

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS REGULAR MEETING AGENDA
APRIL 28, 2006 (Fourth Friday of Each Month)
CITY HALL COUNCIL CHAMBERS*
809 CENTER STREET
SANTA CRUZ, CALIFORNIA
9:00 a.m. – Noon

THE BOARD AGENDA PACKET CAN BE FOUND ONLINE AT WWW.SCMTD.COM

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Zach Miller Re: Route 12A
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 23, 2005, FEBRUARY 10 AND FEBRUARY 24, 2006
Minutes: **FEBRUARY MINUTES ARE INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MARCH 2006
Report: Attached
- 5-3. ACCEPT AND FILE MARCH 2006 RIDERSHIP REPORT
Report: Attached
PAGE 1 OF THE RIDERSHIP REPORT IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET
- 5-4. CONSIDERATION OF TORT CLAIMS: ~~DENY THE CLAIM OF WILLIAM CLINE, CLAIM #06-0005; AND DENY THE CLAIM OF THOMAS ROBINSON, CLAIM #06-0006~~
CLAIM #06-0005 DELETED: ACTION TAKEN AT THE APRIL 14, 2006 BOARD MEETING

- 5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR APRIL 19, 2006 AND MINUTES OF FEBRUARY 15, 2006
Agenda/Minutes: Attached
- 5-6. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2006 AND APPROVAL OF BUDGET TRANSFERS
Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**
- 5-7. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2006
Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**
- 5-8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JANUARY 2006
Staff Report: Attached
- 5-9. **DELETED: WILL BE INCLUDED IN THE MAY 2006 BOARD PACKET**
(ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF FEBRUARY 2006)
- 5-10. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE MARCH 2006 MEETINGS
Staff report: Attached
- 5-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO TRANSFER EXCESS ASSETS TO HARTNELL COLLEGE FOR THE PURPOSES OF SUPPORTING A HEAVY DUTY MECHANICS TRAINING PROGRAM
Staff Report: Attached
- 5-13. CONSIDERATION OF RECOMMENDATION TO APPROVE ASSESSMENTS FOR COOPERATIVE RETAIL MANAGEMENT DISTRICT
Staff Report: Attached
- 5-14. CONSIDERATION OF WHETHER TO CONTINUE TO UTILIZE THE AUDIT SYSTEMS THAT ARE CURRENTLY IN PLACE TO DETERMINE WHETHER THE CALL STOP ANNOUNCEMENT SYSTEM IS OPERATING IN ACCORDANCE WITH METRO POLICY AND THE AMERICANS WITH DISABILITIES ACT REGULATIONS
Staff Report: Attached
- 5-15. CONSIDERATION OF SCHEDULE FOR FORMAL RESPONSE TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC) PARATRANSIT COORDINATION TASK FORCE (PCTF) RECOMMENDATIONS
Staff Report: Attached

- 5-16. ACCEPT AND FILE PROGRESS REPORT ON THE FEDERAL TRANSIT ADMINISTRATION'S AUDIT OF METRO'S DRUG AND ALCOHOL TESTING PROGRAM

Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**

- 5-17. **CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES**

Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Presented by: Chair Rotkin

Staff Report: Attached

7. CONSIDERATION OF APPROVAL OF **RESOLUTION** REVISING FY 05-06 BUDGET

Presented by: Elisabeth Ross, Finance Manager

Staff Report: Attached

8. CONSIDERATION OF A **RESOLUTION** OF APPRECIATION AND RECOGNITION FOR THE SERVICES OF PAT DELLIN AS THE ACTING EXECUTIVE DIRECTOR OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION

Presented By: Les White, General Manager

Resolution: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**

9. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH HARRIS & ASSOCIATES IN THE AMOUNT OF NOT TO EXCEED \$70,000.00 FOR SPECIALTY INSPECTION SERVICES REQUIRED FOR THE SERVICE AND FUELING BUILDING CONSTRUCTION OF THE METROBASE PROJECT

Presented By: Frank Cheng, Project Manager

Staff Report: Attached

10. **CONSIDERATION OF STAFF PREPARED RESPONSE TO PROPOSED FEDERAL TRANSIT ADMINISTRATION'S NOTICE OF PROPOSED RULEMAKING REGARDING REASONABLE MODIFICATION FOR PARATRANSIT AND FIXED ROUTE SERVICES**

Presented By: Margaret Gallagher, District Counsel

Staff Report: **WILL BE DISTRIBUTED AT THE APRIL 28, 2006 BOARD MEETING**

11. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT TO ACCOMMODATE A PREVIOUSLY APPROVED CHANGE ORDER IN THE AMOUNT OF \$33,250 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL/ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO OFF-SITE IMPROVEMENTS IN GOLF CLUB DRIVE AND STATE HIGHWAY 9 FOR THE METROBASE PROJECT**
Presented By: Frank Cheng, MetroBase project Manager
Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**
12. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT TO EXCEED \$242,064 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL/ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO RIVER STREET SITE BID PACKAGE & CONSTRUCTION SERVICES, AND OPERATIONS BUILDING REPACKAGING FOR THE METROBASE PROJECT**
Presented By: Frank Cheng, MetroBase project Manager
Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**
13. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT TO EXCEED \$427,394 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL/ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO MAINTENANCE BUILDING REPACKAGE & CONSTRUCTION SERVICES FOR THE METROBASE PROJECT**
Presented By: Frank Cheng, MetroBase project Manager
Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**
14. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT TO EXCEED \$897,060 FROM HARRIS & ASSOCIATES TO PROVIDE ADDITIONAL FUNDS TO THE CONSTRUCTION MANAGEMENT CONTRACT TO ACCOMMODATE COSTS RELATING TO MAINTENANCE BUILDING SERVICES DURING BIDDING AND CONSTRUCTION, AND SPECIALTY INSPECTION SERVICES FOR THE METROBASE PROJECT**
Presented By: Frank Cheng, MetroBase project Manager
Staff Report: **IS INCLUDED IN THE APRIL 28, 2006 BOARD PACKET**
15. **ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 26, 2006 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA**
Presented By: Chair Rotkin
Staff Report: Oral Announcement – No documentation

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

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Significant exposure to litigation exists pursuant to Government Code Section 54956.9 (b) (1))
 - a. Number of Cases: Three
 1. Name of Case: Claim of Mary Govaars
2. CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Government Code Section 54957.6)
 - a. Agency Negotiators: Robyn Slater, Human Resources Manager,
Chief Spokesperson
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Elisabeth Ross, Finance Manager
 1. Employee Organization: Service Employees International Union
(SEIU), Local 415
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957

Title: General Manager

SECTION III: RECONVENE TO OPEN SESSION

18. 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 Cindi Thomas 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: April 28, 2006

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: MATERIAL FOR THE APRIL 28, 2006 BOARD MEETING AGENDA

SECTION I:

OPEN SESSION:

CONSENT AGENDA:

- ADD TO ITEM #5-1** APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 23, 2005, FEBRUARY 10 AND FEBRUARY 24, 2006
(Insert February Minutes)
- ADD TO ITEM #5-3** ACCEPT AND FILE MARCH 2006 RIDERSHIP REPORT
(Insert Page 1)
- REVISE ITEM #5-4** CONSIDERATION OF TORT CLAIMS: ~~DENY THE CLAIM OF WILLIAM CLINE, CLAIM #06-0005; AND DENY THE CLAIM OF THOMAS ROBINSON, CLAIM #06-0006~~
(Delete Claim #06-0005: Action taken at the April 14, 2006 Board Meeting)
- INSERT ITEM #5-6** ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JANUARY 2006 AND APPROVAL OF BUDGET TRANSFERS
(Insert Staff Report)
- INSERT ITEM #5-7** ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JANUARY 2006
(Insert Report)
- DELETE ITEM #5-9** ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF FEBRUARY 2006
(Will be included in the May 2006 Board Packet)
- INSERT ITEM #5-16** ACCEPT AND FILE PROGRESS REPORT ON THE FEDERAL TRANSIT ADMINISTRATION'S AUDIT OF METRO'S DRUG AND ALCOHOL TESTING PROGRAM
(Insert Staff Report)
- ADD ITEM #5-17** CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES
(Insert Staff Report)

REGULAR AGENDA:
INSERT ITEM #8

CONSIDERATION OF A **RESOLUTION** OF APPRECIATION AND RECOGNITION FOR THE SERVICES OF PAT DELLIN AS THE ACTING EXECUTIVE DIRECTOR OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
(Insert Staff Report)

ADD ITEM #10

CONSIDERATION OF STAFF PREPARED RESPONSE TO PROPOSED FEDERAL TRANSIT ADMINISTRATION'S NOTICE OF PROPOSED RULEMAKING REGARDING REASONABLE MODIFICATION FOR PARATRANSIT AND FIXED ROUTE SERVICES
(Will be distributed at the April 28, 2006 Board Meeting)

ADD ITEM #11

CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT TO ACCOMMODATE A PREVIOUSLY APPROVED CHANGE ORDER IN THE AMOUNT OF \$33,250 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL/ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO OFF-SITE IMPROVEMENTS IN GOLF CLUB DRIVE AND STATE HIGHWAY 9 FOR THE METROBASE PROJECT
(Insert Staff Report)

ADD ITEM #12

CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT TO EXCEED \$242,064 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL/ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO RIVER STREET SITE BID PACKAGE & CONSTRUCTION SERVICES, AND OPERATIONS BUILDING REPACKAGING FOR THE METROBASE PROJECT
(Insert Staff Report)

ADD ITEM #13

CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT TO EXCEED \$427,394 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL/ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO MAINTENANCE BUILDING REPACKAGE & CONSTRUCTION SERVICES FOR THE METROBASE PROJECT
(Insert Staff Report)

ADD ITEM #14

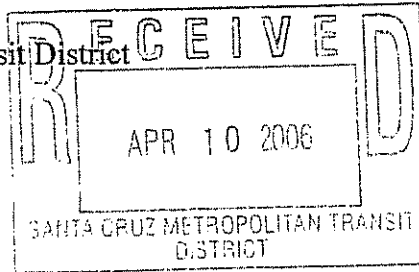
CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT TO EXCEED \$897,060 FROM HARRIS & ASSOCIATES TO PROVIDE ADDITIONAL FUNDS TO THE CONSTRUCTION MANAGEMENT CONTRACT TO ACCOMMODATE COSTS RELATING TO MAINTENANCE BUILDING SERVICES DURING BIDDING AND CONSTRUCTION, AND SPECIALTY INSPECTION SERVICES FOR THE METROBASE PROJECT
(Insert Staff Report)

ADD ITEM #15

ORAL ANNOUNCEMENT: NOTIFICATION OF MEETING LOCATION FOR MAY 26, 2006 – CAPITOLA CITY COUNCIL CHAMBERS, 420 CAPITOLA AVE, CAPITOLA
(Oral Announcement – No documentation)

April 7, 2006

Santa Cruz Metropolitan Transit District
370 Encinal Street
Suite 100
Santa Cruz, CA 95060



Attention: Board of Directors

It is disappointing that you have not replied to our last letter of appeal (dated March 15), in which we requested that the Route 12A be put back into service. We sincerely urge you to engage in a dialogue with us, and not to remain silent. Currently, a petition is being circulated to express the public's need for the Route 12A. We hope that it will make you understand just how large this need is. Once again, we'd like to propose that the Board consider advertising potential not being taken advantage of in order to fund renewed service of Route 12A.

Yours truly,

Zach Miller

Santa Cruz Citizens for Effective Public Transportation
363 Ocean St. Apt. A
Santa Cruz, CA 95060

2-a.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 23, 2005

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 23, 2005 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Keogh called the meeting to order at 9:02 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz
Dene Bustichi
Stephanie Harlan
Mike Keogh
Emily Reilly
Mike Rotkin (arrived after roll call)
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis
Ex-Officio Wes Scott

DIRECTORS ABSENT

Michelle Hinkle

STAFF PRESENT

Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Terry Gale, IT Manager
Margaret Gallagher, District Counsel
Harlan Glatt, Sr. Database Administrator
Steve Paulson, Paratransit Administrator

Elisabeth Ross, Finance Manager
Robyn Slater, Human Resources Manager
Judy Souza, Acting Operations Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Ellen Aldridge, Avery & Associates
Glenn Bartz, SEIU
Frank Bauer, PSA
Genevieve Bookwalter, Sentinel Newspaper
Gary Klemz, SEIU Field Representative

Carol Koenig, Counsel to UTU
Brenda Malphrus
Dan Stevenson, UTU
Mike Tomasse, "King of Marijuana"
Amy Weiss, Spanish Interpreter

5-1.1

VICE CHAIR ROTKIN ARRIVED

Chair Keogh announced that the following additional item needs to be added to today's Closed Session Agenda because information was received after the posting of the Agenda and it is necessary to consider the following item prior to the next Board meeting:

CONFERENCE WITH LABOR NEGOTIATOR
(Pursuant to Government Code Section 54957.6)

- a. **Agency Negotiator:** **Mark Dorfman, Assistant General Manager**
1. **Employee Organization:** **United Transportation Union (UTU),
Local 23**

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BEAUTZ

Make the necessary findings to add this item to today's Closed Session Agenda

Motion passed unanimously with Director Hinkle being absent.

2. **ORAL AND WRITTEN COMMUNICATION**

Written:

- a. The following individuals submitted letters Re: Labor Negotiations:
- CR Payne
 - Ceral Leigh
 - Sterling
 - Nina Taylor
 - Wallea Draper
 - Logan Quincy
 - Jamie Perkins
 - Michael & Dorothy Spaventa
 - Linda M. Reber
 - Judith Hilliard
 - Dan Stevenson
 - William Tatt
 - Stephanie Reber
 - Andrea Ames

Oral:

Dan Stevenson, UTU, commented on his written communication to the Board on page 2-a.7. Mr. Stevenson invited the Board to ride his bus and he spoke in favor of General Leave, explaining that he utilizes that time to rebooster his health, kick his caffeine addiction, get away from cigarette smoke and may use the time to look for a different job.

5-1.2

Mike Tomassee, "King of Marijuana", said that the flag should be a half-mast and the drivers should have General Leave so they can have a good time and take care of their bodies.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

The following items were distributed at today's meeting and are attached to the file copy of these minutes: written communication to the Board regarding Labor Negotiations, this item is being added to today's Closed Session Agenda, and revised page 9.2. Items #5-6, #5-13 and #7 were pulled from the Agenda to be brought back at a later date.

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF AUGUST 12, AUGUST 17, AND AUGUST 26 AND SPECIAL MEETING MINUTES OF AUGUST 3, 2005
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF AUGUST 2005
- 5-3. ACCEPT AND FILE AUGUST 2005 RIDERSHIP REPORT
- 5-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF DELMY JACKSON, CLAIM # 05-0019
- 5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR SEPTEMBER 21, 2005 AND DRAFT MINUTES OF JULY 20, 2005
- 5-6. DELETED: Will be provided at a later date
(ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR MAY, JUNE AND JULY 2005)
- 5-7. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JUNE 2005
- 5-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF JULY 2005
- 5-9. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE AUGUST 2005 MEETINGS
- 5-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE OPTION TO PURCHASE PARATRANSIT BUS USING THE STATE OF CALIFORNIA CONTRACT
- 5-11. ACCEPT AND FILE INFORMATION ON AB2766 JOINT GRANT AWARD FOR BUS RAPID TRANSIT (BRT) FEASIBILITY STUDY
- 5-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A WATSONVILLE TRANSIT CENTER LEASE AGREEMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU D/B/A JESSICA'S GROCERY STORE, INC., FOR SPACE IN THE BUILDING FOR CONVENIENCE STORE AND ON-SITE JANITORIAL, MAINTENANCE AND MANAGEMENT DUTIES

5-1.3

5-13. DELETED: Will be provided at a later date
(CONSIDERATION OF APPROVAL OF RESOLUTION TO ALLOW CALPERS TO
ADJUST THE PREMIUM PAYMENT CAPS FOR MEDICAL INSURANCE FOR SEIU)

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve the Consent Agenda

Motion passed unanimously with Director Skillicorn abstaining from voting on the August 3rd minutes, Director Beautz abstaining from voting on the August 17th minutes, and Director Reilly abstaining from voting on the August 26th minutes due to their absence from those meetings, and with Director Hinkle being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS:

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

TWENTY-FIVE YEARS

Glenn D. Bartz, Senior Facilities Maintenance Worker
Fred C. LoGiudice, FM Mechanic III

8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A
CONTRACT FOR LICENSED BROKER SERVICES FOR REAL ESTATE MARKETING
AND SALES OF PROPERTY LOCATED AT 25 SAKATA LANE, WATSONVILLE, CA

Summary:

Tom Stickel reported that the District legally advertised and mailed out requests for proposals to 19 firms, but received only one proposal. Staff reviewed the proposal and did a costs analysis and recommends the contract be awarded to Hirsch and Associates.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a contract with Hirsch and Associates for licensed broker services for real estate marketing and sales of District property located at 25 Sakata Lane, Watsonville, CA.

Motion passed unanimously with Director Hinkle being absent.

9. ACCEPT AND FILE METROBASE STATUS REPORT

Summary:

Frank Cheng reported that on August 25, 2005, METRO received one bid for the construction of the MetroBase Project. The bid was from Hansel Phelps Construction at \$38,400,000, which is 27% over budget. Staff has been working diligently with RNL and Harris & Associates to find

5-1.4

other options to continue the project. METRO will reject the bid from Hansel Phelps on September 26th and Staff will present a recommendation to the Board in October regarding the next steps to be taken.

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

Margaret Gallagher reported that the Board would be discussing UTU Labor Negotiations with its Labor Negotiator, which was the item added at today's meeting, and would be discussing one case of anticipated litigation with its Legal Counsel.

11. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Carol Koenig, Counsel to UTU, said she figured the Board has already decided to accept or not accept the Revised LBF from UTU and asked that the decision be made today. Ms. Koenig denied that UTU missed a deadline in submitting the written communication distributed to the Board today.

Chair Keogh reported that he had met with the UTU Bargaining Team recently to discuss repairing the relationship between the bargaining units, management and the Board. While he had no solutions at that meeting, the answer is re-establishing trust based on telling the truth. Chair Keogh urged everyone to talk to each other honestly and never lose sight of the fact that we are not here for management, the Board or for labor, but rather for the passengers.

SECTION II: CLOSED SESSION

Chair Keogh adjourned to Closed Session at 9:25 a.m. and reconvened to Open Session at 11:14 a.m.

SECTION III: RECONVENE TO OPEN SESSION

12. REPORT OF CLOSED SESSION

Margaret Gallagher had nothing to report at this time.

Vice Chair Rotkin stated that an IWC waiver could still be entered into by the UTU and METRO. Vice Chair Rotkin clarified that the previously imposed arrangement regarding UTU is still in place and that the METRO is prepared to continue negotiating with the UTU. The majority of the Board rejected the UTU proposal because a number of agreements were entered into in the past to avoid labor conflict that were bad for the operators and bad for METRO. If the UTU proposal had been accepted, UTU's medical rates would have increased significantly in July 2006, with payment due in June 2006.

METRO has dramatically reduced the employee paid medical cost for families in the imposed last, best and final offer and in order to pay for this, a number of work rules had to be changed. Very few people are being affected by the elimination of these work rules, while the majority benefit from reduced medical premiums.

5-1.5

METRO has a generous vacation and holiday package and is willing to negotiate how vacations are arranged so drivers can take time off without General Leave. State law provides for medical leave and METRO has never denied leave request for any personal crisis. Vice Chair Rotkin personally feels it does not make any sense to keep a benefit being taken by 15 drivers at the expense of the healthcare needs of all the drivers.

Director Beautz commented some drivers took 3 – 5 months off within 2 years on top of vacation time, somewhat creating part-time jobs.

Director Harlan said that the Board looks forward to productive negotiations next year with both sides bringing offers and ideas to the table.

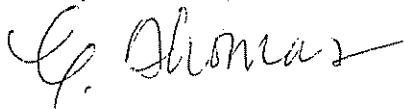
Vice Chair Rotkin reiterated that METRO is still interested in negotiating to find additional money within the contract and reaching an agreement, rather than the imposed solution.

Director Bustichi asked about the IWC agreement. Les White replied that an IWC waiver agreement would need to be approved by the Board by its October 28th meeting in order to be in place to meet the next scheduling deadline.

ADJOURN

There being no further business, Chair Keogh adjourned the meeting at 11:35 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 10, 2006

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 10, 2006 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chair Tavantzis called the meeting to order at 9:01 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Dene Bustichi
Michelle Hinkle
Mike Keogh
Kirby Nicol
Emily Reilly (arrived after roll call)
Mike Rotkin (arrived after roll call)
Dale Skillicorn
Pat Spence
Mark Stone (arrived after roll call)
Marcela Tavantzis

DIRECTORS ABSENT

Ex-Officio Wes Scott

STAFF PRESENT

Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Robyn Slater, Human Resources Manager

Judy Souza, Acting Operations Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Carolyn Derwing, UTU
Sandra Lipperd, UTU
Ian McFadden, SEA

Bonnie Morr, UTU
Robert Yount, MAC

2. ORAL AND WRITTEN COMMUNICATION

Written:

None.

Oral:

None.

5-1.7

3. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr, UTU, said she would like to move forward since the strike ended over 90 days ago but that she wants the Board to know that UTU feels they are being subject to retaliatory actions for participating in the strike. Ms. Morr gave examples including eligible candidates being denied a promotion, numerous Staff Reports referring to the strike, with no validity, as being the cause of certain things that occurred during the last 90 days, ParaCruz investigations not handled in a timely manner, difficulty getting certain medical and workers compensation expenses paid, medical insurance not adjusted correctly, drivers not being allowed to lie down in the drivers' lounges.

CHAIR ROTKIN ARRIVED

Ms. Morr said UTU wants these types of issues to stop and wants the Board to look into this seriously. Ms. Morr said she has spoken to some people about actually having a facilitated four-hour meeting to put everything in the past in a garbage can and bury it in order to move forward on a positive note and start getting back to the business of transit.

DIRECTORS REILLY AND STONE ARRIVED

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

A MetroBase Newsletter for Item #5-12 and the Staff Report for Item #5-14 were distributed at today's meeting and are attached to the file copy of these minutes.

CONSENT AGENDA

5-1. APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 14 AND 28, NOVEMBER 18, DECEMBER 9 AND 16, 2005 AND SPECIAL MEETING MINUTES OF NOVEMBER 2, 2005

December Minutes will be included in the February 24, 2006 board packet.
No questions or comments.

5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JANUARY 2006

No questions or comments.

5-3. ACCEPT AND FILE JANUARY 2006 AND PAGE 1 OF THE DECEMBER 2005 RIDERSHIP REPORTS

Page 1 of the January Ridership Report will be included in the February 24, 2006 Board Packet.
No questions or comments.

5-4. CONSIDERATION OF TORT CLAIMS: None

5-1.8

5-5. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR FEBRUARY 15, 2006 AND MINUTES OF NOVEMBER 16, 2005**

No questions or comments.

5-6. **ACCEPT AND FILE THE METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) AGENDA FOR FEBRUARY 16, 2006 AND MINUTES OF JANUARY 19, 2006**

Not Available – Meeting information page is attached.
No questions or comments.

5-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER 2005**

Will be included in the February 24, 2006 Board Packet.
No questions or comments.

5-8. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 2005 AND APPROVAL OF BUDGET TRANSFERS**

Will be included in the February 24, 2006 Board Packet.
No questions or comments.

5-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2005**

No questions or comments.

5-10. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF NOVEMBER 2005**

No questions or comments.

5-11. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR MONTH OF DECEMBER 2005**

Will be included in the February 24, 2006 Board packet.
No questions or comments.

5-12. **ACCEPT AND FILE METROBASE STATUS REPORT**

Frank Cheng distributed a MetroBase Newsletter that will be sent to all area residences and businesses as part of the public outreach regarding the concrete pile driving stage of the MetroBase Project. Mr. Cheng reported that informational meetings would be held on February 16th and March 16th and that now there is a MetroBase website, hotline and mailing list sign-up, which are all included in the newsletter.

5-1.9

5-13. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE JANUARY 2006 MEETINGS

No questions or comments.

5-14. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO RENEW THE CONTRACT WITH ORTHOPAEDIC HOSPITAL FOR QUALITY ASSURANCE REVIEWS OF DISTRICT PERFORMED ADA ELIGIBILITY SCREENINGS

No questions or comments.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

This presentation will take place at the February 24, 2006 Board meeting.

7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR REVENUE AND NON-REVENUE TIRES

Will be included in the February 24, 2006 Board packet.

No questions or comments.

8. CONSIDERATION OF RESOLUTION TO REVISE SANTA CRUZ METRO'S BYLAWS AND DIRECTOR'S CODE OF ETHICS TO INCORPORATE MODIFICATIONS REQUIRED BY NEW LEGISLATION (AB1234) WHICH BECAME EFFECTIVE JANUARY 1, 2006, REGARDING DIRECTOR'S COMPENSATION AND ETHICS REQUIREMENTS INCLUDING TRAINING

Margaret Gallagher reported that this report will be included in the February 24, 2006 Board packet.

9. CONSIDERATION OF RESOLUTION AUTHORIZING AN AMENDED CLAIM TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR STATE TRANSIT ASSISTANCE FUNDS

Discussion:

Director Reilly asked how METRO would be involved in the public outreach campaign for the Highway 1 Merge Lanes Project. Les White responded that he expects METRO will be a part of the Traffic Management Plan that the Regional Transportation Commission received funding from Caltrans to develop.

DIRECTOR BEAUTZ ARRIVED

5-1.10

Summary:

Les White reported that an additional \$441,957 in State Transit Assistance funding is available to METRO due to the governor not suspending Proposition 42, and that by adopting this Resolution, the Board will authorize Staff to submit an amended claim for the increased amount of STA funds available in FY2006.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR REILLY

Move Item 9 to the Consent Agenda

Motion passed unanimously with all Directors present.

10. CONSIDERATION OF RESOLUTION AUTHORIZING AN APPLICATION TO CALTRANS FOR FY2006 RURAL OPERATING ASSISTANCE

Summary:

Les White reported that Caltrans has apportioned \$168,582 to Santa Cruz County in FTA §5311 funds for public transit operating assistance and that by adopting this Resolution, the Board will authorize Staff to submit a grant application for these funds.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

Move Item 10 to the Consent Agenda

Motion passed unanimously with all Directors present.

11. ACCEPT AND FILE INFORMATION REGARDING THE PREPARATION AND AVAILABILITY OF THE 2004/2005 FINANCIAL AUDIT IN RESPONSE TO COMMENTS AND REQUEST FROM UTU AT THE JANUARY 27, 2006 BOARD MEETING

Will be included in the February 24, 2006 Board packet.
No questions or comments.

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

Margaret Gallagher reported that the Board would have a conference with their Real Property Negotiator regarding price and terms of properties at 1211 River Street, Santa Cruz; and 110 Vernon Street, Santa Cruz. The Board will also be meeting with their Legal Counsel regarding the existing litigation case of Santa Cruz Sentinel v. Santa Cruz METRO, and one case of anticipated litigation regarding the release of a client's name at a public meeting.

13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

5-1.11

SECTION II: CLOSED SESSION

Vice Chair Tavantzis adjourned to Closed Session at 9:25 a.m. and reconvened to Open Session at 10:17 p.m.

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session.

ADJOURN

There being no further business, Vice Chair Tavantzis adjourned the meeting at 10:18 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

5-1.12

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

February 24, 2006

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, February 24, 2006 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Rotkin called the meeting to order at 9:04 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jan Beautz (arrived after roll call)
Dene Bustichi
Michelle Hinkle
Mike Keogh
Kirby Nicol
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Ex-Officio Wes Scott

STAFF PRESENT

Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Steve Paulson, Paratransit Administrator
Elisabeth Ross, Finance Manager

Robyn Slater, Human Resources Manager
Judy Souza, Acting Operations Manager
Tom Stickel, Maintenance Manager
Les White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO VOLUNTARILY INDICATED THEY WERE PRESENT

Maria Granados-Boyce, UTU
Ian McFadden, SEA
Bonnie Morr, UTU

Will Regan, VMU
Amy Weiss, Spanish Interpreter
Bob Yount, MAC / E&D TAC

2. ORAL AND WRITTEN COMMUNICATION

Written:

- a. METRO Accessible Services Discussion Forum (MASDF) re:Agenda

5-1.13

Oral:

Chair Rotkin announced that today's meeting would be broadcast on Comcast Channel 25, rather than Channel 26.

Bob Yount, MAC, reported that MAC has been discussing the Paratransit Coordination Task Force's recommendations for the past three months and would have MAC's draft recommendations to present to the Board next month. MAC will be discussing MAC members' term limits and appointments at its next meeting and recommendations for the Board afterwards.

Written:

Chair Rotkin asked about Item #2-a. Les White reported that MASTF held a reorganizational meeting last fall to discuss whether or not to continue meeting. Only four people attended the January 2006 meeting, and only one person attended the February meeting last week. With the lack of participation, MASTF no longer has anyone to produce agendas and minutes and has changed its name to MASDF, and is now a discussion group rather than a structured Brown Act committee.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Page 1 of the November Ridership Report, and Staff Reports for Items #10 and #15 were distributed to day and are attached to the file copy of these minutes.

SECTION I:

OPEN SESSION:

INSERT ITEM #2

ORAL AND WRITTEN COMMUNICATION
(Insert written Communication)

CONSENT AGENDA:

ADD TO ITEM #5-1

APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 14 AND 28, NOVEMBER 18, DECEMBER 9 AND 16, 2005 AND SPECIAL MEETING MINUTES OF NOVEMBER 2 AND DECEMBER 16, 2005
(Insert December Minutes)

ADD TO ITEM #5-3

ACCEPT AND FILE JANUARY 2006 AND PAGE 1 OF THE DECEMBER 2005 RIDERSHIP REPORTS
(Insert Page 1 of the January Report – will be distributed at the February 24, 2006 Board Meeting)

INSERT ITEM #5-7

ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER 2005
(Insert Staff Report)

DELETE ITEM #5-8

ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 2005 AND APPROVAL OF BUDGET TRANSFERS
(Deleted: Will be included in the March 2006 Board Packet)

5-1.14

- INSERT ITEM #5-11** ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE FOR THE MONTH OF DECEMBER 2005
(Insert Staff Report)
- ADD ITEM #5-17** CONSIDERATION OF RATIFICATION OF A 1-YEAR LEASE FOR THE WATSONVILLE TRANSIT CENTER KIOSK SPACE #5 WITH JOSE VILLA DBA LA MANCHA TO OPERATE A SANDWICH AND SMOOTHIE SHOP
(Insert Staff Report)
- ADD ITEM #5-18** CONSIDERATION OF AN AGREEMENT WITH SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE NIGHT SERVICE
(Insert Staff Report)
- ADD ITEM #5-19** CONSIDERATION OF AUTHORIZING THE NEW OWNER AND ASSIGNEE OF THE LEASE ASSIGNMENT OF THE CHINESE RESTAURANT AT THE WATSONVILLE TRANSIT CENTER TO CHANGE THE CO-OWNER AND CO-ASSIGNEE
(Insert Staff Report)
- REGULAR AGENDA:**
- INSERT ITEM #7** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR REVENUE AND NON-REVENUE TIRES
(Insert Staff Report)
- INSERT ITEM #8** CONSIDERATION OF **RESOLUTION** TO REVISE SANTA CRUZ METRO'S BYLAWS AND DIRECTOR'S CODE OF ETHICS TO INCORPORATE MODIFICATIONS REQUIRED BY NEW LEGISLATION (AB1234) WHICH BECAME EFFECTIVE JANUARY 1, 2006, REGARDING DIRECTOR'S COMPENSATION AND ETHICS REQUIREMENTS INCLUDING TRAINING
(Insert Staff Report)
- INSERT ITEM #11** ACCEPT AND FILE INFORMATION REGARDING THE PREPARATION AND AVAILABILITY OF THE 2004/2005 FINANCIAL AUDIT IN RESPONSE TO COMMENTS AND REQUEST FROM UTU AT THE JANUARY 27, 2006 BOARD MEETING
(Insert Staff Report)
- ADD ITEM #12** CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$104,189.00 FOR THE SERVICES OF COTTON, SHIRES & ASSOCIATES TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING FOR THE SERVICE AND FUELING BUILDING CONSTRUCTION OF THE METROBASE PROJECT
(Insert Staff Report)
- ADD ITEM #13** CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO FIX THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES
(Insert Staff Report)

5-1.15

ADD ITEM #14 **CONSIDERATION OF 2005/2006 MANAGEMENT
COMPENSATION PLAN**
(Insert Staff Report)

CONSENT AGENDA

- 5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF OCTOBER 14 AND 28,
NOVEMBER 18, DECEMBER 9 AND 16, 2005 AND SPECIAL MEETING MINUTES OF
NOVEMBER 2 AND DECEMBER 16, 2005**
- 5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF
JANUARY 2006**
- 5-3. **ACCEPT AND FILE JANUARY 2006 AND PAGE 1 OF THE DECEMBER 2005
RIDERSHIP REPORTS**
- 5-4. **CONSIDERATION OF TORT CLAIMS: None.**
- 5-5. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR
FEBRUARY 15, 2006 AND MINUTES OF NOVEMBER 16, 2005**
- 5-6. **DELETED: NOT PROVIDED AND COMMITTEE HAS CHANGED ITS NAME**
(ACCEPT AND FILE THE METRO ACCESSIBLE SERVICES TRANSIT FORUM
(MASTF) AGENDA FOR FEBRUARY 16, 2006 AND MINUTES OF JANUARY 19, 2006)
- 5-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER 2005**
- 5-8. **DELETED: WILL BE INCLUDED IN THE MARCH 2006 BOARD PACKET**
(ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 2005
AND APPROVAL OF BUDGET TRANSFERS)
- 5-9. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2005**
- 5-10. **ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH
OF NOVEMBER 2005**
- 5-11. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
FOR THE MONTH OF DECEMBER 2005**
- 5-12. **ACCEPT AND FILE METROBASE STATUS REPORT**
- 5-13. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES
TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR
THE JANUARY 2006 MEETINGS**
- 5-14. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO RENEW THE
CONTRACT WITH ORTHOPAEDIC HOSPITAL FOR QUALITY ASSURANCE
REVIEWS OF DISTRICT PERFORMED ADA ELIGIBILITY SCREENINGS**
- 5-15. **CONSIDERATION OF RESOLUTION AUTHORIZING AN AMENDED CLAIM TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR STATE
TRANSIT ASSISTANCE FUNDS**
(Moved to Consent Agenda at the February 10, 2006 Board Meeting. Retained
original numbering as Item #9)
- 5-16. **CONSIDERATION OF RESOLUTION AUTHORIZING AN APPLICATION TO
CALTRANS FOR FY2006 RURAL OPERATING ASSISTANCE**
(Moved to Consent Agenda at the February 10, 2006 Board Meeting. Retained
original numbering as Item #10)
- 5-17. **CONSIDERATION OF RATIFICATION OF A 1-YEAR LEASE FOR THE
WATSONVILLE TRANSIT CENTER KIOSK SPACE #5 WITH JOSE VILLA DBA LA
MANCHA TO OPERATE A SANDWICH AND SMOOTHIE SHOP**

5-1.16

5-18. CONSIDERATION OF AN AGREEMENT WITH SANTA CRUZ SEASIDE COMPANY FOR THE PROVISION OF LATE NIGHT SERVICE

5-19. CONSIDERATION OF AUTHORIZING THE NEW OWNER AND ASSIGNEE OF THE LEASE ASSIGNMENT OF THE CHINESE RESTAURANT AT THE WATSONVILLE TRANSIT CENTER TO CHANGE THE CO-OWNER AND CO-ASSIGNEE

On Item #5-18, Director Reilly said she wished to acknowledge the efforts of the Seaside Company arranging for the provision of late night service to ensure their employees get home safely.

Regarding Item #5-1, Director Spence requested the following modifications be made to the December 2005 Board Minutes to reflect her intent, rather than what she actually said:

- 1) On page 5 of the December 9, 2005 Minutes, Item #13, under Discussion: Director Spence expressed discontent with the amount of interaction and dynamics said that she had hoped for a more dynamic interaction between MAC and the Board;
- 2) On page 8 of the December 16, 2005 Minutes, Item #13, under Discussion: Director Spence retracted explained that it was not her intention or in her heart that her comment made at the December 9, 2005 meeting that she was discontented with the amount of interaction between MAC and the Board. She and also said that MAC advisory groups really does come up with some have good suggestions every now and then such as MASTF's recommendation not to cut service to the homeless shelter during a round of service cuts about two years ago and the "Living the Paratransit Experience"... Director Spence said she appreciates all the work they do,....

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR STONE

Approve the Consent Agenda with amendments to December 2005 Board Minutes pending verification

Motion passed by unanimous affirmative voice vote in lieu of a roll call vote for Items #5-15 and #5-16 with Director Nicol abstaining on Item #5-1 and with Director Beutz being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

The following employee was awarded a longevity certificate for her years of service:

TWENTY-FIVE YEARS

Maria Granados-Boyce, Bus Operator

5-1.17

7. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR REVENUE AND NON-REVENUE TIRES

DIRECTOR BEAUTZ ARRIVED

Summary:

Tom Stickel reported that the District needs revenue tires for the buses and non-revenue tires for staff cars, shop trucks and various other pieces of equipment. Mr. Stickel explained that it had been necessary for the District to submit Invitations for Bid twice, the same two firms bid both times with Skip's Tire and Auto Centers' bid being ruled ineligible both times for failing to follow bid specification requirements. Dixon & Son, Inc. has been the District's main tire supplier and has provided good service to the District for over 10 years.

Discussion:

Director Bustichi asked if these are recapped tires or all new tires and if any are the same tires that had the blow-out problems last year. Tom Stickel replied that some are remanufactured, which are used on the rear wheels of the buses. Les White added that the District no longer uses the series of tires that had the blow-outs.

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR BUSTICHI

Authorize the General Manager to execute a contract for revenue and non-revenue tires with Dixon & Son, Inc.

Motion passed unanimously with all Directors present.

8. CONSIDERATION OF RESOLUTION TO REVISE SANTA CRUZ METRO'S BYLAWS AND DIRECTOR'S CODE OF ETHICS TO INCORPORATE MODIFICATIONS REQUIRED BY NEW LEGISLATION (AB1234) WHICH BECAME EFFECTIVE JANUARY 1, 2006, REGARDING DIRECTOR'S COMPENSATION AND ETHICS REQUIREMENTS INCLUDING TRAINING

Summary:

Margaret Gallagher reported that new legislation, AB 1234, went into effect January 1, 2006 clarifying rules pertaining to compensation and reimbursement for officials of a local public agency, and also establishing provisions for ethics training for local government officials and designated employees. METRO can comply in one of three ways: by publicly adopting specific expense reimbursement rates, by using IRS rates, or by bringing expenditures to the Board for approval prior to the expenditure.

Staff recommends using a combination of adopting the reimbursable rates set forth in the Resolution and that any reimbursable expenses not set forth in these reimbursable rates would have to be approved by the Board prior to expenditure. Additionally, Staff recommends that METRO's Administrative Services Coordinator make all travel arrangements.

5-1.18

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR REILLY

Adopt Resolution to revise METRO's Bylaws and Director's Code of Ethics to incorporate modifications required by new legislation (AB 1234) which became effective January 1, 2006, regarding Director's compensation and Ethics requirements including training

Motion passed by unanimous affirmative voice vote in lieu of a roll call vote with all Directors present.

11. ACCEPT AND FILE INFORMATION REGARDING THE PREPARATION AND AVAILABILITY OF THE 2004/2005 FINANCIAL AUDIT IN RESPONSE TO COMMENTS AND REQUEST FROM UTU AT THE JANUARY 27, 2006 BOARD MEETING

Summary:

Elisabeth Ross reported that this report is a response to the letter from Bonnie Morr, UTU.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR ROTKIN

Accept and file information regarding the preparation and availability of the 2004/2005 Financial Audit in response to comments and request form UTU at the January 27, 2006 Board Meeting

Motion passed unanimously with all Directors present.

12. CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH RNL DESIGN, INC. IN THE AMOUNT OF \$104,189.00 FOR THE SERVICES OF COTTON, SHIRES & ASSOCIATES TO PROVIDE GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING FOR THE SERVICE AND FUELING BUILDING CONSTRUCTION OF THE METROBASE PROJECT

Summary:

Frank Cheng reported that Cotton, Shires & Associates will provide geotechnical construction observation and testing for the pile foundation construction. The estimate of \$104,189.00 is a cap based on intermittent inspections and only the actual hours will be invoiced.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR BUSTICHI

Authorize the General Manager to execute an amendment to the contract with RNL Design, Inc. in the amount of \$104,189.00 for the services of Cotton, Shires & Associates to provide geotechnical construction observation and testing services for the Service and Fueling Building Construction of the MetroBase Project

Motion passed unanimously with all Directors present.

5-1.19

At Les White's request, Chair Rotkin agreed to take Item #13 after Closed Session.

14. CONSIDERATION OF 2005/2006 MANAGEMENT COMPENSATION PLAN

Summary:

Chair Rotkin reported that the Management Compensation plan is within the same parameters offered to the unions.

Discussion:

Bonnie Morr, UTU, said that she wished to clarify that UTU did not receive 1.72% increase; they only received a 1.29%. Les White responded that all through negotiations there has been a variance between Management & UTU's calculations of the overall amount of money that was provided.

Ian McFadden, SEA, said that he is concerned about the current dispute between PERS and METRO regarding retiree and active employee health insurance and that by continuing Management's health coverage at 100%, Management retirees will receive that as well, which may be a hidden cost for the Board to consider. Mr. McFadden also urged the Board to do whatever needs to be done to make sure METRO is in compliance with PEMHCA.

ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY

Approve changes to the Management Compensation Plan for Fiscal Year 2005/2006 as presented

Motion passed unanimously with all Directors present.

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

Chair Rotkin reported that the Board would consider Item #13 after reconvening from Closed Session, and that in Closed Session, the Board would have a conference with its Legal Counsel regarding one case of anticipated litigation and would conduct a Public Employee Performance Evaluation of the General Manager.

16. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Regarding Item #13, Will Regan, VMU, pointed out that the Government Code Section contained in the Resolutions was incorrect.

SECTION II: CLOSED SESSION

Chair Rotkin adjourned to Closed Session at 9:35 a.m. and reconvened to Open Session at 10:00 a.m.

5-1.20

SECTION III: RECONVENE TO OPEN SESSION

17. REPORT OF CLOSED SESSION

Margaret Gallagher reported that the Board took no reportable action in Closed Session. Chair Rotkin reported that the Board had only considered Item #1 on the Closed Session Agenda and that the Board would reconvene to Closed Session for Item #2 on the Closed Session Agenda, and that there would be no reportable action afterwards.

ITEM #13 WAS TAKEN OUT OF ORDER

13. CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO FIX THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES

Summary:

Chair Rotkin reported that the specific Code Sections in the Resolutions would be corrected and that the Staff Report should read SEIU, Local 415, rather than SEIU, Local 23.

Discussion:

Robyn Slater reported that METRO has been working with both unions since approximately August to revise the Resolutions so they would be in keeping with the new contracts, and based on their desires, the Resolutions have been changed to reflect the exact dollar amounts METRO would pay for the lifetime of these contracts or until there is a change in the rates.

ACTION: MOTION: DIRECTOR STONE SECOND: DIRECTOR REILLY

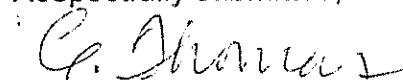
Adopt Resolutions to revise the fixed contribution toward medical coverage for the Service Employees International Union, Local 415 and the United Transportation Union, Local 23 (fixed route) under the California Public Employees' Retirement System (CalPERS) medical insurance program, with the provision that the Code Section be corrected on both Resolutions

Motion passed by unanimous affirmative voice vote in lieu of a roll call vote with all Directors present.

