



**AGENDA
BOARD OF DIRECTORS
REGULAR MEETING
MARCH 13, 2015 – 8:00 AM
SANTA CRUZ METRO ADMIN OFFICES
110 VERNON STREET
SANTA CRUZ, CA 95060**

MISSION STATEMENT: “To provide a public transportation service that enhances personal mobility and creates a sustainable transportation option in Santa Cruz County through a cost-effective, reliable, accessible, safe, clean and courteous transit service.”

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BOARD ROSTER

Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Deborah Lane	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz
Alex Clifford	METRO CEO/General Manager
Leslyn K. Syren	METRO District Counsel

TITLE 6 - INTERPRETATION SERVICES / TÍTULO 6 - SERVICIOS DE TRADUCCIÓN

Spanish language interpretation and Spanish language copies of the agenda packet are available on an as-needed basis. Please make advance arrangements with the Executive Assistant at 831-426-6080. Interpretación en español y traducciones en español del paquete de la agenda están disponibles sobre una base como-necesaria. Por favor, hacer arreglos por adelantado con Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, 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 Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

- 1 CALL TO ORDER**
- 2 ROLL CALL**
- 3 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
[Leslyn Syren, District Counsel](#)
- 4 ADJOURN TO CLOSED SESSION**

SECTION II: CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: CEO/General Manager

SECTION I: OPEN SESSION RECONVENES

(ANTICIPATED TO BE 8:30A)

- 5 ANNOUNCEMENTS**
- 6 COMMUNICATIONS TO THE BOARD OF DIRECTORS**
This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Communications to the Board of Directors on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. 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.
- 7 LABOR ORGANIZATION COMMUNICATIONS**
- 8 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one motion. All items removed will be considered later in the agenda. The Board Chair will allow public input prior to the approval of the Consent Agenda items.

- 9-01 ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL DETAIL FOR THE MONTH OF DECEMBER 2014**
Angela Aitken, Finance Manager
- 9-02 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF FEBRUARY 27, 2015**
Alex Clifford, CEO/General Manager
- 9-03 CONSIDERATION OF LA POSADA TRANSPORTATION ALTERNATIVES**
Ciro Aguirre, COO
- 9-04 CONSIDERATION OF RESOLUTION APPROVING THE FY15 REVISED CAPITAL BUDGET**
Angela Aitken, Finance Manager

REGULAR AGENDA

- 10 ORAL PRESENTATION OF INTRODUCTION OF NEW CLASS**
Anna Marie Gouveia, Superintendent
- 11 YEAR TO DATE MONTHLY FINANCIAL REPORT AS OF DECEMBER 31, 2014**
Angela Aitken, Finance Manager
- 12 CONSIDERATION OF AWARD OF CONTRACT WITH ATHENS ADMINISTRATORS FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS IN AN AMOUNT NOT TO EXCEED \$275,000**
Suzanne Silva, Assistant HR Manager
- 13 CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED CONFLICT-OF-INTEREST CODE AND APPROVAL OF THE RESOLUTION CONFIRMING THIS ACTION**
Leslyn Syren, District Counsel
- 14 SANTA CRUZ METRO'S UNCONDITIONAL COMMITMENT TO ADHERE TO THE REQUIREMENT TO POST AN AGENDA AT LEAST 72 HOURS IN ADVANCE OF A REGULAR MEETING**
Leslyn Syren, District Counsel

REGULAR AGENDA, Continued

- 15 CONSIDERATION OF AMENDED RESOLUTION SETTING A PUBLIC HEARING ON APRIL 10, 2015**
Leslyn Syren, District Counsel
- 16 CONSIDERATION OF APPOINTMENT OF BECKY TAYLOR TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING MARCH 12, 2017**
Alex Clifford, CEO/General Manager
- 17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, MARCH 27, 2015 AT 9:00 AM, SANTA CRUZ CITY COUNCIL CHAMBERS, 809 CENTER STREET, SANTA CRUZ**
Chair Dene Bustichi
- 18 ADJOURNMENT**

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmted.com subject to staff's ability to post the document before the meeting.



DATE: March 13, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
**SUBJECT: ACCEPT AND FILE PRELIMINARY APPROVED CHECK JOURNAL
DETAIL FOR THE MONTH OF DECEMBER 2014**

I. RECOMMENDED ACTION

That the Board of Directors accept and file the preliminary approved Check Journal Detail for the month of December 2014.

II. SUMMARY

- This staff report provides the Board with a preliminary approved Check Journal Detail for the month of December 2014.
- The Finance Department is submitting the check journal for Board acceptance and filing.

III. DISCUSSION/BACKGROUND

This preliminary approved Check Journal Detail provides the Board with a listing of the vendors and amounts paid out on a monthly cash flow basis (Operating and Capital expenses).

All invoices submitted for the month of December have been processed, checks issued and signed by the Finance Manager.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None. The check journal is a presentation of invoices paid in December 2014 for purposes of Board review, agency disclosure, accountability and transparency.

V. ALTERNATIVES CONSIDERED

N/A

VI. ATTACHMENTS

Attachment A: Check Journal Detail for the Month of December 2014


Prepared By: Lorraine Bayer, Accountant II

VII. APPROVALS:

Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

DATE 01/07/15 16:09

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 1

DATE: 12/01/14 THRU 12/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51172	12/08/14	002069	424.60	A TOOL SHED, INC.		62670	POWER FEED	424.60	
51173	12/08/14	001088	80.00	ADVANCED MECHANICAL SERVICES	7	62512	DUBOIS BACKFLOW TEST	80.00	
51174	12/08/14	001934	367.61	ALDRAN CHEMICAL, INC		62460	INVENTORY	367.61	
51175	12/08/14	001128	1,137.50	ALWAYS TOWING & RECOVERY, INC		62521	RPR BUS #9816	612.50	
						62559	RPR BUS #1002	525.00	
51176	12/08/14	002861	32.18	AMERICAN MESSAGING SVCS, LLC	0	62603	DEC 14 PAGER RENTAL	32.18	
51177	12/08/14	648.55 294	648.55	ANDY'S AUTO SUPPLY		62544	INVENTORY PARTS	175.46	
						62557	INVENTORY PARTS	166.10	
						62574	INVENTORY PARTS	245.00	
						62576	ANTI FREEZE	61.99	
51178	12/08/14	001348	8,750.00	ATHENS INSURANCE SERVICE, INC.	0	62617	DEC 14 TEA FEES	8,750.00	
51179	12/08/14	399.99 478	399.99	BEE CLENE INC		62669	NOV14 CARPET CLEANIN	399.99	
51180	12/08/14	E901	126.00	BLIGHT, KAREN		62653	PARKING FEES	126.00	
51181	12/08/14	002035	7,053.75	BOWMAN & WILLIAMS INC		62575	OCT 14 SERVICES	7,053.75	
51182	12/08/14	001112	50.50	BRINKS AWARDS & SIGNS	7	62637	NAME PLATES	50.50	
51183	12/08/14	B028	150.00	BRYANT, HILARY	7	62620	BOD MEETING OCT 14	100.00	
						62629	BOD MEETING NOV 14	50.00	
51184	12/08/14	B018	200.00	BUSTICHI, DENE	7	62621	BOD MEETING OCT 14	100.00	
						62630	BOD MEETING NOV 14	100.00	
51185	12/08/14	694	13,549.00	CALIFORNIA TRANSIT ASSOC.		62638	MEMBERSHIP DUES 2015	13,549.00	
51186	12/08/14	914	1,224.31	CALTRONICS BUSINESS SYSTEMS		62504	OFFICE SUPPLIES	332.33	
						62505	OFFICE SUPPLIES	891.98	
51187	12/08/14	B033	150.00	CERVANTEZ, KARINA		62622	BOD MEETING OCT 14	100.00	
						62631	BOD MEETING NOV 14	50.00	
51188	12/08/14	130	1,027.62	CITY OF WATSONVILLE UTILITIES		62484	10/13-11/10 WTC FIRE	48.22	
						62658	10/21-11/17 WTC	241.89	
						62659	10/21-11/17 WTC WTER	26.19	
						62667	NOV 14 WASTE WTC	711.32	
51189	12/08/14	001124	68,600.43	CLEAN ENERGY		62496	LNG 11/11/14	10,256.57	
						62508	LNG 11/4/14	10,319.70	
						62522	LNG 11/6/14	8,860.10	
						62523	LNG 11/8/14	10,268.96	
						62543	LNG 11/1/14	10,920.43	
						62554	LNG 10/30/14	8,913.94	
						62577	LNG 11/15/14	9,060.73	
51190	12/08/14	003102	413.25	CLEVER DEVICES LTD		62490	INVENTORY ORDER	413.25	
51191	12/08/14	E957	317.30	CLIFFORD, ALEX		62509	MEETING EXPENSES	317.30	
51192	12/08/14	002814	1,195.17	CREATIVE BUS SALES, INC.		62458	INVENTORY ITEMS PC	1,195.17	
51193	12/08/14	003116	24,954.75	CUMMINS PACIFIC LLP		62499	INVENTORY ORDER	283.98	
						62499	RPR BUS #1211	648.87	
						62533	RPR BUS #2220	2,643.03	
						62534	INVENTORY ITEMS	133.69	
						62539	RPR BUS #2223	2,643.03	
						62540	RPR BUS #1204	1,486.53	
						62605	RPR BUS #2803	17,115.62	
						62599	INVENTORY PARTS	2,945.56	
51194	12/08/14	480	2,945.56	DIESEL MARINE ELECTRIC, INC.	7	62623	BOD MEETING OCT 14	50.00	
51195	12/08/14	B029	100.00	DODGE, DANIEL		62632	BOD MEETING NOV 14	50.00	
51196	12/08/14	003165	322.98	EASY MOVER INC DBA AIR TOOL		62668	AIR VALVE	322.98	
51197	12/08/14	298	147.00	ERGOMETRICS& APPLIED PERSONNEL		62613	ERGONOMIC TESTING	147.00	

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
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DATE: 12/01/14 THRU 12/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51198	12/08/14	3,325.50 432	EXPRESS SERVICES INC.			62466	TEMP W/E 11/16/14	936.00	
51199	12/08/14	20.60 372	FEDERAL EXPRESS			62475	TEMP W/E 11/2 11/9	1,809.00	
51200	12/08/14	886.45 001172	FERGUSON ENTERPRISES INC. #795			62642	TEMP W/E 11/16/14	580.50	
						62654	FREIGHT	20.60	
						62487	6" AUGER	197.31	
						62588	SBF BACKFLOW DEVICE	573.15	
						62589	PLUMBING FITTINGS	115.99	
51201	12/08/14	3,171.27 002295	FIRST ALARM			62471	NOV 14 SECURITY HW	3,171.27	
51202	12/08/14	13,113.96 002952	FLYERS ENERGY LLC			62464	11/1-11/15 FUEL PC	10,670.40	
						62519	11/1-11/15 FUEL	2,443.56	
51203	12/08/14	150.00 B032	FRIEND, ZACHARIAH			62624	BOD MEETING OCT 14	100.00	
51204	12/08/14	9,528.54 002954	GCR TIRES & SERVICE		7	62633	BOD MEETING NOV 14	50.00	
						62527	TIRES	467.79	
						62528	TIRES	153.47	
						62529	TIRES	1,126.19	
						62530	FLAT REPAIR	18.00	
						62531	TIRES	495.39	
						62532	TIRES	895.14	
						62578	TIRES	420.66	
						62579	TIRES	596.30	
						62580	TIRES	563.10	
						62581	TIRES	1,024.14	
						62582	TIRES	3,378.56	
						62583	TIRES	389.80	
51205	12/08/14	1,275.22 117	GILLIG LLC			62564	INVENTORY ORDER	38.95	
51206	12/08/14	5,309.18 282	GRAINGER			62573	INVENTORY ORDER	1,236.27	
						62538	GLOVES & LIGHTS	3,111.17	
						62547	BALLASTS & LAMPS	1,050.56	
						62548	CASTER	258.98	
						62565	POU CONVERSION KIT	125.62	
						62566	MASTER PADLOCK	472.93	
						62567	CREDIT MEMO	-145.84	
						62594	WATER COOLER	359.58	
						62671	WIRE STRIPPER	76.18	
51207	12/08/14	150.00 B023	GRAVES, RON		7	62625	BOD MEETING OCT 14	100.00	
51208	12/08/14	171.52 E530	GUIZAR, LISETH			62634	BOD MEETING NOV 14	50.00	
51209	12/08/14	2,010.71 166	HOSE SHOP, THE INC			62510	EVENT REIMBURSEMENT	171.52	
						62459	HOSE INVENTORY	1,377.23	
						62468	STEAM CLEANER HOSE	108.44	
						62498	NON INV HOSES	29.37	
						62546	STEAM HOSE ASSY	72.91	
51210	12/08/14	6,230.51 878	KELLY SERVICES, INC.			62489	TEMP W/E 11/2/14	422.76	
						62609	TEMP W/E 11/16/14	793.05	
						62610	TEMP W/E 11/23/14	1,223.60	
						62643	TEMP W/E 11/16/14	1,177.72	
						62644	TEMP W/E 11/23/14	1,535.56	
51211	12/08/14	1,349.89 036	KELLY-MOORE PAINT CO., INC.			62644	TEMP W/E 11/23/14	1,500.58	
51212	12/08/14	1,567.80 003159	KEY HOUSING CONNECTIONS INC			62511	PAINT PAC STATION	1,349.89	
51213	12/08/14	197.01 167	KEYSTON BROTHERS			62602	12/1-12/15 MAINT MGR	1,567.80	
						62463	UPHOLSTERY ITEMS	197.01	

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51214	12/08/14	1,896.45 001233	KIMBALL MIDWEST	62520			HARDWARE FOR SHOP	1,896.45	
51215	12/08/14	77.00 039	KINKO'S INC.	62477			VETERANS DAY POSTERS	77.00	
51216	12/08/14	8,029.56 003181	KL2 CONNECTS LLC	62612			JOB POSTING MAINTMGR	8,029.56	
51217	12/08/14	150.00 994	LA GANGA PUBLICATION	62476			LEGAL AD WTC RENOVAT	150.00	
51218	12/08/14	59.21 040	LENZ ARTS, INC.	62619			FRAMES	59.21	
51219	12/08/14	100.00 B026	LEOPOLD, JOHN	62626	7		BOD MEETING OCT 14	100.00	
51220	12/08/14	157.10 003059	MAILFINANCE INC	62641			11/28-12/27 LEASE	157.10	
51221	12/08/14	21,942.91 003017	MANSFIELD OIL CO OF GAINSVILLE	62502			DIESEL 11/3/14	21,942.91	
51222	12/08/14	250.00 B031	MCPHERSON, BRUCE	62627			BOD MEETING OCT 14	150.00	
51223	12/08/14	2,488.98 001052	MID VALLEY SUPPLY INC.	62635			BOD MEETING NOV 14	100.00	
51224	12/08/14	146.90 001454	MONTEREY BAY SYSTEMS	62545			CLEANING SUPPLIES	2,488.98	
51225	12/08/14	3,163.66 001063	NEW FLYER IND. CANADA ULC DBA	62503			OFFICE SUPPLIES	146.90	
				62457			WARRANTY CREDIT	-1,275.13	
				62480			INVENTORY ORDER	273.58	
				62481			INVENTORY ORDER	6.39	
				62482			INVENTORY ORDER	40.94	
				62491			INVENTORY ORDER	3,765.90	
				62492			INVENTORY ORDER	24.93	
				62494			INVENTORY ITEMS	313.87	
				62495			INVENTORY ORDER	13.18	
51226	12/08/14	2,111.64 004	NORTH BAY FORD LINC-MERCURY	62497			RPR VEH #706	220.11	
				62586			RPR VEH #1117 PC	100.00	
				62592			RPR VEH #710	157.37	
				62593			INVENTORY PARTS	125.93	
				62596			RPR VEH #706	906.90	
				62600			INVENTORY PARTS	601.33	
51227	12/08/14	3,260.11 003115	OFFICE TEAM	62473			TEMP W/E 11/14/14	843.41	
				62615			TEMP W/E 11/14/14	1,081.60	
				62616			TEMP W/E 11/21/14	1,335.10	
51228	12/08/14	2,221.63 009	PACIFIC GAS & ELECTRIC	62606			10/24-11/23 1200BRIV	2,221.63	
51229	12/08/14	1,025.34 043	PALACE ART & OFFICE SUPPLY	62514			OFFICE SUPPLIES	68.01	
				62550			OFFICE SUPPLIES	43.12	
				62551			OFFICE SUPPLIES	132.78	
				62553			OFFICE SUPPLIES	107.12	
				62570			OFFICE SUPPLIES	22.60	
				62571			OFFICE SUPPLIES	111.22	
				62572			OFFICE SUPPLIES	30.67	
				62590			OFFICE SUPPLIES	147.33	
				62639			OFFICE SUPPLIES	153.49	
				62640			OFFICE SUPPLIES	149.86	
				62647			OFFICE SUPPLIES	59.14	
51230	12/08/14	7,166.14 003086	PAPE MACHINERY INC	62536			INVENTORY ITEMS	7,116.98	
				62537			INVENTORY ORDER	49.16	
51231	12/08/14	241.00 481	PIED PIPER EXTERMINATORS, INC.	62666			OCT 14 PEST DUBOIS	241.00	
51232	12/08/14	627.75 001149	PREFERRED PLUMBING, INC.	62469			RPR SINK BETTYS	331.50	
				62470			RPR SINK TAO EL DAND	296.25	
51233	12/08/14	3,002.59 882	PRINT SHOP SANTA CRUZ	62483	7		BUSINESS CARDS	134.85	
				62488			FORMS	190.31	
				62515			PRINTED FORMS	2,267.44	
				62516			PRINTED FORMS	345.83	

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51234	12/08/14	001202	230.00	PROGRESSIVE BUSINESS		62646	PRINTED FORMS	64.16	
51235	12/08/14	003024	613.26	RICOH USA, INC CA		62513	PAYROLL PUBLICATION	230.00	
51236	12/08/14	536	39.19	RIVERSIDE LIGHTING & ELECTRIC		62645	10/19-11/18 IMAGES	613.26	
51237	12/08/14	B022	250.00	ROBINSON, LYNN MARIE	7	62485	BALLASTS	39.19	
51238	12/08/14	045	16.31	ROYAL WHOLESALE ELECTRIC		62628	BOD MEETING OCT 14	150.00	
51239	12/08/14	002910	884.00	SAGE SOFTWARE, INC.		62636	BOD MEETING NOV 14	100.00	
51240	12/08/14	018	1,665.31	SALINAS VALLEY FORD SALES INC		62591	BALLAST	16.31	
51241	12/08/14	135	993.74	SANTA CRUZ AUTO PARTS, INC.		62611	1/2/15-1/3/16 MAINT	884.00	
						62542	FIRE EXTINGUISHER	117.78	
						62595	INVENTORY ORDER	1,547.53	
						62500	GLASS BEAD	82.11	
						62501	RPR VEH #601	116.17	
						62517	INVENTORY ITEMS	92.22	
						62518	RPR VEH #710	120.06	
						62526	RPR VEH #2405	195.20	
						62560	OIL SEAL BEARINGS	112.41	
						62561	HUB REPAIR KIT	50.07	
						62562	CREDIT NOTE	-56.18	
						62563	INVENTORY PARTS	112.36	
						62587	STARTER	98.10	
						62597	SPIN ON FILTER	71.22	
51242	12/08/14	002700	400.00	SANTA CRUZ COUNTY ENVIROMENTAL		62608	PAC STAT REDEVELOPME	400.00	
51243	12/08/14	079	8,221.31	SANTA CRUZ MUNICIPAL UTILITIES		62655	10/11-11/10 PACIFIC	2,950.90	
						62656	10/11-11/10 PAC ISLA	112.15	
						62657	10/11-11/10 GOLF	114.71	
						62660	10/11-11/10 1200BRIV	2,358.31	
						62661	10/11-11/10 BUSSTOPS	759.43	
						62662	10/11-11/10 GOLF	1,150.51	
						62663	10/11-11/10 VERNON	203.55	
						62664	10/11-11/10 VERN IRR	66.31	
						62665	10/11-11/10 DUBOIS	505.44	
						62541	RPR VEH #1126 PC	776.21	
51244	12/08/14	973	776.21	SANTA CRUZ NISSAN DODGE VOLKS		62474	10/13-10/11/15 SUBSC	297.57	
51245	12/08/14	003117	297.57	SANTA CRUZ SENTINEL	0	62618	DEC 14 SERVICES	1,500.00	
51246	12/08/14	001277	1,500.00	SJB GLOBALNET, INC.		62558	SMOG TEST #2403 PC	49.68	
51247	12/08/14	001232	1,649.07	SPECIALIZED AUTO AND		62601	RPR VEH #2404 PC	1,599.39	
51248	12/08/14	001976	507.25	SPORTWORKS NORTHWEST, INC.		62598	INVENTORY PARTS	507.25	
51249	12/08/14	002675	197.16	THOMSON REUTERS BARCLAYS WEST		62472	11/5-11/4 SERVICES	197.16	
51250	12/08/14	003037	556.79	TYCO INTEGRATED SECURITY		62467	12/1-2/28ALARM 1200B	556.79	
51251	12/08/14	003152	929.59	UNIFIRST CORPORATION		62507	LAUNDRY SERVICES	14.19	
						62524	LAUNDRY SERVICES	69.01	
						62525	LAUNDRY SERVICES	213.50	
						62552	LAUNDRY SERVICES	6.99	
						62555	LAUNDRY SERVICES	213.50	
						62556	LAUNDRY SERVICES	69.01	
						62568	LAUNDRY SERVICES	6.48	
						62569	LAUNDRY SERVICES	40.42	
						62584	LAUNDRY SERVICES	213.50	
						62585	LAUNDRY SERVICES	69.01	
						62651	LAUNDRY SERVICES	6.99	

