

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA
OCTOBER 8, 2004 (Second Friday of Each Month)
SCMTD ENCINAL CONFERENCE ROOM*
370 ENCINAL STREET, SUITE 100
SANTA CRUZ, CALIFORNIA
9:00 a.m. – 11:00 a.m.

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

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
 - a. Graciela Vega Carbajal Re: Bus Service in Watsonville
 - b. James W. Lewis Re: Bus Service in Live Oak
 - c. Mr. & Mrs. Daniel Ross Re: Bus Service in Live Oak
3. LABOR ORGANIZATION COMMUNICATIONS
4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 5-1. APPROVE REGULAR BOARD MEETING MINUTES OF SEPTEMBER 10 AND SEPTEMBER 24, 2004 AND THE SPECIAL MEETING MINUTES OF SEPTEMBER 24, 2004
Minutes: Attached
- 5-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS
Report: Attached
- 5-3. ACCEPT AND FILE SEPTEMBER 2004 RIDERSHIP REPORT
Report: Attached
PAGE 1 OF THE RIDERSHIP REPORT WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 22, 2004 BOARD MEETING
- 5-4. CONSIDERATION OF TORT CLAIMS: ALLOW THE CLAIM IN FULL OF:
UNIVERSITY OF CA, SANTA CRUZ, CLAIM #: 04-0018
Claim: Attached

- 5-5. ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR OCTOBER 20, 2004 AND MINUTES OF AUGUST 18, 2004
Agenda/Minutes: Attached
- 5-6. ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF OCTOBER 21, 2004 AND THE MINUTES OF THE SEPTEMBER 16, 2004 MEETING
Agenda/Minutes: Attached
- 5-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR JULY AND AUGUST 2004 AND CONSIDERATION OF BUDGET TRANSFERS
Staff Report: Attached
- 5-8. ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JULY 2004
Staff Report: Attached
- 5-9. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR AUGUST 2004
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 22, 2004 BOARD MEETING**
- 5-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE
Staff Report: Attached
- 5-11. ACCEPT AND FILE METROBASE STATUS REPORT
Staff Report: Attached
- 5-12. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE AUGUST MEETINGS
Staff Report: Attached
- 5-13. CONSIDERATION OF CONTRACT RENEWAL WITH DIXON AND SON, INC. FOR REVENUE AND NON-REVENUE TIRES
Staff Report: Attached
- 5-14. CONSIDERATION OF CONTRACT RENEWAL WITH CLASSIC GRAPHICS FOR VEHICLE PAINT AND BODY REPAIRS
Staff Report: Attached
- 5-15. CONSIDERATION OF CONTRACT RENEWAL WITH FOLGER GRAPHICS FOR THE PRINTING OF *HEADWAYS*
Staff Report: Attached

- 5-16. CONSIDERATION OF CONTRACT RENEWAL WITH DRIVER ALLIANT FOR BROKER SERVICES FOR EXCESS WORKERS COMPENSATION INSURANCE COVERAGE

Staff Report: Attached

- 5-17. CONSIDERATION OF APPROVAL OF BOARD OF DIRECTORS REGULAR MEETING SCHEDULE FOR 2005

Staff Report: Attached

- 5-18. CONSIDERATION OF REPORT REGARDING PASSENGERS AND OPERATING COST FOR THE CITY OF SANTA CRUZ BEACH SHUTTLE FOR 2004

Staff Report: Attached

- 5-19. CONSIDERATION OF REVISION TO DRUG AND ALCOHOL POLICY TO ADD PARATRANSIT SAFETY SENSITIVE POSITIONS

Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 22, 2004 BOARD MEETING**

- 5-20. CONSIDERATION OF APPROVAL OF PARATRANSIT CLASS SPECIFICATION (JOB DESCRIPTION) FOR PARATRANSIT CLERK III

Staff Report: Attached

ACTION REQUIRED AT THE OCTOBER 8, 2004 BOARD MEETING

- 5-21. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF FOUR (4) CHAMPION BUSES AND ASSOCIATED PARTS INVENTORY

Staff Report: Attached

ACTION REQUIRED AT THE OCTOBER 8, 2004 BOARD MEETING

- 5-22. CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS

Staff Report: Attached

- 5-23. CONSIDERATION OF SERVICE MODIFICATIONS FOR WINTER 2004

Staff Report: Attached

ACTION REQUIRED AT THE OCTOBER 8, 2004 BOARD MEETING

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Presented by: Chairperson Reilly

Staff Report: Attached

THIS PRESENTATION WILL TAKE PLACE AT THE OCTOBER 22, 2004 BOARD MEETING

7. CONSIDERATION OF RECEIPT OF REPORT REGARDING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND DRAFT MINUTES OF SEPTEMBER 15, 2004
Presented by: Director Pat Spence
Staff Report: September 15, 2004 Draft Minutes are attached

8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT FOR WORKERS COMPENSATION CLAIMS ADMINISTRATIVE SERVICES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 22, 2004 BOARD MEETING**

9. CONSIDERATION OF PARACRUZ TRANSITION STATUS REPORT
Presented by: Bryant Baehr, Operations Manager
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 22, 2004 BOARD MEETING**

10. CONSIDERATION OF REQUEST FROM THE CITY OF SANTA CRUZ FOR ADDITIONS TO THE METROBASE PROJECT
Presented By: Les White, General Manager
Staff Report: **DOCUMENTATION WILL BE PRESENTED FOR CONSIDERATION AT THE OCTOBER 22, 2004 BOARD MEETING**

11. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU TO ALLOW THE TENANTS TO CANCEL THEIR TERM OF THE LEASE IN DECEMBER OF 2004 FOR THE GROCERY STORE LEASE
Presented By: Margaret Gallagher, District Counsel
Staff Report: Attached
ACTION REQUIRED AT THE OCTOBER 8, 2004 BOARD MEETING

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

13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

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

- a. Name of Case: Laura Harrell vs. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

ADJOURN

NOTICE TO PUBLIC

Members of the public may address the Board of Directors on a topic not on the agenda but within the jurisdiction of the Board of Directors or on the consent agenda by approaching the Board during consideration of Agenda Item #2 "Oral and Written Communications", under Section I. Presentations will be limited in time in accordance with District Resolution 69-2-1.

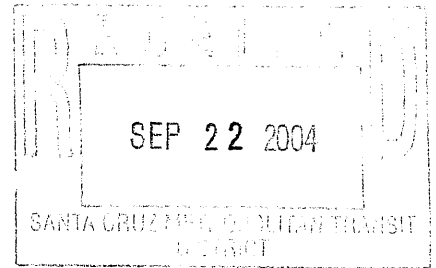
When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

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

The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, please contact Cindi Thomas at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the Board meeting.

Graciela Vega Carbajal
221 Bockius Street
Watsonville, CA 95076

Board of Directors
Santa Cruz Public Transportation
370 Encinal Suite 100
Santa Cruz, CA 95060



September 20, 2004

Dear Board of Directors,

Although I enjoy walking to work, I would prefer to ride the bus to my work. I was standing in front of my school at 115 Casserly Road, Watsonville, CA 95076 and I noticed a detour sign. I didn't know what it meant, so I waited for the bus to come but it never arrived. I walked home that day four miles into town: from the outskirts of Watsonville to the downtown. I own a car but I thought to myself, what would happen to a parent who lives downtown and wants to come out to our school? They would have to walk 4 miles as well. It's okay to walk but Highway 152 is dangerous for pedestrians, there are no sidewalks out here. The speed limit is 45 mph but many drivers do not respect the speed limit. The day I walked home, I realized the gravity of problem for this population living here in the outskirts of town or working in the outskirts of town. In closing, I implore you, please, reconsider servicing this area between Casserly Road and Highway 152 even if it would be twice or thrice a day.

Sincerely,

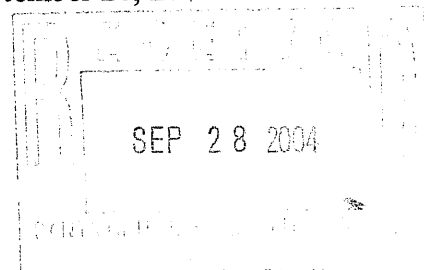

Graciela Vega Carbajal

Z-a.1

James W. Lewis
2860 Lakeview Drive
Santa Cruz, CA 95062

September 26, 2004

Board of Directors c/o Administrative Services Coordinator
Santa Cruz Metropolitan Transit District
370 Encinal, Suite 100
Santa Cruz, CA 95060



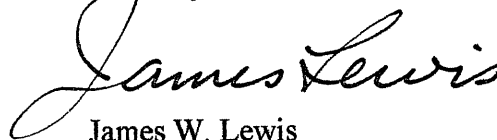
Members of the Board of Directors,

Surely you have heard by now that the reorganization of Metro service to Live Oak surprised and dismayed customers on routes 65 and 67. I am writing to alert you as board members that not only was the reorganization unfair to customers, it wasted SCMTD money as well. The sensible change was to uniformly reduce service on all Live Oak lines (65, 66 and 67) to once per hour. Instead, one line was favored with no reductions, two lines which had served Live Oak for ~30 years were completely eliminated, and a wasteful new Live Oak line was added. A simple reduction to one bus per hour on all lines would have saved 50% more than this abortive reorganization and would have leveraged existing customers on the existing lines. Instead, elderly and disabled riders on several segments of the 65 and 67 routes have been left high and dry. I have not been able to trace any reason for this disastrous mistake other than the complaint to Jan Beautz by one resident of 30th Avenue who doesn't want the bus on his street. While satisfying neighbors is important, there have to be practical limits, as the district must well be aware of from its efforts to site its CNG fueling facility.

I ask the Board to consider the following proposal. Eliminate the new 68 line and uniformly serve the 65, 66 and 67 lines, once per hour, in alternate directions. Previously, two busses per hour were on each of those lines, passing in the middle. If my proposal is adopted, riders would still have access to one bus per hour with connections to wherever they want to go. The old service at twice the cost really didn't offer much more. I have heard that because more of Jan Beautz's constituents have been heard in this matter, she now acknowledges that a change will have to be made. Since there will be a change, it is important that this time we get it right. La Posada lost its service in this reorganization along with the old Community Hospital. This is an opportunity to fix that problem as well.

Your next meeting is on Encinal Street which is poorly served by the bus, so I suggest you make room for a discussion of the issue at your October 22 meeting. I hope affected customers will be able to attend and express their preferences regarding what sort of change should be made. Meanwhile I suggest you take a drive along the old 65 route in Live Oak and look at the shelters, engineered pull-outs and other expensive infrastructure (some of it built just this year) we will all be walking away from if service is not restored. Ask yourself as you pass those abandoned stops whether it wouldn't be better to both have passengers getting on there and save 50% more.

Sincerely,


James W. Lewis

2-b.1

2265 Brommer St. #55
Santa Cruz
California, 95062
September 24, 2004

Open Letter to Board of Directors
County of Santa Cruz Metro System
370 Encinal St. Suite 100
Santa Cruz, California

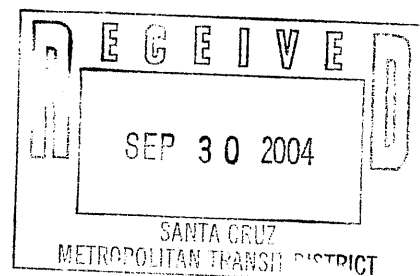
Dear Sirs

You have cancelled the #65 Bus Routs on Brommer St. and left many people unable to get around. Many of these people are in their sixties if not actually septuagenarians of octogenerians. No convient bus service leaves them stranded at home.

Yes, we know you have a #53 bus route that runs from 17th Ave; to 38th Ave. on Brommer St. However! It only goes to the Capitola Mall. It does not travel into Santa Cruz. And, one could take the #53 to the Mall, get onto a #69W bus ride to the end of 41stAve., get off cross the street and take a #69 bus inbound to Santa Cruz. Do you know how much energy it takes for an elderly person to "hop-on and off" a bus? Let alone cross 41st Ave. and Soquel Drive to catch a bus?

Therefore this leaves us with one alternative--to wit:
If one has the energy to walk for 15 -20 minutes to 17th Ave. for an inbound #66 bus; or, walk 25 -30 minutes to Capitola Road and get on a #69bus inbound to Santa Cruz.

What are we to do in inclement weather? Or have to push a loaded 4-wheel grocery cart that far to reach home? Did you stop to think clearly that these people willnot be spending their shopping dollars in Santa Cruz? nor paying taxes on their purchases? They will be shopping by mail or on the internet. Catalogs do still come by mail AND we will be using them!



2-c.1

Also, the expense of putting a sidewalk on Brommer St. has just been completed with spaces for the bus to pull over (and not block traffic) to pick up passengers. Are you going to the expense of taking out the bus stops so recently put in?

Do you realize that crosswalks on Brommer St. are few and far between? How do we safely cross Brommer St. if we do take the #53 bus? Being yelled at by a motorist when one tries to cross the street during a lull in traffic is not pleasing to anyone. Let alone an elderly person. It can cause a mis=step and a fall.

We sincerely hope you will correct this monstrous error you created by removing the #65 bus.

Sincerely

Mr. & Mrs. Daniel Ross

cc:
Les White
Mark Stone, Supervisor
Jan Beautz, Supervisor
Mayor Emily Riley
Santa Cruz Sentinel

John Doucette
Carlo Guignone
Elizabeth Semigrani
Erina K Kishi
Tracy Van der Lyl

Ernest J. Cuervo, Sr.
Mr & Mrs. Tony Rosendo
Open Hillman
Nancy Hillman
Ernie W. Clanka
Adala Campbell
Marie G. Geiseke
Paul J. Hamist
Kay Sperow
Ernojan Youman
Mark A. Squark
Jeanette G. Gamble
Bud Jones

2-C.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 10, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 10, 2004 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

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

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

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

DIRECTORS ABSENT

Sheryl Ainsworth
Dennis Norton
Mike Rotkin
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Elisabeth Ross, Finance Manager

Robyn Slater, Human Resources Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

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

Jeff Le Blanc, MASTF
Paul Marcelin-Sampson

Bonnie Morr, UTU
Bob Yount, MASTF

2. ORAL AND WRITTEN COMMUNICATION

Oral:

None

Written:

a. Will Regan, VMU

RE: Bart Cavallaro

5-1.1

3. **LABOR ORGANIZATION COMMUNICATIONS**

None.

4. **ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**

None.

CONSENT AGENDA

5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF AUGUST 13 AND AUGUST 27, 2004 AND THE SPECIAL MEETING MINUTES OF AUGUST 13, 2004**

The August 27, 2004 Minutes will be presented for consideration at the September 24, 2004 Board Meeting

5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**

No questions or comments.

5-3. **ACCEPT AND FILE AUGUST 2004 RIDERSHIP REPORT**

Page 1 of the Ridership Report will be presented for consideration at the September 24, 2004 Board Meeting

5-4. **CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM ENTIRELY OF JOSE SAAVEDRA, CLAIM # 04-0016**

No questions or comments.

5-5. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR SEPTEMBER 22, 2004 AND MINUTES OF JULY 21, 004**

Les White reported that the September 15th MAC meeting had been rescheduled to September 22nd in observance of Rosh Hashanah.

5-6. **ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF SEPTEMBER 16, 2004 AND THE MINUTES OF THE AUGUST 19, 2004 MEETING**

Documentation will be presented for consideration at the September 24, 2004 Board Meeting

5-7. **ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JUNE 2004**

No questions or comments.

5-8. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2004**

Documentation will be presented for consideration at the September 24, 2004 Board Meeting

5-1.2

5-9. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE

No questions or comments.

5-10. ACCEPT AND FILE METROBASE STATUS REPORT

No questions or comments.

5-11. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE JULY MEETING

Director Tavantzis expressed concern that she had not been called to attend as an alternate due to Director Reilly's absence. Director Reilly responded that she thought she would be able to attend but had the dates mixed up and was unable to attend when she realized it was the day of the meeting.

5-12. CONSIDERATION OF CONTRACT RENEWAL WITH DEVCO OIL FOR DISTRICT FUEL REQUIREMENTS

Tom Stickel reported that the District had requested and received a reduction in price due to the current financial situation.

5-13. CONSIDERATION OF CONTRACT RENEWAL WITH CLAREMONT BEHAVIORAL SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM

Tom Stickel reported that this was a simple renewal of an existing contract.

Director Keogh announced that Items # 5-14, 5-15 and 5-16 need to be acted upon today and that Board had the choice of acting upon Item # 5-19 today or deferring it to the September 24, 2004 meeting to be televised.

5-14. CONSIDERATION OF ADOPTING A RESOLUTION ESTABLISHING A PETTY CASH FUND FOR THE PARACRUZ FACILITY

Action required at the September 10, 2004 Board Meeting.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR REILLY

Adopt a Resolution establishing a Petty Cash fund for the ParaCruz Facility.

Motion passed by unanimous affirmative voice vote in lieu of a roll call vote with Directors Ainsworth, Beautz, Norton and Rotkin being absent

5-15. CONSIDERATION OF APPROVAL OF CALPERS RESOLUTIONS TO FIX AND SET THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES

Action required at the September 10, 2004 Board Meeting.

5-1:3

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR TAVANTZIS

Adopt Resolutions to fix and set the District's Medical premium contribution rates.

Motion passed by unanimous voice vote in lieu of a roll call vote with Directors Ainsworth, Beutz, Norton and Rotkin being absent

5-16. CONSIDERATION OF MODIFICATION TO CURRENT CLASS SPECIFICATION (JOB DESCRIPTION) OF THE PARTS CLERK TO REPLACE THE CLASS B DRIVER'S LICENSE REQUIREMENT WITH A CLASS C DRIVER'S LICENSE REQUIREMENT

No questions or comments.

5-17. CONSIDERATION OF APPROVAL OF PARATRANSIT CLASS SPECIFICATIONS (JOB DESCRIPTIONS) FOR PARATRANSIT OPERATOR, RESERVATIONIST, DISPATCH/ SCHEDULER, RESERVATION/SCHEDULING COORDINATOR, TRAINING AND ROAD RESPONSE COORDNATOR, MECHANIC II, AND SUPERINTENDENT

Action required at the September 10, 2004 Board Meeting.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR SKILLICORN

Discussion:

Les White reported that he had just received suggested revisions from Director Spence, which are attached to these minutes. Discussion included incorporating Director Spence's ideas as long as it could be done easily and did not require UTU Labor Negotiations to be reopened.

Approve Paratransit Class Specifications (Job Descriptions) for Paratransit Operator, Reservationist, Dispatch/ Scheduler, Reservation/Scheduling Coordinator, Training and Road Response Coordinator, Mechanic II, and Superintendent, incorporating Director Spence's suggestions contingent on UTU's approval; and adding the physical requirements to the Reservationist/Scheduling Coordinator.

Direction:

- Add the physical requirements to the Reservationist/Scheduling Coordinator position and note in the current employee's file that these requirements are "Post Hire".
- Add "Preferred Bilingual" to Paratransit Operator description for future hires.
- Include in the Paratransit Coordination Task Force report everything we are doing or intend to do regarding ParaCruz going forward.

Director Keogh added the following friendly amendment, accepted by the maker and the second of the motion:

If there are any problems with the legality of any of the language in Director Spence's suggestions, the Board will not accept that language.

5-1.4

Motion passed by unanimous voice vote in lieu of a roll call vote with Directors Ainsworth, Beautz, Norton and Rotkin being absent

5-18. NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE SETTLEMENT WITH GUILLERMO CHAVEZ

No questions or comments.

5-19. CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF BART CAVALLARO AS A MEMBER OF THE BOARD OF DIRECTORS FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR HINKLE SECOND: DIRECTOR SKILLICORN

Move Item # 5-19 to the Regular Agenda for the September 24, 2004 Board Meeting.

Direction:

- Staff to contact the Cavallaro family to notify them of the Resolution of Appreciation being given at the September 24, 2004 Board meeting.

Motion passed unanimously with Directors Ainsworth, Beautz, Norton and Rotkin being absent.

REGULAR AGENDA

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

This presentation will take place at the September 24, 2004 Board Meeting.

7. CONSIDERATION OF RECEIPT OF THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND DRAFT MINUTES OF AUGUST 18, 2004

Summary:

Director Spence clarified the funding source for out of area trips and offered to email some information to the Board.

Paul Marcelin-Sampson said he would also forward information by email to the Board

8. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT TO PURCHASE A VERTICAL LNG STORAGE TANK FOR AN LCNG FUELING STATION FOR THE METROBASE PROJECT

Action required at the September 10, 2004 Board Meeting

DIRECTOR SPENCE LEFT THE ROOM AT THIS TIME

5-1.5

Summary:

Frank Cheng reported that in order to assure completion of the MetroBase Fueling Station on time, METRO is proposing to purchase fueling station components prior to awarding the General Construction Contract.

An Invitation For Bids went out on July 22, 2004 and two responses were received on August 23, 2004. METRO has completed the Cost/Price Analysis necessary to meet federal requirements and determined that the price is justified.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR SKILLICORN

Authorizing the General Manager to execute a contract to purchase a Vertical LNG Storage Tank for the LCNG Fueling Station for the MetroBase project

Motion passed unanimously with Directors Ainsworth, Beautz, Norton, Rotkin and Spence being absent.

9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT TO PURCHASE TWO PRESSURE VESSEL ASSEMBLIES FOR THE LCNG FUELING STATION FOR THE METROBASE PROJECT

Action required at the September 10, 2004 Board Meeting

Summary:

Frank Cheng reported that one bid was received on August 23, 2004 and that METRO has completed the Cost/Price Analysis necessary to meet federal requirements and determined that the price is justified.

ACTION: MOTION: DIRECTOR SKILLICORN SECOND: DIRECTOR REILLY

Authorizing the General Manager to execute a contract to purchase two Pressure Vessel Assemblies for the LCNG Fueling Station for the MetroBase project.

Motion passed unanimously with Directors Ainsworth, Beautz, Norton, Rotkin and Spence being absent.

10. CONSIDERATION OF AWARD OF CONTRACT FOR GOODWILL LOSS APPRAISAL SERVICES FOR METROBASE PROPERTIES

Summary:

Tom Stickel reported that the District has adopted a "Resolution of Necessity" in order to initiate eminent domain proceedings to acquire property located at 120 Golf Club Drive and has purchase 1122 River Street. In order to evaluate potential loss of goodwill claims, the District requested proposals from qualified goodwill appraisers.

5-1.6

DIRECTOR SPENCE RETURNED AT THIS TIME

A five-member evaluation committee comprised of District Staff and Marty Ackerman of the Redevelopment Agency reviewed and evaluated the proposals.

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR HINKLE

Authorizing the General Manager to execute a contract for Goodwill Appraisal Services for the MetroBase properties.

Motion passed unanimously with Directors Ainsworth, Beautz, Norton, and Rotkin being absent.

11. CONSIDERATION OF AWARD OF CONTRACT FOR SUPPLEMENTAL PARATRANSIT SERVICES

Documentation will be presented for consideration at the September 24, 2004 Board Meeting

12. CONSIDERATION OF APPROVAL OF RESOLUTION TO MODIFY SANTA CRUZ METRO'S BYLAWS INCLUDING:

A. CLARIFYING THAT APPOINTEES TO THE METROS ADVISORY COMMITTEE (MAC) SERVE AT THE PLEASURE OF THE BOARD OF DIRECTORS; AND

B. ADDING RULES OF PROCEDURE FOR BOARD MEETINGS, SELECTING REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION, SETTING TIME LIMITS FOR TESTIMONY ON AGENDA ITEMS AND OTHER CHANGES

Discussion:

Paul Marcelin-Sampson said he was impressed with the proposed language on both 12A and 12B.

Regarding 12A, Bonnie Morr pointed out that the 6th bullet under Summary of Issues was incorrect. She clarified that her position was not specific to MAC or any other group and mentioned the Watsonville City Council Code of Ethics. Director Tavantzis offered to forward this to Margaret Gallagher. Ms. Gallagher will bring revised language back to the next Board meeting.

Jeff Le Blanc made remarks to the Board, which are attached to these minutes, regarding the letter to the Board from the UTU Chair dated April 19, 2004.

13. CONSIDERATION OF APPOINTING A PERMANENT METRO ADVISORY COMMITTEE (MAC) REPRESENTATIVE TO THE PARATRANSIT COORDINATION TASK FORCE (PCTF)

Documentation will be presented for consideration at the August 27, 2004 Board Meeting.

S-1.7

DIRECTOR BEAUTZ ARRIVED AT THIS TIME

14. CONSIDERATION OF APPOINTMENT OF DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

Summary:

Elisabeth Ross reported that the SCCIC is an independent non-profit organization established in 1986 by the Transit District to assist the District in financial transactions. The District Board is the appointing authority for the Board of Directors of the SCCIC.

Due to the expiration of the terms of the current Directors, the District Board must now consider reappointment of current Directors or appointment of new Directors to the SCCIC Board.

Ms. Ross also reported that more would be required of appointees in this term if the District participates in bond financing as a funding mechanism for MetroBase.

15. CONSIDERATION OF PARACRUZ TRANSITION STATUS REPORT

Documentation will be presented for consideration at the September 24, 2004 Board Meeting

16. CONSIDERATION OF AUTHORIZING THE GENERAL MANGER TO EXECUTE AN AMENDMENT TO THE RNL DESIGN CONTRACT FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE METROBASE PROJECT

ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR TAVANTZIS

Move this item to the Consent Agenda for the September 24, 2004 Board Meeting.

Motion passed unanimously with Directors Ainsworth, Norton, and Rotkin being absent.

17. CONSIDERATION OF APPROVAL OF 40 YEAR LEASE WITH THE CITY OF SANTA CRUZ FOR PROPERTY NEEDED FOR THE METROBASE PROJECT

Documentation will be presented for consideration at the September 24, 2004 Board Meeting.

18. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT WITH IULIANO 1977 TRUST FOR PROPERTY LOCATED AT 111 DUBOIS STREET FOR METROBASE PROJECT

Documentation will be presented for consideration at the September 24, 2004 Board Meeting

19. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A SUBLEASE AGREEMENT WITH FREDERICK ELECTRONICS (PLANTRONICS) FOR PROPERTY LOCATED AT 375 ENCINAL STREET FOR METROBASE PROJECT TO ASSIGN THE PROPERTY TO A TOOL SHED

Documentation will be presented for consideration at the September 24, 2004 Board Meeting

5-1.8

20. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT WITH THE SCOTTS VALLEY TRANSIT CENTER TENANT TO EXTEND THE TERM, INCLUDE JANITORIAL DUTIES AND PROVIDE FOR THE REPAYMENT OF A PG&E BILL

Summary:

Margaret Gallagher reported that this lease amendment would facilitate the Blue Dolphin to continue as a tenant. Les White reported that the Blue Dolphin's business has decreased by 25% due to the fact that the Hwy 17 now goes downtown, and not as many people have to drive to Scotts Valley. The Blue Dolphin has also requested the janitorial contract.

The Blue Dolphin has requested monthly payments of \$75 towards the \$2,178.95 it owes the District for the balance of a utility bill

Director Tavantzis suggested that the Blue Dolphin pay \$75 per month rather than forgiving their utility bill.

Paul Marcelin-Sampson suggested bartering weekend hours towards the utility bill.

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

Margaret Gallagher reported that the Board would discuss the Worker's Compensation case of Sonia McClure and the civil action of Freddy Castillo.

22. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Vice Chair Keogh adjourned to Closed Session at 10:15 a.m. and reconvened to Open Session at 10:45 a.m.

SECTION III: RECONVENE TO OPEN SESSION

23. REPORT OF CLOSED SESSION

Margaret Gallagher had nothing to report at this time.

ADJOURN

There being no further business, Vice Chair Keogh adjourned the meeting at 10:45 a.m.

5-1.9

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

DRAFT

Suggestions/General comments

- Question: Include: **1) “Must pass requisite background check”** to all positions
2) Knowledge of service delivery as written in the ParaCruz Customer Guide
- Where ever mentioned, please refer to positions as being “ParaCruz paratransit.....”
- Change wording as need to reflect what is already in use in the Customer Guide.
- All places refer to as “rider, clients, passenger” to “customer” as used in the Customer Guide.
5-17.b1- PARACRUZ PARATRANSIT RESERVATIONIST ...”fluency in Spanish preferred.” Add: **Ability to converse/ (speak) English without a heavy accent so as to be understood over the telephone.**
5-17.b2 throughout all job descriptions re-word “...used hands to finger, [PAS1]handle....” to manual dexterity or to manipulate. Add **“computer keyboard and use mouse for extended periods of time”.**
Question: “...occasionally lift to 30 pound[PAS2]s..”
- 5-17.c1 PARACRUZ PARATRANSIT DISPATCHER Add: **Multi-task, and have acceptable short term memory aptitude**
- 5-17.c1 PARACRUZ PARATRANSIT DISPATCH SCHEDULER “Will be required to courtesy assist customers using various Communication devices as well as public.” [PAS3]

“Will be required to courtesy assist customers **as well as public** using various communication devices as well as public.”

“community, customers, and public”[PAS4]
- 5-17.d2 PARACRUZ RESERVATIONIST AND SCHEDULING COORDINATOR

“May participate in interviews for Paratransit operators[PAS5]”
- 5-17.f1 PARACRUZ PARATRANSIT MECHANIC II
Question: **add ASE certified** as a requirement “...to diagnosis mechanical defects...”
-

Santa Cruz Metropolitan Transit District

PARACRUZ PARATRANSIT OPERATOR

POSITION DESCRIPTION:

Under general supervision, is responsible for the safe operation of METRO’S equipment, ~~alighting and boarding passengers,~~ **assisting the customer into and out of the vehicle (CG pg 17[PAS6]),** collects fares ~~along a scheduled route or destination~~ **exact fare each time a customer boards the vehicle[PAS7]. (CG pg 18)** Clerical duties as needed to gather information regarding ridership data and vehicle operation.

DUTIES AND RESPONSIBILITIES

Develops and maintains effective working relationships with ~~other staff,~~ **representatives of the community, customers, and the public.** (Suggest re-order according to priority. **customers, other staff, representatives of the community, and the public.**—[PAS8])

5-1.11

Thoroughly inspect assigned ~~each~~ **vehicle** for all safety, comfort and cleanliness-items-prior to departing from the operations' [PAS9] facility. Document defects and notify Dispatcher of any damage to the vehicle.

Throughout assigned shift, safely operate ~~each~~ **vehicle** on assigned route-and schedule while picking up and delivering passengers **customers** except as altered by Dispatcher.

Uses a variety of communication systems and other automated tools to communicate with Dispatcher.

Communicates effectively and respectfully with Dispatch and other co-workers.

Collect fares and pre-paid media, inspects passenger identification for validity, and collect ridership information [PAS10].

Offer assistance to passengers **customers into and out of the vehicle (CG pg 17)** in boarding and alighting when necessary, and provide information to passengers, **customers** when requested. Assist and ensure that wheelchair passengers are properly secured. **Assist and walk with customer from or to the door as necessary. (CG page 17 & 18)**

May assist **training** new and trainee operators as a line instructor [PAS11]r.

Except for authorized relief periods, continually attend the ~~each~~ **vehicle** to ensure the security and safety of both the ~~each~~ **vehicle** and the passengers, and the maintenance of radio contact with dispatch (and other operators. [PAS12]

Fuels and maintains vehicle interior cleanliness as needed.

Cleans vehicle windows as needed to maintain appropriate visibility.

At the completion of shifts ensure that passenger counts, tickets, and other data are delivered to the dispatcher and properly recorded.

If needed complete ~~each~~ **vehicle** defect card. Turn all lost and found items into dispatcher.

Adhere to METRO and departmental policies and procedures.

Follows all District procedures regarding hazardous waste; follows all health and safety procedures.

Other related duties as assigned.

MINIMUM QUALIFICATIONS (Order according to priority)

Safely operate all **Para Cruz-P** paratransit \forall vehicles.

Safe driving practices [PAS13].

Deal courteously and effectively with the public.

Basic skills in time calculation and map reading.

Perform simple math calculations.

~~Understand the problems of the elderly [PAS14] and handicapped and deal with them in a tactful~~

5-1.12

manner. Be aware of the circumstances of people with physical, cognitive, or psychiatric disabilities, (CG page 5) and maintain a respectful approach and manner[PAS15].

Handle difficult and emergency situations calmly.

Fluency in Spanish is desirable

Read English and speak and write English clearly.[PAS16]

Operate mobile radio unit[PAS17].

Willingness and ability to work unusual hours including nights, weekends, and holidays.

PHYSICAL DEMANDS:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by radio; use hands to ~~use~~ **and** fingers, handle[PAS18], feel or operate District vehicle; **and consistently** reach with hands or arms. ~~As required by various job duties,~~ the employee frequently ~~is~~ **repetitively** required to: ~~walk,~~ bend and twist ~~at the neck-~~the body and neck; lift 30 pounds or over; **walk;** assist passengers boarding and de-boarding, including pushing an occupied mobility device up a vehicle ramp; stoop; crouch and twist; **and assume awkward positions to use tie-downs to secure wheelchairs** ~~as required by various job duties.~~ Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee does not work under typical office conditions. The employee will be working in **ParaCruz-P** paratransit ~~V~~ **u** vehicles where there is a moderate noise level.

SPECIAL REQUIREMENTS:

Possession of a current motor vehicle license and the ability to obtain a California Class B driver's permit with passenger endorsement prior to appointment. Driving record at date of hire must be consistent with SCMTD's standards for this position. Good attendance record in previous employment. Safe driving record. Must pass requisite background check. Valid First aid and CPR certification. This position is considered Safety Sensitive position and is subject to Drug and Alcohol testing as required by FTA CFR 49.

5-1.13

Remarks to SCMTD Board

September 10, 2004

I'm sure it's news to no one here that Paul Marcelin-Sampson and I have often disagreed, sometimes vehemently, on Transit issues. I will take this opportunity, therefore, to thank the chairperson of the United Transportation Union for doing what we probably could not have done on our own - heal the breach between Paul and me.

Through her transparent and heavy-handed attempt to use the power of her office to stifle dissent and intimidate the Metro Advisory Group, she has obliged me to come to Paul's defense. Though I may disagree with what he has to say, I must and will defend his right to say it. That right was guaranteed by no less an authority than the Constitution of the United States. No person or organization can justifiably take it from him. In my opinion, it's a scandal and a disgrace that someone in a position of leadership with the transit district is trying to do so.

It's informative that it took so little time for the Metro Advisory Group to become a political football. This should help you understand what you have not till now appreciated - why MASTF, even at the risk of our existence, refused to surrender our independence.

As a member of the Metro Advisory Group I ask this board to take all appropriate steps to insure that the MAC be protected from the kind of unseemly and undue influence the UTU chair has been attempting to apply.

Thank you.

Comments made by
Jeff Le Blanc

5-1.14

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 24, 2004

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 24, 2004 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Reilly called the meeting to order at 9:05 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Dennis Norton
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Steve Paulson, ParaCruz Administrator

Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

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

Scott Bugental, E & D TAC
A. John Daugherty, Access. Svcs Coord.
Kelly Dunn, Santa Cruz Transportation
Jeff Le Blanc, MAC, MASTF
Gary Klemz, SEUI
Paul Marcelin-Sampson
Ian McFadden, SEA
James Monroe

Bonnie Morr, UTU
Karena Pushnik, SCCRTC
Will Regan, VMU
Michael Steber, Bus Operator
Mike Tomasee
Amy Weiss, Spanish Interpreter
Bob Yount, MASTF

5-1.15

2. ORAL AND WRITTEN COMMUNICATION

Written:

a. Will Regan, VMU

RE: Bart Cavallaro

Oral:

Mike Tomasee: Praised METRO's service and METRO Transit Center facility.

Director Spence reported that this was the first Board meeting being broadcast on Charter Cable, making it possible for Watsonville and Capitola residents to view the meeting live.

Written:

Les White distributed two Memos from MAC, which are attached to these minutes, the first recommending the installation of bicycle securement straps on the eleven new Hwy 17 buses; and the second regarding Item #12, removal of appointees.

Director Reilly announced that two letters from Bonnie Morr, UTU General Chair, were distributed to the Board and are attached to these minutes.

