

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA

OCTOBER 24, 2003 (Fourth Friday of Each Month)

**** CITY HALL COUNCIL CHAMBERS***

809 CENTER STREET

SANTA CRUZ, CALIFORNIA

9:00 a.m. – Noon

NOTE: This meeting will be interrupted briefly at 10:00 a.m. to hold the annual meeting of the Santa Cruz Civic Improvement Corporation

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Brad Neily, Californians for Disability Rights RE: MASTF
 - b. Jeff LeBlanc, Bus Rider RE: MASTF
 - c. Sharon Barbour RE: MASTF
 - d. Roger McKowan, Lift Line Advisory Comm. RE: Co-mingling of rides
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 12, 2003 **AND SEPTEMBER 26, 2003**
Minutes: Attached (Minutes of 9/12/03)
THE 9/26/03 MINUTES WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 5-3. ACCEPT AND FILE SEPTEMBER 2003 RIDERSHIP REPORT
Report: Attached
PAGE 1 OF THE RIDERSHIP REPORT WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING

* Please note: Location of Meeting Place

- 5-4. CONSIDERATION OF TORT CLAIMS: None
Claims: None
- 5-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF OCTOBER 16, 2003 AND THE MINUTES OF THE SEPTEMBER 25, 2003 MEETING
Agenda/Minutes: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**
- 5-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF OCTOBER 15, 2003 AND THE MINUTES OF THE SEPTEMBER 17, 2003 MEETING
Minutes: Attached
- 5-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR AUGUST 2003
Staff Report: Attached
- 5-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JULY 2003
Staff Report: Attached
- 5-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2003
Staff Report: Attached
- 5-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 5-11. ACCEPT AND FILE CALL STOP AUDIT REPORT
Staff Report: Attached
- 5-12. **ACCEPT AND FILE METROBASE STATUS REPORT**
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**
- 5-13. **ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE FOLLOWING CLAIMS ON THE DATES INDICATED: SETTLEMENT WITH ERDEM ESENGIL ON 9/26/03**
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Chairperson Reilly
Staff Report: Attached
7. CONSIDERATION OF REVISING THE PUBLIC ADVISORY COMMITTEE STRUCTURE
Presented by: Les White, General Manager
Staff Report: Attached
SUPPLEMENTAL INFORMATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING
8. **DELETED – ACTION TAKEN AT THE OCTOBER 10, 2003 BOARD MEETING**
9. **DELETED – ADDITIONAL TIME IS REQUIRED**
10. CONSIDERATION OF APPROVAL OF THE FORMATION AGREEMENT FOR THE HIGHWAY 1 WIDENING/HIGH OCCUPANCY VEHICLE (HOV) HIGHWAY CONSTRUCTION AUTHORITY (HCA)/JOINT POWERS AUTHORITY (JPA)
Presented by: Les White, General Manager
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**
11. **CONSIDERATION OF APPROVAL OF THE BOARD OF DIRECTORS MEETING SCHEDULE FOR 2004**
Presented by: Margaret Gallagher, District Counsel
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**
12. **CONSIDERATION OF REQUEST TO PARTICIPATE IN THE NATIONAL INFORMATION SHARING AND ANALYSIS CENTER (ISAC)**
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**
13. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
14. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL –ANTICIPATED LITIGATION
(Pursuant to Subdivision (b) of Section 54956.9)
 - a. Number of Cases: One

2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR
(Pursuant to Section 54956.8)
 - a. Property: Triangular parcel on China Grade, APN No. 086-102-14

Negotiating Parties: Henry Plummer, Owner of Parcel
Leslie White, General Manager

Under Negotiation: Price and Terms

SECTION III: RECONVENE TO OPEN SESSION

15. 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.

Members of the public may address the Board of Directors on a topic on the agenda by approaching the Board immediately after presentation of the staff report but before the Board of Directors' deliberation on the topic to be addressed. Presentations will be limited in time in accordance with District Resolution 69-2-1.

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. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting. A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for

which these services are needed. This meeting will be broadcast live by Community Television of Santa Cruz on Channel 26.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003

TO: Board of Directors

FROM: General Manager

SUBJECT: MATERIAL FOR THE OCTOBER 24, 2003 BOARD MEETING AGENDA

SECTION I:

OPEN SESSION:

ADD TO ITEM #2 ORAL AND WRITTEN COMMUNICATION

- d. Sharon Barbour RE: MASTF
- e. Roger McKowan, Lift Line Advisory Comm. RE: Co-Mingling
(Insert Letters) of rides

CONSENT AGENDA:

ADD TO ITEM #5-1 APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 26, 2003
(Insert Minutes)

ADD TO ITEM #5-3 ACCEPT AND FILE SEPTEMBER 2003 RIDERSHIP REPORT
(Add Page One of Ridership Report)

ADD TO ITEM #5-5 ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF OCTOBER 16, 2003 AND THE MINUTES OF THE SEPTEMBER 25, 2003 MEETING
(Add Agenda and Minutes)

ADD TO ITEMS #5-12 ACCEPT AND FILE METROBASE STATUS REPORT
(Add Staff Report)

ADD TO ITEM #5-13 ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE FOLLOWING CLAIMS ON THE DATES INDICATED: SETTLEMENT WITH ERDEM ESENGIL ON 9/26/03
(Add Letter of Notification)

REGULAR AGENDA:

ADD TO ITEM #7 CONSIDERATION OF REVISING THE PUBLIC ADVISORY COMMITTEE STRUCTURE
(Add Supplemental Information)

- DELETE ITEM #8** CONSIDERATION OF AMENDING BYLAWS TO SCHEDULE THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS ANNUALLY IN OCTOBER INCLUDING THOSE MEETINGS SCHEDULED WITHIN FIVE CALENDAR DAYS OF RECOGNIZED SANTA CRUZ METRO HOLIDAYS (THANKSGIVING, CHRISTMAS AND NEW YEAR'S DAY)
(Action was Taken at the October 10, 2003 Board Meeting)
- DELETE ITEM #9** CONSIDERATION OF CONTRACT FOR EMPLOYEE DENTAL INSURANCE COVERAGE
(Additional Time is Required)
- ADD TO ITEM #10** CONSIDERATION OF APPROVAL OF THE FORMATION AGREEMENT FOR THE HIGHWAY 1 WIDENING/HIGH OCCUPANCY VEHICLE (HOV) HIGHWAY CONSTRUCTION AUTHORITY (HCS)/JOINT POWERS AUTHORITY (JPA)
(Add Staff Report)
- ADD TO ITEM #11** CONSIDERATION OF APPROVAL OF THE BOARD OF DIRECTORS MEETING SCHEDULE OF 2004
(Add Staff Report)
- ADD TO ITEM #12** CONSIDERATION OF REQUEST TO PARTICIPATE IN THE NATIONAL INFORMATION SHARING AND ANALYSIS CENTER (ISAC)
(Add Staff Report)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA
OCTOBER 10, 2003 (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. Brad Neily, Californians for Disability Rights RE: MASTF
 - b. Jeff LeBlanc, Bus Rider RE: MASTF
3. LABOR ORGANIZATION COMMUNICATIONS
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Staff Report: Attached

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Presented by: Chairperson Reilly

Staff Report: Attached

THIS PRESENTATION WILL TAKE PLACE AT THE OCTOBER 24, 2003 BOARD MEETING

7. CONSIDERATION OF REVISING THE PUBLIC ADVISORY COMMITTEE STRUCTURE

Presented by: Les White, General Manager

Staff Report: Attached

8. CONSIDERATION OF AMENDING BYLAWS TO SCHEDULE THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS ANNUALLY IN OCTOBER INCLUDING THOSE MEETINGS SCHEDULED WITHIN FIVE CALENDAR DAYS OF RECOGNIZED SANTA CRUZ METRO HOLIDAYS (THANKSGIVING, CHRISTMAS AND NEW YEAR'S DAY)

Presented by: Margaret Gallagher, District Counsel

Staff Report: Attached

ACTION IS REQUIRED AT THE OCTOBER 10, 2003 BOARD MEETING

9. CONSIDERATION OF CONTRACT FOR EMPLOYEE DENTAL INSURANCE COVERAGE

Presented by: Tom Stickel, Fleet Maintenance Manager

Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**

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Presented by: Les White, General Manager

Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 24, 2003 BOARD MEETING**

ADJOURN

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MASTF and the Disability Community

A Matter of Minority Rights Protection

Honorable Members of the SCMTD Board of Directors:

On September 26th, SCMTD management has submitted to the SCMTD board of directors the following staff recommendation:

“To improve connectivity and accountability with the Board of Directors and to expand the level of citizen participation it is recommended that the Board remove MASTF and MUG from the Metro Board Bylaws and establish a new METRO Advisory Committee that reflects the type of structure typical to public agencies.”

This SCMTD management recommendation regarding the Metro Accessible Services Transit Forum to the SCMTD Board of Directors should and must be rejected. MASTF IS OUR ACCESS. The Metro Accessible Services Transit Forum (MASTF) fundamentally represents our disability community’s unique political struggle to gain meaningful access as part of the Santa Cruz Metropolitan Transit District (SCMTD) management and board decision making process regarding the provision of transit services. This programmatic access came about from our own disability community organizing and advocacy efforts as a group of persons with disabilities united by a sense of community, a sense derived from the shared experience of living with a disability in a society that does not wish to recognize our new found community reality: we are members of a disability community.

It means we have political rights and most importantly, minority class rights which should and must be protected from the political will and influence of the majority; a majority that is predominately made up of persons who do not consider themselves as members of the disability community. They may perhaps identify themselves as members of another community identity, but it ain’t based on our shared and collective experiences as persons living with disabilities, as members of the disability community.

This recent action by SCMTD management to eliminate MASTF represents once again an ongoing attempt to structurally marginalize us, to disenfranchise us, and to retaliate against us as members of the disability community simply because we have the temerity to speak out and advocate on transit issues that are a public service and civil rights concern to us.

This SCMTD management recommendation is a blatant attempt to fundamentally change the nature of our political expression as part of that decision making process. SCMTD management claims that this recommendation is for “consistency” and

“accountability”. Yet what SCMTD management fails to understand is that MASTF is a unique public access entity created by and for the disability community, not by SCMTD. They simply do not understand the historical disability community advocacy efforts that led to the founding of one of the most unique accessible transit advisory bodies right here in Santa Cruz County.

MASTF is actually accountable first to the disability community that created it. MASTF is the instrument of the disability community to ensure that SCMTD is accountable to us, the disability community. It is our forum and SCMTD is invited to come and participate as they see fit, but not out vote us on those issues that directly affect our lives. That is an incredibly important feature that is directly derived from the disability rights movement itself: the independent living and consumer choice philosophy that guides the whole MASTF procedural structure and reason for being.

I ought to know. I wrote the original by-laws for MASTF. And my whole aim was to create a structure that was accessible and open to anyone. A place to come and openly express your needs and concerns. Grassroots democracy with a small d. And this SCMTD management recommendation wants to replace it with a politicized structure subject to the overt majority political will of the SCMTD board of directors and by extension, the covert influence of SCMTD management.

We, as members of the disability community, have already witnessed various attempts by SCMTD management and a certain SCMTD Board of Director member to “rein-in” and/or marginalize persons with disabilities who have the temerity to actually advocate per their general civil right and specifically under the Americans with Disabilities Act, and communicate their concerns and interests on behalf of our community.

The problem is, the powers that be evidently don’t believe that a disability community exists. First, a member of the SCMTD Board attempted to have the Accessible Services Coordinator position considered for elimination. After the outcry the resulted, he withdrew that consideration. He followed that up by publicly attacking and denigrating at a SCMTD board of director’s meeting one of our members who had the temerity to pursue her right for ADA compliance by SCMTD and its drivers. That was responded to by a demand by disability community representatives for a public apology for such an intolerant display by an elected public official against a member of our community which to date has been ignored which may be due to the fact that said SCMTD board member was not present at that particular SCMTD board of directors meeting.

But that is in the past now and we must deal with the present.

The end result of this SCMTD management recommendation will actually be a return to the past, before 1989, when our emerging sense of identify as activists and

members of a disability community were forced to utilize the only political avenue of access available to us: SCMTD board of directors meetings. And herein lies another problem with this SCMTD management recommendation: it is totally ignorant of the historical context involved . One of the main reasons that the SCMTD board of directors granted official recognition to MASTF as an official advisory committee was basically to grant us a “space”. a place for disability community discussion to present issues and work them out before they became official federal complaints.

I ought to know. I was the first person to file a disability discrimination complaint against SCMTD in 1989 with the Access board, a federal compliance body responsible for Architectural Barriers Act enforcement. That was due to SCMTD management’s refusal to acknowledge that physical access is a critical component of non-discrimination and legal federal compliance. I prevailed on that complaint and in the process succeeded in educating various members of the SCMTD Board of the essential need for an officially recognized advisory body to address the disability community’s concerns of accessible transit service provided by SCMTD.

In fact, due to our efforts in establishing MASTF and working with SCMTD management, we as a community were 3 years ahead of the rest of the country in addressing ADA compliance requirements that arose from the ADA’s passage in 1990 with its effective compliance date in 1992. This was due largely to the countless volunteer hours put in by MASTF members on projects such as the Access Needs Assessment, disability sensitivity trainings for bus drivers, creation of basic accessibility standards for new bus stop construction and accessible backup van policies to name just a few examples of MASTF’s work.

This SCMTD management recommendation demonstrates a total lack of respect for almost 15 years of volunteer disability community service. It must be withdrawn.

**Brad D. Neily – President
Californians for Disability Rights
Santa Cruz County Chapter 13**

B. Jefferson Le Blanc
134 Dakota Ave., # 122
Santa Cruz, CA 95060-6608

September 26, 2003

Board of Directors
Santa Cruz Metropolitan Transit District
Emily Reily, Chairperson

Dear Ms Reily and members of the board:

I do not question the right of the Metro board to examine its relationship with the user groups it has chosen to recognize. Indeed, such an evaluation is the responsible thing to do from time to time.

However, as regards the Metro Accessible Services Transit Forum, the timing of the present inquiry and the nature of the recommendations by district general manager Les White look more like petty retaliation than an equitable and even-handed examination of the matter.

The district only recently settled a lawsuit brought by a member of MASTF regarding implementation of the call stop requirements of the Americans With Disabilities Act. The recommendation to withdraw support and recognition from MASTF so soon thereafter does not appear coincidental. Rather, it looks very much like an effort to punish the entire group for the actions of one person, whose efforts were neither officially endorsed nor actively supported by the group as a whole.

What makes the board response all the more dubious is the fact that, however impolitic and inconvenient for the district her actions may have been, the complainant was entirely within her rights to seek relief from the courts for the district's continuing failure to comply with the law.

Twelve years after the ADA became law, stop announcements on local busses were still inconsistent and unreliable. There were only three vehicles in service with talking signs. After all this time it was not unreasonable for some people to doubt the sincerity of the district's efforts to fully implement the program. Many other transit systems have been sued on just these grounds and had court remedies imposed on them. If you examine the situation fairly you will see that if it had not been for the empowerment and participation that MASTF provides people in this community, you would in all probability have faced legal action long before now on the call stop issue.

The general manager's recommendations to create a user group with a different structure than currently exists is an appropriate reform for the Metro Users Group which was established in the first place by the transit district board and obviously serves at your pleasure.

On the other hand, MASTF was created by and for senior and disabled users of the bus system. Our independence is essential to the integrity of our role as an advisory body to the SCMTD. The close relationship we have developed with district staff over the years has been an invaluable asset to the district as well as to the bus riding public. Certainly at times the relationship has been strained and even adversarial when what we asked or advised was inconvenient for one reason or another. Yet the district has never had more active public support and ardent advocacy for the system's primary mission in this community than MASTF has provided. Members of MASTF have contributed thousands of hours of volunteer work to the SCMTD. We have added significantly to the district's standing and credibility.

The recommendation to withdraw your support and recognition from MASTF is ill advised and inappropriate. It would disenfranchise the most transit dependent people in the community and represents a direct attack on the very people you are called to represent on the transit district board.

I respectfully request that you reject the staff recommendations as they pertain to the Metro Accessible Services Transit Forum. Our special relationship with the transit district should be preserved and encouraged as it benefits both the district as a whole and the ridership community the district exists to serve.

Sincerely yours,

B. Jefferson Le Blanc



METRO

ACCESSIBLE SERVICES TRANSIT FORUM

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

To the Santa Cruz County Metropolitan District Board of Directors: OCT 6 2003

I am writing this letter under the authority of the MASTF membership.

MASTF asks Metro to preserve the current Metro/MASTF structure. This relationship is unique and valuable - a model to be followed by other Districts - and a shining illustration of Metro's openness to the Senior/Disabled Community's concerns and needs.

On 29 January 1989, MASTF was formed by senior and disabled members of the community who felt the Metro Bus System was not meeting our needs. We developed by-laws to govern our organization and began to petition Metro for needed services.

In September 1989, MASTF was officially recognized by Metro. In 1990, effective 1992, the ADA required Metro to have an advisory group for the paratransit qualified disabled community and strongly recommended an advisory group for the disability community in general. Metro chose MASTF for both roles.

Over the years, the relationship between Metro and MASTF has matured, with respect growing on both sides.

MASTF has served many functions for Metro:

1. We fulfill Metro's ADA mandated advisory requirements.
2. We provide feedback on ADA/504 policy.
3. We spent hundreds of hours in consultation with the District on paratransit recertification and grievance procedures.

4. We provide input on the needs of the Senior and Disabled Community, allowing diverse points of view to be aired and evaluated - we do not always agree with one another.
5. We provide a forum for Metro to address the Senior/Disabled community and for the Senior/Disabled Community to address the Board.
6. We are your eyes to insure all bus stops in the District remain safe and accessible without your having to inspect each one yourself.
7. Over the years, we've provided thousands of hours of volunteer help with sensitivity training and provided numerous volunteers for field work experience for new bus drivers.
8. Our members often write letters to the editor defending Metro; for instance, members wrote letters supporting Metro during recent discussions on bus fare increases.
9. We lobbied and fought beside Metro to gain support for Metrobase.

All without personal payment.

Issues which MASTF feels may be a basis for Metro's reevaluation of its relationship with MASTF include:

1. Cost-cutting.
2. An expansion of the reevaluation of the relationship between Metro and MUG, based on input from Mr. Paul Marcelin-Sampson.
3. Retribution.

Regarding cost-cutting: MASTF is aware of financial difficulties facing the District. We've cut expenses by voluntarily finding a free meeting location - saving the District \$1,500 per year in room rental fees. We upheld this change in venue even after the General Manager assured MASTF membership that there was no problem with continuing to hold MASTF meetings at the University Town Center, paid for by Metro.

We were and are aware of the realities of the current economy. We made no protest when our budget was cut from \$500 a year to \$125. We also saved Metro money by asking as many members as possible to receive e-mail MASTF packets rather than paper packets. As a result, the mailing list has been shortened considerably, further reducing support costs. The MASTF Executive Board has voted to forgo receiving monthly bus passes until the economy improves.

Regarding MASTF's inclusion in Metro's reevaluation of the relationship between Metro and MUG: MASTF has an entirely different relationship with Metro. We are an independent body. That is our strength, and one of our greatest contributions to Metro. No one is suggesting any impropriety in the Metro/MASTF relationship, nor is the public suggesting that Metro support a different ADA advisory body. An independent Senior and Disabled Advisory body is looked upon with favor by the community. A paratransit advisory committee is required by law.

Regarding retribution, there have been some indications of hostility on the part of some Metro Board members and Metro staff towards MASTF:

1. There has been anger directed towards MASTF in reaction to a lawsuit initiated by former Chair Debra Lane and Joshua Loya (April 2000).
 - a. This lawsuit was a legal issue between Metro and private plaintiffs. MASTF played no part in their decision to sue.
 - b. Retribution against MASTF for the private actions of individual members is not only inappropriate, it is also illegal under the ADA.
2. In a Metro Board meeting on April 19, 2002, Director Almquist suggested the elimination of the Accessible Services Coordinator's (ASC) job. This looked very much like retribution towards Ms. Lane through Mr. Daugherty - the current ASC - because Mr. Daugherty is the significant other of Ms. Lane. Seconded by Jan Beautz, this motion passed with no votes opposed and one abstention.
3. A member of the UTU created a hostile cartoon regarding MASTF which was circulated at the July 2002 MASTF meeting. To our knowledge, no disciplinary action was taken regarding this incident, nor has any apology been offered from the Board or the UTU.
4. There have been other examples of hostility, but these will suffice.

MASTF does not wish the relationship between Metro and MASTF to be tainted by anger directed by individuals on either side of the MASTF/Metro relationship. We hope these issues may be discussed and worked out to the satisfaction of both parties.

MASTF wishes to continue our association with Metro in the manner in which it has been in the past. Specifically:

1. MASTF wishes to continue providing a forum for the Senior and Disabled Community to communicate their needs to the District and for the District to communicate with the Senior and Disabled Community.
2. We wish to continue providing input on ADA/504 issues, including recertification and recertification grievance procedures.
3. We wish to continue having a place on the Metro agenda in which to provide input.
4. We wish to continue receiving staff input from Mr. White, Mr. Baehr, Mr. Paulson, and Mr. McFadden so that we may better understand Metro's varying issues and needs - thus helping us provide better input to Metro.
5. We wish to continue receiving staff support in the form of the Accessible Services Coordinator who takes minutes, keeps us on track regarding Robert's Rules and the Brown Act, and helps prepare packets for the membership.
6. We wish to continue having Metro support in sending out monthly MASTF packets.
 - a) Many people in the Disabled Community are physically unable to attend meetings yet still wish to participate in the process of advising Metro.
 - b) These people are of particular importance because they are the users of Paratransit, the service specifically mentioned by the Americans With Disabilities Act as requiring an advisory committee.
 - c) Paratransit users who are unable to attend MASTF meetings contact MASTF members (usually Executive Committee members) who bring their needs to the attention of the full MASTF membership and District staff for discussion.
7. We wish to continue being your eyes and ears to insure that all bus stops in the District remain safe and accessible.
8. We wish to continue training new bus drivers on how to safely load, secure, and care for people in wheelchairs and scooters, and how to care for people with other disabilities.
9. We wish to continue acting as a group to support Metrobase. We are your strongest allies on this issue.

If Metro decides to sever relations with MASTF, there may be several consequences:

1. MASTF will not go away. We are an independent body. We will continue to meet, continue to attend Metro board meetings, continue to petition for needed changes.
2. MASTF will feel that the Metro Board is no longer listening to the disabled community, and we will be more likely to air our concerns publicly via news papers as well as at Metro meetings.
3. At the present time, individual disabled persons can come to MASTF, express their needs, have these needs discussed, and have these needs presented to the Board, if appropriate. If individual disabled people feel there is no longer an independent organization to which they can turn, they may be more inclined to sue Metro than they have been in the past.
4. MASTF may no longer feel the need to actively campaign on behalf of the Metro system regarding issues like the Metro Base, nor to provide services like bus driver training, bus stop accessibility and safety input, advising Metro regarding the recertification process, etc.
5. The ADA requires an advisory group for the paratransit dependent community.
 - a) Metro will have to find or develop a new Paratransit advisory group.
 - b) If Metro institutes its own advisory group along the model of MUG, with Metro developed by-laws and appointment to the committee by Metro Directors, there will be serious and well justified doubts about the objectivity of the new group.
 - i) There will be questions as to whether this new group will truly represent the disabled community, or whether it will be a puppet committee of the Board, rubber stamping Metro's decisions.
 - ii) Even if the new group does try to represent the disabled community, questions about its objectivity will remain in people's minds.
 - iii) The staff proposed Metro Advisory Committee will consist of approximately 33% senior and disabled people, severely diluting our voices and grievously limiting our ability to advocate for our needs. This will be noticed - with extreme disapproval - by the Senior/Disabled Community.

- c) The relationship between Metro and MASTF is clean and above reproach. A Board appointed advisory body will not have this unmanipulatable appearance.

The above should not be construed as threats by MASTF, but simply as possible outcomes if Metro disassociates itself from MASTF.

The General Manager has stated that a large part of the reason for MASTF's inclusion in the advisory group reevaluation is because the Metro Board finds MASTF to be unresponsive to Board concerns. Unfortunately, the Board has been reticent in expressing those concerns, making it difficult for MASTF to address them.

The General Manager brought up two issues in particular that concerned some members of the Board regarding MASTF:

1. Metro must ask for issues to be put on MASTF's agenda when the Board would like MASTF input. In point of fact, MASTF has **never** refused a Metro request for input. None the less, MASTF has put an item on next month's agenda to amend its by-laws so that Board requests for input will automatically appear on MASTF agendas - no "asking" required.
2. Some members of the Board are concerned because there is no minimum voting age in MASTF. Again, this has been put on the agenda as a possible by-law change.
3. MASTF underwent a major by-law review and revision this year. It was well publicized for several months in the MASTF minutes which are in the Metro Board packet. Director Pat Spence made several suggestions, many of which were incorporated in the revised by-laws. No one from Metro mentioned the above concerns to us while we were amending our by-laws - a time when it would have been most appropriate to approach us with these concerns. **MASTF can not address issues that are not brought to its attention.**

Mr. Baehr brought one issue from Metro to MASTF's attention. Mr. Baehr requested that MASTF trim the number of monthly agenda packets being mailed in order to cut costs. This was immediately done, with a letter sent to MASTF members that very month requesting them to receive e-mail packets rather than hard-copy packets. Excluding packets being sent internally within Metro itself, MASTF hard-copy mailings have been cut from 77 copies in March 2003 to 24 copies in September 2003, saving Metro money in these difficult economic times.

Metro's attorney, Peg Gallagher, requested that MASTF follow Brown Act requirements at all times. MASTF was already following Brown Act requirements, but we increased our diligence due to this request. These are examples of what can be accomplished if Metro will only express their concerns to MASTF.

MASTF has considered Metro needs and taken other steps without Metro's request, including finding a free meeting space and foregoing monthly MASTF executive committee bus passes to save Metro money.

The difficulties and misunderstandings between Metro and MASTF can be resolved through better and more open communication. MASTF will not allow Metro to dictate our by-laws, but we desire to work out concerns that are brought to our attention. Unfortunately, Metro has been remiss in expressing those concerns. We hope these issues may be discussed and worked out to the satisfaction of all parties in the future.

If Metro wishes to restructure MUG, that is Metro's prerogative. MUG has always belonged to Metro, which wrote MUG's by-laws, and approves its membership. The proposed Metro Advisory Committee by-laws have some differences from current MUG by-laws, but they aren't significantly different.

MASTF asks Metro to preserve the current Metro/MASTF structure. This relationship is unique and valuable, a model to be followed by other Districts, and a shining example of openness to the Senior/Disabled Community's concerns and needs.

The 1992 Paratransit Plan designated MASTF as Metro's official paratransit advisory body. MASTF has served that role well, with much time and effort expended to provide the best advice possible. MASTF has the community's respect. Does the Board really wish to tamper with that?

Sincerely,



Sharon L. Barbour
MASTF Chair



METRO

ACCESSIBLE SERVICES TRANSIT FORUM

920 Pacific Avenue, Suite 321, Santa Cruz, CA 95060

March 7, 2003

OCT 6 2003

Dear MASTF Members,

Metro is facing a huge financial shortfall - approximately 2.4 million dollars. We are facing the probability of route cuts and fare increases.

Metro is paying for MASTF mailings - approximately \$1,600-\$3,300 per year for paper, envelopes, and postage in addition to time for staff to prepare and send packets. It is important to find as many non-service cut areas to lower spending as much as possible so we can keep needed services.

In an effort to lower expenses, MASTF is updating our mailing list. Some of you may no longer wish to receive packets. Others (most, I hope) would like to receive the packets via e-mail rather than snail mail. Monthly e-mail packets are much less expensive for the District - no postage fees - and save a lot of money. Of course, printed packets, large print packets, and voice-cassette packets are available for those who request them.

Please contact Accessible Services Coordinator John Daugherty to let him know your preference. He can be reached at:

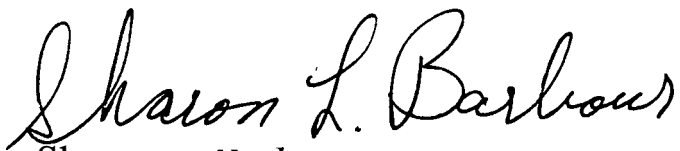
Attention: MASTF or
Attention: John Daugherty
920 Pacific Avenue, Suite 21
Santa Cruz, CA, 95060

(83 1) 423-3868

jdaugher@scmtd.com

Because we are attempting to update our mailing list, please include your name, address, phone number, and e-mail address. Please do consider e-mail rather than hard-copy monthly packets.

Thank you,

A handwritten signature in black ink that reads "Sharon L. Barbour". The signature is written in a cursive style with a large initial 'S'.

Sharon L. Barbour
MASTF Chair

To: John Daugherty <jdaugher@scmtd.com>
Subject: Re: My Sentinel Editorial

Metro Serves Us All (my title) OCT 6 2003
Metro bus service is vital to the community (Sentinel title)
by B. Jefferson Le Blanc
June 2003 (Submitted)
Sunday, July 6, 2003 (Published)

In his editorial in the June 22 Sunday Sentinel, Whom Does Metro Serve, Steve Smith demonstrates the old truism, a little knowledge can be a dangerous thing. Mix it up, as he does, with half-truths, fabrications and spite and you have a truly noxious concoction.

A little knowledge: the county's transit system does not carry as many passengers as it should.

A half-truth: you can look at an empty bus waiting at the far end of its run and determine how useful the entire route is.

A fabrication: Mardi Wormhoudt has something to do with route and service decisions at the transit district.

And spite: thousands of people who ride the bus have no right to live here because they are too young to drive, too old to drive, too disabled to drive, cannot afford or choose not to drive an automobile. Smith insinuates such people make no significant or worthwhile contribution to the community and are an unnecessary drain on our resources; we would be better off without them.

Among the many things that Mr. Smith does not understand about transit service is that even the well utilized primary routes would not be nearly as useful if they did not connect to feeder routes bringing people into the main arteries of the system.

He criticizes the pollution and inefficiency of diesel-powered busses without specifying which busses he's referring to. Not our local fleet, certainly, because the Santa Cruz Metro has nearly completed its transition to green diesel and compressed natural gas powered busses that meet strict new clean air standards handed down by the California Air Resources Board. These mandated changes have added significantly to the Metro's capitol costs over the last few years and will add substantially more in the future. These costs are not a result of local environmental activism but a response to state law and regulation.

Mr. Smith implies that the entire \$30+ million Metro budget is paid for by taxes which could be better spent elsewhere. In fact, 22% - nearly \$7 million - of the budget is covered by passenger fares. Fifty percent comes from local taxes, the rest from various

state and federal sources. If the transit system disappeared tomorrow, this money would not somehow magically be available for other local services. Much of it would disappear, mostly redirected to transit systems outside Santa Cruz County.

As for UCSC, the students there have voted repeatedly to tax themselves, through their student fees, to pay a large part of the cost of providing bus service to the university. If they did not, the city of Santa Cruz would be even more smothered than it already is by student automobile traffic. Of course, Smith lives in Scotts Valley so this would be no skin off his nose.

It is true that the bus system does not carry as many people as it should. This is due in part to the difficulty of providing the optimum convenience necessary to develop maximum ridership. But these difficulties are not a result of incompetent or wrongheaded leadership. Quite the contrary, in fact, is true. The Santa Cruz Metro spent the last half of the 1990s digging itself out of the hole the recession of the previous five years put it in, a recession intensified locally by the 1989 Loma Prieta earthquake. Then, just as they were beginning to see light at the end of the proverbial tunnel, the current recession arrived, once again depriving the district of the resources necessary to improve service and ridership.

This is not to say that, even so, the Metro is an inefficient operation as transit systems go. Even with its awkward mix of rural and suburban routes, Santa Cruz Metro has for many years been among the leaders in ridership per mile and is currently ranked fourth nationally among systems near its size.

One is left to wonder why Mr. Smith is so angry about local transit service. Obviously he does not use it. He clearly lacks the imagination to see that he might someday need it. And he has no empathy for people less fortunate than himself for whom bus service is essential to livelihood and wellbeing. I suggest that it is, however, no intrinsic merit of his own but the grace of God, or mere chance if you prefer, that separates him from the bus riders he so vehemently despises.

--

B. Jefferson Le Blanc

E-mail: whitedog@sasquatch.com

On the Web: <http://www.whitedog.biz>

AS YOU SEE IT

traffic into residential areas? Third, is there any evidence from historical analyses of other municipalities or counties that widening highways does, in fact, lead to increased residential and commercial development downstream? Fourth, is there any way that the existing supervisors or their friends, families or campaign funds could possibly financially profit from widening Highway 1. The latter questions out to be posed to each supervisor, separately.

The answers to these questions could be published prominently in the Sentinel

STEVE LYNCH
APTOS

Thursday, May 10, 2001 SANTA CRUZ SENTINEL

A13

Attachment I

APRIL 26

Bus depot endorsed

I protest the ongoing selfishness of a few property owners who surely own automobiles, trucks, campers and what have you, and never ever need to board a bus, fight the people's right to have a decent Metrobase.

As usual, the poor, who must ride the Metro to their jobs, their shopping, their social occasions, are without any clout to defend themselves and their precious Metro

I am one of those, and a senior, and disabled, in a wheelchair. I cannot drive a car. If I could do so, I couldn't afford to pay for it, to maintain it, to insure it or to keep it supplied with gasoline and oil. The Metro is my freedom to get around in Santa Cruz and Watsonville, Ben Lomond, etc. And this is the story of many, many Metro-riders, able-bodied or otherwise.

Please, Santa Cruz. You have your cars. Let us have our Metrobase.

KASANDRA FOX
SANTA CRUZ

APRIL 26

Metrobase 'absolute necessity'

During last year's effort to build a consolidated facility on the Westside, the vilification of Metro and its employees was undeserved and, at times, ridiculous.

Opponents reduced Metrobase to a project that would pit the butterflies and little children of the Westside neighborhood against a faceless techno-bureaucracy. The thousands of people in this county who rely on the bus were omitted. As the political bonfires roared, the reasons for Metrobase were lost in the smoke.

Now, once again, this community is faced with a decision: where to put Metrobase. Only now, there's even less time to comply with new clean-air standards, less time to rebuild a fleet so decrepit that the patches need patches.

Metrobase isn't a luxury. It's not a scam for guzzling more of the public's money. Metrobase is an absolute necessity. And, it must become a priority if we are to keep our public transit system.

DEBORAH LANE
SANTA CRUZ



METRO

ACCESSIBLE SERVICES TRANSIT FORUM

920 Pacific Avenue, Suite 321, Santa Cruz, CA 95060

May 3, 2001

COPY

Board of Directors
Santa Cruz Metro Transit District
370 Encinal, Suite 100
809 Center Street, Room 10
Santa Cruz, CA 95060

Santa Cruz City Council
809 Center Street., Room 10
Santa Cruz, CA 95060

Santa Cruz County
Board of Supervisors
County Government Center
700 Ocean Street
Santa Cruz, CA 95060

RE: METROBASE

Dear Transit Board, City Council and/or Board of Supervisors Member:

The membership of MASTF has requested that a letter regarding Metrobase be sent to you in the name of our organization.

As you are no doubt aware, practically 100% of our membership must rely on the Metro system and the paratransit system operated under its **jurisdiction.** We are all deeply concerned over the attitude of the property owners who object so violently to the Metrobase being located near their properties. We believe both the Delaware Avenue and the Harvey West sites are zoned industrial and well suited for Metrobase and that only such objections (by people who in most cases own and operate their own private vehicles and never ride a bus) are making it so difficult for Metro to get properly located and on with its business.

Our 93 members want to raise our collective voices to express our full support for the Metrobase to be established in a suitable location, and as soon as possible.

Please add these 93 voices to those of the other supporters of Metrobase.

Sincerely,

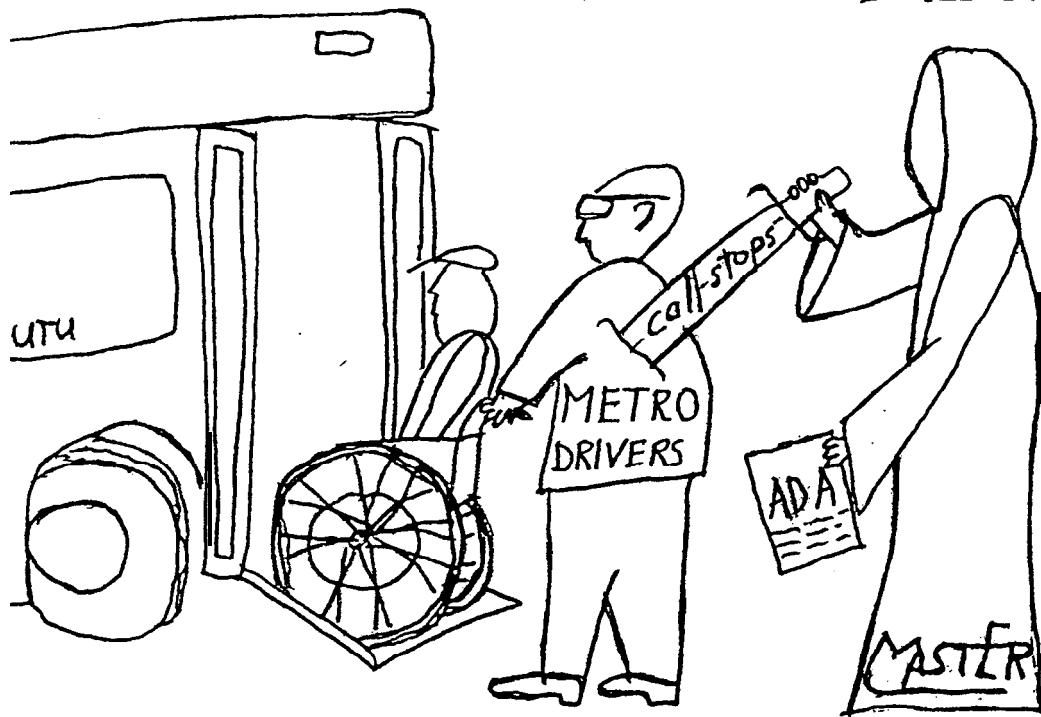
METRO ACCESSIBLE SERVICES TRANSIT FORUM

s/

Kasandra Fox, Chair

Attachment D

METRO BLUES



Caution: Helping hands may
be bitten off.

22. CONSIDERATION OF ADOPTION OF RESOLUTION RECOGNIZING THE PASSAGE OF THE AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Summary:

Les White reported that today is the 12th anniversary of the enacting of the Americans with Disabilities Act (ADA) on July 26, 1990 by President Bush.

Discussion:

There was discussion regarding a cartoon which was distributed at the last MASTF meeting regarding ADA and the Call Stops. Director Fitzmaurice expressed his hope that the Board would authorize the Chair to write a letter to MASTF expressing the Board's dismay at this cartoon. In the future Director Fitzmaurice will tell the bus operators when they do not announce the call stops. Bonnie Morr stated that the cartoon is 1-2 years old and that it does not reflect the feelings or thoughts of any of the drivers. She assured the Board that no driver distributed this cartoon anywhere at all and that UTU is and has been committed to the MASTF Committee since its inception. Director Reilly asked that a letter be sent to CCCIL as well in this regard.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR AINSWORTH

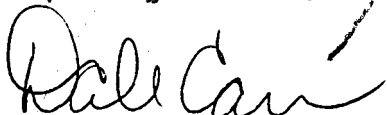
Adopt a resolution recognizing the passage of the Americans with Disabilities Act of 1990 on the 12th anniversary of its Enactment.

Motion passed with a roll call vote and with Directors Almquist, Beautz and Norton being absent.

ADJOURN

There being no further business"; Chairperson Ainsworth adjourned the meeting at 11:44 a.m.

Respectfully submitted



DALE CARR
Administrative Services Coordinator

7-1-19

May 25, 2002

Disability advocates claim retaliation

By KAREN A. DAVIS
Sentinel staff writer

Several disability rights advocates are upset over what they allege was an act of retaliation by a Santa Cruz County supervisor and Metro Transit District director toward a woman who filed a lawsuit against the district.

Debra Lane, a disabled Santa Cruz woman, filed a lawsuit in federal court in San Jose against the transit district last month. The suit alleges Metro bus drivers violated state and federal laws by failing to call stops and announce routes for blind passengers.

At a subsequent Metro board meeting during which budget balancing and service cuts were being discussed, County Supervisor and Transit District Director Jeff Almquist asked that staff look into "the issues that might be associated with eliminating" the accessibility services coordinator position.

That coordinator assists elderly and disabled individuals to use Metro services and advocates for them in an official capacity. The position is held by John Daugherty, a disabled Santa Cruz man with whom Lane has had a close personal relationship for four years.

"I think we were just in the mode where we were looking at a lot of job cuts," Almquist said Thursday. "But because of complaints, I don't think that will be considered further."

Metro Director Les White said the position had never been targeted for cutting. A decision was made at a subsequent special board meeting on service cuts to not have staff pursue the issue further, he said.

"We determined that position was integral . . . and from a staff standpoint, it is a closed issue," White said.

Still, Brad Neely, a member and former chair of the Metro Accessible Services Transit Forum, said "publicly haranguing a member of the community" was a misstep on Almquist's part.

"This is a moral issue . . . about civil rights compliance," Neely said. "We pride ourselves on being tolerant here in Santa Cruz and this sort of display of intolerance by a public official is unacceptable."

Prior to making the motion last month, Almquist said, "We came up with this plan

before being sued by Ms. Lane and the other disability groups — an action that's going to have extraordinary cost to the district.

"It actually disturbs me to see her still here representing all people with disabilities when she's brought this action against the district," Almquist added. Lane was present at the public meeting.

Daugherty is a member of the Service Employees International Union, Local 415. In a letter to the transit district board this month, spokeswoman Dianna Dunn said the union "is disturbed by Director Almquist's insensitive display of anger and ignorance.

"We are even more disturbed that no other member of the board spoke to censure him and that the board went on to nearly unanimously approve his motion," Dunn said. "SEIU Local 415 believes that this intolerable display of anger and discrimination should be addressed."

"Almquist's actions violated the anti-retaliation provisions of the Americans with Disabilities Act," said Tim Fox, Lane's attorney.

"Like any other minority, we've had to struggle for the civil rights we have," Neely said.

"It's just part of a pattern of discrimination," Lane said. "If this (statement) was made concerning the rights of Latinos or African Americans, I don't think the people of this county would stand for it."

Lane plans to attend the district's June 21 meeting and said she will request that Almquist apologize to she and Daugherty.

Contact Karen A. Davis at kda vis@santa-cruz.com.

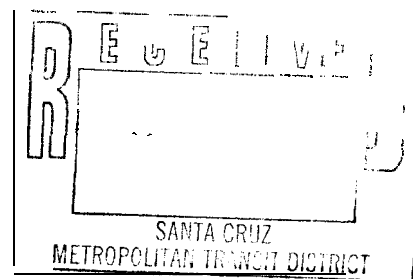
You can find this story online at:

<http://www.santacruzsentinel.com/archive/2002/May/25/local/stories/04local.htm>

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Lift Line Advisory Committee



Santa Cruz Metropolitan Transit District Board of Directors
370 Encinal Street, Ste 100
Santa Cruz, CA 96060

Dear Chairperson Reilly and the Members of the Board:

The Lift Line Advisory Committee is currently conducting a detailed review of operations in order to increase service quality and efficiency. In the course of this review, it has come to our attention that METRO has not allowed the co-mingling of rides among funding sources for the past year.

We request METRO to furnish us with the reason for this change and look forward to your detailed response so we can move forward in our effort to improve service to our community and METRO passengers. Your expeditious reply will be appreciated and enable us to address this matter at our next meeting on November 4, 2003. Thank you in advance for your cooperation.

Sincerely,

Roger McKowan
Chair

CC: Santa Cruz County Regional Transportation Commission Bd. of Directors
Community Bridges Board of Directors
Sam Storey, CEO, Community Bridges
Les White, General Manger, METRO

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 12, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 12, 2003 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice Chairperson Keogh called the meeting to order at 9:00 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist (arrived after roll call)
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Emily Reilly
Mike Rotkin
Ex-Officio Wes Scott
Pat Spence

DIRECTORS ABSENT

Dennis Norton
Ana Ventura Phares
Marcela Tavantzis

STAFF PRESENT

Bryant Baehr, Operations Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager

Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Sharon Barbour, MASTF
Jenna Glasky, SEA
Gary Klemz, SEIU
Jeff LeBlanc, Rider
R. Paul Marcelin-Sampson, Metro Riders
Union

Manny Martinez, PSA
Bonnie Morr, UTU
Karena Pushnik, SCCRTC
Will Regan, VMU
Jim Taylor, UTU

2. ORAL AND WRITTEN COMMUNICATION

- a. Susan Trimmingham RE: Bus Traffic

3. LABOR ORGANIZATION COMMUNICATIONS

Nothing to report.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Nothing to report.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Sharon Barbour, Chair of MASTF, announced that at its last Executive Committee meeting, it was voted that due to METRO's current economic situation, the Executive Committee would forego receiving monthly passes for now until the situation improves. Ms. Barbour presented a letter to the Board asking for a postponement of the advisory group discussion until the October Board meetings in order for MASTF to fully consider the information in that staff report. MASTF would like to have input into this issue at both the Board meetings in October.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF AUGUST 8 AND AUGUST 22, 2003

No questions or comments.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

No questions or comments.

