8.5%	10.235%	10.235%	10.235%	10.235%	10.235%	10.235%	10.235%
District Contribution for UTU	6%	7.5%	9.235%	9.235%	9.235%	9.235%	9.235%	9.235%	9.235%
SEIU/Mgmt Employee Contribution	1%	1%	6.365%	6.365%	6.365%	6.365%	6.365%	6.365%	6.365%
UTU Employee Contribution	2%	2%	7.365%	7.365%	7.365%	7.365%	7.365%	7.365%	7.365%
<u>2.7% @ 55 Formula</u>									
Employer Rate (Estimated)	1.7%	3.1%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%	9.8%
District Contribution for SEIU/Mgmt	8.7%	10.1%	10.235%	10.235%	10.235%	10.235%	10.235%	10.235%	10.235%
District Contribution for UTU	7.7%	9.1%	9.235%	9.235%	9.235%	9.235%	9.235%	9.235%	9.235%
SEIU/Mgmt Employee Contribution	1%	1%	7.565%	7.565%	7.565%	7.565%	7.565%	7.565%	7.565%
UTU Employee Contribution	2%	2%	8.565%	8.565%	8.565%	8.565%	8.565%	8.565%	8.565%

**ESTIMATED IMPACT ON FUTURE BUDGETS
OF DISTRICT CONTRIBUTION**

	<u>FY 02-03</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
2.0% @ 55 Formula	0	0	\$ 550,000
2.5% @ 5.5 Formula	--- 0	\$ 230,000	\$ 550,000
2.7% @ 55 Formula	\$ 250.000	\$ 475.000	\$ 550,000

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: CONSIDERATION OF BUDGET BALANCING ACTIONS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve in concept the proposed budget balancing actions for FY 02-03.

II. SUMMARY OF ISSUES

- Last month, the Board approved a preliminary line item budget for FY 02-03 for review and claims purposes.
- The FY 02-03 budget will require approximately \$3.4 million in balancing actions.
- The proposed balancing actions are presented in this report for review and further direction to staff by the Board of Directors.
- The proposed actions include one-time use of reserves, service and staffing reductions and non-personnel expense reductions. No fare increase is proposed to balance the FY 02-03 budget.
- Staff will meet with Union representatives on Thursday, April 11th, at 1:00 PM in the Encinal Conference Room, 370 Encinal Street, Santa Cruz, to review this report.
- The draft final budget will be presented to the Board in May.

III. DISCUSSION

As reported last month, the District is facing a \$3.4 million revenue shortfall to continue the existing level of service to the public in FY 02-03. In order to balance the budget, staff is proposing a combination of revenue enhancements and expense reductions as follows.

A. Use of Reserves

The preliminary budget includes a transfer from capital reserves in the amount of \$1,200,000 and a \$100,000 transfer from insurance reserves. At June 30, 2001, the District's reserve balances were as follows:

Reserve Funds	Balance at 6/30/01
Liability Insurance Reserve	\$ 600,000
Workers' Compensation Reserve	\$ 1,170,000
Bus Stop Improvement Reserve	\$ 400,000
Alternative Fuel Conversion Fund	\$ 462,000
Cash Flow Reserve	\$ 2,600,000
Capital Funding Reserve	\$ 14,553,589

The liability insurance reserve has been established to cover the District's first \$250,000 of costs in the event of a catastrophic liability loss, along with funds to cover the District's estimated liability on outstanding cases. If \$100,000 were transferred from the insurance reserve and it were fully expended during the year, there would still be a balance of \$500,000 plus a few thousand dollars that will likely be retired to reserves after June 30, 2002.

The workers compensation reserve, established to cover the long term portion of the District's workers compensation liability, will be approximately \$1,200,000 at June 30, 2002, with an estimated long term liability of \$2,869,840. (The liability increased by \$1,326,840 from \$1,543,000 at June 30, 2001, as the result of a new actuarial valuation.) No funds should be transferred from this reserve.

The bus stop improvement reserve will probably remain at \$400,000 at June 30, 2002. If part of these funds were transferred, it would reduce the planned number of ADA improvements at bus stops.

The alternative fuel conversion fund contained \$462,000 at June 30, 2001, and was scheduled to receive six additional annual allocations from the operating budget to fund the conversion of buses to alternative fuel. However, due to the revenue shortfall, the allocations have been suspended at this time.

The cash flow reserve has been set at \$2,600,000 to cover one month's payroll and accounts payable, and is not available for transfer.

The capital funding reserve covers the District's share of capital project costs in the District's five year capital improvement program, plus MetroBase. At June 30, 2001, the fund balance of \$14,553,589 funded the five year program, with an available contingency of \$465,849. It is expected that approximately \$1,500,000 in additional funds will be retired to the capital funding reserve at June 30, 2002, unless the June sales tax payment falls below last year's amount.

It is proposed that \$1.2 million be transferred from the capital funding reserve for FY 02-03 to fund operating expenses as a one-time action. As the economy improves and revenues increase, staff proposes that any funds actually withdrawn from the fund would be replaced first, before service and staffing is restored.

B. Service Reductions

It is proposed that \$1,000,000 in operating expenses be reduced by decreasing service levels as described in another staff report on this agenda. The expense reduction results from a decrease in **fifteen active** Bus Operator positions and two SEIU-represented positions, along with a corresponding decrease in fuel costs. The amount of service deleted and operators laid off could be lessened if a contractual agreement with UTU is reached that results in savings this year.

C. Reduction in Non-Personnel Expenses

Department managers have identified approximately \$590,000 in non-personnel expense reductions from the preliminary FY 02-03 operating budget. These reductions are detailed in Attachment A, and include elimination of security services at Scotts Valley Transit Center and Watsonville Transit Center.

D. Staffing Reductions

It is proposed that a total of **29** positions not be funded in the FY 02-03 operating budget. Of these, two would be management positions, **15** would be **active** Bus Operator positions (noted above in service reductions) and 12 would be SEIU-represented positions (including the two related to service reductions noted above.) **Two of the SEIU positions are currently vacant.** The positions would not be funded as of July 1, 2002, and are represented as follows:

	Total Employees	SEIU	MGMT	UTU
TOTAL EMPLOYEES	324	125	15	184
REP UNIT AS PERCENT OF TOTAL EMPLOYEES		38.6%	4.6%	56.8%
PROPOSED REDUCTIONS	29	12	2	15
AS PERCENT OF TOTAL REDUCTIONS		41.4%	6.9%	51.7%
PROPOSED REDUCTIONS	9.0%	9.6%	13.3%	8.2%
AS PERCENT OF REP UNIT				

Since layoffs would result from these reductions, management would meet with the affected Unions prior to any layoff notices being issued, in accordance with current labor agreements.

IV. FINANCIAL CONSIDERATIONS

Revenue enhancements and expense reductions are necessary to balance the FY 02-03 budget.

V. ATTACHMENTS

Attachment A: Proposed Non-Personnel Expense Reductions

PROPOSED NON-PERSONNEL EXPENSE REDUCTIONS

ACTION	Expense Reduction
100 - Administration	
Eliminate all engineering services that are not grant-funded	\$25,000
Reduce travel expenses by 33%	\$21,800
Reduce various service and supply accounts	\$4,350
Reduce telecommunications expense	\$1,000
1100 TOTAL	\$52,150
200 - Finance	
Reduce sales tax admin fees based on latest estimate from State	\$16,000
Delete professional services for cost allocation model	\$15,000
Reduce various service and supply accounts	\$3,900
1200 TOTAL	\$34,900
I	
300 - Planning & Marketing	
Reduce telecommunications expense	\$1,000
Reduce promotional advertising	\$3,500
Reduce various service and supply accounts	\$6,000
1300 TOTAL	\$10,500
400 - Human Resources	
Reduce labor relations and ADA job analysis consultations	\$1,900
Reduce employment exam expense and classified ads due to fewer recruitments	\$11,400
Reduce various service and supply accounts	\$2,450
Reduce telecommunications expense	\$750
Delete purchases for training video library	\$750
1400 TOTAL	\$17,250
500 - Information Technology	
Delete replacement Neoware and reduce security software	\$6,000
Reduce various service accounts	\$2,000
Reduce IT Training	\$5,000
1500 TOTAL	\$13,000