Director Tavantzis encouraged attendance at the Grand Opening of Via del Mar on October 4, 2004 at 5:00 p.m. A flyer was distributed at the meeting and is attached to these minutes.

3. LABOR ORGANIZATION COMMUNICATIONS

None.

4. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Director Reilly announced that the Board would break at 10:00 a.m. for a Special meeting of the Board.

SECTION I:
OPEN SESSION:

CONSENT AGENDA:

- | | |
|-------------------------|---|
| ADD TO ITEM #5-1 | ACCEPT AND FILE MINUTES OF THE AUGUST 27, 2004 BOARD MEETING
(Insert Minutes of August 27, 2004) |
| ADD TO ITEM #5-3 | ACCEPT AND FILE AUGUST 2004 RIDERSHIP REPORT
(Insert Page 1 of the Ridership Report) |
| ADD TO ITEM #5-5 | ACCEPT AND FILE REVISED AGENDA FOR THE SEPTEMBER 22, 2004 MAC MEETING
(Insert REVISED Agenda) |

5-1.16

- ADD TO ITEM #5-6** ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF SEPTEMBER 16, 2004 AND THE MINUTES OF THE AUGUST 19, 2004 MEETING
(Insert Agenda/Minutes)
- ADD TO ITEM #5-8** ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2004
(Insert Report)
- DELETE ITEM #5-14** CONSIDERATION OF ADOPTING A **RESOLUTION** ESTABLISHING PETTY CASH FUND FOR PARACRUZ FACILITY
(Action taken at the September 10, 2004 Board Meeting)
- DELETE ITEM #5-15** CONSIDERATION OF APPROVAL OF CALPERS **RESOLUTIONS** TO FIX AND SET THE DISTRICT'S MEDICAL PREMIUM CONTRIBUTION RATES
(Action taken at the September 10, 2004 Board Meeting)
- DELETE ITEM #5-17** CONSIDERATION OF APPROVAL OF PARATRANSIT CLASS SPECIFICATIONS (JOB DESCRIPTIONS) FOR PARATRANSIT OPERATOR, RESERVATIONIST, DISPATCH/ SCHEDULER, RESERVATION/SCHEDULING COORDINATOR, TRAINING AND ROAD RESPONSE COORDNATOR, MECHANIC II, AND SUPERINTENDENT
(Action taken at the September 10, 2004 Board Meeting)
- REGULAR AGENDA:**
- REPLACE ITEM #7** CONSIDERATION OF RECEIPT OF **REPORT** REGARDING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND **FINAL MINUTES** OF AUGUST 18, 2004
(Insert Director Spence's Report and Replace Draft Minutes with Final Minutes)
- DELETE ITEM #8** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT TO PURCHASE A VERTICAL LNG STORAGE TANK FOR AN LCNG FUELING STATION FOR THE METROBASE PROJECT
(Action taken at the September 10, 2004 Board Meeting)
- DELETE ITEM #9** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT TO PURCHASE TWO PRESSURE VESSEL ASSEMBLIES FOR THE LCNG FUELING STATION FOR THE METROBASE PROJECT
(Action taken at the September 10, 2004 Board Meeting)

5-1.17

- DELETE ITEM #10** CONSIDERATION OF AWARD OF CONTRACT FOR GOODWILL LOSS APPRAISAL SERVICES FOR METROBASE PROPERTIES
(Action taken at the September 10, 2004 Board Meeting)
- ADD TO ITEM #11** CONSIDERATION OF AWARD OF CONTRACT FOR SUPPLEMENTAL PARATRANSIT SERVICES
(Insert Staff Report)
- ADD TO ITEM #12** CONSIDERATION OF APPROVAL OF **RESOLUTION** TO MODIFY SANTA CRUZ METRO'S BYLAWS
(Insert Attachment C – Supplemental Report)
- ADD TO ITEM #13** CONSIDERATION OF APPOINTING ROBERT YOUNT AS THE REPRESENTATIVE OF THE METRO ADVISORY COMMITTEE (MAC), AND APPOINTING STEVE KUDLAK AS A REPRESENTATIVE OF CONSUMERS OF FIXED ROUTE SERVICE AS MEMBERS OF THE PARATRANSIT COORDINATION TASK FORCE (PCTF).
(Insert Staff Report)
- ADD TO ITEM #15** CONSIDERATION OF PARACRUZ TRANSITION STATUS REPORT
(Insert Staff Report)
- ADD TO ITEM #17** CONSIDERATION OF APPROVAL OF 40 YEAR LEASE WITH THE CITY OF SANTA CRUZ FOR PROPERTY NEEDED FOR THE METROBASE PROJECT
(Insert Staff Report)
- ADD TO ITEM #18** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT WITH IULIANO 1977 TRUST FOR PROPERTY LOCATED AT 111 DUBOIS STREET FOR METROBASE PROJECT
(Insert Staff Report – Attachment A will be distributed at the meeting)
- ADD TO ITEM #19** CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ASSIGNMENT WITH FREDERICK ELECTRONICS (PLANTRONICS) AND A TOOL SHED, INC. FOR PROPERTY LOCATED AT 375 ENCINAL STREET FOR THE METROBASE PROJECT TO ASSIGN THE PROPERTY TO A TOOL SHED, INC.
(Insert Staff Report)
- ADD ITEM #22** CONSIDERATION OF ADOPTING REVISIONS TO THE DRUG AND ALCOHOL TESTING POLICY REGULATION
(Insert Staff Report)

5-1.18

ADD ITEM #23

CONSIDERATION OF MEMORANDUM OF UNDERSTANDING FOR RELOCATION/GOODWILL FUNDING BETWEEN METRO AND SURF CITY PRODUCE CO. INC., AND ODWALLA
(Staff Report will be distributed at the September 24, 2004 Board meeting).

CONSENT AGENDA

- 5-1. **APPROVE REGULAR BOARD MEETING MINUTES OF AUGUST 13 AND AUGUST 27, 2004 AND THE SPECIAL MEETING MINUTES OF AUGUST 13, 2004**
- 5-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS**
- 5-3. **ACCEPT AND FILE AUGUST 2004 RIDERSHIP REPORT**
- 5-4. **CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM ENTIRELY OF JOSE SAAVEDRA, CLAIM # 04-0016**
- 5-5. **ACCEPT AND FILE THE METRO ADVISORY COMMITTEE (MAC) AGENDA FOR SEPTEMBER 22, 2004 AND MINUTES OF JULY 21, 004**
- 5-6. **ACCEPT AND FILE AGENDA FOR THE MASTF COMMITTEE MEETING OF SEPTEMBER 16, 2004 AND THE MINUTES OF THE AUGUST 19, 2004 MEETING**
- 5-7. **ACCEPT AND FILE PARACRUZ STATUS REPORT FOR JUNE 2004**
- 5-8. **PULLED FROM CONSENT**
- 5-9. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE**
- 5-10. **ACCEPT AND FILE METROBASE STATUS REPORT**
- 5-11. **ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE JULY MEETING**
- 5-12. **CONSIDERATION OF CONTRACT RENEWAL WITH DEVCO OIL FOR DISTRICT FUEL REQUIREMENTS**
- 5-13. **CONSIDERATION OF CONTRACT RENEWAL WITH CLAREMONT BEHAVIORAL SERVICES FOR EMPLOYEE ASSISTANCE PROGRAM**
- 5-14. **DELETED**
- 5-15. **DELETED**
- 5-16. **CONSIDERATION OF MODIFICATION TO CURRENT CLASS SPECIFICATION (JOB DESCRIPTION) OF THE PARTS CLERK TO REPLACE THE CLASS B DRIVER'S LICENSE REQUIREMENT WITH A CLASS C DRIVER'S LICENSE REQUIREMENT**
- 5-17. **DELETED**
- 5-18. **NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION REGARDING THE SETTLEMENT WITH GUILLERMO CHAVEZ**
- 5-19. **MOVED TO REGULAR AGENDA AS ITEM #21**
- 5-20. **CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE RNL DESIGN CONTRACT FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE METROBASE PROJECT**

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

Approve the Consent Agenda with the exception of Item #5-8, which Chair Reilly pulled for discussion.

Motion passed unanimously with Directors Beautz and Norton being absent.

5-1.19

5-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR JULY 2004

Les White reported that Highway 17 has performed much better than expected since the merger and that Caltrans is receptive to contributing to provide more service in order to make the connections with Caltrain.

REGULAR AGENDA

District Counsel recommended moving Item #23 to closed session due to ongoing negotiations and the threat of litigation.

ACTION: MOTION: DIRECTOR KOEGH SECOND: DIRECTOR REILLY

Move Item #23 to Closed Session.

Motion passed unanimously with Directors Beautz and Norton being absent.

6. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

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

FIFTEEN YEARS

A. John Daugherty, Accessible Services Coordinator

TWENTY-FIVE YEARS

Michael T. Steber, Bus Operator

THIRTY YEARS

Roy G. Brogdon, Supervisor of Revenue Collection

DIRECTOR BEAUTZ ARRIVED AT THIS TIME

7. CONSIDERATION OF RECEIPT OF REPORT REGARDING THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION'S PARATRANSIT COORDINATION TASK FORCE (PCTF) AND FINAL MINUTES OF AUGUST 18, 2004

Summary:

Director Spence stated that there would be two more meetings and a wrap up in December followed by presentations to the SCCRTC and the Board.

There was discussion about the conversation that took place at the September PCTF meeting when METRO's ADA Eligibility Coordinator's qualifications were questioned. Scott Bugental clarified that he was concerned with the mandates and any requirement of medical experience for that position and wants further discussion on the subject.

5-1.20

Ian McFadden stated that the District had followed the paid consultant's recommendations regarding recruiting and training and urged the Board to keep the PCTF on track, which was for the coordination of Paratransit services.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR AINSWORTH

Accept the report of the Paratransit Coordination Task Force and minutes of the August 18, 2004 meeting.

Motion passed unanimously with Director Norton being absent.

8. **DELETED**
9. **DELETED**
10. **DELETED**
11. **CONSIDERATION OF AWARD OF CONTRACT FOR SUPPLEMENTAL PARATRANSIT SERVICES**

Summary:

Steve Paulson explained that the supplemental contractors would perform the early morning and late night trips that are outside of the normal 8-hour shifts performed by the District. UTU would perform 70% of all rides with 30% going to the supplemental contractors.

The supplemental contractors will be monitored daily and are required to uphold the Policies and Procedures and Customer Guide standards as outlined in the RFP.

Director Spence indicated that she was concerned about the quality of the cab service. She indicated that she had experienced dirty, poorly maintained cabs in the past. She indicated that she will be monitoring the cab performance and submitting information as to how they are doing.

Les White requested that any problems be reported directly to METRO and that the District would go back out to bid again, if necessary. Mr. White also expressed disappointment that a bid was not received from Courtesy Cab.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Authorize the General Manager to execute a contract for Supplemental Paratransit Services with Santa Cruz Transportation and Trans Metro Express.

Motion passed unanimously with Director Norton being absent.

12. **CONSIDERATION OF APPROVAL OF RESOLUTION TO MODIFY SANTA CRUZ METRO'S BYLAWS INCLUDING:**

5-1.21

- A. **CLARIFYING THAT APPOINTEES TO THE METROS ADVISORY COMMITTEE (MAC) SERVE AT THE PLEASURE OF THE BOARD OF DIRECTORS; AND**
- B. **ADDING RULES OF PROCEDURE FOR BOARD MEETINGS, SELECTING REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION, SETTING TIME LIMITS FOR TESTIMONY ON AGENDA ITEMS AND OTHER CHANGES**
- C. **SUPPLEMENTAL REPORT**

Discussion:

Margaret Gallagher reported that, as requested at the last Board meeting, a copy of the City of Watsonville's staff report and Resolution regarding it's own Code of Ethics is attachment A to Item 12C. Ms. Gallagher recommended that if the Board chose to adopt a Code of Ethics based on that model, it be brought back to a later meeting, in order to adopt the modified Bylaws as set forth in Attachment B today.

Ms. Gallagher then pointed out each of the following proposed modifications to the Bylaws:

- § 4.01 regarding public notification of emergency meetings;
- § 7.04 added Rules of Procedure, which would nullify the old Rules of Order; (Ms. Gallagher confirmed that 2/3 of the Board would be 8).
- § 11.01 regarding time allowed for public testimony;
- § 14.01 regarding creation of committees; MAC would become "(iii)" included in the main section and MASTF would become "(b)" as an independent group.
- § 14.02 regarding SCCRTC appointments, the addition of part "a"

There was a discussion regarding MAC appointees and the timing of SCCRTC appointments.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Approve Resolution to modify the Santa Cruz METRO's Bylaws as recommended by Staff, allowing Staff to correct numbering without having to bring it back again for Board approval.

Motion passed unanimously with Director Norton being absent.*

***NOTE: See Chair Reilly's statement made after Item #22**

ADJOURN

Chair Reilly adjourned to the Special Board Meeting at 10:12 a.m. and reconvened to the Regular Board meeting at 10:18 a.m.

- 13. **CONSIDERATION OF APPOINTING ROBERT YOUNT AS THE REPRESENTATIVE OF THE METRO ADVISORY COMMITTEE (MAC), AND APPOINTING STEVE KUDLAK AS A REPRESENTATIVE OF CONSUMERS OF FIXED ROUTE SERVICE AS MEMBERS OF THE PARATRANSIT COORDINATION TASK FORCE (PCTF)**

5-1.22

Les White reported that at the September 22, 2004, MAC meeting, Stuart Rosenstein had volunteered to replace Norm Hagen, Jr. as MAC's permanent PCTF appointee, rather than Robert Yount; and that Steve Kudlak would become Kanoa Dynek's replacement as a consumer of Fixed Route Transit Services.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Appoint Stuart Rosenstein to serve as a representative of the METRO Advisory Committee (MAC), and appoint Steve Kudlak to serve as a Representative of Consumers of Fixed Route Transit o the Paratransit Coordination Task Force (PCTF).

Motion passed unanimously with Director Norton being absent.

14. CONSIDERATION OF APPOINTMENT OF DIRECTORS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION (SCCIC)

Summary:

Elisabeth Ross reported that 5 appointments to the SCCIC needed to be made today and that the next meeting would be held at 10:00 a.m. during the Regular Board meeting on October 22, 2004.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Appoint current incumbents (Directors Beautz, Hinkle, and Spence), and Directors Keogh and Reilly to the SCCIC for a two-year term.

Directors Keogh and Reilly accepted the nominations.

Motion passed unanimously with Director Norton being absent.

15. CONSIDERATION OF PARACRUZ TRANSITION STATUS REPORT

Bryant Baehr gave a Power Point presentation outlining what has already been completed and the schedule for what is left to be completed.

Direction: Staff to contact Mobile Home Parks and churches as part of public outreach efforts.

Directors Rotkin and Keogh, and Jeff Le Blanc, wished to publicly thank Staff, Sam Storey and Community Bridges for all their hard work and the friendly, cooperative transition.

Scott Bugental echoed those sentiments and expressed concern regarding Spanish outreach material and a guaranteed ride home policy.

Mr. Baehr responded by saying that all outreach materials would be available in English and Spanish, plus CDs and tapes, and that although there is no formal policy, it is not the District's

5-1.23

practice to strand people. This would be handled on a case-by-case basis and a formal policy would be brought back to the Board for direction if it becomes a problem.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR AINSWORTH

Accept ParaCruz Transition Status Report.

Motion passed unanimously with Director Norton being absent.

16. MOVED TO CONSENT AS ITEM #5-20

17. CONSIDERATION OF APPROVAL OF 40 YEAR LEASE WITH THE CITY OF SANTA CRUZ FOR PROPERTY NEEDED FOR THE METROBASE PROJECT

Summary:

Frank Cheng reported that a portion of the bus parking at 1200 River Street is owned by the City of Santa Cruz. The current Encroachment Permit allowing METRO to use the City property is subject to termination with 30 days notice. In order to use federal funds for construction on property not owned by METRO, there must be a provision for continuous control of the property by METRO for a minimum of 20 years. The City has offered to lease the property to METRO for 40 years for \$1 per year.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute a 40-year lease with the City of Santa Cruz for property needed for the MetroBase project.

Motion passed unanimously with Directors Norton and Tavantzis being absent.

18. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AGREEMENT WITH IULIANO 1977 TRUST FOR PROPERTY LOCATED AT 111 DUBOIS STREET FOR METROBASE PROJECT

Summary:

Frank Cheng reported that METRO closed escrow on July 20, 2004 for 1122 River Street, which was owned by Jeanne Gibson and is leased by A Tool Shed. When METRO vacates 111 Dubois, A Tool Shed will move in and continue the lease with Iuliano.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Authorize the General Manager to execute a lease and assignment agreement with Iuliano 1977 Trust for property located at 111 Dubois Street for the MetroBase project.

Motion passed unanimously with Directors Norton and Tavantzis being absent.

5-1.24

19. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN ASSIGNMENT WITH FREDERICK ELECTRONICS (PLANTRONICS) AND A TOOL SHED, INC. FOR PROPERTY LOCATED AT 375 ENCINAL STREET FOR METROBASE PROJECT TO ASSIGN THE PROPERTY TO A TOOL SHED

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Authorize the General Manager to execute an assignment with Frederick Electronics (Plantronics) and A Tool Shed, Inc. for property located at 375 Encinal Street for Metrobase Project to assign the property to A Tool Shed, Inc.

Motion passed unanimously with Director Norton being absent.

20. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT WITH THE SCOTTS VALLEY TRANSIT CENTER TENANT TO EXTEND THE TERM, INCLUDE JANITORIAL DUTIES AND PROVIDE FOR THE REPAYMENT OF A PG&E BILL

Summary:

Margaret Gallagher reported the tenant will keep the Transit Center open during the hours of 6:00 a.m. – 6:00 p.m. if the District waives the \$75 monthly payment towards the utility bill. They are also willing to pay the \$75 payment for any month they chose not to be open the full hours.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR KEOGH

Authorizing the General Manager to execute a lease amendment with the Scotts Valley Transit Center Tenant to extend the term, include janitorial duties and provide for the repayment of a PG&E bill.

Motion passed unanimously with Director Norton being absent

21. CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF BART CAVALLARO AS A MEMBER OF THE BOARD OF DIRECTORS FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (Moved to Regular Agenda at the October 10, 2004 meeting. Retained original numbering as Item # 5-19).

Direction: Staff to obtain a copy of the taping of today's meeting for the Cavallaro family.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR BEAUTZ

Adopt a Resolution of Appreciation and Remembrance for the services of Bart Cavallaro as a member of the Board of Directors for the Santa Cruz Metropolitan Transit District.

5-1.25

Motion passed by unanimous affirmative voice vote in lieu of a roll call vote with Director Norton being absent.

22. CONSIDERATION OF ADOPTING REVISIONS TO THE DRUG AND ALCOHOL TESTING POLICY REGULATION

Summary:

Ms. Gallagher reported that revisions include implementation of new federal law requirements and other modifications.

Direction: Staff to add Paratransit Safety Sensitive positions to Attachment 4, "List of Safety Sensitive Job Classifications by Title" to be brought back next month.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Adopt the revised Drug and Alcohol Policy Regulation.

Motion passed unanimously with Director Norton being absent.

AT THIS TIME CHAIR REILLY MADE THE FOLLOWING CLARIFYING STATEMENT REGARDING THE RESOLUTION ADOPTED IN ITEM 12C:

"Motion passed by unanimous affirmative voice vote in lieu of a roll call vote" (with Director Norton being absent).

23. MOVED TO CLOSED SESION

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

Margaret Gallagher reported that the Board would discuss the existing Worker's Compensation case of Frank Sloan and the significant potential exposure to litigation regarding Item #23.

25. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

None.

SECTION II: CLOSED SESSION

Chair Reilly adjourned to Closed Session at 11:15 a.m. and reconvened to Open Session at 11:57 a.m.

SECTION III: RECONVENE TO OPEN SESSION

26. REPORT OF CLOSED SESSION

Margaret Gallagher had nothing to report at this time.

5-1.26

ADJOURN

There being no further business, Chair Reilly adjourned the meeting at 11:58 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

DRAFT

5-1.27

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: September 24, 2004
To: Board of Directors
From: Kanoa Dynak, Chair, Metro Advisory Committee
Subject: Bicycle Securement Straps

On August 18, 2004 Gary Harrold presented a request to the MAC that consideration be given to expanding the number of routes where bicycles could be carried inside of buses when the exterior bicycle racks were full. The MAC engaged in an extensive discussion of the Bikes in Buses issue on August 18, 2004 and determined that more information was necessary before an informed recommendation could be made to the METRO Board of Directors. The Mac members voted to continue the discussion of the Bikes in Buses issue at the next meeting.

On September 21, 2004 the MAC continued the discussion of recommending that the Board allow bicycles inside of buses on a larger number of routes. While the discussion on September 21, 2004 was thorough there remains a number of issues that the MAC membership feels the need to examine prior to formulating a final recommendation to the Board.

However, in the course of our discussion regarding allowing bicycles inside of buses it was brought to our attention that the new buses that are being used on Highway 17 do not have the straps needed for interior bicycle securement. Therefore, recognizing the that Highway 17 service allows bicycles inside of the buses between Scotts Valley and San Jose, the members of the MAC voted to recommend to the METRO Board of Directors that the eleven (11) new Highway 17 buses be equipped with securement straps for the safe transport of bicycles.

Thank you for your consideration of this recommendation.

5-1.28

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

M E M O R A N D U M

Date: September 24, 2004
To: Board of Directors
From: Kanoa Dynak, Chair, Metro Advisory Committee
Subject: Removal Of Members

The Agenda for the METRO Board of Directors for the September 24, 2004 meeting includes an item (#12) whereby the Board of Directors would amend the Bylaws to clarify the individuals that are appointed to various committees, Commissions, and Boards, serve at the pleasure of the Board of Directors. Additionally the Bylaws Amendment that is proposed clarifies under what circumstances that the Board might act to remove an individual from an appointed position.

The issue of Removing appointees has been before the METRO Board of Directors at previously meetings. The Metro Advisory Committee (MAC) previously requested that the Board of Directors defer discussion of the issue of removing appointees until the MAC had an opportunity to discuss it fully and offer a recommendation. The Board of Directors accommodated the MAC request and deferred the discussion.

On Wednesday September 22, 2004 the MAC discussed the language that has been developed by METRO District Counsel Margaret Gallagher that would address the issue of removal of Board appointees. The members of the MAC were very supportive of the language developed by Ms. Gallagher. The members of the MAC voted to recommend that the METRO Board of Directors adopt the Bylaws Amendment pertaining to the removal of Board appointees as it has been developed by District Counsel and contained in the Staff Report and attachments presented to the Board for consideration on September 24, 2004.

Thank you for your consideration of our recommendation on the issue of Board appointee removal.

5-1.29



Bonnie L. Morr
General Chairperson
United Transportation Union, Local 23
903 Pacific Ave. Ste # 200
Santa Cruz, California 95060

Santa Cruz Metropolitan Transit District
Board of Directors
370 Encinal Street
Santa Cruz, California 95060

Dear Metro Board of Directors,

I would like to call your attention to the actual letter that was written on April 19, 2004. Since the Board and Staff focused on the first sentence which describes the time frame of the discussion.

The Union would like to call your attention to the second paragraph, where we requests the attention of the board on this subject, and the last paragraph which refers to a situation that stimulated this concern.

Please allow us this moment to remind or inform the Board again of what occurred for the operators in a certain situation.

We had a board member who for whatever reason had some instances where he would run into bus operators and passengers. We had a twenty-year employee whose hand was run over during the securing of the wheel chair. This employee has lost his ability to close his hand and cannot work. Another individual has lost over two years of work while her back injuries were healing. We had passengers have their feet run over, and young individuals whose legs were taken out from under them and then landed on the ground.

The above fore mentioned situations is what stimulated the discussions at our Union and caused our desire for guidelines.

5-1.30

We understand that you cannot remove individuals from the board of directors or advisory committees, but at least you could have a document that states what appropriate behavior might look like.

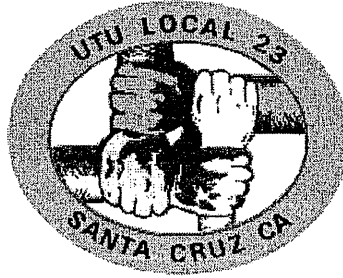
Thank you for allowing us this opportunity to express our concerns and to explain that we are not targeting any individual.

Thank You,

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

Bonnie Morr, Chairperson
United Transportation Union
Local 23

5-1.31



September 20, 2004

Bonnie L. Morr
General Chairperson
United Transportation Union, Local 23

Santa Cruz Metropolitan Transit District
Board of Directors
370 Encinal Street
Santa Cruz, California 95060

Dear Metro Board of Directors,

The United Transportation Union is requesting the assistance and direction of the Board of Directors in order to find an ability to deal with the upcoming Medical costs.

The United Transportation Union would like to have the Board of Directors direct Staff to enter into a meet and confer to deal with this situation.

The Bus Operators are working under a situation where we have a monetary cap on our medical benefits. Due to the increase in the costs of medical we are the only unit that will be paying over 400.00 per month for an HMO. Our members cannot afford this amount of money coming out of our paychecks on a monthly basis; it interferes with the cost of housing and food. The other unit at the Transit District will not pay for HMO coverage at this level.

We are requesting parity and fair treatment in this area.

Sincerely,

Bonnie L. Morr, Chairperson
UTU Local 23

5-1.32



Mid-Peninsula Housing Coalition

cordially invites you
to celebrate the groundbreaking of

Via del Mar

A Transit-Oriented Community
with 40 affordable rental units
and a child care center
located in downtown Watsonville

Monday, October 4, 2004 at 5:00 p.m.

Via del Mar construction site

124 W. Beach Street at Rodriguez Street, Watsonville

Refreshments will be served

For more information about Via del Mar, contact Mid-Peninsula Housing at (831) 761-7215

5-1.33

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

September 24, 2004

A SPECIAL Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 24, 2004 at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

Chair Reilly called the meeting to order at 10:12 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jan Beautz (arrived after roll call)
Michelle Hinkle
Mike Keogh
Emily Reilly
Mike Rotkin
Dale Skillicorn
Pat Spence
Mark Stone
Marcela Tavantzis

DIRECTORS ABSENT

Dennis Norton
Ex-Officio Wes Scott

STAFF PRESENT

Bryant Baehr, Operations Manager
Frank Cheng, MetroBase Project Manager
Mark Dorfman, Assistant General Manager
Margaret Gallagher, District Counsel
Steve Paulson, ParaCruz Administrator

Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maint. Manager
Les White, General Manager

2. CONSIDERATION OF AMENDING CONTRACT WITH CP INDUSTRIES FOR PURCHASE OF TWO PRESSURE VESSEL ASSEMBLIES FOR THE LCNG FUELING STATION FOR THE METROBASE PROJECT

Summary:

Frank Cheng reported that on September 10, 2004, the Board of Directors authorized a contract with CP Industries for the purchase of two pressure vessel assemblies for the MetroBase project. Contracts were mailed to CP Industries on September 14, 2004. Contractor's bid response stated that their quotation was based upon the steel prices and surcharges in effect on the date of the quotation and subject to market prices and surcharges in effect at the time of

5-1.34

order. The District was informed by the Contractor on September 15th that the price of steel has gone up since the date of the quotation and that a price increase of \$1,950 per pressure storage vessel would be in effect at the time of order.

Les White added that this would lock in the price and any increase between approval of this contract and the work being done would not be considered.

District Staff recommends that the Board of Directors authorize the contract with CP Industries to increase the total contract to \$91,434.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR REILLY

Authorize the General Manager to execute an amended contract with CP Industries to increase the total contract to \$91,434.

Motion passed unanimously with Director Norton being absent.

ADJOURN

There being no further business, Chair Reilly adjourned the meeting at and reconvened to the Regular Board meeting at 10:18 a.m.

Respectfully submitted,



CINDI THOMAS
Administrative Services Coordinator

5-1.35

DATE 10/01/04 07:10

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

DATE: 09/01/04 THRU 09/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13248	09/03/04	1,347.50	001027	OVERLAND PACIFIC & CUTLER, INC		2268	MB PROF SVCS JUL04	1,347.50	
13249	09/03/04	3,608.79	001028	PC MALL GOV, INC.		2269	EUDORA LICENSES	3,608.79	
13250	09/03/04	9,965.67	001029	GOLDEN GATE SYSTEMS		2270	5 WRKSTNS & MNTRS/PT	2,512.90	
						2271	PRINTERS/IT	2,308.90	
						2272	PRINTERS/IT	5,143.87	
						2273	MB JUL PROF SVCS	750.00	
13251	09/03/04	750.00	001035	HARRIS & ASSOCIATES		2277	EMPLOYEE INCENTIVE	206.27	
13252	09/03/04	206.27	001040	TERRYBERRY CO., LLC		2274	SEP VISION INSURANCE	10,519.54	
13253	09/03/04	10,519.54	001043	VISION SERVICE PLAN		2241	REV VEH PARTS 671	671.27	
13254	09/03/04	16,176.60	001063	NEW FLYER INDUSTRIES LIMITED		2242	REV VEH PARTS 3819	3,819.31	
						2243	REV VEH PARTS 4242	4,242.40	
						2244	REV VEH PARTS 4243	4,243.10	
						2245	REV VEH PARTS 2750	2,750.34	
						2246	REV VEH PARTS 300	397.64	
						2267	REV VEH PARTS 39	52.54	
						2247	REPAIR RADIATOR 9801	996.73	
13255	09/03/04	996.73	001263	ABBOTT STREET RADIATOR, INC.		2275	AUG MT HERMON/KINGS	43.27	
13256	09/03/04	188.50	001315	WASTE MANAGEMENT		2276	AUG KINGS VILLAGE	145.23	
						2339	AUG FUEL	111,707.34	
13257	09/03/04	111,707.34	001316	DEVCO OIL		2278	050 670 1867 001	38.62	
13258	09/03/04	38.62	001458	AT&T		2279	JUL MEDICAL EXAMS	528.00	
13259	09/03/04	528.00	001523	SANTA CRUZ MEDICAL CLINIC	7	2280	SEP LTD INSURANCE	19,748.54	
13260	09/03/04	19,748.54	001616	UNUM		2248	JULY FUEL	17.80	
13261	09/03/04	17.80	001648	STEVE'S UNION SERVICE		2281	JUL ADA PARATRANSIT	184,342.99	
13262	09/03/04	184,342.99	001762	COMMUNITY BRIDGES		2282	PHOTO PROCESS/OPS	39.90	
13263	09/03/04	428.01	002063	COSTCO		2283	LOCAL MEETING EXP	25.97	
						2284	CAMERA/OPS	362.14	
						2249	REV VEH PARTS	368.05	
13264	09/03/04	368.05	002158	PEREZ, J. ASSOCIATES, INC.		2340	JUL LEGISLATIVE SVCS	2,000.00	
13265	09/03/04	2,000.00	002267	SHAW & YODER, INC.		2285	SEP LEGISLATIVE SVCS	3,750.00	
13266	09/03/04	3,750.00	002346	CHANEY, CAROLYN & ASSOC., INC.		2341	6/11-8/9 KINGS VLG	28.50	
13267	09/03/04	941.96	002459	SCOTTS VALLEY WATER DISTRICT		2344	6/11-8/9 KINGS VLG	913.46	
						2250	PARTS & SUPPLIES	181.39	
13268	09/03/04	181.39	002504	TIFCO INDUSTRIES		2286	JUL FINGERPRINTS	32.00	
13269	09/03/04	32.00	002567	DEPARTMENT OF JUSTICE		2287	CONGRESS YELLOW BK	356.25	
13270	09/03/04	356.25	002570	LEADERSHIP DIRECTORIES, INC.		2251	JUL/AUG FREIGHT OUT	158.78	
13271	09/03/04	158.78	007	UNITED PARCEL SERVICE		2342	7/29-8/26 SAKATA	9.96	
13272	09/03/04	9.96	009	PACIFIC GAS & ELECTRIC		2288	FINGERPRINTING	20.00	
13273	09/03/04	20.00	014	CABRILLO COLLEGE		2252	REV VEH PARTS	1,094.30	
13274	09/03/04	1,094.30	018	SALINAS VALLEY FORD SALES		2289	OUT REPAIR EQUIP/OPS	50.65	
13275	09/03/04	50.65	021	WHOLY WATER		2253	CLASSIFIED AD FLT	160.36	
13276	09/03/04	230.12	061A	REGISTER PAJARONIAN		2290	CLASSIFIED AD	69.76	
						2291	6/25-8/24 GOLF CLUB	1,649.18	
13277	09/03/04	8,794.10	079	SANTA CRUZ MUNICIPAL UTILITIES		2292	6/25-8/24 370 ENC	170.56	
						2293	6/25-8/24 370 ENC	1,745.80	
						2294	6/25-8/24 RIVER ST	3,847.96	
						2295	6/25-8/24 111 DUB	1,380.60	
						2254	ANNUAL FUEL TAX CNG	2,616.00	
13278	09/03/04	2,616.00	080C	STATE BOARD OF EQUALIZATION		2296	AUG CUSTODIAN SVCS	2,374.94	
13279	09/03/04	4,729.52	110	JESSICA GROCERY STORE, INC.		2335	JUL CUSTODIAN SVCS	2,354.58	