**7-3. ACCEPT AND FILE AUGUST 2003 RIDERSHIP REPORT
PAGE 1 OF THE RIDERSHIP REPORT WILL BE DISTRIBUTED IN THE SEPTEMBER
26, 2003 BOARD PACKET**

No questions or comments.

**7-4. CONSIDERATION OF TORT CLAIMS: Rosa Linda Quihuiz, Claim #03-0024
ACTION REQUIRED AT THE SEPTEMBER 12, 2003 BOARD MEETING**

Margaret Gallagher reported that this claimant was on a bus when the bus was rear-ended by another vehicle. Ms. Quihuiz allegedly suffered injuries as a result of this collision. Ms. Gallagher pointed out that she is not in a position to settle this claim at this time and asked the Board to reject the claim entirely.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HINKLE

Reject the claim.

Motion passed unanimously with Directors Almquist, Beautz, Norton, Phares and Tavantzis being absent.

7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF SEPTEMBER 18, 2003 AND THE MINUTES OF THE AUGUST 21, 2003 MEETING DOCUMENTATION WILL BE DISTRIBUTED IN THE SEPTEMBER 26, 2003 BOARD PACKET

No questions or comments.

7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF SEPTEMBER 17, 2003 AND THE MINUTES OF THE AUGUST 20, 2003 MEETING

No questions or comments.

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY 2003

No questions or comments.

7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JUNE 2003

No questions or comments.

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2003

No questions or comments.

7-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

7-11. ACCEPT AND FILE METROBASE STATUS REPORT

Les White reported that the MetroBase schedule would change in October. The new design team is developing a revised schedule that they will present to the Board at the October 10th Board meeting. RNL Design will begin to break out pieces of the project and each piece will have its own timeline.

DIRECTOR ALMQUIST ARRIVED AT THE MEETING.

Mr. White added that METRO will meet its California Air Resources Board (CARB) requirements, however, there will be slippage in other components of the project.

7-12. CONSIDERATION OF APPROVAL OF ACCOUNTING TECHNICIAN RECLASSIFICATION

No questions or comments.

7-13. CONSIDERATION OF ACTIONS TAKEN IN RESPONSE TO EXCESSIVE NOISE ON TWENTY-NINE NEW BUSES

Tom Stickel reported on the noise complaints associated with 29 of the new convertible buses received from New Flyer. The cooling fans were running more than they should have been and are now working in relation to the heat requirements generated by the engine. Noise tests were conducted by METRO's Fleet Maintenance Dept. both before and after the cooling fans were fixed. All bus noise complaints were responded to by Bryant Baehr.

Mr. White added that there is still a problem with the particulate filters and that the filters will be shipped back to Ohio for a 5-day process of repair. Mr. Stickel spoke with the manufacturer about stocking the parts locally for a quicker turn-around and about how the manufacturer will experiment with changing the process before installing the filters to avoid this problem. The cost of fixing these problems falls on the manufacturer. There is a potential for damages if METRO does not have buses to pullout as a result of this problem. It was noted that when these buses are retrofitted to CNG, this problem would be gone.

7-14. CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE FROM RUDOLF F. MONTE FOUNDATION FOR FIREWORKS FUNDRAISER

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Provide special shuttle service to the 2003 Fireworks Fundraiser as requested by the Rudolph F. Monte Foundation subject to a letter request being made by the County of Santa Cruz or some other governmental entity.

DIRECTOR BEAUTZ ARRIVED AT THE MEETING.

Motion passed unanimously with Directors Norton, Phares and Tavantzis being absent.

REGULAR AGENDA

**8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
THIS PRESENTATION WILL TAKE PLACE AT THE SEPTEMBER 26, 2003 BOARD MEETING**

No questions or comments.

**9. CONSIDERATION OF AWARD OF CONTRACT FOR EXCESS WORKERS
COMPENSATION COVERAGE
DOCUMENTATION WILL BE DISTRIBUTED IN THE SEPTEMBER 26, 2003 BOARD PACKET**

No questions or comments.

10. CONSIDERATION OF ACCEPTING THE MEXICAN CONSULAR, KNOWN AS THE “MATRICULA CONSULAR”, AS A FORM OF IDENTIFICATION FOR PURCHASING BUS PASSES WITH A CHECK

Summary:

Bryant Baehr reported that requests have been received from the public for METRO to accept the Matricula Consular as identification to purchase bus passes when the rider does not have a California driver’s license or valid ID card. METRO’s policy is that the check is written on a local bank. Staff is requesting that the Board approve this form of identification.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the acceptance of the Mexican Consular, known as the “Matricula Consular” as an accepted form of identification for purchasing bus passes with a check issues from a local bank.

Discussion:

There was discussion regarding security measures against falsifying this form of I.D. The Customer Service staff will be given information on ways to identify a false I.D.

Motion passed unanimously with Directors Norton, Phares and Tavantzis being absent.

11. CONSIDERATION OF ONE-YEAR REVIEW OF PARACRUZ RECERTIFICATION

Summary:

Bryant Baehr stated that his staff report responds to the numerous questions that arose at the July Board meeting regarding this issue. Comments were also received from the public and from Director Spence. He also discussed the “immediate needs” designation and how this is handled, i.e. timeline of 14 days vs. trip-by-trip. Some language was also modified in the appeals panel verbiage. Mr. Baehr mentioned the skilled nursing facilities and the lack of information they would supply to him on turnover rates, occupancy, etc. He added that customers going through the (re)certification process are now receiving advocate information with the initial letter being sent out.

Discussion:

Director Spence pointed out that the proposed language in Section 10.04 of the Appeals Process Policy does not include the words “conditional” or “restricted” eligibility as she had requested. Mr. Baehr will revise this language. Concern was expressed on tracking when the 14-day timeline expires. Bryant Baehr responded that this is monitored very closely by METRO staff along with Life Line being aware of the timeline as well.

12. CONSIDERATION OF REVISING THE PUBLIC ADVISORY COMMITTEE STRUCTURE

Vice Chairperson Keogh noted that the Chair of MASTF requested that this issue be postponed to the October Board meetings.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR AINSWORTH

Postpone this issue until October. Begin discussions at the October 10th meeting.

Motion passed unanimously with Directors Norton, Phares and Tavantzis being absent.

13. CONSIDERATION OF RENT STRUCTURE AT SANTA CRUZ METRO'S TRANSIT CENTERS

Summary:

Margaret Gallagher reported that in February when the Franaszeks purchased Storti's Pizza, they requested a rent reduction. At that time, the Board asked Ms. Gallagher to conduct a rent survey in six months of all the METRO tenants. The rents for each tenant vary depending on the nature of the business, its location, and length of tenancy. The lease includes a clause stating that the rent would be increased in accordance with the cost-of-living rate; however, the initial rent is determined to be whatever the market will bear.

Discussion:

There was discussion of the turnover rate at the Storti's Pizza location, and the fact that vendors add both safety and ambience to the transit centers.

14. CONSIDERATION OF CONSOLIDATING ALL PUBLIC, ORGANIZATIONAL AND LABOR COMMUNICATION UNDER ORAL AND WRITTEN COMMUNICATIONS

Summary:

Staff is recommending that labor and advisory organizations speak under the "Oral and Written Communications" section rather than under their own individual sections on the Board Meeting agendas.

Discussion

Director Almquist suggested that Labor organizations have different issues than advisory organizations and should have a separate section on the agenda. Bonnie Morr distributed a history of how the labor organizations came to be placed on the Board agenda. Ms. Morr agreed with Director Almquist that labor should be separate from advisory groups on the Board agenda. Gary Klemz of SEIU would also like labor to remain separate from advisory groups on the agenda and mentioned that this might be a "meet and confer" issue under Article 7 of the SEIU labor agreement.

Sharon Barbour suggested that this issue be deferred until the advisory groups issue is discussed in October. Paul Marcelin-Sampson added that his concern is that all groups representing riders have a separate item on the agenda, however, if these groups fall under “Oral and Written Communication”, they should all be treated equally.

15. CONSIDERATION OF AMENDING BUS ADVERTISING POLICY AND REGULATION TO ALLOW ADVERTISING FOR SANTA CRUZ METRO SERVICE

Summary:

Margaret Gallagher reported that this issue is an attempt to amend the advertising policy so METRO can advertise its own services.

Discussion:

Director Reilly mentioned that the Commute Solution advertisement does not list METRO’s phone number in it, therefore, would it be considered a METRO service? Ms. Gallagher responded that with the requested change to the policy, METRO would be allowed to have bus advertising on the buses regardless of who pays for it. Karena Pushnik stated that Commute Solutions offers information on the entire range of transit solutions, including bus information and assistance with the *Headways*. It was noted that in the current policy, any proposed advertising that doesn’t meet the standard would be reviewed by the General Manager. Also, no advertisements would be accepted for any type of alternate transportation even if it were combined with bus information. The advertising policy needs to be curtailed to commercial advertising, not public service announcements or ads from non-profits. Director Beautz asked that METRO’s phone number and/or website be added to the Commute Solutions ad. She was informed that RTC is tracking the effectiveness of this campaign and if calls were received by METRO, these would need to be tracked by METRO staff.

16. CONSIDERATION OF OPTIONS TO REINSTATE THE BUS ADVERTISING PROGRAM

Summary:

Les White reported that METRO’s contract with Obie Media has expired and METRO has come to a settlement with all outstanding issues related to the contract. Any advertisements currently on the bus that are from the Obie contract are being allowed to complete their advertising cycle. METRO staff has received an inquiry from MST regarding their interest in a joint, self-administered advertising program. Choices before the Board are: 1) no advertising on the buses; 2) METRO staff selling advertising for buses; 3) Working with another agency in a joint advertising effort.

Discussion:

Mr. White added that if a joint arrangement is made with another agency, METRO would obtain a local firm to assist rather than utilizing METRO staff. All production costs would be at the expense of the advertisers. The only cost to METRO would be for installation.

17. **CONSIDERATION OF POLICY REGARDING LEAFLETING AT METRO CENTERS DOCUMENTATION WILL BE DISTRIBUTED IN THE SEPTEMBER 26, 2003 BOARD PACKET**
18. **CONSIDERATION OF PROPERTY ACQUISITION OF 120 GOLF CLUB DRIVE AND 1122 RIVER STREET FOR THE METROBASE PROJECT** (See relevant Closed Session Item)

Summary:

Staff is requesting that this item be moved to Closed Session for discussion.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Refer this item to Closed Session for further discussion.

Ms. Gallagher noted that she is required to have this item in Open Session to announce to the public the property METRO is considering to acquire: 120 Golf Club Drive where the Surf City Produce currently resides. Also 1122 River Street where the Tool Shed Equipment Rentals is currently residing. Negotiators for 120 Golf Club Drive are the City of Santa Cruz for the Transit District and Yvonne Aiassa, owner and negotiator for the property. For 1122 River Street, the City of Santa Cruz is negotiating for METRO and on behalf of Jeannine Gibson, Trustee, Ken DeFries and Ann Butler are the negotiators.

Motion passed unanimously with Directors Norton, Phares and Tavantzis being absent.

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

Margaret Gallagher reported that she will be discussing two anticipated litigation cases along with a conference with METRO negotiators on the 120 Golf Club Drive and 1122 River Street properties.

20. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**

None

SECTION II: CLOSED SESSION

Vice Chairperson Keogh adjourned to Closed Session at 10:23 and reconvened to Open Session at 11:09 a.m.

SECTION III: RECONVENE TO OPEN SESSION

20. **REPORT OF CLOSED SESSION**

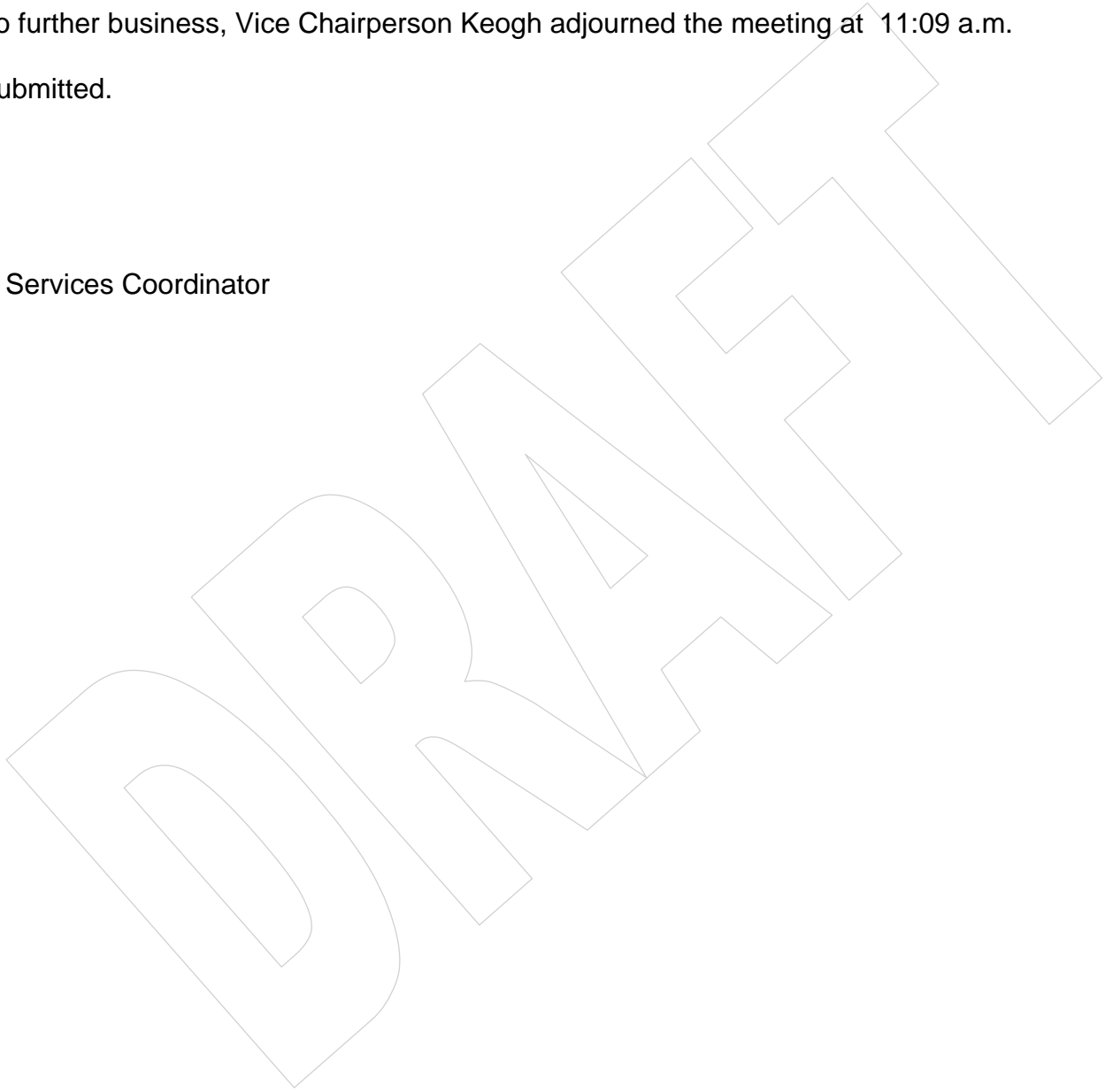
Margaret Gallagher stated that there is nothing to report at this time.

ADJOURN

There being no further business, Vice Chairperson Keogh adjourned the meeting at 11:09 a.m.

Respectfully submitted.

Dale Carr
Administrative Services Coordinator



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 26, 2003

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 26, 2003 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chairperson Reilly called the meeting to order at 9:02 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist (arrived after roll call)
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Dennis Norton (arrived after roll call)

Ana Ventura Phares (arrived after roll call)
Emily Reilly
Mike Rotkin (arrived after roll call)
Ex-Officio Wes Scott (arrived after roll call)
Pat Spence
Marcela Tavantzis

STAFF PRESENT

Bryant Baehr, Operations Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager

Robyn Slater, Interim H.R. Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

April Axton, Lift Line
Sharon Barbour, MASTF
Heather Boerner, *Sentinel*
Donna Canales, Customer Svc. Coordinator
Olivier Diaz, Ticket/Pass Specialist
Jenna Glasky, SEA
Gary Klemz, SEIU
Paul Marcelin-Sampson, Metro Riders
Union

Manny Martinez, PSA
Bonnie Morr, UTU
Brenda Moss, Senior Network Services
Larry Paegler, UCSC
Eileen Pavlik, ADA Elig. Coordinator
Karena Pushnik, SCCRTC
Will Regan, PSA
Jim Taylor, UTU
Robert Yount, Transit Rider
Amy Weiss, Spanish Interpreter

2. ORAL AND WRITTEN COMMUNICATION

DIRECTOR NORTON ARRIVED

Written:

- a. Susan Trimmingham
- b. Lisa Wehara

RE: Bus Traffic
RE: Missing Person Poster

Oral:

Robert Yount spoke in support of MASTF and asked that the Board not take that forum away from the disabled community. A copy of Mr. Yount's remarks is included as an attachment to these Minutes.

DIRECTOR PHARES ARRIVED

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr of UTU spoke regarding several issues: She does not believe that METRO is up to date with the Department of Transportation's Workplace Drug & Alcohol Testing Program Regulations. She asked the Board to direct staff to discuss the policy with the Union. A copy of UTU's letter is attached to the Minutes. She wants direction on when and how the Union and Management can form a committee regarding the Deferred Compensation Program. There is currently a model at the County that she suggests could be researched and possibly implemented at METRO. The mirrors requested by the bus operators on the new buses are causing operators to complain that there is a blind spot with these mirrors. Ms. Morr is concerned that the delivery for different mirrors won't be until mid-October. She spoke with the Bus Stop Advisory Committee (BSAC) regarding the location of various city signs at or near bus stops. When a bus enters a stop, it is hitting these signs because they are located too close to the street.

DIRECTOR ROTKIN ARRIVED

Additional signage from the City and County of Santa Cruz and from other cities is being installed and these conflict with the bus signs. Directors Reilly, Ainsworth and Phares requested lists of problem areas in their jurisdiction. Bryant Baehr will provide this information.

Les White addressed the mirror issue by stating that the operators and manager jointly selected the mirrors and when they arrived, the operators didn't like them. These mirrors are now being replaced with old-style mirrors. Tom Stickel added that the delay in shipping the newly requested mirrors is due to the fact that the manufacturer must fit this new request into their current production schedule.

4. METRO USERS GROUP (MUG) COMMUNICATIONS

Director Spence, at the request of Director Hinkle, read the following motion, which was made at the September 17th MUG meeting:

MUG supports consolidating all public, organizational and labor communications under *Oral and Written Communications* on the Board agendas.

5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

Sharon Barbour stated that the Executive Board of MASTF has chosen to forego receiving monthly bus passes due to the current economic situation. She read the following motion from MASTF's Executive Committee meeting of September 18th:

MASTF supports the staff recommendation regarding leafleting policy, adding:

- 1) MASTF supports the MUG position not to allow leafleting on the center aisle of Santa Cruz Metro Center.
- 2) MASTF opposes leafleting in the middle of Lane 4 of the Santa Cruz Metro Center.
- 3) MASTF supports limiting leafleting to the area adjacent to the clock at the Watsonville Transit Center.

6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION I:
OPEN SESSION:

ADD TO ITEM #2

ORAL AND WRITTEN COMMUNICATION

b. Lisa Wehara RE: Missing Person Poster
(Insert Letter)

CONSENT AGENDA:

ADD TO ITEM #7-3

ACCEPT AND FILE AUGUST 2003 RIDERSHIP REPORT
(Insert Page 1 of Ridership Report)

DELETE FROM ITEM #7-4 CONSIDERATION OF TORT CLAIM: Rosa Linda Quihuiz, Claim #03-0024
(Action taken at September 12, 2003 Board Meeting)

AND

ADD TO ITEM #7-4

CONSIDERATION OF TORT CLAIM: Jill Anne Aida, Claim #03-0026
(Add Tort Claim)

ADD TO ITEM #7-5

ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF SEPTEMBER 18, 2003 AND THE MINUTES OF THE AUGUST 14, 2003 MEETING
(Add Agenda and Minutes)

DELETE ITEM #7-14

CONSIDERATION OF REQUEST FOR SHUTTLE SERVICE FROM RUDOLF F. MONTE FOUNDATION FOR FIREWORKS FUNDRAISER
(Action taken at September 12, 2003 Board Meeting)

ADD TO ITEM #7-16

ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION
(Add Staff Report)

ADD TO ITEM #7-17

CONSIDERATION OF CHANGE ORDER IN CONTRACT 01-11, PURCHASE OF ELEVEN HIGHWAY 17 BUSES FROM ORION BUS INDUSTRIES
(Add Staff Report)

REGULAR AGENDA:

- ADD TO ITEM #9** CONSIDERATION OF AWARD OF CONTRACT FOR EXCESS WORKERS COMPENSATION COVERAGE
(Add Staff Report)
- ADD TO ITEM #11** CONSIDERATION OF ONE-YEAR REVIEW OF PARACRUZ RECERTIFICATION
(Replace with Revised Staff Report and Revised Attachment F)
- DELETE ITEM #12** CONSIDERATION OF REVISING THE PUBLIC ADVISORY COMMITTEE STRUCTURE
(Deferred to the October Board Meetings)
- ADD TO ITEM #16** CONSIDERATION OF OPTIONS TO REINSTATE THE BUS ADVERTISING PROGRAM
(Add Attachment A)
- ADD TO ITEM #17** CONSIDERATION OF IMPLEMENTATION OF NEW REGULATIONS REGARDING ACTIVITIES BY THE PUBLIC INCLUDING LEAFLETING AT SANTA CRUZ METRO'S FACILITIES AND VEHICLES
(Insert Staff Report)
- DELETE ITEM #18** CONSIDERATION OF PROPERTY ACQUISITION OF 120 GOLF CLUB DRIVE AND 1122 RIVER STREET FOR THE METROBASE PROJECT
(Action taken at the September 12, 2003 Board Meeting)
- ADD TO ITEM #19** CONSIDERATION OF RENEGOTIATED CONTRACT WITH THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ
(Add Staff Report)
- ADD TO ITEM #20** CONSIDERATION OF AUTHORIZING THE USE OF FOUR METRO BUS STOPS BY THE UCSC ON-CAMPUS SHUTTLE BUSES
(Add Staff Report)

Additional handouts included a revised August 2003 Ridership Report (Item #7-3.1), Director Spence's proposed modification to the ParaCruz Regulation (Item #11), and an amended Notification of Action Taken in Closed Session regarding: Settlement with Deborah A. Lane and Joshua E. Loya on June 27, 2003 (Item 17-16.1). These additional documents are attached to these Minutes.

Director Rotkin suggested that when items are transferred from the Regular Agenda to the Consent Agenda at the first monthly meeting, a list of these changes be available at the second monthly meeting for the public so they are aware of what items are being approved in the Consent Agenda. This list will be in addition to listing the transferred items on the agenda.

CONSENT AGENDA

7-1. APPROVE REGULAR BOARD MEETING MINUTES OF AUGUST 8 AND AUGUST 22, 2003

Director Spence suggested that a correction to the August 22, 2003 meeting Minutes be made as follows: MASTF provided the Board with a fully formed chartered group that stated it had issues that

~~pertained specifically to METRO ridership~~ was presented to the Board as a fully formed group with adopted bylaws.

7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS

7-3. ACCEPT AND FILE AUGUST 2003 RIDERSHIP REPORT

Director Tavantzis acknowledged that there have been fewer lift breakdowns. Mr. White stated that this is due to new equipment in the fleet and that staff would continue to recommend to the Board that lifts be replaced with ramps.

7-4. CONSIDERATION OF TORT CLAIMS: Jill Anne Aida, Claim #03-0026

7-5. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF SEPTEMBER 18, 2003 AND THE MINUTES OF THE AUGUST 14, 2003 MEETING

7-6. ACCEPT AND FILE AGENDA FOR THE MUG COMMITTEE MEETING OF SEPTEMBER 17, 2003 AND THE MINUTES OF THE AUGUST 20, 2003 MEETING

7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY 2003

7-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JUNE 2003

7-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2003

7-13. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

7-14. ACCEPT AND FILE METROBASE STATUS REPORT

7-15. CONSIDERATION OF APPROVAL OF ACCOUNTING TECHNICIAN RECLASSIFICATION

7-16. CONSIDERATION OF ACTIONS TAKEN IN RESPONSE TO EXCESSIVE NOISE ON TWENTY-NINE NEW BUSES

7-17. DELETED

7-15. CONSIDERATION OF ACCEPTING THE MEXICAN CONSULAR, KNOWN AS THE "MATRICULA CONSULAR", AS A FORM OF IDENTIFICATION FOR PURCHASING BUS PASSES WITH A CHECK

7-16. ACCEPT AND FILE NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING LANE, ET AL VS. SANTA CRUZ METRO, U.S. DISTRICT COURT

7-17. CONSIDERATION OF CHANGE ORDER IN CONTRACT 01-11, PURCHASE OF ELEVEN HIGHWAY 17 BUSES FROM ORION BUS INDUSTRIES

DIRECTOR ALMQUIST ARRIVED.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the Consent Agenda with the changes to the Minutes of August 22, 2003 suggested by Director Spence.

Motion passed unanimously with Director Beautz being absent.

REGULAR AGENDA

8. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

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

TWENTY YEARS

James Lorenzano, Bus Operator

TWENTY-FIVE YEARS

Donna Canales, Customer Service Coordinator

**9. CONSIDERATION OF AWARD OF CONTRACT FOR EXCESS WORKERS
COMPENSATION COVERAGE**

Summary:

Tom Stickel reported that METRO currently has insurance policies for Workers' Compensation exceeding \$350,000. However, General Electric notified METRO this year that it would no longer provide this coverage in California once the current policy expired. METRO proposes to increase its self-insured retention rate to \$500,000. METRO has the option to consider a Joint Powers Agreement (JPA) with California State Association of Counties, which is the largest JPA working with the Workers' Compensation insurance.

Discussion:

The Board directed staff to use their judgment as to including the entire contract with all addendums and attachments in the Board packets. A notation will continue to be included on the staff reports stating that the contract addendums and attachments would be available both at the Administration Office and on-line at www.scmtd.com.

DIRECTOR BEAUTZ ARRIVED.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a contract for licensed broker services for Excess Worker's Compensation coverage with Driver Alliant Insurance Services, Inc.

EX OFFICIO DIRECTOR SCOTT ARRIVED.

Motion passed unanimously.

10. MOVED TO CONSENT AGENDA AS ITEM #7-15

11. CONSIDERATION OF ONE-YEAR REVIEW OF PARACRUZ RECERTIFICATION

Summary:

Bryant Baehr reported that the Board requested further information to the recertification procedure at its July Board meeting. The information included: 1) "immediate need" implementation, 2) skilled nursing facilities and whether they should be allowed to conduct their own recertification process of their residents and figures on resident turnover rate in these facilities. Mr. Baehr was unable to obtain these figures due to restrictions imposed by HIPAA, 3) Proposed language from Director Spence to change "immediate need" status to make it less

restrictive. Rather than a “trip-by-trip” authorization for “immediate need” cases, a 14-day timeline would be utilized under the proposed amendments to the ParaCruz Regulation. Mr. Baehr recommends the amendments to the ParaCruz Regulation as set forth.

Discussion:

Director Beautz agrees that the skilled nursing facilities should not be allowed to recertify their own residents, however, she stated that staff should go to these facilities to conduct the recertification process.

Michael Bradshaw, Team Manager of CCCIL, commented that he has two areas of concern: 1) There is still no provision for a medical person to be involved in the recertification process. The participants in the recertification and appeals processes need to understand about “good” and “bad” days for people with disabilities and base their decisions on this information. 2) People losing their eligibility due to not responding to the recertification interview notice.

Brenda Moss of Senior Services said that very little has changed since these discussions have begun. She further stated that there is a lot of frustration from the community and representatives of advocate agencies regarding the ParaCruz Program and its operation.

Sharon Barbour spoke as an individual regarding the issue of appeals. She suggested that a staff member call the person who had been denied eligibility to give them information regarding advocacy groups that could assist them with the appeal.

Mr. Baehr responded that it would be a conflict for staff to deny eligibility then to provide information on how to overturn that decision. He added that when a person doesn't respond to their notification letter, they would be informed that they are no longer eligible when they call Lift Line to schedule a ride, at which time they would be in contact with ParaCruz staff for an interview. The process should be completed within the fourteen-day timeframe.

Beginning today, Bryant Baehr stated that people would be given the fourteen-day window to access the certification loop in the event they didn't respond to their notification letter. Director Spence reviewed her proposed modifications to the policy which is attached to these Minutes. She added that any changes to the policy should be included in the letter to the applicants.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Adopt the staff recommendation, including Director Spence's modifications, and clarify that staff has discretion with regard to whom they extend the 14-day “immediate need” period of eligibility while a decision is being made about continued access to the system. Clarify that the Board's intention is to be liberal with regard to the “immediate need” eligibility although there is a recognition that not everyone would be extended the 14-day eligibility. Make changes that clarify information sent out.

Motion passed unanimously.

12. DELETED - DEFERRED TO THE OCTOBER BOARD MEETINGS

13. **CONSIDERATION OF RENT STRUCTURE AT SANTA CRUZ METRO’S TRANSIT CENTERS**

Summary:

At the Board’s request, Margaret Gallagher conducted a review of the tenant rents at the various transit centers. Once in place and signed, most of the leases require adjustments annually based on the CPI. If a tenant vacates a tenancy, staff issues Requests for Proposals for prospective tenants.

Discussion:

Ms. Gallagher explained that if a lease is transferred, METRO processes the application and prepares documentation for the transfer and Finance reviews all the paperwork connected to the transfer. METRO’s Board of Directors approve the transfer of the lease as well.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR PHARES

Retain the current rent structure at the METRO transit centers.

Motion passed unanimously with Director Keogh being out of the room.

14. **CONSIDERATION OF CONSOLIDATING ALL PUBLIC, ORGANIZATIONAL AND LABOR COMMUNICATION UNDER ORAL AND WRITTEN COMMUNICATIONS**

Summary:

Margaret Gallagher reported that in addition to the *Oral & Written Communications* agenda item on the regular Board meeting agenda and *Labor Communications*, MUG communication and MASTF communication also are listed on the agendas. The Metro Riders Union has requested a similar place on the agendas as well.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR REILLY

Designate “*Oral and Written Communications*” and “*Labor Organizations*” on the Board meeting agendas.

Motion passed unanimously with Director Keogh being out of the room.

DIRECTOR KEOGH RETURNED TO THE MEETING.

15. **CONSIDERATION OF AMENDING BUS ADVERTISING POLICY AND REGULATION TO ALLOW ADVERTISING FOR SANTA CRUZ METRO SERVICE**

Summary:

Margaret Gallagher reported that in reviewing the advertising policy that was approved by the Board last year, METRO staff realized that METRO was unable to advertise its own services.

Staff would like to be able to advertise METRO transit service, and its paratransit service to generate more revenue.

ACTION: SECOND: DIRECTOR ALMQUIST SECOND: DIRECTOR AINSWORTH

Amend the Santa Cruz METRO Bus Advertising Policy and Regulation to allow advertising for Santa Cruz METRO services.

Discussion:

Director Beautz suggested that if there is a dispute on the verbiage of an ad, it should be brought to the Board via the Consent Agenda for their input. Director Ainsworth would like to see all ads on the Consent Agenda. Numerous Directors stated that they prefer clean buses with no advertising at all.

Additional discussion on this issue was taken in conjunction with Item #16. A vote on the Motion under Agenda Item #15 was taken after discussion on Item #16.

16. CONSIDERATION OF OPTIONS TO REINSTATE THE BUS ADVERTISING PROGRAM

Summary:

Mark Dorfman stated that previous guidelines from the Board stipulated that staff should move away from adhesive ads on the buses. Staff looked into internal advertising sales and joint advertising with another transit system utilizing a third party firm to solicit advertisers. Mr. Dorfman recommended that the Board of Directors authorize staff to pursue a written agreement with Monterey-Salinas Transit (MST) to procure advertising services for both agencies with the costs to be distributed based on sales. Expenses and revenues would be split according to the percentage of advertising obtained for each transit agency.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR NORTON

Authorize staff to pursue a written agreement with Monterey-Salinas Transit (MST) to procure advertising services for both agencies with the costs to be distributed based on sales.

Discussion:

Director Almquist stated that if an arrangement was made with a third party, METRO should retain the right to sell advertising directly to customers as well. Mr. Dorfman replied that a non-exclusivity clause could be included in the Request For Proposals that would be sent out. He added that STA capital funds could be used to purchase the frames. Mr. Dorfman estimated that revenue in the amount of \$100,000 would be obtained based on 20% of the fleet having advertising and after expenditures are made for base fee and commissions. Mr. Dorfman added that staff would return to the Board with a layout of how a joint advertising structure would work. Mr. Dorfman is currently receiving calls from interested advertisers.

Suggestions from Directors included in-house staff handling advertising inquiries that come directly to METRO, thereby, eliminating the middleman; in-house staff handling all advertising.

ACTION:

Motion passed with Director Keogh voting no.

CONTINUED DISCUSSION ON ITEM #15:

Mr. White added that SCCRTC would pay for the “One in Five” campaign signs to be on the buses. It was suggested that ads for METRO services be included on the backside of paid advertising. Mr. White reiterated that no advertising would be approved for display on the buses until the Board of Directors adopted a comprehensive advertising program.

ACTION:

Motion passed with Directors Rotkin and Spence voting no.

17. CONSIDERATION OF IMPLEMENTATION OF NEW REGULATIONS REGARDING ACTIVITIES BY THE PUBLIC INCLUDING LEAFLETING AT SANTA CRUZ METRO’S FACILITIES AND VEHICLES

Summary:

Les White reported that staff met with UTU, SEIU, MUG, MASTF and the Bus Riders Union in this regard. A slide presentation showed the various proposed leafleting inclusion zones at each of the three transit centers. Proposed leafleting hours are from dawn to dusk.

DIRECTORS ALMQUIST AND NORTON LEFT THE MEETING.

Leafleting at Lane 4 at the Pacific Station/Metro Center is a point of contention between UTU and the Bus Riders Union.

Discussion:

There was discussion regarding regulation of petition gatherers. It was suggested that leafleting be allowed for a one-month trial basis after which time staff would return to the Board to make a report on any conflicts that might have arisen or to add more specific language in the leafleting policy. Director Rotkin recommended that the Bus Riders Union be allowed to hand out their newsletters as long as they do not block pedestrian and vehicle traffic. He added that regulations are necessary to address safety issues but discouraged the Board from getting involved in distinguishing between exactly where people can stand to leaflet due to possible constitutional battles.

Paul Marcelin-Sampson requested that he have the opportunity to approach riders going to South County when the Board considers the inclusion zones. He suggested that a “floating” zone be established.

Bonnie Morr expressed concern regarding leafleting at Lane 4 and impeding the flow of passengers getting on and off the buses. She also thought that if a conflict arises concerning the leafleters, that the bus operators would be looked at by passengers to solve the problem.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Allow leafleting as long as those leafleting obey rules of conduct currently enforced at the centers. For example, leafleters cannot block pedestrian or vehicle traffic and can leaflet so as not to interfere with transit services.

Motion passed unanimously with Directors Almquist and Norton being absent.

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

Margaret Gallagher reported that one case of anticipated litigation would be discussed along with the Rita Gentry vs. METRO and Robert Gouveia vs. METRO.

21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Reilly adjourned to Closed Session at 11:54 a.m. and reconvened to Open Session at 12:06 p.m.

SECTION III: RECONVENE TO OPEN SESSION

DIRECTORS PHARES AND SPENCE LEFT THE ROOM.

25. REPORT OF CLOSED SESSION

Nothing to report at this time.

18. DELETED – ACTION TAKEN AT THE SEPTEMBER 12, 2003 BOARD MEETING

19. CONSIDERATION OF RENEGOTIATED CONTRACT WITH THE UNIVERSITY OF CALIFORNIA, SANTA CRUZ

Summary:

Mark Dorfman reviewed the history of METRO's contract with UCSC. The fare increase in July 2003 prompted a renegotiation of UCSC's contract. Since UCSC officials promised the student body that there would be no additional transit fee for the next four years, METRO and UCSC staff developed a seven-year revenue neutral proposal. This proposal would stagger the increase over seven years. It would give METRO revenues of \$69,599 in this fiscal year that it

would not otherwise receive. METRO and UCSC staff will continue to work on the CPI aspect of this proposal.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Adopt staff's recommendation of the framework for this proposal. Continue to work on the CPI aspect of the proposal.

Motion passed unanimously with Directors Almquist, Norton, Phares and Spence being absent.

20. CONSIDERATION OF AUTHORIZING THE USE OF FOUR METRO BUS STOPS BY THE UCSC ON-CAMPUS SHUTTLE BUSES

Summary:

Les White reported that he received a request from TAPS of UCSC requesting the use of four METRO bus stops on Empire Grade Road. Staff recommends that UCSC be allowed to utilize these four bus stops and that staff monitor the situation, and return to the Board if any problems arise.

DIRECTORS PHARES AND SPENCE RETURNED TO THE MEETING.

Discussion:

Bonnie Morr expressed UTU's concerns regarding traffic congestion and impact on revenues when the on-campus shuttle picks up passenger who would otherwise take a METRO bus. She also expressed concern regarding shuttle buses and METRO buses both using the same stops. She cited specific bus stops where there would be a problem, namely, High/Bay, Coolidge, and Western Drive. Larry Paegler responded to these concerns by stating that the shuttle would run on the campus perimeter loop only and would not be contributing to the congestion.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR AINSWORTH

Continue this item for one month to get more clarity on this issue.

Motion passed unanimously with Directors Almquist and Norton being absent.

ADJOURN

There being no further business, Chairperson Reilly adjourned the meeting at 12:25 p.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: 09/01/03 THRU 09/30/03

CHECK R	CHECK DATE	VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
04	09/05/03	112.45	ENVIRONMENTAL & OCCUPATIONAL	83580	RSDF SVCS 7/5-7/16	112.45	
05	09/05/03	9,691.73	VISION SERVICE PLAN	83581	SEP VISION INSURANCE	9,691.73	
06	09/05/03	4,481.44	NEW FLYER INDUSTRIES LIMITED	83582	REV VEH PARTS 1488	1,488.40	
				83583	REV VEH PARTS 36	36.12	
				83584	REV VEH PARTS 494	494.01	
				83585	REV VEH PARTS 1585	1,585.05	
				83586	REV VEH PARTS 1078	1,077.89	
07	09/05/03	292.00	DOMINICAN HOSPITAL OF S C	83587	JUL DRUG TESTING	292.00	
08	09/05/03	183.63	WASTE MANAGEMENT OF SC CO	83588	AUG MT HERMON/KINGS	41.60	
				83589	AUG KINGS VILLAGE	142.03	
09	09/05/03	85,175.64	DEVCO OIL	83590	AUG FUEL	85,175.64	
10	09/05/03	2,085.00	BORTNICK, ROBERT S. & ASSOC.	83591	INVESTIGATIVE SVCS	2,085.00	
11	09/05/03	481.94	MOORE MATERIAL HANDLING GROUP	83592	OUT REPAIR FORKLIFT	481.94	
12	09/05/03	282.50	EVERGREEN OIL INC.	83593	HAZ WASTE DISPOSAL	282.50	
13	09/05/03	396.00	SANTA CRUZ MEDICAL CLINIC	83594	JUL MEDICAL EXAMS	396.00	
14	09/05/03	16,433.36	UNUM	83595	SEP LTD INSURANCE	16,433.36	
15	09/05/03	112.45	MCHAWK MFG. & SUPPLY CO.	83596	REV VEH PARTS 112	112.45	
16	09/05/03	4,352.58	HARTFORD LIFE	83597	SEP LIFE/ADD INS	4,352.58	
17	09/05/03	188,294.14	COMMUNITY BRIDGES	83598	JUL ADA PARATRANSIT	188,294.14	
18	09/05/03	396.86	BAY COMMUNICATIONS	83599	EXP CARD REPLACEMENT	396.86	
19	09/05/03	754.62	ALDRAN CHEMICAL, INC	83600	CLEANING SUPPLIES	754.62	
20	09/05/03	166.97	WESTCOAST LEGAL SERVICE	83601	PROF/TECH SVCS	166.97	
21	09/05/03	151.86	COSTCO	83602	PHOTO PROCESS/OPS	29.53	
				83603	PHOTO PROCESS/RISK	10.95	
				83604	PHOTO PROCESS/OPS	24.68	
				83605	PHOTO PROCESS/OPS	28.05	
				83606	PHOTO PROCESS/RISK	8.32	
				83607	PHOTO PROCESS/OPS	50.33	
22	09/05/03	4,130.00	LEWIS TREE SERVICE, INC.	83608	OPS/MMF TRIM TREES	4,130.00	
23	09/05/03	2,000.00	SHAWL & YODER, INC.	83609	JUL LEGISLATIVE SVCS	2,000.00	
24	09/05/03	569.89	CHEMSEARCH	83604	PUREWASH SYSTEMS	569.89	
25	09/05/03	3,750.00	CHANEY, CAROLYN & ASSOC., INC.	83605	SEP LEGISLATIVE SVCS	3,750.00	
26	09/05/03	951.59	SCOTT'S VALLEY WATER DISTRICT	83606	6/9-8/8 KINGS VLG	28.50	
				83607	6/9-8/8 KINGS VLG	923.09	
27	09/05/03	2,353.32	ELECTRICAL DISTRIBUTORS CO.	83608	WTC LIGHTING	2,353.32	
28	09/05/03	1,216.99	TIFCO INDUSTRIES	83609	PARTS & SUPPLIES	1,216.99	
29	09/05/03	32.00	DEPARTMENT OF JUSTICE	83610	JUL FINGERPRINTS	32.00	
30	09/05/03	569.90	NELSON NYGAARD	83611	PROF/TECH SVCS	569.90	
31	09/05/03	368.68	CDW GOVERNMENT, INC.	83612	OFFICE SUPPLIES/IT	368.68	
32	09/05/03	5,549.38	WATERLEAF ARCHITECTURE	83613	PROF SVCS TO 5/15	5,549.38	
33	09/05/03	17.33	B & B SMALL ENGINE REPAIR	83614	REPAIRS/MAINTENANCE	17.33	
34	09/05/03	612.62	SANTA CRUZ AUTO TECH, INC	83615	OUT REPAIR/#8022	169.32	
				83616	OUT REPAIR/#9750	166.14	
				83617	OUT REPAIR/#5016	172.76	
				83618	OUT REPAIR/#9930	104.40	
35	09/05/03	11,145.98	PACIFIC GAS & ELECTRIC	83619	7/29-8/26 SAKATA LN	5.78	
				83620	7/15-7/26 GOLF CLUB	2,118.24	
				83621	7/1-8/1 RIVER ST	2,581.50	
				83700	7/2-8/1 111 DUB	961.71	
				83701	7/2-8/1 111 DUB	228.62	