PROPOSED NON-PERSONNEL EXPENSE REDUCTIONS

ACTION	Expense Reduction
700 - District Counsel	
Reduce research/analysis by legal consultants	\$3,000
1700 TOTAL	\$3,000
2200 - Facilities Maintenance	
Reduce uniform/laundry service	\$5,800
Reduce building and equipment repairs by outside contractors	\$ 1 3 \$14 0 0
Reduce purchase of safety supplies	\$4,278
Reduce purchase of cleaning supplies	\$7,074
Reduce purchase of repair and maintenance supplies	\$22,855
2200 TOTAL	\$53,407
100 - Paratransit Program	
No reductions proposed	
3100 TOTAL	\$0
200 - Operations	
Delete security services at Watsonville Transit Center	\$16,000
Delete security services at Scotts Valley Transit Center	\$36,000
Reduce various service and supply accounts	\$7,750
3200 TOTAL	\$59,750
4100 - Fleet Maintenance	
Reduce equipment and revenue vehicle repair by outside contractors	\$35,730
Reduce fuel expense based on current prices	\$159,604
Reduce tires and tubes expense	\$16,000
Reduce parts expense	\$108,000
Reduce cleaning supplies	\$3,000
Reduce tool expense	\$7,000
Reduce various service and supply accounts	\$16,979
4100 TOTAL	\$346,313

PROPOSED NON-PERSONNEL EXPENSE REDUCTIONS

ACTION	Expense Reduction
700 - Santa Cruz Civic Improvement Corporation	
Delete lunch expense for annual meeting	\$250
700 TOTAL	\$250
9021 - MASTF	
Reduce promotional items by 50%	\$125
Reduce photo supplies	\$50
Reduce office supplies	\$50
	\$225
TOTAL PROPOSED NON-PERSONNEL EXPENSE REDUCTIONS	\$590,745

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 12, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDERATION OF RESULTS OF 2000 CENSUS AND COUNTY CLERK'S NOTIFICATION OF A NEED FOR BOARD OF DIRECTORS REAPPORTIONMENT**

I. RECOMMENDED ACTION

Reapportion the Board of Directors to provide the Cities of Watsonville and Santa Cruz with two directors each and ask the City of Santa Cruz which of its representatives should vacate his/her seat.

II. SUMMARY OF ISSUES

- On February 8, 2002 the Santa Cruz Metropolitan Transit District's Board of Directors considered reapportionment of the Board of Directors as a result of the findings of the County Clerk. The Board asked for a clarification and review of the 2000 Census records to determine the need for reapportionment. The first staff report on this matter is attached as Attachment A.
- At the March 8, 2002 meeting, the Santa Cruz Metropolitan Transit District Board of Directors reviewed the census results and agreed that Santa Cruz City Council representatives would meet to plan how to facilitate reapportionment taking into consideration input from the Watsonville representative.

III. DISCUSSION

According to the Santa Cruz Metropolitan Transit District's enabling statute, the Board of Directors shall reapportion its membership based on the proportionate population of the appointing authorities when the County Clerk based on a review of the "latest official census" notifies the Board of Directors of the need to reapportion.

At the February 8th Board meeting some Directors wanted County Clerk Richard Bedal to verify the figures that he used to make his determination of the need for reapportionment. After that Board meeting, I contacted Mr. Bedal and he advised that he used the figures that he obtained from the 2000 Census. He provided me with the Watsonville and Santa Cruz census figures that he obtained from the 2000 Census Website. My office obtained the rest of the Census figures from the 2000 Census website.

At the March 8, 2002 meeting, the Santa Cruz Metropolitan Transit District Board of Directors reviewed the census figures and agreed that the Santa Cruz City Council representatives would meet to plan how the reapportionment might occur. Director Reilly also indicated that she would meet with Director Ana Ventura Phares to obtain Watsonville's input on the matter.

The Santa Cruz City Council representatives met and discussed the issues related to reapportionment. Because the terms of the three Santa Cruz City representatives do not expire until December 2004 it is recommended that a letter be forwarded to the Santa Cruz City Council in order to inquire regarding which representative would vacate his/her seat.

Director Phares has indicated a desire to have the reapportionment occur as soon as possible.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: February 15, 2002 Staff Report on Reapportionment

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: February 15, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDER REAPPORTIONMENT OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BOARD OF DIRECTORS AS A RESULT OF THE FINDINGS OF THE COUNTY CLERK**

I. RECOMMENDED ACTION

Reapportion the Board of Directors' membership based upon the population distribution of the appointing authorities as set forth in a letter received from Richard Bedal, the Santa Cruz County Clerk.

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District's enabling statute creates a Board of Directors through appointments by the four cities (Capitola, Santa Cruz, Scotts Valley, and Watsonville) and the **County**. The number of appointments per entity, to a certain extent, is based on its proportionate population.
- The County Clerk issued a letter stating that the results of the 2000 Census indicated a need to reapportion the Board of Director membership.

III. DISCUSSION

You have inquired regarding what duties and obligations, if any, are required of the District's Board of Directors as a result of the Santa Cruz **County** Clerk, Richard **Bedal's** letter dated January 4, 2002 (Attachment A), which advised that the results of the 2000 census indicates a need for Board reapportionment. Mr. **Bedal** also provided the results of the 2000 census figures for the County of Santa Cruz and the four cities (Capitola, Santa Cruz, Scotts Valley, and Watsonville).

The District's enabling statute (Public Utilities Code Section 98000 et seq.) provides for the creation and operation of the District. These statutes provide that the District will be governed by a Board of Directors composed of representatives appointed by the four cities and the County of Santa Cruz. Specifically, Public Utilities Code §98100 provides:

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

The district **shall** be governed by a Board of Directors of seven members, which may be increased to 9 or 11 members if the board find that an increase in the membership of the board is necessary to insure adequate representation to all of the areas in the County of Santa Cruz served by the district. The membership shall be composed of one member appointed by the City Council of Santa Cruz, **one** member appointed by the City Council of Capitola, one member appointed by the City Council of Scotts Valley, one member appointed by the City Council of Watsonville, one member appointed by the governing bodies of any other incorporated areas in the county within the district to represent those incorporated areas, one member appointed by the Board of Supervisors of the County of Santa Cruz, and other members to be appointed by the above entities in accordance with their proportionate population within the district. However, the membership of the board shall not exceed the number determined by the board. (emphasis added)

The apportionment shall be based upon the population distribution within the district, and the board shall reapportion its membership whenever any part of the district is excluded or new territory is added or unincorporated territory within the district incorporates, and, as a result of the exclusion, annexation, or incorporation, representation on the board no longer reflects the population distribution within the district. The board shall also reapportion whenever the county clerk advises the board that the latest official census indicates a need for reapportionment. (emphasis added)

The word “shall” as used in the statute constitutes a mandatory directive (Public Utilities Code Section 14). Therefore, because the Board has received Mr. **Bedal’s** letter, which indicates a need for reapportionment based on the latest official census, the Board is required to reapportion its membership. **There is, however, no further** statutory guidance provided.

Originally, Public Utilities Code Section 98 100 created a Board of Directors with seven members, the City of Santa **Cruz** appointed 4 representatives, the Board of Supervisors appointed 2 representatives and the City of **Capitola** appointed 1 representative. In 1972, the Board of Directors annexed **Aptos-La Selva Beach** area and, thereafter, sought an amendment to Section 98100, which allowed **for the** membership on the Board to increase to nine or eleven members depending on the population. The statute was amended in 1973 to allow for the expansion of the Board and has not been amended since that time.

In 1973, a Santa Cruz **Metro** Reapportionment Committee was formed in order to determine if the number of directors should be increased from seven and, if so, how to redistribute the appointments based on the population from each appointing authority. The Committee issued a report with recommendations on November 28, 1973 (Attachment B). On December 21, 1973, the Board of Directors approved a resolution (Attachment C) expanding its membership to nine members effective January 1, 1974. This occurred after the Watsonville Annexation became official. With the expansion of the Board, distribution of the representation was modified so that the City of Santa **Cruz** appointed 3 members; the City of **Capitola** appointed 1 member, the

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

County of Santa Cruz appointed 4 members and the City of Watsonville appointed 1 member. It appears that the decrease in appointments made by the City of Santa Cruz was made to coincide with the expiration of the term of one of the City of Santa Cruz' appointments on December 31, 1974, so no one was displaced (Attachment D).

On December 20, 1974, the Board of Directors approved Resolution 74-12-3 (Attachment E) which became effective January 1, 1975. It expanded the Boards' membership to 11 members with 5 members appointed by the Board of Supervisors, 3 members appointed by the City of Santa Cruz, one member appointed by each of the remaining cities, Watsonville, Capitola and Scotts Valley.

In 1984, Richard Bedal, the Santa Cruz County Clerk-Recorder reported to the Board of Directors the results of the 1980 Census although he made no recommendation at that time for reapportionment. (Attachment F).

The current Board membership is attached for your review and consideration (Attachment G).