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CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/04 THRU 09/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
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						2256	REV VEH PARTS	853.12	
13281	09/03/04	150.14	122	SCMTD PETTY CASH - OPS		2297	PETTY CASH/OPS	150.14	
13282	09/03/04	1,000.00	162	WASHINGTON LETTER ON TRANSPORT		2298	ANNUAL RENEWAL	1,000.00	
13283	09/03/04	1,245.52	166	HOSE SHOP, THE		2257	PARTS & SUPPLIES	1,245.52	
13284	09/03/04	330.80	221	VEHICLE MAINTENANCE PROGRAM		2258	REV VEH PARTS 331	330.80	
13285	09/03/04	18.28	372	FEDERAL EXPRESS		2299	AUG MAILING/HRD	18.28	
13286	09/03/04	282.35	378	STEWART & STEVENSON		2259	REV VEH PARTS	282.35	
13287	09/03/04	295.00	421	PACE PUBLICATIONS		2300	TRANSIT ACCESS RPT	295.00	
13288	09/03/04	80.68	436	WEST PAYMENT CENTER		2301	JUL ACCESS CHGS	80.68	
13289	09/03/04	625.00	438	COUNTY OF SANTA CRUZ		2302	FEES PARACRUZ FACLTY	625.00	
13290	09/03/04	206.34	448	UNISOURCE		2303	COPY PAPER/PT	103.17	
						2304	COPY PAPER/MET	103.17	
13291	09/03/04	57.87	486	BRENTON SAFETY, INC.		2260	SAFETY SUPPLIES	57.87	
13292	09/03/04	235,791.90	502	CA PUBLIC EMPLOYEES'		2305	SEP MEDICAL INS	235,791.90	
13293	09/03/04	252.30	625	ASPEN PUBLISHERS, INC.		2306	PAYROLL MGR LTR	252.30	
13294	09/03/04	1,088.47	647	GFI GENFARE		2261	REV VEH PARTS	1,088.47	
13295	09/03/04	5,772.22	664	BAY COUNTIES PITCOCK PETROLEUM		2262	ENGINE OIL/DUB	5,772.22	
13296	09/03/04	7,067.00	679	FIRST TRANSIT, INC.		2263	FINAL BUS INSPECT	7,067.00	
13297	09/03/04	70.00	682	WEISS, AMY L.	7	2307	PROF SVCS 8/27	70.00	
13298	09/03/04	9,056.25	683	TRISTAR RISK MANANGEMENT		2308	SEP WC SVC FEE	9,056.25	
13299	09/03/04	149.40	685	BROOKS INTERNET SOFTWARE, INC.		2309	PRINT SERV SW MAINT	149.40	
13300	09/03/04	41.20	708B	CALIFORNIA HIGHWAY PATROL		2310	7/22 SUBPOENA BAL	41.20	
13301	09/03/04	846.80	733	CLAREMONT BEHAVIORAL SERVICES		2311	SEP EAP PREMIUM	846.80	
13302	09/03/04	347.18	738	WESTERN RUBBER & SUPPLY INC.		2264	REV VEH PARTS	347.18	
13303	09/03/04	60.00	755	CITY OF WATSONVILLE		2312	DOCUMENTS/SAKATA LN	60.00	
13304	09/03/04	3,645.00	804	ORTHOPAEDIC HOSPITAL	7	2313	JUL PROF/TECH SVCS	3,645.00	
13305	09/03/04	643.06	845A	BLUE SHIELD OF CALIFORNIA		2314	COBRA PREMIUMS	643.06	
13306	09/03/04	39,250.74	875	PACIFICARE DENTAL		2315	SEP DENTAL	39,250.74	
13307	09/03/04	333.00	884	UNITED STATES POSTAL SERVICE		2316	POSTAGE/OPS	333.00	
13308	09/03/04	195,730.51	904	RNL DESIGN		2317	PROF SVCS THRU 7/31	192,169.64	
						2318	REIMBR EXP TO 7/31	3,560.87	
13309	09/03/04	8,744.19	909	CLASSIC GRAPHICS		2265	OUT REPAIR REV VEH	8,744.19	
13310	09/03/04	303.89	914	CALTRONICS BUSINESS SYSTEMS		2266	OUT REPAIR/FLT	303.89	
13311	09/03/04	90,529.23	975	TRISTAR RISK MANAGEMENT NO. 2		2345	AUG TRUST ACCOUNT	90,529.23	
13312	09/03/04	100.00	B001	AINSWORTH, SHERYL	7	2322	AUG BOARD MEETING	100.00	
13313	09/03/04	100.00	B003	BEAUTZ, JAN	7	2323	AUG BOARD MEETING	100.00	
13314	09/03/04	50.00	B006	HINKLE, MICHELLE	7	2324	AUG BOARD MEETING	50.00	
13315	09/03/04	100.00	B007	KEOGH, MICHAEL	7	2325	AUG BOARD MEETING	100.00	
13316	09/03/04	50.00	B010	NORTON, DENNIS	7	2326	AUG BOARD MEETING	50.00	
13317	09/03/04	100.00	B011	REILLY, EMILY	7	2327	AUG BOARD MEETING	100.00	
13318	09/03/04	100.00	B012	SPENCE, PAT	7	2330	AUG BOARD MEETING	100.00	
13319	09/03/04	100.00	B014	CITY OF WATSONVILLE		2332	AUG BOARD MEETING	100.00	
13320	09/03/04	100.00	B015	ROTKIN, MIKE	7	2328	AUG BOARD MEETING	100.00	
13321	09/03/04	100.00	B016	SKILLICORN, DALE	7	2329	AUG BOARD MEETING	100.00	
13322	09/03/04	100.00	B017	STONE, MARK	7	2331	AUG BOARD MEETING	100.00	
13323	09/03/04	44.00	E128	BRONDSTATTER, CHERYL		2319	DMV/VTT FEES	44.00	
13324	09/03/04	10.00	E511	CHAVARRIA, JOHNNY		2320	VTT FEES	10.00	
13325	09/03/04	596.40	M006	VAN DER ZANDE, ED		2337	FEB MEDICAL PREMIUM	596.40	
13326	09/03/04	564.69	R426	STATE FARM INSURANCE		2321	SETTLEMENT CLAIM	564.69	

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CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/04 THRU 09/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
									VOIDED
13327	09/17/04	595.52	001	SBC		2468	SEPT PHONE/IT	0.00	VOIDED
	09/17/04	-595.52							VOIDED
13328	09/17/04	163.08	001018	CABRILLO SAND & GRAVEL		2350	REPAIRS/MAINTENANCE	0.00	VOIDED
	09/17/04	-163.08							VOIDED
13329	09/17/04	1,500.00	001032	ARK PROPERTY MAINTENANCE	7	2351	AUG CUSTODIAL SVCS	0.00	VOIDED
	09/17/04	-1,500.00							VOIDED
13330	09/17/04	816.75	001037	PACIFIC PRODUCTS & SERVICES	7	2352	REPAIRS/MAINTENANCE	0.00	VOIDED
	09/17/04	-816.75				2353	REPAIRS/MAINTENANCE	0.00	VOIDED
13331	09/17/04	970.92	001039	GRAFFITI REMOVAL, INC.		2354	REV VEH PARTS	0.00	
	09/17/04	-970.92				2355	JUL/AUG DRUG TEST	948.00	
13332	09/17/04	948.00	001042	EMPLOYER'S HEALTH SVCS, LLC		2356	CLEANING SUPPLIES	62.68	
13333	09/17/04	62.68	001052	MID VALLEY SUPPLY		2357	REV VEH PARTS 77	95.98	
13334	09/17/04	644.24	001063	NEW FLYER INDUSTRIES LIMITED		2358	REV VEH PARTS 14	28.78	
						2359	REV VEH PARTS 87	87.43	
						2360	REV VEH PARTS 19	18.75	
						2361	REV VEH PARTS 386	413.30	
13335	09/17/04	1,310.00	001365	BORTNICK, ROBERT S. & ASSOC.	7	2362	INVESTIGATIVE SVCS	1,310.00	
13336	09/17/04	808.65	001379	SAFETY-KLEEN SYSTEMS, INC.		2363	HAZ WASTE DISPOSAL	116.50	
						2364	HAZ WASTE DISPOSAL	692.15	
13337	09/17/04	8.21	001458	AT&T		2365	051 766 1318 001	8.21	
13338	09/17/04	30.68	001471	CALIFORNIA CHAMBER OF COMMERCE		2366	EMPLOYEE POSTERS	30.68	
13339	09/17/04	1,040.00	001492	EVERGREEN OIL INC.		2367	HAZ WASTE DISPOSAL	800.00	
						2368	HAZ WASTE DISPOSAL	240.00	
13340	09/17/04	1,516.08	001589	STATEWIDE RENT-A-FENCE INC.		2369	FENCE RENTAL 04-05	1,516.08	
13341	09/17/04	16.02	001648	STEVE'S UNION SERVICE		2370	AUG FUEL	16.02	
13342	09/17/04	467.28	001856	BAY COMMUNICATIONS	7	2371	OUT REPAIR PHONES	467.28	
13343	09/17/04	2,860.93	001A	SBC/MCI		2346	AUG PHONE/IT	176.87	
						2347	AUG PHONE/IT	176.87	
						2348	AUG PHONE/IT	92.08	
						2349	AUG PHONES	2,415.11	
13344	09/17/04	81.07	002063	COSTCO		2372	PHOTO PROCESS/RISK	25.71	
						2373	PHOTO PROCESS/OPS	42.98	
						2374	PHOTO PROCESS/OPS	12.38	
13345	09/17/04	66.00	002069	A TOOL SHED, INC.		2375	EQUIPMENT RENTAL	66.00	
13346	09/17/04	1,500.00	002238	CRANE CERTIFICATION CO.		2376	INSPECT/TEST CRANES	1,500.00	
13347	09/17/04	2,550.00	002287	CALIFORNIA SERVICE EMPLOYEES		2377	SEPT MEDICAL	2,550.00	
13348	09/17/04	11.11	002307	EWING IRRIGATION PRODUCTS		2378	REPAIRS/MAINTENANCE	11.11	
13349	09/17/04	25.42	002447	SETON IDENTIFICATION PRODUCTS		2379	NAMEPLATES 15	25.42	
13350	09/17/04	154.00	002639	NEXTEL COMMUNICATIONS		2380	7/26-8/25 PHONES	154.00	
13351	09/17/04	521.29	002643	IOS CAPITAL		2467	8/22-10/21 RENT	521.29	
13352	09/17/04	130.38	002713	SANTA CRUZ AUTO TECH, INC.		2381	OUT REPAIR #8027	130.38	
13353	09/17/04	270.00	002800	CHIOCHIOS, TIM		2382	HWY 17 MONTH PASSES	270.00	
13354	09/17/04	53.07	004	NORTH BAY FORD LINC-MERCURY		2383	REV VEH PARTS	53.07	
13356	09/17/04	22,919.90	009	PACIFIC GAS & ELECTRIC		2384	8/5-9/3 PACIFIC	155.56	
						2385	8/5-9/3 PACIFIC	659.52	
						2386	8/5-9/3 PACIFIC	1,262.80	
						2387	7/31-8/30 RODRIGUEZ	24.51	
						2388	7/31-8/30 370 ENC	52.58	

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CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/04 THRU 09/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
						2389	7/31-8/30 370 ENC	2,991.56	
						2390	7/31-8/30 RIVER	88.97	
						2391	7/31-8/30 111 DUB	335.85	
						2392	07/31-8/30 111 DUB	859.97	
						2393	7/31-8/30 RIVER	1,989.39	
						2394	7/31-8/30 GOLF CLUB	1,994.12	
						2395	7/31-830 GOLF CLUB	162.59	
						2396	7/31-8/30 HVY WEST	39.25	
						2397	7/31-8/30 RODRIGUEZ	1,416.36	
						2398	7/31-8/31 CNG/G RVR	8,577.91	
						2399	7/31-8/30 CNG/E RVR	2,308.96	
13357	09/17/04	1,814.74	018	SALINAS VALLEY FORD SALES		2400	REV VEH PARTS	1,610.93	
						2401	REV VEH PARTS	203.81	
						2402	SEPT ALARMS	384.34	
13358	09/17/04	384.34	020	ADT SECURITY SERVICES INC.		2403	PLANS PARACRUZ BLDG	24.68	
13359	09/17/04	24.68	034	BLUEPRINT EXPRESS	7	2404	AUG PRINTING	1,069.06	
13360	09/17/04	1,069.06	039	KINKO'S INC.		2405	JUL/AUG UNIF/LAUNDRY	1,089.73	
13361	09/17/04	2,866.93	041	MISSION UNIFORM		2406	AUG UNIFORMS/LAUDRY	1,777.20	
						2407	REPAIRS/MAINTENANCE	31.42	
13362	09/17/04	31.42	042	ORCHARD SUPPLY HARDWARE		2408	CLASSIFIED AD FLT	253.20	
13363	09/17/04	253.20	061A	REGISTER PAJARONIAN		2409	AUG LOCKS/KEYS	44.51	
13364	09/17/04	44.51	074	KENVILLE LOCKSMITHS	7	2410	6/29-8/26 PACIFIC	162.68	
13365	09/17/04	4,534.40	079	SANTA CRUZ MUNICIPAL UTILITIES		2411	6/29-8/26 PACIFIC	4,350.52	
						2412	JUL LANDFILL	21.20	
13366	09/17/04	21,600.29	085	DIXON & SON TIRE, INC.		2413	OUT REPAIR REV VEH	449.26	
						2414	AUG TIRES/TUBES	21,151.03	
13367	09/17/04	135.16	087	RECOGNITION SERVICES LTD.		2415	EMP INCENTIVE 111	135.16	
13368	09/17/04	589.51	107	SAN LORENZO LUMBER		2416	REPAIRS/MAINTENANCE	589.51	
13369	09/17/04	219.88	117	GILLIG CORPORATION		2417	REV VEH PARTS	10.00	
						2418	REV VEH PARTS	194.85	
						2419	REV VEH PARTS	15.03	
13370	09/17/04	5,527.45	134	DAY WIRELESS SYSTEMS		2420	JUL OUT REPAIR EQUIP	3,273.95	
						2421	AUG OUT REPAIR	2,253.50	
13371	09/17/04	2,133.07	135	SANTA CRUZ AUTO PARTS, INC.		2422	REV VEH PARTS/SUPPLY	2,133.07	
13372	09/17/04	271.54	147	ZEE MEDICAL SERVICE		2423	SAFETY SUPPLIES	271.54	
13373	09/17/04	1,342.30	148	ZEP MANUFACTURING COMPANY		2424	REV VEH PARTS	1,342.30	
13374	09/17/04	1,026.52	149	SANTA CRUZ SENTINEL		2425	AUG ADVERTISING	1,026.52	
13375	09/17/04	443.28	156	PRINT GALLERY, THE		2426	STICKERS/FLAT STOCK	443.28	
13376	09/17/04	548.67	157	DELL MARKETING L.P.		2427	HARD DRIVES/IT	548.67	
13377	09/17/04	555.95	166	HOSE SHOP, THE		2428	PARTS & SUPPLIES	495.67	
						2429	REPAIRS/MAINTENANCE	60.28	
13378	09/17/04	1,294.87	170	TOWNSEND'S AUTO PARTS		2430	REV VEH PARTS/SUPPLY	1,294.87	
13379	09/17/04	215.12	172	CENTRAL WELDER'S SUPPLY, INC.		2431	PARTS & SUPPLIES	105.88	
						2432	PARTS & SUPPLIES	109.24	
13380	09/17/04	1,185.70	192	ALWAYS UNDER PRESSURE		2433	REPAIRS/MAINTENANCE	1,185.70	
13381	09/17/04	85.00	260	SANTA CRUZ GLASS CO., INC.		2434	ADJUST CLOSER ARM	85.00	
13382	09/17/04	1,026.46	282	GRAINGER		2435	LAMPS	594.15	
						2436	REPAIRS/MAINTENANCE	432.31	
13383	09/17/04	397.69	294	ANDY'S AUTO SUPPLY		2437	REV VEH PARTS/SUPPLY	397.69	
13384	09/17/04	257.32	422	IMAGE SALES INC.		2438	PHOTO SUPPLIES/HRD	257.32	

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CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/04 THRU 09/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13385	09/17/04	110.02	434	VERIZON WIRELESS-PAGERS		2439	SEPT PAGERS	110.02	
13386	09/17/04	53.29	434B	VERIZON CALIFORNIA		2440	MT BIEWLASKI	53.29	
13387	09/17/04	1,370.95	447	FERRIS HOIST & REPAIR, INC.		2441	OUT REPAIR HOIST	1,370.95	
13388	09/17/04	2,435.08	480	DIESEL MARINE ELECTRIC, INC.		2442	REV VEH PARTS	2,435.08	
13389	09/17/04	656.00	481	PIED PIPER EXTERMINATORS, INC.		2443	AUG PEST CONTROL	656.00	
13390	09/17/04	28,606.00	497A	AMERICAN PUBLIC TRANSPORTATION		2444	7/04-6/05 MEMBERSHIP	16,106.00	
						2445	7/04-6/05 PT2 DUES	12,500.00	
13391	09/17/04	1,944.42	504	CUMMINS WEST, INC.		2446	REV VEH PARTS	112.82	
						2447	REV VEH PARTS	1,831.60	
13392	09/17/04	287.13	546	GRANITE ROCK COMPANY		2448	AGG BASE	287.13	
13393	09/17/04	44.39	579	LAB SAFETY SUPPLY, INC.		2449	BIOHAZ LABELS 35	44.39	
13394	09/17/04	270.61	788	SCMTD PETTY CASH - FINANCE		2450	PETTY CASH/FINANCE	270.61	
13395	09/17/04	2,674.98	851	I.M.P.A.C. GOVERNMENT SERVICES		2451	4055019201230820	2,674.98	
13396	09/17/04	457.60	852	LAW OFFICES OF MARIE F. SANG	7	2452	WORKERS COMP CLAIM	98.00	
						2453	WORKERS COMP CLAIM	359.60	
13397	09/17/04	53.31	856	ANGI INTERNATIONAL LLC		2454	CNG PARTS	53.31	
13398	09/17/04	8,154.84	909	CLASSIC GRAPHICS		2455	OUT REPAIR REV VEH	8,154.84	
13399	09/17/04	1,281.50	950	PARADISE LANDSCAPE	7	2456	AUG/SEPT MAINT	1,281.50	
13400	09/17/04	44.00	E044	NIED, KIMBERLY		2457	DMV/VTT FEES	44.00	
13401	09/17/04	567.42	E048	MARTINEZ, MARK		2458	MED DED PP14-19	567.42	
13402	09/17/04	10.00	E112	ESTRADA, FRANCISCO		2459	DMV/VTT FEES	10.00	
13403	09/17/04	44.00	E135	ARCHIBEQUE, JUANITA		2460	DMV/VTT FEES	44.00	
13404	09/17/04	44.00	E161	JUAN, DARRYL		2461	DMV/VTT FEES	44.00	
13405	09/17/04	11.01	E179	LEGORRETA, PETE		2462	GASOLINE VEH #201	11.01	
13406	09/17/04	44.00	E274	VALDEZ, ANGEL		2463	DMV/VTT FEES	44.00	
13407	09/17/04	298.93	E463	RAMOS, ROSALIO		2464	MED DED PP16-19	298.93	
13408	09/17/04	44.00	E505	NAUKKARINEN, JUKKA		2465	DMV/VTT FEES	44.00	
13409	09/17/04	34.00	E507	GENTRY, RITA		2466	DMV/VTT FEES	34.00	
13410	09/17/04	595.52	001	SBC		2468	SEPT PHONE/IT	595.52	
13411	09/17/04	163.08	001018	CABRILLO SAND & GRAVEL		2350	REPAIRS/MAINTENANCE	163.08	
13412	09/17/04	1,500.00	001032	ARK PROPERTY MAINTENANCE	7	2351	AUG CUSTODIAL SVCS	1,500.00	
13413	09/17/04	816.75	001037	PACIFIC PRODUCTS & SERVICES	7	2352	REPAIRS/MAINTENANCE	771.28	
						2353	REPAIRS/MAINTENANCE	45.47	
13414	09/17/04	970.92	001039	GRAFFITI REMOVAL, INC.		2354	REV VEH PARTS	970.92	
13415M	09/18/04	750.00	001090	BLUE DOLPHIN CAFE	7	2489	SEP CUSTODIAL SVCS	750.00	MANUAL
13416	09/24/04	482.43	001	SEP CUSTODIAL SVCS		2469	SEP PHONE LINES	86.51	
						2470	SEP PHONES	395.92	
13417	09/24/04	1,407.05	001119	MACERICH PARTNERSHIP LP	7	9000175	CAPITOL MALL RENT	1,407.05	
13418	09/24/04	1,604.00	001523	SANTA CRUZ MEDICAL CLINIC	7	2471	AUG MEDICAL EXAMS	1,604.00	
13419	09/24/04	31,581.00	002116	HINSHAW, EDWARD & BARBARA	7	9000176	120 DUBOIS RENT	6,435.77	
						9000177	370 ENCINAL RENT	25,145.23	
13420	09/24/04	10,794.22	002117	IULIANO, NICK	7	9000178	111 DUBOIS RENT	10,794.22	
13421	09/24/04	26,489.17	002295	FIRST ALARM		2472	AUG SECURITY	26,489.17	
13422	09/24/04	2,422.21	002610	FREDERICK ELECTRONICS CORP.		9000179	375 ENCINAL RENT	2,422.21	
13423	09/24/04	902.12	009	PACIFIC GAS & ELECTRIC		2473	8/12-9/10 KINGS VLG	631.65	
						2474	8/12-9/10 KINGS VLG	14.75	
						2475	8/14-9/13 PAUL SWT	84.85	
						2476	9/11-9/14 RESEARCH	1.37	
						2477	9/2-9/15 RESEARCH	169.50	

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CHECK JOURNAL DETAIL BY CHECK NUMBER
ALL CHECKS FOR COAST COMMERCIAL BANK

DATE: 09/01/04 THRU 09/30/04

CHECK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR	VENDOR NAME	VENDOR TRANS. TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
13424	09/24/04	2,362.48	043	PALACE ART & OFFICE SUPPLY		2478	OFFICE SUPPLIES	2,362.48	
13425	09/24/04	1,273.00	080	STATE BOARD OF EQUALIZATION		2479	AUG USE TAX PREPAY	1,273.00	
13426	09/24/04	90.00	128	COSTCO WHOLESALE MEMBERSHIP		2480	MEMBERSHIP RENEWAL	90.00	
13427	09/24/04	96.34	130	CITY OF WATSONVILLE UTILITIES		2481	8/5-9/1 SAKATA	13.45	
						2482	8/5-9/1 RODRIGUEZ	9.50	
						2483	8/2-9/1 SAKATA	73.39	
13428	09/24/04	1,902.21	215	IKON OFFICE SOLUTION		2484	COPIER MAINT/OPS	1,902.21	
13429	09/24/04	247.35	448	UNISOURCE		2485	COPY PAPER/ADM	247.35	
13430	09/24/04	191.92	510	ASCOM HASLER LEASING		2486	OCT EQUIP RENTAL	191.92	
13431	09/24/04	189.00	723	COUNCIL ON EDUCATION IN		2487	W/C WEBINAR ON 9/30	189.00	
13432	09/24/04	900.00	840	BOUCHARD, BRENT	7	9000180	VERNON ST RENT	900.00	
13433	09/24/04	72.14	M001	HORTON, JOSEPH		9000181	MED INS PREMIUM REIM	72.14	
13434	09/24/04	41.14	M002	RACKLEY, EARL		9000182	MED INS PREMIUM REIM	41.14	
13435	09/24/04	228.77	M003	WYANT, JUDI		9000183	MED INS PREMIUM REIM	228.77	
13436	09/24/04	228.77	M005	ROSS, EMERY		9000184	MED INS PREM REIMB	228.77	
13437	09/24/04	596.40	M006	VAN DER ZANDE, ED		9000185	MED INS PREM REIMB	596.40	
13438	09/24/04	489.54	M007	BLAIR-ALWARD, GREGORY		9000186	MED INS PREM REIMB	489.54	
13439	09/24/04	816.40	M009	FREEMAN, MARY		9000187	MED INS PREM REIMB	816.40	
13440	09/24/04	280.84	M010	SHORT, SLOAN		9000188	MED INS PREM REIMB	280.84	
13441	09/24/04	41.14	M011	LAWSON, LOIS		9000189	MED INS PREM REIMB	41.14	
13442	09/24/04	41.14	M012	ROSE, JACK		9000190	MED INS PREM REIMB	41.14	
13443	09/24/04	72.14	M013	JAHNKE, EILEEN		9000191	MED INS PREM REIMB	72.14	
13444	09/24/04	41.14	M015	HETH, KATHRYN		9000192	MED INS PREM REIMB	41.14	
13445	09/24/04	249.84	M016	HICKLIN, DONALD KENT		9000193	MED INS PREM REIMB	249.84	
13446	09/24/04	20.07	M017	PORTILLA, EARLENE		9000194	MED INS PREM REIMB	20.07	
13447	09/24/04	72.14	M019	WILLIAMS, ROBERT		9000195	MED INS PREM REIMB	72.14	
13448	09/24/04	219.57	M022	CAPELLA, KATHLEEN		9000196	MED INS PREM REIMB	219.57	
13449	09/24/04	8.94	M023	CARLSON, WILLIAM		9000197	MED INS PREM REIMB	8.94	
13450	09/24/04	30.44	M024	DOBBS, GLENN		9000198	MED INS PREM REIMB	30.44	
13451	09/24/04	35.19	M025	ELIA, LARRY		9000199	MED INS PREM REIMB	35.19	
13452	09/24/04	30.44	M028	ORTEGA, MANUELA		9000200	MED INS PREM REIMB	30.44	
13453	09/24/04	39.94	M029	REESE, CHARLES		9000201	MED INS PREM REIMB	39.94	
13454	09/24/04	11.34	M032	TOWE, JANIE		9000202	MED INS PREM REIMB	11.34	
13455	09/24/04	105.95	R420	PAJARO VALLEY NEUROLOGICAL		2488	MEDICAL PAYMENT	105.95	
TOTAL		1,221,969.81		COAST COMMERCIAL BANK			TOTAL CHECKS	207	1,221,969.81

5-2.6

**Page 1 of the Ridership Report will be
presented for consideration at the
October 22, 2004 Board Meeting.**

BUS OPERATOR LIFT TEST *PULL-OUT*

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER/HIGHWAY 17 - 40'	7	0	7	1	6	1	100%
FLYER/LOW FLOOR - 40'	12	2	10	5	5	5	100%
FLYER/LOW FLOOR - 35'	18	2	16	13	3	13	100%
FLYER/HIGH FLOOR - 35'	15	2	13	6	7	6	100%
GILLIG/SAM TRANS - 40'	10	2	8	3	5	3	100%
DIESEL CONVERSION - 35'	15	5	10	10	0	10	100%
DIESEL CONVERSION - 40'	14	4	10	9	1	9	100%
ORION/HIGHWAY 17 - 40'	11	2	9	7	2	7	100%
CHAMPION	2	0	2	1	1	1	100%
TROLLEY	1	0	1	1	0	1	100%
CNG NEW FLYER - 40'	8	1	7	6	1	6	100%

5-3.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF SEPTEMBER 2004

BUS #	DATE	DAY	REASON
2223CN	12-Sep	SUNDAY	Lift won't work
2226CN	20-Sep	MONDAY	Ramp doesn't flatten when closing
2227CN	3-Sep	FRIDAY	Ramp non-op
8082F	28-Sep	TUESDAY	Lift barrier doesn't go all the way down on side walk, up 2 inches
8091F	3-Sep	FRIDAY	Clunking/rattling sound from under lift when go over bump
9804LF	12-Sep	SUNDAY	1 of the screws on lift is missing
9806LF	3-Sep	FRIDAY	Kneel & interlock failure, bus rolls forward with both functions on
9806LF	15-Sep	WEDNESDAY	Ramp won't sit flush with floor & flops up/down when hit bumps
9837G	29-Sep	WEDNESDAY	Kneel reacts too slowly

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

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

5-3.3

Service Interruption Summary Report
Lift Problems
09/01/2004 to 09/30/2004

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

S-3.4

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors
FROM: District Counsel
RE: Claim of: University of CA, Santa Cruz Received: 9/24/04 Claim #: 04-0018
Date of Incident: 08/01/04 Occurrence Report No.: SC 08-04-01

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

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

By Margaret Gallagher
Margaret Gallagher
DISTRICT COUNSEL

Date: 10/01/04

I, Cindi Thomas, do hereby attest that the above Claim was duly presented to and the recommendations were approved by the Santa Cruz Metropolitan Transit District's Board of Directors at the meeting of October 22, 2004.

By _____
Cindi Thomas
RECORDING SECRETARY

Date: _____

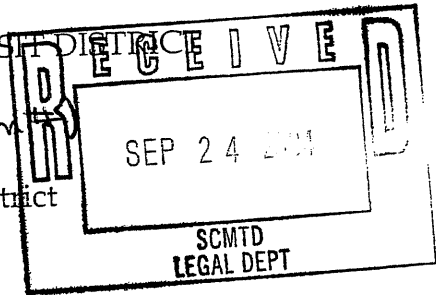
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Attachment(s)

5-4.1

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

(Pursuant to Section 910 et Seq., Government Code)

Claim # 04-190 (U.C. claim)



TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: University of California Santa Cruz

Claimant's Address/Post Office Box: 1156 High Street
Santa Cruz, Ca 95064

Claimant's Phone Number: 831-459-5154

2. Address to which notices are to be sent: 1156 High Street
Santa Cruz Ca 95064

3. Occurrence: Santa Cruz Metro Bus Rear Enders
UCSC Vehicle 2001 Ford Focus

Date: 8-1-2004 Time: 3:50pm Place: Downtown Santa Cruz

Circumstances of occurrence or transaction giving rise to claim:
UC Vehicle Stopped in traffic Metro Bus Rear-Enders
UC Vehicle + other party 3 car incident

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: Damage to UC Vehicle - Gross Loss
1076.36
Damage to Rear Bumper

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

6. Amount claimed now \$ 1070.36

Estimated amount of future loss, if known \$ 0

TOTAL \$ 1070.36

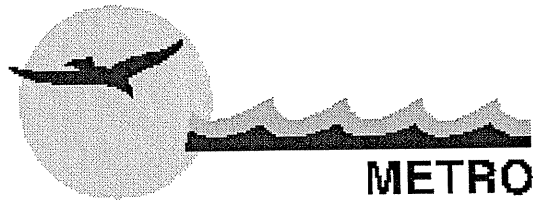
7. Basis of above computations: Final Repair Bill of Damages

[Signature]
CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

DATE

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

5-4.2



Agenda

Metro Advisory Committee

6:00 pm
October 20, 2004
920 Pacific Avenue
Santa Cruz, California

- I. Roll Call
- II. Agenda Additions/ Deletions
- III. Oral/Written Communication
- IV. Consideration of Minutes of September 22, 2004 MAC Meeting
- V. ParaTransit Task Force Update
- VI. Consideration of METRO'S No Smoking Policy
- VII. Discussion of Bikes on Buses Accessibility
- VIII. Consideration of Actions Taken by the California Transportation Commission on August 5, 2004 and the Impact on MetroBase Funding.
- IX. Discussion of State of California General Fund Debt to Transportation Fund.
- X. Receive Information Regarding Comparability of METRO Labor Costs to Other Bay Area Transit Systems.
- XI. Review and Discussion of the State Transportation Improvement Program (STIP) 2004/2009 and the SCCRTC Expenditure Plan being submitted to the Voters.
- XII. Consideration of Board Rules of Procedure
- XIII. Consideration of Measure J for the November Election

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- XIV. Discussion of Surfboards on Buses
- XV. Communications to METRO General Manager
- XVI. Communications to METRO Board of Directors
- XVII. Items for Next Meeting Agenda
- XVIII. Adjournment

Next Meeting: Wednesday November 17, 2004 @ 6:00 pm
Santa Cruz Metro Center Conference Room
Santa Cruz Metro Center

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- METRO Advisory Committee (MAC)

August 18, 2004

A Regular Meeting of the METRO Advisory Committee (MAC) met on Wednesday, August 18, 2004 at the METRO Center Conference Room, 920 Pacific Avenue, Santa Cruz, CA.

At 6:05 p.m. METRO General Manager, Les White, announced that since MAC Chair Kanoa Dynek was absent and there was a quorum, the committee could select a temporary Chair for today's meeting.

Paul Marcelin-Sampson was selected as temporary chair and called the meeting to order at 6:06 p.m.

1. ROLL CALL:

MEMBERS PRESENT

Dan Alper
Norm Hagen
Jeff Le Blanc
Paul Marcelin-Sampson
Stuart Rosenstein
James Sheldon
Robert Yount

MEMBERS ABSENT

Kanoa Dynek, Chair
Matthew Melzer
Lesley Wright

VISITORS PRESENT

Gary Harrold
Rick Hyman, People Power
Jeff North, UTU

STAFF PRESENT

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

2. AGENDA ADDITIONS/DELETIONS

Item #10 was deferred to next month.

3. ORAL/WRITTEN COMMUNICATIONS

Oral: MAC members expressed thanks to Cindi Thomas for her administrative duties in support of MAC, and they welcomed Debi Prince to MAC as their new administrative support person.

Oral: Robert Yount stated that he would like to discuss Metro's smoking policy and bring in a draft smoking policy for the Committee's review and discussion. He also repeated his previous request to have "Board Rules of Order" on an agenda in the near future.

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Oral: James Sheldon inquired as to the status of the attendance policy. He wanted to know whether Committee member absences were being tracked. Paul Marcelin-Sampson discussed excused absences.

4. CONSIDERATION OF MINUTES OF JULY 21, 2004 MAC MEETING.

ACTION: MOTION JEFF LE BLANC SECOND: ROBERT YOUNT

ACCEPT AND FILE MINUTES OF JULY 21, 2004 MAC MEETING

Motion passed with Kanoa Dynek, Matthew Melzer, and Lesley Wright absent.

ITEM # 6. WAS TAKEN OUT OF ORDER AT THIS TIME

6. RECEIVE REQUEST FROM GARY HARROLD TO CONSIDER BIKES ON BUSES ACCESSIBILITY

Gary Harrold introduced himself as a teacher, and bicyclist, and bus rider. He produced a petition of bicyclists who want Metro to adopt a policy to allow bicyclists to bring their bicycles on board, which is attached as part of these minutes.

A general discussion of the bicycles on buses issue ensued. Members discussed the pros and cons of bicycles in buses as well as the rights of disabled passengers and the various liability issues should bicycles be allowed. Paul Marcelin-Sampson distributed a survey of bicycle policies that is attached to these minutes. Bryant Baehr stated that 3-bicycle racks are on order and will be installed. Paul Marcelin-Sampson stated that it was apparent that the issue of bikes on buses needs further discussion before MAC can make a recommendation. Dan Alper agreed to work on language for a motion next month. In the meantime, continue this item to next month.

ACTION: MOTION: PAUL MARCELIN-SAMPSON SECOND: JEFF LE BLANC

CARRY THIS ITEM OVER TO NEXT MONTH.

Motion passed with Kanoa Dynek, Matthew Melzer, and Lesley Wright absent.

5. CONSIDERATION OF RECOMMENDATION REGARDING PROCESS FOR BOARD REMOVAL OF ADVISORY COMMITTEE MEMBERS

Paul Marcelin-Sampson distributed a letter that is in the current Board Agenda packet, written by a UTU representative regarding MAC appointees. He asked Ms. Gallagher to discuss her interpretation of the letter. Ms. Gallagher stated that the "Board has the power and authority to make appointments, who serve at the pleasure of the Board, but they are not allowed to remove an appointee for an illegal reason, such as the exercise of free speech." Discussion ensued as to the various instances of free speech and what would constitute topics or behaviors that may possibly result in an appointee being removed by the Board.

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Jeff North stated that it was his opinion that UTU is not interested in limiting anyone's ability to exercise their right to free speech, but that illegal comments are not in anyone's best interest. Paul Marcelin-Sampson read a portion of the letter and he stated that he interpreted the letter as an attempt to suppress his right to free speech.

Paul Marcelin-Sampson proposed the following language be added to the bylaws: "Each appointee serves at the pleasure of the Board of Directors. However, the Board of Directors will not illegally remove an appointee. Furthermore, a member's point of view will not in and of itself, be cause for removal." Ms. Gallagher said that would result in the Board's authority being more limited than the law allows, and offered to develop more refined language. Les White advised the Committee that they were under no obligation to bring the issue of removal of advisory committee members to the Board's meeting on the 27th.

ACTION: MOTION: JEFF LE BLANC SECOND: ROBERT YOUNT

MAC RECOMMENDS THAT THE BOARD POSTPONE A DECISION ON CONSIDERATION OF RECOMMENDATION REGARDING PROCESS FOR BOARD REMOVAL OF ADVISORY COMMITTEE MEMBERS UNTIL MAC HAS HAD THE OPPORTUNITY TO WORK WITH STAFF TO DEVELOP REFINED LANGUAGE.

Motion passed with Kanoa Dynek, Matthew Melzer, and Lesley Wright absent.

ITEM #12 WAS TAKEN OUT OF ORDER AT THIS TIME.

12. CONSIDERATION OF RECOMMENDING AN INDIVIDUAL TO THE METRO BOARD OF DIRECTORS FOR APPOINTMENT TO SERVE AS A PERMANENT MEMBER OF THE SCCRTC'S PARATRANSIT COORDINATION TASK FORCE (PCTF).

The Committee discussed the fact that Lesley Wright volunteered to attend the August 18 PCTF meeting, but was unable to attend the meeting. Stuart Rosenstein volunteered to represent MAC at the September 15 PCTF meeting. MAC will contact Matthew Melzer to see if he would be interested in being appointed MAC's permanent representative on the PCTF.

ACTION: MOTION: PAUL MARCELIN-SAMPSON SECOND: ROBERT YOUNT

MAC RECOMMENDS THAT THE BOARD APPOINT STUART ROSENSTEIN AS MAC'S TEMPORARY REPRESENTATIVE, AT THE SCCRTC'S PARATRANSIT COORDINATION TASK FORCE MEETING ON SEPTEMBER 15, 2004.

Motion passed with Kanoa Dynek, Jeff Le Blanc, Matthew Melzer, and Lesley Wright absent.

15. ITEMS FOR THE NEXT MEETING AGENDA

- Process for Board removal of Advisory Committee members
- Bikes on buses
- Comparability of METRO labor costs to other Bay Area transit systems
- Board rules of order

5-5.5

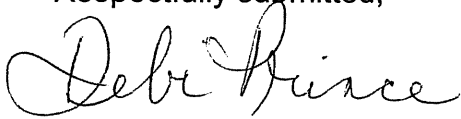
- Surfboards on buses
- Measure J
- Roster of MAC members including phone numbers and e-mail addresses

All remaining items on this Agenda were carried over to next month.

ADJOURN

There being no further business, Acting Chair Paul Marcelin-Sampson adjourned the meeting at 8:02 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debi Prince".

Debi Prince
Administrative Secretary



October 2004

Dear MASTF members,

Many thanks to CCCIL (Central Coast Center for Independent Living) for photocopying the MASTF packets. In these times of tight budgets, CCCIL is a great friend to MASTF. If you are unacquainted with CCCIL, their website is <http://www.cccil.org/>

MASTF meetings now include a small sound system to help people with hearing loss.

It is almost time for the annual MASTF Certificates of Appreciation. Bring or send your suggestions to the next MASTF meeting, or send them to Chair@MASTF.org. We will choose recipients at our November meeting.

MASTF needs people with a variety of views and experience regarding accessibility. This allows us to provide valid input to Metro. Right now, our membership is a bit low. We'll begin membership recruitment drive this month. Please invite people to join and attend MASTF meetings. MASTF brochures and flyers will be available at the October meeting.

MASTF needs a new webmaster. Any suggestions for who might be willing to webmaster would be much appreciated.

Elizabeth Miller is bringing treats to MASTF meetings. Come and share them with us.

In this packet are:

1. October Agenda
2. September Minutes

5-6.1



AGENDA

October 21, 2004

Metro Accessible Services Transit Forum (MASTF)*

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

Thursday , October 21, 2004 2:00-4:30 p.m.
The NIAC Building in the Training Center
333 Front Street, Santa Cruz, CA.

ELIGIBLE VOTING MEMBERS FOR THIS MEETING Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Jeff LeBlanc, Elizabeth Miller, Thom Onan, and Bob Yount

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

I. Call to Order and Introductions

II. Approval of the September 16, 2004 MASTF Minutes

III. Oral Communication and Correspondence

MASTF will receive oral and written communications during this time on items NOT on this meeting agenda. Topics presented must be within the jurisdiction of MASTF. Presentations may be limited in time at the discretion of the

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Chair. MASTF members will not take action or respond immediately to any presentation, but may choose to follow up at a later time.

IV. Amendments to this Agenda

V. Ongoing Business

- a. MASTF Membership Recruitment
- b. MASTF Finances and Fund Raising
- c. Paratransit Issues
- d. Status of METRO No Smoking Policy
- e. Bikes on buses/straps

VI. New Business

- a. Certificates of Appreciation

MASTF COMMITTEE REPORTS

- b. Reports from MASTF/Board liaisons.
- c. Bus Stop Improvement Committee Report (Jeff LeBlanc)
 - i. Bus Stop Advisory Committee (BSAC) Report
- d. Bus Service Committee Report (Connie Day)
 - i. MAC report
 - ii. Service Planning and Review Report
 - 1. Introduction of new Paratransit staff
 - 2. Discussion of Paratransit and Metro
- e. Training and Procedures Committee Report

- f. The Paratransit Services Committee Report
 - i. Santa Cruz County Commission on Disabilities Report
- g. Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount)

OTHER REPORTS

- h. Paratransit Report
- i. CCCIL ADA Paratransit Transportation Advocacy (Thom Onan)

- j. UTU Report
- k. SEIU/SEA Report

- VII. Next Month's Agenda Items
- VIII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions, or want additional information about MASTF, please contact Sharon Barbour by phone at (831) 338-6647, visit the MASTF web site at www.mastf.org or address email to chair@MASTF.Org

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Minutes September 16

Metro Accessible Services Transit Forum (MASTF)*

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

MASTF MEMBERS PRESENT: Sharon Barbour, Ted Chatterton, Connie Day, Shelley Day, Jeff LeBlanc, Elizabeth Miller, Thom Onan, and Bob Yount

METRO STAFF PRESENT: April Aston and Steve Paulson

BOARD MEMBERS PRESENT: None

MASTF MOTIONS RELATED TO THE METRO BOARD OF DIRECTORS:

MASTF MOTIONS RELATED TO THE METRO MANAGEMENT:

MASTF request that securment straps for bicycles be installed on Highway 17 buses in the wheelchair securement area.

Other MASTF MOTIONS Passed: None

- I. Call to Order and Introductions: The meeting opened at 2:10 PM

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- II. Approval of the August 19, 2004 MASTF Minutes (C. Day/LeBlanc) Passes unanimously.
- III. Oral Communication and Correspondence
- IV. Amendments to this Agenda
- V. Ongoing Business
 - a. Vote on proposed By-Laws Change "Credit for attendance at MASTF meetings shall be given to both the individual and the organization when the person attending the MASTF meeting is a representative of an Affiliate Organization and also an individual MASTF members in his/her own right."
(C. Day/Onan) Passes Unanimously
 - b. MASTF Membership Recruitment - Discussion
 - c. MASTF Finances and Fund Raising – Discussion
 - d. Paratransit Issues - Minutes for paratransit meetings are available at www.SCCRT.com
 - e. Status of METRO No Smoking Policy

IX. New Business

- a. Bikes on buses/straps – Motion that securement straps for bicycles be installed on Highway 17 buses in the wheelchair securement area. (LeBlanc/Yount) Passes unanimously.

X. MASTF COMMITTEE REPORTS

- a. Reports from MASTF/Board liaisons - None
- b. Bus Stop Improvement Committee Report (Jeff LeBlanc)
 - i. Bus Stop Advisory Committee (BSAC) Report
- c. Bus Service Committee Report (Connie Day)
 - i. MAC report
 - ii. Service Planning and Review Report
- d. Training and Procedures Committee Report - None
- e. The Paratransit Services Committee Report
 - i. Introduction of new Paratransit staff April Aston
 - ii. Discussion of Paratransit options and Metro

- f. Elderly and Disabled Transportation Advisory Committee (E&D TAC) Report (Bob Yount) - None

OTHER REPORTS

- g. Paratransit Report
- h. CCCIL ADA Paratransit Transportation Advocacy (Thom Onan)- Nothing to report
- i. UTU Report - None
- j. SEIU/SEA Report - None

XI. Next Month's Agenda Items

XII. Adjournment

Note: This meeting is held at a location that is accessible to persons using wheelchairs. If you have questions, or want additional information about MASTF, please contact Sharon Barbour by phone at (831) 338-6647, visit the MASTF web site at www.mastf.org or address email to chair@MASTF.Org

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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR JULY 2004 AND AUGUST 2004, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of July 1- September 30, 2004.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$6,127,020 or \$17,776 under the amount of revenue expected to be received during the first two months of the fiscal year.
- Total operating expenses for the year to date in the amount of \$4,814,602 are at 14.8% of the budget.
- A total of \$1,589,459 has been expended through August 31st for the FY 04-05 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 04-05 budget as of August 31, 2004. The fiscal year is 16.7% elapsed.

A. Operating Revenues

Revenues are \$17,776 under the amount to be received for the period. Variances are explained in the notes following the report.

B. Operating Expenses

Operating expenses for the year to date total \$4,814,602 or 14.8% of the budget, with 16.7% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$1,589,459 has been expended on the Capital Improvement Program. Of this, \$1,559,097 has been spent on MetroBase.

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IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for July and August, and Budget Transfers

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MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - JULY 2004

Attachment **A**

Operating Revenue	FY 04-05 Budgeted for Month	FY 04-05 Actual for Month	FY 04-05 Budgeted YTD	FY 03-04 Actual YTD	FY 04-05 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 344,461	\$ 305,598	\$ 344,461	\$ 334,981	\$ 305,598	\$ (38,863)	
Paratransit Fares	\$ -	\$ -	\$ -	\$ 3,138	\$ -	\$ -	
Special Transit Fares	\$ 44,046	\$ 54,706	\$ 44,046	\$ 41,825	\$ 54,706	\$ 10,660	
Highway 17 Revenue	\$ 75,249	\$ 82,401	\$ 75,249	\$ 53,420	\$ 82,401	\$ 7,152	
<i>Subtotal Passenger Rev</i>	\$ 463,756	\$ 442,705	\$ 463,756	\$ 433,364	\$ 442,705	\$ (21,051)	See Note 1
Advertising Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Commissions	\$ 617	\$ 968	\$ 617	\$ 592	\$ 968	\$ 351	
Rent Income	\$ 13,399	\$ 13,399	\$ 13,399	\$ 12,044	\$ 13,399	\$ -	
Interest - General Fund	\$ 23,186	\$ 23,701	\$ 23,186	\$ 24,141	\$ 23,701	\$ 515	
Non-Transportation Rev	\$ 500	\$ 415	\$ 500	\$ 233	\$ 415	\$ (85)	
Sales Tax Income	\$ 1,050,900	\$ 1,050,900	\$ 1,050,900	\$ 1,073,600	\$ 1,050,900	\$ -	
TDA Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ 2,565,561	\$ 2,565,561	\$ 2,565,561	\$ 2,804,435	\$ 2,565,561	\$ -	
FTA Op Asst - Sec 5311	\$ 92,928	\$ 92,928	\$ 92,928	\$ 65,704	\$ 92,928	\$ -	
FTA Op Asst Advance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
FY 03-04 Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer from Insurance Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Transfer - Proj Mgr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Operating Revenue	\$ 4,210,847	\$ 4,190,577	\$ 4,210,847	\$ 4,414,113	\$ 4,190,577	\$ (20,270)	

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**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - JULY 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 917,905	\$ 917,905	\$ 66,993	\$ 76,848	8.4%	See Note 2
Finance	\$ 552,664	\$ 552,664	\$ 45,413	\$ 45,202	8.2%	
Customer Service	\$ 490,027	\$ 490,027	\$ 44,741	\$ 38,192	7.8%	
Human Resources	\$ 353,462	\$ 353,462	\$ 30,497	\$ (2,554)	-0.7%	See Note 3
Information Technology	\$ 438,670	\$ 438,670	\$ 37,909	\$ 35,262	8.0%	
District Counsel	\$ 376,655	\$ 376,655	\$ 36,827	\$ 31,978	8.5%	See Note 2
Facilities Maintenance	\$ 1,050,695	\$ 1,050,695	\$ 84,346	\$ 85,149	8.1%	
Paratransit Program	\$ 236,906	\$ 236,906	\$ 18,200	\$ 19,387	8.2%	
Operations	\$ 1,921,272	\$ 1,921,272	\$ 156,537	\$ 159,121	8.3%	
Bus Operators	\$ 12,661,130	\$ 12,661,130	\$ 1,000,352	\$ 1,077,938	8.5%	See Note 2
Fleet Maintenance	\$ 4,046,043	\$ 4,041,243	\$ 317,911	\$ 293,151	7.3%	
Retired Employees/COBRA	\$ 955,033	\$ 955,033	\$ 124,044	\$ 65,778	6.9%	
Total Personnel	\$ 24,000,462	\$ 23,995,662	\$ 1,963,771	\$ 1,925,451	8.0%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 568,070	\$ 568,070	\$ 43,737	\$ 40,471	7.1%	
Finance	\$ 899,457	\$ 899,457	\$ 48,537	\$ 62,935	7.0%	
Customer Service	\$ 92,060	\$ 92,060	\$ 5,331	\$ 2,343	2.5%	
Human Resources	\$ 31,603	\$ 31,603	\$ 1,136	\$ 1,160	3.7%	
Information Technology	\$ 92,235	\$ 92,235	\$ 13,217	\$ 10,401	11.3%	See Note 4
District Counsel	\$ 11,340	\$ 11,340	\$ 82	\$ 54	0.5%	
Risk Management	\$ 254,870	\$ 254,870	\$ (263)	\$ 15,880	6.2%	
Facilities Maintenance	\$ 449,100	\$ 449,100	\$ 20,597	\$ 19,642	4.4%	
Paratransit Program	\$ 2,743,186	\$ 2,743,186	\$ -	\$ 61,447	2.2%	See Note 5
Operations	\$ 578,730	\$ 578,730	\$ 11,023	\$ 21,141	3.7%	
Bus Operators	\$ 7,000	\$ 7,000	\$ -	\$ -	0.0%	
Fleet Maintenance	\$ 2,868,265	\$ 2,873,065	\$ 159,735	\$ 209,888	7.3%	
Op Prog/SCCIC	\$ 300	\$ 300	\$ -	\$ 20	6.7%	
Total Non-Personnel	\$ 8,596,216	\$ 8,601,016	\$ 303,132	\$ 445,382	5.2%	
Subtotal Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 2,266,904	\$ 2,370,833	7.3%	
Grant Funded Studies/Programs	\$ -	\$ -		\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -		\$ -	0.0%	
Total Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 2,266,904	\$ 2,370,833	7.3%	
YTD Operating Revenue Over YTD Expense				\$ 1,819,744		

**CONSOLIDATED OPERATING EXPENSE
JULY 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 6,753,430	\$ 6,753,430	\$ 466,898	\$ 520,936	7.7%	
Operators Overtime	\$ 1,020,350	\$ 1,020,350	\$ 50,566	\$ 56,522	5.5%	
Other Salaries & Wages	\$ 6,173,059	\$ 6,168,259	\$ 462,448	\$ 472,688	7.7%	
Other Overtime	\$ 165,700	\$ 165,700	\$ 19,437	\$ 11,591	7.0%	
	\$ 14,112,539	\$ 14,107,739	\$ 999,349	\$ 1,061,738	7.5%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 161,240	\$ 161,240	\$ 11,733	\$ 12,085	7.5%	
PERS Retirement	\$ 1,510,704	\$ 1,510,704	\$ 87,533	\$ 117,643	7.8%	
Medical Insurance	\$ 2,908,041	\$ 2,908,041	\$ 394,185	\$ 231,410	8.0%	
Dental Plan	\$ 460,743	\$ 460,743	\$ 31,826	\$ 38,661	8.4%	
Vision Insurance	\$ 125,100	\$ 125,100	\$ 9,466	\$ 9,831	7.9%	
Life Insurance	\$ 61,065	\$ 61,065	\$ 4,358	\$ 8,978	14.7%	See Note 2
State Disability Ins	\$ 217,937	\$ 217,937	\$ 12,686	\$ 16,555	7.6%	
Long Term Disability Ins	\$ 237,221	\$ 237,221	\$ 32,376	\$ 18,185	7.7%	
Unemployment Insurance	\$ 71,243	\$ 71,243	\$ 154	\$ 357	0.5%	
Workers Comp	\$ 1,473,634	\$ 1,473,634	\$ 133,905	\$ 164,276	11.1%	See Note 6
Absence w/ Pay	\$ 2,628,861	\$ 2,628,861	\$ 244,138	\$ 242,559	9.2%	See Note 7
Other Fringe Benefits	\$ 32,135	\$ 32,135	\$ 2,062	\$ 3,174	9.9%	See Note 8
	\$ 9,887,923	\$ 9,887,923	\$ 964,423	\$ 863,713	8.7%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 311,700	\$ 311,700	\$ 945	\$ 17,996	5.8%	
Prof/Legis/Legal Services	\$ 389,680	\$ 389,680	\$ 15,000	\$ 20,589	5.3%	
Temporary Help	\$ -	\$ 4,800	\$ -	\$ -	0.0%	
Custodial Services	\$ 83,800	\$ 83,800	\$ 3,699	\$ 5,139	6.1%	
Uniforms & Laundry	\$ 37,500	\$ 37,500	\$ -	\$ 2,334	6.2%	
Security Services	\$ 392,555	\$ 392,555	\$ 715	\$ 755	0.2%	
Outside Repair - Bldgs/Eqmt	\$ 186,546	\$ 186,546	\$ 10,065	\$ 9,323	5.0%	
Outside Repair - Vehicles	\$ 274,563	\$ 274,563	\$ 20,412	\$ 27,616	10.1%	See Note 9
Waste Disp/Ads/Other	\$ 86,159	\$ 86,159	\$ 1,089	\$ 5,407	6.3%	
	\$ 1,762,503	\$ 1,767,303	\$ 51,925	\$ 89,159	5.0%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 100	\$ 100	\$ -	\$ -	0.0%	
Paratransit Service	\$ 2,606,136	\$ 2,606,136	\$ -	\$ 54,679	2.1%	See Note 5
	\$ 2,606,236	\$ 2,606,236	\$ -	\$ 54,679	2.1%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,560,314	\$ 1,560,314	\$ 87,694	\$ 124,496	8.0%	
Tires & Tubes	\$ 164,000	\$ 164,000	\$ 4,327	\$ 10,872	6.6%	
Other Mobile Supplies	\$ 6,000	\$ 6,000	\$ 199	\$ 2,242	37.4%	See Note 10
Revenue Vehicle Parts	\$ 344,000	\$ 344,000	\$ 22,699	\$ 19,793	5.8%	
	\$ 2,074,314	\$ 2,074,314	\$ 114,919	\$ 157,403	7.6%	

**CONSOLIDATED OPERATING EXPENSE
JULY 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 23,174	\$ 23,174	\$ 522	\$ 2,407	10.4%	See Note 11
Printing	\$ 68,925	\$ 68,925	\$ 3,061	\$ 586	0.9%	
Office/Computer Supplies	\$ 51,284	\$ 50,884	\$ 3,883	\$ 5,643	11.1%	See Note 12
Safety Supplies	\$ 18,375	\$ 18,375	\$ 898	\$ 219	1.2%	
Cleaning Supplies	\$ 56,100	\$ 56,100	\$ 1,585	\$ 3,472	6.2%	
Repair/Maint Supplies	\$ 65,000	\$ 65,000	\$ 1,447	\$ 2,125	3.3%	
Parts, Non-Inventory	\$ 42,000	\$ 42,000	\$ 1,848	\$ (5,720)	-13.6%	See Note 13
Tools/Tool Allowance	\$ 9,600	\$ 9,600	\$ 303	\$ 1,351	14.1%	See Note 14
Promo/Photo Supplies	\$ 11,645	\$ 11,945	\$ (60)	\$ 91	0.8%	
	\$ 346,103	\$ 346,003	\$ 13,488	\$ 10,176	2.9%	
UTILITIES	\$ 310,305	\$ 310,305	\$ 12,394	\$ 13,669	4.4%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 582,000	\$ 582,000	\$ 47,061	\$ 44,799	7.7%	
Settlement Costs	\$ 150,000	\$ 150,000	\$ -	\$ 15,000	10.0%	See Note 15
Repairs to Prop	\$ -	\$ -	\$ -	\$ (677)	0.0%	See Note 16
Prof/Other Services	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 732,000	\$ 732,000	\$ 47,061	\$ 59,122	8.1%	
TAXES	\$ 48,594	\$ 48,594	\$ 2,481	\$ 2,485	5.1%	
MISC EXPENSES						
Dues & Subscriptions	\$ 51,176	\$ 51,176	\$ 5,449	\$ 65	0.1%	
Media Advertising	\$ -	\$ -	\$ -	\$ -	0.0%	
Employee Incentive Program	\$ 7,820	\$ 7,820	\$ 90	\$ 613	7.8%	
Training	\$ 5,900	\$ 5,900	\$ 2,450	\$ -	0.0%	
Travel	\$ 19,915	\$ 20,015	\$ 2,604	\$ 115	0.6%	
Other Misc Expenses	\$ 17,900	\$ 17,900	\$ 798	\$ 1,472	8.2%	
	\$ 102,711	\$ 102,811	\$ 11,391	\$ 2,265	2.2%	
OTHER EXPENSES						
Leases & Rentals	\$ 613,450	\$ 613,450	\$ 49,474	\$ 56,424	9.2%	See Note 17
	\$ 613,450	\$ 613,450	\$ 49,474	\$ 56,424	9.2%	
Total Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 2,266,904	\$ 2,370,833	7.3%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 04-05 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in July	YTD Expended
<u>Grant Funded Projects</u>			
MetroBase	\$ 16,000,000	\$ 1,347,292	\$ 1,347,292
Urban Bus Replacement	\$ 1,675,432	\$ 4,886	\$ 4,886
	\$ 17,675,432		
<u>District Funded Projects</u>			
Bus Stop Improvements	\$ 10,000	\$ 5,515	\$ 5,515
IT Projects	\$ 15,200	\$ 1,832	\$ 1,832
Facilities Repairs & Improvements	\$ 26,500		
Non-Revenue Vehicle Replacement	\$ 195,000		
Office Equipment	\$ 31,400		
Diagnostic Scanner	\$ 3,000		
Transfer to Operating Budget	\$ -		
	\$ 281,100		
TOTAL CAPITAL PROJECTS	\$ 17,956,532	\$ 1,359,525	\$ 1,359,525
CAPITAL FUNDING SOURCES			
	Budget	Received in July	YTD Received
Federal Capital Grants	\$ 14,140,345	\$ 796,000	\$ 796,000
State/Local Capital Grants	\$ -	\$ -	\$ -
STA Funding	\$ 860,994	\$ 205,141	\$ 205,141
District Reserves	\$ 2,955,193	\$ 358,384	\$ 358,384
TOTAL CAPITAL FUNDING	\$ 17,956,532	\$ 1,359,525	\$ 1,359,525

5-7.95

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

1. Passenger fares (farebox and pass sales) are \$38,863 or 11% under the final budget amount for the year to date. Special transit fares (contracts) are \$10,660 or 24% over the budgeted amount. Highway 17 Express revenue is \$7,152 or 30% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first month of the fiscal year by a net \$21,051 or 4.5%.
2. Personnel expense is over budget for several departments due to payment for August life insurance premiums being included in the July report.
3. Human Resources personnel expense is at -0.7% of the budget due to a \$28,478 workers' comp credit during the period.
4. Information Technology non-personnel expense is at 11.3% of the budget due to the annual payment of maintenance agreements for the computer system.
5. Paratransit program is only at 2.2% of the budget because the July billing was not submitted by the contractor by the report deadline, which comprises most of the expense.
6. Workers' comp expense is at 11.1% of the budget due to higher payment of claims than budgeted for the month.
7. Absence with pay is at 9.2% of the budget since more vacation time is taken in the summer months. Total payroll is within budget.
8. Other fringe benefits are at 9.9% of the budget due to payment of the August EAP premium in the July period.
9. Outside repair of vehicles is at 10.1% of the budget since this account fluctuates from month to month, depending on how much work is completed.
10. Other mobile supplies is at 37.4% of the budget due to volume purchases in July.
11. Postage and mailing is at 10.4% of the budget due to purchase of postage for the postage meter at Administration.
12. Office/computer supplies are at 11.1% of the budget due to volume purchase of IT supplies.
13. Non-inventory parts is at -13.6% of the budget due to a credit.
14. Tools/tool allowance expense is at 14.1% of the budget due to replacement of employee tools required during this period.
15. Settlement costs are at 10.0% of the budget due to settlement of several claims during the month.

5-7.96

16. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.
17. Leases and rentals are at 9.2% of the budget primarily due to the annual payment to Greyhound for Metro Center parking.

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - AUGUST 2004**

Operating Revenue	FY 04-05 Budgeted for Month	FY 04-05 Actual for Month	FY 04-05 Budgeted YTD	FY 03-04 Actual YTD	FY 04-05 Actual YTD	YTD Variance from Budgeted	
Passenger Fares	\$ 328,500	\$ 305,781	\$ 672,961	\$ 654,440	\$ 611,379	\$ (61,582)	
Paratransit Fares	\$ 27,974	\$ 24,304	\$ 27,974	\$ 27,366	\$ 24,304	\$ (3,670)	
Special Transit Fares	\$ 60,501	\$ 51,408	\$ 104,547	\$ 100,105	\$ 106,415	\$ 1,868	
Highway 17 Revenue	\$ 75,043	\$ 86,859	\$ 150,292	\$ 106,379	\$ 169,260	\$ 18,968	
<i>Subtotal Passenger Rev</i>	\$ 492,018	\$ 468,352	\$ 955,774	\$ 888,290	\$ 911,358	\$ (44,416)	See Note 1
Advertising Income	\$ -	\$ 7,000	\$ -	\$ 17,509	\$ 7,000	\$ 7,000	See Note 2
Commissions	\$ 617	\$ 571	\$ 1,233	\$ 1,187	\$ 1,539	\$ 306	
Rent Income	\$ 13,399	\$ 30,883	\$ 26,798	\$ 24,153	\$ 44,282	\$ 17,484	See Note 3
Interest - General Fund	\$ 26,216	\$ 27,950	\$ 49,402	\$ 48,692	\$ 51,650	\$ 2,248	
Non-Transportation Rev	\$ 500	\$ 187	\$ 1,000	\$ 348	\$ 602	\$ (398)	
Sales Tax Income	\$ 1,401,200	\$ 1,401,200	\$ 2,452,100	\$ 2,505,100	\$ 2,452,100	\$ -	
TDA Funds	\$ -		\$ -	\$ 1,348,222	\$ -	\$ -	
FTA Op Asst - Sec 5307	\$ -		\$ 2,565,561	\$ 2,804,435	\$ 2,565,561	\$ -	
FTA Op Asst - Sec 5311	\$ -		\$ 92,928	\$ 65,704	\$ 92,928	\$ -	
FTA Op Asst Advance	\$ -		\$ -			\$ -	
FY 03-04 Carryover	\$ -		\$ -			\$ -	
Transfer from Reserves	\$ -		\$ -			\$ -	
Transfer from Insurance Reserves	\$ -		\$ -			\$ -	
Transfer - Proj Mgr	\$ -		\$ -			\$ -	
Total Operating Revenue	\$ 1,933,950	\$ 1,936,143	\$ 6,144,796	\$ 7,703,640	\$ 6,127,020	\$ (17,776)	

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - AUGUST 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	Percent Expended of Budget	
PERSONNEL ACCOUNTS						
Administration	\$ 917,905	\$ 917,905	\$ 122,766	\$ 149,440	16.3%	
Finance	\$ 552,664	\$ 552,664	\$ 80,400	\$ 87,390	15.8%	
Customer Service	\$ 490,027	\$ 490,027	\$ 75,330	\$ 74,044	15.1%	
Human Resources	\$ 353,462	\$ 353,462	\$ 53,873	\$ 24,278	6.9%	See Note 4
Information Technology	\$ 438,670	\$ 438,670	\$ 68,826	\$ 70,551	16.1%	
District Counsel	\$ 376,655	\$ 376,655	\$ 58,673	\$ 59,770	15.9%	
Facilities Maintenance	\$ 1,050,695	\$ 1,050,695	\$ 150,308	\$ 163,822	15.6%	
Paratransit Program	\$ 236,906	\$ 236,906	\$ 33,148	\$ 45,578	19.2%	See Note 5
Operations	\$ 1,921,272	\$ 1,921,272	\$ 280,988	\$ 332,532	17.3%	See Note 6
Bus Operators	\$ 12,661,130	\$ 12,661,130	\$ 1,839,021	\$ 2,089,594	16.5%	
Fleet Maintenance	\$ 4,046,043	\$ 4,040,243	\$ 571,356	\$ 577,484	14.3%	
Retired Employees/COBRA	\$ 955,033	\$ 955,033	\$ 117,352	\$ 130,544	13.7%	
Total Personnel	\$ 24,000,462	\$ 23,994,662	\$ 3,452,041	\$ 3,805,027	15.9%	
NON-PERSONNEL ACCOUNTS						
Administration	\$ 568,070	\$ 568,070	\$ 82,186	\$ 84,201	14.8%	
Finance	\$ 899,457	\$ 899,457	\$ 102,328	\$ 112,471	12.5%	
Customer Service	\$ 92,060	\$ 92,060	\$ 8,221	\$ 5,589	6.1%	
Human Resources	\$ 31,603	\$ 32,603	\$ 1,971	\$ 3,223	9.9%	
Information Technology	\$ 92,235	\$ 92,235	\$ 18,231	\$ 12,324	13.4%	
District Counsel	\$ 11,340	\$ 11,340	\$ 1,295	\$ 214	1.9%	
Risk Management	\$ 254,870	\$ 254,870	\$ 19,658	\$ 17,475	6.9%	
Facilities Maintenance	\$ 449,100	\$ 449,100	\$ 42,131	\$ 46,772	10.4%	
Paratransit Program	\$ 2,743,186	\$ 2,743,186	\$ 223,790	\$ 229,116	8.4%	See Note 7
Operations	\$ 578,730	\$ 578,730	\$ 42,982	\$ 60,796	10.5%	
Bus Operators	\$ 7,000	\$ 7,000	\$ -	\$ -	0.0%	
Fleet Maintenance	\$ 2,868,265	\$ 2,873,065	\$ 327,231	\$ 437,374	15.2%	
Op Prog/SCCIC	\$ 300	\$ 300	\$ -	\$ 20	6.7%	
Total Non-Personnel	\$ 8,596,216	\$ 8,602,016	\$ 870,024	\$ 1,009,575	11.7%	
Subtotal Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 4,322,065	\$ 4,814,602	14.8%	
Grant Funded Studies/Programs	\$ -	\$ -		\$ -	0.0%	
Transfer to/from Cap Program	\$ -	\$ -		\$ -	0.0%	
Total Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 4,322,065	\$ 4,814,602	14.8%	
YTD Operating Revenue Over YTD Expense				\$ 1,312,418		

**CONSOLIDATED OPERATING EXPENSE
AUGUST 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	% Exp YTD of Budget	
LABOR						
Operators Wages	\$ 6,753,430	\$ 6,753,430	\$ 917,494	\$ 1,030,310	15.3%	
Operators Overtime	\$ 1,020,350	\$ 1,020,350	\$ 134,215	\$ 133,873	13.1%	
Other Salaries & Wages	\$ 6,173,059	\$ 6,167,259	\$ 890,429	\$ 945,148	15.3%	
Other Overtime	\$ 165,700	\$ 165,700	\$ 42,997	\$ 22,115	13.3%	
	\$ 14,112,539	\$ 14,106,739	\$ 1,985,135	\$ 2,131,447	15.1%	
FRINGE BENEFITS						
Medicare/Soc Sec	\$ 161,240	\$ 161,240	\$ 22,852	\$ 24,319	15.1%	
PERS Retirement	\$ 1,510,704	\$ 1,510,704	\$ 168,814	\$ 234,922	15.6%	
Medical Insurance	\$ 2,908,041	\$ 2,908,041	\$ 404,540	\$ 460,039	15.8%	
Dental Plan	\$ 460,743	\$ 460,743	\$ 65,034	\$ 76,772	16.7%	
Vision Insurance	\$ 125,100	\$ 125,100	\$ 19,183	\$ 20,154	16.1%	
Life Insurance	\$ 61,065	\$ 61,065	\$ 8,678	\$ 8,962	14.7%	
State Disability Ins	\$ 217,937	\$ 217,937	\$ 22,452	\$ 31,869	14.6%	
Long Term Disability Ins	\$ 237,221	\$ 237,221	\$ 32,376	\$ 35,408	14.9%	
Unemployment Insurance	\$ 71,243	\$ 71,243	\$ 238	\$ 729	1.0%	
Workers Comp	\$ 1,473,634	\$ 1,473,634	\$ 266,605	\$ 264,335	17.9%	See Note 8
Absence w/ Pay	\$ 2,628,861	\$ 2,628,861	\$ 452,520	\$ 511,017	19.4%	See Note 9
Other Fringe Benefits	\$ 32,135	\$ 32,135	\$ 3,614	\$ 5,053	15.7%	
	\$ 9,887,923	\$ 9,887,923	\$ 1,466,906	\$ 1,673,581	16.9%	
SERVICES						
Acctng/Admin/Bank Fees	\$ 311,700	\$ 311,700	\$ 3,008	\$ 18,338	5.9%	
Prof/Legis/Legal Services	\$ 389,680	\$ 389,680	\$ 39,305	\$ 33,451	8.6%	
Temporary Help	\$ -	\$ 4,800	\$ -	\$ -	0.0%	
Custodial Services	\$ 83,800	\$ 83,800	\$ 13,363	\$ 10,238	12.2%	
Uniforms & Laundry	\$ 37,500	\$ 37,500	\$ 2,472	\$ 5,201	13.9%	
Security Services	\$ 392,555	\$ 392,555	\$ 22,861	\$ 27,503	7.0%	
Outside Repair - Bldgs/Eqmt	\$ 186,546	\$ 186,046	\$ 17,902	\$ 19,109	10.3%	
Outside Repair - Vehicles	\$ 274,563	\$ 274,563	\$ 34,043	\$ 37,979	13.8%	
Waste Disp/Ads/Other	\$ 86,159	\$ 87,159	\$ 2,690	\$ 9,885	11.3%	
	\$ 1,762,503	\$ 1,767,803	\$ 135,646	\$ 161,703	9.1%	
CONTRACT TRANSPORTATION						
Contract Transportation	\$ 100	\$ 100	\$ -	\$ -	0.0%	
Paratransit Service	\$ 2,606,136	\$ 2,606,136	\$ 209,209	\$ 202,290	7.8%	See Note 7
	\$ 2,606,236	\$ 2,606,236	\$ 209,209	\$ 202,290	7.8%	
MOBILE MATERIALS						
Fuels & Lubricants	\$ 1,560,314	\$ 1,560,314	\$ 175,570	\$ 244,318	15.7%	
Tires & Tubes	\$ 164,000	\$ 164,000	\$ 4,327	\$ 32,023	19.5%	See Note 10
Other Mobile Supplies	\$ 6,000	\$ 6,000	\$ 199	\$ 2,469	41.2%	See Note 11
Revenue Vehicle Parts	\$ 344,000	\$ 344,000	\$ 53,238	\$ 55,071	16.0%	
	\$ 2,074,314	\$ 2,074,314	\$ 233,333	\$ 333,881	16.1%	

**CONSOLIDATED OPERATING EXPENSE
AUGUST 2004**

	FY 04-05 Final Budget	FY 04-05 Revised Budget	FY 03-04 Expended YTD	FY 04-05 Expended YTD	% Exp YTD of Budget	
OTHER MATERIALS						
Postage & Mailing/Freight	\$ 23,174	\$ 23,174	\$ 3,035	\$ 5,435	23.5%	See Note 12
Printing	\$ 68,925	\$ 69,425	\$ 3,504	\$ 1,680	2.4%	
Office/Computer Supplies	\$ 51,284	\$ 50,884	\$ 9,097	\$ 9,673	19.0%	See Note 13
Safety Supplies	\$ 18,375	\$ 18,375	\$ 2,150	\$ 656	3.6%	
Cleaning Supplies	\$ 56,100	\$ 56,100	\$ 3,108	\$ 3,778	6.7%	
Repair/Maint Supplies	\$ 65,000	\$ 65,000	\$ 7,518	\$ 7,230	11.1%	
Parts, Non-Inventory	\$ 42,000	\$ 42,000	\$ 3,579	\$ 5,651	13.5%	
Tools/Tool Allowance	\$ 9,600	\$ 9,600	\$ 420	\$ 1,392	14.5%	
Promo/Photo Supplies	\$ 11,645	\$ 11,945	\$ 234	\$ 894	7.5%	
	\$ 346,103	\$ 346,503	\$ 32,644	\$ 36,390	10.5%	
UTILITIES	\$ 310,305	\$ 310,305	\$ 26,119	\$ 41,718	13.4%	
CASUALTY & LIABILITY						
Insurance - Prop/PL & PD	\$ 582,000	\$ 582,000	\$ 98,690	\$ 93,681	16.1%	
Settlement Costs	\$ 150,000	\$ 150,000	\$ 17,500	\$ 15,815	10.5%	
Repairs to Prop	\$ -	\$ -	\$ 235	\$ (8,765)	0.0%	See Note 14
Prof/Other Services	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 732,000	\$ 732,000	\$ 116,426	\$ 100,731	13.8%	
TAXES	\$ 48,594	\$ 48,594	\$ 4,393	\$ 5,318	10.9%	
MISC EXPENSES						
Dues & Subscriptions	\$ 51,176	\$ 51,176	\$ 6,651	\$ 6,917	13.5%	
Media Advertising	\$ -	\$ -	\$ -	\$ -	0.0%	
Employee Incentive Program	\$ 7,820	\$ 7,820	\$ 802	\$ 964	12.3%	
Training	\$ 5,900	\$ 5,900	\$ 3,577	\$ -	0.0%	
Travel	\$ 19,915	\$ 20,015	\$ 2,380	\$ 393	2.0%	
Other Misc Expenses	\$ 17,900	\$ 17,900	\$ 1,855	\$ 2,474	13.8%	
	\$ 102,711	\$ 102,811	\$ 15,265	\$ 10,748	10.5%	
OTHER EXPENSES						
Leases & Rentals	\$ 613,450	\$ 613,450	\$ 96,989	\$ 116,796	19.0%	See Note 15
	\$ 613,450	\$ 613,450	\$ 96,989	\$ 116,796	19.0%	
Total Operating Expense	\$ 32,596,678	\$ 32,596,678	\$ 4,322,065	\$ 4,814,602	14.8%	

**MONTHLY REVENUE AND EXPENSE REPORT
FY 04-05 CAPITAL IMPROVEMENT PROGRAM**

CAPITAL PROJECTS	Program Budget	Expended in August	YTD Expended
Grant Funded Projects			
MetroBase	\$ 16,000,000	\$ 211,805	\$ 1,559,097
Urban Bus Replacement	\$ 1,675,432	\$ 7,067	\$ 11,953
	\$ 17,675,432		
District Funded Projects			
Bus Stop Improvements	\$ 10,000		\$ 5,515
IT Projects including GIRO carryover	\$ 15,200	\$ 8,753	\$ 10,585
Facilities Repairs & Improvements	\$ 26,500		
Non-Revenue Vehicle Replacement	\$ 195,000		
Office Equipment	\$ 31,400	\$ 2,309	\$ 2,309
Diagnostic Scanner	\$ 3,000		
Transfer to Operating Budget			
	\$ 281,100		
TOTAL CAPITAL PROJECTS	\$ 17,956,532	\$ 229,934	\$ 1,589,459
CAPITAL FUNDING SOURCES			
	Budget	Received in August	YTD Received
Federal Capital Grants	\$ 14,140,345	\$ -	\$ 796,000
State/Local Capital Grants	\$ -	\$ -	\$ -
STA Funding	\$ 860,994	\$ -	\$ 205,141
District Reserves	\$ 2,955,193	\$ -	\$ 588,318
TOTAL CAPITAL FUNDING	\$ 17,956,532	\$ -	\$ 1,589,459

5-7.912

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

1. Passenger fares (farebox and pass sales) are \$61,582 or 9% under the final budget amount for the year to date. Paratransit fares are \$3,670 or 13% under budget due to fewer riders for the month than projected. Special transit fares (contracts) are \$1,868 or 2% over the budgeted amount. Highway 17 Express revenue is \$18,968 or 13% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first two months of the fiscal year by a net \$44,416 or 4.6%.
2. Advertising income is \$7,000 over budget due to sales of exterior ads on buses. Sales had been projected to begin in January 2005.
3. Rent income is \$17,484 over budget due to payment of temporary rent by A Tool Shed pending relocation.
4. Human Resources personnel expense is only at 6.9% of the budget due to a \$28,478 workers' comp credit in July.
5. Paratransit program personnel expense is at 19.2% of the budget due to hiring of additional ParaCruz staff. Funds will be allocated for this purpose in the November budget revision.
6. Operations personnel expense is at 17.3% of the budget due to high workers' comp expenses during the month.
7. Paratransit program is only at 8.4% of the budget because the August billing was not submitted by the contractor by the report deadline, which comprises most of the expense.
8. Workers' comp expense is at 17.9% of the budget due to higher payment of claims than budgeted for the year to date.
9. Absence with pay is at 19.4% of the budget since more vacation time is taken in the summer months. Total payroll is within budget.
10. Tires and tubes expense is at 19.5% of the budget since this account fluctuates from month to month, depending on how many tires are purchased.
11. Other mobile supplies expense is at 41.2% of the budget due to volume purchases.
12. Postage and mailing is at 23.5% of the budget due to purchase of postage for the postage meters for Customer Service and ParaCruz.
13. Office/computer supplies are at 19.0% of the budget due to volume purchase of IT supplies.
14. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs.
15. Leases and rentals are at 19.0% of the budget primarily due to the annual payment to Greyhound for Metro Center parking.

5-7.213

FY 03-04 BUDGET TRANSFERS
8/1/04-9/30/04

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 05-001			
TRANSFER FROM:	504311-3100	Office Supplies	\$ (100)
TRANSFER TO:	509123-3100	Travel	\$ 100
REASON:	To cover local meeting expenses in the Paratransit Department.		

TRANSFER # 05-002			
TRANSFER FROM:	504311-1400	Office Supplies	\$ (300)
TRANSFER TO:	504217-1400	Photo Supply/Processing	\$ 300
REASON:	To cover expected expenditures in the Human Resources Department.		

TRANSFER # 05-003			
TRANSFER FROM:	501011-4100	Other Salaries	\$ (4,800)
TRANSFER TO:	503041-4100	Temporary Help	\$ 4,800
REASON:	To cover cost of temporary help during recruitment process in the Fleet Maintenance Department.		

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # 05-004			
TRANSFER FROM:	501012-4100	Other Salaries	\$ (1,000)
TRANSFER TO:	503221-1400	Classified Ads	\$ 1,000
REASON:	To cover cost of recruitment advertising for the Fleet Maintenance Department.		

TRANSFER # 05-005			
TRANSFER FROM:	503352-2200	Equipment Repair - Out	\$ (500)
TRANSFER TO:	504215-2200	Printing	\$ 500
REASON:	To cover cost of printing fall bid reroute stickers for the Facilities Maintenance Department.		

5-7.914

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Steve Paulson, Paratransit Administrator
SUBJECT: METRO PARACRUZ PROGRAM STATUS MONTHLY UPDATE

I. RECOMMENDED ACTION

This report is for information only- no action requested

II. SUMMARY OF ISSUES

- The Board receives monthly reports on the status of the federally mandated ADA complementary paratransit program
- Operating Statistics reported are for the month of July 2004
- Cost reflects hourly rate increased by 4% effective this reporting period.
- Eligibility/certification statistics reported are through September 30, 2004

III. DISCUSSION

Operating Statistics for July 2004

	This July	Last July	% Change
Cost	\$202,289.99	\$209,209.14	-3.31%
Revenue	\$20,976	\$22,944	-8.58%
Subsidy	\$181,313.99	\$186,265.14	-2.66
Rides performed	7,025	7,887	-10.93%
Cost/ Ride	\$28.80	\$26.53	8.54%
Productivity	1.93 rides per hour	2.01 rides per hour	-3.98%

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

5-8.1

Performance Measures

	July
Rides	7,025
late pick ups (more than 20 minutes)	324
% late	4.61%
Picked up too early (more than 10 minutes)	86
Total rides not "on time"	410
% "on time"	94.2%
missed trips	0
Excessively late scheduled (more than 60 minutes)	2
Excessively late will call (more than 100 minutes)	5
total violation w/ \$50 penalty	7
Total violation w/\$100 penalty	0
Liquidated damages	\$350

Eligibility Certification/ Recertification

During the month of September 2004, there were 62 applicants for eligibility. 95% were found eligible for some level of service. The total number of eligible riders is effected by expiration of temporary eligibility and other factors. There was a net increase of 56 riders eligible for service during September.

There are no eligibility appeals pending.

IV. FINANCIAL CONSIDERATIONS

none

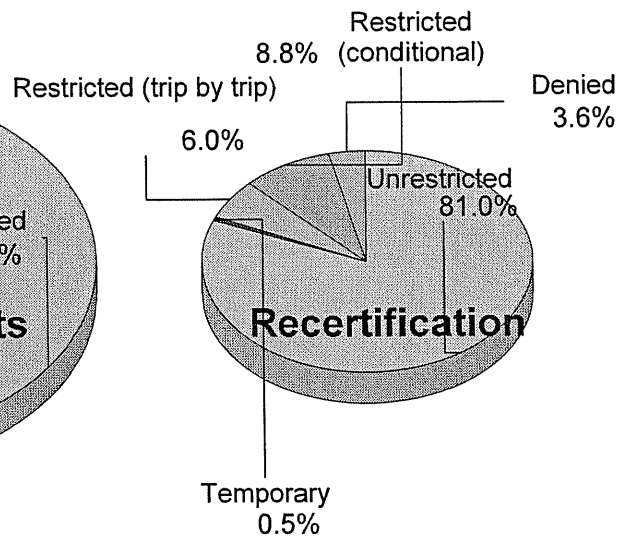
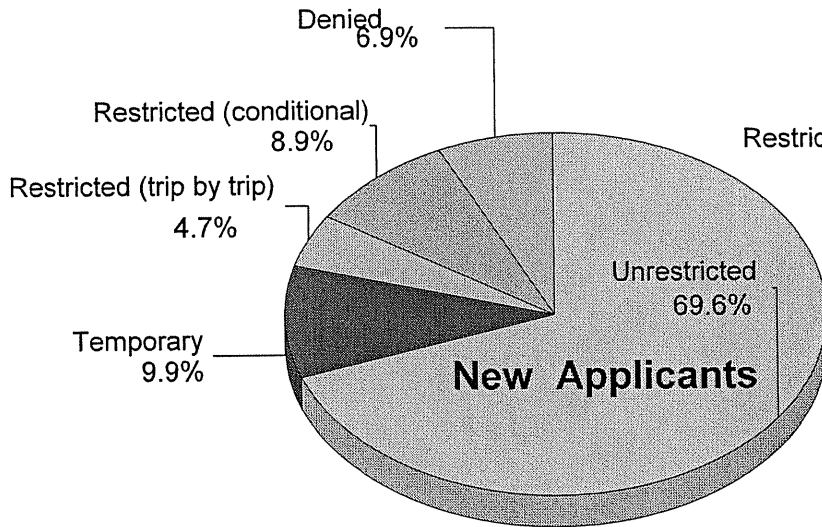
V. ATTACHMENTS

Attachment A: Recertification and New Applicant Eligibility Determinations

5-8.2

METRO ParaCruz Eligibility Determinations - Aug 1 02 through Sept 30 04

Attachment A



New Applicants

Unrestricted	1601
Temporary	228
Restricted (trip by trip)	108
Restricted (conditional)	205
Denied	159
Group Total:	2303

Recertification

Unrestricted	1137
Temporary	7
Restricted (trip by trip)	84
Restricted (conditional)	124
Denied	51
Group Total:	1403

Grand Total: **3703**

5-8.a1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Student trips for August 2004 increased by 7.4% versus August 2003. Year to date student billable trips have increased by 1.2%.
- Faculty / staff trips for August 2004 increased by 4.3% versus August 2003. Year to date faculty / staff billable trips have increased by .2%.
- Revenue received from UCSC for August 2004 was \$38,971 versus \$32,310 for August 2003 an increase of 20.6%.

	Faculty/Staff Ridership	Student Ridership	Monthly Increase - (Decrease) Student	Monthly Increase - (Decrease) Faculty-Staff
This Year	17,034	28,654	7.4%	4.3%
Last Year	16,327	26,668		

III. DISCUSSION

September 25, 2003 and ended on June 10, 2004. A summary of the results for August 2004 is:

- Student billable trips for the month of August 2004 were 28,654 vs. 26,668 for August 2003 an increase of 7.4%.
- Faculty / staff billable trips for the month of August 2004 were 17,034 vs. 16,327 for August 2003 an increase of 4.3%.
- Year to date Student billable trips increased by 1.2% and faculty / staff billable trips increased by .2%.
- Revenue for August 2004 was \$38,971 versus \$32,310 for August 2003.

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IV. FINANCIAL CONSIDERATIONS

NONE

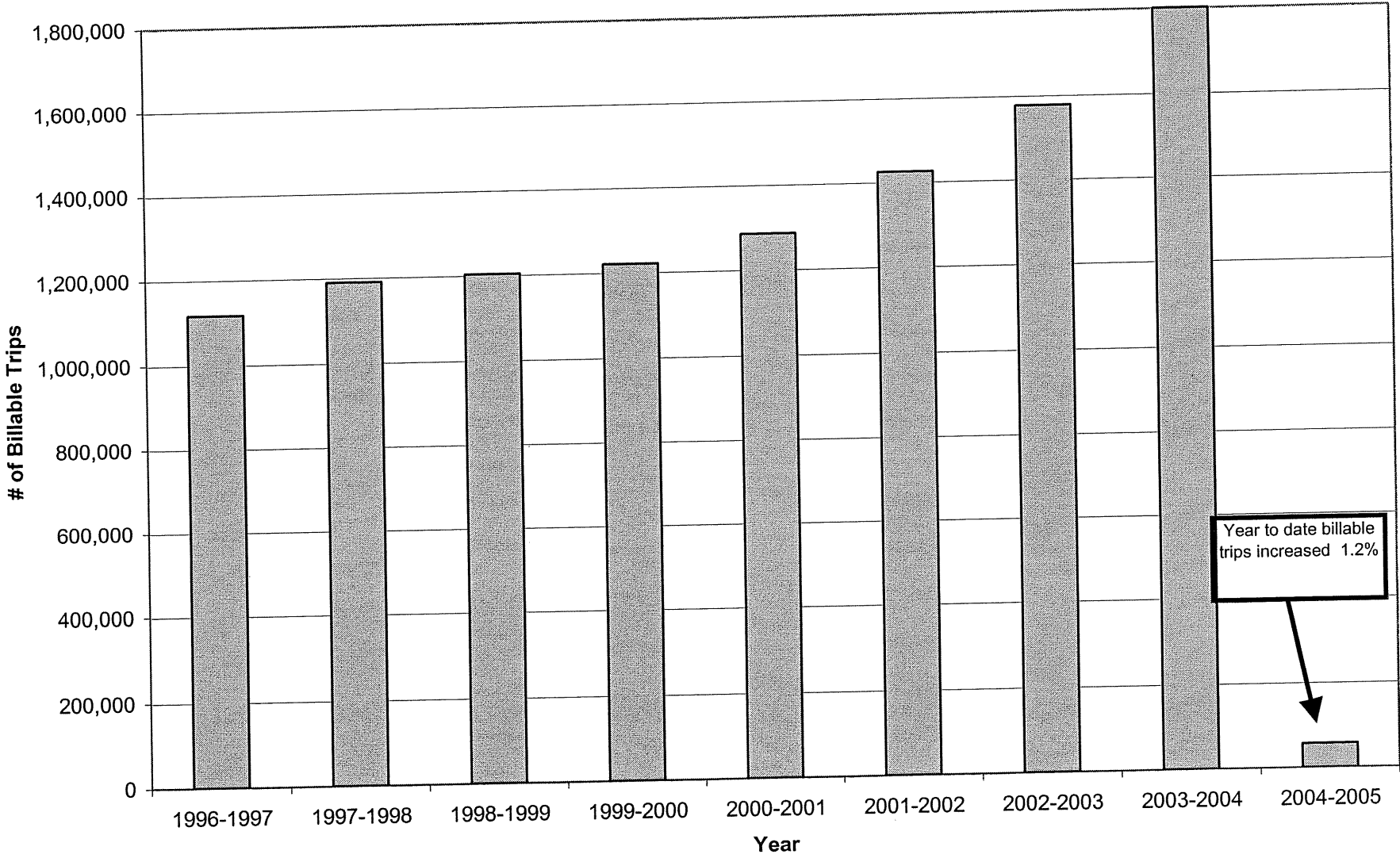
V. ATTACHMENTS

Attachment A: UCSC Student Billable Trips

Attachment B: UCSC Faculty / Staff Billable Trips

5-10.2

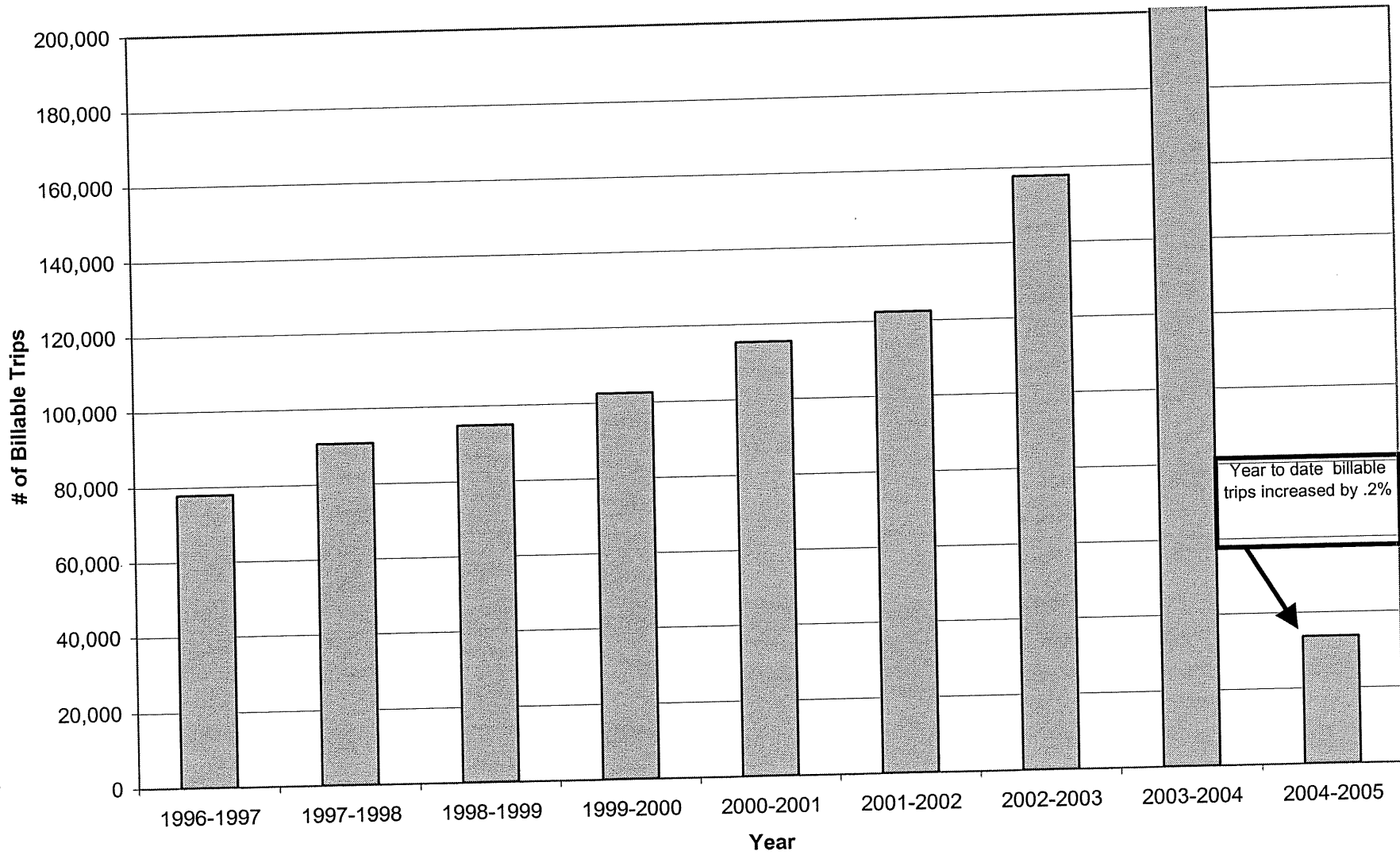
UCSC Student Billable Trips



S-10.01

Attachment A

UCSC Faculty / Staff Billable Trips



S-10.61

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Frank L. Cheng, Project Manager
SUBJECT: STATUS OF THE METROBASE PROJECT

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The MetroBase Project is currently proceeding according to schedule.
- The City of Santa Cruz Redevelopment Agency is continuing to work on the real estate acquisition and relocation phase of the project.

III. DISCUSSION

The MetroBase Project is proceeding according to schedule. RNL Design is currently working on the new Maintenance Building design.

The completed components of the project for the review period are as follows:

A. Right Of Way (ROW)

- Encroachment Lease @ 1200 River Street for 40 years, approved by Santa Cruz City Council, approved by Metro Board of District.
- Continuing negotiations with SurfCity Produce and Odwalla in regards to relocating them to 120 Dubois Street.
- A Tool Shed will be relocating to 280 Harvey West Blvd mid October.

B. Finance

- 25 Sakata Lane, Watsonville property being prepared for sale in November/December timeframe and will be advertised for approximately 45 days.
- Received appraisals for Watsonville property
- Sent FTA concurrence letter with appraisal for Watsonville property.

C. Architectural & Engineering (A&E)

- Approved new design options for Maintenance Building.
- RNL: Design Phase is 80% complete.
- RNL Design presented to the Board of Directors design and aesthetic issues on October 22nd.

5-11.1

D. Construction Management (CM)

- Board of Directors approved a contract for Construction Management services with Harris & Associates on June 25, 2004. Notice to proceed has been issued.

E. Construction Schedule

- Approved and executed L/CNG Fueling Station long lead item LNG tank on September 10th, 2004.
- Approved and executed L/CNG Fueling Station long lead item CNG Vessels on September 24th, 2004.
- Goal to request bids for General Construction on Jan. 2005 and award in Mar. 2005.

IV. FINANCIAL CONSIDERATIONS

The Santa Cruz County Regional Transportation Commission (SCCRTC) will hold a public hearing on October 7, 2004 regarding the proposal to reprogram \$7.5 million in Federal Surface Transportation Program funds to the MetroBase Project. If approved, this proposal will be submitted to the California Transportation Commission (CTC) for approval.

V. ATTACHMENTS

NONE

5-11.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: September 24, 2004
TO: Board of Directors
FROM: Mark J. Dorfman, Assistant General Manager
SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

Attachment A: Minutes of the September 2, 2004 Regular SCCRTC Meeting
Minutes of the September 16, 2004 Transportation Policy Workshop

5-12.1

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

MINUTES

Thursday,
September 2, 2004
9:00 a.m.

Board of Supervisors Chambers
701 Ocean Street
Santa Cruz CA 95060

1. Roll Call

Members Present:	Jan Beautz	Dennis Norton
	Tony Campos	Ellen Pirie
	Scott Kennedy	Emily Reilly
	Randy Johnson	Pat Spence
	Mike Keogh	Mark Stone
	Mardi Wormhoudt	Rich Krumholz (Alt.)

Members Absent: Richard De La Paz

Staff Present	Linda Wilshusen	Pat Dellin
	Kim Shultz	Tegan Speiser
	Gini Pineda	Luis Mendez
	Karena Pushnik	Sean Co

2. Oral Communications

Dave Eselius said that the Regional Transportation Commission is not doing enough to ensure the success of the sales tax measure. He said that in his opinion building three additional bridges across the freeway was a waste of money, that HOV lanes will probably decrease capacity and that a trolley was not feasible and should be separated from the sales tax measure and put on a referendum along with the purchase of the branch line for the public to vote on.

3. Additions or Deletions to Consent and Regular Agendas

Commissioner Wormhoudt asked to pull Item 8. Chair Beautz designated the item as 26.1 and said if time permitted, it could be heard immediately after Item 25.

Commissioner Beautz said that she had a question about Item 22-b and designated it as Item 30.1.

Executive Director Linda Wilshusen announced there would be no Closed Session.

5-1291

CONSENT AGENDA (Wormhoudt/Campos)

4. Approved Minutes of July 27, 2004 Special SCCRTC Meeting (Commissioner Reilly abstained)
5. Approved Minutes of August 5, 2004 Regular SCCRTC Meeting (Commissioner Kennedy abstained)
6. Approved Minutes of August 19, 2004 Transportation Policy Workshop Meeting

POLICY

7. Accepted Information Item on California Performance Review

PROJECTS and PLANNING

8. Approve Staff Recommendations Regarding Revisions to Public Information Program for the Measure J Transportation Sales Tax Expenditure Plan (moved to Regular Agenda as Item 26.1)
9. Approved Interagency Technical Advisory Committee and Staff Recommendations Regarding FY03-04 Optional Federal Exchange and State Match Program - Regional Surface Transportation Program(RSTP) Exchange Program (Resolution 09-05)
10. Accepted Information Item on FY04-05 AB2766 Grants Awarded by the Monterey Bay Unified Air Pollution Control District

COMMISSION BUDGET and EXPENDITURES

No Consent Items

ADMINISTRATION

No Consent Items

COMMITTEE MINUTES

11. Accepted Draft Minutes of the Expenditure Plan Subcommittee Meeting of August 2, 2004
12. Accepted Draft Minutes of the Interagency Technical Advisory Committee Meeting of August 19, 2004
13. Accepted Draft Minutes of the Paratransit Coordination Task Force Meeting of August 18, 2004

5-12.92

14. Accepted Draft Minutes of the Bicycle Committee Meeting of August 9, 2004
15. Accepted Draft Minutes of the Elderly and Disabled Transportation Advisory Committee Meeting of August 10, 2004
16. Accepted Draft Minutes of August 4, 2004 Traffic Operation Systems Oversight Committee Meeting

INFORMATION/OTHER

17. Accepted Monthly Meeting Schedule
18. Accepted SCCRTC Staff Comment Letters on Draft Environmental Documents and Plans Prepared by Other Agencies
 - a. Quarterly Report
19. Accepted Letters from SCCRTC Committees and Staff to Other Agencies on Policy Issues
 - a. Letter from County Counsel to Santa Cruz County District Attorney's Office Regarding Response to Question Concerning Compliance with the Brown Act
 - b. Letter from County Counsel to *Santa Cruz Sentinel* Regarding Response to Public Records Act Request
20. Accepted Miscellaneous Written Comments from the Public on SCCRTC Projects and Transportation Issues
21. Accepted Handouts from Previous Regional Transportation Commission Meeting
22. Accepted Information Items
 - a. Ballot Booklet Information on Measure J, Santa Cruz County Local Transportation Improvement Act
 - b. Copy of Letter from the California Public Utilities Regarding Railroad Crossing Improvement Recommendations for Proposed Rail Service (moved to Regular Agenda as Item 30.1)

SERVING AS THE SERVICE AUTHORITY FOR FREEWAY EMERGENCIES

No Consent Items

REGULAR AGENDA

23. Commissioner Reports - None

5-12.23

24. Director's Report

Executive Director Linda Wilshusen expressed her appreciation to those who worked on and with the Expenditure Plan Subcommittee, asked that Commissioners select a date for the next Budget and Administration/Personnel Committee meeting and reminded Commissioners that Deputy Director Pat Dellin would be conducting the annual individual meetings with Commissioners.

25. Caltrans Report

Rich Krumholz, Caltrans District 5, said that the work on Highway 9 was still being impacted by the Pavex strike but that work was moving ahead in some areas.

Mr. Krumholz said that the Highway 1/17 Merge Lanes Project was still on track but that there were many variables affecting available funding in the future.

Commissioner Reilly asked for an update on the safety issues at the exit ramp on Morrissey Boulevard. Mr. Krumholz said that traffic safety engineers were working with the City of Santa Cruz to address these issues. Senior Planner Kim Shultz said that Caltrans and the City are planning intermediate and longer term solutions.

26.1 Approve Staff Recommendations Regarding Revisions to Public Information Program for the Measure J Transportation Sales Tax Expenditure Plan (previously Item 8)

Deputy Director Dellin gave the staff report calling attention to the recommendations of Commissioners Beautz, Pirie and Quintanilla to do a second informational mailing instead of inserts to newspapers.

Commissioner Wormhoudt noted changes from what the Commission had agreed to at the August Transportation Policy Workshop meeting. She said she assumed that if there were two mailings instead of one, the second mailing would have different content than the first one. Ms. Wormhoudt said that the Commission should carefully review the piece that only goes to voters because there is a grey area between providing information to the public and campaigning for a position on the issue. She asked if the piece targeted to voters would include pros and cons on the measure.

Commissioner Beautz responded that the second mailer had not been drafted yet, but that the first one had been reviewed by County Counsel. Ms. Beautz said that the second piece would be mailed closer to the election and since it was to be printed in both English and Spanish, would not have room

5-12.04

for much discussion of the measure.

Commissioner Wormhoudt said she wanted to make sure the Commission was insulated from the appearance of campaigning for the sales tax measure.

Commissioner Kennedy asked County Counsel Rahn Garcia whether there was a legal issue with sending an informational mailer only to registered voters and requested that staff return with information on what other jurisdictions did in similar situations.

Mr. Garcia said that an informational piece can be directed to a select audience, in this case the voters making the decision, and that the important thing was that the message does not take a position on the issue.

Bruce van Allen, representing the "No on J Committee", said that California has guidelines regarding the expenditure of public funds by a public agency distributing information relative to a ballot measure and warned that opponents would be watching carefully to see that the Commission adhered to these guidelines. He said that the "No on J Committee" is demanding public review of all material distributed to the public, that material not convey any opinion and that material not be targeted only to registered voters or mailed within 29 days prior to voting.

Dave Eselius said the "No on J Committee" just wants to undermine widening Highway 1 and that all alternative transportation improvements should be pulled from the sales tax measure.

Commissioner Pirie moved to approve the staff recommendations that the Regional Transportation Commission:

1. Approve a revised workplan and budget for the Measure J Public Information Program consistent with the recommendations of Commissioners Beautz and Pirie and Commission Alternate Quintanilla, and,
2. Approve a resolution authorizing the expenditure of an additional \$3,500 for the Public Information Program for the Local Transportation Sales Tax Measure Expenditure Plan bringing the total amount for this effort to \$58,500, with the addition that the second mailing come back to the Commission for approval at the September Transportation Policy Workshop (TPW).

Commissioner Wormhoudt seconded with the addition that County Counsel submit a written response at the September

5-12.25

TPW to the issues raised by the "No on J Committee".

Mr. Garcia confirmed that this was possible and the motion (Resolution 10-05) passed unanimously.

26. 9:30 a.m. Public Hearing on Unmet Transit and Paratransit Needs

Senior Planner Karena Pushnik said that the draft list on pages 26-3 through 26-7 included extensive input from the Transit District and was approved by the Elderly and Disabled Transportation Advisory Committee.

Ms. Pushnik said the list may need to be reorganized or prioritized in the future, but that it illustrated the unmet needs for paratransit service beyond what is required by the Americans with Disabilities Act. She said the demand for service exceeds the supply, that service may need to be developed for people outside the Metro's ADA paratransit service area, that taxi script has a waiting list and that there is a need for same-day medical service and increased service in areas in south county.

The Public Hearing was opened.

Dave Eselius said that there was a problem mixing funding for paratransit and ParaCruz services and a dispatch problem and would like to see an action item to identify a way to better serve customers.

Scott Bugental, representing both the Elderly and Disabled Transportation Advisory Committee and the Seniors Council, noted that some of the suggestions might be operational problems, such as changing the fare structure, rather than an unmet need. He said that at one time there was interest for local hospitals to provide non-ambulance transportation for same-day medical service which could save money. He also said that severe cutbacks for transportation to senior dining centers are a social issue and not just a food issue.

The Public Hearing was closed.

Commissioners commented that the list could be re-organized or re-grouped to indicate short and long term goals, but were glad to see so much input on the issues.

Commissioner Pirie moved and Commissioner Wormhoudt seconded to approve the staff recommendations that the Santa Cruz County Regional Transportation Commission approve a final list of Unmet Paratransit/Transit Needs and direct staff to work with the Elderly & Disabled Transportation Advisory Committee, the Paratransit Coordination Task Force and other

5-12.96

entities to address the identified unmet needs and consider these unmet needs in future planning and funding decisions.

The motion passed unanimously.

27. Proposed Process for Amendment of the 2004 Regional Transportation Improvement Program (RTIP) to Provide Funds for Santa Cruz Metro's MetroBase Project

Deputy Director Pat Dellin described a two-step process to amend the Regional Transportation Improvement Program (RTIP). She said it would be possible to trade STIP funds programmed to some existing projects for future Regional Surface Transportation Program (RSTP) funds, which would then free up the STIP funds to be reprogrammed to the MetroBase project. Ms. Dellin said that the local jurisdictions with STIP projects as well as the SCMTD supported this proposal. She added that Santa Cruz Metro could bond for earlier funds for the MetroBase project as soon as the project was programmed back into the STIP. She said a public hearing would be needed to amend the Regional Transportation Improvement Program (RTIP) to implement this proposal. She added that an RTIP amendment was also needed to align other projects with the approved STIP.

Commissioner Spence noted a duplicate listing of the Front / Laurel Street project. She added that she was glad the cities and the County were willing to trade funds so that the MetroBase project could move forward.

Commissioner Pirie objected to the way the region has to match its adopted RTIP with the state's adopted STIP which in effect overrides the region's authority to prioritize its projects. She asked for a legal analysis to determine if the California Transportation Commission (CTC) had the statutory authority to do this.

Commissioner Beutz asked Executive Director Linda Wilshusen about the Regional Transportation Planning Agency Executive Directors' Meeting with the California Transportation Commission Chairman held in Sacramento on August 18, 2004.

Director Wilshusen said that there is dissatisfaction all over the state concerning the low priority transportation projects are given and the fact that the State has not paid back the billions borrowed from transportation funds to support the state's General Fund. She said the consensus was that there was a need for a transportation ballot initiative to protect the gas tax and Proposition 42 funds.

Commissioner Pirie moved and Commissioner Reilly seconded to approve the staff recommendations that the SCCRTC:

5-12.27

1. Schedule a public hearing for its October meeting to consider the staff and Interagency Technical Advisory Committee (ITAC) recommendations to amend the *Regional Transportation Improvement Program (RTIP)* to:
 - a. Trade up to \$7.5 million in FY06/07-08/09 STIP funds for FY06/07-08/09 Regional Surface Transportation Program (RSTP) funds for the projects listed in Attachment 1;
 - b. Program the freed up STIP funds and/or a portion of the FY06/07-08/09 RSTP funds totaling \$7.5 million to the MetroBase project; and
 - c. Update project listings for remaining projects to be consistent with the adopted STIP.

The floor was opened to public comment.

Dave Eselius said that rather than focusing on the needs of the MetroBase, the Commission should reestablish its priorities.

The motion passed unanimously.

28. Status Report on Highway 1 Projects

Oral presentations were made by Chris Metzger, Nolte Associates, and Ben Strumwasser, Public Affairs Management.

Mr. Strumwasser gave the Commissioners a summary report describing the public outreach meetings regarding the Highway 1 HOV Widening Project and showed how the public comments were organized. He said there was input both in support of and in opposition to the project and that topics included toll issues, the safety impact of short HOV lanes, interchange improvements, impacts during construction, and environmental issues such as noise and visual impacts.

He said that there was a lot of concern as to whether the soundwalls would create more noise in areas not immediately adjacent to the highway.

Mr. Metzger gave an overview of other aspects of the Highway 1 HOV Widening Project Project Approval Environmental Document (PA/ED). He said that the Project Development Team had begun discussing the highway widening alternatives, including a no-build alternative and building HOV lanes either using Caltrans standards or looking at places where Caltrans standards could be reduced. He said that additional alternatives are being considered including diamond interchanges, more direct access to HOV lanes especially for

5-12.98

busses and an eight lane option.

Mr. Metzger said that the AMBAG traffic model is still not finished. He indicated that the schedule to complete the environmental document has been pushed back to the end of 2007 due to the delay in the traffic model. He added that the Commission will begin a specific proposal regarding PA/ED alternatives in the next few months.

Commissioner Beautz asked that staff ask for a written report from AMBAG regarding the model and a written report on whether the Commission should produce its own model in the future.

Commissioner Campos volunteered to set up a meeting with Nick Papadakis of AMBAG on this issue.

Commissioner Pirie asked for copies of documents showing the potential locations of bike/pedestrian over-crossings and also the draft supplemental Project Study Report and Environmental Impact Report.

In response to a question from Commissioner Reilly, Chris Metzger said that alternatives to concrete were being studied for the soundwalls. Ms. Reilly asked where Nolte Associates is getting information for alternative materials.

Rich Krumholz, Caltrans District 5, said that there was a research and innovation link on the Caltrans website that could provide some information on the subject.

The floor was opened to public comment.

Dave Eselius said the Commission needs to define objectives and design early on and define a standard, which is currently three lanes straight through, and from that standard develop increased benefits and costs, for example moving the HOV lane to the outside lane and then compare to the standard.

Commissioner Reilly moved to approve the staff recommendations that the Regional Transportation Commission accept the Fourth Quarterly Progress Report from the consultant on the Highway 1 HOV Lane Widening Project, and receive a Status Report on other activities related to the Highway 1 Projects.

Commissioner Pirie seconded and the motion passed unanimously.

29. Santa Cruz Branch Line Acquisition - Release of Draft Business Plan

5-12.a9

Senior Planner Luis Mendez said that the Commission decided on August 19th that it would best serve the public to release the Business Plan and give the public time to review it prior to a presentation by Systra Consulting which will be held on September 16, 2004. He said that a Request for Proposals (RFP) for short line operators does not exist and that when it is time, the RFP process will be conducted in public.

Commissioner Wormhoudt moved to approve the staff recommendations to present and discuss the draft *Santa Cruz Branch Line Business Plan* at the September 16th Regional Transportation Commission Policy Workshop. Commissioner Campos seconded.

The floor was opened to public comment.

Dave Eselius said he did not understand the relevance of the plan and that it has clouded the issue of widening the highway which is the only way to improve transportation.

Commissioner Reilly noted that both the County and City of Santa Cruz Master Transportation Study say that no transportation improvements will work unless there is a strong viable transit system.

Commissioner Pirie said she objected to the staff summary of the business plan, saying that the conclusions were based on assumptions without complete information.

A vote was taken and the motion passed unanimously.

30. Amendment to Contract with Miller, Owen & Trost for Rail Line Acquisition Negotiation Services

Senior Planner Luis Mendez gave the staff report, saying that the rates charged by Miller, Owen & Trost (MOT) had not changed since the initial contract in March 2001 and that the term of the contract needed to be extended one more year for their work to be completed.

Commissioner Keogh said that to date the Commission has already authorized \$400,000 to MOT and received one report that he said is the worst document he has ever read. He gave examples of inconsistencies and assumptions and stated that he concluded from them that either Systra Consulting is incompetent or was influenced to make findings that were not rational. He moved to extend consideration of the amendment to November and to have copies of all reports, including marked up documents, between the Regional Transportation Commission, Miller, Owen & Trost and Systra to be brought to the Commission before action on the amendment is taken.

5-12a10

Commissioner Spence seconded saying that the Phase I Environmental Assessment should be added to the list of capital projects with available funding on page 30-10 of the staff report.

Commissioner Spence asked who the Project Manager was and what was considered a reimbursable cost. Ms. Spence also asked if environmental assessment was included in the costs listed on page 30-10.

Executive Director Linda Wilshusen identified herself as the Project Manager. Senior Planner Luis Mendez said that reimbursable costs included postage, copying and travel costs.

Ms. Wilshusen said that the Phase I assessment was already completed and in response to a further question from Commissioner Spence, said she would check where the funding for it came from and add it to the list.

Commissioner Beautz said she wanted the sub-consultant chart to list what reports were made and how the funding was spent before authorizing more money to the contract.

Director Wilshusen said that the Commission had seen all of the reports at different times and that staff will modify the chart and confirm whether the report was submitted in open or closed session.

Commissioner Beautz said she wanted to continue the item until reviewing the reports.

Commissioner Reilly called the question.

The motion failed with Commissioners Keogh, Spence and Beautz voting in favor of it.

Commissioner Wormhoudt moved to continue the Item to the Transportation Policy Workshop meeting on September 16th along with the information on the sub-consultants' reports including if and when the Commission saw them. Commissioner Pirie seconded.

Director Wilshusen clarified this is referred only to the MOT contract and their subcontractors and noted that the appraisers are contracted directly with the Commission.

Commissioners discussed what additional reports would be necessary and suggested adding the estimated future costs to the chart.

5-12.a11

The motion passed unanimously.

30.1 Copy of Letter from the California Public Utilities
Regarding Railroad Crossing Improvement Recommendations
for Proposed Rail Service (formerly Item 22b)

Commissioners discussed a letter from the Public Utilities Commission dated January 23, 2004 and whether the letter should be included in the Environmental Impact Report (EIR) and the draft Business Plan.

Luis Mendez, SCCRTC staff, confirmed that the consultants for the recreational rail EIR have a copy of the letter and that the crossings discussed were inspected by the consultants.

Commissioner Beautz asked that the letter be added to the draft Business Plan.

Commissioner Spence said that the letter is referenced in the draft Business Plan but that there is another letter that is not included. Commissioner Pirie asked that this letter be given to the Commission.

Senior Planner Karena Pushnik said the second letter was included in the comments to the EIR and had been distributed to the Commission.

Commissioner Wormhoudt moved to accept the information item and Commissioner Reilly seconded. The motion passed unanimously.

31. Next Meetings/Adjournment

The meeting adjourned at 11:45 a.m.

The next Transportation Policy Workshop is scheduled for Thursday, September 16, 2004 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean Street, Santa Cruz CA 95060.

The next regular SCCRTC meeting is scheduled for Thursday, October 7, 2004 at 9:00 a.m. at Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA 95060.

Respectfully submitted,

Gini Pineda, Secretary

5-12.912

ATTENDEES

<u>Name</u>	<u>Representing</u>
David Eselius	
Jim Conklin	Business Council
Bonnie Morr	UTU Local 23
Robert Yount	
Bill Comfort	
Les White	SCMTD
Peter Scott	CFST - No on J
Scott Bugental	E/D TAC - Seniors Council
Amanda Schoenberg	Register Pajaronian
Ben Strumwasser	Public Affairs Management
Chris Metzger	Nolte Associates
Rahn Garcia	County Counsel

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5-12.2/3

REGIONAL TRANSPORTATION COMMISSION

Transportation Policy Workshop

MINUTES

Thursday, September 16, 2004

9:00 am

Board of Supervisors Chambers

701 Ocean Street

Santa Cruz, CA 95060

Members Present: Jan Beautz Ellen Pirie
 Richard De La Paz Edenilson Quintanilla (Alt.)
 Randy Johnson Emily Reilly
 Scott Kennedy Pat Spence
 Mike Keogh Mark Stone
 Dennis Norton Mardi Wormhoudt
 Dave Murray (ex-officio) (Alt.)

Staff Present: Linda Wilshusen Pat Dellin
 Tegan Speiser Karena Pushnik
 Luis Mendez Gini Pineda
 Kim Shultz

1. Introductions

A roll call was taken.

2. Oral Communications

Katharine Herndon said she was concerned about widening Highway 1 and brought copies of a video titled *Taken for a Ride* for the Commissioners to view. Ms. Herndon read from a brochure describing the pitfalls of too many freeways and highways at the expense of other transit modes.

Elaine Chatkowski read from an article in the *Sentinel* that correlated reduced lung capacity with smog and pollution.

3. Additions/Deletions to the Agenda

Regarding Item 7, Commissioner Wormhoudt said that Executive Director Linda Wilshusen had done an outstanding job during her nineteen year tenure and would be sorely missed. Other Commissioners expressed their regrets at her resignation and the Commission staff and the audience gave her a round of applause.

5-12.a.14

Commissioner Spence asked that the wording on page 4-3 of the August 19, 2004 Transportation Policy Workshop meeting minutes be changed from referring to a traffic impact on "Metro" lots to "public" lots.

CONSENT AGENDA (Wormhoudt/Pirie) – approved unanimously

4. Accepted Minutes of the August 19, 2004 TPW Meeting as amended
5. Approved Staff Recommendations Regarding Adoption of the FY 04-05 Disadvantaged Business Enterprise (DBE) Program
6. Resolution of Appreciation for the Services of Bart Cavallaro as a Member of the SCCRTC (Resolution 11-05)
7. Accepted Letter from Executive Director Announcing Her Resignation
8. Accepted Information on Rail Diesel Car Demonstration Program
9. Accepted Status Report on Highway 1 Projects

REGULAR AGENDA

10. Public Information Program for Measure J: The Local Transportation Improvement Act (Sales Tax Expenditure Plan)

Deputy Director Pat Dellin said that two informational pieces will be mailed regarding Measure J. The first mailing will be sent to all households in the County and the second mailing targeted to registered voters. Ms. Dellin said that the Commission was being asked to review the text of the second mailing. She stated that the Commissioners (Beautz, Pirie and Quintanilla) delegated to work with staff on the public information program had worked with County Counsel Rahn Garcia to word the document properly. Ms. Dellin said that Mr. Garcia had also responded to questions posed to the Commission at the September Regional Transportation Commission meeting regarding whether it was allowable for public funds to be used to mail an informational item regarding a ballot measure to a targeted audience of registered voters and if a mailing of this kind could be done within 29 days of the election. Mr. Garcia's written response was distributed to Commissioners.

Commissioner Wormhoudt noted that the brochure for the initial mailing states that Measure J sales tax dollars stay in Santa Cruz County, and that while this was true for nearly all the projects, the money targeted for the Pajaro Station would be expended in Monterey County. She said that even though the station would benefit Santa Cruz County residents, the wording could be challenged by opponents to Measure J.

Commissioners discussed how to resolve this issue, agreeing that the point is to assure residents that the state could not appropriate the sales tax revenues for projects elsewhere.

5-12a15

Commissioner Kennedy moved to approve the staff recommendations to:

1. Accept the response from County Counsel to the press release from the Campaign for Sensible Transportation – No on J;
2. Accept the text of the public information mailer on Measure J to be sent to all households and businesses countywide and to select community groups; and
3. Approve the text of the public information mailer to be mailed to voters on Measure J

with the addition to let the Commissioners delegated to work with staff on the public information program make the changes in wording necessary to address the issue raised by Commissioner Wormhoudt. Commissioner Beautz seconded the motion.

Commissioner Wormhoudt pointed out that the brochure says that the lane that would widen Highway 1 was designated for carpool and bus lanes and that this statement could pose a problem since the lane would be a multi-use lane during non-peak hours. She suggested a footnote clarifying this to avoid misunderstanding.

Commissioners discussed the issue noting that carpool lane use is governed by Caltrans and that the practice of opening carpool lanes to all traffic during non-peak hours was consistent throughout the state. Deputy Director Dellin added that the second page of the brochure states that the lane would be used by all vehicles during non-peak hours.

The floor was opened to public comment.

Piet Canin, Bike to Work, said that the list of projects funded by Measure J in the brochure shows \$23 million going to a coastal bike/pedestrian trail next to the rail line. He said he would like a footnote to clarify that this funding would only be used for the construction of a trail and not for the purchase of the rail right-of-way.

Peter Scott, No on J Committee, said that the proposed mailings clearly advocate passage of the sales tax measure. He said he is concerned that public funds are being used for promotional pieces and said his understanding is that all consequences need to be disclosed and that the intended mailing does not see any bad sides of the proposal.

Dave Wright, Friends of the Rail Trail, said that votes will be lost if there are no restrictions stating that the money designated for the coastal trail will not be used for purchasing the rail right-of-way.

Commissioner Kennedy restated his motion and the motion passed unanimously.

Commissioner Norton asked if Jim Conklin could give an update on the campaign to support Measure J.

Since the matter was not on the agenda for discussion, Commissioner Kennedy moved to re-open Oral Communications, Commissioner Wormhoudt seconded and the motion passed unanimously.

5-12a16

Jim Conklin said the Citizens for Improved Transportation were in the process of organizing their efforts and would kick off their campaign on September 30th from 7-9 p.m. at the Sesnon House. In answer to a question posed by Commissioner Wormhoudt, Mr. Conklin said the committee had registered three years ago and planned to re-register today.

11. Santa Cruz Branch Line Acquisition – Presentation on Draft Business Plan

Executive Director Linda Wilshusen said that Kirk Trost of Miller, Owen & Trost and Paul Sullivan of Systra USA would make a presentation on the draft Business Plan and be available for questions.

Kirk Trost said that when the acquisition negotiations began there was no plan for passenger rail or for freight service obligation. Because the plan has changed in the last two years, the draft Business Plan addresses these two added components.

Mr. Trost emphasized that the plan was a draft only and that there was information that would be necessary for a final plan that has not yet been made available by Union Pacific. He referred to the draft plan as a tool for the Commission to use as a starting point and that the plan will evolve into a more complex document as new information becomes available.

Paul Sullivan, Systra, said that key findings included that a short line railroad could continue freight service profitably and that recreational rail usually does not need public subsidy. He discussed critical issues for ownership including liability insurance, maintenance and repair obligations and property insurance. He said that freight and recreational rail could operate on the same line and advised that the operator for both the freight and recreational service be the same in order to coordinate service and maximize utilization of personnel. Mr. Sullivan explained that revenues would flow to the right-of-way owner from easements paid by utilities and property owners.

Kirk Trost concluded the presentation reviewing the next steps including exploring lower cost rolling stock opportunities, obtaining Union Pacific property and inspection records, analyzing structures and refining the SCCRTC internal management plan.

Commissioner Keogh asked questions about property and liability insurance, ridership assumptions, crossings improvements and the process of upgrading from the current status of “excepted class” to Class I.

Mr. Trost replied that the assumption is that the Commission will carry baseline property insurance and that the operator will provide liability insurance with the Commission listed as additionally insured. He said that the addition of passenger rail did not authorize the Public Utilities Commission (PUC) to impose changes at the crossings but encouraged discussion with the PUC to provide additional safety if necessary.

Mr. Sullivan said that a detailed inspection was made and that to upgrade to Class I, joint bars would need to be replaced. He estimated that \$25,000 would be sufficient to replace the joint bars in the section currently planned for recreational rail, assuming used materials were purchased.

5-12.217

Commissioner Keogh asked if \$15,000 was sufficient to assess the bridges along the track. Mr. Sullivan said that this was an estimate and that a proper assessment could not be made without information from Union Pacific.

Due to time constraints, the meeting adjourned into Closed Session at 10:40 a.m.

CLOSED SESSION

13. Conference with Real Property Negotiator for Acquisition of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

- Agency Negotiator: Kirk Trost, Miller, Owen & Trost
- Negotiation Parties: SCCRTC, Union Pacific
- Under Negotiation: Price

14. Conference with Real Property Negotiator for Lease of the Santa Cruz Branch Rail Line Property: Santa Cruz Branch Rail Line from Watsonville Junction to Davenport

- Agency Negotiator: Kirk Trost, Miller, Owen & Trost
- Negotiation Parties: SCCRTC, Sierra Railroad, Santa Cruz Big Trees and Pacific Railway Company and Other Potential Short Line Railroad Operators
- Under Negotiation: Price

OPEN SESSION

Open Session re-convened at 10:55 a.m.

Commissioners continued to discuss the draft Business Plan. Commissioner Johnson noted that insurance rates often increase after natural disasters.

Commissioner Pirie asked if the lower expenses incurred by a short line operator was due to hiring a non-unionized crew.

Mr. Sullivan said that was possible but that other factors included lower administrative costs and the flexibility to tailor schedules to meet needs.

Regarding safety speeds and the differences between excepted class and Class I, Mr. Sullivan said that higher speeds require tighter tolerances such as less distance between joint bars and that excepted class meant that the owner guaranteed that the speed is low, whereas Class I needs to report to the FRA and be inspected periodically. Mr. Trost explained that the class is self-designated but that passenger service requires a Class I designation.

5-12.a 18

Commissioner Pirie asked questions about liability, crew requirements and why the Oregon DOT was selling their Budd cars. Mr. Sullivan said whoever is maintaining the track should accept liability and it is typical for the operator to do so for a short line. He said he had never experienced an insurance company requiring a grade crossing improvement and that there was not an FRA regulation requiring a certain number of crew to operate vehicles on the line.

Director Wilshusen said that the Oregon DOT rail service was authorized as short term Lewis & Clark/Bicentennial service and would be concluded next year.

Commissioner Pirie raised questions about revenue estimates vis a vis ridership estimates, asking if ridership were low would expenses also be less. Mr. Sullivan said that reduced service would lower expenses and pointed out that the operator can take measures to make the business profitable, such as maximizing the income from easements. Senior Planner Luis Mendez added that the City of Santa Cruz currently pays Union Pacific \$27,000 per year to lease property on the right-of-way. Commissioner Norton said that several areas in Capitola lease land from the railroad also.

Commissioner Beautz began a discussion about the proposed trail next to the rail line and asked if the FRA had restrictions on a trail adjacent to an active rail line. Mr. Trost said he was not aware if the FRA had jurisdiction over a trail but said that the Federal Highway Authority had prepared a best practices report on operating rail with trails which was available on-line.

Commissioner Beautz asked Mr. Sullivan to find out if the FRA has any jurisdiction regarding a trail.

Commissioner Beautz noted that mitigations mentioned in the EIR were not included in the draft Business Plan and asked who would pay for them. Mr. Trost said that the Commission would make that decision but that mitigations were usually not the responsibility of the operator. He noted that the plan references potential environmental mitigations as an unknown cost.

Commissioners discussed why a short line could make a profit when Union Pacific operated at a loss. It was commented that continuing to provide freight service at a competitive price was essential and that involving RMC Pacific Materials would be helpful. Mr. Trost said that in general, Union Pacific would pay the short line to run between Davenport and Watsonville and that revenues generated beyond Watsonville would belong to Union Pacific.

Public comment was heard.

Robert Jones said the business plan was inadequate and was really a scoping study. He said there was no actual data from Union Pacific regarding costs and revenues and that Union Pacific sees the Commission "slathering at the mouth over the purchase" and will keep a carrot dangling in front of them. He said running the freight line with a little recreational line posed a huge problem if the freight operator bailed because the Commission would then

5-12.a 19

be forced into the freight business. He also said that by acquiring the right-of-way and allowing a private company to operate the freight and passenger rail services, the Commission was subsidizing a private company so it could make a profit.

Mike Hart, Sierra Railroad, answered many questions already discussed by the Commissioners asserting that railroad liability insurance is round the clock and that the rates are actually beginning to come down. He explained that if an operator who already had an insured rail line added another service to the policy, the rates for the additional service would be considerably lower than a stand alone policy. He said that the draft Business Plan was very complete given the state of negotiations and that there were no secrets about the track which can be examined by anyone. He said that the FRA was not involved with regulating rail trails.

Mr. Hart said it was critical to combine the freight and passenger services and that an operator must be selected before negotiations with Union Pacific are finalized. He said that a trust could be set up to make money to help the owner pay for the necessary capital improvements to tracks and trestles.

Cliff Walters, Roaring Camp and Big Trees Railroad, said he thought the plan was pretty good and agreed with Mr. Hart that the ridership, operating and revenue numbers were conservative, adding that he had originally provided the figures. He said that the corridor was very scenic and that many tourist lines actually traveled through industrial areas. He said that Roaring Camp and Big Trees charged \$20 per roundtrip for adults and \$15 for children.

Bob Yount asked what locomotives would be used to transport freight from the short line to the Union Pacific line in Watsonville. Mr. Hart said that his company could provide two or three locomotives which would be operated by biodiesel fuel.

Bill Comfort distributed a letter criticizing the draft Business Plan noting that there was no provision for mitigations and that the cost of the improvements would end up being more than cost of right-of-way.

Jeff LaPierre said the draft Business Plan was inadequate, that there was no provision for an advertising budget and that a 50 year commitment to rail service was a huge risk.

Ken Kanegaard, RMC Pacific Materials advised to consider the costs of demurrage.

Commissioner Spence said it was hard to understand the draft Business Plan and that there was no balance sheet so it was not clear when the funding will fall into place or when the hazardous materials tests would be done.

This item was for information only.

12. Amendment to Contract with Miller, Owen & Trost for Rail Line Acquisition Negotiation Services (continued from September 2, 2004 meeting)

5-12.a 20

Senior Planner Luis Mendez said that the additional information which had been requested by the Commission at the September 2, 2004 Regional Transportation Commission meeting was added to the staff report, including sub-consultants to the Miller, Owen & Trost (MOT) contract along with the funds budgeted and spent by each through July 31, 2004. He noted a correction to page 12-11.

In answer to questions posed by Commissioner Keogh, Mr. Mendez indicated that the funding for the lease investigations would come from federal funds and that the going concern appraisal was included in the appraisals contracts.

Commissioner Wormhoudt moved to approve the staff recommendations that the Regional Transportation Commission adopt the attached resolution adding \$155,000 in allocated, earmarked federal funds to the Santa Cruz Branch Rail Line acquisition services contract with Miller, Owen and Trost, increasing the hourly rates on the contract, extending the term of the contract to December 31, 2005, and authorizing a Fiscal Year 04-05 budget amendment consistent with this action. Commissioner Norton seconded.

The motion (Resolution 12-05) passed with Commissioners Johnson, Kennedy, Norton, Stone and Wormhoudt voting in favor of the motion and Commissioners Beautz, Keogh and Spence voting against it. Commissioners De La Paz, Pirie, Quintanilla and Reilly were absent from the vote.

13. Recreational Rail Environmental Impact Review - Amendment to Contract for Additional Technical Studies

Executive Director Linda Wilshusen reported that in accordance with Commission directive, discussions with environmental and legal consultants were held and it was determined that noise measurements studies and additional air quality analyses could be performed at a cost of \$7,000.

Commissioner Spence remarked that noise level measurements in another area would not be accurate because the area is different from Aptos. Ms. Wilshusen explained that population density did not affect the level of noise emitted from the rail car itself.

Commissioner Norton moved and Commissioner Wormhoudt seconded to approve the staff recommendation to approve a resolution adding \$7,000 in already-allocated Proposition 116 funds to the existing contract with Public Affairs Management for the additional technical analyses needed to complete the response to comments and Final EIR for Recreational Rail Service between Capitola and Aptos, based on the letter from consultants Public Affairs Management.

The motion (Resolution 13-05) passed unanimously.

16. Next Meetings / Adjournment

The next regular Commission Meeting will be held Thursday, October 7, 2004 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street Santa Cruz, CA.

5-12.a21

The next Transportation Policy Workshop will be held Thursday, October 21, 2004 at 9:00 a.m. at the SCCRTC Office, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Gini Pineda, Secretary

S-12.a 22

ATTENDEES

Pat Spence
Jan Kampa
David Wright
Bob Yount
Les White
Katharine Herndon
Jeff Lapierre
Donna Ziel
Cliff Walters
Piet Canin
Robert Jones
Ken Kannegaard
Joan Anderson
Peter Scott
Mike Hart
Jim Conklin
Bob Scott

SCMTD

Friends of the Rail Trail
E&D TAC
SC Metro

Commission Alternate
Santa Cruz Big Trees & Pacific Railway
Bike To Work
SCCARRED
RMC Pacific Materials

CFST
Sierra Railroad Co.
Santa Cruz Business Council
SCCRTC Consultant

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH DIXON & SON, INC. FOR PURCHASE OF REVENUE AND NON-REVENUE TIRES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Dixon and Son, Inc. to extend the term of the contract for one (1) additional year.

II. SUMMARY OF ISSUES

- The District has a contract with Dixon & Son, Inc. for revenue and non-revenue tires.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Dixon & Son, Inc. has indicated that they are interested in extending the contract an additional year to December 14, 2005 with an increase in prices on retreads, non-revenue tires, valve stems and labor. Price increases are limited to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area. There will be no price increases for revenue tires.

III. DISCUSSION

The District's current contract with Dixon & Son, Inc. for revenue and non-revenue tires is due to expire on December 14, 2004. Dixon & Son, Inc. has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Dixon & Son, Inc. has also reviewed the contract and has indicated their desire to extend the contract for one additional year with price increases for retreads, non-revenue tires, valve stems and labor. There will be no price increases for revenue tires. Price increases are limited to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area as provided in the original contract.

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Dixon & Son, Inc. to extend the contract one (1) additional year.

5-13.1

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Fleet Maintenance budget for this amendment.

V. ATTACHMENTS

- A- Letter from Dixon & Son, Inc.
- B- Amendment to Contract

Attachment A

DIXON AND SON TIRE INC.
125 WALKER ST
WATSONVILLE, CA 95076

SEPT 30 2004

Santa Cruz Metropolitan
Transit District
120 Du Bois Street
Santa Cruz, Ca 95060

Attn: Lloyd Longnecker,

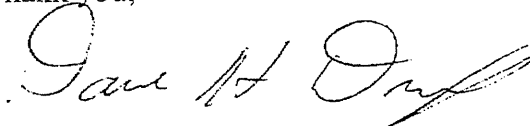
Re: Letter of Intent to Extend Revenue and Non Revenue Vehicle Tires Contract.

Dixon & Son Tire would like to extend the current Tire Contract with the Santa Cruz Metro for an additional year. With the option of a price increase equal to the Consumer Price Index for the San Francisco Bay on Bandag Retreading, Non Revenue Tires, Valve Stems, and Labor.

All new Revenue Tire will remain the same as last year and be billed at net state price.

We look forward to continuing doing business with you, and if you have any questions Or comments, please call me at (831) 722-4197.

Thank you,



David Dixon

S-13a1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIFTH AMENDMENT TO CONTRACT FOR REVENUE AND NON-REVENUE TIRES**

This Fifth Amendment to the Contract for revenue and non-revenue tires is made effective December 15, 2004 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Dixon and Son, Inc. ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for revenue and non-revenue tires ("Contract") on December 15, 2000.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Contractor has requested a price increase for retreads, non-revenue tires, valve stems and labor.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 3.02 is amended to include the following language:

This Contract shall continue through December 14, 2004. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

- 3.1 Article 5.01 is amended to include the following language:

Effective December 15, 2004, prices for retreads, non-revenue tires, valve stems and labor shall be increased at a percentage rate equal to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose Area (1.8 %).

IV. REMAINING TERMS AND CONDITIONS

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

5-13.61

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
DIXON AND SON, INC.

By _____
Dave H. Dixon
Owner

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-13.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF CONTRACT RENEWAL WITH CLASSIC GRAPHICS FOR VEHICLE BODY REPAIR AND PAINT SERVICES.

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Classic Graphics for vehicle body repair and paint services to extend the term of the contract for one (1) additional year and increase the rate of compensation.

II. SUMMARY OF ISSUES

- The District has a contract with Classic Graphics for vehicle body repair and paint services.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Classic Graphics has indicated that they are interested in extending the contract an additional year to December 31, 2005 with an increase in the labor rate as provided in the contract. Price increases are limited to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area.

III. DISCUSSION

The District's current contract with Classic Graphics for vehicle body repair and paint services is due to expire on December 31, 2004. Classic Graphics has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Classic Graphics has also reviewed the contract and has indicated their desire to extend the contract for one additional year with an increase in the labor rate equal to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area as provided in the original contract.

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Classic Graphics to extend the contract one (1) additional year and allow an increase the rate of compensation.

5-14.1

IV. FINANCIAL CONSIDERATIONS

Funds are available in the Fleet Maintenance budget for this amendment.

V. ATTACHMENTS

- A- Letter from Classic Graphics
- B- First Amendment to Contract 02-08

5-14.2

Phone
(510) 744-2190

7969 Enterprise Drive
Newark, California 94560

Fax
(510) 713-8541

September 24, 2004

Mr. Lloyd Longnecker
District Buyer
Santa Cruz Metropolitan Transit District
120 Du Bois Street
Santa Cruz, CA 95060

Re: Renewal of Contract for Vehicle Body Repair & Paint Services (02-08)

Dear Mr. Longnecker,

We are extremely pleased to have received your letter proposing a first amendment to our current contract with Santa Cruz Metropolitan Transit District. It has been our pleasure to work with the professional Fleet Maintenance Staff of Santa Cruz Metro Transit District. We look forward to having the opportunity to continue to provide you with quality repairs and the service you expect.

In accordance with your letter dated September 9, 2004, please accept this letter as our intent to extend our agreement from January 1, 2005 through December 31, 2005.

With reference to the third paragraph in your letter we would like to exercise our option to use the Consumer Price Index for all urban consumers increase. We would like to use the information faxed to us by you today and increase our labor rate by the 1.8% making the change from \$45.00 per hour to \$45.81 per hour.

Please contact me with any questions or comments.

Thank you.

Sincerely,



Tracy Lewis
President
T&J LEWIS, INC.
DBA CLASSIC GRAPHICS

SANTA CRUZ METRO
TRANSIT DISTRICT

2004 SEP 28 AM 8:32

RECEIVED

5-14.a1

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO CONTRACT FOR
VEHICLE BODY REPAIR AND PAINT SERVICES**

This First Amendment to the Contract for vehicle body repair and paint services is made effective January 1, 2005 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Classic Graphics ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for vehicle body repair and paint services ("Contract") on January 1, 2003.
- 1.2 The Contract allows for the extension upon mutual written consent.
- 1.3 Contractor has requested an increase in the labor rate as allowed in the contract.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 3.02 is amended to include the following language:

This Contract shall continue through December 31, 2005. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

- 3.1 Article 5.01 is amended to include the following language:

Effective January 1, 2005, the rate for labor will be \$45.81 per hour.

IV. REMAINING TERMS AND CONDITIONS

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

5-14.61

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
CLASSIC GRAPHICS

By _____
Tracy S. Lewis
President

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-14.62²

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: **CONSIDERATION OF CONTRACT RENEWAL WITH FOLGER GRAPHICS FOR THE PRINTING OF *HEADWAYS***

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Folger Graphics for the printing of *Headways* to extend the term of the contract for one (1) additional year and increase the rate of compensation.

II. SUMMARY OF ISSUES

- The District has a contract (No. 02-12) for the printing of *Headways*.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Folger Graphics has indicated that they are interested in extending the contract one additional year to December 31, 2005 with a price increase as provided in the contract. Price increases are limited to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area.
- It is requested that the Board of Directors authorize the General Manager to execute an amendment to the contract to extend the contract term for one additional year and increase the rate of compensation.

III. DISCUSSION

Headways is the District's bus schedule published to provide the community information with current service routes and timetables. The District's current contract with Folger Graphics for the printing of *Headways* is due to expire on December 31, 2004. Folger Graphics has provided good service under this contract. An extension of the contract would be favorable to the District. Section 3.02 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Folger Graphics has also reviewed the contract and has indicated their desire to extend the contract for one additional year with a rate increase limited to the annual percentage change in the Consumer Price Index for the San Francisco – Oakland – San Jose area as provided in the original contract.

5-15.1

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract to extend the contract term for one additional year and allow an increase the rate of compensation.

IV. FINANCIAL CONSIDERATIONS

Annual costs for two production runs of *Headways* will cost approximately \$30,000. These costs are included as part of the Customer Service budget.

V. ATTACHMENTS

- A- Letter from Folger Graphics
- B- Contract Amendment

5-15.2



PRE-PRESS • PRINTING • PUBLICATIONS • BINDERY • MAILING

September 13, 2004

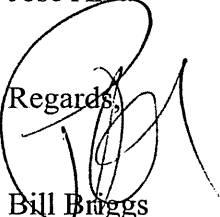
Lloyd Longnecker
District Buyer
Santa Cruz Metropolitan Transit District
120 Dubois Street
Santa Cruz, California 95060

Ref: Renewal of Contract for Printing of Headways (02-12)

Dear Lloyd:

Thank you for your offer to extend the contract for an additional one-year period.

I agree to accept an additional one-year contract under the same conditions with a cost increase not exceeding the Consumer Price Index for the San Francisco-Oakland-San Jose Area

Regards,


Bill Briggs
Account Executive
E-mail: billbriggs@folgergraphics.com
Office: 510-887-5656x104/ cell: 510-329-0983

RECEIVED
2004 SEP 15 PM 3:47
SANTA CRUZ METRO
TRANSIT DISTRICT

5-15.91

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
SECOND AMENDMENT TO CONTRACT NO. 02-12
FOR PRINTING OF HEADWAYS**

This Second Amendment to Contract No. 02-12 for Printing of Headways is made effective January 1, 2005 between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California (“District”) and Folger Graphics (“Contractor”).

I. RECITALS

1.1 District and Contractor entered into a Contract for Printing of Headways (“Contract”) on January 1, 2003.

1.2 The Contract allows for the extension upon mutual written consent.

1.3 Contractor has requested an increase in the rate of compensation as allowed in the contract.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

2.1 Article 3.02 is amended to include the following language:

This Contract shall continue through December 31, 2005. This Contract may be mutually extended by agreement of both parties.

III. III. COMPENSATION

3.1 Article 5.01 is amended to include the following language:

Effective January 1, 2005, the rate of compensation shall be increased 1.8 %, which is the annual percentage change in the Consumers Price Index for the San Francisco – Oakland – San Jose area.

IV. REMAINING TERMS AND CONDITIONS

4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

V. AUTHORITY

Each party has full power to enter into and perform this Second Amendment to the Contract and the person signing this Second Amendment on behalf of each has been properly

5-15. b1

authorized and empowered to enter into it. Each party further acknowledges that it has read this Second Amendment to the Contract, understands it, and agrees to be bound by it.

Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
FOLGER GRAPHICS

By _____
Linda Torre
Vice President, Administration

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-15.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: **CONSIDERATION OF CONTRACT RENEWAL WITH DRIVER ALLIANT INSURANCE SERVICES, INC. FOR INSURANCE BROKER SERVICES**

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to execute an amendment to the contract with Driver Alliant Insurance Services, Inc. to extend the term of the contract through June 30, 2005.

II. SUMMARY OF ISSUES

- The District has a contract with Driver Alliant Insurance Services, Inc. for Licensed Broker Services for Excess Workers' Compensation Coverage.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms.
- Driver Alliant Insurance Services, Inc. has indicated that they are interested in extending the contract.
- District requested a contract extension to coincide with the CSAC Workers Compensation Insurance contract.
- It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Driver Alliant Insurance Services, Inc. to extend the contract through June 30, 2005.

III. DISCUSSION

The District's current contract with Driver Alliant Insurance Services, Inc. (Contractor) for Licensed Broker Services for Excess Workers' Compensation Coverage is due to expire on October 23, 2004. Driver Alliant Insurance Services, Inc. has provided good service under this contract. An extension of the contract would be favorable to the District. Section 4.01 of the contract allows the District the option to renew the contract for four (4) additional one-year terms. Contractor has also reviewed the contract and has indicated their desire to extend the contract. District has requested that the contract effective period coincide with the CSAC Workers Compensation Insurance contract. Contractor has agreed to change the effective period of the contract to extend the contract through June 30, 2005 and will pro-rate their \$10,000 fee for this new effective period.

5-16.1

It is recommended that the Board of Directors authorize the General Manager to execute an amendment to the contract with Driver Alliant Insurance Services, Inc. to extend the contract through June 30, 2005.

IV. FINANCIAL CONSIDERATIONS

The pro-rated fee through June 30, 2005 is \$6, 820. Adequate funds are available in the current year budget for this amendment.

V. ATTACHMENTS

- A- Letter from Driver Alliant Insurance Services, Inc.
- B- Contract Amendment

5-16.2

driver•alliant | INSURANCE SERVICES

INTEGRATED INSURANCE & FINANCIAL SERVICES

August 26, 2004

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

**RE: Renewal of Contract No. 03-02 for Licensed Broker Services for Excess Workers'
Compensation Coverage**

Dear Lloyd,

We received your letter stating that the District proposes a first amendment to this contract to extend the agreement from October 24, 2004 through June 30, 2005. We are in agreement with this contract extension. Since the annual broker services fee is \$10,000, the pro-rated fee for the extension would be \$6,820.

Thank you for this extension which will put the contract in alignment with the CSAC agreement. Please contact our office if you have any questions.

Sincerely,

Matthew T. Gowan

Matthew T. Gowan
Assistant Vice President

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO CONTRACT FOR
LICENSED BROKER SERVICES FOR
EXCESS WORKERS' COMPENSATION COVERAGE (03-02)**

This First Amendment to the Contract for Licensed Broker Services for Excess Workers' Compensation Coverage is made effective October 24, 2004, between the Santa Cruz Metropolitan Transit District, a political subdivision of the State of California ("District") and Driver Alliant Insurance Services, Inc. ("Contractor").

I. RECITALS

- 1.1 District and Contractor entered into a Contract for Licensed Broker Services for Excess Workers' Compensation Coverage ("Contract") on October 24, 2003.
- 1.2 The Contract allows for the extension upon mutual written consent.

Therefore, District and Contractor amend the Contract as follows:

II. TERM

- 2.1 Article 4.01 is amended to include the following language:

This Contract shall continue through June 30, 2005. This Contract may be mutually extended by agreement of both parties.

III. COMPENSATION

- 3.1 Article 5.01 is amended to include the following language:

For the effective period of October 24, 2004 through June 30, 2005, District shall compensate Contractor \$6,820.

IV. REMAINING TERMS AND CONDITIONS

- 4.1 All other provisions of the Contract that are not affected by this amendment shall remain unchanged and in full force and effect.

V. AUTHORITY

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

SIGNATURES ON NEXT PAGE

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Signed on _____

DISTRICT
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR
DRIVER ALLIANT INSURANCE SERVICES, INC.

By _____
Robin Johnson
Vice-President, Public Entities

Approved as to Form:

Margaret R. Gallagher
District Counsel

5-16.62

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: October 22, 2004
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: CONSIDERATION OF 2005 REGULAR BOARD MEETING SCHEDULE

I. RECOMMENDED ACTION

Adopt the attached schedule for the regular meetings of the Board of Directors.

II. SUMMARY OF ISSUES

- The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and fourth Fridays of the month.
- Attached is a specific schedule of the dates and locations of the Board of Directors' regular meetings for the year 2005.

III. DISCUSSION

The Santa Cruz Metropolitan Transit District Bylaws set forth the Board of Directors' meeting schedule in a general way stating that the regular meetings shall be on the second and fourth Fridays of the month. For planning and scheduling purposes, Cindi Thomas, the Administrative Services Coordinator, has prepared a specific schedule detailing the actual dates and locations of the Board of Directors' regular meetings for the year 2005.

The meetings scheduled for the second Friday of the month will be located in the Santa Cruz Metropolitan Transit District's administrative offices and the meetings scheduled for the fourth Friday of the month will usually be held at the Santa Cruz City Council Chambers. However the meeting scheduled for the fourth Friday in May, will take place in Capitola and the meeting scheduled for the fourth Friday in November, will take place in Watsonville.

It should also be noted that the Board's Bylaws state that if a regular meeting falls within 5 working days of a recognized District holiday, i.e. Thanksgiving, Christmas or New Year's Day, the Board of Directors shall reschedule the meeting to a more convenient date. For the year 2005, Thanksgiving and Christmas fall within one day of the fourth Friday of the months of November and December respectively. Therefore, it is being recommended that the second regular Board meeting for these months be scheduled on the third Friday of each month rather than the fourth.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Santa Cruz Metropolitan Transit District Board of Directors'
Meeting Schedule - 2005

5-17.2

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETINGS
2nd and 4th Fridays of each month - 2005**

January Meetings

- January 14, 2005 - SCMTD Administrative Offices, 370 Encinal St., Santa Cruz, CA
- January 28, 2005 - Santa Cruz City Council Chambers*

February Meetings

- February 11, 2005 - SCMTD Administrative Offices
- February 25, 2005 - Santa Cruz City Council Chambers*

*Santa Cruz City
Council Chambers
809 Center St.
Santa Cruz, CA

March Meetings

- March 11, 2005 - SCMTD Administrative Offices
- March 25, 2005 - Santa Cruz City Council Chambers*

April Meetings

- April 8, 2005 - SCMTD Administrative Offices
- April 22, 2005 - Santa Cruz City Council Chambers*

May Meetings

- May 13, 2005 - SCMTD Administrative Offices
- May 27, 2005 - **Capitola City Council Chambers** →

Capitola City Council
Chambers
420 Capitola Avenue
Capitola, CA

June Meetings

- June 10, 2005 - SCMTD Administrative Offices
- June 24, 2005 - Santa Cruz City Council Chambers*

July Meetings

- July 8, 2005 - SCMTD Administrative Offices
- July 22, 2005 - Santa Cruz City Council Chambers*

August Meetings

- August 12, 2005 - SCMTD Administrative Offices
- August 26, 2005 - Santa Cruz City Council Chambers*

September Meetings

- September 9, 2005 - SCMTD Administrative Offices
- September 23, 2005 - Santa Cruz City Council Chambers*

October Meetings

- October 14, 2005 - SCMTD Administrative Offices
- October 28, 2005 - Santa Cruz City Council Chambers*

November Meetings

- November 11, 2005 - SCMTD Administrative Offices
- November 18, 2005 - **Watsonville City Council Chambers** →
2nd meeting is scheduled for third Friday due to Thanksgiving Holiday

Watsonville City
Council Chambers
250 Main St.
Watsonville, CA

December Meetings

- December 9, 2005 - SCMTD Administrative Offices
- December 16, 2005 - Santa Cruz City Council Chambers*
2nd meeting is scheduled for third Friday due to Christmas Holiday

S-17.21

**NOTE: THE FIRST MEETING OF EACH MONTH IS SCHEDULED FROM 9:00 A.M. – 11:00
THE SECOND MEETING OF EACH MONTH IS SCHEDULED FROM 9:00 A.M. – 12:00 NOON**

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: CONSIDERATION OF REPORT REGARDING THE PASSENGERS AND OPERATING COST FOR THE CITY OF SANTA CRUZ BEACH SHUTTLE FOR 2004

I. RECOMMENDED ACTION

That the Board of Directors review and accept the report of the passenger usage and operating cost for the 2004 City of Santa Cruz Beach Shuttle.

II. SUMMARY OF ISSUES

- The City of Santa Cruz contracted with METRO to provide the Beach Shuttle service for the summer of 2004.
- The financial constraints in the budgets at both METRO and the City of Santa Cruz had forced the cessation of Beach Shuttle service after 2001.
- In 2004 the City of Santa Cruz contracted with METRO to reinstate the Beach Shuttle service for 32-weekend operating days during the summer season.
- The 2004 Beach Shuttle service was the first time that this service was deployed using the Trolley Replica vehicle. While the CNG powered Trolley Replica experienced some operational problems, it was in service 24 of the 32 operating days.
- The City of Santa Cruz implemented an extensive signage program designed to expand the visibility and use of the service.
- The 2004 Santa Cruz Beach Shuttle served 16,294 passenger boardings, which is a decrease in use of 26% when compared to the 2001 ridership level.
- The cost of the Santa Cruz Beach Shuttle service was \$30,144.

III. DISCUSSION

The Santa Cruz Beach Shuttle service has been operated as a connection between Downtown Santa Cruz and the Beach Boardwalk for many years. Unfortunately past constrained financial situations at either the City of Santa Cruz or METRO or both have resulted in the cessation of service on various occasions. The most recent period of time when the Shuttle did not operate was during the summers of 2002 and 2003.

5-18.1

In 2004 the City of Santa Cruz contracted with METRO to reinstate the Beach Shuttle service. The 2004 Beach Shuttle service was the first time the Trolley Replica vehicle that was partially funded by the City of Santa Cruz was used on this route. Unfortunately the CNG powered Trolley Replica vehicle experienced some operational problems that caused it to miss service. The Trolley Replica vehicle operated on 24 of the 32 weekend operating days that the Beach Shuttle was in service.

The episodic operation of the Beach Shuttle has resulted in limited use of the service by individuals visiting Santa Cruz. The City of Santa Cruz implemented an extensive signage program designed to capture additional riders. The usage of the Beach Shuttle service for 2004 was 16,294 passenger boardings, which is a decrease of 26% from the ridership level of 2001. The cost of operating the Beach Shuttle for 2004 was \$30,144.

Staff recommends that METRO meet with the City of Santa Cruz staff to explore ways that both the visibility and use of the Beach Shuttle service can be increased, including a higher level of involvement by private businesses.

IV. FINANCIAL CONSIDERATIONS

The operating cost of \$30,144 for the Santa Cruz Beach Shuttle was paid by the City of Santa Cruz.

V. ATTACHMENTS

Attachment A: Beach Shuttle Ridership History-1999/2004

5-18.2

Attachment A

Beach Shuttle Ridership History

1999
24,154

2000
27,566

2001
22,022

2002
No Service

2003
No Service

2004
16,294

5-18.a1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 8, 2004
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: **CONSIDERATION OF APPROVAL OF PARATRANSIT CLASS SPECIFICATION (JOB DESCRIPTION) FOR PARATRANSIT CLERK III**

I. RECOMMENDED ACTION

It is recommended that the Board of Directors approve the attached class specification (job description) for the Paratransit Clerk III.

II. SUMMARY OF ISSUES

- In June the Board approved the transition of the Paratransit operations from Community Bridges to an internal operation.
- In July the Board approved the contract with UTU for represented Paratransit positions.
- To meet the required deadlines District met with the Union and developed job descriptions so recruitment of internal and external candidates could begin.

III. DISCUSSION

In July, the Board and UTU approved a contract allowing the District to begin the transition of Paratransit operations to an internal function of the District. Management and representatives of UTU met and reviewed job descriptions for positions new to METRO.

So deadlines could be met for the transition of Paratransit services, recruitment for the Paratransit Clerk III position has already been initiated. Community Bridges employees were provided with information regarding this position so they would have the opportunity to apply.

Staff is requesting your approval of this new class specification so we may complete the recruitment process.

IV. FINANCIAL CONSIDERATIONS

The salary range for this position was approved in negotiations with UTU and the cost of staffing has already been included in the Paratransit budget.

5-20.1

V. ATTACHMENTS

Attachment A: Class specification for Clerk III

5-20.2

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PARATRANSIT CLERK III

DEFINITION

Under supervision, performs a variety of administrative clerical duties including telephone and public reception, typing, filing, and general office work. Will be responsible for interpreting and input of payroll information. Processing purchase orders and requisitions. Other related duties as assigned.

DUTIES AND RESPONSIBILITIES

Develops and maintains effective working relationships with other staff, representatives of the community, customers, and the public.

Communicates effectively and respectfully with people from different racial, ethnic, cultural groups, physical and intellectual abilities, lifestyle choices and ages. Demonstrates an ability to be sensitive to the needs of customers.

Greets public and refers them to appropriate official and departmental staff.

Processes timecards and calculates payroll hours for department personnel; records hours worked, hours and types of leave used, and shift differentials, and other payroll provisions; responds to questions and researches payroll related problems; provides information to departmental personnel regarding payroll; develops, prepares, distributes, maintains and files a variety of reports, records, and documentation related to payroll and timekeeping.

Processes purchase orders and requisitions; prepares invoices for payment; verifies receipt, documentation, calculations, and proper billing amount; allocates to proper general ledger accounts; contacts vendors to resolve problems; maintains vendor lists.

Answers telephone and assists the public by referring them to the appropriate personnel, answering inquires on administrative matters and giving out standard forms.

Types reports, date from rough drafts and other documents as assigned. Corrects grammar, punctuation, spelling and proofreads copy.

Develops, maintains and updates general administrative files.

Operates office equipment, such as computer, ten key adding machine, typewriter, photocopy machine, postage meter.

Distributes and retrieves materials as needed.

Prepares and distributes inter-office mail.

Handles confidential materials, records, files and other privileged information.

Drive District vehicles pickup or deliver materials, correspondence or documents.

5-20.a1

Arranges for meetings and performs details related to meeting preparation.

Performs office duties as directed.

Responsible for coordinating maintenance of office equipment and maintaining necessary records.

Maintain Department petty cash fund.

Inventory and requisition office supplies.

MINIMUM QUALIFICATIONS:

Ability to interact with clients and staff in a professional manner

Oral and written communication skills sufficient to complete paperwork and effectively communicate with the majority of clients.

Working knowledge of standard office software (i.e. Microsoft Office) systems.

Office procedures and practices including correspondence, composition, reports and filing.

Correct spelling, grammar and punctuation.

Maintain confidentiality accuracy of materials, records, files and other privileged information.

Perform a variety of difficult clerical work under pressure.

Work independently.

Coordinate workload of several projects concurrently.

Use standard office equipment (e.g. copiers, fax, postage meter, 10 key by touch).

Training and Experience

Any combination of training and experience equivalent to:

Two years full-time clerical experience including typing, filing, public reception and general office work. Secretarial business education may be substituted for up to six months of the required work experience.

Possession of a valid Class C driver's license or ability to obtain one.

PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is frequently required to sit, talk or hear, both in person and by telephone, use hands to finger, handle or feel objects or controls, reach with hands and arms. The employee is regularly required to stand, walk bend and twist and bend at the neck. Occasional lifting and overhead reaching is required. Visual abilities required include close vision, distance vision, and the ability to adjust focus.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 8, 2004
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: **CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF FOUR (4) CHAMPION BUSES AND ASSOCIATED PARTS INVENTORY**

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare four Champion buses and associated parts inventory as excess and authorize disposal.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The four Champion buses listed on Attachment A were purchased new in 1992. With the arrival of newly manufactured replacement buses, the Champion buses are now excess and can be sold.

III. DISCUSSION

The estimated current market value of the vehicles recommended for disposal is \$500 each. Upon the Board's declaration of the vehicles as excess, they will be offered for sale by the District's Purchasing Office along with the associated parts inventory.

IV. FINANCIAL CONSIDERATIONS

The Champion buses are fully depreciated and have a remaining book value of zero. The parts inventory has no book value. Any revenue generated from the sale will be recorded as income.

V. ATTACHMENTS

Attachment A: List of Assets Designated for Disposal as of October 8, 2004

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Assets Designated For Disposal As Of October 8, 2004

ASSET NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION COST	NET BOOK VALUE	MARKET VALUE	REASON FOR DISPOSAL
B8109.00A/G	1992 Champion Bus/VIN 99369	09/30/92	\$62,969.21	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8110.00A/G	1992 Champion Bus/VIN 99370	09/30/92	\$62,969.21	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8111.00A/G	1992 Champion Bus/VIN 99374	09/30/92	\$62,969.21	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8112.00A/G	1992 Champion Bus/VIN 99375	09/30/92	\$62,969.21	\$0.00	\$500.00	BEYOND USEFUL LIFE
N/A	Miscellaneous Parts	N/A	N/A	N/A	\$150.00	BEYOND USEFUL LIFE

5-21.91

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: October 22, 2004
TO: Board of Directors
FROM: Margaret Gallagher, District Counsel
SUBJECT: **CONSIDERATION OF OWNED AND LEASED PROPERTY INVENTORIES TO DETERMINE IF THERE IS ANY PROPERTY IN EXCESS OF SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S FORESEEABLE NEEDS**

I. RECOMMENDED ACTION

Accept and File Santa Cruz METRO's Property Inventories of Leased and Owned Property for 2004 which includes a Determination of Properties that are in Excess of METRO's Foreseeable Needs

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District is required on an annual basis to prepare inventories of properties it holds, owns and controls to determine if any properties are in excess of its foreseeable needs.
- The only property that Santa Cruz METRO owns that is not in transit use is the Watsonville Maintenance and Operations Facility (MOF) at 25 Sakata Lane in Watsonville. This property is scheduled for sale.
- All properties leased by Santa Cruz METRO are currently being used in transit operation for bus maintenance, bus parking, administration and facilities maintenance activities except for the Plantronics lot, which has been assigned to A Tool Shed, Inc.

III. DISCUSSION

Government Code Section 50569 requires that on or before December 31st of each year, Santa Cruz METRO, a local agency, make an inventory of all lands held, owned or controlled by it or any of its departments, agencies or authorities to determine what land, including air rights, if any, is in excess of its foreseeable needs. According to the statute, a description of each parcel found to be in excess of its needs should be made a matter of public record.

An inventory of all the properties owned by Santa Cruz Metro is set forth in Attachment A. This inventory shows that the Watsonville Maintenance and Operations Facility located at 25 Sakata Lane in Watsonville, California is currently not in transit use. This property has been declared surplus by the Board of Directors. This property is scheduled to be sold with the proceeds being used for the MetroBase Project. Currently, the property is leased to a truck-driving institute who

teaches individuals how to drive large trucks. Santa Cruz METRO is awaiting concurrence from the Federal Transit Administration on the minimum sale price requirement for the property, as federal grant monies were used to purchase and develop the site. Once the information is received, this property will be sold.

An inventory of properties that Santa Cruz METRO leases from others is set forth in Attachment B. All of the leased property is currently being used for transit operation and support except the Plantronics lot that was assigned to A Tool Shed, Inc. to facilitate the MetroBase Project. METRO remains an obligor on that lease to ensure compliance with the lease terms.

Additionally, Santa Cruz METRO authorized the 40-year ground lease with the City of Santa Cruz in which vacant property owned by the city would be utilized by METRO for its MetroBase Project. Santa Cruz METRO is also currently engaged in negotiations for a lease with the Juliano 1977 Trust with regard to a vacant lot on Dubois, in Santa Cruz in which buses would be parked.

Any citizen, limited dividend corporation, housing corporation or nonprofit corporation, shall upon request, be provided with a list of the parcels without charge.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: SCMTD Deeds

Attachment B: Properties Leased by Santa Cruz Metropolitan Transit District

5-222

SCMTD DEEDS

APN NO.	PARCEL LOCATION	DATE OF ACQUISITION BY SCMTD	ACQUIRED FROM	DESCRIPTION	STATUS OF USE
5-152-05	Santa Cruz, CA 912 Pacific Ave. Santa Cruz	7/16/80	Peerless Stages, Inc.	Pacific Station location (formerly Santa Cruz Transit)	Active transit center
5-152-31	Santa Cruz, CA 920 Pacific Avenue Santa Cruz	9/22/80	Reward Enterprises	Pacific Station location (formerly Penny's)	Active transit center
8-013-5	Santa Cruz, CA 138 Golf Club Dr. Santa Cruz	5/19/71	Cecil E. Woolsey Minnie M. Woolsey	Minor Maintenance Shop Location	Active Maintenance Facility- retrofitted for CNG repairs
8-013-6	Santa Cruz, CA 140 Golf Club Dr. Santa Cruz	7/7/71	Sally Anne Smith	Minor Maintenance Shop Location	Same as above
8-032-06	Santa Cruz, CA 1200 River St. Santa Cruz	6/15/77	Warren R. French Mabel L. French	Operations Dept. Location	Active Operations Dept.
Bus Stop #2551. No APN # listed	Santa Cruz, CA 17 th Ave./Tremont Santa Cruz	9/5/89	No. Calif. VOE Elderly Housing, Inc.	17 th & Tremont Bus Stop Donation Live Oak Location	Active bus stop with shelter

5-22.01

Attachment A

SCMTD DEEDS

008-032-05	Santa Cruz, CA 1122 River Street	8/04	Jeannine Marie Gibson, Trustee	Adjacent to Operations department location	Future building site of MetroBase Project
22-211-90	Scotts Valley, CA 425 King's Village SVTC	11/15/96	Church of Latter-Day Saints	Transit Center Park and Ride Lot	Active Transit Center 13.87% ownership by Scotts Valley Redevelop. Agency
No APN # listed	Soquel	3/29/88	State of California, Dept. of Transportation	Director's Deed #DD- 47160-1 for 1.312 acres and .037 of an acre for Soquel Park & Ride Lot	Active Park and Ride Lot
017-011-51 and 017-011-52 (APN Nos. changed to -57 & -58)	Watsonville, CA Watsonville Transit Center	10/06/88	Allan Louis Alexander Ann Alexander Rando John M. Batistich Joan M. Batistich Janet F. Ryan	Child Care Center/Mixed Use Facility	99-year lease with City of Watsonville for transit- oriented housing and child care facility
017-011-54	Watsonville, CA Watsonville Transit Center	5/9/86	Crocker National Bank	Borders West Lake Ave. & Rodriguez St.	Throughway for buses entering and leaving Watsonville Transit Center
017-231-05	Watsonville, CA 25 Sakata Lane	2/16/82	L & W Land Company	Maintenance facility. Not used since 1990s.	Inactive pending sale. Declared surplus. Proceeds to be transferred into MetroBase Project.

S-22.02

**PROPERTIES LEASED BY
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
(LAST UPDATED ON JULY 12, 2004)**

PROPERTY ADDRESS/ LESSOR	TERM/ NOTICE/ BOARD ACTION	MONTHLY LEASE AMT.	USE OF PROPERTY
111 Dubois IULIANO 1977 TRUST	03/01/03- Beginning 02/28/04- Ending 03/01/04- Extension beg 02/28/05- end of term No further extensions available on Lease	\$10,794.22	Maintenance (Lease and Assignment to A Tool Shed, Inc. is pending)
120 Dubois Edward and Barbara Hinshaw	02/15/03- Beginning 02/14/06- Ending 08/14/05- Notice due 07/05- Board Action	\$ 6,435.77	Administration Offices/Maintenance (Assignment to Odwalla and Surf City Produce pending)
Vernon Lot Yvonne Alice Humphrey	07/01/01- Beginning 06/30/04- Ending 07/01/04- Extension beg 06/30/05-end of term No further extensions	\$ 900.00	Bus parking
375 Encinal Frederick Electronics Corporation	12/1/00- Beginning 11/30/05- Ending 5/30/05- Notice due 04/05- Board Action	\$ 2,422.21	Bus parking (Assigned to A Tool Shed, Inc.)
370 Encinal Edward and Barbara Hinshaw	01/15/99- Beginning 01/14/06- Ending 07/14/05- Notice due 06/05- Board Action	\$25,145.23	Administration Offices/ Facilities Maintenance
425 Front Greyhound Lines, Inc.	07/01/98- Beginning 06/30/03- Ending 07/01/03- Extension beg 12/31/08- end of term No further extensions	\$626.21/Month \$7,514.51 (Fiscal Year from 07/04- 06/05)	Bus parking
1200 River Street City of Santa Cruz	10/01/04- Beginning 09/30/44- Ending	\$1.00/Annually *100% of real and personal property taxes, and all assessments	MetroBase facility

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 8, 2004
TO: Board of Directors
FROM: Mark Dorfman, Assistant General Manager
SUBJECT: CONSIDERATION OF SERVICE MODIFICATIONS FOR WINTER 2004

I. RECOMMENDED ACTION

Staff recommends Board consideration for approval of proposed service reductions and modifications for December 2004

II. SUMMARY OF ISSUES

- In September, METRO implemented service reductions totaling \$700,000 as a piece of reducing a projected \$2.3 million operating deficit.
- Public Comment has continued to be received and processed by staff
- A list of modifications has been identified to:
 - Reinstate prior origin-destination patterns
 - Streamline route departures and running times
 - Resolve school timing issues
 - Enable route consistency
 - Add service back due to excess running times

III. DISCUSSION

As part of the expense reductions necessary to balance the 2004-2006 budget, METRO implemented service reductions totaling \$700,000 this year. Since approval of the plan by the Board, staff has continued to monitor the impact of the changes. Additionally, staff has received comments from the public identifying needs and suggesting alternatives to the service. Due to the contractual requirement to notify UTU 46 Days in advance of the service change, it is necessary to approve these changes on October 8, 2004.

Route 3B Mission/Natural Bridges

The elimination of Route 3A left many seniors on the Westside of Santa Cruz without the direct service to the Almar shopping center that they've enjoyed for years. The Service Planning

S-23.1

Committee looked at this issue and decided not to recommend it. However, due to the frequency of University service on Laurel Street, and the need for service as stated in public comments, staff proposes to move Route 3B from Laurel Street to Bay Street to re-establish service to the Almar Shopping Center from Garfield Park Village. There is no cost to this proposal.

Route 16 University via Laurel East

When the Route 19 was extended to 11:30 PM during the school term, the Route 16 night departures should have been moved to allow for a better span of service. Staff proposes that the Route 16 departures be moved from 10:00 PM, 10:30 PM, 11:00 PM and 11:30 PM to 10:15 PM and 10:45 PM, 11:15 PM and 11:45 PM. The Service Planning Committee elected not to recommend this proposal, but staff recommends implementing this schedule change due to the fact that it will improve service to the University. There is no cost to this proposal.

Route 35 Boulder Creek (School-Term Only)

Due to changes in the bell times at San Lorenzo Valley High School, METRO's school term service was modified. In the afternoon due to the proximity of the High School bell time and the Junior High School bell time, one trip in the afternoon was lost. In reviewing the school-term schedule in conjunction with the regular schedule, staff has determined that the students would be better served by switching the destinations of the 2:40 PM trip and the 2:51 PM trip (see Attachment A). There is no cost to this proposal.

Route 54 La Selva

Over the last three years this route has been reduced in favor of the Route 55 and limited trips of the Route 56. There is currently one weekday trip still remaining. In June we began operation of a modified weekend Route 54 that serves both Via Pacifica and the Rosedale-Hill area in Capitola. Staff proposes to modify this single weekday trip so as to be consistent with the weekend trips of this route. Estimated cost is approximately \$1,000.

Route 55 Rio Del Mar

This route currently is dwelling at certain timepoints on various trips. Staff propose streamlining the timepoints to enable better streamlined service (See Attachment B). There is no cost to this proposal.

5 - 23.2

Route 68 Live Oak via Broadway/Portola

METRO has received a number of comments regarding the loss of service on the 26th Avenue-East Cliff-30th Avenue loop. Staff has been able to do one pass for a time study on this route and has determined that there is enough time to do the loop and still keep the route on time (see Attachment C). There is no cost to this proposal.

Route 69 Capitola Road

The 6:05 AM inbound departure from Capitola Mall was moved to 6:15 AM to enable a better span of service from the Capitola Mall to Santa Cruz. However, with the improvement of the Highway 17 service going to METRO Center, a new transfer had been created for passengers coming from the Capitola area to the Highway 17 bus. Staff proposed to move this departure back to 6:05 AM. Estimated cost is approximately \$2,000.

Public Information

Should the Board approve these service changes, a decision will need to be made as to how the public is notified. One option would be a Headways reprint at an estimated cost of \$10,000. A lower cost option would be to repost the bus stop signs, do inserts for Headways, and to put flyers on the buses and at Transit Centers.

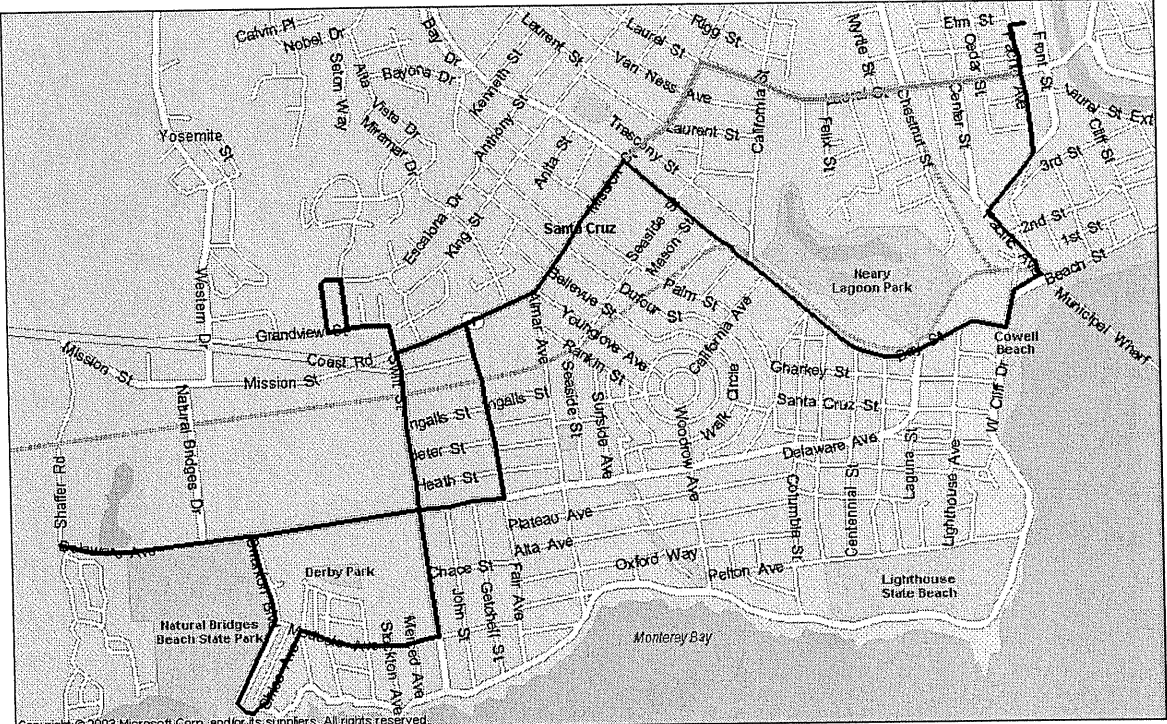
IV. FINANCIAL CONSIDERATIONS

Estimated costs of service improvements are \$3,000. The public information element would cost a maximum of \$10,000 for a Headways reprint.

V. ATTACHMENTS

- Attachment A:** Route 3B Map
- Attachment B:** University Night Service Timetable
- Attachment C:** Route 35/35A Weekday Outbound Schedule – mid-day
- Attachment D:** Route 55 Proposed Timetable
- Attachment E:** Map of Route 68

Route 3B



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S-23. a1

UCSC Night Service

Current						
		SCMC Lane 1	Mission & Bay	Science Hill	Mission & Bay	SCMC
Route	st?	A	B	C	B	A
16		9:00 PM	9:06 PM	9:18 PM	9:28 PM	9:40 PM
16		9:15 PM	9:21 PM	9:33 PM	9:43 PM	9:55 PM
19	st	9:30 PM	9:37 PM	9:49 PM	9:59 PM	10:11 PM
16		9:45 PM	9:51 PM	10:03 PM	10:13 PM	10:25 PM
16		10:00 PM	10:06 PM	10:18 PM	10:28 PM	10:40 PM
16		10:30 PM	10:36 PM	10:48 PM	10:58 PM	11:10 PM
19	st	10:30 PM	10:37 PM	10:49 PM	10:59 PM	11:11 PM
16		11:00 PM	11:06 PM	11:18 PM	11:28 PM	11:40 PM
16		11:30 PM	11:36 PM	11:48 PM	11:58 PM	12:10 AM
19	st	11:30 PM	11:37 PM	11:49 PM	11:59 PM	12:11 AM
Proposed						
		SCMC Lane 1	Mission & Bay	Science Hill	Mission & Bay	SCMC
Route	st?	A	B	C	B	A
16		9:00 PM	9:06 PM	9:18 PM	9:28 PM	9:40 PM
16		9:15 PM	9:21 PM	9:33 PM	9:43 PM	9:55 PM
19	st	9:30 PM	9:37 PM	9:49 PM	9:59 PM	10:11 PM
16		9:45 PM	9:51 PM	10:03 PM	10:13 PM	10:25 PM
16		10:15 PM	10:21 PM	10:33 PM	10:43 PM	10:40 PM
19	st	10:30 PM	10:37 PM	10:49 PM	10:59 PM	11:11 PM
16		10:45 PM	10:51 PM	11:03 PM	11:13 PM	11:25 PM
16		11:00 PM	11:06 PM	11:18 PM	11:28 PM	11:40 PM
19	st	11:30 PM	11:37 PM	11:49 PM	11:59 PM	12:11 AM
16		11:45 PM	11:51 PM	12:03 AM	12:13 AM	12:25 AM

S-23.b1

Attachment B

Route 35 Proposed Weekday Outbound Schedule (from San Lorenzo Valley High School)

CURRENT									
ST Only?	SLV High School	Glen Arbor & Quail Hollow	Hwy 9 & Highlands Park	Hwy 9 & Main (Ben Lomond)	Hwy 9 & Lomond (Boulder Creek)	Bear Creek Estates	Mountain Store	Sylvan Way	Country Club
	F	G	H	I	J	K	L	M	N
	2:07 PM	---	2:09 PM	2:12 PM	2:22 PM	---	---		2:28 PM
ST	2:25 PM	2:30 PM	---	2:35 PM	2:45 PM	---	2:50 PM	2:55 PM	---
	2:33 PM	2:37 PM	---	2:40 PM	2:50 PM	---	3:00 PM	---	---
ST	2:40 PM	2:45 PM	---	2:50 PM	3:00 PM	---	3:05 PM	3:10 PM	---
ST	2:51 PM	---	2:55 PM	3:00 PM	3:10 PM	---	---	---	3:18 PM
	3:03 PM	---	3:06 PM	3:10 PM	3:20 PM	3:26 PM	---	---	---
PROPOSED									
ST Only?	SLV High School	Glen Arbor & Quail Hollow	Hwy 9 & Highlands Park	Hwy 9 & Main (Ben Lomond)	Hwy 9 & Lomond (Boulder Creek)	Bear Creek Estates	Mountain Store	Sylvan Way	Country Club
	F	G	H	I	J	K	L	M	N
	2:07 PM	---	2:09 PM	2:12 PM	2:22 PM	---	---	---	2:28 PM
ST	2:25 PM	2:30 PM	---	2:35 PM	2:45 PM	---	2:50 PM	2:55 PM	---
	2:33 PM	2:37 PM	---	2:40 PM	2:50 PM	---	3:00 PM	---	---
ST	2:40 PM	---	2:44 PM	2:50 PM	3:00 PM	---	---	---	3:08 PM
ST	2:51 PM	2:56 PM	---	3:01 PM	3:11 PM	---	3:16 PM	3:21 PM	---
	3:03 PM	---	3:06 PM	3:10 PM	3:20 PM	3:26 PM	---	---	---

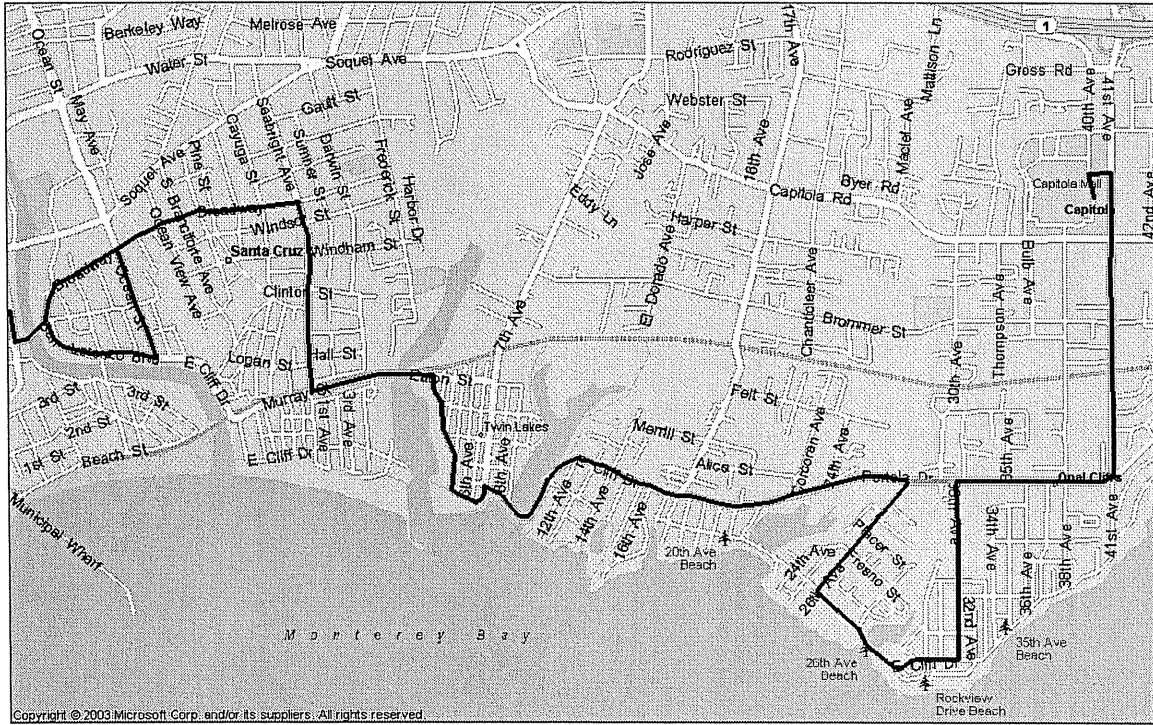
S-23.01

Route 55 Proposed Weekday Schedule

Cap Mall Lane 2	Cap Ave & Stockton	Cabrillo College	Searidge & Mar Vista	Rio Del Mar	Deer Park Center	Searidge & Mar Vista	Cabrillo College	Cap Ave & Stockton	Cap Mall
A	B	C	D	E	F	D	C	B	A
7:30 AM	7:34 AM	7:45 AM	---	7:55 AM	8:00 AM	8:03 AM	8:00 AM	8:15 AM	8:25 AM
8:30 AM	8:34 AM	8:45 AM	---	8:55 AM	9:00 AM	9:03 AM	9:00 AM	9:15 AM	9:25 AM
9:30 AM	9:34 AM	9:45 AM	---	9:55 AM	10:00 AM	---	10:00 AM	10:15 AM	10:25 AM
10:30 AM	10:34 AM	10:45 AM	---	10:55 AM	11:00 AM	11:03 AM	11:00 AM	11:15 AM	11:25 AM
11:30 AM	11:34 AM	11:45 AM	---	11:55 AM	12:00 PM	---	12:00 PM	12:15 PM	12:25 PM
12:30 PM	12:34 PM	12:45 PM	12:48 PM	12:55 PM	1:00 PM	---	1:00 PM	1:15 PM	1:25 PM
1:30 PM	1:34 PM	1:45 PM	---	1:55 PM	2:00 PM	---	2:00 PM	2:15 PM	2:25 PM
2:30 PM	2:34 PM	2:45 PM	2:48 PM	2:55 PM	3:00 PM	---	3:00 PM	3:15 PM	3:25 PM
3:30 PM	3:34 PM	3:45 PM	---	3:55 PM	4:00 PM	---	4:00 PM	4:15 PM	4:25 PM
4:30 PM	4:34 PM	4:45 PM	4:48 PM	4:55 PM	5:00 PM	---	5:00 PM	5:15 PM	5:25 PM

5-23.d1

Route 68



S-23.e1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 22, 2004
TO: Board of Directors
FROM: Robyn Slater, Human Resources Manager
SUBJECT: PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

6.1

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

Diane L. Meyer, Bus Operator

TWENTY YEARS

None

TWENTY-FIVE YEARS

None

THIRTY YEARS

Sylvia E. Rogers, Payroll & Benefits Coordinator

**Paratransit Coordination Task Force
Minutes - Meeting #4**

Wednesday, September 15, 2004, 2:00 – 5:00 pm
Santa Cruz Civic Auditorium, ABC Room

Draft

Members Present:

Caroline Bliss-Isberg
Scott Bugental
Richard Camperud
Norm Hagen
Clay Kempf
Steve Kudlak
Paul Marcelin-Sampson
Roger McKowan
Dennis Papadopulo
Emily Reilly
Pat Spence
Ellen Timberlake
Adam Tomazewski
Mardi Wormhoudt (Chair)
Stuart Rosenstein

Alternates Present (* = voting):

Kirk Ance *
James Monroe
Bonnie Morr*
MaryJo Walker*

Staff Present:

Bryant Baehr, SCMTD
Mark Dorfman, SCMTD
Isaac Holly, SCMTD
Hal

Peg Gallagher, SCMTD
Les White, SCMTD
Pat Dellin, SCCRTC
Karena Pushnik, SCCRTC
Tegan Speiser, SCCRTC
Link Spooner, Community Bridges
Sam Storey, Community Bridges

Others/Guests Present:

Bob Yount
Ron Dean

1. Introductions

Attendees introduced themselves. By a show of hands, it was confirmed that a quorum was present.