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				83702	7/2-8/1 370 ENC	3,469.29
				83703	7/2-8/5 PACIFIC	1,308.95
				83704	7/2-8/5 PACIFIC	577.94
				83705	7/2-8/5 PACIFIC	115.34
536	09/05/03	358.50 013	MCI SERVICE PARTS, INC.	83618	REV VEH PARTS	358.50
537	09/05/03	1,717.74 018	SALINAS VALLEY FORD SALES	83619	REV VEH PARTS	1,717.74
538	09/05/03	364.31 020	ADT SECURITY SYSTEMS	83620	SEP ALARMS	364.31
539	09/05/03	17,102.81 043	PALACE ART & OFFICE SUPPLY	83706	OFFICE SUPP/FILE CAB	17,102.81
540	09/05/03	218.42 050	PITNEY BOWES INC.	83621	POSTAGE METR SUPPLYS	218.42
541	09/05/03	260.00 067	ROTO-ROOTER SEWER/PLUMBING	83622	OUT REPAIR BLDGS/IMP	130.00
				83623	OUT REPAIR BLDGS/IMP	130.00
542	09/05/03	1,912.00 080C	STATE BOARD OF EQUALIZATION	83624	ANNUAL FUEL TAX CNG	1,912.00
543	09/05/03	276.48 104	STATE STEEL COMPANY	83625	QTY 2 SHELTER RAILS	276.48
544	09/05/03	259.43 107	SAN LORENZO LUMBER CO., INC.	83626	REPAIRS/MAINTENANCE	259.43
545	09/05/03	2,946.73 117	GILLIG CORPORATION	83627	REV VEH PARTS	984.83
				83628	REV VEH PARTS	1,596.50
				83629	REV VEH PARTS	365.40
546	09/05/03	1,541.29 135	SANTA CRUZ AUTO PARTS, INC.	83630	REV VEH PARTS/SUPPLY	1,541.29
547	09/05/03	349.80 138A	COMFORT INN	83631	CONFIRM #133472	349.80
548	09/05/03	478.98 147	ZEE MEDICAL SERVICE	83632	SAFETY SUPPLIES	478.98
549	09/05/03	1,748.20 148	ZEP MANUFACTURING COMPANY	83633	REV VEH PARTS	1,748.20
550	09/05/03	705.00 158	DLD TRUCK STRAPS, INC.	83634	REV VEH PARTS 696	705.00
551	09/05/03	80.19 166	HOSE SHOP, INC.,THE	83635	REPAIRS/MAINTENANCE	80.19
552	09/05/03	11.64 172	CENTRAL WELDER'S SUPPLY, INC.	83636	PARTS & SUPPLIES	11.64
553	09/05/03	88.78 186	WILSON, GEORGE H., INC.	83637	REPAIRS/MAINTENANCE	88.78
554	09/05/03	2,580.30 221	VEHICLE MAINTENANCE PROGRAM	83638	REV VEH PARTS 2580	2,580.30
555	09/05/03	617.96 276	SCOTTS VALLEY SPRINKLER	83639	FOR STEAM CLEANER	617.96
556	09/05/03	711.06 282	BRAINER INC. W.W.	83640	CLEANING SUPPLIES	46.74
				83641	AA/AAA BATTERIES	38.68
				83642	SAFETY SUPPLIES	625.44
557	09/05/03	168.48 288	MUNCIE TRANSIT SUPPLY	83643	REV VEH PARTS/SUPPLY	168.48
558	09/05/03	5,600.78 378	STEWART & STEVENSON	83644	REBUILD TRANSMISSION	5,600.78
559	09/05/03	2.27 418	COUNTY OF SANTA CRUZ	83645	CNG FUEL	2.27
560	09/05/03	164.14 434	VERIZON WIRELESS-PAGERS	83646	SEP PAGERS	164.14
561	09/05/03	52.99 434B	VERIZON CALIFORNIA	83647	MT. BLENKASKI	52.99
562	09/05/03	180.00 481	BIED PIPES EXTERMINATORS, INC.	83648	AUG PEST CONTROL	180.00
563	09/05/03	198,021.66 502	CA PUBLIC EMPLOYEES'	83649	SEP MEDICAL INS	198,021.66
564	09/05/03	250.00 502B	CALPERS	83650	CALPERS EDUC FORUM	250.00
565	09/05/03	914.01 504	CUMMINS WEST, INC.	83651	REV VEH PARTS	914.01
566	09/05/03	269.00 507	LORMAN EDUCATION SERVICES	83652	7/30 SEMINAR/LEGAL	269.00
567	09/05/03	319.00 507A	LORMAN EDUCATION SERVICES	83653	7/25 SEMINAR/LEGAL	319.00
568	09/05/03	240.68 546	GRANITE ROCK COMPANY	83654	BASEROCK/BUS STOPS	240.68
569	09/05/03	110.23 566	ARROWHEAD MTN SPRING WATER	83655	JUL WATER PLANG	110.23
570	09/05/03	250.75 647	BFJ SEAFARE	83656	REV VEH PARTS	250.75
571	09/05/03	1,104.30 677	FIRST TRANSIT, INC.	83657	JUL BUS INSPECTYON	1,104.30
572	09/05/03	70.00 682	WEISS, AMY L.	83658	PROF SVCS 3/22	70.00
573	09/05/03	8,750.00 683	TRISTAR RISK MANAGEMENT	83659	SEP WC SVC FEE	8,750.00
574	09/05/03	149.40 685	BROOKS INTERNET SOFTWARE, INC.	83660	7/09-8/04 SW MAINT	149.40
575	09/05/03	75.00 688	SALDANA, ERNESTINA	83661	PARACRUZ HEARINGS	75.00
576	09/05/03	187.98 697	SALINAS DASH REGISTER	83662	RIBBONS/SVC TIMECLKS	187.98

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577	09/05/03	427.16 711	DELTA AUTO GLASS	83663	OUT REPAIR #302	427.16	
578	09/05/03	843.90 733	CLAREMONT BEHAVIORAL SERVICES	83664	SEP EAP PREMIUM	843.90	
579	09/05/03	75.00 744	WRIGHT, LESLEY	83665	PARACRUZ HEARINGS	75.00	
580	09/05/03	13,752.00 806	ORTHOPAEDIC HOSPITAL	83666	JUL RIDE /TECH SVCS	13,752.00	
581	09/05/03	1,150.45 852	LAW OFFICES OF MARIE F. SANG	83667	WORKERS COMP CLAIM	1,150.45	
				83668	WORKERS COMP CLAIM	266.80	
582	09/05/03	120,927.40 975	TRISTAR RISK MANAGEMENT NO. 2	83669	AUG TRUST ACCOUNT	120,927.40	
583	09/05/03	920.12 990	CIDDIO-MORRIS ASSOCIATES	83670	WORKERS COMP	920.12	
584	09/05/03	100.00 B001	AINSWORTH, SHERYL	83679	AUG BOARD MEETING	100.00	
585	09/05/03	100.00 E002	ALMQUIST, JEFF	83680	AUG BOARD MEETING	100.00	
586	09/05/03	50.00 E003	BEAUTZ, JAN	83681	AUG BOARD MEETING	50.00	
587	09/05/03	50.00 E004	HINKLE, MICHELLE	83682	AUG BOARD MEETING	50.00	
588	09/05/03	100.00 E007	KEDGH, MICHAEL	83683	AUG BOARD MEETING	100.00	
589	09/05/03	50.00 E010	NORTON, DENNIS	83684	AUG BOARD MEETING	50.00	
590	09/05/03	50.00 E011	REILLY, EMILY	83686	AUG BOARD MEETING	50.00	
591	09/05/03	100.00 E012	SPENCE, PAT	83688	AUG BOARD MEETING	100.00	
592	09/05/03	100.00 E013	VENTURA PHARES, ANA	83685	AUG BOARD MEETING	100.00	
593	09/05/03	100.00 E014	CITY OF WATSONVILLE	83689	AUG BOARD MEETING	100.00	
594	09/05/03	50.00 E015	ROTKIN, MIKE	83687	AUG BOARD MEETING	50.00	
595	09/05/03	12.58 E002	STICKEL, TOM	83671	EMPLOYEE INCENTIVE	12.58	
596	09/05/03	10.00 E035	HERRERA, JOSE	83672	VTT FEES	10.00	
597	09/05/03	49.68 E103	LONGNECKER, LLOYD	83673	MILEAGE OAKLAND	49.68	
598	09/05/03	80.00 E128	BRONSTATTER, CHERYL	83674	CALIF ADVANCE	80.00	
599	09/05/03	80.00 E179	LEBORRETA, FETE	83675	CALIF ADVANCE	80.00	
700	09/05/03	80.00 E271	BAUER, FRANK	83676	CALIF ADVANCE	80.00	
701	09/05/03	315.96 E377	GALLAGHER, MARGARET	83677	WC SEMINAR 8/19	315.96	
702	09/05/03	17,500.00 R404	ERDEM ESENGIL & HIS ATTORNEY	83678	SETTLEMENT CLAIM	17,500.00	
703	09/05/03	1,761.78 R405	QUALITY BODY & PAINT	83861	SETTLEMENT CLAIM	1,761.78	MANUAL
			SETTLEMENT CLAIM				
704	09/19/03	993.23 001	SBC	83707	SEP LINE - IT	576.16	
				83841	SEP PHONE LINES	397.07	
705	09/19/03	34.94 001013	ENVIRONMENTAL & OCCUPATIONAL	83708	PROF SVCS 6/6	34.94	
706	09/19/03	1,435.31 001019	HOLDSWORTH NORTH AMERICA	83709	UPHOLSTERY MATL 1350	1,435.31	
707	09/19/03	16,777.39 001063	NEW FLYER INDUSTRIES LIMITED	83710	REV VEH PARTS 1160	1,178.58	
				83711	REV VEH PARTS 930	929.61	
				83712	REV VEH PARTS 197	197.30	
				83713	REV VEH PARTS 128	127.62	
				83714	REV VEH PARTS 1942	1,942.18	
				83715	REV VEH PARTS 12401	12,401.10	
708	09/19/03	1,407.05 001119	MACERICH PARTNERSHIP LP	83716	OCT - CAPITOLA MALL	1,407.05	
709	09/19/03	183.07 001230	CAPITOL CLUTCH & BRAKE, INC.	83717	REV VEH PARTS	183.07	
710	09/19/03	2,065.00 001365	BORTNICK, ROBERT S. & ASSOC.	83718	INVESTIGATIVE SVCS	2,065.00	
711	09/19/03	531.25 001573	SCOTT, RLF, ROBERT W	83719	PROF SVCS 3/1-6/31	510.00	
				83720	PROF SVCS/SVTC	21.25	
712	09/19/03	16.33 001648	STEVE'S UNION	83721	AUG FUEL	16.33	
713	09/19/03	287.98 001711	MOHAWK MFG & SUPPLY CO.	83722	REV VEH PARTS 288	287.98	
714	09/19/03	4,007.50 001820	THERMO KING OF SALINAS, INC	82723	REV PARTS/TOOLS/RRR	4,007.50	
715	09/19/03	105.00 001856	BAY COMMUNICATIONS	83724	OUT REPAIR PHONES	105.00	
716	09/19/03	417.87 001921	GLOBAL EQUIPMENT CO.	83725	EXHAUST FUME TABLE	417.87	
717	09/19/03	152.95 001936	MCI	83726	AUG LONG DISTANCE	152.95	

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68	09/19/03	2,259.71 001A	SBC/MCI	83727	AUG PHONE LINE	91.22	
				83728	AUG PHONES	2,168.49	
719	09/19/03	585.23 002063	COSTCO	83729	FALL BID CHANGE	193.63	
				83730	FALL BID CHANGE	367.68	
				83731	LOCAL MEETING EXP	23.92	
730	09/19/03	30,661.16 002116	HINSHAW, EDWARD & BARBARA	83732	OCT - 120 DUBOIS	6,248.32	
				83733	OCT - 370 ENCINAL	24,412.84	
721	09/19/03	10,676.78 002117	IULIANO, NICK	83734	OCT - 111 DUBOIS	10,676.78	
722	09/19/03	10,423.14 002287	CALIFORNIA SERVICE EMPLOYEES	83735	SEP MEDICAL	10,423.14	
723	09/19/03	156.75 002368	DOBERRA'S	83736	TOWING/#001	156.75	
724	09/19/03	329.02 002447	SETON IDENTIFICATION PRODUCTS	83737	NO SMOKING SIGNS	329.02	
725	09/19/03	351.06 002504	TIFCO INDUSTRIES	83738	PARTS & SUPPLIES	351.06	
726	09/19/03	22.00 002607	CTC ANALYTICAL SERVICES INC.	83739	OUT REPAIR REV VEH	22.00	
727	09/19/03	2,374.72 002610	FREDERICK ELECTRONICS CORP.	83740	OCT - 375 ENCINAL	2,374.72	
728	09/19/03	193.78 002639	NEXTEL COMMUNICATIONS	83741	7/26-8/25 PHONES	193.78	
729	09/19/03	253.80 002643	IOS CAPITAL	83742	7/22-10/21 CANNON RNT	253.80	
730	09/19/03	1,850.11 002713	SANTA CRUZ AUTO TECH. INC	83743	OUT REPAIR/#8111	1,529.52	
				83744	OUT REPAIR/#9850	320.59	
732	09/19/03	13,367.76 009	PACIFIC GAS & ELECTRIC	83842	7/16-8/14 PAUL SWT	90.39	
				83843	8/6-9/4 PACIFIC	1,446.05	
				83844	8/6-9/4 PACIFIC	570.96	
				83845	8/6-9/4 PACIFIC	104.25	
				83846	7/31-8/28 RODRIGUEZ	1,391.36	
				83847	7/12-8/11 KINGS VLG	914.88	
				83848	7/2-8/1 HARVEY WEST	41.13	
				83849	8/2-8/29 HARVEY WEST	39.71	
				83850	8/2-8/29 GOLF CLUB	1,955.30	
				83851	8/2-8/29 RIVER ST	2,206.09	
				83852	8/2-8/29 111 DUB	955.02	
				83853	8/2-8/29 111 DUB	188.45	
				83854	7/1-8/1 RIVER ST	36.67	
				83855	8/2-8/29 RIVER ST	53.54	
				83856	8/2-8/29 370 ENC	3,199.87	
				83857	8/2-8/29 370 ENC	19.93	
				83858	7/31-8/28 RODRIGUEZ	20.25	
				83859	7/12-8/11 KINGS VLG	17.21	
				83860	7/31-8/28 BEACH ST	116.65	
733	09/19/03	290.30 036	KELLY-MOORE PAINT CO INC	83745	PAINT/RED ZONES	290.30	
734	09/19/03	1,139.84 039	KINKO'S INC.	83746	AUG PRINTING	1,139.84	
735	09/19/03	2,974.34 041	MISSION UNIFORM	83747	AUG UNIFORMS/LAUNDRY	457.56	
				83748	AUG UNIFORMS/LAUNDRY	2,516.78	
736	09/19/03	307.06 061A	REGISTER PAJARONIAN	83749	CLASSIFIED AD	76.67	
				83750	CLASSIFIED ADS	152.29	
				83751	CLASSIFIED AD	78.10	
737	09/19/03	700.00 067	ROTO-ROOTER SEWER/PLUMBING	83752	OUT REPAIR BLDGS/IMP	700.00	
738	09/19/03	76.03 075	COAST PAPER & SUPPLY INC.	83753	CLEANING SUPPLIES	76.03	
739	09/19/03	13,290.24 079	SANTA CRUZ MUNICIPAL UTILITY	83754	6/26-8/28 PACIFIC	91.56	
				83755	6/26-8/28 PACIFIC	4,233.20	
				83756	6/26-8/28 GOLF CLUB	1,619.81	
				83757	6/26-8/28 370 ENC	440.11	

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				83758	6/26-8/26 370 ENC	1,657.80	
				83759	6/26-8/28 RIVER ST	3,824.23	
				83760	6/26-8/28 111 DUB	1,980.60	
				83761	AUG LANDFILL	43.51	
740	09/19/03	975.00	080 STATE BOARD OF EQUALIZATION	83762	AUG USE TAX PREPAY	975.00	
741	09/19/03	11,424.60	085 DIXON & SON TIRE, INC.	83763	AUG TIRES/TUBES	11,424.60	
742	09/19/03	219.00	090 CRYSTAL SPRINGS WATER CO.	83764	AUG WATER FLEET	219.00	
743	09/19/03	2,374.94	110 JESSICA GROCERY STORE, INC.	83765	OCT CUSTODIAN SVCS	2,374.94	
744	09/19/03	495.45	117 GILLIG CORPORATION	83766	REV VEH PARTS	495.45	
745	09/19/03	95.88	130 WATSONVILLE CITY WATER DEPT.	83767	8/1-9/1 SAKATA LN	13.38	
				83768	8/1-9/1 RODRIGUEZ	9.46	
				83769	8/1-9/2 SAKATA LN	73.04	
746	09/19/03	2,813.50	134 DAY WIRELESS SYSTEMS	83770	AUG OUT REPAIR EQUIP	2,813.50	
747	09/19/03	504.51	149 SANTA CRUZ SENTINEL	83771	AUG ADVERTISING	504.51	
748	09/19/03	549.44	166 HOSE SHOP, INC.,THE	83772	REPAIRS/MAINTENANCE	128.15	
				83773	PARTS & SUPPLIES	421.29	
749	09/19/03	1,735.53	170 TOWNSEND'S AUTO PARTS	83774	REV VEH PARTS/SUPPLY	1,735.53	
750	09/19/03	112.05	172 CENTRAL WELDER'S SUPPLY, INC.	83775	SAFETY SUPPLIES	112.05	
751	09/19/03	651.00	174 SAYLOR & HILL COMPANY	83776	FIDELITY BONDS 03/04	651.00	
752	09/19/03	660.12	191 GOLDEN GATE PETROLEUM	83777	AUG FUEL - FLEET	660.12	
753	09/19/03	200.85	192 ALWAYS UNDER PRESSURE	83778	PARTS/STEAM CLEANER	200.85	
754	09/19/03	211.20	215 IKON OFFICE SOLUTIONS	83779	9/9-10/9 MAINT/OPS	211.20	
755	09/19/03	1,025.00	249 DOC'S TOW & STORAGE, INC.	83780	TOWING/8121 & 8107	1,025.00	
756	09/19/03	120.00	271 CARLSON, BRENT D., M.D., INC.	83781	AUG/SEP DRUG TESTING	120.00	
757	09/19/03	375.19	282 GRAINGER, INC., W.W.	83782	LADDER, ALUM 14'	375.19	
758	09/19/03	375.84	289 PRISM PHOTOGRAPHICS, INC.	83783	FALL BUS SCHEDULES	375.84	
759	09/19/03	266.18	294 ANDY'S AUTO SUPPLY	83784	REV VEH PARTS/SUPPLY	266.18	
760	09/19/03	18.90	341 GRANITE CONSTRUCTION CO, INC	83785	BASE ROCK	18.90	
761	09/19/03	153.00	367 COMMUNITY TELEVISION OF	83786	TV COVERAGE 8/22 MTG	153.00	
762	09/19/03	9,911.24	378 STEWART & STEVENSON	83787	REBUILD TRANSMISSION	7,784.32	
				83788	REV VEH PARTS	1,920.11	
				83789	REV VEH PARTS	206.81	
763	09/19/03	54.00	405 JOHN'S ELECTRIC MOTOR SVC	83790	REPAIR AIR COMPRESSR	54.00	
764	09/19/03	295.00	421 FACE PUBLICATIONS	83791	TRANSIT ACCESS RPT	295.00	
765	09/19/03	29.37	426 AMERICAN VACUUM COMPANY	83792	CREVICE TOOL 23	29.37	
766	09/19/03	2,206.03	433 AMPAC BUILDING MAINTENANCE	83793	AUG CUSTODIAL SVCS	2,206.03	
767	09/19/03	442.64	479 INTERNATIONAL DIVERSIFIED	83794	DRAFT DIVERTERS	442.64	
768	09/19/03	1,453.14	480 DIESEL MARINE ELECTRIC	83795	REV VEH PARTS	1,453.14	
769	09/19/03	21,950.32	500 PAIGE'S SECURITY SERVICES, INC	83796	AUG SECURITY	21,950.32	
770	09/19/03	191.92	510 ASCOM HASLER LEASING	83797	OCT EQUIP RENTAL	191.92	
771	09/19/03	63.44	511 LUMINATOR	83798	REV VEH PARTS 59	63.44	
772	09/19/03	750.68	546 BRANITE ROCK COMPANY	83799	BASE ROCK/BUS STOPS	313.62	
				83800	BASE ROCK/BUS STOPS	437.06	
773	09/19/03	153.11	566 ARROWHEAD MTN SPRING WATER	83801	AUG WATER ADMIN	153.11	
774	09/19/03	18,800.00	616 BROWN-HARMSTRONGS	83802	AUDIT SERVICES	18,800.00	
775	09/19/03	1,570.90	629 HUGHES & ASSOCIATES	83803	INVESTIGATIVE SVCS	1,570.90	
776	09/19/03	394.63	647 BFI BENFARE	83804	REV VEH PARTS/SUPPLY	122.04	
				83805	REV VEH PARTS	272.59	
777	09/19/03	1,725.95	664 BAY COUNTIES PITCOCK PETROLEUM	83806	FUEL - FLEET	1,725.95	
778	09/19/03	1,230.96	680 GOVPLACE	83807	QTY 2 ETHERNET SWTCH	1,230.96	

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

DATE: 09/01/03 THRU 09/30/03

CHECK #	CHECK DATE	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TRANS. TYPE NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
79	09/19/03	129.00	717 HISPANIC HOTLINE	83808	CLASSIFIED AD 9/1	129.00	
780	09/19/03	32,739.92	800 DELTA DENTAL PLAN	83809	SEP DENTAL	32,739.92	
751	09/19/03	900.00	840 BOUCHARD, BRENT	83810	OCT - VERNON LOG	900.00	
732	09/19/03	35.53	848 SANTA CRUZ ELECTRONICS	83811	COMPUTER SUPPLIES/IT	35.53	
733	09/19/03	1,460.93	851 I.M.P.A.C. GOVERNMENT SERVICES	83812	4055019201E30822	1,460.93	
764	09/19/03	2,500.00	904 RNL DESIGN	83813	PROF SVCS THRU 4 /27	2,500.00	
735	09/19/03	7,188.90	909 CLASSIC GRAPHICS	83814	OUT REPAIR REV VEH	7,188.90	
786	09/19/03	8,010.74	912 FOLGER GRAPHICS	83815	GRAPHIC DESIGN SVCS	8,010.74	
787	09/19/03	1,620.97	918 CELTIC COMPUTER SYSTEMS, INC.	83816	SUN ULTRA 2 SERVER	1,620.97	
788	09/19/03	627.00	950 PARADISE LANDSCAPE	83817	AUG MAINTENANCE	627.00	
789	09/19/03	14,072.00	975 TRISTAR RISK MANAGEMENT NO. 2	83818	SPCL REPLENISHMENT	14,072.00	
790	09/19/03	44.00	E026 WASTF ANDRE	83819	DMV/VTT FEES	44.00	
791	09/19/03	10.00	E158 BIDDLECOME, EDUARDO	83820	VTT FEES	10.00	
792	09/19/03	31.19	E373 DORFMAN, MARK	83821	INTERNET CHGS 9/8-12	31.19	
793	09/19/03	296.00	M001 HORTON, JOSEPH	83823	OCT MEDICAL PREMIUM	296.00	
794	09/19/03	504.00	M002 RACKLEY, EARL	83824	OCT MEDICAL PREMIUM	504.00	
795	09/19/03	252.00	M003 WYANT, JUDI	83825	OCT MEDICAL PREMIUM	252.00	
796	09/19/03	252.00	M005 ROSS, EMERY	83826	OCT MEDICAL PREMIUM	252.00	
797	09/19/03	655.00	M006 VAN DER ZANDE, ED	83827	OCT MEDICAL PREMIUM	655.00	
798	09/19/03	496.00	M007 BLAIR-ALWARD, GREGORY	83828	OCT MEDICAL PREMIUM	496.00	
799	09/19/03	496.00	M008 CAMPOS, ARVILLA	83829	OCT MEDICAL PREMIUM	496.00	
800	09/19/03	825.00	M009 FREEMAN, MARY	83830	OCT MEDICAL PREMIUM	825.00	
801	09/19/03	288.00	M010 SHORT, SLOAN	83831	OCT MEDICAL PREMIUM	288.00	
802	09/19/03	88.00	M011 LAWSON, LOIS	83832	OCT MEDICAL PREMIUM	88.00	
803	09/19/03	88.00	M012 ROSE, JACK	83833	OCT MEDICAL PREMIUM	88.00	
804	09/19/03	288.00	M013 JAHNKE, EILEEN	83834	OCT MEDICAL PREMIUM	288.00	
805	09/19/03	88.00	M015 HETH, KATHRYN	83835	OCT MEDICAL PREMIUM	88.00	
806	09/19/03	44.00	M016 HICKLIM, DONALD KENT	83836	OCT MEDICAL PREMIUM	44.00	
807	09/19/03	44.00	M017 FORTILLA, EARLENE	83837	OCT MEDICAL PREMIUM	44.00	
808	09/19/03	80.00	M019 WILLIAMS, ROBERT	83838	OCT MEDICAL PREMIUM	80.00	
809	09/19/03	28.00	M021 BAKER, DALE	83839	OCT MEDICAL PREMIUM	28.00	
810	09/19/03	94.86	M022 CAPELLA, KATHLEEN	83840	OCT MEDICAL PREMIUM	94.86	
811	09/19/03	2,492.59	R40A STATE FARM INSURANCE.	83822	SETTLEMENT CLAIM	2,492.59	
		1,045,743.61	COAST COMMERCIAL BANK	TOTAL CHECKS 207		1,045,743.61	

Santa Cruz METRO September 2003 Ridership Report

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC Student	UC Staff Faculty	Day Pass	S/D Riders	W/C	S/D Day Pass	Cabrillo	Bike	Passes/Free Rides
10	\$ 2,008.73	18,143	11,665	3,235	27	55	10	13	180	631	1,805
13	\$ 262.46	5,331	4,752	291	2	2	3	2	10	96	123
15	\$ 976.90	15,833	13,792	923	5	15	1	-	81	328	443
16	\$ 5,385.63	51,089	38,293	6,023	50	72	20	19	558	1,432	2,892
19	\$ 1,715.72	14,823	10,495	1,850	21	31	5	26	191	490	1,239
2	\$ 2,128.87	5,721	1,462	377	47	51	5	8	194	207	2,345
3A	\$ 1,259.80	3,019	219	177	28	40	5	41	137	75	1,722
3B	\$ 1,686.97	3,925	376	141	46	90	4	13	152	132	2,165
3N	\$ 242.07	515	112	15	2	3	-	-	14	25	214
3C	\$ 260.36	686	86	14	6	16	16	2	15	27	411
4	\$ 1,622.18	5,536	274	123	34	181	39	55	207	104	3,668
7	\$ 525.36	1,616	92	28	13	33	11	31	100	11	1,048
7N	\$ 1,663.24	2,648	202	142	1	40	13	2	158	148	1,045
9	\$ 330.20	607	33	3	2	9	-	3	41	5	322
12A	\$ 169.50	1,582	1,256	148	4	1	1	1	-	48	77
12B	\$ 85.90	1,891	1,686	107	1	1	1	-	8	31	39
20	\$ 136.66	2,525	2,176	196	1	1	1	-	14	61	56
22	\$ 123.15	2,150	1,934	88	-	-	-	-	11	69	49
31	\$ 3,160.77	4,947	141	100	45	73	11	30	174	253	2,552
32	\$ 1,333.31	2,085	54	29	7	35	15	1	92	64	1,046
33	\$ 512.16	816	4	1	-	-	-	-	-	2	483
34	\$ 347.09	534	3	1	-	-	-	-	-	10	299
35	\$ 30,094.96	43,327	528	429	419	546	83	203	1,582	1,515	21,823
36	\$ 322.65	596	27	30	5	16	-	-	41	24	269
40	\$ 1,937.76	2,494	60	72	64	21	3	25	96	162	1,154
41	\$ 1,634.12	2,200	188	55	23	30	3	5	88	223	825
42	\$ 695.42	1,049	127	24	2	29	1	2	32	101	416
52	\$ 943.02	1,480	14	20	11	58	24	27	81	11	761
53	\$ 774.47	1,140	12	6	15	54	84	32	55	42	589
54	\$ 417.89	938	7	6	4	11	5	1	187	63	466
55	\$ 2,320.46	5,339	34	28	39	124	109	61	1,413	152	2,442
56	\$ 407.73	718	1	4	21	21	-	25	191	23	305
58	\$ 115.69	198	-	18	1	-	-	-	-	2	110
65	\$ 4,579.45	8,153	356	224	79	209	115	81	351	241	4,309
66	\$ 10,828.79	16,752	626	516	196	301	152	121	912	440	7,895
67	\$ 5,291.57	8,976	522	332	109	131	77	46	499	299	4,337
69	\$ 8,173.87	13,934	1,052	540	108	344	94	112	627	540	6,388
69A	\$ 15,452.57	20,798	646	500	183	535	133	168	635	668	8,929
69N	\$ 2,045.32	3,630	297	135	2	53	20	4	489	200	1,341
69W	\$ 21,496.31	31,155	903	673	184	620	193	172	3,922	958	11,388
70	\$ 3,861.56	8,156	179	201	32	104	36	40	2,570	255	2,626
71	\$ 67,042.81	89,787	1,462	1,347	603	1,977	378	537	10,530	2,782	32,301
72	\$ 8,166.30	8,868	8	35	99	303	32	89	274	90	3,337
73	\$ 6,018.83	6,106	3	23	38	306	53	80	155	19	1,964
75	\$ 9,823.77	10,300	10	38	98	440	84	128	227	204	3,674
78	\$ 194.35	189	-	2	3	17	3	5	1	3	64
79	\$ 2,070.58	2,608	3	-	28	204	17	66	54	14	1,205
91	\$ 5,479.78	7,712	146	195	113	78	13	17	1,285	320	2,488
Unknown	\$ 155.28	293	63	10	2	-	5	-	4	5	120
TOTAL	\$236,282.34	442,918	96,381	19,475	2,823	7,281	1,878	2,294	28,638	13,605	145,569

ROUTE	REVENUE	RIDERSHIP	VTA/SC Day Pass	CalTrain	17 Day Pass	S/D Riders	W/C	None	ECO Pass	Bike	Monthly Pass
17	\$ 12,073.93	12,892	2	55	175	484	23	33	220	537	9,266

RIDERSHIP	
Night Owl	771
UCSC Shuttle	5,078
Art & Wine	4,169
TOTAL	10,018

September Ridership	465,828
September Revenue	\$ 248,408.38

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF SEPTEMBER, 2003

BUS #	DATE	DAY	REASON
8085F	6-Sep	SATURDAY	W/C lift will not stow
8103F	9-Sep	TUESDAY	Lift will not deploy
9834G	24-Sep	THURSDAY	Doesn't kneel down
8092F	26-Sep	FRIDAY	W/C lift will not stow

F New Flyer
G Gillig
C Champion
LF Low Floor Flyer
GM GMC
CG CNG
CN SR855 & SR854

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

Service Interruption Summary Report
Lift Problems
09/01/2003 to 09/30/03

AM Peak Hour/Mile	Midday Hour/Mile	PM Peak Hour/Mile	Other Hour/Mile	Weekday Hour/Mile	Saturday Hour/Mile	Sunday Hour/Mile
00:00/0	00:00/00.00	00:00/0	00:00/0	00:00/00.00	00:00/0	00:00/0

BUS OPERATOR LIFT TEST *PULL-OUT*

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/HIGHWAY 17 - 40'	7	1	6	4	2	4	100%
FLYER/LOW FLOOR - 40'	12	2	10	6	4	6	100%
FLYER/LOW FLOOR - 35'	18	2	16	14	2	14	100%
FLYER/HIGH FLOOR - 35'	15	2	13	9	4	9	100%
GILLIG/SAM TRANS - 40'	10	5	5	3	2	3	100%
DIESEL CONVERSION - 35'	15	4	11	11	0	11	100%
DIESEL CONVERSION - 40'	14	3	11	9	2	9	100%
GMC/HIGHWAY 17 - 40'	8	1	7	2	5	2	100%
CHAMPION	4	1	3	1	2	1	100%
TROLLEY	1	0	1	1	0	1	100%
CNG NEW FLYER - 40'	8	2	6	6	0	6	

Metro Accessible Services Transit Forum (MASTF)*

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

Thursday October 16, 2003 2:00-4:00 p.m.

The NIAC Building in the Board Room

333 Front Street, Santa Cruz, CA.

“AGENDA”

ELIGIBLE VOTING MEMBERS FOR THIS MEETING:

April Axton, Sharon Barbour, Michael Bradshaw, Ted Chatterton, Connie Day, Shelley Day, Kasandra Fox, Ed Kramer, Jeff LeBlanc, Jessica Milligan, Thom Onan, Camille Pierce, Barbie Schaller, David Taylor, Adam Tomaszewski, Lesley Wright and Bob Yount.

“Public participation in MASTF meeting discussions is encouraged and greatly appreciated.”

- I. Call to Order and Introductions
- II. Approval of the September 18, 2003 MASTF Minutes
- III. Oral Communication and Correspondence

MASTF will receive oral and written communications during this time on items NOT on this meeting agenda. Topics presented must be within the jurisdiction of MASTF. Presentations may be limited in time at the discretion of the Chair. MASTF members will not take action or respond immediately to any presentation, but may choose to follow up at a later time.

IV. Amendments to this Agenda

V. Ongoing Business

5.1 MASTF Status as METRO Advisory Body

- 5.2 Status of METRO No Smoking Policy (Bryant Baehr, Kasandra Fox and Bob Yount)

VI. New Business

- 6.1 Nominations for 2003 MASTF Certificates of Appreciation (Sharon Barbour)
- 6.2 Drafting of Proposed MASTF By-Laws Amendment: Automatic Placement of METRO Board and Staff Requested Items on MASTF Agenda
- 6.3 Drafting of Proposed MASTF By-Laws Amendment: Eligible Voting Members Must Be At Least 18 Years Old
- 6.4 Wheelchair Securement (Bryant Baehr and Lesley Wright)
- 6.5 Revisiting the Price of Discount (Senior and Disabled) Monthly Passes (Camille Pierce)

MASTF COMMITTEE REPORTS

- 6.6 Training and Procedures Committee Report (Lesley Wright)
- 6.7 Bus Service Committee Report (Connie Day)
 - a) Metro Users Group (MUG) Report
 - b) Service Planning and Review Report
 - c) "Stop Requested" Feature of Talking Bus
- 6.8 Bus Stop Improvement Committee Report (Ed Kramer)
- 6.9 Paratransit Services Committee Report (Kasandra Fox)
- 6.10 Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Ted Chatterton)

OTHER REPORTS

- 6.11 Paratransit Update
 - a) Paratransit Report (April Axton, Deana Davidson or Link Spooner)
 - b) CCCIL Transportation Advocacy (Thom Onan)
- 6.12 UTU Report (Jeff North)
- 6.13 SEIU/SEA Report (Eileen Pavlik)
- 6.14 Next Month's Agenda Items

MASTF Agenda
October 16, 2003
Page Three

VII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions, or want additional information about MASTF, please contact John Daugherty by phone at (831) 423-3868.

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 September 18, 2003 in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Michael Bradshaw, Ted Chatterton, Connie Day, Shelley Day, Kasandra Fox, Jeff LeBlanc, Jessica Milligan, Thom Onan, Barbie Schaller, David Taylor, Lesley Wright and Bob Yount.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
A. John Daugherty, Accessible Services Coordinator
Peggy Gallagher, METRO District Counsel
Jeff North, UTU Representative
Steve Paulson, Paratransit Administrator
Eileen Pavlik, SEIU/SEA Representative
Les White, General Manager

BOARD MEMBERS PRESENT:

None.

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

MASTF supports the staff recommendation regarding leafleting policy, adding:

- 1) MASTF supports the MUG position not to allow leafleting on the Center Aisle of Santa Cruz Metro Center.
- 2) MASTF opposes leafleting in the middle of Lane 4 of Santa Cruz Metro Center.

- 3) MASTF supports limiting leafleting to the area adjacent to the clock at the Watsonville Transit Center.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: D

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chair Sharon Barbour called the meeting to order at 2:03 p.m. Ms. Barbour also distributed copies of a draft letter regarding MASTF status as a METRO Advisory body that she noted would be discussed later during the meeting today.

II. APPROVAL OF THE AUGUST 14, 2003 MASTF MINUTES

Kasandra Fox made a Motion to accept the Minutes that was seconded by Connie Day.

During discussion of the Motion, two amendments to the Minutes were offered:

- 1) John Daugherty noted that the phrase "No Report" should have been placed under Agenda item 6.11, "UTU Report." There was no phrase currently under that Agenda item heading.
- 2) Thom Onan noted that the phrase "No Report" should have been placed under his Agenda item, 6.10 b), "CCCIL Transportation Advocacy."

The Minutes were approved as amended:

MASTF Motion: To approve the August 14, 2003 MASTF Minutes as amended

M/S/PU: Fox, C. Day (By affirmative voice vote)

III. ORAL COMMUNICATION AND CORRESPONDENCE

Ms. Barbour reported that Bryant Baehr had taken the California state legal code to enforce No Smoking policy (provided by Bob Yount) and had the code reference placed in the *Headways* bus schedule. Ms. Barbour noted that by acting within one day of the last MASTF meeting, Mr. Baehr was able to get the code included just in time before publication of *Headways*. "I want to commend Bryant Baehr for being so conscientious," she shared.

Mr. Daugherty shared sad news of "the passing of two individuals who helped make public transportation in Santa Cruz County better."

Barbara Harris, who assisted the founding of the Central Coast Center for Independent Living (CCCIL) was the first person noted. Mr. Daugherty shared that Ms. Harris also served as the first elected Chair of the MASTF group 14 years ago. He read from the obituary (Attachment A) published in the *Santa Cruz Sentinel* last month.

Terry Brickley was the second person noted. Mr. Daugherty shared that Mr. Brickley had either founded or assisted the creation of local groups that still empower persons living with disabilities today. Mr. Brickley had also served eight years on the METRO Board of Directors.

Mr. Daugherty read the following except from the front-page article published in the *Santa Cruz Sentinel* today:

"Councilman Mike Rotkin on Wednesday recalled how, long before the Americans with Disabilities Act, Brickley pushed for elevators in buildings, accessible buses and "curb cuts," or sloped areas that give wheelchair-bound

individuals easy sidewalk access. He also pioneered the push for disabled parking spaces downtown, accessible public buildings and bathrooms countywide.

"Terry Brickley ... could probably take single-handed credit for having pressured the transit district to become the first in the country to become fully accessible with its buses," said Rotkin."

Mr. Daugherty noted that information on donations on behalf of Ms. Harris and Mr. Brickley was noted in the articles he placed in the circulation folder. After concluding his comments, Mr. Daugherty requested a moment of silence.

After that moment, he described the following correspondence and other items of interest received since the last MASTF meeting:

- 1) An Agenda for a Transportation Policy Workshop during August 21, 2003 sponsored by the Santa Cruz County Regional Transportation Commission (SCCRTC).
- 2) An Agenda for the September 4, 2003 meeting of the SCCRTC.
- 3) The September 2003 edition of the Central Coast Reporter, a resource newsletter published by the Association of Monterey Bay Area Governments (AMBAG).
- 4) Posters and a letter describing the "Don't Drive 1 in 5" campaign of Commute Solutions, a project of the SCCRTC.
- 5) One early Agenda and one Revised Agenda for a Transportation Policy Workshop sponsored by the SCCRTC earlier today (September 18, 2003).

Ms. Barbour read aloud a letter received yesterday from Santa Cruz County Supervisor Jeff Almquist. The letter (Attachment B) responded to the invitation from MASTF to Mr. Almquist to attend the meeting today. His letter to Ms. Barbour shared:

“Thank you for your invitation to appear on September 18, 2003. Unfortunately, due to a prior scheduling commitment, I will be unable to attend this meeting... I hope that our conversation helped clarify in your mind my thoughts, and that you will be able to communicate those on my behalf to the MASTF members who might be present...”

A folder with the correspondence described above was circulated to the group.

IV. AMENDMENTS TO THIS AGENDA

No amendments were mentioned after completion of Oral Communication and Correspondence above.

V. ONGOING BUSINESS

5.1 MASTF Status as METRO Advisory Body

Les White circulated copies of his recommendation to the METRO Board (Attachment C) regarding METRO’s advisory groups. “Over the course of last year,” he stated, “beginning in December of last year, the Board began to express to staff concerns with regard to how it receives citizen input, not only from the general public, but from its advisory committees.”

Mr. White noted that the Board approved, without discussion, a request during its workshop meeting last week. Ms. Barbour had asked that this issue be moved to the October METRO Board meetings.

Mr. White shared: “If they choose to make a change, the proposal they have before them is that the Board delete from the By-Laws the recognition of both MUG and MASTF as formal advisory committees to METRO... In place of that they create a Metro Advisory Committee (MAC) made up of 22 members, two nominees for each member of the Board of Directors...”

Mr. White described the MAC proposal and answered questions from the group. For example, he noted that one third of the nominees must be either seniors or persons with disabilities who possess a METRO Discount Fare Photo ID Card.

Highlights of comments during and after his report included:

- 1) Jessica Milligan shared: "... So I am not really understanding what the big issue is about. I understand money. I understand people being elected to Boards... I work amongst agencies where people with disabilities have been segregated from each other... I am just asking for clarification because I haven't been involved for a long time.

"I moved to Santa Cruz because of the bus system. I've been very fortunate. I no longer need to rely on transit...it hasn't been as reliable as it was seven years ago when I moved here. I've seen meeting after meeting after meeting of people making their way here to voice their opinion and what their needs are. And being argued (with) because of money."

- 2) Jeff LeBlanc shared: "I think it's entirely within the Board's rights, and indeed their responsibility to re examine their relationship with the user groups from time to time..."

"I think that the reforms Les recommends are entirely appropriate for MUG. Because MUG was originally created by the Board of Directors, more District staff... Having served for many years on MUG as well as MASTF, I think MUG is long overdue for structural reforms, so that it might be more efficient, respected and perhaps more representative.

"But I do not think that should include the disenfranchisement of MASTF. MASTF has always had a special relationship with the Transit District based on, frankly, our special needs... Obviously, as I noticed attending some Board meetings, the fact that the District was recently sued by a member of MASTF with relation to the Call Stop issues. Some Board members found that very

irritating. However, coming on the heels of that, an effort to de recognize MASTF seems like retaliation for the actions of a member of the group, rather than a fair minded evaluation of the activities of the group as a whole...”

- 3) Lesley Wright shared: “MASTF members have put in many, many hours of training to help to improve the type of relationship we have with bus operators and their passengers.

“And when I came here from Los Angeles, I was amazed at what a system we had. I was so thrilled that there was an organization like MASTF that could assist in helping to improve my life... with my taking the bus...

“I honestly believe MASTF is a model for the rest of the country. I do know that there are problems. But I would very much like to see the relationship between the Board and MASTF continue. I do believe that these things can be worked out. And I would hate to see it dumped, basically.”

- 4) Ms. Fox shared: “I’ve been a political and social activist all my life. And I’m 81 years old now. And I’ve learned to have a high regard for the question of separate interests... I think an advisory body of any kind should be detached, pretty much, from the body it’s advising, so that it can be objective.”

- 5) Ms. Barbour shared: “Not only is there going to be the feeling that the new committee is not truly representative, but there is a very strong possibility that will be the fact, in addition to the appearance. Because the committee is entirely appointed by METRO, there is going to be the feeling that they are not going to choose people who they find troublesome. And also the appearance of a committee intended to rubber stamp the pre-existing desires of the Board.”

- 6) Michael Bradshaw shared: “I am not a member of MASTF, but I am an ally of theirs. It is becoming obvious to a lot of people in the disability community in Santa Cruz County that METRO will listen to the ideas and the concerns of the disability community, and will then ignore them.”
- 7) Mr. Bradshaw asked Mr. White how much money his recommendation would save METRO. Mr. White stated: “It’s not a money issue.”
- 8) Mr. Bradshaw shared: “If you take this group, and you now fold them – the whole disability community and seniors – into a larger advisory organization, our voice is muted.”
- 9) Mr. White shared that his recommendation gave the Board “the accountability and connectivity they asked for.”

He also shared that the Board had concerns about MASTF concerning “membership, and how you become a member” and that seven year old children could be voting members.

There was discussion of possible changes and reforms to MASTF in response to concerns. Mr. White noted that the Board could be “receptive to that.”

Mr. White stated: “What there impression is, and I’m telling you this informally... that the MASTF By-Laws are sacred and can not be touched. And that MASTF membership is sacred and cannot be touched...”

“From my standpoint... whatever option the Board chooses will be fine by me.”

Ted Chatterton offered a Motion that MASTF members would be at least 18 years old. Ms. Barbour noted that what could be done today was that the suggestion from Mr. Chatterton would become an item on next

month's Agenda. The Agenda item would be the drafting of a By-Laws amendment.

- 10) Ms. Milligan shared that the group was bringing up good points and that everyone was doing the best they could under the circumstances. She stated: "But with your proposal being a response to what a typical committee is – "typical" is kind of like the word "normal". And if somebody can tell me what normal is, I'd be really interested to find out."
- 11) Another item discussed was the MASTF requirement that a request must be made to put an item on the MASTF Agenda. "We have never, ever refused an item," Ms. Barbour noted. A few persons noted that non-automatic placement of items from METRO Board and staff was a concern.
- 12) Barbie Schaller shared that the proposed MAC could provide more chances for input. Ms. Schaller stated: "I think that we can help more people this way."
- 13) The group discussed courses of action. The following Motion emerged from discussion:

MASTF Motion: The Chair is authorized:

- 1) To work with the Board to preserve our existing relationship with the District.**
- 2) To negotiate with the Board the means by which concerns the Board has about MASTF may be addressed.**

M/S/C: LeBlanc, C. Day (By show of hands: 7 votes in favor, none opposed and 2 abstentions)

Mr. White presented another issue affecting advisory bodies to METRO. He noted that the Board would consider next week whether to collapse the

separate MUG and MASTF Communications Agenda items into the Oral Communications Agenda item.

During discussion, an extension of meeting time was approved:

MASTF Motion: To extend the meeting time up to one half hour.

M/S/PU: Yount, LeBlanc (By show of hands: 8 votes in favor with no votes opposed and no abstentions)

It was debated whether MASTF should declare a position on this issue. A Motion was made and seconded that could affect the Oral Communications section of the METRO Board Agenda.

Discussion on the topic ended shortly after that Motion was withdrawn:

MASTF Motion: MASTF recommends that Oral Communications be divided so that an individual receives up to 3 minutes and an agency representative up to 7 minutes to address the Board.

M/S/W: LeBlanc, Schaller

Ms. Barbour asked for feedback on the letter she had circulated. The following Motion emerged from discussion:

MASTF Motion: The Chair is authorized to complete the letter on the general pattern of the draft submitted today.

M/S/PU: LeBlanc, Wright (By show of hands: 7 votes in favor, none opposed and no abstentions)

Ms. Barbour noted that the letter would include comments made today. She noted that she appreciated further feedback. She noted that she wanted to complete the letter and submit it to the Board during the first week of October.

Due to time constraints, Ms. Barbour recommended a change in the order of Agenda items. She recommended that the New Business Agenda item regarding leafleting policy be the next discussion item. The Ongoing Business Agenda item regarding METRO No Smoking Policy item would follow that Agenda item. There was no objection to her recommendation.

5.2 Status of METRO No Smoking Policy (Bryant Baehr, Kasandra Fox and Bob Yount)

This Agenda item was discussed after the leafleting policy Agenda item.