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

- Attachment A: Letter dated January 4, 2002 from Richard Bedal, County Clerk**
- Attachment B: Reappointment Report, November 23, 1973**
- Attachment C: Resolution No. 73-12-2**
- Attachment D: Letter dated October 17, 1974 from Walter R. Keller**
- Attachment E: Resolution No. 74-12-3**
- Attachment F: Letter dated January 17, 1984 from Richard Bedal, County Clerk**
- Attachment G: Current Board Membership Terms Report**

County of Santa Cruz



Richard W. Bedal
County Clerk-Recorder
Gail Pellerin
Elections Manager

ELECTIONS DEPARTMENT

701 Ocean Street, Suite 210
Santa Cruz, CA 95060
(831) 454-2060
FAX: (831) 454-2445 TDD: (831) 454-2123
E-MAIL: gail.pellerin@co.santa-cruz.ca.us
Web Site: www.votescount.com

January 4, 2002

Board of Directors
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060

Re: REAPPORTIONMENT

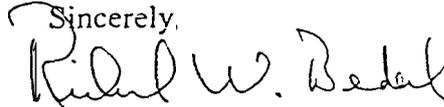
Dear Members of the Board.

The Mayor of the City of Watsonville has requested that this office provide your Board with the latest census figures as they relate to the apportionment of your membership. Section 98 100 of the Public Utilities Code that governs the Santa Cruz Metropolitan Transit District provides as follows:

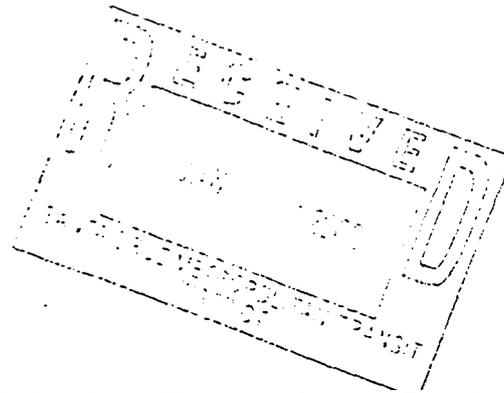
“The apportionment shall be based upon the population distribution within the district, and the board shall reapportion its membership whenever any part of the district is excluded or new territory is added or unincorporated territory within the district incorporates, and, as a result of the exclusion, annexation, or incorporation, representation on the board no longer reflects the population distribution within the district. The board shall also reapportion whenever the county clerk advises the board that the latest official census indicates a need for reapportionment.”

Attached to this letter is a table indicating the 2000 census figures for each of the cities and the unincorporated area of the county. Included are the current membership representation of your Board and the corresponding percentages. Unlike reapportionment for the county and other districts where district lines are moved to equalize the number of voters in each district, the transit district must reapportion its board membership to properly reflect population distribution. It is not an exact science.

The census figures, however, indicate a need for reapportionment. How your Board makes the changes is certainly in your discretion. If I can be of any assistance in this matter, please do not hesitate to contact me.

Sincerely,

Richard W. Bedal
County Clerk-Recorder

cc: Mayor Betty Bobeda



2000 Census Numbers for the County of Santa Cruz

Entity	Population	% Of total Population	Current Membership on SCMT Board	Current % Representation on SCMT Board
city of Capitola	10,033	3.9%	1	9.1%
City of Santa Cruz	54,593	21.4%	3	27.3%
City of Scotts Valley	11,385	4.5%	1	9.1%
City of Watsonville	44,265	17.3%	1	9.1%
Unincorporated county population	135,326	53%	5	45.5%
Total-	255,602	100%	11	100%

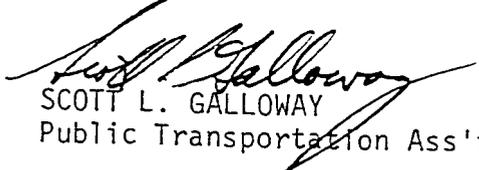
REAPPORTIONMENT COMMITTEE REPORT

A meeting of the Reapportionment Committee was held at 10:00 a m on November 28, 1973. Directors Richard Werner and Dr. McKee Fisk were in attendance.

The Committee discussed Transit District Board size and apportionment of members. The following recommendations are made:

1. That the number of Board members remain seven until the Watsonville Annexation becomes official. Upon completion of the annexation the membership should be increase to nine members.
2. That the apportionment of members be as submitted on the attached sheet.
3. That Staff preapre a report to the Board concerning the legal procedure with regards to filling the Board.

The Committee discussed the lack of attendance of the Board Chairman and recommended no action be taken at this time.


SCOTT L. GALLOWAY
Public Transportation Ass't

SANTA CRUZ METROPOLITAN TRANS IT DISTRICT**Distribution of Population**

		Suggested Board Membership	
City of Santa Cruz	34,503	3	3
City of Capitola	7,150	1	1
County Area	38,350	3	3
(Mid County)	(23,223)		
(Aptos-LaSelva Beach)	(75,727)		
District Total	80,000	7	
7 member Board - 11,430 per Director			
Watsonville Area	27,000		2
City of Watsonville	(16,000)		
County Area	(11,000)		
District Total	107,030		9

9 Member - Board - 11,890 per Director

**Note: Present Board has 4 members from the City of Santa Cruz,
1 from Capitola, and 2 from Mid County.**

BEFORE THE BOARD OF DIRECTORS
OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

RESOLUTION NO. 73-7 2-2

On the motion of Director
duly seconded by Director
the following resolution is adopted:

A RESOLUTION ESTABLISHING A NINE-MEMBER BOARD OF DIRECTORS
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, 1973-1974 Statutes, Chapter 615, will amend
Public Utilities Code Section 98100, and

WHEREAS, Public Utilities Code Section 98100 allows the
Santa Cruz Metropolitan Transit District to expand its board
of directors to nine members if the board of directors deter-
mines that such an increase in membership is necessary to
insure adequate representation to all areas in the County of
Santa Cruz served by the district, and

WHEREAS, the Santa Cruz Metropolitan Transit District
has determined that it is desirable to expand the membership
of the board of directors of Santa Cruz Metropolitan Transit
District to nine members;

NOW, THEREFORE, BE IT RESOLVED by the directors of the
Santa Cruz Metropolitan Transit District that the board of
directors be expanded to a nine-member board and that this
expansion be effective on January 1, 1974.

PASSED AND ADOPTED this 21st day of December, 1973, by
the following vote:

AYES: DIRECTORS **Fisk, Werner, Wicklund, Wood**
NOES: DIRECTORS **None**
ABSENT: DIRECTORS Findlay, Forbus, Mayer

Loretta M. Wood
CHAIRMAN, Santa Cruz Metropolitan
Transit District Board of Directors

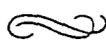
ATTEST: Walter R. Keller
WALT KELLER, Acting Secretary
and General Manager

Approved as to form:

James M. Ritchey
JAMES M. RITCHEY
Assistant County Counsel

JMR:jg

SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT



809 Center St. Room 201 Santa Cruz, California 95060
426-5000 Ext. 217

October 17, 1974

Dale H. Dawson, Chairman
Board of Supervisors
County Governmental Center
701 Ocean Street
Santa Cruz, Ca. 95060

Dear Mr. Dawson:

There will be an opening on the Board of Directors of the Santa Cruz Metropolitan Transit District created by expiration on December 10, 1974 of the term of Richard Werner. Mr. Werner was one of four appointees of the City of Santa Cruz. Because of reapportionment of the Board due to our recent annexations the City of Santa Cruz is now entitled to only three appointments.

The County of Santa Cruz is entitled to an additional appointee that should be a resident of the Cabrillo-LaSalva Beach area. It would be desirable if the appointment could be made prior to December 20, 1974. (Transit Board meeting date),

Very truly yours,

Walter R. Keller
WALTER R. KELLER, Acting
Secretary/General Manager

WRK/jm

BEFORE THE BOARD OF DIRECTORS
OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. 74-12-3

On the motion of Director
duly seconded by Director
the following resolution is adopted:

A RESOLUTION ESTABLISHING AN ELEVEN MEMBER BOARD OF DIRECTORS
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, Public Utilities Code Section 98100 allows the Santa Cruz Metropolitan Transit District to expand its Board of Directors to eleven members if the Board of Directors determines that such an increase in membership is necessary to insure adequate representation to all areas in the County of Santa Cruz served by the District, and

WHEREAS, Public Utilities Section 98100 requires that apportionment of the Board of Directors be based upon population distribution within the District, and

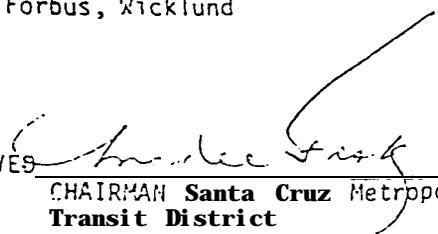
WHEREAS, the Santa Cruz Metropolitan Transit District has determined that it is desirable to expand the membership of the Board of Directors of Santa Cruz Metropolitan Transit District to eleven members;

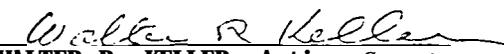
NOW, THEREFORE, BE IT RESOLVED by the Directors of the Santa Cruz Metropolitan Transit District that the Board of Directors be expanded to an eleven-member board. that this expansion be effective on January 1, 1975, and that said reapportionment shall be based upon population data from the last official census.