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51252	12/08/14	73.09 007	UNITED PARCEL SERVICE		62652	LAUNDRY SERVICES	6.99		
51253	12/08/14	244.36 002829	VALLEY POWER SYSTEMS, INC.		62461	FREIGHT OUT	38.41		
51254	12/08/14	55.09 434B	VERIZON CALIFORNIA		62479	FREIGHT	34.68		
51255	12/08/14	950.25 434	VERIZON WIRELESS		62535	INVENTORY ITEMS	244.36		
51256	12/08/14	375.00 001165	VU, THANH DR. MD		62607	11/16-12/15 SKYLINE	55.09		
					62462	10/13-11/12 WIFI BUS	950.25		
					62465	DMV EXAM	75.00		
					62506	DMV EXAM	75.00		
					62648	DMV EXAMS	75.00		
					62649	DMV EXAMS	75.00		
					62650	DMV EXAM	75.00		
51257	12/08/14	652.75 002291	WINCHESTER AUTO		62604	LAMPS	652.75		
51258	12/08/14	319.00 915	WORKIN.COM, INC.		62614	JOB PLACEMENT AD	319.00		
51259	12/08/14	16.19 147	ZEE MEDICAL SERVICE CO.		62549	SAFETY SUPPLIES	16.19		
51260M	12/08/14	30,908.50 003106	GROUP 4 ARCHITECTURE, RESEARCH 8/16-9/19 PACSTATION		62679	8/16-9/19 PACSTATION	30,908.50	MANUAL	
51261M	12/12/14	1,097.00 T274	CENTRAL COAST REGIONAL WATER 401 CERT APP FEE MB		62769	401 CERT APP FEE MB	1,097.00	MANUAL	
51262M	12/15/14	507,911.56 003058	LEWIS C NELSON AND SONS INC CONST MB THRU 10/25		62770	CONST MB THRU 10/25	507,911.56	MANUAL	
51263	12/15/14	434.89 003151	ABC BUS INC		62739	BRAKE CHAMBER	434.89		
51264	12/15/14	375.46 294	ANDY'S AUTO SUPPLY		62692	INVENTORY PARTS	132.33		
					62700	INVENTORY ITEMS	120.17		
					62717	SPARE KEYS	122.96		
51265	12/15/14	4,958.39 001D	AT&T		62718	10/19-11/18 CALNET 2	4,958.39		
51266	12/15/14	4,790.08 003129	B PLUS U LLP		62784	NOV 14 WTC EXP	4,611.25		
					62785	NOV 14 WTC EXP	178.83		
51267	12/15/14	774.00 011	BEWLEYS CLEANING		62734	NOV 14 CUSTODIAL SVC	774.00		
51268	12/15/14	884.39 002034	CARLON'S FIRE EXTINGUISHER		62752	EXTINGUISHER SVC SVT	52.50		
					62753	EXTINGUISHER SVC DUB	116.00		
					62754	EXTINGUISHER SVC 1200B	145.97		
					62755	EXTINGUISHER SVCVERN	187.98		
					62756	EXTINGUISHER SVC PAC	178.94		
					62757	EXTINGUISHER SVC PC	87.00		
					62758	EXTINGUISHER SVC WTC	116.00		
51269	12/15/14	105.49 002929	CHEVROLET OF WATSONVILLE LLC		62722	RPR VEH #601	105.49		
51270	12/15/14	6,730.10 909	CLASSIC GRAPHICS		62705	RPR BUS #2308	1,420.46		
					62706	RPR BUS #2308	1,288.06		
					62707	RPR BUS #2308	4,021.58		
51271	12/15/14	53,464.20 001124	CLEAN ENERGY		62690	LNG 11/22/14	9,768.54		
					62691	LNG 11/20/14	9,874.49		
					62715	LNG 11/18/14	10,344.48		
					62716	LNG 11/13/14	8,634.69		
					62746	NOV 14 MAINT SVC	14,842.00		
51272	12/15/14	133.77 003102	CLEVER DEVICES LTD		62781	INVENTORY ORDER	133.77		
51273	12/15/14	2,890.00 003034	COASTAL LANDSCAPING INC. DBA		62742	NOV 14 LANDSCAPING	2,890.00		
51274	12/15/14	273.76 003116	CUMMINS PACIFIC LLP		62697	INVENTORY ORDER	273.76		
51275	12/15/14	1,230.00 002949	DEANE INDUSTRIAL MACHINING		62688	MANIFOLD SURFACING	945.00		
					62695	MACH BUSHING DRIVE	285.00		
51276	12/15/14	1,116.36 001329	DOC AUTO LLC		62686	RPR VEH #101	1,116.36		

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51277	12/15/14	61,677.04 002295	FIRST ALARM			62735	NOV 14 DISPATCH	60.00	
						62771	NOV 14 SECURITY OPS	10,542.05	
						62782	OCT 14 SECURITY DIST	40,136.09	
						62788	OCT 14 SECURITY DUBO	10,938.90	
51278	12/15/14	2,162.48 002952	FLYERS ENERGY LLC			62685	11/15-11/30 FUEL	2,162.48	
51279	12/15/14	183.64 001189	GARY KENVILLE LOCKSMITH			62696	DUPLICATE KEYS	183.64	
51280	12/15/14	399.35 117	GILLIG LLC		7	62708	INVENTORY ORDER	399.35	
51281	12/15/14	535.70 282	GRAINGER			62740	CLEANING SUPPLIES	116.21	
						62741	PAINT BRUSH	12.43	
						62747	SHARPS CONTAINER	91.69	
						62748	WATER FILTER	141.88	
51282	12/15/14	8,711.00 546	GRANITEROCK COMPANY			62748	SODIUM LAMP	173.49	
						62786	PENNZ SUPPRESS OPS	5,216.00	
51283	12/15/14	58,896.90 003106	GROUP 4 ARCHITECTURE, RESEARCH			62787	PENNZ SUPPRESS OPS	3,495.00	
51284	12/15/14	70.24 167	KEYSTON BROTHERS			62783	9/20-10/17 PACSTATIO	58,896.90	
51285	12/15/14	50.00 880	LEXISNEXIS INC			62698	UPHOLSTERY ITEMS	70.24	
51286	12/15/14	20,538.04 003017	MANSFIELD OIL CO OF GAINSVILLE			62673	NOV 14 SERVICES	50.00	
51287	12/15/14	746.00 R653	MARTINEZ, JOSEPH			62702	DIESEL 11/19/14	20,538.04	
51288	12/15/14	327.38 T273	MENIL, BRADLEY			62778	SC 10-14-05	746.00	
51289	12/15/14	14,794.30 001063	NEW FLYER IND. CANADA ULC DBA			62750	TRAVEL REIMBURSEMENT	327.38	
						62694	INVENTORY ORDER	4,474.89	
						62709	INVENTORY ORDER	329.99	
						62725	INVENTORY ORDER	19.78	
						62726	INVENTORY ORDER	1,449.29	
						62727	INVENTORY ORDER	317.16	
						62728	INVENTORY ORDER	5,929.22	
						62729	INVENTORY ORDER	2,273.97	
51290	12/15/14	109.98 002721	NEXTEL COMMUNICATIONS/SPRINT			62779	10/26-11/25 TVM	109.98	
51291	12/15/14	1,326.18 004	NORTH BAY FORD LINC-MERCURY			62682	RPR VEH #710	248.72	
						62683	INVENTORY PARTS	1,055.47	
						62719	RPR VEH #710	24.32	
						62720	CREDIT MEMO	-263.29	
						62721	INVENTORY PARTS	260.96	
51292	12/15/14	12,631.87 009	PACIFIC GAS & ELECTRIC			62760	10/24-11/23 DUBOIS	2,096.18	
						62761	10/25-11/24 VERNON	4,856.86	
						62762	10/25-11/24 1200BRIV	111.64	
						62763	10/24-11/25 GOLF	5,334.69	
						62774	10/24-11/23 1217 RIV	171.84	
						62775	10/24-11/24 1217BRIV	60.66	
51293	12/15/14	2,378.80 043	PALACE ART & OFFICE SUPPLY			62672	OFFICE SUPPLIES	72.45	
						62689	CHAIRS HILL INT'L	1,819.39	
						62736	OFFICE SUPPLIES	446.94	
						62737	OFFICE SUPPLIES	40.02	
51294	12/15/14	958.00 002947	PEDALERS EXPRESS			62738	NOV 14 COURIER SVC	958.00	
51295	12/15/14	241.00 481	PIED PIPER EXTERMINATORS, INC.		7	62759	NOV 14 PEST DUBOIS	241.00	
51296	12/15/14	746.69 T272	PIERCE, AL			62749	TRAVEL REIMBURSEMENT	746.69	
51297	12/15/14	413.62 001153	REPUBLIC ELEVATOR COMPANY INC			62743	DEC 14 MAINT SVC	413.62	
51298	12/15/14	101.69 003024	RICOH USA, INC CA			62677	RPR COPIER PC	101.69	
51299	12/15/14	409.79 215	RICOH USA, INC. TX			62675	11/18-12/17 IMAGES	409.79	
51300	12/15/14	280.35 536	RIVERSIDE LIGHTING & ELECTRIC			62751	LIGHTS FOR C/S AREA	43.23	

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51301	12/15/14	26,041.70 904	RNL/INTERPLAN, INC. A CA CORP		62776	BALLASTS		164.43	
51302	12/15/14	200.00 001379	SAFETY-KLEEN INC		62777	BALLASTS		72.69	
51303	12/15/14	330.51 135	SANTA CRUZ AUTO PARTS, INC.		62778	PROF SVC THRU 9/30		26,041.70	
					62674	CORRECTION		200.00	
					62693	HUB REPAIR KIT		50.07	
					62701	RPR VEH #1126 PC		43.89	
					62703	INVENTORY PARTS		57.46	
					62704	BACKUP ALARM		94.66	
					62723	RPR VEH #1125 PC		43.12	
					62724	RPR VEH #710		41.31	
51304	12/15/14	340.85 079	SANTA CRUZ MUNICIPAL UTILITIES		62680	10/18-11/18 PC		202.90	
					62789	10/11-11/10 1217 RIV		137.95	
51305	12/15/14	6.83 973	SANTA CRUZ NISSAN DODGE VOLKS		62699	RPR VEH #1123 PC		6.83	
51306	12/15/14	6,630.28 977	SANTA CRUZ TRANSPORTATION, LLC		62678	NOV 14 SERVICES		6,630.28	
51307	12/15/14	191.21 122	SCMTD PETTY CASH - OPS		62780	REPLENISHMENT		191.21	
51308	12/15/14	458.51 788	SCMTD PETTY CASH - FINANCE		62733	PETTY CASH REIMBURSE		458.51	
51309	12/15/14	1,297.49 681	SCOTT'S BODY SHOP CORP		62714	RPR VEH #1121 PC		1,297.49	
51310	12/15/14	1,920.00 002067	SOILCONTROL LAB		62744	EROSION CTRL 1200B		960.00	
					62745	EROSION CTRL GOLF		960.00	
51311	12/15/14	5,700.48 003160	STANGE, MICHAEL		62731	NOV 14 TEMP FLEETMGR		4,800.00	
51312	12/15/14	58,237.33 003044	TRC ENGINEERS, INC.		62732	NOV14 MILE FLEET MGR		900.48	
51313	12/15/14	350.59 003152	UNIFIRST CORPORATION		62772	9/27-10/24MB ENG SVC		58,237.33	
					62676	LAUNDRY SERVICES		6.99	
					62681	LAUNDRY SERVICES		213.50	
					62687	LAUNDRY SERVICES		69.01	
					62711	LAUNDRY SERVICES		40.42	
					62712	LAUNDRY SERVICES		6.48	
					62713	LAUNDRY SERVICES		14.19	
51314	12/15/14	10.64 007	UNITED PARCEL SERVICE		62730	FREIGHT		10.64	
51315	12/15/14	1,754.50 001353	VISION COMMUNICATIONS		62684	DEC 14 SERVICES		1,754.50	
51316	12/15/14	375.00 001165	VU, THANH DR. MD		62764	DMV EXAM		75.00	
					62765	DMV EXAM		75.00	
					62766	DMV EXAM		75.00	
					62767	DMV EXAM		75.00	
					62768	DMV EXAM		75.00	
					62918	KEYS		9.59	
51317	12/19/14	9.59 002941	AA SAFE & SECURITY CO		62867	INVENTORY ORDER		3,084.12	
51318	12/19/14	3,084.12 003151	ABC BUS INC		62899	TRAVEL REIMBURSEMENT		84.01	
51319	12/19/14	84.01 E636	AGUIRRE, CIRO		62919	HVAC SERVER ROOM		1,549.28	
51320	12/19/14	6,531.28 382	AIRTEC SERVICE		62920	RPR REFRIGERANT		3,742.00	
					62921	METROS HVAC		558.00	
					62953	RPR HVAC SMC		434.00	
					62954	RPR HVAC SMC		248.00	
51321	12/19/14	440.00 003130	ASSOCIATION CAREER NETWORK INC		62863	JOB PLACEMENT AD HR		440.00	
51322	12/19/14	460.15 001D	AT&T		62905	10/19-11/18 CEMENT		179.55	
					62906	10/19-11/18 SKYLINE		280.60	
51323	12/19/14	394.92 001G	AT&T		62851	12/7-1/6 REPEATERS		85.99	
51324	12/19/14	954.91 003105	AT&T MOBILITY		62852	12/5-1/4 REPEATERS		308.93	
51325	12/19/14	454.68 002689	B & B SMALL ENGINE CORP		62800	10/24-11/23 WIFI BUS		954.91	
					62859	CHAIN SAW CHAIN		66.43	

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51326	12/19/14	002035	3,060.00	BOWMAN & WILLIAMS INC		62924	INVENTORY ITEMS	388.25	
51327	12/19/14	001112	59.38	BRINKS AWARDS & SIGNS	7	62964	NOV AC SYSTEM SURVEI	45.00	
51328	12/19/14	001844	6,554.93	BRINKS INCORPORATED		62965	NOV14 GREENVLY STOP	3,015.00	
51329	12/19/14	502	758,491.25	CA PUBLIC EMPLOYEES'		62818	NAME PLATES	32.63	
51330	12/19/14	0014	3,000.00	CABRILLO COLLEGE		62877	NAME PLATES	26.75	
51331	12/19/14	914	1,286.02	CALTRONICS BUSINESS SYSTEMS		62806	NOV14 1200B SERVICE	4,083.57	
51332	12/19/14	M022	92.89	CAPELLA, KATHLEEN	0	62807	NOV14 1200B SERVICE	2,471.36	
51333	12/19/14	001324	5,000.00	CAPITALEGE ADVOCACY, INC.		62790	JAN 14 MEDICAL	758,491.25	
51334	12/19/14	003081	1,839.41	CAPITOLA MALL LLC	7	62902	PROJ MGMT CLASS	3,000.00	
51335	12/19/14	003188	175.00	CAREERS IN GOVERNMENT INC		62812	OFFICE SUPPLIES	231.66	
51336	12/19/14	002627	1,040.29	CDW GOVERNMENT, INC.		62813	OFFICE SUPPLIES	37.89	
51337	12/19/14	001346	38.69	CITY OF SANTA CRUZ-FINANCE		62814	OFFICE SUPPLIES	150.47	
51338	12/19/14	130	48.22	CITY OF WATSONVILLE UTILITIES		62915	OFFICE SUPPLIES	150.47	
51339	12/19/14	002448	300.00	CLEAR VIEW, LLC	0	62916	OFFICE SUPPLIES	177.53	
51340	12/19/14	E957	183.06	CLIFFORD, ALEX		62917	OFFICE SUPPLIES	538.00	
51341	12/19/14	003012	400.00	COLON, ANTONIA ELENA	07	62889	JAN 15 RETIREE SUPP	92.89	
51342	12/19/14	413	211.40	COLUMBIA EQUIPMENT COMPANY INC		62900	DEC 14 LEGISLATE SVC	5,000.00	
51343	12/19/14	002814	1,641.75	CREATIVE BUS SALES, INC.		62952	JAN 15 RENT	1,839.41	
51344	12/19/14	003116	2,356.04	CUMMINS PACIFIC LLP		62901	JOB AD FOR HR GENERA	175.00	
51345	12/19/14	M039	46.44	DAVILA, ANA MARIA	0	62949	OFFICE SUPPLIES	1,040.29	
51346	12/19/14	002946	11,481.60	DAY WIRELESS SYSTEMS		62815	LANDFILL	38.69	
51347	12/19/14	157	582.03	DELL MARKETING L.P.		62850	11/10-12/8 WATER WTC	48.22	
51348	12/19/14	900	938.87	DEPARTMENT OF TOXIC SUBSTANCE		62811	WINDOW CLEANING WTC	300.00	
51349	12/19/14	432	2,478.00	EXPRESS SERVICES INC.		62831	MEETING REIMBURSEMENT	176.06	
51350	12/19/14	372	69.39	FEDERAL EXPRESS		62894	TRAVEL REIMBURSEMENT	7.00	
51351	12/19/14	959	58.29	FIRST ADVANTAGE OCCUPATIONAL		62860	PHOTO RENDERING WTC	400.00	
51352	12/19/14	002295	37,144.75	FIRST ALARM		62858	PAINT	211.40	
51353	12/19/14	002952	8,250.19	FLYERS ENERGY LLC		62824	INVENTORY PARTS	1,641.75	
51354	12/19/14	001302	233.64	GARDA CL WEST, INC.		62817	CREDIT MEMO	-155.20	
51355	12/19/14	002954	11,751.60	GCR TIRES & SERVICE	7	62847	INVENTORY ORDER	1,190.81	