2. Oral Communications

Emily Reilly spoke at the last meeting about wanting the Task Force to build trust and keep moving forward. She reiterated that she wants to earn the trust of this group and, as the Metro Board representative, intends to do what she can to be responsive and put people at ease about things that concern them.

Clay Kemp appreciated Emily's comments, but noted that the concerns and frustrations that lead to people calling for the formation of this task force happened long before Metro decided to move paratransit in-house. He said that the goal for the task force is to improve paratransit for the community at large.

Karena Pushnik said that large print versions of materials for agenda item 5b are available and requested a count of the number of people who prefer large print materials (2-3 large print copies are needed.)

7.1

Ms. Pushnik also referred to the Existing Paratransit Services matrix distributed previously to the Task Force. Grace Blakeslee, of the RTC staff, will help update the table with new data for fiscal year 2003-04.

3. Additions or Deletions to the Agenda

Paul Marcelin-Sampson requested that Items 5b2 and 5b3 be handled as part of the legal mandates discussion, not part of the presentation on demographics. The Chair agreed to move these items under agenda Item 6. This material is not part of Metro's presentation, but deals with MediCal and paratransit mandates.

CONSENT AGENDA

The Consent Agenda was approved as amended (Timberlake/Bugental, motion carried with 2 no votes)

4. **Approve the Minutes of the August 18, 2004 Paratransit Coordination Task Force including list of suggestions for the transition of ADA Paratransit service with the following amendments to page 4-7:**
 - Add the word "guaranteed" to the first bullet about rides home.
 - Add a bullet to use Public Service Announcements (PSAs) on radio and TV as another form of outreach to inform people about changes in paratransit services.

5. **Accept Information Items**
 - a. **Resignation from Norm Hagen, Jr. as the Metro Advisory Committee representative**

By consensus, a letter of appreciation will be signed by the Chair recognizing Norm Hagen for his service to the Paratransit Coordination Task Force

 - b. **Demographics and Definitions items submitted by Pat Spence and Paul Marcelin-Sampson** – Item was pulled from the consent agenda and moved to the end of the regular agenda as Item 8.1 as requested by Pat Spence. If there is not time to address this item at this meeting, the item will be carried over to the next meeting.
 - i. **Paratransit Demographics**
 - ii. **Metro Exceeds Legal Requirements** (moved to Item 6)
 - iii. **MedCAP Issue Brief** (moved to Item 6)
 - iv. **9/15/04 Memo on Definitions and Demographic Information**

REGULAR AGENDA

6. Mandates and Program Requirements (Continued from August 18 Meeting)

- a. Santa Cruz Metropolitan Transit District (Metro)
Presentation by Peg Gallagher, District Counsel for Metro
"Legal Requirements for Metro ParaCruz"

The following includes text from the slides and charts used by Ms. Gallagher in her presentation (in bold type) and a summary of the discussion on each slide.

Ms. Gallagher said that most of the time, lawyers won't comment on how they feel about a law. However, she has found that the ADA is a law that brings out the best in people, makes them step out of themselves and perceive things from another person's perspective. Ms. Gallagher asked for questions during the presentation since a wide range of topics will be addressed.

Slide 1

Legal Requirements for Metro ParaCruz

The American's with Disabilities Act of 1990 (ADA) is a comprehensive framework and approach to end discrimination against persons with disabilities. ADA Goals: equality of opportunity, a chance to fully participate in society, for people to live independently and for individuals to be economically self-sufficient.

The ADA also covers employment, public entities, public accommodations and telecommunications. Legislators believed that accessible transportation would make all the other aspects of the ADA possible such as working, living independently, shopping and doing the things other people are able to do.

Slide 2

ADA Title II

A public entity fixed route operator must provide complementary, comparable paratransit service to individuals who because of their disabilities cannot use the fixed route service unless it would be an undue hardship. 42 USCA § 12143 (a)

This is civil rights legislation and is in the nature of an entitlement. Fixed route transit operators are required to provide people with disabilities who meet the eligibility requirements with this service.

An undue hardship waiver is a petition to the federal government for relief, usually due to finances. Metro has never applied for an undue hardship waiver. A number of transit districts throughout the country have requested relief, but none have been granted.

Slide 3

Fixed Route Operator

METRO is a Fixed Route Operator who's fully accessible bus fleet carries approximately 6 million rides annually, 700,000 rides are provided to people with disabilities or seniors. 49 CFR § 37.121

Legislators envisioned most people using fixed route service and that paratransit would be the exception rather than the rule.

Paratransit is about 103,000 rides out of 6 million rides annually on Metro. Metro pays for paratransit from its general transportation fund (fares, sales tax and federal funds.) As civil rights legislation, the ADA provides no funding for implementation. About 10% of the Metro's budget goes to paratransit.

Slide 4

Complementary Service

Paratransit Service is not a substitute, but a complement or “safety net” for those who are unable to use the fixed route system because of their disabilities. 49 CFR § 37.121

Slide 5

“Comparable” Service

Paratransit Service must meet the minimum criteria set forth in the federal regulations to be “comparable”. 49 CFR § 37.121

Slide 6

Can Provide More and/or Greater Service

Nothing in Federal Law prevents METRO from providing more or greater paratransit service or service to more individuals than the ADA requires. 42 USCA § 12143(f)(1)-(3)

If you go beyond what’s required by the ADA, you cannot use this extra service as an excuse or justification to receive an undue hardship waiver.

Slide 7

Eligibility Requirements

All persons unable to use the fixed route service because of a disability and their companions are eligible for paratransit service.

42 USCA § 12143(c) 49 CFR § 37.123

Additional Chart Presented at Meeting

ParaCruz Eligibility Criteria - 42 U.S.C. § 12143(c)

Eligibility requirements are divided into three general categories:

Category 1 – A person, who because of their disabilities (mental or physical impairment,) is unable to board, ride, disembark or navigate accessible vehicles independently.

This is the primary category. This would be if because of your disability you couldn’t board a bus independently even though the bus is accessible. (They do not count the driver’s assistance.) For example, if you have Alzheimer’s and you were not able to cognitively board the bus and pay the money, then you would meet category 1.

Category 2 – An individual needs an accessible vehicle, and none is available.

All Metro buses are accessible with either lifts or ramps.

There are two other categories under category 2. If you’re on a bus, but the stop where you are to be deployed is not accessible, then you would be eligible to use paratransit.

7.4

If a vehicle is accessible to other wheelchairs, but not to your “common wheelchair,” which has a specific definition, then you could use paratransit.

Category 3 – If as a result of your disabilities, you are prevented from traveling to a boarding or coming back to a disembark location.

Basically, if you can use fixed route service, you should. If you can't use it, then ParaCruz service is available.

Eligibility is determined solely on the applicant's own capacities as opposed to those of others with similar problems. It's a case by case individual functional approach to see if a person can use fixed route service.

Slide 8

Eligibility Process

The eligibility process shall “strictly limit” ADA paratransit eligibility to individuals who qualify for the service. 49 CFR § 37.125

The government is trying to make sure that operators know the categories and their legal obligations. If operators want an undue hardship waiver, they can't let everyone onboard the paratransit system and expect a waiver.

Income isn't a factor on either end of the spectrum in terms of ADA paratransit. If you're poor or wealthy you can qualify, money has nothing to do with eligibility.

Slide 9

ADA Paratransit Eligible

1) Place of residence not considered for ADA eligibility.

- Do not have to live in service area
- Do not have to live in community (visitor)

49 CFR § 37.123

A rider has to live within the jurisdiction where the provider provides the service. If a rider lives in Santa Cruz County, they would apply through Metro, the provider for paratransit service. You don't have to live in the service area to register.

Metro is also required to transport visitors on ParaCruz who show credentials from the paratransit program where they are registered or proof of disability and certify that they cannot use the fixed route bus. However, there's a limitation on how long a rider may use a visitor pass. After that point, a visitor must apply to Metro if they are living here or not use the service if they are from outside the jurisdiction. Credentials from an out of state program also qualify.

Slide 10

ADA Paratransit Eligible (continued)

2) Disability may be temporary (certification should carry a specific

7.5

- expiration date) or permanent.
- 3) **Disability may be intermittent.**
 - 4) **Trip-by-trip determination.**
49 CFR § 37.123

The law made room for practically every area where people would need this type of service. Temporary - Someone had surgery and may need paratransit for only 3 months. Intermittent – you may have good days and bad days with a disability. Trip-by-trip - When certain criteria, established during the eligibility process come together, you could call up and use the service.

Slide 11

ADA Eligibility Process Legal Requirements

- 1) **Eligibility information in accessible formats upon request;**
- 2) **Eligibility decision within twenty-one (21) days or paratransit service must be provided;**
- 3) **Written decision; if ineligible, reasons provided;**
- 4) **If ineligible, Administrative Appeal Process Provided;**
- 5) **Documentation of eligibility provided; and**
- 6) **May re-certify eligibility at reasonable intervals.**
49 CFR § 37.123,125,127

The process cannot be unreasonable in terms of administrative burdens. People can't be forced to go through such a strenuous process that they give up because it's so difficult.

Metro's process is that people call up the eligibility coordinator (EC), they set up an interview during which the EC goes through the information with them under the eligibility categories and then a decision is made. Metro re-certifies every three years.

After 10 years of operating the program, Metro recently went through a process to recertify all paratransit participants. To conduct this project, they contracted with Orthopedic Hospital, a nationally recognized organization that works with transit districts on certifications. A registered occupational therapist from Orthopedic Hospital worked with Metro to conduct intake appointments and interviews. Over a period of 18 months, this individual also trained Metro's in-house ParaCruz Eligibility Coordinator to conduct certifications in the future. It was the intention of Metro to transfer these duties in-house once the backlog of certifications was complete. The recertification process was completed sooner than anticipated, and the timeframe to take the program in house was moved up and has already taken place. Orthopedic Hospital is still under contract with Metro to review all paratransit eligibility decisions made by Metro staff.

As part of this process, Metro purchased software from Orthopedic Hospital that provides interview questions to conduct the functional assessment as to a person's ability to use fixed route transit or to qualify for paratransit.

Some Paratransit Coordination Task Force members raised concerns about the skills and qualifications for the position assigned to conduct paratransit eligibility certifications by Metro. Concerns included:

- Previous certifications done by licensed occupational therapist, now there is no medical training requirement for this position.
- If you move away from using a licensed professional, the public would be more confident if there were a specific job description and very clear written criteria upon which decisions are made to address issues of subjectivity and confidence in decision-making
- While several people spoke to the integrity of the individual currently in the position, future people holding this position may not be trained by a licensed professional and the quality of training and skills may erode over time
- The three people who serve on the appeals board are also not medically trained. As lay people, how will they be able to tell if someone has the finer points of being disabled?
- Discussing this item in the absence of the person currently filling the position (who also sits on the task force) made one person uncomfortable
- Other people felt it was appropriate to be talking about the qualifications required for the position, not of a specific person
- The desire to make sure the right decisions are being made and prevent lawsuits

Responses from Metro Staff included:

- Assessments are functional and related to using transportation rather than diagnosing conditions (i.e., can you read a Headways, can you handle coins, etc...)
- They primarily try to determine if people fit into category 1, 2 or 3. The federal regulations are the eligibility criteria.
- There is no legal requirement to have any kind of special certification to do the job of eligibility coordinator
- All decisions are still being reviewed by Orthopedic Hospital and this contract runs through December of 2005.
- If there is a rise in denials, then the program will be looked at carefully
- The number of people rejected is very low (less than 5%). Statistics are available for three different types: restricted, unrestricted and trip by trip (Metro can provide for next meeting.)

Paul Marcelin-Sampson cited re-certification statistics from a September Metro staff report: 2,277 re-certification interviews were conducted, 146 rejections, 51 appeals, 7 reversals. He calculated that percentage wise, 6.7% of those interviewed did not qualify for service. Of those that were denied, a third appealed and of those that appealed 13% had their decisions reversed. If you carry that all the way through you find that .3% of people wound up with a reversal of their decision, an indication of the success of that process.

Pat Spence cited that when Metro started their re-certification process there were 10,000 people on the rolls. Only 3,000 people have been re-certified.

The group agreed to place this issue on our “Pick Up List” for future discussion. It might be good to have a demonstration of the certification process and software.

Slide 12

Eligibility Determinations

The decision of the Appeals Panel will not be disturbed on appeal if it is based on credible evidence, follows the Federal Regulations and is not arbitrary, capricious or unreasonable.

Sell vs. Superior Court of New Jersey, Appellate Division (1997) 298 N.J. Super. 640; 689 A. 2d 1386; 1997 N.J. Super LEXIS 123.

If a person is denied certification, they can appeal that denial to the Appeals Panel. If the Appeals Panel denied certification, the person would have to appeal that to federal court. The litigation would take place in federal court. This would be the standard that the court would use to make a determination as to whether or not they should be certified or not.

Metro recertifies every three years. The regulations don't want you to overburden people by doing it too frequently or going too long (every 1-3 years.)

Additional Chart Presented at Meeting

Additional Qualifying Riders for ADA – Not in categories

- **Each eligible rider can bring a personal care attendant at no cost**
- **Each eligible rider can bring at least one person to accompany him or her on their rider, if space is available more than one person can ride. These people must pay for their ride.**
- **Qualifying visitors.**

Slide 13

Types of Service

Origin-to-Destination Service; but on-call accessible bus service or Paratransit feeder service to/from accessible fixed routes under certain circumstances.

49 CFR § 37.129

Slide 14

General Rule for Paratransit Services

It is discrimination not to provide Paratransit service at a level that is:

- 1) Comparable to transit services provided to those without disabilities; and**
- 2) In the case of response time, which is Comparable, to the extent practicable, with the level of service provided to those without disabilities.**

42 USCA § 12143(a)

Slide 15

Identical Service Not Required

“...fixed route and paratransit service are different, therefore levels of service must only be comparable – not identical.”

House Report No. 485, 101st Congress, 2nd Sess., pt 1 at 28

Slide 16

Minimum Service Criteria Required

Paratransit Service must meet the requirements set forth in the Code of Federal Regulations. 49 CFR § 37.121(b)

Slide 17

Six Service Criteria for Determining Comparability

- 1) Service area;
- 2) Response Time;
- 3) Fares;
- 4) Any trip purpose;
- 5) Days and hours of service;
- 6) No capacity constraints.

49 CFR § 37.131

If you meet all six of these you have complied and are not discriminating.

Slide 18

Service Area

Fixed Bus Route

Paratransit Service Area

Within 3/4 of a mile on each side of each fixed route

49 CFR § 37.121(a)

The 3/4 mile minimum is established by federal government and is in the regulation. Non-core service area set at no less than 3/4 mile or through a planning process you can go up to 1 1/2 miles. If you go through a planning process, you can include this “increase” in undue hardship claim.

Slide 19

Paratransit Corridors Including Core Service Area

Paratransit Service Area Jurisdictional

Fixed Bus Route Limit Line

In metropolitan areas, where routes overlap, there may be small areas that are outside the 3/4 mile corridors. But the federal regulations require the service provider to provide service to these areas anyway.

Some Task Force members requested more information on this topic since the subject of service area limitations has come up in many previous meetings. Concerns include:

- To understand if it makes sense to expand the service area, we would need to know what would happen if it went from 3/4 mile to 1 mile or 1 1/2 miles
- How many people are not getting service because they're at 1 mile vs. 3/4?
- What is the cost benefit analysis of how those other riders are being moved around?
- What is the unmet demand and the cost ratios?
- A cost/benefit analysis would be great. Would like to look at it in bigger picture of Metro service.
- There's no fixed route service to the Harvey West area after about 5pm on weekdays, no weekend service, and no alternative bus routes within the 3/4 mile area. On what days and at what times is Metro required to provide service to provide comparability? (Metro now provides ParaCruz 7 days a week, until 10-10:30 at night.)
- Metro provides 6 million fixed route rides, 700,000 rides to seniors and people with disabilities and 100,000 paratransit rides. So we have this 98% vs. 2% situation. Could a fixed route rider file a discrimination claim if he lives in a part of the county where there is no fixed route service, but Metro is serving people with paratransit. Is that discrimination?
- If a low income person or a senior who uses the fixed route system can't get a ride because there's no fixed route service in a particular area, but someone else using paratransit could get a ride to that location, is that discrimination?

Responses:

- Up until about 2 years ago, the transit district served up to 1 1/2 miles along several rural corridors. When that service area was reduced, there was an analysis of people who would be affected.
- Legally the service area can be a different distances on some corridors (it can be inconsistent.)
- A mile and a half is acceptable to the federal government. If you go two miles, you're going beyond what's required and an undue hardship waiver could not take into consideration the extra amount you are doing to relieve you of your obligations.
- Generally, you have to be in a protected class to claim discrimination
- You couldn't provide a cause of action particularly when the regulations say an operator can provide greater and better paratransit service. Government agencies go through a process of deciding where to run a fixed route. As long as those decisions are made reasonably and not discriminating against any one specifically i.e. running only to white neighborhoods instead of Hispanic or black neighborhoods you can expand the paratransit service beyond these standards.

Slide 20

Response Time

METRO has an affirmative obligation to design, fund, and implement a next-day service to meet the foreseeable needs of all ADA eligible individuals.

49 CFR § 37.131(b)

This is one of the biggest areas in paratransit litigation right now. Next day service is the rule and requirement. A rider can call at 4:55pm and say they want a ride at 6am the next morning.

Slide 21

Response Time

- 1) **Must plan to meet 100 percent of the demand for next-day service;**
- 2) **Some leeway for occasional failures in unanticipated circumstances to meet actual demand;**
- 3) **But if a pattern of noncompliance develops, METRO must modify its plan.**

Anderson v. Rochester-Genesee Regional Transportation Authority, 26 NDLR 134 (2d Cir. 20 (B)

Slide 22

Response Time

No magic number of trip denials constitutes a “substantial number.” Analysis requires “case-by-case” analysis and consideration of whether capacity constraints are within the “control” of transit agency.

Dept. of Transportation Response to Federal Appeals Court in the Rochester New York case-October 25, 2002

Courts look at each transit agency individually. If the transit district controls the capacity constraints for whatever’s happening, they’ll be tagged with a violation. If you don’t have enough reservationists to take all the phone calls, the waiting times on the phone calls are too long, someone waits 10 minutes before they get to talk to somebody that’s problematic because people get tired and put the phone down and that’s a denial because they don’t get their ride. If somebody calls in and says “I want to go at 8am and be picked up at 4pm,” and you say you can’t provide the 8am ride because you don’t have any vehicles, you can be tagged with 2 denials, the ride going and coming back. That’s the big controversy and its’ not clear how it’s going to play out. FTA is very strict on these rules.

Slide 23

Paratransit Response Time

- 1) **METRO may permit reservations to be made up to 14 days in advance of trip. 49 CFR § 37.131(b)(4)**
- 2) **Reservation services available during normal business hours of the METRO admin offices as well as before any service day.**
49 CFR § 37.131(b)(1)

Metro is required to provide next day service. Although Metro is allowed to make reservations up to 14 days in advance, it is not required to take reservations. Ms. Gallagher is not aware of Metro's policy ever being 30 days and it was probably not permissible.

Normal business hours means during the week. Metro's administrative offices are open 8-5, Monday through Friday. That's when you have to make reservations available, as well as before any service day. Any service day is any day the buses run.

Reservations are taken 8-5, 7 days a week. You could not schedule a next day ride at 9pm since it's after business hours. On holidays, there's an automated number that people can call and Metro will call people back to confirm the reservation request.

Slide 24

Response Time (continued)

- 3) **May negotiate pick-up times; cannot schedule a trip more than one hour before or after the individual's desired departure time. 49 CFR § 37.131(b)(2)**
- 4) **"Real time" scheduling used in the taxi industry is encouraged, but not required. 49 CFR § 37.131(b)(3)**

Once a pick up time is negotiated, there's what's known as the "ready window". Metro's ready window is more narrow than one hour. This is an area where Metro provides better service by having a shorter window. The vehicle can arrive 10 minutes before and up to 20 minutes after the scheduled pick up time.

Real time scheduling is done with some return trips such as doctor's appointments since it's not known when the person will be done so it needs to be flexible.

Slide 25

Paratransit Fares

- 1) **The fare cannot exceed twice the fare including transfer and premium charged for fixed route. 49 CFR § 37.131(c)**
- 2) **Personal care attendants ride Free. 49 CFR § 37.131(c)(3)**

Metro's cost to provide a ride on the fixed route bus is \$3.50 vs. \$28 on paratransit.

Slide 26

Paratransit Fares (continued)

- 3) **Social Agency or other organization for agency trips (i.e. trips guaranteed to the organization) may be charged higher fare. 49 CFR § 37.131(c)(4)**

Agency trips are when an organization calls Metro and says they want to have a certain number of guaranteed trips for a negotiated price. Booking these rides is

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outside the paratransit situation and there's no regulation or limitation on what the paratransit agency can charge.

This situation is different than if someone from an organization is assisting a paratransit rider. Then the regular fare applies. An individual paratransit rider has the right to have an individual within the organization call and book a ride for them.

An agency could not book rides for 50 individuals in one call. The limit is 4 reservations in one call. If you need to make more than 4, you have to call back. That's so that people are not on hold for a long time and to prevent people from always getting a busy signal.

Other related comments included:

- Half of the local paratransit rides are not ADA paratransit. A good portion of those are directly funded by social service agencies that pay for those rides through other funding sources.
- A cost avoidance to ParaCruz is happening by the rides provided by social service agencies.
- Some people who don't live within the $\frac{3}{4}$ mile are transported into the service area so that they can connect with a paratransit ride. Part of confusion is trying to understand how many people are being driven into the paratransit system who have one source of funding on the front end and a second source on the back end. These people could potentially be better served and for a lower price, if there was a vision of doing things differently. Without understanding all of these pieces, it's hard to form an opinion. (This item was placed on issues list.)
- A certain number of riders are being brought into the service area. Others are not being brought in, but are getting rides some other way like MediCal.
- There are also people completely within the service area whose rides are being paid for by services other than the ADA. That's also cost avoidance.
- It's not just a legal question, but has come up other ways that there's a shared vision to enhance service delivery and also be mindful of cost effectiveness. There needs to be an ability to distinguish the data in a way that looks at what's really working well and also at areas where we can increase or enhance service without going into an area that not cost feasible.
- Could we get data on the rides that Metro does not provide? Community Bridges may present some of this information.
- On this issue of rides outside the service area, how would we get this data? Paratransit is in transition now as is Community Bridges. In terms of statistics and analysis, Metro is not sure they can provide information in the next 3 months in terms of latent demand and who's out there. Maybe the Task Force could contribute some of the stories and information to the equation.

At this point, the Chair interrupted the discussion to poll the Task Force on the plumbing problem odors and loud equipment noise. A decision was made to continue meeting. A request was made to contain questions to legal questions. All

other issues are to be written on a pick up list. In light of the fact that some people may leave due to the challenging circumstances, the schedule and agenda items for the October meeting were confirmed and the presentation resumed.

Slide 27

Trip Purpose

No restrictions on trip purpose. No priorities based on trip purpose.

49 CFR § 37.131(d)

Slide 28

Hours and Days of Service

Must operate same hours and days as the fixed route service. 49 CFR § 37.131(e)

The regulations specifically exclude commuter service from the requirement of having to provide paratransit service in conjunction with a fixed route.

Slide 29

No Capacity Constraints

- 1) **No restrictions on number of trips an individual will be provided;**
- 2) **No waiting lists for access to the service; and**

Must provide for 100% demand.

Slide 30

No Capacity Constraints (continued)

- 3) **No operational pattern or practice that significantly limits the availability of service to ADA paratransit eligible persons. 49 CFR § 37.131(f)**

An operator can't do anything in the way they provide service that would significantly limit the availability of service to an eligible rider. For example, you couldn't have only one person answering the phone or pick up reservations every two days.

Slide 31

Potential Capacity Constraint Problems

- 1) **Telephone reservation capacity and hold time;**
- 2) **Trip denials or missed trips;**
- 3) **On-time performance;**
- 4) **On-Board travel time;**
- 5) **Any other time-limiting factors.**

Your plan has to be for 100% demand. There are unplanned circumstances, however, you can't plan for a missed trip.

On board travel times is an issue. Can't stop everywhere because it takes too long. FTA gives some guidance in this area.

Item for the pick up list: Compare fixed route and paratransit travel times for some standard routes.

Slide 32

Due Process Rights

A Paratransit rider must be afforded adequate due process rights prior to any suspension or termination of service. FTA Compliant No.98208

In terms of removing people from the paratransit program, people have to be given due process rights. If someone is violent, you might require that they have a personal care attendant or you might have to put one of your people on a vehicle pending the outcome of the due process hearing.

Some operators have tried to institute a policy that says when you miss five rides you're out. However, the government says that you have to look at how many rides they missed in relation to how many rides they took. Because 5 rides, if you ride twice a day 30 days in the month, may not be substantial. The policy must be reasonable and not capricious.

There's a situation where a paratransit driver sued the transit agency based on the actions of the paratransit rider. The court said that the agency could be held liable in that circumstance because they did not provide a safe working environment or they took no action to protect the individual from the rider.

You'd need to go through a similar due process hearing to deny fixed route service to someone because they need to be riding paratransit. The agency would have to have a factual basis with credible evidence to move the person to paratransit.

Slide 33

Operations/Equipment Requirements

Subscription service.

Equipment specifications.

Proper maintenance of access-related equipment.

Regulations do not require the agency to allow subscription service. But if the agency does, it can only allow to book 50% of capacity. The 14-day advance reservation limitation still applies. Sometimes is a problem in that people forget to call.

There is a plus side to subscription riders that you can really schedule them well. Paratransit is not singular service. Just like the buses, it's shared service so you can have more than one person in the bus as long as you make allowances for the personal care attendant or friend or family member who wants to accompany the person.

Slide 34

Operations/Equipment Requirements

Lift & securement use.

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**Accommodation of mobility aids & life support equipment.
The provision of accessible information & communications.
Employee training.**

The only way that an agency can refuse to take life support equipment is if federal hazardous materials laws don't allow you to take that type of equipment on a vehicle. People are allowed to take service animals on board.

Slide 35

Compliance/Enforcement

- 1) DOT Federal Transit Administration Office Of Civil Rights:**
 - a. On-site Assessments of Fixed Route and Paratransit Programs;**
 - b. Administrative Enforcement (can Jeopardize FTA funding).**
- 2) United States Department of Justice:**
 - a. Seeks compliance through administrative Proceedings and litigation.**

Slide 36

Compliance/Enforcement

- 3) Private Individual:**
 - a. Can pursue complaint through METRO's internal grievance Procedures;**
 - b. Can file an administrative complaint With FTA or DOJ;**
 - c. Can file a civil lawsuit (attorney's fees included in judgment.**
 - d. Lawsuit can include state law violations and request injunctive relief.**

PICK UP LIST

The following concerns came up during the presentation for future discussion and/or research:

1. Eligibility Determination

- Qualified Staff
- Appeals Process

2. Outside Service Area

- Cost/Benefit Analysis
- Pros and Cons (of expanding service area)
- Compare to all Metro Services
- Crossing the county line (outside the jurisdiction)

3. Group vs. Individual Rides (for ADA-eligible person)

4. Request Data on:

- Number of ADA-eligible people outside the service area
- Including the number brought into the Service Area
- And the number of agency rides covering the area outside the Service Area

5. Criteria for Travel Time – compare between fixed route and paratransit

6. Subscription Service (avoid no shows)

6. **Mandates and Program Requirements (continued to October 20 meeting)**

- b. Community Bridges
- c. Others

7. **ADA Paratransit Implementation Update (continued to October 20 meeting)**

- a. Response to Suggestions raised at last meeting

8. **Next Meeting – The next meeting schedule was confirmed.**

a. Date, Time & Place: Wednesday, October 20, 2004 from 2:00 – 5:00p.m. at the Santa Cruz Civic Auditorium, ABC Room, 307 Church Street, Santa Cruz.

b. Agenda Items:

The following agenda items will be continued to the October 20 meeting.

1. Mandates and Program Requirements

- a. Community Bridges
- b. Others
 - Metro Exceeds Legal Requirements (Paul Marcelin-Sampson)
 - MedCAP Issue Brief (Paul Marcelin-Sampson)

2. ADA Paratransit Implementation Update

- a. Response to Suggestions raised at August Task Force meeting

3. Demographics and Definitions (Pat Spence and Paul Marcelin-Sampson)

These potential agenda items were not discussed: Funding Efficiency and Effectiveness OR Customer Service/Satisfaction

9. **Adjourn**

The meeting adjourned at 5:00pm.

Respectfully submitted by,

Tegan Speiser
Sr. Transportation Planner

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The majority of the Task Force (13 members) constitutes a quorum for holding the meeting. Member agencies self-appointed, by SCMTD (M) or SCCRTC (R).

Task Force Members:

Caroline Bliss-Isburg	Stroke Center/Elderday/Cabrillo College Disabled Student Svcs.
Michael Bradshaw	Center for Independent Living
Scott Bugental	Elderly & Disabled Transportation Adv. Committee (E&DTAC)
Richard Camperud	Taxi Companies
Tony Campos (R)	Regional Transportation Commission (RTC)
Barbara Flynn, RN	Medi-Cal/Central Coast Alliance for Health
Mark Hartunian	Community Bridges
Kathleen Johnson (R)	Skilled Nursing & Residential Care Facilities
Clay Kempf	Seniors Council
Gary Knutson	Santa Cruz County Auditor/Controller
Steve Kudlak (M)	Consumer of Fixed Route Transit
Paul Marcelin-Sampson	Metro Riders Union
Roger McKowan (R)	Medical Community or Sr. Housing Devts.
Eileen Pavlik	Service Employees Int'l Union, Local 415 (SEIU)
Dennis Papadopulo (M)	Consumer of Paratransit Services
Emily Reilly (M)	Santa Cruz Metropolitan Transit District (SCMTD)
Carmen Robles	Santa Cruz County Health Services Agency (HSA)
Stuart Rosenstein (M)	Metro Advisory Committee (MAC)
Ernestina Saldana	Metro Accessible Services Transit Forum (MASTF)
Patricia Spence (M)	Santa Cruz Metropolitan Transit District (SCMTD)
Ellen Timberlake	Santa Cruz County Human Resources Agency (HRA)
Adam Tomaszewski (R)	Consumer of Paratransit Services
Mardi Wormhoudt (R)	Regional Transportation Commission (RTC)
Arturo Zamudio	United Transportation Union, Local 23 (UTU)

Task Force Alternates:

Kirk Ance	Community Bridges
Manuel Coto	Stroke Center/Elderday/Cabrillo College Disabled Student Svcs.
Michael Keogh (M)	Santa Cruz Metropolitan Transit District (SCMTD)
James Monroe	Taxi Companies
Bonnie Morr	United Transportation Union, Local 23 (UTU)
Edenilson Quintanilla (R)	Regional Transportation Commission (Campos)
Nicole Rosa	Medi-Cal/Central Coast Alliance for Health
Andy Schiffrin (R)	Regional Transportation Commission (Wormhoudt)
MaryJo Walker	Santa Cruz County Auditor-Controller

Task Force Staff:

Linda Wilshusen	Regional Transportation Commission
Karena Pushnik	Regional Transportation Commission
Tegan Speiser	Regional Transportation Commission
Les White	Santa Cruz Metropolitan Transit District
Bryant Baehr	Santa Cruz Metropolitan Transit District
Sam Storey	Community Bridges
Link Spooner	Community Bridges

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: October 8, 2004 **ACTION REQUIRED**

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LEASE AMENDMENT WITH ALI GHARAHGOZLOO AND JESSICA HSU TO ALLOW THE TENANTS TO CANCEL THE TERM OF THE LEASE IN DECEMBER OF 2004 FOR THE GROCERY STORE LEASE

I. RECOMMENDED ACTION

Authorize the General Manager to execute an Amendment with Ali Gharahgozloo and Jessica Hsu to allow the tenants to cancel the term of the Lease in December of 2004 for the Grocery Store Lease.

II. SUMMARY OF ISSUES

- Ali Gharahgozloo has operated the convenience store at the Watsonville Transit Center since the opening of the Center. He has also been responsible for the janitorial, maintenance and on-site manager duties.
- The Lease for the grocery store is a five-year term, set to terminate on September 30, 2005, with no extensions.
- Mr. Gharahgozloo has requested permission to cancel the current Lease as of December 31, 2004 so that a Request for Proposals for the space can be sent out to the public.
- Mr. Gharahgozloo's wish is to recapture the new Lease with a new five-year term and a five-year extension, so that he can sell the Lease to a third party. Mr. Gharahgozloo has been advised that there are no guarantees that he will be awarded the new lease.

III. DISCUSSION

Ali Gharahgozloo has operated the Transmart Convenience Store, currently called Jessica Grocery Store, Inc., located at the Watsonville Transit Center since the opening of the Center. He has also been responsible for the maintenance and the on-site manager duties.

Mr. Gharahgozloo wishes to cancel the Lease currently set to terminate in September 2005, in December 2004. It is his hope that when the space is rebid for proposals, his proposal will be accepted for a new Lease that will include an initial term of five years with an option to extend the Lease for an additional five years.

The Lease Agreement includes leasing 590 square feet of space in the terminal building at the center. The Tenant is also required to provide janitorial services, maintenance services, on-site management, ticket sales and transportation information services.

Eventually, Mr. Gharahgozloo wishes to sell the Lease for the grocery store, together with the current Lease for the Asian food restaurant that he operates at the Watsonville Transit Center to a third party.

Santa Cruz METRO's Legal Department received a notice that Mr. Gharahgozloo and Ms. Hsu wish to cancel their current Lease at the end of December 2004.

IV. FINANCIAL CONSIDERATIONS

Rent for the grocery store space is currently \$1,281.33 per month. Mr. Gharahgozloo also receives monthly compensation in the monthly amount of \$3,727.52 for providing janitorial services, maintenance services, on-site management, ticket sales and transportation information services at the Watsonville Transit Center.

V. ATTACHMENTS

None