BE IT FURTHER RESOLVED that the Board of Directors of the Santa Cruz Metropolitan Transit District be composed Of five members appointed by the Board of Supervisors, three members appointed by the City of Santa Cruz, one member appointed by the City Of Watsonville, one member appointed by the City of Capitola and one member appointed by the City of Scotts Valley.

PASSED AND ADOPTED this 20th day Of December, 1974, by the following vote:

AYES: DIRECTORS Fisk, Wood, Morton, Forbus, Wicklund
NOES: DIRECTORS
ABSENT: DIRECTORS McNeil, Mello

APPROVES 
CHAIRMAN Santa Cruz Metropolitan
Transit District

ATTEST: 
WALTER R. KELLER, Acting Secretary
and General Manager

 COUNTY CLERK



 COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER

(408) 425-2171

RICHARD BEDAL
COUNTY CLERK

ROOM 110, 701 OCEAN STREET

SANTA CRUZ, CALIFORNIA 95060

January 17, 1984

Mayor Ron Graves
 Chairman, Mayors' Selection Committee
 City of Capitola
 420 Capitola Avenue
 Capitola. CA 95010

Re: Membership of the Santa Cruz Metropolitan Transit
 District Board of Directors

Dear Mayor Graves.

At your meeting of December 15, 1983, the City Selection Committee requested a report on the membership of the Santa Cruz Metropolitan Transit District Board of Directors. In a letter dated January 10, 1984, George Newell advised your committee of the current allocation of appointments, and requested that I review the 1980 census and report on any need for reapportionment.

Section 98100 of the Public Utilities Code requires reapportionment whenever "representation on the board no longer reflects the population distribution within the district" because of specified changes in boundaries or whenever the "County Clerk advises the board that the latest official census indicates a need for reapportionment."

The most current official census for cities and counties, to my knowledge, is the 1980 U.S. Census. The attached report is based on those figures. Please accept and file this report. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

Richard W. Bedal
 County Clerk-Recorder

enclosure
 cc: Michael Rotkin ✓
 Chairman, Transit District

POPULATION DISTRIBUTION
 WITHIN THE
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

	*Population	% of Total Population	Present Allocation
City of Santa Cruz	41,483	22%	3
City of Watsonville	23,543	13%	1
City of Capitola	9,095	5%	1
City of Scotts Valley	<u>6,891</u>	<u>4%</u>	<u>1</u>
Total Incorporated	81,012	43%	6
Unincorporated Area	<u>107,129</u>	<u>57%</u>	<u>5</u>
Total Countywide Area	188,141	100%	11

*Population based on U.S. 1980 Census.

and that such taking or acquisition will not unreasonably impair the ability of the railroad corporation involved to provide safe, adequate, economical, and efficient service.
(Amended by Stats.1975, c. 1176, p. 2900, § 10.)

Law Revision Commission Comment
1975 Amendment

The deleted portions of Section 96002 are superseded by provisions of the Eminent Domain Law. See Code Civ.Proc. §§ 1230.020 (uniform procedure), 1240.510 et seq. (compatible use), 1240.610 et seq. (more necessary public use), 1250.210 and Comment thereto (identification of plaintiff). See also Code Civ.Proc. §§ 1235.070 ("property" defined) and 140.110 (right to acquire any necessary right or interest in any type of property).

1975 Amendment. Substituted "may" for "shall have or" preceding "exercise the right to eminent domain" and substituted "to" for "in the manner provided by law for the condemnation of private property for public use. The district may" thereafter, and deleted the words following "part" in the first sentence and all of the second sentence in the first paragraph.

Operative effect of 1975 amendment, see note under § 2x03.

Cross References

Eminent domain, see Code of Civil Procedure § 1230.010 et seq.

Library References

Eminent domain law, 13 Cal.L.Rev.Comm. Reports 1001 (1975).

ARTICLE 3. PURCHASES [REPEALED]

Article 3 was repealed by Stats.1982, c. 465, p. —, § 24.

§§ 96060 to 96062. Repealed by Stats.1982, c. 465, p. —, § 24.

See, now, Pub.Con.C. §§ 20231 to 20233.

ARTICLE 6. INDEBTEDNESS

§ 96151.1. Repealed by Stats.1979, c. 373, p. 1364, § 266.

PART 10. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

CHAPTER 3. INTERNAL ORGANIZATION OF DISTRICT

§ 98100. Board

The district shall be governed by a . . . board of directors . . . seven members, which may be increased to 9 or 11 members if the board finds that such an increase in the membership of the board is necessary to insure adequate representation to all of the areas in the County of Santa Cruz served by the district. The membership shall be composed of one member appointed by the city Council of . . . Santa Cruz, . . . one member appointed by the City Council of . . . Capitola, one member appointed by the governing bodies of any other incorporated areas in the county within the district to represent such incorporated areas, one member appointed by the Board of Supervisors of the County of Santa Cruz for the unincorporated areas of the county in the district, and other members to be appointed by the above entities in accordance with their proportionate population within the district. However, the membership of the board shall not exceed the number determined by the board.

. . . The apportionment . . . shall be based upon the population distribution within the district, and the board shall reapportion its membership whenever any part of the district is excluded or new territory is added or unincorporated territory within the district incorporates, and, as a result of such exclusion, annexation, or incorporation, representation on the board no longer reflects the population distribution within the district. The board shall also reapportion whenever the county clerk advises the board that the latest official census indicates a need for reapportionment.

(Amended by Stats.1973, c. 615, p. 1140, § L)

Underline indicates changes or additions by amendment

ATTACHMENT G

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

CURRENT BOARD MEMBERSHIP TERMS
1/02

	SEAT #	Appointing Authority	Term Began	Term Expires
Emily Reilly	1	City of Santa Cruz	12/00	11/04
Christopher Krohn	2	City of Santa Cruz	12/00	11/04
Patricia Spence	3	County of Santa Cruz	1/02	12/05
Tim Fitzmaurice	4	City of Santa Cruz	1/01	12/04
Mike Keogh	5	County of Santa Cruz	1/99	12/03
Jeff Almquist	6	County of Santa Cruz	1/01	12/04
Jan Beautz	7	County of Santa Cruz	1/98	12/05
Michelle Hinkle	8	County of Santa Cruz	1/99	12/02
Dennis Norton (completing term of Bruce Arthur)	9	City of Capitola	1/01	12/02
Ana Ventura Phares (completing term of Rafael Lopez)	10	City of Watsonville	2/01	12/04
Sheryl Ainsworth (completing term of Bart Cavallaro)	11	City of Scotts Valley	4/00	12/02
Mike Rotkin*	12	u c s c	1/01	12/01

*Interim Ex-Officio Director from UCSC

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER AMENDING AMPAC BUILDING MAINTENANCE CONTRACT

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with AMPAC Building Maintenance to extend the term of the contract for one (1) additional year and allow a cost of living increase equal to the annual percentage change of the Consumer Price Index (CPI).

II. SUMMARY OF ISSUES

- The District has a contract (#99-13) with AMPAC Building Maintenance for janitorial services at the Scotts Valley Transit Center.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- AMPAC Building Maintenance has indicated that they are interested in extending the contract an additional one-year period to April 30, 2003.

III. DISCUSSION

The District's contract with AMPAC Building Maintenance for janitorial services at the Scotts Valley Transit Center is due to expire on April 30, 2002. AMPAC Building Maintenance has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. AMPAC Building Maintenance has also reviewed the contract and has indicated their desire to extend the contract for one additional year with a cost of living increase to the monthly reimbursement rate equal to the annual percentage change of the CPI. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with AMPAC Building Maintenance to extend the contract one (1) additional year and allow an increase of the reimbursement rate.

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Facilities Maintenance budgets for this amendment.

V. ATTACHMENTS

Attachment A: Letter from AMPAC Building Maintenance

Attachment -A



A Full Service Janitorial Company P.O.Box 421 Monterey, CA 93942 (408) 372-3728 Fax (408) 373.3490

Santa Cruz "Metropolitan
Transit district
120 Dubois St.,
Santa Cruz, Ca. 95060

Lloyd Longnecket
Administration

April 3, 2002
Monterey, Ca. 93942

Lloyd,

May this correspondence confirm my company's commitment to continue to provide janitorial service to the Scotts Valley Transit Center in Scotts Valley, Ca. in the new contract period commencing May 1, 2002.

Sincerely,

A handwritten signature in black ink, appearing to read "Arno Id Meltzer", with a long horizontal flourish extending to the right.

Arno Id Meltzer
Owner
Anpac Building Maintenance

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR ADA ELIGIBILITY SCREENING SERVICES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Orthopaedic Hospital for services to perform ADA eligibility screening services for the ADA Paratransit eligibility certification process.