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51356	12/19/14					62830	TIRES	97.88	
51357	12/19/14					62833	TIRES	1,126.19	
						62934	TIRES	1,126.19	
						62935	TIRES	156.73	
						62936	TIRES	318.75	
						62937	TIRES	472.96	
						62938	TIRES	2,815.47	
						62939	TIRES	963.13	
						62940	TIRES	1,253.49	
						62941	TIRES	512.07	
						62942	TIRES	895.14	
51356	12/19/14		72.73	GILLIG LLC		62838	INVENTORY ORDER	72.73	
51357	12/19/14		113.75	GOODWILL INDUSTRIES OF SILICON		62834	NOV 14 SHREDDING	97.50	
						62853	NOV 14 SHREDDING PC	16.25	
51358	12/19/14		108.70	GOUVEIA, ANNA		62882	OFFICE SUPPLIES	108.70	
51359	12/19/14		92.89	GOUVEIA, ROBERT	0	62884	JAN 15 RETIREE SUPP	92.89	
51360	12/19/14		27.71	GRANITEROCK COMPANY		62922	CONCRETE	27.71	
51361	12/19/14		481.76	GREENWASTE RECOVERY, INC.		62802	NOV 14 WASTE SVTC	247.08	
						62944	NOV 14 WASTE PC	234.68	
51362	12/19/14		3,410.58	GUIZAR, LISETH		62832	TUITION REIMBURSEMEN	3,410.58	
51363	12/19/14		15,019.07	HARTFORD LIFE AND ACCIDENT INS		62791	DEC 14 LTD	11,150.69	
						62792	DEC 14 LIFE AD&D	3,868.38	
51364	12/19/14		4,000.00	IULIANO #2 LLC	7	62841	JAN 15 RENT	4,000.00	
51365	12/19/14		3,104.62	JESSICA GROCERY STORE, INC.		62945	DEC 14 CUSTODIAL SVC	3,104.62	
51366	12/19/14		4,930.08	KELLY SERVICES, INC.		62879	TEMP W/E 12/7/14	1,013.02	
						62880	TEMP W/E 11/30/14	1,959.30	
						62892	TEMP W/E 11/30/14	734.16	
						62893	TEMP W/E 12/7/14	1,233.60	
51367	12/19/14		10.64	KELLY-MOORE PAINT CO., INC.		62820	ROLLERS	10.64	
51368	12/19/14		9,310.00	KIM FAMILY ENTERPRISES LLP		62842	JAN 15 RENT NNN PARK	9,310.00	
51369	12/19/14		532.28	KINSLow, DEBBIE		62898	TRAVEL REIMBURSEMENT	532.28	
51370	12/19/14		592.00	LAW OFFICES OF MARIE F. SANG	7	62845	CL 210149 218396 208	272.00	
						62846	CL 1999103213	320.00	
51371	12/19/14		718.25	MANAGED HEALTH NETWORK		62794	DEC 14 EAP	718.25	
51372	12/19/14		249.88	MCW ASSOCIATES, INC.		62951	NOV 14 SERVICES	249.88	
51373	12/19/14		400.00	NEOFUNDS BY NEOPOST DBA		62878	****-****-****-1598	400.00	
51374	12/19/14		424.73	NEW FLYER IND. CANADA ULC DBA		62866	INVENTORY PARTS	708.91	
						62928	CREDIT RETURN	-803.10	
51375	12/19/14		3,599.24	OFFICE TEAM		62931	INVENTORY ORDER	518.92	
						62861	TEMP W/E 11/28/14	780.44	
						62890	TEMP W/E 12/5/14	1,352.00	
						62895	TEMP W/E 12/5/14	1,466.80	
51376	12/19/14		5,855.37	PACIFIC GAS & ELECTRIC		62803	11/5-12/5 PNR SVT WT	2,332.93	
						62804	11/4-12/4 SVT TVM	48.18	
						62805	10/29-11/30 920PAC	2,761.76	
						62854	11/7-12/8 PARACRUZ	712.50	
51377	12/19/14		7,510.46	PAPE MACHINERY INC		62849	TURBO CHARGER	5,069.29	
						62868	INVENTORY ORDER	3,047.30	
						62869	CORE CREDIT	-217.50	
						62870	CORE CREDIT	-108.75	

Attachment A

DATE 01/07/15 16:09

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR ACCOUNTS PAYABLE

DATE: 12/01/14 THRU 12/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51378	12/19/14	46.44 M109		PEREZ, CHERYL		62872	INVENTORY PARTS	46.37	
51379	12/19/14	736.00 481		PIED PIPER EXTERMINATORS, INC.		62873	CORE CREDIT	-108.75	
						62885	CORE CREDIT	-217.50	
						62955	JAN 15 RETIREE SUPP	46.44	
						62956	OCT14 PEST CAFE LENA	48.50	
						62957	NOV14 PEST CAFE LENA	48.50	
						62958	OCT 14 PEST BETTYS	53.00	
						62959	NOV 14 PEST BETTYS	53.00	
						62960	OCT 14 PEST METROMKT	48.50	
						62961	NOV 14 PEST METROMKT	48.50	
						62962	OCT 14 PEST VERNON	183.00	
						62963	NOV 14 PEST VERNON	183.00	
						62963	OCT 14 PEST WTC	70.00	
						62897	TEMP HOUSING	5,000.00	
51380	12/19/14	5,000.00 E962		PIERCE, AL		62914	1/1-3/31 RENTAL C/S	146.82	
51381	12/19/14	146.82 050		PITNEY BOWES INC.		62914	1/1-3/31 RENTAL C/S	146.82	
51382	12/19/14	43,757.80 002939		PREFERRED BENEFIT		62914	DEC 14 DENTAL	43,757.80	
51383	12/19/14	125.25 003020		QUEST DIAGNOSTIC INC.		62862	DOT DRUG TEST	125.25	
51384	12/19/14	738.57 215		RICOH USA, INC. TX		62907	11/18-12/17LEASE OPS	472.13	
						62913	11/26-12/25LEASE C/S	266.44	
51385	12/19/14	92.89 M085		ROSSI, DENISE	0	62886	JAN 15 RETIREE SUPP	92.89	
51386	12/19/14	46.44 M030		ROWE, RUBY		62887	JAN 15 RETIREE SUPP	46.44	
51387	12/19/14	474.27 018		SALINAS VALLEY FORD SALES INC		62836	INVENTORY ORDER	182.43	
51388	12/19/14	1,437.29 107A		SAN LORENZO LUMBER & HOME CTR		62837	INVENTORY ORDER	291.84	
51389	12/19/14	94.62 135		SANTA CRUZ AUTO PARTS, INC.		62797	12/7/14 STATEMENT	1,437.29	
						62933	BRAKE DRUM ROTOR PAD	120.06	
						62819	CREDIT MEMO	-25.44	
51390	12/19/14	202.34 149		SANTA CRUZ SENTINEL	0	62843	LEGAL AD 15-02	202.34	
51391	12/19/14	264.00 957		SECURITY SHORING & STEEL PLT		62843	MUD PLATES	264.00	
51392	12/19/14	185.00 001817		SOCIETY FOR HUMAN RESOURCE		62891	2015 MEMBERSHIP	185.00	
51393	12/19/14	13,322.53 001075		SOQUEL III ASSOCIATES	7	62946	JAN 15 RENT	13,322.53	
51394	12/19/14	7,425.12 003160		STANGE, MICHAEL		62856	MILE TEMP FLEET MGR	225.12	
51395	12/19/14	831.26 E919		SYREN, LESLYN		62857	12/5-12/12 FLEET MGR	7,200.00	
51396	12/19/14	137.90 366		TENNANT COMPANY		62793	TRAVEL REIMBURSEMENT	831.26	
51397	12/19/14	1,000.00 003189		THE BUS COALITION INC		62848	FLOOR SCRUBBER	137.90	
51398	12/19/14	523.78 002675		THOMSON REUTERS BARCLAYS WEST		62947	2015 MEMBERSHIP DUES	1,000.00	
51399	12/19/14	28,188.00 475		TRAPEZE SOFTWARE GROUP, INC.		62876	NOV 14 SERVICES	523.78	
51400	12/19/14	608.84 003037		TYCO INTEGRATED SECURITY		62808	PASS MON YRS 2&3	28,188.00	
						62809	1/1-3/31/15ALARM PAC	253.12	
						62810	1/1-3/31/15ALARM SVT	172.47	
51401	12/19/14	8,113.27 057		U. S. BANK		62798	1/1-3/31/15ALARM WTC	183.25	
51402	12/19/14	57.13 003152		UNIFIRST CORPORATION		62799	****-****-****-5056	5,832.03	
						62821	****-****-****-0331	2,281.24	
						62822	LAUNDRY SERVICES	40.42	
						62823	LAUNDRY SERVICES	6.48	
51403	12/19/14	20.78 007		UNITED PARCEL SERVICE		62930	LAUNDRY SERVICES	10.23	
51404	12/19/14	4,332.31 002829		VALLEY POWER SYSTEMS, INC.		62896	FREIGHT	20.78	
						62903	INVENTORY ORDER	82.74	
						62904	RPR BUS #9801	4,215.97	
51405	12/19/14	1,091.22 434		VERIZON WIRELESS	0	62801	INVENTORY ORDER	33.60	
						62801	11/2-12/1 PTT FAC	319.14	

DATE 01/07/15 16:09

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS FOR ACCOUNTS PAYABLE

PAGE 11

DATE: 12/01/14 THRU 12/31/14

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK VENDOR AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
51406	12/19/14	001043	11,152.24	VISION SERVICE PLAN	7	62844	11/2-12/1 P2T PC	463.12	
51407	12/19/14	001165	375.00	VU, THANH DR. MD		62855	11/2-12/1 P2T PC	308.96	
						62795	DEC 14 VISION	11,152.24	
						62910	DMV EXAM	75.00	
						62911	DMV EXAM	75.00	
						62912	DMV EXAM	75.00	
						62925	DMV EXAM	75.00	
						62927	DMV EXAM	75.00	
51408	12/19/14	003074	3,500.00	WAVE CREST DEVELOPMENT INC.		62840	JAN 15 RENT	3,500.00	
51409	12/19/14	001043	618.00	WORKIN.COM, INC.		62864	JOB PLACEMENT AD	618.00	
51410	12/19/14	M088	46.44	YAGI, RANDY		62888	JAN 15 RETIREE SUPP	46.44	
51411M12/30/14		003058	247,664.79	LEWIS C NELSON AND SONS INC	0	63004	CONST MB THRU 11/25	247,664.79	MANUAL
51412M12/30/14		003178	126,851.37	CONST MB THRU 11/25		63052	OCT 14 MB PROJ SVC	126,851.37	MANUAL
				HILL INTERNATIONAL INC					
				OCT 14 MB PROJ SVC					
TOTAL			2,614,969.82	ACCOUNTS PAYABLE			TOTAL CHECKS	241	2,614,969.82

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DATE: March 13, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO

**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS MEETING OF FEBRUARY 27, 2015**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of February 27, 2015

II. SUMMARY

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Meeting of February 27, 2015.
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting

III. DISCUSSION/BACKGROUND

The Board requested that staff include, in the Board Packet, minutes for previous METRO Board of Directors meetings. Staff is enclosing the minutes from these meetings as a mechanism of complying with this request.

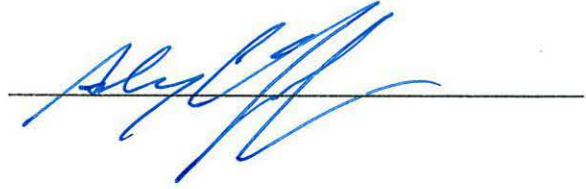
IV. ATTACHMENTS

Attachment A: Draft minutes for the Board of Directors Meeting of February 27, 2015

Prepared by: Gina Pye, Executive Assistant

V. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING
FEBRUARY 27, 2015 – 9:00 AM
WATSONVILLE CITY CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA 95060**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, February 27, 2015, at the Watsonville City Chambers located at 275 Main Street in Watsonville, CA.

The Board Meeting Agenda Packet can be found online at www.SCMTD.com and is available for inspection at Santa Cruz Metro's Administrative offices at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. This document passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

SECTION I: OPEN SESSION

1 CALL TO ORDER at 9:02A by Chair Bustichi

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

Director Ed Bottorff	City of Capitola
Director Dene Bustichi, Chair	City of Scotts Valley
Director Karina Cervantez	City of Watsonville
Director Cynthia Chase	City of Santa Cruz
Director Jimmy Dutra	City of Watsonville
Director Zach Friend	County of Santa Cruz
Director Deborah Lane	County of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin	County of Santa Cruz
Ex-Officio Director Donna Blitzer	UC Santa Cruz

Attachment A

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, General Counsel

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

Heather Adamson, AMBAG	Al Pierce, METRO
Angela Aitken, METRO	Will Regan, SEIU
Erron Alvey, METRO	Suzanne Silva, METRO
Grace Blakeslee, SCCRTC	Robyn Slater, METRO
Carolyn Derwing, METRO	Chris Sullivan, METRO
Maria Granados Boyce, METRO	Aiden Tapiz
Liseth Guizar, METRO	Tony Tapiz
Thomas Hiltner, METRO	Becky Taylor, Comm. on Disabilities
Louise Keller, METRO	April Warnock, METRO
Debbie Kinslow, METRO	Daniel Zaragoza, METRO

3 ELECT CHAIR AND VICE CHAIR / SCCRTC AND AD HOC PACIFIC STATION REDESIGN APPOINTEES

(Moved to Item 4 in the Open Session at the request of Chair Bustichi and consent of the Board)

Chair Bustichi read the submitted nominee slates.

Director Dutra added the following slate for Board member consideration:

- SCCRTC Representatives: Ed Bottorff, Dene Bustichi and Lynn Robinson (as public representative)
- SCCRTC Alternates: Karina Cervantez, Mike Rotkin and Deborah Lane

Director Dutra requested that each nominee provide a statement on their behalf.

Chair Bustichi relayed his past experience with the SCCRTC and appreciates the concern regarding the rail line/train expense versus use. He believes HOV lanes towards Watsonville are an important component and that the tax measure: can be supportive dependent on how it is ultimately presented. He cautioned focus towards a significant component for METRO.

Director Cervantez noted the visible disinvestment in transportation on Highway 1 during commute hours. She has pushed for alternate modes of transportation and trail development.

Director Bottorff believes in the ability to tie the pedestrian and rail trails together, citing the opening of the La Selva Bridge. An RTC and METRO partnership is essential for tax measure to improve transportation options in Santa Cruz County.; i.e., an HOV lane and alternative transportation are both needed.

Director Rotkin noted that he is on both submitted slates so will save his speech for a later time.

Attachment A

Director Deborah Lane spoke as a member of marginalized community. She is interested in supporting METRO and the sales tax initiative. She does not support Highway 1 widening.

ACTION: MOTION TO ACCEPT THE SCCRTC SLATE AS PRESENTED BY DIRECTOR LEOPOLD

MOTION: DIRECTOR LEOPOLD SECONDED: DIRECTOR ROTKIN

MOTION PASSED WITH 6 AYES (Directors Bottorff, Cervantez, Dutra, Deborah Lane, Don Lane, and Rotkin), OPPOSED (Directors Bustichi, Friend, Leopold and McPherson) Director Chase was absent.

Director Rotkin clarified the alternate process.

Director Leopold noted that there will be seven METRO Board members will be on RTC committee.

ACTION: MOTION TO ACCEPT THE AD HOC PACIFIC STATION REDESIGN SLATE AS PRESENTED BY CHAIR BUSTICHI WITH THE ADDITION OF DIRECTOR McPHERSON (OVERSIGHT IN LAST MEETING)

MOTION: DIRECTOR DON LANE SECONDED: CHAIR BUSTICHI

MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin) Director Chase was absent.

4 CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR OUTGOING BOARD MEMBERS

(Moved to Item 3 in the Open Session at the request of Chair Bustichi and consent of the Board)

Chair Bustichi requested that Agenda Item 4, Consideration of Resolutions of Appreciation for Outgoing Board Members, be moved up to Open Session Item 3. Chair Bustichi read one resolution which broadly applied to all five outgoing board members with the same effective retirement date of December 2014 and had the following comments applicable to individual Board members:

Outgoing Director Hilary Bryant served December 2010 to 2014. She was an active member, a great colleague who served the City of Santa Cruz and the entire METRO district. Her tenure as Mayor of Santa Cruz included the death of 2 police officers. Chair Bustichi thanked her for her service and dedication.

Outgoing Director Daniel Dodge served from January 2011 to December 2014. He represented Watsonville and its constituents and was involved with APTA and healthy eating options nationwide

Outgoing Director Ron Graves represented the City of Capitola and had been the longest serving commissioner on 2 separate occasions. His common sense approach was appreciated by many.

Attachment A

Outgoing Director Michelle Hinkle has been METRO's longest serving member. She spoke with patience and heart to ensure people who needed METRO's service had an opportunity to use it.

Outgoing Director Lynn Robinson served 2008 to 2014. She and Chair Bustichi created a bond as Mayors of Scotts Valley and Santa Cruz who were politically aligned with common interests in METRO.

ACTION: MOTION TO ACCEPT THE RESOLUTIONS OF APPRECIATION FOR OUTGOING BOARD MEMBERS BRYANT, DODGE, GRAVES, HINKLE AND ROBINSON AS PRESENTED

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTOR McPHERSON

MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin) Director Chase was absent.

The outgoing Board members had the following comments:

Lynn Robinson, former City of Santa Cruz Mayor, thanked the Board and the assembly. She was very impressed. She expressed particular appreciation for Directors Hinkle and Graves for their years of working together and to Chair Bustichi as Chair and Vice Chair. It was hard work but they accomplished many good things. Thank you to the METRO employees, staff and bus operators. She would be pleased to serve on the Pacific Station Ad Hoc Committee.

Outgoing Director Michelle Hinkle wished the new Board members the best of luck with the heavy lifting required in terms of board packet weight.

Outgoing Director Hilary Bryant thanked everyone for their service; appreciates it as a member of the community. It was a great honor to serve on the METRO board.

Outgoing Director Ron Graves was proud to have served many times on the METRO Board, going back to the 1989 earthquake, through 3 General Managers. The challenge remains enticing new riders to get out of their cars.

Outgoing Director Daniel Dodge expressed his thanks to the Board and staff; it has been his pleasure and honor to advocate on behalf of the ADA community. METRO service has provided him with many opportunities throughout his life.

Director Leopold expressed his appreciation to outgoing Director Graves who taught him about transit when he first joined the board; he appreciated his leadership and mentorship.

Director Rotkin added that as a new Board member, he and the others have big shoes to fill.

Chair Bustichi opened the floor for public comment.

Eduardo Montesino, representing UTU/ParaCruz Operators, thanked the outgoing board members on behalf of the METRO family for their service. He stressed there still exists a need their advocacy and partnership.

Attachment A

Manny Martinez, SEIU Representative, echoed Mr. Montesino's sentiments for continued Board support.

Carolyn Derwing, SEIU-SEA President, echoed the prior comments and recognizes the difficult decisions sometimes required of the Board members.

Will Regan, VMU Representative, thanked the Board of keeping the buses on the street.

Tony Tapiz, Watsonville resident, thanked former Director Hinkle for her service and METRO for sending him to Leadership Santa Cruz.

Norm Hagen, former METRO Board member, current member of the E&DTAC and MAC, thanked those he served with. As a rider, he believes in the METRO system and thanks the drivers for their courtesy.

5 SCCIC ANNUAL MEETING @ 10:00A

METRO BOARD MEETING RECESSED AT 10:02A FOR ITEM 5, SCCIC ANNUAL MEETING

METRO BOARD MEETING RECONVENED AT 10:11A

6 ANNOUNCEMENTS

Chair Bustichi announced that Spanish language interpretation is being provided by Carlos Landaverry for any agenda item which may require his services. Mr. Landaverry approached the podium and, in English and Spanish, introduced himself and alerted attendees as to his position in the Chambers.

Chair Bustichi added that today's meeting is being broadcast by Community Television of Santa Cruz County. Today's technician is Mike Oliphant.

Chair Bustichi announced that General Counsel Syren requested pulling Item 10-02, Notice of Actions Taken in Closed Session.

Chair Bustichi highlighted the additional documentation which was available at each Board member's seat and at the rear of the room for public viewing.

7 COMMUNICATIONS TO THE BOARD OF DIRECTORS

- February 19, 2015 Letter from the METRO Advisory Committee (MAC) regarding Concerns About the Process of Dissolution of BSAC and METRO Staff response to MAC

Chair Bustichi opened the microphone to attendees for announcements at 10:22A. .

Veronica Elsea, MAC Chair, said that the MAC members voted at their 2/18/15 meeting to submit a letter regarding their concerns related to the dissolution of the BSAC (Bus Safety Advisory Committee). She urged the Board to read and consider carefully their input. She was concerned that the Board hadn't received adequate time to review its contents as the METRO Staff intercepted letter and withheld it to include their response in today's packet.

Attachment A

She added that MAC hadn't seen a response until today. In conclusion, she urged the Board to place this item on the agenda to ensure timely and fair input from public.

Felipa de Leon, Watsonville resident of Independent Square, spoke regarding the letter she received on Wednesday about the public meeting. She requested that METRO's CEO provide a presentation at Independent Square and other locations.

Becky Taylor, a member of the bus riding public, stated that decisions to cut service are personal. In fact, in 2004, she chose her residence due to its proximity to the bus line. She asked the Board to remember people like her when considering choices.

Norm Hagen, MAC member, noted that their committee currently has three open positions and asked that those be filled as quickly at the next Board meeting.

Director Deborah Lane relayed her interaction with CEO Clifford regarding the Route 68 and 6 posters, press releases and the La Posada loop and urged oversight on press releases and posters going forward. She noted that the Senior Commission would be submitting a letter to the Board next month.

Chair Bustichi stated he believed Staff took the appropriate action concerning the MAC letter and their response and that no further action is required by the board at this time.

8 LABOR ORGANIZATION COMMUNICATIONS

Chair Bustichi opened the microphone to the assembly.