Mr. Baehr reported:

- 1) He was able to catch *Headways* before it was published and include reference to the State Code that provides enforcement of METRO's No Smoking Policy in the *Headways*.
- 2) All signs (except the signs at Capitola Mall, which METRO does not own) have been changed to No Smoking signs rather than courtesy signs.
- 3) "No Smoking" has been stenciled on the sidewalk at the Santa Cruz Metro Center.
- 4) Retraining of the security workforce has been carried out.

Ms. Barbour requested that this Agenda item remain on the Agenda for next month.

5.3 Brainstorming on MASTF Membership Recruitment

Later during the meeting, Ms. Barbour requested that the Membership Recruitment Agenda item be tabled until November.

VI. NEW BUSINESS

- 6.1 Wheelchair Securement (Bryant Baehr and Lesley Wright)
- 6.2 Revisiting the Price of Discount (Senior and Disabled) Monthly Passes (Camille Pierce)

The two Agenda items above were tabled until the meeting next month due to time constraints.

6.3 Leafleting on METRO Property (Peggy Gallagher)

This Agenda item was discussed after the “Status of MASTF as METRO Advisory Body” Agenda item.

Mr. White shared that a staff recommendation had been composed after the Board had received requests from Paul Marcelin Sampson of the Metro Riders Union. Mr. Marcelin Sampson had sought to be able to distribute literature about the Metro Riders Union on METRO property.

The following Motion to the Board emerged from discussion:

MASTF Motion: MASTF supports the staff recommendation regarding leafleting policy, adding:

- 1) MASTF supports the MUG position not to allow leafleting on the Center Aisle of Santa Cruz Metro Center.**
- 2) MASTF opposes leafleting in the middle of Lane 4 of Santa Cruz Metro Center.**
- 3) MASTF supports limiting leafleting to the area adjacent to the clock at the Watsonville Transit Center.**

M/S/C: LeBlanc, Yount (By show of hands: 6 votes in favor, no votes opposed and no abstentions)

MASTF COMMITTEE REPORTS

- 6.4 Training and Procedures Committee Report (Lesley Wright)
- 6.5 Bus Service Committee Report (Connie Day)

- a) Metro Users Group (MUG) Report
 - b) Service Planning and Review Report
 - c) “Stop Requested “ Feature of Talking Bus
- 6.6 Bus Stop Improvement Committee Report
- 6.7 Paratransit Services Committee Report (Kasandra Fox)

OTHER REPORTS

- 6.8 Paratransit Update
- a) Paratransit Update (April Axton)
 - b) CCCIL Transportation Advocacy (Thom Onan)
- 6.9 UTU Report (Jeff North)
- 6.10 SEIU/SEA Report (Eileen Pavlik)

Ms. Barbour asked if anyone had an urgent or pressing report to give on the Agenda items remaining on the Agenda. No one offered a report in response to her inquiry. The Agenda items above were carried over to the Agenda of the meeting next month.

6.11 Next Month’s Agenda Items

Ms. Barbour noted: Drafting of proposed MASTF By-Laws amendment regarding voting age and drafting of proposed MASTF By-Laws amendment regarding automatic placement of Agenda items requested by METRO Board and staff.

Mr. White offered closing remarks that included thanks to the group for its civility.

Ms. Barbour asked Mr. Daugherty to share results of the effort to reduce cost of the MASTF mailing list. Mr. Daugherty reported that during March 2003 a letter from Ms. Barbour regarding the mailing of MASTF packets had been sent out to the MASTF mailing list. He offered the following comparison of

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paper packets, electronic packets and audiotape sets that are sent to MASTF members.

During March 2003: 77 paper packets, 7 electronic packets and 3 audiotape sets.

During September 2003: 24 paper packets, 25 electronic packets and 2 audiotape sets.

VII. ADJOURNMENT

Ms. Barbour adjourned the meeting at 4:38 p.m.

Note: After the meeting Ms. Barbour requested that the list of previous recipients of MASTF Certificates of Appreciation (Attachment D) be included in the October MASTF meeting packet.

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

NOTE: NEXT REGULAR MASTF MEETING IS: Thursday October 16, 2003 from 2:00-4:00 p.m., in the Board Room of the NIAC Building, 333 Front Street, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday October 10, 2003 at 9:00 a.m. in 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 October 24, 2003 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Agenda-Metro Users Group

October 15, 2003

The METRO Users Group will meet on Wednesday, October 15, 2003 from 2:10 p.m. to 4:00 p.m. The meeting will be held in the Conference Room at the Metro Center, 920 Pacific Avenue, Santa Cruz.

The following topics will be discussed:

1. **CALL TO ORDER AND INTRODUCTION**
2. **ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS**
3. **ADDITIONS AND DELETIONS TO THE AGENDA**

MEMBERS ARE ASKED TO RESTRICT COMMENTS ON ITEMS NOT ON THE AGENDA TO TWO (2) MINUTES.

4. **CONSENT AGENDA**
Receive and Accept:
 - a) Minutes of September MUG Meeting
(Attached)
 - b) Monthly Attendance Report
(Attached)
 - c) Minutes of September Board Meeting
(Attached)
 - d) August Ridership Report
(Attached)
5. **ON-GOING ITEMS**
 - a) Review Current Board Agenda Items
 1. Review of Advisory Group Structure
 - b) Review of Headways Redesign Issues
 1. Recommendations for Next Headways
 - c) Service and Planning Update
 - d) Bus Procurement
 - e) Marketing
6. **UPDATES**
 - a) MetroBase
7. **NEW BUSINESS**
None
8. **ITEMS FOR NEXT AGENDA**

9. OPEN DISCUSSION

10. ADJOURNMENT

Distribution:

Marc Adato, *City of SC Public Works Dept.*
Bryant Baehr, *Operations Manager – by email*
Sharon Barbour, *MASTF – by email*
Ted Chatterton, *Transit User*
Sandra Coley, *Pajaro TMA*
Connie & Shelley Day, *Transit Users*
Mark Dorfman, *Assistant General Manager*
Jenna Glasky, *SEA – by email*
Ron Goodman, *Bicycle/Transit User – by email*
Michelle Hinkle, *Chair, Board Member*
Virginia Kirby, *Transit User*
David Konno, *Facilities Maint Manager – by email*
Ian McFadden, *Transit Planner – by email*
Paul Marcelin, *Transit User – by email*

Matthew Melzer, *Transit User – by email*
Bonnie Morr, *UTU – by email*
Carolyn O'Donnell, *Santa Cruz TMA*
Manuel Osorio, *Cabrillo Student Services*
Steve Paulson, *ParaCruz Administrator – by email*
Karena Pushnik, *SCCRTC – by email*
Stuart Rosenstein, *Transit User – by email*
Barbara Schaller, *Seniors Commission – by email*
Michael & Janet Singer, *Transit Users – by email*
Tom Stickel, *Fleet Maint Manager – by email*
Jim Taylor, *UTU – by email*
Candice Ward, *UCSC – by email*
Leslie White, *General Manager*

If you would like to apply for membership to be on the Metro Users Group (MUG) Committee, please contact Dale Carr, Administrative Services Coordinator at 426-6080 for an application for membership.

Santa Cruz Metropolitan Transit District

Minutes-METRO Users Group

September 17, 2003

The METRO Users Group met at 2:10 p.m., Wednesday, September 17, 2003, in the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz.

MEMBERS PRESENT

Ted Chatterton, Transit User
Connie Day, Transit User
Shelley Day, Transit User
Michelle Hinkle, Chair, Board Member
Virginia Kirby, Transit User
Matthew Melzer, Transit User
Stuart Rosenstein, Transit User
Barbie Schaller, Seniors Commission

SCMTD STAFF PRESENT

Bryant Baehr, Operations Manager
Margaret Gallagher, District Counsel
Les White, General Manager

VISITORS PRESENT

Jim Taylor, Vice Chair, UTU Local 23

SMUG MOTIONS TO METRO BOARD OF DIRECTORS

1. MUG supports consolidating all Public, Organizational and Labor communication under "Oral and Written Communications" on the District's Board of Directors' agendas.

MUG MOTIONS TO METRO MANAGEMENT

None

1. CALL TO ORDER AND INTRODUCTION

Chair Michelle Hinkle called the meeting to order at 2:10 p.m. and introductions were made.

2. ORAL AND WRITTEN COMMUNICATIONS AND ANNOUNCEMENTS

None

3. ADDITIONS AND DELETIONS TO THE AGENDA

None

4. CONSENT AGENDA

Receive and Accept:

- a) Minutes of August MUG Meeting
- b) Monthly Attendance Report
- c) Minutes of August Board of Directors Meeting
- d) July Ridership Report

ACTION: MOTION: Connie Day

SECOND: Barbie Schaller

APPROVE CONSENT AGENDA

Motion passed unanimously with Stuart Rosenstein being absent

5. ON-GOING ITEMS

5a) Review of Current Board Agenda Items

1) Review of Advisory Group Structure.

Les White reported that Board has deferred this item to their October meetings. Mr. White explained that the Board had requested staff to determine the structure of a typical advisory committee and asked for a recommendation for improving the effectiveness of the current citizen participation. In response to this request, Mr. White reviewed the structure of various advisory committees operating in both transit and municipal settings and found that there were characteristics common to the majority of the advisory committees such as: Board appointment of membership, Board approved bylaws, specific terms of office, predetermined quorum requirements and annual activity reports to the Board.

Staff's recommendation to the Board is to establish a new METRO Advisory Committee that reflects the type of structure typical to public agencies, and remove MUG and MASTF from the METRO Board bylaws.

After some discussion, MUG agreed that the proposed new METRO Advisory Committee would be more effective, encompass a broader scope because the membership would reflect the makeup of the community and there would be more accountability, communication, feedback and a better working relationship with the Board.

Les White's staff report, which includes the proposed bylaws for the proposed new METRO Advisory Committee, is attached as part of these minutes. Although it is dated September 26, 2003, it was pulled from the September Board agenda and deferred to October.

2) Leafleting at METRO Transit Centers

Margaret Gallagher explained that there had been a request for permission to hand out leaflets at METRO Transit Centers. Ms. Gallagher reported that as she looked into a leafleting policy, she created a new policy draft covering all activities at METRO's Transit Centers. She went to the centers to see where the best potential leafleting places would be. She met with Bus Operators, SEIU (who represent the Transit Supervisors) and with the person who requested permission to leaflet.

Ms. Gallagher explained that METRO's priority is to provide public access to its transit services in a safe, harassment-free environment. The proposed new policy would restrict leafleting to specific areas at each transit center and have limits on the length of time and hours leafleting would be allowed. Stuart suggested instead of passengers feeling confronted by leafleters, notices could be placed on bulletin boards informing passengers where they could pick up information if they chose to. There was discussion about leafleting at night and Stuart suggested restricting the leafleting to a well-lit "Community Space". Ms. Gallagher responded that these suggestions could conflict with the current advertising policy. Bryant added that although there is security service at the METRO center, there would be no one to enforce the policy in Watsonville or Scotts Valley. Mug's main concerns included being opposed to allowing leafleting

between lanes at METRO Center, passengers being approached at night and feeling confronted. Ms. Gallagher reported that she will request that the Board postpone this item until next month, which would give MUG another opportunity to discuss it. She asked MUG to send their input to her at peggy@scmtd.com.

Ms. Gallagher reported that she has another report for the Board to consider this month regarding consolidating all public, organizational and labor communication under the "Oral and Written Communications" section of the Board agenda. After some discussion, the following motion was made:

ACTION: MOTION: Sandra Coley SECOND: Barbie Schaller
MUG SUPPORTS CONSOLIDATING ALL PUBLIC, ORGANIZATIONAL AND LABOR COMMUNICATION UNDER "ORAL AND WRITTEN COMMUNICATIONS" ON THE DISTRICT'S BOARD OF DIRECTORS' AGENDAS.

Motion passed unanimously

5b) Review of *Headways* Redesign Issues

There was no discussion other than Stuart Rosenstein thanked Bryant Baehr for increasing the font size of METRO's website address on the cover of the current *Headways*.

5c) Service & Planning Update

No service changes are anticipated before June 3, 2004, when the new *Headways* comes out.

5d) Bus Procurement

Les White reported that the eleven (11) new Highway 17 buses are in the final production stages and are expected to arrive in late October and be in service January 1, 2004 or sooner.

Mr. White reported that METRO could be taking over the AMTRAK Highway 17 Corridor service as early as January – February 2004. This service would include the METRO Center, would run 365 days per year and service would be better coordinated with CalTrain. Stuart suggested that when a schedule is developed for the AMTRAK service that a pattern is found so that a slogan can be used such as "every hour" or "15 & 45 after each hour" so people would not need a schedule.

ACTION: MOTION: Barbie Schaller SECOND: Connie Day
EXTEND MEETING 15 MINUTES
Motion passed unanimously

Mr. White reported that seventeen (17) new ParaCruz minivans and eight (8) 25-foot Champion sized vehicles (5 being dedicated to ParaCruz service) would be delivered within the next month. Les responded to Stuart's inquiry about the noise of the new convertible buses by reporting that new wiring harnesses had been installed, which fixed the problem of the cooling fans being on constantly. Decibel level tests were

performed and now the buses run at the same noise level as the CNG's. Although the noise has been taken care of, the clogged particulate traps are still a problem.

ITEM 6a WAS TAKEN OUT OF ORDER

6. UPDATES

6a) MetroBase

Les reported that the Board has authorized the City Redevelopment Department to proceed with land acquisition with the owners of the Surf City Produce and Tool Shed properties. The design team will be back next month for Phase 1 design and there are six (6) candidates for the Project Manager position, with interviews to begin soon.

5e) Marketing

Sandra Coley reported that the TMA's "Hop on the Bus, Gus" campaign has been successful. She explained that free day passes were given away at the Strawberry festival and if people completed a survey they got another bus pass.

Stuart asked that marketing be talked about next month. He wants to attract new riders using catchy slogans and ideas that have already been researched, maybe something filed away that could be implemented at little or no cost.

7. NEW BUSINESS

Nothing to report

8. ITEMS FOR NEXT AGENDA

9. OPEN DISCUSSION

None

10. ADJOURNMENT

Chair Michelle Hinkle adjourned the meeting at 4:11 p.m.

Respectfully submitted,

Cindi Thomas
Administrative Secretary

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR AUGUST 2003

I. RECOMMENDED ACTION

This report is for informational purposes only.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$7,703,640 or \$32,879 under the amount of revenue expected to be received during the first two months of the fiscal year, based on the final budget adopted in June.
- Total operating expenses for the year to date, in the amount of \$4,322,065, are at 13.2% of the final budget.
- A total of \$36,071 has been expended through August 31st for the FY 03-04 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 03-04 budget as of August 31, 2003. The fiscal year is 16.7% elapsed.

A. Operating Revenues

Revenues are \$32,879 under the amount projected to be received for the period. Sales tax is \$84,900 below budget projections due to lower advance payments for July and August than expected. Variances are explained in the notes following the report.

B. Operating Expenses

Operating expenses for the year to date total \$4,322,065 or 13.2% of the final budget, with 16.7% 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 \$36,071 has been expended on the Capital Improvement Program.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for August 2003

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - AUGUST 2003**

Operating Revenue	FY 03-04 Budgeted for Month	FY 03-04 Actual for Month	FY 03-04 Budgeted YTD	FY 02-03 Actual YTD	FY 03-04 Actual YTD	YTD Variance from Budgetec	
Passenger Fares	\$ 317,573	\$ 319,459	\$ 628,399	\$ 521,164	\$ 654,440	\$ 26,041	
Paratransit Fares	\$ 22,271	\$ 24,228	\$ 22,271	\$ 1,756	\$ 27,366	\$ 5,095	
Special Transit Fares	\$ 24,570	\$ 58,280	\$ 67,376	\$ 73,129	\$ 100,105	\$ 32,729	
Highway 17 Revenue	\$ 77,335	\$ 52,959	\$ 153,408	\$ 127,193	\$ 106,379	\$ (47,029)	
<i>Subtotal Passenger Rev</i>	\$ 441,749	\$ 454,926	\$ 871,454	\$ 723,242	\$ 888,290	\$ 16,836	See Note 1
Advertising Income - OBIE	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	
Advertising Income - Dist	\$ -	\$ 17,509	\$ -	\$ -	\$ 17,509	\$ 17,509	See Note 2
Commissions	\$ 767	\$ 595	\$ 1,533	\$ 2,208	\$ 1,187	\$ (346)	
Rent Income	\$ 12,863	\$ 12,109	\$ 25,726	\$ 25,961	\$ 24,153	\$ (1,573)	See Note 3
Interest - General Fund	\$ 24,460	\$ 24,551	\$ 48,098	\$ 83,577	\$ 48,692	\$ 594	
Non-Transportation Rev	\$ 175	\$ 115	\$ 350	\$ 431	\$ 348	\$ (2)	
Sales Tax Income	\$ 1,480,000	\$ 1,431,500	\$ 2,590,000	\$ 2,428,400	\$ 2,505,100	\$ (84,900)	See Note 4
TDA Funds	\$ 1,348,222	\$ 1,348,222	\$ 1,348,222	\$ 1,374,472	\$ 1,348,222	\$ -	
FTA Op Asst - Sec 5307	\$ 2,804,435	\$ -	\$ 2,804,435		\$ 2,804,435	\$ -	
FTA Op Asst - Sec 5311	\$ 46,701	\$ -	\$ 46,701		\$ 65,704	\$ 19,003	See Note 5
FY 02-03 Carryover	\$ -	\$ -	\$ -		\$ -	\$ -	
Transfer from Reserves	\$ -	\$ -	\$ -		\$ -	\$ -	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -		\$ -	\$ -	
Transfer - Proj Mgr	\$ -	\$ -	\$ -		\$ -	\$ -	
Total Operating Revenue	\$ 6,159,372	\$ 3,289,527	\$ 7,736,520	\$ 4,668,291	\$ 7,703,640	\$ (32,879)	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - AUGUST 2003**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 891,383	\$ 891,383	\$ 93,327	\$ 122,766	13.8%	
Finance	\$ 522,456	\$ 522,456	\$ 84,252	\$ 80,400	15.4%	
Customer Service	\$ 519,934	\$ 519,934	\$ 116,337	\$ 75,330	14.5%	
Human Resources	\$ 327,189	\$ 327,189	\$ 47,041	\$ 53,873	16.5%	
Information Technology	\$ 413,963	\$ 413,963	\$ 57,373	\$ 68,826	16.6%	
District Counsel	\$ 358,878	\$ 358,878	\$ 48,479	\$ 58,673	16.3%	
Risk Management	\$ -	\$ -	\$ -	\$ -	0.0%	
Facilities Maintenance	\$ 1,029,512	\$ 1,029,512	\$ 157,459	\$ 150,308	14.6%	
Paratransit Program	\$ 229,377	\$ 229,377	\$ 28,812	\$ 33,148	14.5%	
Operations	\$ 1,908,172	\$ 1,908,172	\$ 318,825	\$ 280,988	14.7%	
Bus Operators	\$ 12,044,316	\$ 12,044,316	\$ 1,921,789	\$ 1,839,021	15.3%	
Fleet Maintenance	\$ 4,120,660	\$ 4,120,660	\$ 586,139	\$ 571,356	13.9%	
Retired Employees/COBRA	\$ 833,989	\$ 833,989	\$ 95,220	\$ 117,352	14.1%	
Total Personnel	\$ 23,199,828	\$ 23,199,828	\$ 3,555,052	\$ 3,452,041	14.9%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 585,535	\$ 585,535	\$ 98,071	\$ 82,186	14.0%	
Finance	\$ 950,128	\$ 950,128	\$ 64,534	\$ 102,328	10.8%	
Customer Service	\$ 114,080	\$ 114,080	\$ 23,420	\$ 8,221	7.2%	
Human Resources	\$ 59,322	\$ 59,322	\$ 1,598	\$ 1,971	3.3%	
Information Technology	\$ 103,670	\$ 103,670	\$ 11,726	\$ 18,231	17.6%	See Note 6
District Counsel	\$ 21,735	\$ 21,735	\$ 1,948	\$ 1,295	6.0%	
Risk Management	\$ 206,350	\$ 206,350	\$ 40,063	\$ 19,658	9.5%	
Facilities Maintenance	\$ 476,840	\$ 476,840	\$ 37,680	\$ 42,131	8.8%	
Paratransit Program	\$ 3,506,306	\$ 3,506,306	\$ 9,307	\$ 223,790	6.4%	See Note 7
Operations	\$ 534,490	\$ 534,490	\$ 44,000	\$ 42,982	8.0%	
Bus Operators	\$ 7,400	\$ 7,400	\$ 41	\$ -	0.0%	
Fleet Maintenance	\$ 2,953,059	\$ 2,953,059	\$ 324,343	\$ 327,231	11.1%	
Op Prog/SCCIC	\$ 1,257	\$ 1,257	\$ 53	\$ -	0.0%	
Total Non-Personnel	\$ 9,520,172	\$ 9,520,172	\$ 656,783	\$ 870,024	9.1%	
Subtotal Operating Expense	\$ 32,720,000	\$ 32,720,000	\$ 4,211,835	\$ 4,322,065	13.2%	
Grant Funded Studies/Programs	\$ -	\$ -		\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -		\$ -	0.0%	
Pass Through Programs	\$ -	\$ -		\$ -	0.0%	
Total Operating Expense	\$ 32,720,000	\$ 32,720,000	\$ 4,211,835	\$ 4,322,065	13.2%	
YTD Operating Revenue Over YTD Expense				\$ 3,381,575		

**CONSOLIDATED OPERATING EXPENSE
AUGUST 2003**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 6,363,193	\$ 6,363,193	\$ 944,929	\$ 917,494	14.4%	
Operators Overtime	\$ 927,591	\$ 927,591	\$ 94,899	\$ 134,215	14.5%	
Other Salaries & Wages	\$ 6,390,190	\$ 6,390,190	\$ 889,544	\$ 890,429	13.9%	
Other Overtime	\$ 139,709	\$ 139,709	\$ 37,557	\$ 42,997	30.8%	See Note 8
	\$ 13,820,683	\$ 13,820,683	\$ 1,966,930	\$ 1,985,135	14.4%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 148,453	\$ 148,453	\$ 21,134	\$ 22,852	15.4%	
PERS Retirement	\$ 1,164,898	\$ 1,164,898	\$ 147,921	\$ 168,814	14.5%	
Medical Insurance	\$ 2,667,738	\$ 2,667,738	\$ 350,260	\$ 404,540	15.2%	
Dental Plan	\$ 455,704	\$ 455,704	\$ 68,214	\$ 65,034	14.3%	
Vision Insurance	\$ 123,307	\$ 123,307	\$ 19,550	\$ 19,183	15.6%	
Life Insurance	\$ 60,472	\$ 60,472	\$ 8,984	\$ 8,678	14.4%	
State Disability Ins	\$ 196,085	\$ 196,085	\$ 20,196	\$ 22,452	11.5%	
Long Term Disability Ins	\$ 221,054	\$ 221,054	\$ 75,395	\$ 32,376	14.6%	
Unemployment Insurance	\$ 46,893	\$ 46,893	\$ 89	\$ 238	0.5%	
Workers Comp	\$ 1,666,634	\$ 1,666,634	\$ 329,809	\$ 266,605	16.0%	
Absence w/ Pay	\$ 2,596,775	\$ 2,596,775	\$ 545,322	\$ 452,520	17.4%	See Note 9
Other Fringe Benefits	\$ 31,131	\$ 31,131	\$ 1,249	\$ 3,614	11.6%	
	\$ 9,379,144	\$ 9,379,144	\$ 1,588,122	\$ 1,466,906	15.6%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 299,484	\$ 299,484	\$ 3,055	\$ 3,008	1.0%	
Prof/Legis/Legal Services	\$ 490,180	\$ 490,180	\$ 30,148	\$ 39,305	8.0%	
Custodial Services	\$ 89,000	\$ 89,000	\$ 10,391	\$ 13,363	0.0%	
Uniforms & Laundry	\$ 40,500	\$ 40,500	\$ 2,431	\$ 2,472	6.1%	
Security Services	\$ 346,188	\$ 346,188	\$ 22,512	\$ 22,861	6.6%	
Outside Repair - Bldgs/Eqmt	\$ 188,686	\$ 188,686	\$ 18,606	\$ 17,902	9.5%	
Outside Repair - Vehicles	\$ 271,570	\$ 271,570	\$ 45,650	\$ 34,043	12.5%	
Waste Disp/Ads/Other	\$ 109,845	\$ 109,845	\$ 9,903	\$ 2,690	2.4%	
	\$ 1,835,453	\$ 1,835,453	\$ 142,696	\$ 135,646	7.4%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 100	\$ 100	\$ -	\$ -	0.0%	
Paratransit Service	\$ 3,289,256	\$ 3,289,256	\$ -	\$ 209,209	6.4%	See Note 7
	\$ 3,289,356	\$ 3,289,356	\$ -	\$ 209,209	6.4%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,486,549	\$ 1,486,549	\$ 159,184	\$ 175,570	11.8%	
Tires & Tubes	\$ 131,000	\$ 131,000	\$ 8,771	\$ 4,327	3.3%	
Other Mobile Supplies	\$ 6,500	\$ 6,500	\$ 251	\$ 199	3.1%	
Revenue Vehicle Parts	\$ 515,000	\$ 515,000	\$ 56,817	\$ 53,238	10.3%	
	\$ 2,139,049	\$ 2,139,049	\$ 225,023	\$ 233,333	10.9%	

**CONSOLIDATED OPERATING EXPENSE
AUGUST 2003**

	FY 03-04 Final Budget	FY 03-04 Revised Budget	FY 02-03 Expended YTD	FY 03-04 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 22,367	\$ 22,367	\$ 2,414	\$ 3,035	13.6%	
Printing	\$ 73,275	\$ 73,275	\$ 6,795	\$ 3,504	4.8%	
Office/Computer Supplies	\$ 64,250	\$ 64,250	\$ 6,847	\$ 9,097	14.2%	
Safety Supplies	\$ 19,825	\$ 19,825	\$ 520	\$ 2,150	10.8%	
Cleaning Supplies	\$ 66,100	\$ 66,100	\$ 2,992	\$ 3,108	4.7%	
Repair/Maint Supplies	\$ 65,000	\$ 65,000	\$ 5,694	\$ 7,518	11.6%	
Parts, Non-Inventory	\$ 50,000	\$ 50,000	\$ 5,069	\$ 3,579	7.2%	
Tools/Tool Allowance	\$ 9,600	\$ 9,600	\$ 1,891	\$ 420	4.4%	
Promo/Photo Supplies	\$ 14,400	\$ 14,400	\$ 177	\$ 234	1.6%	
	\$ 384,817	\$ 384,817	\$ 32,400	\$ 32,644	8.5%	
UTILITIES	\$ 323,677	\$ 323,677	\$ 39,720	\$ 26,119	8.1%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 641,500	\$ 641,500	\$ 60,949	\$ 98,690	15.4%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 32,073	\$ 17,500	17.5%	See Note 10
Repairs to Prop	\$ -	\$ -	\$ (8,531)	\$ 235	0.0%	
Prof/Other Services	\$ -	\$ -	\$ -		0.0%	
	\$ 741,500	\$ 741,500	\$ 84,491	\$ 116,426	15.7%	
TAXES	\$ 49,433	\$ 49,433	\$ 2,456	\$ 4,393	8.9%	
MISC EXPENSES						
Dues & Subscriptions	\$ 51,970	\$ 51,970	\$ 31,689	\$ 6,651	12.8%	
Media Advertising	\$ 3,000	\$ 3,000	\$ 129	\$ -	0.0%	
Employee Incentive Program	\$ 10,381	\$ 10,381	\$ 986	\$ 802	7.7%	
Training	\$ 28,775	\$ 28,775	\$ 1,407	\$ 3,577	12.4%	
Travel	\$ 35,941	\$ 35,941	\$ 1,214	\$ 2,380	6.6%	
Other Misc Expenses	\$ 18,314	\$ 18,314	\$ 2,192	\$ 1,855	10.1%	
	\$ 148,381	\$ 148,381	\$ 37,617	\$ 15,265	10.3%	
OTHER EXPENSES						
Leases & Rentals	\$ 608,506	\$ 608,506	\$ 92,380	\$ 96,989	15.9%	
	\$ 608,506	\$ 608,506	\$ 92,380	\$ 96,989	15.9%	
Total Operating Expense	\$ 32,720,000	\$ 32,720,000	\$ 4,211,835	\$ 4,322,065	13.2%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 02-03 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in August	YTD Expended
<u>Grant Funded Projects</u>			
MetroBase	\$ 9,306,548	\$ 9,549	\$ 9,549
Urban Bus Replacement	\$ 6,018,365	\$ 1,104	\$ 5,096
Metro Center Renovation Project	\$ 108,891		\$ 6,788
Spare Parts for New Buses (carryover)	\$ 97,550		
	\$ 15,531,354		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 60,000		
IT Projects	\$ 15,000		
Paratransit Program	\$ 15,000		
Facilities Repairs & Improvements	\$ 65,000		
Radio Repeater	\$ 13,000		
Bus Windows	\$ 29,000		
Non-revenue Vehicle Replacement	\$ 116,000		
Office Equipment	\$ 39,500	\$ 12,640	\$ 12,640
Storage Container	\$ 1,800		\$ 1,998
Transfer to Operating Budget	\$ 350,000		
	\$ 704,300		
TOTAL CAPITAL PROJECTS	\$ 16,235,654	\$ 23,294	\$ 36,071
<u>CAPITAL FUNDING SOURCES</u>			
	Budget	Received in August	YTD Received
Federal Capital Grants	\$ 8,309,278	\$ -	\$ -
State/Local Capital Grants	\$ 4,844,713	\$ 24,149	\$ 24,149
STA Funding	\$ 821,414	\$ 197,742	\$ 197,742
District Reserves	\$ 2,260,249	\$ -	\$ -
TOTAL CAPITAL FUNDING	\$ 16,235,654	\$ 221,891	\$ 221,891

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

1. Passenger fares (farebox and pass sales) are \$26,041 or 4.1% over the final budget amount for the year to date. Paratransit fares are \$5,095 over budget for the period due to advance ticket sales. Special transit fares (contracts) are \$32,729 or 48% over the budgeted amount. UCSC contract revenue is \$30,544 over budget due to an earlier start date this year. Employer bus pass program revenue is \$1,851 over budget. Highway 17 Express revenue is \$47,029 or 30% under the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first two months of the fiscal year by a net \$16,836 or 1.9%.
2. Advertising income shows revenue of \$17,509 due to a final payment from OBIE Media that was not budgeted.
3. Rent income is \$1,573 below budget due to the vacant restaurant space at Watsonville Transit Center during this period.
4. Sales tax income is under budget by \$84,900 or 3% since the District received lower advance payments for July and August than anticipated.
5. FTA operating assistance for rural areas is over budget by \$19,003 or 41% because the District's allocation was increased over the original estimate.
6. Information Technology non-personnel expense is at 17.6% of the budget due to the annual payment of maintenance agreements for the computer system.
7. Paratransit program expense is only at 6.4% of the budget because the August billing was not submitted by the contractor by the report deadline.
8. Overtime expense for non-operators is at 30.8% of the budget due to shift coverage for Transit Supervisors on vacation. Total Operations payroll is within budget.
9. Absence with pay is at 17.4% of the budget since more vacation time is taken in the summer months. Total payroll is within budget.
10. Settlement costs are at 17.5% of the budget due to a settlement of \$17,500 paid in August.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003

TO: Board of Directors

FROM: Steve Paulson, Paratransit Administrator

SUBJECT: METRO PARACRUZ PROGRAM STATUS MONTHLY UPDATE

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- The Board receives monthly reports on the status of the federally mandated ADA complementary paratransit program
- Operating Statistics reported are for the month of July 2003. Improvement continued in all performance indicators for this reporting period.
- Cost reflects new hourly rate, increased by 4% over previous fiscal year.
- Revenue and subsidy figures reflect impact of fare increase.
- Eligibility/Recertification statistics reported are through Sept 30, 2003

III. DISCUSSION

Operating Statistics for the Month of July 2003

	This July	Last July	% Change	FYTD	Last FYTD	% Change
Cost	\$209,209.14	\$224,144.36	-6.66 %	\$209,209.14	\$224,144.36	-6.66 %
Revenue	\$22,944.00*	\$19,220.00	+19.38 %	\$22,944.00*	\$19,220.00	+19.38 %
Subsidy	\$186,265.14	\$204,924.36	-9.11 %	\$186,265.14	\$204,924.36	-9.11 %
Rides performed	7,887**	9,610	-17.93 %	7,887	9,610	-17.93 %
Cost/ Ride	\$26.53	\$23.32	13.73 %	\$26.53	\$23.32	13.73 %
Productivity	2.01 rides per hour	2.205 rides per hour	-8.84%	2.01 rides per hour	2.205 rides per hour	-8.84%

* Revenue does not equal \$3.00/ride because no revenue is generated by rides to and from certification interviews.

**includes 237 rides to/from certification assessments. These rides would not have occurred without the district's requirement.

Scheduling with Trapeze PASS

Trapeze PASS (Paratransit Automated Scheduling Software) is a standard of the industry specialized demand-response scheduling solution. It has the ability optimize vehicle efficiency through the identification and grouping of passenger requests for service. The Contractor began using this software in 1998. The Paratransit Comprehensive Operational and Financial Audit (COFA) completed in 2000 found that the software was not being used effectively for that purpose. Most scheduling was done manually.

Currently, "subscription" trips (e.g., Stroke Center) are grouped through an automated function (roughly 25% - 35% of trips).

In August 2003, reservationists began using the "Booking Wizard" tool to assist them in assigning some of the non-subscription rides to vehicles dedicated to METRO ParaCruz service. This tool is designed to find the best match(es) for the ride request to create effective routing and grouping of trips. Rides that will be assigned to taxis or other non-dedicated vehicles are manually scheduled, not as a part of the reservation process.

Dispatchers have also begun to use an automated feature to assist them in locating available vehicles for will-call returns.

Performance Measures

	July
Rides	7887
late rides	452
% late	5.73%
Rides more than 10 minutes early	252
Total rides not "on time"	704
% "on time"	91.07%
missed trips	2
excessively late scheduled trips	14
excessively late will call returns	4
total violation w/ \$50 penalty	20
non ADA rides on district vans	15
Damages assessed:	\$1,000

Eligibility Certification

Number of new applicants assessed since August 1, 2002: 1391. Of those, 1280 were approved for some level of eligibility.

Number of recertification assessments completed: 1298. Of those, 1247 were approved for some level of eligibility

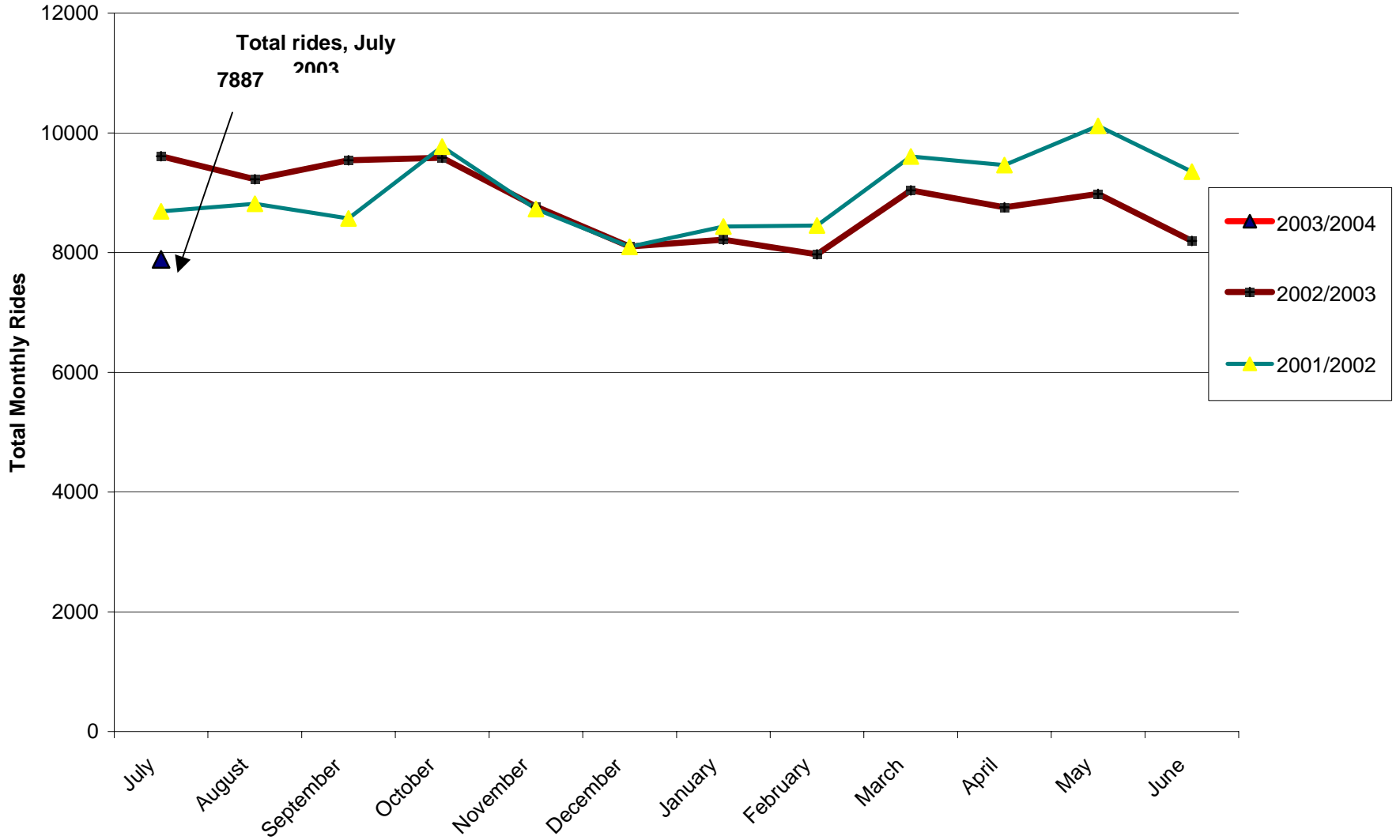
IV. FINANCIAL CONSIDERATIONS

none

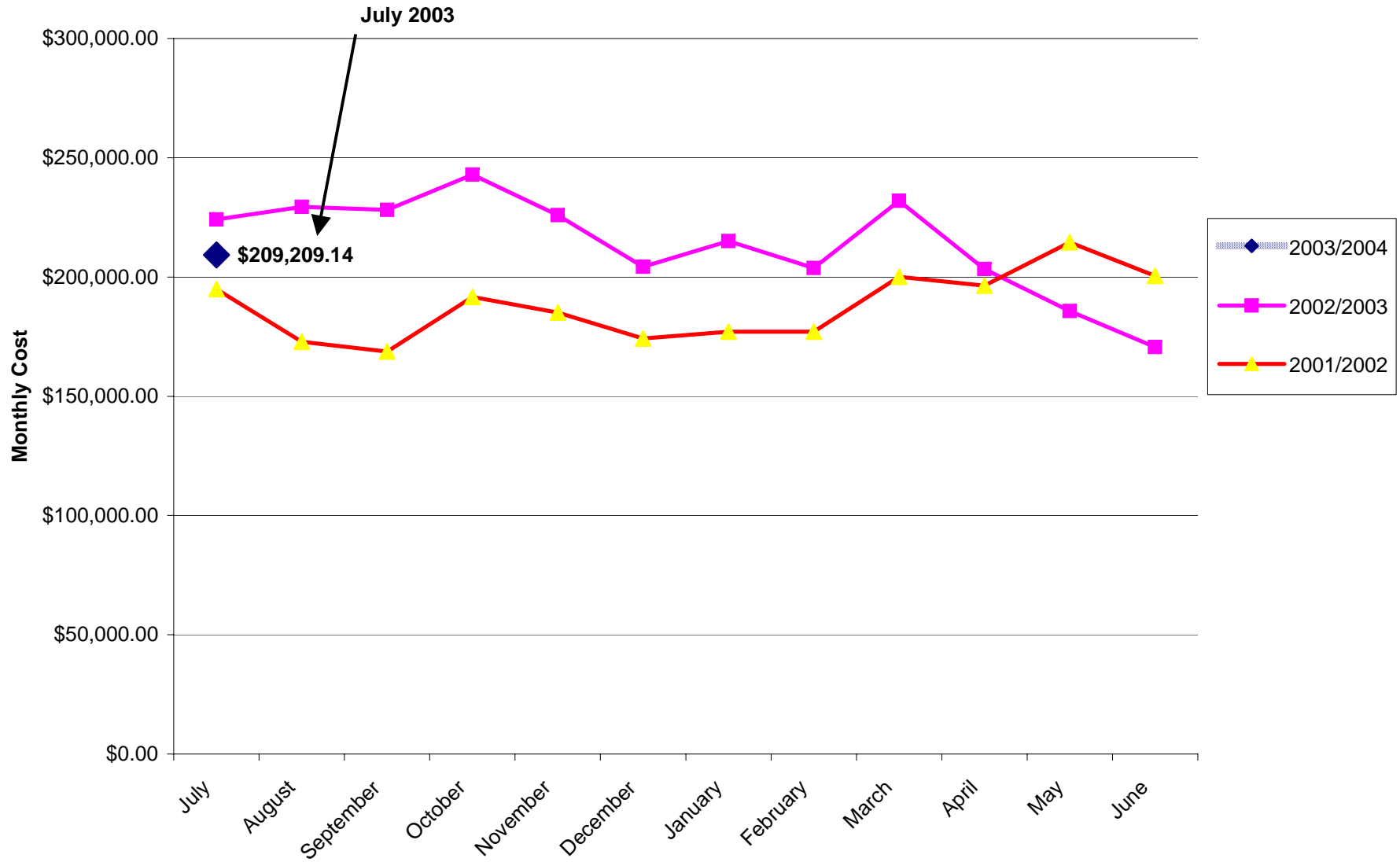
V. ATTACHMENTS

- Attachment A:** METRO ParaCruz Rides by Month
- Attachment B:** METRO ParaCruz Cost by Month
- Attachment C:** Recertification and New Applicant Eligibility Determinations
- Attachment D:** METRO ParaCruz Registrants by Month

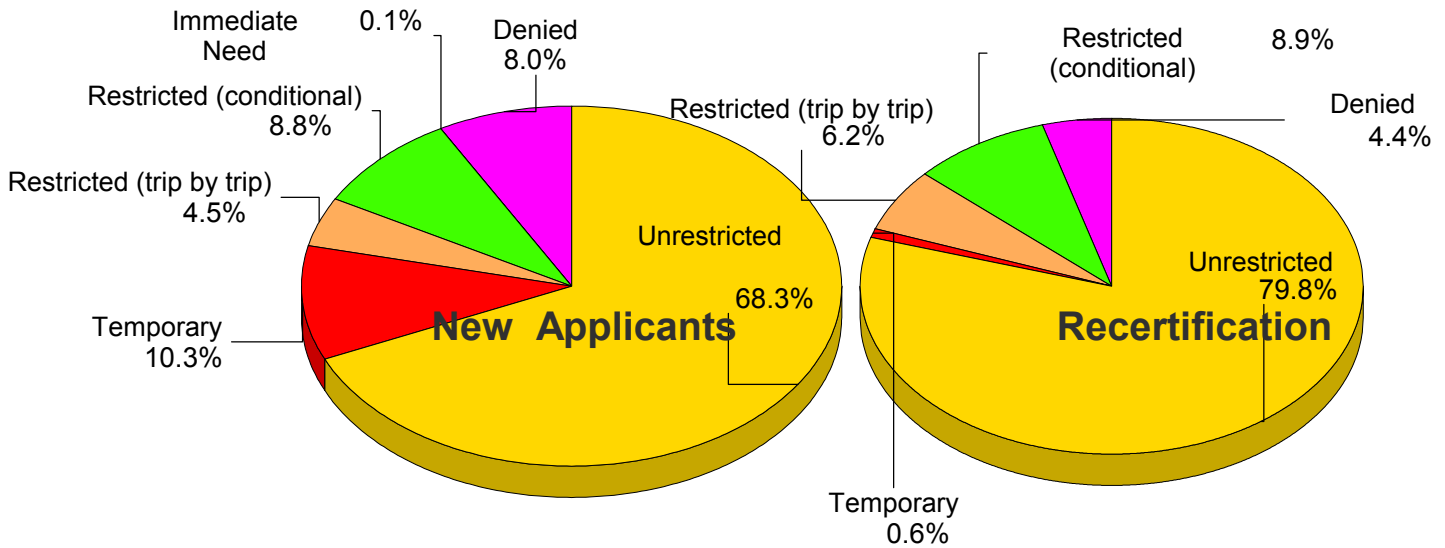
METRO ParaCruz Rides by Month



METRO ParaCruz Cost By Month



METRO ParaCruz Eligibility Determinations - Aug 1 02 through Sept 30 03



New Applicants

Unrestricted	952
Temporary	143
Restricted (trip by trip)	62
Restricted (conditional)	123
Immediate Need	2
Denied	111
Group Total:	<u>1393</u>

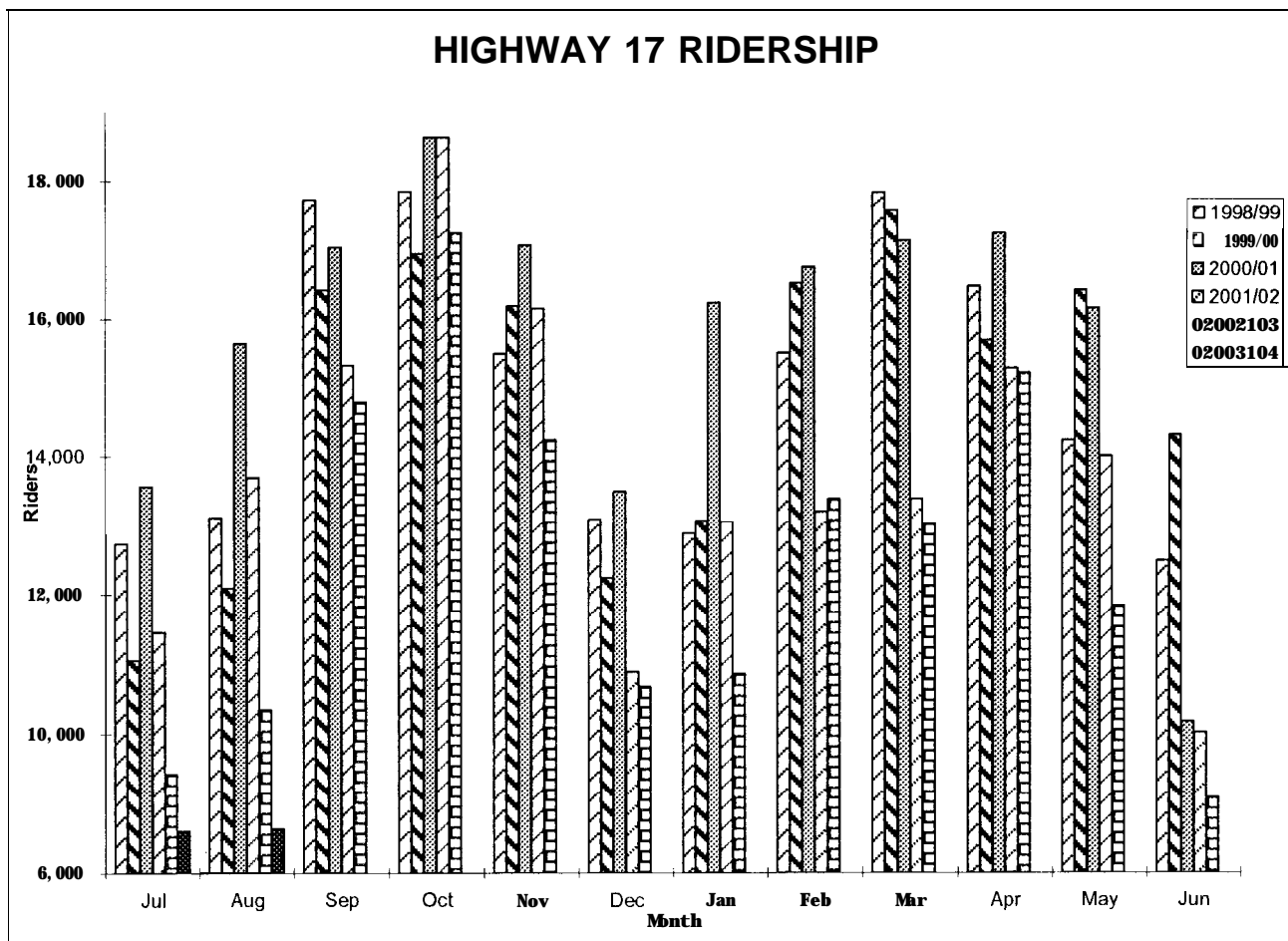
Recertification

Unrestricted	1036
Temporary	8
Restricted (trip by trip)	81
Restricted (conditional)	116
Denied	57
Group Total:	<u>1298</u>

Grand Total: 2691

HIGHWAY 17 - AUGUST 2003

	August			YTD		
	2002103	2001/02	%	2002103	2001/02	%
FINANCIAL						
Cost	\$ 81,465	\$ 105,232	(22.6%)	\$ 166,810	\$ 210,465	(20.7%)
Farebox	\$ 23,387	\$ 26,670	(12.3%)	\$ 44,883	\$ 52,132	(13.9%)
Operating Deficit	\$ 58,079	\$ 78,060	(25.6%)	\$ 121,927	\$ 157,831	(22.7%)
Santa Clara Subsidy	\$ 29,039	\$ 39,030	(25.6%)	\$ 60,964	\$ 78,916	(22.7%)
METRO Subsidy	\$ 29,039	\$ 39,030	(25.6%)	\$ 60,964	\$ 78,916	(22.7%)
San Jose State Subsidy	\$ -	\$ 502	(100.0%)	\$ -	\$ 502	(100.0%)
STATISTICS						
Passengers	8,640	10,347	(16.5%)	17,245	19,774	(12.8%)
Revenue Miles	28,888	35,829	(19.4%)	59,151	71,659	(17.5%)
Revenue Hours	1,177	1,426	(17.4%)	2,410	2,851	(15.5%)
PRODUCTIVITY						
Cost/Passenger	\$ 9.43	\$ 10.17	(7.3%)	\$ 9.67	\$ 10.64	(9.1%)
Revenue/Passenger	\$ 2.71	\$ 2.58	5.0%	\$ 2.60	\$ 2.64	(1.3%)
Subsidy/Passenger	\$ 6.72	\$ 7.59	(11.5%)	\$ 7.07	\$ 8.01	(11.7%)
Passengers/Mile	0.30	0.29	3.6%	0.29	0.28	5.7%
Passengers/Hour	7.34	7.26	1.1%	7.16	6.94	3.2%
Recovery Ratio	28.7%	25.3%	13.3%	26.9%	24.8%	8.6%



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003

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 August 2003 increased by 29.0% versus August 2002. Year to date student billable trips have increased by 23.8%.
- Faculty / staff billable trips for August 2003 increased by 10.8% versus August 2002. Year to date faculty / staff billable trips have increased by 15.3%.
- Revenue received from UCSC for August 2003 was \$32,310.86 versus \$24,570.00 an increase of 31.5%.

	Billable Days	Faculty/Staff Ridership	Student Ridership	Monthly Increase - (Decrease) Student	Monthly Increase - (Decrease) Faculty-Staff
This Year	21	12,204	20,648	29.0%	10.8%
Last Year	22	11,018	16,009		

III. DISCUSSION

July 01, 2003 started a new fiscal / reporting year. UCSC fall instruction will resume on September 25, 2003. A summary of the results for August 2003 is:

- Student billable trips for the month of August 2003 were 20,648 vs. 16,009 for August 2002 an increase of 29%.
- Faculty / staff billable trips for the month of August 2003 were 12,204 vs. 11,018 for August 2002 an increase of 10.8%.
- Year to date Student billable trips increased by 23.8% and faculty / staff billable trips increased by 15.9%.

- In August 2003 the charge for service was \$32,310.86. The charge for August 2002 was \$24,570.00. This represents a 31.5% increase in revenue for August 2003 versus August 2002.

IV. FINANCIAL CONSIDERATIONS

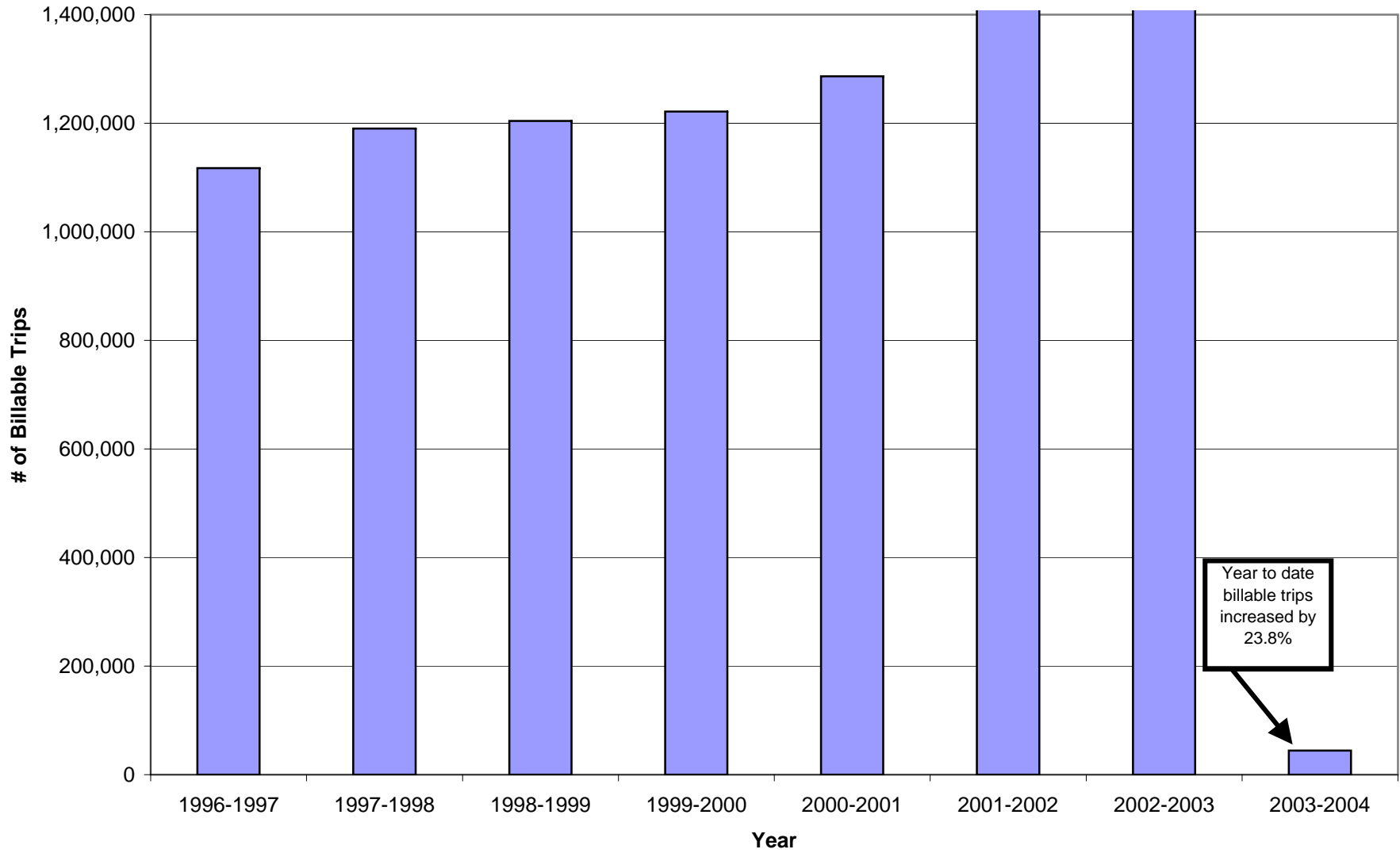
NONE

V. ATTACHMENTS

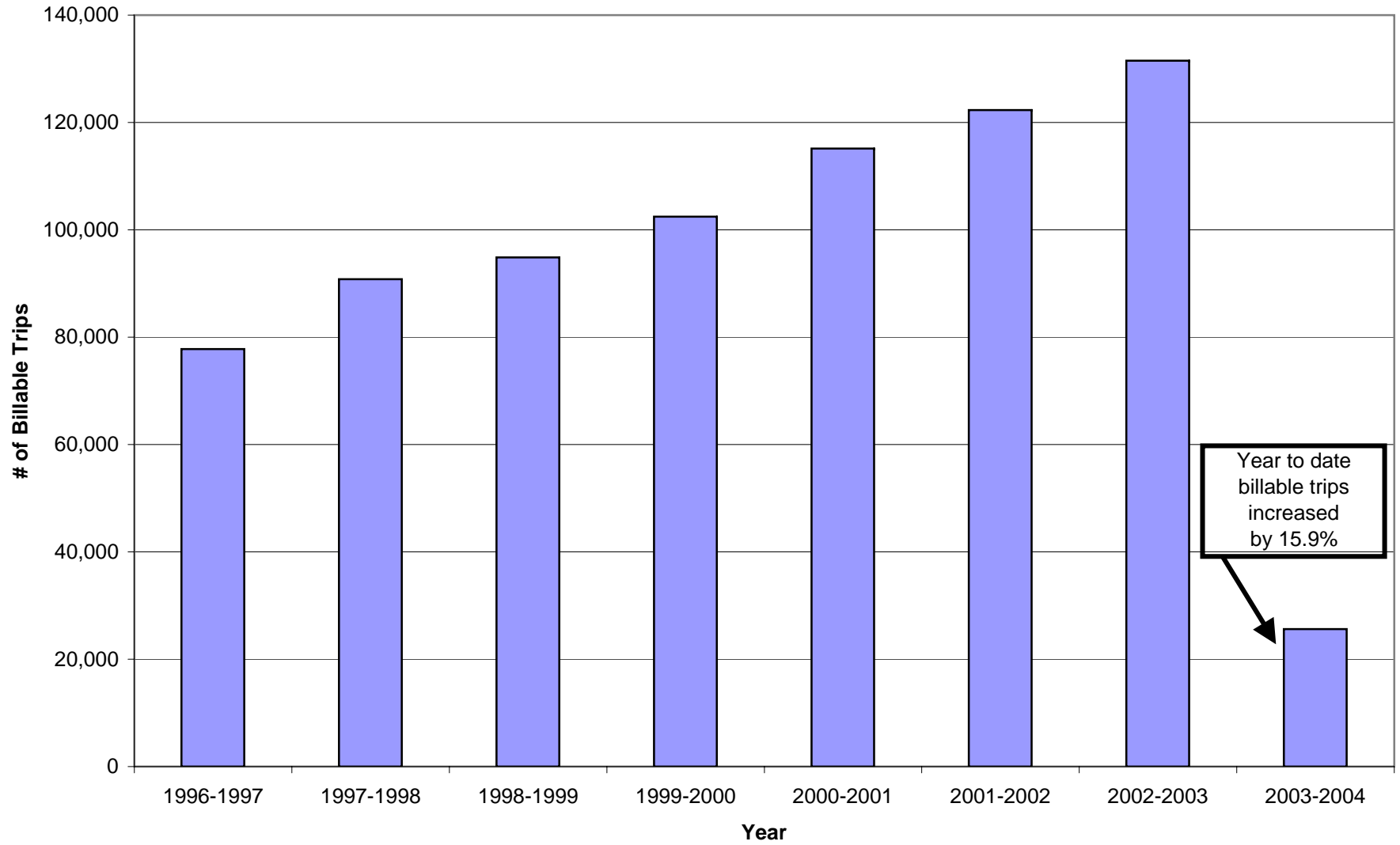
Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

UCSC Student Billable Trips



UCSC Faculty / Staff Billable Trips



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: CONSIDERATION OF CALL STOP AUDIT REPORT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- At the November 2001 Board of Directors meeting staff was authorized to conduct quarterly call stop compliance audits.
- Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audit.
- On July 25, 2003 the base programming of the Talking Bus was completed and implemented. There are 48 bus routes, approximately 1,050 bus stops and 3,622 call stops.

III. DISCUSSION

At the November 2001 Board of Directors meeting staff was authorized to conduct quarterly call stop compliance audits. Staff contracted with Robert S. Bortnick & Associates, a private investigative firm, to conduct the audit. Robert S. Bortnick & Associates was authorized 100 hours to conduct a survey at a cost of \$5,000.00 each quarter.

On July 25, 2003 the Talking Bus was activated on all routes encompassing 3,622 programmed call stops (trigger points). The Transit District has 48 routes serving approximately 1,050 bus stops. Each route has independent trigger points and call stops taking the number of programmed call stops and trigger points to 3,622.

A summary of the call stop audit results are:

	April – May 2002	August 2002	November 2002	February / March 2003	April / May / June / July 2003	July – August – September 2003
Call Stops observed	194	218	232	436	88 – Boardings	2,418
Call stops announced	186	190	232	398	88 – Operational	2,305

					Systems	
Call stops not announced	8	28	0	38	0***	113*
Percent of call stops completed	96%	88%	100%	91.3%	0***	95.3%
Percent of call stops not completed	4%	13%	0%	8.7%	0***	4.7%

*Of the one hundred and thirteen (113) call stops not announced, twenty-eight (28) were identified as programming errors and are being corrected. One (1) stop was not announced due to bus stop construction with a total of eighty-four (84) call stops not announced for unidentifiable reasons. The not announced call stops identified as programming errors will be corrected prior to the next audit.

IV. FINANCIAL CONSIDERATIONS

Randomly conducted call stop compliance audits cost approximately \$20,000 per year.

V. ATTACHMENTS

Attachment A: Table of Results from Robert S. Bortnick & Associates dated October 02, 2003.

"attachment **A**

ROBERT S. BORTNICK & ASSOCIATES
PRIVATE INVESTIGATION

CRIMINAL/CIVIL
CALIC NO PII733

136 VERNON STREET
SANTA CRUZ CALIFORNIA 95060
TELEPHONE (831) 423-9122
FAX (831) 459-0430
E-MAIL: BortnickPI@aol.com

October 2, 2003

Santa Cruz Metropolitan Transit District
Mr. Bryant Baehr, Manager of Operations
1200 River Street
Santa Cruz, California 95060

RE: ADA Call Stop Survey (July-September 2003)

Dear Mr. Baehr,

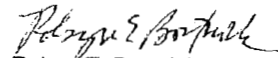
Enclosed are the results of the call stop survey for the above referenced quarter.

This report contains the following information;

1. A brief statistical summary of the results of the survey.
2. A brief explanation of the codes used to describe observations of interest made while aboard indicated routes.
3. Route information and descriptions of the only three operators who did not have ID patches **visible** on their uniforms.
4. The Stop Announcement Report pages provided by you, completed by our investigator(s) at the time of each boarding, which note operator identification numbers, bus numbers, and approximate times of bus boardings, stop announcements made and missed, and any brief notes taken at the time.

If you have any questions regarding any part of this report, please do not hesitate to contact me.

Very truly yours,



Robyn E. Bortnick
Investigator

REB/encl.

Statistical Summary

Total number of trips surveyed _____ 79
Total trips where buses computer equipped(1 0 79 %)
Total number of call stops surveyed _____ 2,418
Total number of call stops made _____ 2,305 (95%)
Total number of call stops missed _____ 113 (5%)

Incidents involving Operators not wearing ID patches:

- 9/09/03 67 East Cliff – Capitola Mall (o/b) 10:20 am**
Operator was wearing a Metro issue jacket but had no visible ID patch. He was a white male, **late** 40's to early **50's**, heavy set with a **full** face salt and pepper beard, as well as salt and pepper colored hair. At **26th** Ave. and East Cliff, operator removed his jacket **revealing** an ID patch #264.
- 9/16/03 35 Glen Arbor – Scotts Valley Drive (i/b) 3:45 pm**
An operator change occurred at the **Felton** Faire center and the new operator was wearing a non-Metro issued dark blue shirt with **no** ID patch. She was a white female in her **late** 30's to early 40's with **shoulder** length bleach blonde hair and had a slim to average build.
- 9/22/03 66 17th Avenue – Santa Cruz (i/b) 4:10 pm**
Operator was wearing a dark blue jacket. No ID patch or Metro patches were visible on this jacket. He was a white **male**, mid to late 40's with short salt and pepper hair, thinning on top, with an average build.

Key to codes

Number of Trips

A =	audio failure	3
B =	call bell malfunction	1
C =	operator change (mid-route)	4
D =	light board display failure	2
E =	early calls (at or nearer prior stop)	3
F =	talking bus system failure	2
I =	no operator ID badge visible	3
L =	late calls (bus already passing stop)	1
0 =	stop announcement report out of order	14
U =	unlisted stop announced (not on report)	10
v =	volume fluctuations (stop-to-stop)	14

Route 35 and Route 71 codes:

i/b = in bound **o/b** = out bound
bb = Big Basin **bc** = Boulder Creek
cc = Country Club **ga** = Glen Arbor
h9 = Highway 9
art = Arthur **cliff** = Clifford
crest = Crestview **penn** = Pennsylvania

<u>ROUTE OPERATOR</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLS MISSED</u>	<u>NOTE</u>
2		9/03	15	1	V, U
2		9/18	16	0	
3A		9/10	37	1	
3B		9/05	29	0	
3B		9/29	18	0	V
10		9/03	8	1	E
10		9/22	33	1	L
12A		9/25	39	1	0
12B		9/22	45	3	0
13		9/22	16	4	
13		9/25	20	0	
15		9/22	28	1	
15		9/23	28	1	V, D
16		9/03	21	0	
16		9/18	21	0	
19		9/03	19	1	
19		9/18	21	0	V
20		9/22	28	5	F
22		9/29	10	0	
31		9/05	20	0	V, O, U
31		9/18	21	0	
32		9/10	29	6	D, B
35 (h9/cc)		9/16	26	5	U
35 (ga/bc)		9/25	28	1	U
35 (h9/bc)		9/18	29	2	U, C
35 (h9/cc)		9/29	25	6	U, A, V
35A (ga/bb)		9/05	37	1	0
35A (h9/cc)		9/12	36	1	
35 (i/b)		9/05	6	28	F
35 (i/b)		9/18	30	1	O, U, V
35 (i/b)		9/16	8	0	
35 (i/b)		9/12	26	1	0
35 (i/b)		9/16	33	3	U, C, I
35 (i/b)		9/25	18	1	V, O, U
35 (i/b)		9/29	26	1	V, O, U
40 (o/b)		9/15	15	0	0

<u>ROUTE OPERATOR</u>	<u>BUS #</u>	<u>DATE</u>	<u>CALLS MADE</u>	<u>CALLSMISSED</u>	<u>NOTE</u>
40 (i/b)		9/15	14	0	0
42		9/25	49	2	0
42		9/10	41	5	O, V, A
52		9/15	24	0	
55		9/26	18	1	
55		9/04	37	3	
65		9/09	27	0	
65		9/16	33	0	
65		9/26	31	0	
66		9/04	29	1	
66		9/15	32	0	V
66		9/22	30	0	I
67		9/09	23	0	I
67		9/17	21	1	
67		9/19	22	1	
69		9/15	11	1	
69		9/19	18	0	
69		9/17	19	1	V
69		9/22	19	1	V
69A		9/16	18	0	
69A		9/23	39	0	
69W		9/03	30	2	
69W		9/25	30	2	
69W		9/29	21	10	V, E, A
70		9/29	25	0	
70		9/04	27	2	
71 (penn, o/b)		9/17	69	1	C
71 (cliff, i/b)		9/25	30	0	
71 (cliff, o/b)		9/23	70	0	
71 (cliff, o/b)		9/16	74	0	
71 (cliff, i/b)		9/17	47	0	
71 (arth, o/b)		9/09	71	0	
71 (crest, o/b)		9/19	70	0	C
71 (crest, i/b)		9/16	66	0	
71 (crest, i/b)		9/19	70	0	E
71 (crest, o/b)		9/03	69	1	
72		9/17	26	1	0
75		9/17	61	0	
91 (o/b)		9/17	12	0	
91 (i/b)		9/17	8	0	0
91 (i/b)		9/09	9	0	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: METROBASE PROJECT STATUS REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept the status report on the MetroBase project.

II. SUMMARY OF ISSUES

- The MetroBase Project is currently proceeding in accordance with the schedule attached to this Staff Report. The format of the report has been changed to reflect the RNL Design Contract.
- RNL Design has initiated the design process having completed two (2) on-site visits.
- An Open House for employees was held in the evening of October 8, 2003.
- The week of November 3, 2003, the design team will return to Santa Cruz to continue their on-site work.
- The City of Santa Cruz is continuing to work on the real estate acquisition and relocation phase of the project.
- Interviews for the position of Project Manager were held on October 13, 2003

III. DISCUSSION

The MetroBase Project is proceeding as per the attached timeline (Attachment A). The format of the chart has changed to reflect the timeline and events that are contained in the RNL Design Contract. Using this document will allow the Board to directly track the future progress of the project and the architect's compliance. RNL Design will provide monthly updates, as required, to this schedule as the project proceeds. If there is any additional information that the Board wishes to see tracked, it can be added to the chart.

RNL Design has been active during the past month with the kick-off of the design process. The design team has been on-site in Santa Cruz on two separate visits. They have established a local project phone number. On October 8, 2003, an Open House for any interested employees was held to allow them to see the progress to-date and to answer any questions regarding the choices be looked at in the process. The activity was well received by those in attendance and the architectural firm has been extremely visible to District staff.

During the week of November 3, 2003, RNL Design is schedule to return to Santa Cruz to continue the design process. Work on the Master Plan document continues, as this will form the basis for the internal layout of the buildings.

The City continues to work on the real estate acquisition and relocation aspects of the project. No significant issues have surfaced during this past month.

IV. FINANCIAL CONSIDERATIONS

No actions have taken place during the reporting period that have changed the financial status of the MetroBase project.

V. ATTACHMENTS

Attachment A: MetroBase Project Schedule

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: October 24, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following Claims On The Dates Indicated:

1. Settlement with Erdem Esengil on 9/26/03

1. Settlement with Erdem Esengil; Case No. CV 143262

On August 8, 2003, in closed session you authorized a settlement in the amount of Seventeen thousand, five hundred dollars (\$17,500.00), for an accident that occurred on January 23, 2001, in Santa Cruz, California.

The following directors authorized the settlement unanimously: Ainsworth, Almquist, Hinkle, Keogh, Phares, Reilly, Rotkin and Spence with Directors Beautz, Norton and Tavantzis being absent.

Pursuant to this direction, fully executed releases were received from these claimants and District warrants were issued in accordance with this direction. The court entered the fully executed Dismissal on September 26, 2003.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003
TO: Board of Directors
FROM: Robyn Slater, Interim Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Chairperson present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, they will be invited to attend the Board meetings to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

Major Cummins, Bus Operator
Angel Valdez, Bus Operator

TWENTY YEARS

None

TWENTY-FIVE YEARS

Randy Swart, Lead Mechanic

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF REVISING THE PUBLIC ADVISORY COMMITTEE STRUCTURE.

I. RECOMMENDED ACTION

To improve connectivity and accountability with the Board of Directors and to expand the level of citizen participation, it is recommended that the Board remove MASTF and MUG from the METRO Board Bylaws and establish a new METRO Advisory Committee that reflects the type of structure typical to public agencies.

II. SUMMARY OF ISSUES

- The METRO Board Bylaws currently provide for two formally recognized citizens committees as being advisory to both the Board of Directors and staff.
- The Metro Accessible Services Transit Forum (MASTF) has advised the Board and staff on issues relating to fixed route accessibility and paratransit recertification and operation since it was formally recognized in 1989.
- The Metro Users Group has advised the Board and staff on issues relating to fixed route services, *Headways* production, and marketing programs since it was formally recognized in 1990.
- In December 2002 a group of individuals expressed concern to the Board regarding the procedures used by MASTF with specific emphasis on membership and elections.
- In February 2003 R. Paul Marcelin-Sampson submitted a letter to the Board of Directors entitled "Metro and the Charade of Rider Representation".
- At the direction of the Board of Directors, METRO Counsel prepared an analysis of the operations of MUG and submitted it for consideration on June 27, 2003. At the same meeting a supplemental report regarding MASTF operations was submitted.
- On June 27, 2003 the Board of Directors requested information regarding improving the effectiveness of citizen participation and requested that public input be solicited through posting signs with an email address and phone number in the buses.
- In response to the request from the Board I have reviewed the structure of various advisory committees operating in both transit and municipal settings.

- I have found that there are characteristics that are common to the majority of the citizen advisory committees, such as; Board appointment of membership, Board approval of bylaws, specific terms of office, predetermined quorum requirements, and annual activity reports to the Board.
- While MUG reflects a structure that is similar in some respects to that of the typical advisory committee, I did not find any committees that match the MASTF structure.
- To improve connectivity and accountability with the Board and to expand the level of citizen participation, it is recommended that the Board remove MASTF and MUG from the METRO Board Bylaws and establish a new METRO Advisory Committee that reflects the type of structure typical to public agencies.
- On September 12, 2003 in response to a request from MASTF, the Board of Directors agreed to defer action until October 24, 2003 on the issue of the structure of the Advisory Committees in order to allow time for interested parties to prepare information.

III. DISCUSSION

Most public agencies, including transit systems, utilize formally established advisory committees to provide citizen input on key issues. METRO currently has two advisory committees (MASTF and MUG) that are recognized in the Bylaws (attached).

The Metro Accessible Services Transit Forum (MASTF) has advised the Board of Directors and staff on issues relating to fixed route accessibility and paratransit recertification and operation since it was formally recognized in 1989. MASTF provided input to the Board of Directors as a citizen advocacy group prior to being formally recognized. MASTF is also recognized in the Paratransit Appeals process and is identified as an advisory body in the Paratransit Plan prepared pursuant to regulations issued by the Federal Transit Administration. The METRO Board of Directors has no role or authority in approving the MASTF Bylaws or appointing the membership. The MASTF meeting agenda is established by the MASTF Executive Committee that is comprised of MASTF members. The METRO Board has no authority in placing items on the MASTF agenda. METRO currently provides financial support to MASTF in the form of \$3,500 in a budgeted appropriation, six (6) free annual bus passes and an estimated 12% of one FTE in dedicated staff support, as well as supplemental staff support as needed.

The Metro Users Group (MUG) has advised the Board of Directors and staff on issues relating to fixed route service levels and structure, fares, *Headways* production, and marketing programs since it was formally recognized in 1990. MUG evolved from a working group that was established to develop an equitable approach to service reductions that were necessitated by the 1989 Loma Prieta Earthquake. The membership of MUG has undergone a number of alterations since its inception. Currently, MUG is comprised of twenty members who are appointed by the Board of Directors. While the MUG Bylaws identify one-year terms for the members, the practice has been that once an individual is appointed they are listed as voting members until

they resign regardless of whether or not they actually participate. The Board of Directors approves the MUG Bylaws and a member of the Board serves as the Chair. MUG does not receive direct financial support from the budget and METRO does not provide bus passes to members. METRO provides staff support to MUG in agenda preparation and distribution, meeting support, and the production of the minutes.

Currently, there are organizations that provide public input to the Board including the SCCRTC Elderly and Disabled Advisory Committee, the Central Coast Center for Independent Living, the Seniors Council, the Santa Cruz County Commission on Disabilities, the Bus Riders Union, and others. These organizations provide public information to the Board and often advocate for particular programs, actions, or issues. These organizations are not recognized in the Bylaws and do not receive financial or staff support from METRO.

In December 2002 a group of individuals approached the Board of Directors expressing concerns regarding MASTF with specific emphasis on its membership and elections. In February 2003 R. Paul Marcelin-Sampson submitted a letter to the Board of Directors entitled "Metro and the Charade of Rider Representation". The Board of Directors requested that METRO Counsel prepare an analysis of the operation of MUG. METRO Counsel submitted an analysis of the MUG operations, which also included information regarding MASTF, on June 27, 2003. METRO Counsel submitted supplemental information regarding MASTF and MUG at the June 27, 2003 meeting. The Board of Directors requested information regarding what actions could be taken to improve the effectiveness of public participation and requested that public input be solicited through posting signs (attachment F) with an email address and phone number in the buses. The signs requesting public input were posted inside the buses on July 8 & 9, 2003. No responses regarding public participation were received at either the web address or the phone number. On August 22, 2003 MASTF Chair Sharon Barbour read a statement to the Board of Directors reflecting comments made by MASTF members regarding this issue.

In response to the direction of the Board, I reviewed the composition of a number of committees that provide advice to public policy boards. I reviewed both transit and municipal structures. I also examined the relationship between the advisory committees and the boards that they serve. I found that there are characteristics that are common to most of the committees. Typically, the members of a committee are appointed by the policy board that they are advising. The policy boards generally approve the Bylaws that govern the operation of the advisory committees. Most advisory committees have specific terms of office for members and require a predetermined level of participation in order to establish quorums. Some advisory committees have bylaws that include term limits for members. Seldom are advisory committee members compensated in any way for their service. Most advisory committees provide annual reports to the policy boards that they serve that outline their activities.

Currently, the MUG structure reflects some of the characteristics that are typically found with advisory committees. I did not find a committee that matched the MASTF structure.

Most public policy boards appear to enjoy a higher level of connectivity with their advisory committees than what is in place at METRO. The accountability expectations are typically higher than what currently exists as well. I believe that the closer relationship between policy boards and their advisory committees is a derivative of the close oversight and appointment process that is typically in place. In order to achieve a similar relationship at METRO, I am recommending that the Board of Directors consider establishing a new advisory committee that reflects a structure that is common to many public policy boards. The key features of a new 22-member METRO Advisory Committee (MAC) would be: direct appointment of the members by the Board (each Board Member would nominate 2), development and approval of the bylaws by the Board, specific terms of office for the members, a predetermined quorum requirement, a requirement that the committee membership reflect the make-up of the community and the ridership, a requirement to include people with disabilities and people who are elderly, and the submission of an annual activities report.

If the Board of Directors elects to form a new MAC, the Bylaws should be amended to reflect the deletion of MASTF and MUG. The deletion of MASTF and MUG from the METRO Bylaws does not prohibit either committee from continuing to meet and advocate for their respective issues to the Board just as other organizations do. However, financial support, provision of bus passes, and staff support would be discontinued for MASTF and MUG if they are deleted from recognition in the METRO Bylaws. If the Board desires to make the change outlined in this Staff Report, it should direct the staff to prepare reports for consideration that substitute the MAC for MASTF in the Paratransit Plan and the ADA Appeals process. The Board of Directors should review the draft MAC Bylaws that are attached to this Staff Report to determine if they reflect the priorities of the Board. The Board should direct staff to prepare an application process for the purpose of soliciting candidates for membership on the MAC. The Board should direct METRO staff members to prepare a transition plan that identifies December 2003 as the final supported meetings for MASTF and MUG and set March 2004 as the target for the first meeting of the new advisory committee.

If the Board of Directors elects to establish a new METRO Advisory Committee, I would recommend that it also recognize and express appreciation to the people who have given years of service to the community through their participation on either MUG, MASTF, or both.

On September 12, 2003 the Board of Directors agreed to defer discussion of the structure of the advisory committees to the October 24, 2003 meeting in response to a request from Sharon Barbour.

IV. FINANCIAL CONSIDERATIONS

Funding appropriated in the 2003/2004 METRO operating budget for MASTF expenses will be sufficient to accommodate the costs associated with establishing the METRO Advisory Committee.

V. ATTACHMENTS

- Attachment A:** Article XIV--METRO Current Bylaws with Proposed Changes.
- Attachment B:** MASTF Bylaws.
- Attachment C:** Chapter 5 METRO ADA Paratransit Implementation Plan, as amended.
- Attachment D:** Excerpt from METRO ADA Appeals Procedure.
- Attachment E:** MUG Bylaws.
- Attachment F:** Interior Bus Sign Language.
- Attachment G:** Proposed METRO Advisory Committee Bylaws (Revised from September 26, 2003 Staff Report).

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: October **24, 2003**
To: Board of Directors
From: Dale Carr, Administrative Services **Coordinator**
Subject: SUPPLEMENTAL INFORMATION TO ITEM #7 ON THE OCTOBER **24, 2003** BOARD OF DIRECTORS AGENDA

At the October 10, 2003 Board of Directors meeting, Director Rotkin asked for the two additional pieces of information which were outlined in the Public Advisory Committee Structure staff report.

The supplemental information is as follows:

- Letter to the Board entitled "Metro and the Charade of Rider Representation" by Mr. R. Paul Marcelin.
- Page 2 from the Board of Directors meeting Minutes of December 13, 2002, which cites discussions regarding MASTF.
 - Letter from John Wood of December 11, 2002, which is referred to in the above-mentioned Minutes of December 13, 2002.

TO THE BOARD OF DIRECTORS:

Metro and the Charade of Rider Representation

The voice of the ordinary rider is just about the only voice not being heard at Metro today. Senior citizens and the disabled account for 15% of ridership, but they seem to have a majority on every committee. I am *the first* to say that *minority voices should* be heard. That's one reason why the Board of Directors recognizes the Metro Accessible Services Transit Forum (MASTF), an independent committee for elderly and/or disabled riders.

Staff claim that the proposed Call Stop Committee represents "a good cross section" of riders. Not so. If we leave out transit industry representatives (staff, union, etc.), nine positions remain. At least 5 (55%) and as many as 7 (77%) of the 9 "core" members will be drawn from, or will officially represent, the senior/disabled community. It makes sense for seniors and the disabled to dictate call stop policy: the Talking Bus is of particular importance to them. They should not, however, monopolize general forums.

The Metro Users Group (MUG) is a case in point. If we exclude transit industry representatives (union, board, TMA, TAPS), there are 9 "core" members. Fully 66% (6) of these are seniors and/or disabled people. It happens that 5 are also members of MASTF!

MUG is the only general advisory committee for Metro riders. The seniors and disabled people who control MUG refuse to accommodate ordinary Metro riders. Most riders are at school or at work during the day, and would actually be penalized for attending a MUG meeting. When I suggested, last year, that we meet in the evening, everyone else — even the *chairperson* — gave excuses. I could not have secured passage of this year's meeting schedule without maintaining the afternoon meeting time. Some people need an incentive to attend meetings. I produced a written proposal for membership incentives last November. The chairperson asked that the discussion be continued at the next meeting. Twice she "forgot", and now the proposal can't be revisited until April. In the meantime, members of MASTF's executive committee (busy representing 15% of riders) will continue to receive bus passes while members of MUG (busy representing 100% of riders) go without.

Staff, too, exert considerable influence over MUG. My proposal for posters is a good example. Staff suggested, and the senior/disabled bloc agreed, that headlines meaningful to ordinary riders should be watered down. Two months later, staff finally posted the slogans, "Got a bus idea?" and "Do you ride the bus?" inside our buses.

Metro's Board of Directors has sole authority over appointments to MUG. Does the Board value the opinions of ordinary riders, the folks who account for 85% of rides and pay 95% of fares? If so, the Board will (a) stipulate that anyone who is a member of MASTF is ineligible for simultaneous membership in MUG; (b) stipulate that the composition of MUG will henceforth reflect Metro's ridership; (c) stipulate that staff's role in MUG meetings is to support and inform, but not to influence; and (d) oblige staff to provide recruitment support.

— R. Paul Marcellin
Member,
Metro Users Group
2003 February 21

The 85/15 statistic is approximate, and reflects a combination of ridership data and pass sales data.

were conducted separately. Ms. Allender outlined the problems that arose for both her and her husband in getting to and from the interviews via Lift Line. She urged the Board to improve communication between METRO and Lift Line and asked that METRO take the word of a qualified physician that their patient is eligible for the Lift Line program.

DIRECTOR BEAUTZ ARRIVED.

Michael Bradshaw of the Central Coast Center for Independent Living (CCCIL) stated that the proposed ADA complaint procedure went before CCCIL's Executive Board last night who voted to support this procedure with the following addition of the word "authorized": Under Section Vi. Grievance Procedure, Item 6.01 "Any person with a disability or his/her authorized representative. . . .". Mr. Bradshaw also stated that an example of an "authorized representative" should be given, such as a family member, caregiver, or organization.

Dennis Papadopolu, a member of MASTF since its inception, spoke to contest the voting for MASTF officers at last month's meeting. He stated that the voting was not conducted fairly and he submitted a letter to the Board from John Wood in this regard. A copy of which is attached to these Minutes.

Michael Edwards, a former member of MASTF for many years, stated that he is no longer a member due to irregularities of election law that took place within MASTF. He added that his most serious concern was that the Chairperson's vote was counted as an eligible vote, whereby, the MASTF bylaws state that the Chairperson can only vote in the case of a tie. He addressed this issue three times and was told he was out of order after the third time. He was also told that it was a matter of precedent as this was done in the past but the bylaws were not amended to reflect this. Both Directors Beautz and Fitzmaurice requested a report to the Board in January with a review of the procedure used in the election and a review of the process that MASTF used to formulate its bylaws. Mr. White added that Metro Users' Group (MUG) bylaws are approved by the Board, however, the MASTF bylaws have not been.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR REILLY

Continue Item 7-5 Minutes of MASTF Committee meeting of November 14, 2002 and look at these in light of further discussion.

Motion passed with Directors Almquist, Norton, Phares and Tavantzis being absent.

An agenda for the January Board meeting will be sent to both Mr. Papadopolu and Mr. Edwards.

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr informed the Board that UTU elections are complete for the next four years. She introduced Pete Legorreta and Jeff North, Vice Chairs, and Cheryl Brondstatter, Secretary. She will bring the new local members elected to the January Board meeting for introductions.

**B.A.G.
Orientation & Mobility
Services.**

**PMB 200
849 Almar Ave. Ste. C
Santa Cruz, CA. 95060
(831) 426-6236**

December 11.2002

To: Santa Cruz Metropolitan Transit District METRO

To Whom It May Concern,

I am **writing** this letter on behalf of Dennis J. Papadopulo, (Pop) in support of his effort to provide leadership to MASTF. Over the past 10 years I have had the good fortune of working and advocating for individuals with disabilities. In that time I have encountered strong people who have over come incredible challenges to provide examples for others to follow. Pop is one of these unique individuals who can demonstrate the best from the disability community. I would like to provide you with just one example of Pop's leadership and dedication to the larger community.

After Multisystems completed an Operational Audit of the ADA Complementary Paratransit system two years ago many questions were raised for our community leaders to answer. MASTF assembled a sub group to develop a experiential based in-service for the community members to participate in called "Living the Paratransit Experience." Pop worked closely with new members of MASTF (myself being one of the new members) to complete this in-service. While developing this in-service Pop displayed dedication to the projects objectives, namely: *To raise awareness of Paratransit Issues and to stimulate discussion on ways to improve accessible transportation in Santa Cruz.* Without Pop on this team it is doubtful if the connection between accessible fixed route services and complementary paratransit could have been made. When no one else came forward to do any of the legwork required, it was Pop who offered his time and insights to this project

Pop was a founding member of MASTF. He has continued to this day to represent the disability community with dignity. Pop has the ability to rise above the quibbling and litigious hair-splitting that currently dominate MASTF meetings, and focuses instead on **advising** METRO on the key issues of the day. Pop has achieved respect from the larger transportation community as well as from me. Pop's effort to improve transportation for individuals with disabilities in Santa Cruz predates the A.D.A and he maintains a level of integrity that embodies the spirit of the law. For these reasons and more I encourage you to consider Pop for the position of Chairperson of MASTF.

Sincerely,



John C. Wood. M.A COMS
Certified Orientation and Mobility Specialist.

CURRENT LANGUAGE

PROPOSED LANGUAGE

XIV. COMMITTEES AND APPOINTMENTS

<u>14.01 Creation of Committees</u>	<u>14.01 Creation of Committees</u>
<p>The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work. Directors who are not committee members may attend committee meetings as long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:</p>	<p>The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work. Directors who are not committee members may attend committee meetings as long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:</p>
<p>(a) Working committees or subcommittees of the Board of Directors analyze, review, and make recommendations to the Board of Directors on items to be presented to the full Board. The Chair of the Board shall appoint members of the Board to such committees or subcommittees and shall also appoint a Board member to chair the committees or subcommittees. If a vacancy occurs, the Board Chair shall appoint a Director to till the vacancy.</p> <p>(b) Minutes shall be taken at each committee and shall be prepared and distributed to the Directors at least two days prior to the regular Board meeting.</p> <p>(c) The Board of Directors may from time to time create advisory committees who shall be charged with giving advice to the Board of Directors regarding an issue relevant to the Transit District's business. Appointments to advisory</p>	<p>(a) Working committees or subcommittees of the Board of Directors analyze, review, and make recommendations to the Board of Directors on items to be presented to the full Board. The Chair of the Board shall appoint members of the Board to such committees or subcommittees and shall also appoint a Board member to chair the committees or subcommittees. If a vacancy occurs, the Board Chair shall appoint a Director to fill the vacancy.</p> <p>(b) Minutes shall be taken at each committee and shall be prepared and distributed to the Directors at least two days prior to the regular Board meeting</p> <p>(c) The Board of Directors may from time to time create advisory committees who shall be charged with giving advice to the Board of Directors regarding an issue relevant to the Transit District's business. Appointments to advisory</p>

<p>committees may be made by the Chair, or the Board of Directors. Directors, employees or members of the public may sit on an advisory committee. The following are permanent advisory committees of the Board of Directors:</p> <p>(i) <u>Metro Accessible Services Transit Forum (MASTF)</u></p> <p>The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization that advises the Santa Cruz Metropolitan Transit District Board of Directors and District management and staff regarding the best methods and resources for providing accessible transportation services to the public. MASTF reviews Metro programs for compliance with §504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and all other appropriate local, state and federal laws and regulations.</p> <p>(ii) <u>Metro Users Group (MUG)</u></p> <p>The Metro Users Group (MUG) is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes , schedules, marketing and other issues pertaining to the provision of transit services and support services from the users' perspective. MUG shall make recommendations to the Board of Directors for its membership appointments.</p>	<p>committees may be made by the Chair, or the Board of Directors. Directors, employees or members of the public may sit on an advisory committee. The following are permanent advisory committees of the Board of Directors:</p> <p>(i) <u>Metro Advisor-v Committee (MAC)</u></p> <p>(a) The Metro Advisory Committee (MAC) is the official advisory committee of the Santa Cruz Metropolitan Transit District: Its purpose is to provide advice to the Board of Directors on matters of METRO policy and operations referred to the committee by the Board or the Secretary/General Manager and to perform such additional duties as assigned.</p> <p>(b) MAC shall be composed of 22 members appointed by the Board of Directors. Each director shall nominate two individuals to serve as members of the MAC.</p> <p>(c) The Board of Directors shall approve bylaws to be followed by MAC.</p>
<p>(d)</p>	

By-Laws Adopted: 11/20/89

Most Recent Amendments: 6/19/03
Previous Amendments: 2/15/01,
7/16/98, 10/19/95, 6/15/95, 4/20/95,
4/14/94, 5/20/93, 3/12/91,10/18/90

Metro Accessible Services Transit Forum (M.A.S.T.F.)
Santa Cruz Metropolitan Transit District
MASTF BY-LAWS

1.) GENERAL PURPOSE OF MASTF

The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization. MASTF advises the Santa Cruz Metropolitan Transit District's Board of Directors and Management/Staff in determining the best methods and resources for providing accessible services for all current and future riders of the bus system. MASTF reviews Metro programs for compliance with the Urban Mass Transportation Act, Section 504, the Americans with Disabilities Act, and all other appropriate local, state and federal laws and regulations.

2.) MASTF GOALS AND OBJECTIVES

MASTF will advise SCMTD on issues including, but not limited to:

- a.) The purchase of operating equipment (e.g.; buses and other vehicles, passenger lifts, kneelers, public address systems, etc.)
- b.) Equipment, maintenance and modifications
- c.) Bus headsigns, logos and signage
- d.) Bus stop locations, access requirements and needs
- e.) Functional bus stops (e.g.; location, recognition, identification, pole signage, benches, shelters and obstructions)
- f.) Fares, schedules, routes
- g.) Transit information and customer service assistance
- h.) Public education and awareness
- i.) All levels of Metro staff training, awareness and sensitivity
- j.) Paratransit issues

MASTF BY-LAWS

Page Two

k.) Other accessible public transit matters

3.) MEMBERSHIP:

Membership is free and open to all persons who are interested in issues affecting accessible public transit in Santa Cruz County. Members may give to the Accessible Services Coordinator (ASC) their names and/or E-mail addresses and mailing addresses to receive the minutes and agenda of the next month's meeting. All members attending a meeting have the right to participate, make motions, and second motions. Members of the SCMTD Board of Directors, management, staff and any third party SCMTD contractor may not be members of MASTF.

4.) CONDUCT OF MEETINGS:

- a.) Unless otherwise specified in these By Laws, Robert's Rules of Order will be followed in the conduct of meetings.
- b.) Meetings will be held at regularly announced locations, dates and times. Any change in meeting times and/or locations must be approved by a majority vote of members present.
- c.) There is no quorum requirement for meetings.
- d.) The agenda will include the following items:
 - I. Call to Order and Introductions
 - II. Approval of Previous Meeting Minutes
 - III. Oral Communications and Correspondence
 - IV. Additions and Deletions to this Agenda
 - V. Ongoing Business
 - VI. New Business
 - VII. Adjournment

MASTF BY LAWS

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- e.) During the course of the meeting, the MASTF Chair (or the person substituting for the Chair) has the authority to adjust the order of the agenda as the need arises.

5.) VOTING RIGHTS:

Members who have attended one of the two previous MASTF meetings shall be granted MASTF voting rights and have one vote each. A simple majority of voting members attending a meeting carries a motion before the group. The Chair votes on Motions only in case of a tie. The Chair may vote in elections and on By-Laws revisions.

Members of the SCMTD Board of Directors, management, staff and any third party SCMTD contractor, shall not have any voting privileges or the right to make or second Motions, but may attend meetings and participate in MASTF discussions.

Members shall vote upon motions before the floor in the following ways: yeah, nay, abstain or if deemed necessary by the Chair, by allowing members to indicate their approval or rejection of a motion by physical means (e.g.; a show of hands or other limbs, head nods demonstrating approval or rejection).

At all times, the Chair should remain sensitive to the fact that some members may not have the ability to verbalize or physically indicate their vote. In order for them to be accommodated, other methods may be utilized to register a members vote on any motion before the membership.

MASTF BY-LAWS

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6.) MASTF STRUCTURE:

- a.) The MASTF Executive Committee consists of the following elected officers:

Chair

Vice-Chair

Bus Stop Improvement Committee Chair

Bus Services Committee Chair

Training and Procedures Committee Chair

Paratransit Services Committee Chair

- b.) The Accessible Services Coordinator (ASC) will record the minutes of the meetings. The Chair shall be responsible for making alternate arrangements if the ASC is unable to attend the meetings.
- c.) The MASTF Executive Committee shall support one another by volunteering to assist with each other's job responsibilities, and may also seek volunteer assistance from the general membership. Each member of the MASTF Executive Committee has the specific responsibility to represent MASTF and its policy decisions and recommendations. The Executive Committee will be responsible for membership recruitment and community outreach. The Executive Committee shall be responsible for drafting an annual list of goals to be submitted to the membership for formal approval.

The MASTF Executive Committee:

Shall meet after each monthly MASTF meeting to set the agenda for the next meeting.

MASTF BY-LAWS

Page Five

Shall meet before the five calendar days preceding each monthly meeting to discuss the upcoming agenda.

If an Executive Committee member is not able to attend a meeting, it is that individual's responsibility to notify the MASTF Chair or the ASC. If the Chair is not able to attend a meeting, it is his/her responsibility to notify the MASTF Vice-Chair.

- d.) If an Executive Committee member is not able to represent MASTF at an assigned meeting, the Executive Committee member will designate the person to replace him/her. If the Executive Committee member is unable to designate a representative, it is his/her responsibility to notify the Chair so that the Chair can designate a representative for MASTF.
- e.) EXECUTIVE COMMITTEE JOB DESCRIPTIONS

Chair

The Chair will conduct all MASTF meetings, manage the budget and write letters or any correspondence as directed by the Executive Committee or the general membership. In the event that a situation arises where there is an urgent need for a letter and waiting for the approval at a regular meeting of MASTF is untimely, with the express approval of a majority of the members of the Executive Committee, the Chair may write and send the letter provided the content and purpose of the letter do not conflict with policies and positions previously established by MASTF.

The Chair will attend Metro Board of Directors meetings and serve as MASTF's representative to the Metro Board of Directors. He/She may delegate, when necessary, any of the above duties to the Vice-Chair. The Chair will be responsible for presenting an annual report to the MASTF membership.

MASTF BY-LAWS

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Vice-Chair

The Vice-Chair shall conduct the MASTF meetings when the Chair is absent. The Vice-Chair shall serve as the MASTF representative at the Santa Cruz County Regional Transportation Commission's Elderly and Disabled Transportation Advisory Committee (E. & D. TAC) meetings.

Bus Stop Improvement Committee Chair

The Bus Stop Improvement Committee Chair and the Committee members will work on projects related to bus stops and make recommendations accordingly. He/she will be the liaison for community input concerning bus stop improvements. He/She will be MASTF's representative to the Metro Bus Stop Advisory Committee (BSAC).

Bus Services Committee Chair

The Bus Services Committee Chair and the committee members will work on projects related to bus service in general throughout the district (e.g.; buses, Headways, Bus Schedule, Customer Service Dept., etc.), and will make recommendations accordingly. He/She will serve as MASTF's representative to the Metro Users Group (MUG).

Training and Procedures Committee Chair

The Training and Procedures Committee Chair and the committee members will work on projects related to training, plus accessible policies and procedures as it relates to Metro's overall operation (e.g.: Customer Service, Personnel, etc.); and will make recommendations accordingly.

MASTF BY-LAWS
Page Seven

Paratransit Services Committee Chair

The Paratransit Services Committee Chair and the committee members will work on projects related to paratransit services (e.g.; review of eligibility screening for paratransit, quality of service delivered) and will make recommendations accordingly. He/She will serve as MASTF's representative to the Santa Cruz County Commission on Disabilities.

7.) TERMS OF OFFICE:

Terms of office for each position will be one (1) year (December-November). There are no term limits.

In the event of resignation of any officer or other circumstances preventing an officer from performing his/her duties, the MASTF Executive Committee shall appoint a replacement for the duration of the term.

8.) ELECTIONS

Elections will take place each year at the November meeting. The ASC shall facilitate the election process.

Only MASTF members who have attained voting rights may participate in MASTF elections. Only MASTF members who have attended at least three (3) of the past twelve (12) MASTF meetings prior to the election may vote.

Nominations:

Nominations from the floor will be taken and there must be a second for each nomination. A member can only nominate or second one person per office.

MASTF BY-LAWS

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The person being nominated shall be asked after the second if they accept the nomination. Names placed in nomination and accepted by those nominated shall become candidates for office. Persons not present at the meeting cannot be nominated unless their consent to the nomination has been given beforehand. That consent must be given orally or in writing to a member of the MASTF Executive Committee or the ASC.

The ASC shall ask whether there are any further nominations from the floor. If none, then the ASC shall notify members that nominations for the office have been closed and members should then prepare for the vote.

There shall be a separate vote for each office. A voting member shall have one vote for each position. The ASC will tally the votes and announce the winner(s) before the conclusion of the meeting. Those members elected to office shall assume their duties at the next regular meeting.

9.) STAFF SUPPORT FOR MASTF:

The Accessible Services Coordinator and associated personnel shall provide staff support for MASTF including meeting notices, agendas, minutes, a tape-recorded record of all minutes and technical assistance.

Minutes shall include: Members present, topics discussed, action taken, all motions made and voting results. Meeting notices, agendas and minutes shall be E-mailed and/or mailed at least 72 hours in advance of meetings per member's preference.

The MASTF agenda and minutes shall be provided to the SCMTD Board of Directors. Metro staff shall insure that all MASTF recommendations and actions are forwarded through appropriate channels to the SCMTD Board of Directors and management. MASTF members may participate in presentations to the Board of Directors.

MASTF BY-LAWS

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10) REVISION PROCESS FOR BY-LAWS

- A) A request for By-Laws revision shall be made at a MASTF meeting.
- B) The following month, the proposed By-Laws revision shall be listed on the Agenda. At that meeting specific language shall be drafted.
- C) The month after the drafting of specific language, the By-Laws revision, including specific language, shall be listed on the Agenda.
- D) In all instances, proposed By-Laws changes shall be clearly marked in the Agenda as being By-Laws changes.
- E) It shall require a 2/3-majority vote to approve a By-Laws change.

CHAPTER FIVE

THE DISCUSSION OF PUBLIC PARTICIPATION
REQUIREMENTS AND PROCESS FOR
INVOLVEMENT FOR THE PUBLIC
IN PREPARING PARATRANSIT PLAN

A. INTRODUCTION

This chapter describes briefly the public participation requirements of the Americans with Disabilities Act and discusses in more detail the specific program utilized by the Santa Cruz Metropolitan Transit District to Obtain public participation in the process of developing this paratransit program.

B. PROVISIONS OF THE REGULATIONS

The regulation requires the involvement of substantial public participation in the development of a paratransit plan. At a minimum, the regulations require a public hearing and the opportunity for the public to comment, as well as consultation with persons with disabilities.

The rule states that each public entity submitting a paratransit plan shall survey existing services. Each agency preparing a plan must develop contacts, mailing lists and other appropriate means for notification with opportunity to participate.

The rule further requires an on-going process for the participation by disabled persons in the development of the program as well as periodic assessment of services provided under the program.

The regulation also requires the District to develop and execute outreach efforts to locate and notify persons who may be eligible to use paratransit service. There must be an on-going process for participation of persons with disabilities in the development of the program.

C. ON-GOING DISTRICT RELATIONSHIP WITH DISABILITY COMMUNITY

Santa Cruz Metropolitan Transit District has two organized advisory committees. These committees are the Santa Cruz County Elderly & Handicapped Advisory Committee (also know as the Paratransit Advisory Council) and the Metro Accessible Services Task Force (MASTF).

Elderly and Handicapped Advisory Committee Functions

Transportation planning for the needs of elderly and/or handicapped individuals is carried out by the Transportation Commission in coordination with the Commission's Elderly and Handicapped Transportation Advisory Committee. The committee, which meets monthly, is made up of representatives from the elderly and

handicapped community and from the agencies which provide and receive transportation services. The group fulfills a number of functions including:

- 0 assisting in the identification of transportation needs for the elderly and/or transportation handicapped;
- 0 reviewing related planning studies and grants prepared by the Commission, Transit District, CTSA, Volunteer Center, and other agencies;
- 0 monitoring programs operated by the CTSA, Volunteer Center, and Transit District;
- 0 developing and reviewing policies affecting the elderly and handicapped for consideration by the Commission, Transit District, CTSA, Volunteer Center, cities and county;
- 0 operating as a forum for communication between providers and between system users and providers; and
- 0 proposing ideas and programs to serve the needs of transportation handicapped population.

Metro Accessible Services Task Force Functions

The purpose of the Metro Accessible Services Task Force (MASTF) is to review and participate in the implementation of Metro transit planning programs as mandated by the Urban Mass Transportation Act, State law, and SCMTD Board policy for all current and future riders of the SCMTD system.

MASTF is available to advise Metro staff and the SCMTD Board of Directors on the best methods and resources to meet the access needs of its ridership including compliance with appropriate local, state and federal laws and regulations.

MASTF may accomplish its goals by commenting, recommending, or advising SCMTD on issues including, but not limited to:

- 0 SCMTD plans to purchase operating equipment (e.g., buses and other vehicles, passenger lifts, kneelers, steps and speakers, etc.)
- 0 Equipment, maintenance and modifications
- 0 Bus head signs, logos, signage
- 0 Bus stop locations and access requirements and needs
- 0 Functionality of bus stops (e.g., location, recognition, identification, pole, signage, benches, shelters and obstruction, etc.)
- 0 Fares, schedules, routes
- 0 Transit information and customer service assistance
- 0 Public education and awareness
- 0 All levels of Metro Staffing training, awareness and sensitivity
- 0 Other accessible public transit matters

Accessible public transportation is one of the foundations of an accessible community. This is because many riders, including seniors and/or people with disabilities, are transit dependent which means that their main avenue of access to our society is obtained through the transportation services provided by SCMTD.

Metro holds a unique and special place within our local community, not simply as a bus company offering transportation, but as an essential public service entity providing people access to jobs, shopping, commercial businesses, cultural entertainment, social and political events, etc.

It is in this light that the providing of accessible public transportation, especially as applied to our senior and disability communities, becomes for Metro a legal mandate (under Section 504 of the Rehabilitation Act of 1973) of guaranteeing and protecting the basic civil rights enjoyed by all citizens.

Providing access is the key idea toward understanding the larger social role and responsibility that Metro holds within the vision of an accessible community. The hiring of the Metro Accessible Services Coordinator was the first step toward recognizing that providing accessible public transportation required creation of a position that would act both as a liaison for those riders who used such services and as an advocate for a 100% accessible Metro transit system.

The creation of MASTF naturally followed as the means by which the consumers of accessible services could provide feedback to Metro on the improvement of accessible transit services. Toward that end and goal, MASTF members organized themselves into three basic subcommittees: Bus Improvement and Service Committee, Bus Stop Improvement **Committee**, and Training and Procedures Committee.

Additional Formalized Relationships with MASTF Organization

'Bus Selection Task Force Committee

At the September 28, 1989 Metro Accessible Services Task Force meeting, a bus rider with a disability was elected to serve as an unpaid consultant (advisor) to the "Bus Selection Task Force" Committee.

Bus Stop Advisory Committee

In 1988, the Metro Bus Stop Advisory Committee was formed. A Metro Accessible Services Task Force member, who regularly rides Metro buses in his wheelchair, volunteered to serve as an unpaid consultant (advisor) to the Committee.

The Committee has developed "minimum" and "maximum" standards for SCMTD bus stops. Each stop will be analyzed to determine how it compares to these standards. A prioritized list of which bus stops needing improvement will then be established, and work will proceed based on this assessment.

Paratransit Steering Committee

The MASTF organization agreed in September of 1991, to serve as the catalyst in the formation of a Steering Committee for development of the District's paratransit Plan. This Steering Committee will incorporate the Executive Committee Of MASTF in combination with representatives of other disability organizations and other interested parties.

A master list was first developed by members of the Executive Committee of MASTF of all known organizations serving disabled individuals in Santa Cruz County, all other known groups representing the interest of individuals with disabilities in the County and individuals in the County with demonstrated interest in disability issues. The list was also circulated among other disability organizations including Community Resources for the Disabled (CRD). The first meeting of the Steering Committee was held in the form of a Paratransit Conference on November 20, 1991. All organizations and individuals on the route list were invited to attend. This meeting included representatives from the following organizations:

- Triway Care Center
- Senior's Commission
- Community Resources for the Disabled
- Metro Accessible Services Task Force
- Yellow Cab
- Food & Nutrition
- Commission on Disabilities
- Brommer Manor
- San Andreas Regional Center
- Disabled Student Services UCSC
- Brommer Manor Residential Care
- Cabrillo College DPS&S
- Transportation Management Association
- Metro Users Group
- Santa Cruz Metropolitan Transit District

In addition to organizations and individuals on the master list, the general public was invited to attend. The meeting was well attended by disabled individuals. Information was offered in large print and on tape.

The meeting was held at the accessible Santa Cruz Civic Auditorium in downtown Santa Cruz. The District hosted the meeting. It included presentations from both the Santa Cruz Metropolitan Transit District and disability advocates regarding the specific requirements of the ADA regarding paratransit services.

Following the initial Presentation, a facilitated workshop was conducted which dealt with each area of discretionary decision making in developing a Paratransit plan. Major policy issues to be resolved were identified and discussed by each workshop group. Needs assessment was a major topic of discussion at this meeting and a variety of service options and alternatives were discussed.

Following the initial meeting, a formal Steering Committee was established to guide paratransit plan development. Additionally, the paratransit plan development process was reviewed by the Elderly & Handicapped Advisory Committee and by MASTF. Steering Committee meetings were held on December 18, 1991, December 30, 1991 and January 6, 1992.

All parties who expressed an interest at the initial meeting, were invited to attend the Steering Committee meetings, provided with a copy of the draft plan, and were invited to attend public hearings before the Board of Directors.

Finally, the County Commission on Disabilities advises the Board of Supervisors of Santa Cruz County on matters affecting persons with disabilities. The Chair of this Commission became a member of the Steering Committee and has requested that the Commission on Disabilities be invited to participate in future transit and paratransit planning processes by being included in future mailing lists for SCMTD issues involving the ADA.

The Board of Directors held public hearings on the paratransit plan at their December 20, 1991 meeting and their January 17, 1992 meeting. The purpose of the first hearing was to obtain public input on paratransit needs in the community and on the public involvement process and on the needs assessment and alternatives analysis sections of the plan. The purpose of the second hearing was to obtain public input on the draft plan as a whole and the various elements of the plan including its implementation schedule prior to adoption of the plan by the Board of Directors. Copies of the draft plan were widely distributed throughout the disability community prior to the January 17, 1992, public hearing.

be signed by the applicant before or at the hearing to confirm that the contents of the appeal are accurate:

- a. Applicants name, address and phone number;
- b. Reason why the determination was incorrect;
- c. Any information supporting the appeal.

- 6.03 An appeal hearing shall be scheduled within 30 days of receipt of the Appeal with a decision on the appeal provided to the applicant within 10 days of the Appeal Hearing. If an applicant wants to continue the appeal hearing, the hearing will be continued one time. If a decision on the appeal is not rendered within 30 days of the completion of the Appeal hearing, then the Applicant shall be provided with METRO ParaCruz **service** until a decision of ineligibility on the appeal is rendered.

VII. COMPOSITION OF APPEALS PANEL

- 7.01 A three-member panel will hear each eligibility appeal for METRO ParaCruz. Each panel will include the General Manager or his/her designee, a MASTF appointed representative, and an individual who works with persons with disabilities. The Manager of Operations or his/her designee will recruit and provide training for a sufficient number of potential panel members to assure the ability to schedule appeals meetings as often as needed. Training for appeals panel members will focus upon Federal ADA paratransit eligibility criteria and upon the procedures for conducting an appeals hearing. Each panel member will receive \$25.00 per appeal hearing except METRO employees.

- 7.02 The eligibility appeal panel members shall keep the information pertaining to an individual's appeal confidential including all medical information unless ordered by a court of competent jurisdiction to release the information. Santa Cruz METRO shall be permitted to utilize information provided during the eligibility and appeal process or generated as a result of the eligibility and appeal process to defend a determination rendered by the appeals panel.

- 7.03 This appeal panel may also be used for other METRO ParaCruz service issues including declaring a METRO ParaCruz rider ineligible for service, suspending METRO ParaCruz service and "NO Show" determinations.

VIII. ROLE OF THE MANAGER OF OPERATIONS

- 8.01 The Manager of Operations or his/her designee will act as host at the appeal hearing and will provide administrative support for each appeal meeting, but will not directly participate in the deliberations and determinations made by the panel.

METRO ParaCruz Service Eligibility and Appeals Process
Effective: 7/26/02

The Manager of Operations or his/her designee will be responsible for the following:

- a. Receiving appeals from applicants.
- b. Scheduling Appeals hearings within thirty days of the initiation of the appeal.
- c. Notifying panel members and applicants of the date, time and place for scheduled appeal hearings.
- d. Arranging free transportation to and from the appeals hearings for all applicants who request it.
- e. Maintaining accurate records of appeals activities, including final determinations and statements of justification for each determination.
- f. Providing written notice for applicants of the appeal determination within ten (10) days of the appeal hearing.

IX. HEARING PROCEDURES

9.01 Each appeal panel member will receive a copy of the certification records for each applicant making an appeal. Applicants will be welcome to submit written documentation of their choosing in support of the appeal. Applicants will have the right to be assisted by any person of their choosing at the appeal hearing.

9.02 To help assure that appeals hearings are non-threatening, one member of the appeals panel will be designated as chair for each appeal. That panel member will be primarily responsible for asking questions and conducting the appeal hearings in a professional and friendly manner. Any panel member may ask questions or seek clarifications as needed, but, for the most part, the chair will be responsible for directly communicating with the applicant and/or advocate. When necessary the appeal panel may conduct a functional assessment of the applicant to determine eligibility.

9.03 The chair will welcome all participants for each appeals evaluation hearing. Following introductions, the chair will invite the Manager of Operations or his/her designee to summarize the nature of the ADA paratransit eligibility criteria and the basis for the determination. The Manager of Operations or his/her designee shall present any oral or written evidence in support of the determination, however, all written evidence must be provided to the applicant at least twenty-four (24) hours in advance of the hearing. **The** applicant can request that the

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

METRO USERS GROUP

Bylaws

May 7, 1992

(Revised - June, 1998)

I. GENERAL PURPOSE:

1. The Metro Users Group is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes and schedules and other issues pertaining to the provision of transit services and support services from the users perspective.
2. The Metro Users Group may accomplish the above goal by reviewing and providing advice and recommendations to the Board of Directors of the District on issues including, but not limited to:
 - a. Routing and levels of service issues, (i.e. fares, and fare issues)
 - b. Monitoring effectiveness of the system.
 - c. Working with existing agencies on transportation policies to coordinate efforts.
 - d. Increasing public involvement to promote ridership.
 - e. Discussing and contributing to advertising methods.
 - f. Discussing pending laws and bill passages that affect the ridership directly or indirectly and supporting the Board of Directors with letters, etc.
 - g. Developing effective methods for gathering input for Metro decisions.
 - h. Discussing complaints and recommendations that were submitted by the public as to the system and policies of the District.
 - i. Serving as a resource to staff and agency programs designed to promote ridership.

- j. **Developing effective methods to accommodate the needs of bicycle riders who also use Metro services.**

II. **MEMBERSHIP**

Membership on the Metro Users Group shall consist of twenty (20) members. Membership is encouraged but not limited to from the following groups and organizations.

1. Transit Users
2. University of California Santa Cruz Staff/Student
3. Cabrillo College Staff/Student
4. MASTF Member
5. Seniors Council Representative
6. Santa Cruz County Regional Transportation Commission Representative
7. Transportation Management Association (**2 representatives**)
8. One Board Member and Alternate
9. **One bicycle/transit user**

All appointments shall be made for one year terms with Board appointment made on annual basis. The member of the Transit Board appointed to the group, shall be appointed to the group for a one-year term as shall an alternate Board representative. If a member has three unexcused absences in one year, that the Board of Directors be advised of the need for replacement.

III. **STRUCTURE**

The Chairperson of the Committee shall be a member of the Board of Directors of the District or another member of the committee appointed by the Board of Directors to serve as the Chair of the committee. An alternative member of the Board of Directors of the District may be appointed to serve as Chairperson in the absence of the regular Board representative Chair of the committee.

District staff will provide the necessary support for Metro Users Group meetings including preparation of agenda packets and materials and the recording of minutes of the meetings.

The Metro Users Group may create such subcommittees as they deem appropriate on either an adhoc or on an ongoing basis.

IV. **CONDUCT OF MEETINGS**

Meetings will be held on the Wednesday the week of the third Friday of every month unless announced otherwise at the previous meeting. The location will be at a regularly announced location unless announced otherwise at the previous meeting. A change in meeting time and/or

location must be approved by a majority vote of the members present. An agenda will contain the following format:

1. Call to order and introductions.
2. Approval of previous meeting minutes
3. Changes and deletions to the agenda.
4. Oral communications and announcements
5. On-going business
6. New business
7. Adjournment

A quorum shall consist of not less than five (5) members of the Committee. All members of the Committee shall have equal voting rights. Generally, the group shall operate on a consensus basis, however, any member of the group may request that a particular issue be submitted to a majority vote. A motion shall be considered to be approved in the event that it receives an affirmative vote of the majority of the members present.

The Santa Cruz Metropolitan Transit District Board of Directors is reviewing how it receives input from the public regarding schedules, Americans with Disabilities Act (ADA) compliance, bus routing and customer service. Currently, the Board of Directors receives this from the Metro Users Group (MUG) and the Metro Accessible Services Transit Forum (MASTF). If you have any thoughts on how these groups work or ideas for change, the Board of Directors is interested in hearing from you. Please feel free to contact the Transit District at 831-426-6080 Attn: Dale Carr or you can write to: Dale Carr, Administrative Services Coordinator 370 Encinal Street Suite 100 Santa Cruz, CA 95060 or you can e-mail the Transit District at input@scmtd.com

Spanish Version inserted here

DRAFT

BYLAWS FOR THE METRO ADVISORY COMMITTEE

**Article I
GENERAL PROVISIONS**

§1.1 Purpose

These Bylaws govern the proceedings of the METRO Advisory Committee (MAC), an advisory committee established by the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO).

§1.2 Construction of Bylaws

As used in these Bylaws, “Committee” means the METRO Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with METRO Regulations or California or United States Statutes. These Bylaws become effective upon approval by the METRO Board of Directors

§1.3 Definitions

- a. As used in these Bylaws, “chairperson” means the chairperson of the Committee.
- b. As used in these Bylaws, “vice chairperson” means the vice chairperson of the Committee.
- c. As used in these Bylaws “staff” means staff members that assigned to support the Committee by the METRO Secretary/General Manager.

**Article II
DUTIES AND AUTHORITY**

§2.1 Duties

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board.

§2.2 Limitations on Authority

The Committee serves in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind METRO or the Board of Directors. The Committee shall not have the authority to communicate externally, but all communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

Article III MEMBERSHIP

§3.1 Membership

The Committee shall be composed of 22 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 2 individuals to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz, and when making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 1/3 of the individuals appointed to the Committee shall be persons with disabilities as or senior citizen as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the committee. However, individuals that have been selected to participate on the ADA Appeals Panel or participate in the Bus Operator Sensitivity Training shall be exempt from the financial/contracting membership prohibition outlined in this section.

§3.2 Members' Terms

The term of membership of each Committee member shall be two years, and members may be re-appointed for 2 successive terms for a total of 6 consecutive years. The term of each member shall commence on January 1.

§3.3 Vacancies

Vacancies shall be filled for the remainder of the term by the Board of Directors from nominations submitted by the Board Member who nominated the original appointee.

**Article IV
OFFICERS**

§4.1 Chairperson and Vice Chairperson

The Committee shall elect from its membership a chairperson and a vice chairperson at its first meeting of the fiscal year, to serve for a one-year term. The chairperson shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The vice chairperson shall perform the duties of the chairperson when the chairperson is absent. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position as provided below. In the event of a vacancy in the vice chairperson's position, the Committee shall elect a successor from its membership to fill the vice chairperson's position for the remainder of the vice chairperson's term.

§4.2 Staff Support

The Secretary/General Manager of METRO shall make arrangements to furnish clerical services to prepare and distribute the Committee's agendas, notices, minutes, correspondence and other. The METRO staff assigned to support the committee shall maintain a record of all proceedings of the Committee as required by law and shall perform other support duties to the committee as assigned by the Secretary/General Manager. The minutes of each meeting, when approved by the Committee, shall be transmitted to the METRO Board of Directors.

**Article V
MEETINGS**

§5.1 Regular Meetings

Regular meetings of the Committee shall be held on the _____ of each month. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

§5.2 Special Meetings

A special meeting may be called by the chairperson. The meeting shall be called and noticed as provided in Section 5.3 below.

§5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings. The Committee shall meet at least once every three months, unless the Committee's activities are suspended. The Committee shall hold no more than one regular meeting per month.

§5.4 Quorum; Vote

The presence of 12 members shall constitute a quorum for the transaction of business. All official acts of the Committee shall require the affirmative vote of 9 members.

§5.5 Thirty Minute Rule

If a quorum has not been established within thirty minutes of the noticed starting time for the meeting the meeting shall be cancelled.

§5.6 Absences

If a member is absent from four Committee meetings in any twelve-month period, the position shall automatically be vacated and the member of the Board of Directors that nominated such Committee member notified so that a successor can be appointed to fill the remainder of that member's term.

§5.7 Matters Not Listed On the Agenda Requiring Committee Action

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda under any of the following conditions:

a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.

b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

c. The item was properly posted for a prior meeting of the Committee not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

d. By directing staff to place an item of business for discussion and/or action on a subsequent agenda. (This is an appropriate action for issues raised under Public Presentations.)

§5.8 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation.

§5.9 Impertinence; Disturbance of Meeting

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

§5.10 Access to Public Records Distributed at Meeting

Writings which are public records and which are distributed during a Committee meeting shall be made available for public inspection at the meeting if prepared by the METRO staff or a member of the Committee, or after the meeting if prepared by some other person.

Article VI AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda may include recommendations for Committee action as appropriate.

§6.2 Public Communications

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Oral/Written Communications". The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

§6.3 Agenda Preparation

The METRO Staff assigned to the Committee shall prepare the agenda for each meeting in consultation with the chairperson. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The METRO Staff, in consultation with the chairperson, may withhold placement on the agenda of any matter that is not timely received, lacks sufficient information or is in need of staff review and report prior to Committee consideration.

§6.4 Agenda Posting and Delivery

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the METRO Staff at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the METRO Staff at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be transmitted to each Committee member, the Secretary/General Manager and the METRO Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

§6.5 Meeting Notices

The METRO Staff shall transmit notices of every regular meeting at least one week prior to the date set for the meeting to each person who has filed with METRO a written request for notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least one week prior to the date set for the meeting. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as soon as is practical.

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

These Bylaws shall be effective upon approval by the METRO Board of Directors.

§7.2 Committee Process

The intent of the Committee shall be to provide consensus based advice and recommendations to the METRO Board of Directors.

Approved by Board of Directors:_____.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: October 10, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF AMENDING BYLAWS TO SCHEDULE THE REGULAR MEETINGS OF THE BOARD OF DIRECTORS ANNUALLY IN OCTOBER INCLUDING THOSE MEETINGS SCHEDULED WITHIN FIVE CALENDER DAYS OF RECOGNIZED SANTA CRUZ METRO HOLIDAYS (THANKSGIVING, CHRISTMAS AND NEW YEAR'S DAY)

I. RECOMMENDED ACTION

Amend the Bylaws as set forth in Attachment A

II. SUMMARY OF ISSUES

- Last year Santa Cruz METRO amended its Bylaws to allow the rescheduling of regular meetings of the Board of Directors when a meeting would fall within 5 working days of a Santa Cruz METRO recognized holiday (Thanksgiving, Christmas and New Year's Day).
- Under this modification of the Bylaws, the rescheduling as described above was to take place in January of each year.
- However, the Administrative Coordinator prepares the regular Board of Directors' meeting schedule for the Board of Directors' consideration in October of each year.

III. DISCUSSION

The Open Meeting Act requires that each legislative body of a local agency provide by ordinance, resolution, and bylaws or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. The Board of Directors has complied with this requirement by setting forth in its bylaws the time and place of its regular meetings.

In September 2002, it was brought to the attention of the Board of Directors that its regular meetings for November and December might be affected by Santa Cruz METRO's recognized holidays. In those months, the fourth Friday of the month of November, (a regularly scheduled Board meeting) was the day after Thanksgiving and the fourth Friday of the month of December, (a regularly scheduled Board meeting) was two days after Christmas. METRO staff was concerned that it would be difficult to obtain a quorum of the Board for those meetings if the schedule remained unchanged. Therefore, staff recommended and the Board of Directors

approved a change to the bylaws to allow the Board of Directors the ability to change a meeting scheduled within five “working days” of a recognized District holiday, Thanksgiving, Christmas or New Year’s Day. However, the bylaws as amended require that the rescheduling take place in January of each year.

Because the Administrative Coordinator prepares the annual regular meeting schedule in October of each year and because by that time the schedule for the entire year can be fixed, it makes sense to amend the bylaws to allow the scheduling of the entire upcoming year’s meetings.

Additionally, because the holidays for the year 2004 fall within 5 working days of the Board of Director’s regular scheduled meetings but do not fall within 5 calendar days, it is recommended that the Bylaws also include an amendment to allow the rescheduling of the meetings that fall within 5 “calendar” days, rather than the current language that states “working” days. Specific language to amend the bylaws is attached for review and consideration.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Bylaws Current Language/Proposed Language

Attachment B: Bylaws Resolution No. 69-2-1, as amended

ATTACHMENT A

CURRENT LANGUAGE

PROPOSED LANGUAGE

I. REGULAR MEETINGS	I. REGULAR MEETINGS
<p>1.01 <u>Regular Meetings; Time</u></p> <p>(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 fourth 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.</p> <p>(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 fourth 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.</p> <p>(c) In January, the Board of Directors will meet and review the Board meeting schedule for the next year and determine whether any meeting is scheduled within five days of a recognized District holiday, i.e. Thanksgiving, Christmas or New Year's Day. If the Board of Directors determine that any regular Board meeting falls within 5 working days of a recognized District holiday, it will determine if the meeting should be changed, and</p>	<p>1.01 <u>Regular Meetings; Time</u></p> <p>(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 fourth 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. Notwithstanding the foregoing, if a regular meeting falls within 5 calendar days of a recognized District holiday, i.e. Thanksgiving, Christmas or New Year's Day, the Board of Directors shall reschedule the meeting to a more convenient date. The regular meeting schedule shall be published and approved by the Board of Directors during October of each year.</p> <p>(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 fourth 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.</p>

<p>if so, for which date it should be rescheduled.</p>	<p>(e) In January, the Board of Directors will meet and review the Board meeting schedule for the next year and determine whether any meeting is scheduled within five days of a recognized District holiday, i.e. Thanksgiving, Christmas or New Year's Day. If the Board of Directors determine that any regular Board meeting falls within 5 working days of a recognized District holiday, it will determine if the meeting should be changed, and if so, for which date it should be rescheduled.</p>
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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, 06-21-02,
09-27-02, 10-10-03,

On the Motion of Director:
Duly Seconded by Director:
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 fourth 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. Notwithstanding the foregoing, if a regular meeting falls within 5 calendar days of a recognized District holiday, i.e., Thanksgiving, Christmas or New Year's Day, the Board of Directors shall reschedule the meeting to a more convenient date. The regular meeting schedule shall be published and approved by the Board of Directors during October of each year.
- (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 fourth 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 fourth 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; 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 fourth 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 session, the Board of Directors may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.
- (b) After any closed session, the Board of Directors shall convene into open session prior to adjournment and shall make any disclosures required by state law of action taken in the closed session.

II. AGENDA

2.01 Agenda; Notification and Posting

- (a) In order to facilitate the orderly conduct of the business of the Board of Directors, all reports, communications, resolutions, or other matters to be submitted to the Board of Directors shall be submitted to the Secretary/General Manager not later than 12:00 noon on the Friday two weeks prior to the date of the regular Board of Director's meeting scheduled for the second Friday of the month.
- (b) The Chair, in consultation with the Secretary/General Manager, shall arrange the agenda and shall furnish a copy of it to each member of the Board, to the District Counsel, to the County Administrative Officer, and to the City Manager of Santa Cruz, Capitola, Watsonville and Scotts Valley not later than the Tuesday in the week of a Regular Board meeting; the agenda shall be posted on the Official Bulletin Board for the public at the Administrative Office of the Santa Cruz Metropolitan Transit District at least 72 hours preceding each regular Board meeting.
- (c) The agenda shall contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

2.02 Agenda; Public Input

Every agenda for regular open meetings shall provide an opportunity for members of the public to directly address the Board of Directors on items of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of Santa Cruz Metropolitan Transit District, provided that no action shall be taken on any item not appearing on the agenda unless the Board complies with Section 2.03 below.

2.03 Agenda; Action Taken Not on Agenda

- (a) No action or discussion shall be taken on any item not appearing on the posted agenda except that members of the Board of Directors present at the meeting or District staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, Directors or District staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Director or the Board itself may, subject to the District's rules and regulations, provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or, take action to direct staff to place a matter of business on a future agenda.
- (b) Notwithstanding subdivision (a) above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this section, the Chair of the Board of Directors shall publicly identify the item.
 - (i) Upon a determination by a majority vote of the Board of Directors that an emergency situation exists, as defined in Section 4.01(b) herein;
 - (ii) Upon a determination by a two-thirds vote of the Directors present at the meeting, or, if less than two-thirds of the members present at the meeting, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted; or
 - (iii) The item was posted pursuant to a prior meeting of the Board of Directors occurring not more than five calendar days prior to the

date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

2.04 Agenda; Other Distributed Writings

- (a) Agendas and any other writings when distributed to all or a majority of all, the members of the Board of Directors by any person in connection with a matter subject to discussion or consideration at a public meeting are public records and shall be made available without delay unless the writing is exempt from disclosure pursuant to the Public Records Act.
- (b) Writings which are public records as set forth above and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or a Director or after the meeting if prepared by some other person.

III. SPECIAL MEETINGS

3.01 Special Meetings; Notice and Purpose

A special meeting may be called at any time by the Chair or by a majority of the members of the Board of Directors, by delivering personally or by any other means, at least 24 hours in advance, written notice to each member of the Board of Directors, and to each local newspaper of general circulation, radio or television station requesting notice in writing. The call and written notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the special meeting. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board of Directors concerning that item prior to action on that item. The written notice may be dispensed with by any member of the Board of Directors, who at or prior to the time of the meeting convenes, files with the Secretary/General Manager a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

IV. EMERGENCY MEETINGS

4.01 Emergency Meetings; Notice and Purpose

- (a) In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency open meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 3.01 herein.
- (b) For purposes of this section, "emergency situation" means any of the following:
 - (i) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
 - (ii) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- (c) Although no notice to the public is required, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding Chair of the Board of Directors, or designee thereof, one hour prior to the emergency meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Chairperson of the Board of Directors, or designee thereof, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

4.02 Emergency Meetings; Open to the Public

Emergency meetings are always open meetings regardless of the subject matter.

4.03 Emergency Meetings; Requirements

All special meetings requirements, as prescribed in Section 3.01 herein, shall be applicable to a meeting called pursuant to this section, with the exception of the 24-hour notice requirement.

4.04 Emergency Meetings; Minutes

The minutes of a meeting called pursuant to this section, a list of persons who the presiding chair of the Board of Directors, or its designee notified or attempted to notify, a copy of the roll call vote and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

V. DIRECTORS

5.01 The Board of Directors

The District shall be governed by a Board of Directors of eleven members because such membership is necessary to insure adequate representation to all of the areas in the County of Santa Cruz.

5.02 Appointment

The membership of the Board of Directors shall be composed of one member appointed by each City Council of Santa Cruz, Capitola, Scotts Valley, Watsonville and any other incorporated area of the District to represent the incorporated area and one member appointed by the Board of Supervisors of the County of Santa Cruz to represent the unincorporated area. Other appointments shall be made in accordance with the proportionate population within the District. 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.

5.03 Term of Office

- (a) The term of office for each Director shall be four years.
- (b) If the appointee of any legislative body is one of its own members the appointee may serve only as long as the appointee is a member of the legislative body.
- (c) An appointment to fill a vacancy on the Board or an appointment made after the expiration of the preceding term shall be for the unexpired portion of the term.
- (d) The failure of a Board member to attend three consecutive meetings of the Board without good cause shall create a vacancy in the office of the Board member.

5.04 Directors' Code of Ethics

A Directors' Code of Ethics is attached as Exhibit A to these Bylaws and shall serve as a guideline for the Directors in the work that they perform on behalf of the District.

5.05 Director Compensation

Each Director shall receive \$50 for attendance at a meeting of the Board of Directors, attendance as a committee member at a committee meeting of the Board of Directors, attendance as a Board member at an Advisory Committee, attendance at an American Public Transit Association meeting, attendance at a California Transit Association meeting or when performing District business in lieu of attendance at any of the above-stated meetings, up to a maximum of \$100 per month.

5.06 District Travel And Personal Expenditures

A District Director shall obtain Board authorization to perform or participate in District business prior to actual attendance if such involves the expenditure of District funds. A Director shall receive reimbursement for meals, transportation and other expenses incurred on behalf of the District in accordance with the District's expense list which is attached hereto as Exhibit B. Invoices shall be submitted to the Chair of the Board of Directors for approval. After approval is obtained from the Chair the reimbursement request shall be

forwarded to the Finance Department for reimbursement. Reimbursement shall not be necessary when a District staff member pays directly for a Director's expenses. Advances based on internal revenue service rates will be made upon a director's request, however, receipts of expenditures must be provided to the Chair of the Board of Directors for approval. All advanced funds shall be returned to the Administrative Services Coordinator if the trip is cancelled or the funds are not used. A complete report of all expenses incurred by the Director while engaging in District business shall be submitted by the Director to the Board of Directors for review. Such report may be prepared by District staff upon request. District Directors shall not include any expenditure for spouses, friends, or others as a District expense. The District's Administrative Services Coordinator shall schedule all conferences, hotel accommodations and transportation for a Director.

VI. PRESIDING OFFICERS

6.01 Election

- (a) The Directors shall in December nominate members of the Board of Directors to serve as Chair and as Vice-Chair of the Board of Directors. The Board of Directors shall, at their first regular meeting in January of each year, choose one of its members to serve as Chair and one of its members to serve as Vice-Chair to serve for the balance of the calendar year or until the selection of their successors.
- (b) Should the office of Chair or Vice-Chair become vacant during the calendar year, the Board of Directors shall choose a successor to fill the vacancy for the balance of that calendar year, or until the selection of a successor.
- (b) In the event of a vacancy of both the Chair and Vice-Chair positions, the Directors shall meet in order to nominate members of the Board of Directors for the vacant positions.

6.02 Chair to Preside

The Chair shall preside at all meetings of the Board of Directors. The Chair shall have authority to preserve order at all meetings and to remove or cause

the removal of any person from any meeting of the Board of Directors for disorderly conduct, to enforce the rules of the Board of Directors and to determine the order of business under the rules of the Board of Directors.

6.03 Absence of Chair

If the Chair is absent or unable to act, the Vice-Chair shall serve until the Chair returns or is able to act. The Vice-Chair has all of the powers and duties of the Chair while acting as Chair. In the absence of both the Chair and the Vice-Chair, the Directors shall nominate and elect a director to serve as chair pro tempore during such absences.

VII. CONDUCT OF MEETING

7.01 Call to Order

The Chair shall at the hour appointed for the meeting immediately call the Board of Directors to order when a quorum is present. The Chair shall preserve strict decorum at all meetings. She/he shall state every question coming before the Board of Directors, call for the vote, announce the decisions of the Board of Directors, and decide all questions of order, subject, however, to an appeal to the Board of Directors, in which a majority vote of the Board of Directors shall govern and conclusively determine such question of order.

7.02 Rights of Chair

The Chair, or such other member of the Board as may be presiding, may second and debate, subject only to such limitation of debates as are by these rules imposed on all members; the Chair shall not be deprived of any of the rights and privileges of a Director by reason of holding the position of Chair.

7.03 Rules of Debate

- (a) Every Director desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all references to personalities and indecorous language.

- (b) A Director, once recognized, shall not be interrupted when speaking unless it is to call her/him to order. If a Director, while speaking, is called to order, she/he shall cease speaking until a question of order is determined and, if in order, she/he shall be permitted to proceed.
- (c) A Director may request, through the presiding officer, the privilege of having an abstract of her/his statement on any subject under consideration by the Board of Directors entered into the minutes. If the Board of Directors consents thereto, such statement shall be entered; provided, however, that any Director, without the Board's consent, shall have the right to have the reasons for her/his dissent from, or protest against, any action of the Board of Directors entered into the minutes.
- (d) The Secretary/General Manager may be directed by the Chair, with the consent of the Board, to enter in the minutes a synopsis of the discussion of any question coming properly before the Board of Directors.

7.04 Disruption of Meeting; Clearing Room

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. In order to readmit individuals who were not disruptive, the following procedure shall be used:

- a. When a meeting is disrupted to the point that it cannot be continued, the Chair shall order those persons causing the disruption to leave the meeting.
- b. If those causing the disruption fail or refuse to leave the meeting, the Chair shall recess the meeting, order the meeting room cleared and summon law enforcement.
- c. Upon the arrival of law enforcement, the Chair shall reconvene the meeting.
- d. District Staff shall be directed to readmit those members of the public who

- did not engage in the disorderly conduct on an individual and intermittent basis.
- e. If the meeting is again disrupted, the Chair shall cause the meeting room to be cleared and the meeting will continue with only the press in attendance if they have not engaged in any disruption.

VIII. QUORUM

8.01 Transaction of Business; Quorum

A six member majority of the regular members of the Board of Directors shall constitute a quorum for the transaction of business.

IX. ADJOURNMENT/CONTINUANCES

9.01 Adjournment of Meeting

- (a) The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.
- (b) Less than a quorum may adjourn any meeting.
- (c) In the absence of all Directors from any meeting, the Secretary/General Manager may declare the meeting adjourned to a stated day and hour. If she/he does, she/he shall then cause written notice of the adjournment to be given in the same manner as provided for Special Meetings set forth herein.
- (d) A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regularly adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of adjournment.
- (e) When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned meeting is a regular meeting for all purposes.

- (f) When an order of adjournment of any meeting fails to state the hour which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings of the Board of Directors.
- (g) Any hearing being held, or noticed or ordered to be held, by the Board of Directors at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the Board of Directors in the same manner and to the same extent set forth above for the adjournment of meetings; provided that, if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

X. MINUTES

10.01 Minute Book Record of Open Sessions

- (a) The Secretary/General Manager, or her/his designee, shall attend all open meetings of the Board of Directors and record and maintain a full and true record of all of the proceedings of the Board of Directors in books that shall bear appropriate titles and be devoted to such purpose. Such books shall have a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein.
- (b) Unless reading of the minutes of a Board of Directors meeting is requested by the Board of Directors by a majority vote, such minutes may be approved without reading if the Secretary/General Manager has previously furnished each member with a synopsis thereof.

10.02 Minute Book Record of Closed Sessions

The Secretary/General Manager shall attend each closed session of the Board of Directors unless otherwise directed by the Board of Directors and shall keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The closed session minute book is not a public record and shall be kept confidential. This minute book shall be available only to members of the Board of Directors of Santa Cruz Metropolitan Transit District or, if a violation of the Ralph M. Brown Act is alleged to have occurred at a closed session, to a court of general jurisdiction.

10.03 Protests and Dissents by Directors Entered in Minutes

Any Director shall have the right to have the reasons for the Director's dissent from, or protest against any action of the Board entered in the minutes.

XI. PUBLIC'S ROLE IN MEETINGS/PUBLIC HEARINGS

11.01 Public Addressing the Board

Each person addressing the Board may but is not required to give his/her name and shall speak in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit his/her address to five minutes; if more than five people wish to address the Board of Directors on any one issues, each individual shall be limited to three minutes. All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the Chair and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair. No question shall be asked of a Board member except through the Chair. Additionally, any person may submit written materials to the Board of Directors for its consideration.

11.02 Public Hearings

- a) Requests for public hearings shall be in writing and shall be submitted to the Administrative Services Coordinator no later than five (5) days before the last day permitted for announcing the public hearing. All public hearings shall be noticed in local newspaper(s) of general circulation by the Administrative Services Coordinator at the direction of the Secretary/General Manager.
- b) The department manager requesting the public hearing shall investigate all applicable requirements for posting of public hearing notices and shall communicate such requests to the Administrative Services Coordinator to ensure that all public hearings are noticed sufficiently in advance of the date of consideration by the Board of Directors.
- c) A public hearing will be held before the Board of Directors when required by federal, state, or local laws or regulations or when it is asked to take

action on any of the following projects:

- (i) A change in 25% or more to the service mileage of any route.
- (ii) A change in District fares.
- (iii) Adoption of a Resolution authorizing application for federal funds, state or local funds when required by the funding source.
- (iv) Adoption of any action taken relating to the adoption of any plan, environmental document, property acquisition, resolution, condemnation resolution or other action relating to a project or property where such public hearing is required by state, federal or local law.
- (v) Adoption of the Annual Budget.
- (vi) Adoption of the Short Range Transit Plan.
- (vii) Adoption of an Ordinance.

XII. RESOLUTIONS, ORDINANCES AND MOTIONS

12.01 Acts of Board

The acts of the Board of Directors shall be expressed by Motion, Resolution or Ordinance. No Ordinance, Resolution or Motion shall have any validity or effect unless passed by the affirmative votes of six directors. The Board of Directors shall not take action by secret ballot, whether preliminary or final in an open or closed session.

12.02 Resolution

No resolution shall be adopted by the Board unless it is presented before the Board in writing or read aloud. Where copies of the resolution have been presented to each Director, the reading of the resolution is automatically waived unless a Director specifically requests that it be read. Resolutions must be adopted by a roll call vote; however, routine resolutions may be placed on the consent agenda. In the event that a Director wishes to dissent or abstain, the resolution will be removed from the consent agenda and be placed on the Regular Agenda. Resolutions may also be passed by unanimous voice vote.

12.03 Ordinance

- (a) No ordinance shall be passed until a public hearing has been held on it,

which hearing shall be advertised in a newspaper of general circulation or posted in at least three public places at least 15 days prior to the hearing. No ordinance shall be adopted by the Board of Directors on the day of introduction. Ordinances must be adopted by a roll call vote.

(b) All ordinances shall be printed after passage, and maintained in the District Administrative Offices.

(c) The enacting clause of all ordinances shall be as follows:

"Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District:..."

(d) All ordinances shall be signed by the Chair of the Board or Vice-Chair and attested by the Secretary/General Manager.

XIII. METHOD OF VOTING

13.01 Voice Vote

Unless a roll call vote is specifically requested by a Director, all matters, except the voting on Resolutions and Ordinances, shall be decided by voice vote. All actions of the Board of Directors shall be approved by affirmative vote of a minimum of six voting members of the Board of Directors unless otherwise specifically required.

13.02 Silence Recorded as Affirmative Vote

A member's silence shall be recorded as an affirmative vote.

13.03 Duty to Vote

Each Director has a duty to vote when present at a meeting on matters coming before the Board of Directors or a Board Committee unless he/she has notified the Board of Directors of a legal conflict of interest in accordance with California state law and has made a full public disclosure regarding such conflict of interest. If a conflict of interest is disclosed, the Director shall abstain from voting, unless otherwise required by law to vote.

13.04 Unanimous Voice Votes in Lieu of Roll Call for Resolutions

A Director can move the passage of a Resolution by a unanimous voice vote in lieu of a roll call. If a dissent is registered then a roll call vote shall be taken.

XIV. COMMITTEES AND APPOINTMENTS

14.01 Creation of Committees

The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work. Directors who are not committee members may attend committee meetings as long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:

- (a) Working committees or subcommittees of the Board of Directors analyze, review, and make recommendations to the Board of Directors on items to be presented to the full Board. The Chair of the Board shall appoint members of the Board to such committees or subcommittees and shall also appoint a Board member to chair the committees or subcommittees. If a vacancy occurs, the Board Chair shall appoint a Director to fill the vacancy.
- (b) Minutes shall be taken at each committee and shall be prepared and distributed to the Directors at least two days prior to the regular Board meeting.
- (c) The Board of Directors may from time to time create advisory committees who shall be charged with giving advice to the Board of Directors regarding an issue relevant to the Transit District's business. Appointments to advisory committees may be made by the Chair, or the Board of Directors. Directors, employees or members of the public may sit on an advisory committee. The following are permanent advisory committees of the Board of Directors:

- (i) **Metro Accessible Services Transit Forum (MASTF)**

The Metro Accessible Services Transit Forum (MASTF) is an independent volunteer organization that advises the Santa Cruz Metropolitan Transit District Board of Directors and District management and staff regarding the best methods and resources for providing accessible transportation services to the public. MASTF reviews Metro programs for compliance with §504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and all other appropriate local, state and federal laws and regulations.

(ii) Metro Users Group (MUG)

The Metro Users Group (MUG) is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes, schedules, marketing and other issues pertaining to the provision of transit services and support services from the users' perspective. MUG shall make recommendations to the Board of Directors for its membership appointments.

14.02 Appointment to Santa Cruz County Regional Transportation Commission

- a) The Board of Directors shall annually in January appoint three of its members to represent the Transit District on the Santa Cruz County Regional Transportation Commission (SCCRTC) for a one year term commencing in February. These Directors shall be nominated by the Board Chair. Three alternates to this commission designated in priority order shall also be selected by the Board of Directors.

- b) The Board of Directors may provide its transportation Commission representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.

XV. OFFICIAL BULLETIN BOARD

15.01 Posting of Notices

For purposes of posting official notices of the Board of Directors, notices of public hearings, and any other official papers of the Santa Cruz Metropolitan Transit District where posting is required by the law, the Official Bulletin Board of the Santa Cruz Metropolitan Transit District shall be the bulletin board at the entrance of the District Administrative Office. Should the Board of Directors hold a public hearing at any location other than its regular place of meeting, then, in addition to the posting of the notice on the Official Bulletin Board above listed, posting shall also be made upon or near the door of the place of meeting.

- 15.02 All advisory committees created by the Board of Directors are required to post any and all official notices including those notices required by law at the official bulletin board so designated for that purpose at the Santa Cruz Metro Center, 920 Pacific Avenue, Santa Cruz, CA 95060.

XVI. OTHER OFFICES

16.01 General Manager; Powers and Duties

In addition to the powers, duties and obligations of the General Manager, as set forth above, and the applicable Public Utilities Code pertaining to the Santa Cruz Metropolitan Transit District, the powers and duties of the General Manager shall include the following:

- (a) To have charge, subject to the direction and control of the Board of Directors, of the acquisition, construction, maintenance, and operation of the facilities of the District.
- (b) To have charge, subject to the direction and control of the Board of Directors, of the administration of the business affairs of the District.
- (c) To insure that all ordinances of the District are enforced.
- (d) To administer the personnel system and collective bargaining agreements adopted by the Board of Directors and, except for officers appointed by the Board, to appoint, discipline or remove all officers and employees subject to the rules and regulations adopted by the Board, and the applicable provisions of any adopted collective

bargaining agreement.

- (e) To prepare and submit or cause to be prepared and submitted to the Board of Directors within 90 days after the end of each fiscal year a complete report of the finances and the administrative activities of the District for the preceding year, and the financial status of the District on the last day thereof.
- (f) To keep the Board of Directors advised as to the needs of the District.
- (g) To formulate and present to the Board of Directors all plans and specifications for the construction of the works of the District and the means to finance them.
- (h) To have no business interest which interferes with his/her duties and responsibilities to the District.
- (i) To cause to be installed and maintained a system of auditing and accounting which shall completely and at all times show the financial condition of the District.
- (j) Attend meetings of the Board of Directors as directed by the Board, and act as Secretary to the Board.
- (k) To perform such other and additional duties as the Board may require.

16.02 General Manager; Qualifications and Experience

The General Manager shall be chosen on the basis of his/her qualifications with special reference to his/her actual experience in or knowledge of accepted practices and respect to the duties of his/her office as herein above set forth.

16.03 General Manager; Pro Tempore Appointments

The Board of Directors may appoint a General Manager pro tempore during any absence or disability of the General Manager.

16.04 General Manager; Resident Requirement

The General Manager need not be a resident of this State at the time of his/her appointment, however /he/she shall establish a California residency within 30 days of the commencement of his or her duties with the Transit District.

16.05 District Counsel; Appointment, Powers and Duties

The District Counsel shall be admitted to the practice of law in all courts of this State. The District Counsel shall have the power and be required to:

- (a) Represent and advise, if authorized and directed by the Board of Directors, the Board of Directors and all District officers, committees or departments in all matters pertaining to their office.
- (b) Represent and appear, if authorized and directed by the Board of Directors, for the District and any officer or employee, in any and all actions and proceedings in which the District or any officer or employee, in or by reason of their official capacity, is concerned or is a party; however, the Board of Directors shall have control of all legal business and proceedings and may employ other attorneys to take charge of any litigation or matter, or to assist the District Counsel therein.
- (c) Attend all meetings of the Board of Directors as directed by the Board of Directors and give legal advice or opinions in writing whenever requested to do so by the Board of Directors, or by any of the committees or officers of the District.
- (d) Review all contracts to be made by the District and provide the Board of Directors, its officers and staff with legal advice regarding same.
- (e) Prepare any and all proposed ordinances or resolutions for the District and amendments thereto.
- (f) Perform such other acts relating to the office as the Board of Directors shall require; and
- (g) On vacating the office, surrender all books, papers, files, and documents pertaining to the District's affairs.

PASSED AND ADOPTED this 10th day of October 2003, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

EMILY REILLY
Chairperson

ATTEST

LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER, District Counsel

Regulation Number: 1004

Computer Title: Director's Code of Ethics

Effective Date: April 16, 1999

Pages: 4

TITLE: Santa Cruz Metropolitan Transit District Director's Code of Ethics

REVISION DATE	SUMMARY OF REVISION	APPROVED
April 16, 1999	Policy Implemented	

I. POLICY

1.01 District Directors are public servants and, as such, are expected to be impartial and responsible in fulfilling the public trust placed in them. The public expects the highest standard of ethical conduct from all those in public service. District Directors are expected to demonstrate personal integrity, honesty, and truthfulness in all their public activities in order to inspire public confidence and trust in the District.

II. APPLICABILITY

2.01 This policy is applicable to all District Directors.

2.02 Notwithstanding any provision of this Code every District Director shall comply with applicable Federal, State and local laws.

III. RESPONSIBILITIES OF PUBLIC SERVICE

3.01 District Directors are bound to discharge faithfully the duties of their offices, recognizing that the lives, safety, health, and welfare of the general public must be their primary concern. Their conduct in their official and private affairs should be above reproach to assure that their public office is not used for personal gain.

IV. CONFLICT OF INTEREST

4.01 District Directors are prohibited from making, participating in, or in any way attempting to use their District offices to influence a District decision in which they know or have reason to know they have a financial interest.

4.02 District Directors shall not engage in outside employment, activities, or enterprises for compensation that are inconsistent with, incompatible to, or in conflict with their duties as District Directors. The outside employment, activities or enterprises inconsistent with, incompatible to, or in conflict with an Director's District duties include those which:

- (1) involve the use for private gain or advantage of (a) a Director's District work, District facilities, District equipment and District supplies; or (b) the influence or prestige of his or her position with the District; or
- (2) involve receipt or acceptance by a District Director of any money or other consideration from anyone other than the District for the performance of an act which the Director would be required or expected to render in the regular course of his or her District obligations as a Director; or
- (3) involve the performance of an act in other than his or her capacity as a District Director which act may later be subject directly or indirectly to control, inspection, review, audit, or enforcement by the District.

4.03 No District Director shall solicit or accept gratuities, favors or anything of monetary value including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. "Nominal intrinsic value" for purposes of this section shall mean a value of less than \$250, within a twelve-month period from a single source.

4.04 No current or former District Director shall disclose, permit disclosure or otherwise use confidential information acquired by virtue of his or her position with the District for his or her or another person's private gain or for any purpose except in the performance of his/her official duties and responsibilities for the District or as may be required by law. No District Director shall reveal information received in a lawful closed session of the District's Board of Directors unless such information is required by law to

be disclosed. No District Director shall take any action or provide any information for or on behalf of any prospective contractor or vendor that interferes with free and open competition for District contracts.

- 4.05** No District Director shall engage in or permit the unauthorized use of District-owned property, including but not limited to facilities, vehicles, materials, equipment, licensed software and information. Use of District property for purposes other than District business shall be considered an unauthorized use unless a Director has received prior approval for such use by the Board of Directors. Use of District property for non-District business will only be authorized when the Board of Directors determines it is in the best interest of the District to do so.

- 4.07** District Directors shall immediately report to the Board of Directors the existence of a conflict of interest, including a financial interest in making or participating in making of any governmental decision, so that appropriate action be taken.

V. POLITICAL ACTIVITY

- 5.01** Except as herein otherwise provided, or as necessary to meet requirements of federal or state law, no restriction shall be placed on the political activities of any District Director.

- 5.02** No District Director who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid, obstruct, or to prevent any person from securing, any position, nomination, confirmation, promotion, or change in compensation or position within the District.

- 5.03** No District Director shall directly or indirectly solicit a political contribution from a District employee, except if such solicitation is part of a solicitation made to a significant segment of the public, which may include District employees.

- 5.04** No District Director who holds, or is seeking election or appointment to, any office shall offer or arrange for any increase in compensation or salary for a District employee in exchange for, or promise of, a contribution or loan for the person who holds, or who is seeking election or appointment to such office.
- 5.05** No District Director shall engage in political activity while acting in his/her capacity as a Director for the District.

VI. NONDISCRIMINATION

6.01 District Directors shall not, in the performance of their District responsibilities, engage in unlawful discrimination of any sort under any applicable federal, state, county or municipal law or ordinance, including without limitation discrimination against any person on the basis of race, sex, color, national origin, religion, disability, age, marital status, sexual orientation, or veteran status, and they shall make good faith efforts to support and comply with the District's equal opportunity and affirmative action goals and objectives.

VII. STATEMENTS OF ECONOMIC INTEREST

7.01 Directors shall file assuming office statements, annual statements and leaving office statements of economic interests with the District as required by state law. Assuming office statements for Directors shall include disclosure of investments and interests in real property and business but also income, gifts and loans income received during the 12 months prior to the date of assuming office. Upon receipt of these statements the District shall make and retain a copy and forward the original of these statements to the appropriate public agency.

VIII. REPORTING OF IMPROPER GOVERNMENT ACTIVITIES

8.01 District Directors are encouraged to serve the public interest by disclosing to the Board of Directors to the extent not in conflict with the attorney-client privilege or the physician-patient privilege, information concerning District activities where the Director has reasonable cause to believe that the information discloses a violation of state or federal statute, or violation or noncompliance with state or federal regulation. No Director of the District shall use or attempt to use his or her authority to interfere with such disclosure made by another Director or a District employee or to retaliate against a Director or District employee for such disclosure.

Santa Cruz Metropolitan Transit District Expense List

EXHIBIT B

Authorized
Transportation:
Airporter (e.g. shuttle)
Bridge tolls
Cab (to/from hotel)
Cab (to/from meetings & meals)
Parking at airport
Parking at hotel, conference center
Personal vehicle mileage to/from airport
Public transportation (e.g. bus, subway)
Rental Car with prior approval by General Manager
Transportation tickets (e.g. airline, train)
Meals:
Coffee break expenses
Meal beverages (non-alcoholic)
Reasonable cost meals for self
Tips for meals (15% maximum)
Personal Sundries:
Daily newspaper
Personal telephone calls (reasonable and customary, one per day)
Required seminar materials
Telephone calls (SCMTD business)
Traveler's check fee on travel advance
Lodging:
Self
Not Authorized
Transportation:
Baggage Claims
Cab (personal)
Tips to cabs
Tips for luggage handling
Meals:
Bar expenses
Meals for others (e.g. spouses, personal guests)
Meals upon return to Santa Cruz County
Snacks
Meals prior to departure
Personal Sundries:
Housekeeping tips
Clothes cleaning
Clothing
Entertainment (e.g. in room pay per view, movies, video rentals)
Hair care
Personal items (e.g. toothpaste)
Shoeshine
Souvenirs/Gifts
Trip Insurance
Lodging:
Other than self (e.g. spouse, personal guests)

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003

TO: Board of Directors

FROM: Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF THE FORMATION
AGREEMENT FOR THE HIGHWAY 1 WIDENING/HOV HCA/JOINT
POWERS AUTHORITY**

I. RECOMMENDED ACTION

That the Board of Directors approve the Formation Agreement for the Highway 1 Widening/ HOV HCA/ Joint Powers Authority and request that the first two year's funding requirement be payable in Fiscal Year 2004/2005.

II. SUMMARY OF ISSUES

- The Santa Cruz County Regional Transportation Commission (SCCRTC) has identified the Highway 1 HOV/Widening Project as the top transportation priority for the region.
- In order to establish focus, monitor cost, expedite the schedule and maximize accountability the SCCRTC is establishing a Highway Construction Authority through the use of a locally formed Joint Powers Authority (JPA).
- A Highway 1 Widening/HOV Working Group has developed the Formation Agreement that would be necessary to establish the new JPA.
- The proposed Formation Agreement outlines the duties and functions of the new JPA and imposes certain financial obligations on the members.
- The Formation Agreement anticipates the METRO will be a member.
- The Formation Agreement anticipates that METRO will provide \$10,000 in financial support to the JPA for the 03/04 and 04/05 fiscal years.
- It is anticipated the METRO will honor its prior commitment to provide purchasing, personnel, and recruitment assistance to the JPA.
- METRO has received a letter from Working Group Chair Jeff Almquist requesting that the Board of Directors approve membership in the JPA and authorize the Chair to execute the Formation Agreement.

III. DISCUSSION

The Santa Cruz County Regional Transportation Commission (SCCRTC) has identified the widening of Highway 1 and the construction of High Occupancy Vehicle Lanes (HOV) as it's top priority. The SCCRTC has decided to form a Highway Construction Authority (HCA) oversee the Highway 1 project through the use of the Joint Powers Authority (JPA) structure. The SCCRTC formed a Working Group to develop a Formation Agreement that, when executed by the proposed members, would establish the HCA/JPA. The Working Group has developed a proposed Formation Agreement which is attached to this Staff Report. METRO has received a letter from Working Group Chair Jeff Almquist requesting that the Board of Directors approve the Formation Agreement and join the HCA/JPA. Jeff Almquist's letter is attached to this Staff Report.

The Highway 1 Widening/HOV HCA/JPA is proposed to include Santa Cruz County, the cities of Santa Cruz, Watsonville, Capitola, Scotts Valley, and METRO as members. The Formation Agreement will have to be adopted and executed by each of the proposed members for it to be implemented. A local financial commitment is included in the Formation Agreement that would provide funds to cover the HCA/JPA costs that are not anticipated to be eligible for reimbursement by Caltrans as a part of the Project Approval/Environmental Document (PA/ED) oversight function. The necessity for a local financial commitment from the HCA/JPA members would be eliminated when the voters in Santa Cruz County pass a ballot measure for a local tax for the Highway 1 Widening/HOV Project. METRO's share of the local financial commitment is proposed to be 10% of the needed funds. The remainder of the needed funding is proposed to be provided by the other HCA/JPA members using a formula based on population. Currently it is anticipated that the 10% METRO share would equal \$7,500 over two years. As the needed funds are not included in the 2003/2004 METRO Operating Budget I am recommending that the Board of Directors include a request to be allowed to pay the assessment to the HCA/JPA in Fiscal 2004/2005 in any Formation Agreement approval action.

There are a number of reasons that justify METRO becoming a member of the Highway 1 HCA/JPA. The ability of METRO to lend its Design Build Authority to the HCA/JPA, should that action be desired and necessary, could have the effect of accelerating the project and lowering costs. If METRO wants to have consideration of Bus Rapid Transit components (i.e. flyer stops, preferential lane access ramps, etc.) as a part of the project design the JPA membership would facilitate that evaluation. Intersection improvements could facilitate bus flow on surface streets if considered in the design phase. Finally the implementation of the HOV Lanes will require a review of the current configuration of bus service. Membership in the JPA would allow METRO access to information that would be helpful in planning for the modified bus service.

Considering the issues outlined in this Staff Report I recommend that the Board of Directors approve membership in the Highway 1 Widening/HOV HCA/JPA with the heretofore outlined request for payment of any assessments in Fiscal Year 2004/2005.

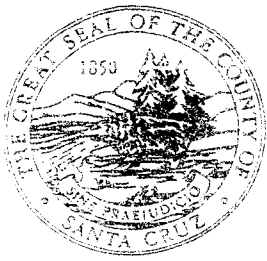
IV. FINANCIAL CONSIDERATIONS

Membership in the Highway 1 Widening/HOV HCA/JPA is anticipated to require \$7,500 in unbudgeted funds from the METRO Operating Budget over a two-year period of time. Staff recommends the inclusion of the required funding in the 2004/2005 Budget.

V. ATTACHMENTS

Attachment A: September 30, 2003 Letter from Jeff Almquist with Attachments.

cc: Les
Mark
Peggy



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069

(831) 454-2200 FAX: (831) 454-3262 TDD: (831) 454-2123

JANET K. BEAUTZ
FIRST DISTRICT

ELLEN PIRIE
SECOND DISTRICT

MARDI WORMHOUDT
THIRD DISTRICT

TONY CAMPOS
FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

September 30, 2003

Chairperson Emily Reilly
Santa Cruz Metro Transit District
370 Encinal St., Ste 100
Santa Cruz, CA 95060

SEP 30 2003

RE: Creation of a Joint Powers Authority for the Hwy. 1 Construction Authority

Dear Chairperson Reilly:

This letter invites your agency to join the Joint Powers Authority (JPA) for the Highway I Construction Authority. The goal of the JPA is to expedite analysis, development and construction of the Highway 1 Widening/HOV project. We hope the JPA can be formed by January 2004. This letter provides background on the project, related planning efforts, and the JPA agreement.

In 2001, the Santa Cruz County Regional Transportation Commission (RTC) identified the Highway 1 Widening/HOV Project as its highest priority project in the *Regional Transportation Plan*. Through the fall of 2002, the RTC held a series of strategic planning workshops to identify the most efficient and effective methods to deliver the project. Through these workshops, the RTC determined that a new JPA should be formed as a single purpose entity to focus on delivery of the Highway 1 Widening/HOV Project. Enclosures 1, 2 and 3 provide an overview of the Highway 1 Widening/HOV project and formation of the JPA.

Since April, a Working Group for the formation of the JPA for the Highway 1 Construction Authority has been meeting to lead the effort to form the JPA as soon as possible. All JPA member agencies were invited to send policy maker and senior staff representatives to the JPA Working Group meetings. Consistent attendees at the meetings are shown in Enclosure 4. The RTC has provided staff and consultant support to the Working Group, and the Santa Cruz Metro Transit District (SCMTD) and the County have provided legal counsel to assist in the development of the JPA agreement. We appreciate everyone's time and contributions to the JPA effort thus far.

The JPA Working Group's primary task has been to develop a consensus draft of the JPA agreement for member agencies' consideration. The agreement defines the membership and manner by which the JPA will exercise the common powers of its members to plan, finance, procure resources, acquire property and construct improvements on Highway 1 including the

option of using alternatives to Caltrans' traditional design-bid-build process. The membership structure (Section 4 of the agreement) was worked out during several meetings of the RTC and confirmed by the JPA Working Group on June 20, 2003. The final draft agreement is Enclosure 5. **The Working Group asks that your agency board/council consider this agreement by the end of October and pass a resolution to join the JPA under the terms of this agreement.**

Upon ratification of the JPA agreement, member agencies are also asked to appoint Board Members and/or Alternates to the JPA Board of Directors according to the terms of the agreement (Section 4 - Board of Directors). The first meeting of the JPA Board of Directors is anticipated to be held on Friday, December 5, 2003.

Funding is a key responsibility of JPA member agencies. Secured funding for the Project Approval/Environmental Document (PA/ED) phase of the Highway 1 Widening/HOV project will provide most of the funding for JPA operations in the short term (Enclosure 6). A transportation sales tax measure scheduled for the November 2004 ballot will, if passed by the voters, provide long term funding for the JPA and development of the Highway 1 project.

Until the ballot measure passes, it is likely that the JPA will need an increment of additional funds to provide staff and administrative support. The actual amount of needed extra funding will be determined by the JPA in its budget deliberations. The JPA Working Group has developed preliminary draft budgets for Fiscal Years 2003-2004 and 2004-2005 (Enclosure 7) based on two administrative options: Hiring staff and Contracting for staff. The amount shown as Member Agency Contributions in the preliminary draft budgets (sixth line from the top under Revenues) would be the responsibility of member agencies, unless other grants are secured for this additional funding. The amount of the annual member agency contributions, if any, would be determined by the JPA Board in their budget deliberations after it is formed and require an affirmative vote of at least five members of the seven-member Board of Directors.

The share of member agency contributions (Section 10 of the agreement) is based on the pro-rata county population, with the SCMTD's share set at 10 % of the total by terms of the agreement. The cost sharing assignments for the County and cities will be revised annually based on State of California, Department of Finance, E-1 City/County Population Estimates. The estimated funding assignment for each member agency shown in Enclosure 8 is based on the attached preliminary draft budgets for FY 03-04 and 04-05. The JPA may chose to reimburse the member agencies for all or part of these funds at a later date from sales tax measure funds. Member agencies are not responsible for any debts incurred prior to the creation of the JPA.

Among the powers and responsibilities provided through the JPA agreement is the authority to issue debt. If the JPA decides to issue debt against the revenue stream created by the sales tax measure, no member agency would be able to withdraw from the JPA for the term of the debt without having given 180 day written notice prior to the debt being issued. This requirement was added to the agreement by the JPA Working Group on the recommendation of the County's Bond Counsel and financial advisors as a prerequisite for issuing bonds.

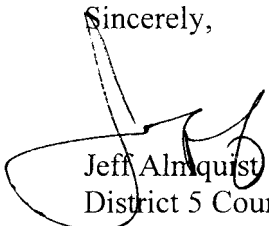
A related Highway 1 Widening effort is the development of *an Expenditure Plan* for the revenues generated by the local transportation sales tax measure. Fact Sheets on the proposed ballot measure (Enclosure 9) and potential projects to be considered in public opinion research for the expenditure plan (Enclosure 10) are enclosed. The Santa Cruz County Regional

Transportation Commission is leading the development of an expenditure plan and will continue to work with local agencies and other community leaders for input during the course of the development process.

Please contact Kim Shultz of the RTC staff at 460-3200 or kim.shultz@co.santa-cruz.ca.us with the date your agency's board will consider joining the Highway 1 Construction Authority/Joint Powers Authority and ratifying the agreement. If you would like me or another representative of the JPA Working Group to come to your meeting to discuss the JPA agreement or other aspects of the formation of the JPA, please let us know at your earliest opportunity.

Thank you very much for your consideration.

Sincerely,



Jeff Almquist
District 5 County Supervisor
SCCRTC Commissioner
Chair, JPA Working Group

Enclosures:

1. State Route 1 Widening for HOV Lanes - Fact Sheet
2. Highway 1 Widening Projects - Map
3. JPA for the Highway 1 Construction Authority - Fact Sheet
4. Frequent Attendees to the Highway 1 JPA Working Group
5. Final Draft JPA Agreement
6. Highway 1 Widening "Environmental Review" Phases and Funding
7. Preliminary Draft JPA FY 03-04 & 04-05 Budgets
8. Estimated Member Contributions by Agency for FY 03-04 & 04-05
9. Transportation Project Ballot Measure - Fact Sheet
10. Projects to be Considered for the Expenditure Plan

CC: City Managers
CAO
SCMTD General Manager ✓
SCCRTC Executive Director
District 1 and 2 County Supervisors
JPA Working Group Members

Highway 1 Widening for High Occupancy Vehicle Lanes

Santa Cruz County Regional Transportation Commission

August 2003

SEP 30 2003

Project Description

The Highway 1 Widening/High Occupancy Vehicle (HOV) Lanes Project will add an additional lane in each direction between Santa Cruz and Larkin Valley Road/San Andreas Road. To maximize the number of people using the facility, the new lanes will operate as HOV lanes for carpools, vanpools, buses and emergency vehicles during peak commute hours, and will be open to all vehicles at other times of the day. The project is currently in the state and federally required environmental review stage. The Santa Cruz County Regional Transportation Commission (SCCRTC) is working with Caltrans on this project. The SCCRTC plans to set up a Joint Powers Authority to be the Highway 1 Construction Authority to expedite the project. A ½ cent sales tax measure will be on the November 2004 ballot to fund this project as well as other unfunded transportation projects.

Current Stage of Project: Environmental Review

The SCCRTC has contracted with a private firm in an effort to speed up the delivery of preliminary engineering and environmental technical studies required by state and federal environmental regulations. The SCCRTC is also investigating innovative project delivery methods such as flexible funding and design-build or design sequencing for subsequent project stages.

Funding/Schedule

In November 2002 and April 2003, the SCCRTC programmed \$8 million in Regional Surface Transportation Program (RSTP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds for the Environmental review phase. Securing additional funds for future phases of the project still needs to be addressed. The SCCRTC is currently developing an expenditure plan for a local ballot measure scheduled for November 2004 to raise matching funds for transportation projects including the Route 1 Widening/HOV project.

Cost estimates for the first segment of the project (to State Park Drive) are as follows:

Project Components	Schedule	Cost Estimate (in millions)*	Funds Programmed
Project Study Report	complete		
Project Approval/Environmental Documentation	2003 - 2007	\$ 8	yes
Plans, Specifications & Engineering	2007 - 2010	\$ 11.5	no
Right of Way - Support and Acquisition	2008-2010	\$ 30	no
Construction and Support	2011 - 2013	\$257	no
TOTAL		\$ 306.5 *	

* Costs are escalated based on estimated completion dates in the Caltrans Project Study Report, but do not include anticipated debt service. Unescalated costs would total approximately \$230 million. Costs for the southern extension to San Andreas have not yet been studied, but are anticipated to be 1/3 the cost of the first segment.

Related Projects

State Route 1/ 17 Merge Lanes (State Transportation Improvement Program Funds: \$52 million)

-This project adds an auxiliary lane in each direction on State Route 1 between State Route 17 and the Morrissey/La Fonda area. Construction expected to begin in late 2004 may be delayed due to state funding issues.

High Occupancy Toll (HOT) Lanes Feasibility Study – Variable-pricing lanes were assessed for State Route 1 using a Federal Highway Administration grant. Although HOT lanes were not pursued, HOV lanes could be converted to HOT lanes at a later date, should demand warrant.

For More Information

Contact the Santa Cruz County Regional Transportation Commission at (831) 460-3200, e-mail info@sccrtc.org or visit the Commission's website at www.sccrtc.org

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Joint Powers Authority for the Highway | Construction Authority

Fact Sheet
August 2003

The Joint Powers Authority for the Highway 1 Widening/HOV Project

The purpose of the JPA will be to oversee, manage and expedite the Highway 1 Widening/High Occupancy Vehicle (HOV) Lane Project from environmental review through construction.

The Santa Cruz County Regional Transportation Commission (SCCRTC) has determined the following membership for the JPA's seven-member governing board:

Members	Appointing Body
1 – District 1 County Supervisor	N/A
1 – District 2 County Supervisor	N/A
1 – North County Representative	District 5 Supervisor/Scotts Valley City Council
1 – South County Representative	District 4 Supervisor/Watsonville City Council
1 – City of Capitola	Capitola City Council
1 – City of Santa Cruz	Santa Cruz City Council
1 – Santa Cruz Metro	Santa Cruz Metro

The Project

The SCCRTC has identified widening Highway 1 between Highway 17 and Aptos as a high priority project since as early as 1986. In the 1990's, the SCCRTC worked with Caltrans to secure funding for a project to add merge lanes in the Highway 1/17 interchange area; construction is expected to start on that project in 2004.

Caltrans completed a Project Study Report in 2002 for widening options and operational improvements for Highway 1 south of the Highway 1/17 Merge Lanes Project. At that time, the SCCRTC and Caltrans determined that the project would add a lane in each direction for High Occupancy Vehicles (HOVs -carpools, vanpools and buses) and the project limits would extend to Larkin Valley Road/ San Andreas Road.

The SCCRTC has secured funding and selected a consultant team to undertake the next phase of project development work for the Highway 1 Widening/HOV project: preparation of a Project Approval/Environmental Document (PA/ED). Funding is currently available for operation of the Joint Powers Authority in so far as it will oversee the PA/ED contract. To fund construction of the project, the SCCRTC is working with the County of Santa Cruz on a local transportation sales tax ballot measure for the November 2004 ballot.

For More Information

Contact the Santa Cruz County Regional Transportation Commission at (83 1) 460-3200, e-mail info@sccrtc.org or visit the Commission's website at www.sccrtc.org.

ATTACHMENT - Y
**Frequent Attendees
to the
Highway 1 JPA Working Group
September 2003**

County Representatives

Jeff Almquist, Chair	Board of Supervisors
Jan Beautz	Board of Supervisors
Edenilson Quintanilla	Aide to Supervisor Campos
Pat Busch	Asst. County Administrative Officer
Rahn Garcia	Chief Asst. County Counsel

City of Capitola Representatives

Bruce Arthur	City Council
Steve Jesberg	Director of Public Works

City of Santa Cruz Representatives

Tim Fitzmaurice	City Council
Mark Dettle	Director of Public Works

City of Scotts Valley Representatives

Cliff Barrett	City Council
Ken Anderson	Director of Public Works

City of Watsonville Representatives

Carlos Palacios	City Manager
David Koch	Director of Public Works

SCMTD Representatives

Marcela Tavantzis	SCMTD Board
Les White	General Manager
Margaret Gallagher	SCMTD Counsel

SCCRTC Assistance

Linda Wilshusen	Executive Director
Pat Dellin	Deputy Director
Kim Shultz	Senior Transportation Planner
Eileen Goodwin	Consultant
Jack Reagan	Consultant

**HIGHWAY 1 CONSTRUCTION AUTHORITY (HCA)
JOINT EXERCISE OF POWERS AGREEMENT**

This agreement between the Cities of Capitola, Santa Cruz, Scotts Valley and Watsonville, the County of Santa Cruz and the Santa Cruz Metropolitan Transit District (hereinafter referred to as "Member Agencies") is entered into pursuant to the provisions of Title I, Division 7, Chapter 5, Article I (Section 6500, et seq.) of the California Government Code concerning the joint exercise of powers, for the development and construction to widen and provide high-occupancy vehicle facilities on Highway 1 in Santa Cruz County.

WITNESSETH

Section 1. RECITALS

A. Authority

Chapter 5 (commencing at Section 6500) of Division 7 of Title 1 of the California Government Code concerning the joint exercise of powers, authorizes two or more public agencies to jointly exercise any power common to them.

B. Common Power

The Member Agencies possess in common the powers, among others, to plan, budget, incur indebtedness, issue notes, bonds, certificates of participation and other forms of indebtedness, apply for grants, hire consultants and staff, exercise eminent domain, acquire and own property, lease property, and enter into contracts for the construction and improvement of highway facilities within and outside their respective boundaries.

C. Purpose and Benefit of Project

1. It is in the best interests of the residents and visitors to Santa Cruz County that the Parties to this Agreement combine their efforts to plan, finance, and construct the expansion of state highway facilities known as State Highway 1 in Santa Cruz County from the City of Santa Cruz to Aptos, the exact extent to be determined by the Highway 1 Construction Authority (HCA). This state highway facility is owned, maintained and operated by the State of California Department of Transportation (Caltrans).
2. The Project shall foster transit use, enhance transit service and foster the integration of land use and transportation.

Section 2. DEFINITIONS

- A. Agreement means this Joint Exercise of Powers Agreement.
- B. Appointing Authority means that public agency or County Supervisor designated to appoint the respective Directors as set forth in Section 4 A of this Agreement.
- C. Administrative Budget means the annual funding plan for the administration and operation of the HCA, as approved by the HCA Board.
- D. Capital Budget means the annually updated multi-year funding plan, including Capital Costs and Revenues, for the planning, design, construction, construction management, right of way acquisition, environmental, debt service and all Capital Costs related to the Project.
- E. Capital Costs means the costs for planning, design and construction of highway improvements and acquisition of such real property and improvements required for construction.
- F. Caltrans means the State of California Department of Transportation.

- G. Fiscal Year means the annual period commencing on July 1 and extending to and including the succeeding June 30.
- H. HCA means the Highway 1 Construction Authority established by this Agreement.
- I. HCA Board means the governing board of HCA as described and set forth in Sections 4, 6, 7 and 8 of this Agreement.
- J. Member Agencies means Cities of Capitola, Santa Cruz, Scotts Valley, Watsonville, County of Santa Cruz, and the Santa Cruz Metropolitan Transit District, and Member Agency means any one of the six Member Agencies.
- K. Operating Costs means, subject to the limitations of the annual budget, administrative and staffing costs, both directly employed and contracted, including Board expenses, required for the management of the HCA.
- L. Parties means the six Member Agencies, and Party means any one of the six Member Agencies.
- M. Project means the planning, financing, and construction of the Highway 1 Widening/HOV project between Santa Cruz and Aptos with exact project limits and project details to be determined in the project development process.
- N. Transit means the transportation of passengers only and their incidental baggage by means other than by chartered bus, sightseeing bus or any other motor vehicle not on an individual fare-paying basis.

Section 3. CREATION OF AUTHORITY

- A. There is hereby created a public entity, separate and apart from the Agreement's Member Agencies, to be known as the "Highway 1 Construction Authority", hereinafter referred to as "HCA".

B. Except as expressly provided for in Section 10 of this agreement, neither the HCA nor its governing body shall have the power or authority to bind the Member Agencies, either collectively or singularly, to any debt, liability, contract, or obligation; no debt, liability, contract, obligation, employee, or agent of the HCA or its governing board shall be or constitute thereby a debt, liability, contract, obligation, employee or agent of the Member Agencies either collectively or singularly. No action or omission of the HCA or its governing board shall be attributable to the Member Agencies, either collectively or singularly. The debts, liabilities, including but not limited to those in tort, and obligations of HCA shall not constitute debts, liabilities and/or obligations of any of the Member Agencies.

Section 4 BOARD OF DIRECTORS

The governing board of HCA shall consist of seven directors with one Director representing the City of Capitola, one Director representing the City of Santa Cruz, the District 1 Santa Cruz County Supervisor, the District 2 Santa Cruz County Supervisor, one Director representing the Santa Cruz Metropolitan Transit District, one Director representing North Santa Cruz County and one Director representing South Santa Cruz County. Appointed Directors shall serve at the pleasure of their Appointing Authority.

A. Directors

The HCA Board of Directors shall be composed as follows:

1. Representing the City of Capitola

One Director appointed by the City of Capitola City Council.

2. Representing the City of Santa Cruz

One Director appointed by the City of Santa Cruz City Council.

3. Representing the Santa Cruz Metropolitan Transit District

One Director appointed by the Santa Cruz Metropolitan Transit District.

4. Representing the County of Santa Cruz (Two members)

The District 1 County Supervisor and the District 2 County Supervisor.

5. Representing North Santa Cruz County

- (a) Alternating each calendar year, the North County Director shall be either the District 5 Supervisor's appointee or a Scotts Valley City Council appointee.
- (b) During the period that the District 5 Supervisor's appointee is the Director, the Scotts Valley City Council shall appoint the alternate. The District 5 Supervisor's appointee shall serve as the alternate during the period that the Scotts Valley City Council appointee is serving as a Director.
- (c) Except for the initial term, the Director and alternate shall serve one-year terms beginning on January 1st and ending on December 31st.
- (d) The District 5 Supervisor's appointee shall serve as the initial Director, such term to begin with the establishment of this Agreement and end on December 31, 2004.

6. Representing South Santa Cruz County

- (a) Alternating each calendar year, the South County Director shall be either the District 4 Supervisor's appointee or a Watsonville City Council appointee.
- (b) During the period that the District 4 Supervisor's appointee is the Director, the Watsonville City Council shall appoint the alternate. The District 4 Supervisor's appointee shall serve as the alternate during the period that the Watsonville City Council appointee is serving as a Director.
- (c) Except for the initial term, the Director and alternate shall serve one-year terms beginning on January 1st and ending on December 31st.
- (d) The Watsonville City Council appointee shall serve as the initial Director, such term to begin with the establishment of this Agreement and end on December 31, 2004.

B. Elected Officials

Each person appointed to serve on the HCA Board as either a regular member or an alternate shall be a currently serving elected official and a member of one of the legislative bodies of a Member Agency as defined herein, except that the

Director and alternate appointed by the Santa Cruz Metropolitan Transit District need not be an elected official.

C. Alternates

Except as otherwise provided in Sections 4.A.5(b) and 4.A.6.(b), the appointing Member Agency, for each regular member it appoints, may appoint an alternate member to serve in the place of the regular member when the regular member is absent or disqualified from participating in a meeting of the governing board. No alternate shall be appointed for the District 1 or District 2 Santa Cruz County Supervisor.

Section 5. POWERS OF HIGHWAY 1 CONSTRUCTION AUTHORITY

A. HCA Board of Directors.

HCA shall be governed by the HCA Board of Directors, which shall exercise powers and authority on behalf of HCA, subject to the limitations of this Agreement, and shall be the policy making body for the Authority.

B. General Powers.

HCA, acting through the HCA Board, shall have all powers that are consistent with the purpose, objectives, functions and responsibilities described in this Agreement, and are consistent with State and Federal law. Among other things, HCA Board shall have the power to make and enter into contracts; and, leases, and/or installment sale and/or purchase agreements to acquire, own, and maintain real and personal property; to employ agents and employees; to incur debts, liabilities and obligations; to make loans and receive loans and enter into loan agreements, to sue and be sued in its own name; and to apply for, receive, and utilize State, local, and Federal funding and funds from all other sources given to it for the purpose of accomplishing the Project, subject to the restrictions of this Agreement.

C. Eminent Domain

HCA may acquire through eminent domain proceedings any property necessary for, incidental to, or convenient for, the exercise of the powers of the Authority. An action in eminent domain to acquire property or property interests within any incorporated city or within the unincorporated area of the county may not be commenced unless the governing body of the affected city or county has consented by resolution to the acquisition.