II. SUMMARY OF ISSUES

- The Americans with Disabilities Act (ADA) of 1990 requires public transit systems to provide complementary paratransit services to eligible passengers.
- The ADA Recertification study recommends that all current registrants should be required to undergo the recertification process.
- The District requested proposals from qualified firms to provide ADA eligibility screening services for the ADA Paratransit eligibility certification process.
- The Purchasing Office mailed out a Request for Proposals (No. 01-10), and received responses from two firms.
- It is requested that the Board of Directors approve this request and authorize the General Manager to execute the necessary contract documents to provide ADA eligibility screening services for the ADA Paratransit eligibility certification process.

III. DISCUSSION

The Americans with Disabilities Act (ADA) of 1990 requires public transit systems to provide complementary paratransit services to eligible passengers. The ADA Recertification study conducted by Nelson Nygaard recommends that all current registrants should be required to undergo the recertification process and that recertification should be based on an in-person assessment rather than a paper application. The eligibility certification function should be contracted out to an agency that has rehabilitation professionals on staff and credibility in the disability or senior community.

On January 30, 2002, a Request for Proposal, 01-10, was released for qualified firms to provide ADA eligibility screening services for the ADA Paratransit eligibility certification process. Proposals were mailed out to several vendors and the Proposal was legally advertised.

A pre-proposal conference was held on February 7, 2002. Representatives from five firms were in attendance and posed several questions.

On March 18, 2002, Proposals were received and opened from two firms. They were: Orthopaedic Hospital of Los Angeles, and NovaCare Rehabilitation of Los Gatos, CA. A summary of the Proposals received is enclosed as Attachment A.

An evaluation committee comprised of a member of MASTF, a representative of Monterey Salinas Transit, and District Staff reviewed and evaluated all proposals per the evaluation criteria as specified in the RFP. The evaluation committee recommends that the Board of Directors approve a contract with Orthopaedic Hospital to provide ADA eligibility screening services for the ADA Paratransit eligibility certification process. As the provider of the eligibility certification software, the District receives a benefit of not having to train the agency in the use of the software program.

IV. FINANCIAL CONSIDERATIONS

Costs for this contract shall not exceed the amounts offered in the proposal and as summarized in the Attachment A.

V. ATTACHMENTS

Attachment A: Summary of Proposals received for RFP 01-10

ATTACHMENT A

Proposal results for RFP 01-10 to provide ADA eligibility screening services for the ADA Paratransit eligibility certification process.

Orthopaedic Hospital: PER UNIT COST

	2002 – 2003	2003 – 2004	2004 – 2005
In-Person Assessment (incl. Functional)	\$ 75.00	\$ 77.00	\$ 81.00
Cognitive/ Psychiatric Assessment	\$ 77.00	\$ 79.00	\$ 81.00
Visual Assessment	\$ 77.00	\$ 79.00	\$ 81.00

NovaCare Rehabilitation: PER UNIT COST

	2002 – 2003	2003 – 2004	2004 – 2005
In-Person Assessment (incl. Functional)	\$ 150.00	\$ 150.00	\$ 150.00
Cognitive/ Psychiatric Assessment	\$ 50 additional	\$ 50 additional	\$ 50 additional
Visual Assessment	\$ 50 additional	\$ 50 additional	\$ 50 additional

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
**SUBJECT: CONSIDER AMENDING NATIONWIDE AUCTION SYSTEMS
CONTRACT**

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Nationwide Auction Systems to extend the term of the contract for one (1) additional year.

II. SUMMARY OF ISSUES

- The District entered into a contract with Nationwide Auction Systems on May 5, 2000 for auctioning services of the District's surplus vehicles and equipment.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Nationwide Auction Systems has indicated that they are interested in extending the contract an additional one-year period to May 4, 2003.

III. DISCUSSION

The contract with Nationwide Auction Systems for auctioning services of the District's surplus vehicles and equipment is due to expire on May 4, 2002. Nationwide Auction Systems has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Nationwide Auction Systems has also reviewed the contract and has indicated their desire to extend the contract for one additional year. Nationwide Auction Systems has indicated that there will be a new charge of \$100.00 per vehicle for transportation from Santa Cruz to the auction site in Benicia. It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Nationwide Auction Systems to modify and extend the contract one (1) additional year.

IV. FINANCIAL CONSIDERATIONS

No funds are expended under this contract. District receives ninety-three (93) percent of the proceeds from the sale of District surplus vehicles and eighty (80) percent of the proceeds from the sale of District surplus equipment.

V. ATTACHMENTS

Attachment A: Letter from Nationwide Auction Systems



Attachment -A

April 4, 2002

Mr. Lloyd Longnecker
Santa Cruz Metropolitan Transit District
120 DuBois Street
Santa Cruz, CA 95060

Dear Lloyd:

Nationwide Auction Systems intends to extend, the existing Contract for Auction Services with the District for an additional one-year term.

One modification to the contract is requested. Due to increasing costs, Nationwide would like to increase the flat fee of transportation, to our facility, to one hundred dollars (\$100.00) per vehicle.

All other contract terms shall remain the same.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Phil Marshall". The signature is written in a cursive style and is positioned above the printed name.

Phil Marshall
Account Executive

Northern CA Facility 1 Oak Road, Benicia, CA 94510

Office (707) 745-3119 Fax: (707) 745-0240

• City of Industry, CA

• Kansas City, MO

• Riverdale, GA

• Wilmington, DE

www.nationwideauction.com

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF AGREEMENT WITH THE SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE-NIGHT SERVICE

I. RECOMMENDED ACTION

That the Board authorize staff to enter into an agreement with the Santa Cruz Seaside Company to subsidize the operation of Late-Night Service on Route 71.

II. SUMMARY OF ISSUES

- For the past three years the District operated a late-night trip on Route 71.
- The Boardwalk guaranteed the costs of the extra service that operated from the Boardwalk.
- The service was extremely successful and the Boardwalk is again interested in the service.

III. DISCUSSION

Two years ago, the District was approached by Boardwalk staff to see if there was interest in extending the starting point for the last Route 71 trip to the Boardwalk. Their interest was due to the fact that a large number of their employees are young students living in Watsonville and the Metro bus service ended before the end of the evening shift. They were willing to “guarantee” that the District would not incur costs by agreeing to fund the cost of the route extension.

The Boardwalk has again contacted us with interest in this service. The Operations Department feels strongly that for consistency the service should run through the entire bid. The service will operate for 87 days, from June 8th to September 12th. The Boardwalk requires the late service for less than that period, but they have agreed to fully underwrite the cost of the service extension to the Beach area for the entire bid.

The total cost for the service is estimated at just under \$2,000.

IV. FINANCIAL CONSIDERATIONS

There is no financial impact on the District as the Boardwalk is picking up the full cost of the extension for the entire bid.

V. ATTACHMENTS

Attachment A: None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: April 12, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AMENDING BYLAWS TO CHANGE THE NUMBER OF BOARD OF DIRECTORS MONTHLY MEETINGS FROM TWO TO ONE.

I. RECOMMENDED ACTION

Consider Amending the Bylaws to change the number of Board of Directors' monthly meetings from two to one.

II. SUMMARY OF ISSUES

- Several Directors at the Santa Cruz Metropolitan Transit District have requested a discussion of whether or not it would be in the Transit District's best interest to change the Board of Directors meeting schedule from two meetings per month, to one meeting per month.
- Other workshop meetings could be held on an "as needed" basis as complicated or difficult issues arise that require more discussion.

III. DISCUSSION

Currently, the Santa Cruz Metropolitan Transit District Board of Directors meets on the second and third Fridays of every month. The hours set for the Board of Directors meetings are currently the second Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and the third Friday of each month from 9:00 a.m. to not later than noon. There is the option for the Board of Directors to extend the meeting times as necessary through Board action.

The regular meeting on the second Friday of the month is primarily a workshop format to review matters that are agendaized for the Regular Board Meeting scheduled for the third Friday of the month. However, the Board of Directors can take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and the current Bylaws.

Several Directors have requested a discussion to determine whether or not it would be in the District's best interests to change the meeting schedule from two meetings per month to one meeting each month. The proposed new schedule would set one meeting on the

third Friday of each month, beginning at 8:30 a.m. for Closed Session, and continuing at 9:00 a.m. for Open Session. Because the remodeled Council Chambers have a conference room adjacent to it, the public would not have to wait outside if the closed session continued beyond 9:00 a.m. Another alternative would be to recess closed session until after the open session if the closed session would extend beyond 9:00 a.m.