Eduardo Montesino, representing UTU/ParaCruz Operators, expressed his concerns regarding the dissolving of Route 6 and relocation of the bus stop. There are safety concerns involved in the merging of Route 69. He asked that a sign be posted alerting riders as to the new bus stop location.

CONSENT AGENDA

10-01 CONSIDERATION OF TORT CLAIMS

10-02 NOTICE OF ACTIONS TAKEN IN CLOSED SESSION

Consent Agenda Item 10-02 pulled at the request of General Counsel Syren.

10-03 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF FEBRUARY 13, 2015

Director Deborah Lane requested a change to Page 10-03A.7, 2nd paragraph: Staff to correct to read, "Director Deborah Lane ~~expressed her opinion of~~ **asked a question** regarding the powers ...".

ACTION: MOTION TO ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS MEETING OF FEBRUARY 13, 2015 WITH THE CHANGE REQUESTED BY DIRECTOR DEBORAH LANE

MOTION: DIRECTOR DEBORAH LANE SECONDED: DIRECTOR ROTKIN

Attachment A

MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin) Director Chase was absent.

10-04 ACCEPT AND FILE METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTH OF DECEMBER 2014

10-05 ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR DECEMBER 2014

In response to Director Rotkin's observation regarding the change in "ready window" statistics on page 10-05A.1, April Warnock, Paratransit Superintendent, noted that last year's manual entries were more prone to error. Today's automatic system tracks this statistic. METRO remains committed to working toward obtaining better statistics through the new system which allows GPS tracking. Director Rotkin noted that the rides are within the "ready window" and expressed his appreciation for the commitment to more accuracy.

ACTION: MOTION TO ACCEPT AND FILE METRO PARACRUZ OPERATIONS STATUS REPORT FOR DECEMBER 2014

MOTION: DIRECTOR LEOPOLD SECONDED: DIRECTOR McPHERSON

MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin) Director Chase was absent.

10-06 ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR FEBRUARY 2015

10-07 SPONSORSHIP OF LEADERSHIP SANTA CRUZ COUNTY

Director Deborah Lane hears good things about the program but has concerns regarding the participants. She would appreciate a later discussion to permit all METRO employees the opportunity to participate.

Carolyn Derwing, SEIU-SEA President, agreed that it is a good program which should be open to employees other than management; she believes the restriction is imposed by CEO. This agenda item reads such that it would no longer appear before the Board. She believes the public should know how many and which employees are participating in Leadership Santa Cruz as well as the cost of the donated bus. She questioned why the change was being proposed.

Chair Bustichi noted that that the CEO/General Manager had been hired to make decisions on behalf of METRO staff. Board members should not be making decisions for individual staff members; doing so would be a disservice to the CEO. He agrees with the idea to keep this as a line item on the budget rather than a specific agenda item as it streamlines the process and staff time.

CEO Clifford echoed Chair Bustichi's statements. He expressed his appreciation to the Board for respecting his ability in the process noting that this process is similar to the APTA process wherein commitments against workload, etc. are carefully considered and asked the Board to continue allowing him to make this type of decision

Attachment A

Director Deborah Lane objected to Chair Bustichi's comments. She asked, "Is the Board becoming a ceremonial function?" She opposes allowing the CEO to make this decision and would like to see any METRO employee apply for participation.

Director Cervantez noted the importance of such opportunities for professional development.

Director Rotkin noted there is nothing which limits the decision to management participation. It is a great, well structured program. We must continue to be mindful of public budget responsibilities.

ACTION: MOTION TO ACCEPT THE STAFF REPORT AS PRESENTED REGARDING LEADERSHIP SANTA CRUZ WITH AN ANNUAL REPORT TO BE SUBMITTED BY THE CEO/GENERAL MANAGER NOTING PARTICIPATING EMPLOYEES

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTOR BOTTORFF

MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Don Lane, Leopold, McPherson, and Rotkin) and ONE NAY (Director Deborah Lane) Director Chase was absent.

10-08 CONSIDER A RESOLUTION DESIGNATING THE CEO AS THE AUTHORIZED AGENT TO SUBMIT AN APPLICATION FOR CAP & TRADE FUNDS

Director McPherson requested item 10.8 move to the General Agenda as Item 1 due to its importance to the Watsonville community.

Director McPherson requested a summation of the resolution. Tom Hiltner, Grant / Legislative Analyst, explained the options in further detail.

Director Dutra asked questions regarding the use of available space as appropriate for the local population. CEO Clifford explained the improvements, the addition of the customer service space and an onsite police substation. General Counsel Syren added that we are currently in the design phase for a remodel of the Watsonville Transit Center.

ACTION: MOTION TO APPROVE THE CONSENT AGENDA WITH AGENDA ITEMS 10-03, 10-05 and 10-07 PULLED FROM CONSENT AND MOVED TO THE REGULAR AGENDA

MOTION: DIRECTOR DEBORAH LANE SECONDED: DIRECTOR LEOPOLD

MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin). Director Chase was absent.

REGULAR AGENDA

11 PARACRUZ COMMENDATIONS FOR RAMONA NANCE, PARATRANSIT OPERATOR, AND CHRIS SULLIVAN, PARATRANSIT SUPERVISOR

ACTION: MOTION TO RESCHEDULE THE PARACRUZ COMMENDATIONS FOR RAMONA NANCE, PARATRANSIT OPERATOR, AND CHRIS SULLIVAN, PARATRANSIT SUPERVISOR TO THE MARCH 27, 2015 BOARD MEETING

Attachment A

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTORS DEBORAH AND DON LANE
MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin). Director Chase was absent.

12 CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METRO AND THE CITY OF SANTA CRUZ FOR PACIFIC STATION DEVELOPMENT FACILITATION SERVICES

Tom Hiltner, Grants/Legislative Analyst, elaborated on the modifications to the MOU for the roles in managing and developing Pacific Station, providing the history of the project and the relationship between METRO and the City of Santa Cruz.

ACTION: MOTION TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METRO AND THE CITY OF SANTA CRUZ FOR PACIFIC STATION DEVELOPMENT FACILITATION SERVICES

MOTION: DIRECTOR McPHERSON SECONDED: DIRECTORS ROTKIN AND DON LANE
MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin). Director Chase was absent.

13 CEO TO GIVE ORAL REPORT

Alex Clifford, CEO/General Manager, asked to consolidate his oral report with Item 14.

14 CONSIDERATION OF A RESOLUTION TO SET A PUBLIC HEARING ON FARE AND SERVICE RESTRUCTURING OF HIGHWAY 17 EXPRESS & PARATRANSIT

Maria Granados Boyce, Customer Service Supervisor, April Warnock, Paratransit Superintendent, and CEO Clifford outlined METRO's participation in the public meetings around the subject, noting where and when materials were distributed, outstanding Staff contributions and efforts, etc. A system-wide restructure is overdue but it's a long process and may occur in the future. A line item in the budget will be brought forward with the FY16 & FY17 budget.

Director Rotkin referred to a District study of the routes undertaken in the early 2000s. CEO Clifford responded that he would look for this referenced document.

General Counsel Syren provided Federal regulation clarification regarding ParaCruz fare restructuring at Director Deborah Lane's request.

In response to Board member questions, CEO Clifford highlighted the final slide which summarizes all of the proposals and asked for approval to move forward with an April 10, 2015 public hearing at the Santa Cruz City Chambers.

Chair Bustichi reminded the Board that the only decision today was to set a public hearing.

ACTION: MOTION TO APPROVE THE RESOLUTION TO SET A PUBLIC HEARING ON FARE AND SERVICE RESTRUCTURING OF HIGHWAY 17 EXPRESS AND PARATRANSIT

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTOR DON LANE
MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin). Director Chase was absent.

Attachment A

Discussion among the Directors continued with requests for morning and evening hearings in South County and in Santa Cruz.

Chair Bustichi opened the floor to public comment:

Norm Hagen believes that change is necessary. ParaCruz has been a gift of the county to everyone. He does, however, take exception to the idea of not providing service when the buses don't run; using the MAC meetings which end at 8:00P as an example. He is concerned for elderly women's safety and would like to see an option for those outside the service area. Director Rotkin and Mr. Hagen to continue this discussion after the meeting.

Becky Taylor, member of Commission on Disabilities, said that the Commission is opposed to holding any public hearings on any change in service, access routes and Paratransit at any location that is not easily accessible to persons with disabilities. She thanked the Board for moving the public hearing to the City of Santa Cruz Chambers.

Eduardo Montesino, representing UTU/ParaCruz Operators, said that the public didn't fully understand the first option. He encouraged staff to double-check Title VI requirements.

ACTION: MOTION TO APPROVE THE RESOLUTION TO SET PUBLIC HEARINGS ON FARE AND SERVICE RESTRUCTURING OF HIGHWAY 17 EXPRESS AND PARATRANSIT ON APRIL 10, 2015 AT 9:00A IN THE CITY OF SANTA CRUZ CHAMBERS AND TO CONTINUE THE HEARING AT 6:30P IN THE WATSONVILLE CITY CHAMBERS (IF AVAILABLE). THE APRIL 24, 2015 BOARD MEETING WILL BE CANCELLED.

MOTION: DIRECTOR ROTKIN SECONDED: DIRECTORS DON & DEBORAH LANE MOTION PASSED WITH 10 AYES (Directors Bustichi, Bottorff, Cervantez, Dutra, Friend, Deborah Lane, Don Lane, Leopold, McPherson, and Rotkin). Director Chase was absent.

15 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
None per Leslyn Syren, District Counsel

16 Chair Bustichi announced the next meeting is Friday, March 13, 2015 AT 8:30 AM, Santa Cruz Metro Admin Offices, 110 Vernon Street, Santa Cruz

17 ADJOURNMENT
Chair Bustichi adjourned at 11:32A

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day. The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmttd.com subject to staff's ability to post the document before the meeting.



DATE: March 13, 2015
TO: Board of Directors
FROM: Ciro Aguirre, Chief Operations Officer
**SUBJECT: CONSIDERATION OF LA POSADA TRANSPORTATION
ALTERNATIVES**

I. RECOMMENDED ACTION

Informational purposes only; no action required.

II. SUMMARY

- On 1/23/15, the Board of Directors suspended the Route 6, which served a bus stop directly in front of the La Posada Retirement Community.
- The Board requested that staff investigate other transportation services which could provide direct service for the La Posada residents.
- Santa Cruz City sponsored programs specific to non-profits could be potential sources for La Posada residents to consider coordinating transportation services.
- La Posada provides transportation services that are restricted to planned events, not individual needs, or specific locations as desired by its residents.
- La Posada residents could petition La Posada management to extend transportation services to include individual needs and location specific destinations.
- Staff recommends that the Board receive this report for information purposes only on transportation alternatives to La Posada.

III. DISCUSSION/BACKGROUND

On January 23, 2015 the Santa Cruz Metropolitan Transit District (METRO) Board of Directors voted to suspend service on the Route 6 and not to amend the Route 68 to serve the Frederick and Gault area.

As a result of these Board actions residents of the La Posada Retirement Community may access METRO bus service on Soquel Avenue approximately one block from the La Posada complex.

The Board directed METRO staff to investigate alternative transportation options that could serve the residents of La Posada.

Staff reviewed the Santa Cruz County Guide to Specialized Transportation Services and directly contacted providers that could potentially meet the needs of the La Posada community. Most of the specialized transportation services are for exclusive groups or specific trip purposes as follows:

1. Veterans may take a scheduled bus to the Palo Alto Veterans Administration Hospital; seniors may obtain individual transportation to meal centers; stroke patients may receive transportation service to the Stroke Center through Lift-Line; a member of the Mid-County Senior Center may ride the Center's shuttle to shopping on Monday, Wednesday and Friday, with medical appointments scheduled on Tuesday and Thursday.

CONTACTS:	Scotts Valley Senior Center	438-8666
	Mid-County Senior Center	476-4711
	Live Oak Senior Center	476-3272
	Market Street Senior Center	423-6640
	Volunteer center of Santa Cruz County	427-5070

2. Private Operators provide chartered service at an hourly rate from \$30 to \$54 per hour.

CONTACTS:	West Coast Limos	464-2600
	First Transit	460-9911
	Access Options	722-6804

At the request of Director Zach Friend, METRO staff reviewed services funded by the City of Santa Cruz Community Council under the Santa Cruz City Community Program. This program provides funding to non-profit agencies for social services. The funding is discretionary and awarded on a 2-year cycle with Grants ranging from \$5K to \$60K per agency. The project or program must be applicable to City goals and plans. Applications are typically due in early March every other year.

La Posada is not a non-profit organization; rather, it is a privately managed, for profit retirement community, in which some apartments are subsidized by Section 8 low-income housing assistance. As a result, La Posada would not qualify for this funding, but a seniors' transportation service to a complex like La Posada

would be within the realm of services currently funded such as Grey Bears, Seniors Network Service or the Seniors Council.

La Posada residents could contact these entities and request consideration to have specific transportation services provided using these funds on behalf of seniors in various retirement communities. Please see Attachment A.

A review of the La Posada website (Attachment B) revealed that one of the services provided to residents is Transportation Service utilizing a 14 passenger cutaway bus (Attachment C).

A La Posada representative stated that residents are offered transportation for group outings to a specific location on a specific day as planned in advance by the activities coordinator, and interested persons must sign up to participate for that activity.

Residents are transported from La Posada to the activity and back. Transportation is not available for individuals going to specific destinations such as Capitola Mall.

It is staff's recommendation that the most viable option La Posada residents may have for trips to Capitola Mall and other destinations throughout the county would be for the residents to petition La Posada management to use its transportation service more extensively to meet more of their transportation needs on an individual basis.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

- Use of Santa Cruz City Community Programs Funding. Cannot be applied directly to La Posada as it is a for-profit entity, but other non-profit entities receiving these funds could sponsor transportation services to La Posada and other Senior Retirement Communities throughout the County.
- La Posada residents could work with the Senior Centers to develop a transportation service plan that will address specific travel needs. Funding is limited and the cost may be prohibitive for many of these entities.
- La Posada residents could petition La Posada Management to improve/increase transportation service availability and have it become more inclusive of their specific individual transportation needs.

VI. ATTACHMENTS

Attachment A: Santa Cruz Community Programs List

Attachment B: La Posada Retirement Community Web Page
<http://www.laposadaretirementcommunity.com/>

Attachment C: Photo of La Posada's Bus

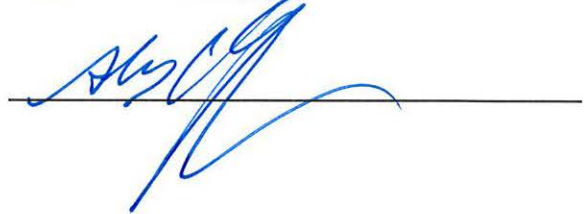
Prepared By: Ciro Aguirre, Chief Operations Officer

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager



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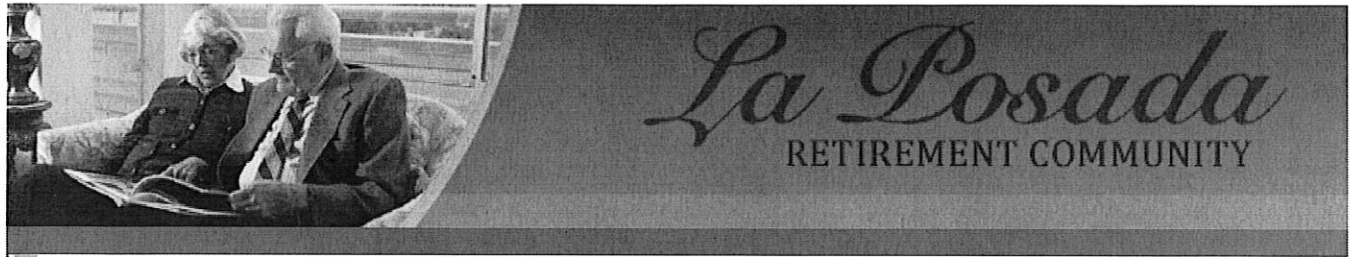
Attachment A

FY 2015 City Council Approved Community Programs Funding	FY 2015 Approved General Fund	CDBG	Red Cross	Total Funding
Advocacy, Inc.	17,170			17,170
Big Brothers Big Sisters	15,150			15,150
Cabrillo College Stroke Center	18,180			18,180
CAB-Gemma Program	8,080			8,080
CAB-Immigration Project	5,050			5,050
CAB-Shelter Project	37,875		11,000	48,875
California Grey Bears	25,250			25,250
California Rural Legal Assistance	20,200			20,200
Campus Kids Connection	6,060			6,060
Central Coast Center for Ind Living	5,050			5,050
Community Bridges - Beach Flats Com Ctr	0	25,000	25,000	50,000
Community Bridges - Child Develop Div	68,680			68,680
Community Bridges - Lifeline	15,150			15,150
Community Bridges - LOFRC	5,050			5,050
Community Bridges - Meals on Wheels	25,250			25,250
Court Appointed Special Advocates	7,575			7,575
Dientes Community Dental Clinic	32,825			32,825
Diversity Center	5,050			5,050
Emeline Childcare Center	5,050			5,050
Encompass-Res. Recovery	7,575			7,575
Encompass-River St Shelter	40,400			40,400
Encompass-Youth Services	58,580			58,580
Encompass-SC AIDS Project	5,050			5,050
Familia Center	0	75,000		75,000
Families in Transition	12,120			12,120
Fam Svc Agncy - Counseling Services	7,070			7,070
Fam Svc Agncy - I-You Venture	5,050			5,050
Fam Svc Agncy - Senior Outreach	5,050			5,050
Fam Svc Agncy - Suicide Prevention	5,050			5,050
Fam Svc Agncy - Survivors Healing Center	5,050			5,050
Fam Svc Agncy - WomenCARE	5,050			5,050
Homeless Garden Project	5,050			5,050
Homeless Svcs Ctr - Day Resource Ctr	41,410	15,000		56,410
Homeless Svcs Ctr - Paul Lee Loft	11,110			11,110
Homeless Svcs Ctr - P. Smith CH	70,700			70,700
Homeless Svcs Ctr - Rebele Fam Shel	45,450			45,450
Life Lab - Food What	5,050			5,050
Neighborhood Childcare Center	43,430			43,430
New Life Community Services	7,070			7,070
Parents Center	10,100			10,100
Planned Parenthood Mar Monte	58,580			58,580
SC Boys and Girls Club	14,645			14,645
SC Toddler Care Center	48,480			48,480
SC Women's Health Center	45,450			45,450
SC Teen Center	0	35,000		35,000
Second Harvest Food Bank	32,320			32,320
Senior Citizens Legal Services	12,120			12,120
Senior Network Services	15,150			15,150
Seniors Council - Project SCOUT	10,100			10,100
Volunteer Centers of SC County	20,200			20,200
Volunteer Centers of SC - YouthSERVE	5,050			5,050
Walnut Avenue - Family Support Svcs	5,050			5,050
Walnut Avenue - PAT Childcare Services	20,200			20,200
Women's Crisis Support/DdM	45,450			45,450
Comm Programs/Process Evaluation	5,000			5,000
Totals	1,055,905	150,000	36,000	1,241,905

Attachment A

Multi-Program Agency Roll-Up

Community Action Board (3 prgms)	62,005
Community Bridges (5 prgms)	164,130
Family Service Agency (6 prgms)	32,320
Homeless Services Center (4 prgms)	183,670
Encompass (4 prgms)	111,605
Volunteer Center (2 prgms)	25,250
Walnut Ave Women's Ctr (2 prgms)	25,250



[Home](#)

A Unique Retirement Community

[Services](#)

Even the healthiest individuals are bound to feel the effects of age. Everyday tasks that used to seem easy may require great physical or mental effort. Preparing meals, running errands or taking daily medications can become difficult or inconvenient.

[Request for Info](#)

[Contact Us](#)

Established in 1980, **La Posada Retirement Community** understands the challenges that the elderly face. We provide quality care and 24-hour staffing within our comfortable and secure facility. Our professional staff members are devoted to caring for residents around the clock.

[Map & Directions](#)

Please call today to learn more about the [services](#) we offer.