ADJOURN

There being no further business, Chair Rotkin adjourned the meeting to Closed Session at 10:04 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

5-1.21

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

DATE: 03/01/06 THRU 03/31/06

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
18185	03/03/06	482.54	001	SBC		7559	FEB REPEATERS/OPS	86.52	
						7560	FEB REPEATERS/OPS	396.02	
						7561	HAZ WASTE DISPOSAL	650.00	
18186	03/03/06	650.00	001016	ALLARD'S SEPTIC SERVICE, INC.		7562	SHELTER REMOVAL	47.90	
18187	03/03/06	47.90	001025	COUNTY OF SANTA CRUZ		7563	MICROSOFT SOL SERVER	19,171.72	
18188	03/03/06	19,171.72	001029	GOLDEN GATE SYSTEMS		7564	DISPENSING SEAT COV.	622.40	
18189	03/03/06	622.40	001031	AMSAN WEST		7565	VEH WASH SVC/ PT	819.52	
18190	03/03/06	819.52	001048	CRUZ CAR WASH		7566	CLEANING SUPPLIES/FA	260.75	
18191	03/03/06	260.75	001052	MID VALLEY SUPPLY		7567	REPAIRS & MAINT.SUPP	159.23	
18192	03/03/06	159.23	001057	AMERICAN CLEANWAY, INC.		7511	REV VEH PARTS 5512	5,512.26	
18193	03/03/06	10,650.18	001063	NEW FLYER INDUSTRIES LIMITED		7512	REV VEH PARTS 3362	3,361.62	
						7513	REV VEH PARTS 607	607.38	
						7514	REV VEH PARTS 197	196.60	
						7515	REV VEH PARTS 972	972.32	
						7555	CAM ADJ05/JAN/FEB06	420.81	
18194	03/03/06	420.81	001075	SOQUEL III ASSOCIATES	7	7556	OUT RPR-REV VEH	996.72	
18195	03/03/06	996.72	001263	ABBOTT STREET RADIATOR, INC.		7530	FEB 1-15 FUEL	76,234.78	
18196	03/03/06	76,234.78	001316	DEVCO OIL		7568	STRM FLD/ WATER	1,279.98	
18197	03/03/06	1,279.98	001346	CITY OF SANTA CRUZ		7516	COPIER OVERAGE/FLT	208.75	
18198	03/03/06	208.75	001454	MONTEREY BAY OFFICE PRODUCTS		7517	FEB OIL/FLT	923.82	
18199	03/03/06	923.82	001506	WESTERN STATES OIL CO., INC.		7518	MEDICAL EXAMS/FLT	426.00	
18200	03/03/06	4,448.00	001523	SANTA CRUZ MEDICAL CLINIC	7	7519	MEDICAL EXAMS/HRD	2,372.00	
						7569	MEDICAL EXAMS/ OPS	132.00	
						7570	MEDICAL EXAMS	1,254.00	
						7571	PHYSICAL EXAM RENEW	264.00	
						7572	1/2 MEDIUM ASPHALT	126.07	
18201	03/03/06	126.07	001585	OLIVE SPRINGS QUARRY, INC.		7573	JAN FUEL/ PT	9,292.79	
18202	03/03/06	9,292.79	001648	STEVE'S UNION SERVICE		7574	36' CONNECTION CABLE	413.83	
18203	03/03/06	413.83	001676	AUTOMOTIVE RESOURCES, INC.		7525	REV VEH PARTS/SUPPLY	169.48	
18204	03/03/06	169.48	001711	MOHAWK MFG. & SUPPLY CO.		7526	REV VEH PARTS/SM TLS	1,130.06	
18205	03/03/06	1,130.06	001800	THERMO KING OF SALINAS, INC		7575	OUT REPAIR PHONES	213.83	
18206	03/03/06	213.83	001856	BAY COMMUNICATIONS	7	7520	OFFICE SUPPLIES	24.00	
18207	03/03/06	358.28	002063	COSTCO		7576	OFFICE SUPPLIES/OPS	43.24	
						7577	PHOTO PROCESS/ OPS	30.52	
						7578	OFFICE SUPPLIES	253.36	
						7579	PHOTO PROCESS/ OPS	7.16	
18208	03/03/06	65,460.50	002123	GIRO, INC.		7580	HASTUS LIC/SVC AGREE	65,460.50	
18209	03/03/06	27,867.60	002295	FIRST ALARM		7581	JAN SECURITY	27,867.60	
18210	03/03/06	812.00	002388	DOGHERRA'S	7	7521	TOW #304/8029	558.00	
						7582	TOW #196 & 196	254.00	
18211	03/03/06	3,561.29	002504	TIFCO INDUSTRIES		7522	PARTS & SUPPLIES/FLT	3,561.29	
18212	03/03/06	1,920.86	002607	STAVELEY SERVICES FLUIDS		7523	OUT RPR REV VEH	1,920.86	
18213	03/03/06	33.01	002828	ALLIED ELECTRONICS		7524	PARTS & SUPPLIES/FLT	33.01	
18214	03/03/06	10,392.56	002829	VALLEY POWER SYSTEMS, INC.		7527	REV VEH PARTS	496.93	
						7528	OUT RPR-REV VEH	1,665.00	
						7529	OUT RPR-REV VEH	8,230.63	
						7583	LEGAL SVC	1,942.50	
18215	03/03/06	1,942.50	002842	LA BERGE, STEPHEN M.	7	7584	SETTLEMENT	734.96	
18216	03/03/06	734.96	002843	ANECITO, NANCY		7585	1/14-2/13 PARACRUZ	1,079.85	
18217	03/03/06	1,079.85	009	PACIFIC GAS & ELECTRIC		7531	REV VEH PARTS/SUPPLY	5,298.41	
18218	03/03/06	5,298.41	018	SALINAS VALLEY FORD SALES					

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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 ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 03/01/06 THRU 03/31/06

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
18219	03/03/06	474.88	020	ADT SECURITY SERVICES INC.		7586	MARCH ALARMS	474.88	
18220	03/03/06	230.57	039	KINKO'S INC.		7587	SPRING BLOCK SHEETS	230.57	
18221	03/03/06	3,825.08	041	MISSION UNIFORM		7532	DEC/JAN UNIF/LAUN/FT	3,825.08	
18222	03/03/06	131.00	051	SANTA CRUZ FIRE EQUIPMENT		7588	ANN. MAINT.FIRE EXT.	131.00	
18223	03/03/06	76.69	074	KENVILLE LOCKSMITHS		7589	FEB LOCKS/KEYS	76.69	
18224	03/03/06	12.20	079	SANTA CRUZ MUNICIPAL UTILITIES		7590	1/1-1/31 LANDFILL	12.20	
18225	03/03/06	332.41	088	BRULIN CORPORATION		7591	BAC ZAP	332.41	
18226	03/03/06	561.01	104	STATE STEEL COMPANY		7533	PARTS & SUPPLY/FLT	420.28	
						7534	PARTS & SUPPLY/FLT	140.73	
18227	03/03/06	875.29	117	GILLIG CORPORATION		7535	REV VEH PARTS	853.26	
						7536	REV VEH PARTS	22.03	
						7592	PHOTO PROCESS/ PT	33.09	
18228	03/03/06	33.09	123	BAY PHOTO LAB		7593	CLEANING SUPPLIES/FA	205.96	
18229	03/03/06	205.96	148	ZEP MANUFACTURING COMPANY		7557	AUG/DEC ADVERT/FLT	422.31	
18230	03/03/06	422.31	149	SANTA CRUZ SENTINEL		7594	POWEREDGE 2850 RACK	6,052.61	
18231	03/03/06	8,550.69	157	DELL MARKETING L.P.		7595	3COM SUPERSTACK SWIT	1,831.94	
						7596	COMPUSWITCH/PWR SUPP	666.14	
						7537	ANNUAL LEASE	1,074.00	
18232	03/03/06	1,074.00	172	CENTRAL WELDER'S SUPPLY, INC.		7597	RPR/MAINT/OUT RPR EQ	878.19	
18233	03/03/06	878.19	186	WILSON, GEORGE H., INC.		7598	COPIER MAINT/ OPS	422.87	
18234	03/03/06	513.10	215	IKON OFFICE SOLUTIONS		7599	STAPLES TYPE K REFIL	90.23	
						7538	OFFICE EQUIPMENT	2,637.79	
18235	03/03/06	2,637.79	282	GRAINGER		7600	DOOR SVC/ PACIFIC	1,475.15	
18236	03/03/06	1,888.69	291	STANLEY ACCESS TECHNOLOGIES		7601	DOOR SVC/ PACIFIC	413.54	
						7539	REV VEH PARTS/SUPPLY	328.29	
18237	03/03/06	328.29	294	ANDY'S AUTO SUPPLY		7602	GIRO CONTRACT OVRNIT	27.20	
18238	03/03/06	27.20	372	FEDERAL EXPRESS		7540	NOV-JAN CNG	16.98	
18239	03/03/06	16.98	418	COUNTY OF SANTA CRUZ		7541	MAR PAGERS/FLEET	31.80	
18240	03/03/06	436.65	434	VERIZON WIRELESS-PAGERS		7603	MARCH PAGERS/ FAC	118.40	
						7604	MONTHLY RNTL	286.45	
						7542	COPY PAPER/FLT	158.22	
18241	03/03/06	819.41	448	UNISOURCE		7605	ECONOSOURCE CPY PAPR	316.44	
						7606	COPY PAPER/ OPS	344.75	
						7543	MAR MEDICAL INS	319,444.87	
18242	03/03/06	319,444.87	502	CA PUBLIC EMPLOYEES'		7607	3/1 3/31 RENTAL/PT	38.00	
18243	03/03/06	38.00	510A	HASLER, INC.		7544	REV VEH PARTS	549.33	
18244	03/03/06	549.33	542	CAIG LABORATORIES INC.		7545	JAN WATER	18.36	
18245	03/03/06	18.36	566	ARROWHEAD MTN SPRING WATER		7608	METAFRAME SERVER	5,250.00	
18246	03/03/06	5,250.00	571	MONTEREY INFORMATION TECH.		7609	FLT BTM CNV.COIN BAG	145.81	
18247	03/03/06	145.81	580	BLOCK AND COMPANY, INC.		7546	ENGINE OIL/DUBOIS	4,966.75	
18248	03/03/06	5,669.66	664	BAY COUNTIES PITCOCK PETROLEUM		7547	ENGINE OIL/DUBOIS	702.91	
						7548	TIMECLK RIBBONS/FLT	25.82	
18249	03/03/06	25.82	699	SALINAS CASH REGISTER CO INC		7549	OUT RPR-OTH VEH	585.75	
18250	03/03/06	585.75	711	GLASS DOCTOR		7550	MAR EAP PREMIUM	1,051.90	
18251	03/03/06	1,051.90	733	CLAREMONT BEHAVIORAL SERVICES		7551	PARTS & SUPPLIES 819	830.70	
18252	03/03/06	830.70	779	STAR MACHINE & TOOL CO.		7552	WORKER COMP CLAIMS	2,857.00	
18253	03/03/06	2,857.00	852	LAW OFFICES OF MARIE F. SANG		7610	TEMP/ADM WE 2/12	1,536.00	
18254	03/03/06	1,536.00	878	KELLY SERVICES, INC.		7553	OUT RPR-REV VEH	5,403.03	
18255	03/03/06	5,403.03	909	CLASSIC GRAPHICS		7558	MAR LTD INSURANCE	14,846.38	
18256	03/03/06	14,846.38	941	ASSURANT EMPLOYEE BENEFITS		7611	JAN JANITOR. SVC/PT	1,006.00	
18257	03/03/06	1,006.00	943	CLEAN BUILDING MAINTENANCE					

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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18258	03/03/06	10.83	946	ACME AND SONS		7612	FENCE RENTAL/DUBOIS	10.83	
18259	03/03/06	277,503.48	948	ARNTZ BUILDERS, INC.		7613	CONST.SVC METROBASE	277,503.48	
18260	03/03/06	627.00	950	PARADISE LANDSCAPE	7				VOIDED
	03/15/06	-627.00							
18261	03/03/06	2,516.35	977	SANTA CRUZ TRANSPORTATION, LLC		7614	FEB MAINTENANCE	0.00	
18262	03/03/06	100.00	B003	BEAUTZ, JAN	7	7615	JAN 06 PT SVC	2,516.35	
18263	03/03/06	50.00	B006	HINKLE, MICHELLE	7	7618	FEB BOARD MTG	100.00	
18264	03/03/06	100.00	B007	KEOGH, MICHAEL	7	7620	FEB BOARD MTG	50.00	
18265	03/03/06	100.00	B011	REILLY, EMILY	7	7621	FEB BOARD MTG	100.00	
18266	03/03/06	100.00	B012	SPENCE, PAT	7	7622	FEB BOARD MTG	100.00	
18267	03/03/06	100.00	B014	CITY OF WATSONVILLE	7	7623	FEB BOARD MTG	100.00	
18268	03/03/06	100.00	B015	ROTKIN, MIKE	7	7625	FEB BOARD MTG	100.00	
18269	03/03/06	100.00	B017	STONE, MARK	7	7627	FEB BOARD MTG	100.00	
18270	03/03/06	100.00	B018	BUSTICHI, DENE	7	7624	FEB BOARD MTG	100.00	
18271	03/03/06	100.00	B020	NICOL, KIRBY	7	7626	FEB BOARD MTG	100.00	
18272	03/03/06	10.00	E199	LEVESQUE, ARMAND	7	7616	DMV VTT FEES	10.00	
18273	03/03/06	521.73	E231	STRICKLAND, JAMES		7554	PERS	521.73	
18274	03/03/06	44.00	E248	SEDA, DELVIS		7617	DMV VITT FEES	44.00	
18275M03/07/06		65,015.68	001316	DEVCO OIL		7777	2/16-2/28 FUEL/FLT	65,015.68	MANUAL
18276M03/10/06		1,644.00	002847	STATE OF CA-EDD		7892	PARADISE FEB/MAR	1,644.00	MANUAL
18277	03/17/06	43,291.99	001035	PARADISE FEB/MAR		7630	MB DEC/JAN PROF.SVCS	43,291.99	
18278	03/17/06	3,636.33	001036	HARRIS & ASSOCIATES		7719	MAR LIFE/AD&D INS	3,636.33	
18279	03/17/06	360.77	001038	STANDARD INSURANCE COMPANY		7721	REV VEH PARTS	360.77	
18280	03/17/06	11,364.60	001043	TWINVISION NA INC.		7722	MAR VISION INS	11,364.60	
18281	03/17/06	949.20	001048	VISION SERVICE PLAN		7631	OUT REP.REV VEH	949.20	
18282	03/17/06	1,937.35	001052	CRUZ CAR WASH		7632	CLEANING SUPPLIES	1,937.35	
18283	03/17/06	125.00	001062	MID VALLEY SUPPLY		7633	FEB INSPECTION/GLFCL	125.00	
18284	03/17/06	15,430.28	001063	ALLTERRA ENVIRONMENTAL INC.		7723	REV VEH/OTH 3012	3,011.51	
				NEW FLYER INDUSTRIES LIMITED		7724	REV VEH PARTS 423	422.88	
						7725	REV VEH PARTS 1419	1,418.96	
						7726	REV VEH PARTS 7815	7,815.31	
						7727	REV VEH PARTS 2762	2,761.62	
18285	03/17/06	11,158.56	001075	SOQUEL III ASSOCIATES	7	9000525	RESEARCH PARK RENT	11,158.56	
18286	03/17/06	7,590.00	001076	BROUGHTON LAND, LLC		9000526	110 VERNON ST RENT	7,590.00	
18287	03/17/06	45,500.00	001080	OCTAGON RISK SERVICES, INC.		7728	WORK COMP FUND	45,500.00	
18288	03/17/06	1,407.05	001119	MACERICH PARTNERSHIP LP	7	9000527	CAPITOLA MALL RENT	1,407.05	
18289	03/17/06	389.96	001230	CAPITOL CLUTCH & BRAKE, INC.		7729	REV VEH PARTS	389.96	
18290	03/17/06	996.72	001263	ABBOTT STREET RADIATOR, INC.		7730	OUT RPR-REV VEH	996.72	
18291	03/17/06	341.03	001315	WASTE MANAGEMENT		7634	FEB RESEARCH PARK	142.37	
						7635	FEB KINGS VILLAGE	154.56	
						7636	FEB MT HERMON/KINGS	44.10	
18292	03/17/06	71,334.84	001316	DEVCO OIL		7731	3/1-3/14 FUEL/FLT	71,334.84	
18293	03/17/06	5,000.00	001365	BORTNICK, ROBERT S. & ASSOC.	7	7637	CALL STOP SURVEY	5,000.00	
18294	03/17/06	861.05	001379	SAFETY-KLEEN SYSTEMS, INC.		7638	HAZ WASTE DISPOSAL	861.05	
18295	03/17/06	9,671.29	001648	STEVE'S UNION SERVICE		7639	FEB FUEL/ PT	9,648.39	
						7732	FEB FUEL/FLT	22.90	
18296	03/17/06	983.55	001856	BAY COMMUNICATIONS	7	7640	OUT REPAIR PHONES	708.60	
						7641	METROBASE PHONE LINE	274.95	

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DATE 04/04/06 06:50

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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18297	03/17/06	87.00	001944	SANTA CRUZ COUNTY LAW LIBRARY		7642	QUARTERLY COPY CHR	87.00	
18298	03/17/06	5,939.56	001A	SBC/MCI		7643	FEB PHONES/ PT	44.22	
						7644	FEB PHONES/ PT	486.80	
						7645	FEB PHONES/ IT	2,018.19	
						7646	FEB PHONES/ IT	1,297.25	
						7647	FEB PHONES	2,093.10	
						7648	PHOTO PROCESS/ OPS	13.92	
18299	03/17/06	77.00	002063	COSTCO		7649	PHOTO PROCESS/ OPS	15.90	
						7650	BOD MTG SUPPLIES	11.65	
						7651	PHOTO PROCESS/ OPS	35.53	
						7652	EQUIP. RENTAL	71.50	
18300	03/17/06	71.50	002069	A TOOL SHED, INC.		9000528	370 ENCINAL RENT	25,899.59	
18301	03/17/06	25,899.59	002116	HINSHAW, EDWARD & BARBARA	7	9000529	111 DUBOIS RENT	10,888.00	
18302	03/17/06	13,888.00	002117	IULIANO	7	9000530	115 DUBOIS RENT	3,000.00	
						7653	REV VEH PARTS/PT	104.43	
18303	03/17/06	104.43	002189	BUS & EQUIPMENT	0	7654	CUSTOM MADE PATCHES	1,512.70	
18304	03/17/06	1,512.70	002207	T.Y. CUSTOM DESIGN	7	7655	OUT REPAIR/EQUIP	421.58	
18305	03/17/06	421.58	002240	KLEEN-RITE		7662	JAN.LEGISLATIVE SVC	2,500.00	
18306	03/17/06	2,500.00	002267	SHAW & YODER, INC.		7735	MAR MEDICAL	1,659.00	
18307	03/17/06	1,659.00	002287	CALIFORNIA SERVICE EMPLOYEES		7656	FEB SECURITY	24,984.90	
18308	03/17/06	25,999.90	002295	FIRST ALARM		7657	DISPATCHING SVCS	615.00	
						7658	MAR. LEGISLATIVE SVC	5,000.00	
18309	03/17/06	5,000.00	002346	CHANNEY, CAROLYN & ASSOC., INC.	7	7659	TOWING #196	85.00	
18310	03/17/06	85.00	002388	DOGHERRA'S		7660	246 KINGS VLG/FS	28.50	
18311	03/17/06	108.80	002459	SCOTTS VALLEY WATER DISTRICT		7661	246 KINGS VLG RD	80.30	
						7663	TRAINING SVCS	395.00	
18312	03/17/06	1,935.00	002495	CURIALE DELLAVERSON HIRSCHFELD	7	7664	LEGAL SVCS	1,540.00	
						7736	WORK COMP FUND	57,503.34	
18313	03/17/06	57,503.34	002569	COMERICA BANK		7665	REPAIRS/MAINTENANCE	90.43	
18314	03/17/06	90.43	002689	B & B SMALL ENGINE		7666	HEALTH PERMIT	565.00	
18315	03/17/06	565.00	002700	SANTA CRUZ COUNTY		7667	2/4-3/3 PHONES/PT	952.97	
18316	03/17/06	952.97	002721	NEXTEL COMMUNICATIONS		7737	FEB MAINT/REPAIRS	2,288.00	
18317	03/17/06	2,288.00	002805	TELEPATH CORPORATION		7668	FEB 05 PROF SVCS	205.00	
18318	03/17/06	205.00	002807	WILLIAM AVERY & ASSOCIATES		7669	REV.VEH PARTS	68.59	
18319	03/17/06	68.59	002814	CREATIVE BUS SALES, INC.		7670	PROF SVCS THRU 2/28	5,071.80	
18320	03/17/06	5,071.80	002823	PAT PIRAS CONSULTING	7	7738	REV VEH PARTS	708.30	
18321	03/17/06	2,642.52	002829	VALLEY POWER SYSTEMS, INC.		7739	REV VEH PARTS	1,934.22	
						7671	PROF.SVC FOR MB	1,300.00	
18322	03/17/06	1,300.00	002844	BASELINE LAND SURVEYORS, INC.		7672	REV VEH PARTS/PT	95.75	
18323	03/17/06	95.75	004	NORTH BAY FORD LINC-MERCURY		7740	JAN/FEB FREIGHT	162.20	
18324	03/17/06	162.20	007	UNITED PARCEL SERVICE		7673	01/26-03/02 FLEET	6,700.53	
18325	03/17/06	18,176.78	009	PACIFIC GAS & ELECTRIC		7674	1/31-3/02 1200 RIVER	2,143.63	
						7741	1/31/06-2/28/06 CNG	9,332.62	
						7742	REV VEH PARTS	1,307.19	
18326	03/17/06	3,721.88	018	SALINAS VALLEY FORD SALES		7743	REV VEH PARTS	2,199.81	
						7744	REV VEH PARTS	214.88	
						7675	REPAIRS/MAINT.SUPPLY	69.40	
18327	03/17/06	69.40	036	KELLY-MOORE PAINT CO., INC.		7676	FEB UNIF/LAUNDRY PT	78.60	
18328	03/17/06	2,378.74	041	MISSION UNIFORM		7677	FEB UNIF/LAUNDRY/FAC	73.28	
						7678	FEB UNIF/LAUNDRY/FAC	405.99	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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						7745	FEB UNIF/LAUN/FLT	1,820.87	VOIDED
18329	03/17/06	3,329.86	043	PALACE ART & OFFICE SUPPLY		7679	OFFICE SUPPLIES	0.00	
	03/29/06	-3,329.86				7746	OFFICE SUPPLIES/HRD	0.00	
						7747	OFFICE SUPPLIES/FLT	0.00	
						7680	POSTAGE	1,500.00	
18330	03/17/06	1,646.14	050	PITNEY BOWES INC.		7681	METER-QUARTERLY	146.14	
						7682	OUT REPAIR/FIRE EXT.	221.83	
18331	03/17/06	221.83	051	SANTA CRUZ FIRE EQUIPMENT	7	7683	CLEANING SUPPLIES	588.18	
18332	03/17/06	711.72	075	COAST PAPER & SUPPLY INC.		7748	CLEANING SUPPLIES	123.54	
						7684	1/31-3/1 PACIFIC	97.34	
18333	03/17/06	6,299.39	079	SANTA CRUZ MUNICIPAL UTILITIES		7685	1/31-3/1 PACIFIC	2,042.26	
						7686	1/26-2/28 1200 RIVER	1,884.40	
						7687	1/26-2/28 GOLF CLB	783.49	
						7688	1/26-2/28 ENCINAL	779.31	
						7689	01/26-02/28 370 ENC	96.25	
						7690	01/26-02/28 111 DUB	616.34	
						7691	FEB OUT RPR/TIRES/PT	1,016.51	
18334	03/17/06	15,808.05	085	DIXON & SON TIRE, INC.		7749	OUT RPR/TIRE/FLT	326.60	
						7750	FEB TIRE/TUBE/FLT	14,464.94	
						7692	REPAIR/MAINT.SUPPLIE	379.91	
18335	03/17/06	582.17	107	SAN LORENZO LUMBER		7751	CLEAN/SAFE SUPPLY	202.26	
						9000531	CUSTODIAL SERVICES	2,519.58	
18336	03/17/06	2,519.58	110	JESSICA GROCERY STORE, INC.		7752	REPL EMP TOOL	223.85	
18337	03/17/06	223.85	115	SNAP-ON INDUSTRIAL		7753	REV VEH PARTS	2,589.34	
18338	03/17/06	2,589.34	117	GILLIG CORPORATION		7693	PHOTO PROCESS/PT	144.81	
18339	03/17/06	144.81	123	BAY PHOTO LAB		7694	REV VEH PARTS/SUPPLY	1,517.47	
18340	03/17/06	3,540.45	135	SANTA CRUZ AUTO PARTS, INC.		7754	REV VEH PTS/SUPP/TLS	2,022.98	
						7695	DELL POWEREDGE SERV	2,338.60	
18341	03/17/06	2,338.60	157	DELL MARKETING L.P.		7696	REV VEH PARTS/PT	977.72	
18342	03/17/06	1,302.25	161	OCEAN CHEVROLET		7755	REV VEH PARTS	324.53	
						7697	REPAIRS & MAINT	13.51	
18343	03/17/06	1,918.21	166	HOSE SHOP, THE		7756	PARTS & SUPPLIES	66.38	
						7778	REV VEH PARTS/SUPPLY	1,838.32	
						7757	OTH MOB SUPP/FLT	604.78	
18344	03/17/06	1,062.35	167	KEYSTON BROTHERS		7758	OTH MOB SUPP/FLT	457.57	
						7698	PRINT BUS PASSES	978.64	
18345	03/17/06	978.64	225	MISSION PRINTERS	7	7759	TOWING/#2237	718.75	
18346	03/17/06	718.75	249	DOC'S TOW & STORAGE, INC.		7699	MAIL. SVC FOR MB	865.87	
18347	03/17/06	865.87	258	COMPLETE MAILING SERVICE		7760	PARTS & SUPPLIES/FLT	137.75	
18348	03/17/06	137.75	294	ANDY'S AUTO SUPPLY		7700	TV COVERAGE 2/24	184.00	
18349	03/17/06	184.00	367	COMMUNITY TELEVISION OF		7701	JAN MAILING/LGL	33.81	
18350	03/17/06	33.81	372	FEDERAL EXPRESS		7702	PRINTING/PT	1,277.79	
18351	03/17/06	1,277.79	395	APPLIED GRAPHICS, INC.		7761	MT. BIEWLASKI	54.72	
18352	03/17/06	54.72	434B	VERIZON CALIFORNIA		7703	JAN ACCESS CHGS	99.53	
18353	03/17/06	99.53	436	WEST PAYMENT CENTER		7704	CLEANING SUPPLIES	1,352.86	
18354	03/17/06	1,352.86	448	UNISOURCE		7762	REV VEH PARTS	275.62	
18355	03/17/06	275.62	461	VULTRON INC.		7705	SOFTWARE MAINT FEES	750.00	
18356	03/17/06	750.00	475	TRAPEZE SOFTWARE GROUP, INC.		7763	REV VEH PARTS	4,752.72	
18357	03/17/06	10,040.73	480	DIESEL MARINE ELECTRIC, INC.		7764	REV VEH PARTS	5,288.01	

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

DATE: 03/01/06 THRU 03/31/06

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
18358	03/17/06	321.00	481	PIED PIPER EXTERMINATORS, INC.		7706	MARCH PEST CONTROL	321.00	
18359	03/17/06	1,904.18	504	CUMMINS WEST, INC.		7765	REV VEH PARTS	1,498.24	
						7766	OUT RPR-REV VEH	405.94	
						7707	REPAIRS/MAINT	15.96	
18360	03/17/06	15.96	546	GRANITE ROCK COMPANY		7767	PUBLIC INVESTOR	55.00	
18361	03/17/06	55.00	632	GOVERNMENT FINANCE OFFICERS		7768	REV VEH PARTS	1,539.68	
18362	03/17/06	1,884.73	647	GFI GENFARE		7769	REV VEH PARTS	345.05	
						7708	FEB INTERPRETER BOD	70.00	
18363	03/17/06	70.00	682	WEISS, AMY L.	7	7770	PETTY CASH	267.45	
18364	03/17/06	267.45	788	SCMTD PETTY CASH - FINANCE		7771	MAR DENTAL	40,535.69	
18365	03/17/06	40,535.69	800	DELTA DENTAL PLAN		7772	COBRA PREMIUM	1,128.43	
18366	03/17/06	1,128.43	845A	BLUE SHIELD OF CALIFORNIA		7720	4055019201230622	14,125.42	
18367	03/17/06	14,125.42	851	I.M.P.A.C. GOVERNMENT SERVICES		7773	WORKER COMP CLAIMS	712.50	
18368	03/17/06	1,720.00	852	LAW OFFICES OF MARIE F. SANG	7	7774	WORKER COMP CLAIMS	1,007.50	
						7709	LEGAL SVC/SAKATA	418.50	
18369	03/17/06	418.50	876	ATCHISON, BARISONE, CONDOTTI & COUNTY OF SANTA CRUZ		7775	PAYROLL DEDUCT CHGS	363.60	
18370	03/17/06	363.60	877	KELLY SERVICES, INC.		7710	TEMP/ADM W/E 2/26	768.00	
18371	03/17/06	1,728.00	878			7711	TEMP/ADM W/E 2/19	960.00	
						7712	PRINTING/OPS	86.60	
18372	03/17/06	86.60	882	PRINT SHOP SANTA CRUZ		7713	PROF SVCS.THRU 12/31	49,784.11	
18373	03/17/06	49,784.11	904	RNL DESIGN		7714	REPRINT SV/HEAD	10,419.06	
18374	03/17/06	10,419.06	912	FOLGER GRAPHICS		7715	FEB JANITORIAL SVCS	897.00	
18375	03/17/06	897.00	943	CLEAN BUILDING MAINTENANCE		7484	WAIVER PAYMENT	1,000.00	
18376	03/17/06	1,000.00	E186	FLYNN, CHRISTINA		7716	DMV/VII FEE	44.00	
18377	03/17/06	44.00	E189	NANEZ, JOSE		7717	PARKING/APTA CONFER.	41.00	
18378	03/17/06	41.00	E397	GALLAGHER, MARGARET		7776	MED DEDUCT	266.80	
18379	03/17/06	266.80	E426	RENTERIA, JAIME		7718	MEALS	23.10	
18380	03/17/06	23.10	E530	GUILZAR, LISETH		9000532	PURSUANT MOU/COMP PL	107.37	
18381	03/17/06	107.37	M061	KAMEDA, TERRY		7889	OFFICE SUPPLIES	2,750.49	MANUAL
18382M03/17/06		2,750.49	043	PALACE ART & OFFICE SUPPLY					
				OFFICE SUPPLIES					
18383M03/21/06		35.00	955	LEAGUE OF CALIFORNIA CITIES		7893	ETHICS TRAINING	35.00	MANUAL
				ETHICS TRAINING					
18384M03/22/06		2,045.00	080	STATE BOARD OF EQUALIZATION		7891	FEB USE TAX PREPAY	2,045.00	MANUAL
				FEB USE TAX PREPAY					
18385M03/24/06		100.00	B016	SKILLICORN, DALE	7	7890	MAR BOARD MTG	100.00	MANUAL
				MAR BOARD MTG					
				SBC		7779	MARCH REPEATER/ OPS	86.52	
18387	03/31/06	482.54	001			7780	MARCH PHONES/ OPS	396.02	
						7852	REV VEH PARTS 311	311.04	
18388	03/31/06	5,115.59	001063	NEW FLYER INDUSTRIES LIMITED		7853	REV VEH PARTS 1366	1,365.84	
						7854	REV VEH PARTS 399	398.94	
						7855	REV VEH PARTS 3040	3,039.77	
						7856	JAN/FEB DRUG TESTING	367.50	
18389	03/31/06	367.50	001093	KROLL LABORATORY SPECIALISTS		7781	12/15-3/14 COPIER OV	348.36	
18390	03/31/06	505.70	001454	MONTEREY BAY OFFICE PRODUCTS		7782	3/1-5/31 COPIER MAIN	157.34	
						7783	HAZ WASTE DISPOSAL	3,994.50	
18391	03/31/06	3,994.50	001492	EVERGREEN OIL INC.	7	7857	MEDICAL EXAMS/HRD	284.00	
18392	03/31/06	284.00	001523	SANTA CRUZ MEDICAL CLINIC		7886	REV VHE PARTS	318.89	
18393	03/31/06	318.89	001711	MOHAWK MFG. & SUPPLY CO.		7858	REV VEH PARTS	1,423.48	
18394	03/31/06	1,423.48	001800	THERMO KING OF SALINAS, INC		7784	OUT REP EQUIP/ GCLUB	505.00	
18395	03/31/06	505.00	002034	CARLON'S FIRE EXTINGUISHER					

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

DATE: 03/01/06 THRU 03/31/06

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
18396	03/31/06	92.93	002063	COSTCO		7785	PHOTO PROCESS/OPS	11.07	
						7786	PHOTO PROCESS/ LEGAL	28.34	
						7787	PHOTO PROCESS/ OPS	11.46	
						7788	3/17 BOD MTG	11.65	
						7789	PHOTO PROCESS/OPS	9.80	
						7790	PHOTO PROCESS/ OPS	20.61	
18397	03/31/06	2,903.16	002117	IULIANO	7	7859	05/06 PROP TAX #2	386.16	
						7860	05/06 PROP TAX #2	2,517.00	
						7861	NAMEPLATES/FLT 16	44.34	
18398	03/31/06	44.34	002447	SETON IDENTIFICATION PRODUCTS		7791	WTC WINDOW CLEANING	235.00	
18399	03/31/06	235.00	002448	CLEAR VIEW, LLC	0	7885	PARTS & SUPPLIES	1,687.70	
18400	03/31/06	1,687.70	002504	TIFCO INDUSTRIES		7792	OUT REP REV VEH / PT	4,767.17	
18401	03/31/06	4,767.17	002713	SANTA CRUZ AUTO TECH, INC.		7862	REV VEH PARTS	512.77	
18402	03/31/06	566.81	002829	VALLEY POWER SYSTEMS, INC.		7863	REV VEH PARTS	54.04	
						7793	KINGSLAND V CHAPMAN	63.85	
18403	03/31/06	63.85	002845	CHARLES GILBERT PROCESS SERVER		7794	SETTLEMENT	209.00	
18404	03/31/06	209.00	002846	THE HERTZ CORPORATION		7795	01/13-03/10	3,626.57	
18405	03/31/06	7,958.60	009	PACIFIC GAS & ELECTRIC		7796	2/14-3/16 RESEARCH	998.74	
						7797	02/01-03/02 ENCINAL	3,333.29	
						7864	FINGERPRINTING	260.00	
18406	03/31/06	260.00	014	CABRILLO COLLEGE		7888	REV VEH PARTS	3,891.12	
18407	03/31/06	3,891.12	018	SALINAS VALLEY FORD SALES		7798	APRIL ALARMS	415.59	
18408	03/31/06	415.59	020	ADT SECURITY SERVICES INC.		7865	FEB VIDEO CONF	468.56	
18409	03/31/06	468.56	039	KINKO'S INC.		7799	ARBITRATION UTU 23	1,029.39	
18410	03/31/06	1,029.39	055	BAEHR, BRYANT		7866	CLASSIFIED AD/HRD	188.40	
18411	03/31/06	573.03	061A	REGISTER PAJARONIAN		7867	CLASSIFIED AD/FLT	384.63	
						7800	OUT RPR-BLD GRDS	218.00	
18412	03/31/06	218.00	067	ROTO-ROOTER		7801	MAR LOCKS/KEYS	64.52	
18413	03/31/06	64.52	074	KENVILLE LOCKSMITHS	7	7802	2/1-2/28 LANDFILL	14.02	
18414	03/31/06	14.02	079	SANTA CRUZ MUNICIPAL UTILITIES		7803	LOT SWEEPING-SV	187.50	
18415	03/31/06	187.50	126	EUCALYPTUS LANDSCAPING, LLC		7804	2/1-3/1 SAKATA LN	13.73	
18416	03/31/06	98.55	130	CITY OF WATSONVILLE UTILITIES		7805	2/1-3/1 SAKATA LN	75.12	
						7850	2/1-3/1 RODRIGUEZ	9.70	
18417	03/31/06	4,051.91	131	CUMMINS-ALLISON CORP.		7806	TWO POCKET JETSCAN	4,051.91	
18418	03/31/06	933.34	147	ZEE MEDICAL SERVICE CO.		7807	SAFETY SUPPLIES	933.34	
18419	03/31/06	2,997.94	148	ZEP MANUFACTURING COMPANY		7868	REV VEH PARTS	1,633.34	
						7869	CLEANING SUPPLIES	1,364.60	
18420	03/31/06	5,910.45	156	PRINT GALLERY, THE		7808	ERINT ROUTE STICKERS	5,910.45	
18421	03/31/06	414.45	170	TOWNSEND'S AUTO PARTS		7870	REV VEH PARTS/SUPPLY	414.45	
18422	03/31/06	242.12	186	WILSON, GEORGE H., INC.		7809	REPAIRS/MAINT.SUPPL	242.12	
18423	03/31/06	7,437.08	221	VEHICLE MAINTENANCE PROGRAM		7871	REV VEH PARTS 3040	3,039.66	
						7872	REV VEH PARTS 4397	4,397.42	
18424	03/31/06	35.59	282	GRAINGER		7873	SAFETY SUPPLIES	35.59	
18425	03/31/06	94.75	298	ERGOMETRICS		7874	SCORING SERVICES	94.75	
18426	03/31/06	76.37	372	FEDERAL EXPRESS		7875	JAN MAILING/HRD	76.37	
18427	03/31/06	60.43	434	VERIZON WIRELESS-PAGERS		7810	WIRELESS PC CARD	60.43	
18428	03/31/06	54.72	434B	VERIZON CALIFORNIA		7876	MT. BIEWLASKI	54.72	
18429	03/31/06	321.00	481	PIED PIPER EXTERMINATORS, INC.		7811	MARCH PEST CONTROL	321.00	
18430	03/31/06	326,049.24	502	CA PUBLIC EMPLOYEES'		7877	APR MED INS	326,049.24	
18431	03/31/06	89.75	510A	HASLER, INC.		7812	POSTAGE METER RENTAL	48.71	

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

DATE: 03/01/06 THRU 03/31/06

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						7813	4/1-4/30 RENTAL/PT	41.04	
						7878	REV VEH PARTS 170	175.16	
18432	03/31/06	175.16	511	LUMINATOR		7839	GOV TORT UPDATE	113.12	
18433	03/31/06	113.12	534	REGENTS OF UNIVERSITY OF CALIF		7814	DOOR-GOLF CLUB	202.00	
18434	03/31/06	202.00	592	R & S ERECTION OF		7879	PROF SVCS	8,589.40	
18435	03/31/06	8,589.40	636	MARY L. SCHARRENBERG	7	7880	REV VEH PARTS/SUPPLY	1,813.68	
18436	03/31/06	1,813.68	647	GFI GENFARE		7881	APR EAP PREMIUM	1,072.00	
18437	03/31/06	1,072.00	733	CLAREMONT BEHAVIORAL SERVICES		7815	TEMP.ADM W/E 3/05	960.00	
18438	03/31/06	960.00	878	KELLY SERVICES, INC.		7816	PRINTING/OPS	1,627.00	
18439	03/31/06	1,713.60	882	PRINT SHOP SANTA CRUZ		7882	PRINTING/FLT	86.60	
						7887	FEB WATER	33.21	
18440	03/31/06	33.21	886	ALL PURE WATER		7817	PROF SVC THRU 1/29	18,324.72	
18441	03/31/06	18,324.72	904	RNL DESIGN		7883	JAN/FEB DRUG TESTING	380.00	
18442	03/31/06	380.00	916	DOCTORS ON DUTY		7818	FEB 06 PT SVCS	4,240.12	
18443	03/31/06	4,240.12	977	SANTA CRUZ TRANSPORTATION, LLC		7840	MARCH BOARD MTG	100.00	
18444	03/31/06	100.00	B003	BEAUTZ, JAN	7	7842	MARCH BOARD MTG	50.00	
18445	03/31/06	50.00	B006	HINKLE, MICHELLE	7	7843	MARCH BOARD MTG	100.00	
18446	03/31/06	100.00	B007	KEOGH, MICHAEL	7	7845	MARCH BOARD MTG	50.00	
18447	03/31/06	50.00	B011	REILLY, EMILY	7	7847	MARCH BOARD MTG	100.00	
18448	03/31/06	100.00	B012	SPENCE, PAT	7	7849	MARCH BOARD MTG	100.00	
18449	03/31/06	100.00	B014	CITY OF WATSONVILLE		7846	MARCH BOARD MTG	100.00	
18450	03/31/06	100.00	B015	ROTKIN, MIKE	7	7848	MARCH BOARD MTG	100.00	
18451	03/31/06	100.00	B017	STONE, MARK	7	7841	MARCH BOARD MTG	100.00	
18452	03/31/06	100.00	B018	BUSTICHI, DENE	7	7844	MARCH BOARD MTG	100.00	
18453	03/31/06	100.00	B020	NICOL, KIRBY		7819	IWC PENALTY	24.80	
18454	03/31/06	24.80	E120	RUIZ, SERAFIN		7820	DMV/VTT FEES	44.00	
18455	03/31/06	44.00	E191	KALE, RICKEY		7821	IWC PENALTY	42.58	
18456	03/31/06	42.58	E260	CARTER, RHONDA		7884	CDL RENEWAL	34.00	
18457	03/31/06	34.00	E294	OWENS, ROLAND		7822	DMV/VTT FEES	44.00	
18458	03/31/06	44.00	E295	MOREAU, DAVID		7823	TRAVEL EXPENSES	89.10	
18459	03/31/06	154.78	E312	CHENG, FRANK		7824	PERSONAL EXPENSES	65.68	
						7825	DMV/VTT FEES	64.00	
18460	03/31/06	64.00	E335	RAMIREZ-REYES, MAGALI		7826	DMV/VTT FEES	36.00	
18461	03/31/06	36.00	E391	NORTH, JEFFREY		7827	DMV/VTT FEES	64.00	
18462	03/31/06	64.00	E450	FIREBAUGH, ROBERT		7828	DMV/VTT FEES	64.00	
18463	03/31/06	64.00	E451	WU, PETER		7829	DMV/VTT FEES	64.00	
18464	03/31/06	64.00	E452	VANDINE, RODNEY		7830	DMV/VTT FEES	64.00	
18465	03/31/06	64.00	E453	HUNT, KAYA		7831	DMV/VTT FEES	64.00	
18466	03/31/06	64.00	E455	LERMA, AMBER		7832	DMV/VTT FEES	64.00	
18467	03/31/06	64.00	E456	HIGGINS, CHAYME		7833	DMV/VTT FEES	64.00	
18468	03/31/06	64.00	E457	COMBS, EVERETT		7834	DMV/VTT FEES	10.00	
18469	03/31/06	10.00	E481	REYNOLDS, MICHAEL		7835	TRAVEL EXPENSES	60.42	
18470	03/31/06	100.81	E495	WHITE, LES		7836	TRAVEL EXPENSES	24.17	
						7837	TRAVEL EXPENSES	16.22	
						7838	DMV/VTT FEES	64.00	
18471	03/31/06	64.00	E560	LANAGAN, DOROTHY LEA					
TOTAL		2,009,437.63		COAST COMMERCIAL BANK			TOTAL CHECKS	286	2,009,437.63

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**Santa Cruz METRO
March 2006 Ridership Report**

FAREBOX REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	UC		UC Staff		S/D		S/D		Cabrillo	Bike	Passes/ Free Rides
			Student	Faculty	Day Pass	Riders	W/C	Day Pass					
10	\$ 1,513.88	25,810	21,415	2,210	13	52	21	16	199	384	1,080		
13	\$ 494.25	10,531	9,281	634	6	8	1	-	45	178	258		
15	\$ 1,712.75	39,471	35,048	2,172	15	35	27	5	234	649	932		
16	\$ 5,162.21	78,767	67,643	4,199	42	153	41	4	611	1,341	3,059		
19	\$ 1,572.45	27,253	23,465	1,535	13	60	18	13	166	392	1,075		
3B	\$ 1,511.27	3,202	324	177	23	104	8	30	262	98	1,422		
4	\$ 1,148.26	4,704	223	132	15	200	24	38	172	76	3,073		
7	\$ 400.13	1,148	39	50	9	31	3	7	79	26	720		
7N	\$ 2,483.00	4,023	446	222	14	84	11	9	334	193	1,378		
9	\$ 268.60	481	46	42	6	16	-	-	15	4	212		
12A	\$ 69.05	898	734	108	1	-	-	1	9	12	6		
20	\$ 1,999.80	24,771	20,305	1,413	15	73	4	10	326	351	1,353		
31	\$ 1,284.98	2,035	23	28	6	20	13	2	164	94	976		
32	\$ 483.00	650	10	4	2	4	8	1	32	10	275		
33	\$ 358.80	644	1	-	6	2	-	-	1	17	407		
34	\$ 221.82	232	-	-	2	-	-	1	-	4	91		
35	\$ 26,749.48	39,101	1,072	405	390	849	101	187	1,611	1,165	19,173		
40	\$ 1,601.70	2,036	38	30	24	71	3	20	55	107	929		
41	\$ 805.01	1,846	242	114	6	24	-	-	91	109	874		
42	\$ 791.99	1,223	110	21	4	53	-	2	79	117	495		
53	\$ 515.11	1,006	9	9	14	89	38	8	101	24	541		
54	\$ 341.19	792	9	18	2	34	3	5	102	28	440		
55	\$ 1,502.63	4,207	65	59	21	147	104	34	1,539	94	1,559		
56	\$ 442.15	1,163	6	10	5	21	18	11	322	36	536		
66	\$ 10,079.54	16,729	1,128	547	127	545	161	76	828	408	7,613		
68	\$ 6,012.39	10,394	1,171	386	81	258	134	39	603	245	4,404		
69	\$ 6,410.43	11,811	1,120	507	72	354	71	36	653	306	5,358		
69A	\$ 15,962.59	21,960	1,187	526	139	834	198	93	773	574	8,709		
69N	\$ 1,394.15	2,798	524	86	1	36	17	1	421	139	921		
69W	\$ 17,057.57	27,198	1,395	659	135	788	147	81	3,844	712	10,006		
70	\$ 3,108.66	8,161	271	177	33	187	68	33	3,193	246	2,440		
71	\$ 45,924.24	67,906	2,557	1,683	376	2,450	316	233	10,128	2,151	22,628		
72	\$ 3,083.99	3,519	7	44	19	190	10	33	157	61	1,275		
74	\$ 2,567.72	2,561	8	8	18	95	9	12	72	31	747		
75	\$ 5,765.48	6,345	23	42	51	390	17	53	286	123	2,138		
76	\$ 673.57	690	-	7	11	40	6	13	13	10	236		
79	\$ 1,368.61	1,852	9	53	13	185	71	40	153	10	696		
88	\$ 14.50	5,572	1	4	-	3	1	-	26	2	857		
91	\$ 3,525.74	5,461	130	153	77	75	18	10	1,199	189	1,590		
Unknown	\$ 26.53	107	-	43	2	-	-	2	-	2	2		
TOTAL	\$176,409.22	469,058	190,085	18,517	1,809	8,560	1,690	1,159	28,898	10,718	110,484		

ROUTE	REVENUE	RIDERSHIP	VTA/SC		17		S/D		ECO		Monthly Pass
			Day Pass	CalTrain	Day Pass	Riders	W/C	METRO	Pass	Bike	
17	\$ 35,036.32	19,053	23	59	86	1,086	48	4,755	117	686	10,292

RIDERSHIP	
Night Owl	3,321
UC Shuttle	-
TOTAL	3,321

March Ridership	491,432
March Revenue	\$211,751.74

5-3.1

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

5-3.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF MARCH 2006

BUS #	DATE	DAY	REASON
2203CG	22-Mar	Wednesday	Does not go up from kneel when full load of passengers
2210CN	9-Mar	Thursday	Ramp will only deploy manually
2210CN	10-Mar	Friday	No power to lift
2210CN	16-Mar	Thursday	Ramp will only deploy manually
8075F	9-Mar	Thursday	Lift working intermittently
8075F	15-Mar	Wednesday	Lift had no power
8075F	21-Mar	Tuesday	W/C lift does not work
8079F	17-Mar	Friday	Lift had extreme difficulty lowering and stowing
8085F	28-Mar	Tuesday	Lift will not stow. Lift was hitting botttom fan.
8090F	24-Mar	Friday	Switch working intermittently
8090F	27-Mar	Monday	Kneel switch still wants to end up in raise position as opposed to hold position. Need to make sure switch cup is up, not down.
8092F	9-Mar	Thursday	When in Kneel, no buzzer when bringing it back up
8092F	31-Mar	Friday	Kneel function x head sign stopped working
8100F	8-Mar	Wednesday	Kneel is real slow coming back up
9811LF	29-Mar	Wednesday	After deployed ramp is not stowing, had to do manually
9813LF	12-Mar	Sunday	W/C ramp won't deploy
9821LF	14-Mar	Tuesday	The beeping for the ramp to lower bus isn't working
9834G	1-Mar	Wednesday	Takes too long to raise from kneel

- F New Flyer
- G Gillig
- C Champion
- LF Low Floor Flyer
- GM GMC
- CG CNG
- CN SR855 & SR854
- OR Orion/Hwy 17

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

5-3.3

Dropped Service for FY 2006

Month	FY 2006		FY 2005	
	Dropped Hours	Dropped Miles	Dropped Hours	Dropped Miles
July	0	0	1.35	42.89
August	213.92	3,575.86	0.00	0.00
September	140.97	2,336.50	0.76	18.87
October	STRIKE	STRIKE	0.00	0.00
November	113.77	1,780.56	0.00	0.00
December	95.61	1,659.66	0.00	0.00
January	16.49	286.31	6.07	127.13
February	39.18	579.38	23.31	276.75
March	21.30	380.68	8.66	99.08
April			37.96	641.12
May			1.50	37.03
June			4.15	69.30
TOTAL	641.24	10,598.95	83.76	1,312.17

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Robinson, Thomas
Date of Incident: 02/07/06

Received: 03/20/06 Claim #: 06-0006
Occurrence Report No.: SC 02-06-06

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

- 1. Reject the claim entirely.
- 2. Deny the application to file a late claim.
- 3. Grant the application to file a late claim.
- 4. Reject the claim as untimely filed.
- 5. Reject the claim as insufficient.
- 6. Allow the claim in full.
- 7. Allow the claim in part, in the amount of \$ _____ and reject the balance.

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 3-21-06

I, Cindi Thomas, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of April 28, 2006.

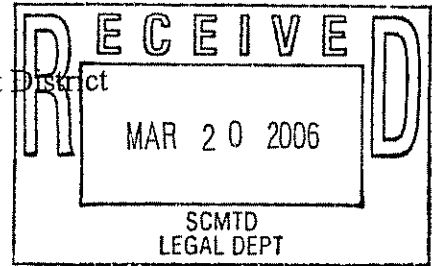
By _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)

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

Claim # 06-0006



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: Thomas Robinson

Claimant's Address/Post Office Box: PO Box 1132 BenLomond CA 95005

2. Claimant's Phone Number: 336-1144
 Address to which notices are to be sent: above

3. Occurrence: Bus Accident + whiplash

Date: _____ Time: ~ 12:20 pm Place: outside Wallgreens on 71 route Wat -> SC
 Circumstances of occurrence or transaction giving rise to claim: security guard pulls past bus to pass, hits bumper, jerks bus. I was sitting facing the side of bus in 3 or 4 row from back. My neck went side to side and could feel the affects within 2 minutes.

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: whiplash, tightness in trapezius muscles, stiff neck no work time lost except 1/2 hour at Cabrillo Job and time spent calling after day of the accident

5. Name or names of public employees or employees causing injury, damage, or loss, if known: Unknown

6. Amount claimed now	\$ <u>55</u>	(work hour + kyropractic bill)
Estimated amount of future loss, if known	\$ <u>maybe one more visit. 45</u>	
TOTAL	\$ <u>100</u>	+10 (thrat work)

7. Basis of above computations: cost of appointment for kyropractic and compensation for time away from work.

Thomas Robinson
 CLAIMANT'S SIGNATURE (or Company Representative or Parent of Minor Claimant)

3/18/06
 DATE

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

Due to school + work + bus, I need to take 1 hour off work to get to Hinde Kyro in Scotts Valley

5-4.7

****REVISED****

Distributed at the
April 14, 2006
Board Meeting



Agenda
METRO Advisory Committee

6:00 pm
April 19, 2006
920 Pacific Avenue
Santa Cruz, California

1. Roll Call
2. Agenda Additions/Deletions
3. Oral/Written Communication
4. Consideration of Minutes of February 15, 2006 and March 15, 2006 Meetings
5. Discussion of Fixed Route use in Watsonville
6. Updates of ADA/504 Review
7. Discussion of proposed DOT rules regarding **ADA**
8. Communications to METRO General Manager
9. Communications to METRO Board of Directors
10. Items for Next Meeting Agenda
11. Adjournment

Next Meeting: Wednesday May 17, 2006 @ 6:00 pm
Santa Cruz Metro Conference Room

****REVISED****

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- METRO Advisory Committee (MAC)

February 15, 2006

A Regular Meeting of the METRO Advisory Committee (MAC) met on Wednesday, February 15, 2006 at the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz, CA.

Chair Norm Hagen called the meeting to order at 6:10 p.m.

1. ROLL CALL:

MEMBERS PRESENT

Dan Alper
Norm Hagen, **Vice-Chair**
Paul Marcelin-Sampson
Dennis Papadopulo
Lesley Wright

Robert Yount, **Chair**

MEMBERS ABSENT

Mara Murphy
Stuart Rosenstein
Dave Williams

Matthew Melzer

VISITORS PRESENT

Frank Bauer, Safety and Training Officer
Carolyn Derwing, UTU

STAFF PRESENT

Mark Dorfman, Assistant General Manager
Steve Paulson, ParaCruz Administrator

2. AGENDA ADDITIONS/DELETIONS

None.

3. ORAL/Written COMMUNICATIONS

Oral: Robert Yount reported that on January 26, 2006, the California Air Resources Board declared second hand smoke as a toxic substance. He also reported that he is a member of the Tobacco Education Coalition. He said the Coalition is working with the City of Santa Cruz to develop an ordinance to restrict smoking in downtown Santa Cruz.

4. CONSIDERATION OF MINUTES OF JANUARY 18, 2006 MAC MEETING

Paul Marcelin-Sampson requested that the Motion at Item 8 be amended to read "Approve Parts 1 and 2 of the Paratransit Coordination Task Force Recommendations with the changes as discussed."¹

ACTION: MOTION: NORM HAGEN SECOND: DENNIS PAPADOPULO

ACCEPT AND FILE MINUTES OF THE JANUARY MEETING WITH THE REQUESTED CHANGE

¹ The correction was made at Page 2 of the January Minutes

5-5.2

Motion passed unanimously with Mara Murphy, Stuart Rosenstein, and Dave Williams being absent

5. RECEIVE INFORMATION RELATIVE TO METROBASE STATUS

Mark Dorfman distributed Volume 1, Issue 1 of "MetroBase Newsletter." He detailed the pile-driving project. He reported that people could call the MetroBase hotline Monday through Friday from 8:00 a.m. until 5:00 p.m. to have their questions answered. He said the hotline phone number is (831) 621-9568.

6. DISCUSSION OF ADA/504 REVIEW

Mark Dorfman reported that the consultant is currently surveying METRO facilities. He said the consultant would contact MAC for input, as needed, in the future.

6(a). RECEIVE INFORMATION RELATIVE TO BUS OPERATOR TRAINING

Frank Bauer detailed the phases of operator training. He reported the last class included 27 hours that were dedicated to sensitivity and securement. He stated since both topics are a top priority for METRO, reinforcement of them is constant and ongoing. He stated that consistency is important. MAC discussed operator training relative to providing transfer information to passengers who need to access Monterey Salinas Transit routes as well as connections from the Highway 17 bus. Paul Marcelin-Sampson provided his website address: www.iridethebus.org as a possible resource.

7. DISCUSSION OF POSSIBLE GRANTS FOR HOLIDAY SERVICE

Mark Dorfman reported that a grant application has been submitted to fund a Rosa Parks Day fare buy-down. He reported that METRO will be applying to the Air District to fund holiday service.

8. DISCUSSION OF FUNDING TO HELP PLEASANT CARE ON WEEK-ENDS

Dennis Papadopulo reported on the financial constraints that residents of Pleasant Care face. Mark Dorfman suggested that a church group might be willing to purchase bus passes for Pleasant Care, as well as residents of other facilities. Paul-Marcelin Sampson suggested that Pleasant Care purchase a used paratransit vehicle at a greatly reduced price, and put it into service for their residents. Carolyn Derwing suggested that a fundraiser could be organized to provide Pleasant Care residents with free passes.

9. DISCUSSION OF PARATRANSIT COORDINATION TASK FORCE RECOMMENDATIONS

MAC reviewed and discussed the recommendations. They made several changes. Lesley mentioned that in the recent past she has had to wait for several hours to receive service from a Handy-Cab.

ACTION: MOTION: NORM HAGEN SECOND: DAN ALPER

ACCEPT THE PARATRANSIT COORDINATION TASK FORCE RECOMMENDATIONS WITH THE CHANGES AS DISCUSSED

5-5.3

Motion passed unanimously with Mara Murphy, Stuart Rosenstein, and Dave Williams being absent

Dan Alper thanked the Subcommittee for their hard work on this project. Paul Marcelin-Sampson thanked Bob for putting in the extra effort to prepare the agendas. Mark Dorfman suggested that MAC submit their draft report to the Board, rather than submit it through METRO staff.

ACTION: MOTION: NORM HAGEN SECOND: DAN ALPER

FAILING TO HAVE A COMMITTEE QUORUM AT THE MARCH MAC MEETING THAT THE TYPED-UP DRAFT BE SENT TO THE BOARD AND THAT THE DRAFT VERSION BE FINALIZED AT THE NEXT MAC MEETING

Paul Marcelin-Sampson volunteered to type up the Subcommittee's final draft.

Motion passed unanimously with Mara Murphy, Stuart Rosenstein, and Dave Williams being absent

10. REVIEW OF MAC BYLAWS

MAC expressed their views relative to staggering their membership terms as opposed to them running concurrently.

ACTION: MOTION: NORM HAGEN SECOND: LESLEY WRIGHT

MAC RECOMMENDS TO THE BOARD OF DIRECTORS THAT ARTICLE 3.2 OF THE MAC BYLAWS BE CHANGED SO THAT THE FIRST SENTENCE IS DELETED AND THAT THE SECOND SENTENCE BE CHANGED TO READ "THE TERM OF EACH MEMBER SHALL COMMENCE, OR BE CONSIDERED TO HAVE COMMENCED, IN THE SAME MONTH THE MEMBER IS, OR (WAS) APPOINTED BY THE BOARD, AND END IN THE TWENTY-FOURTH MONTH"; AND MAC CLARIFIES THEIR INTENTION THAT IT'S OKAY TO RE-APPOINT PEOPLE; AND THAT THE BOARD RE-VISIT THE APPOINTMENT OF MAC TO CHANGE THE START DATE OF EACH MAC MEMBER TO RUN FOR TWO YEARS FROM THEIR APPOINTMENT

Motion passed unanimously with Mara Murphy, Stuart Rosenstein, and Dave Williams being absent

12. COMMUNICATIONS TO GENERAL MANAGER

MAC is working on their final draft of their recommendations relative to the Paratransit Coordination Task Force recommendations.

13. COMMUNICATION TO THE METRO BOARD OF DIRECTORS

MAC is working on their final draft of their recommendations relative to the Paratransit Coordination Task Force recommendations.

14. ITEMS FOR NEXT MEETING AGENDA

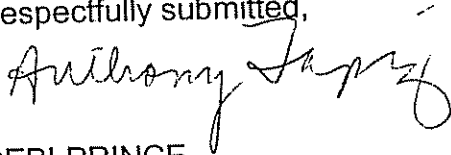
5-5.4

- Receive Information Relative to Bus Operator Training
- Discussion of Possible Grants for Holiday Service
- Discussion of ParaTransit Coordination Task Force Recommendations
- Receive Information Relative to MetroBase Status
- Discussion of ADA/504 Review
- Discussion of Funding to Help Pleasant Care on Week-Ends
- Discussion of Route 79 and Independence Square in Watsonville

ADJOURN

There being no further business, Chair Yount thanked everyone for participating, and he adjourned the meeting at 7:53 p.m.

Respectfully submitted,



for

DEBI PRINCE
ADMINISTRATIVE ASSISTANT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JANUARY 2006 AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of March 16, 2006 – April 17, 2006.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$18,796,593 or \$11,309 under the amount of revenue expected to be received during the first seven months of the fiscal year.
- Total operating expenses for the year to date in the amount of \$17,094,003 are at 50.2% of the budget.
- A total of \$359,136 has been expended through January 31st for the FY 05-06 Capital Improvement Program.
- No fixed-route bus service was operated from September 27, 2005, to November 2, 2005, due to the strike called by United Transportation Union (UTU), Local 23. ParaCruz continued to operate with full staffing.

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 05-06 budget as of January 31, 2005. The fiscal year is 58.3% elapsed.

A. Operating Revenues

Revenues are \$11,309 under the amount to be received for the period. No farebox revenue or service contract revenue for fixed-route service was received from September 27, 2005, to November 9, 2005, due to the strike and subsequent fare-free days from November 3-9, 2005. Therefore, passenger revenue is \$1,072,793 below budget for the year to date. However, this is partly offset by an increase in interest income (\$341,121 over budget due to higher interest rates) and sales tax revenue (\$556,406 over budget primarily due to a \$268,197 increase in delayed

5-6.1

returns over the same quarter one year ago.) Variances are explained in the notes following the report.

B. Operating Expenses

Operating expenses for the year to date total \$17,094,003 or 50.2% of the budget, with 58.3% of the year elapsed. Aside from the ParaCruz operation, only management staff reported to work during the strike along with a small number of key employees represented by Service Employees International Union (SEIU), Local 415. However, all SEIU-represented employees were paid, resulting in continuing payroll and benefit costs. UTU-represented fixed-route bus operators continued to receive paid benefits during the strike. Since wages were not paid to bus operators during the strike, the reduction in expense partially offsets the reduction in passenger revenue. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$359,136 has been expended on the Capital Improvement Program. Of this, \$214,939 has been spent on MetroBase. Since State Transit Assistance (STA) payments are made quarterly to the District, the capital funding appears to greatly exceed the expenses. But STA monies are already accounted for to help with the local share for MetroBase and to fund non-grant capital projects.

IV. FINANCIAL CONSIDERATIONS

The strike called by United Transportation Union, Local 23, began on September 27, 2005, resulting in the immediate cessation of all fixed-route bus service. ParaCruz service continued to operate. The strike impacted revenues and expenses from September 27, 2005 – November 2, 2005. The District offered fare-free days to riders from November 3-9, 2005, impacting revenues.

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for January 2006.

MONTHLY REVENUE AND EXPENSE REPORT
 OPERATING REVENUE - JANUARY 2006

Attachment **A**

Operating Revenue	FY 05-06 Budgeted for Month	FY 05-06 Actual for Month	FY 05-06 Budgeted YTD	FY 04-05 Actual YTD	FY 05-06 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 279,652	\$ 277,130	\$ 2,094,769	\$ 2,053,686	\$ 1,579,470	\$ (515,299)	
Paratransit Fares	\$ 21,898	\$ 18,213	\$ 172,828	\$ 142,446	\$ 128,812	\$ (44,016)	
Special Transit Fares	\$ 260,261	\$ 270,360	\$ 1,217,200	\$ 1,204,984	\$ 788,064	\$ (429,136)	
Highway 17 Revenue	\$ 87,213	\$ 94,584	\$ 614,119	\$ 614,121	\$ 529,777	\$ (84,342)	
<i>Subtotal Passenger Rev</i>	\$ 649,024	\$ 660,287	\$ 4,098,916	\$ 4,015,237	\$ 3,026,123	\$ (1,072,793)	See Note 1
Advertising Income	\$ 4,167	\$ 14,870	\$ 29,167	\$ 45,075	\$ 44,565	\$ 15,398	See Note 2
Commissions	\$ 500	\$ 548	\$ 3,500	\$ 4,187	\$ 3,111	\$ (389)	
Rent Income	\$ 11,958	\$ 11,652	\$ 86,509	\$ 141,598	\$ 80,956	\$ (5,553)	See Note 3
Interest - General Fund	\$ 30,575	\$ 89,588	\$ 229,678	\$ 226,657	\$ 570,799	\$ 341,121	See Note 4
Non-Transportation Rev	\$ 375	\$ 683	\$ 2,625	\$ 3,879	\$ 157,355	\$ 154,730	See Note 5
Sales Tax Income	\$ 1,102,700	\$ 1,147,100	\$ 9,202,018	\$ 9,049,180	\$ 9,758,424	\$ 556,406	See Note 6
TDA Funds	\$ -	\$ -	\$ 2,838,843	\$ 2,763,293	\$ 2,838,843	\$ -	
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 2,250,942	\$ 2,950,231	\$ 2,250,942	\$ -	
FTA Op Asst - Sec 5311	\$ -	\$ -	\$ 65,704	\$ 92,928	\$ 65,475	\$ (229)	
FTA Op Asst Advance	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	
FY 03-04 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 1,799,299	\$ 1,924,728	\$ 18,807,902	\$ 19,642,265	\$ 18,796,593	\$ (11,309)	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - JANUARY 2006**

	FY 05-06 Final Budget	FY 05-06 Revised Budget	FY 04-05 Expended YTD	FY 05-06 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 913,581	\$ 863,581	\$ 545,146	\$ 465,215	53.9%	
Finance	\$ 616,075	\$ 604,075	\$ 300,420	\$ 277,693	46.0%	
Customer Service	\$ 469,041	\$ 469,041	\$ 251,514	\$ 223,177	47.6%	
Human Resources	\$ 403,818	\$ 403,818	\$ 141,548	\$ 187,356	46.4%	
Information Technology	\$ 438,387	\$ 438,387	\$ 210,381	\$ 246,884	56.3%	
District Counsel	\$ 396,870	\$ 390,194	\$ 183,181	\$ 213,316	54.7%	
Facilities Maintenance	\$ 958,977	\$ 958,977	\$ 565,415	\$ 510,652	53.2%	
Paratransit Program	\$ 2,710,777	\$ 2,710,777	\$ 645,699	\$ 1,471,368	54.3%	
Operations	\$ 1,905,376	\$ 1,825,376	\$ 1,072,553	\$ 1,030,240	56.4%	
Bus Operators	\$ 12,759,002	\$ 12,759,002	\$ 6,977,383	\$ 6,181,290	48.4%	
Fleet Maintenance	\$ 4,073,806	\$ 4,068,248	\$ 2,114,415	\$ 2,074,349	51.0%	
Retired Employees/COBRA	\$ 1,155,813	\$ 1,155,813	\$ 464,597	\$ 604,621	52.3%	
Total Personnel	\$ 26,801,523	\$ 26,647,289	\$ 13,472,252	\$ 13,486,160	50.6%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 655,301	\$ 705,301	\$ 312,737	\$ 396,552	56.2%	
Finance	\$ 813,517	\$ 825,517	\$ 487,425	\$ 437,349	53.0%	
Customer Service	\$ 96,006	\$ 96,006	\$ 63,770	\$ 38,030	39.6%	
Human Resources	\$ 45,706	\$ 45,706	\$ 18,445	\$ 18,778	41.1%	
Information Technology	\$ 133,035	\$ 133,035	\$ 96,313	\$ 121,237	91.1%	See Note 7
District Counsel	\$ 11,463	\$ 26,581	\$ 6,800	\$ 23,705	89.2%	See Note 8
Risk Management	\$ 259,015	\$ 250,573	\$ 32,682	\$ 173,880	69.4%	See Note 9
Facilities Maintenance	\$ 444,250	\$ 444,250	\$ 193,135	\$ 161,288	36.3%	
Paratransit Program	\$ 867,761	\$ 867,761	\$ 1,099,701	\$ 330,405	38.1%	
Operations	\$ 617,418	\$ 697,418	\$ 256,386	\$ 355,463	51.0%	
Bus Operators	\$ 7,120	\$ 7,120	\$ 2,109	\$ 147	2.1%	
Fleet Maintenance	\$ 3,330,435	\$ 3,335,993	\$ 1,680,517	\$ 1,550,758	46.5%	
Op Prog/SCCIC	\$ 450	\$ 450	\$ 30	\$ 250	55.6%	
Total Non-Personnel	\$ 7,281,477	\$ 7,435,711	\$ 4,250,052	\$ 3,607,843	48.5%	
Total Operating Expense	\$ 34,083,000	\$ 34,083,000	\$ 17,722,304	\$ 17,094,003	50.2%	
YTD Operating Revenue Over YTD Expense				\$ 1,702,590		

**CONSOLIDATED OPERATING EXPENSE
JANUARY 2006**

	FY 05-06 Final Budget	FY 05-06 Revised Budget	FY 04-05 Expended YTD	FY 05-06 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 7,897,147	\$ 7,897,147	\$ 3,814,278	\$ 3,469,732	43.9%	
Operators Overtime	\$ 1,154,109	\$ 1,154,109	\$ 636,177	\$ 834,536	72.3%	See Note 10
Other Salaries & Wages	\$ 6,223,417	\$ 6,069,183	\$ 3,266,321	\$ 2,779,222	45.8%	
Other Overtime	\$ 166,200	\$ 246,200	\$ 84,972	\$ 133,760	54.3%	
	\$ 15,440,873	\$ 15,366,639	\$ 7,801,749	\$ 7,217,250	47.0%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 226,164	\$ 226,164	\$ 89,192	\$ 92,524	40.9%	
PERS Retirement	\$ 1,728,898	\$ 1,728,898	\$ 818,441	\$ 1,031,211	59.6%	See Note 11
Medical Insurance	\$ 3,724,628	\$ 3,674,628	\$ 1,724,579	\$ 2,021,126	55.0%	
Dental Plan	\$ 534,944	\$ 534,944	\$ 240,219	\$ 276,508	51.7%	
Vision Insurance	\$ 144,360	\$ 144,360	\$ 75,268	\$ 77,935	54.0%	
Life Insurance	\$ 48,768	\$ 48,768	\$ 22,428	\$ 28,980	59.4%	See Note 12
State Disability Ins	\$ 333,050	\$ 333,050	\$ 107,616	\$ 96,423	29.0%	
Long Term Disability Ins	\$ 191,434	\$ 191,434	\$ 118,322	\$ 103,969	54.3%	
Unemployment Insurance	\$ 85,251	\$ 85,251	\$ 60,410	\$ 48,355	56.7%	
Workers Comp	\$ 1,396,680	\$ 1,396,680	\$ 756,664	\$ 546,000	39.1%	
Absence w/ Pay	\$ 2,908,020	\$ 2,908,020	\$ 1,643,948	\$ 1,909,910	65.7%	See Note 13
Other Fringe Benefits	\$ 38,454	\$ 88,454	\$ 13,418	\$ 35,969	40.7%	
	\$ 11,360,650	\$ 11,360,650	\$ 5,670,503	\$ 6,268,910	55.2%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 315,959	\$ 315,959	\$ 146,233	\$ 129,462	41.0%	
Prof/Legis/Legal Services	\$ 467,919	\$ 461,754	\$ 151,850	\$ 219,980	47.6%	
Temporary Help	\$ -	\$ 74,234	\$ 31,561	\$ 49,939	67.3%	See Note 14
Custodial Services	\$ 107,800	\$ 107,800	\$ 40,864	\$ 37,657	34.9%	
Uniforms & Laundry	\$ 57,223	\$ 56,594	\$ 32,219	\$ 18,909	33.4%	
Security Services	\$ 424,699	\$ 424,699	\$ 159,865	\$ 269,543	63.5%	See Note 15
Outside Repair - Bldgs/Eqmt	\$ 211,578	\$ 212,322	\$ 107,115	\$ 95,488	45.0%	
Outside Repair - Vehicles	\$ 347,800	\$ 332,800	\$ 146,775	\$ 85,216	25.6%	
Waste Disp/Ads/Other	\$ 75,019	\$ 79,019	\$ 56,231	\$ 28,930	36.6%	
	\$ 2,007,997	\$ 2,065,181	\$ 872,715	\$ 935,124	45.3%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ -	\$ -	\$ -	\$ -	0.0%	
Paratransit Service	\$ 309,600	\$ 294,600	\$ 897,475	\$ 93,730	31.8%	
	\$ 309,600	\$ 294,600	\$ 897,475	\$ 93,730	31.8%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 2,094,447	\$ 2,094,447	\$ 917,569	\$ 958,084	45.7%	
Tires & Tubes	\$ 178,560	\$ 178,560	\$ 97,677	\$ 80,883	45.3%	
Other Mobile Supplies	\$ 7,740	\$ 7,740	\$ 8,694	\$ 6,038	78.0%	See Note 16
Revenue Vehicle Parts	\$ 407,510	\$ 437,510	\$ 253,116	\$ 248,189	56.7%	
	\$ 2,688,257	\$ 2,718,257	\$ 1,277,056	\$ 1,293,194	47.6%	

**CONSOLIDATED OPERATING EXPENSE
JANUARY 2006**

	FY 05-06 Final Budget	FY 05-06 Revised Budget	FY 04-05 Expended YTD	FY 05-06 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 24,358	\$ 23,808	\$ 13,349	\$ 6,738	28.3%	
Printing	\$ 65,088	\$ 65,088	\$ 38,726	\$ 32,835	50.4%	
Office/Computer Supplies	\$ 70,948	\$ 70,948	\$ 47,718	\$ 47,156	66.5%	See Note 17
Safety Supplies	\$ 21,875	\$ 21,875	\$ 5,401	\$ 4,621	21.1%	
Cleaning Supplies	\$ 58,730	\$ 58,730	\$ 19,776	\$ 18,815	32.0%	
Repair/Maint Supplies	\$ 55,000	\$ 55,000	\$ 29,066	\$ 15,575	28.3%	
Parts, Non-Inventory	\$ 40,500	\$ 40,500	\$ 21,122	\$ 16,316	40.3%	
Small Tools	\$ 10,600	\$ 11,600	\$ 4,635	\$ 3,271	28.2%	
Promo/Photo Supplies	\$ 13,041	\$ 13,041	\$ 2,836	\$ 2,827	21.7%	
	\$ 360,140	\$ 360,590	\$ 182,630	\$ 148,154	41.1%	
UTILITIES	\$ 340,882	\$ 340,882	\$ 185,058	\$ 184,654	54.2%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 491,100	\$ 491,100	\$ 338,603	\$ 292,896	59.6%	See Note 18
Settlement Costs	\$ 150,000	\$ 150,000	\$ 23,379	\$ 145,830	97.2%	See Note 19
Repairs to Prop	\$ -	\$ -	\$ (14,662)	\$ (24,603)	0.0%	See Note 20
	\$ 641,100	\$ 641,100	\$ 347,319	\$ 414,123	64.6%	
TAXES	\$ 47,743	\$ 47,743	\$ 27,304	\$ 27,065	56.7%	
MISC EXPENSES						
Dues & Subscriptions	\$ 54,159	\$ 55,159	\$ 23,533	\$ 44,900	81.4%	See Note 21
Advertising - Revenue Prod.	\$ 15,000	\$ 15,000	\$ 9,891	\$ 5,356	35.7%	
Employee Incentive Program	\$ 7,547	\$ 7,547	\$ 4,239	\$ 1,324	17.5%	
Training	\$ 8,800	\$ 9,200	\$ 59	\$ 2,653	28.8%	
Travel	\$ 21,870	\$ 21,470	\$ 1,557	\$ 4,201	19.6%	
Other Misc Expenses	\$ 20,328	\$ 20,328	\$ 8,793	\$ 8,566	42.1%	
	\$ 127,704	\$ 128,704	\$ 48,072	\$ 67,000	52.1%	
OTHER EXPENSES						
Leases & Rentals	\$ 758,054	\$ 758,654	\$ 412,423	\$ 444,799	58.6%	See Note 22
	\$ 758,054	\$ 758,654	\$ 412,423	\$ 444,799	58.6%	
Total Operating Expense	\$ 34,083,000	\$ 34,083,000	\$ 17,722,304	\$ 17,094,003	50.2%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 05-06 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Final Program Budget	Expended in January	YTD Expended
Grant Funded Projects			
MetroBase	\$ 29,622,709	\$ 4,665	\$ 214,939
Revenue Vehicle Replacement	\$ 920,000		
Short Range Transit Plan	\$ 100,000		
Pacific Station Renovation	\$ -		\$ 4,650
	\$ 30,642,709		
District Funded Projects			
Bus Stop Imprvmnts/Bus Shelter Projects	\$ 10,000	\$ 21,340	\$ 21,340
Revenue Vehicle Replacement	\$ 90,000		\$ 10,593
IT Projects	\$ 30,200	\$ -	\$ 32,882
Facilities Repairs & Improvements	\$ 29,500		\$ 25
Non-Revenue Vehicle Replacement	\$ 229,000		\$ 55,831
Office Equipment	\$ 22,100	\$ 2,187	\$ 18,876
PM Filters for Fleet (4)	\$ 33,320		
Mt. Biewlaski Repeater	\$ 15,000		
Transfer to Operating Budget	\$ 335,000		
	\$ 794,120		
TOTAL CAPITAL PROJECTS	\$ 31,436,829	\$ 28,192	\$ 359,136
CAPITAL FUNDING SOURCES			
	Budget	Received in January	YTD Received
Federal Capital Grants	\$ 9,230,246	\$ 128,300	\$ 176,692
State/Local Capital Grants	\$ 7,500,000	\$ -	\$ -
STA Funding	\$ 1,101,716	\$ 385,728	\$ 741,408
Transfer from Operating Budget	\$ -	\$ -	\$ -
Bus Stop Improvement Reserves	\$ 10,000	\$ -	\$ -
District Reserves	\$ 13,594,867	\$ -	\$ -
TOTAL CAPITAL FUNDING	\$ 31,436,829	\$ 514,028	\$ 918,100

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

1. Passenger fares (farebox and pass sales) are \$515,299 or 25% under the final budget amount for the year to date. Paratransit fares are \$44,016 or 25% under the budgeted amount. Special transit fares (contracts) are \$429,136 or 35% under the budgeted amount. Highway 17 Express revenue is \$84,342 or 14% under the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first seven months of the fiscal year by a net \$1,072,7937 or 26%.
2. Advertising income is \$15,398 over the budgeted amount for the year to date based on current advertising levels on the exterior of District buses. A formal program to sell ads has not yet been implemented.
3. Rent income is \$5,553 under budget for the year to date due to a continuing vacancy in the Metro Space space previously occupied by Storti's Pizzeria.
4. Interest income is \$341,121 over budget for the year to date due to higher interest rates than projected in the County investment pool and a one-time interest credit by the County for FY 04-05 in the amount of \$56,564. The average interest rate for the year-to-date is 3.84% while the budget projected 2.0%.
5. Non-transportation revenue is \$154,730 over budget due to a quarterly reimbursement from the County for payroll deductions in the amount of \$152,457 to cover the employees' share of the CalPERS retirement program contributions. This offsets the District's increased retirement expense and will be addressed in the April budget revision.
6. Sales tax income is \$556,406 over budget for the first seven months of the fiscal year. The budget projected a 2.6% increase over last year while the tax receipts for the July – September 2005 sales quarter were up 18.3 %. According to the State Board of Equalization, receipts were up 7-8% statewide over the same period one year ago. However, in addition, delayed returns were up substantially this quarter, which meant the District's receipts were up an extra \$268,197 over one year ago just for late filings. The District received \$353,042 this year for delayed returns compared to \$84,845 one year ago. Without the late returns, the District's revenue for the period is up 11% over one year ago.
7. Information Technology non-personnel expense is at 91.1% of the budget due to the annual payment of maintenance agreements for the computer system and required programming changes for the Bus Operator bid module which will be addressed in the April budget revision.
8. District Counsel non-personnel expense is at 89.2% of the budget due to payment for temp help services and legal services in the approximate amount of \$17,800.
9. Risk management expense is at 69.4% of the budget due to settlement payments to Bus Operators for the wage order claim.

5-6.26

10. Operators overtime expense is at 72.30% of the budget due to position vacancies. A new Bus Operator class started on March 16, 2006.
11. PERS retirement expense is at 59.6% of the budget due to an increased employer contribution that is being reimbursed by employees per their labor agreements, as stated in Note 5. This will be addressed in the April budget revision.
12. Life insurance expense is at 59.4% of the budget since February premiums were paid in advance.
13. Absence with pay is at 65.7% of the budget since from September 27, 2005 – November 1, 2005, most SEIU-represented employees were on paid absence. Total payroll is within budget.
14. Temp help expense is at 67.3% of the budget since funds are transferred to this account as needed by departments using temp help during position vacancies. Temp help is only funded through budget transfers from the salary account.
15. Security services are at 63.5% of the budget due to additional services required during the strike.
16. Other mobile supplies are at 78.0% of the budget because upholstery supplies are purchased as needed.
17. Office/computer supplies are at 66.5% of the budget due to volume purchase of IT supplies.
18. Insurance (property and PL/PD) expense is at 59.6% of the budget since the CalTIP quote upon which the budget was based was slightly lower than the actual billing. This will be addressed in the April budget revision.
19. Settlement costs are at 97.2% of the budget due to payments to Bus Operators totaling \$140,000 for the wage order claim.
20. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.
21. Dues and subscriptions are at 81.4% of the budget due to annual payment of APTA dues.
22. Leases and rentals are at 58.6% of the budget due to annual property tax payments on two facilities.

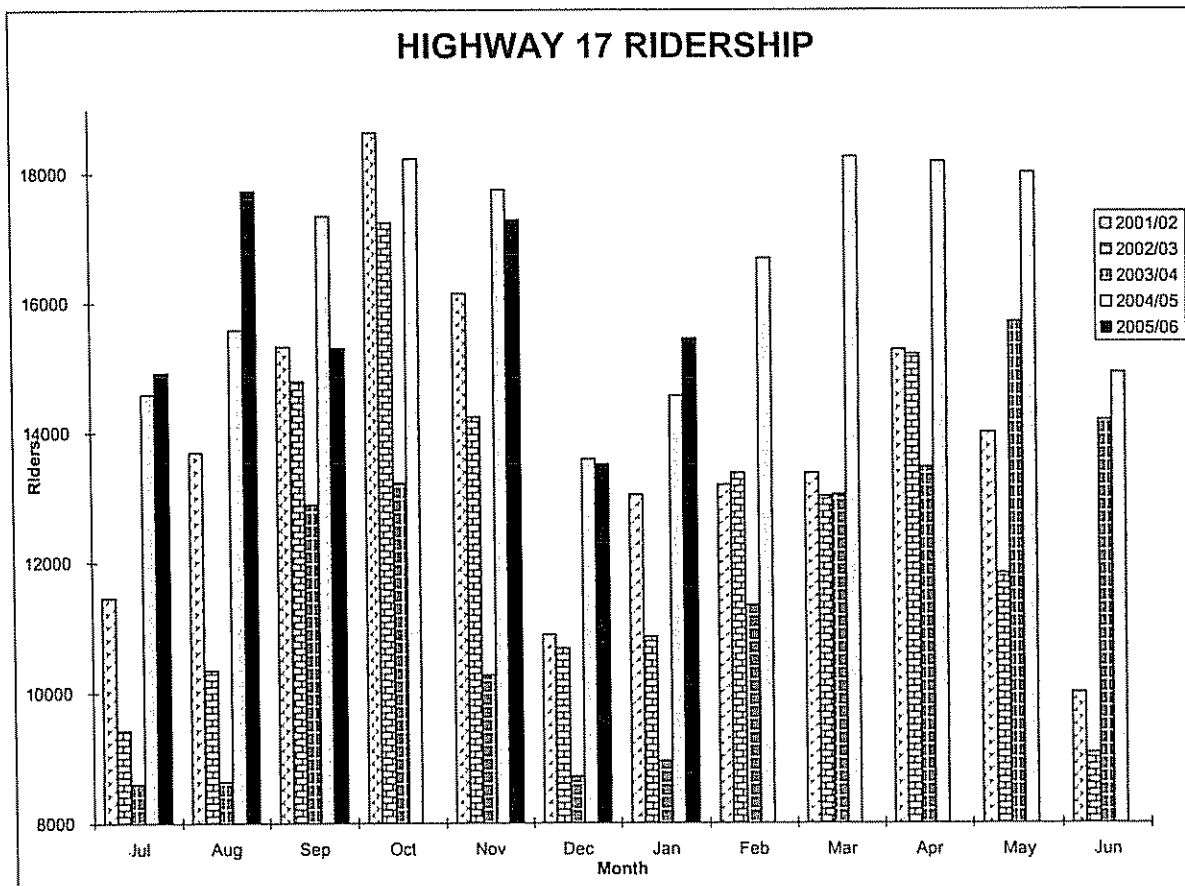
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FY 05-06 BUDGET TRANSFERS
3/16/06-4/17/06

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<hr/> <hr/>			
TRANSFER # 06-018			
TRANSFER FROM:	503033-1800	Legal Services	\$ (1,000)
TRANSFER TO:	509011-1700	Dues and Subscriptions	\$ 1,000
REASON:	To cover dues and subscriptions expense in Counsel's office.		
<hr/> <hr/>			
TRANSFER # 06-019			
TRANSFER FROM:	503406-3100	Contract Services/Paratransit	\$ (15,000)
TRANSFER TO:	504191-3100	Revenue Vehicle Parts	\$ 15,000
REASON:	To cover increased costs of ParaCruz revenue vehicle parts.		
<hr/> <hr/>			

HIGHWAY 17 - JANUARY 2006

	January			YTD		
	This Year	Last Year	%	This Year	Last Year	%
FINANCIAL						
Cost	\$ 125,401	\$ 114,376	9.6%	\$ 694,187	\$ 803,251	(13.6%)
Farebox	\$ 52,794	\$ 47,941	10.1%	\$ 298,943	\$ 357,160	(16.3%)
Operating Deficit	\$ 61,633	\$ 57,107	7.9%	\$ 325,622	\$ 379,047	(14.1%)
Santa Clara Subsidy	\$ 30,816	\$ 28,554	7.9%	\$ 162,811	\$ 189,523	(14.1%)
METRO Subsidy	\$ 30,816	\$ 28,554	7.9%	\$ 162,811	\$ 189,523	(14.1%)
San Jose State Subsid	\$ 383	\$ 588	(34.8%)	\$ 8,222	\$ 11,271	(27.1%)
AMTRAK Subsidy	\$ 10,590	\$ 8,740	21.2%	\$ 61,400	\$ 55,773	10.1%
STATISTICS						
Passengers	15,446	14,566	6.0%	94,200	111,652	(15.6%)
Revenue Miles	41,271	41,271	0.0%	236,353	288,759	(18.1%)
Revenue Hours	1,548	1,548	0.0%	8,865	10,829	(18.1%)
Passengers/Day	498	470	6.0%	529	519	1.9%
Passengers/Weekday	619	578	7.1%	669	652	2.7%
Passengers/Weekend	245	243	0.7%	240	227	5.6%
PRODUCTIVITY						
Cost/Passenger	\$ 8.12	\$ 7.85	3.4%	\$ 7.37	\$ 7.19	2.4%
Revenue/Passenger	\$ 3.42	\$ 3.29	3.8%	\$ 3.17	\$ 3.20	(0.8%)
Subsidy/Passenger	\$ 4.02	\$ 3.96	1.4%	\$ 3.54	\$ 3.50	1.4%
Passengers/Mile	0.37	0.35	6.0%	0.40	0.39	3.1%
Passengers/Hour	9.98	9.41	6.0%	10.63	10.31	3.1%
Recovery Ratio	42.1%	41.9%	0.4%	43.1%	44.5%	(3.1%)



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Steve Paulson, Paratransit Administrator
SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004.
- Operating Statistics reported are for the month of January 2006.
- New regulations regarding lunch and rest breaks became effective August 1, 2005.
- Customer feedback information is for the month of January 2006.

III. DISCUSSION

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.

METRO began direct operation of ADA paratransit service (METRO ParaCruz) beginning November 1, 2004. This service had been delivered under contract since 1992.

New regulations requiring meal periods became effective August 1, 2005. This presented new scheduling challenges resulting in decreased driver productivity and increased use of supplemental service providers.

5-8.1

During the month of January, five (5) service complaints and six (6) compliments were received regarding service issues. Two (2) of the complaints were found to be "not valid" when investigated. All three (3) of the valid complaints were related to late trips.

Operating Statistics for FY 05-06 through December 2005

	July 05	Aug 05	Sept 05	Oct 05	Nov 05	Dec 05	Jan 06
Scheduled	7570	7935	8413	9526	8516	7262	7361
Performed	6513	6799	7220	8384	7199	6202	6405
Total miles	50,755	56,599	55,890	64,163	55,208	49,325	50,259
Av trip miles	5.86	6.03	5.69	5.75	5.79	5.71	5.57
Within ready window	91.97%	91.99%	90.93%	87.88%	89.67%	92.26%	94.06%
Excessively late/missed trips	9	12	23	33	19	9	4
Monthly call volume	6163	6719	6465	7481	6325	5784	5690
Call average seconds to answer	36	29	29	30	26	29	23
Hold times less than 2 minutes	88%	90%	90%	90%	92%	91%	95%
Distinct riders	795	806	842	878	827	779	748
Most frequent rider	52 rides	49 rides	57 rides	53 rides	45 rides	43 rides	48 rides
Shared rides	58.5%	58.9%	63.6%	66.3%	66.1%	60.4%	58.9%
Passengers per rev hour	1.68	1.38	1.58	1.64	1.66	1.45	1.48
Rides by supplemental providers	5.47%	7.94%	8.23%	13.10%	15.19%	6.05%	1.92%
SCT cost per ride	\$22.23	\$22.79	\$22.95	\$25.17	\$22.73	\$24.40	\$22.46
ParaCruz driver cost per ride	\$23.58(est)	\$24.87(est)	\$23.31(est)	\$25.26 (est)	\$24.77 (est)	\$24.88 (est)	\$24.27 (est)
Rides < 10 miles	81.29%	82.85%	79.87%	78.01%	77.89%	79.83%	79.30%
Rides > 10	18.71%	17.15%	20.14%	21.99%	22.11%	20.17%	20.70%

5-8.2

Board of Directors
Board Meeting April 28, 2006
Page 3

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

NONE

5-8.3

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION
COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

That the Board of Directors accept and file the voting results from appointees to the Santa Cruz County Regional Transportation Commission.