Another suggestion is to set a standard time for special meetings, such as the second Friday of the month. In this way if a special meeting is needed, everyone would already have the time available for the meeting.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Bylaws Resolution 69-2-1 (First two pages)

RESOLUTION NO. 69-2-1
Amended 1-21-83, 6-16-89, 8-21-92,
4-15-94, 4-21-95, 4-27-97, 9-18-98,
4-16-99, 11-19-99, 6-16-00, 6-08-01,
6-15-01, 9-21-01, 02-15-02
On the Motion of Director: Reilly
Duly Seconded by Director: Hinkle
Is Hereby Amended:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS
ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR,
AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND
CREATION OF OTHER OFFICES**

I. REGULAR MEETINGS

1.01 Regular Meetings; Time

- (a) Regular meetings of the Board of Directors shall be held on the second Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and on the third Friday of each month from 9:00 a.m. to not later than noon. The Board of Directors may extend the meeting times as necessary through Board action.
- (b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendized for the Regular Board Meeting scheduled for the third Friday of the month. However, the Board of Directors may take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and these Bylaws.

1.02 Regular Meetings; Place

- (a) The Regular meeting of the Board of Directors on the second Friday of the month shall be convened in the Encinal Conference Room at Santa Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. The Regular meetings of the Board of Directors on the third Friday of the month shall be convened in the Santa Cruz City Council Chambers, City Hall, 809 Center Street, Santa Cruz, California, except that in the following months the meetings will be held at the specified locations: May: Capitola City Council Chambers located at 420

Capitola Avenue, Capitola, California; August: Scotts Valley City Council Chambers located at 1 Civic Center Drive, Scotts Valley, California; November: Watsonville City Council Chambers located at 250 Union Street, Watsonville, California.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/ him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, veteran status, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

1.03 Regular Meetings: Open to the Public

- (a) Meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law or when a closed session is authorized pursuant to applicable state law and properly noticed in accordance therewith.
- (b) A Spanish-bilingual interpreter shall be present and available for translations at the Regular Board Meeting held on the third Friday of the month.

1.04 Closed Sessions: State Reasons and Legal Authority; Scope of Coverage; Notice; Reporting Out

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosures may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: David J. Konno, Facilities Maintenance
SUBJECT: **CONSIDER MODIFYING THE DISTRICT'S BUS STOP SHELTER SPECIFICATIONS AND APPROVE BSAC RECOMMENDATIONS**

I. RECOMMENDED ACTION

Approve BSAC recommendations:

- 1) Modify shelter specifications to include options for a variety of structural configurations, sizes, panel materials and colors.**
- 2) Adopt Facilities Maintenance's shelter maintenance program**
- 3) Enter into a mentor program with several public agencies or non-profit organizations. Participants will assist in the removal of graffiti and vandalism at shelters and bus stops,**
- 4) Purchase a trailer-mounted steam cleaner to improve the cleanliness of the bus stops.**
- 5) Finish installing the five remaining Columbia shelters purchased in FY2001**

II. SUMMARY OF ISSUES

- **The District's shelter specification is limited to one style of shelter and materials**
- **The District was not adequately prepared for the excessive amount of vandalism/trash/repairs required to keep the first thirty (30) new style shelters presentable.**

III. DISCUSSION

In FY2000, the District installed 30 Daytech shelters throughout the County. In comparison to the wood shelter, the Daytech shelters were found to be easier to install, and provided additional protection from inclement weather and security for our passengers. However, the Daytech shelter's Plexiglas side and end panels proved to be easily vandalized, and the shelter's kick plates trapped windblown trash. In 2001, the shelter specification was modified to mitigate the problems that had been found with the Daytech shelters. The Columbia Equipment Company was awarded the bid. Compared to the Daytechs, the Columbia shelters are even easier to install and maintain. However, after receiving comments from the public, employees, Board members and reviewing the maintenance logs, BSAC is recommending further modifications to the current shelter specifications be made to include options for a variety of shelters types, panel sizes, panel materials and colors to fit different locations and community needs.

The District was not prepared for the excessive shelter panel vandalism. Purchasing a more maintainable shelter is only half the battle. Facilities Maintenance has implemented an aggressive shelter maintenance program. BSAC is recommending that this more aggressive maintenance program be continued, supplemented with outsourced assistance. Both the Santa Cruz City Schools and County Probation Department have proposed that the District be part of their mentoring program. Work Study students will be assigned to the Facilities Maintenance Department to perform bus stop maintenance and other essential maintenance tasks. These students may receive a minimum wage from City schools. The youths will also receive 100 hours of training and a certification of training upon completion of the 100 hours from the District. This program has had many successes in the past and has helped turn several at-risk-youths into productive adults. BSAC is recommending approval of this partnership and the shelter maintenance program.

BSAC is recommending that approximately \$13,500 of this year's Bus Stop Improvement monies be used to purchase a trailer mounted steam cleaner to replace the existing cold water wash system currently being used by Facilities Maintenance. A cold-water pressure washing is not as efficient as a steam cleaning to remove gum, dairy products, spilled coffee or soft drinks that make unsightly stains on the benches and concrete at our bus stops. The City of Santa Cruz uses a similar trailer-mounted steam cleaner unit to maintain Pacific Ave. sidewalks. In addition to purchasing the steam cleaner, it is BSAC's recommendation that once the maintenance/mentoring programs have been implemented, the remaining Columbia shelters be installed.

IV. FINANCIAL CONSIDERATIONS

- 1. Trailer mounted steam cleaner = \$13,500**
- 2. Possible increased in cost of shelters from \$3400 to \$5000 depending on structural configuration, panel materials, and colors**

V. ATTACHMENTS

Attachment A- Revised shelter specification

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Santa Cruz Metropolitan Transit District Revised March 2002

1. Passenger Waiting Shelter

1.1 DESCRIPTION

The work specified shall consist of the design, fabrication, and delivery of Passenger Waiting Shelter to include structural aluminum frame with glazed rear, side, and front wall modules, gabled roof assembly, and all required hardware for installation. Shelters shall be computer designed and structurally engineered. The shelter frame shall be designed to be stable with or without wall and roof glazing. All connections and glazing containment shall be tamper-proof. Shelters shall be prefabricated in five modular sections complete and ready for field erection.

1.2 STANDARDS

A. Materials

All aluminum shall conform to the standards of the Aluminum Association. All glazing shall conform to the American National Standards Institute (ANSI) Safety Standard for Architectural Glazing Materials Z97.1-1975.

B. Performance

Shelter shall be designed to withstand minimum vertical and horizontal wind load of 20 PSF. Roof shall be designed to withstand minimum dead load of 40 PSF.

1.3 QUALITY ASSURANCE

A. Experience

Manufacturer shall have a minimum of 15 years experience in the design and manufacture of Aluminum Passenger Waiting Shelters.

B. Approved equals

Request for approved equals shall be supported by complete technical documentation that shall include descriptive literature, assembly instructions, and detail drawings that clearly show dimensions, joining details, alloy, temper, finish, and thickness of all members. Detailed specifications shall also accompany such request.

1.4 SUBMITTALS

Vendor shall:

- A. Submit shop drawings and product data.
- B. Submit manufacturers statement of certification that materials meet or exceed these specifications.
- C. Submit finish sample.
- D. Submit wall and roof glazing sample(s).

1.5 DELIVERY AND STORAGE

Shelter shall be delivered to destination in clearly labeled modular assemblies. Each shelter shall include a boxed hardware kit complete with installation instructions.

1.6 WARRANTY

Manufacturer shall warrant that shelter shall be free from defect in parts and manufacture for a period of one year. Manufacturer shall maintain inventory of replacement parts for ten years after delivery of shelter.

2. PRODUCTS

2.1 CONSTRUCTION

Shelter size shall be 5' deep by 10' wide by 96" high (all dimension +/- 2"). **Shelter shall be expandable, and constructed of modular interchangeable components.** All structural framing members and mullions shall be one-piece seamless extruded aluminum tubes of 6063-T5 alloy. Snap together or two-piece members are not acceptable. All roof and glazing from extruded aluminum sections shall be 6063-T5 alloy. All structural connector channels, roof corner key angles, and base anchor boots shall be extruded aluminum section of 6061-T5 alloy.

2.2 MATERIALS

2.2.1 Framing members

All vertical support posts and top and bottom horizontal beams shall be 2 1/2" x 2 1/2" x 1/8" thick square tube. All mullions shall be 1 1/2" x 2 1/2" x 1/8" thick rectangular tube. Vertical support posts shall have adjustable base flanges for leveling shelter.

2.2.2 Structural connections

All structural connector clips shall be factory applied and shall be concealed when field assembly is complete. Field attachment of connector clips is not acceptable. Connector clips shall be extruded aluminum as specified in Section 2.1 and shall be 2-1/4" x 2 1/4" x 1/4" thick or 1 1/4" x 2 1/4" x 1/4" thick with tapered edges. Connector clips shall be attached to frame at main structural joints with two stainless steel hex bolts 1/4-20 x 3/4" with flat washers, lock washers, and nuts. Mullion clips shall be attached to frame with two 1/4" dia. stainless steel flush break rivets.