609 Frederick Street
Santa Cruz, CA 95062
831-429-9230
Fax: 831-429-6743
laposada609@sbcglobal.net

Seven Days a Week
Office Hours: 8 a.m. – 5 p.m.
Staffed 24 Hours a Day

Member of the California Chamber of Commerce



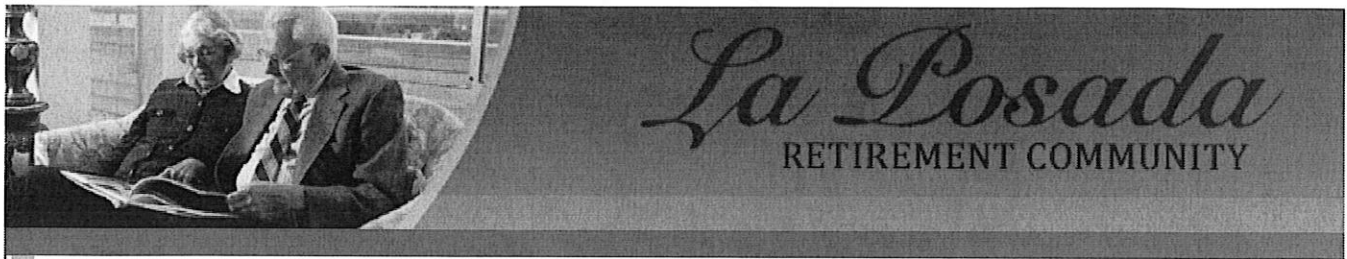
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Attachment B



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Services

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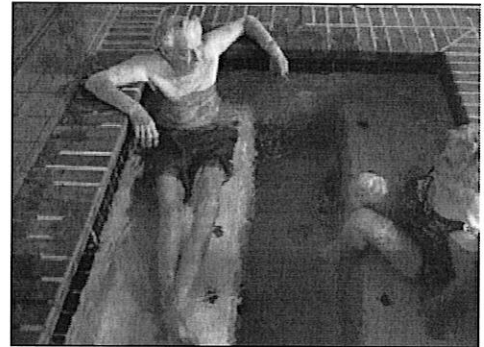
Whether you are a senior citizen in need of a supportive environment or a family member in search of a safe community for an aging parent, you can rest assured that La Posada Retirement Community will provide the best service possible.

[Request for Info](#)

[Contact Us](#)

[Map & Directions](#)

- Head Section 8
- Market Rate Units
- Allow Pets Under 25 Pounds
- Kitchenettes
- Central Dining Room (Provide Breakfast and Dinner)
- Jacuzzi
- Swimming Pool
- Raised Garden Beds
- Studio and One-Bedroom Suites with Private Bath
- Delicious Meals
- Cultural Activities
- Transportation Service
- Housekeeping
- 24-Hour Staffing



Our residential care facility is equipped to help in various aspects of daily living. Please contact us today to find out if our facility is right for you or your loved one.

609 Frederick Street
Santa Cruz, CA 95062
831-429-9230
Fax: 831-429-6743
laposada609@sbcglobal.net

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Attachment C



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DATE: March 13, 2015
TO: Board of Directors
FROM: Angela Aitken, Finance Manager
SUBJECT: CONSIDERATION OF RESOLUTION APPROVING THE FY15 REVISED CAPITAL BUDGET

I. RECOMMENDED ACTION

That the Board of Directors adopt a resolution approving the FY15 Revised Capital Budget, as presented in Attachment B

II. SUMMARY

- The Board of Directors adopted the FY15 Capital Budget on June 27, 2014.
- Periodic capital budget revisions may be required due to new grant awards, new projects, changes to the scope of existing projects, and removal of projects that are no longer needed.
- Revisions to an adopted capital budget require Board approval and the adoption of a resolution.

III. DISCUSSION/BACKGROUND

The Board of Directors must adopt an Operating and Capital Budget by June 30th each year. The Board adopted the FY15 & FY16 Operating and FY15 Capital Budget on June 27, 2014.

Since the FY15 Capital Budget was adopted, one (1) revision was approved on December 12, 2014; an overall increase of \$907,923.

Staff requests that the Board adopt a resolution (**Attachment A**) to approve the Revised FY15 Capital Budget (**Attachment B**)

A Reconciliation by Project as of March 13, 2015 (**Attachment C**) is provided; this reconciles the (current) Revised Capital Budget against the (original) FY15 Capital Budget adopted on June 27, 2014.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The original FY15 Capital Budget adopted June 27, 2014 totals \$20,861,899. On December 12, 2014 the first revision added \$907,923, for a revised FY15 Capital Budget balance of \$21,769,822. This second revision impacts three projects and is a net decrease of \$9,000, for a Revised FY15 Capital Budget balance of \$21,760,822. The FY15 Revised Capital Budget – Reconciliation by

Project as of March 13, 2015 (Attachment C) lists the detail of all changes by project since adoption on June 27, 2014. The year to date change is a net increase of \$898,923.

The last three (3) projects on Attachment C account for the net decrease of \$9,000 requested in this report.

The Capital / Operating Reserve balance is currently estimated at approximately \$2.3M.

V. ALTERNATIVES CONSIDERED

- There are no recommended alternatives at this time. If the revised budget is not approved, important capital improvements and capital projects would be delayed or cancelled.

VI. ATTACHMENTS

Attachment A: FY15 Revised Capital Budget Resolution

Attachment B: FY15 Revised Capital Budget

Attachment C: FY15 Revised Capital Budget – Reconciliation by Project as of March 13, 2015

Prepared By: Debbie Kinslow, Assistant Finance Manager

VII. APPROVALS:

Angela Aitken, Finance Manager



Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

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 FY15 CAPITAL BUDGET

WHEREAS, it is necessary to revise the adopted FY15 Capital Budget of the Santa Cruz Metropolitan Transit District to provide for revisions in the capital budget.

NOW, THEREFORE, BE IT RESOLVED, the FY15 Capital Budget is hereby amended per the attached Attachment B.

PASSED AND ADOPTED this 13th Day of March 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
REVISED FY15 CAPITAL BUDGET
AS OF MARCH 13, 2015

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Estimated Balance @ December 31, 2013:	\$ 11,000,000	\$ 3,012,000	\$ 1,335,000	\$ 575,000	\$ 930,000	\$ 10,400,000	\$ 27,252,000
Grant-Funded Projects							
1 MetroBase Project - Operations Bldg. (STA, SLPP, SAKATA, PTMISEA)	\$ 3,012,000	\$ 3,012,000	\$ 1,335,000	\$ -	\$ -	\$ 8,400,000	\$ 15,759,000
2 MetroBase Project - Phase II - Real Estate Acquisition (SAKATA, PTMISEA)						\$ 2,000,000	\$ 2,000,000
3 Video Surveillance Project - CCTV (STATE-1B BOND)					\$ 489,495	\$ 489,495	\$ 489,495
4 Land Mobile Radio Project - LMR (STATE-1B BOND)					\$ 440,505	\$ 440,505	\$ 440,505
5 Pacific Station/Metro Center - Conceptual Design (RESERVES, STA)	\$ 462,649					\$ 462,649	\$ 462,649
6 Pacific Station/Metro Center - Conceptual Design / MOU w/ City of SC (RESERVES, FTA)	\$ 220,500					\$ 220,500	\$ 220,500
7 State of Good Repair #2 - 6 Buses, 42 MDC's (RESERVES, FTA)	\$ 231,790					\$ 231,790	\$ 231,790
8 Watsonville Transit Center - Conceptual Design (RESERVES, STA)	\$ 160,000			\$ 30,000		\$ 190,000	\$ 190,000
Subtotal	\$ 4,086,939	\$ 3,012,000	\$ 1,335,000	\$ 30,000	\$ 930,000	\$ 10,400,000	\$ 19,793,939
IT Projects							
Replacement IT Equipment (Computers, Laptops, Printers, etc.) (STA)				\$ 10,000		\$ 10,000	\$ 10,000
HR Software Upgrade (STA) (Partial Funding)				\$ 40,000		\$ 40,000	\$ 40,000
Subtotal	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Facilities Repair & Improvements							
11 Metro Center Repairs (RESERVES, STA)	\$ 260,000			\$ 26,000		\$ 286,000	\$ 286,000
12 Fire Egress at 138 Golf Club (STA) (Partial Funding)				\$ 50,000		\$ 50,000	\$ 50,000
13 Repaint SVT (STA)				\$ 44,300		\$ 44,300	\$ 44,300
14 Bus Stop Repairs / Improvements (RESERVES, STA)	\$ 43,436			\$ 84,065		\$ 127,501	\$ 127,501
15 WTC Renovations & Repairs (STA)				\$ 39,000		\$ 39,000	\$ 39,000
16 Interactive White Board - ParaCruz (STA)				\$ -		\$ -	\$ -
Subtotal	\$ 303,436	\$ -	\$ -	\$ 243,365	\$ -	\$ -	\$ 546,801

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT REVISED FY15 CAPITAL BUDGET AS OF MARCH 13, 2015

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
Revenue Vehicle Replacement							
17 Paracruz Van (1) & Support Vehicles (12) - (RESERVES, FTA)	\$ 567,097					\$ 567,097	
18 Paracruz Van Replacements (4) (RESERVES, STIP)	\$ 431,250					\$ 431,250	
Subtotal	\$ 998,347	\$ -	\$ -	\$ -	\$ -	\$ 998,347	
Non-Revenue Vehicle Replacement							
19 Replace 3 Relief Vehicles (STA)				\$ 66,000		\$ 66,000	
20 Replace Supervisor Vehicles-2 SUV's (STA)				\$ 21,000		\$ 21,000	
Subtotal	\$ -	\$ -	\$ -	\$ 87,000	\$ -	\$ 87,000	
Fleet & Maint Equipment							
21 Facility Tooling (STA)				\$ 12,000		\$ 12,000	
22 Capital Eligible Tool Replacements (STA)				\$ 10,000		\$ 10,000	
23 Refrigerant Recovery Recycle Recharge Machine (STA)				\$ 6,800		\$ 6,800	
Subtotal	\$ -	\$ -	\$ -	\$ 28,800	\$ -	\$ 28,800	
Office Equipment							
24 Replace two (2) Photocopier / Scanners (STA)				\$ 52,000		\$ 52,000	
25 Office Furniture Ergonomic & Distressed Furniture (STA)				\$ 40,000		\$ 40,000	
26 Furniture Suites for new GM & AGM (STA)				\$ 10,000		\$ 10,000	
27 Modular Drawer Cabinets (4)-for Facilities Maint Parts (STA)				\$ -		\$ -	
Subtotal	\$ -	\$ -	\$ -	\$ 102,000	\$ -	\$ 102,000	
Misc.							
28 Ticket Vending Machine-SLV (1) (RESERVES, STA)	\$ 105,000			\$ 20,935		\$ 125,935	
TVM Audible Improvements - Firmware, Braille Placards, and							
29 Key Pads (RESERVES)	\$ 25,000			\$ 3,000		\$ 28,000	
30 Trade Show Kit (STA)				\$ -		\$ -	
Subtotal	\$ 130,000	\$ -	\$ -	\$ 23,935	\$ -	\$ 153,935	
TOTAL CAPITAL PROJECTS	\$ 5,518,722	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 21,760,822
Estimated Ending Balance @ June 30, 2015:	\$ 5,481,278	\$ -	\$ -	\$ 9,900	\$ -	\$ -	\$ 5,491,178

9-04B.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 REVISED FY15 CAPITAL BUDGET
 AS OF MARCH 13, 2015

PROJECT/ACTIVITY	OPERATING / CAPITAL RESERVES	PLEDGED - STA - SLPP BACKFILL (1)	RESTRICTED - SAKATA/LAW SUIT PROCEEDS	RESTRICTED - STA	RESTRICTED - STATE BOND FUNDS (1B) (2)	RESTRICTED - FY11 PTMISEA (1B)	TOTAL
CAPITAL PROGRAM FUNDING							
PTMISEA (1B)						\$ 10,400,000	\$ 10,400,000
State Transit Assistance (STA)		\$ 3,012,000		\$ 565,100			\$ 3,577,100
Sakata / Lawsuit Proceeds			\$ 1,335,000				\$ 1,335,000
State Security Bond Funds (1B)					\$ 930,000		\$ 930,000
State-Local Partnership program (SLPP)	\$ 3,012,000 (3)						\$ 3,012,000
Federal Grants (FTA)	\$ 1,127,402 (3)						\$ 1,127,402
Statewide Transportation Improvement Program (STIP)	\$ 345,000 (3)						\$ 345,000
Reserved Retained Earnings	\$ 1,034,320						\$ 1,034,320
TOTAL CAPITAL FUNDING BY FUNDING SOURCE	\$ 5,518,722	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 21,760,822
Non-Restricted Funds	\$ 1,034,320						\$ 1,034,320
Restricted Funds	\$ 4,484,402 (3)	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 20,726,502
TOTAL CAPITAL FUNDING	\$ 5,518,722	\$ 3,012,000	\$ 1,335,000	\$ 565,100	\$ 930,000	\$ 10,400,000	\$ 21,760,822

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Attachment C
FY15 REVISED CAPITAL BUDGET
RECONCILIATION BY PROJECT AS OF MARCH 13, 2015

FY15 FINAL CAPITAL BUDGET ADOPTED JUNE 27, 2014: **\$ 20,861,899**

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Increase funding to Pacific Station Conceptual Design Project	FTA	\$ 105,372	
	RESERVES	\$ 26,343	

Reason: BOD authorized an Add Service Request to produce alternative designs for the existing and an expanded site through 60% design completion to the existing Group 4 contract on **June 27, 2014**

Add: Increase funding to Pacific Station Conceptual Design Project	FTA	\$ 29,689	
	RESERVES	\$ 7,422	

Reason: BOD authorized an Add Service Request to produce alternative designs for the existing and an expanded site through 60% design completion to the existing Group 4 contract on **October 24, 2014**

Add: Increase funding for Watsonville Transit Center Conceptual Design Project	RESERVES	\$ 30,000	
---	----------	-----------	--

Reason: BOD authorized additional design work to the existing B+U contract on **April 25, 2014**

Add: Create a line item for Capital Eligible Tool Replacements	STA	\$ 10,000	
---	-----	-----------	--

Reason: Emergency request received on **October 3, 2014** to replace a broken Tire Sensor System Tool, that exceeds the \$1,000 capital asset threshold. CEO requested that a line item be created for capital eligible tool replacements.

Add: New Project - Paracruz Vans & 12 Support Vehicles Project funded with FTA Section 5339 funds	FTA	\$ 454,116	
	RESERVES	\$ 112,981	

Reason: FTA Section 5339 grant award. Supplemental agreement with Caltrans executed on **October 22, 2014**

Remove: Replace 2 Custodial Vans	STA	\$ (75,000)	
---	-----	-------------	--

Reason: The 2 Custodial Vans will be replaced with the FTA Section 5339 Formula grant award referenced above

Attachment C
FY15 REVISED CAPITAL BUDGET
RECONCILIATION BY PROJECT AS OF MARCH 13, 2015

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Remove: Small Vehicle Lift	STA	\$ (25,000)	
Reason: The Small Vehicle Lift is no longer needed as per discussion at the Capital Projects Prioritization Meeting on September 9, 2014			
Remove: Torque Wrench Calibration Tool	STA	\$ (3,000)	
Reason: The Torque Wrench Calibration Tool is no longer needed as per discussion at the Capital Projects Prioritization Meeting on September 9, 2014			
Add: TVM Audible Improvements	RESERVES	\$ 25,000	
Reason: BOD authorized the purchase of Firmware, Braille Placards, and Key Pads for Metro's TVMs in an amount not to exceed \$25K on September 26, 2014			
Transfer funds: from Ticket Vending Machine-SLV project to Bus Stop Repairs / Improvements project	STA	\$ (1,065)	
	STA	\$ 1,065	
Reason: Fund professional engineering services to be provided by Bowman & Williams for the Felton Faire Bus Stop Evaluation to determine the accessibility issues of a TVM at the site			
Add: HR Software Upgrade	STA	\$ 40,000	
Reason: Per discussion at October 30, 2014 Unfunded Capital Budget Meeting - Part III - <i>partially</i> fund the HR Software Upgrade. Total cost = \$75K			
Add: Fire Egress at 138 Golf Club Facility	STA	\$ 50,000	
Reason: Per discussion at October 30, 2014 Unfunded Capital Budget Meeting - Part III - fund the Fire Egress at 138 Golf Club Facility			
Add: Facility Tooling	STA	\$ 12,000	
Reason: Per discussion at October 30, 2014 Unfunded Capital Budget Meeting - Part III - <i>partially</i> fund the Facility Tooling Project - Estimated Total cost = \$24K			

Attachment C
FY15 REVISED CAPITAL BUDGET
RECONCILIATION BY PROJECT AS OF MARCH 13, 2015

CAPITAL PROJECT	SOURCE	AMOUNT	TOTAL
Add: Add remaining balance of STA Carryover funds to Bus Stop Repairs / Improvements Project. STA Carryover funds depleted at this time.	STA	\$ 83,000	
Reason: Per discussion at October 30, 2014 Part III Unfunded Capital Budget Meeting - transfer the remaining STA Carryover funds to the Bus Stop Repair / Improvements project			
Add: Trade Show Kit	STA	\$ 3,000	
Reason: This trade show kit will be used by the Public Outreach Committee per email received on November 17, 2014			
Remove: Interactive White Board - Paracruz	STA	\$ (3,500)	
Reason: The Interactive White Board is no longer needed as per email received on December 17, 2014			
Remove: Modular Drawer Cabinets (4) for Facilities Maint Parts	STA	\$ (8,500)	
Reason: The Modular Drawer Cabinets are no longer needed as per email received on February 11, 2015			
	FTA	\$ 589,177	
	STA	\$ 108,000	
	RESERVES	\$ 201,746	
TOTAL CAPITAL BUDGET REVISIONS YTD:			\$ 898,923
FY15 REVISED CAPITAL BUDGET AS OF MARCH 13, 2015:			\$ 21,760,822

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Year to Date Monthly Financial Report as of December 31, 2014

Santa Cruz METRO Board of Directors

March 13, 2015

Angela Aitken, Finance Manager

FY15 Operating Revenue and Expenses For the Month Ending December 31, 2014

50% of Fiscal Year Elapsed

\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$4,169	\$4,014	\$155
Operating Expenses:			
Labor & Fringe Benefits	\$3,232	\$3,286	(\$54)
Non-Personnel Expenses	\$742	\$788	(\$46)
Total Operating Expenses:	\$3,974	\$4,074	(\$100)
Operating Budget Under/(Over):			\$255

11.2

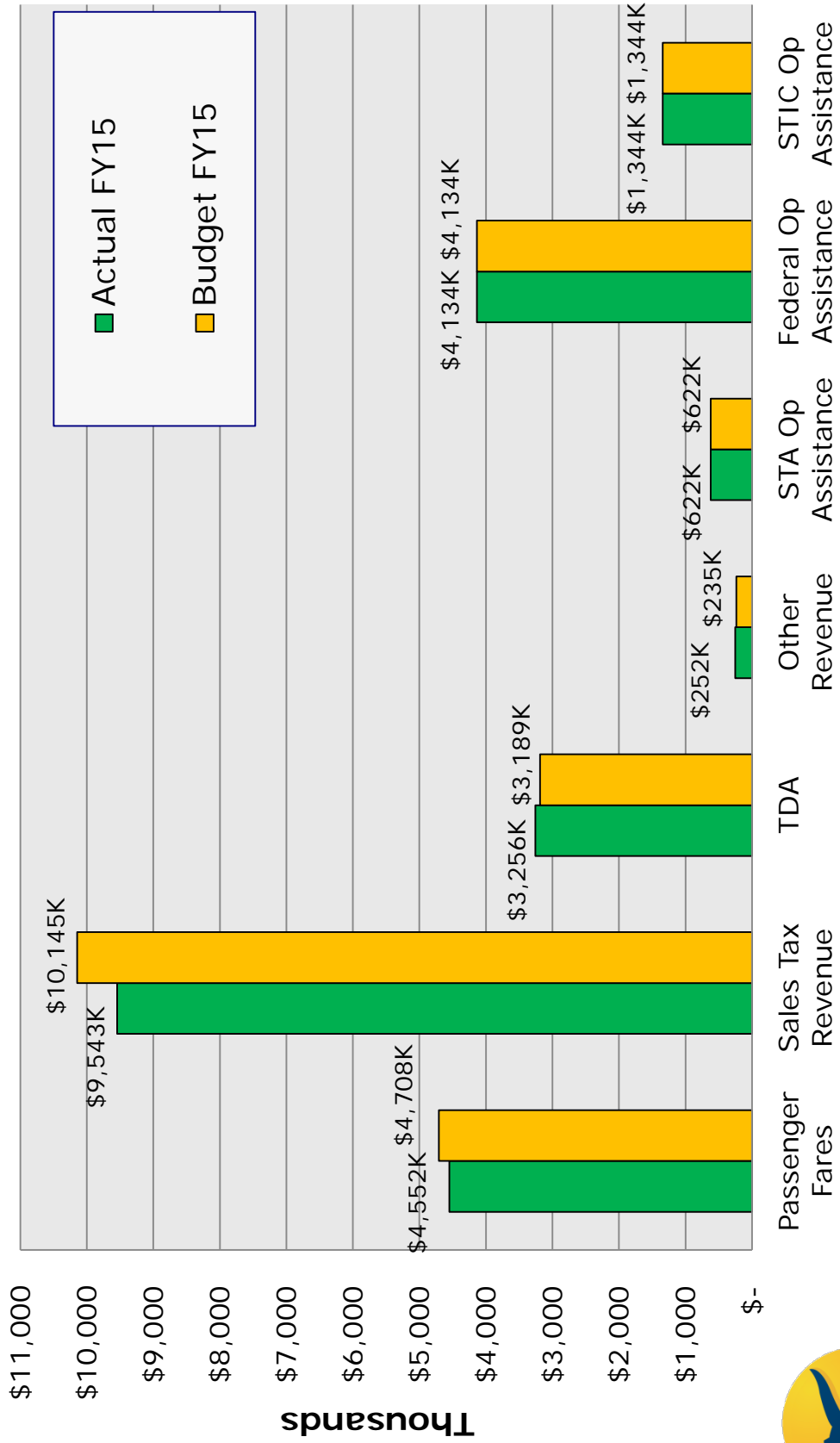


FY15 Operating Revenue and Expenses Year to Date as of December 31, 2014

50% of Fiscal Year Elapsed

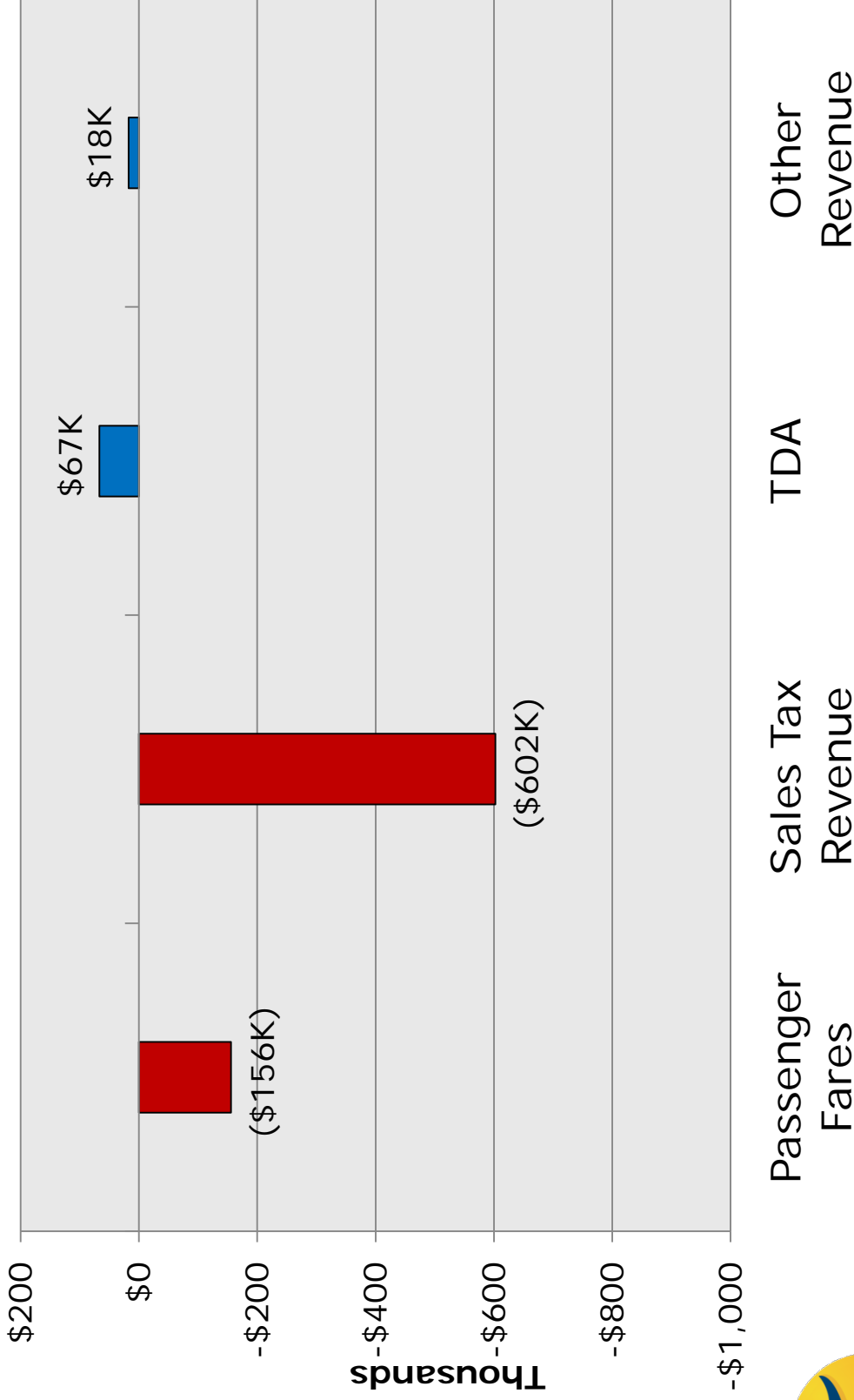
\$ In Thousands	Actual	Budget	Actual vs Budget
Operating Revenue:	\$23,703	\$24,376	(\$673)
Operating Expenses:			
Labor & Fringe Benefits	\$18,369	\$19,715	(\$1,346)
Non-Personnel Expenses	\$4,345	\$4,517	(\$172)
Total Operating Expenses:	\$22,714	\$24,232	(\$1,518)
Operating Budget Under / (Over):			\$845

FY15 Operating Revenue by Major Funding Source Year to Date as of December 31, 2014 50% of Fiscal Year Elapsed



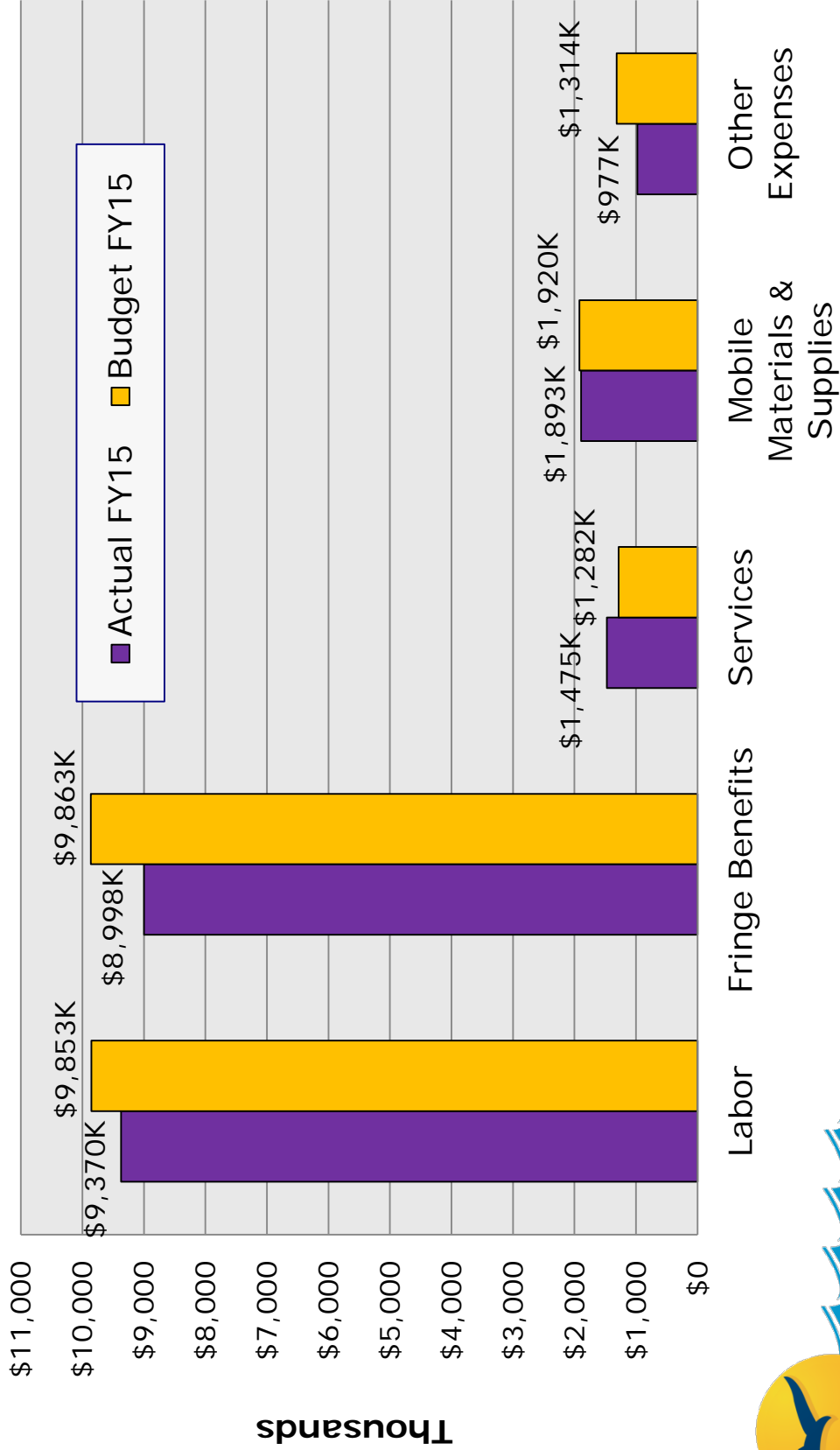
Favorable/(Unfavorable) Revenue Variance to Budget Year to Date as of December 31, 2014

50% of Fiscal Year Elapsed



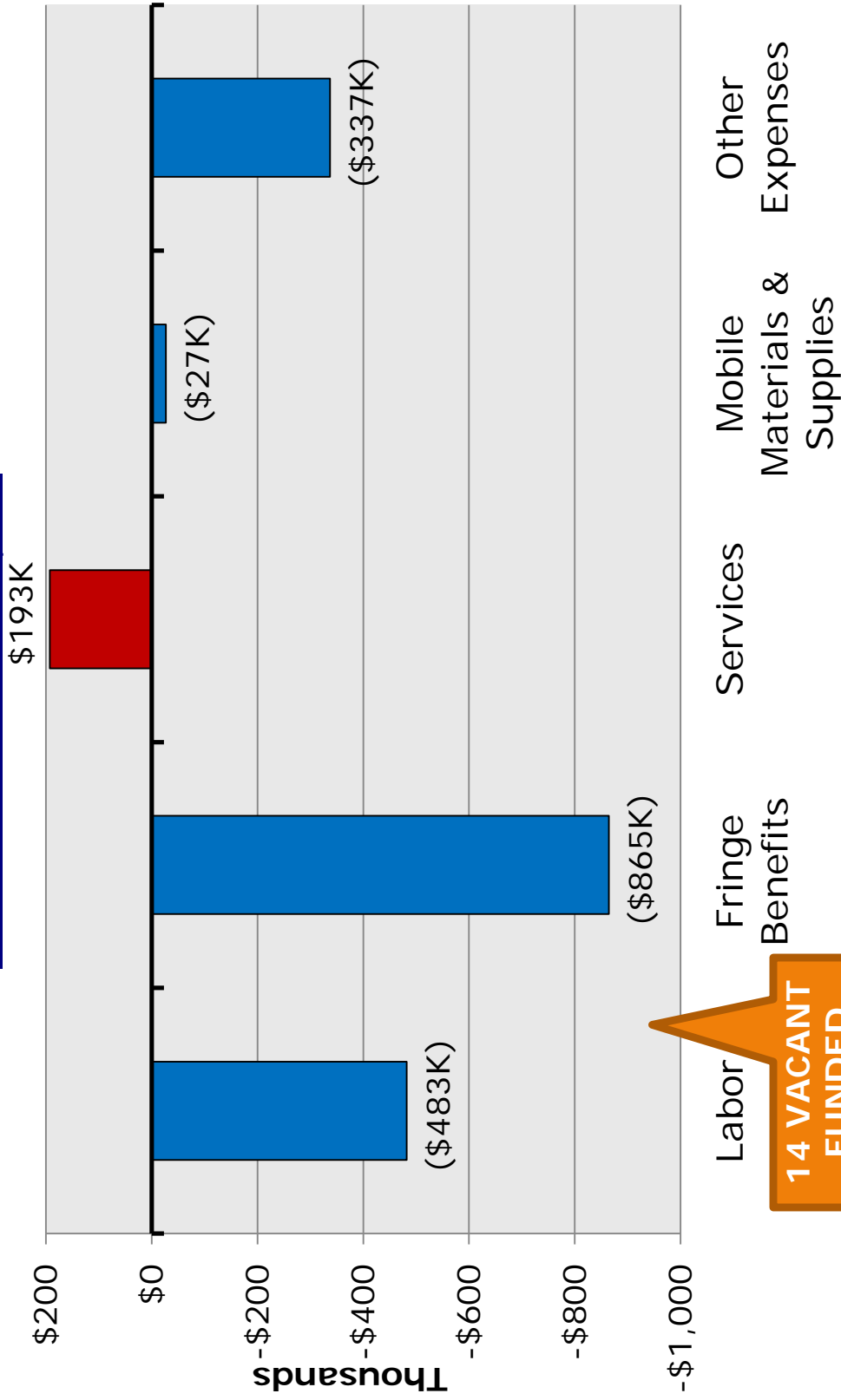
FY15 Operating Expenses by Major Expense Category Year to Date as of December 31, 2014

50% of Fiscal Year Elapsed



(Favorable)/Unfavorable Expense Variance to Budget
Year to Date as of December 31, 2014

50% of Fiscal Year Elapsed



14 VACANT FUNDED POSITIONS

11.7

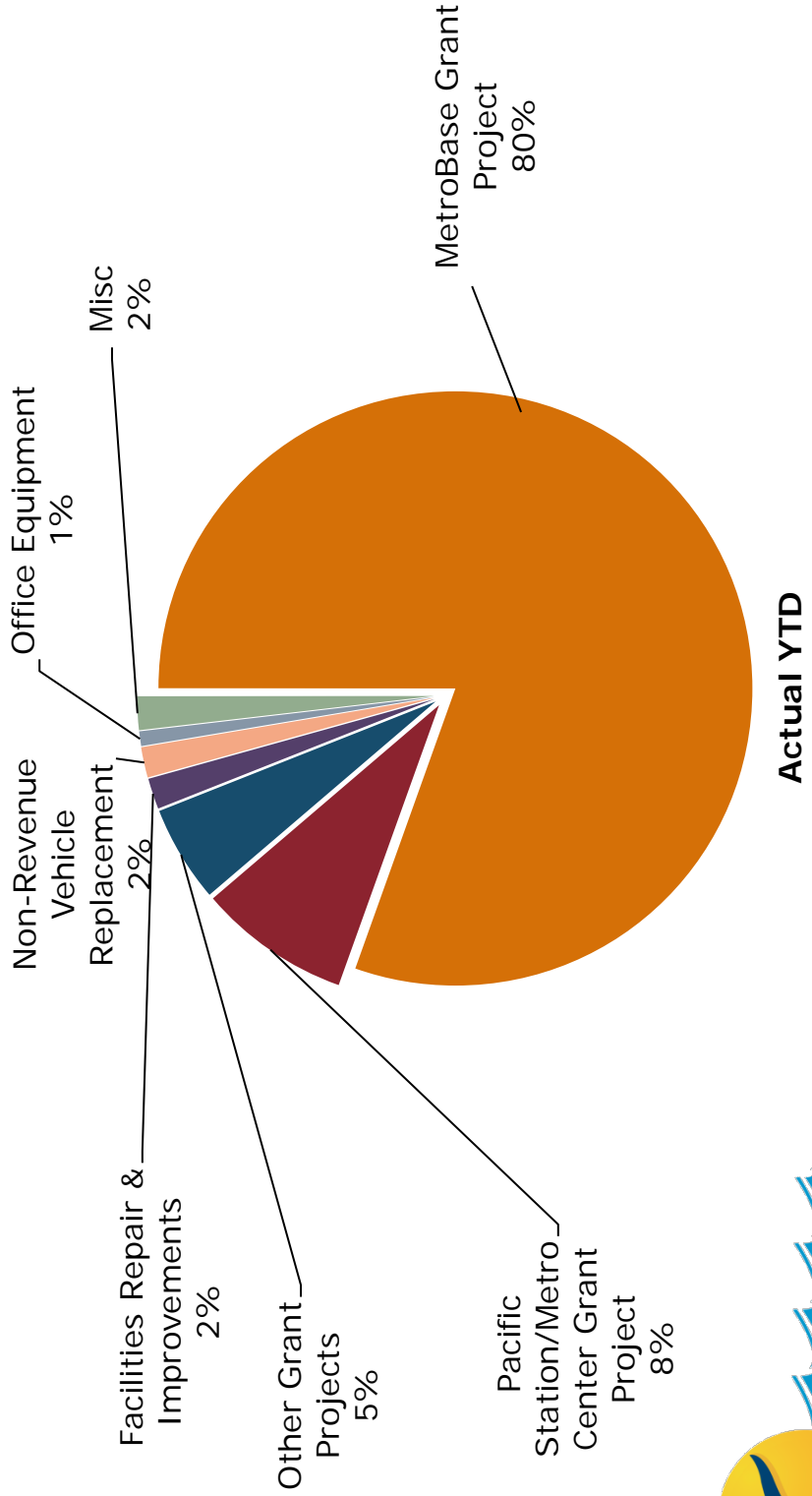


FY15 Capital Budget

Year to Date as of December 31, 2014

50% of Fiscal Year Elapsed

	Actual YTD	Total FY15 Budget	% Spent YTD
Total Capital Projects:	\$3,369,529	\$21,769,822	15%



Questions

11.9



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DATE: March 13, 2015
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT WITH ATHENS ADMINISTRATORS FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS IN AN AMOUNT NOT TO EXCEED \$275,000

I. RECOMMENDED ACTION

Authorize the CEO to execute a contract with Athens Administrators for Third Party Administration of Workers' Compensation Claims in an amount not to exceed \$275,000.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) is self insured for workers' compensation insurance. To ensure compliance with complex state workers' compensation law, a third party administration (TPA) is utilized.
- A formal request for proposals was conducted to solicit proposals from qualified firms. Seven (7) proposals were received.
- METRO staff reviewed and evaluated the proposals, and is recommending an award to Athens Administrators.

III. DISCUSSION/BACKGROUND

METRO is self insured. Due to the complexities of California workers' compensation statutes, a TPA has been used to administer the program under the direction of METRO Human Resources staff. Athens Administrators is METRO's current provider for these services; however, this contract will expire on April 18, 2015.

In October 2014, the Board authorized staff to issue a Request for Proposals for Third Party Administration of Workers' Compensation Claims.

On December 9, 2014, METRO legally advertised and distributed a Request for Proposals (RFP No. 15-08) to thirty five (35) firms, posted notice on its website, and sent email notices to all GovDelivery subscribers. On January 14, 2015, proposals were received and opened from seven (7) firms. A list of these firms is provided in Attachment A. A three (3) member evaluation team comprised of METRO staff has reviewed and evaluated the proposals.

The evaluation team used the following criteria as contained in the Request for Proposals:

Evaluation Criteria	Points
Qualifications of Firm	50
Qualifications of Staff	50
Proposer's Program/Approach to Scope of Work	50
Cost/Price Proposal	50
Total Points Possible	200

Based on the above criteria, Athens Administrators received the highest score.

The evaluation team is recommending that the Board of Directors authorize the CEO to execute a two-year contract on behalf of METRO, with three additional one-year options, with Athens Administrators for Third Party Administration of Workers' Compensation Claims in an amount not to exceed \$275,000. Contractor will provide all services meeting METRO's specifications and requirements of the contract. Robyn D. Slater will serve as the Contract Administrator and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This is a two-year contract with a not-to-exceed amount of \$275,000. This amount will be for the two years of the contract and paid out of operating expenses from the G/L Account 502081, Workers' Compensation. Departments are billed based on the number of employees they contain.

The not to exceed amount was based on a review and comparison of METRO's claims costs for the previous twenty-four (24) months, the costs of the current proposal, a decrease in the cost of services, aging of claims, and a contingency in the event the number of actual claims filed by METRO exceeds the number of claims estimated.

V. ALTERNATIVES CONSIDERED

- Do not award the contract to Athens Administrators and reject all proposals. Staff does not recommend this option because METRO is obligated to provide this insurance to employees pursuant to the State of California workers' compensation statutes.
- Hire additional staff to perform these services as METRO does not have sufficient internal staff to administrate workers' compensation claims. Staff

does not recommend this option due to the complexity of California workers' compensation law and the liability METRO would be exposed to by administering the program in-house.

VI. ATTACHMENTS

Attachment A: List of Responding Firms

Attachment B: Contract with Athens Administrators

Note: A full copy of the Contract is available on request.

Prepared By: Suzanne Silva, Assistant Human Resources Manager
Robyn D. Slater, Human Resources Manager
Alex Strudley, Purchasing Assistant
Joan Jeffries, Administrative Assistant
Erron Alvey, Purchasing Manager

VII. APPROVALS:

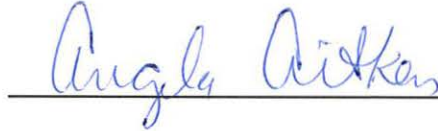
Robyn D. Slater,
Human Resources Manager



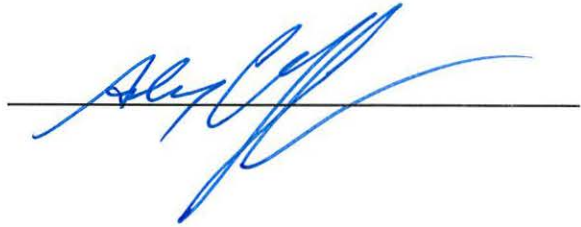
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A



Responding Firms for RFP No. 15-08

Third Party Administration of Workers' Compensation Claims

Received January 14, 2015 by 5:00 PM

Athens Administrators	Concord	CA
DeNovo Claims Management Solutions	Vacaville	CA
Innovative Claim Solutions	San Ramon	CA
Intercare Holdings Insurance Services	Rocklin	CA
JT2 Integrated Resources	Oakland	CA
Republic Capital Claims Administrators, Inc.	West Covina	CA
Tristar Insurance Group	Concord	CA

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Attachment B

PROFESSIONAL SERVICES CONTRACT FOR THIRD PARTY ADMINISTRATION OF WORKERS' COMPENSATION CLAIMS (15-08)

THIS CONTRACT is made effective on March 30, 2015 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT ("Santa Cruz METRO"), a political subdivision of the State of California, and Athens Administrators ("Consultant").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

Santa Cruz METRO is a public entity whose primary objective is providing public transportation and which has its principal office at 110 Vernon Street, Santa Cruz, California 95060.

1.02 Santa Cruz METRO's Need for Third Party Administration of Workers' Compensation Claims

Santa Cruz METRO has the need for Third Party Administration of Workers' Compensation Claims. In order to obtain these services, Santa Cruz METRO issued a Request for Proposals, dated December 3, 2014, setting forth specifications for such services. The Request for Proposals is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Consultant's Proposal

Consultant is a firm/individual qualified to provide Third Party Administration of Workers' Compensation Claims and whose principal place of business is 2552 Stanwell Drive, Concord, CA. Pursuant to the Request for Proposals issued by Santa Cruz METRO, Consultant submitted a proposal for Third Party Administration of Workers' Compensation Claims, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Consultant and Intent of Contract

On February 11, 2015, Santa Cruz METRO selected Consultant as the offeror whose proposal was most advantageous to Santa Cruz METRO to provide the Third Party Administration of Workers' Compensation Claims described herein. This Contract is intended to fix the provisions of these services.

Santa Cruz METRO and Consultant agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in this Contract

The documents listed below are attached to this Contract and by reference made a part hereof. This is an integrated Contract. This writing constitutes the final expression of the parties' Contract, and it is a complete and exclusive statement of the provisions of that Contract, except for written amendments, if any, made after the date of this Contract in accordance with Section 13.14 of the General Conditions to the Contract.

A. Exhibit A

Santa Cruz METRO's "Request for Proposals" dated December 3, 2014, including Addendums No. 1 dated December 23, 2014 and Addendum No. 2 dated January 5, 2015.

Attachment B

B. Exhibit B (Consultant's Proposal)

Consultant's Proposal to Santa Cruz METRO for Third Party Administration of Workers' Compensation Claims, signed by Consultant and dated January 14, 2015.

2.02 Conflicts

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Where in conflict, the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

The Recitals set forth in Article 1 are part of this Contract.

3. DEFINITIONS

3.01 General

The terms below (or pronouns in place of them) have the following meaning in the Contract:

3.01.01 CONTRACT - The Contract consists of this document, the attachments incorporated herein in accordance with Article 2, and any written amendments made in accordance with Section 13.14 of the General Conditions to the Contract.

3.01.02 CONSULTANT - The Consultant selected by Santa Cruz METRO for this project in accordance with the Request for Proposals issued December 3, 2014.

3.01.03 CONSULTANT'S STAFF - Employees of Consultant.

3.01.04 DAYS - Calendar days.

3.01.05 OFFEROR - Consultant whose proposal was accepted under the terms and conditions of the Request for Proposals issued December 3, 2014.

3.01.06 PROVISION - Any term, agreement, covenant, condition, clause, qualification, restriction, reservation, or other stipulation in the Contract that defines or otherwise controls, establishes, or limits the performance required or permitted by either party.

3.01.07 SCOPE OF WORK (OR "WORK") - The entire obligation under the Contract, including, without limitation, all labor, equipment, materials, supplies, transportation, services, and other work products and expenses, express or implied, in the Contract.

4. TIME OF PERFORMANCE

4.01 Term

The term of this Contract will be for a period not to exceed **two (2)** years and shall commence upon the execution of the Contract by Santa Cruz METRO.

At the option of Santa Cruz METRO, this Contract agreement may be renewed for **three (3)** additional one (1) year terms upon mutual written consent. Fixed prices for the first two (2) years will be established as part of the initial contract. Pricing for option years three (3), four (4), and five (5), and any enhanced services will be subject to negotiation.

Attachment B

5. COMPENSATION

5.01 Terms of Payment

Santa Cruz METRO shall compensate Consultant in an amount not to exceed the amounts/rates agreed upon by Santa Cruz METRO. Santa Cruz METRO shall reasonably determine whether work has been successfully performed for purposes of payment. Compensation shall be made within thirty (30) days of Santa Cruz METRO's written approval of Consultant's written invoice for said work. Consultant understands and agrees that if they exceed the \$275,000 maximum amount payable under this Contract, they do so at their own risk. This not-to-exceed amount includes Managed Care Services, billable on an as-needed basis, in addition to the Flat Annual Fee.

5.02 Invoices

Consultant shall submit Flat Annual Fee invoices on an annual basis accompanied by a purchase order number provided by Santa Cruz METRO. Invoices for additional Managed Care Services will be billed on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the Contract. Telephone call expenses shall show the nature of the call and identify location and individual called. Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the Contract. Under penalty of law, Consultant represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this Contract; and (4) necessary for performance of the project.

6. NOTICES

All notices under this Contract shall be deemed duly given upon delivery, if delivered by hand, or three (3) days after posting, if sent by registered mail, receipt requested, to a party hereto at the address hereinunder set forth or to such other address as a party may designate by notice pursuant hereto.

Santa Cruz METRO

Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Attention: CEO

CONSULTANT

Athens Administrators
2552 Stanwell Drive
Concord, CA 94520

Attention: Kevin Cichurski, Sales Director
kcichurski@athensadmin.com
(925) 826-1103

Attachment B

7. AUTHORITY

Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into this Contract. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by it.

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Alex Clifford, CEO/General Manager

Contractor –
ATHENS ADMINISTRATORS

James Jenkins, President



Approved as to Form:

Leslyn Syren, District Counsel





DATE: March 13, 2015
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
**SUBJECT: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S
AMENDED CONFLICT- OF- INTEREST CODE AND APPROVAL OF
THE RESOLUTION CONFIRMING THIS ACTION**

I. RECOMMENDED ACTION

Adopt Santa Cruz METRO's amended Conflict-of-Interest Code for Designated Officials, Employees and Consultants (AR-1025) and Approve the Resolution Adopting the Amended Code.

II. SUMMARY

- All local agencies and special districts are required by Government Code §87300 to adopt a Conflict-of-Interest Code ("Code").
- METRO's Code was amended to include new Supervisory and Management positions that have been authorized in FY15-16.
- The Code was amended to specify that all Statements of Economic Interest (Form 700) should be submitted to the Executive Assistant.
- Santa Cruz METRO opened a public comment period on January 23, 2015. The comment period was open for written comments on the amended Code through March 8, 2015.
- Santa Cruz METRO Managers and Staff have reviewed the amended Code and are requesting that the Board adopt the amended Code and approve the attached Resolution.

III. DISCUSSION/BACKGROUND

The Political Reform Act (PRA) controls conflict of interests of public officials through disclosure of financial interests and prohibitions on participation in the making of decisions in which the official knows, or has reason to know he/she has a financial interest. The PRA's standards are found in California Government Code Sections 81000 et seq. The Fair Political Practices Commission (FPPC) has also adopted regulations implementing the PRA, see Title 2 of the California Code of Regulations Section 18109 et seq., and issues formal opinions and advice letters on the application of the PRA to particular situations. The FPPC maintains a website at www.fppc.ca.gov which contains the PRA regulations, opinions and advice letter summaries.

In accordance with the PRA, all government agencies must adopt a Conflict-of-Interest Code. The Code must be amended when circumstances change, such as when new positions are created or existing positions change. The Code must be consistent with the minimum requirements of the PRA. The Code has the force of law and any violation of the Code by a designated employee may be deemed a violation of Government Code §87300 et seq.

This amendment includes several administration changes to the Code. Since last adopted in 2013, several new supervisory and management positions have been added to METRO's staff. As a result, the Code has been amended to include those positions whose duties of the position makes their inclusion in the Code appropriate.

METRO's amended Code (*Exhibit A*) and supporting information regarding the Code was made available for public inspection and comment at METRO's Administrative offices, 110 Vernon Street, Santa Cruz, CA 95060 from January 23, 2015 through March 8, 2015. No public comments were received during the period.

Staff recommends that the Board adopt the amended Code and approve the Resolution Adopting the Amended Conflict of Interest Code (*Attachment A*).

IV. FINANCIAL CONSIDERATIONS/IMPACT

There is no financial consideration for this action.

V. ALTERNATIVES CONSIDERED

- Make no changes to the existing Conflict-of-Interest Code.
 - Staff does not recommend this option. This is a legal requirement under the Political Reform Act (PRA) that all public officials disclose their financial interests on an annual basis, using Form 700.

VI. ATTACHMENTS

Attachment A: Resolution Adopting the Amended Conflict of Interest Code
Exhibit A: METRO's Amended Conflict-of-Interest Code

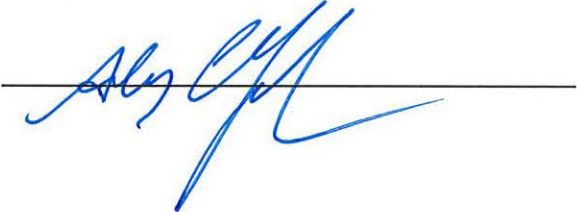
Prepared By: Rickie-Ann Kegley, Paralegal

VII. APPROVALS:

Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager



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Attachment A

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: _____

ADOPTION OF AMENDED CONFLICT OF INTEREST CODE PURSUANT TO THE POLITICAL REFORM ACT

WHEREAS, the Political Reform Act, Government Code Sections 81000, et seq., requires the Santa Cruz Metropolitan Transit District (District), a local public agency, to adopt a Conflict of Interest Code; and

WHEREAS, on April 16, 1999, the District adopted an Ethics Code which included a Conflict of Interest Code; and

WHEREAS, this body has determined that it wishes to amend its Conflict of Interest Code for Directors, Employees and Consultants to include new Supervisory and Management positions that have been authorized for FY15 – FY16;

WHEREAS, the Conflict of Interest Code has been amended to specify that all Statements of Economic Interest (Form 700) should be submitted to the Executive Assistant;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that it hereby resolves, determines and orders as follows:

1. The Conflict of Interest Code previously adopted is hereby rescinded.
2. The Conflict of Interest Code attached and labeled “Exhibit A” is hereby adopted, including appendices labeled:
 - a. “Appendix A”, Designated Positions and Assigned Disclosure Category.
3. Any future filings required of Directors, employees, or consultants by the Political Reform Act shall be consistent with the Conflict of Interest Code adopted by this resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on March 13, 2015, by the following vote:

AYES: DIRECTORS –

Attachment A

NOES: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

**EXHIBIT A, SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
RESOLUTION NO. _____**

**CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS,
EMPLOYEES, MEMBERS AND CONSULTANTS**

(Attached)

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Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE IX – CONFLICT OF INTEREST

CHAPTER 1

CONFLICT OF INTEREST CODE FOR DESIGNATED OFFICIALS, EMPLOYEES, MEMBERS AND CONSULTANTS

(This chapter replaces AR-1025)

Table of Contents

Article I	Policy
Article II	Designated Positions
Article III	Disclosure Categories
Article IV	Disqualification

Article I Policy

- §9.1.101** The Political Reform Act Section 81000, *et seq.*, requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation, Article 2 of the California Code of Regulations Section 18730, which contains the terms of a standard conflict of interest code. The terms of Article 2 of the California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission (FPPC) are hereby incorporated by reference and, all officials, employees, members and consultants designated herein and disclosure categories set forth herein, constitute the Conflict of Interest Code of the Santa Cruz Metropolitan Transit District (Santa Cruz METRO).
- §9.1.102** Designated Officials, Employees, Members and Consultants shall file Statements of Economic Interests (Form 700) with the Santa Cruz METRO at its Administrative Offices located at 110 Vernon Street, Santa Cruz, California 95060 on forms prescribed by the FPPC and supplied by the Santa Cruz METRO no later than April 1st of each year, (Title 2 of the California Code of Regulations, Section 18730). Such forms can be obtained from Santa Cruz METRO's Executive Assistant.
- §9.1.103** Designated Officials, Employees, Members and Consultants assuming positions after the April 1st deadline of this code shall file Statements of Economic Interests (Form

Exhibit A

700) within thirty (30) days after assuming the designated positions with Santa Cruz METRO's Executive Assistant.

- §9.1.104** Santa Cruz METRO will retain the completed Form 700s prepared by all designated officials, employees, members and consultants. Santa Cruz METRO will make the Form 700s available for public inspection and reproduction upon request.
- §9.1.105** Designated Officials, Employees, Members and Consultants violating any provision of this regulation are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000-91014. Additionally, any violation may subject a Santa Cruz METRO employee to disciplinary action up to and including employment termination.
- §9.1.106** In the event that the Conflict of Interest Code is amended, all newly designated officials, employees, members and consultants added to *Appendix A*, shall provide Santa Cruz METRO with an Economic Statement (Form 700) within thirty (30) days after adoption of the amended Code. Such forms shall be submitted to Santa Cruz METRO's Executive Assistant.

Article II Designated Positions

- §9.1.201** The persons holding positions listed in *Appendix A* are designated Officials, Employees, Members or Consultants for purposes of Santa Cruz METRO's Conflict of Interest Code. It has been determined that these persons through their Santa Cruz METRO employment position or their status as a Santa Cruz METRO Official, Member or Consultant make or participate in the making of governmental decisions which may foreseeably have a material effect on economic or financial interests of their own or others.
- §9.2.202** Santa Cruz METRO Officials, Employees and Members listed in *Appendix A* shall complete their Form 700s pursuant to the Disclosure Category set forth in *Appendix A*.
- §9.2.203** Designated Consultants listed in *Appendix A* shall disclose pursuant to the broadest disclosure category (Category 1) unless Santa Cruz METRO's CEO/General Manager determines in writing that a particular Consultant, although holding a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The CEO/General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.
- §9.2.204** All persons who leave designated positions shall file Statements of Economic Interest (Form 700) within thirty (30) days after leaving office with Santa Cruz METRO's Executive Assistant.
- §9.1.205** An individual holding one of the positions listed in *Appendix A* may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if he/she believes that their position has been categorized incorrectly.

Exhibit A

The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200 and as a result the individual holding such position is required to complete a Statement of Economic Interest (Form 700).

Article III Disclosure Categories

§9.1.301 Disclosure Categories are the following:

Full Disclosure-Category 1:

All interests in real property located within the jurisdiction, as well as investments, business positions and sources of income, including gifts, loans and travel payments.

Full Disclosure (excluding interest in real property)-Category 2:

All investments, business positions in business entities, and sources of income, including gifts, loans and travel payments.

Interests in Real Property-Category 3

All interests in real property located in the jurisdiction.

General Contracting Categories-Category 4

- a) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the employee's department or area of authority.

Grant/Service Providers/Agencies that Oversee Programs-Category 5

- a) A designated employee in this category must report all investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through the Santa Cruz METRO.
- b) All investments, business positions and income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to offer or provide consulting, rehabilitative or educational services concerning the

Exhibit A

prevention, treatment or rehabilitation of persons suffering from (alcohol related problems/drug abuse).

Article IV Disqualification

- §9.1.401** No designated individual shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family in violation of 2 Cal. Code of Regs. Section 18730.
- §9.1.402** No designated employee shall be prevented from making or participating in making of any decision to the extent his or her participation is legally required for the decision to be made. The fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.
- §9.1.403** If a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Appendix A

Position	Assigned Disclosure Category
Santa Cruz METRO Directors	Category 1
Chief Executive Officer (CEO)/General Manager	Category 1
Chief Operating Officer (COO)	Category 1
District Counsel	Category 1
Assistant General Manager	Category 1
Maintenance Manager	Category 1
Finance Manager	Category 1
Assistant Finance Manager	Category 1
Project Manager	Category 1
Purchasing Manager	Category 4a
Purchasing Agent	Category 4a
Purchasing Assistant	Category 4a
Consultants Designated by Contract	Form 805
Human Resources Manager	Category 4b
Assistant Human Resources Manager	Category 4b
Information Technology Manager	Category 1
Assistant Manager of Information Technology Services	Category 4b
Database Administrator/Senior Database Administrator	Category 4b
Paratransit Superintendent	Category 4b
Assistant Paratransit Superintendent	Category 4b

Appendix A

Position	Assigned Disclosure Category
Fixed Route Superintendent	Category 4b
Assistant Fixed Route Superintendent	Category 4b
Marketing, Communications & Customer Service Manager	Category 4b
Fleet Maintenance Supervisor	Category 4b
Financial Analyst Senior Financial Analyst	Category 4b
Accountant I	Category 4b
Accountant II	Category 4b
Grants/Legislative Analyst	Category 4b
Safety, Security & Risk Manager	Category 4b
Claims Investigator I Claims Investigator II	Category 4b



DATE: March 13, 2015
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
**SUBJECT: SANTA CRUZ METRO'S UNCONDITIONAL COMMITMENT TO
ADHERE TO THE REQUIREMENT TO POST AN AGENDA AT LEAST
72 HOURS IN ADVANCE OF A REGULAR MEETING**

I. RECOMMENDED ACTION

Staff recommends that the Board provide an Unconditional Commitment Letter to cease and desist from the challenged past action.

II. SUMMARY

- Santa Cruz METRO staff received a Cease and Desist Letter on February 20, 2015, from Anthony Tapiz of Watsonville.
- The letter alleges that Santa Cruz METRO's Board violated the Brown Act and the District's Bylaws when it failed to post an agenda at least 72 hours in advance of a regular meeting.
- The Brown Act requires that an agenda be posted for every regular Board meeting at least 72 hours in advance of the meeting.
- Staff recommends that the Board provide an Unconditional Commitment to cease and desist from, and not repeat the challenged past action.

III. DISCUSSION/BACKGROUND

The Ralph M. Brown Act (California Government Code Sections 54950 – 54963) was initially enacted in the early 1950's to ensure that local legislative bodies, before discussing and acting upon the people's business, give timely notice of meetings and provide for open meetings (rather than closed). The Brown Act requires that every regular meeting of a legislative body of a local agency, post an agenda prior to the meeting to advise the public of the meeting and the matters to be discussed at least 72 hours before the regular meeting in a location "freely accessible to members of the public." (*Gov't Code §54954.2(a)(1)*). Only posting an agenda on an agency's website is inadequate since there is no universal access to the internet.

On February 20, 2015, Santa Cruz METRO staff received a Cease and Desist Letter alleging that Santa Cruz METRO's Board of Directors and staff had violated the Ralph M. Brown Act. Attached is a copy of the cease and desist letter that was received (Attachment A). The letter alleges that "Santa Cruz METRO failed to post a Board agenda at least 72 hours in advance of a regular

meeting, when the agenda for the 8:30 am meeting of June 13, 2014 was not posted until 4:00 pm on Tuesday, June 10, 2014.” The letter claims that the agenda was posted 63.5 hours prior to the meeting.

Pursuant to Gov’t Code §54960.2, the complainant has demanded that Santa Cruz METRO cease and desist from posting the Board of Directors’ Agenda less than 72 hours before a regular meeting.

If the Board of Directors fails to take any action within the 30-day period or takes an action other than an Unconditional Commitment, a lawsuit may be filed within 60 days (*Gov’t Code §54960.2(a)(4)*).

It is staff’s recommendation that the Board provide an *Unconditional Commitment Letter* (Attachment B) to cease and desist from the past action, and not repeat the challenged past action in accordance with Government Code §54960.2(b). Pursuant to *Gov’t Code §54960.2(c)(4)*, this *Unconditional Commitment* shall not be construed or admissible as evidence of a Brown Act violation by Santa Cruz METRO, its Directors or staff. This will avoid unnecessary and costly litigation without admitting any violation under the Ralph M. Brown Act

The *Unconditional Commitment* must be approved at a regular or special meeting as a separate item of business and not on the consent calendar (*Gov’t Code §54960.2(c)(2)*).

Once the Board provides an *Unconditional Commitment* in the form set forth in the Brown Act, the Board shall not thereafter take or engage in the challenged action described in the cease and desist letter (*Gov’t Code §54960.2*).

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative, however, this is not recommended by staff. If the Board of Directors fails to take any action within the 30-day period or takes an action other than an “Unconditional Commitment,” a lawsuit may be filed within 60 days pursuant to *Government Code §54960.2(a)(4)*.
- Provide an *Unconditional Commitment Letter* (Attachment B) to cease and desist from the past action, and not repeat the challenged past action in accordance with Government Code §54960.2(b).

VI. ATTACHMENTS

Attachment A: Brown Act Cease and Desist Letter, dated Feb. 20, 2015

Attachment B: Santa Cruz METRO's Unconditional Commitment to Cease and Desist from and not repeat the Past Action


Prepared By: Rickie-Ann Kegley, Paralegal

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager



Attachment A

February 20, 2015

Secretary to the Board of Directors
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

Re: Brown Act Cease and Desist Letter

Dear Sir:

Pursuant to Government Code section 54954.2, subdivision (a)(1), I hereby submit this cease and desist letter to the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) Board of Directors with respect to the Brown Act violation discussed below.

The Santa Cruz METRO board may respond within 30 days of receiving the letter (Gov. Code, §54960.2, subd. (b) or “elect[] to respond to [this] cease and desist letter with an unconditional commitment to cease, desist from, and not repeat the past action[s] that [are] alleged to [have] violate[d] this chapter.” (Gov. Code, §54960.2, subd. (c)(1)) The format for such a commitment is laid out in section 54960.2, subdivision (c)(1). The unconditional commitment must be approved by the Santa Cruz METRO board in open session at a regular or special meeting as a separate item of business. (Gov. Code, §54960.2, subd. (c)(2).) The board need not admit that a violation occurred, and providing an “unconditional commitment shall not be construed or admissible as evidence of a violation.” (Gov. Code, § 54960.2, subd. (c) and (4).)

From a physical inspection of the posted agenda on June 11, and information provided by Santa Cruz METRO staff, I have reached the following conclusion.

Santa Cruz METRO failed to post an agenda at least 72 hours in advance of a regular meeting.

All Santa Cruz METRO staff, board members, and managers, swear or affirm an oath to uphold the laws of the state of California. One of these laws, Gov. Code § 54954.2 (a) (1) was violated when the agenda for the 8:30 am meeting of June 13, 2014 was not posted until 4:00 pm on Tuesday, June 10, 2014. The laws of California require at least 72 hours’ advance notice, but Santa Cruz METRO only provided 63.5 hours’ advance notice. Not only is this a violation of state law, but also a violation of the District’s own Bylaws.

Attachment A

As the Bylaws themselves specifically mention which officers of Santa Cruz METRO bear official responsibility for the Board agenda, it should not be overlooked that the staff who actually created the Agenda – who were allegedly not even sworn public employees - and the manager responsible for their supervision, Angela Aitken, are also complicit in the breach of responsibility by exhibiting a general ignorance of your governing document.

Someone at Santa Cruz METRO seems to have taken the position that the agenda need not be published according to the law, but I disagree with this. Accordingly, a cease and desist letter is appropriate to ensure that future violations do not occur.

Cease and Desist Demand

Pursuant to Government Code section 54960.2, I hereby demand Santa Cruz METRO cease and desist from posting the Board of Directors agenda less than 72 hours before a regular meeting.

The Santa Cruz METRO Board of Directors may respond to this demand as provided in section 54960.2. I have the authority, as an interested person, to file a civil lawsuit to enforce the Brown Act (Gov. Code, 54960, 59460.1, 54960.2). I am hopeful that the board will agree to comply, and will comply with the Brown Act, and that no legal action will be necessary. As to the violation of your Bylaws, I trust your Personnel and Discipline policies and investigative initiative will afford the violators the full due process their rights allow.

Very truly yours,



Anthony Tapiz
59 Vista Verde Circle
Watsonville, CA 95076

Attachment B

March 13, 2015

Anthony Tapiz
59 Vista Verde Circle
Watsonville, CA 95076

RE: Brown Act - Unconditional Commitment to Cease and Desist from and not repeat the Past Action

Dear Mr. Tapiz:

This letter will serve as notice in accordance to *Government Code §54960.2*, the Santa Cruz Metropolitan Transit District's Board of Directors shall cease and desist the alleged violations of the Brown Act and the District's Bylaws.

The Santa Cruz Metropolitan Transit District (METRO) has received your Cease and Desist letter, dated February 20, 2015, alleging that the following described past action of the legislative body violates the Ralph M. Brown Act:

Santa Cruz METRO failed to post an agenda at least 72 hours in advance of a regular meeting. All Santa Cruz METRO staff, board members, and managers, swear or affirm an oath to uphold the laws of the state of California. One of these laws, *Gov't Code §54954.2(a)(1)* was violated when the agenda for the 8:30 am meeting of June 13, 2014 was not posted until 4:00 pm on Tuesday, June 10, 2014. The laws of California require at least 72 hours' advance notice, but Santa Cruz METRO only provided 63.5 hours' advance notice. Not only is this a violation of state law, but also a violation of the District's own Bylaws.

Pursuant to *Gov't Code §54960.2*, you have demanded that the Santa Cruz METRO cease and desist from posting the Board of Directors' agenda less than 72 hours before a regular meeting.

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Santa Cruz METRO Board of Directors hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action as described above. This

Attachment B

unconditional commitment shall not be construed or admissible as evidence of a Brown Act violation (*Gov't Code §54960.2(c)(4)*).

The Santa Cruz Metropolitan Transit District may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address or addresses you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, you will have the right to commence legal action pursuant to subdivision (a) of Section 54960 of the Government Code. That notice will be delivered to you by the same means as this commitment, or may be mailed to an address that you have designated in writing.

Respectfully submitted,

ALEX CLIFFORD
Secretary to the Board of Directors
CEO/General Manager
Santa Cruz Metropolitan Transit District

cc: Board of Directors
Leslyn K. Syren, District Counsel



DATE: March 13, 2015
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
SUBJECT: CONSIDERATION OF AMENDED RESOLUTION SETTING A PUBLIC HEARING ON APRIL 10, 2015

I. RECOMMENDED ACTION

Adopt Amended Resolution setting a Public Hearing on April 10, 2015 to Commence at the Santa Cruz City Council Chambers at 9:00am and continue to the Watsonville City Council Chambers at 6:30pm for final adoption of the proposed actions.

II. SUMMARY

- On February 27, 2015, the Board of Directors adopted a Resolution to set a public hearing on proposed fare and service changes for April 10, 2015 at the Santa Cruz City Council Chambers at 9:00am.
- During discussion at the February 27, 2015 Board meeting it was suggested that a south county location should be added for a continued hearing site regarding this matter.
- An Amended Resolution was prepared to reflect the above direction and the Board is asked to adopt the Amended Resolution to set the public hearing at both locations.

III. DISCUSSION/BACKGROUND

The Board of Directors has been engaged in an ongoing series of workshops aimed at addressing METRO's structural deficit. Following these efforts a series of public workshops had been held throughout METRO's service area and members of the public have been encouraged to provide input on solutions to resolve the ever increasing budget deficit. This background is more fully explained in the Board report presented in the February 27, 2015 Board packet and discussed at the meeting on the same date.

At its February 27, 2015 meeting, the Board adopted a resolution that set the public hearing on fare and service changes related to the Highway 17 Express and Paracruz for April 10, 2015 at 9:00am in the Santa Cruz City Council Chambers. However, discussions during that meeting lead to the consensus that an opportunity should be provided to make it easier for south county residents to provide input during the hearing.

As a result, the Board determined that an Amendment to the Resolution should be made to continue the 9:00am hearing in Santa Cruz and hold a second session in Watsonville later in the evening of April 10, 2015.

The Amended Resolution (Attachment A) memorializes the Board's direction and directs that staff shall now announce, post and advertise the locations for the morning hearing and the evening hearing in a way that reflects the intention of the Board.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The required funding to publicize a hearing is approximately \$900; this expense has been included in the FY15 current year's Administration Operating budget within the Classified/Legal Ads (503221) account.

V. ALTERNATIVES CONSIDERED

- Do not amend the Resolution setting the public hearing. Staff does not recommend this since the prior resolution does not accurately reflect the intent of the Board.

VI. ATTACHMENTS

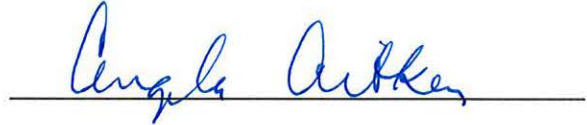
Attachment A: Amended Resolution to Set a Public Hearing

VII. APPROVALS:

Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



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Attachment A

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: _____

AMENDED RESOLUTION TO SET A PUBLIC HEARING ON APRIL 10, 2015 **TO ADOPT PROPOSED FARE AND SERVICE CHANGES TO THE HIGHWAY 17** **EXPRESS SERVICE AND TO PARACRUZ SERVICES**

WHEREAS, the Santa Cruz Metropolitan Transit District's CEO/General Manager began conducting Structural Deficit Workshops on August 8, 2014 and monthly thereafter;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to obtain public input and consider public recommendations for solutions to the Structural Deficit;

WHEREAS, the Santa Cruz METRO Board of Directors directed METRO staff to hold public meetings throughout its service area in the month of February 2015;

WHEREAS, Santa Cruz METRO staff obtained comments and suggestions from the public;

WHEREAS, Santa Cruz METRO staff has proposed fare and service restructuring of the Highway 17 Express service and the Para Cruz complimentary paratransit services.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, that:

A Public Hearing shall commence on April 10, 2015, at 9:00am in the Santa Cruz City Council Chambers at 809 Center Street, Santa Cruz, CA and to continue the hearing at 6:30pm in the Watsonville City Council Chambers at 275 Main Street, Watsonville, CA for purposes of discussing the adoption of proposed fare and service restructuring. The proposed changes will include:

- 1. Adoption of proposed Highway 17 Express Fare Restructuring;**
- 2. Adoption of proposed changes to the ParaCruz service area and hours of operation;**
- 3. Adoption of proposed ParaCruz Fare Restructuring.**

Attachment A

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on March 13, 2015 by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Board Chair

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel



DATE: March 13, 2015
TO: Board of Directors
FROM: Director John Leopold
SUBJECT: CONSIDERATION OF APPOINTMENT OF BECKY TAYLOR TO THE METRO ADVISORY COMMITTEE (MAC) FOR A TERM OF OFFICE ENDING MARCH 12, 2017

I. RECOMMENDED ACTION

That the Board approve the appointment of Becky Taylor to the METRO Advisory Committee (MAC) as the appointment of Director John Leopold for a term of office ending March 12, 2017.

II. SUMMARY

- There is currently a vacancy on the METRO Advisory Committee (MAC) for an appointment by Director John Leopold.
- Director Leopold is nominating Becky Taylor for appointment to the MAC.
- Pursuant to Section 3.2 of the MAC Bylaws the appointment of Becky Taylor would be eligible for a term that would commence immediately and end March 12, 2017.

III. DISCUSSION/BACKGROUND

On December 19, 2003, after a significant amount of discussion and multiple meetings, the Board approved the creation of a new METRO Advisory Committee (MAC) that replaced the METRO Users Group (MUG), and the Board approved the structure of the new committee. Application Forms were used to solicit interested persons to participate on the MAC.

The Board of Directors appoints individuals who want to serve as committee members of the MAC. Each Board member provides a name of an individual who they want to nominate, and the Board of Directors then confirms the individual. A committee such as the MAC is most effective when it is comprised of a full complement of committee members.

One of the current committee member vacancies is the appointment by Director John Leopold.

Director Leopold has indicated that he would like the Board of Directors to consider the nomination of Becky Taylor to serve as a committee member of the MAC. The application of Becky Taylor is attached to this report.

If approved by the Board of Directors, the term for Becky Taylor would commence immediately and conclude on March 12, 2017.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The following outlines the elements of the above recommendation:

- **AMOUNT OF RECOMMENDATION:**
 - Three (3) bus passes per member, per meeting attended
 - Maximum of 33 passes per year which equates to \$330 per year per member
- **SOURCE OF FUNDING:**
 - FY15-FY16 Final Operating Budget – Operating Revenue
- **EXPENSE ACCOUNTS TO CHARGE:**
 - None. These passes are given in exchange for the MAC member's time and attendance at the monthly MAC meetings.
- **FISCAL IMPACT:**
 - There is no significant tangible cost to appoint Becky Taylor as a MAC member.

V. ALTERNATIVES CONSIDERED

- Leave committee member opening vacant, but quorum to hold monthly meetings would be difficult to reach on a consistent basis.

VI. COORDINATION

- This staff report has been coordinated with the Administration department, the CEO/General Manager and Director Leopold.

VII. ATTACHMENTS

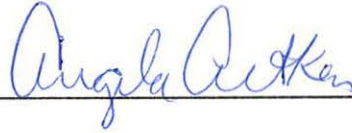
Attachment A: MAC Application of Becky Taylor

Attachment B: MAC Bylaws – adopted December 16, 2011

Prepared By: Dawn Martin, Administrative Assistant

VIII. APPROVALS:

Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

MAC Application for Becky Taylor

beckytaylor@tutor@gmail.com wrote:

I am interested in serving on the MAC. I have done and continue to do most of my bus riding in Mid-County area of Santa Cruz.

Thank You,

Becky Taylor

Contact Name: Becky Taylor

Street Address: 833 Front Street

Street Address: #238

City: Santa Cruz

State: California

Zip Code: 95060

Day Phone: 421-9284

Do you ride Santa Cruz METRO fixed route or Paracruz Service: Santa Cruz METRO fixed route

How often do you use Santa Cruz METRO/Paracruz Service: Weekly

What are your particular transit interests?: preserving/restoring bus service

What do you think are the biggest challenges for Santa Cruz METRO?: increasing ridership

What do you believe that you will contribute to MAC & Santa Cruz METRO if appointed?: The perspective of someone who has been transit dependent for over 25 years.

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MAC BY-LAWS

Amended/Adopted 12/16/11

Attachment B

Drafted for 9/26/03
Revised for 10/24/03
Revised for 12/19/03
Amended/Adopted 12/19/03
Amended/ Adopted 7/23/04
Amended/Adopted 6/23/06
Amended/Adopted 4/27/07
Amended/Adopted 5/25/07
Amended/Adopted 12/16/11

BYLAWS FOR THE METRO ADVISORY COMMITTEE

Article I **GENERAL PROVISIONS**

§1.1 Purpose

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

§1.2 Construction of Bylaws

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

§1.3 Definitions

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

Attachment B

Article II DUTIES AND AUTHORITY

§2.1 Duties

It shall be the duty of the Committee to provide advice to the Board of Directors on matters of METRO policy and operations referred to the Committee by the Board or Secretary/General Manager and to perform such additional duties as assigned by the Board. The Committee may also address issues which members or the public raise with respect to the quantity and quality of services provided by METRO.

§2.2 Limitations on Authority

The sole jurisdiction and authority of the Committee is to serve in an advisory capacity to the Board of Directors. It shall not have any authority to take actions that bind METRO or the Board of Directors with the exception that the Committee may design informational signs to be placed on the inside of buses and that the Committee may design and distribute an informational brochure to increase the public's knowledge of the operation and existence of the Committee. Communications by the Committee shall be to and through the Board of Directors. No individual member of the Committee shall be entitled to compensation from METRO, with the exception that Members of the Committee shall receive three (3) system-wide day passes for each monthly meeting that they attend, and any reimbursement for travel or other expenses shall receive specific prior authorization by the Board of Directors.

Article III MEMBERSHIP

§3.1 Membership

The Committee shall be composed of 11 members appointed by the Board of Directors as follows:

Each member of the METRO Board of Directors shall nominate 1 individual to serve as members of the METRO Advisory Committee. Appointments to the METRO Advisory Committee shall be made by the METRO Board of Directors.

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to

Attachment B

the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected public official shall be appointed to the Committee. No employee of METRO or any agency that provides funding to, or contracts with, METRO shall be appointed to the Committee. However, individuals that have been selected to participate on the ADA Appeals Panel, to participate in the Bus Operator Sensitivity Training, or who are employed by the University of California, Santa Cruz in departments other than the Transportation and Parking Services (TAPS), or in the offices that directly supervise TAPS, shall be exempt from the financial/contracting prohibition for Committee members outlined in this section.

§3.2 Members' Terms

The term of membership of each Committee member shall be two years, commencing with the date of appointment by the METRO Board. Members may be re-appointed for additional terms as approved by the METRO Board of Directors.

§3.3 Absences

If a member accumulates total absences from Committee Meetings of four, without excuse, and two, with excuse, in any twelve-month period, the position shall automatically be declared vacant. In the event of a known absence to an upcoming MAC Meeting it is expected of the MAC Member(s) that they will contact the Santa Cruz Metropolitan Transit District Front Office Administration Staff by telephone as soon as the occurring absence is known and no later than 12:00PM (noon) on the day of the meeting and that failure to make said contact will constitute an unexcused absence unless circumstances restrict such contact. The member of the Board of Directors that nominated such Committee member shall be notified of the vacancy so that they can nominate a successor to be appointed to fill the remainder of that Committee member's term.

§3.4 Vacancies

The member of the Board of Directors who nominated the original member shall nominate a replacement candidate to fill a position on the Committee that is declared vacant. The appointment of the replacement member shall be made by the Board of Directors.

Attachment B

Article IV OFFICERS

§4.1 Chair and Vice Chair

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

§4.2 Staff Support

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

Article V MEETINGS

§5.1 Regular Meetings

Regular meetings of the Committee shall be held not less than once each calendar quarter, on the third Wednesday of the month that is selected for the meeting. Whenever a regular meeting falls on a holiday observed by METRO, the meeting shall be held on another day or canceled at the direction of the Committee. A rescheduled regular meeting shall be designated a regular meeting.

§5.2 Special Meetings

The Chair may call a special meeting. The meeting shall be called and noticed as provided in Section 5.3 below.

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§5.3 Calling and Noticing of Meetings

All meetings shall be called, noticed and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The Secretary/General Manager and METRO Counsel shall be given notice of all meetings.

§5.4 Quorum; Vote

The presence of 6 members shall constitute a quorum for the transaction of business. However, when there are vacancies on the Committee the quorum shall be reduced to a majority of the number of Members appointed to the Committee, with the provision that a quorum shall never be less than four (4) Members. All official acts of the Committee shall require the affirmative vote of the majority of members present, providing that a quorum is maintained at all times.

§5.5 Thirty Minute Rule

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

§5.6 Matters Not Listed On the Agenda Requiring Committee Action

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

- a. Upon a determination by an affirmative vote of the Committee that an emergency exists, as defined in Section 54956.5 of the Government Code.
- b. Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, there is a need to take immediate action and the need to take action came to the attention of the Committee subsequent to the agenda being posted.

§5.7 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits

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further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

§5.8 Impertinence; Disturbance of Meeting

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

§5.9 Access to Public Records Distributed at Meeting

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

Article VI

AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

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

§6.2 Public Communications

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

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special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

§6.3 Agenda Preparation

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

§6.4 Agenda Posting and Delivery

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

§6.5 Meeting Notices

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

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

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

§7.2 Committee Process

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

Approved by Board of Directors: December 16, 2011

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