II. SUMMARY OF ISSUES

- Per the action taken by the Board of Directors, staff is providing the minutes from the most recent meetings of the Santa Cruz County Regional Transportation Commission.
- Each month staff will provide the minutes from the previous month's SCCRTC meetings.

III. DISCUSSION

The Board requested that staff include in the Board Packet information relating to the voting results from the appointees to the Santa Cruz County Regional Transportation Commission. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

- Attachment A:** Minutes of the March 2, 2006 Regular SCCRTC Meeting
Attachment B: Minutes of the March 16, 2006 Transportation Policy Workshop

5-10.1

Attachment A

SAN SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
AND
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

Minutes

Thursday,
March 2, 2006
9:00 a.m.

Board of Supervisors Chambers
701 Ocean Street
Santa Cruz CA 95060

1. Roll Call

Members Present: Jan Beautz
Gustavo Gonzalez (Alt.)
Randy Johnson
Mike Keogh
David Koch (Alt.)
Dennis Norton
Gregg Albright (ex-officio)

Ellen Pirie
Emily Reilly
Pat Spence
Mark Stone
Marcela Tavantzis
Mardi Wormhoudt

Staff Present: Pat Dellin
Karena Pushnik
Kim Shultz
Cory Caletti
David Brown

Rachel Moriconi
Gini Pineda
Grace Blakeslee
Luis Mendez

2. Oral Communications - None

3. Additions or Deletions to Consent and Regular Agendas

Acting Executive Director Pat Dellin announced there would be no Closed Session (Item 36). She asked to move Item 15 from the Consent Agenda to the Regular Agenda. Commission Chair Pirie assigned it Item 28.1.

Ms. Dellin referred to the Revised Agenda given to the Commissioners which added Item 10.1 and to other handouts which included a corrected meeting schedule (Item 20), the Directors Report (Item 29), letters distributed by Caltrans regarding Item 33 and a hard copy of the PowerPoint presentation provided by Nolte Associates for Item 34.

Commissioner Wormhoudt asked to pull Items 10 and 10.1 from the Consent Agenda. Chair Pirie designated them as Items 35.1 and 35.2 respectively.

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CONSENT AGENDA (Norton/Beautz)

4. Approved Minutes of the February 2, 2006 Regular SCCRTC Meeting (Commissioner Keogh and Commission Alternate Koch abstained.)
5. Approved Minutes of the February 16, 2006 Transportation Policy Workshop Meeting (Commissioners Keogh and Reilly and Commission Alternates Gonzalez and Koch abstained.)

POLICY

No consent items

PROJECTS and PLANNING

6. Approved Budget and Administration/Personnel Committee and Staff Recommendations Regarding the Revised Formula for Distribution of Federal Planning (PL) Funds by AMBAG
7. Accepted Status Report on Santa Cruz Branch Rail Line Acquisition Project
8. Approved Staff Recommendations Regarding Article 8 Transportation Development Act (TDA) Claim and Regional Transportation Improvement Program (RTIP) Amendment Transferring Funds between City of Santa Cruz Projects (Resolution 21-06)
9. Approved Staff Recommendations Regarding Transportation Funding Task Force Project Expenditures (Resolution 22-06)

COMMISSION BUDGET AND EXPENDITURES

10. Approve Recommendations by the Ad Hoc Committee on Compensation Regarding Employment Agreement for the Executive Director - Moved to Regular Agenda as Item 35.1
- 10.1 Approve Staff Recommendations Regarding Expenditures for Travel Expense Reimbursements for the Executive Director Recruitment - Moved to Regular Agenda as Item 35.2
11. Accepted FY04-05 Fiscal Audit for the SCCRTC
12. Approved Staff Recommendations Regarding Expenditure for the Purchase of a Replacement Printer (Resolution 23-06)

5-10.a2

ADMINISTRATION

13. Approved Budget and Administration/Personnel Committee and Staff Recommendations Regarding Regional Surface Transportation Program (RSTP) Exchange Policy Change (Resolution 24-06)
14. Approved Staff Recommendation Regarding Elderly and Disabled Transportation Advisory Committee Appointment
15. Approve Resolution of Appreciation for Gregg Albright, Caltrans District 5 Director - Moved to Regular Agenda as Item 28.1
16. Accepted Meeting Schedule for SCCRTC Committees and Invitation to Commissioners to Participate in SCCRTC Advisory Committee Meetings

COMMITTEE MINUTES

17. Accepted Draft Minutes of the February 9, 2006 and February 13, 2006 Budget and Administration/Personnel Committee Meetings
18. Accepted Draft Minutes of the February 14, 2006 Elderly and Disabled Transportation Advisory Committee Meeting
19. Accepted Draft Minutes of the February 16, 2006 Interagency Technical Advisory Committee Meeting

INFORMATION/OTHER

20. Accepted Three-Month Meeting Schedule
21. Accepted SCCRTC Staff Comment Letters on Draft Environmental Documents and Plans Prepared by Other Agencies
 - a. Letter to Caltrans Regarding the Glenwood Curves Safety Project Initial Study
22. Accepted Correspondence Log
23. Accepted Letters from SCCRTC Committees and Staff to Other Agencies
 - a. Letters to State Legislators Regarding State Budget and Proposed Infrastructure Bond

5-10.a3

24. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
25. Accepted Handouts from Staff and Commissioners at Previous Regional Transportation Commission Meetings
26. Accepted Information Items - No items

SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (SAFE)

27. Accepted Staff Recommendations Regarding Safe on 17 Contract Amendment (Resolution 25-06)

REGULAR AGENDA

28. Commissioner Reports - None
- 28.1 Approved Resolution of Appreciation for Gregg Albright, Caltrans District 5 Director

Director Dellin thanked Mr. Albright for all the hard work he has done over the years for District 5. She expressed special thanks for his role in making the Highway 1/17 Merge Lanes Project a priority for Caltrans and for successfully securing gap funding from the California Transportation Commission.

Chair Pirie presented Mr. Albright with a resolution highlighting Mr. Albright's contributions to District 5 and thanking him for his enthusiastic support.

The departing District Director, who has been promoted to Deputy Director for Planning and Modal Programs with Caltrans headquarters in Sacramento, said that he would miss District 5. He added that he would continue to advocate for context sensitive solutions at the state level and to work for policies supporting collaboration between Caltrans and regional and local agencies.

Commissioner Johnson arrived.

Commissioner Stone thanked Director Albright for working with all areas of the community and moved to approve the staff recommendations that the Regional Transportation Commission adopt a resolution of appreciation for Gregg Albright, departing Caltrans District 5 Director.

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Commissioner Wormhoudt seconded and the motion (Resolution 26-06) passed unanimously.

29. Director's Report - Oral Report

Acting Executive Director Pat Dellin announced that Grace Blakeslee was promoted to Transportation Planner and that Cory Caletti was promoted to Senior Transportation Planner. Ms. Dellin also introduced David Brown who was recently hired as a Transportation Planning Technician. She added that staff has been interviewing to fill the one and one-half budgeted vacancies.

Commissioner Norton said he appreciates the staff and praised Ms. Blakeslee for her efforts mapping the rail corridor.

30. Caltrans Report

Gregg Albright, Caltrans District 5, said that the Interim District Director, Cheryl Willis, will be a capable replacement and is sensitive to the needs of communities like Santa Cruz. Mr. Albright also announced that March 10th is the application deadline for his current position.

31. SCCRTC Committee Appointments

Chair Pirie reported that all the existing members of the Budget and Administration/Personnel Committee, which includes Commissioners Pirie, Beautz, Wormhoudt, Campos and Keogh wish to remain on the Committee. In addition, Commissioner Rivas wishes to serve. Ms. Pirie recommended that these six Commissioners be appointed to the Committee.

Commissioner Wormhoudt moved and Commissioner Beautz seconded to approve Chair Pirie's recommendation. The motion passed unanimously.

32. FY 06-07 SCCRTC Budget and Work Program

Acting Executive Director Pat Dellin highlighted some aspects of the Budget and Work Program, including that the Transportation Funding Task Force will start work in the spring and a report on its progress and potential continuation to completion will be provided to the Commission in the summer. She said that the Budget Task Force is currently under-funded and the Commission will decide later whether to continue the Task Force work into

the next Fiscal Year. Potential funding sources are a Caltrans grant and other state funds.

Director Dellin said that in the past, the Commission had planned to wait until the rail line was purchased before initiating work on a master plan for the rail trail and Monterey Bay Sanctuary Scenic Trail, but given that the decision regarding the rail line acquisition will be made in the next six to nine months, the budget includes funding for a master plan in order to be ready to release a Request for Proposals (RFPs) for consultant assistance. She said that a more inclusive report will be brought to the Commission in the future.

Ms. Dellin reported that since the Commission decided to hire a consultant to conduct the traffic counts for the Traffic Monitoring Report, staff no longer needs the Commission van and is proposing to sell it and ask for matching funds from the air district through an AB2766 grant to buy a hybrid electric sedan to better serve the Commission's needs. She mentioned that Commission reserves are low but when the main budget amendment is adopted in October, there should be a more accurate financial picture.

Ms. Dellin also said that it might be wise to hire a state consultant and that not having a voice in Sacramento could be the reason why the SCCRTC didn't have a project in the Governor's proposed bond project list.

Commissioner Pirie asked for a report with specifics regarding how retaining a state legislative assistant can benefit the Commission.

Commissioner Keogh asked about the source of funds for liability insurance for the rail line. Senior Planner Luis Mendez said the liability insurance estimate came from the business plan and that there will not be bids until additional information is obtained including the structures assessment and the determination of the short line operator.

In response to comments from Commissioner Tavantzis, Chair Pirie asked for a report on the Rideshare program in the next month or two.

Commissioner Spence asked for a report showing how Community Bridges spends their money, especially how much

5-10.06

is spent on taxi scrip. Chair Pirie asked that the report be brought to the Commission at a future RTC meeting.

Commissioner Wormhoudt moved and Commissioner Reilly seconded to approve the Budget and Administration/Personnel Committee and staff recommendations that the Regional Transportation Commission:

1. Approve a resolution adopting the FY06-07 Budget and Work Program;
2. If additional funds for the RTC's operating budget are realized at a later date, consider assigning them in a future budget amendment to rebuild the Commission Reserves, to fund the under funded portions of the Transportation Funding Task Force project (if the RTC decides this summer to continue it to the second round of meetings), and/or to fund a full year of a Sacramento Assistant; and,
3. Direct staff to pursue an AB2766 grant for a hybrid sedan for use on RTC business and as a replacement to the RTC's van which is no longer needed for traffic counting purposes.

The motion (Resolution 27-06) passed unanimously.

33. Highway 1/17 Merge Lanes Project Funding Update - Oral Presentation by Caltrans

Acting Executive Director Pat Dellin said that the funding gap has been filled for the Highway 1/17 Merge Lanes Project thanks to Caltrans and the California Transportation Commission (CTC). She said a presentation on the project will be made at the April 6th RTC meeting and that an Open House and groundbreaking are scheduled for April 19, 2006.

Gregg Albright said Caltrans expects to award the construction contract on March 10th and that the project website www.hwyl-17.caltrans.ca.gov is up and running. He said that the facts that the winning bid was only 21% over the estimate and that the project is very solid influenced the CTC to fund it.

Commissioner Reilly said she expects that the report in April will focus on how impacts to the community, especially the schools, will be mitigated, rather than just why the project is being done. She said that members of the community should be asked for their ideas regarding

5-10.97

solutions in order to achieve true community involvement.

Mr. Albright agreed and said that he will continue to work to institutionalize collaborative decision making with the community at the state level when he assumes his new post.

34. Highway 1 Projects Update & Quarterly Progress Report on the Highway 1 HOV Lane A/ED - Oral Presentation by Chris Metzger, Nolte & Associates

Chris Metzger used a PowerPoint presentation to highlight the progress made on the Highway 1 projects. Regarding the Highway 1/HOV Widening Project, he said that the Initial Historic Properties Survey Report has been submitted to Caltrans, that the wetlands have been delineated for both the Army Corps of Engineers and for the Coastal Commission and that a Transit Market Study, to define real demand for transit facilities, was underway.

Commissioner Pirie asked to see some of the documents that Nolte Associates had prepared.

Commissioner Keogh asked if one of the southbound entrances to Highway 1 from Morrissey Boulevard would be eliminated. Mr. Metzger said that the full build plan alternative considered this removal, but that it was not being considered as part of the Auxiliary Lanes Project. He added that it could be considered in the Auxiliary Lanes project.

In response to comments from Commissioner Reilly, Mr. Metzger said that there will be an effort to reconfigure the problematic Morrissey Boulevard interchange in the HOV project and to improve the interchange to a lesser degree in the Auxiliary Lanes Project. He added that part of the HOV project would be to reconstruct the La Fonda bridge.

Director Dellin said that as part of the Highway 1/17 Project, Caltrans will make some small scale improvements, including a stop sign at the exit. Longer term improvements require realigning the off ramp and could be part of the Highway 1 HOV Lanes Project.

Commissioners continued to discuss improvements at the Morrissey Boulevard interchange, the footprints for the three build alternatives for the projects and drainage issues.

5-10.a8

Mr. Albright interjected that drainage along the Highway 1 corridor is less than desirable and that drainage issues being considered are site specific to the project. He added that all drainage issues will be fully disclosed in the environmental document.

Commissioner Pirie said that the HOV project could provide an opportunity for the county and cities with drainage projects to work in conjunction with the highway improvement projects.

Commissioner Spence commented that it would enhance the Highway 17 express if the northbound auxiliary lane was lengthened to go completely under Morrissey Boulevard to connect with the merge lane from the Highway 1/17 project.

35. Final 2006 State and Federal Legislative Agendas

Acting Executive Director Pat Dellin said that after consulting with the RTC's committees, Carolyn Chaney, the Commission's Washington consultant, and other committees including the California Association of Councils of Governments, Caltrans' Coordinating Committee and the Regional Transportation Planning Agencies Group, very few changes were made to the Draft 2006 Legislative Agenda approved by the RTC in January. She said it was still unclear what is happening at the state level regarding the potential bond measure.

Gregg Albright, Caltrans District 5, said that Santa Cruz is missing from the state's general operating project list and advised the Commission to be fully engaged in using the performance measurements listed in the Governor's bond measure. He said that the Governor wants to see every project walk through the performance measures and thinks that Santa Cruz can meet the performance measures, especially the Highway 1/HOV Widening Project.

Director Dellin agreed, noting that the Commission adopted a list of projects already that conformed to the performance measures.

Commissioner Stone moved and Commissioner Wormhoudt seconded to approve the staff recommendations that the Regional Transportation Commission:

5-10.99

1. Adopt the proposed 2006 State and Federal Legislative Agendas;
2. Forward the Legislative Agendas to our State and Federal representatives; and,
3. Direct staff to continue to provide periodic status reports as negotiations progress on the prospect for a State Transportation Bond Measure and other associated legislative matters.

The motion passed unanimously.

- 35.1 Approve Recommendations by the Ad Hoc Committee on Compensation Regarding Employment Agreement for the Executive Director - Formerly Item 10

Commissioner Wormhoudt raised concerns about the total cost to hire the Commission's new Executive Director. She said that the compensation package is quite a bit higher than originally discussed and will impact other County of Santa Cruz department heads who do not receive a similar package. She added that County workers are not getting the raises that they are asking for and that it would be best to stay within the original amount budgeted for the position.

Commissioners discussed the fact that the Executive Director will be more of an agency head than a County department head and will have more responsibilities than County department heads. It was pointed out that the SCCRTC will be an independent agency in about six months and the Executive Director position should be viewed in that light.

Commissioner Reilly said that she had less of a problem with the compensation than with the process and thought that the recruiters should have made the salary range clear. Commissioner Beautz said that compensation was not set in advance.

Commissioner Stone thought that the salary and progression was too rich and Commissioner Johnson said that if the package was compared to another independent agency, such as the transit district, it was probably in the ballpark.

It was noted that the Ad Hoc Committee approved the package with a 5-1 vote, with Commission Alternate Schiffirin voting "no".

5-10.a10

Commissioner Beautz moved and Commissioner Spence seconded to approve the Ad Hoc Committee on Compensation for the Executive Director recommendations that the Regional Transportation Commission:

1. Approve the attached employment agreement to hire George Dondero II as the new SCCRTC Executive Director to start in April, 2006 and authorize the RTC Chair to sign the agreement on behalf of the RTC;
2. Request that the County Administrative Officer, as the hiring authority for this position, sign the employment agreement on behalf of the County;
3. Request that the County Board of Supervisors take the actions necessary to implement the agreement; and
4. Disband the Ad Hoc Committee.

The motion passed with Commissioners Wormhoudt, Stone, Reilly and Tavantzis voting "no".

35.2 Approve Staff Recommendations Regarding Expenditures for Travel Expense Reimbursements for the Executive Director Recruitment - Formerly Item 10.1

Director Dellin explained that travel expenses for the interviewees had exceeded the estimated amounts and that direct expenses for the recruiting company had exceeded the estimated amounts as well. She said that the expenditure increases requested were consistent with actual costs.

After discussion, Commissioner Beautz moved and Commissioner Spence seconded to approve the staff recommendations that the Regional Transportation Commission:

1. Approve a resolution to amend the contract with CPS Executive Search and increase the expenditure limit by up to \$2,500 for direct expenses incurred by CPS Executive Search in the Executive Director recruitment; and
2. Approve a resolution to increase the expenditure limit from \$5,000 to \$7,500 to reimburse finalists and semi-finalists for their actual travel costs for interviews for the Executive Director position.

The motion passed (Resolutions 28-06 and 29-06) with Commissioners Wormhoudt, Reilly and Tavantzis voting "no".

5-10.a11

CLOSED SESSION

- 36. CONFERENCE WITH REAL PROPERTY NEGOTIATOR - Removed from Agenda

Acquisition of the Santa Cruz Branch Rail Line Property:
 Santa Cruz Branch Rail Line from Watsonville Junction to
 Davenport

Agency Negotiator: Kirk Trost, Miller, Owen & Trost

Negotiation Parties: SCCRTC, Union Pacific

Under Negotiation: Price and Terms

OPEN SESSION

- 37. Next Meetings/Adjournment

The meeting adjourned at 10:55 a.m.

The next Transportation Policy Workshop is scheduled for
 Thursday, March 16, 2006 at 9:00 a.m. at the SCCRTC
 Offices, 1523 Pacific Avenue, Santa Cruz, CA 95060.

The next SCCRTC meeting is scheduled for Thursday, April 6,
 2006 at 9:00 a.m. at the Board of Supervisors Chambers, 701
 Ocean Street, 5th Floor, Santa Cruz, CA 95060.

Respectfully submitted,

 Gini Pineda, Staff

5-10.a/2

ATTENDEES

Bob Yount	E & D TAC/MAC
Theresia Rogerson	HAS - Health Education
Paul Elerick	CFST
Bill Comfort	
Piet Canin	SCTMA
Donna Ziel	Mark Stone's Alternate
Les White	SCMTD
Chris Schneiter	City of Santa Cruz Public Works
Genevieve Bookwalter	Santa Cruz Sentinel
Ken Kannegaard	Cemex

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5-10.a13

REGIONAL TRANSPORTATION COMMISSION
Transportation Policy Workshop

MINUTES

Thursday, March 16 2006
9:00 am
SCCRTC Conference Room
Santa Cruz, CA 95060

Members Present: Jan Beautz Ellen Pirie
 Cliff Barrett (Alt.) Emily Reilly
 Gustavo Gonzalez Pat Spence
 Mike Keogh Mark Stone
 David Koch Marcela Tavantzis
 Dennis Norton Mardi Wormhoudt

1. Introductions
2. Oral Communications
3. Additions/Deletions to the Agenda

Commissioner Keogh asked that Item 4 be removed from the Consent Agenda. Chair Pirie designated the Item as 12.1

Consent Agenda (Wormhoudt/Reilly) – as amended

4. Approve Budget and Administration/Personnel Committee and Staff Recommendations to Amend the FY 05-06 Budget to Include the Recent Amendment to the Rail Acquisition Financial Plan (Resolution) – Moved to Regular Agenda as Item 12.1
5. Accepted Announcement of Cheryl Willis as Interim District Director for Caltrans District 5
6. Accepted Update Regarding Efforts to Protect Proposition 42 Funding

Regular Agenda

7. Oral Report on Transportation Funding Task Force - Taken out of order after Item 8

5-10.61

Fred Keeley, Convener of the Transportation Funding Task Force, said that almost all of the 80 members of the Task Force have agreed to participate and that he has met with over 50 representatives to date.

Mr. Keeley described the Task Force process as having a "horizontal structure" with no chair and no subcommittees. He said that instead, Task Force members will mingle with the members of the public in attendance at the five meetings scheduled in the five Supervisorial Districts in roundtable discussions. Participants will be provided with a Participation Guide and a Workbook.

During these meetings, people will be asked to list and discuss transportation problems they want to solve in their neighborhoods, their communities and throughout the region. The workbooks will be used to note the issues. Then members and the public will be asked to regroup at tables with a different mix of people and approach a second round of questions concerning what transportation options would work or not work in their neighborhoods, communities and the region. Finally, a third set of discussion groups will be presented with a list of different types of transportation revenues and a description of what one year of each funding source could provide, in order to generate a sense of scale proportionate to the issues and possible solutions.

The information gathered at the workshops will be posted on the website in order to invite further community involvement. The Task Force will try to discern if there are patterns in neighborhoods and/or throughout the community.

An Orientation for Task Force members will be held March 23, 2006.

Senior Planner Karena Pushnik said that the Task Force website is up and running and that the website address is www.tftaskforce.org. She noted that the time for the Watsonville meeting had been changed to 1:30 to 4:30 pm.

Commissioner Reilly suggested that a map of the meeting locations be provided.

8. Oral Report on Status of State Infrastructure Bond Measure Development – Taken out of order prior to Item 7

Acting Executive Director Pat Dellin referred to an article from the *San Jose Mercury News* that said that because the Governor and legislators ultimately could not agree on what to include in the proposed multibillion dollar bond measure the night before this meeting, the measure will not be ready to be included on the June ballot. Ms. Dellin noted that there was therefore no long term fix to Proposition 42, and that this lack could impact future State Transportation Improvement Program funding.

Les White agreed that negotiations continued up to the last moment and an attempt to craft an education only bond also failed to garner sufficient support.

Commissioner Beautz arrived.

5-10.62

9. Oral Report on the 2006 State Transportation Improvement Program (STIP) Hearings held by the California Transportation Commission (CTC)

Director Dellin said that she and Chair Pirie attended the California Transportation Commission (CTC) State Transportation Improvement Program (STIP) hearings in Sacramento. Chair Pirie said that a contingent of Santa Cruz residents also attended and were allowed to testify in opposition to the Highway 1 Soquel/Morrissey Auxiliary Lanes Project. The CTC informed the attending Santa Cruz residents that these comments should be made at the regional level.

Ms. Pirie added that the reality of the situation is that there is not enough money for the projects that are requesting funding. She said that she asked that if the CTC must pick and choose, to pick projects already in line for State Transportation Improvement Program funding, which does not include the Soquel/Morrissey Auxiliary Lanes Project.

10. Update on the Highway 1 Soquel/Morrissey Auxiliary Lanes Project

Acting Executive Director Pat Dellin presented an update on the funding available for the Highway 1 Soquel/Morrissey Auxiliary Lanes Project. She said that the California Transportation Commission's recommendation for the 2006 State Transportation Improvement Program (STIP) funding will be available in April, and that there may not be sufficient funding available to accommodate the RTC's Regional Transportation Improvement Program (RTIP) proposal. The federal earmark obtained for the project cannot be used without the matching funds from the state.

Ms. Dellin said that staff will report back in April about the likelihood of STIP funds available for this and other projects.

Director Dellin added that a legal opinion from County Counsel regarding the question of segmentation was attached.

11. Target Date for Completion of the RTC Autonomy Project

Senior Planner Tegan Speiser reiterated that the reasons for the Commission to seek autonomy were due to the need for operational efficiency and direct control over Commission activities. In addition, concerns about liability, especially regarding the acquisition of the rail line, had been raised by some members of the Board of Supervisors.

Ms. Speiser said that the autonomy timeline has been reworked and that the new target date is October 2006.

Commissioner Beautz moved and Commission Alternate Barrett seconded to approve the Budget and Administration/Personnel Committee and staff recommendations that the Regional Transportation Commission:

5-10.63

1. Accept this status report on the RTC Autonomy Project, including an updated work plan and timeline; and
2. Approve the new target date for separation of October 1, 2006.

The motion passed unanimously.

12. Transition Plan for RTC Executive Director

Chair Pirie opened the discussion surrounding the terms of Acting Executive Director Pat Dellin's retirement. At issue was whether allowing Ms. Dellin to ride out her accumulated leave and formally retire in August was contrary to County policy. It was noted that this procedure had been approved for her predecessor.

Chair Pirie suggested a limited term additional Executive Director position to allow Ms. Dellin to use her accumulated leave.

County Administrative Officer Susan Mauriello said that other department heads were not given this special treatment and that Ms. Dellin would be accumulating vacation and leave while she was riding out her already accumulated leave, costing the Commission approximately \$11,000. She added that the approval for Ms. Dellin's predecessor was granted due to special circumstances surrounding a personal tragedy with the understanding that she was authorized for a medical leave.

Commissioners discussed the issue, noting that County policy was not entirely clear and that there was a precedent for other department heads in the past. It was also noted that Ms. Dellin had acted in good faith and had given a good deal of notice, staying on until a replacement had been found and guiding the Commission through tumultuous times.

Commissioner Beautz noted that County policies are not always a good fit for small agencies and that the SCCRTC was fiscally independent from the County and would soon be a separate government agency.

Commissioner Wormhoudt, while praising Ms. Dellin's work and dedication, said that policies needed to be consistent and opposed the plan. Commissioner Stone agreed saying he was concerned about setting a policy direction.

Director Dellin offered to donate her additional accrued time to the employee catastrophic time bank, if that would help the situation, adding that her goal was to retire at the appropriate age. She said that she would have planned her retirement differently if she had been aware that there could be an issue with her original plan.

Ms. Mauriello said there was no policy to accommodate this offer, but that perhaps the Memorandum of Understanding could be modified.

5-10.b4

Commissioner Keogh pointed out that Acting Executive Director Dellin has more than earned her right to retire under favorable circumstances. She acted in good faith and could have chosen to take her vacation and then announce her retirement, leaving the Commission without her assistance in seeking her replacement and in overseeing the many challenging projects of the last six months.

Commissioner Tavantzis, saying that Ms. Dellin's loyalty needs to be recognized, moved and Commissioner Spence seconded to approve the Budget and Administration/Personnel Committee recommendations that the Regional Transportation Commission request that the County establish a limited term additional Executive Director position effective March 25, 2006 to August 25, 2006 at the salary range previously established on March 7, 2006 for the Executive Director position and place Ms. Dellin in the limited term position.

The vote passed with Commissioners Wormhoudt, Reilly, Stone and Commission Alternate Barrett voting "no".

- 12.1 Approve Budget and Administration/Personnel Committee and Staff Recommendations to Amend the FY 05-06 Budget to Include the Recent Amendment to the Rail Acquisition Financial Plan (Resolution) – Formerly Item 4

Commissioner Keogh objected to the addition of \$70,000 for completion of the appraisals, saying that the costs should have been more accurately estimated initially and that the Phase II Site Assessment should have already been done.

Acting Executive Director Pat Dellin said that a full report regarding the rail line acquisition will be brought to the Commission at the next meeting. She said that the appraisal was delayed by illness of a key consultant and that staff was also frustrated.

Commissioners discussed the budget amendments. It was noted that the appraiser is under a direct contract with the SCCRTC and not sub-contracted through Miller, Owen & Trost.

Ms. Dellin said that the underlying financial plan for the rail line acquisition had already been approved but not the budget amendment.

Commissioner Wormhoudt moved and Commissioner Reilly seconded to approve the Budget and Administration/Personnel (B&A/P) Committee and staff recommendations that the Regional Transportation Commission approve a resolution amending the FY05-06 Budget to incorporate the Santa Cruz Branch Rail Line Acquisition Project Financial Plan approved by the Regional Transportation Commission at its January Transportation Policy Workshop meeting.

The motion (Resolution 30-06) passed with Commissioner Keogh voting "no".

5-10.b5

13. Next Meetings / Adjournment

The next regular RTC meeting will be held **Thursday, April 6, 2006 at 9:00 a.m.** at the Board of Supervisors Chambers, 701 Ocean Street, 5th Floor, Santa Cruz, CA.

The next Transportation Policy Workshop will be held **Thursday, April 20, 2006 at 9:00 a.m.** at the RTC Office, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Gini Pineda, Staff

ATTENDEES

Paul Elerick	CFST
Don Hoernschemeyer	CFST
Bob Yount	MAC/ A&D TAC
Dania Torres-Wong	County of Santa Cruz
Susan Mauriello	County Administrative Officer
Les White	SCMTD
Bill Comfort	
Genevieve Bookwalter	<i>Santa Cruz Sentinel</i>
Rahn Garcia	County Counsel
Pat Dellin	SCCRTC Staff
Karena Pushnik	SCCRTC Staff
Luis Mendez	SCCRTC Staff
Tegan Speiser	SCCRTC Staff

5-10.66

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: STATUS OF THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Status Report.

II. SUMMARY OF ISSUES

- Concrete Indicator Pile Analysis complete.
- Concrete Driven Piles Phase 2 is commencing in April 2006. (Delayed due to weather)
- Recommendation to the Board of Directors for Harris & Associates to conduct specialty inspection services for the Service & Fueling Building Construction.

III. DISCUSSION

Concrete driven piles are needed for the foundation stability of the Service & Fueling Building. Concrete driven piles will consist of two phases. First phase consists of indicator piles that will be driven to determine the adequacy of the design specifications. This phase has been completed. Data was collected during the driving and will assist in the manufacturing process for the rest of the piles. Analysis for the indicator piles has completed and Concrete Driven Piles Phase 2 is commencing in April 2006, delayed due to weather.

City of Santa Cruz has been assisting METRO with inspection services. Numerous testing and inspection services are not available through the City of Santa Cruz. These services can be provided by Harris & Associates. A staff report is included in this Board Packet with more details.

New updates for the MetroBase Project can be viewed at <http://www.scmtd.com/metrobase>. Information on the project, contact information, and MetroBase Hotline number (831) 621-9568 can be viewed on the website.

New updates on the MetroBase Project:

- Concrete Indicator Pile Analysis complete.
- Concrete Driven Piles Phase 2 is commencing in early April 2006.
- Recommendation to the Board of Directors for Harris & Associates to conduct specialty inspection services for the Service & Fueling Building Construction.

5-11.1

Previous information regarding the MetroBase Project:

A. Service & Fueling Building (IFB 05-12)

- Arntz Builders trailer and containers installed adjacent to 1122 River Street
- Public Outreach Newsletter sent to areas possibly affected by construction.
- Notice to Proceed issue effective January 9, 2006 with 365 calendar day construction period.
- Concrete Driven Indicator Piles Phase #1 has completed.
- Weekly Construction Meetings

B. Maintenance Building

- Construction schedule set to 32 months
- RNL contract modification for added Maintenance Building scope will be brought to the Board of Directors in April.
- Harris & Associates contract modification for added Maintenance Building scope will be brought to the Board of Directors in April.

IV. FINANCIAL CONSIDERATIONS

Funds for the construction of the Service & Fueling Building Component of the MetroBase Project are available within the funds the METRO has secured for the Project.

V. ATTACHMENTS

Attachment A: Arntz Builders Contract Summary

Attachment B: Harris & Associates Contract Summary

5-11.2

**Santa Cruz Metropolitan
Transit District**



Contract Company: **Harris & Associates**
 Contract Number: **IFB 05-12**



Item	Revision Date	Description	Progress Payment	Contract Change	Balance	Work Done per Contract percent
1	2/24/2006	IFB 05-12 Harris & Associates Contract		\$ 1,049,999.00	\$ 1,049,999.00	10.42%
2	4/1/2006	Current Expensed	\$ 109,441.99		\$ 940,557.01	
3	2/27/2006	Change Order No. 001(PENDING) Specially Inspection Services not available through City of Santa Cruz (Not To Exceed \$70,000.00)		\$ 70,000.00	\$ 1,010,557.01	0.00%
4	4/1/2006	Current Expensed	\$ -		\$ 1,010,557.01	

Total Contract
 \$ 1,119,999.00

5-11.91

Attachment **A**

**Santa Cruz Metropolitan
Transit District**



Contract Company:
Contract Number:

Arntz Builders, Inc.
IFB 05-12



Item	Revision Date	Description	Progress Payment	Contract Change	Balance	Work Done per Contract percent
1	2/24/2006	IFB 05-12 Arntz Builders Contract		\$ 7,979,000.00	\$ 7,979,000.00	3.48%
2	4/1/2006	Current Expensed	\$ 277,503.48		\$ 7,701,496.52	
3	2/27/2006	Change Order No. 001 Catch basin type for storm drain outfall		\$ 821.69	\$ 7,702,318.21	0.00%
4	4/1/2006	Current Expensed	\$ -		\$ 7,702,318.21	

Total Contract
\$ 7,979,821.69

5-11.61

Attachment **B**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Tom Stickel, Maintenance Manager
SUBJECT: CONSIDERATION OF TRANSFER OF ASSETS TO HARTNELL COLLEGE.

I. RECOMMENDED ACTION

Staff recommends that the Board authorize the General Manager to transfer excess assets to Hartnell College for the purposes of supporting a Heavy Duty Mechanics Training Program

II. SUMMARY OF ISSUES

- Recruitment of heavy duty mechanics has been difficult for both public agencies and private industry.
- In June, 2002, the Board approved an asset transfer of a retired Gillig bus, and some scrap engines and transmissions to the Hartnell College Heavy Duty Mechanic training program.
- A recent fixed asset inventory revealed another opportunity for the District to dispose of some excess assets, with the potential for increasing the available number of trained personal to work on the fleet in the future.

III. DISCUSSION

The District has had difficulty recruiting mechanics with any heavy duty training to work on the buses in the fleet. This shortage of trained personnel has also been a problem for private industry. Given that repair procedures on heavy duty equipment can be safety sensitive as well as relatively expensive, it is important to develop resources that could help respond to recruitment efforts.

The Community Colleges in the area, Cabrillo, Gavilan, Hartnell, and Monterey Peninsula, have formed an agreement to implement a regional Heavy Duty Diesel Mechanics Program. The goal is to provide classroom instruction at the four campuses, with hands-on practical exercises held at Hartnell. To supply this program with equipment and material, the Board approved an asset transfer of a retired bus, and some scrap engines and transmissions. Monterey-Salinas Transit (MST) has contributed to the program. Private industry has contributed as well.

A recent inventory of fixed assets revealed that the District has a selection of engine and transmission overhaul tooling that only fits engines that are no longer legal for the District to operate. These assets have been depreciated to a zero dollar book value. The regular service buses that would be repaired with this tooling have all been retired. The majority of this tooling

5-12.1

was purchased on a contributing basis with grant monies. The Federal Transit Administration encourages the transfer of assets of this nature to Community College programs, where applicable. Hartnell College has indicated that the tooling would be a benefit to their program. Therefore, staff recommends that the Board Authorize the General Manager to transfer these assets to Hartnell College.

IV. FINANCIAL CONSIDERATIONS

There is no budget impact for this item.

V. ATTACHMENTS

Attachment A: Tooling List

Attachment A

List of Vehicle, equipment, and material.

Quantity	Item	Residual Value
1	1981 Gillig Phantom 35 transit bus # 8056	Declared excess Feb. 2002, \$500
3	8V-71 Detroit Diesel engines	Scrap \$0.00
2	6V-92 Detroit Diesel engines	Scrap \$0.00
3	HT740 Allison transmissions	Scrap \$0.00
2	VS-1 Allison transmissions	Scrap \$0.00
1	GMC 6V71 engine and trans cradle package	Scrap \$0.00
2	Rockwell differential housings with gears Flexible	Scrap \$0.00
1	2 ton shop crane	\$100.00 Asset #01031
1	Parts washer Build-All SXL 48	\$15.00 Asset #01220
1	Parts washer Build-All SXL 48	\$15.00 Asset #01221
1	Parts washer Build-All SXL 48	\$15.00 Asset #01353
1	Differential repair stand	\$30.00 Asset #00697
1	Automotive engine overhaul stand	\$20.00 Asset #02673

5-12.a1

Disposition of Multiple Assets Form

Asset #	Engine Tools	Department Number	Reason for Disposal	Original Cost	Current Book Value	Year Received	A or I
00704	Piston ring compressor	4100	Obsolete	\$ 74.80	\$0.00	1982	I
00710	Piston ring compressor	4100	Obsolete	\$ 74.80	\$0.00	1982	I
00711	Piston ring compressor	4100	Obsolete	\$ 74.80	\$0.00	1982	I
00717	Cylinder head holding plates (set of 2)	4100	Obsolete	\$ 84.55	\$0.00	1982	I
00739	Cylinder liner remover	4100	Obsolete	\$ 256.00	\$0.00	1982	I
00749	Block assembly wrench set	4100	Obsolete	\$ 55.65	\$0.00	1982	I
01885	Multiple injector copper tools & reamers	4100	Obsolete	\$ 99.99	\$0.00	1985	I
01886	Oil pump drive gear slip torque adapter	4100	Obsolete	\$ 111.00	\$0.00	1985	I
01892	installer	4100	Obsolete	\$ 131.85	\$0.00	1985	I
01893	Piston pin furnace	4100	Obsolete	\$ 277.33	\$0.00	1985	I
01894	Piston pin extract kit	4100	Obsolete	\$ 160.99	\$0.00	1985	I
02414	Crankshaft pulley remover (2)	4100	Obsolete	\$ 170.30	\$0.00	1989	I
03127	Water pump seal remover	4100	Obsolete	\$ 113.42	\$0.00	1989	I
03128	remover (2)	4100	Obsolete	\$ 89.00	\$0.00	1983	I
03151	Bevel nut wrench adapter	4100	Obsolete	\$ 66.32	\$0.00	1983	I
03153	Water pump drive gear installer	4100	Obsolete	\$ 58.20	\$0.00	1983	I
03155	Valve seat insert remover set (2)	4100	Obsolete	\$ 45.74	\$0.00	1982	I
03156	Valve spring compressor set (3)	4100	Obsolete	\$ 52.40	\$0.00	1982	I
03161	Rear oil seal sleeve installer	4100	Obsolete	\$ 56.36	\$0.00	1983	I
03162	Rear oil seal installer	4100	Obsolete	\$ 67.16	\$0.00	1983	I
03163	Piston ring compressor	4100	Obsolete	\$ 79.02	\$0.00	1982	I
03164	Piston ring compressor	4100	Obsolete	\$ 79.02	\$0.00	1982	I
03165	Piston ring compressor	4100	Obsolete	\$ 79.02	\$0.00	1982	I
03166	Cylinder compression gauge set	4100	Obsolete	\$ 78.72	\$0.00	1982	I
03169	Water nozzle installer	4100	Obsolete	\$ 40.52	\$0.00	1982	I
04089	Diesel timing gauge	4100	Obsolete	\$ 248.67	\$0.00	1997	I
04918	Piston ring compressor	4100	Obsolete	\$ 79.02	\$0.00	1982	I
04937	Piston ring compressor	4100	Obsolete	\$ 79.02	\$0.00	1982	I
	Cylinder head pressure test fixture	4100	Obsolete		\$0.00		I
	Piston pin installation gauge	4100	Obsolete		\$0.00		I
	Blower service tool set	4100	Obsolete		\$0.00		I
	Camshaft gear puller (3)	4100	Obsolete		\$0.00		I
	TRS-SRS gauge (2)	4100	Obsolete		\$0.00		I
	Fuel pump holder	4100	Obsolete		\$0.00		I
	Cylinder head wrench	4100	Obsolete		\$0.00		I
	Piston crown identification gauge	4100	Obsolete		\$0.00		I
	Piston seal ring compressor	4100	Obsolete		\$0.00		I
	Piston seal ring compressor	4100	Obsolete		\$0.00		I
	Camshaft gear remover adapter plate	4100	Obsolete		\$0.00		I
	Injector tube swaging tool	4100	Obsolete		\$0.00		I
	Intake posrt liner puller	4100	Obsolete		\$0.00		I
	Cylinder liner hold-down clamp (4)	4100	Obsolete		\$0.00		I
	Cylinder liner hold-down clamp (6)	4100	Obsolete		\$0.00		I
	Injector protrusion guage	4100	Obsolete		\$0.00		I
	Impeller slip test adapter (2)	4100	Obsolete		\$0.00		I
	Water pump seal installer (2)	4100	Obsolete		\$0.00		I
	Oil pump drive gear installer	4100	Obsolete		\$0.00		I
	Cup plug installer	4100	Obsolete		\$0.00		I
	Cylinder head guide stud set (2)	4100	Obsolete		\$0.00		I
	Valve seal installer & remover (2)	4100	Obsolete		\$0.00		I
	Valve keeper remover	4100	Obsolete		\$0.00		I
	Governor cover & bearing installer (3)	4100	Obsolete		\$0.00		I
	Bridge holding fixture	4100	Obsolete		\$0.00		I
	Camshaft follower stand	4100	Obsolete		\$0.00		I

5-12.a2

Disposition of Multiple Assets Form

Asset #	Transmission Tooling	Department Number	Reason for Disposal	Original Cost	Current Book Value	Date Received	A or I
00719	Torque converter pump bushing puller	4100	Obsolete	\$ 164.80	\$0.00	1982	I
00733	Clutch spring compressor set	4100	Obsolete	\$ 114.85	\$0.00	1982	I
00737	Collector ring installer and staking set	4100	Obsolete	\$ 118.95	\$0.00	1982	I
00738	Snap ring selective assembly fixture	4100	Obsolete	\$ 181.70	\$0.00	1982	I
00744	Bevel pinion lock nut remover & installer	4100	Obsolete	\$ 104.20	\$0.00	1982	I
00745	Valve ring adjusting tool	4100	Obsolete	\$ 95.30	\$0.00	1982	I
00746	Front support pump bearing remover	4100	Obsolete	\$ 53.95	\$0.00	1982	I
00748	Third clutch pack assembly installer	4100	Obsolete	\$ 116.85	\$0.00	1982	I
00751	Sun gear bushing staking tool	4100	Obsolete	\$ 93.50	\$0.00	1982	I
03105	Converter pump snap ring installer remover	4100	Obsolete	\$ 285.00	\$0.00	1985	I
03106	Converter pump snap ring installer remover	4100	Obsolete	\$ 285.00	\$0.00	1985	I
03107	Bevel gear assembly shim pack gauge set	4100	Obsolete	\$ 295.00	\$0.00	1986	I
03109	Charging pump-driven gear shaft kit	4100	Obsolete	\$ 476.52	\$0.00	1991	A
03110	Gear unit lifter	4100	Obsolete	\$ 90.00	\$0.00	1983	I
03111	Main shaft lifting bracket	4100	Obsolete	\$ 74.35	\$0.00	1982	I
03113	Fourth clutch alignment fixture	4100	Obsolete	\$ 97.45	\$0.00	1982	I
03114	Fourth clutch alignment fixture	4100	Obsolete	\$ 97.45	\$0.00	1982	I
03115	Third clutch pack assembly installer	4100	Obsolete	\$ 124.45	\$0.00	1982	I
03116	Input shaft nut remover & installer	4100	Obsolete	\$ 305.45	\$0.00	1988	A
03116	Inner shaft nut remover & installer set	4100	Obsolete	\$ 305.45	\$0.00	1988	A
03119	Retainer bearing remover & installer set	4100	Obsolete	\$ 154.00	\$0.00	1983	I
03119	Retainer bearing remover and installer	4100	Obsolete	\$ 154.00	\$0.00	1983	I
03120	Output shaft rear bearing installer	4100	Obsolete	\$ 89.00	\$0.00	1983	I
03121	Torque converter pump bushing puller	4100	Obsolete	\$ 175.51	\$0.00	1982	I
03122	Main pressure regulator valve spring compre	4100	Obsolete	\$ 121.00	\$0.00	1983	I
03136	Center support lifting bracket	4100	Obsolete	\$ 39.88	\$0.00	1982	I
03137	Low & first clutch piston inner seal protector	4100	Obsolete	\$ 36.32	\$0.00	1982	I
03138	Output shaft bushing installer	4100	Obsolete	\$ 25.35	\$0.00	1982	I
03139	Center support lifting fixture	4100	Obsolete	\$ 72.20	\$0.00	1983	I
03140	Front support assembly lifter	4100	Obsolete	\$ 62.80	\$0.00	1983	I
03141	Lockup valve & main pressure regulator spring	4100	Obsolete	\$ 46.85	\$0.00	1982	I
03143	Front support needle bearing installer	4100	Obsolete	\$ 39.99	\$0.00	1982	I
03145	Center support lifter	4100	Obsolete	\$ 71.68	\$0.00	1983	I
03146	Converter end play gauge	4100	Obsolete	\$ 69.60	\$0.00	1983	I
03147	Governor support pin installer	4100	Obsolete	\$ 62.36	\$0.00	1982	I
03148	Main regulator & lock up valve spring compre	4100	Obsolete	\$ 73.60	\$0.00	1983	I
03149	Center & front support seal ring gauge	4100	Obsolete	\$ 63.80	\$0.00	1983	I
03150	Neutral start switch wrench	4100	Obsolete	\$ 79.68	\$0.00	1983	I
03152	First & reverse spring compressor	4100	Obsolete	\$ 53.95	\$0.00	1982	I
A0728	Inclinometer adapter	4100	Obsolete		\$0.00		I
	Main pressure regulator valve remover/install	4100	Obsolete		\$0.00		I
	Front planetary bushing sleeve installer	4100	Obsolete		\$0.00		I
	Main shaft orifice installer	4100	Obsolete		\$0.00		I
	1-3/8" overhead crow foot wrench- 5"drive	4100	Obsolete		\$0.00		I
	1-3/8" overhead crow foot wrench- 5"drive	4100	Obsolete		\$0.00		I
	Main shaft orifice plug installer	4100	Obsolete		\$0.00		I
	Stator cam spring & roller retainer ring (2)	4100	Obsolete		\$0.00		I
	Spring compressor	4100	Obsolete		\$0.00		I
	Fourth clutch lifting fixture	4100	Obsolete		\$0.00		I

5-12.a4

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
**SUBJECT: RECOMMENDATION TO APPROVE ASSESSMENT FOR
COOPERATIVE RETAIL MANAGEMENT DISTRICT**

I. RECOMMENDED ACTION

The purpose of this communication is to request approval for the assessment on property owners for the support of the Cooperative Retail Management District in Downtown.

II. SUMMARY OF ISSUES

- The District owns property in the Downtown area that is subject to an assessment for the Downtown Host Program.
- The assessment needs to be renewed for the fiscal year.
- Total cost to the District for the assessment is \$2,547.76, no increase from last year.

III. DISCUSSION

The District recently received correspondence from the City of Santa Cruz regarding the Cooperative Retail Management Business Real Property Improvement District. Since the District owns property in the downtown area, there is an assessment that is being requested for the coming fiscal year. This assessment funds the Downtown Host Program.

It is recommended that the District support the continued assessment of the levy for this important Downtown project. Total funds for this assessment amount to \$2,547.76.

IV. FINANCIAL CONSIDERATIONS

There are two assessments for property owned by the District, one for \$1,797.76 and one for \$750.00, for a total of \$2,547.76.

V. ATTACHMENTS

Attachment A: Letters from City of Santa Cruz

5-13.1



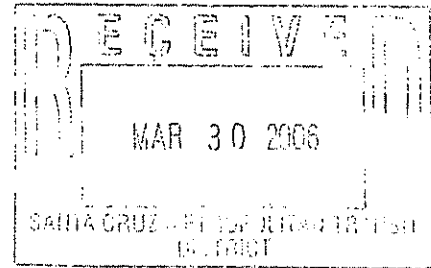
Attachment **A**

CITY CLERK'S DEPARTMENT
809 Center Street, Room 9, Santa Cruz, CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us

**CITY COUNCIL
CITY OF SANTA CRUZ
NOTICE OF PUBLIC MEETING AND HEARING**

March 29, 2006

Santa Cruz Metropolitan Transit District
370 Encinal Street, #100
Santa Cruz, CA 95060-2101



Dear Santa Cruz Property Owner:

**RE: Assessor Parcel Number ("APN"): 05-152-05
912 Pacific Avenue**

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold a public meeting to consider: 1) the annual report for FY 2007 prepared by the advisory board to the Cooperative Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2006 through June 30, 2007 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$118,503.42. The rate of business promotion assessment shall be imposed on business property owners according to the formulas set forth below:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Soquel Avenue; Locust, Cooper, Church, Walnut, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to review the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

5-13.a1

The amount of the proposed annual assessment for APN 05-152-05 is set forth below:

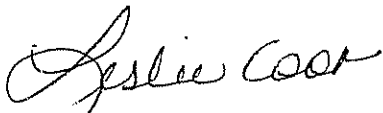
Pacific Avenue footage: 50.00 x \$15.00	\$750.00
Side street or alleyway footage: 0.00 feet x \$12.00/linear foot	\$0.00
TOTAL Assessment for Fiscal Year 2007:	\$750.00

Properties with frontage on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the Annual Report and adoption of a Resolution of Intention to levy an annual assessment will be held on **Tuesday, April 25, 2006**, after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a public hearing will be held on **Tuesday, May 23, 2006**, after the hour of 3:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public meetings will be held in the Council Chambers, City Hall, 809 Center Street, Santa Cruz, California. Copies of the Annual Report and Work Program are available in the City Clerk's office at 809 Center Street, Room 9, Santa Cruz, California or at the Redevelopment Agency's office at 337 Locust Street, Santa Cruz, California.

If the Resolution of Intention is adopted, property owners in the proposed assessment district may file written protests in the City Clerk's office between April 25, 2006 and May 23, 2006 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the district shall be taken for at least one year. If the Resolution of Intention is not adopted, the May 23, 2006 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings.

Further information is available from the City Redevelopment Department, 337 Locust Street, Santa Cruz, California, (831) 420-5150.



LESLIE COOK, City Clerk
City of Santa Cruz



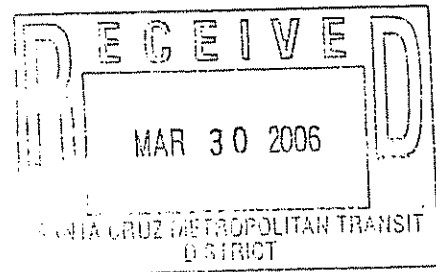
Attachment **B**

CITY CLERK'S DEPARTMENT
809 Center Street, Room 9, Santa Cruz, CA 95060 • 831 420-5030 • Fax: 831 420-5031 • www.ci.santa-cruz.ca.us

**CITY COUNCIL
CITY OF SANTA CRUZ
NOTICE OF PUBLIC MEETING AND HEARING**

March 29, 2006

Santa Cruz Metropolitan Transit District
370 Encinal Street, #100
Santa Cruz, CA 95060



Dear Santa Cruz Property Owner:

**RE: Assessor Parcel Number ("APN"): 05-152-31
920 Pacific Avenue**

NOTICE IS HEREBY GIVEN that the City Council of the City of Santa Cruz will hold a public meeting to consider: 1) the annual report for FY 2007 prepared by the advisory board to the Cooperative Retail Management (CRM) Business Real Property Improvement District; and, 2) the adoption of a Resolution of Intention to levy an assessment for the period July 1, 2006 through June 30, 2007 for the District and a public hearing to consider the levy of an annual assessment for the District.

The amount of the proposed annual assessment on the entire district will be \$118,503.42. The rate of business promotion assessment shall be imposed on business property owners according to the formulas set forth below:

1. Properties located on Pacific Avenue between Laurel Street and Mission/Water Street shall be assessed \$15.00 per linear foot of property on Pacific Avenue.
2. Properties between Cedar and Front Streets and located on Soquel Avenue; Locust, Cooper, Church, Walnut, Lincoln, Cathcart, Elm and Maple Streets; Plaza, Locust, Commerce, Elm and Birch Lanes; Pearl Alley; Lincoln-Cathcart and Pacific-Front alleyways shall be assessed \$12.00 per linear foot of property on the above-mentioned side streets and alleyways.

The purpose of the assessment is to fund the Downtown Host Program created to enhance safety and security and improve public perceptions of the district. The assessment will also be used to review the need for, and establishment of, common hours for retail merchants and maintenance of private property within the district.

5-13.61

Santa Cruz Metropolitan Transit District
Notice of Public Hearing- Page 2

The amount of the proposed annual assessment for APN 05-152-31 is set forth below:

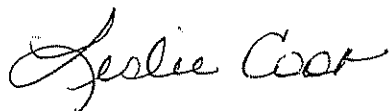
Pacific Avenue footage: 119.85 x \$15.00	\$1,797.76
Side street or alleyway footage: 0.00 feet x \$12.00/linear foot	\$0.00
TOTAL Assessment for Fiscal Year 2007:	\$1,797.76

Properties with frontage on both Pacific Avenue and a side street or alley will only be assessed an additional fee for the side street or alley frontage where a separate business uses the side street or alley as its main entrance.

A public meeting regarding the consideration of the Annual Report and adoption of a Resolution of Intention to levy an annual assessment will be held on **Tuesday, April 25, 2006**, after the hour of 3:00 p.m. If the Resolution of Intention is adopted, a public hearing will be held on **Tuesday, May 23, 2006**, after the hour of 3:00 p.m., at which time the Council will decide the amount of the assessments to be levied. Both public meetings will be held in the Council Chambers, City Hall, 809 Center Street, Santa Cruz, California. Copies of the Annual Report and Work Program are available in the City Clerk's office at 809 Center Street, Room 9, Santa Cruz, California or at the Redevelopment Agency's office at 337 Locust Street, Santa Cruz, California.

If the Resolution of Intention is adopted, property owners in the proposed assessment district may file written protests in the City Clerk's office between April 25, 2006 and May 23, 2006 before the close of the public hearing. If protests are submitted by property owners representing 50% or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50%, no further proceedings to create the district shall be taken for at least one year. If the Resolution of Intention is not adopted, the May 23, 2006 public hearing will be cancelled. All interested persons are invited to present their oral or written statements at these hearings.

Further information is available from the City Redevelopment Department, 337 Locust Street, Santa Cruz, California, (831) 420-5150.



LESLIE COOK, City Clerk
City of Santa Cruz

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: April 28, 2006
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: CONSIDERATION OF WHETHER TO CONTINUE UTILIZING THE AUDIT SYSTEMS THAT ARE CURRENTLY IN PLACE TO DETERMINE WHETHER THE CALL STOP ANNOUNCEMENT SYSTEM IS OPERATING IN ACCORDANCE WITH METRO POLICY AND THE AMERICANS WITH DISABILITIES ACT REGULATIONS

I. RECOMMENDED ACTION

CONTINUE QUARTERLY AUDITS AND SECURITY GUARD AUDITS TO INSURE COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) AND METRO POLICY

II. SUMMARY OF ISSUES

- The Americans with Disabilities Act of 1990 (ADA) and its implementing regulations require public entities who operate fixed routes to make call stop announcements in order to facilitate use of public transportation by persons with disabilities.
- Initially, METRO bus operators were directed, through use of a microphone system, to call out designated bus stops. Over the years, it was reported that some bus drivers were not making the announcements on a consistent basis. In the spring of 2001, METRO was threatened with litigation over the alleged failures of these bus drivers to make the call stop announcements.
- At the August 17, 2001 Board of Directors' meeting, the Board authorized METRO staff to obtain funding for and arrange for the purchase of the talking bus technology for all of METRO's buses as soon as possible. By March 15, 2002, the Board of Directors approved the purchase of two fewer transit buses in order to make funding available for the purchase of a talking bus technology system that would be incorporated into METRO's entire bus fleet and routing system.
- During the March, 2002 Board of Directors' meetings, the Board approved a Call Stop Policy (Attachment A) for bus operators, including a disciplinary policy and authorized secret random audits to take place to ensure compliance with METRO Policy and the ADA regulations.
- On July 22, 2003, as part of the settlement of a Federal lawsuit regarding call stop announcements, METRO agreed to program the Talking Bus technology to make call stop announcements of all bus stops except those that are less than 600 feet apart, to audit

compliance quarterly through a secret audit program and to discipline those bus operators who fail to ensure announcements are made in accordance with METRO Policy.

- Since July 2003, METRO has reported the results of random, secret audits conducted by Robert S. Bortnick & Associates, a private investigation firm. These audits demonstrate a compliance rate of over 98% with the most recent compliance rate at 98.8%.
- On February 23, 2004, all buses and routes, including the Highway 17 service were equipped with the Talking Bus Technology and the system was fully operational.
- In July 2004, an audit of external announcements on buses leaving Pacific Station was initiated by having the METRO contracted security guards monitor up to 25 buses daily to ensure each bus announced its route four times within a 2 minute period prior to departure.
- In March 2005, METRO retained Charles M. Salter Associates, Inc. (CSA) to prepare an Assessment and Recommendations report to correct noise issues related to the Talking Bus Technology.
- On February 24, 2006, jurisdiction by the federal court expired as METRO fulfilled all the requirements of the federal court Settlement Agreement.
- METRO staff recommends that in order to document compliance with METRO policy and the ADA regulations that audits as described above be continued. This will ensure METRO has an independent record of compliance.

III. DISCUSSION

The Americans with Disabilities Act of 1990 (ADA) and its implementing regulations require public entities who operate fixed route systems to make call stop announcements in order to facilitate use of public transportation by persons with disabilities. ADA federal regulations section 36.167 in pertinent part states:

On fixed route systems, the entity shall announce stops as follows:

The entity shall announce at least at transfer points with other fixed routes, other major intersections and destination points, and intervals along a route sufficient to permit individuals with visual impairments or other disabilities to be oriented to their location. The announcement can be made personally by the vehicle operator or can be made by a recording system. If the vehicle is small enough so that the operator can make himself or herself heard without a P.A. system, it is not necessary to use the system.

The entity shall announce any stop on request of an individual with a disability. Where vehicles or other conveyances for more than one route serve the same stop, the entity shall provide a means by which an individual with a visual impairment or other disability can identify the proper vehicle to enter or be identified to the vehicle operator as a person seeking a ride on a particular route.

5-14.2

The entity shall ensure that vehicle operators and other personnel make use of accessibility-related equipment or features required by part 38 of this title related equipment or features required by Part 38 of this title.

Initially, METRO bus operators were directed, through use of a microphone system, to call out designated bus stops. Operators were reminded of this requirement through written memorandums. Over the years, it was reported that some bus drivers were allegedly not calling the stops on a consistent basis. Apparently, this was happening despite the best efforts of the UTU, Local 23 and METRO management to encourage the bus drivers to make the required announcements. In the spring of 2001, METRO was threatened with litigation over the alleged failures of these bus drivers to make the announcements.

During the spring of 2001, METRO launched an in-house demonstration project to evaluate talking bus technology on three buses to determine its feasibility on METRO routes. Additionally, bus operators were trained in the legal requirement of making call stop announcements. On August 17, 2001, the Board of Directors authorized METRO staff to obtain funding for and arrange for the purchase of the talking bus technology for all of METRO's buses as soon as possible. By March 15, 2002, the Board of Director approved the purchase of two fewer transit buses in order to make funding available for the purchase of a talking bus technology system that would be incorporated into METRO's entire bus fleet and routing system. METRO purchased Talking Bus equipment and programming capabilities in order to assure compliance with the call stop requirements. After the receipt and installation of the talking bus technology, the Board of Directors determined that the 2001 Call Stop List should remain in place for a period of time in order to allow METRO staff time to work out any operational problems with the equipment.

At the March 2002, Board of Directors meetings, the Board approved a Call Stop Policy (Attachment A) for bus operators. The policy includes instructions for calling stops and a discipline plan. The policy was written when bus operators were required to manually call stops. This policy is still in effect and is used when the technology fails and the bus operator is required to verbally call out the stops.

On July 22, 2003, as part of the settlement of a federal lawsuit regarding call stop announcements, METRO agreed to program the talking bus technology to make call stop announcements of all bus stops except those that are less than 600 feet apart, to audit compliance quarterly through a random, secret audit program and to discipline bus operators who fail to insure announcements are made when the equipment fails and the stop is required to be announced.

Since July 2003, METRO has reported the results of random, secret audits conducted by Robert S. Bortnick & Associates, a private investigation firm. These audits demonstrate a compliance rate of over 98% with the most recent compliance rate at 98.8%.

5-14.3

On February 23, 2004, all buses and routes, including the Highway 17 service, were equipped with the talking bus technology and the system was fully operational. All call stop compliance issues related to the Talking Bus equipment are referred to the Operations Department for review and appropriate action. Equipment malfunctions are referred to the Maintenance Department and programming errors are referred to the IT Department. The Legal Department reviews the initial complaint and follow-up response of all call stop issues.

In July 2004, audits of external announcements on buses leaving Pacific Station was initiated by having the METRO contracted security guards monitor up to 25 buses daily to ensure each bus announced its route four times prior to departure. For the period December 2005 through February 2006, METRO bus operators reached a compliance rate of 99.6%. Bonnie Morr, UTU, Local 23 Chair, recently complained that the security guards were inaccurately reporting bus operator non-compliance. She indicated that if the security guard stands at the rear of the bus, the announcements cannot be heard even if they are being made. A Legal Department staff member checked the ability of security guards to hear the announcements. She stated that announcements are easily heard on lanes 2 and 3. The announcements are also easily heard from all reasonable locations on lanes 1 and 4 if there are only 1 or 2 buses on the lane. Hearing the announcements becomes problematic when 3 or 4 buses with motors running are on lanes 1 or 4. The announcements can be heard from the front and side of the bus but are less audible at the rear in this situation. The Operations Department has provided assurances that the security guards are trained to ensure that the proper numbers of announcements are made and are aware of where they need to stand in order to hear the actual announcements being made.

In March 2005, METRO retained Charles M. Salter Associates, Inc. (CSA) at a cost of \$18,632.65 to prepare an Assessment and Recommendations Report (Attachment B) to correct noise issues related to the talking bus technology. Necessary re-wiring of a portion of the bus fleet to implement the recommendations has been completed. The bus announcement system on each bus has been set, based on the recommendation from CSA's report and the noise complaints received by METRO. To date, there have been no reported complaints since the recommendations were implemented.

On February 24, 2006, jurisdiction by the federal court expired as METRO fulfilled all the requirements of the Settlement Agreement.

It is appropriate to review this issue regarding whether the audits should be continued at this time. The audits establish independent evidence that METRO is in compliance with the ADA and its regulations as well as METRO Policy. Because a charge of noncompliance is easily made and difficult to defend without independent evidence, it is recommended that the Board of Directors authorize the continuation of random quarterly audits by a private investigative firm and random daily audits by security guard monitors to ensure compliance with METRO Policy and the ADA regulations.

5-14.4

IV. FINANCIAL CONSIDERATIONS

Continuing randomly conducted call stop compliance audits will cost approximately \$20,000 on an annual basis.

V. ATTACHMENTS

Attachment A: Call Stop Bus Operator Retraining/Progressive Discipline Policy
Attachment B: Santa Cruz METRO Talking Bus System Assessment & Recommendation

5-14.5

Santa Cruz METRO Talking Bus System Assessment and Recommendations

BACKGROUND AND RESULTS

Charles M. Salter Associates, Inc. (CSA) was retained in March 2005 to evaluate and recommend improvements to the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) Talking Bus system (the system) used for announcements at each of its more than 1100 bus stops throughout Santa Cruz county. The system automatically announces bus route and destination information to passengers within the bus and at outside bus pick-up locations. This system is particularly important for visually impaired persons unable to read the visual messages displayed, and is designed to comply with the announcement requirements of the Americans with Disabilities Act (ADA).

All buses are equipped with a Digital Recorders® model DR500C+ Talking Bus system comprised of 1) a route-mapping module which contains all of the stored voice announcements, 2) a GPS-based (global positioning system based) automatic message triggering system to activate the proper announcement at the proper location, 3) a central recording and playback system of amplifiers and loudspeakers, and 4) an operator control unit. The system makes the appropriate announcements inside and outside the bus when the triggering system senses that the bus is in the proper location. The system is also designed to 'listen' to the background noise environments, inside and outside the bus, and adjust the announcement levels to be heard comfortably above the background noise -- such as is typically done by a human speaker. The system is also used by the driver to make automated cautionary announcements, for example, regarding foul language.

Both the drivers and riders have at times reported several problems with the system:

- Interior announcement sound levels are too quiet to be understood
- Interior announcement sound levels are excessively loud and annoying
- Exterior announcement sound levels are too quiet to be understood
- Exterior announcement sound levels are excessively loud and disruptive to those living near some bus stops

CSA undertook a technical evaluation of the Talking Bus system and developed the following conclusions:

Interior Announcement Systems:

- The speaker configuration and audio quality of the interior playback systems (i.e., recording, amplification and speaker systems) for the eight buses evaluated is good. Objective measurements indicate that the playback system is capable of producing good-to-excellent speech intelligibility.
- The automatic gain (i.e., sound level) adjustment within the buses varied between buses and was often poor, causing excessively loud and excessively quiet announcements. The default threshold and volume adjustments settings do not work well.
- CSA developed preliminary new calibrated threshold and volume adjustment settings to significantly improve speech intelligibility and control excessive volume within the buses. We believe that application of new settings alone will significantly improve speech intelligibility on the buses.
- There is an unavoidable lag time between detection of increased background sound level and adjustment of the next announcement. Therefore, it is impossible to adjust the level of the first announcement in an abruptly changing background noise environment inside the bus; some excessively loud or quiet announcements will always occur.
- Some additional improvement in the quality of interior bus announcements would be possible from additional acoustical absorption within the bus. This would lower the background noise level and consequently allow the announcements to be played back at a lower, more comfortable level. We recommend consideration of more acoustical absorption when acquiring new buses.
- Some additional improvement in the quality of interior bus announcements is possible by professional recording and editing of announcements. The level varies between announcements of the stops, and the male speaker's level for cautionary warnings is not calibrated to the female speaker level

Exterior Announcement Systems:

- The audio quality and directivity of the exterior playback systems (i.e., recording, amplification and speaker systems) for the two buses that were evaluated is good.
- The automatic gain (i.e., sound level) adjustment outside the buses varied between buses and was often poor, causing excessively loud and excessively quiet announcements. The default threshold and volume adjustments settings do not work well.

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- CSA developed a new preliminary threshold and volume adjustment protocol to improve speech intelligibility and control excessive volume at exterior bus pick-up locations.
- There is an unavoidable lag time between detection of increased background sound level and adjustment of the next announcement. Therefore, it is impossible to adjust the level of the first announcement in an abruptly changing background noise environment outside the bus; some excessively loud or quiet announcements will always occur.

Santa Cruz METRO Pacific Station:

- It is not currently possible to adequately announce bus arrivals to all waiting locations at the Santa Cruz station using the exterior bus announcement systems. A fixed-base announcement system is recommended to be incorporated when METRO redesigns the station. A generic design is outlined in this report.

INTERIOR BUS ANNOUNCEMENT SYSTEMS

The Talking Bus system uses a remotely mounted microphone, generally located in the ceiling of the bus, to measure the background sound level and make appropriate adjustments to the announcement sound level. The objective is to raise or lower the announcement sound level so that it is heard comfortably above the background noise, such as is done by human speakers. The ratio of the announcement level to the background level is called 'signal-to-noise ratio' (abbreviated 'S/N'). The S/N should be fairly constant for effective and comfortable communication. Generally speaking, the S/N should be about 5-6 dB above the background noise level for excellent speech intelligibility.

The ability of the system to comfortably communicate to riders depends upon:

- The audio quality of the sound reproduction system
- The quality of the recorded program material (i.e., the voice announcements)
- The background noise environment
- The gain (or volume) adjustment

CSA's initial evaluation was to objectively assess the quality of the audio system, comprised of an amplifier and distributed loudspeakers, using a system called RASTI (i.e., RAPid Speech Transmission Index). RASTI is an international standard method (IEC 60268-16) for objectively quantifying the performance of speech reproduction systems in terms of Speech Transmission Index (STI).

RASTI is a method of measuring objectively, how good an acoustic communication channel is with respect to speech intelligibility. It is based on measurements of the reduction in signal modulation between the loudspeaker and listener position. The RASTI measurement device used yields a single number rating of speech intelligibility between

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0- 1.0. The single number rating corresponds to speech intelligibility in terms of the following classifications: excellent, 0.75-1.00; good, 0.60- 0.75; fair, 0.45-0.60; poor, 0.30- 0.45; and bad, 0.00- 0.30.

CSA made RASTI measurements at two seating locations in eight representative bus coaches. These data are summarized in Table I, below. Seating position 1 corresponded to an ear-level location towards the front of the bus, on the driver's side, in the standard seat just behind the wheelchair-accessible seat location. Seating position 2 corresponded to an ear-level location towards the rear of the bus, three rows forward of the rear, on the side opposite to the driver. The results indicate that the sound reproduction is excellent. Therefore, any perceived problem with intelligibility is a result of inadequate gain adjustment by the automatic gain control with reference to a given level of background noise.

Fleet Number	Bus Description	length (ft.)	Speakers		Seat Position	Average STI	500 Hz			2k Hz		
			Quantity	dia (in.)			STI	SPL (dB)	s/n (dB)	STI	SPL (dB)	s/n (dB)
9813	New Flyer Diesel Low Floor	35	6	6	1	0.75	0.84	76.5	10.2	0.67	69.1	5.1
9813	New Flyer Diesel Low Floor	35	6	6	2	0.80	0.83	77.0	10.0	0.77	70.5	8.2
9828	New Flyer Diesel Low Floor	40	6	6	1	0.75	0.77	70.6	8.0	0.74	63.8	7.0
9828	New Flyer Diesel Low Floor	40	6	6	2	0.78	0.79	71.2	8.8	0.77	65.5	8.2
9840	Gillig High Floor	40	6	4	1	0.81	0.89	74.8	11.8	0.74	69.0	7.3
9840	Gillig High Floor	40	6	4	2	0.77	0.89	71.2	11.7	0.68	68.5	5.3
2201	New Flyer CNG Low Floor	40	6	6	1	0.82	0.83	78.8	9.9	0.81	71.5	9.3
2201	New Flyer CNG Low Floor	40	6	6	2	0.81	0.91	81.3	12.4	0.73	73.0	6.9
2218	New Flyer Convertible Low Floor	35	8	6	1	0.83	0.83	74.8	-	0.84	68.3	-
2218	New Flyer Convertible Low Floor	35	8	6	2	0.79	0.84	74.8	-	0.75	67.4	-
2233	New Flyer Convertible Low Floor	40	8	6	1	0.76	0.79	73.1	8.7	0.73	65.7	7.0
2233	New Flyer Convertible Low Floor	40	8	6	2	0.79	0.77	74.5	8.2	0.80	68.2	8.9
2308	Orion High Floor	40	8	6	1	0.82	0.83	77.1	9.9	0.81	72.4	9.3
2308	Orion High Floor	40	8	6	2	0.87	0.92	78.2	12.6	0.83	72.5	9.9
8080	High Flyer High Floor	35	4	6	1	0.78	0.81	69.8	9.4	0.75	65.7	7.4
8080	High Flyer High Floor	35	4	6	2	0.79	0.86	71.3	10.7	0.74	66.9	7.1

TABLE I. RASTI measurement data

The quality of the program material was judged to be satisfactory for good speech intelligibility with all elements of the system working optimally. However, there is some excessive change in speaker volume during announcement, some marginal speech compression, some noticeable background noise during recording, and some clipping of the final consonants. The recordings may be improved by recording all announcements using professional speakers, professional recording equipment and professional editing. We do not recommend making new recordings at this time, as many of the problems will be addressed with system adjustment. We do recommend that the existing material be reviewed and possibly edited to insure constant levels.

The background noise environment was recorded on analog tape and the noise levels digitally while traveling several bus routes. The background noise 1) is predominantly from the bus engine and transmission which vary with load along bus routes, 2) may be increased significantly near the rear of the bus when the air conditioning system is turned on, 3) may be dominated by noisy passengers, and 4) may occasionally be affected by

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exterior noise sources along the route under open-window conditions. Figure 1 shows a typical time history of an announcement made in the context of the interior noise environment on the UC Santa Cruz route. Additional data given in Appendix A shows that the voice announcements penetrate the background noise levels primarily in the 1-2 kHz octave bands, i.e., the upper frequency range of the voice announcements. In the lower frequencies of speech around 500 Hz, the voice announcements are less effective in penetrating the background noise. Sound absorptive treatment would make a broader frequency range of the announcements more audible.

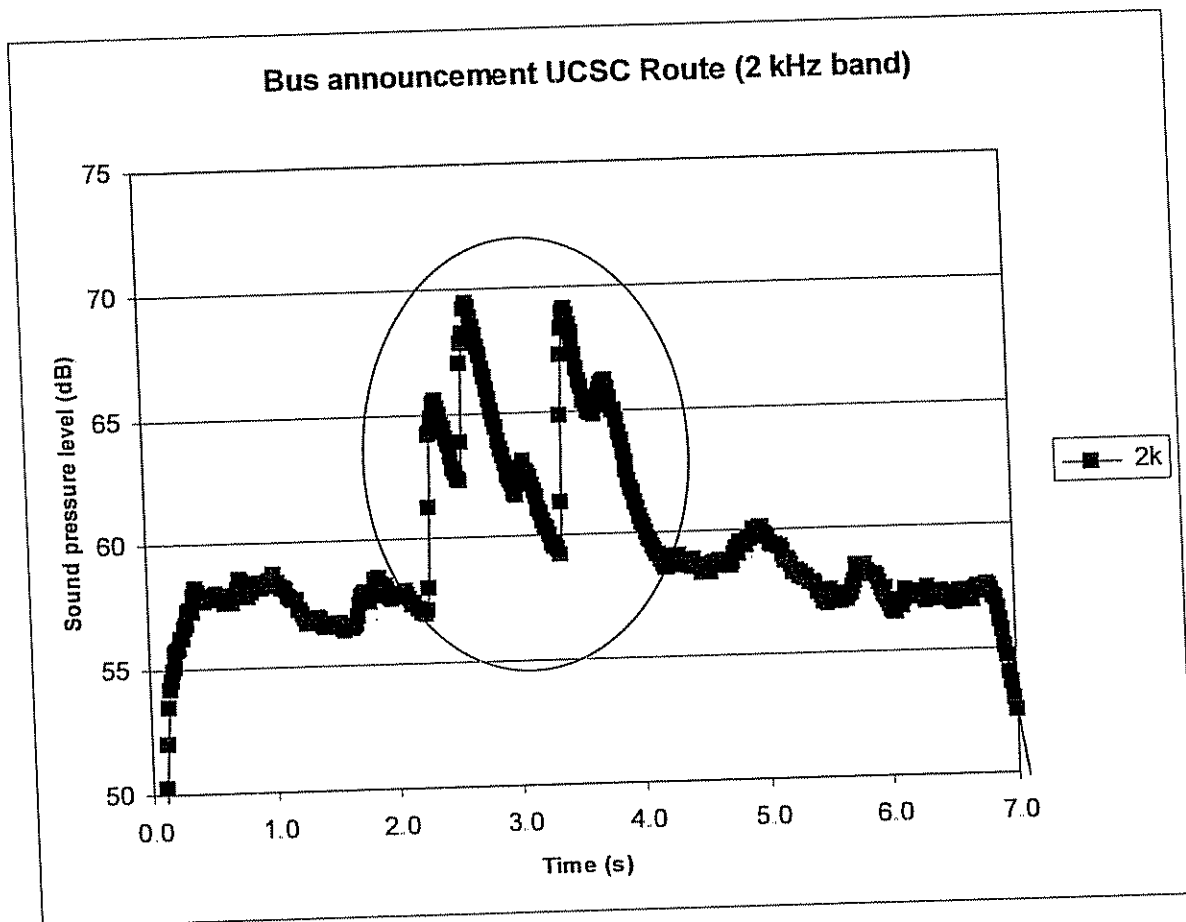


Figure 1 – Sound Level History Inside Occupied Bus. Circle indicates speech peaks against background noise in the 2 kHz band (announcement tested: “Soquel and Orchard”).

It is necessary for the Talking Bus system to adjust for background sound levels varying about 15 dB from 65 dB to 80 dB. A weighted. The gain adjustment of the announcements was found to be the most problematic aspect of the system operation. Sound levels were found to be excessively loud initially and then insufficiently loud when background noise increased. Thus the signal-to-noise ratio went from excessive to inadequate as background noise increased.

5-14.a5

The Talking Bus system has considerable flexibility to adjust the level of announcements with respect to background noise. Most of the buses examined were found to be adjusted to a manufacturer-recommended program designated 'Preset 8'. (Although this setting was determined in-house to be standard for all buses, it is unclear that all buses are routinely set to this preset). This program adjusts the interior microphone gain to a specified value, and sets 'THRESHOLD' and 'VOLUME' settings to specified values. The THRESHOLD sets the point at which the background noise causes the playback volume to move to the next VOLUME value. The Preset 8 accepted a large change in background noise before adjusting playback gain, resulting in only a single change in playback level over the normal range of background noise. The system is capable of five changes in level, although the higher levels would probably only be necessary infrequently at times of unusually high background noise.

CSA conducted a series of measurements of background noise and playback sound level under a variety of THRESHOLD and VOLUME settings. Our objective and subjective results lead us to recommend the following preliminary settings for all interior systems on all bus routes:

PRESET: 6
MIC SENSITIVITY: default value (14)
THRESHOLD: 5, 11, 17, 23, 60, 90
VOLUME: 49, 50, 51, 52, 58, 60

This setting maintains a nearly constant S/N ratio, but increases the S/N slightly at the highest values. This was done to ensure that the passengers are adequately alerted in the highest background noise environments. We believe that this adjustment is nearly optimum for the conditions tested. We recommend that these setting be applied to several buses on various routes and evaluated subjectively to intelligibility and auditory comfort. However (and as previously mentioned), the lag time in the feedback system means that the sound level is adjusted according to the previously measured interior sound level and not the current sound level. Therefore, when the background sound level abruptly rises the initial announcement will be too quiet; and after an abrupt downward shift in background sound the initial announcement will be louder than optimum.

EXTERIOR BUS ANNOUNCEMENT SYSTEMS

The exterior bus announcement system works in the same manner as the interior system. But there are significant differences that prohibit the system from regulating exterior announcement levels as effectively as those inside the bus:

- The exterior microphone is co-located at the loudspeaker location and is subject to local wind noise, acoustic and structure-borne noise from the bus, as well as the ambient sound environment near the listener.
- The noise environment outside the bus changes more rapidly than that inside the buses. The announcement gain is adjusted according to discrete events such as

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closely passing noisy vehicles. For instance, a motorcycle passing the exterior microphone just before a stop causes the announcement gain to ramp up considerably (and objectionably to the neighbors).

- For most buses the microphone is located above the door; for the Gillig 40 the loudspeaker is in the vicinity of the wheel well.

The existing Talking Bus system has no means to correct for a rapidly changing exterior noise environment and maintain the desired constant signal-to-noise ratio. The system must assume that the noise environment measured through the microphone outside the bus is the same as that that will exist at the upcoming bus stop. There is no way for the actual noise at the bus stop to be transmitted to the bus to enable it to adjust the announcement level. Perhaps such a telemetry feature may become available in the future, or fixed-based gain-staged announcement systems may be installed at bus stops. We observed announcement levels at several bus stops in Santa Cruz and in Capitola that seemed excessive.

The radiation pattern of both types of loudspeakers was measured Table II indicates that, during our tests, Bus 9833, with the external loudspeaker in the wheel well, has a higher initial level than Bus 2213, which has its loudspeaker over the doorway. However, the loudspeaker in the wheel well is less effective at farther distances and at off-axis positions. These data suggest that the wheel well loudspeaker is inferior for speech intelligibility and would require a different approach to calibration.

Time did not permit calibration of the exterior bus announcement system, as we did with the interior system. However, we have developed the following protocol for optimizing the PRESET, MIC SENSITIVITY, THRESHOLD and VOLUME settings of the exterior system. This calibration protocol requires use of a sound level meter, which we understand is available from the maintenance operators.

1. Locate a single bus in the quiet maintenance yard area where we conducted our stationary testing.
2. With the bus idling, locate a seated listener eight feet outside from the front door of the bus.
3. Iteratively go through PRESET settings 2 through 9 while listening to several announcements. Select the PRESET that is clearly audible without being excessively loud; e.g., at the level a human speaker would use to be audible. Measure the A-weighted sound level of the bus idling and of the announcement using the sound level meter time averaging set for 'RMS Slow'.
4. For that PRESET use the default MIC SENSITIVITY value and set: THRESHOLD: 5, 11, 17, 23, 60, 90 and VOLUME: 49, 50, 51, 52, 58, 60.

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5. Bring another bus into the measurement yard and park it parallel and approximately 20 feet from the first bus with the rear of the bus approximately aligned with the front door of the first bus. The listener seat, now between the buses stays in the same area (approximately 8 ft from the first bus and 12 ft from the second).
6. Rev the engine of the second bus slowly, while the announcement is playing from the first bus, until a change in announcement level is detected. Measure the sound level of the bus and of the announcement. Subjectively evaluate if the gain adjustment is too much, too little or about right.
7. Repeat step 6 until five changes in announcement level are observed, measured and subjectively evaluated.
8. If the change in announcement level is judged excessive, increase the value of the THRESHOLD by one for that point and/or lower the VOLUME setting by one or two points. If the change in announcement level is judged to low, decrease the value of the THRESHOLD by one for that point and/or raise the VOLUME setting by one or two points.
9. Repeat step 8 iteratively until optimum values are reached for the THRESHOLD and VOLUME settings.
10. Test the new settings at various bus stops throughout the routes and make adjustments as necessary.

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TABLE II.

Santa Cruz Metro: Bus coach external loudspeaker test

Bus 1: # 9833, loudspeaker in wheel well

Bus 2: #2213, loudspeaker above entrance doorway

Directivity data

Distance (ft.)	offset towards rear of bus (ft.)	Pink Noise: Bus 1	Pink Noise: Bus 2
5	0	0	0
10	0	-8	-3
20	0	-13	-7
40	0	-18	-10
60	0	-20	-12
5	5	-6	-2
15	10	-11	-7
15	15	-11	-9

Speech announcement level data

Distance (ft.)	offset towards rear of bus (ft.)	Speech: Bus 1	Speech: Bus 2
5	0	80	66
10	0	72	63
20	0	68	58
40	0	65	56
60	0	64	54

- Notes: (1)
 Speech level sometimes gained upwards by 6 dB due to background noise. These measurements made with stationary bus, not running.
 (2) Reported levels are A-weighted, Leq of the announcement "Route 71"
 (3) italicized values are estimates based on pink noise data

5-14.a9

SANTA CRUZ METRO PACIFIC STATION

The downtown Santa Cruz Metro station has four bus lanes serving several departure routes simultaneously. Each lane has its own waiting area. It is necessary to announce departures at all locations along each lane to passengers in any location within the particular lane waiting area. Currently routes are announced several times by the exterior loudspeaker systems of the buses. It is not always possible to hear these announcements at all locations in the waiting area for each lane because up to four buses may be idling in a single lane, thereby masking (i.e. drowning out) the exterior announcement. A single bus speaker may not cover the entire waiting area between Front Street and Pacific Street in the presence of idling buses. Sound levels adjacent idling buses vary between 75 dB and 80 dB. This requires announcement levels of 85 dB that cannot be generated by buses over 100 feet away (the sound levels would be painful to those nearby if the exterior bus speaker systems were able to produce the required sound levels).

The best solution for making bus announcements intelligible to all waiting areas in the Pacific Station is installation of a fixed-base distributed announcement system to cover all waiting areas. The system should be configured to announce the specific route number, destination, and location of the bus within the metro system- for example, "Route 72, to Watsonville, now in Lane 2, space C". Under the current approach, passengers must use their ability to auditorially localize the announcement for their specific bus. We recommend that such a distributed sound system be incorporated into the redesign of the downtown Santa Cruz station.

This system may be configured for four zones, or four discrete announcement areas: one for each lane. The speaker system may generally be located overhead on existing kiosk roofs, buildings or other existing structures. The speakers should be selected to have a wide throw, thereby minimizing the number of speakers required. The speakers may play the same-recorded announcements now extant, and may be actuated by either an operator viewing arrivals from the Metro building, or from an automated system. Alternatively, the Talking Bus vendor, Digital Recorders®, may be contacted regarding an automatic actuation system. CSA has considerable experience with the design of audio and telecommunication systems, and would like to assist with the system design.

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RECOMMENDATIONS

Following are specific recommendations for the Santa Cruz Metro Talking Bus system:

1. Review this report with the Talking Bus vendor, Digital Recorders®.
2. Change the interior level settings in six buses for various routes to:
PRESET: 6
MIC SENSITIVITY: default value (14)
THRESHOLD: 5, 11, 17, 23, 60, 90
VOLUME: 49, 50, 51, 52, 58, 60

Subjectively evaluate the performance of the interior announcement system.
Adopt procedures to check that all buses are set to this preset.

3. Apply the adjustment protocol for the exterior announcement systems described above and subjectively evaluate the performance of the interior announcement system along six routes.
4. Design and install a fixed-based public address system for bus announcements at the Santa Cruz Metro Pacific Station when the station is redesigned.
5. Consider including acoustical absorption in the purchase of future buses. Such absorption may be incorporated by the manufacturer in padded seats and/or in absorptive ceiling panels.
6. If intelligibility problem further persist, consider professional recording, compression and editing of the announcements.
7. Adjust levels of the pre-recorded voice announcements using digital compression techniques.

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APPENDIX A. Measurements of voice announcements along UCSC Route.

These measurements show the A-weighted sound level and three spectral “bands” that correspond to the portion of the signal most relevant to speech intelligibility. The spectral bands are for frequencies in a single octave, centered on 500 Hz, 1 kHz, and 2 kHz. These band frequencies are analogous to different colors that result when a light is passed through a prism. The measurement position corresponded to three seats forward of the rear right of the bus.

These data indicate that the voice announcements are primarily audible in the 1 and 2 kHz band, corresponding to the upper frequencies of speech necessary for intelligibility. The announcements do not rise above the background noise in terms of the overall level (the “A weighted” level) and the 500 Hz octave bands.

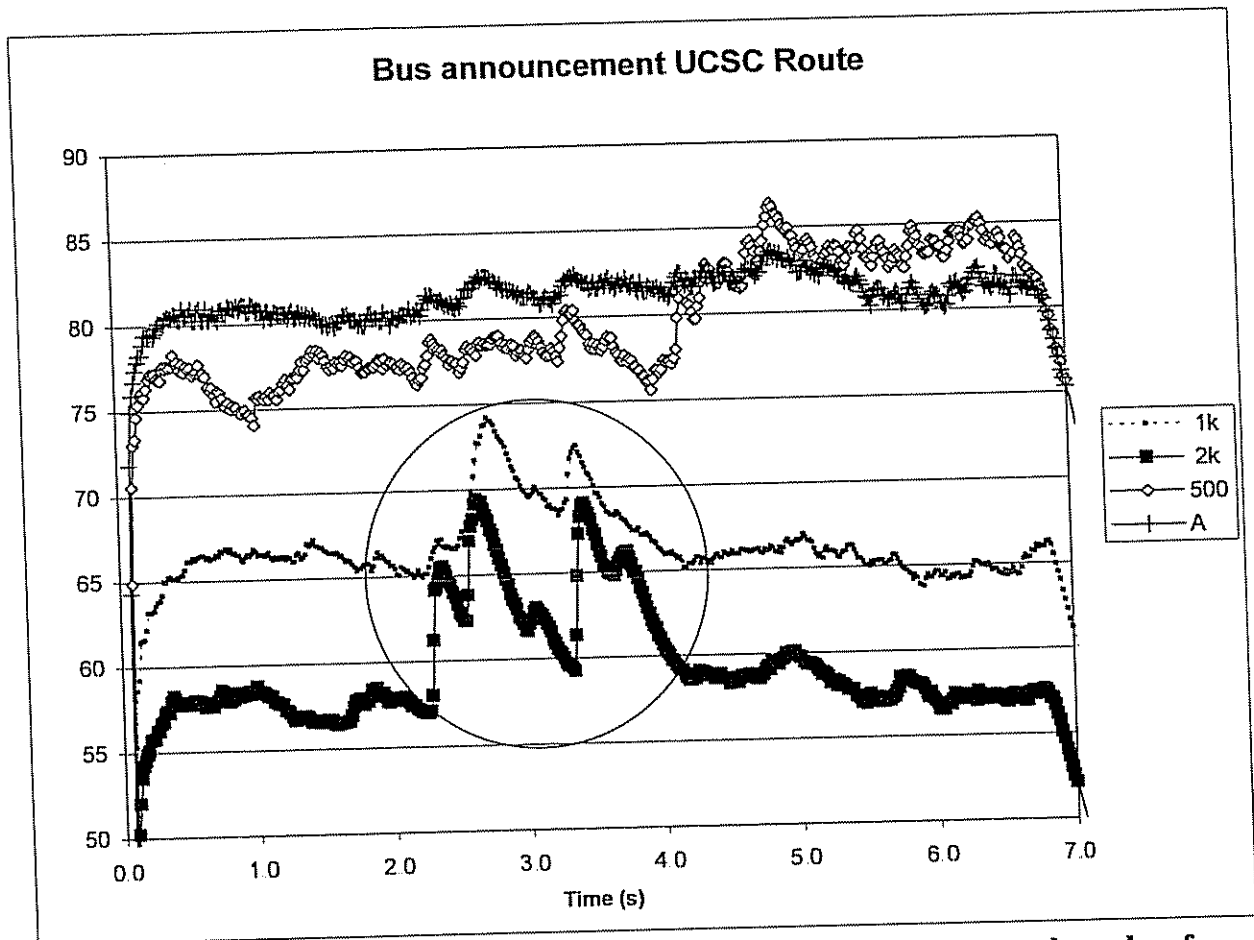


Figure A-1. Sound level history inside occupied bus. Circle indicates speech peaks of announcement “Soquel and Orchard”.

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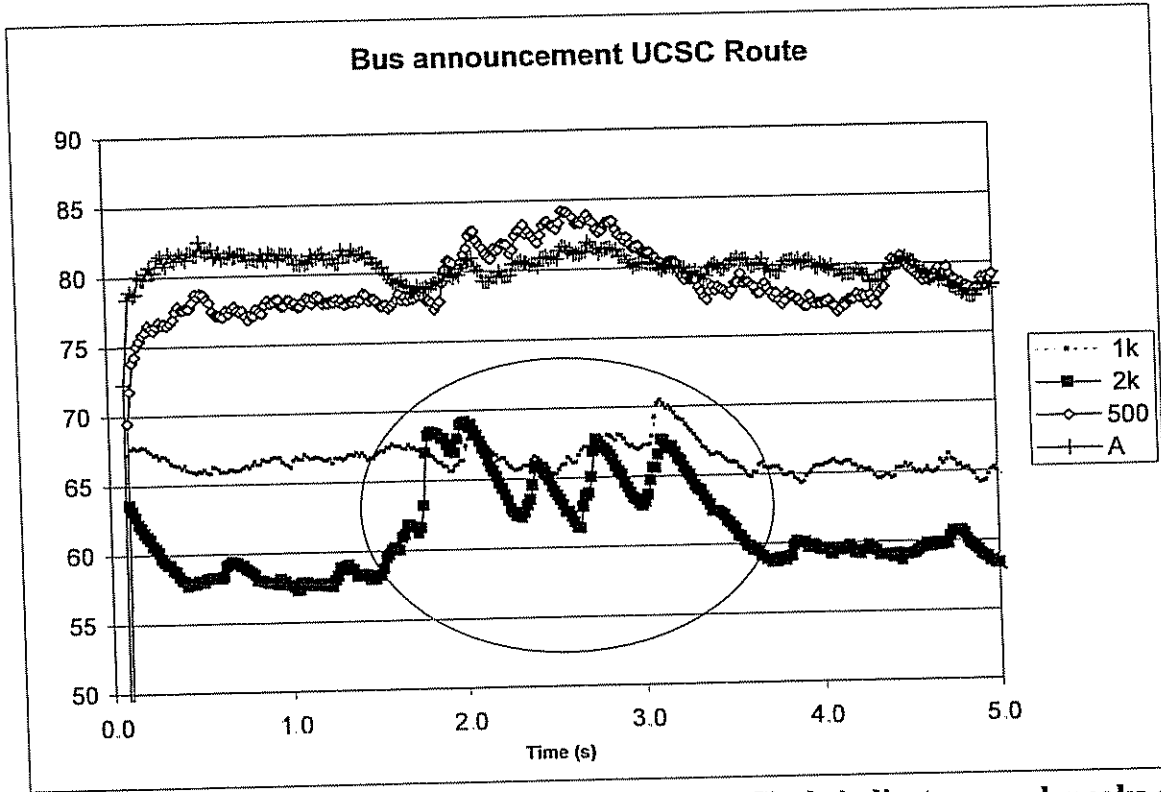


Figure A-2. Sound level history inside occupied bus. Circle indicates speech peaks of announcement "Freedom and Valencia".

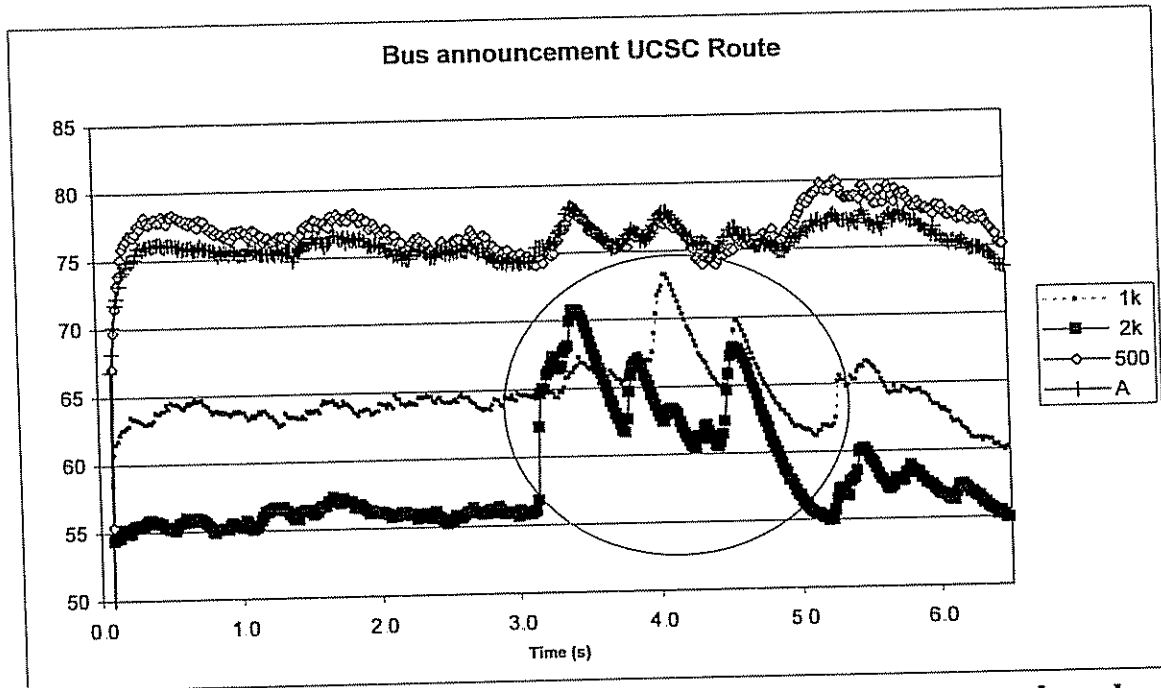


Figure A-3. Sound level history inside occupied bus. Circle indicates speech peaks of announcement "Freedom and La Vida".

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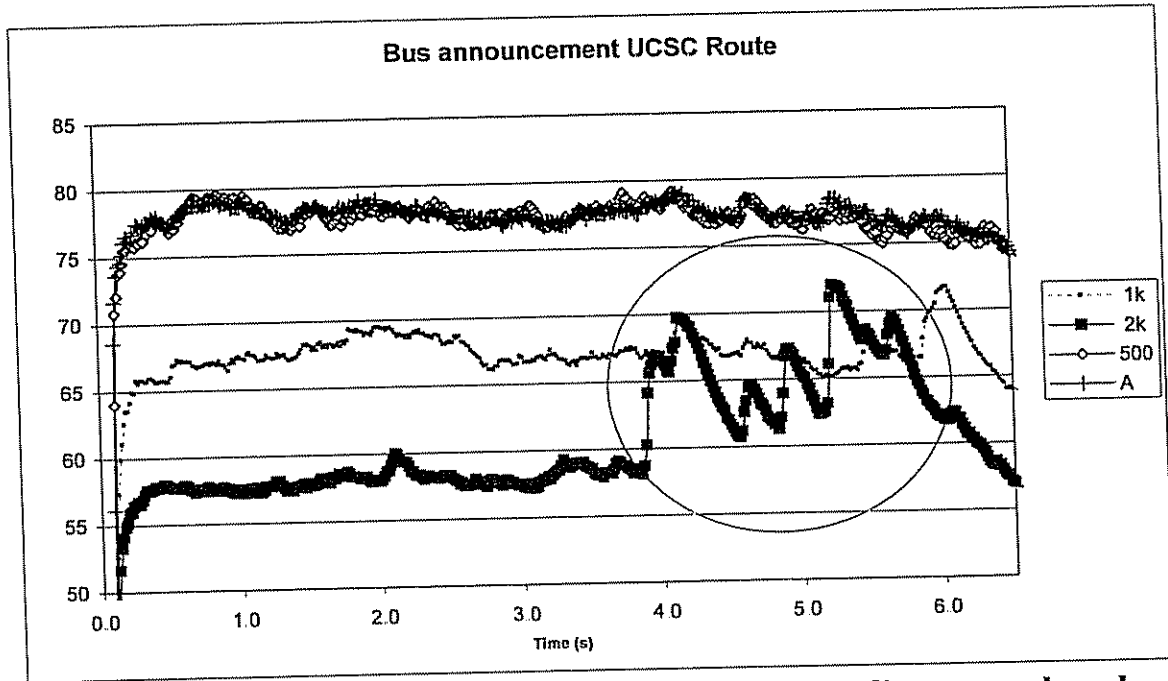



Figure A-4. Sound level history inside occupied bus. Circle indicates speech peaks of announcement "Freedom and 2300 block".

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: April 08, 2002
To: All Bus Operators
From: Bryant J. Baahr 
Subject: Call Stop Policy

At the March 15, 2002 Board of Directors meeting, the Board of Directors approved the following policy as it relates to call stop announcements. Please review this policy and if you have any questions, please see your supervisor, UTU Committee of Adjustment members, Judy Souza or me.

Call Stop Policy

1. Operators will be surveyed at the discretion of the District.
2. All call stops are required to be called.
3. Operators shall call a stop as requested by a customer.
4. Operators shall use the microphone and loudspeakers, if available, to call stops. If the microphone or loudspeakers are not available or inoperable, operators shall call stops in a clear and audible voice.
5. Operators who fail to call stops will be subject to the following disciplinary action

Disciplinary plan

- Step 1 – Verbal warning – One (1) hour of call stop training
- Step 2 – Formal Counseling - continued monitoring until compliance is achieved
- Step 3 – Letter of Reprimand
- Step 4 – One (1) day suspension
- Step 5 – Three (3) day suspension
- Step 6 – Five (5) day suspension
- Step 7 – Subject to Termination

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDERATION OF SCHEDULE FOR FORMAL RESPONSE TO THE
SANTA CRUZ COUNTY REGIONAL TRANSPORTATION
COMMISSION PARATRANSIT COORDINATION TASK FORCE
RECOMMENDATIONS

I. RECOMMENDED ACTION

That the Board of Directors Approve the Schedule for the Adoption of a Formal Response to the Recommendations of the Santa Cruz County Regional Transportation Commission's Paratransit Coordination Task Force and the Adoption of Necessary Modifications to the ParaCruz Customers Guide.

II. SUMMARY OF ISSUES

- In early 2005 the Santa Cruz County Regional Transportation Commission solicited comments on the recommendations that had been developed by the Paratransit Coordination Task Force (PCTF).
- The Board of Directors instructed METRO staff to delay developing a formal response to the recommendations of the Paratransit Coordination Task Force until sixty (60) days after the conclusion of Labor Negotiations.
- On November 2, 2005 the Board of Directors ratified a three-year Labor Agreement with the United Transportation Union Local 23 concluding labor negotiations for 2005.
- In December 2005 the Metro Advisory Committee (MAC) began evaluating the recommendations of the Paratransit Coordination Task Force.
- In March 2006 the MAC submitted their recommendations regarding the findings of the Paratransit Coordination Task Force to the Board of Directors.
- In 2002 the Board of Directors adopted the ParaCruz Customers Guide that describes the paratransit policies and services that are provided pursuant to the Americans with Disabilities Act (ADA).
- The ParaCruz Customers Guide serves as the METRO Paratransit Plan and is in need of updating based upon the experiences and information that METRO has acquired after eighteen (18) months of direct service operation.

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- It is recommended that the responses to the Paratransit Coordination Task Force and the update to the ParaCruz Customer Guide be developed simultaneously.
- It is recommended that the Board of Directors approve a schedule to consider the adoption of a formal response to the Paratransit Coordination Task Force and the adoption of revisions to the ParaCruz Customer Guide on June 23, 2006.

III. DISCUSSION

In 2005 the Santa Cruz County Regional Transportation Commission solicited comments regarding recommendations that had been developed by its Paratransit Coordination Task Force (PCTF). Subsequent to receiving the solicitation for comments and a response METRO entered into labor negotiations with the Service Employees International Union Local 415 and the United Transportation Union Local 23. Based upon the focus that was needed for the labor negotiations the Board indicated that METRO staff should delay developing a formal response to the PCTF until sixty (60) days after the conclusion of the negotiations.

On November 2, 2005 the Board of Directors ratified a three-year Labor Agreement with the United Transportation Union Local 23. In December 2005 the Metro Advisory Committee (MAC) began evaluating the recommendations of the Paratransit Coordination Task Force. In March 2006 the MAC submitted their recommendations regarding the findings of the Paratransit Coordination Task Force to the Board of Directors.

In 2002 the Board of Directors adopted the ParaCruz Customers Guide that describes the paratransit policies and services that are provided pursuant to the Americans with Disabilities Act (ADA). In 2002 the Board of Directors adopted the ParaCruz Customers Guide that describes the paratransit policies and services that are provided pursuant to the Americans with Disabilities Act (ADA). The ParaCruz Customers Guide serves as the METRO Paratransit Plan and is in need of updating based upon the experiences and information that METRO has acquired after eighteen (18) months of direct service operation.

Staff recommends that the formal response to the PCTF and the update of the ParaCruz Customer Guide be developed simultaneously. Staff further recommends that the Board of Directors approve a schedule to consider the adoption of a formal response to the Paratransit Coordination Task Force and the adoption of revisions to the ParaCruz Customer Guide on June 23, 2006.

IV. FINANCIAL CONSIDERATIONS

The adoption of the recommended schedule for the PCTF and the update of the ParaCruz Customer Guide will not impact the METRO Operating Budget.

V. ATTACHMENTS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: ACCEPT AND FILE PROGRESS REPORT ON THE FEDERAL TRANSIT ADMINISTRATION'S AUDIT OF METRO'S DRUG AND ALCOHOL TESTING PROGRAM.

I. RECOMMENDED ACTION

No action required

II. SUMMARY OF ISSUES

- METRO is required to comply with the Federal Transit Administration (FTA) regulations regarding drug and alcohol testing of employees working in positions that are designated as "safety sensitive".
- In addition to testing its own employees METRO must insure that vendors performing some part of the drug and alcohol testing process and any company contracted to perform "safety sensitive" functions also comply with FTA drug and alcohol testing regulations.
- On February 13 and 14, 2006 FTA conducted an audit of METRO's program, including a review of all of METRO's vendors and contractors.
- This was the first audit of METRO's drug and alcohol program since the program's inception in 1995.
- A paratransit contractor was found to be significantly out of compliance with FTA regulations and follow-up action is required.

III. DISCUSSION

FTA regulations require that both private and public agencies involved in specified transportation activities perform drug and alcohol testing of employees designated as "safety sensitive." These regulations provide very specific requirements for the number of tests required, when and how testing must take place as well as required training and pre-employment inquiries.

METRO was informed in December 2005 that FTA auditors would be performing a compliance review in February.

Prior to the on site audit METRO provided the FTA with information related to METRO's drug and alcohol testing policy as well as information and documents provided by METRO's vendors and contractors.

The FTA auditors conducted phone interviews with METRO's medical review officer, the laboratory that analysis samples, and one of METRO's contracted substance abuse professionals.

5-16.1

They also conducted on-site audits of METRO's collection site for drug and alcohol samples, and a contractor that provides paratransit transportation services on an as needed basis.

The results of the audit were provided to the Human Resources Manager on February 14, 2006. The overall feedback was very positive. The auditors indicated that METRO's drug and alcohol policy was one of the most comprehensive and clear policies the auditors had seen. The auditors also commended METRO on its in house program, forms, and organization. There were two areas of concern for METRO that were resolved during the closing meeting. Additionally, there were two areas of concern noted for Doctors on Duty and one for the Substance Abuse Professional, which have all been resolved.

The main concern of the auditors was the non-compliance by the paratransit contractor. The auditors found this contractor to be out of compliance in 20 areas.

As a part of the RFP process for providers of supplemental paratransit service, the contractor had assured METRO that it had an FTA compliant drug and alcohol testing program in place, since they had been providing ADA paratransit for METRO as a subcontractor to the previous provider since the inception of the FTA drug and alcohol testing regulations. METRO's Human Resource Manager, who is responsible for monitoring contractor compliance with these FTA requirements, had spent a great deal of time during the past year providing training, materials, and web site information, as well as repeatedly offering support and assistance if problems or questions arose.

METRO is required to provide a follow-up report to the FTA by May 14, 2006 to provide information on the areas of concern identified during the audit. The contractor has been made aware that if they are not compliant by May contractually allowable fines will be imposed and METRO may terminate their contract.

Since the compliance audit the Human Resources Manager has been in close contact with the contractor, providing them with information on what changes need to be made to their program to achieve compliance. The Human Resources Manager conducted an on-site audit of the contractor's program on April 6, 2006. Some progress has occurred, however, the contractor is still out of compliance in many areas. A letter was subsequently sent to the contractors specifying the continued areas of non-compliance along with notice of fines to be imposed and the potential of contract cancellation.

METRO will continue to audit the contractor's progress so the final report can be provided to the FTA by May 14, 2006 and a determination can be made regarding METRO's continued business relationship with the contractor.

IV. FINANCIAL CONSIDERATION

There is no budgetary impact from this action.

V. ATTACHMENTS

None

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: **CONSIDERATION OF CONTINUING SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY IN ORDER TO PROVIDE EDUCATION ON TRANSPORTATION ISSUES, SERVICES, AND FACILITIES.**

I. RECOMMENDED ACTION

That the Board of Directors approve METRO continuing to be a sponsor of the Leadership Santa Cruz County Program, providing information regarding public transit services and facilities to the class Members, and providing a bus on May 12, 2006 for a tour of various facilities and activities.

II. SUMMARY OF ISSUES

- The Leadership Santa Cruz County program provides information regarding activities throughout the County for a class of approximately 50 individuals annually.
- In 2005 the Board of Directors approved METRO becoming a sponsor of the Leadership Santa Cruz County Program by providing information regarding services and facilities, and by providing a bus for one day to tour various facilities and view activities.
- The Leadership Santa Cruz County staff has requested that METRO continue to be a sponsor of the program by providing information to members of the class and by providing a bus for a tour of various facilities on May 12, 2005.
- Prior to 2005 METRO had not participated in providing information to the Leadership Santa Cruz County classes nor sponsored the program.
- The cost of becoming a sponsor of Leadership Santa Cruz County would be the cost of providing the bus for the facilities tour on May 12, 2005, which is estimated to be approximately \$500.
- Staff recommends that the Board of Directors approve the request from Leadership Santa Cruz County staff.

III. DISCUSSION

The Leadership Santa Cruz County Program provides information about, and orientation to, various programs and facilities annually for approximately 50 individuals from the community. Many of these individuals hold key leadership positions in the community.

5-17.1

In 2005 METRO received a request for program sponsorship from Gary W. Smith, Executive Director of Leadership Santa Cruz County. The requested sponsorship was in the form of providing a bus for a tour of facilities, and a presentation by METRO of information about the system, services, facilities and projects. The Board of Directors approved the sponsorship request and the event was very successful. Leadership Santa Cruz County has requested that METRO continue to be a sponsor of the program by providing the same support, including the bus, as last year. A copy of the request letter from Gary W. Smith is attached to this Staff Report. Participating in the Leadership Santa Cruz County program provides an opportunity to orient individuals regarding the benefits of a strong public transit system.

Staff recommends that the Board of Directors approve the request to continue sponsorship of Leadership Santa Cruz Count, including the provision of a bus for a tour of facilities and activities on May 12, 2006.

IV. FINANCIAL CONSIDERATIONS

The cost of becoming a sponsor of the Leadership Santa Cruz County program through providing a bus for a facilities tour on May 12, 2006 would be approximately \$500 plus presentation materials.

V. ATTACHMENTS

- Attachment A:** Letter from Gary W. Smith, April 10, 2006.
Attachment B: List of Leadership Santa Cruz County 2006 Participants

5-17.2

Attachment A

April 10, 2006

**SPECIAL
CORPORATE
SPONSORS**Bay Federal
Credit UnionBig Creek Lumber
CompanyCoast Commercial
BankDriscoll Strawberry
AssociatesICG Investment
Consulting Group,
LLCPajaro Valley
Prevention &
Student AssistanceSanta Cruz Medical
Clinic & FoundationSanta Cruz
Seaside CompanyWaste Management
Inc.Watsonville
Community Hospital**PROGRAM
SUPPORTERS**

Apex Adventures

Aptos Chamber
of CommerceBeckmann's Old
World Bakery

Cabrillo College

Capitola Chamber
of Commerce

Coast Commercial Bank

Community Bridges

Cruzio, the Internet Store

Dominican Hospital

Mount Hermon Christian
Conference CenterPajaro Valley Chamber
of Commerce

RMC Pacific Materials

Santa Cruz Chamber
of CommerceSanta Cruz Community
Credit UnionScotts Valley Chamber
of Commerce

ToucanEd

University of California
Santa Cruz

Les White, General Manager
Santa Cruz County Metro Transit District
370 Encinal St.
Santa Cruz, CA 95060

Dear Les,

Leadership Santa Cruz County would like to once again have your agency host a Metro bus ride, from 11 am to 4:30 pm, during our Agriculture Class Day on May 12, 2006. The bus ride is an opportunity to expose the 55 class members to the benefits of using the SCMTD system within the County. As leaders they need to know about the benefits of the system so that they can promote its use.

We have three bus tours a year in the LSCC program. Two we pay for and one we ask that your agency host with the goal that your ride is educational and promotes a very valuable lesson about the importance of mass transit.

Thanks for considering our request. If you have any questions please feel free to contact me at 724-7665 or email to garyws@charter.net.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Gary W. Smith', is written over a horizontal line.

Gary W. Smith
Executive Director, LSCC

LEADERSHIP SANTA CRUZ COUNTY

270 EVENING HILL LANE, WATSONVILLE, CA 95076

PHONE AND FAX: (831) 724-7665 E-MAIL: LEADERSHIPSCC@CRUZIO.COM

WWW.LEADERSHIPSCC.ORG

5-17.a1

Attachment **B**

Name	Agency		
1. Janene Adema	VP/Br. Man., Community Bank		
2. Rebecca Alexander	BT Commercial Real Estate		
3. JoAnn Allen	Santa Cruz Co. Office of Educ.		
4. Omid Aminifard	Seaside Company		
5. Joyce Anderson	P.R. Director/T.V. Producer		
6. Judy Anderson	Branch Manager, Comerica Bank		
7. Wes Anthony	CEO, E3 Playhouse		
8. Steve Bauer	City of Santa Cruz, Fire Dept.		
9. Kathy Bisbee	Dir. Marketing, Cruzio		
10. Dennis Black	Owner, PFS Mortgage Loans		
11. Joy Blanding	Educ. Coordinator, Go Kids, Inc.		
12. Hiranya Brewer	County Office of Education		
13. Stephany Buswell	Op. Man., Beckmann's Bakery		
14. Beth Craig	Neighborhood Childcare Center		
15. Joanne Danielson	CA Dept. Parks and Recreation		
16. Ricardo de la Cruz	President, de la Cruz & Assoc.		
17. Cecilia De La Garza	Coord., Dual Career Prog, UCSC		
18. Tamara Doan	Dir. Prog., Coastal Watershed		
19. Margaret Dolgenos	CEO, Cruzio		
20. Ronald Duncan	Soquel Creek Water District		
21. Brent Dunton	Apex Adventures		
22. John Eiskamp	Santa Cruz County Farm Bureau		
23. Valeria Erdogan	Chief of Clinics, SC HSA		
24. Liz Evanovich	Gov't./Comm. Relations, UCSC		
25. Armando Galindo	Applied Industrial Technologies		
26. Luis Garza	Network Mortgage		
27. Christopher George	Primerica Financial Services		
28. Toby Goddard	City of Santa Cruz, Water Cons.		
29. Leticia Gomez	Director, MACSA San Jose		
30. Adan Gomez-Parra	Rec. Leader, City of Watsonville		
31. Martin Guerrero	Op. Man., Mas Mac Inc.		
32. Angelica Haro	Driscoll's Strawberry Associates		
33. Janet Johnston	Central Coast Alliance for Health		
34. Sandy Kaplan	Realtor/Owner, Santa Cruz Prop.		
35. Shanna McCord	Reporter, Santa Cruz Sentinel		
36. Ellen McGibben	Sherman & Boone Real Estate		
37. Katharine Minott	S.C.C. Parks Commission		
38. Andreas Mueller	Chief Strategist, Bloofusion Inc.		
39. Grace Mundy	Bailey Properties		
40. Poki Namkung	Health Officer, SC HSA		
41. Karla Norton	Pastor, Trinity Presbyterian		
42. Deena Pais	Realtor, Karon Properties		
43. Barbara Perman	Training Manager, UCSC		
44. Rick Polse	Attorney		

5-17.61

45. Kelsey Ramage	Friends of Santa Cruz State Parks		
46. Cherry Roberts	CEO/Fndr., Woodland Fin.Well.		
47. Patricia Sapone	City of S.C., Dep. Police Chief		
48. Marcene Saxman	MCH Director, Dominican Hosp.		
48. Ruth Seagraves	Exec. Dir., Happy Valley Conf.		
50. Lee Sepulveda	Lt., Santa Cruz City Police		
51. Jacqueline Sterling	Sutter Maternity & Surgery Cnt.		
51. Sheila Sutphin	Sherman & Boone Real Estate		
53. Art Thomae	Artist/painter		
54. Carol Turley	Pajaro Dunes		
55. Gabriela Urias	Driscoll's Strawberry Assoc.		
56. Judy Vasquez	CLRA – Legal Aid		
57. Mike Venezia	Fire Capt., S.C. City Fire Dept.		
58. Jackie Ventura	City of Watsonville		
59. Charlie Verutti	Santa Cruz Medical Foundation		

5-17.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Robyn Slater, 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 Board Chair 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 YEARS

None

FIFTEEN YEARS

None

TWENTY YEARS

George T. Cawaling, Receiving Parts Clerk

TWENTY-FIVE YEARS

Mark Hansen, FM Mechanic II
(Carried over from March 2006)

THIRTY YEARS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006
TO: Board of Directors
FROM: Elisabeth Ross, Finance Manager
SUBJECT: RESOLUTION REVISING FY 05-06 BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution revising the FY 05-06 budget in accordance with Exhibit A (Attachment A), revise Board member travel in accordance with Attachment B and authorize revision of the staffing table in the Operations Department to reflect two (2) fewer Bus Operator positions .

II. SUMMARY OF ISSUES

- As a result of required adjustments to operating expenses, the operating budget is recommended to be increased by a net \$720,000 for a new total of \$34,803,000 in operating expenses.
- The three changes in operating revenues are an increase in non-transportation revenue to reflect payroll deductions by employees for their share of the CalPERS retirement program, an increase in interest income as a result of higher treasury interest rates, and a reduction in the use of reserves for the operating budget.
- A number of operating expense adjustments are required at this time, as delineated in Exhibit A of Attachment A.
- Updating the capital improvement program results in a net increase of \$176,936 for two carryover projects and five new projects. The revised capital improvement program totals \$31,613,765.
- Exhibit B of the budget document regarding Board member travel for FY 05-06 is being revised to add a reference to Board member meetings with the General Manager and staff (Attachment B).
- As a result of the new MOU with UTU Local 23, the number of authorized Bus Operators is reduced by two, as reflected in the revised staffing table (Attachment C).

III. DISCUSSION

A. Operating Budget

The detailed list of changes to the FY 05-06 operating revenues is shown on Exhibit A of Attachment A following the budget resolution. Non-transportation revenue is being increased by

\$440,000 to reflect the payroll deductions made by employees to provide their share towards the CalPERS retirement contribution. This increase in operating revenues is totally offset by an increase in retirement expense in the same amount. The original budget showed a net cost to the District for the retirement contribution, but we are now showing the full employer rate in the expenses and the reimbursement by employees in the revenues.

The second revenue change is an increase in interest income. Interest rates were budgeted at 2% but for the first nine months of the fiscal year, the rates have averaged 4%. This increase allows the District to reduce the use of reserves to balance the operating budget by \$120,000.

Under operating expense changes, detailed expense adjustments are listed in Attachment A, Exhibit A. The largest expense changes are as follows:

- The CalPERS retirement expense has been increased by \$440,000 to reflect the full employer rate as discussed above.
- Due to a new dental plan renewal as of 1/01/06, the dental insurance expense in all departments has been reduced, for a total savings for the fiscal year of \$28,889.
- The CalTIP liability insurance premiums for the year are higher than the original estimate by approximately \$60,000. However, this is still a reduction from the previous year.
- Due to the new IWC order regarding rest breaks effective 8/01/05, the District contracted for services from Giro to update the Bus Operator bid in the amount of \$33,000 and was required to rent vehicles to provide Operator relief in the amount of \$40,887. The District also incurred settlement costs in excess of \$140,000 for waiver payments to Bus Operators.

B. Capital Improvement Program

Two capital projects are being carried over from FY 04-05: purchase of three non-revenue vehicles and the bus shelter modification project approved by the Board last year. The talking bus cards are being moved from the capital budget to the operating budget since they do not qualify as a capital expense. Five capital projects are being added to the capital improvement program, the largest of which is the IT Operator Bid upgrade in the amount of \$165,000.

The District has been notified that the State Transit Assistance (STA) allocation is being increased by \$441,135 to \$1,542,851. This increase will allow a reduction in the use of District reserves in the amount of \$264,199 in FY 05-06.

IV. FINANCIAL CONSIDERATIONS

Adoption of the resolution will increase the total FY 05-06 operating expenses by \$720,000, and increase the capital improvement program by \$176,936.

V. ATTACHMENTS

- Attachment A:** Resolution Authorizing a Revision to the FY 05-06 Budget, followed by a list of specific changes (Exhibit A).
- Attachment B:** Revised Board Member Travel for FY 05-06.
- Attachment C:** Revised FY 05-06 Staffing Table for Operations Department.

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

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

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY 05-06 BUDGET**

WHEREAS, it is necessary to revise the adopted FY 05-06 budget of the Santa Cruz Metropolitan Transit District to provide for changes in operating revenue, operating expense, and the capital improvement program.

NOW, THEREFORE, BE IT RESOLVED, the budget is hereby amended per the attached Exhibit A.

PASSED AND ADOPTED this 28th day of April, 2006, by the following vote:

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

Approved _____
MIKE ROTKIN
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

**EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 05-06
APRIL 2006**

	AMOUNT	TOTALS
<u>OPERATING REVENUE</u>		
Increase non-transportation revenue to reflect payroll deduction payments for CalPERS retirement	\$ 440,000	
Increase interest income to reflect higher rates	\$ 400,000	
Reduce transfer from reserves	<u>\$ (120,000)</u>	
TOTAL		\$ 720,000

	DEPT	ACCOUNT	AMOUNT	TOTALS
<u>OPERATING EXPENSE</u>				
Increase CalPERS retirement expense	1100	502021	\$ 15,038	
to reflect full employer rate and offset by	1200	502021	\$ 9,967	
increase in revenue from employee share	1300	502021	\$ 6,341	
	1400	502021	\$ 6,089	
	1500	502021	\$ 7,136	
	1700	502021	\$ 6,292	
	2200	502021	\$ 13,924	
	3100	502021	\$ 45,606	
	3200	502021	\$ 29,989	
	3300	502021	\$ 239,153	
	4100	502021	\$ 60,466	
Reduce dental insurance premiums	1100	502041	\$ (547)	
to reflect lower renewal effective 01/01/06	1200	502041	\$ (568)	
	1300	502041	\$ (505)	
	1400	502041	\$ (342)	
	1500	502041	\$ (389)	
	1700	502041	\$ (434)	
	2200	502041	\$ (1,128)	
	3100	502041	\$ (3,914)	
	3200	502041	\$ (1,604)	
	3300	502041	\$ (10,782)	
	4100	502041	\$ (3,993)	
	9005	502041	\$ (4,683)	

7.92

EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 05-06
APRIL 2006

	DEPT	ACCOUNT	AMOUNT	TOTALS
Move ADA study to Admin and increase amount	1100	503031	\$ 43,000	
Add wireless PC card	1100	505031	\$ 550	
Increase CalTIP liability insurance to reflect higher premiums than projected	1200	506015	\$ 60,000	
Add cost of SEIU/UTU arbitrations	1400	503031	\$ 3,500	
Add IT voice over support for ParaCruz	1500	503352	\$ 3,000	
Add anti-virus software	1500	503352	\$ 4,500	
Additional services by Giro for Operator bid	1500	503352	\$ 33,000	
Increase IT office supplies for bid upgrade, T-1 line, and talking bus PC	1500	504311	\$ 7,000	
Move talking bus cards from capital to operating	1500	504311	\$ 7,200	
Increase IT telecommunications for T-1 line	1500	505031	\$ 1,500	
Increase legal services for personnel issues	1700	503033	\$ 10,000	
Increase settlement costs for IWC order violations	1800	506123	\$ 146,000	
Reduce uniforms and laundry for ParaCruz to reflect actual year-to-date expense	3100	503162	\$ (13,248)	
Move ADA study to Admin from ParaCruz	3100	503031	\$ (38,000)	
Add rental of driver relief vehicles	4100	512061	\$ 40,887	
TOTAL				\$ 720,000

7.93

**EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 05-06
APRIL 2006**

	DEPT	AMOUNT	TOTALS
<u>CAPITAL FUNDING</u>			
Increase STA allocation per SCCRTC		\$ 441,135	
Reduce use of District reserves		\$ (264,199)	
TOTAL			\$ 176,936
<u>CAPITAL PROJECTS</u>			
Add carryover projects from FY 04-05:			
- Purchase of non-revenue vehicles (3)		\$ 83,000	
- Bus shelter modification		\$ 30,000	
Move talking bus cards from capital to operating		\$ (7,200)	
Capitalization of bus engine		\$ 18,936	
Replacement laptop computer for Counsel		\$ 1,500	
Upgrade server for ParaCruz		\$ 1,700	
IT bid upgrade		\$ 165,000	
Dollar bill counter replacement for Operations		\$ 4,000	
Reduce transfer to operating budget		\$ (120,000)	
TOTAL			\$ 176,936

7.a4

EXHIBIT B

REVISED BOARD MEMBER TRAVEL

FY 05-06

American Public Transportation Association (APTA) Meetings

Legislative Conference
March 2006
Washington, DC
Two Board Members

California Transit Association (CTA) Meetings

No attendance.

Additional Travel

Meetings with legislators and government officials in Washington, D.C., San Francisco and Sacramento, as approved by the Chair of the Board.

Expenses related to Board members meeting with General Manager and staff.

FY 05-06 REVISED BUDGET
 Funded Personnel
 Operations - 3200/3300

Position	Authorized FY 03-04	Funded FY 03-04	Authorized FY 04-05	Funded FY 04-05	Authorized FY 05-06	Funded FY 05-06
Operations Manager	1	1	1	1	1	1
Base Superintendent	1	1	1	1	1	1
Transit Supervisor	14	13	14	12	14	12
Schedule Analyst	1	1	1	1	1	1
Supervisor of Revenue Collection	1	1	1	1	1	1
Safety & Training Coordinator	1	1	1	1	1	1
Admin Secretary/Supervisor	1	1	1	1	1	1
Administrative Clerk I	1	1	1	1	1	1
Payroll Specialist	1	1	1	1	1	1
Revenue Specialist	1	0	1	0	1	0
Bus Operator (total on payroll)	184	169	184	160	182	158
Total Full-Time Equivalents	207.00	190.00	207.00	180.00	205.00	178.00

7.21

Attachment 2

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

Resolution No. _____

On the Motion of Director _____

Duly Seconded by Director _____

The following Resolution is adopted:

**A RESOLUTION OF
APPRECIATION AND RECOGNITION FOR THE SERVICES OF
PAT DELLIN
AS THE ACTING EXECUTIVE DIRECTOR OF THE SANTA CRUZ
COUNTY REGIONAL TRANSPORTATION COMMISSION**

WHEREAS, the Santa Cruz Metropolitan Transit District was formed to provide public transportation to all of the citizens of Santa Cruz County, and

WHEREAS, the provision of reliable, effective, public transportation service requires comprehensive planning and financing, and

WHEREAS, the Santa Cruz Metropolitan Transit District, has significantly benefited from the financial support and balanced planning that has been provided by the Santa Cruz County Regional Transportation Commission under the leadership of Pat Dellin, and

WHEREAS, Pat Dellin served in the positions of Transportation Planner, Deputy Executive Director, and Acting Executive Director of the Santa Cruz Regional Transportation Commission for the time period 1987 to 2004, and

WHEREAS, Pat Dellin provided the Santa Cruz County Regional Transportation Commission with dedicated service and strong leadership during her employment, especially during the time of significant change and transition, and

WHEREAS, Pat Dellin served the Santa Cruz County Regional Transportation Commission with distinction and represented Santa Cruz effectively in State and Federal organizations, and

WHEREAS, the service provided to the citizens of Santa Cruz County by Pat Dellin resulted in reliable, quality transportation services being available in the most difficult of times and transitions, and

WHEREAS, during the time that Pat Dellin served in the position of Acting Executive Director the Santa Cruz County Regional Transportation Commission developed new regional transportation plans, responded to adverse economic conditions, enhanced the alternative transportation options for the citizens of Santa Cruz County, worked to secure funding for operational and safety improvements for the major and local road systems, secured critically needed funding for the MetroBase Project, developed an Expenditure Plan for voter consideration, and

WHEREAS, the quality of life in Santa Cruz County was improved dramatically as a result of the exemplary service provided by Pat Dellin.

NOW, THEREFORE, BE IT RESOLVED, that upon her retirement as the Acting Executive Director of the Santa Cruz County Regional Transportation Commission, the Board of Directors of the Santa Cruz Metropolitan Transit District does hereby commend Pat Dellin for her efforts in improving the transportation system in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the citizens of Santa Cruz County.

BE IT FURTHER RESOLVED, that a copy of this resolution be presented to Pat Dellin, and that a copy of this resolution be entered into the official records of the Santa Cruz Metropolitan Transit District.

PASSED AND ADOPTED this 28th day of April 2006 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
MIKE ROTKIN
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

8.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AN AMENDMENT TO THE CONTRACT WITH HARRIS & ASSOCIATES IN THE AMOUNT OF NOT TO EXCEED \$70,000.00 FOR SPECIALTY INSPECTION SERVICES REQUIRED FOR THE SERVICE AND FUELING BUILDING CONSTRUCTION OF THE METROBASE PROJECT.

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute an amendment to the contract with Harris & Associates in the amount of not to exceed \$70,000.00 to provide Specialty Inspection Services for the Service and Fueling Building Construction of the MetroBase Project.

II. SUMMARY OF ISSUES

- On January 9, 2006, METRO began construction on the Service & Fueling Building.
- METRO requested Harris & Associates a quote for special inspection services not included in the City of Santa Cruz capabilities.
- Harris & Associates received multiple quotes from different vendors and will process the inspections in the amount of not to exceed \$70,000.00 from HP Inspections, Inc. for specialty inspections/testing that are called in the Service Building Project Contract Documents.

III. DISCUSSION

On January 9, 2006, METRO began construction on the Service & Fueling Building for the MetroBase Project. METRO requested Harris & Associates to solicit quotes for specialty inspection services not included in the City of Santa Cruz capabilities. Harris & Associates received multiple quotes from different vendors and have chosen HP Inspections, Inc. for their services.

The scope of work includes:

- Verification inspections of reinforcing steel placement for the reinforced concrete and structural masonry
- Continuous inspections during the placement of all structural concrete
- Performing slump, temperature, and compressive strength tests of concrete and testing of non-shrink grout

9.1

- Continuous inspections of the placement of the concrete masonry block, mortar, and grout
- Sampling and testing of block, mortar and grout including sampling and testing of masonry prisms
- Installation inspections of all epoxy anchors/dowels
- Inspections of shop and field welding of structural steel connections.
- Verification of welder qualifications and welding procedures
- Preparation of daily inspection reports, weekly reports to the City of Santa Cruz
- Preparation of final project inspection report

The estimate of not to exceed \$70,000.00 is based the total specialty inspection services and for potential unknown inspection for all contractor scheduled tasks. Only the actual hours spent on the tasks above will be invoiced.

Currently City of Santa Cruz is providing some inspection services that are not included in this proposal.

Staff has analyzed the HP from Harris & Associates proposal and recommends that the Board of Directors approve the cost associated with specialty testing services.

IV. FINANCIAL CONSIDERATIONS

The approval of the contract amendment will require the obligation of up to \$70,000.00 in funds from the MetroBase Project budget which are available for this purpose.

V. ATTACHMENTS

Attachment A: **Harris & Associates Letter**



Harris & Associates

120 Mason Circle, Concord, CA 94520
925.827.4900

5 April 2006

Mr. Frank Cheng
Project Manager
Santa Cruz Metropolitan Transit District
Metrobase Project
370 Encinal Street
Santa Cruz, CA 95060
Re: Special Inspection Services
Dear Frank,

In response to your recent request for a letter to address a separate price for special inspection services on the Service & Fueling Building. The price has come in a little under \$60,000.00. We recommend that you reserve an amount no less than \$70,000.00 to assure that you have adequate funding for any and all contingencies.

The scope of work covered in the Special Inspection allowance is as follows:
Work to be performed by:

H P Inspections, Inc., 690 Sunol Street Building H, San Jose, CA 95126
with work as defined in the Service Building Project Contract Documents.

The specific scope of work includes:

- Verification inspections of reinforcing steel placement for the reinforced concrete and structural masonry
- Continuous inspections during the placement of all structural concrete
- Performing slump, temperature, and compressive strength tests of concrete and testing of non-shrink grout
- Continuous inspections of the placement of the concrete masonry block, mortar and grout.
- Sampling and testing of the block, mortar and grout including sampling and testing of masonry prisms
- Installation inspections of all epoxy anchors/dowels
- Inspections of shop and field welding of structural steel connections.
- Verification of welder qualifications and welding procedures
- Preparation of daily inspection reports, weekly reports to the City of Santa Cruz
- Preparation of final project inspection report

As previously suggested we should advise your board that, to the extent possible, we will try to minimize budget growth. As you know, Tom Dean, P.E. has been diligent about saving budget in all areas.

We are ready to discuss this at your request. Please call me if you have any questions about this correspondence. I can be reached at 925-827-4900, ext. 225, or on my cellular phone at 925.518.7269.

Respectfully,
Harris and Associates

Mario Maciel
Vice President
CM Manager

Cc: file
Mark Dorfman
Tom Dean

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT TO ACCOMMODATE A PREVIOUSLY APPROVED CHANGE ORDER IN THE AMOUNT OF \$33,250 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL/ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO OFF-SITE IMPROVEMENTS IN GOLF CLUB DRIVE AND STATE HIGHWAY 9 FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment to accommodate a previously approved change order in the amount of \$33,250 from RNL Design, Inc. to provide additional funds to the Architectural & Engineering contract to accommodate costs relating to off-site improvements in Golf Club Drive and State Highway 9 for the MetroBase Project.

II. SUMMARY OF ISSUES

- On August 8, 2003, METRO entered into a contract with RNL Design for Architectural/Engineering Services for the MetroBase Project in the amount of \$2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,304,558.
- On October 22, 2004, Board of Directors approved a request from the City of Santa Cruz for additions to the MetroBase Project and directed RNL Design, Inc. and their sub-consultants to perform the additional work.
- On May 4, 2005, RNL Design received the proposal for additional services for off-site improvements in Golf Club Drive and State Highway 9.
- The additional services approved by the Board of Directors on October 22, 2004 are beyond the original scope of work in the contract with RNL Design, requiring a Change Order in the amount of \$33,250.

III. DISCUSSION

On August 8, 2003 Santa Cruz METRO entered into an Architectural/Engineering Contract with RNL Design from Los Angeles, California in the amount of \$ 2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,304,558. On October 22, 2004, Board of Directors approved a request from the City of Santa Cruz for additions to the

MetroBase Project and directed RNL Design, Inc. and their sub-consultants to perform the additional work. The request included improvement items for State Highway 9, Vernon Street, Golf Club Drive, Storm Drainage, Refuse Storage Facilities, Vehicle Wash Rack, and San Lorenzo River Bike Path.

On May 4, 2005, RNL Design received the proposal for additional services for off-site improvements in Golf Club Drive and State Highway 9. The work has been completed and incorporated into the bid documents for the MetroBase Project. Currently there is no storm drain system in Golf Club Drive and a new system was incorporated into the design to connect to the existing storm drain on River Street that connects to the San Lorenzo River.

Staff is therefore recommending that the General Manager be authorized to execute a Change Order to the Architectural/Engineering Contract with RNL Design in the amount of \$33,250 to accommodate these revisions to the scope of services.

IV. FINANCIAL CONSIDERATIONS

This Change Order will increase the total contract by the amount of \$33,250. Funds are available in the MetroBase Project to cover this Change Order.

V. ATTACHMENTS

Attachment A: Letter dated April 19, 2006 from RNL Design

Attachment B: October 22, 2004 Staff Report, City of Santa Cruz Requests



April 19, 2006

Mr. Frank Cheng
MetroBase Project Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Los Angeles
800 Wilshire Boulevard
Suite 400
Los Angeles, CA 90017
P: 213 955 9775
F: 213 955 9885

www.RNLdesign.com

Re: MetroBase Phase I – Additional Services Proposals
Off-Site Improvements in Golf Club Drive
and State Highway 9

Dear Frank:

Please find attached Mesiti-Miller Engineering's (MME) letter of May 4, 2005 regarding off-site improvements not included in the original scope or budget for this project. This work, requested by the City of Santa Cruz Public Works Department, was approved by the SCMTD Board on October 22, 2004 and authorized by your letter of October 28, 2004.

The work has been completed and incorporated in the bid documents by MME. Approval of this and other City of Santa Cruz Public Works was removed from previous Additional Service Proposals at the Districts request. This MME proposal is being passed through to the District at RNL's cost. We believe that this work is definitely beyond the scope of the original agreement and MME is due the additional fee.

RNL will provide the above referenced services for the fee of thirty-three thousand two hundred and fifty dollars (\$33,250). Again, RNL has added no fee for our management and handling of this issue.



If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Charles E. Boxwell'.

Charles E. Boxwell, AIA
Associate Principal

Cc: Les White
Mark Dorfman
Pat McKelvey
Mark Mesit-Miller

11.a2



May 4, 2005

Mr. Charles Boxwell, Associate Principal
RNL Design
800 Wilshire Boulevard, Suite 400
Los Angeles, CA 90017

**Re: Request for Budget Increase to address the following
Off-Site Improvements in Golf Club Drive and State Highway 9**

- **Storm Drain System Extension**
- **Sanitary Sewer Main Upgrade**

Our File No: 99171-9

Dear Mr. Boxwell:

Mesi Miller Engineering, Inc. is pleased you have requested us to provide additional services in support of the above referenced project. Accordingly, we have prepared this request for budget increase (RFBI) for your review and consideration.

Project Understanding

This RFBI addresses two areas of off-site work for which we will provide additional engineering services, both of which will serve the Maintenance Building and are located in Golf Club Drive and State Highway 9 (a.k.a. River Street). Item 1 is an extension to the storm drain system. Item 2 is an upgrade to the existing sanitary sewer main.

Item 1: Golf Club Drive Storm Drain System

This item addresses an area of work based on the action taken by the SCMTD at its October 22, 2004 Board Meeting regarding the City's requests for project modifications as reflected in a letter from Frank Cheng to RNL dated October 28, 2004.

Currently there is no storm drain system in Golf Club Drive. There is a storm drain system in River Street that discharges to the San Lorenzo River by crossing the River Street site just north of the former Tool Shed building, now the Service Building.

The additional services we provide will extend the existing storm drain system in River Street up Golf Club Drive to 120 Golf Club Drive (the Maintenance Building site) and increasing its size to accommodate the District's present needs and perhaps the City's future needs. As requested by the City, we will provide two designs; one design will show the improvements necessary to serve only the SCMTD facilities and a second design will show what modifications are needed to the first design to provide the additional capacity to meet the City's future needs.

The two designs have been requested by the City in order to facilitate their decision regarding cost-sharing of the project in order to increase the storm drain system



capacity to include not only the Maintenance Building site, but also other off-site drainage that could be served by the proposed Golf Club Drive storm drain system.

Item 2: Golf Club Drive Sanitary Sewer Main Upgrade

Due to the elevation of the proposed sanitary sewer (SS) lateral from the Maintenance Building on the Golf Club Drive site, it is impossible to convey wastewater from the proposed Maintenance Building to the existing SS main in Golf Club Drive by force of gravity as the proposed SS lateral is lower than the existing SS main in the Golf Club Drive. Accordingly, in order to sewer the maintenance building, the existing SS main in Golf Club Drive needs to be reconstructed at a lower elevation starting at or near its intersection with the River Street SS main and extending up Golf Club Drive to the point of connection with the proposed SS lateral from the Maintenance Building.

Scope of Services

Item 1: Golf Club Drive Storm Drain System

- Provide one design of the gravity storm drain system to serve the Golf Club Drive site as requested by the City. The storm drain will originate at the Golf Club Drive site, continue easterly down Golf Club Drive, extend southerly down River Street and continue along the alignment of the existing storm drain north of the proposed Fuel/Wash Building site and discharge to the river.
- Provide a second design of the above described storm drain system with increased capacity to include potential additional off-site drainage areas that could be served by the system for the benefit of the City. This design will include increased pipe sizes only, not additional inlets, inlet capacity, or extension up Golf Club Drive beyond that what is required to serve the Maintenance Building site.
- Prepare and deliver civil engineering calculations supporting the proposed design of the storm drainage system.
- Prepare and deliver 95% complete drawings illustrating the storm drain pipe plan layout, pipe profiles and key details for both designs.
- Review the designs and analysis with the Santa Cruz Department of Public Works (SCDPW) and respond to one set of plan check comments regarding the portion of the storm drain system located within City right-of-way-.
- Respond to one set of plan check comments generated by CalTrans' review of the River Street portion of the storm drain system.
- Prepare and deliver final construction documents (CDs) suitable for bidding and construction of the selected design. CDs will include the typical drawings and technical specifications needed to guide a qualified and experienced contractor during construction of the improvements.

11.a4



Item 2: Golf Club Drive Sanitary Sewer Main Upgrade

- Design the upgrade of the existing SS main in Golf Club Drive to accommodate gravity flow from the proposed SS lateral from the Maintenance Building.
- Prepare and deliver civil engineering calculations supporting the proposed upgrade of the Sanitary Sewer (SS) main in Golf Club Drive.
- Prepare and deliver 95% complete drawings illustrating the SS main plan layout, profile and key details of construction.
- Review the design and analysis with the SCDPW and respond to one set of plan check comments regarding the SS main upgrade.
- Prepare and deliver final construction documents (CDs) suitable for bidding and construction of the SS main upgrade. CDs will include the typical drawings and technical specifications needed to guide a qualified and experienced contractor during construction of the improvements.

Assumptions

RNL's Metrobase construction cost estimator will provide the comparative cost estimate for the storm drain system for the facility as well as the potential upgrade contemplated by the City.

As the final selection between the two storm drainage design options will not be made before the CDs are released for bidding, we will prepare the CDs illustrating option 1. In the event, the District/City elects to have option 2 constructed instead, we will prepare and issue the updated CDs necessary to have contractors bid Option 2 or prepare a contract change order.

Compensation

Compensation for all services rendered in connection with this part of the project will be based on time and expenses charged in accordance with our prevailing Standard Billing Rates against our project number 99171-9. Based on information available to us at this time, our total fee for providing the services outlined above will not exceed **\$33,250** including reimbursable expenses. For your information, a copy of our current Standard Billing Rates is attached.

Other Terms and Conditions

Based on Phil Allen's recent verbal authorization to proceed, we have begun work on these additional services in anticipation of providing bid documents to you on or before 5/13/05.

All other provisions of our original agreement are considered to be in full force and effect with respect to these additional services.

Please confirm RNL's authorization to proceed with these additional services by signing and returning one copy of this letter.

11.a5



On behalf of the entire firm, I thank you for the opportunity to be of continued service on this important project. Should you have any questions or comments or require any further information, please call me.

Respectfully yours,

Mark Mesiti-Miller
President

Cc: Phil Allen via email (PDF file attached)
Project file
Contract file

Agreement

I have read and fully understand this proposal for additional engineering services. I agree to all the foregoing terms and understand that the signing of this letter constitutes formal agreement on my part, and on behalf of RNL Design.

Accepted By: _____ Date: _____

Printed Name: _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Attachment **B**

DATE: October 22, 2004
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: CONSIDERATION OF REQUEST FROM THE CITY OF SANTA CRUZ
FOR ADDITIONS TO THE METROBASE PROJECT.

I. RECOMMENDED ACTION

That the Board of Directors approve the recommendations of the RNL Design Team and METRO staff, developed in response to questions raised with regard for components of Phase I of the MetroBase Project.

II. SUMMARY OF ISSUES

- On September 23, 2004, City of Santa Cruz Public Works sent METRO comments and requests in regards to the MetroBase Project.
- METRO staff sent the requests and comments to the RNL Design Team for analysis.
- The RNL Design Team has developed responses and recommendations to the requests and comments submitted by the City of Santa Cruz.

III. DISCUSSION

On September 23, 2004, comments were sent to METRO from Mark Dettle, Director of Public Works of Santa Cruz. Attachment A shows the comments and requests submitted by the City of Santa Cruz Public Works Department and the responses that have been developed by the RNL Design Team. Comments and responses include street lights, sidewalk improvements, street improvements, storm drains, bike path access, and refuse truck wash usage. The responses prepared by the RNL Design Team include the recommended action, explanation, and cost impact including Design and Construction associated to each request. Due to lack of funds, some items are not recommended to occur until later on Phase I or Phase II of the MetroBase Project.

IV. FINANCIAL CONSIDERATIONS

See attachment.

V. ATTACHMENTS

Attachment A: Comment on Preliminary Plans (September 23, 2004)

11.61

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT-TO-EXCEED \$242,064 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL & ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO RIVER STREET SITE BID PACKAGE & CONSTRUCTION SERVICES, AND OPERATIONS BUILDING REPACKAGING FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment for a change order in the amount of Not-To-Exceed \$242,064 from RNL Design, Inc. to provide additional funds to the Architectural & Engineering contract to accommodate costs relating to River Street site bid package & construction services, and operations building repackaging for the MetroBase Project.

II. SUMMARY OF ISSUES

- On August 8, 2003 Santa Cruz METRO entered into a contract with RNL Design for Architectural/Engineering Services for the MetroBase Project in the amount of \$2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,304,558.
- This proposal for additional services include
 - Operations Building Re-Package,
 - Redesign, Re-Package, and Re-Bid River Street Site
 - River Street Site Construction Phase
- Estimate on proposal will be six months from time of Notice To Proceed.
- METRO staff directed the RNL Design team to proceed to develop a Re-Package of the Operations Building.
- Site work must be done on River Street Parking Lot for leveling the ground between the existing site and the new site located
- The above changes are beyond the original scope of work in the contract with RNL Design, requiring a Change Order in the amount of \$242,064.

III. DISCUSSION

On August 8th, 2003 Santa Cruz METRO entered into an Architectural/Engineering Contract with RNL Design in the amount of \$ 2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,304,558. With the construction of the Service & Fueling Building, METRO will be able to fuel Diesel and Compressed Natural Gas (CNG) with the Diesel being temporary until METRO fleet converts to a CNG fleet. The Service & Fueling Building will meet the requirement of the California Air Resources Board (CARB) to use a cleaner fuel for the bus fleet.

Additional work is required by the architects to incorporate the Service & Fueling Building site with the existing Operations site. Ground elevation between the two sites differs at multiple locations, along the border of 1200 River Street and 1122 River Street. In addition to this work, site work for the existing parking lot and storm drains is needed.

During the designing of the River Street Parking Lot Site Work, METRO requested the architects to re-package the Operations Building as one bid package for future consideration. This work is easily done while working on both the Parking Lot Site Work and the Operations Building package.

The current contract with RNL Design did not cover these additional services that would be required and a Change Order is required to address this work. The additional services would require:

- Operations Building Re-Package, \$51,960
- Redesign, Re-Package, and Re-Bid River Street Site, \$101,319
- River Street Site Construction Phase, \$88,785

Staff is therefore recommending that the General Manager be authorized to execute a Change Order to the Architectural & Engineering Contract with RNL Design in the amount of \$242,064 to accommodate these revisions to the scope of services.

IV. FINANCIAL CONSIDERATIONS

This Change Order will increase the total contract by the amount of \$242,064. Funds are available in the MetroBase Project to cover this Change Order.

V. ATTACHMENTS

Attachment A: Letter dated April 19th, 2006 from RNL Design



April 19, 2006

Mr. Frank Cheng
MetroBase Project Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: MetroBase Phase I – Additional Services Proposals
Operations Building Document Package and
River Street Site Bid Package, & Const. Phase Services

Los Angeles
800 Wilshire Boulevard
Suite 400
Los Angeles, CA 90017
P: 213 955 9775
F: 213 955 9885

www.RNLdesign.com

Denver
1515 Alapahoe Street
Lower 3, Suite 709
Denver, CO 80202
P: 303 295 1717
F: 303 292 0845

Phoenix
4450 North 12th Street
Suite 260
Phoenix, AZ 85014
P: 602 212 1044
F: 602 212 0264

Dear Frank:

This proposal for additional services is being submitted in response to the Districts requests at the April 14th meeting. Services requested include the following:

1. **Operations Building Re-Package** – consolidate and compile Operations building drawings into a single bid package with the expectation that the project will be shelved for two years or more, at which time the documents will require review, modification for existing site conditions, and up-dating relative to applicable building codes and other current conditions prior to bidding and construction.
2. **Redesign, Re-Package, and Re-Bid River Street Site** – redesign River Street site to retain existing Operations Building (without proposed new Operations Building) and provide maximum bus parking (new layout to be developed for District approval) on site after removal of existing bus wash and slow-fill CNG fueling systems. Entire site to be concrete paved for bus circulation and parking. Upon completion of documents the project will be bid for construction to follow occupancy of the new Service Facility currently under construction.



- 3. **River Street Site Construction Phase** – provide construction administration services in support of the Construction Manager for this work. Construction period is assumed to be 3 to 4 months in duration. Harris CM to prepare a phasing plan/schedule to allow continued partial use of the site for access to Service Facility and Bus by SCMTD during this construction.

RNL will provide the above referenced services for the not to exceed fee of two hundred forty-two thousand sixty-four dollars (\$242,064). The fee breaks down as follows:

Operations Building Repackage	\$ 51,960
River Street Site Bid Package	\$ 101,319
<u>River Street Site Construction</u>	<u>\$ 88,785</u>
Total	\$ 242,064

Please see the attached Fee Breakdown spread sheet for the details of this fee. Our analysis indicates that the expenses required for this work will not require modification of the current reimbursable expense allowance included in the current agreement.

We estimate that it will take three months to complete this work. The production work would commence, upon receipt of fully executed contract amendment, after completion of the Maintenance Building Bid Package production. Bidding and construction phase services will follow based on the District's schedule to project completion.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Charles E. Boxwell, AIA
Associate Principal

Cc: Les White
Mark Dorfman
Pat McKelvey

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SUMMARY OF FEES AND EXPENSES	Labor	Expenses	Total
RNL Design - Management & Architecture	\$21,760	\$1,000	\$22,760
Joni Jonecki - Landscape Architecture	\$8,000	\$0	\$8,000
Mesiti-Miller - Civil & Structural	\$10,125	\$460	\$10,585
Carter-Burges - MEP Engineering	\$8,000	\$250	\$8,250
TEECOM - Telephone/Data & Security	\$4,075	\$150	\$4,225
Total	\$51,960	\$1,860	\$53,820

RNL Design - Management & Architecture	Average Labor Rate										Totals
	\$185 Princ	\$165 PM	\$125 Prj Arch	\$210 Dsgn Prin	\$115 Designer	\$85 CADD	\$100 Int Desgn	\$115 Spec	\$135 Constrctn	\$55 Secy	
Modify Drawings											
Cover Shts & Site Plans - 7 sheets	0	0	4	0	0	8	0	0	0	0	\$1,180
Floor Plans - 6 sheets	0	0	24	0	0	24	0	0	0	0	\$5,040
Detail & Sections - 39 Sheets	0	0	20	0	0	40	0	0	0	0	\$5,900
Modify Specifications - 33 Sections	0	0	4	0	0	0	0	24	0	0	\$3,260
Coordination with Consultant Team	0	8	24	0	0	0	0	0	0	0	\$4,320
Management/Coordination Tasks & Office Support	4	8	0	0	0	0	0	0	0	0	\$2,060
Sub-total Hours	4	16	76	0	0	72	0	24	0	0	188
Sub-total Labor	\$740	\$2,640	\$9,500	\$0	\$0	\$6,120	\$0	\$2,760	\$0	\$0	\$21,760
Reimbursable Expenses					Quantity	Unit Cost		Cost			Total
Travel - Meals and Miscellaneous					0	\$50.00		\$0			
Travel - Airfare					0	\$250.00		\$0			
Travel - Car Rental or Milage					0	\$150.00		\$0			
Postage / Shipping / Courier					0	\$50.00		\$0			
Printing & Misc					Estimated total	1	\$1,000.00	\$1,000			\$1,000
Sub-total Expenses											\$1,000

Joni Jonecki - Landscape	Average Labor Rate							Totals
	\$125 Principal	\$105 LS Arch	\$90 PM/Dsgnr	\$80 Draftprsn	\$55 Clerical	\$85 Irrigation		
Modify Drawings								
Landscape Plans - 2 sheet	1	1	4	6	0	0	\$1,070	
Irrigation Plans - 4sheet	3	0	12	0	0	16	\$2,815	
Modify Specifications - 8 Sections	1	0	4	0	3	4	\$990	
Coordination with Consultant Team	1	0	8	0	0	2	\$1,015	
Irrigation Re-design	2	1	4	0	0	8	\$1,395	
Management/Coordination Tasks & Office Support	1	0	3	4	0	0	\$715	
Sub-total Hours	9	2	35	10	3	30	80	
Sub-total Labor	\$1,125	\$210	\$3,150	\$800	\$165	\$2,550	\$8,000	
Reimbursable Expenses					Quantity	Unit Cost	Cost	Total
Printing					Estimated total	0	\$50.00	\$0
Miscellaneous					Estimated total	0	\$100.00	\$0
Sub-total Expenses								\$0

12.03

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Operations Building Bid Package (Duration - Bid Package 3 months)

Project No. 6040-1569-01
 April 19, 2006

Mesiti-Miller - Civil & Structural	Average Labor Rate									Totals
	\$170 Principal	\$150 Engin V	\$130 Engin IV	\$115 Engin III	\$100 Engin II	\$85 Engin I	\$85 CADD	\$65 Admin		
Modify Drawings										
Civil Engineering - 20 sheets	2	4	10	0	0	0	20	3	0	0
Structural Engineering - 15 sheets	1	4	8	0	0	0	15	3	0	0
Modify Specifications - 25 Sections	1	2	4	0	0	0	0	8	0	0
Coordination with Consultant Team	2	4	0	0	0	0	0	4	0	0
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	0	0	0
Sub-total Hours	6	14	22	0	0	0	35	18	0	0
Sub-total Labor	\$1,020	\$2,100	\$2,860	\$0	\$0	\$0	\$2,975	\$1,170	\$0	\$0
Reimbursable Expenses					Quantity	Unit Cost		Cost		Total
Postage / Shipping / Courier					3	\$20.00		\$60		
Printing					2	\$100.00		\$200		
Miscellaneous					2	\$100.00		\$200		
Sub-total Expenses										\$460

Carter-Burges - MEP Engineering	Average Labor Rate								Totals	
	\$150 Snr Engineer	\$125 Engineer I	\$165 Snr PM	\$115 Engineer I	\$95 Designer	\$85 CADD	\$70 Admn Ast			
Modify Drawings										
Site Plans - Plumbing, Electrical	16	0	0	0	0	8	0	0	0	
Floor Plans - Plumbing, Electrical, Mechanical	0	0	0	0	0	0	0	0	0	
Detail & Sections - Plumbing, Electrical, Mechanical	8	0	0	0	0	8	0	0	0	
Other - Plumbing, Electrical, Mechanical	0	0	0	0	0	0	0	0	0	
Modify Specifications - Plumbing, Electrical, Mechanical	10	0	0	0	0	0	4	0	0	
Coordination with Consultant Team	4	0	4	0	0	0	0	0	0	
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	0	0	
Sub-total Hours	38	0	4	0	0	16	4	0	0	
Sub-total Labor	\$5,700	\$0	\$660	\$0	\$0	\$1,360	\$280	\$0	\$0	
Reimbursable Expenses					Quantity	Unit Cost		Cost		Total
Travel - Meals and Miscellaneous					0	\$0.000		\$0		
Travel - Airfare					0	\$0.000		\$0		
Travel - Car Rental or Milage					0	\$100.000		\$0		
Postage / Shipping / Courier					0	\$25.00		\$0		
Printing					1	\$250.00		\$250		
Miscellaneous					0	\$0.00		\$0		
Sub-total Expenses										\$250

12.04

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Operations Building Bid Package (Duration - Bid Package 3 months)

Project No. 6040-1669-01
 April 19, 2006

TEECOM - Phone/Date & Security	Average Labor Rate											Totals
	\$230 Principal	\$190 PM	\$170 PA	\$115 CADD								
Modify Drawings												
Site Plans - 2 sheets	0	2	0	1	0	0	0	0	0	0	0	\$495
Floor Plans - 8 sheets	0	3	0	2	0	0	0	0	0	0	0	\$800
Detail & Sections - 4 Sheets	0	2	0	2	0	0	0	0	0	0	0	\$810
Other - 1 Sheets	0	1	0	1	0	0	0	0	0	0	0	\$305
Modify Specifications - 13 Sections	0	6	0	0	0	0	0	0	0	0	0	\$1,140
Coordination with Consultant Team	0	1	0	0	0	0	0	0	0	0	0	\$190
Management/Coordination Tasks & Office Support	1	1	0	1	0	0	0	0	0	0	0	\$535
Sub-total Hours	1	16	0	7	0	0	0	0	0	0	0	23
Sub-total Labor	\$230	\$3,040	\$0	\$805	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,075
Reimbursable Expenses					Quantity	Unit Cost		Cost				Total
Printing		Estimated total			1	\$50.00		\$50				
Miscellaneous		Estimated total			1	\$100.00		\$100				
Sub-total Expenses												\$150

12.05

SUMMARY OF FEES AND EXPENSES	Labor	Expenses	Total
RNL Design - Management & Architecture	\$29,630	\$3,950	\$33,580
Joni Jonecki - Landscape Architecture	\$10,450	\$0	\$10,450
Mesiti-Miller - Civil & Structural	\$45,105	\$620	\$45,725
Carter-Burges - MEP Engineering	\$8,450	\$250	\$8,700
Yuang Tai - Cost Estimating	\$7,684	\$50	\$7,734
Total	\$101,319	\$4,870	\$106,189

RNL Design - Mannagement & Architecture	Average Labor Rate											Totals
	\$185 Princ	\$165 PM	\$125 Prj Arch	\$210 Dsgn Prin	\$115 Designer	\$85 CADD	\$100 Int Design	\$115 Spec	\$135 Constrctn	\$55 Secy		
Modify Drawings												\$930
Cover Shts & Site Plans - 3 sheets	0	0	2	0	0	8	0	0	0	0	0	\$1,860
Detail s - 3 Sheets	0	0	4	0	0	16	0	0	0	0	0	\$3,260
Modify Specifications - X Sections	0	0	4	0	0	0	0	24	0	0	0	\$1,660
Coordination with Consultant Team	0	4	8	0	0	0	0	0	0	0	0	\$2,760
Redesign Bus Parking Layout Plan	4	4	0	0	0	16	0	0	0	0	0	\$2,320
On-Site meeting with SCMTD & Design Team	0	8	8	0	0	0	0	0	0	0	0	\$5,020
Permit/plan check up-date meetings/reviews	0	4	24	0	0	16	0	0	0	0	0	\$2,320
Pre-Bid Meeting	0	8	8	0	0	0	0	0	0	0	0	\$5,680
Bidding Administration	0	8	24	0	0	16	0	0	0	0	0	\$3,820
Management/Coordination Tasks & Office Support	4	16	0	0	0	0	0	0	0	0	8	238
Sub-total Hours	8	52	82	0	0	72	0	24	0	0	8	\$29,630
Sub-total Labor	\$1,480	\$8,560	\$10,250	\$0	\$0	\$6,120	\$0	\$2,760	\$0	\$440		
Reimbursable Expenses						Quantity	Unit Cost	Cost				Total
Travel - Meals and Miscellaneous						6	\$50.00	\$300				
Travel - Airfare						6	\$250.00	\$1,500				
Travel - Car Rental or Milage						3	\$150.00	\$450				
Postage / Shipping / Courier						4	\$50.00	\$200				
Printing & Misc						1	\$1,500.00	\$1,500				
Sub-total Expenses												\$3,950

Joni Jonecki - Landscape	Average Labor Rate							Totals	
	\$125 Principal	\$105 LS Arch	\$90 PM/Dsgnr	\$80 Draftprsn	\$55 Clerical	\$85 Irrigation			
Modify Drawings									
Landscape Plans - 2 sheet	2	1	8	20	0	0	0	\$2,875	
Irrigation Plans - 4sheet	0	0	4	0	0	16	0	\$1,720	
Modify Specifications - 8 Sections	1	0	4	0	3	4	0	\$990	
Coordination with Consultant Team	2	0	8	0	0	2	0	\$1,140	
Site & Landscaping Redesign	3	2	12	0	0	0	0	\$1,665	
Irrigation Redesign	2	2	4	0	0	10	0	\$1,670	
Management/Coordination Tasks & Office Support	0	0	3	4	0	0	0	\$590	
Sub-total Hours	10	5	43	24	3	32	0	107	
Sub-total Labor	\$1,250	\$525	\$3,870	\$1,920	\$165	\$2,720	\$0	\$10,450	
Reimbursable Expenses						Quantity	Unit Cost	Cost	Total
Printing						0	\$50.00	\$0	
Miscellaneous						0	\$100.00	\$0	
Sub-total Expenses									\$0

12.06

Mesiti-Miller - Civil & Structural	Average Labor Rate										Totals
	\$170 Principal	\$150 Engin V	\$130 Engin IV	\$115 Engin III	\$100 Engin II	\$85 Engin I	\$85 CADD	\$85 Admin			
Modify Drawings											
Civil Engineering - 12 sheets	4	12	0	0	24	0	48	6	0	0	\$9,350
Structural Engineering - 2 sheets	1	4	8	0	0	0	16	1	0	0	\$3,235
Modify Specifications - 25 Sections	2	4	4	0	16	0	0	16	0	0	\$4,100
Coordination with Consultant Team	0	0	0	0	0	0	0	0	0	0	\$0
On-Site meeting with SCMTD & Design Team	4	6	0	0	0	0	0	2	0	0	\$1,710
Redesign of grading and paving	3	16	0	0	48	0	0	0	0	0	\$7,710
UG utility and/or drainage revisions	2	12	0	0	40	0	0	0	0	0	\$6,140
Permit/plan check up-date meetings/reviews	4	16	0	0	32	0	24	4	0	0	\$8,580
Management/Coordination Tasks & Office Support	8	16	0	0	0	0	0	8	0	0	\$4,280
Sub-total Hours	28	86	12	0	160	0	88	37	0	0	383
Sub-total Labor	\$4,760	\$12,900	\$1,560	\$0	\$16,000	\$0	\$7,480	\$2,405	\$0	\$0	\$45,105
Reimbursable Expenses					Quantity	Unit Cost		Cost			Total
Postage / Shipping / Courier	Per each				6	\$20.00		\$120			
Printing	Estimated total				4	\$100.00		\$400			
Miscellaneous	Estimated total				1	\$100.00		\$100			
Sub-total Expenses											\$620

Carter-Burges - MEP Engineering	Average Labor Rate									Totals
	\$150 Snr Engineer	\$125 Engineer II	\$165 Snr PM	\$115 Engineer I	\$95 Designer	\$85 CADD	\$70 Admn Ast			
Modify Drawings										
Site Plans - Plumbint, Electrical	32	8	0	0	0	8	0	0	0	\$6,480
Floor Plans - Plumbing, Electrical, Mechanical	0	0	0	0	0	4	0	0	0	\$340
Detail & Sections - Plumbing, Electrical, Mechanical	4	0	0	0	0	0	0	0	0	\$600
Other - Plumbing, Electrical, Mechanical	0	0	0	0	0	0	0	0	0	\$0
Modify Specifications - Plumbing, Electrical, Mechanical	5	0	0	0	0	4	0	0	0	\$1,030
Coordination with Consultant Team	0	0	0	0	0	0	0	0	0	\$0
Lighing and Electrical changes	0	0	0	0	0	0	0	0	0	\$0
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	0	0	\$0
Sub-total Hours	41	8	0	0	0	12	4	0	0	65
Sub-total Labor	\$6,150	\$1,000	\$0	\$0	\$0	\$1,020	\$280	\$0	\$0	\$8,450
Reimbursable Expenses					Quantity	Unit Cost		Cost		Total
Travel - Meals and Miscellaneous	Per Trip				0	\$0.000		\$0		
Travel - Airfare	Per Trip				0	\$0.000		\$0		
Travel - Car Rental or Milage	Per Trip				0	\$100.000		\$0		
Postage / Shipping / Courier	Per each				0	\$25.00		\$0		
Printing	Estimated total				1	\$250.00		\$250		
Miscellaneous	Estimated total				0	\$0.00		\$0		
Sub-total Expenses										\$250

12.07

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 River Street Site Paving Bid Package (Duration - Bid Package 2 months, Bidding 1 month)

Project No. 6040-1569-01
 April 19, 2006

Yuang Tai - Cost Estimating		Average Labor Rate											Totals
	\$112 Principal	\$91 Chief Estm	\$80 Snr Estm	\$69 Estimator	\$38 Admin								
Cost Estimate Input	16	24	18	16	10	0	0	0	0	0	0	\$6,900	
Management/Coordination Tasks & Office Support	7	0	0	0	0	0	0	0	0	0	0	\$784	
Sub-total Hours	23	24	18	16	10	0	0	0	0	0	0	68	
Sub-total Labor	\$2,576	\$2,184	\$1,440	\$1,104	\$380	\$0	\$0	\$0	\$0	\$0	\$0	\$7,684	
Reimbursable Expenses						Quantity	Unit Cost	Cost			Total		
Miscellaneous	Estimated total					1	\$50.00	\$50			\$50		
Sub-total Expenses												\$50	

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SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 River Street Site Work BP - Construction Administration (Duration 3 Months)

Project No. 6040-1569-01
 April 19, 2006

SUMMARY OF FEES AND EXPENSES	Labor	Expenses	Total
RNL Design - Management & Architecture	\$43,360	\$6,350	\$49,710
Joni Jonecki - Landscape Architecture	\$6,590	\$0	\$6,590
Mesiti-Miller - Civil & Structural	\$35,075	\$820	\$35,895
Carter-Burges - MEP Engineering	\$3,760	\$200	\$3,960
Total	\$88,785	\$7,370	\$96,155

RNL Design - Management & Architecture	Average Labor Rate										Totals
	\$185 Princ	\$165 PM	\$125 Prj Arch	\$210 Dsgn Prin	\$115 Designer	\$85 CADD	\$100 Int Design	\$115 Spec	\$135 Constructn	\$55 Secy	
Attend Pre-Construction Conference	0	8	0	0	0	0	0	0	8	0	\$2,400
RFI's, Shop Drawings, other Submittals	0	0	0	0	0	16	0	0	40	24	\$8,080
Construction Observation, Reports and Meetings	0	16	0	0	0	0	0	0	128	16	\$20,800
Contract Close-out	0	20	0	0	0	0	0	0	16	8	\$5,900
Record Drawings	0	0	8	0	0	16	0	0	0	0	\$2,360
Management/Coordination Tasks & Office Support	4	16	0	0	0	0	0	0	0	8	\$3,820
Sub-total Hours	4	60	8	0	0	32	0	0	192	56	352
Sub-total Labor	\$740	\$9,900	\$1,000	\$0	\$0	\$2,720	\$0	\$0	\$25,920	\$3,080	\$43,360
Reimbursable Expenses											Total
Travel - Meals and Miscellaneous	Per Trip				10	\$50.000			\$500		
Travel - Airfare	Per Trip				10	\$250.000			\$2,500		
Travel - Car Rental or Milage	Per Trip				8	\$150.000			\$1,200		
Postage / Shipping / Courier	Per each				6	\$25.00			\$150		
Shop Drawing Printing	Estimated total				1	\$1,500.00			\$1,500		
Miscellaneous	Estimated total				1	\$500.00			\$500		
Sub-total Expenses											\$6,350

Joni Jonecki - Landscape	Average Labor Rate							Totals
	\$125 Principal	\$105 LS Arch	\$90 PM/Dsgnr	\$80 Draftprsn	\$55 Clerical	\$85 Irrigation		
Attend Pre-Construction Conference	0	0	3	0	0	0	0	\$270
RFI's, Shop Drawings, other Submittals	4	4	8	2	0	2	0	\$1,970
Construction Observation, Reports and Meetings	4	0	7	1	0	8	0	\$1,890
Contract Close-out	0	0	2	3	2	0	0	\$530
Record Drawings	2	0	6	0	0	0	0	\$790
Management/Coordination Tasks & Office Support	2	0	6	3	2	0	0	\$1,140
Sub-total Hours	12	4	32	9	4	10	0	71
Sub-total Labor	\$1,500	\$420	\$2,880	\$720	\$220	\$850	\$0	\$6,590
Reimbursable Expenses								Total
Shop Drawing Printing	Estimated total				0	\$100.00		\$0
Miscellaneous	Estimated total				0	\$100.00		\$0
Sub-total Expenses								\$0
Sub-total								\$6,590

12.99

Mesiti-Miller - Civil & Structural	Average Labor Rate										Totals
	\$170 Principal	\$150 Engin V	\$130 Engin IV	\$115 Engin III	\$100 Engin II	\$85 Engin I	\$85 CADD	\$65 Admin			
Attend Pre-Construction Conference	1	8	0	0	0	0	0	1	0	0	\$1,435
RFI's, Shop Drawings, other Submittals	4	16	8	0	40	0	0	8	0	0	\$8,640
Construction Observation, Reports and Meetings	8	16	16	0	48	0	0	16	0	0	\$11,680
Contract Close-out	2	8	0	0	16	0	0	8	0	0	\$3,680
Record Drawings	2	4	0	0	8	0	32	0	0	0	\$4,460
Management/Coordination Tasks & Office Support	4	16	0	0	16	0	0	8	0	0	\$5,200
Sub-total Hours	21	68	24	0	128	0	32	41	0	0	314
Sub-total Labor	\$3,570	\$10,200	\$3,120	\$0	\$12,800	\$0	\$2,720	\$2,665	\$0	\$0	\$35,075
Reimbursable Expenses											
					Quantity	Unit Cost		Cost			Total
Travel - Meals and Miscellaneous	Per Trip				0	\$0.000		\$0			
Travel - Airfare	Per Trip				0	\$0.000		\$0			
Travel - Car Rental or Milage	Per Trip				0	\$0.000		\$0			
Postage / Shipping / Courier	Per each				16	\$20.00		\$320			
Shop Drawing Printing	Estimated total				0	\$0.00		\$0			
Miscellaneous	Estimated total				1	\$500.00		\$500			
Sub-total Expenses											\$820
Sub-total											\$35,895

Carter-Burges - MEP Engineering	Average Labor Rate									Totals	
	\$150 Snr Engineer	\$125 Engineer II	\$165 Snr PM	\$115 Engineer I	\$95 Designer	\$85 CADD	\$70 Admn Ast				
Attend Pre-Construction Conference	0	0	0	0	0	0	0	0	0	0	\$0
RFI's, Shop Drawings, other Submittals	8	0	0	0	0	0	4	0	0	0	\$1,480
Construction Observation, Reports and Meetings	8	0	0	0	0	0	2	0	0	0	\$1,340
Contract Close-out	0	0	0	0	0	0	0	0	0	0	\$0
Record Drawings	4	0	0	0	0	4	0	0	0	0	\$940
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	0	0	0	\$0
Sub-total Hours	20	0	0	0	0	4	6	0	0	0	30
Sub-total Labor	\$3,000	\$0	\$0	\$0	\$0	\$340	\$420	\$0	\$0	\$0	\$3,760
Reimbursable Expenses											
					Quantity	Unit Cost		Cost			Total
Travel - Meals and Miscellaneous	Per Trip				0	\$0.000		\$0			
Travel - Airfare	Per Trip				0	\$0.000		\$0			
Travel - Car Rental or Milage	Per Trip				1	\$200.000		\$200			
Postage / Shipping / Courier	Per each				0	\$750.00		\$0			
Shop Drawing Printing	Estimated total				0	\$250.00		\$0			
Miscellaneous	Estimated total				0	\$0.00		\$0			
Sub-total Expenses											\$200
Sub-total											\$3,960

12.010

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT-TO-EXCEED \$427,394 FROM RNL DESIGN, INC. TO PROVIDE ADDITIONAL FUNDS TO THE ARCHITECTURAL & ENGINEERING CONTRACT TO ACCOMMODATE COSTS RELATING TO MAINTENANCE BUILDING RE-PACKAGE & CONSTRUCTION SERVICES FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment for a change order in the amount of Not-To-Exceed \$427,394 from RNL Design, Inc. to provide additional funds to the Architectural & Engineering contract to accommodate costs relating to Maintenance Building Re-Package & Construction Services for the MetroBase Project.

II. SUMMARY OF ISSUES

- On August 8, 2003, METRO entered into a contract with RNL Design for Architectural/Engineering Services for the MetroBase Project in the amount of \$2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,304,558.
- On June 15, 2005, METRO went out to bid for the MetroBase Project which included Service & Fueling, Maintenance, and Operations Building. On August 25, 2005, one bid was received, \$38,400,000 which is a 24% increase over actual funds available.
- On September 29, 2005, METRO staff directed RNL Design to split the Service & Fueling Building. On December 16, 2005, METRO awarded the Service & Fueling Building to Arntz Builders for \$7,979,000.
- METRO staff directed the RNL Design team to submit a re-package, re-bid, and construction services package for the Maintenance Building. Cost to complete these services will require a not to exceed amount of \$427,394.

III. DISCUSSION

On August 8th, 2003, METRO entered into an Architectural/Engineering Contract with RNL Design in the amount of \$ 2,530,761. Subsequent approved change orders have increased the total contract amount to \$3,304,558. These services included three buildings, Service & Fueling, Maintenance, and Operations. The engineers cost estimate for the construction was

approximately \$31,000,000. On June 15, METRO went out to bid and received one bid at 24% over engineers cost estimate. During this time, METRO staff requested RNL Design to split up the Service & Fueling portion of the project into a single bid. This bid was generated and circulated out in an Invitation For Bids (IFB). On December 16, 2005, METRO awarded the Service & Fueling Building to Arntz Builders for \$7,979,000. The bid came in under engineers cost estimate of \$8,500,000. Once the Service & Fueling Building contract was awarded and the project was under construction, METRO staff requested RNL Design to re-package the Maintenance Building and provide costs for re-packaging, re-bidding, and construction services for the Maintenance Building.

RNL Design has presented METRO staff with a cost estimate for the re-packaging, re-bidding, and construction services for the Maintenance Building. A Not-To-Exceed amount of \$427,394 will include the three services mentioned. The re-packaging will take four months including a one month bidding period. The construction of the Maintenance Building is estimated to take thirty two (32) months to complete. This period includes the following:

- Site work on 120 Golf Club Drive
- Construction of the first half of the Maintenance Building
- Relocation of equipment from 138 Golf Club Drive to the new building.
- Demolition & site work of existing building on 138 Golf Club Drive
- Construction of second half of the Maintenance Building and connecting to first half of building
- Relocation of equipment from 111 Du Bois Street

Once general contractors begin bidding on the Maintenance Building portion of the MetroBase project, the estimate of the construction period to build the Maintenance Building will be refined. Thirty two months is an estimate and with incentives to the general contractor, it is possible that the Maintenance Building can be built in a shorter timeframe.

Staff is therefore recommending that the General Manager be authorized to execute a Change Order to the Architectural/Engineering Contract with RNL Design in the amount of \$427,394 to accommodate these revisions to the scope of services.

IV. FINANCIAL CONSIDERATIONS

This Change Order will increase the total contract by the amount of \$427,394. Funds are available in the MetroBase Project to cover this Change Order.

V. ATTACHMENTS

Attachment A: Letter dated March 1st, 2006 from RNL Design

Attachment B: Construction Schedule Updated February 2006



March 1, 2006

Mr. Frank Cheng
MetroBase Project Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street, Suite 100
Santa Cruz, CA 95060

Re: MetroBase Phase I – Additional Services Proposals
Re-Package Maintenance, Service & Maintenance Construction

Dear Frank:

This proposal for additional services is being submitted in response to the Districts request to repackage, re-bid, and construct portions of this project separately. Services are to be provided to re-package, bid, and contract for construction of the Service Facility, Maintenance Building, and River Street Site development work separately. The Operations Building is not anticipated to proceed at this time and not included in these proposals.

The District has requested that we provide separate proposals for this work as as follows:

1. **Service Facility Re-Package & Re-Bid** – done and approved
2. **Maintenance Building Re-Package & Re-Bid** – included here-in
3. **River Street Site Development** – to be provided later this year
4. **Service Facility Construction Phase Services** – included here-in
5. **Maintenance Building Construction Phase Services** - included here-in
6. **River Street Site Development** – to be provided later this year

Maintenance Building Re-Package & Re-Bid - To better communicate the efforts required for this re-packaging and re-bidding work we are providing the following narrative descriptions provided for each discipline:

Architecture and Project Management

- Define document package construction scope, confirm documents changes required (including title-block/date changes), and distribute to all consultants – coordinate/check efforts of consultants
- Modify drawings and specifications to reflect Maintenance Building and Golf Club site requirements only – eliminate non-pertinent details
- Coordinate with District representatives and CM on General Conditions/Contract issues

Los Angeles
800 Wilshire Boulevard
Suite 400
Los Angeles, CA 90017
P: 213 955 9775
F: 213 955 9885

www.RNLdesign.com

Denver
1515 Arapahoe Street
Tower 3 Suite 700
Denver, CO 80202
P: 303 295 1717
F: 303 292 0845

Phoenix
4450 North 12th Street
Suite 260
Phoenix AZ 85014
P: 602 212 1044
F: 602 212 0964



- Facilitate printing and issue of bid documents
- Participate in Pre-Bid meeting
- Manage Bidding period, respond to bidder questions, and prepare/ issue Addendum
- Attend Bid Opening and assist District and CM in evaluation of bid proposals

Civil and Structural Engineering

- Modify civil and structural drawings and technical specifications previously prepared to reflect only the work needed to construct the Maintenance Building and Golf Club Road site development.
- Provide bidding support, respond to bid questions, and substitutions that may be received

Landscape Architecture

- Update Landscape plans to reflect only the Golf Club site
- Remove unnecessary specification sections and modify specifications as needed
- Provide bidding support, respond to bid questions, and substitutions that may be received

Maintenance Equipment

- Modify drawings for reissue of Maintenance Building package – site plan, title block ect.
- Revise specifications to remove equipment and requirements not related to Maintenance – modify equipment schedules to remove equipment not in scope of bid package
- Provide support during bidding to answer questions of bidders, review substitution requests, and prepare addendum issue

MEP Engineering

- Up-date drawing backgrounds for Mechanical, Electrical, and Plumbing drawings
- Modify specifications for MEP to remove requirements (operations, equipment, wiring, ect)not related to Maintenance Building and modify schedules to remove equipment not in scope of bid package
- Provide clarifications and interpretations of drawings and specifications plus preparation of any required Addendum items

Telecom & Security

- Update security and telecom drawings to reflect project changes as well as title block revisions for new issue of set

13.a2



- Review security and telecom specifications and modify as appropriate for the revised bid package
- Coordinate with the Design Team as necessary to complete design modifications to achieve the functional intent.
- Issue one set of revised construction documents to RNL for use to re-bid the Service Building.
- Answer bidders' questions relative to the bid documents and issue addenda or clarifications as necessary.

RNL will provide the “**repackaging**” and **bidding of the Service Facility for the not to exceed fee of ninety-nine thousand six hundred and eighty dollars (\$99,680)**. Please see the attached Fee Breakdown spread sheet for the details of this fee. Our analysis indicates that the expenses required for this work will not require modification of the current reimbursable expense allowance included in the current agreement.

Construction Phase Services – Three construction contracts will now be included in the scope of RNL’s services per the Districts current approach. Two of the three, Service Facility and Maintenance Building construction phase services, are included in this proposal. The following summarizes the scope and fee adjustments for Construction Phase Services (deducting the current scope/fee from the sum of the new construction packages:

<u>Description</u>	<u>Contracts</u>	<u>Months</u>	<u>Fee</u>
Service Facility	1	12	\$316,565
Maintenance Building	1	32	\$529,910
Sub-Total	2	44	\$846,475
<u>Current Contract</u>	1	20	\$518,761
Added Scope/Fee	1	24	\$327,714

RNL will provide the **added Construction Phase Services for the Service Facility and Maintenance building for an additional not to exceed fee of three hundred twenty-seven thousand seven hundred and fourteen dollars (\$327,714)**. Please see the attached Fee Breakdown spread sheet for the details of this fee. Our analysis indicates that the expenses required for this work will not require modification of the current reimbursable expense allowance included in the current agreement.

Summary - The total contract amendment for these services is a **not to exceed fee of \$427,394 with no change required in the reimbursable expenses allowance**. We estimate that it will take three months, after contract amendment and notice to proceed, to complete the Maintenance Building bid package.

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If you have any questions, please do not hesitate to contact me. We await your questions or a written Authorization to Proceed with this work.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Boxwell', written over the typed name.

Charles E. Boxwell, AIA
Associate Principal

Cc: Les White
Mark Dorfman
Pat McKelvey

13.a4

SCMTD MetroBase
Additional Scope Tasks - Breakdown of Professional Fees and Expenses
Maintenance Building Bid Package (Duration - Bid Package 3 months, Bidding 1 month)

SUMMARY OF FEES AND EXPENSES	Labor	Expenses	Total
RNL Design - Management & Architecture	\$30,780	\$5,000	\$35,780
Maintenance Design Group - Equipment	\$5,450	\$165	\$5,615
Joni Janecki - Landscape Architecture	\$1,500	\$150	\$1,650
Mesli-Miller - Civil & Structural	\$26,960	\$240	\$27,200
Carter-Burges - MEP Engineering	\$24,340	\$450	\$24,790
TEECOM - Telephone/Data & Security	\$4,350	\$150	\$4,500
Yuang Tai - Cost Estimating	\$6,300	\$50	\$6,350
Total	\$99,680	\$6,205	\$105,885

RNL Design - Mangement & Architecture	Average Labor Rate										Totals
	\$185 Princ	\$165 PM	\$125 Prj Arch	\$210 Dsgn Prln	\$115 Designer	\$85 CADD	\$100 Int Design	\$115 Spec	\$135 Constrctn	\$55 Secy	
Modify Drawings											\$1,180
Cover Shts & Site Plans - 4 sheets	0	0	4	0	0	8	0	0	0	0	\$4,040
Floor Plans - 14 sheets	0	0	16	0	0	24	0	0	0	0	\$3,720
Detail & Sections - 23 Sheets	0	0	8	0	0	32	0	0	0	0	\$3,200
Modify Specifications - 33 Sections	0	0	0	0	0	0	0	24	0	8	\$4,320
Coordination with Consultant Team	0	8	24	0	0	0	0	0	0	0	\$2,320
Pre-Bid Meeting	0	8	8	0	0	0	0	0	0	8	\$6,120
Bidding Administration	0	8	24	0	0	16	0	0	0	0	\$1,320
Receipt and Analysis of Bids	0	8	0	0	0	0	0	0	0	0	\$4,560
Management/Coordination Tasks & Office Support	8	16	0	0	0	0	0	0	0	8	\$4,560
Sub-total Hours	8	48	84	0	0	80	0	24	0	24	260
Sub-total Labor	\$1,480	\$7,920	\$10,500	\$0	\$0	\$6,800	\$0	\$2,760	\$0	\$1,320	\$30,780
Reimbursable Expenses					Quantity	Unit Cost		Cost			Total
Travel - Meals and Miscellaneous					9	\$50.00		\$450			
Travel - Airfare					9	\$250.00		\$2,250			
Travel - Car Rental or Milage					4	\$150.00		\$600			
Postage / Shipping / Courier					4	\$50.00		\$200			
Printing & Misc					1	\$1,500.00		\$1,500			
Sub-total Expenses											\$5,000

Maintenance Design Group - Equipment	Average Labor Rate							Totals
	\$202 FDP	\$170 FDM	\$155 FDS	\$110 SFP	\$80 FP	\$70 TECH	\$60 WP	
Modify Drawings								
Floor Plans - Equipment Layout & Process Piping	0	5	0	0	15	0	0	\$2,050
Modify Specifications - Equipment Relation Sections	0	5	0	0	5	0	15	\$2,150
Coordination with Consultant Team	0	5	0	0	5	0	0	\$1,250
Sub-total Hours	0	15	0	0	25	0	15	55
Sub-total Labor	\$0	\$2,550	\$0	\$0	\$2,000	\$0	\$900	\$5,450
Reimbursable Expenses					Quantity	Unit Cost	Cost	Total
Postage / Shipping / Courier					1	\$50.00	\$50	
Printing					1	\$100.00	\$100	
Miscellaneous					1	\$15.00	\$15	
Sub-total Expenses								\$165

13.05

SCMTD MetroBase
Additional Scope Tasks - Breakdown of Professional Fees and Expenses
Maintenance Building Bid Package (Duration - Bid Package 3 months, Bidding 1 month)

Joni Jenecki - Landscape	Average Labor Rate							Totals
	\$125 Principal	\$105 LS Arch	\$90 PM/Dsgnr	\$80 Draftprsn	\$55 Clerical	\$85 Irrigation		
Modify Drawings								
Site Plans - 1 sheet	0	0	2	0	0	0	0	\$180
Floor Plans - 1 sheet	0	0	1	0	0	0	0	\$90
Irrigation Plans - 4 sheets	0	0	1	0	0	0	0	\$90
Modify Specifications - 7 Sections	0	0	1	0	1	0	0	\$145
Coordination with Consultant Team	0	0	3	0	0	0	0	\$270
Distribution of Documents	0	0	1	1	0	0	0	\$170
Bid Questions / Adendum	1	0	2	0	0	0	0	\$305
Management/Coordination Tasks & Office Support	2	0	0	0	0	0	0	\$250
Sub-total Hours	3	0	11	1	1	0	0	13
Sub-total Labor	\$375	\$0	\$990	\$80	\$55	\$0	\$0	\$1,500
Reimbursable Expenses					Quantity	Unit Cost	Cost	Total
Printing		Estimated total			1	\$50.00	\$50	
Miscellaneous		Estimated total			1	\$100.00	\$100	
Sub-total Expenses								\$150

Mesiti-Miller - Civil & Structural	Average Labor Rate								Totals
	\$170 Principal	\$150 Engin V	\$130 Engin IV	\$115 Engin III	\$100 Engin II	\$85 Engin I	\$85 CADD	\$65 Admin	
Modify Drawings									
Civil Engineering - 40 sheets	2	6	0	0	0	0	20	4	\$3,200
Structural Engineering - 35 sheets	1	4	0	20	0	0	18	4	\$4,860
Modify Specifications - 25+ Sections	2	4	0	18	0	0	0	8	\$3,530
Coordination with Consultant Team	4	8	0	12	0	0	0	4	\$3,520
One On-Site Meeting with Civil & Owner	4	6	0	8	0	0	0	1	\$2,565
Cost Estimate Input	2	4	0	0	0	0	0	0	\$940
Pre-Bid Meeting	1	5	0	0	0	0	0	1	\$1,135
Bidding Administration	2	16	0	8	0	0	8	2	\$4,470
Receipt and Analysis of Bids	2	4	0	0	0	0	0	0	\$940
Management/Coordination Tasks & Office Support	4	4	0	0	0	0	0	8	\$1,800
Sub-total Hours	24	62	0	66	0	0	46	32	206
Sub-total Labor	\$4,080	\$9,300	\$0	\$7,590	\$0	\$0	\$3,910	\$2,080	\$26,960
Reimbursable Expenses					Quantity	Unit Cost	Cost	Total	
Postage / Shipping / Courier		Per each			2	\$20.00	\$40		
Printing		Estimated total			1	\$100.00	\$100		
Miscellaneous		Estimated total			1	\$100.00	\$100		
Sub-total Expenses								\$240	

13.a6

SCMTD MetroBase

Additional Scope Tasks - Breakdown of Professional Fees and Expenses

Maintenance Building Bid Package (Duration - Bid Package 3 months, Bidding 1 month)

Carter-Burges - MEP Engineering	Average Labor Rate										Totals
	\$150 Snr Engineer	\$125 Engineer/II	\$165 Snr PM	\$115 Engineer I	\$95 Designer	\$85 CADD	\$70 Admn Ast				
Modify Drawings											\$0
Site Plans - Plumbing, Electrical	12	2	0	0	6	0	0	0	0	0	\$2,620
Floor Plans - Plumbing, Electrical, Mechanical	8	2	0	0	16	0	0	0	0	0	\$2,970
Detail & Sections - Plumbing, Electrical, Mechanical	8	2	0	0	16	0	0	0	0	0	\$2,970
Other - Plumbing, Electrical, Mechanical	16	8	0	0	24	0	0	0	0	0	\$5,680
Modify Specifications - Plumbing, Electrical, Mechanical	24	0	0	0	0	0	24	0	0	0	\$5,280
Coordination with Consultant Team	12	0	8	0	0	0	0	0	0	0	\$3,120
Pre-Bid Meeting	0	0	0	0	0	0	0	0	0	0	\$0
Bidding Administration	6	0	4	0	0	0	2	0	0	0	\$1,700
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	0	0	0	\$0
Sub-total Hours	86	14	12	0	62	0	26	0	0	0	200
Sub-total Labor	\$12,900	\$1,750	\$1,980	\$0	\$5,890	\$0	\$1,820	\$0	\$0	\$0	\$24,340
Reimbursable Expenses					Quantity	Unit Cost				Cost	Total
Travel - Meals and Miscellaneous					0	\$0.000				\$0	
Travel - Airfare					0	\$0.000				\$0	
Travel - Car Rental or Mileage					1	\$100.000				\$100	
Postage / Shipping / Courier					4	\$25.00				\$100	
Printing					1	\$250.00				\$250	
Miscellaneous					0	\$0.00				\$0	
Sub-total Expenses											\$450

TEECOM - Phone/Data & Security	Average Labor Rate										Totals	
	\$230 Principal	\$190 PM	\$170 PA	\$115 CADD								
Modify Drawings												
Site Plans - 2 sheets	0	1	0	2	0	0	0	0	0	0	0	\$420
Floor Plans - 6 sheets	0	1	0	2	0	0	0	0	0	0	0	\$420
Detail & Sections - 2 Sheets	0	1	0	2	0	0	0	0	0	0	0	\$420
Other - 4 Sheets	0	1	0	2	0	0	0	0	0	0	0	\$420
Modify Specifications - 5 Sections	0	4	0	0	0	0	0	0	0	0	0	\$760
Coordination with Consultant Team	0	3	0	6	0	0	0	0	0	0	0	\$1,260
Management/Coordination Tasks & Office Support	2	1	0	0	0	0	0	0	0	0	0	\$650
Sub-total Hours	2	12	0	14	0	0	0	0	0	0	0	26
Sub-total Labor	\$460	\$2,280	\$0	\$1,610	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,350
Reimbursable Expenses					Quantity	Unit Cost				Cost	Total	
Printing					1	\$50.00				\$50		
Miscellaneous					1	\$100.00				\$100		
Sub-total Expenses											\$150	

13.97

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Maintenance Building Bid Package (Duration - Bid Package 3 months, Bidding 1 month)

Project No. 6040-1569-01
 March 1, 2006

Yuang Tai - Cost Estimating	Average Labor Rate										Totals
	\$112 Principal	\$91 Chief Estm	\$80 Snr Estm	\$69 Estimator	\$38 Admin						
Cost Estimate Input	12	20	16	16	8	0	0	0	0	0	\$5,852
Management/Coordination Tasks & Office Support	4	0	0	0	0	0	0	0	0	0	\$448
Sub-total Hours	16	20	16	16	8	0	0	0	0	0	60
Sub-total Labor	\$1,792	\$1,820	\$1,280	\$1,104	\$304	\$0	\$0	\$0	\$0	\$0	\$6,300
Reimbursable Expenses						Quantity	Unit Cost	Cost		Total	
Miscellaneous	Estimated total					1	\$50.00	\$50		\$50	
Sub-total Expenses											\$50

13.28

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Service Facility Construction Administration (Duration 12 Months)

Project No. 6040-1569-01
 March 1, 2006

SUMMARY OF FEES AND EXPENSES	Labor	Expenses	Total
RNL Design - Management & Architecture	\$171,420	\$35,300	\$206,720
Maintenance Design Group - Equipment	\$11,650	\$3,894	\$15,544
Joni Janecki - Landscape Architecture	\$6,850	\$400	\$7,250
Mesiti-Miller - Civil & Structural	\$42,555	\$600	\$43,155
Carter-Burges - MEP Engineering	\$48,040	\$1,500	\$49,540
TEECOM - Telephone/Data & Security	\$11,850	\$1,500	\$13,350
Raymundo - LCNG Engineering (unchaged)	\$24,200	\$1,500	\$25,700
Total	\$316,565	\$44,694	\$361,259

RNL Design - Management & Architecture	Average Labor Rate											Totals
	\$185 Princ	\$165 PM	\$125 Prj Arch	\$210 Dsgn Prin	\$115 Designer	\$85 CADD	\$100 Int Design	\$115 Spec	\$135 Constrctrn	\$55 Secy		
Attend Pre-Construction Conference	0	8	8	0	0	0	0	0	8	0		\$3,400
RFI's, Shop Drawings, other Submittals	0	0	40	0	0	0	0	0	40	30		\$12,050
Construction Observation, Reports and Meetings	20	60	16	0	0	0	0	0	686	120		\$114,810
Contract Close-out	8	23	8	0	0	80	0	0	49	16		\$20,570
Record Drawings	0	0	8	0	0	24	0	0	12	0		\$4,660
Management/Coordination Tasks & Office Support	10	80	0	0	0	0	0	0	0	16		\$15,930
Sub-total Hours	38	171	80	0	0	104	0	0	795	182		1370
Sub-total Labor	\$7,030	\$28,215	\$10,000	\$0	\$0	\$8,840	\$0	\$0	\$107,325	\$10,010		\$171,420
Reimbursable Expenses					Quantity	Unit Cost		Cost				Total
Travel - Meals and Miscellaneous					64	\$50.000		\$3,200				
Travel - Airfare					64	\$250.000		\$16,000				
Travel - Car Rental or Milage					64	\$150.000		\$9,600				
Postage / Shipping / Courier					40	\$25.00		\$1,000				
Shop Drawing Printing					1	\$4,500.00		\$4,500				
Miscellaneous					1	\$1,000.00		\$1,000				
Sub-total Expenses												\$35,300

Maintenance Design Group - Equipment	Average Labor Rate											Totals
	\$202 FDP	\$170 FDM	\$155 FDS	\$110 SFP	\$80 FP	\$70 TECH	\$60 WP					
Attend Pre-Construction Conference	0	0	0	0	0	0	0	0	0	0		\$0
RFI's, Shop Drawings, other Submittals	0	25	0	0	35	0	10	0	0	0		\$7,650
Construction Observation, Reports and Meetings	0	10	0	0	25	0	5	0	0	0		\$4,000
Contract Close-out	0	0	0	0	0	0	0	0	0	0		\$0
Record Drawings	0	0	0	0	0	0	0	0	0	0		\$0
Sub-total Hours	0	35	0	0	60	0	15	0	0	0		110
Sub-total Labor	\$0	\$5,950	\$0	\$0	\$4,800	\$0	\$900	\$0	\$0	\$0		\$11,650
Reimbursable Expenses					Quantity	Unit Cost		Cost				Total
Travel - Meals and Miscellaneous					4	\$150.000		\$600				
Travel - Airfare					3	\$800.000		\$2,400				
Travel - Car Rental or Milage					4	\$60.000		\$240				
Postage / Shipping / Courier					1	\$300.00		\$300				
Shop Drawing Printing					0	\$0.00		\$0				
Miscellaneous					1	\$354.00		\$354				
Sub-total Expenses												\$3,894

13.09

SCMTD MetroBase
Additional Scope Tasks - Breakdown of Professional Fees and Expenses
Service Facility Construction Administration (Duration 12 Months)

Joni Jenecki - Landscape	Average Labor Rate											Totals
	\$125 Principal	\$105 LS Arch	\$90 PM/Dsgnr	\$80 Draftprsn	\$55 Clerical	\$85 Irrigation						
Attend Pre-Construction Conference	4	4	8	2	0	2	0	0	0	0	0	\$1,970
RFI's, Shop Drawings, other Submittals	2	0	4	0	0	0	0	0	0	0	0	\$610
Construction Observation, Reports and Meetings	4	0	7	1	0	8	0	0	0	0	0	\$1,890
Contract Close-out	0	0	2	3	0	0	0	0	0	0	0	\$420
Record Drawings	0	0	4	8	0	4	0	0	0	0	0	\$1,340
Management/Coordination Tasks & Office Support	0	0	3	3	2	0	0	0	0	0	0	\$620
Sub-total Hours	10	4	28	17	2	14	0	0	0	0	0	75
Sub-total Labor	\$1,250	\$420	\$2,520	\$1,360	\$110	\$1,190	\$0	\$0	\$0	\$0	\$0	\$6,850
Reimbursable Expenses											Total	
Travel - Meals and Miscellaneous	Per Trip				Quantity	Unit Cost				Cost		
Travel - Airfare	Per Trip				0	\$0.000				\$0		
Travel - Car Rental or Milage	Per Trip				0	\$0.000				\$0		
Postage / Shipping / Courier	Per each				1	\$200.00				\$200		
Shop Drawing Printing	Estimated total				1	\$100.00				\$100		
Miscellaneous	Estimated total				1	\$100.00				\$100		
Sub-total Expenses											\$400	
Sub-total											\$7,250	

Mesiti-Miller - Civil & Structural	Average Labor Rate											Totals
	\$170 Principal	\$150 Engin V	\$130 Engin IV	\$115 Engin III	\$100 Engin II	\$85 Engin I	\$85 CADD	\$65 Admin				
Attend Pre-Construction Conference	1	8	0	0	0	0	0	1	0	0	0	\$1,435
RFI's, Shop Drawings, other Submittals	8	32	0	80	0	0	0	12	0	0	0	\$16,140
Construction Observation, Reports and Meetings	8	20	0	40	0	0	0	16	0	0	0	\$10,000
Contract Close-out	1	8	0	16	0	0	0	4	0	0	0	\$3,470
Record Drawings	1	4	0	4	0	0	32	0	0	0	0	\$3,950
Management/Coordination Tasks & Office Support	8	16	0	24	0	0	0	16	0	0	0	\$7,560
Sub-total Hours	27	88	0	164	0	0	32	49	0	0	0	360
Sub-total Labor	\$4,590	\$13,200	\$0	\$18,860	\$0	\$0	\$2,720	\$3,185	\$0	\$0	\$0	\$42,555
Reimbursable Expenses											Total	
Travel - Meals and Miscellaneous	Per Trip				Quantity	Unit Cost				Cost		
Travel - Airfare	Per Trip				0	\$0.000				\$0		
Travel - Car Rental or Milage	Per Trip				0	\$0.000				\$0		
Postage / Shipping / Courier	Per each				10	\$20.00				\$200		
Shop Drawing Printing	Estimated total				0	\$0.00				\$0		
Miscellaneous	Estimated total				1	\$400.00				\$400		
Sub-total Expenses											\$600	
Sub-total											\$43,155	

13.010

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Service Facility Construction Administration (Duration 12 Months)

Project No. 6040-1569-01
 March 1, 2006

Carter-Burges - MEP Engineering	Average Labor Rate											Totals
	\$150 Snr Engineer	\$125 Engineer II	\$165 Snr PM	\$115 Engineer I	\$95 Designer	\$85 CADD	\$70 Admn Ast					
Attend Pre-Construction Conference	8	0	8	0	0	0	0	0	0	0	0	\$2,520
RFI's, Shop Drawings, other Submittals	80	80	20	0	0	0	0	0	0	0	0	\$25,300
Construction Observation, Reports and Meetings	72	0	0	0	0	0	0	0	0	0	0	\$10,800
Contract Close-out	0	0	16	0	0	0	8	0	0	0	0	\$3,200
Record Drawings	12	12	4	0	0	20	8	0	0	0	0	\$6,220
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	0	0	0	0	\$0
Sub-total Hours	172	92	48	0	0	20	16	0	0	0	0	348
Sub-total Labor	\$25,800	\$11,500	\$7,920	\$0	\$0	\$1,700	\$1,120	\$0	\$0	\$0	\$0	\$48,040
Reimbursable Expenses									Quantity	Unit Cost	Cost	Total
Travel - Meals and Miscellaneous	Per Trip								0	\$0.000	\$0	
Travel - Airfare	Per Trip								0	\$0.000	\$0	
Travel - Car Rental or Mileage	Per Trip								1	\$500.000	\$500	
Postage / Shipping / Courier	Per each								1	\$750.00	\$750	
Shop Drawing Printing	Estimated total								1	\$250.00	\$250	
Miscellaneous	Estimated total								0	\$0.00	\$0	
Sub-total Expenses												\$1,500
Sub-total												\$49,540

TEECOM - Phone/Data & Security	Average Labor Rate											Totals
	\$230 Principal	\$190 PM	\$170 PA	\$115 CADD								
Attend Pre-Construction Conference	0	0	0	0	0	0	0	0	0	0	0	\$0
RFI's, Shop Drawings, other Submittals	0	6	12	10	0	0	0	0	0	0	0	\$4,330
Construction Observation, Reports and Meetings	0	6	7	12	0	0	0	0	0	0	0	\$3,710
Contract Close-out	0	1	6	10	0	0	0	0	0	0	0	\$2,360
Record Drawings	0	1	2	0	0	0	0	0	0	0	0	\$530
Management/Coordination Tasks & Office Support	4	0	0	0	0	0	0	0	0	0	0	\$920
Sub-total Hours	4	14	27	32	0	0	0	0	0	0	0	77
Sub-total Labor	\$920	\$2,660	\$4,590	\$3,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,850
Reimbursable Expenses									Quantity	Unit Cost	Cost	Total
Travel - Meals and Miscellaneous	Per Trip								3	\$20.000	\$60	
Travel - Airfare	Per Trip								0	\$0.000	\$0	
Travel - Car Rental or Mileage	Per Trip								3	\$50.000	\$150	
Postage / Shipping / Courier	Per each								4	\$25.00	\$100	
Shop Drawing Printing	Estimated total								1	\$100.00	\$100	
Miscellaneous	Estimated total								1	\$100.00	\$100	
Sub-total Expenses												\$510
Sub-total												\$12,360

13.a11

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Maintenance Building Construction Administration (Duration 32 Months)

Project No. 6040-1569-01
 March 1, 2006

SUMMARY OF FEES AND EXPENSES	Labor	Expenses	Total
RNL Design - Management & Architecture	\$329,345	\$71,700	\$401,045
Maintenance Design Group - Equipment	\$17,850	\$4,356	\$22,206
Joni Janecki - Landscape Architecture	\$12,965	\$400	\$13,365
Mesiti-Miller - Civil & Structural	\$70,815	\$1,000	\$71,815
Carter-Burges - MEP Engineering	\$86,140	\$1,950	\$88,090
TEECOM - Telephone/Data & Security	\$12,795	\$1,950	\$14,745
Total	\$529,910	\$81,356	\$611,266

RNL Design - Management & Architecture	Average Labor Rate										Totals
	\$185 Princ	\$165 PM	\$125 Prj Arch	\$210 Dsgn Prin	\$115 Designer	\$85 CADD	\$100 Int Design	\$115 Spec	\$135 Constrctn	\$55 Secy	
Attend Pre-Construction Conference	0	8	0	0	0	0	0	0	8	0	\$2,400
RFI's, Shop Drawings, other Submittals	0	0	80	0	0	0	0	0	535	40	\$84,425
Construction Observation, Reports and Meetings	40	180	40	24	0	0	0	0	980	160	\$188,240
Contract Close-out	8	23	16	0	0	80	0	0	49	16	\$21,570
Record Drawings	0	0	16	0	0	40	0	0	16	0	\$7,560
Management/Coordination Tasks & Office Support	20	120	0	0	0	0	0	0	0	30	\$25,150
Sub-total Hours	68	331	152	24	0	120	0	0	1588	246	2529
Sub-total Labor	\$12,580	\$54,615	\$19,000	\$5,040	\$0	\$10,200	\$0	\$0	\$214,380	\$13,530	\$329,345
Reimbursable Expenses					Quantity	Unit Cost		Cost			Total
Travel - Meals and Miscellaneous	Per Trip				136	\$50.000		\$6,800			
Travel - Airfare	Per Trip				136	\$250.000		\$34,000			
Travel - Car Rental or Milage	Per Trip				136	\$150.000		\$20,400			
Postage / Shipping / Courier	Per each				80	\$25.00		\$2,000			
Shop Drawing Printing	Estimated total				1	\$6,500.00		\$6,500			
Miscellaneous	Estimated total				1	\$2,000.00		\$2,000			
Sub-total Expenses											\$71,700

Maintenance Design Group - Equipment	Average Labor Rate							Totals
	\$202 FDP	\$170 FDM	\$155 FDS	\$110 SFP	\$80 FP	\$70 TECH	\$60 WP	
Attend Pre-Construction Conference	0	0	0	0	0	0	0	\$0
RFI's, Shop Drawings, other Submittals	0	25	0	0	85	0	20	\$12,250
Construction Observation, Reports and Meetings	0	10	0	0	45	0	5	\$5,600
Contract Close-out	0	0	0	0	0	0	0	\$0
Record Drawings	0	0	0	0	0	0	0	\$0
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	\$0
Sub-total Hours	0	35	0	0	130	0	25	190
Sub-total Labor	\$0	\$5,950	\$0	\$0	\$10,400	\$0	\$1,500	\$17,850
Reimbursable Expenses					Quantity	Unit Cost	Cost	Total
Travel - Meals and Miscellaneous	Per Trip				6	\$150.000	\$900	
Travel - Airfare	Per Trip				3	\$800.000	\$2,400	
Travel - Car Rental or Milage	Per Trip				6	\$60.000	\$360	
Postage / Shipping / Courier	Per each				1	\$300.00	\$300	
Shop Drawing Printing	Estimated total				0	\$0.00	\$0	
Miscellaneous	Estimated total				1	\$396.00	\$396	
Sub-total Expenses								\$4,356

13.012

SCMTD MetroBase
 Additional Scope Tasks - Breakdown of Professional Fees and Expenses
 Maintenance Building Construction Administration (Duration 32 Months)

Project No. 6040-1569-01
 March 1, 2006

Joni Jenecki - Landscape	Average Labor Rate										Totals
	\$125 Principal	\$105 LS Arch	\$90 PMDsgnr	\$80 Draftprsn	\$55 Clerical	\$85 Irrigation					
Attend Pre-Construction Conference	9	4	16	6	0	2	0	0	0	0	\$3,635
RFI's, Shop Drawings, other Submittals	2	0	6	0	0	0	0	0	0	0	\$790
Construction Observation, Reports and Meetings	8	0	15	5	0	8	0	0	0	0	\$3,430
Contract Close-out	0	0	2	3	0	0	0	0	0	0	\$420
Record Drawings	0	0	8	32	0	8	0	0	0	0	\$3,960
Management/Coordination Tasks & Office Support	0	0	3	3	4	0	0	0	0	0	\$730
Sub-total Hours	19	4	50	49	4	18	0	0	0	0	144
Sub-total Labor	\$2,375	\$420	\$4,500	\$3,920	\$220	\$1,530	\$0	\$0	\$0	\$0	\$12,965
Reimbursable Expenses					Quantity	Unit Cost		Cost			Total
Travel - Meals and Miscellaneous	Per Trip				0	\$0.000		\$0			
Travel - Airfare	Per Trip				0	\$0.000		\$0			
Travel - Car Rental or Milage	Per Trip				0	\$0.000		\$0			
Postage / Shipping / Courier	Per each				1	\$200.00		\$200			
Shop Drawing Printing	Estimated total				1	\$100.00		\$100			
Miscellaneous	Estimated total				1	\$100.00		\$100			
Sub-total Expenses											\$400
Sub-total											\$13,365

Mesiti-Miller - Civil & Structural	Average Labor Rate									Totals	
	\$170 Principal	\$150 Engin V	\$130 Engin IV	\$115 Engin III	\$100 Engin II	\$85 Engin I	\$85 CADD	\$65 Admin			
Attend Pre-Construction Conference	1	8	0	0	0	0	0	1	0	0	\$1,435
RFI's, Shop Drawings, other Submittals	12	48	0	132	0	0	0	20	0	0	\$25,720
Construction Observation, Reports and Meetings	16	32	0	96	0	0	0	24	0	0	\$20,120
Contract Close-out	2	12	0	24	0	0	0	6	0	0	\$5,290
Record Drawings	2	6	0	6	0	0	48	0	0	0	\$6,010
Management/Coordination Tasks & Office Support	16	32	0	32	0	0	0	16	0	0	\$12,240
Sub-total Hours	49	138	0	290	0	0	48	67	0	0	592
Sub-total Labor	\$8,330	\$20,700	\$0	\$33,350	\$0	\$0	\$4,080	\$4,355	\$0	\$0	\$70,815
Reimbursable Expenses					Quantity	Unit Cost		Cost			Total
Travel - Meals and Miscellaneous	Per Trip				0	\$0.000		\$0			
Travel - Airfare	Per Trip				0	\$0.000		\$0			
Travel - Car Rental or Milage	Per Trip				0	\$0.000		\$0			
Postage / Shipping / Courier	Per each				15	\$20.00		\$300			
Shop Drawing Printing	Estimated total				0	\$0.00		\$0			
Miscellaneous	Estimated total				1	\$700.00		\$700			
Sub-total Expenses											\$1,000
Sub-total											\$71,815

13.913

Carter-Burges - MEP Engineering	Average Labor Rate											Totals	
	\$150 Snr Engineer	\$125 Engineer II	\$165 Snr PM	\$115 Engineer I	\$95 Designer	\$85 CADD	\$70 Admn Ast						
Attend Pre-Construction Conference	8	0	8	0	0	0	0	0	0	0	0	\$2,520	
RFI's, Shop Drawings, other Submittals	120	120	40	0	0	0	0	0	0	0	0	\$39,600	
Construction Observation, Reports and Meetings	144	0	0	0	0	0	0	0	0	0	0	\$21,600	
Contract Close-out	0	0	16	0	0	0	8	0	0	0	0	\$3,200	
Record Drawings	50	50	4	0	0	50	8	0	0	0	0	\$19,220	
Management/Coordination Tasks & Office Support	0	0	0	0	0	0	0	0	0	0	0	\$0	
Sub-total Hours	322	170	68	0	0	50	16	0	0	0	0	626	
Sub-total Labor	\$48,300	\$21,250	\$11,220	\$0	\$0	\$4,250	\$1,120	\$0	\$0	\$0	\$0	\$86,140	
Reimbursable Expenses									Quantity	Unit Cost	Cost	Total	
Travel - Meals and Miscellaneous	Per Trip								0	\$0.000	\$0		
Travel - Airfare	Per Trip								0	\$0.000	\$0		
Travel - Car Rental or Milage	Per Trip								1	\$950.000	\$950		
Postage / Shipping / Courier	Per each								1	\$500.00	\$500		
Shop Drawing Printing	Estimated total								1	\$500.00	\$500		
Miscellaneous	Estimated total								0	\$0.00	\$0		
Sub-total Expenses												\$1,950	
Sub-total													\$88,090

TEECOM - Phone/Data & Security	Average Labor Rate										Totals		
	\$230 Principal	\$190 PM	\$170 PA	\$115 CADD									
Attend Pre-Construction Conference	0	0	0	0	0	0	0	0	0	0	0	\$0	
RFI's, Shop Drawings, other Submittals	0	9	16	10	0	0	0	0	0	0	0	\$5,580	
Construction Observation, Reports and Meetings	0	5	7	10	0	0	0	0	0	0	0	\$3,290	
Contract Close-out	0	0	6	10	0	0	0	0	0	0	0	\$2,170	
Record Drawings	0	1	2	0	0	0	0	0	0	0	0	\$530	
Management/Coordination Tasks & Office Support	4	1	0	1	0	0	0	0	0	0	0	\$1,225	
Sub-total Hours	4	16	31	31	0	0	0	0	0	0	0	82	
Sub-total Labor	\$920	\$3,040	\$5,270	\$3,565	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,795	
Reimbursable Expenses									Quantity	Unit Cost	Cost	Total	
Travel - Meals and Miscellaneous	Per Trip								4	\$20.000	\$80		
Travel - Airfare	Per Trip								0	\$0.000	\$0		
Travel - Car Rental or Milage	Per Trip								4	\$50.000	\$200		
Postage / Shipping / Courier	Per each								5	\$25.00	\$125		
Shop Drawing Printing	Estimated total								1	\$100.00	\$100		
Miscellaneous	Estimated total								1	\$200.00	\$200		
Sub-total Expenses												\$705	
Sub-total													\$13,500

13.a14

**Maintenance Building & Golf Club Road Site Construction Schedule
Santa Cruz Metropolitan Transit District
Metro Base**

TASK/CONSTRUCTION ELEMENTS	CONSTRUCTION PERIOD IN MONTHS																																
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	
MNT-1 Construct First-Half of Maint. Bldg.	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█																		
MNT-2 District Move to New Bldg.															█																		
MNT-3 Demolish Existing Bldg																█																	
MNT-4 Construct Remainder of Maint. Bldg																	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	
MNT-5 Final Site Work																																█	█

Up-Date - February, 2006

RNL Design

13.61

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: April 28, 2006

TO: Board of Directors

FROM: Frank L. Cheng, Project Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR A CHANGE ORDER IN THE AMOUNT OF NOT-TO-EXCEED \$897,060 FROM HARRIS & ASSOCIATES TO PROVIDE ADDITIONAL FUNDS TO THE CONSTRUCTION MANAGEMENT CONTRACT TO ACCOMMODATE COSTS RELATING TO MAINTENANCE BUILDING SERVICES DURING BIDDING AND CONSTRUCTION, AND SPECIALTY INSPECTION SERVICES FOR THE METROBASE PROJECT

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a contract amendment for a change order in the amount of Not-To-Exceed \$896,960 from Harris & Associates to provide additional funds to the Construction Management contract to accommodate costs relating to Maintenance Building Services during bidding and construction, and specialty inspection services for the MetroBase Project.

II. SUMMARY OF ISSUES

- On XXXXXX, 2004, METRO entered into a contract with Harris & Associates for Construction Management Services for the MetroBase Project in the amount of \$1,050,000 for a 16-20 month construction period.
- On June 15, 2005, METRO went out to bid for the MetroBase Project which included Service & Fueling, Maintenance, and Operations Building. On August 25, 2005, one bid was received, \$38,400,000 which is a 24% increase over actual funds available.
- On September 29, 2005, METRO staff directed RNL Design to split the Service & Fueling Building. On December 16, 2005, METRO awarded the Service & Fueling Building to Arntz Builders for \$7,979,000.
- Construction for the MetroBase Building began on January 2006 with the Service & Fueling Building, and Harris & Associates have been diligently working on the progress and communication with Arntz Builders, the general contractor for this portion of the project.
- Included in this month's Board Packet is the Maintenance Building staff report which estimates a thirty-two month construction period for the Maintenance Building.
- With a thirty-two month construction period for the Maintenance Building, Harris & Associates has requested additional funds to accommodate the construction management services for this portion of the MetroBase project.

14.1

- The Service & Fueling Building Construction Management Services is estimated to be \$846,640.
- An additional amount of Not-To-Exceed \$896,960 is required for the Construction Management Services that will cover the timeframe for the construction of the Maintenance Building.

III. DISCUSSION

On XXXXX, 2004, METRO entered into a contract with Harris & Associates for Construction Management Services for the MetroBase Project in the amount of \$1,050,000 for a 16-20 month construction period. Construction for the MetroBase Building began on January 2006 with the Service & Fueling Building, and Harris & Associates have been diligently working on the progress and communication with Arntz Builders, the general contractor for this portion of the project. Additional services were required for Specialty Inspections that were not available through the City of Santa Cruz.

Also included in this month's Board Packet is the Maintenance Building staff report which has a thirty-two month construction period for the Maintenance Building. With a thirty-two month construction period for the Maintenance Building, Harris & Associates has requested additional funds to accommodate the construction management services for this portion of the MetroBase project. In order to calculate the additional cost, METRO requested that Harris & Associates provide an estimate on the Construction Management Services for the Service & Fueling Building. An estimated of \$846,640 was provided, also provided was the amount for the Maintenance Building of \$1,000,320 of which \$203,360 is available under the current contract. An addition request for Not-To-Exceed \$100,000 for Specialty Inspection Services for the Maintenance Building is included in the letter from Harris & Associates. After the balance of the existing contract, an additional amount of Not-To-Exceed \$796,960 is required for the Construction Management Services and Not-To-Exceed \$100,000 for the Specialty Inspection Services that will cover the timeframe for the Maintenance Building. Attachments are included in this staff report to detail the construction cost schedule.

Staff is therefore recommending that the General Manager be authorized to execute an amendment for a Change Order in the amount of Not-To-Exceed \$896,960 from Harris & Associates to provide additional funds to the Construction Management contract to accommodate costs relating to Maintenance Building Services during bidding and construction, and specialty inspection services for the MetroBase project.

IV. FINANCIAL CONSIDERATIONS

This Change Order, in the amount of Not-To-Exceed \$896,960 will increase the total contract with Harris & Associates to \$2,016,960. This includes the Not-To-Exceed \$170,000 Specialty Inspection Services for the Service & Fueling Building, and the Maintenance Building. Funds are available in the MetroBase Project to cover this Change Order.

V. ATTACHMENTS

- Attachment A:** Letter dated April 10, 2006 from Harris & Associates, Maintenance Building Specialty Inspection Services.
- Attachment B:** Letter dated April 13, 2006 from Harris & Associates, Service Building Cost
- Attachment C:** Letter dated April 13, 2006 from Harris & Associates, Maintenance Building Cost.



Harris & Associates

120 Mason Circle, Concord, CA 94520
925.827.4900

10 April 2006

Mr. Frank Cheng
Project Manager
Santa Cruz Metropolitan Transit District
Metrobase Project
370 Encinal Street
Santa Cruz, CA 95060
Re: Special Inspection for Maintenance Building

Dear Frank,

In response to your request, we are recommending a proposed allowance of \$100,000.00 for the Maintenance Building Special Inspection Services.

The scope of work covered in the Special Inspection allowance is as follows:

Work to be performed by:

H P Inspections, Inc., 690 Sunol Street Building H, San Jose, CA 95126
with work as defined in the Service Building Project Contract Documents.

The specific scope of work includes:

- Verification inspections of reinforcing steel placement for the reinforced concrete and structural masonry
- Continuous inspections during the placement of all structural concrete
- Performing slump, temperature, and compressive strength tests of concrete and testing of non-shrink grout
- Continuous inspections of the placement of the concrete masonry block, mortar and grout.
- Sampling and testing of the block, mortar and grout including sampling and testing of masonry prisms
- Installation inspections of all epoxy anchors/dowels
- Inspections of shop and field welding of structural steel connections.
- Verification of welder qualifications and welding procedures
- Preparation of daily inspection reports, weekly reports to the City of Santa Cruz
- Preparation of final project inspection report
-

We are ready to discuss this at your request. Please call me if you have any questions about this correspondence. I can be reached at 925-827-4900, ext. 225, or on my cellular phone at 925.518.7269.

Respectfully,
Harris and Associates

Mario Maciel
Vice President
CM Manager

Cc: file
Mark Dorfman
Tom Dean



Harris & Associates

120 Mason Circle, Concord, CA 94520
925.827.4900

13 April 2006

Mr. Frank Cheng
Project Manager
Santa Cruz Metropolitan Transit District
Metrobase Project
370 Encinal Street
Santa Cruz, CA 95060

Dear Frank,

I have recently been informed that the designer has offered a revised schedule for the completion of the projects for which we recently submitted a revised budget. As you will recall, in that letter we discussed an anticipated duration for the project of 26 months from January 2006.

As previously suggested we should advise your board that, to the extent possible, we will try to minimize budget growth. As you know, Tom Dean, P.E. has been diligent about saving budget in all areas. As discussed we are revisiting our budget for this building.

The projects would be best served to combine CM services, but we are providing revised budget numbers based on your request. The original budget for the project for all three buildings was far below the actual requirement, (it was approximately \$1,050,000.00), since it only covered 16-20 months and the project duration was projected at greater than 30 months. However, in splitting up the project we have anticipated two alternatives.

For the Service & Fueling Building, our revised budget is \$781,240.00. This budget is for services from January 2006 through anticipated completion of the Service & Fueling Building and through close-out in February of 2007. Previously spent for the three-building effort on our contract was 65,400.00, making the contract cost for previous work and the Service Building to completion \$846,640.00, which does not include Special Inspection services requested separately by you.

The second approach is to combine the Service Building and Maintenance, which we will present in a separate letter.

We are ready to discuss this at your request. Please call me if you have any questions about this correspondence. I can be reached at 925-827-4900, ext. 225, or on my cellular phone at 925.518.7269.

Respectfully,
Harris and Associates

Mario Maciel
Vice President
CM Manager

Cc: file
Mark Dorfman
Tom Dean



Harris & Associates

120 Mason Circle, Concord, CA 94520
925.827.4900

13 April 2006

Mr. Frank Cheng
Project Manager
Santa Cruz Metropolitan Transit District
Metrobase Project
370 Encinal Street
Santa Cruz, CA 95060
Re: Maintenance Building

Dear Frank,

I have recently been informed that the designer has offered a revised schedule for the completion of the projects for which we recently submitted a revised budget. As you will recall, in that letter we discussed an anticipated duration for the project of 26 months from January 2006. The Maintenance Building appears that it will complete about 32 months from January 2006.

At that writing, we believed this to be a conservative forecast, assuming the designer would be able to issue revised drawings for Maintenance by May. We have been recently informed that these will not be out until much later. Based on the schedule developed by the designer appears to show more than six months of work beyond that anticipated by our previous duration review. Some of the work previously anticipated to be done concurrently with the Service Building, appears that it will be done after the Service Facility completes. This would result in an extended duration to our work.

For the Maintenance Building scope of work we are proposing the following. The bulk of the work done on that building could be done concurrently with the Service Building, proposed revision under separate cover, utilizing those resources already on the ground in support of the Service Building. This would be a real economy of scope for the District.

However, for the work on the Maintenance Building that would be done after the anticipated completion of the Service Building (Feb.2007) we would anticipate costs in the amount of \$1,000,320.00, which is in addition to the revised budget request for the Service Building. Work on the Maintenance Building that is needed prior to March of 2007, could be done by the same crew on the ground working on the Service Building. The anticipated completion and close-out of the Maintenance building would be August of 2008. This budget amount would cover costs from March 2007 through August 2008 for CM services. Per your request, Special Inspection services for this building have been estimated under separate cover.

As previously suggested we should advise your board that, to the extent possible, we will try to minimize budget growth. As you know, Tom Dean, P.E. has been diligent about saving budget in all areas. The projects would be best served to combine CM services, but we are separate providing revised budget numbers based on your request.

We are ready to discuss this at your request. Please call me if you have any questions about this correspondence. I can be reached at 925-827-4900, ext. 225, or on my cellular phone at 925.518.7269.

Respectfully,
Harris and Associates

Mario Maciel
Vice President
CM Manager

Cc: file
Mark Dorfman
Tom Dean