2.2.3 Field connections

All field connections to join modular wall sections shall be concealed with shelter complete and upright. Connection to structural clips shall be with two ¼” countersunk aluminum and stainless steel drive rivets. Finished joint shall be flush.

2.2.4 Fasteners

All fasteners shall be aluminum or stainless steel or a combination thereof and shall be tamper proof. Zinc, carbon steel, plated, or any other “non-corrosive” fasteners will not be acceptable. Self-tapping or self-drilling fasteners are not acceptable. Exposed fasteners shall be finished to match shelter finish.

2.2.5 Panels

- A. Kick Panels shall be **1/8” staggered** perforated (**color**) powder coated or anodized aluminum to knee height
- B. Back and far-side panels shall be **1/8 ” staggered perforated (color) powder coated or anodized aluminum.**
- C. **The 24” or 48” wide approach side panel shall be of 1/8 ” staggered perforated (color) powder coated or anodized aluminum or glazed.**
- D. Panels shall be on three sides with an optional front panel. One back panel shall be removable to provide a safety rear egress if desired. Vendor is to provide finish options.
- E. Window/**panel** frames shall be special “F” shaped aluminum extrusion with integral alignment lip and corner key slot. All corners shall be mitered and reinforced with internal corner keys.
- F. Window/**panel** frames shall be affixed to shelter frame with 3/16” dia. aluminum flush break rivets approximately 13” on center.
- G. No window/**panel** frames shall be shipped loose or unattached to a wall module.
- H. Window/**panel** frame shall provide minimum ¾” engagement of glazing/panel material on all sides.
- I. Attachment shall be from exterior of shelter for maximum replacement accessibility.

2.2.6 Glazing

All glazing material shall be ¼” thick clear **Plexiglas (Clear acrylic)**. All wall glazing shall be gasketed with continuous extruded PVC dry-set splines.

2.2.7 Roof Assembly

Roof shall be of gabled design (roof/structural aluminum “v” w/ white kynar), constructed of anodized aluminum or approved equal. If design includes fascia, fascia (**color**) shall be one piece 2 ½” high extruded aluminum with mitered corners, integral self-aligning attachment lip, two corner key slots at each corner, internal gutter, and top and bottom edges rounded for safety. Mitered corners shall be connected at outside corner with a ¼” thick aluminum angle and two stainless steel allen head set screws, and at inside corner with two 1/8” thick aluminum angle keys and concealed fasteners to prevent twist prior to installation. The completed roof assembly shall be attached to shelter frame through self-alignment lip into header with aluminum and stainless steel tamper proof fasteners in shear. Self-drilling or self-tapping fasteners in tension

(or pull-out condition) shall not be an acceptable method of securing roof assembly to frame. Finished roof assembly shall be leak proof.

2.2.8 Finishes

All exposed aluminum components including brackets and anchor bolts shall be anodized Architectural Class I finish in conformance the “The Aluminum Association Designation System for Aluminum Finishes” as designated: **(Color)**

2.2.9 Bench

Bench shall have **no armrests**, be constructed of metal supports **with recycled plastic bench boards**, with a stationary **recycled plastic** backrest, or approved equal. **(Color)**

2.2.10 Other

Vendor is to provide information on the following optional features:

Lighting – a photovoltaic cell with hidden vandal-proof installation ability is preferred.

Display panels – for display of schedules, etc.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: CONSIDERATION OF LEASE OF WATSONVILLE TRANSIT CENTER KIOSK #5 TO JESUS MARQUEZ FOR A PARTY SUPPLY STORE

I. RECOMMENDED ACTION

Authorize the General Manager to execute a lease for the Watsonville Transit Center Kiosk Space #5 to Jesus Marquez for a party supply store.

II. SUMMARY OF ISSUES

- The Watsonville Transit Center was constructed with four kiosk spaces available for small businesses.
- Currently two kiosks have been leased; one to a taqueria and the other to a children's clothing store.
- One kiosk is utilized for storage by McDonalds.
- Jesus Marquez is requesting that he be permitted to lease the only available kiosk space for a party supply store.

III. DISCUSSION

The Watsonville Transit Center was constructed with four kiosk spaces available for small businesses. Two of the spaces have been leased and a third space is used by one of the tenants for storage. Two other potential kiosk spaces were never constructed. Both of those areas are used for bicycle parking.

Jesus Marquez has approached the Transit District with a proposal to open a party supply and grocery store in kiosk #5. He would lease the 240-ft. square space for \$300 per month with a \$600 deposit. While he is requesting that the lease set a month-to-month term, staff recommends that the term be for one-year with 4 extensions of one-year each.

Mr. Marquez would like to execute the lease as soon as possible in order to begin operation on May 1, 2002.

Mr. Marquez advises that he has been operating a party supply store with his brother that has been very successful and believes that he can have a good business at the Watsonville Transit Center.

The kiosk space has been advertised and two applications were received. The other vendor was interested in putting in a hair salon. Because of the lack of experience and minimal cash flow, this vendor was rejected. It is also believed that given the number of people who come through the transit center that a non-food establishment could be more successful than a food establishment.

IV. FINANCIAL CONSIDERATIONS

The annual receipt of rent by the District should this proposal be accepted is \$3600.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: INDEMNIFICATION AGREEMENT WITH NEW FLYER REGARDING WHEELCHAIR RESTRAINT ARM ASSEMBLY

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors authorize the General Manager to execute the enclosed indemnification agreement with the New Flyer.

II. SUMMARY OF ISSUES

- The District currently has eight (8) buses on order from New Flyer.
- The vehicles are to be built to the requirements of the Americans with Disabilities Act (ADA).
- While not required by the ADA, the District has required that the buses be built with a wheelchair restraint arm assembly similar to the ones on the existing fleet.
- Flyer has indicated that they would only be willing to provide the wheelchair restraint arm assembly if the District was to indemnify them from claims resulting from its use.
- In order to procure this item on the buses, it will be necessary for the General Manager to provide this indemnification to New Flyer.
- A similar indemnification was provided in 1998 for the last order of New Flyer buses.

III. DISCUSSION

Currently the District has eight (8) buses on order with New Flyer. New Flyer has taken exception to the provision of a wheelchair restraint arm assembly. A restraint arm exceeds the requirements of the ADA and they don't feel comfortable assuming the liability of providing this type of equipment.

MASTF has always felt strongly that this item should be included in the buses. The District has continued to require this restraint arm on all bus orders. The supplier of the piece of equipment requires that New Flyer provide them with an indemnification agreement, and New Flyer is requesting one from the District.

This same arrangement was used the last time buses were built for the District by New Flyer in 1998.

IV. FINANCIAL CONSIDERATIONS

The fiscal impact of this action is hard to quantify. The District first procured these in 1979 and they have been in constant use since then. To date there have not been any problems from this item on the existing fleet.

V. ATTACHMENTS

Attachment A: Copy of Indemnification Agreement

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 19, 2002
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDERATION OF RATIFICATION OF LABOR / MANAGEMENT CONTRACT BETWEEN THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE UNITED TRANSPORTATION UNION LOCAL 23

I. RECOMMENDED ACTION

Staff is recommending that the Board of Directors ratify the tentative agreement between the Santa Cruz Metropolitan Transit District and the United Transportation Union Local 23 for a contract period starting July 01, 2002 through June 30, 2005.

II. SUMMARY OF ISSUES

- On March 08, 2002 the Board of Directors authorized the Transit District's negotiating team to offer the United Transportation Union Local 23 a wage / contract language proposal in lieu of entering into full negotiations on April 01, 2002.
- Several meetings were held with the United Transportation Union Local 23 ending with a ratification vote by the membership held on April 11, 2002. 137 bus operators accepted the Board of Director's offer with 16 declining.

III. DISCUSSION

On March 08, 2002 the Board of Directors authorized the Transit District's negotiation team to offer a wage / contract language proposal to the United Transportation Union Local 23, representing bus operators employed at the Transit District, in lieu of entering into full contract negotiations. The wage and contract language parameters were:

1. Wage rates (see table below) effective July 04, 2002 through June 30, 2005

		4.25%	4.25%	4.25%	
	Current	Year 1 July 04, 2002 – July 02, 2003	Year 2 July 03, 2003 – June 30, 2004	Year 3 July 01, 2004 – June 30, 2005	Step %
Hire	\$11.46	\$11.95	\$12.46	\$12.99	
Fully Qualified	\$13.23	\$13.79	\$14.38	\$14.99	15.4%

6 months	\$15.72	\$16.39	\$17.09	\$17.82	18.9%
1 year	\$16.73	\$17.44	\$18.18	\$18.95	6.4%
2 years	\$17.76	\$18.51	\$19.30	\$20.12	6.2%
3 years	\$18.79	\$19.59	\$20.42	\$21.29	5.8%
4 years	\$19.82	\$20.66	\$21.54	\$22.46	5.5%
5 years	\$20.85	\$21.74	\$22.66	\$23.62	5.2%
6 years				\$24.80	5.0%

2. UTU formally waives the forty-six (46) calendar day notification requirement as stipulated in Article 30.06 for the summer 2002 bid.