D. Additional Specific Powers and Obligations.

HCA, acting through the HCA Board, shall:

1. Project Funding Plan and Schedule

Develop, maintain and approve an overall plan to fund and complete the Project(s) consistent with legislative requirements. The funding plan and schedule shall be updated at least annually.

2. Operating Budget

Develop and approve an annual HCA operating budget prior to start of each fiscal year. The operating budget shall provide for administrative, management and Board expenses for the fiscal year.

3. Capital Budget

Develop and approve an annual update to the HCA Capital Budget prior to start of each fiscal year. The capital budget shall provide for all capital cost expenditures for the fiscal year.

4. Amendments to Agreements

Approve any amendments or modifications to agreements and contracts, as necessary.

5. Audit

Award a contract to perform an annual independent audit of the financial results and financial condition of HCA.

6. Local, State, Federal, and Other Funding

Seek, submit and support grant and other applications for local, State, Federal, and/or other public or private funding for the Project.

7. Incur Debt and Issue Instruments of Indebtedness

Incur debt of any form, and issue any and all instruments of indebtedness and obligations to payment amounts in the future evidenced by, without limitations, bonds, notes, certificates of participation and any other instruments which can legally be utilized by member and/or any joint powers authority pursuant to applicable State or local laws.

Section 6. MEETINGS OF THE HCA BOARD OF DIRECTORS

A. Regular and Special Meetinus

The HCA Board shall hold at least one regular meeting every month. The HCA Board may increase the frequency of meetings by resolution or by a bylaw provision. The date, hour, and place of regular meetings shall be fixed by resolution of the HCA Board. A special meeting may be called by the Chairperson of the HCA Board, by a majority of the Directors of the HCA Board, by the HCA Executive Director, or by any Member Agency by delivering personally or by mail, written notice to each Director of the HCA Board and by posting said notice in a location freely accessible to the public, at least 24 hours prior to the date of the special meeting, which notice shall specify the purpose for the meeting.

B. Conduct of Meetinus

All meetings of the HCA Board shall be held subject to the provisions of the Ralph M. Brown Act (commencing at Section 54950 of the Government Code).

C. Quorum and Required Vote

A majority of the Directors of the HCA Board shall constitute a quorum for the transaction of business. No action may be taken by the HCA Board except upon the affirmative vote of four or more of its Directors.

Section 7. BYLAWS

The HCA Board shall have the power to adopt and amend bylaws that it, in its sole discretion, may deem necessary or desirable for the conduct of HCA business, and which do not conflict with this Agreement. Approval and modification of bylaws shall require an affirmative vote of at least five of the Directors.

Section 8. OFFICERS AND EMPLOYEES

A. HCA Board Officers

The HCA Board shall elect annually a Chairperson and a Vice-chairperson from among its members. The HCA Board shall appoint a Secretary who may, but need not be, a Director of the HCA Board. The duties of the officers shall be defined in the bylaws adopted by the HCA Board.

B. Legal Counsel

The HCA Board shall appoint legal counsel. The Board may elect to use the legal counsel of a Member Agency or designate independent legal counsel for HCA.

C. Executive Director.

The HCA Board shall appoint an Executive Director. The Executive Director shall be responsible for the administration and daily operations of the HCA. The Executive Director's duties shall be more specifically defined in the bylaws and/or administrative and operating procedures adopted by the HCA Board.

D. Treasurer

The HCA Board shall appoint a Treasurer. The Board may elect to use the treasurer of a Member Agency or retain its own treasurer.

1. Duties of Treasurer

The Treasurer shall:

- (a) Receive and receipt all money of HCA and place it in the County of Santa Cruz treasury to the credit of HCA.

- (b) Be responsible upon the Treasurer's official bond for the safekeeping and disbursement of all HCA money held by the Treasurer.
- (c) Pay any sums due from HCA funds held by the Treasurer or any portion thereof, upon warrants of the Auditor- Controller designated herein.
- (d) Verify and report, in writing, on the first day of July, October, January, and April of each year to HCA, the amount of monies the Treasurer holds for HCA, the amount of receipts and disbursements since the Treasurer's last report, and any interest accrued to those funds.

E. Auditor-Controller

The HCA Board shall appoint an Auditor-Controller. The Board may elect to use the auditor-controller of a Member Agency or retain its own auditor-controller.

1. Duties of the Auditor-Controller

The Auditor-Controller shall perform the following duties:

- (a) Draw warrants to pay demands against HCA when the demands have been approved by the HCA Board and/or the Executive Director. The Auditor-Controller shall be responsible on the Auditor-Controller's official bond for the Auditor-Controller's approval of disbursements of HCA funds.
- (b) Keep and maintain records and books of account on the basis of generally accepted accounting practices. The books of account shall include records of assets, liabilities, contributions, revenues, and expenses made by or on behalf of each Party to this Agreement.
- (c) Make available all the financial records of the HCA to a certified public accountant or public accountant contracted by the HCA Board to make an annual audit of the accounts and records of HCA. The minimum requirements of the audit shall be those prescribed by the State Controller for special districts under section 26909 of the California Government Code and shall conform to generally accepted auditing standards.

F. Reimbursement.

If the HCA Board elects to appoint an employee of a Member Agency as Legal Counsel, Executive Director, Treasurer, Auditor-Controller or other staff position, HCA shall reimburse the Member Agency for the cost of services provided by the appointed employee upon an at-cost basis, in accordance with an approved HCA budget.

G. Independent Auditors.

The HCA Board shall annually designate independent auditors as it deems appropriate for the purpose of reporting on HCA's operations and financial condition. The analysis of the independent auditors shall be provided to each Member Agency within thirty (30) days of its acceptance by the HCA Board.

H. Bond

Any director, officer, or employee of HCA who has access to any property of HCA shall file an official bond in an amount to be fixed by the HCA Board. Those persons designated by the Board may be included within a master bond.

I. Employment of Staff.

The HCA Board may employ staff necessary to carry out its responsibilities either through the hiring of a staff or by contracting for staffing services.

Section 9. ACCOUNTS AND REPORTS.

HCA shall establish and maintain funds and accounts as may be required by good accounting practice. HCA shall provide for strict accountability of all funds and report of all receipts and disbursements. The books and records of HCA shall be open to inspection at all reasonable times to the Parties to this Agreement and their representatives. HCA, within 180 days after the close of each Fiscal Year, shall give a complete written report to the Parties of all financial activities for the immediately

preceding Fiscal Year. The Auditor-Controller shall prepare and maintain the necessary accounts and reports.

Section 10. MEMBER AGENCY CONTRIBUTION

A. Board Determination of Member Agency Contributions

Prior to receipt of funds from a voter-approved local transportation funding measure and upon completion of its annual Administrative Budget, operating budget amendments, and/or audits, the amount of annual member agency contributions shall be determined by the HCA Board and shall require an affirmative vote of at least five of the Directors.

B. Budget Deficits

Member agency contributions may also include funds determined to be needed to backfill Administrative Budget deficits and/or already incurred expenses that are appropriate to the Administrative Budget and have been disallowed by the Caltrans' funding grant reimbursement process. No member agency shall be liable for a debt incurred prior to the formation of the HCA.

C. Pro-Rata Basis

All such expenses shall be invoiced to the Member Agencies on a pro-rata basis based on the shares shown in Exhibit 1 – HCA Cost Sharing Assignments.

D. Exhibit 1 - HCA Cost Sharing Assignments

The SCMTD's share of the HCA Cost Sharing Assignment shall be set at 10%. The remaining 90% of the Cost Sharing Assignment shall be divided among the other Member Agencies on a pro-rata basis based on the population estimate established by the annual Provisional State of California Department of Finance, E-I City/County Population Estimate with Annual Percentage Change. The HCA Cost Sharing Assignment set forth in Exhibit 1 shall be updated on January 1 of

each year using the population estimates then in effect, for application to the following fiscal year HCA budget.

E. Invoicing Member Agencies

The HCA Board shall send invoices to each Member Agency setting the Member Agency's allocated share which shall be due and owing within 30 days of the date on the invoice. If a Member Agency neglects or fails to pay, the HCA shall issue a Notice of Intended Action giving that Member Agency 10 days to pay its allocated share. Thereafter, if the Member Agency still fails to pay, the HCA Board shall meet to determine the appropriate action in order to obtain the funds.

F. Return of Funds Not Used

Funds provided by member agencies pursuant to this Section which are not spent by the HCA, shall be returned to the member agencies using the same pro-rata share allocation.

G. Voter-Approved Local Transportation Funding Measure

If a local transportation funding measure is approved and if authorized by the measure, funds advanced to the HCA by Member Agencies shall be reimbursed to the extent authorized and Member Agencies shall not be required to contribute further funding to the HCA.

Section 11. METHOD TO ACCOMPLISH PROJECT PURPOSE

A. Construction Method

In order to accomplish the Project, HCA shall receive public input and evaluate construction methods including but not limited to the traditional design-bid-build process, the design-build process, contracting out, and Caltrans' design-sequencing process to determine which method is in HCA's best interests to accomplish the Project.

B. Design-Build Process

If HCA determines that the design-build process will accomplish one of the following objectives: reduce project costs, expedite the project's completion, provide design features not achievable through the design-bid-build or other methods, it shall make written findings that use of the design-build process is warranted.

C. Design-Build Requirements

If the design-build process is utilized, the requirements of Public Contract Code Section 20209.7-20209.14, as the same may be amended from time to time, shall be followed.

Section 12. INSURANCE AND INDEMNIFICATION.

A. Insurance Protection

HCA shall acquire the insurance protection as required by law or as it deems necessary to protect the interests of HCA its directors, employees, officers, volunteers and agents, the Parties to this Agreement, and the public.

B. Indemnification

Except as expressly provided for in Section 10 of this agreement, the HCA shall exonerate, indemnify, defend, and hold harmless each Member Agency (which shall include, without limitation, its directors, officers, agents, employees and volunteers) from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind, nature or description directly or indirectly which a Member Agency may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with this Joint Powers' Agreement, including any condition of the Project or any portion thereof. Such indemnification includes any damage to the person(s), or property(ies) of HCA, any Member Agency and third persons.

Section 13. TERM.

This Agreement shall be effective on the date on which the last of the six Member Agencies sign this Agreement and thereafter shall continue in full force, and effect up to one year after the completion of the Project and acceptance of the project by Caltrans, or for the term of any debt instruments issued by the Highway 1 Construction Authority, whichever is later.

Section 14. TERMINATION AND DISPOSITION OF ASSETS

A. Process

Prior to the termination of this agreement and the dissolution of the HCA, HCA shall reasonably exhaust all means of collecting any monies due HCA and identify and satisfy all obligations and liabilities of HCA. The Board shall formally accept a final accounting prepared by the Auditor-Controller before any disposition of net assets may be made and termination of the Agreement consummated.

B. Asset Ownership

Reasonable effort shall be made to dispose of physical assets of HCA by surplus sale. Funds received as a result of sales shall be deposited in HCA's treasury. Business and construction records and remaining physical assets not transferred to Caltrans shall be transferred to one or more Member Agencies as determined by the HCA Board, or as otherwise required by law.

C. Debt and Contractual Obligations

Outstanding debts and uncompleted contracts at the time of dissolution shall be administered by one or more Member Agencies as determined by the HCA Board with compensation for out of pocket expenses to come from remaining HCA funds.

Section 15. Withdrawal of Member Agency from JPA

Prior to the issuance of any debt a Member agency may withdraw from its participation in the HCA on the last day of any fiscal year (referred to as the "withdrawal date"), provided that the Agency seeking withdrawal has given at least one hundred eighty (180) calendar days prior written notice of such withdrawal to the HCA Board. The withdrawing agency shall perform all obligations required under this agreement and remain liable pursuant to Section 10 until the withdrawal date. If the HCA issues debt, then no agency may withdraw during the term of the debt.

Section 16. AMENDMENTS

This Agreement may be amended at any time by written agreement of all of the Member Agencies.

Section 17. NOTICES

All notices, payments, requests, demands, and other communications to be made or given under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if served personally, or on the second day after mailing if mailed to the party to whom notice is to be given, by first class mail, registered or certified, postage prepaid, and properly addressed as follows:

City of Capitola
Attn: City Manager
420 Capitola Avenue
Capitola, CA 95010

City of Santa Cruz
Attn: City Manager
809 Center Street
Santa Cruz, CA 95060

City of Scotts Valley
Attn: City Manager
1 Civic Center Drive
Scotts Valley, CA 95066

City of Watsonville
Attn: City Manager
215 Union Street
Watsonville, CA 95076

County of Santa Cruz
Attn: County Administrative Officer
701 Ocean Street
Santa Cruz, CA 95060

Santa Cruz Metropolitan Transit District
Attn: General Manager
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Any Party may change its address for purposes of this Section by giving the other Parties written notice thereof in the manner set forth above.

Section 18. FILING WITH SECRETARY OF STATE

As required by Section 6503.5 of the California Government Code, an appropriate notice of this Agreement shall be filed with the Secretary of State within 30 days of the date on which the last of the six Member Agencies signs this Agreement.

Section 19. CONFLICT OF INTEREST CODE

The HCA Board shall adopt a conflict of interest code.

Section 20. SUCCESSOR STATUTES

All statutes cited herein shall be deemed to include amendments and successor statutes to the cited statutes as they presently exist.

Section 21. CONSTRUCTION: NUMBER, GENDER AND CAPTIONS

This Agreement shall be construed according to the law of the State of California. Numbers and genders as used herein shall be construed to include that number and gender which is appropriate in the context of the text in which either is included. Captions are included herein for the purposes of ease of reading and identification. Neither gender, number, nor captions used herein shall be construed to alter the plain meaning of the text in which any or all of them appear.

Section 22. SEVERABILITY

The unenforceability, invalidity, or illegality of any provision shall not render the other provisions unenforceable, invalid, or illegal.

Section 23. ENTIRE AGREEMENT

This Agreement constitutes the entire Agreement among the Parties, and supersedes any prior oral or written understandings between them pertaining to the same subject matter.

Section 24. EXECUTION IN COUNTERPART

This Agreement may be executed in counterparts and each counterpart shall be deemed part of the original instrument.

SIGNATURES:

City of Capitola

City of Santa Cruz

City of Scotts Valley

City of Watsonville

County of Santa Cruz

Santa Cruz Metropolitan Transit District

Exhibit 1 – HCA Cost Sharing Assignment

SCMTD	10.0%
County of Santa Cruz	46.7%
City of Capitola	3.5%
City of Santa Cruz	19.3%
City of Scotts Valley	4.0%
City of Watsonville	16.5%

Source of population estimates: Department of Finance, 1/03

HIGHWAY 1 WIDENING/HOV PROJECT PA/ED "ENVIRONMENTAL REVIEW" PHASES AND FUNDING

The following summarizes the costs and funding proposed for the Project Approval/ Environmental Document (PA/ED) or Environmental Review phase of the project, including most lead agency expenses. As described below, the PA/ED work will be divided into two parts. The funds for the full project (\$8 million) have been fully programmed by the SCCRTC.

Part I:

Description:	Initiate environmental review and preliminary design for the entire project; public scoping meetings; prepare PSR and determine cost estimates for the southern extension; and develop environmental documents for the portions of the project with independent utility (pedestrian overcrossings and auxiliary lanes)
cost:	\$3.8 Million <ul style="list-style-type: none"> • Consultant Fees: \$3 million • Lead Agency Oversight: \$500,000 • Contingency: \$300,000
Funding Sources:	Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funds
Timing:	20 months: Spring 2003 to Spring 2005

Part II:

Description:	Complete environmental analysis and preliminary design of the entire project - from Morrissey Boulevard to Larkin Valley/San Andreas Road; public review and comment of the environmental document; approval of the mitigation programs by all resource agencies, and the state and federal government.
cost:	\$4.2 Million <ul style="list-style-type: none"> • Consultant Fees: \$3.5 million • Lead Agency Oversight: \$700,000
Funding Sources:	Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Regional Surface Transportation Program (RSTP) funds
Timing:	27 months: Winter 2004/05 to Mid-2007

Funding PA/ED Oversight:

As shown above, \$1.2 million has been programmed to fund oversight of the PA/ED work by the lead agency. The programmed RSTP and CMAQ funds can be used to fund staff and consultants needed to oversee the PA/ED phase of the project and to develop an MOU with Caltrans, prepare a Disadvantaged Business Enterprise (DBE) Program, a Quality Assurance Program, and other activities required by Caltrans to advance the project. In order to be reimbursed for indirect costs (such as office space, furniture and computer equipment), the JPA will need to first prepare an "Indirect Cost Plan." Below is a summary of how the \$1.2 million may be split by fiscal year:

Project	FY02/03	FY03/04	FY04/05	FY05/06	FY06/07	Total
Oversight	RTC Budget	\$ 350,000	*\$ 650,000	\$ 350,000	\$ 150,000	\$ 1,200,000
Consultant	\$350,000	\$ 2,100,000	\$ 1,750,000	\$ 2,200,000	\$ 100,000	\$ 6,800,000
Total	\$350,000	\$ 2,450,000	\$ 2,400,000	\$ 2,550,000	\$ 250,000	\$ 8,000,000

**Includes \$300,000 contingency that may be reserved for consultant services*

Additional funds will need to be secured for lead agency oversight of future phases of the project, including design, right-of-way demolition and construction. A local transportation sales tax is the most likely source of those funds.

Joint Powers Authority for the Highway 1 Widening/HOV Project Construction Authority
Preliminary Draft FY 03-04 and 04-05 Budgets -- Hire Staff Option

September 19, 2003

REVENUES	FY 03-04	FY 04-05	Comments
Surface Transportation Program (STP)	\$0	\$1,250,000	PA/ED funding
FY 03-04 Surface Transportation Program Exchange (STPX)	\$1,250,000	\$0	PA/ED funding
Congestion Mitigation and Air Quality (CMAQ)	\$1,200,000	\$1,150,000	PA/ED funding
Prior Year STP Exchange Carryover	\$347,452	\$0	
PAJED Subtotal	\$2,797,452	2,400,000	
Member Agency Contributions - Non PA/ED	\$25,000	\$50,000	preliminary estimates
TOTAL REVENUES	\$2,822,452	\$2,450,000	

Eligible to use PA/ED Funding

EXPENDITURES	FY 03-04	FY 04-05	Comments	Yes	Partially	Eligible	No	Amount
					As pan of Cost Allocation Plan	Only PA/ED Oversight		Not Covered
PA/ED Consultant Contract	\$2,450,000	\$1,750,000		X				\$0
Contingency for extra PA/ED related studies	\$0	\$100,000		X				\$0
RTC Staff Oversight of PA/ED	\$56,000	\$0	assume 1/2 year	X				\$0
HCA Hired Staff - Salaries and Benefits	\$150,000	\$300,000	full time E.D & Planner, and Admin. -20 hours			X		\$45,000
Host Agency Services - personnel and benefits admin, grant pass-through, purchasina. cash flow coverage	\$10,000	\$20,000			X			\$3,000
Consultant Services for PA/ED Oversight	\$60,000	\$60,000	Dale Dennis contract	X				
Consultant Services for HCA Development	\$0	\$0					X	\$0
Office Space	\$0	\$11,000	donated to Nov. 2004		X			\$1,100
Utilities	\$1,100	\$2,200	1/4 of RTC cost		X			\$330
Equipment Rental	\$2,500	\$4,200	photocopier		X			\$670
Computer, Fax, Other Electronic Equipment	\$10,000	\$2,000	3 PCs, printer, etc.		X			\$1,200
Comouter Support	\$1,000	\$2,000			X			\$300
Internet Fees	\$1,000	\$1,500			X			\$250
Website Server	\$6,000	\$12,000			X			\$1,800
Fixed Assets	\$9,000	\$2,000	office furniture		X			\$1,100
Telephone - Setup	\$1,500	\$0			X			\$150
Telephone - Ongoing	\$1,200	\$2,400			X			\$360
Office Supplies	\$2,400	\$4,800	1/4 of RTC cost		X			\$720
Travel/Conference/Mtg. Registration	\$2,000	\$4,000			X			\$600
Postage	\$10,000	\$10,000	includes mass mailings		X			\$2,000
Graphic Design	\$2,000	\$4,000			X			\$600
Duplicating/Printing	\$4,000	\$6,000			X			\$1,000
Director's Expenses	\$2,450	\$4,200	\$50/month/Director		X			\$665
Advertising	\$3,000	\$6,000			X			\$900
Liability Insurance	\$10,000	\$20,000			X			\$3,000
Payroll Services	\$2,300	\$3,600			X			\$590
Accounting System/Services - Setup	\$3,000	\$0			X			\$300
Banking and Accounting System/Services - Ongoing	\$6,000	\$12,000			X			\$1,800
Auditor-Controller/Fund Management Services	\$2,000	\$4,000	same as RTC		X			\$600
Annual Audit	\$0	\$15,000						\$1,500
Legal Services	\$5,000	\$10,000			X			\$1,500
Custodial	\$2,000	\$4,000	1/4 of RTC cost		X			\$600
TOTAL EXPENDITURES	\$2,815,450	\$2,376,900						TOTAL \$71,635

BALANCE - contingency \$7,002 \$73,100

Assumes JPA forms, hires staff and sets up office in January 2004.

ATTACHMENT-7

Joint Powers Authority for the Highway 1 Widening/HOV Project Construction Authority
Preliminary Draft FY 03-04 and 04-05 Budgets -- Hire Staff Option

September 19, 2003

REVENUES	FY 03-04	FY 04-05	Comments
Surface Transportation Program (STP)	\$0	\$1,250,000	PA/ED funding
FY 03-04 Surface Transportation Program Exchange (STPX)	\$1,250,000	\$0	PA/ED funding
Congestion Mitigation and Air Quality (CMAQ)	\$1,200,000	\$1,150,000	PA/ED funding
Prior Year STP Exchange Carryover	\$347,452	\$0	
PA/ED Subtotal	\$2,797,452	2,400,000	
Member Agency Contributions - Non PA/ED	\$25,000	\$50,000	preliminary estimates
TOTAL REVENUES	\$2,822,452	\$2,450,000	

Eligible to use PA/ED Funding

EXPENDITURES	FY 03-04	FY 04-05	Comments	Yes	Partially	Eligible	No	Amount
					As part of Cost Allocation Plan	Only PA/ED Oversight		Not Covered
PA/ED Consultant Contract	\$2,450,000	\$1,750,000		X				\$0
Contingency for extra PA/ED related studies	\$0	\$100,000		X				\$0
RTC Staff Oversight of PA/ED	\$56,000	\$0	assume 1/2 year	X				\$0
HCA Hired Staff - Salaries and Benefits	\$150,000	\$300,000	full time E.D & Planner, and Admin. -20 hours			X		\$45,000
Host Agency Services - personnel and benefits admin, grant pass-through, purchasina. cash flow coverage	\$10,000	\$20,000			X			\$3,000
Consultant Services for PA/ED Oversight	\$60,000	\$60,000	Dale Dennis contract	X				
Consultant Services for HCA Development	\$0	\$0					X	\$0
Office Space	\$0	\$11,000	donated to Nov. 2004		X			\$1,100
Utilities	\$1,100	\$2,200	1/4 of RTC cost		X			\$330
Equipment Rental	\$2,500	\$4,200	photocopier		X			\$670
Computer, Fax, Other Electronic Equipment	\$10,000	\$2,000	3 PCs, printer, etc.		X			\$1,200
Comouter Support	\$1,000	\$2,000			X			\$300
Internet Fees	\$1,000	\$1,500			X			\$250
Website Server	\$6,000	\$12,000			X			\$1,800
Fixed Assets	\$9,000	\$2,000	office furniture		X			\$1,100
Telephone - Setup	\$1,500	\$0			X			\$150
Telephone - Ongoing	\$1,200	\$2,400			X			\$360
Office Supplies	\$2,400	\$4,800	1/4 of RTC cost		X			\$720
Travel/Conference/Mtg. Registration	\$2,000	\$4,000			X			\$600
Postage	\$10,000	\$10,000	includes mass mailings		X			\$2,000
Graphic Design	\$2,000	\$4,000			X			\$600
Duplicating/Printing	\$4,000	\$6,000			X			\$1,000
Director's Expenses	\$2,450	\$4,200	\$50/month/Director		X			\$665
Advertising	\$3,000	\$6,000			X			\$900
Liability Insurance	\$10,000	\$20,000			X			\$3,000
Payroll Services	\$2,300	\$3,600			X			\$590
Accounting System/Services - Setup	\$3,000	\$0			X			\$300
Banking and Accounting System/Services - Ongoing	\$6,000	\$12,000			X			\$1,800
Auditor-Controller/Fund Management Services	\$2,000	\$4,000	same as RTC		X			\$600
Annual Audit	\$0	\$15,000						\$1,500
Legal Services	\$5,000	\$10,000			X			\$1,500
Custodial	\$2,000	\$4,000	1/4 of RTC cost		X			\$600
TOTAL EXPENDITURES	\$2,815,450	\$2,376,900						TOTAL \$71,635
BALANCE - contingency	\$7,002	\$73,100						

Assumes JPA forms, hires staff and sets up office in January 2004.

ATTACHMENT-7

**Joint Powers Authority for the Highway 1 Widening/HOV Project Construction Authority
Preliminary Draft FY 03-04 and 04-05 Budgets -- Contract Staff Option**

September 19, 2003

REVENUES	FY 03-04	FY 04-05	Comments
Surface Transportation Program (STP)	\$0	\$1,250,000	PA/ED funding
FY 03-04 Surface Transportation Program Exchange (STPX)	\$1,250,000	\$0	PA/ED funding
Congestion Mitigation and Air Quality (CMAQ)	\$1,200,000	\$1,150,000	PA/ED funding
Prior Year STP Exchange Carryover	\$347,452	\$0	
PA/ED Subtotal	\$2,797,452	2,400,000	
Member Agency Contributions - non PA/ED	\$25,000	\$50,000	preliminary estimates
TOTAL REVENUES	\$2,822,452	\$2,450,000	

Eligible to use PA/ED Funding

EXPENDITURES	FY 03-04	FY 04-05	Comments	Eligible to use PA/ED Funding			Amount Not Covered
				Yes	Partially Eligible As part of Cost Allocation Plan	No Only PA/ED Oversight	
PA/ED Consultant Contract	\$2,450,000	\$1,750,000		X			\$0
Contingency for extra PA/ED related studies	\$0	\$100,000		X			\$0
RTC Staff Oversight of PA/ED	\$56,000	\$0	assume 1/2 year	X			\$0
HCA Contracted Staff - fully loaded costs (includes office)	\$210,000	\$420,000	E.D. 15 hrs/wk, Planner #0, Admin 20			X	\$63,000
Host Agency- grant pass-through, purchasing, cash flow coverage	\$5,000	\$10,000			X		\$1,500
Engineering Consultant Services for PA/ED Oversight	\$60,000	\$60,000	Dale Dennis contract	X			\$0
Consultant Services for HCA Development	\$0	\$0				X	\$0
Office Space	\$0	\$0			X		\$0
Utilities	\$0	\$0			X		\$0
Equipment Rental	\$0	\$0			X		\$0
Computer, Fax, Other Electronic Equipment	\$0	\$0			X		\$0
Computer Support	\$0	\$0			X		\$0
Internet Fees	\$0	\$0			X		\$0
Website Server	\$0	\$0			X		\$0
Fixed Assets	\$0	\$0			X		\$0
Telephone - Setup	\$0	\$0			X		\$0
Telephone - Ongoing	\$0	\$0			X		\$0
Office Supplies	\$0	\$0			X		\$0
Travel/Conference/Mtg. Registration	\$0	\$0			X		\$0
Postage	\$10,000	\$10,000	includes mass mailings		X		\$2,000
Graphic Design	\$2,000	\$4,000			X		\$600
Duplicating/Printing	\$4,000	\$6,000			X		\$1,000
Director's Expenses	\$2,450	\$4,200	\$50/month/Director		X		\$665
Advertising	\$3,000	\$6,000			X		\$900
Liability Insurance	\$0	\$0			X		\$0
Payroll Services	\$0	\$0			X		\$0
Accounting System/Services - Setuo	\$0	\$0			X		\$0
Banking and Accounting System/Services - Ongoing	\$6,000	\$12,000			X		\$1,800
Auditor-Controller/Fund Management Services	\$2,000	\$4,000	same as RTC		X		\$600
Annual Audit	\$0	\$15,000					\$1,500
Legal Services	\$5,000	\$10,000			X		\$1,500
Custodial	\$0	\$0			X		\$0
TOTAL EXPENDITURES	\$2,815,450	\$2,411,200				TOTAL	\$75,065

BALANCE - contingency **\$7,002** **\$38,800**

Assumes JPA forms, hires staff and sets up office in January 2004.

Assumptions for Joint Powers Authority
Preliminary Draft FY03-04 and FY04-05 Budgets

Both Options:

- PA/ED dedicated funds and PA/ED Nolte contract are from Highway 1 PA/ED financial plan
- PA/ED Nolte contract is covered 100% by PA/ED dedicated funds
- Includes \$100,000 in year two for potential extra PA/ED studies; 100% funded by PA/ED dedicated funds
- JPA forms and ready to have JPA staff on-board by January, 2004
- RTC staff to oversee PA/ED until JPA staff on-board; \$56,000 of PA/ED dedicated-funds allotted to RTC staff oversight of PA/ED for first half of FY03-04
- JPA to take over Dale Dennis contract, or contract with an equivalent engineer on-call consultant, for PA/ED oversight; projected \$60,000 cost is covered 100% by PA/ED dedicated funds
- Office and services costs are based on RTC cost experience, when available
- Those line items which are not 100% PA/ED related (includes staff costs and office expenses) are assumed to be funded 90% by PA/ED dedicated funds, and 10% Member Agency Contributions -- Non-PA/ED funds
- All RTC funds are restricted and RTC does not have funds to cover non-PA/ED costs; use of Transportation Development Act (TDA) funds (or Commission Reserve funds, which are TDA) could be achieved through actions of the RTC: would entail the RTC conducting a new unmet needs hearing and adopting a finding that there are no unmet transit needs that are reasonable to meet; also, the RTC Rules and Regulations would need to be amended; if these actions are taken, it would allow the use of TDA funds for development and construction of road projects such as Highway 1 Widening and other projects.
- JPA will need to prepare an A-87 Cost Allocation Plan to recover indirect costs (other than Nolte, Dale Dennis and staff costs)
- Need for financial contributions from member agency would end with passage of the sales tax measure in November 2004; member agencies could be reimbursed by sales tax funds, if the JPA Board approves
- Surface Transportation Program (STP) Exchange funds for FY 03-04 are in the RTC accounts until the JPA forms, minimizing cash flow concerns; CMAQ funds are received on a quarterly reimbursement basis.

Hire Staff Option:

- Full-time Executive Director, full-time planner, half-time Admin. Assistant/Secretary, based on RTC/County salaries and benefits
- Utilize Business Council offer of free office space in Galleria until November 2004; market price thereafter
- Host agency responsibilities would include hiring personnel and benefits administration; purchasing services, receipt of PA/ED funds and member agency contributions, and coverage of cash flow, if needed.

Contract Staff Option:

- Executive Director (15 hours per week), full-time planner, half-time Admin. Assistant/Secretary; rates (without overhead – see next note) assumed to be \$80, \$40 and \$23/hour, respectively
- Contracted staff costs include overhead of 150% for office space and typical office expenses (computers, office supplies)
- Contracting for staff could be used as an interim measure until the sales tax measure passes; could be one-year contract with option of renewal
- Host agency responsibilities would include purchasing services, receipt of PA/ED funds and member agency contributions, and coverage of cash flow, if needed.

**Joint Powers Authority for the Highway 1 Widening/HOV Project Construction Authority
Estimated Member Contributions FY 03-04 and FY 04-05**

September 19, 2003

Member Agencies	Cost Sharing Assignment (1)	FY 03-04 Estimated Contribution (2)	FY 04-05 Estimated Contribution (2) (3)	Two-year total (4)
County of Santa Cruz	46.7%	\$11,675	\$23,350	\$35,025
SC Metro	10.0%	\$2,500	\$5,000	\$7,500
City of Capitola	3.5%	\$875	\$1,750	\$2,625
City of Santa Cruz	19.3%	\$4,825	\$9,650	\$14,475
City of Scotts Valley	4.0%	\$1,000	\$2,000	\$3,000
City of Watsonville	16.5%	\$4,125	\$8,250	\$12,375
Member Agency Contributions	53.30%	\$25,000	\$50,000	\$75,000

1. The Cost Sharing Assignment to be revised annually based on the State of California, Department of Finance, E-I City/County Population Estimates

2. Estimated contributions based on Draft Preliminary FY 03-04 and FY 04-05 Budgets, September 19, 2003

3. FY 04-05 member agency contributions could cease once sales tax measure passes.

4. Member agencies may be reimbursed by sales tax measure funds.

ATTACHMENT - B

Transportation Project Ballot Measure

Fact Sheet

September 2003

- What: The Santa Cruz County Regional Transportation Commission (SCCRTC) in cooperation with the Santa Cruz County Board of Supervisors is pursuing a countywide, 30 year 1/2 cent local sales tax measure as a way to obtain flexible local funds for the Highway 1 Widening/Carpool Lane project and possibly other needed transportation projects throughout Santa Cruz County.
- When: November 2004 General Election
- Why: Projected federal, state and local funding sources are insufficient for a project as massive as the Highway 1 project. In addition, local funds are more flexible and will help leverage additional state and federal funds.
- Why Now: To facilitate local control of the project development process and to expedite engineering design and project construction as soon as the environmental analysis is completed and mitigation measures are agreed to.
- How: The sales tax measure will require a two-thirds majority vote (unless measures on the same ballot pass, changing the requirement to a 50+1 % or 55% majority). A separate, private committee has been formed to advocate for passage of the ballot measure.
- Projects: An expenditure plan or list of priority transportation projects is under development in consultation with community leaders. Projects under consideration include those which:
- ❖ Have high levels of support by the public as shown in opinion polls
 - ! ☐ Broaden the vote by improving the geographical or demographic mix
 - ! ☐ Improve the mix of transportation modes offered
 - ! ☐ Fill a funding need/gap
- Funds: Bonds would be issued against projected sales tax revenues. A thirty-year tax measure is required in order to provide a reasonable period to pay back the bonds. Funds may be available for additional projects, other than Highway 1, primarily in the later years.
- Info: For more information, please check the SCCRTC's web site (www.sccrtc.org), e-mail questions to info@sccrtc.org, or call 460-3200.

Projects to Consider in Public Opinion Research for the Expenditure Plan

Wording maybe adjusted by pollster

Revised: 9/8/2003 by Expenditure Plan Subcommittee

Projects Previously Identified
Widen Highway 1 with Carpool and Bus Lanes (Includes pedestrian overcrossings, metering lights, 41 st Av interchange improvements)
Local Road Maintenance & Repair
CHP Highway Safety Programs
Improve Transportation for the Elderly & Disabled (paratransit/dial-a-ride)
Pedestrian Improvements, including those to Provide Safe Routes to School
Bicycle Improvements, including those to Provide Safe Routes to School
Expand Hwy 1 & 17 Express Buses, & Park and Ride lots
Develop Coastal Bicycle & Pedestrian Rail Trail between Watsonville and Santa Cruz
Provide Passenger Rail Service Between Watsonville & Santa Cruz
Develop Pajaro Rail Station Connection with Amtrak and SF Bay Area Trains (Caltrain)
Safety Improvements for Highway 129 & 152 (& 9?)
Improvements to the Highway 1 & 9 Intersection
Truck Climbing Lanes near the Summit of Highway 17 (<i>may combine w/Hwy 17 Traffic Operation & Safety Improvements-below</i>)
Develop a Bicycle/Pedestrian Trail between Boulder Creek & Santa Cruz (to take bikes/peds off of Hwy 9 & make Hwy 9 safer)
Hwy 17 Traffic Operation & Safety Improvements (May include TOS, 511, etc)
More Frequent Bus Service Countywide (including: Cabrillo, UCSC, major employers, major destinations, rural areas) <i>-could later include Metrobase, rail transit, Pacific Station/Metro Center, transit to SJ Airport</i>
Improve and Expand Transportation to schools and colleges (school buses, crossing guards, bus passes, bike/ped facilities, "walking school bus" programs, expand service to Cabrillo & UCSC)
Make county bridges flood safe (including Pajaro River Levee)
Improve Safety and Operations on Local Roads (includes signal synchronization, traffic enforcement, cliff stabilization) <i>-- or combine with Local Road Maintenance & Repair</i>

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF 2004 REGULAR BOARD MEETING SCHEDULE

I. RECOMMENDED ACTION

Adopt the attached schedule for the regular meetings of the Board of Directors.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and fourth Fridays of the month.
- Attached is a specific schedule of the dates and locations of the Board of Directors' regular meetings for the 2004 year.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and fourth Fridays of the month. For planning and scheduling purposes, Dale Carr, the Administrative Services Coordinator, has prepared a specific schedule detailing the actual dates and locations of the Board of Directors' regular meetings for the 2004 year.

The meetings scheduled for the second Friday of the month will be located in the Santa Cruz Metropolitan Transit District's administrative offices and the meetings scheduled for the fourth Friday of the month will usually be held at the Santa Cruz City Council Chambers. However, the Bylaws were recently amended to allow for regular meetings in Capitola (May) and Watsonville (November) once a year.

IV. FINANCIAL CONSIDERATIONS

The local jurisdictions whose facilities are used by the Transit District for meeting purposes do not charge a fee.

V. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District Board of Directors' meetings 2004

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETINGS
2nd and 4th Fridays of each month - 2004**

January Meetings

- January 9, 2004 - SCMTD Administrative Offices, 370 Encinal St., Santa Cruz, CA
- January 23, 2004 - Santa Cruz City Council Chambers*

February Meetings

- February 13, 2004 - SCMTD Administrative Offices
- February 27, 2004 - Santa Cruz City Council Chambers*

**Santa Cruz City
Council Chambers
809 Center St.
Santa Cruz, CA*

March Meetings

- March 12, 2004 - SCMTD Administrative Offices
- March 26, 2004 - Santa Cruz City Council Chambers*

April Meetings

- April 9, 2004 – Santa Cruz City Council Chambers*
- April 23, 2004 – Santa Cruz City Council Chambers*

May Meetings

- May 14, 2004 - SCMTD Administrative Offices
- May 28, 2004 – **Capitola City Council Chambers** →

*Capitola City Council
Chambers
420 Capitola Avenue
Capitola, CA*

June Meetings

- June 11, 2004 - SCMTD Administrative Offices
- June 25, 2004 - Santa Cruz City Council Chambers*

July Meetings

- July 9, 2004 - SCMTD Administrative Offices
- July 23, 2004 - Santa Cruz City Council Chambers*

August Meetings

- August 13, 2004 - SCMTD Administrative Offices
- August 27, 2004 – Santa Cruz City Council Chambers*

September Meetings

- September 10, 2004 - SCMTD Administrative Offices
- September 24, 2004 - Santa Cruz City Council Chambers*

October Meetings

- October 8, 2004 - SCMTD Administrative Offices
- October 22, 2004 – Santa Cruz City Council Chambers*

November Meetings

- November 12, 2004 - SCMTD Administrative Offices
- November 19, 2004 – **Watsonville City Council Chambers** →
2nd meeting is scheduled for third Friday due to Thanksgiving Holiday

*Watsonville City
Council Chambers
250 Main St.
Watsonville, CA*

December Meetings

- December 10, 2004 - SCMTD Administrative Offices
- December 17, 2004 - Santa Cruz City Council Chambers*
2nd meeting is scheduled for third Friday due to Christmas Holiday

**NOTE: THE FIRST MEETING OF EACH MONTH IS SCHEDULED FROM 9:00 A.M. – 11:00
THE SECOND MEETING OF EACH MONTH IS SCHEDULED FROM 9:00 A.M. – 12:00 NOON**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 24, 2003

TO: Board of Directors

FROM: Mark J. Dorfman, Assistant General Manager

SUBJECT: CONSIDERATION OF REQUEST TO PARTICIPATE IN THE NATIONAL INFORMATION SHARING AND ANALYSIS CENTER (ISAC)

I. RECOMMENDED ACTION

Staff is requesting Board consideration of a request to participate in the National Information Sharing and Analysis Center (ISAC) and authorize the General Manager to execute the necessary Participation Agreement.

II. SUMMARY OF ISSUES

- The American Public Transportation Association has been designated as the Sector Coordinator for the creation of a public transit Information Sharing and Analysis Center (ISAC).
- A two (2) year grant has been provided for all public transit agencies to participate in the program.
- Staff is requesting Board direction as to its desire to participate in this program.

III. DISCUSSION

The United States Department of Transportation designated that the American Public Transportation Association serve as the Sector Coordinator for public transit in the creation of an Information Sharing and Analysis Center (ISAC). This is used to promote physical and cyber security for the public transportation industry. The federal government provided a \$1.2 million grant to fund this service for a two-year period.

The ISAC serves as a clearinghouse on a 24/7 basis to receive, analyze, and distribute critical security data needed to protect transit systems from both physical and cyber threats. A firm, EWA Information and Infrastructure Technologies, Inc. has been retained to operate the ISAC. EWA is comprised of counter-terrorism and intelligence community subject matter experts who perform public and private sector vulnerability and risk assessments, and develop and manage physical infrastructure protection programs. They also possess extensive computer security and information assurance expertise including highly specialized computer forensic capabilities.

The Federal Transit Administration is funding the participation of all transit systems in the Public Transit ISAC service. If the District wishes to participate in this program, the completion of a Participation Agreement is required.

IV. FINANCIAL CONSIDERATIONS

There is no financial participation required

V. ATTACHMENTS

Attachment A: Public Transit ISAC Fact Sheet

[Home](#)[About Us](#)[Virus & Hoax Info](#)[ISAC News](#)[Contact Us](#)[Member Log](#)[Public Transit ISAC](#)

Call the ST-ISAC toll free: 1-866-STISAC1 (1-866-784-7221)

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ABOUT APTA

APTA is a nonprofit international association of over 1,500 public and private member organizations including transit systems and commuter rail operators; planning, design, construction and finance firms; product and service providers; academic institutions, transit associations and state departments of transportation. APTA members serve the public interest by providing safe, efficient and economical transit services and products. Over ninety percent of persons using public transportation in the United States and Canada are served by APTA members.

APTA VISION STATEMENT

Be the leading force in advancing public transportation

APTA MISSION STATEMENT

APTA serves and leads its diverse membership through advocacy, innovation, and information sharing to strengthen and expand public transportation.

WHAT IS AN ISAC?

In May 1998, the Federal Government issued its Policy on Critical Infrastructure Protection, otherwise known as Presidential Decision Directive (PDD) #63. This directive was issued to authorize and encourage national critical infrastructures to develop and maintain "Information Sharing and Analysis Centers" (ISACs) as a means of strengthening security and protection against cyber and operations attacks.

WHAT IS THE PT-ISAC?

Through the American Public Transportation Association (APTA) Executive Committee's Security Task Force, the transit industry identified the nationwide need for sharing security intelligence information within this important segment of the nation's critical infrastructure.

In January 2003, APTA was designated as the Sector Coordinator by the U.S. Department of Transportation in the creation of a Public Transit ISAC to further promote security for the public transportation industry.

As the designated sector coordinator, APTA serves as the primary contact to organize and bring the public transportation community together to work cooperatively on physical and cyber security issues.

The PT-ISAC collects, analyzes and distributes critical cyber and physical security and threat information from government and numerous other sources on a 24/7 basis. These sources include law enforcement, government operations centers, the intelligence community, the U.S. military, academia, IT vendors, the international Computer Emergency Response Community (CERT) and others.

The PT-ISAC is an "ISAC within an ISAC" and has taken advantage of the already existing overarching Surface Transportation ISAC, sponsored by the Association of American Railroads (AAR). The PT-ISAC has government-experienced analysts with Top Secret and higher clearances working in government-cleared facilities with secure communications. These analysts focus on Transit specific information requirements.

The advantages of being under the umbrella of the Surface Transportation ISAC is that the viability of reporting and support is greatly increased and economies of scale are realized.

Best security practices and plans to eliminate threats, attacks, vulnerabilities and countermeasures are drawn upon to protect the sectors cyber and physical infrastructures.

The PT-ISAC is full service, responding to incidents and warnings on a 24-hour basis, seven days a week.

WHY JOIN THE PT-ISAC?

" There is no cost to your organization for the initial two years of this service. Through a two-year grant from the Federal Transit Administration (FTA), APTA has retained a private sector contractor, EWA Information and Infrastructure Technologies, Inc. (EWA IIT) counter-terrorism and intelligence community experts to establish and operate the ISAC. EWA IIT currently operates both the Surface Transportation and Water ISACs.

" The PT-ISAC provides a secure two-way 24/7 reporting and analysis structure that will enable the transmission of critical alerts and advisories as well as the collection, analysis and dissemination of security information from transit agencies.

" The PT-ISAC provides a critical linkage between the transit industry, the U.S. Department of Transportation, the Transportation Security Administration, and the Department of Homeland Security. It also works closely with other established ISACs for other critical sectors, such as banking and finance, telecommunications, energy and information technology.

HOW CAN I JOIN THE PT-ISAC?

To join the PT-ISAC contact: **call ST-ISAC 1-866-ST ISAC1 (784-7221)**

To join the PT-ISAC contact: **call ST-ISAC I-866-ST ISACI (784-7221)**

or contact...

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THE PUBLIC TRANSIT- INFORMATION SHARING AND ANALYSIS CENTER (PT-ISAC)
24/7 CYBER AND PHYSICAL SECURITY WARNING & INCIDENT RESPONSE



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