Several meetings were held with the United Transportation Union Local 23's negotiation team ending in a ratification vote by the membership that occurred on April 11, 2002. The result of the ratification vote was 137 bus operators in favor of the Board of Directors proposal and 16 against.

Staff is recommending that the Board of Directors ratify the tentative agreement between the Santa Cruz Metropolitan Transit District and the United Transportation Union Local 23 for a contract period starting July 10, 2002 through June 30, 2005.

IV. FINANCIAL CONSIDERATIONS

The first year cost of the labor agreement is \$400,000. Second year cost is \$417,000. Third year cost is \$761,000.

V. ATTACHMENTS

Attachment A: None

**BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RECOGNIZING BUS OPERATOR BEVERLY EDWARDS**

WHEREAS, on March 16, 2002 the Operations Department experienced the sudden passing of Bus Operator Virgilio "Gil" Lo.

WHEREAS, several Transit District employees performed functions in an exemplary manner that included: the immediate summoning of emergency medical assistance, coordination of Transit District personnel at the scene, performing CPR until the paramedics arrived, comforting District employees who were struggling with the suddenness of the event, arranging for the return of personal effects and assisting Bus Operators Lo's family with medical benefits.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District Board of Directors does hereby recognize and commend Bus Operator Beverly Edwards for the steps she took to care for Bus Operator Virgilio Lo and his family. Bus Operator Beverly Edwards' actions were "above and beyond" the call of duty during this incredibly stressful time.

BE IT FURTHER RESOLVED, that a copy of this resolution will be suitably framed and presented to Bus Operator Beverly Edwards to recognize her actions, and that a copy of this resolution will be placed in the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th day of April 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

SHERYL AINSWORTH

Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

**BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RECOGNIZING BUS OPERATOR BONNIE MORR**

WHEREAS, on March 16, 2002 the Operations Department experienced the sudden passing of Bus Operator Virgilio "Gil" Lo.

WHEREAS, several Transit District employees performed functions in an exemplary manner that included: the immediate summoning of emergency medical assistance, coordination of Transit District personnel at the scene, performing CPR until the paramedics arrived, comforting District employees who were struggling with the suddenness of the event, arranging for the return of personal effects and assisting Bus Operators Lo's family with medical benefits.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District Board of Directors does hereby recognize and commend Bus Operator Bonnie Morr for the steps she took to care for Bus Operator Virgilio Lo and his family. Bus Operator Bonnie Morr's actions were "above and beyond" the call of duty during this incredibly stressful time.

BE IT FURTHER RESOLVED, that a copy of this resolution will be suitably framed and presented to Bus Operator Bonnie Morr to recognize her actions, and that a copy of this resolution will be placed in the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th day of April 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

SHERYL AINSWORTH

Chairperson

ATTEST _____

LESLIE R. WHITE

General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER

District Counsel

**BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RECOGNIZING BUS OPERATOR JACOB CARLSON**

WHEREAS, on March 16, 2002 the Operations Department experienced the sudden passing of Bus Operator Virgilio "Gil" Lo.

WHEREAS, several Transit District employees performed functions in an exemplary manner that included: the immediate summoning of emergency medical assistance, coordination of Transit District personnel at the scene, performing CPR until the paramedics arrived, comforting District employees who were struggling with the suddenness of the event, arranging for the return of personal effects and assisting Bus Operators Lo's family with medical benefits.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District Board of Directors does hereby recognize and commend Bus Operator Jacob Carlson for the steps he took to care for Bus Operator Virgilio Lo and his family. Bus Operator Jacob Carlson's actions were "above and beyond" the call of duty during this incredibly stressful time.

BE IT FURTHER RESOLVED, that a copy of this resolution will be suitably framed and presented to Bus Operator Jacob Carlson to recognize her actions, and that a copy of this resolution will be placed in the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th day of April 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

SHERYL AINSWORTH
Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

**BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RECOGNIZING BASE SUPERINTENDENT JUDY SOUZA**

WHEREAS, on March 16, 2002 the Operations Department experienced the sudden passing of Bus Operator Virgilio "Gil" Lo.

WHEREAS, several Transit District employees performed functions in an exemplary manner that included: the immediate summoning of emergency medical assistance, coordination of Transit District personnel at the scene, performing CPR until the paramedics arrived, comforting District employees who were struggling with the suddenness of the event, arranging for the return of personal effects and assisting Bus Operators Lo's family with medical benefits.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District Board of Directors does hereby recognize and commend Base Superintendent Judy Souza for the steps she took to care for Bus Operator Virgilio Lo and his family. Base Superintendent Judy Souza's actions were "above and beyond" the call of duty during this incredibly stressful time.

BE IT FURTHER RESOLVED, that a copy of this resolution will be suitably framed and presented to Base Superintendent Judy Souza to recognize her actions, and that a copy of this resolution will be placed in the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th day of April 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

SHERYL AINSWORTH

Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

**BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RECOGNIZING TRANSIT SUPERVISOR MANNY MARTINEZ**

WHEREAS, on March 16, 2002 the Operations Department experienced the sudden passing of Bus Operator Virgilio "Gil" Lo.

WHEREAS, several Transit District employees performed functions in an exemplary manner that included: the immediate summoning of emergency medical assistance, coordination of Transit District personnel at the scene, performing CPR until the paramedics arrived, comforting District employees who were struggling with the suddenness of the event, arranging for the return of personal effects and assisting Bus Operators Lo's family with medical benefits.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District Board of Directors does hereby recognize and commend Supervisor Manny Martinez for the steps he took to care for Bus Operator Virgilio Lo and his family. Supervisor Manny Martinez's actions were "above and beyond" the call of duty during this incredibly stressful time.

BE IT FURTHER RESOLVED, that a copy of this resolution will be suitably framed and presented to Supervisor Manny Martinez to recognize his actions, and that a copy of this resolution will be placed in the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th day of April 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

SHERYL AINSWORTH

Chairperson

ATTEST _____

LESLIE R. WHITE

General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER

District Counsel

**BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RECOGNIZING BUS OPERATOR PATRICIA CUMMINGS**

WHEREAS, on March 16, 2002 the Operations Department experienced the sudden passing of Bus Operator Virgilio "Gil" Lo.

WHEREAS, several Transit District employees performed functions in an exemplary manner that included: the immediate summoning of emergency medical assistance, coordination of Transit District personnel at the scene, performing CPR until the paramedics arrived, comforting District employees who were struggling with the suddenness of the event, arranging for the return of personal effects and assisting Bus Operators Lo's family with medical benefits.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District Board of Directors does hereby recognize and commend Bus Operator Patricia Cummings for the steps she took to care for Bus Operator Virgilio Lo and his family. Bus Operator Patricia Cummings' actions were "above and beyond" the call of duty during this incredibly stressful time.

BE IT FURTHER RESOLVED, that a copy of this resolution will be suitably framed and presented to Bus Operator Patricia Cummings to recognize her actions, and that a copy of this resolution will be placed in the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th day of April 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____

SHERYL AINSWORTH
Chairperson

ATTEST _____

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

BEFORE THE BOARD OF DIRECTORS OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Resolution No. _____
On the Motion of Director: _____
Duly Seconded by Director: _____
The Following Resolution is adopted:

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RECOGNIZING TRANSIT SUPERVISOR SHELTON CRUTCH**

WHEREAS, on March 16, 2002 the Operations Department experienced the sudden passing of Bus Operator Virgilio “Gil” Lo.

WHEREAS, several Transit District employees performed functions in an exemplary manner that included: the immediate summoning of emergency medical assistance, coordination of Transit District personnel at the scene, performing CPR until the paramedics arrived, comforting District employees who were struggling with the suddenness of the event, arranging for the return of personal effects and assisting Bus Operators Lo’s family with medical benefits.

NOW, THEREFORE, BE IT RESOLVED, the Santa Cruz Metropolitan Transit District Board of Directors does hereby recognize and commend Transit Supervisor Shelton Crutch for the steps he took to care for Bus Operator Virgilio Lo and his family. Transit Supervisor Shelton Crutch’s actions were “above and beyond” the call of duty during this incredibly stressful time.

BE IT FURTHER RESOLVED, that a copy of this resolution will be suitably framed and presented to Transit Supervisor Shelton Crutch to recognize her actions, and that a copy of this resolution will be placed in the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 19th day of April 2002 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED _____
SHERYL AINSWORTH
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel