

REVISED
AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
REGULAR MEETING OF DECEMBER 16, 2011
9:00 AM



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

**THE BOARD MEETING AGENDA PACKET CAN BE FOUND ONLINE AT
WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT SANTA CRUZ METRO'S
ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ, CA**

Chair Ellen Pirie, County of Santa Cruz
Vice-Chair Lynn Robinson, City of Santa Cruz

Director Margarita Alejo, City of Watsonville
Director Hilary Bryant, City of Santa Cruz
Director Dean Bustichi, City of Scotts Valley
Director Daniel Dodge, City of Watsonville
Director Ron Graves, City of Capitola
Director Donald Hagen, County of Santa Cruz
Director Michelle Hinkle, County of Santa Cruz
Director John Leopold, County of Santa Cruz
Director Mark Stone, County of Santa Cruz
Ex-Officio Director Donna Blitzer, UC Santa Cruz


Leslie R. White, General Manager / Secretary of the Board
Margaret Gallagher, District Counsel

SANTA CRUZ CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CALIFORNIA

INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN

Spanish language translation is available on an as needed basis. Please make advance arrangements with Tony Tapiz, Administrative Services Coordinator at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

AMERICANS WITH DISABILITIES ACT

 The City Council Chambers are located in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the agenda and the agenda packet, should contact Tony Tapiz, Administrative Services Coordinator, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

**REVISED AGENDA
SANTA CRUZ METRO BOARD OF DIRECTORS
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**CITY COUNCIL CHAMBERS
809 CENTER STREET
SANTA CRUZ, CA**

9:00 A.M.

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

SECTION I: OPEN SESSION

1.0 ROLL CALL

2.0 ORAL ANNOUNCEMENT: AMY WEISS WILL BE AVAILABLE FOR SPANISH LANGUAGE INTERPRETATION DURING "ORAL COMMUNICATIONS" AND FOR ANY OTHER AGENDA ITEM FOR WHICH THESE SERVICES ARE NEEDED. TODAY'S MEETING IS BEING BROADCAST BY COMMUNITY TELEVISION OF SANTA CRUZ.

3.0 ORAL AND WRITTEN COMMUNICATIONS

This time is set aside for Directors and members of the general public to address any item not on the Agenda which is within the subject matter jurisdiction of the Board. No action or discussion shall be taken on any item presented except that any Director may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Santa Cruz METRO will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Director may place matters brought up under Oral and Written Communications on a future agenda. In accordance with District Resolution 69-2-1, speakers appearing at a Board meeting shall be limited to three minutes in his or her presentation. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Board, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

4.0 LABOR ORGANIZATION COMMUNICATIONS

5.0 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

6-1. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF WILLIE THOMAS, CLAIM #11-0026; REJECT THE CLAIM OF CHAD ELLIS, CLAIM #11-0029; REJECT THE CLAIM OF RONALD GORDAN, CLAIM #11-0030

Submitted By: Margaret Gallagher, District Counsel

6-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF AUGUST 2011

Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager

6-3. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF SEPTEMBER 2011

Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager

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- 6-4. MONTHLY BUDGET STATUS REPORTS FOR AUGUST 2011 AND APPROVAL OF BUDGET TRANSFERS**
Presented by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-5. MONTHLY BUDGET STATUS REPORTS FOR SEPTEMBER 2011 AND APPROVAL OF BUDGET TRANSFERS**
Presented by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-6. APPROVE MINUTES OF PREVIOUS BOARD MEETINGS**
Presented by: Tony Tapiz, Administrative Services Coordinator
- 6-7. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR MONTH OF OCTOBER 2011**
Submitted by: John A. Daugherty, Accessible Services Coordinator
- 6-8. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF OCTOBER 2011**
Submitted by: April Warnock, Paratransit Superintendent
- 6-9. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR OCTOBER 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-10. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR DECEMBER 2011**
Submitted by: Tom Hiltner, Grants/Legislative Analyst
- 6-11. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**
Submitted by: Tove Beatty, Grants/Legislative Analyst
- 6-12. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO PARTICIPATE IN THE PLANNING AND IMPLEMENTATION OF THE ON-BOARD TRANSIT RIDERSHIP STUDY FUNDED BY CALTRANS**
Submitted by: Tove Beatty, Grants/Legislative Analyst
- 6-13. ITEM DELETED**
- 6-14. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REQUEST A LETTER OF NO PREJUDICE (LONP) FROM CALTRANS, SUBMIT AN ALLOCATION REQUEST FOR THE BALANCE OF PTMISEA FUNDS, AND SIGN NECESSARY AGREEMENTS IN ORDER TO BEGIN CONSTRUCTION OF THE METROBASE OPERATIONS FACILITY**
Submitted by: Tom Hiltner, Grants/Legislative Analyst

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- 6-15. CONSIDERATION OF DECLARING TWO (2) CHEVROLET VENTURES AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-16. 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**
Submitted by: Margaret Gallagher, District Counsel
- 6-17. ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**
Submitted by: Tony Tapiz, Administrative Services Coordinator
- 6-18. ACCEPT AND FILE THE AGENDA AND MINUTES FROM THE METRO ADVISORY COMMITTEE MEETINGS**
Submitted by: Tony Tapiz, Administrative Services Coordinator

REGULAR AGENDA

- 7.0 CONSIDERATION OF APPOINTMENTS THE METRO ADVISORY COMMITTEE (MAC)**
Presented by: Leslie R. White, General Manager
- 8.0 CONSIDERATION OF AMENDING ARTICLE V, SECTION 5.1 OF THE METRO ADVISORY COMMITTEE (MAC) BYLAWS TO MODIFY THE FREQUENCY OF MAC MEETINGS TO NOT LESS THAN ONCE PER CALENDAR QUARTER**
Presented by: Leslie R. White, General Manager
- 9.0 CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LETTER OF AGREEMENT WITH THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG) THAT RESTRICTS CALVANS, A VANPOOL OPERATOR BASED IN KINGS COUNTY, FROM COMPETING FOR FUNDS THAT METRO IS ELIGIBLE TO RECEIVE**
Presented by: Leslie R. White, General Manager
- 10.0 CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE**
Presented by: Margaret Gallagher, District Counsel Department
- 11.0 CONSIDERATION OF CANCELLATION OF SELECTION OF CHART INC. AND SUBSTITUTE IN ITS PLACE PRENTEX ALLOY FABRICATORS AS THE CONTRACTOR FOR THE PURCHASE OF A 15,000 GALLON VERTICAL LNG FUEL STORAGE TANK IN AN AMOUNT NOT TO EXCEED \$657,975**
Presented by: Margaret Gallagher, District Counsel Department
- 12.0 ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, JANUARY 13, 2012 AT 8:30 A.M. AT THE ADMINISTRATIVE OFFICES OF SANTA CRUZ METRO, 110 VERNON STREET, SANTA CRUZ**
Presented by: Ellen Pirie, Chair

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

14.0 ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

(Pursuant to Government Code Section 54956.9)

- a. Name of Case: Manny Garbez v. Santa Cruz Metropolitan Transit District
(Before the Workers' Compensation Appeals Board)
- b. Name of Case: Chad Ellis v. Santa Cruz Metropolitan Transit District
Claim No. 11-0029

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code Section 54956.8)

- a. Property: Metro Center, Santa Cruz, CA
- Negotiating parties: Margaret Gallagher, District Counsel, SCMTD
Gary Cook, First Transportation
- Under Negotiation: Price and Terms of Payment

3. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION

(Pursuant to Government Code Section 54957.5)

Number of Potential Cases: One

SECTION III: RECONVENE TO OPEN SESSION

15.0 REPORT OF CLOSED SESSION

16.0 ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON FRIDAY,
JANUARY 13, 2012 AT 8:30 A.M. AT THE ADMINISTRATIVE OFFICES OF SANTA CRUZ
METRO, 110 VERNON STREET, SANTA CRUZ

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

The agenda packet and materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmted.com subject to staff's ability to post the document before the meeting.

Copied to:
Les
Angela
Ciro
April
Dave

RECEIVED

2011 DEC 1 PM 2 30

SANTA CRUZ METRO
ADMIN DEPARTMENT

100 Caledonia St.
Santa Cruz, CA 95062
November 30, 2011

Attn: Santa Cruz Metropolitan
Transit District

Dear Board of SC Metro District

Thank you for the continued funding for our Para Cruz Service in Santa Cruz County. While these economic times are bleak for all of us -- young, middle-age, seniors -- here & in the nation -- it is a comfort that ParaCruz goes forward, offering independence to us who are disabled.

Here's a huge bouquet of gratitude to all the drivers who in their own individual way make our trips safe & comfortable [quite a challenge with the new vans!!] and are professional, kind & helpful, with rare exception!

Also, many thanks to the reservationists - Melody, Esme, Lupe, Sandra, and dear Dedra [in Heaven now], and, sometimes Delia -- for their great patience and kindness and attention to detail in scheduling our trips.

We are quite blessed to have all you caring professionals here! Happy Holidays!

cc: April Womack

Sincerely,
P. Skiadas

It was so thoughtful of you.

DEAR BOARD MEMBERS,
THANK YOU FOR THE RESOLUTION
OF APPRECIATION THAT I
RECENTLY RECEIVED FROM THE
TRANSIT DISTRICT. IT MEANS
MORE TO ME THAN YOU MIGHT
IMAGINE. THIS HAS BEEN A
VERY CHALLENGING TIME AND
I EARNESTLY CANNOT THANK
YOU ENOUGH FOR THE SUPPORT
I HAVE RECEIVED.

AGAIN, THANK YOU.

SINCERELY,
MARY E. MILLER

RECEIVED 12-1-2011

3.2

December 6, 2011

RECEIVED

2011 DEC 7 PM 2 55

Santa Cruz METRO
Administrative Offices
110 Vernon Street
Santa Cruz, CA 95060

SANTA CRUZ METRO
ADMIN DEPARTMENT

To Whom It May Concern:

On the afternoon of December 5th I rode the bus from Santa Cruz to the Capitola Mall. I was very impressed by the professional and gracious manner of Driver 555. She handled a very crowded bus with a variety of passengers with great skill. It is not easy dealing with all of the contingencies within a limited space and time schedule. She was particularly good at making room for the elderly and for a physically challenged passenger in a wheel chair.

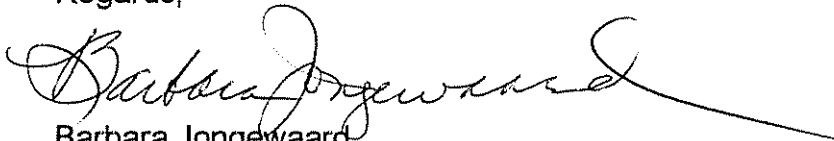
I am 72 and while not a regular daily rider I use your services often enough that I have experienced numerous drivers. For the most part they have all been adequate to the task. However when one stands out as exceptional I believe they need to be recognized.

Number 555's smile, friendly and decisive manner, and dedication to her job make her a stand out performer in the field of public transportation.

I look forward to riding with her again in one of my trips to Capitola. I know I will be treated with dignity and respect and my safety and that of the other passengers will be foremost on her mind.

Thank you for this opportunity to praise a driver worthy of commendation.

Regards,



Barbara Jongewaard
141 Oak Way
Santa Cruz, CA 95065

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Thomas, Willie
Date of Incident: 7/25/11

Received: 11/1/11 Claim #: 11-0026
Occurrence Report No.: SC 07-11-12

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

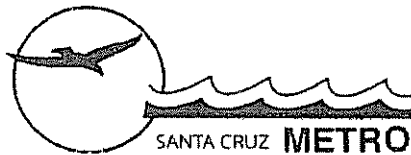
Date: 11.29.11

I, Anthony Tapiz, 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 December 16, 2011.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)



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

CLAIM FOR DAMAGES

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

Claim # 11-0024
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Willie

Claimant's Legal Last Name: Thomas

Address to which notices are to be sent: 1661 Hillside Avenue, San Jose, CA 95124

Telephone (Home): 408-448-4444

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes No

IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

101 E
11-1-2011
12/11



Gender: M or F

Claimant Name: Willie Thomas

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 7-25-11

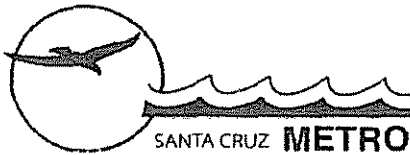
Time of Incident/Accident: 3-4 AM PM

Location of Incident/Accident

Street/City: Highway 17

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

While a passenger on a Metro bus, a large, heavy bag fell from the luggage rack and fell on Mr. Thomas. It struck his leg & knee. MRI shows a torn ACL with need for surgery. He is forced to wear a knee brace. He was forced to drop classes.



Claimant Name: Willie Thomas

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

UNKNOWN

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: _____

If the amount exceeds \$10,000, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

Claimant:

Signature/Print Name

Date: _____

Attorney or Representative:

[Signature]

Signature/Print Name

Date: 10-27-11

The Quinn Law Firm
1161 Hillsdale Ave.
San Jose, CA 95124

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Ellis, Chad Received: 11/22/2011 Claim #: 11-0029
Date of Incident: 11/14/2011 Occurrence Report No.: SC 11-11-09

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

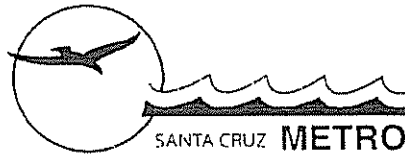
Date: 12.06.11

I, Anthony Tapiz, 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 December 16, 2011.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)



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

CLAIM FOR DAMAGES

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

Claim # 11-0029
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Chad

Claimant's Legal Last Name: Ellis

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

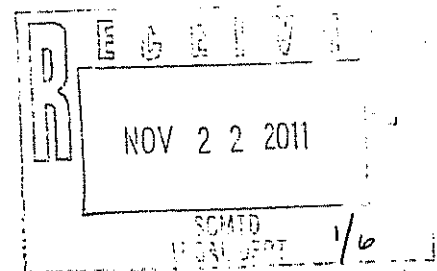
IF YES, please provide the following information:

Medicare Claim Number: _____

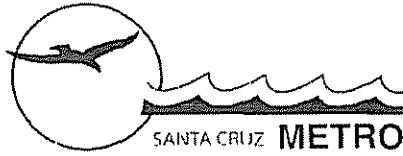
Date of Birth: _____

Social Security Number: _____

Gender: M or F



Rec'd 11/18 - incomplete



Claimant Name: Chad Ellis

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: 11-14-2011

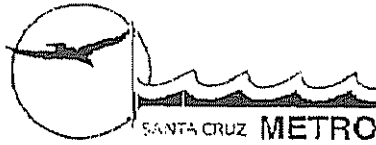
Time of Incident/Accident: 7:30 AM PM

Location of Incident/Accident

Street/City: 1014 Ocean Street, Santa Cruz

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

Please see attached *



Claimant Name: Chad Ellis

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

Bus # 2338 Police Report # 115-09733 Officer: Coffey - Badge # 176 Telephone 831-471-1131	
--	--

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ unknown

If the amount exceeds \$10,000.00, this claim would be: Less than \$25,000 (Limited Civil Case) More than \$25,000

To include other costs and expenses related to this claim.

Claimant: Chad Ellis
Signature/Print Name

Date: 11-14-2011

Attorney or Representative: _____
Signature/Print Name

Date: _____

*

11-14-2011 - Chad Ellis

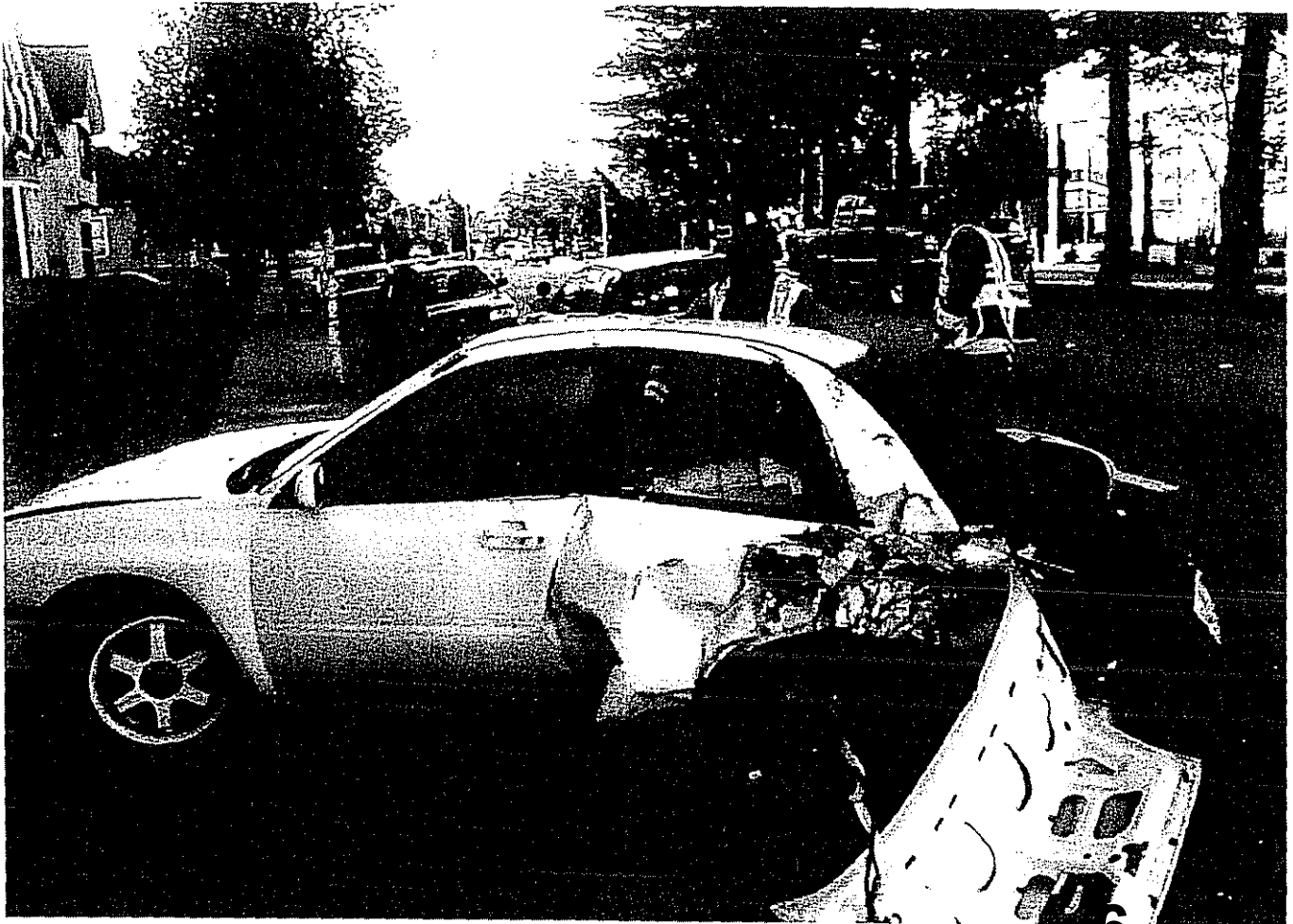
My 2003 Subaru was parked on Ocean Street in Santa Cruz. A Santa Cruz Metropolitan Transit District bus smashed into my car and totaled it beyond repair. The bus also had some damage from the collision.

My 2003 Subaru was in excellent condition and had been completely maintained since I purchased it brand new in 2003. The routine maintenance and repair was kept up and this car was in impeccable condition. I had recently added new tires, and a new radiator was added just last week.

I need this car to travel to work and have had to rent a car to replace it.

My belongings were thrown from the car and ended up in the street.

This has been a very upsetting situation and I am shocked that the Santa Cruz Metropolitan Transit District would hire a driver who would drive their bus



6-1-9

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Gordon, Ronald
Date of Incident: 11/14/11

Received: 11/21/11 Claim #: 11-0030
Occurrence Report No.: SC 11-11-11

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

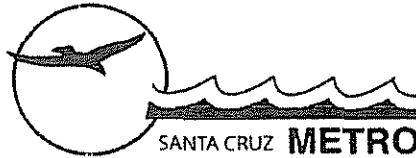
Date: 12.06.11

I, Anthony Tapiz, 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 December 16, 2011.

By _____
Anthony Tapiz
RECORDING SECRETARY

Date: _____

MG/lg
Attachment(s)



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

CLAIM FOR DAMAGES

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

Claim # 11-0030
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: RONALD

Claimant's Legal Last Name: GORDON

Address to which notices are to be sent: _____

Telephone (Home): _____

Telephone (Business/Cell): _____

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a new federal law that became effective January 1, 2009, requires that the Santa Cruz Metropolitan Transit District report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist Centers for Medicare and Medicaid Services and other insurance plans to properly coordinate payment of benefits among plans so that (your) claims are paid promptly and correctly. We are asking you to answer the following questions so that we may comply with this law.

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Yes or No

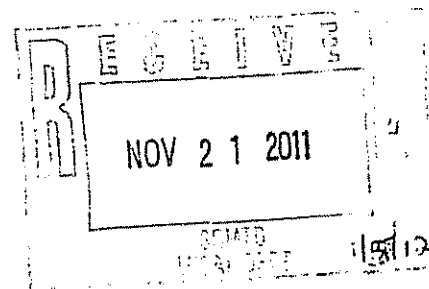
IF YES, please provide the following information:

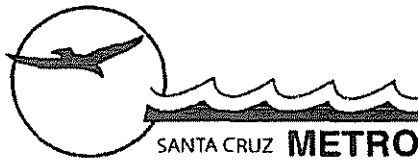
Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F





Claimant Name: RONALD GORDON

CLAIM FOR DAMAGES

The date, place and other circumstances of the occurrence or transaction that gave rise to the claim asserted:

Date of Incident/Accident: Monday 11/14/11

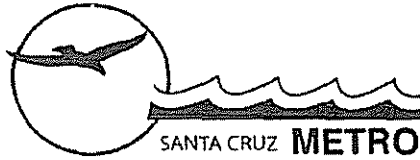
Time of Incident/Accident: 4:44 pm AM PM

Location of Incident/Accident

Street/City: Laurel a Mission, Santa Cruz

A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed.

(will email statement)



Claimant Name: Ronald Gordon

CLAIM FOR DAMAGES

The name or names of the METRO employee or employees causing the injury, damage, or loss, if known:

driver
Francis Supervisor!
↳ came to scene
bus # 9822

If the claim totals less than \$10,000, the amount

claimed as of the date of the presentation of the claim: \$ 2 estimates: 1193.38 / 1148.00

If the amount exceeds \$10,000.00, this claim would be:

Less than \$25,000
(Limited Civil Case)

More than \$25,000

Claimant:

Ronald Gordon
Signature/Print Name RONALD GORDON

Date: 11/21/11

Attorney or Representative:

Signature/Print Name

Date: _____

I was stopped on eastbound Laurel at a red light, waiting to turn left onto northbound Mission. A Santa Cruz bus began a right turn from southbound Mission onto westbound Laurel. The driver began a wide, arcing turn and came in my direction. I was aware of his large bus and immediately became entirely focused on his forward progress.

He stopped part-way into his turn, looked directly out his window, looked directly down at my vehicle, and moved forward a bit and stopped. He again leaned forward to look out of his window, moved forward in his turn a bit more, and again stopped. At first, he seemed to be looking at my vehicle, but shortly it became quite evident that he was focused on the left front portion of my car. He leaned well forward on each of his looks down at my front left corner. After the accident I tried to remember if he looked more from his front or his side window, or if possibly he even leaned out the side window for a better view. His deliberate forward lean and careful scrutiny of my vehicle was the image frozen in my memory, but I could not recall which window he favored.

From very early in his turn, my attention was on the oncoming bus. Very shortly thereafter my focus became much more singular. I was only watching the driver as he was engaged in the looking, gradual moving, and stopping process. My foot remained frozen on the brake pedal and my eyes were equally frozen on the driver. Clearly, I had a peripheral view of the looming bus, but my direct focus was solely on the driver.

After the accident, I guessed that the series of leaning forward, looking, gradual movement and stopping had happened three or four times. Our 20-year-old son was in the front passenger seat, and Tyler's estimate was that there were four to five of these cycles. I asked Tyler if he recalled from which window the driver was looking and he didn't know. Tyler's focus had been on the bike rack on the front of the bus (the rack was extended he later told me) as the bus closed on us.

Again, I was directly focused on the face and forward and back leanings of the driver himself as the bus advanced. By all appearances, the driver was just as singular and focused in his attention. There was no evidence that anything other than my left front was taking his attention. After each incremental move he would stop, lean forward, look directly down at the left front of my car, advance the bus a short distance and repeat the cycle. Again, nothing other than my left front end and his meticulous, measured advance seemed to have any of the driver's attention.

When the bus struck me (presumably the contact was made by the bike rack which the driver later examined when he exited the bus), I beeped and then stayed on the horn as the bus continued forward with continuing contact to my fender.

The driver pulled to the right curb, exited on the sidewalk side, slowed apparently to engage in phone conversation (which I assumed was to report the wreck) and came to me from the rear of his bus. He showed me his driver's license (I believe he offered it before I even asked), and said something about someone arriving shortly.

Very soon thereafter, a uniformed member (a Ranger?) of the State Fish and Game Department (?)—(John??) arrived. He had a camera and I asked him to include a photo which showed the distance from my vehicle to the limit line (approximately 1 ½ yards short of the line.) I turned off my ignition after having

REC - 6 208

6-1.14

shifted to park and applying the emergency brake immediately after the wreck. My car had not been moved an inch from its position when I first came to my stop at the light. I did turn the key subsequently to enable me to turn on my left turn signal. (Having never been in a situation like this previously, I didn't realize until later that I had emergency flashers which I should have activated.) When I was standing between my stopped car and the bus, I saw (perhaps due to the attention of the officer) a second white line beneath my vehicle as I walked toward the rear of my car. When he had completed his photos, I drove into the store lot on our right side at the corner.

The uniformed officer took down my driver's license, registration, and insurance information. The driver also asked for my license, and as I was reading the number to him he asked me to remove it from my wallet. My wallet is well into its second decade of use and is rather fragile, and I said I would tell him my driver's license number and show him my license so he could verify (as the officer had just done), but I didn't want to remove it from my not-very-forgiving plastic sleeve. He seemed OK with this when I reminded him that when he removed his license and showed it to the officer and me, the license dropped from his hands into the street or gutter.

After information was exchanged, I was asked to wait for the arrival of a Santa Cruz Metro official. The white line before the limit line that caught my attention as the pictures were being taken was quite conspicuous when the car was in the lot and the roadway was free from traffic. The white markings are severely worn down---the "Keep Clear" lettering is so worn that the only letters easily read are the "R", the "EE" and part of the "P". Additionally, five or so black, tarry-looking lines, each several inches wide, traverse the white line, further reducing the visibility of the white line. (I will drop off photos of this area in the morning.)

Until I saw this line during the taking of the pictures, I had no idea there were additional road markings in that area. I assume it is a normal and usual route for the driver, and he clearly must have known from his looking and (mentally) measuring and moving forward and stopping that I was in an area which I should have left free and clear for just such a bus-turning situation. But again, my attention was totally focused on the face and upper-body movements of the driver as he leaned forward and moved back. Not once did he signal or gesture to me to move. Not once did he express any concern about my position. Not once did he demonstrate an ounce of displeasure with my position in his arcing pathway.

I had zero idea at the time that I was stopped in an area which was marked "Keep Clear". I only knew that I was well short of the limit line and that a bus was carefully and meticulously making an arcing turn toward me.

If the driver had indicated to me by facial or hand gesture that I presented a problem or concern for him, I would have been happy to comply by moving anywhere I could safely reposition to give him more room. A kindly hand gesture would have been nice, but even an angry gesture would have been met with my immediate compliance. If I could have safely extracted myself from a situation which was presenting a problem for the driver, I would surely have done so. There was no hand gesture, no stern look, no sense of concern or consternation at all. It never occurred to me that I had encroached on a "Keep Clear" zone, and there was no indication whatsoever that the position of my vehicle presented a problem for him.

I was, in fact, very reassured by his careful leaning and looking, his incremental movements forward and his stopping as he repeated his carefully and deliberately-conducted process. He had a great front row seat to view my car. His total focus and attention was on my vehicle and then on the left-front corner of my car. The mental measurements and calculations he made as he advanced gave me full confidence in his judgment, his skills, and his abilities.

He gave every impression that he had embarked on a clear and safe path in his turn. His vantage point and his forward-leaning posture and elevated position left me very reassured about his forward progress.

I was quite startled (and more than a bit disbelieving) to hear the breaking and scratching sound as the rack made contact with my car. He must have been equally surprised. His careful (mental) calculations and slow and precise movements did not achieve the results he had anticipated.

Very shortly after Transit Supervisor Brent Fouse arrived, I told him I would be happy to meet with him, but had to first take Tyler to a review session on campus. When we met again at the corner shortly after 6:00, I told him the details. I also asked what the driver had told him. Mr. Fouse told me the driver said some of his attention was on the fire hydrant. That is at great variance with my observation, and I was absolutely, completely, and solely focused on the driver. The details I have given you are as complete and accurate as I can be. I told Mr. Fouse immediately that the fire hydrant explanation didn't match what I witnessed.

I have driven for nearly half a century. I have great admiration, respect, and empathy for anyone courageous enough to operate a bus or a big rig. As careful as I am, I would never consider driving something so large and so wide. I have an immaculate driving record. A Geico insured once veered across my lane in a very dangerous effort to park diagonally. My heroic efforts to avoid and warn her failed. If the big, bulky 4x4 wasn't challenge enough for her, I believe she must have been on the phone to have been so grossly negligent behind the wheel.

The only time I have ever been at fault in an accident was an attempt in front of our home to move my car two yards forward to allow more room for my wife to park. As soon as I put it in drive, my car roared forward, crashing into the neighbor's car which was several yards ahead. The cause? Failure of the idle control motor in the open position, causing uncontrolled acceleration. After several lunges in forward and reverse, I finally had the presence of mind to turn off the ignition. The resulting damage would have otherwise been much worse.

Other than having been rear-ended a couple times, this is the full extent of my accidents as a driver. I taught eight years of Driver's Education in high school, and I drive my talk. I am an extremely safe and attentive and careful driver, and my record attests to my skills and caution.

After completing this letter, I promise to forward the accompanying photos to the City department which paints and maintains road markings. I have been told by Brent Fouse, I believe, (among others) that this is one of the busiest intersections in town. Although the road markings can be read, one focused as I was on the crosswalk and light could easily overlook the "Keep Clear" area. I looked subsequently at other crosswalks in the intersection. The well-worn white line I overlooked appears to be by far the most poorly marked line at Laurel and Mission.

Surely you folks at Santa Cruz Metro have enormously more clout on these matters than do I. But this out-of-town Dad with a U.C. son will do his share to urge the City to redo the road markings. Tyler is among the many thousands who regularly ride your buses, and we must all do our part to assure conspicuous and easy-to-read signage for the safety and security of all. Your voice is far more powerful and effective than mine, but I have been known to be a persistent nagger---ask Tyler!! I spoke this afternoon with Rich Smith, Traffic Supervisor for the City, and have arranged to deliver him photos of the intersection in the morning. He listened patiently and with great interest and I assume the pavement will be repainted very soon. I will also urge him to check all such markings in the City. You are welcome to share this letter with him. (I assume this is privileged communication, and I would leave the sharing of it to your discretion.)

You folks and the driver would have much better sense than would I if he could have successfully negotiated his turn in the absence of the deployed bike rack. I have no idea how the extended rack alters the dimensions of the front of the bus, and have no idea how conspicuous the rack is to the driver. Would it be prudent to have a mechanism to remind a driver that the front end is a bit longer than usual? (Perhaps a blinking light at each end?) I can't offer an adequate solution---I'm no engineer. Again, ask Tyler! I know this is long, and I appreciate your patient reading. I have done my best to be honest, thorough, and accurate. Thank you.

Sincerely, Ron Gordon

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

DATE: 08/01/11 THRU 08/31/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR NAME	CHECK VENDOR NUMBER	CHECK AMOUNT	VENDOR TYPE	VENDOR NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
40048	08/01/11	ANDY'S AUTO SUPPLY	294	47.44	0	41204	REV VEH PTS	36.18	
40049	08/01/11	ATHENS INSURANCE SERVICE, INC.	001348	8,416.67		41205	REV VEH PTS	11.26	
40050	08/01/11	BORTNICK, ROBERT S. & ASSOC.	001365	1,567.50	7	41357	JUL 11 WORK COMP FEE	8,416.67	
40051	08/01/11	BROWN ARMSTRONG	616	2,400.00		41275	INVESTIGATION SERV.	1,567.50	
40052	08/01/11	CAL TIP	588	9,932.67		41277	2011 AUDIT	2,400.00	
40053	08/01/11	CATTO'S GRAPHICS, INC.	001159	162.75		41352	CLAIM #11-0009	9,932.67	
40054	08/01/11	CITY OF SCOTT'S VALLEY	667	55.90		41356	METRO SIGN	162.75	
40055	08/01/11	CLEAN ENERGY	001124	29,675.27		41278	SVTC WATER 5/15-7/15	55.90	
						41280	LNG 7/5/11	9,339.38	
						41281	LNG 7/1/11	10,321.50	
						41282	LNG 7/8/11	10,014.39	
40056	08/01/11	COMMUNITY TELEVISION OF	367	184.00		41349	6/24/11 BOD MEETING	184.00	
40057	08/01/11	EVERGREEN OIL INC.	001492	1,425.00		41358	HAZ WASTE DISP	1,425.00	
40058	08/01/11	EXPRESS EMPLOYMENT PROS	432	2,688.75		41283	FAC TEMP W/E 7/10/11	1,563.75	
						41284	FAC TEMP W/E 7/17/11	1,125.00	
40059	08/01/11	FEDERAL EXPRESS	372	40.69		41355	FREIGHT OUT	40.69	
40060	08/01/11	FERRIS HOIST & REPAIR, INC.	447	817.50		41287	RPR/BAY 8, MMF	622.50	
						41288	RPR/ BAY 7, MMF	195.00	
40061	08/01/11	GRAINGER	282	1,453.12		41361	BUS STOP IMP	1,453.12	
40062	08/01/11	INNOVATIVE CONSTRUCTION	002942	3,120.00		41362	SITE RESTORATION	3,120.00	
40063	08/01/11	KENVILLE LOCKSMITHS	074	39.00	7	41215	PARTS/MMF	39.00	
40064	08/01/11	KIMBALL MIDWEST	001233	217.69		41290	PARTS & SUPP	217.69	
40065	08/01/11	LAW OFFICES OF MARIE F. SANG	852	7,191.53	7	41291	W/C FEE PT	448.00	
						41292	W/C FEE FLT	464.00	
						41293	W/C PT	80.00	
						41294	W/C FEE OPS	64.00	
						41295	W/C FEE OPS	912.00	
						41296	W/C FEE FAC	96.00	
						41297	W/C FEE OPS	128.00	
						41298	W/C FEE OPS	80.00	
						41299	W/C FEE FIN	128.00	
						41300	W/C FEE PT	96.00	
						41301	W/C FEE OPS	256.00	
						41302	W/C FEE OPS	144.00	
						41303	W/C FEE PT	480.00	
						41304	W/C FEE OPS	208.00	
						41305	W/C FEE PT	480.00	
						41306	W/C FEE OPS	560.00	
						41307	W/C FEE FAC	304.00	
						41308	W/D FEE OPS	368.00	
						41309	W/C FEE PT	1,104.00	
						41310	W/C FEE FLT	48.00	
						41311	W/C FEE PT	80.00	
						41312	W/C FEE PT	160.00	
						41313	W/C FEE OPS	96.00	
						41314	W/C FEE OPS	64.00	

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40066	08/01/11	2,040.00 002976		LONGNECKER, LLOYD	7	41315	W/C FEE PT	96.00	
40067	08/01/11	54.00 T214		LORI MENZLES, EXECUTOR/RITTER		41316	W/C FEE OPS	200.28	
40068	08/01/11	736.40 001145		MANAGED HEALTH NETWORK		41363	W/C FEES	47.25	
40069	08/01/11	505.71 041		MISSION UNIFORM		41317	TEMP/FIN/ W/E 7/22	2,040.00	
						41353	REFUND/COUPONS PT	54.00	
						41350	AUG 11 MEN	736.40	
						41216	UNIF & LAUND	59.25	
						41217	UNIF & LAUND	163.98	
						41318	UNIF & LAUND	223.23	
						41319	UNIF/LAUND	59.25	
40070	08/01/11	80.72 001711		MOHAWK MFG. & SUPPLY CO.		41218	REV VEH PTS	80.72	
40071	08/01/11	584.87 001454		MONTEREY BAY SYSTEMS		41158	CONTRACT OVERAGE CHG	584.87	
40072	08/01/11	10,653.03 001063		NEW FLYER INDUSTRIES LIMITED		41320	REV VEH PTS	2,808.29	
						41321	REV VEH PTS	713.75	
						41360	REV VEH PTS	7,130.99	
40073	08/01/11	379.49 002721		NEXTEL COMMUNICATIONS/SPRINT		41323	TVM WIRELESS	379.49	
40074	08/01/11	14.76 004		NORTH BAY FORD LINC-MERCURY		41066	REV VEH PTS	14.76	
40075	08/01/11	42.53 002952		FLYERS ENERGY LLC	7	41324	PROPANE/FLT	42.53	
40076	08/01/11	2,567.80 107A		PROBUILD		41077	PARTS & SUPP	139.30	
						41078	PARTS & SUPP	9.65	
						41079	PARTS & SUPP	33.20	
						41080	PARTS & SUPP	21.45	
						41163	RPR & MAINT	10.84	
						41164	RPR & MAINT. OPS	28.60	
						41165	RPR & PTS	60.43	
						41166	PTS & SUPP	122.15	
						41167	RPR & MAINT	65.09	
						41168	RPR & MAINT	14.56	
						41220	RPRS & MAINT	13.37	
						41221	RPRS & MAINT	118.88	
						41222	RPRS & MAINT	30.33	
						41330	BUS STOP IMP	1,899.95	
40077	08/01/11	1,200.50 001098		ROBERT HALF MANAGEMENT RESOURCE		41332	TEMP/FIN/ W/E 7/15	1,200.50	
40078	08/01/11	179.59 018		SALINAS VALLEY FORD SALES		41258	REV VEH PTS	179.59	
40079	08/01/11	15.00 001944		SANTA CRUZ COUNTY LAW LIBRARY		41195	QUART. ACCT CHG	15.00	
40080	08/01/11	34,069.38 002917		SANTA CRUZ METRO TRANSIT DIST		41370	W/C RESERVE	34,069.38	
40081	08/01/11	7,692.14 079		SANTA CRUZ MUNICIPAL UTILITIES		41333	6/14-7/12 PACIFIC	1,984.94	
						41334	6/14-7/12 VERNON	48.53	
						41335	6/14-7/12 VERNON	493.98	
						41336	6/14-7/12 RIVER	2,632.03	
						41337	6/14-7/12 MMF	1,198.70	
						41338	BUS STOP BINS	502.56	
						41339	6/14-7/12 MMF	48.53	
						41340	6/14-7/12 1200B RIV	705.98	
						41341	6/14-7/12 PACIFIC	76.89	
40082	08/01/11	300.00 001292		SANTA CRUZ RECORDS MNGMT INC		41342	SHRED SERVICE	300.00	

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40083	08/01/11	163.79 115	SNAP-ON INDUSTRIAL	41260		41260	SMALL TOOLS	163.79	
40084	08/01/11	150.00 001165	THANH N. VU MD	7		41198	EMPLOYEE EXAM	75.00	
40085	08/01/11	757.82 002954	TIRE DISTRIBUTION SYSTEMS	7		41261	EMPLOYEE EXAM	75.00	
40086	08/01/11	40.61 007	UNITED PARCEL SERVICE			41364	TIRES/TUBES	757.82	
40087	08/01/11	749.22 002829	VALLEY POWER SYSTEMS, INC.			41343	FRT OUT/FLT	40.61	
40088	08/01/11	742.22 221	VEHICLE MAINTENANCE PROGRAM			41225	REV VEH PTS	354.27	
40089	08/01/11	54.43 434B	VERIZON CALIFORNIA			41226	REV VEH PTS	394.95	
40090	08/01/11	90.02 434	VERIZON WIRELESS	0		41263	REV VEH PTS	742.22	
40091	08/01/11	11,000.00 001043	VISION SERVICE PLAN			41347	MT. BIEWLASKI	54.43	
40092	08/01/11	213.53 186	WILSON, GEORGE H., INC.			41348	PC CARDS/ADM	90.02	
40093	08/01/11	1,270.00 915	WORKIN.COM, INC.			41351	AUG 11 VSP	11,000.00	
40094	08/01/11	49.00 E329	ZARAGOZA, DANIEL			41354	TVM COVER	213.53	
40095	08/08/11	249.73 002861	AMERICAN MESSAGING SVCS, LLC			41259	JOB PLACEMENT ADV	1,270.00	
40096	08/08/11	4,159.94 001G	AT&T			41273	CDL	39.00	
40097	08/08/11	3,904.70 059	BATTERIES USA, INC.			41274	VTT	10.00	
40098	08/08/11	1,351.02 001287	BLUE SHIELD OF CALIFORNIA			41425	AUG PAGERS	249.73	
40099	08/08/11	5,000.00 001324	CAPITALEGE ADVOCACY, LLC			41426	PHONES 6/19-7/18	4,159.94	
40100	08/08/11	3,125.30 909	CLASSIC GRAPHICS			41426	REV VEH PTS/FLT	3,904.70	
40101	08/08/11	48,437.57 001124	CLEAN ENERGY			41392	ACCESS+ HMO TWO PRTY	1,351.02	
40102	08/08/11	74.39 075	COAST PAPER & SUPPLY INC.			41365	AUG 11 FED LEG SVCS	5,000.00	
40103	08/08/11	24.93 504	CUMMINS WEST, INC.			41279	OUT RPR #9807	3,125.30	
40104	08/08/11	856.03 001501	D & G SANITATION			41371	LNG 7/11/11	10,002.44	
40105	08/08/11	38,230.50 800	DELTA DENTAL PLAN			41372	LNG 7/14/11	10,261.81	
40106	08/08/11	-38,230.50 800	DELTA DENTAL PLAN			41427	LNG 7/20/11	8,946.53	
40107	08/08/11	1,800.00 432	DOCTORS ON DUTY MEDICAL CLINIC			41428	LNG 7/23/11	9,893.92	
40108	08/08/11	54.60 282	EXPRESS EMPLOYMENT PROS			41429	LNG 7/17/11	9,332.87	
40109	08/08/11	13,060.70 001745	GRAINGER			41393	CLEAN SUPP/FAC	51.75	
40110	08/08/11	619.80 002313	HARTFORD LIFE AND ACCIDENT INS			41430	PARTS & SUPPLIES	22.64	
40111	08/08/11	166.96 510A	HARTSELL & OLIVIERI	7		41285	OUT RPR #2201	24.93	
40112	08/08/11	412.30 001209	IKON FINANCIAL SERVICES			41286	PORTAPOTTY/OPS	613.03	
40113	08/08/11	187.70 215	IKON OFFICE SOLUTIONS			41394	EQUIP RENT/FAC	243.00	
40114	08/08/11	2,537.00 575	JAQUA OF CALIFORNIA			41411	AUG 11 DENTAL	38,230.50	VOIDED
40115	08/08/11	1,387.25 001233	KIMBALL MIDWEST			41411	AUG 11 DENTAL	-38,230.50	**VOID
						41395	FAC TEMP W/E 7/24/11	1,800.00	
						41289	RPRS & MAINT	54.60	
						41397	AUG 11 LTD	9,851.21	
						41398	AUG 11 LIFE/AD&D	3,209.49	
						41438	TRANSCRIPTS/LEGAL	619.80	
						41373	METER RENT 7/1-7/31	83.84	
						41374	METER RENT 8/1-8/31	83.12	
						41402	7/18-8/17/11 LS OPS	412.30	
						41437	6/19-7/18 BK MNT/ADM	187.70	
						41403	BUS STOP BENCH ENDS	2,537.00	
						41375	PRTS/SUPP	390.60	
						41376	PRTS/SUPP	1,387.25	

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40116	08/08/11	412.18 041		MISSION UNIFORM		41377	CREDIT MEMO	-390.60	
						41378	UNIF/LAUND	27.18	
						41379	UNIF/LAUND	67.15	
						41380	UNIF/LAUND	34.19	
						41381	CREDIT MEMO	-20.00	
						41382	UNIF/LAUND	63.65	
						41383	UNIF/LAUND	22.74	
						41405	UNIF & LAUND/FLT	59.25	
						41406	UNIF & LAUND/FLT	53.29	
						41407	UNIF & LAUND FLT	163.98	
						41433	CREDIT MEMO	-59.25	
						41369	OUT RPR EQUIP	263.34	
						41384	REV VEH PTS	263.98	
						41432	REV VEH PTS/FLT	1,157.91	
						41322	OUT RPR EQUIP	2,645.40	
						41408	EMPLOYEE TRAINING	1,740.00	
						41325	OFFICE SUPP	18.88	
						41366	OFFICE SUPP	106.59	
						41367	OFFICE SUPP	301.52	
						41368	OFFICE SUPP	111.19	
						41409	OFFICE SUPPLY	147.29	
						41410	OFFICE SUPPLY	2,078.58	
						41385	JULY MAINT.	887.00	
						41386	FUEL CARDS	211.58	
						41412	GRAPHICS	325.50	
						41326	RPRS/MAINT	201.60	
						41327	RPRS/MAINT	17.91	
						41328	RPRS/MAINT	105.43	
						41329	RPRS/MAINT	41.75	
						41413	BUS STOP HARDWARE	48.33	
						41387	JULY MAINT	396.95	
						41331	DIESEL 7/15/11	25,780.92	
						41414	BUS STOP SEATS	7,335.00	
						41415	FLAT RATE 10/11-9/12	12,144.00	
						41416	EMPLOYEE EXAM/OPS	75.00	
						41417	EMPLOYEE EXAM/OPS	75.00	
						41418	EMPLOYEE EXAM/OPS	150.00	
						41439	SEIU AGREEMENT	5,772.62	
						41419	TIRES & TUBES/ FLT	588.22	
						41420	TIRES & TUBES/FLT	925.59	
						41421	TIRES & TUBES/FLT	348.53	
						41422	TIRES & TUBES/FLT	604.27	
						41423	TIRES & TUBES/FLT	348.53	
						41389	FREIGHT OUT	34.91	
						41344	REV VEH PTS	89.04	
						41345	REV VEH PTS	40.33	
40117	08/08/11	263.34 001454		MONTEREY BAY SYSTEMS					
40118	08/08/11	1,421.89 001063		NEW FLYER INDUSTRIES LIMITED					
40119	08/08/11	2,645.40 001176		NORTHSTAR, INC.					
40120	08/08/11	1,740.00 E645		OLANDER, JOY					
40121	08/08/11	2,764.05 043		PALACE ART & OFFICE SUPPLY					
40122	08/08/11	887.00 950		PARADISE LANDSCAPE INC	0				
40123	08/08/11	537.08 882		PRINT SHOP SANTA CRUZ	7				
40124	08/08/11	415.02 107A		PROBUILD					
40125	08/08/11	396.95 001153		REPUBLIC ELEVATOR COMPANY					
40126	08/08/11	25,780.92 966		S.C. FUELS	0				
40127	08/08/11	7,335.00 412		SIMME LLC					
40128	08/08/11	12,144.00 080C		STATE BOARD OF EQUALIZATION					
40129	08/08/11	300.00 001165		THANH N. VU MD	7				
40130	08/08/11	5,772.62 R604		THOMAS, CYNTHIA	7				
40131	08/08/11	2,815.14 002954		TIRE DISTRIBUTION SYSTEMS	7				
40132	08/08/11	34.91 007		UNITED PARCEL SERVICE					
40133	08/08/11	391.54 002829		VALLEY POWER SYSTEMS, INC.					

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40134	08/08/11	3,839.13 001353		VISION COMMUNICATIONS		41346	REV VEH PTS	262.17	
40135	08/08/11					41359	OUT RPR EQUIP	2,244.13	
40136	08/15/11					41390	JULY MAINT	1,595.00	
40137	08/15/11					41436	RECORDS FEE	73.55	
40138	08/15/11					41440	RPR & MAINT/FAC	102.23	
40139	08/15/11					41441	JULY CUSTODIAL/PC	781.56	
40140	08/15/11					41442	JULY LANDFILL	49.31	
						41445	EMPLOYMENT EXAM	370.00	
						41446	FAC TEMP W/E 7/10/11	1,856.00	
						41447	FAC TEMP W/E 7/17/11	1,856.00	
						41448	FAC TEMP W/E 7/24/11	1,856.00	
						41519	FAC TEMP W/E 7/31	1,800.00	
						41520	FAC TEMP W/E 7/31	1,856.00	
40141	08/15/11					41396	RPRS & MAINT/FAC	323.30	
40142	08/15/11					41431	RPRS & MAINT	13.81	
40143	08/15/11					41452	SAFETY SUPP/FLT	560.90	
						41521	JULY GARB/MT. HERMON	89.70	
						41522	JULY GARB/SVTC	230.01	
						41523	JULY GARB/GRN VALLEY	18.25	
40144	08/15/11					41453	REV VEH PTS/FLT	179.54	
						41454	RPR & MAINT/FAC	233.31	
						41455	REV VEH PTS/FLT	43.84	
						41456	PTS & SUPP/FLT	25.21	
40145	08/15/11					41524	OUT RPR-EQUIP	387.72	
40146	08/15/11					41525	PRO SERVICE	1,230.00	
40147	08/15/11					41457	TEMP/FIN W/E 8/5	2,270.00	
40148	08/15/11					41400	MAINT 4/1/12-3/31/15	66,799.00	
40149	08/15/11					41458	JUNE 11 OUT RPR/PC	1,700.02	
						41526	JULY 11 OUT RPR/PT	733.49	
40150	08/15/11					41527	OUT RPR REV VEH/PT	125.68	
40151	08/15/11					41399	CLEAN SUPP/FAC	1,908.78	
40152	08/15/11					41528	REV VEH PTS/FLT	168.72	
40153	08/15/11					41477	FUEL/LUBE REV VEH-PC	510.33	
40154	08/15/11					41450	6/26-7/25 TELECOM.	9,633.15	
						41451	7/1-7/15 FUEL/FLT	2,025.05	
40155	08/15/11					41464	6/28-7/27 115 DUBOIS	14.44	
						41465	6/28-7/29 1122 RIVER	1,625.92	
						41466	6/28-7/28 GOLF CLUB	6,931.36	
						41467	6/28-7/28 1200 RIVER	1,129.07	
						41468	6/28-7/28 VERNON	5,954.98	
						41469	6/28-7/28 1122 RIVER	26.98	
						41470	6/28-7/28 1217 RIVER	51.61	
						41530	7/2-8/1 PACIFIC	2,800.46	
40156	08/15/11					41546	AUG 11/1122 RIVER	1,153.00	
40157	08/15/11					41545	JULY 11 DENTAL	38,230.50	
						41532	OUT REV VEH RPR/PT	1,125.00	

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40158	08/15/11	001098	2,322.11	ROBERT HALF MANAGEMENT RESOURCE	0	41533	TEMP/FIN W/E 7/29/11	1,142.19	
40159	08/15/11	135	474.24	SANTA CRUZ AUTO PARTS, INC.	7	41534	TEMP/FIN W/E 7/22/11	1,179.92	
40160	08/15/11	002917	24,161.93	SANTA CRUZ METRO TRANSIT DIST	0	41388	REV VEH PTS	171.46	
40161	08/15/11	002267	2,500.00	SHAW / YODER / ANTIWIH, INC.	7	41434	REV VEH PTS/FL	83.61	
40162	08/15/11	002980	400.00	SIMPLY YOUR BEST	0	41535	REV VEH PTS/FLT	219.17	
40163	08/15/11	104	37.94	STATE STEEL COMPANY	7	41536	W/C RESERVE	24,161.93	
40164	08/15/11	001165	150.00	THANH N. VU MD	7	41478	EMPLOYEE TRAINING	400.00	
40165	08/15/11	001800	1,892.97	THERMO KING OF SALINAS, INC	7	41538	EMPLOYEE EXAM	75.00	
40166	08/15/11	002954	2,776.76	TIRE DISTRIBUTION SYSTEMS	7	41539	EMPLOYEE EXAM	75.00	
40167	08/15/11	057	4,296.41	U.S. BANK	7	41479	REV VEH PTS	1,892.97	
40168	08/15/11	007	35.21	UNITED PARCEL SERVICE	7	41424	TIRES & TUBES/FLT	2,776.76	
40169	08/15/11	946	10.96	UNITED SITE SERVICES	7	41548	4246044555645971	1,849.17	
40170	08/15/11	221	650.64	VEHICLE MAINTENANCE PROGRAM	7	41549	4246040013714961	28.00	
40171	08/15/11	002028	69.90	WESTCOAST LEGAL SERVICE	7	41550	4246040017225980	2,167.23	
40172	08/22/11	001264	31,815.27	ANDREWS INTERNATIONAL INC	7	41551	4246044555645971	252.01	
40173	08/22/11	497B	597.00	APT	7	41482	FRT OUT/FLT	35.21	
40174	08/22/11	E253	49.00	ARELLANO, MARIO	7	41541	FENCE RENTAL	10.96	
40175	08/22/11	001	485.06	AT&T	7	41435	REV VEH PTS/FLT	190.56	
40176	08/22/11	001844	5,546.71	BRINKS INCORPORATED	7	41542	REV VEH PTS/FLT	460.08	
40177	08/22/11	002189	3,791.40	BUS & EQUIPMENT	7	41544	RECORDS FEE	69.90	
40178	08/22/11	T215	57.00	CAROL CHRISTENSEN	7	41567	6/27-7/31 SECURITY	31,815.27	
40179	08/22/11	001911	25.00	CITY OF SANTA CRUZ	7	41568	AD/DISADV. BUSINESS	597.00	
40180	08/22/11	130	1,202.81	CITY OF WATSONVILLE UTILITIES	7	41483	CDL & VTT REIMBURSE	49.00	
						41569	REPEATER/OPS	305.35	
						41570	OPS PHONE	94.88	
						41571	REPEATER/OPS	84.83	
						41484	JULY 1200B SERVICE	5,546.71	
						41485	REV VEH PTS/PT	359.43	
						41486	REV VEH PTS/PT	251.14	
						41487	REV VEH PTS/PT	587.69	
						41488	REV VEH PTS/PT	123.04	
						41489	REV VEH PTS/PT	469.01	
						41490	REV VEH PTS/PT	127.13	
						41491	REV VEH PTS/PT	587.69	
						41572	REV VEH PTS	354.91	
						41573	REV VEH PTS	147.92	
						41574	REV VEH PTS	108.95	
						41575	REV VEH PTS	156.59	
						41576	REV VEH PTS	517.90	
						41492	REFUND COUPONS/PT	57.00	
						41577	FIRE ALARM REG/1200B	25.00	
						41509	7/1-8/1 WTC	44.89	
						41510	6/23-7/26 WTC	21.81	
						41511	CONTAINER/WTC	841.60	

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40181	08/22/11	3,001.08	909	CLASSIC GRAPHICS	6/23-7/26	WTC	41512	6/23-7/26 WTC	258.05	
40182	08/22/11	18,080.80	001124	CLEAN ENERGY	6/23-7/26	WTC	41513	6/23-7/26 WTC	36.46	
40183	08/22/11	3.15	002063	COSTCO	LNG	7/26/11	41443	OUT RPR #2214	3,001.08	
40184	08/22/11	15.00	001004	COUNTY OF SANTA CRUZ	LNG	7/26/11	41514	LNG 7/26/11	7,886.27	
40184	08/22/11	-15.00	001004	COUNTY OF SANTA CRUZ	LNG	7/29/11	41515	LNG 7/29/11	10,194.53	
40185	08/22/11	5,625.89	504	CUMMINS WEST, INC.	PHOTO PROCESSING		41579	PHOTO PROCESSING	3.15	
					WITNESS FEE/GUIZAR		41495	WITNESS FEE/GUIZAR	15.00	VOIDED
					WITNESS FEE/GUIZAR		41495	WITNESS FEE/GUIZAR	-15.00	**VOID
							41493	OUT RPR #2803	108.84	
							41494	OUT RPR #2804	718.41	
							41516	OUT RPR #2802	4,132.22	
							41517	OUT RPR #2812	30.21	
							41518	OUT RPR #2807	30.21	
							41553	OUT RPR #2802	606.00	
40186	08/22/11	183.60	001501	D & G SANITATION	PORTAPOTTY/MMF		41580	PORTAPOTTY/MMF	183.60	
40187	08/22/11	1,799.98	E536	DEAN RICHTER	REIMBURSE MED EQUIP		41620	REIMBURSE MED EQUIP	1,799.98	
40188	08/22/11	5,871.48	480	DIESEL MARINE ELECTRIC, INC.	REV VEH PTS/FLT		41444	REV VEH PTS/FLT	5,871.48	
40189	08/22/11	1,595.77	001329	DOC AUTO LLC	OUT RPR REV VEH/PT		41496	OUT RPR REV VEH/PT	71.57	
					OUT RPR REV VEH/PT		41497	OUT RPR REV VEH/PT	90.25	
					OUT RPR REV VEH /PT		41498	OUT RPR REV VEH /PT	76.57	
					OUT RPR REV VEH/PT		41499	OUT RPR REV VEH/PT	97.64	
					OUT RPR REV VEH/PT		41500	OUT RPR REV VEH/PT	363.99	
					OUT RPR REV VEH/PT		41501	OUT RPR REV VEH/PT	71.57	
					OUT RPR REV VEH/PT		41502	OUT RPR REV VEH/PT	295.84	
					OUT RPR REV VEH/PT		41503	OUT RPR REV VEH/PT	208.12	
					OUT RPR REV VEH/PT		41504	OUT RPR REV VEH/PT	71.57	
					OUT RPR/REV VEH		41581	OUT RPR/REV VEH	77.07	
					OUT RPR/REV VEH		41582	OUT RPR/REV VEH	171.58	
40190	08/22/11	169.00	002388	DOGHERRA'S	OUT RPR/REV VEH-PT		41583	OUT RPR/REV VEH-PT	63.00	
					OUT RPR/REV VEH-PT		41584	OUT RPR/REV VEH-PT	106.00	
40191	08/22/11	237.30	001172	FERGUSON ENTERPRISES INC.	RPRS & MAINT/FAC		41449	RPRS & MAINT/FAC	237.30	
40192	08/22/11	60.00	002295	FIRST ALARM	JUN 11 DISPATCH/PT		41586	JUN 11 DISPATCH/PT	60.00	
40193	08/22/11	212.00	002913	GARDA	AUG ARM CAR SERV		41505	AUG ARM CAR SERV	212.00	
40194	08/22/11	446.00	282	GRAINGER	REV VEH PTS/FLT		41506	REV VEH PTS/FLT	60.55	
					REV VEH PTS/FLT		41507	REV VEH PTS/FLT	385.45	
40195	08/22/11	659.25	001097	GREENWASTE RECOVERY, INC.	JUNE/GARB PT		41508	JUNE/GARB PT	219.75	
					JULY GARB/PT		41587	JULY GARB/PT	439.50	
40196	08/22/11	127.40	510A	HASLER, INC.	9/1-9/30 RENT/ADM		41554	9/1-9/30 RENT/ADM	83.12	
					9/1-9/30 RENT/PT		41589	9/1-9/30 RENT/PT	44.28	
40197	08/22/11	1,350.00	002975	JOE'S UPHOLSTRY	OUT RPR #1113/PT		41590	OUT RPR #1113/PT	450.00	
					OUT RPR #1105/PT		41591	OUT RPR #1105/PT	450.00	
					TAX REPT ONE YR		41592	OUT RPR #1104/PT	450.00	
40198	08/22/11	38.00	001402	KIPLINGER TAX LETTER	TAX REPT ONE YR		41404	TAX REPT ONE YR	38.00	
40199	08/22/11	80.02	040	LENZ ARTS, INC.	OFFICE SUPPLIES		41593	OFFICE SUPPLIES	80.02	
40200	08/22/11	50.00	880	LEXISNEXIS	JULY 11 ACCESS CHG		41459	JULY 11 ACCESS CHG	50.00	
40201	08/22/11	1,240.00	002976	LONGNECKER, LLOYD	TEMP/FIN W/E 8/15		41594	TEMP/FIN W/E 8/15	1,240.00	

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40202	08/22/11	500.00 801		LOUIS AND ASSOCIATES, INC.		41595	ROOF RPR/VERNON	500.00	
40203	08/22/11	37,302.90 764		MERCURY METALS		41596	VAN MODIFICATIONS PT	37,302.90	
40204	08/22/11	725.31 041		MISSION UNIFORM		41460	UNIF & LAUND/FLT	163.98	
						41461	UNIF & LAUND/FLT	59.25	
						41597	UNIF & LAUNDRY	33.41	
						41598	UNIF & LAUNDRY	33.41	
						41599	UNIF & LAUNDRY	109.25	
						41600	UNIF & LAUNDRY	16.82	
						41601	UNIF & LAUNDRY	33.41	
						41602	UNIF & LAUNDRY	163.98	
						41603	UNIF & LAUNDRY	52.55	
						41604	UNIF & LAUNDRY	59.25	
40205	08/22/11	1,222.72 887		NEOPOST, INC		41606	7/1/11-6/30/12 PT	319.95	
						41607	RATE CHG PROTECT/ADM	243.52	
						41608	7/1/11-6/30/12 ADM	659.25	
40206	08/22/11	4,784.75 001063		NEW FLYER INDUSTRIES LIMITED		41529	REV VEH PTS/FLT	30.90	
						41609	REV VEH PTS	2,081.68	
						41610	REV VEH PTS	2,672.17	
40207	08/22/11	1,386.19 002721		NEXTEL COMMUNICATIONS/SPRINT		41611	7/4-8/3 PT	1,386.19	
40208	08/22/11	79.71 004		NORTH BAY FORD LINC-MERCURY		41462	REV VEH PTS/FLT	8.49	
40209	08/22/11	17,080.97 001176		NORTHSTAR, INC.		41612	OUT RPR/REV VEH PT	71.22	
						41463	JULY 11 MAINT	14,842.00	
						41613	OUT RPR EQUIP	1,536.46	
						41614	OUT RPR EQUIP	702.51	
40210	08/22/11	12,829.75 002952		FLYERS ENERGY LLC	7	41555	PROPANE/FLT	23.26	
						41615	FLT FUEL 7/15-7/31	2,606.69	
40211	08/22/11	3,908.71 009		PACIFIC GAS & ELECTRIC		41616	7/16-7/31 FUEL/PT	10,199.80	
						41623	6/11-7/12 RES PARK	1,122.69	
						41624	6/25-8/5 SVTC	2,772.65	
						41625	7/8-8/5 SVTC	13.37	
40212	08/22/11	169.86 872		PACIFIC MATERIAL HANDLING SOL.		41617	REV VEH PTS	169.86	
40213	08/22/11	241.00 481		PIED PIPER EXTERMINATORS, INC.		41618	AUG PEST CTRL	241.00	
40214	08/22/11	1,680.92 187		POLAR RADIATOR SERVICE INC		41471	OUT RPR #9823	1,469.39	
						41619	REV VEH PTS	211.53	
40215	08/22/11	41.82 107A		PROBUILD		41531	REV VEH PTS/FLT	41.82	
40216	08/22/11	97.52 061		REGISTER PAJARONIAN		41605	PUB NOT RTE CHG E/S	97.52	
40217	08/22/11	1,190.21 001098		ROBERT HALF MANAGEMENT RESOURCE	0	41588	TEMP/FIN W/E 8/5/11	1,190.21	
40218	08/22/11	26,382.20 966		S.C. FUELS		41474	DIESEL 7/30/11	26,382.20	
40219	08/22/11	2,172.44 001379		SAFETY-KLEEN		41556	HAZ WASTE DISP	2,172.44	
40220	08/22/11	4,367.49 018		SALINAS VALLEY FORD SALES		41621	REV VEH PTS	2,691.00	
						41622	REV VEH PTS	1,676.49	
40221	08/22/11	517.29 135		SANTA CRUZ AUTO PARTS, INC.		41472	REV VEH PTS	13.58	
						41473	REV VEH PTS	13.58	
						41626	REV VEH PTS/PT	210.08	
						41627	CREDIT/#63913	-39.78	
						41628	CREDIT/#63997	-26.52	

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40222	08/22/11	493.50 079		SANTA CRUZ MUNICIPAL UTILITIES		41629	OUT RPR/REV VEH-PT	9.77	
40223	08/22/11	7,208.42 977		SANTA CRUZ TRANSPORTATION, LLC	7	41630	OUT RPR/REV VEH-PT	7.16	
40224	08/22/11	2,648.21 681		SCOTTS BODY SHOP	7	41631	OUT RPR/REV VEH-PT	7.23	
40225	08/22/11	2,500.00 002267		SHAW / YODER / ANTIWIH, INC.		41632	OUT RPR/REV VEH-PT	52.86	
40226	08/22/11	750.00 002924		SIEMENS INDUSTRY, INC.		41633	OUT RPR/REV VEH-PT	68.09	
40227	08/22/11	13.92 115		SNAP-ON INDUSTRIAL		41634	REV VEH PTS	92.79	
40228	08/22/11	3,061.39 001232		SPECIALIZED AUTO AND		41635	REV VEH PTS	108.45	
						41636	5/19-7/18 RES PARK	493.50	
						41557	JUL 11 PT SVC	7,208.42	
						41475	OUT RPR #504	2,648.21	
						41558	AUG 11 LEG SVCS	2,500.00	
						41637	FIRE PANEL/OPS	750.00	
						41561	TAX MISSED	13.92	
						41638	OUT RPR/REV VEH-PT	137.59	
						41639	OUT RPR/REV VEH-PT	137.59	
						41640	OUT RPR/REV VEH-PT	453.59	
						41641	OUT RPR/REV VEH-PT	163.02	
						41642	OUT RPR/REV VEH-PT	136.01	
						41643	OUT RPR/REV VEH-PT	1,297.45	
						41644	OUT RPR/REV VEH-PT	137.59	
						41645	OUT RPR/REV VEH-PT	163.02	
						41646	OUT RPR/REV VEH-PT	163.02	
						41647	OUT RPR/REV VEH-PT	135.65	
						41648	OUT RPR/REV VEH-PT	136.86	
40229	08/22/11	338.90 002245		STAPLES ADVANTAGE		41559	OFFICE SUPPLIES	34.68	
40230	08/22/11	442.55 002675		THOMSON REUTERS BARCLAYS		41560	OFFICE SUPPLIES	119.36	
40231	08/22/11	1,917.36 002954		TIRE DISTRIBUTION SYSTEMS	7	41543	SUBSCRIPTION CHG	323.19	
						41480	TIRES & TUBES	196.08	
						41481	TIRES & TUBES	174.30	
						41562	TIRES & TUBES	414.16	
						41563	TIRES & TUBES	348.53	
						41564	TIRES & TUBES	784.29	
40232	08/22/11	42.10 007		UNITED PARCEL SERVICE		41565	FREIGHT OUT	42.10	
40233	08/22/11	5,457.68 001083		WATSONVILLE TRANSPORTATION, INC		41566	JUL 11 PT SVCS	5,457.68	
40234	08/22/11	27.28 147		ZEE MEDICAL SERVICE CO.		41649	SAFETY SUPPLIES	27.28	
40235	08/29/11	101.29 001193		AA GLASS SHOP	7	41650	OUT RPR BLDG & IMP	101.29	
40236	08/29/11	903.77 020		ADT SECURITY SERVICES INC.		41696	SEPT ALARMS	107.57	
						41697	SEPT ALARMS	93.24	
						41698	SEPT ALARMS	51.94	
						41699	SEPT ALARMS	72.68	
						41700	SEPT ALARMS	47.53	
						41701	SEPT ALARMS	71.74	
40237	08/29/11	1,100.00 002928		ANDRES LANDSCAPING	7	41702	9/1-11/30 1200B RVR	459.07	
40238	08/29/11	33,000.00 497B		APTA		41651	SVCE/PARKRIDE	1,100.00	
						41652	DUES 7/1/11-6/30/12	33,000.00	

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40239	08/29/11	67.55 M033	BAILEY, NEIL	0	41751	SEPT 11 RET SUPP	67.55		
40240	08/29/11	41.67 E642	BEATTY, TOVE		41703	EMPLOYEE TRAVEL	41.67		
40241	08/29/11	529,201.10 502	CA PUBLIC EMPLOYEES'		41738	SEPT 11 MEDICAL	529,201.10		
40242	08/29/11	67.55 M022	CAPELLA, KATHLEEN	0	41763	SEPT 11 RET SUPP	67.55		
40243	08/29/11	999.54 001324	CAPITALEDEGE ADVOCACY, LLC		41739	EXEC EXP 2/11-6/11	999.54		
40244	08/29/11	85.39 E312	CHENG, FRANK		41693	5/26-6/25 VERIZON	85.39		
40245	08/29/11	6,187.53 909	CLASSIC GRAPHICS		41578	OUT RPR #9823	6,187.53		
40246	08/29/11	29,090.91 001124	CLEAN ENERGY		41679	LNG 8/1/11	8,662.87		
					41705	LNG 8/4/11	10,096.37		
					41740	LNG 8/7/11	10,331.67		
40247	08/29/11	632.47 001000	DAIMLER BUSES N. AMERICA INC.		41653	REV VEH PTS	48.83		
					41680	REV VEH PTS	632.47		
					41681	CREDIT MEMO	-48.83		
40248	08/29/11	33.78 M039	DAVILA, ANA MARIA	0	41752	SEPT 11 RET SUPP	33.78		
40249	08/29/11	329.00 861	EMPLOYER RESOURCE INSTITUTE		41704	CAL/OSHA COMPLIANCE	329.00		
40250	08/29/11	527.50 001317	EUROTECH, INC.		41682	WIFI 6/16 - 11/16/11	527.50		
40251	08/29/11	42.00 001492	EVERGREEN OIL INC.		41585	CREDIT MEMO	-175.00		
40252	08/29/11	1,303.12 002962	FIS		41706	HAZ WASTE DISP	217.00		
					41654	JUN 11 MERCHANT FEE	650.70		
					41655	JUL 11 MERCHANT FEE	652.42		
40253	08/29/11	33.78 M040	GARBEZ, LINDA	0	41753	SEPT 11 RET SUPP	33.78		
40254	08/29/11	33.78 M100	GARCIA, HELEN	0	41754	SEPT 11 RET SUPP	33.78		
40255	08/29/11	842.85 117	GILLIG LLC		41656	REV VEH PTS	842.85		
40256	08/29/11	67.55 M041	GOUVEIA, ROBERT	0	41755	SEPT 11 RET SUPP	67.55		
40257	08/29/11	268.70 282	GRAINGER		41657	CLEANING SUPPLIES	268.70		
40258	08/29/11	87.87 M081	HALL, JAMES	0	41756	SEPT 11 RET SUPP	87.87		
40259	08/29/11	187.21 166	HOSE SHOP, THE		41707	REV VEH PTS	174.97		
					41708	REV VEH PTS	12.24		
40260	08/29/11	265.82 215	IKON OFFICE SOLUTIONS		41658	7/26-8/25 METRO	265.82		
40261	08/29/11	3,470.85 002117	IULIANO	7	41692	115 DUBOIS RENT	3,470.85		
40262	08/29/11	2,905.16 110	JESSICA GROCERY STORE, INC.		41689	CUSTODIAL SERVICES	2,905.16		
40263	08/29/11	229.03 M061	KAMEDA, TERRY	0	41764	SEPT 11 RET SUPP	229.03		
40264	08/29/11	1,168.11 001233	KIMBALL MIDWEST		41709	REV VEH PTS	1,168.11		
40265	08/29/11	1,710.38 001119	MACERICH PARTNERSHIP LP	7	41690	CAPTIOLA MALL RENT	1,710.38		
40266	08/29/11	731.14 001145	MANAGED HEALTH NETWORK		41741	SEPT 11 MHN	731.14		
40267	08/29/11	2,144.89 001052	MID VALLEY SUPPLY		41710	CLEANING SUPP	774.58		
					41711	CLEANING SUPP	616.15		
40268	08/29/11	408.13 041	MISSION UNIFORM		41712	CLEANING SUPP	754.16		
					41713	UNIF & LAUNDRY	29.19		
					41714	UNIF & LAUNDRY	163.98		
					41715	UNIF & LAUNDRY	59.25		
					41716	UNIF & LAUNDRY	15.71		
					41717	UNIF & LAUNDRY	140.00		
40269	08/29/11	5,875.01 002951	MOORE & ASSOCIATES, INC.		41659	WATS TRANSIT PLAN ST	5,875.01		
40270	08/29/11	1,951.88 001063	NEW FLYER INDUSTRIES LIMITED		41660	REV VEH PTS	398.16		
					41683	OUT RPR/REV VEH PT	1,553.72		

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40271	08/29/11	33.78 M050		O'MARA, KATHLEEN	0	41757	SEPT 11 RET SUPP	33.78	
40272	08/29/11	2,832.08 002952		FLYERS ENERGY LLC	7	41742	FUEL/FLT 8/1-8/15	2,832.08	
40273	08/29/11	1,063.25 872		PACIFIC MATERIAL HANDLING SOL.		41684	FORKLIFT RPR	678.77	
						41685	FORKLIFT RPR	384.48	
40274	08/29/11	410.44 043		PALACE ART & OFFICE SUPPLY		41661	OFFICE SUPPLIES	199.29	
						41718	OFFICE SUPP	94.36	
						41743	OFFICE SUPPLIES	116.79	
40275	08/29/11	252.22 M057		PARHAM, WALLACE	0	41765	SEPT 11 RET SUPP	252.22	
40276	08/29/11	33.78 M109		PEREZ, CHERYL		41758	SEPT 11 RET SUPP	33.78	
40277	08/29/11	177.45 M064		PETERS, TERRIE	0	41766	SEPT 11 RET SUPP	177.45	
40278	08/29/11	333.00 481		PIED PIPER EXTERMINATORS, INC.		41662	JULY PEST/CAFE LENA	48.50	
						41663	JULY PEST/CHINA EXP	53.00	
						41664	JULY PEST/METRO MKT	48.50	
						41665	JUL PEST/TRANSIT ADM	183.00	
40279	08/29/11	252.22 M058		POTEETE, BEVERLY	0	41767	SEPT 11 RET SUPP	252.22	
40280	08/29/11	380.00 001149		PREFERRED PLUMBING, INC.		41719	SVCE/WTC-TAQ	380.00	
40281	08/29/11	1,190.21 001098		ROBERT HALF MANAGEMENT RESOURCE	0	41687	TEMP/FIN W/E 8/12 RL	1,190.21	
40282	08/29/11	67.55 M085		ROSSI, DENISE		41759	SEPT 11 RET SUPP	67.55	
40283	08/29/11	33.78 M030		ROWE, RUBY		41760	SEPT 11 RET SUPP	33.78	
40284	08/29/11	1,336.00 002981		SALGADO, RAUDEL RUBIO		41688	TEMP C.S 7/21-8/03	1,336.00	
40285	08/29/11	61.56 135		SANTA CRUZ AUTO PARTS, INC.		41666	REV VEH PTS	7.51	
						41686	REV VEH PTS	54.05	
40286	08/29/11	21.49 848		SANTA CRUZ ELECTRONICS, INC.		41667	OUT RPR-EQUIP	21.49	
40287	08/29/11	18,403.35 002917		SANTA CRUZ METRO TRANSIT DIST		41770	W/C RESERVE	18,403.35	
40288	08/29/11	8,478.40 079		SANTA CRUZ MUNICIPAL UTILITIES		41724	7/13-8/12 1200B RVR	856.32	
						41725	7/13-8/12 MMF	1,315.42	
						41726	BUS STOP BINS	502.56	
						41727	7/13-8/12 MMF	436.55	
						41728	7/13-8/12 1200A RVR	2,635.46	
						41729	7/13-8/12 VERNON	447.18	
						41730	7/13-8/12 PACIFIC	92.63	
						41731	7/13-8/12 PACIFIC	2,143.75	
						41732	7/13-8/12 VERNON	48.53	
40289	08/29/11	575.14 149		SANTA CRUZ SENTINEL	0	41668	LNG TANK	187.74	
						41669	JANITOR SVC/METRO CT	202.64	
						41670	BIRD ABATEMENT	184.76	
40290	08/29/11	160.87 M010		SHORT, SLOAN	0	41768	SEPT 11 RET SUPP	160.87	
40291	08/29/11	12,461.74 001075		SOQUEL III ASSOCIATES	7	41691	RESEARCH PARK RENT	12,461.74	
40292	08/29/11	75.00 001165		THANH N. VU MD	7	41674	EMPLOYEE EXAM	75.00	
40293	08/29/11	2,296.66 002954		TIRE DISTRIBUTION SYSTEMS	7	41671	TIRES & TUBES	96.96	
						41672	TIRES & TUBES	1,851.17	
						41673	TIRES & TUBES	348.53	
40294	08/29/11	33.78 M086		TOLINE, DONALD	0	41761	SEPT 11 RET SUPP	33.78	
40295	08/29/11	750.00 582		TOYOTA OF SANTA CRUZ		41733	OUT RPR #203	750.00	
40296	08/29/11	28.59 007		UNITED PARCEL SERVICE		41675	FREIGHT OUT	28.59	
40297	08/29/11	2,214.11 002829		VALLEY POWER SYSTEMS, INC.		41734	REV VEH PTS	2,214.11	

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40298	08/29/11	90.02	VERIZON WIRELESS	0	41735	PC CARDS-ADM	90.02	
40299	08/29/11	229.03	VONWAL, YVETTE	0	41769	SEPT 11 RET SUPP	229.03	
40300	08/29/11	1,000.00	WASHINGTON LETTER ON TRANSPORT		41677	RENEW 10/11 - 9/12	1,000.00	
40301	08/29/11	230.00	WILSON, GEORGE H., INC.		41676	SVCE/PACIFIC	230.00	
40302	08/29/11	1,401.17	WYANT, JUDI	Y	41678	CLAIM #11-0017	1,401.17	
40303	08/29/11	33.78	YAGI, RANDY	0	41762	SEPT 11 RET SUPP	33.78	
TOTAL		1,411,060.78	ACCOUNTS PAYABLE			TOTAL CHECKS	1,411,060.78	

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40304	09/05/11	2,943.42 002876	AA AUTO COLLISION CENTER		41831	OUT RPR/NON REV #203	2,943.42		
40305	09/05/11	4,160.42 001D	AT&T		41833	7/19-8/18 PHONES	4,160.42		
40306	09/05/11	1,378.04 001287	BLUE SHIELD OF CALIFORNIA		41852	ACCESS+HMO TWO PRTY	1,378.04		
40307	09/05/11	1,222.50 001365	BORTNICK, ROBERT S. & ASSOC.	7	41819	PROF SERVICES	1,222.50		
40308	09/05/11	530,291.67 502	CA PUBLIC EMPLOYEES'		41834	OCT 11 MEDICAL	530,291.67		
40309	09/05/11	5,000.00 001324	CAPITALEGE ADVOCACY, LLC		41814	SEPT 11 FED LEG SVCS	5,000.00		
40310	09/05/11	49.00 E260	CARTER, RHONDA		41815	DMV FEES	49.00		
40311	09/05/11	28,458.74 001124	CLEAN ENERGY		41835	LNG 8/10/11	9,657.22		
					41836	LNG 8/13/11	10,385.89		
					41837	LNG 8/16/11	8,415.63		
40312	09/05/11	150.67 001762	COMMUNITY BRIDGES		41816	LA MANZANA/WTS	150.67		
40313	09/05/11	15.00 001004	COUNTY OF SANTA CRUZ		41870	RECORD FEE	15.00		
40314	09/05/11	3,610.41 504	CUMMINS WEST, INC.		41838	OUT RPR #2805	600.00		
					41839	REV VEH PTS	3.62		
40315	09/05/11	8,936.00 432	EXPRESS EMPLOYMENT PROS		41840	REV VEH PTS	3,006.79		
					41841	FAC TEMP W/E 8/7/11	1,856.00		
					41842	FAC TEMP W/E 8/7/11	1,800.00		
					41843	FAC TEMP W/E 8/14/11	1,800.00		
					41844	FAC TEMP W/E 8/14/11	1,624.00		
					41845	FAC TEMP W/E 8/21/11	1,856.00		
40316	09/05/11	1,400.00 490	FAST RESPONSE ON-SITE		41846	RESPIRATOR TEST	1,400.00		
40317	09/05/11	27.02 E322	HICKEY, MARK		41853	2% COBRA AUG 11	27.02		
40318	09/05/11	132.39 166	HOSE SHOP, THE		41847	RPR & MAINT	66.03		
					41848	REV VEH PTS	66.36		
40319	09/05/11	584.72 001209	IKON FINANCIAL SERVICES		41854	8/18-9/17/11	584.72		
40320	09/05/11	251.03 001233	KIMBALL MIDWEST		41849	PARTS & SUPPLIES	251.03		
40321	09/05/11	8.14 039	KINKO'S INC.		41817	BUS STOP LABELS	8.14		
40322	09/05/11	401.41 E635	KINSLow, DEBBIE		41851	CALTIP PLAN MEETING	401.41		
40323	09/05/11	1,552.00 852	LAW OFFICES OF MARIE F. SANG	7	41818	WORK COMP FEES	1,552.00		
40324	09/05/11	2,010.00 002912	LINDSKOG, P.E., ROBERT	7	41820	CL #CV 170254	2,010.00		
40325	09/05/11	1,040.00 002976	LONGNECKER, LLOYD	7	41828	TEMP/FIN W/E 8/26	1,040.00		
40326	09/05/11	196.08 001052	MID VALLEY SUPPLY		41855	CLEANING SUPPLIES	196.08		
40327	09/05/11	1,526.57 001063	NEW FLYER INDUSTRIES LIMITED		41859	REV VEH PTS	578.30		
					41860	REV VEH PTS	948.27		
40328	09/05/11	500.00 950	PARADISE LANDSCAPE INC	0	41865	CYPRESS TREE SVCE	500.00		
40329	09/05/11	37,241.24 002939	PREFERRED BENEFIT		41866	SEPT 11 DENTAL	37,241.24		
40330	09/05/11	321.85 107A	PROBUILD		41720	REV VEH PTS	27.29		
					41721	REV VEH PTS	224.31		
					41744	PARTS & SUPPLIES	70.25		
40331	09/05/11	1,354.85 001098	ROBERT HALF MANAGEMENT RESOURCE		41829	TEMP/FIN W/E 8/19 RL	1,354.85		
40332	09/05/11	640.00 002981	SALGADO, RAUDEL RUBIO		41869	8/18-8/26/11 TEMP CS	640.00		
40333	09/05/11	151.64 135	SANTA CRUZ AUTO PARTS, INC.		41722	REV VEH PTS	53.46		
					41723	REV VEH PTS	67.66		
					41746	REV VEH PTS	30.52		
40334	09/05/11	53.73 848	SANTA CRUZ ELECTRONICS, INC.		41821	ELEC EQUIP	53.73		
40335	09/05/11	483.50 001075	SOQUEL III ASSOCIATES	7	41822	SEP 11 RENT INCREASE	483.50		

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40336	09/05/11	001232	790.01	SPECIALIZED AUTO AND		41823	OUT RPR/REV VEH	93.26	
40337	09/05/11	001165	225.00	THANH N. VU MD	7	41824	OUT RPR/REV VEH	696.75	
40338	09/05/11	10.96 946	10.96	UNITED SITE SERVICES		41745	EMPLOYEE EXAM	75.00	
40339	09/05/11	002873	2,000.00	USPS-HASLER		41825	EMPLOYEE EXAM	75.00	
40340	09/05/11	002829	1,112.52	VALLEY POWER SYSTEMS, INC.		41826	EMPLOYEE EXAM	75.00	
						41874	8/17-9/13 FENCE RENT	10.96	
						41830	POSTAGE/ADM	2,000.00	
						41747	REV VEH PTS	73.23	
						41748	REV VEH PTS	589.76	
						41749	REV VEH PTS	375.34	
						41875	REV VEH PTS	8.79	
						41876	REV VEH PTS	65.40	
						41878	MT BIEWLASKI	54.43	
40341	09/05/11	434B	54.43	VERIZON CALIFORNIA		41877	SEP 11 VSP	10,642.50	
40342	09/05/11	001043	10,642.50	VISION SERVICE PLAN		41827	CV 170254	413.26	
40343	09/05/11	002028	413.26	WESTCOAST LEGAL SERVICE	7	41736	QUART HVAC/PACIFIC	200.00	
40344	09/05/11	186	450.00	WILSON, GEORGE H., INC.		41737	QUART HVAC/WTC	250.00	
40345	09/05/11	147	57.42	ZEE MEDICAL SERVICE CO.		41750	SAFETY SUPPLIES	57.42	
40346	09/12/11	001088	345.00	ADVANCED MECHANICAL SERVICES	7	41796	BLOWBACK TEST	345.00	
40347	09/12/11	B030	50.00	ALEJO, MARGARITA	7	41880	BOD MEET 8/26/11	50.00	
40348	09/12/11	002861	249.73	AMERICAN MESSAGING SVCS, LLC		41879	SEPT 11 PAGERS	249.73	
40349	09/12/11	001264	26,494.27	ANDREWS INTERNATIONAL INC		41946	SEC SVC 8/1/-8/28/11	26,494.27	
40350	09/12/11	002977	2,928.06	ARRANGEDACOMFORT	7	41945	OFFICE EQUIP	2,928.06	
40351	09/12/11	001348	16,833.34	ATHENS INSURANCE SERVICE, INC.		41941	JUL 11 WORK COMP FEE	8,416.67	
						41942	AUG 11 WORK COMP FEE	8,416.67	
40352	09/12/11	174	84,775.23	BARNEY & BARNEY LLC		41937	PROP 9/1/11-9/1/12	51,036.00	
						41938	PROP 9/1/11-9/1/12	28,384.00	
40353	09/12/11	R609	1,389.57	BLAKEMORE, EVELYN		41939	PROP 9/1/11-9/1/12	5,940.00	
40354	09/12/11	001356	3,043.61	BRENCO OPERATING-TEXAS, LP	7	41940	PROP 7/1/11-9/1/11	-584.77	
40355	09/12/11	B028	50.00	BRYANT, HILARY	7	41881	REV VEH PTS	50.00	
40356	09/12/11	002189	333.16	BUS & EQUIPMENT		41771	BOD MEET 8/26/11	43.87	
						41772	REV VEH PTS - PT	289.29	
40357	09/12/11	B018	50.00	BUSTICHI, DENE	7	41882	BOD MEET 8/26/11	50.00	
40358	09/12/11	001124	18,211.64	CLEAN ENERGY		41890	REV VEH PTS - PT	50.00	
						41891	LNG 8/19/11	10,494.33	
40359	09/12/11	R608	10,680.69	COMMERCE WEST INSURANCE CO		41934	SC 01-11-27	7,717.31	
40360	09/12/11	001762	232.06	COMMUNITY BRIDGES		41936	MOW/WTS JUN 11	232.06	
40361	09/12/11	001329	28.05	DOC AUTO LLC		41773	OUT RPR/REV VEH - PT	28.05	
40362	09/12/11	B029	50.00	DODGE, DANIEL	7	41883	BOD MEET 8/26/11	50.00	
40363	09/12/11	432	1,732.50	EXPRESS EMPLOYMENT PROS		41892	FAC TEMP W/E 8/21/11	1,732.50	
40364	09/12/11	282	1,656.42	GRAINGER		41798	REV VEH PTS	468.66	
						41799	CLEANING SUPPLIES	365.68	
						41800	RPRS & MAINT	415.56	
						41801	RPR & MAINT	363.95	

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40365	09/12/11	B023	50.00	GRAVES, RON		41850	BSIP	42.57	
40366	09/12/11	B021	50.00	HAGEN, DONALD N.	7	41884	BOD MEET 8/26/11	50.00	
40367	09/12/11	510A	49.28	HASLER, INC.		41885	BOD MEET 8/26/11	50.00	
40368	09/12/11	166	153.78	HOSE SHOP, THE		41781	AUG 11 RENT/PT	49.28	
40369	09/12/11	215	170.54	IKON OFFICE SOLUTIONS		41802	REV VEH PTS	153.78	
40370	09/12/11	167	120.02	KEYSTON BROTHERS		41894	ADD NL CHG 7/19-8/18	170.54	
40371	09/12/11	B026	50.00	LEOPOLD, JOHN	7	41774	OUT RPR/REV VEH - PT	120.02	
40372	09/12/11	002982	120.00	MIRANDA, CHRISTIAN		41886	BOD MEET 8/26/11	50.00	
40373	09/12/11	041	275.41	MISSION UNIFORM		41929	PUB HRNG 6/2/11	120.00	
						41857	UNIF & LAUNDRY	163.98	
						41858	UNIF & LAUNDRY	59.25	
40374	09/12/11	887	338.00	NEOPOST, INC		41856	UNIF & LAUNDRY	52.18	
						41896	7/1/08-6/30/09 PT	169.00	
40375	09/12/11	001063	3,504.52	NEW FLYER INDUSTRIES LIMITED		41897	7/1/09-6/30/10 PT	169.00	
						41861	REV VEH PTS	393.69	
						41862	REV VEH PTS	633.45	
						41863	REV VEH PTS	2,196.96	
						41864	REV VEH PTS	35.68	
						41898	REV VEH PTS	148.07	
						41899	REV VEH PTS	96.67	
40376	09/12/11	002950	275.35	NEW HAVEN MOVING EQUIPMENT		41947	WCH STRAPS/REV VEH	275.35	
40377	09/12/11	002639	282.62	NEXTEL COMMUNICATIONS		41900	7/26-8/25 DIRECTCONN	282.62	
40378	09/12/11	002721	160.62	NEXTEL COMMUNICATIONS/SPRINT		41931	TVM 7/29-8/25	160.62	
40379	09/12/11	001176	14,842.00	NORTHSTAR, INC.		41909	AUG 11 MAINT	14,842.00	
40380	09/12/11	E645	1,805.00	OLANDER, JOY		41932	EDUC EXP/FIN	1,710.00	
						41933	COURSE MATERIAL	95.00	
40381	09/12/11	002952	9,806.57	OLYMPIAN	7	41928	FUELS & LUBE REV VEH	9,806.57	
40382	09/12/11	009	17,588.88	PACIFIC GAS & ELECTRIC		41775	7/13-8/10 RES PARK	1,087.81	
						41901	7/30-8/25 1122 RIVER	1,623.52	
						41902	7/28-8/25 115 DUBOIS	13.95	
						41903	7/29-8/25 VERNON	5,058.28	
						41904	7/29-8/25 1122 RIVER	44.83	
						41905	7/29-8/25 MMF	6,416.98	
						41906	7/29-8/25 1217 RIVER	50.69	
						41907	7/29-8/25 1200 RIVER	2,139.82	
						41908	1122 RIVER/SEPT 11	1,153.00	
40383	09/12/11	002809	50.00	PACIFIC PROPANE		41803	7/11-6/12 TANK RENT	50.00	
40384	09/12/11	043	356.29	PALACE ART & OFFICE SUPPLY		41808	OFFICE SUPPLIES	356.29	
40385	09/12/11	950	887.00	PARADISE LANDSCAPE INC	0	41910	AUG 11 MAINT	887.00	
40386	09/12/11	002947	1,676.00	PEDALERS EXPRESS	7	41926	JUL 11 OFFICE MAIL	838.00	
						41927	AUG 11 OFFICE MAIL	838.00	
40387	09/12/11	B024	50.00	PIRIE, ELLEN	7	41887	BOD MEET 8/26/11	50.00	
40388	09/12/11	187	1,469.39	POLAR RADIATOR SERVICE INC		41804	OUT RPR #9819	1,469.39	
40389	09/12/11	107A	290.74	PROBUILD		41805	RPRS & MAINT	8.22	
						41806	RPRS & MAINT	9.91	
						41867	RPRS & MAINT	48.21	

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40390	09/12/11					41911	BSIP	57.58	
40391	09/12/11	313.65 019	RAYNE OF SANTA CRUZ, INC.		41912	BSIP		166.82	
40392	09/12/11	396.95 001153	REPUBLIC ELEVATOR COMPANY		41913	QUART MAINT/SBF		313.65	
40393	09/12/11	1,365.14 001098	ROBERT HALF MANAGEMENT RESOURCE		41914	AUG 11 MAINT		396.95	
40394	09/12/11	50.00 B022	ROBINSON, LYNN MARIE	7	41915	TEMP/FIN W/E 8/26 RL		1,365.14	
40395	09/12/11	25,239.16 966	S.C. FUELS	0	41888	BOD MEET 8/26/11		50.00	
40396	09/12/11	513.38 001286	SAFE-CARD ID SERVICES, INC.		41868	DIESEL 8/20/11		25,239.16	
40397	09/12/11	70.09 135	SANTA CRUZ AUTO PARTS, INC.		41811	FARGO FILM/RIBBON		513.38	
40398	09/12/11	32.20 973	SANTA CRUZ DODGE		41780	OUT RPR/REV VEH PT		70.09	
40399	09/12/11	493.50 079	SANTA CRUZ MUNICIPAL UTILITIES		41782	REV VEH PTS - PT		32.20	
40400	09/12/11	6,626.55 681	SCOTT'S BODY SHOP	7	41807	GARBAGE/WATER PT		493.50	
		1,041.43 001232	SPECIALIZED AUTO AND		41917	OUT RPR #807		6,626.55	
					41783	OUT RPR/REV VEH PT		44.33	
					41784	OUT RPR/REV VEH PT		43.26	
					41785	OUT RPR/REV VEH PT		44.33	
					41786	OUT RPR/REV VEH PT		44.33	
					41787	OUT RPR/REV VEH PT		44.33	
					41788	OUT RPR/REV VEH PT		44.33	
					41789	OUT RPR/REV VEH PT		44.33	
					41790	OUT RPR/REV VEH PT		44.33	
					41791	OUT RPR/REV VEH PT		44.33	
					41792	OUT RPR/REV VEH PT		209.97	
					41793	OUT RPR/REV VEH PT		295.40	
					41794	OUT RPR/REV VEH PT		138.16	
40401	09/12/11	50.00 B017	STONE, MARK	7	41889	BOD MEET 8/26/11		50.00	
40402	09/12/11	300.00 001165	THANH N. VU MD	7	41776	EMPLOYEE EXAM		75.00	
					41777	EMPLOYEE EXAM		75.00	
					41778	EMPLOYEE EXAM		75.00	
					41930	EMPLOYEE EXAM		75.00	
40403	09/12/11	2,163.24 002954	TIRE DISTRIBUTION SYSTEMS	7	41795	TIRES & TUBES		1,015.53	
					41871	TIRES & TUBES		799.18	
					41872	TIRES & TUBES		348.53	
40404	09/12/11	58.06 007	UNITED PARCEL SERVICE		41809	FREIGHT OUT		28.86	
					41922	FRT OUT/FLT		29.20	
40405	09/12/11	78.85 002829	VALLEY POWER SYSTEMS, INC.		41923	REV VEH PTS		78.85	
40406	09/12/11	1,595.00 001353	VISION COMMUNICATIONS		41924	AUG 11 MAINT		1,595.00	
40407	09/12/11	70.00 682	WEISS, AMY L.	7	41925	BOD 8/26 INTREPRET		70.00	
40408	09/12/11	86.32 871	YARDER MANUFACTURING COMPANY		41810	REV VEH PTS		86.32	
40409	09/19/11	730.00 001016	ALLARD'S SEPTIC SERVICE	7	42024	HAZ WASTE DISP		365.00	
					42025	HAZ WASTE DISP		365.00	
40410	09/19/11	612.50 001128	ALWAYS TOWING & RECOVERY, INC		41832	TOW #2309		612.50	
40411	09/19/11	167.52 192	ALWAYS UNDER PRESSURE		41971	RPRS & MAINT		167.52	
40412	09/19/11	393.55 001G	AT&T		42057	REPEATERS/OPS		305.35	
40413	09/19/11	6,009.10 001844	BRINKS INCORPORATED		42058	OPS PHONE		88.20	
40414	09/19/11	13,000.00 616	BROWN ARMSTRONG		42026	AUG 11 1200B SERV.		6,009.10	
					41964	2011 AUDIT		13,000.00	

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40415	09/19/11	99.24 001346		99.24	CITY OF SANTA CRUZ		41973	AUG LANDFILL	99.24	
40416	09/19/11	1,148.29 130		1,148.29	CITY OF WATSONVILLE UTILITIES		41974	7/26-8/29 WTC	35.84	
							41975	8/1-9/1 WTC	44.89	
							41976	CONTAINER/WTC	841.60	
							41977	7/26-8/29 WTC	204.29	
							41978	7/26-8/29 WTC	21.67	
40417	09/19/11	1,385.40 909		1,385.40	CLASSIC GRAPHICS		41972	OUT RPR #2204	1,385.40	
40418	09/19/11	128.25 075		128.25	COAST PAPER & SUPPLY INC.		41979	CLEANING SUPP	128.25	
40419	09/19/11	354.43 002063		354.43	COSTCO		41950	OFFICE SUPPLIES	180.26	
							41965	9/9/11 BOD MTG	20.18	
							42033	OFFICE SUPP	153.99	
40420	09/19/11	22,670.36 504		22,670.36	CUMMINS WEST, INC.		41981	REV VEH PTS	3,189.90	
							41982	REV VEH PTS	386.49	
							41983	OUT RPR #2206	19,093.97	
40421	09/19/11	300.00 798		300.00	D&D COMPRESSOR, INC		41980	SERVICE/MMF	300.00	
40422	09/19/11	1,328.81 001000		1,328.81	DAIMLER BUSES N. AMERICA INC.		42027	REV VEH PTS	1,328.81	
40423	09/19/11	323.75 002953		323.75	EPICOR SOFTWARE CORP		41963	OFFICE EQUIP	323.75	
40424	09/19/11	6,137.75 001492		6,137.75	EVERGREEN OIL INC.		42028	HAZ WASTE DISP	1,863.25	
							42029	HAZ WASTE DISP	4,274.50	
40425	09/19/11	6,805.50 432		6,805.50	EXPRESS EMPLOYMENT PROS		42059	FAC TEMP W/E 9/4/11	1,856.00	
							42060	FAC TEMP W/E 8/28/11	1,754.50	
							42061	FAC TEMP W/E 9/4/11	1,395.00	
							42062	FAC TEMP W/E 8/28/11	1,800.00	
40426	09/19/11	2,226.26 447		2,226.26	FERRIS HOIST & REPAIR, INC.		41984	RPR BAY 3&4 MMF	1,698.76	
40427	09/19/11	215.00 002913		215.00	GARDA		42032	SEPT 11 ARM CAR SVCE	215.00	
40428	09/19/11	1,821.14 117		1,821.14	GILLIG LLC		41893	REV VEH PTS	1,190.85	
							42034	REV VEH PTS	630.29	
40429	09/19/11	337.96 001097		337.96	GREENWASTE RECOVERY, INC.		41989	AUG GARB/MT HERMON	89.70	
							41990	AUG GARB/SVTC	230.01	
40430	09/19/11	12,857.85 001745		12,857.85	HARTFORD LIFE AND ACCIDENT INS		41966	SEPT 11 LTD	18.25	
							41967	AUG GARB/GRN VALLEY	9,719.73	
40431	09/19/11	83.12 510A		83.12	HASLER, INC.		41992	SEPT 11 LIFE/AD&D	3,138.12	
40432	09/19/11	179.87 002984		179.87	HOWE, BRIAN, LLC		41993	METER RENT-OCT 11	83.12	
40433	09/19/11	2,905.16 110		2,905.16	JESSICA GROCERY STORE, INC.	7	41960	OUT RPR #2801	179.87	
40434	09/19/11	2,160.00 852		2,160.00	LAW OFFICES OF MARIE F. SANG	7	41895	CUSTODIAL SERVICE	2,905.16	
40435	09/19/11	50.00 880		50.00	LEXISNEXIS		41968	W/C ATTY FEES	2,160.00	
40436	09/19/11	2,481.24 001342		2,481.24	MCW ASSOCIATES, INC.		41951	AUG 11 ACCESS CHG	50.00	
40437	09/19/11	2,030.47 001052		2,030.47	MID VALLEY SUPPLY		41994	AUG 11 OUT RPR - PT	2,481.24	
40438	09/19/11	631.84 041		631.84	MISSION UNIFORM		41995	CLEANING SUPP	2,090.47	
							41996	UNIF & LAUNDRY	9.36	
							41997	UNIF & LAUNDRY	59.25	
							41998	UNIF & LAUNDRY	45.83	
							41999	UNIF & LAUNDRY	12.51	
							42000	UNIF & LAUNDRY	114.98	
								UNIF & LAUNDRY	163.98	

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40439	09/19/11	001063	7,415.49	NEW FLYER INDUSTRIES LIMITED		42001	UNIF & LAUNDRY	166.68	
						42002	UNIF & LAUNDRY	59.25	
						42035	REV VEH PTS	3,997.47	
						42036	REV VEH PTS	326.54	
						42037	REV VEH PTS	220.33	
						42038	REV VEH PTS	19.75	
						42039	REV VEH PTS	244.90	
						42040	REV VEH PTS	82.13	
						42041	REV VEH PTS	366.21	
						42042	REV VEH PTS	8.26	
						42043	REV VEH PTS	330.39	
						42044	REV VEH PTS	113.60	
						42064	REV VEH PTS	2,277.52	
						42065	CR ON #8977326	-571.61	
40440	09/19/11	E629	109.27	NJAA, SHELDON		41952	LANTERNS/METRO	109.27	
40441	09/19/11	001176	1,566.74	NORTHSTAR, INC.		42066	OUT RPR EQUIP	1,566.74	
40442	09/19/11	002952	2,657.04	OLYMPIAN	7	42003	FUEL/FLT 8/15-8/31	2,657.04	
40443	09/19/11	009	5,474.32	PACIFIC GAS & ELECTRIC		42005	8/2-8/30 PACIFIC	2,758.99	
						42067	7/27-9/7 SVTC	2,700.10	
						42068	8/6-9/7 SVTC	15.23	
40444	09/19/11	043	1,184.00	PALACE ART & OFFICE SUPPLY		42004	OFFICE SUPP	1,184.00	
40445	09/19/11	481	333.00	PIED PIPER EXTERMINATORS, INC.		42006	AUG PEST CTRL	48.50	
						42007	AUG PEST CTRL	183.00	
						42008	AUG PEST CTRL	53.00	
40446	09/19/11	050	146.48	PITNEY BOWES INC.		41953	10/1-12/31 RNTL MC	146.48	
40447	09/19/11	187	2,777.90	POLAR RADIATOR SERVICE INC		42010	OUT RPR #2812	2,777.90	
40448	09/19/11	01120	1,321.72	PRO-PAK INDUSTRIES, INC		42071	SAFETY SUPP	1,321.72	
40449	09/19/11	107A	18.23	PROBUILD		42011	CR MEMO	-4.87	
						42012	RPRS & MAINT	4.87	
						42013	RPRS & MAINT	13.36	
						42014	RPRS & MAINT	4.87	
40450	09/19/11	002919	576.00	RECINOS, ANA MBA	7	41948	JOB ANALYSIS	576.00	
40451	09/19/11	135	610.55	SANTA CRUZ AUTO PARTS, INC.		41916	REV VEH PTS	107.36	
						42015	REV VEH PTS	40.88	
						42016	REV VEH PTS	129.85	
						42017	REV VEH PTS	38.70	
						42018	REV VEH PTS	293.76	
40452	09/19/11	149	727.12	SANTA CRUZ SENTINEL	0	41961	AUG 11 LEGAL ADS	727.12	
40453	09/19/11	002459	1,615.38	SCOTT'S VALLEY WATER DISTRICT		42022	6/6-8/8 SVTC	1,615.38	
40454	09/19/11	002267	2,500.00	SHAW / YODER / ANTIWIH, INC.		41969	SEP 11 LEG SVCS	2,500.00	
40455	09/19/11	001976	484.98	SPORTWORKS NORTHWEST, INC.		42019	REV VEH PTS	484.98	
40456	09/19/11	001165	225.00	THANH N. VU MD	7	41918	EMPLOYEE EXAM	75.00	
						41970	EMPLOYEE EXAMS	150.00	
40457	09/19/11	R604	6,643.58	THOMAS, CYNTHIA	7	41949	SEIU AGREEMENT	6,643.58	
40458	09/19/11	002954	1,247.09	TIRE DISTRIBUTION SYSTEMS	7	41919	TIRES & TUBES	462.80	

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40459	09/19/11	991.96 001038	TWINVISION NA INC.	41920		TIRES & TUBES	784.29		
40460	09/19/11	86.98 007	UNITED PARCEL SERVICE	41921		REV VEH PTS	991.96		
40461	09/19/11	2,000.00 002873	USPS-HASLER	42020		FREIGHT OUT/FLT	86.98		
40462	09/19/11	724.02 002829	VALLEY POWER SYSTEMS, INC.	41955		POSTAGE/PT	2,000.00		
40463	09/19/11	385.67 001353	VISION COMMUNICATIONS	42021		REV VEH PTS	724.02		
40464	09/19/11	453.55 002028	WESTCOAST LEGAL SERVICE	41943		REV VEH PTS	385.67		
40465	09/19/11	153.64 147	ZEE MEDICAL SERVICE CO.	41956	7	CV 167503	453.55		
40466	09/26/11	449.82 020	ADT SECURITY SERVICES INC.	42023		SAFE SUPP	153.64		
				42149		OCT ALARMS	107.57		
				42150		OCT ALARMS	98.36		
				42151		OCT ALARMS	51.94		
				42152		OCT ALARMS	71.74		
				42153		OCT ALARMS	47.53		
				42154		OCT ALARMS	72.68		
40467	09/26/11	378.75 001093	ALERE TOXICOLOGY SERVICES, INC	42080		PROF SVCS/HR	378.75		
40468	09/26/11	1,086.87 192	ALWAYS UNDER PRESSURE	42080		RPRS & MAINT/FAC	1,086.87		
40469	09/26/11	84.83 001G	AT&T	42148		REPEATERS/OPS	84.83		
40470	09/26/11	8,416.67 001348	ATHENS INSURANCE SERVICE, INC.	42089		SEP 11 WORK COMP FEE	8,416.67		
40471	09/26/11	67.55 M033	BAILEY, NEIL	42081	0	OCT 11 RET SUPP	67.55		
40472	09/26/11	774.00 011	BEWLEYS CLEANING	42130	7	OCT 11 RET SUPP	774.00		
40473	09/26/11	1,378.04 001287	BLUE SHIELD OF CALIFORNIA	42100		AUG JANITORIAL	1,378.04		
40474	09/26/11	3,043.61 001356	BRENCO OPERATING-TEXAS, LP	42055		ACCESS + HMO TWO PRT	3,043.61		
40475	09/26/11	1,432.55 002189	BUS & EQUIPMENT	42095	7	REV VEH PTS	423.35		
				42156		REV VEH PARTS/PT	1,009.20		
				42157		REV VEH PARTS/PT	67.55		
40476	09/26/11	67.55 M022	CAPELLA, KATHLEEN	42141	0	OCT 11 RET SUPP	67.55		
40477	09/26/11	20,343.47 001124	CLEAN ENERGY	42101		LNG 8/30/11	10,909.63		
				42158		LNG 8/25/11	9,433.84		
40478	09/26/11	153.99 002063	COSTCO	42159		OFFICE SUPPLY/FAC	153.99		
40479	09/26/11	895.77 504	CUMMINS WEST, INC.	42094		REV VEH PTS	895.77		
40480	09/26/11	140.40 001000	DAIMLER BUSES N. AMERICA INC.	42093		REV VEH PTS	140.40		
40481	09/26/11	33.78 M039	DAVILA, ANA MARIA	42131	0	OCT 11 RET SUPP	33.78		
40482	09/26/11	1,272.14 001329	DOC AUTO LLC	42102		OUT RPR REV VEH/PT	35.00		
				42103		OUT RPR REV VEH/PT	71.43		
				42104		OUT RPR REV VEH/PT	602.88		
				42105		OUT RPR REV VEH/PT	166.01		
				42106		OUT RPR REV VEH/PT	166.47		
				42107		OUT RPR REV VEH/PT	46.75		
				42108		OUT RPR REV VEH/PT	146.20		
				42160		OUT RPR REV VEH/PT	37.40		
40483	09/26/11	185.00 002953	EPICOR SOFTWARE CORP	42177		CONSULTING	185.00		
40484	09/26/11	120.00 002295	FIRST ALARM	42161		AUG DISPATCH/PT	120.00		
40485	09/26/11	662.38 R610	FRESQUEZ, CARLA	42109		SETTLEMENT/RISK	662.38		
40486	09/26/11	6,393.17 001158	FRICKE PARKS PRESS INC	42031		FALL 11 HEADWAYS	6,393.17		
40487	09/26/11	33.78 M100	GARCIA, HELEN	42132	0	OCT 11 RET SUPP	33.78		
40488	09/26/11	914.78 711	GLASS DOCTOR	42162	7	OUT RPR REV VEH/PT	457.39		
				42163		OUT RPR REV VEH/PT	457.39		

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

DATE: 09/01/11 THRU 09/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
40489	09/26/11	67.55 M041	GOUVEIA, ROBERT	0	42133	OCT 11 RET SUPP	67.55		
40490	09/26/11	87.87 M081	HALL, JAMES	0	42134	OCT 11 RET SUPP	87.87		
40491	09/26/11	44.28 510A	HASLER, INC.		42112	10/1-10/31 RENT/PT	44.28		
40492	09/26/11	794.19 166	HOSE SHOP, THE		42090	REV VEH PTS	32.33		
40493	09/26/11	11,294.09 002979	HUNT & SONS		42110	RPRS & MAINT/FAC	761.86		
40494	09/26/11	761.74 001209	IKON FINANCIAL SERVICES		42111	OIL/LUBE FLT	11,294.09		
40495	09/26/11	558.18 001355	ITT SHARED SERVICES/ENDINE		42164	8/18-9/17/PT	495.92		
40496	09/26/11	3,470.85 002117	IULIANO	7	42165	REV VEH PARTS/FL	558.18		
40497	09/26/11	229.03 M061	KAMEDA, TERRY	0	42142	115 DUBOIS/RENT	3,470.85		
40498	09/26/11	1,468.44 036	KELLY-MOORE PAINT CO., INC.		42084	OCT 11 RET SUPP	229.03		
40499	09/26/11	369.39 001233	KIMBALL MIDWEST		42113	RPRS & MAINT	850.64		
40500	09/26/11	594.94 039	KINKO'S INC.		42063	REV VEH PTS	369.39		
40501	09/26/11	240.00 852	LAW OFFICES OF MARIE F. SANG	7	42030	FALL 11 HEADWAYS	594.94		
40502	09/26/11	523.00 002570	LEADERSHIP DIRECTORIES, INC.		42098	WORK COMP FEE/OPS	80.00		
40503	09/26/11	1,480.00 002976	LONGNECKER, LLOYD	7	42099	WORK COMP FEE/PT	96.00		
40504	09/26/11	1,710.38 001119	MACERICH PARTNERSHIP LP	7	42115	CONGRESS YELLOW BK	523.00		
40505	09/26/11	120.13 001052	MID VALLEY SUPPLY		42115	TEMP/FIN W/E 9/16	1,480.00		
40506	09/26/11	66.82 041	MISSION UNIFORM		42117	CAPTOLA MALL/RENT	1,710.38		
40507	09/26/11	60.00 T216	MULLARKEY, ROSEMARY		42118	CLEANING SUPP	120.13		
40508	09/26/11	446.07 001063	NEW FLYER INDUSTRIES LIMITED		42118	UNIF & LAUNDRY/PT	33.41		
40509	09/26/11	1,429.19 002721	NEXTEL COMMUNICATIONS/SPRINT		42116	UNIF & LAUNDRY/PT	33.41		
40510	09/26/11	33.78 M050	O'MARA, KATHLEEN	0	42091	REV VEH PTS	446.07		
40511	09/26/11	50.88 002952	OLYMPIAN	7	42119	8/4-9/3 PT	1,429.19		
40512	09/26/11	2,258.87 009	PACIFIC GAS & ELECTRIC		42135	OCT 11 RET SUPP	33.78		
40513	09/26/11	374.24 043	PALACE ART & OFFICE SUPPLY		42045	PROPANE/FLT	50.88		
40514	09/26/11	252.22 M057	PARHAM, WALLACE	0	42166	OCT 11 1122 RIVER	1,153.00		
40515	09/26/11	33.78 M109	PEREZ, CHERYL		42077	8/11-9/9/RES PARK	1,105.87		
40516	09/26/11	177.45 M064	PETERS, TERRIE	0	42120	OFFICE EQUIPMENT	228.94		
40517	09/26/11	252.22 M058	POTEETE, BEVERLY	0	42143	OFFICE SUPPLY/ADM	145.30		
40518	09/26/11	100.66 107A	PROBUILD		42136	OCT 11 RET SUPP	252.22		
40519	09/26/11	270.63 001269	RAY'S UPHOLSTERY	7	42144	OCT 11 RET SUPP	177.45		
40520	09/26/11	140.00 002921	REDDIG COMMUNICATIONS	7	42145	OCT 11 RET SUPP	252.22		
40521	09/26/11	615.25 002094	RICON CORPORATION		42069	RPRS & MAINT	15.60		
40522	09/26/11	960.40 001098	ROBERT HALF MANAGEMENT RESOURCE	0	42070	RPRS & MAINT	11.71		
40523	09/26/11	67.55 M085	ROSSI, DENISE		42085	REV VEH PTS	73.35		
					42167	OUT RPR REV VEH/PT	108.25		
					42168	OUT RPR REV VEH/PT	162.38		
					42096	SVCE/TESTING-OPS	140.00		
					42086	REV VEH PTS	615.25		
					42079	TEMP/FIN W/E 9/9/11	960.40		
					42137	OCT 11 RET SUPP	67.55		

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

DATE: 09/01/11 THRU 09/30/11

CHECK NUMBER	CHECK DATE	CHECK VENDOR	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
40524	09/26/11	33.78 M030	33.78	ROWE, RUBY		42138	OCT 11 RET SUPP	33.78	
40525	09/26/11	26,954.90 966	26,954.90	S.C. FUELS	0	42046	DIESEL 9/7/11	26,954.90	
40526	09/26/11	2,909.58 018	2,909.58	SALINAS VALLEY FORD SALES		42083	REV VEH PTS	2,909.58	
40527	09/26/11	190.27 135	10.31	SANTA CRUZ AUTO PARTS, INC.		42072	REV VEH PTS	10.31	
						42087	REV VEH PTS	58.52	
						42121	REV VEH PARTS/PT	121.44	
40528	09/26/11	501.70 973	501.70	SANTA CRUZ DODGE		42169	REV VEH PARTS/PT	501.70	
40529	09/26/11	22,928.01 002917	22,928.01	SANTA CRUZ METRO TRANSIT DIST		42176	9/1-9/16 W/C RESERVE	22,928.01	
40530	09/26/11	167.96 149	167.96	SANTA CRUZ SENTINEL		42126	10/11-10/12 SUBSCRIP	167.96	
40531	09/26/11	6,389.82 977	6,389.82	SANTA CRUZ TRANSPORTATION, LLC	0	42127	AUG 11 PT SVCS	6,389.82	
40532	09/26/11	3,532.39 681	3,532.39	SCOTT'S BODY SHOP	7	42073	OUT RPR #805	3,532.39	
40533	09/26/11	160.87 M010	160.87	SHORT, SLOAN	0	42146	OCT 11 RET SUPP	160.87	
40534	09/26/11	12,703.49 001075	12,703.49	SOQUEL III ASSOCIATES	7	41959	RESEARCH PARK/RENT	12,703.49	
40535	09/26/11	774.10 001232	424.56	SPECIALIZED AUTO AND		42122	OUT RPR REV VEH/PT	424.56	
						42123	OUT RPR REV VEH/PT	118.69	
						42124	OUT RPR REV VEH/PT	93.26	
						42125	OUT RPR REV VEH/PT	137.59	
40536	09/26/11	150.00 001165	75.00	THANH N. VU MD	7	42171	EMPLOY EXAM/PT	75.00	
40537	09/26/11	4,023.11 002954	1,388.39	TIRE DISTRIBUTION SYSTEMS	7	42172	EMPLOY EXAM/PT	75.00	
						42047	TIRES & TUBES	1,388.39	
						42048	TIRES & TUBES	157.33	
						42049	TIRES & TUBES	348.59	
						42050	TIRES & TUBES	348.53	
						42051	TIRES & TUBES	801.07	
						42052	TIRES & TUBES	32.93	
						42170	AUG TIRES & TUBES/PT	946.27	
40538	09/26/11	33.78 M086	33.78	TOLINE, DONALD	0	42139	OCT 11 RET SUPP	33.78	
40539	09/26/11	6,465.14 057	220.95	U.S. BANK		42075	4246044555645971	220.95	
						42076	4246040013714961	1,002.50	
						42082	4246040017225980	5,241.69	
40540	09/26/11	638.08 002829	45.23	VALLEY POWER SYSTEMS, INC.		42053	REV VEH PTS	45.23	
						42054	REV VEH PTS	88.39	
						42055	REV VEH PTS	276.15	
						42056	REV VEH PTS	228.31	
40541	09/26/11	767.04 221	1,122.54	VEHICLE MAINTENANCE PROGRAM		42173	REV VEH PARTS/FL	1,122.54	
40542	09/26/11	229.03 M076	-355.50	VONWAL, YVETTE		42174	CR REV VEH PARTS/FL	-355.50	
40543	09/26/11	3,232.92 001083	229.03	WATSONVILLE TRANSPORTATION, INC	0	42147	OCT 11 RET SUPP	229.03	
40544	09/26/11	217.00 436	3,232.92	WEST PAYMENT CENTER		42128	AUG 11 PT SVCS	3,232.92	
40545	09/26/11	3,083.86 001506	217.00	WESTERN STATES OIL CO., INC.		42129	SUBSCRIPT/LEGAL	217.00	
40546	09/26/11	33.78 M088	3,083.86	YAGI, RANDY		42175	OIL/LUBE FLT	3,083.86	
40548	09/26/11	200.00 E638	33.78	COTTER, ROBERT	0	42140	OCT 11 RET SUPP	33.78	
			200.00			42178	APTA 2011 ANNUAL MTG	200.00	

TOTAL 1,224,064.65 244 1,224,064.65

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager
SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF AUGUST 31, 2011 AND APPROVAL OF BUDGET TRANSFERS FOR AUGUST 2011

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of August 31, 2011 and approve the budget transfers for August 2011

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of August 31, 2011 were \$264K or 8 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of August 31, 2011 were \$466K or 7 % under budget.
- **Capital Budget** spending year to date through August 2011 was \$140K or 1 % of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY12 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **17%**.

A. Operating Revenue

Operating Revenues year to date as of August 31, 2011 were \$264K or 8 % over the amount budgeted. Revenue variances are primarily due to lower than anticipated Passenger Fares and higher than anticipated Other Revenue (Advertising Income and Rent Income – SC Pacific Station) and Sales Tax Revenue.

- **Passenger Fares** are under budget due to a decrease in ridership. Total ridership was down 1.1 % vs. the same period last year.
- **Advertising Income** is over budget due to more advertising than expected year to date as of August 31, 2011.
- **Rent Income - SC Pacific Station** is over budget due to additional rent revenue from Greyhound (\$2K/month).
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through August 2011.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of August 31, 2011 were \$466K or 7 % under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Casualty & Liability, Purchased Transportation and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are below budget due to vacant funded positions and extended leaves.
- The majority of the variance in **Services** is due to **Repair – Equipment, Repair – Rev and Non – Rev Vehicle, and Haz Mat Disposal** expenses.
 - Repair - Equipment is under budget due to inability to anticipate when repair costs will be incurred and straight lining of the budget.
 - Repair - Rev Vehicle is over budget due to major engine repairs on bus # 2206 (approximately \$19K).
 - Repair - Non Rev Vehicle is over budget due to repair and refinish costs due to accident damage.
 - Haz Mat Disposal is over budget due to solids waste in addition to oil and water Haz Mat liquid waste in August 2011.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel, inability to anticipate when vehicle parts will be needed and the cyclical nature of tire and tube replacements, while the budget is straight lined.

- **Casualty & Liability** is under budget due to less than anticipated settlement costs year to date, as well as reimbursements for repairs to revenue vehicles.
- **Purchased Transportation** is under budget due to lower than anticipated number of contracted rides for the month and year to date.
- **Miscellaneous** expenses are under budget due to cost cutting measures in all departments.

C. Capital Budget

Capital Budget spending year to date through August 2011 was \$140K or 1% of the Capital budget. Of this, \$11K or 2 % has been spent on the Bus Stop Improvements project, \$68K or 8 % has been spent on the Transit Management Information Technology project and \$67K or 58 % has been spent on the Replacement of Fleet & Facilities Maintenance Software.

IV. FINANCIAL CONSIDERATIONS

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

Attachment A: FY12 Operating Revenue & Expenses Year to Date as of 08/31/11

Attachment B: FY12 Capital Budget Reports for the month ending – 08/31/11

Attachment C: FY12 Budget Transfers for the month ending – 08/31/11

Prepared by: Kristina Mihaylova, Financial Analyst

Date Prepared: December 05, 2011

Attachment A

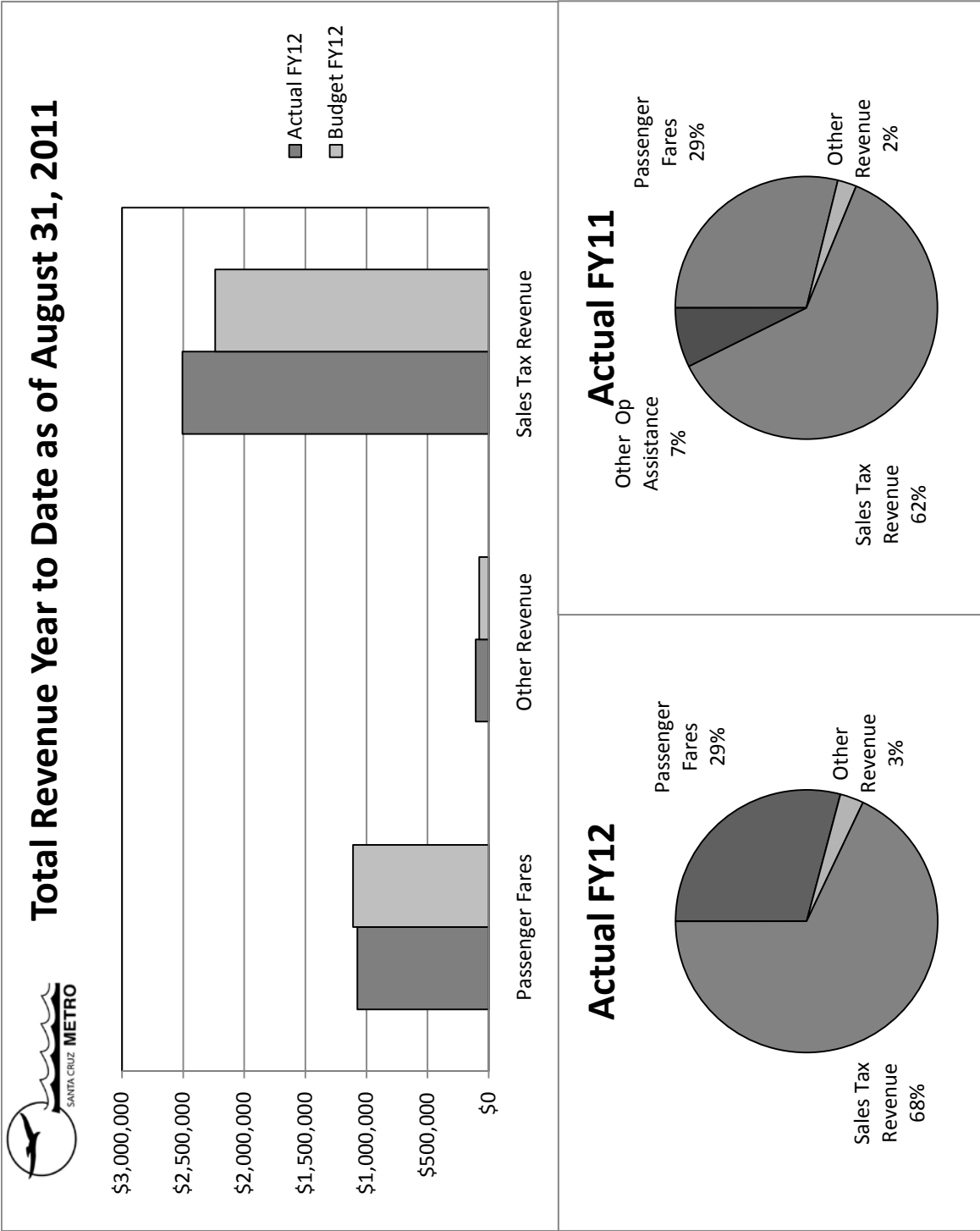


FY12

Operating Revenue & Expenses Year to Date as of August 31, 2011

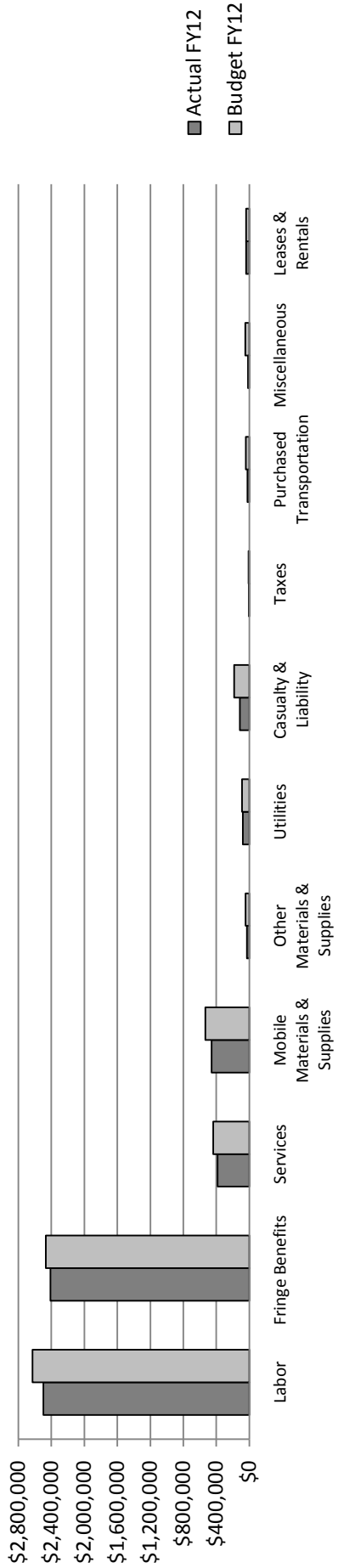
	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	Actual FY11	\$ Var	% Var
	Actual	Budget	\$ Var	Actual FY11	\$ Var	% Var
Revenue:						
Passenger Fares	\$ 1,075,239	\$ 1,109,484	\$ (34,245)	\$ 1,062,288	\$ 12,951	1%
Other Revenue	\$ 107,098	\$ 78,117	\$ 28,981	\$ 86,081	\$ 21,017	24%
Sales Tax Revenue	\$ 2,506,200	\$ 2,236,849	\$ 269,351	\$ 2,262,400	\$ 243,800	11%
Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Federal Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ -	\$ -	\$ 270,000	\$ (270,000)	-100%
STA - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 3,688,537	\$ 3,424,450	\$ 264,087	\$ 3,680,769	\$ 7,768	0%
Expenses:						
Labor	\$ 2,497,607	\$ 2,629,329	\$ (131,722)	\$ 2,586,270	\$ (88,663)	-3%
Fringe Benefits	\$ 2,410,842	\$ 2,467,482	\$ (56,640)	\$ 2,139,246	\$ 271,596	13%
Services	\$ 385,315	\$ 437,231	\$ (51,916)	\$ 348,397	\$ 36,918	11%
Mobile Materials & Supplies	\$ 457,176	\$ 535,000	\$ (77,824)	\$ 433,186	\$ 23,990	6%
Other Materials & Supplies	\$ 30,673	\$ 44,232	\$ (13,559)	\$ 28,087	\$ 2,586	9%
Utilities	\$ 78,411	\$ 89,167	\$ (10,756)	\$ 65,542	\$ 12,869	20%
Casualty & Liability	\$ 113,993	\$ 182,550	\$ (68,557)	\$ 103,258	\$ 10,735	10%
Taxes	\$ 4,815	\$ 8,417	\$ (3,602)	\$ 4,815	\$ -	0%
Purchased Transportation	\$ 23,933	\$ 41,667	\$ (17,734)	\$ 28,631	\$ (4,698)	-16%
Miscellaneous	\$ 17,228	\$ 48,333	\$ (31,105)	\$ 24,492	\$ (7,264)	-30%
Leases & Rentals	\$ 38,136	\$ 40,368	\$ (2,232)	\$ 63,213	\$ (25,077)	-40%
Total Expenses	\$ 6,058,127	\$ 6,523,775	\$ (465,648)	\$ 5,825,137	\$ 232,990	4%
Operating Income (Loss)	\$ (2,369,590)			\$ (2,144,368)		

Attachment A

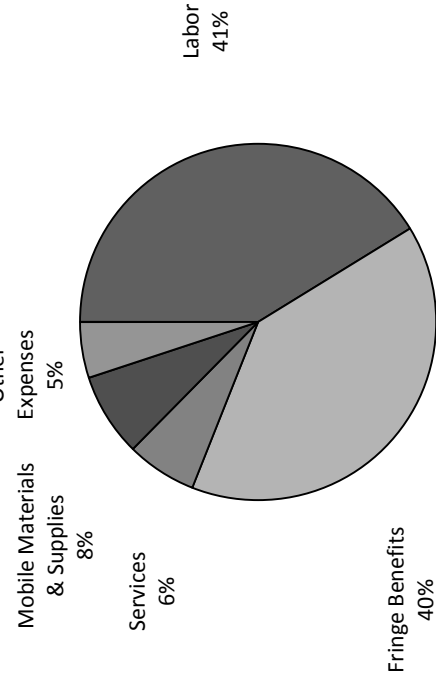


Attachment A

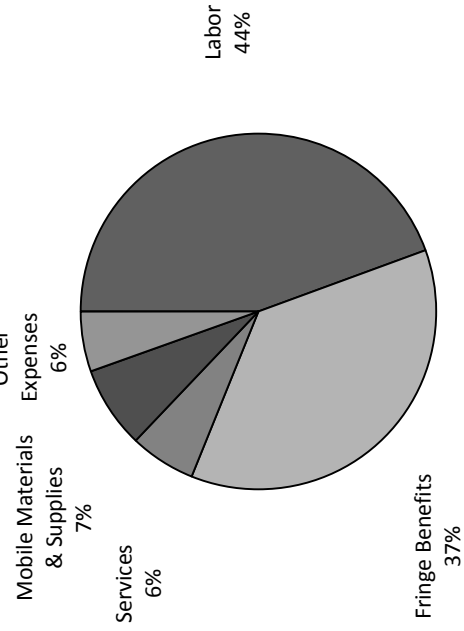
Total Expenses Year to Date as of August 31, 2011



Actual FY12



Actual FY11





Percent of Year Elapsed - 17%

FY12
Operating Revenue
Year to Date as of August 31, 2011

	Year to Date			YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	FY12	FY11	\$ Var	% Var
Passenger Fares								
Passenger Fares	\$ 612,566	\$ 672,563	\$ (59,997)	-9%	\$ 612,566	\$ 618,413	\$ (5,847)	-1%
Paratransit Fares	\$ 37,483	\$ 38,493	\$ (1,010)	-3%	\$ 37,483	\$ 37,227	\$ 256	1%
Special Transit Fares	\$ 144,991	\$ 157,132	\$ (12,141)	-8%	\$ 144,991	\$ 167,138	\$ (22,147)	-13%
Highway 17 Fares	\$ 236,494	\$ 140,234	\$ 96,260	69%	\$ 236,494	\$ 149,336	\$ 87,159	58%
Highway 17 Payments	\$ 43,705	\$ 101,062	\$ (57,357)	-57%	\$ 43,705	\$ 90,175	\$ (46,470)	-52%
Subtotal Passenger Revenue	\$ 1,075,239	\$ 1,109,484	\$ (34,245)	-3%	\$ 1,075,239	\$ 1,062,288	\$ 12,951	1%

Other Revenue								
Commissions	\$ 954	\$ 933	\$ 20	2%	\$ 954	\$ 1,304	\$ (351)	-27%
Advertising Income	\$ 57,091	\$ 33,333	\$ 23,758	71%	\$ 57,091	\$ 37,910	\$ 19,181	51%
Rent Income - SC Pacific Station	\$ 18,165	\$ 14,167	\$ 3,998	28%	\$ 18,165	\$ 14,494	\$ 3,671	25%
Rent Income - Watsonville TC	\$ 7,395	\$ 6,667	\$ 728	11%	\$ 7,395	\$ 5,820	\$ 1,575	27%
Interest Income	\$ 21,965	\$ 20,000	\$ 1,965	10%	\$ 21,965	\$ 25,993	\$ (4,028)	-15%
Other Non-Transp Revenue	\$ 1,528	\$ 3,017	\$ (1,488)	-49%	\$ 1,528	\$ 559	\$ 969	173%
Subtotal Other Revenue	\$ 107,098	\$ 78,117	\$ 28,982	37%	\$ 107,098	\$ 86,081	\$ 21,017	24%

Sales Tax Revenue	\$ 2,506,200	\$ 2,236,849	\$ 269,351	12%	\$ 2,506,200	\$ 2,262,400	\$ 243,800	11%
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Transp Dev Act (TDA) - Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
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Federal Op Assistance								
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Subtotal Federal Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%



Percent of Year Elapsed - 17%

FY12
Operating Revenue
Year to Date as of August 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	FY11	% Var
Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ -	\$ 270,000	-100%
Subtotal Other Op Assistance/Funding	\$ -	\$ -	0%	\$ -	\$ 270,000	-100%
STA - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 3,688,537	\$ 3,424,450	8%	\$ 3,688,537	\$ 3,680,769	7,768
Total Operating Expenses	\$ 6,058,127			\$ 6,058,127	\$ 5,825,137	
Variance	\$ (2,369,590)			\$ (2,369,590)	\$ (2,144,368)	



FY12
Consolidated Operating Expenses
Year to Date as of August 31, 2011

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual	FY11	\$ Var	% Var
Labor								
501011 Bus Operator Pay	\$ 1,148,051	\$ 1,276,240	\$ (128,188)	-10%	\$ 1,148,051	\$ 1,232,152	\$ (84,101)	-7%
501013 Bus Operator Overtime	\$ 284,253	\$ 253,169	\$ 31,085	12%	\$ 284,253	\$ 224,374	\$ 59,880	27%
501021 Other Salaries	\$ 995,985	\$ 1,041,890	\$ (45,904)	-4%	\$ 995,985	\$ 1,079,654	\$ (83,668)	-8%
501023 Other Overtime	\$ 69,317	\$ 58,032	\$ 11,286	19%	\$ 69,317	\$ 50,091	\$ 19,226	38%
<i>Total Labor -</i>	<i>\$ 2,497,607</i>	<i>\$ 2,629,329</i>	<i>\$ (131,722)</i>	<i>-5%</i>	<i>\$ 2,497,607</i>	<i>\$ 2,586,270</i>	<i>\$ (88,663)</i>	<i>-3%</i>
Fringe Benefits								
502011 Medicare/Soc. Sec.	\$ 37,047	\$ 40,879	\$ (3,832)	-9%	\$ 37,047	\$ 38,043	\$ (996)	-3%
502021 Retirement	\$ 437,115	\$ 483,533	\$ (46,418)	-10%	\$ 437,115	\$ 367,945	\$ 69,170	19%
502031 Medical Insurance	\$ 1,050,667	\$ 1,117,916	\$ (67,249)	-6%	\$ 1,050,667	\$ 902,683	\$ 147,985	16%
502041 Dental Insurance	\$ 75,095	\$ 78,602	\$ (3,508)	-4%	\$ 75,095	\$ 71,641	\$ 3,453	5%
502045 Vision Insurance	\$ 21,521	\$ 21,634	\$ (113)	-1%	\$ 21,521	\$ 22,037	\$ (517)	-2%
502051 Life Insurance	\$ 6,718	\$ 7,427	\$ (709)	-10%	\$ 6,718	\$ 7,477	\$ (759)	-10%
502060 State Disability	\$ 34,071	\$ 31,541	\$ 2,530	8%	\$ 34,071	\$ 32,701	\$ 1,370	4%
502061 Disability Insurance	\$ 19,876	\$ 38,050	\$ (18,174)	-48%	\$ 19,876	\$ 34,957	\$ (15,081)	-43%
502071 State Unemp. Ins	\$ 162	\$ 12,970	\$ (12,808)	-99%	\$ 162	\$ 635	\$ (473)	-75%
502081 Worker's Comp Ins	\$ 212,895	\$ 150,000	\$ 62,895	42%	\$ 212,895	\$ 168,617	\$ 44,278	26%
502083 Worker's Comp IBNR	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
502101 Holiday Pay	\$ 14,679	\$ 49,713	\$ (35,034)	-70%	\$ 14,679	\$ 16,185	\$ (1,506)	-9%
502103 Floating Holiday	\$ 5,153	\$ 11,884	\$ (6,731)	-57%	\$ 5,153	\$ 3,372	\$ 1,781	53%
502109 Sick Leave	\$ 95,825	\$ 144,291	\$ (48,467)	-34%	\$ 95,825	\$ 89,811	\$ 6,014	7%
502111 Annual Leave	\$ 356,599	\$ 244,773	\$ 111,825	46%	\$ 356,599	\$ 344,222	\$ 12,377	4%
502121 Other Paid Absence	\$ 30,914	\$ 19,995	\$ 10,919	55%	\$ 30,914	\$ 25,073	\$ 5,841	23%
502251 Physical Exams	\$ 1,425	\$ 2,352	\$ (927)	-39%	\$ 1,425	\$ 525	\$ 900	171%
502253 Driver Lic Renewal	\$ 245	\$ 778	\$ (533)	-69%	\$ 245	\$ 323	\$ (78)	-24%
502999 Other Fringe Benefits	\$ 10,837	\$ 11,145	\$ (309)	-3%	\$ 10,837	\$ 12,999	\$ (2,163)	-17%
<i>Total Fringe Benefits -</i>	<i>\$ 2,410,842</i>	<i>\$ 2,467,482</i>	<i>\$ (56,640)</i>	<i>-2%</i>	<i>\$ 2,410,842</i>	<i>\$ 2,139,246</i>	<i>\$ 271,596</i>	<i>13%</i>
Total Personnel Expenses -	\$ 4,908,449	\$ 5,096,811	\$ (188,363)	-4%	\$ 4,908,449	\$ 4,725,516	\$ 182,933	4%



FY12
Consolidated Operating Expenses
Year to Date as of August 31, 2011

Year to Date

YTD Year Over Year Comparison

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	FY11	% Var
Services						
503011 Acctg & Audit Fees	\$ 15,400	\$ 22,500	-32%	\$ 15,400	\$ 22,000	-30%
503012 Admin & Bank Fees	\$ 18,060	\$ 15,834	14%	\$ 18,060	\$ 4,453	306%
503031 Prof & Tech Fees	\$ 20,280	\$ 37,035	-45%	\$ 20,280	\$ 20,499	-1%
503032 Legislative Services	\$ 15,000	\$ 15,000	0%	\$ 15,000	\$ 15,000	0%
503033 Legal Services	\$ -	\$ 9,167	-100%	\$ -	\$ 863	-100%
503034 Pre-Employ Exams	\$ 370	\$ 1,253	-70%	\$ 370	\$ 424	-13%
503041 Temp Help	\$ 47,676	\$ 47,000	1%	\$ 47,676	\$ 31,032	54%
503161 Custodial Services	\$ 8,854	\$ 12,083	-27%	\$ 8,854	\$ 10,402	-15%
503162 Uniform & Laundry	\$ 3,134	\$ 3,750	-16%	\$ 3,134	\$ 2,663	18%
503171 Security Services	\$ 58,429	\$ 66,500	-12%	\$ 58,429	\$ 61,577	-5%
503221 Classified/Legal Ads	\$ 1,555	\$ 3,724	-58%	\$ 1,555	\$ 1,915	-19%
503222 Legal Advertising	\$ 727	\$ -	100%	\$ 727	\$ -	100%
503225 Graphic Services	\$ -	\$ -	0%	\$ -	\$ -	0%
503351 Repair - Bldg & Impr	\$ 5,000	\$ 16,667	-70%	\$ 5,000	\$ 4,424	13%
503352 Repair - Equipment	\$ 69,216	\$ 102,552	-33%	\$ 69,216	\$ 55,983	24%
503353 Repair - Rev Vehicle	\$ 100,907	\$ 71,667	41%	\$ 100,907	\$ 112,967	-11%
503354 Repair - Non Rev Vehic	\$ 10,025	\$ 4,167	141%	\$ 10,025	\$ 153	6438%
503363 Haz Mat Disposal	\$ 10,682	\$ 8,333	28%	\$ 10,682	\$ 4,042	164%
Total Services -	\$ 385,315	\$ 437,231	-12%	\$ 385,315	\$ 348,397	11%

Mobile Materials & Supplies

504011 Fuels & Lube Non Rev `	\$ 10,187	\$ 11,667	-13%	\$ 10,187	\$ 10,294	-1%
504012 Fuels & Lube Rev Veh	\$ 330,394	\$ 375,833	-12%	\$ 330,394	\$ 305,930	8%
504021 Tires & Tubes	\$ 23,221	\$ 41,667	-44%	\$ 23,221	\$ 28,848	-20%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	0%
504191 Rev Vehicle Parts	\$ 93,374	\$ 105,833	-12%	\$ 93,374	\$ 88,113	6%
Total Mobile Materials & Supplies -	\$ 457,176	\$ 535,000	-15%	\$ 457,176	\$ 433,186	6%



FY12
Consolidated Operating Expenses
Year to Date as of August 31, 2011

Year to Date **YTD Year Over Year Comparison**

	Actual	Budget	\$ Var	% Var	YTD Year Over Year Comparison			
					FY12	FY11	% Var	
Other Materials & Supplies								
504205 Freight Out	\$ 315	\$ 417	\$ (102)	-24%	\$ 315	\$ 254	\$ 61	24%
504211 Postage & Mailing	\$ 2,334	\$ 2,639	\$ (305)	-12%	\$ 2,334	\$ 4,099	\$ (1,764)	-43%
504214 Promotional Items	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
504215 Printing	\$ 386	\$ 6,940	\$ (6,555)	-94%	\$ 386	\$ 5,573	\$ (5,187)	-93%
504217 Photo Supply/Processin	\$ 3	\$ 650	\$ (647)	-100%	\$ 3	\$ (10)	\$ 13	-132%
504311 Office Supplies	\$ 11,952	\$ 12,069	\$ (117)	-1%	\$ 11,952	\$ 10,460	\$ 1,492	14%
504315 Safety Supplies	\$ 2,076	\$ 3,383	\$ (1,307)	-39%	\$ 2,076	\$ 752	\$ 1,324	176%
504317 Cleaning Supplies	\$ 5,035	\$ 6,350	\$ (1,315)	-21%	\$ 5,035	\$ 4,257	\$ 778	18%
504409 Repair/Maint Supplies	\$ 5,557	\$ 6,667	\$ (1,110)	-17%	\$ 5,557	\$ 2,141	\$ 3,416	160%
504421 Non-Inventory Parts	\$ 2,456	\$ 3,167	\$ (710)	-22%	\$ 2,456	\$ 301	\$ 2,155	715%
504511 Small Tools	\$ 259	\$ 1,450	\$ (1,191)	-82%	\$ 259	\$ 114	\$ 145	128%
504515 Employee Tool Rplcmt	\$ 300	\$ 500	\$ (200)	-40%	\$ 300	\$ 147	\$ 152	104%
Total Other Materials & Supplies -	\$ 30,673	\$ 44,232	\$ (13,559)	-31%	\$ 30,673	\$ 28,087	\$ 2,586	9%
Utilities								
505011 Gas & Electric	\$ 42,477	\$ 39,000	\$ 3,477	9%	\$ 42,477	\$ 33,147	\$ 9,330	28%
505021 Water & Garbage	\$ 21,670	\$ 25,000	\$ (3,330)	-13%	\$ 21,670	\$ 20,869	\$ 801	4%
505031 Telecommunications	\$ 14,263	\$ 25,167	\$ (10,904)	-43%	\$ 14,263	\$ 11,526	\$ 2,737	24%
Total Utilities -	\$ 78,411	\$ 89,167	\$ (10,756)	-12%	\$ 78,411	\$ 65,542	\$ 12,868	20%
Casualty & Liability								
506011 Insurance - Property	\$ 12,189	\$ 19,167	\$ (6,977)	-36%	\$ 12,189	\$ 15,945	\$ (3,755)	-24%
506015 Insurance - PL & PD	\$ 79,157	\$ 87,550	\$ (8,393)	-10%	\$ 79,157	\$ 73,061	\$ 6,096	8%
506021 Insurance - Other	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
506123 Settlement Costs	\$ 36,695	\$ 75,833	\$ (39,138)	-52%	\$ 36,695	\$ 33,929	\$ 2,766	8%
506127 Repairs - Dist Prop	\$ (14,049)	\$ -	\$ (14,049)	100%	\$ (14,049)	\$ (19,678)	\$ 5,629	-29%
Total Casualty & Liability -	\$ 113,993	\$ 182,550	\$ (68,557)	-38%	\$ 113,993	\$ 103,258	\$ 10,735	10%
Taxes								
507051 Fuel Tax	\$ 1,912	\$ 2,333	\$ (421)	-18%	\$ 1,912	\$ 1,912	\$ -	0%
507201 Licenses & permits	\$ 25	\$ 2,750	\$ (2,725)	-99%	\$ 25	\$ 25	\$ -	0%
507999 Other Taxes	\$ 2,878	\$ 3,333	\$ (455)	-14%	\$ 2,878	\$ 2,878	\$ -	0%
Total Taxes -	\$ 4,815	\$ 8,417	\$ (3,602)	-43%	\$ 4,815	\$ 4,815	\$ -	0%



FY12
Consolidated Operating Expenses
Year to Date as of August 31, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	Actual	FY11	% Var
	\$	\$	%	\$	\$	%
Purchased Transportation						
503406 Contr/Paratrans	\$ 23,933	\$ 41,667	-43%	\$ 23,933	\$ 28,631	-16%
Total Purchased Transportation -	\$ 23,933	\$ (17,734)	-43%	\$ 23,933	\$ (4,698)	-16%
Miscellaneous						
509011 Dues & Subscriptions	\$ 10,737	\$ 12,524	-14%	\$ 10,737	\$ 11,510	-7%
509085 Advertising - Rev Produ	-	-	0%	-	-	0%
509101 Emp Incentive Prog	-	\$ 5,922	-100%	-	\$ 81	-100%
509121 Employee Training	\$ 4,718	\$ 11,038	-57%	\$ 4,718	\$ 2,340	102%
509123 Travel	\$ 543	\$ 15,574	-97%	\$ 543	\$ (8,667)	-94%
509125 Local Meeting Exp	\$ 291	\$ 1,133	-74%	\$ 291	\$ (113)	-28%
509127 Board Director Fees	\$ 500	\$ 2,100	-76%	\$ 500	\$ (450)	-47%
509150 Contributions	-	\$ 42	-100%	-	-	0%
509197 Sales Tax Expense	-	-	0%	-	-	0%
509198 Cash Over/Short	\$ 439	-	100%	\$ 439	\$ (3)	-13615%
Total Misc -	\$ 17,228	\$ 48,333	-64%	\$ 17,228	\$ 24,492	-30%
Leases & Rentals						
512011 Facility Rentals	\$ 35,286	\$ 37,250	-5%	\$ 35,286	\$ 61,788	-43%
512061 Equipment Rentals	\$ 2,850	\$ 3,118	-9%	\$ 2,850	\$ 1,424	100%
Total Leases & Rentals -	\$ 38,136	\$ 40,368	-6%	\$ 38,136	\$ (25,077)	-40%
Total Non-Personnel Expenses -	\$ 1,149,678	\$ 1,426,964	-19%	\$ 1,149,678	\$ 1,099,621	5%
TOTAL OPERATING EXPENSE -	\$ 6,058,127	\$ 6,523,775	-7%	\$ 6,058,127	\$ 5,825,137	4.0%

** does not include depreciation



SANTA CRUZ METRO

FY12
CAPITAL BUDGET
For the month ending - August 31, 2011

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
State of Good Repair (FTA, RES. RET. EARN.)	\$ -	\$ 5,820,000	\$ 5,820,000	0%
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ -	\$ 1,561,070	\$ 1,561,070	0%
MetroBase Maintenance Facility (PTMISEA, SAKATA) *	\$ (6,000)	\$ 400,000	\$ 406,000	-2%
Purchase 27 ParaCruz Vehicles (FTA-ARRA)	\$ -	\$ 975,000	\$ 975,000	0%
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 67,836	\$ 845,000	\$ 777,164	8%
Bus Stop Improvements (STIP)	\$ 11,055	\$ 500,000	\$ 488,945	2%
425 Front Street Purchase (FTA, STA)	\$ -	\$ 40,000	\$ 40,000	0%
Land Mobile Radio Project - (LMR) (STATE-1B)	\$ -	\$ 790,000	\$ 790,000	0%
Video Surveillance Project - (CCTV) (STATE-1B)	\$ -	\$ 150,000	\$ 150,000	0%
Emergency Generator Relocation (OHS-1B)	\$ -	\$ 20,000	\$ 20,000	0%
Subtotal Grant Funded Projects	\$ 72,891	\$ 11,101,070	\$ 11,028,179	1%
<u>IT Projects</u>				
HR Software Upgrade (STA)	\$ 324	\$ 125,000	\$ 124,676	0%
Replace Fleet & Facilities Maintenance Software (STA)	\$ 66,799	\$ 115,000	\$ 48,201	58%
Automated Purchasing System Software (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal IT Projects	\$ 67,123	\$ 280,000	\$ 212,877	24%
<u>Facilities Repair & Improvements</u>				
Operations Bldg. Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MetroCenter Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MTC Lane Four Shelter Replacement (STA)	\$ -	\$ 75,000	\$ 75,000	0%
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal Facilities Repairs & Improvements Projects	\$ -	\$ 485,000	\$ 485,000	0%

Attachment B



FY12 CAPITAL BUDGET For the month ending - August 31, 2011

	YTD Actual	FY12 Budget	Remaining Budget	% Spent YTD
<u>Revenue Vehicle Replacement</u>				
Replace WiFi on Highway 17 buses	\$ -	\$ 60,000	\$ 60,000	0%
Subtotal Revenue Vehicle Replacements	\$ -	\$ 60,000	\$ 60,000	0%
<u>Non-Revenue Vehicle Replacement</u>				
NONE	\$ -	\$ -	\$ -	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ -	\$ -	0%
<u>Maint Equipment</u>				
Automatic Refrigerant Recovery Recycling & Re-Charging Unit	\$ -	\$ 4,000	\$ 4,000	0%
Subtotal Non-Revenue Vehicle Replacements	\$ -	\$ 4,000	\$ 4,000	0%
<u>Office Equipment</u>				
Fire Safe Filing Cabinets (STA)	\$ -	\$ 8,000	\$ 8,000	0%
Subtotal Office Equipment	\$ -	\$ 8,000	\$ 8,000	0%
<u>Misc</u>				
Use of Reserves to balance Operating Budget in FY12	\$ -	\$ 1,000,000	\$ 1,000,000	0%
Subtotal Misc.	\$ -	\$ 1,000,000	\$ 1,000,000	0%
TOTAL CAPITAL PROJECTS	\$ 140,014	\$ 12,938,070	\$ 12,798,056	1%



FY12
CAPITAL BUDGET
For the month ending - August 31, 2011

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>CAPITAL FUNDING</u>				
Federal Capital Grants	\$ 67,836	\$ 7,793,662	\$ 7,725,826	1%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 25,000	\$ 25,000	0%
State - PTMISEA (1B)	\$ (6,000)	\$ 375,000	\$ 381,000	-2%
State - Security Bond Funds (1B)	\$ -	\$ 960,000	\$ 960,000	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 67,123	\$ 442,000	\$ 374,877	15%
State - MBUAPCD **	\$ -	\$ 200,000	\$ 200,000	0%
State - STIP **	\$ 11,055	\$ 500,000	\$ 488,945	2%
Local - Reserved Retained Earnings	\$ -	\$ 2,507,873	\$ 2,507,873	0%
Local Operating Match	\$ -	\$ 134,535	\$ 134,535	0%
TOTAL CAPITAL FUNDING	\$ 140,014	\$ 12,938,070	\$ 12,798,056	1%

* Credit of \$6,000 represents final settlement check received from DMC Construction

Attachment C

FY 12 BUDGET LINE ITEM TRANSFERS For the month ending - August 31, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # FY12-10			
TRANSFER FROM:	503162-3200	Uniforms & Laundry	\$ (215)
TRANSFER TO:	504215-3200	Printing	\$ 215
REASON:	To cover printing costs for Operation's forms.		
TRANSFER # FY12-19			
TRANSFER FROM:	501021-1200	Other Salaries	\$ (9,700)
TRANSFER TO:	503041-1200	Temp Help	\$ 9,700
REASON:	To cover temp help expenses due to a vacant position in Finance (purchasing agent).		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Angela Aitken, Finance Manager and Acting Assistant General Manager

SUBJECT: MONTHLY BUDGET STATUS REPORTS YEAR TO DATE AS OF SEPTEMBER 30, 2011 AND APPROVAL OF BUDGET TRANSFERS FOR SEPTEMBER 2011

I. RECOMMENDED ACTION

That the Board of Directors accept and file the monthly budget status reports year to date as of September 30, 2011 and approve the budget transfers for September 2011

II. SUMMARY OF ISSUES

- **Operating Revenues** year to date as of September 30, 2011 were \$289K or 4 % over the amount of revenue expected for the same period year to date.
- **Consolidated Operating Expenses** year to date as of September 30, 2011 were \$676K or 7 % under budget.
- **Capital Budget** spending year to date through September 2011 was \$314K or 2 % of the Capital budget.

III. DISCUSSION

An analysis of Santa Cruz METRO's budget status is prepared monthly in order to apprise the Board of Directors of Santa Cruz METRO's actual revenues, expenses and capital in relation to the adopted operating and capital budgets for the fiscal year. The attached revenue, expense and capital reports represent the status of Santa Cruz METRO's FY12 operating and capital budgets versus actual expenditures year to date.

The fiscal year has elapsed **25%**.

A. Operating Revenue

Operating Revenues year to date as of September 30, 2011 were \$289K or 4 % over the amount budgeted. Revenue variances are primarily due to lower than anticipated Passenger Fares and higher than anticipated Other Revenue (Advertising Income and Rent Income – SC Pacific Station) and Sales Tax Revenue.

- **Passenger Revenue** is under budget due to a decrease in ridership. Total ridership was down 1.09% vs. the same period last year.
- **Advertising Income** is over budget due to more advertising than expected year to date as of September 30, 2011.
- **Rent Income - SC Pacific Station** is over budget due to additional rent revenue from Greyhound (\$2K/month).
- **Sales Tax Revenue** is over budget due to higher than anticipated receipts year to date through September 2011. The 7 % growth in Sales Tax year over year, as of September 2011, primarily reflects continuing improvement in consumer spending.

B. Consolidated Operating Expenses

Consolidated Operating Expenses year to date as of September 30, 2011 were \$676K or 7 % under budget. Personnel Expenses, Services, Mobile Materials & Supplies, Casualty & Liability, and Miscellaneous Expenses all contributed to the variance.

- **Total Personnel Expenses** are below budget due to vacant funded positions and extended leaves.
- The majority of the variance in **Services** is due to **Prof & Tech Fees, Repair – Equipment, and Repair – Rev Vehicle** costs.
 - Prof & Tech Fees are under budget due to straight lining of the budget throughout the fiscal year and actual activity, primarily labor negotiations and recruitments, which will happen later in the year.
 - Repair – Equipment and Repair – Rev Vehicle are under budget due to inability to anticipate when repair costs will be incurred and straight lining of the budget.
- **Mobile Materials & Supplies** are under budget due to lower than anticipated prices of fuel, inability to anticipate when vehicle parts will be needed and the cyclical nature of tire and tube replacements, while the budget is straight lined.

- **Casualty & Liability** is under budget due to less than anticipated settlement costs year to date, as well as reimbursements for repairs to revenue vehicles.
- **Miscellaneous** expenses are under budget due to cost cutting measures in all departments.

C. Capital Budget

Capital Budget spending year to date through September 2011 was \$314 or 2% of the Capital budget. Of this, \$11K or 2 % has been spent on the Bus Stop Improvements project, \$241K or 29 % has been spent on the Transit Management Information Technology project and \$67K or 58 % has been spent on the Replacement of Fleet & Facilities Maintenance Software.

IV. FINANCIAL CONSIDERATIONS

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

- Attachment A:** FY12 Operating Revenue & Expenses Year to Date as of 09/30/11
Attachment B: FY12 Capital Budget Reports for the month ending – 09/30/11
Attachment C: FY12 Budget Transfers for the month ending – 09/30/11

Prepared by: Kristina Mihaylova, Financial Analyst
Date Prepared: December 05, 2011

Attachment A

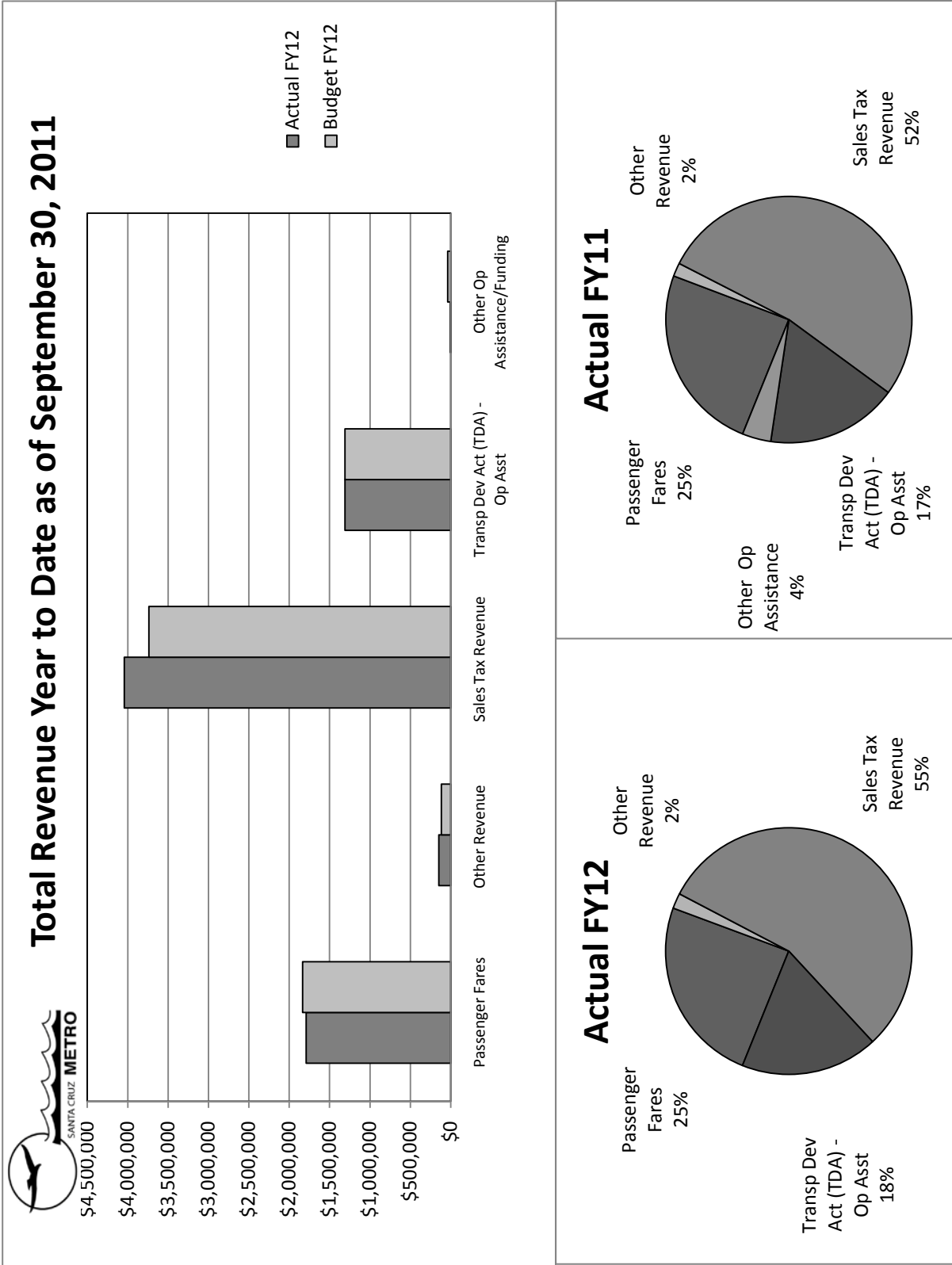


FY12

Operating Revenue & Expenses Year to Date as of September 30, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	\$ Var	Actual	\$ Var	% Var
	FY11			FY11		
Revenue:						
Passenger Fares	\$ 1,789,482	\$ 1,834,710	\$ (45,228)	\$ 1,773,846	\$ 15,636	1%
Other Revenue	\$ 145,985	\$ 117,175	\$ 28,810	\$ 126,694	\$ 19,291	15%
Sales Tax Revenue	\$ 4,041,832	\$ 3,738,737	\$ 303,095	\$ 3,781,444	\$ 260,388	7%
Transp Dev Act (TDA) - Op Asst	\$ 1,311,241	\$ 1,311,241	\$ -	\$ 1,243,620	\$ 67,621	5%
Federal Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 2,043	\$ -	\$ 2,043	\$ 270,000	\$ (267,957)	-99%
STA - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 7,290,583	\$ 7,001,863	\$ 288,720	\$ 7,195,603	\$ 94,980	1%
Expenses:						
Labor	\$ 3,766,691	\$ 3,944,844	\$ (178,153)	\$ 3,894,216	\$ (127,525)	-3%
Fringe Benefits	\$ 3,622,616	\$ 3,701,223	\$ (78,607)	\$ 3,214,169	\$ 408,447	13%
Services	\$ 578,554	\$ 697,201	\$ (118,647)	\$ 542,023	\$ 36,531	7%
Mobile Materials & Supplies	\$ 686,652	\$ 802,500	\$ (115,848)	\$ 620,624	\$ 66,028	11%
Other Materials & Supplies	\$ 63,271	\$ 76,336	\$ (13,065)	\$ 59,745	\$ 3,526	6%
Utilities	\$ 118,088	\$ 133,750	\$ (15,662)	\$ 103,079	\$ 15,009	15%
Casualty & Liability	\$ 184,029	\$ 281,825	\$ (97,796)	\$ 188,979	\$ (4,950)	-3%
Taxes	\$ 7,239	\$ 12,625	\$ (5,386)	\$ 7,396	\$ (157)	-2%
Purchased Transportation	\$ 57,999	\$ 62,500	\$ (4,501)	\$ 46,881	\$ 11,118	24%
Miscellaneous	\$ 25,860	\$ 71,849	\$ (45,989)	\$ 37,621	\$ (11,761)	-31%
Leases & Rentals	\$ 57,844	\$ 60,373	\$ (2,529)	\$ 95,605	\$ (37,761)	-39%
Total Expenses	\$ 9,168,841	\$ 9,845,025	\$ (676,184)	\$ 8,810,338	\$ 358,503	4%
Operating Income (Loss)	\$ (1,878,258)			\$ (1,614,735)		

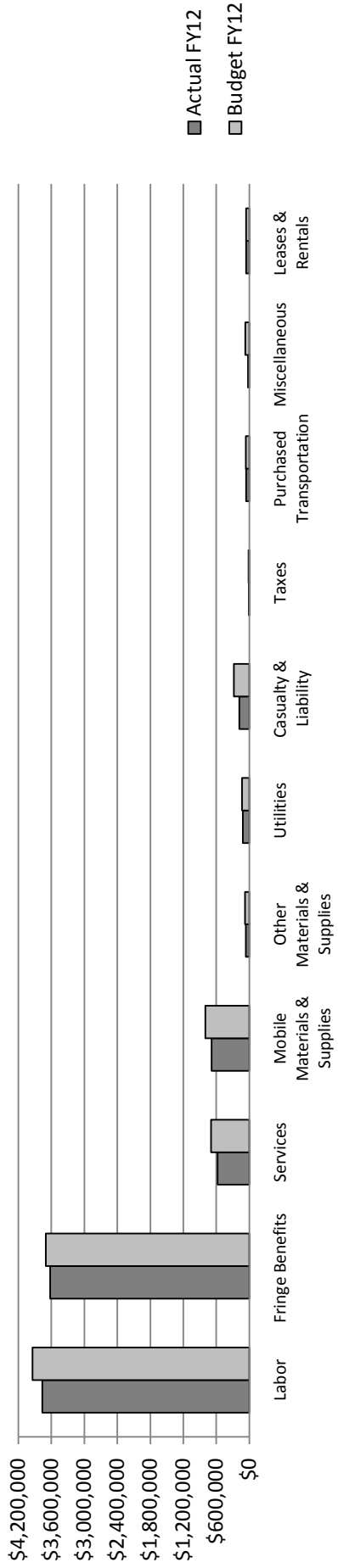
Attachment A



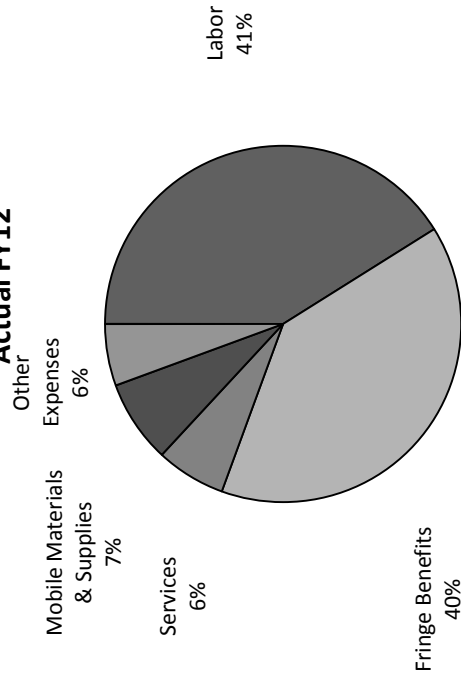
Attachment A



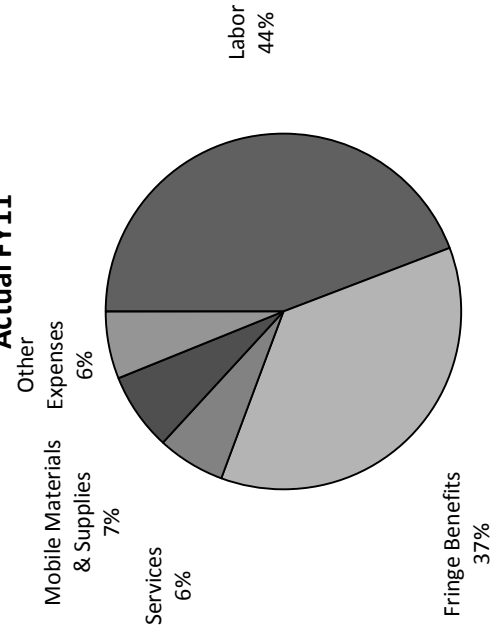
Total Expenses Year to Date as of September 30, 2011



Actual FY12



Actual FY11





Percent of Year Elapsed - 25%

FY12
Operating Revenue
Year to Date as of September 30, 2011

	Year to Date			YTD Year Over Year Comparison				
	Actual	Budget	\$ Var	% Var	FY12	FY11	\$ Var	% Var
					Actual			
Passenger Fares								
Passenger Fares	\$ 921,011	\$ 1,020,863	\$ (99,852)	-10%	\$ 921,011	\$ 938,887	\$ (17,876)	-2%
Paratransit Fares	\$ 82,652	\$ 60,902	\$ 21,750	36%	\$ 82,652	\$ 58,899	\$ 23,753	40%
Special Transit Fares	\$ 362,680	\$ 391,367	\$ (28,687)	-7%	\$ 362,680	\$ 416,290	\$ (53,610)	-13%
Highway 17 Fares	\$ 363,170	\$ 215,174	\$ 147,996	69%	\$ 363,170	\$ 229,139	\$ 134,030	58%
Highway 17 Payments	\$ 59,970	\$ 146,404	\$ (86,434)	-59%	\$ 59,970	\$ 130,631	\$ (70,661)	-54%
Subtotal Passenger Revenue	\$ 1,789,482	\$ 1,834,710	\$ (45,228)	-2%	\$ 1,789,482	\$ 1,773,846	\$ 15,636	1%

Other Revenue								
	Actual	Budget	\$ Var	% Var	FY12	FY11	\$ Var	% Var
Commissions	\$ 954	\$ 1,400	\$ (446)	-32%	\$ 954	\$ 1,304	\$ (351)	-27%
Advertising Income	\$ 72,770	\$ 50,000	\$ 22,770	46%	\$ 72,770	\$ 54,714	\$ 18,056	33%
Rent Income - SC Pacific Station	\$ 27,273	\$ 21,250	\$ 6,023	28%	\$ 27,273	\$ 21,468	\$ 5,805	27%
Rent Income - Watsonville TC	\$ 11,093	\$ 10,000	\$ 1,093	11%	\$ 11,093	\$ 8,731	\$ 2,362	27%
Interest Income	\$ 32,055	\$ 30,000	\$ 2,055	7%	\$ 32,055	\$ 39,763	\$ (7,708)	-19%
Other Non-Transp Revenue	\$ 1,840	\$ 4,525	\$ (2,685)	-59%	\$ 1,840	\$ 713	\$ 1,126	158%
Subtotal Other Revenue	\$ 145,985	\$ 117,175	\$ 28,810	25%	\$ 145,985	\$ 126,694	\$ 19,291	15%

Sales Tax Revenue	\$ 4,041,832	\$ 3,738,737	\$ 303,094	8%	\$ 4,041,832	\$ 3,781,444	\$ 260,388	7%
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Transp Dev Act (TDA) - Op Asst	\$ 1,311,241	\$ 1,311,241	\$ 0	0%	\$ 1,311,241	\$ 1,243,620	\$ 67,622	5%
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Federal Op Assistance								
	Actual	Budget	\$ Var	% Var	FY12	FY11	\$ Var	% Var
FTA Sec 5307 - Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
FTA Sec 5311 - Rural Op Asst	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
Subtotal Federal Op Assistance	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%



Percent of Year Elapsed - 25%

FY12
Operating Revenue
Year to Date as of September 30, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	FY11	% Var
Other Op Assistance/Funding						
AMBAG Funding	\$ -	\$ -	0%	\$ -	\$ -	0%
Other Op Assistance/Funding	\$ 2,043	\$ 2,043	100%	\$ 2,043	\$ -	100%
FTA Sec 5309 - ARRA Op Asst	\$ -	\$ -	0%	\$ -	\$ 270,000	-100%
Subtotal Other Op Assistance/Funding	\$ 2,043	\$ 2,043	100%	\$ 2,043	\$ 270,000	-99%
STA - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
STIC - Op Assistance	\$ -	\$ -	0%	\$ -	\$ -	0%
Fuel Tax Credit	\$ -	\$ -	0%	\$ -	\$ -	0%
Transfers (to)/ from Reserves	\$ -	\$ -	0%	\$ -	\$ -	0%
Total Revenue	\$ 7,290,583	\$ 7,001,863	4%	\$ 7,290,583	\$ 7,195,603	1%
Total Operating Expenses	\$ 9,168,841			\$ 9,168,841	\$ 8,810,338	
Variance	\$ (1,878,259)			\$ (1,878,259)	\$ (1,614,735)	



SANTA CRUZ METRO

FY12
Consolidated Operating Expenses
Year to Date as of September 30, 2011

	Year to Date			YTD Year Over Year Comparison			
	Actual	Budget	% Var	FY12	FY11	\$ Var	% Var
501011 Bus Operator Pay	\$ 1,717,452	\$ 1,914,359	-10%	\$ 1,717,452	\$ 1,853,039	\$ (135,587)	-7%
501013 Bus Operator Overtime	\$ 425,949	\$ 379,753	12%	\$ 425,949	\$ 344,049	\$ 81,900	24%
501021 Other Salaries	\$ 1,513,854	\$ 1,563,684	-3%	\$ 1,513,854	\$ 1,620,873	\$ (107,019)	-7%
501023 Other Overtime	\$ 109,436	\$ 87,047	26%	\$ 109,436	\$ 76,255	\$ 33,182	44%
Total Labor -	\$ 3,766,691	\$ 3,944,844	-5%	\$ 3,766,691	\$ 3,894,216	\$ (127,525)	-3%

Fringe Benefits

502011 Medicare/Soc. Sec.	\$ 55,555	\$ 61,319	-9%	\$ 55,555	\$ 57,460	\$ (1,905)	-3%
502021 Retirement	\$ 654,011	\$ 725,299	-10%	\$ 654,011	\$ 552,598	\$ 101,412	18%
502031 Medical Insurance	\$ 1,570,054	\$ 1,676,874	-6%	\$ 1,570,054	\$ 1,357,465	\$ 212,589	16%
502041 Dental Insurance	\$ 110,955	\$ 117,903	-6%	\$ 110,955	\$ 108,758	\$ 2,196	2%
502045 Vision Insurance	\$ 31,574	\$ 32,450	-3%	\$ 31,574	\$ 33,228	\$ (1,653)	-5%
502051 Life Insurance	\$ 9,837	\$ 11,141	-12%	\$ 9,837	\$ 10,956	\$ (1,118)	-10%
502060 State Disability	\$ 50,615	\$ 47,312	7%	\$ 50,615	\$ 48,743	\$ 1,872	4%
502061 Disability Insurance	\$ 29,596	\$ 57,075	-48%	\$ 29,596	\$ 52,330	\$ (22,735)	-43%
502071 State Unemp. Ins	\$ 408	\$ 19,454	-98%	\$ 408	\$ 602	\$ (193)	-32%
502081 Worker's Comp Ins	\$ 373,450	\$ 225,000	66%	\$ 373,450	\$ 242,119	\$ 131,331	54%
502083 Worker's Comp IBNR	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
502101 Holiday Pay	\$ 43,701	\$ 74,569	-41%	\$ 43,701	\$ 48,213	\$ (4,512)	-9%
502103 Floating Holiday	\$ 7,605	\$ 17,825	-57%	\$ 7,605	\$ 5,227	\$ 2,379	46%
502109 Sick Leave	\$ 141,997	\$ 216,437	-34%	\$ 141,997	\$ 137,443	\$ 4,554	3%
502111 Annual Leave	\$ 484,103	\$ 367,160	32%	\$ 484,103	\$ 502,750	\$ (18,646)	-4%
502121 Other Paid Absence	\$ 40,628	\$ 29,992	35%	\$ 40,628	\$ 35,290	\$ 5,338	15%
502251 Physical Exams	\$ 1,931	\$ 3,528	-45%	\$ 1,931	\$ 1,275	\$ 656	51%
502253 Driver Lic Renewal	\$ 382	\$ 1,167	-67%	\$ 382	\$ 580	\$ (198)	-34%
502999 Other Fringe Benefits	\$ 16,212	\$ 16,718	-3%	\$ 16,212	\$ 19,133	\$ (2,921)	-15%
Total Fringe Benefits -	\$ 3,622,616	\$ 3,701,223	-2%	\$ 3,622,616	\$ 3,214,169	\$ 408,447	13%

Total Personnel Expenses -	\$ 7,389,307	\$ 7,646,067	-3%	\$ 7,389,307	\$ 7,108,385	\$ 280,922	4%
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FY12
Consolidated Operating Expenses
Year to Date as of September 30, 2011

	Year to Date			YTD Year Over Year Comparison		
	Actual	Budget	% Var	FY12	FY11	% Var
				Actual		
Services						
503011 Acctg & Audit Fees	\$ 17,900	\$ 24,500	-27%	\$ 17,900	\$ 22,000	(4,100) -19%
503012 Admin & Bank Fees	\$ 70,161	\$ 69,001	2%	\$ 70,161	\$ 50,495	\$ 19,667 39%
503031 Prof & Tech Fees	\$ 32,013	\$ 61,707	-48%	\$ 32,013	\$ 40,193	(8,179) -20%
503032 Legislative Services	\$ 22,500	\$ 22,500	0%	\$ 22,500	\$ 22,500	\$ - 0%
503033 Legal Services	\$ -	\$ 13,750	-100%	\$ -	\$ 863	(863) -100%
503034 Pre-Employ Exams	\$ 402	\$ 1,880	-79%	\$ 402	\$ 463	(61) -13%
503041 Temp Help	\$ 65,934	\$ 66,200	0%	\$ 65,934	\$ 43,555	\$ 22,379 51%
503161 Custodial Services	\$ 13,581	\$ 18,125	-25%	\$ 13,581	\$ 15,903	(2,322) -15%
503162 Uniform & Laundry	\$ 4,840	\$ 5,625	-14%	\$ 4,840	\$ 4,305	\$ 535 12%
503171 Security Services	\$ 85,146	\$ 99,750	-15%	\$ 85,146	\$ 92,345	(7,199) -8%
503221 Classified/Legal Ads	\$ 4,250	\$ 5,586	-24%	\$ 4,250	\$ 2,484	\$ 1,765 71%
503222 Legal Advertising	\$ -	\$ -	0%	\$ -	\$ -	\$ - 0%
503225 Graphic Services	\$ -	\$ -	0%	\$ -	\$ -	\$ - 0%
503351 Repair - Bldg & Impr	\$ 11,891	\$ 25,000	-52%	\$ 11,891	\$ 7,776	\$ 4,115 53%
503352 Repair - Equipment	\$ 105,508	\$ 154,328	-32%	\$ 105,508	\$ 85,422	\$ 20,087 24%
503353 Repair - Rev Vehicle	\$ 117,310	\$ 107,500	9%	\$ 117,310	\$ 141,970	(24,660) -17%
503354 Repair - Non Rev Vehic	\$ 13,557	\$ 6,250	117%	\$ 13,557	\$ 153	\$ 13,404 8742%
503363 Haz Mat Disposal	\$ 13,560	\$ 12,500	8%	\$ 13,560	\$ 11,597	\$ 1,964 17%
Total Services -	\$ 578,554	\$ 694,201	-17%	\$ 578,554	\$ 542,023	\$ 36,531 7%

Mobile Materials & Supplies						
	Actual	Budget	% Var	FY12	FY11	% Var
504011 Fuels & Lube Non Rev ^	\$ 15,985	\$ 17,500	-9%	\$ 15,985	\$ 15,550	\$ 435 3%
504012 Fuels & Lube Rev Veh	\$ 496,893	\$ 563,750	-12%	\$ 496,893	\$ 441,630	\$ 55,263 13%
504021 Tires & Tubes	\$ 36,651	\$ 62,500	-41%	\$ 36,651	\$ 39,486	(2,835) -7%
504161 Other Mobile Supplies	\$ -	\$ -	0%	\$ -	\$ -	\$ - 0%
504191 Rev Vehicle Parts	\$ 137,123	\$ 158,750	-14%	\$ 137,123	\$ 123,957	\$ 13,166 11%
Total Mobile Materials & Supplies -	\$ 686,652	\$ 802,500	-14%	\$ 686,652	\$ 620,624	\$ 66,028 11%



FY12
Consolidated Operating Expenses
Year to Date as of September 30, 2011

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	Actual	FY11	\$ Var	% Var
Other Materials & Supplies								
504205 Freight Out	\$ 517	\$ 625	\$ (108)	-17%	\$ 517	\$ 440	\$ 76	17%
504211 Postage & Mailing	\$ 5,915	\$ 5,458	\$ 457	8%	\$ 5,915	\$ 5,656	\$ 260	5%
504214 Promotional Items	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
504215 Printing	\$ 10,678	\$ 19,399	\$ (8,721)	-45%	\$ 10,678	\$ 15,535	\$ (4,857)	-31%
504217 Photo Supply/Processin	\$ 3	\$ 975	\$ (972)	-100%	\$ 3	\$ (10)	\$ 13	-132%
504311 Office Supplies	\$ 15,566	\$ 17,604	\$ (2,038)	-12%	\$ 15,566	\$ 16,978	\$ (1,412)	-8%
504315 Safety Supplies	\$ 2,230	\$ 5,075	\$ (2,845)	-56%	\$ 2,230	\$ 2,207	\$ 22	1%
504317 Cleaning Supplies	\$ 10,714	\$ 9,525	\$ 1,189	12%	\$ 10,714	\$ 10,133	\$ 581	6%
504409 Repair/Maint Supplies	\$ 14,510	\$ 10,000	\$ 4,510	45%	\$ 14,510	\$ 7,818	\$ 6,692	86%
504421 Non-Inventory Parts	\$ 2,456	\$ 4,750	\$ (2,294)	-48%	\$ 2,456	\$ 606	\$ 1,850	305%
504511 Small Tools	\$ 259	\$ 2,175	\$ (1,916)	-88%	\$ 259	\$ 179	\$ 80	45%
504515 Employee Tool Rplcmt	\$ 423	\$ 750	\$ (327)	-44%	\$ 423	\$ 201	\$ 222	110%
Total Other Materials & Supplies -	\$ 63,271	\$ 76,336	\$ (13,065)	-17%	\$ 63,271	\$ 59,745	\$ 3,526	6%
Utilities								
505011 Gas & Electric	\$ 63,665	\$ 58,500	\$ 5,165	9%	\$ 63,665	\$ 52,118	\$ 11,547	22%
505021 Water & Garbage	\$ 31,849	\$ 37,500	\$ (5,651)	-15%	\$ 31,849	\$ 30,983	\$ 865	3%
505031 Telecommunications	\$ 22,574	\$ 37,750	\$ (15,176)	-40%	\$ 22,574	\$ 19,979	\$ 2,596	13%
Total Utilities -	\$ 118,088	\$ 133,750	\$ (15,662)	-12%	\$ 118,088	\$ 103,079	\$ 15,008	15%
Casualty & Liability								
506011 Insurance - Property	\$ 22,720	\$ 28,750	\$ (6,030)	-21%	\$ 22,720	\$ 23,917	\$ (1,197)	-5%
506015 Insurance - PL & PD	\$ 118,799	\$ 131,325	\$ (12,526)	-10%	\$ 118,799	\$ 109,592	\$ 9,207	8%
506021 Insurance - Other	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
506123 Settlement Costs	\$ 57,287	\$ 113,750	\$ (56,463)	-50%	\$ 57,287	\$ 75,336	\$ (18,048)	-24%
506127 Repairs - Dist Prop	\$ (14,777)	\$ 8,000	\$ (22,777)	-285%	\$ (14,777)	\$ (19,866)	\$ 5,089	-26%
Total Casualty & Liability -	\$ 184,029	\$ 281,825	\$ (97,796)	-35%	\$ 184,029	\$ 188,979	\$ (4,950)	-3%
Taxes								
507051 Fuel Tax	\$ 3,251	\$ 3,500	\$ (249)	-7%	\$ 3,251	\$ 3,392	\$ (141)	-4%
507201 Licenses & permits	\$ 1,110	\$ 4,125	\$ (3,015)	-73%	\$ 1,110	\$ 1,126	\$ (16)	-1%
507999 Other Taxes	\$ 2,878	\$ 5,000	\$ (2,122)	-42%	\$ 2,878	\$ 2,878	\$ -	0%
Total Taxes -	\$ 7,239	\$ 12,625	\$ (5,386)	-43%	\$ 7,239	\$ 7,396	\$ (157)	-2%



FY12
Consolidated Operating Expenses
Year to Date as of September 30, 2011

	Year to Date				YTD Year Over Year Comparison			
	Actual	Budget	\$ Var	% Var	FY12	FY11	\$ Var	% Var
					Actual			
Purchased Transportation								
503406 Contr/Paratrans	\$ 57,999	\$ 62,500	\$ (4,501)	-7%	\$ 57,999	\$ 46,881	\$ 11,117	24%
Total Purchased Transportation -	\$ 57,999	\$ 62,500	\$ (4,501)	-7%	\$ 57,999	\$ 46,881	\$ 11,117	24%
Miscellaneous								
509011 Dues & Subscriptions	\$ 15,981	\$ 18,286	\$ (2,305)	-13%	\$ 15,981	\$ 17,009	\$ (1,028)	-6%
509085 Advertising - Rev Produ	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
509101 Emp Incentive Prog	\$ -	\$ 8,883	\$ (8,883)	-100%	\$ -	\$ 2,422	\$ (2,422)	-100%
509121 Employee Training	\$ 6,687	\$ 16,557	\$ (9,869)	-60%	\$ 6,687	\$ 4,299	\$ 2,388	56%
509123 Travel	\$ 1,439	\$ 23,361	\$ (21,922)	-94%	\$ 1,439	\$ 11,916	\$ (10,477)	-88%
509125 Local Meeting Exp	\$ 520	\$ 1,550	\$ (1,030)	-66%	\$ 520	\$ 601	\$ (81)	-13%
509127 Board Director Fees	\$ 850	\$ 3,150	\$ (2,300)	-73%	\$ 850	\$ 1,400	\$ (550)	-39%
509150 Contributions	\$ -	\$ 62	\$ (62)	-100%	\$ -	\$ -	\$ -	0%
509197 Sales Tax Expense	\$ -	\$ -	\$ -	0%	\$ -	\$ -	\$ -	0%
509198 Cash Over/Short	\$ 383	\$ -	\$ 383	100%	\$ 383	\$ (27)	\$ 409	-1528%
Total Misc -	\$ 25,860	\$ 71,849	\$ (45,989)	-64%	\$ 25,860	\$ 37,621	\$ (11,760)	-31%
Leases & Rentals								
512011 Facility Rentals	\$ 53,412	\$ 55,875	\$ (2,463)	-4%	\$ 53,412	\$ 93,073	\$ (39,661)	-43%
512061 Equipment Rentals	\$ 4,432	\$ 4,498	\$ (66)	-1%	\$ 4,432	\$ 2,532	\$ 1,899	75%
Total Leases & Rentals -	\$ 57,844	\$ 60,373	\$ (2,529)	-4%	\$ 57,844	\$ 95,605	\$ (37,761)	-39%
Total Non-Personnel Expenses -	\$ 1,779,535	\$ 2,195,959	\$ (416,424)	-19%	\$ 1,779,535	\$ 1,701,953	\$ 77,582	5%
TOTAL OPERATING EXPENSE -	\$ 9,168,841	\$ 9,842,025	\$ (673,184)	-7%	\$ 9,168,841	\$ 8,810,338	\$ 358,503	4%

** does not include depreciation



SANTA CRUZ METRO

**FY12
CAPITAL BUDGET
for the month ending - September 30, 2011**

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
<u>Grant-Funded Projects</u>				
State of Good Repair (FTA, RES. RET. EARN.)	\$ -	\$ 5,820,000	\$ 5,820,000	0%
2nd CNG Tank (STIC, MBUAPCD, RES. RET. EARN.)	\$ 29	\$ 1,561,070	\$ 1,561,041	0%
MetroBase Maintenance Facility (PTMISEA, SAKATA) *	\$ (5,315)	\$ 400,000	\$ 405,315	-1%
Purchase 27 ParaCruz Vehicles (FTA-ARRA)	\$ -	\$ 975,000	\$ 975,000	0%
Transit Mgmt. Info. Technology (FTA-ARRA)	\$ 241,326	\$ 845,000	\$ 603,674	29%
Bus Stop Improvements (STIP)	\$ 11,055	\$ 500,000	\$ 488,945	2%
425 Front Street Purchase (FTA, STA)	\$ -	\$ 40,000	\$ 40,000	0%
Land Mobile Radio Project - (LMR) (STATE-1B)	\$ -	\$ 790,000	\$ 790,000	0%
Video Surveillance Project - (CCTV) (STATE-1B)	\$ -	\$ 150,000	\$ 150,000	0%
Emergency Generator Relocation (OHS-1B)	\$ -	\$ 20,000	\$ 20,000	0%
Subtotal Grant Funded Projects	\$ 247,095	\$ 11,101,070	\$ 10,853,975	2%
<u>IT Projects</u>				
HR Software Upgrade (STA)	\$ 555	\$ 125,000	\$ 124,445	0%
Replace Fleet & Facilities Maintenance Software (STA)	\$ 66,799	\$ 115,000	\$ 48,201	58%
Automated Purchasing System Software (STA)	\$ -	\$ 40,000	\$ 40,000	0%
Subtotal IT Projects	\$ 67,354	\$ 280,000	\$ 212,646	24%
<u>Facilities Repair & Improvements</u>				
Operations Bldg. Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MetroCenter Repairs (RES. RET. EARN.)	\$ -	\$ 200,000	\$ 200,000	0%
MTC Lane Four Shelter Replacement (STA)	\$ -	\$ 75,000	\$ 75,000	0%
Repair, Reseal, Restripe (Sinkholes) - Ops (STA)	\$ -	\$ 10,000	\$ 10,000	0%
Subtotal Facilities Repairs & Improvements Projects	\$ -	\$ 485,000	\$ 485,000	0%



FY12
CAPITAL BUDGET
for the month ending - September 30, 2011

	YTD Actual	FY12 Budget	Remaining Budget	% Spent YTD
<u>Revenue Vehicle Replacement</u>				
Replace WiFi on Highway 17 buses	\$ - \$	60,000 \$	60,000	0%
Subtotal Revenue Vehicle Replacements	\$ - \$	60,000 \$	60,000	0%
<u>Non-Revenue Vehicle Replacement</u>				
NONE	\$ - \$	- \$	-	0%
Subtotal Non-Revenue Vehicle Replacements	\$ - \$	- \$	-	0%
<u>Maint Equipment</u>				
Automatic Refrigerant Recovery Recycling & Re-Charging Unit	\$ - \$	4,000 \$	4,000	0%
Subtotal Non-Revenue Vehicle Replacements	\$ - \$	4,000 \$	4,000	0%
<u>Office Equipment</u>				
Fire Safe Filing Cabinets (STA)	\$ - \$	8,000 \$	8,000	0%
Subtotal Office Equipment	\$ - \$	8,000 \$	8,000	0%
<u>Misc</u>				
Use of Reserves to balance Operating Budget in FY12	\$ - \$	1,000,000 \$	1,000,000	0%
Subtotal Misc.	\$ - \$	1,000,000 \$	1,000,000	0%
TOTAL CAPITAL PROJECTS	\$ 314,449 \$	\$ 12,938,070 \$	\$ 12,623,621	2%



SANTA CRUZ
METRO

FY12
CAPITAL BUDGET
for the month ending - September 30, 2011

	<u>YTD Actual</u>	<u>FY12 Budget</u>	<u>Remaining Budget</u>	<u>% Spent YTD</u>
CAPITAL FUNDING				
Federal Capital Grants	\$ 241,326	\$ 7,793,662	\$ 7,552,336	3%
Other Fed - Sakata / Lawsuit proceeds	\$ -	\$ 25,000	\$ 25,000	0%
State - PTMISEA (1B)	\$ (5,315)	\$ 375,000	\$ 380,315	-1%
State - Security Bond Funds (1B)	\$ -	\$ 960,000	\$ 960,000	0%
State Transit Assistance (STA) Carryover-Prior Yrs	\$ 67,354	\$ 442,000	\$ 374,646	15%
State - MBUAPCD **	\$ 29	\$ 200,000	\$ 199,971	0%
State - STIP **	\$ 11,055	\$ 500,000	\$ 488,945	2%
Local - Reserved Retained Earnings	\$ -	\$ 2,507,873	\$ 2,507,873	0%
Local Operating Match	\$ -	\$ 134,535	\$ 134,535	0%
TOTAL CAPITAL FUNDING	\$ 314,449	\$ 12,938,070	\$ 12,623,621	2%

* Credit balance of \$5,315 is due to settlement check received from DMC Construction in August 2011

Attachment C

FY 12 BUDGET LINE ITEM TRANSFERS For the month ending - September 30, 2011

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
TRANSFER # FY12-13			
TRANSFER FROM:	503031-3200	Prof & Tech Fees	\$ (596)
TRANSFER TO:	504215-3200	Printing	\$ 596
REASON:	To cover printing costs for Operation's forms.		
TRANSFER # FY12-14			
TRANSFER FROM:	505031-3200	Telecommunications	\$ (8,000)
TRANSFER TO:	506127-3200	Repairs - District Property	\$ 8,000
REASON:	To cover cost of installing a new dispatch counter.		
TRANSFER # FY12-20			
TRANSFER FROM:	501021-1200	Other Salaries	\$ (6,600)
TRANSFER TO:	503041-1200	Temp Help	\$ 6,600
REASON:	To cover temp help expenses due to a vacant position in Finance (purchasing agent).		
TRANSFER # FY12-21			
TRANSFER FROM:	501021-1300	Other Salaries	\$ (17,300)
TRANSFER TO:	503041-1300	Temp Help	\$ 17,300
REASON:	To cover temp help expenses in Customer Service due to shortage in personnel (CSR's).		



BOARD OF DIRECTORS

Minutes- Board of Directors

August 26, 2011

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District was held on Friday, August 26, 2011 at the Watsonville City Council Chambers, located at 809 Center Street in Santa Cruz, California.

Chair Pirie called the meeting to order at 9:11 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Margarita Alejo
Hilary Bryant
Dene Bustichi
Daniel Dodge
Ron Graves
Donald Hagen
John Leopold
Ellen Pirie
Lynn Robinson
Mark Stone

DIRECTORS ABSENT

Ex-Officio Donna Blitzer
Michelle Hinkle

STAFF PRESENT

Angela Aitken, Acting AGM/Finance Manager
Margaret Gallagher, District Counsel

David Moreau, Asst Paratransit Superintendent
Leslie R. White, General Manager

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

Lynn Knudsen, Santa Cruz Follies

Paul Smith

2. ORAL ANNOUNCEMENT: SPANISH LANGUAGE INTERPRETATION

Amy Weiss announced that she was available for Spanish language interpretation.

3-1. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

Written:

a. SPIN

Re: Lucky 8 Award Celebration

Oral:

None.

4. LABOR ORGANIZATION COMMUNICATIONS

None.

- 5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS**
Leslie R. White noted that item #11 had been deleted.

CONSENT AGENDA

- 6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF MAY 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-2. MONTHLY BUDGET STATUS REPORTS FOR MAY 2011 AND APPROVAL OF BUDGET TRANSFERS**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-3. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIMS OF PEDRO VALDEZ, CLAIM #11-0015; ERIKA GUIDO, CLAIM #11-0016; LOGAN BEAN, CLAIM #11-0018**
Submitted by: Margaret Gallagher, District Counsel
- 6-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF MAY 2011**
Submitted by: April Warnock, Paratransit Superintendent
- 6-5. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR MAY 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-6. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR JUNE 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-7. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JULY 2011**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-8. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**
Submitted by: Angela Aitken, Acting Asst. General Manager & Finance Manager
- 6-9. APPROVE REGULAR BOARD MEETING MINUTES OF MARCH 2011**
Submitted by: Tony Tapiz, Administrative Services Coordinator
- 6-10. APPROVE REGULAR BOARD MEETING MINUTES OF APRIL 2011**
Submitted by: Tony Tapiz, Administrative Services Coordinator
- 6-11. APPROVE REGULAR BOARD MEETING MINUTES OF MAY 2011**
Submitted by: Tony Tapiz, Administrative Services Coordinator
- 6-12. APPROVE REGULAR BOARD MEETING MINUTES OF JUNE 2011**
- 6-13. NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION**

- 6-14. CONSIDERATION OF DECLARING ONE (1) CLARK TUG, ONE (1) CHEVROLET VENTURE, AND MISCELLANEOUS FLEET TOOLING AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION**
- 6-15. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN EXTENSION AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA AT SANTA CRUZ (UCSC) BEGINNING SEPTEMBER 1, 2011**
- 6-16. CONSIDERATION OF AMENDING CONTRACT FOR TIRE CAROUSEL SYSTEM WITH BUSINESS SYSTEMS, INC. TO ADD CALIFORNIA SALES TAX**
- 6-17. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR MONTH OF JUNE 2011**

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR LEOPOLD

Chair Pirie moved item 6-11 to the Regular Agenda as item 10.1

Approve the Consent Agenda as amended.

Motion passed unanimously with Director Hinkle being absent.

REGULAR AGENDA

7. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

The Board of Directors presented a Certificate of Appreciation and Ten-year Service Pin to Margarito Hernandez, Vehicle Service Worker II; and Certificates of Appreciation for 15 years of service to Les Beck, Bus Operator, Sharon Toline, Bus Operator, and Chris Jones, Transit Supervisor.

8. PUBLIC HEARING: CONSIDERATION OF AMENDING SANTA CRUZ METRO'S FARE ORDINANCE 84-2-1 WITH SUBSEQUENT RESOLUTION AND REGULATION TO INCLUDE INCREASED FARES, NEW BUS PASSES, AND SMART CARD FARE MEDIA

Angela Aitken said that the Fare Ordinance was in need of revision and that today's hearing was the final public hearing on the matter.

Erich Friedrich presented that proposed amendments to the Fare Ordinance.

Director Hagen asked that outreach regarding the changes be conducted in Spanish as well, and stressed how important service is to the community. Director Leopold noted that riders were willing to pay more in order to preserve service. Director Dodge asked about the discounted day pass. Erich Friedrich said that it was a fare for persons with disabilities and seniors, and that it occurs often.

CHAIR PIRIE OPENED THE PUBLIC HEARING – 9:27 A.M.

CHAIR PIRIE CLOSED THE PUBLIC HEARING – 9:28 A.M.

No comments received.

There was no discussion.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BRYANT

Amend Santa Cruz METRO's Fare Ordinance 84-2-1 with subsequent resolution and regulation to include increased fares, new bus passes, and smart card fare media.

Motion passed unanimously with Director Hinkle being absent.

9. CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR THE FOLLOWING METRO RETIREES: MICHAEL BOYD, CAROLYN HAMM, ELOISE KELLY, SUZANNE LUNA, DIANE MEYER, HARRY PRICE, DEBRA PRINCE, JOSE RODRIGUEZ, AND JOHN TAYLOR

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR DODGE

Approve Resolutions of Appreciation for Michael Boyd, Carolyn Hamm, Eloise Kelly, Suzanne Luna, Diane Meyer, Harry Price, Debra Prince, Jose Rodriguez and John Taylor.

Motion passed unanimously with Director Hinkle being absent.

10. CONSIDERATION OF A REQUEST TO PROVIDE BUS SERVICE TO THE SANTA CRUZ FOLLIES ON SEPTEMBER 16, 2011 AT AN ESTIMATED COST OF APPROXIMATELY \$800

Discussion:

There was a discussion about the benefits of the Follies. Directors Leopold, Robinson, Dodge, Bryant and Bonnie Morr all made statements in favor of the event.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR DODGE

Approve request to provide bus service to the Santa Cruz Follies on September 16, 2011 at an estimated cost of approximately \$800

Motion passed unanimously with Director Hinkle being absent.

10.1 APPROVE REGULAR BOARD MEETING MINUTES OF MAY 2011

John Daugherty indicated that the minutes of May 13 and May 27 were incorrect and asked that all the speaker's names be included in the record. There was a discussion about including the names of all speakers at the Board of Directors meetings. The Board agreed that only the names on the sign-in sheet would be recorded.

There was a discussion about the recorded vote on May 13, 2011 regarding Poetry in Motion. Chair Pirie directed staff to check the vote and re-submit the minutes of May 13, 2011 at a future meeting.

NO ACTION TAKEN

11. **ITEM #11 WAS REMOVED FROM THE AGENDA**
12. **ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, AUGUST 12, 2011 AT 8:30 A.M. AT THE SANTA CRUZ METRO ADMINISTRATIVE OFFICES LOCATED AT 110 VERNON STREET, SANTA CRUZ**
13. **REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel**
Margaret Gallagher stated that the Board of Directors would have a conference with District Counsel regarding the existing claim of Erika Guido v. Santa Cruz METRO; and real property negotiations regarding Café Lena.
14. **ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION**
Bonnie Morr, UTU,

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)

Name of Case: Claim of Erika Guido
2. CONFERENCE WITH LEGAL COUNSEL – REAL PROPERTY NEGOTIATIONS
(Pursuant to Government Code Section 54956.8)

Name of Case: Café Lena
Negotiating parties: Margaret Gallagher, District Counsel, SCMTD
Farinosh Salilli, Café Lena
Under Negotiation: Price and Terms of Payment

SECTION III: RECONVENE TO OPEN SESSION

15. **REPORT OF CLOSED SESSION**

Margaret Gallagher stated that there was no reportable action taken in Closed Session.

ADJOURN

There being no further business, Chair Pirie adjourned the meeting at 11:06 a.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Services Coordinator



A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, September 9, 2011 at the District's Administrative Office located at 110 Vernon Street in Santa Cruz, California.

Vice Chair Robinson called the meeting to order at 8:40 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Margarita Alejo
Hilary Bryant
Daniel Dodge
Ron Graves
Michelle Hinkle
John Leopold
Lynn Robinson
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Dene Bustichi
Donald Hagen
Ellen Pirie
Mark Stone

STAFF PRESENT

Pat Aviles, Asst Human Resources Manager
Frank Cheng, IT & MB Project Manager
Bob Cotter, Maintenance Manager
Margaret Gallagher, District Counsel

Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Leslie R. White, General Manager

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

Eyedin Zonobi, SJSU
George Dondero, SCCRTC

Otto Melara, SJSU

3. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

WRITTEN:

None.

ORAL:

Eyedin Zonobi, Manager of Transportation Solutions at San Jose State University, requested that SJSU continue to receive a Highway 17 Express 10-ride flexible pass.

4. LABOR ORGANIZATION COMMUNICATIONS

Bonnie Morr, UTU, said that the current level of service was inadequate.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Leslie R. White noted that there were additional documents in support of item #5-1 and item #8.

CONSENT AGENDA

- 5-1. CONSIDERATION OF CONTRACT RENEWAL WITH MANAGED HEALTH NETWORK, INC. FOR EMPLOYEE ASSISTANCE PROGRAM SERVICES**
- 5-2. CONSIDERATION OF ONE-YEAR RENEWAL OF CONTRACT WITH VEHICLE MAINTENANCE PROGRAM, INC. FOR BUS AIR, FUEL AND OIL FILTERS**
- 5-3. CONSIDERATION OF AWARD OF CONTRACT WITH CATTO'S GRAPHICS, INC. FOR PRINTING OF BUS STOP STICKERS FOR AN AMOUNT NOT TO EXCEED \$10,000**
- 5-4. CONSIDERATION OF AWARD OF CONTRACT WITH GEO. H. WILSON, INC. FOR ON-CALL AS NEEDED PLUMBING SERVICES FOR AN AMOUNT NOT TO EXCEED \$25,000**
- 5-5. RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY12 WITH TRAVELERS PROPERTY CASUALTY CO. OF AMERICA AND QBE INSURANCE CORPORATION**
- 5-6. CONSIDERATION OF CONTRACT RENEWAL WITH MIDWEST MOTOR SUPPLY DBA KIMBALL MIDWEST FOR FASTENERS, ELECTRICAL TERMINALS AND MISCELLANEOUS ITEMS FOR AN AMOUNT NOT TO EXCEED \$25,000**
- 5-7. CONSIDERATION OF CONTRACT RENEWAL WITH NELLA OIL COMPANY, LLC DBA OLYMPIAN FOR OFF-SITE REFUELING OF NON-REVENUE VEHICLES FOR AN AMOUNT NOT TO EXCEED \$70,000**
- 5-8. ACCEPT AND FILE METRO ADVISORY COMMITTEE AGENDA FOR SEPTEMBER 2011**
- 5-9. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF GREGORY SPANDEL, CLAIM #11-0019**

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: GRAVES

Approve Consent Agenda.

Motion passed unanimously with Directors Bustichi, Hagen, Pirie and Stone being absent.

REGULAR AGENDA

6. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT WITH LIDIA MENDEZ, DBA TAQUERIA LIDIA AT THE WATSONVILLE TRANSIT CENTER TO MOVE HER BUSINESS TO THE INSIDE TERMINAL SPACE FROM THE OUTSIDE KIOSK SPACE

ACTION: MOTION: DIRECTOR DODGE SECOND: DIRECTOR LEOPOLD

Approve staff recommendation to allow Lidia Mendez, dba Taqueria Lidia at the Watsonville Transit Center to move her business to the inside terminal space from the outside kiosk space.

Motion passed unanimously with Directors Bustichi, Hagen, Pirie and Stone being absent.

7. CONSIDER APPROVAL OF CLASS SPECIFICATION CHANGE FROM BENEFITS COORDINATOR TO BENEFITS ADMINISTRATOR, AND ADJUSTED WAGE SCHEDULE

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BRYANT

Approve class specification change from Benefits Coordinator to Benefits Administrator, and adjusted wage schedule.

Motion passed unanimously with Directors Bustichi, Hagen, Pirie and Stone being absent.

8. CONSIDERATION OF PROVIDING GUIDANCE TO THE METRO REPRESENTATIVES ON THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION REGARDING THE PROGRAMMING OF FUNDS FROM THE STATE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) FOR THE TIER II SEGMENT OF THE HIGHWAY 1 IMPROVEMENT PROJECT

Presented by: Leslie R. White, General Manager

DIRECTOR DODGE LEFT THE ROOM

There was a discussion about guidance regarding the State Transit Improvement Program (STIP) for METRO's representatives on the Santa Cruz County Regional Transportation Commission (SCCRTC).

NO ACTION TAKEN.

9. CONSIDERATION OF AWARD OF CONTRACT WITH RAYMUNDO ENGINEERING COMPANY, INC. FOR ARCHITECT AND ENGINEERING SERVICES FOR SECOND LNG TANK AND EQUIPMENT INSTALLATION AT 1200B RIVER STREET, SANTA CRUZ FOR AN AMOUNT NOT TO EXCEED \$41,520

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

Authorize award of contract with Raymundo Engineering Company, Inc. for Architect and Engineering Services for second LNG tank and Equipment Installation at 1200B River Street, Santa Cruz for an amount not to exceed \$41,520.

Motion passed unanimously with Directors Bustichi, Dodge, Hagen, Pirie and Stone being absent.

10. ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY SEPTEMBER 23, 2011 AT 9:00 A.M. AT THE SCOTTS VALLEY CITY COUNCIL CHAMBERS LOCATED AT 1 CIVIC CENTER DRIVE, IN SCOTTS VALLEY.

ADJOURN

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

Respectfully submitted,

ANTHONY TAPIZ
Administrative Services Coordinator



A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 14, 2011 at the District's Administrative Office located at 110 Vernon Street in Santa Cruz, California.

Vice Chair Robinson called the meeting to order at 8:33 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Margarita Alejo
Hilary Bryant
Dene Bustichi
Ron Graves
Donald Hagen
Michelle Hinkle
John Leopold
Ellen Pirie
Lynn Robinson
Mark Stone

DIRECTORS ABSENT

Daniel Dodge
Ex-Officio Donna Blitzer

STAFF PRESENT

Tove Beatty, Grants Analyst
Lorraine Bayer, Accountant II
Debbie Kinslow, Asst Finance Manager
Bob Cotter, Maintenance Manager
Margaret Gallagher, District Counsel
Mary Ferrick, Fixed Route Superintendent
John Daugherty, Accessible Svcs Coord.

Angela Aitken, Acting AGM/Finance Mgr.
Tom Hiltner, Grants Analyst
Robyn Slater, Human Resources Manager
Leslie R. White, General Manager
Ciro Aguirre, Operations Manager
April Warnock, Paratransit Superintendent
Dave Moreau, Asst Paratransit Superintendent

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

Will Regan, VMU
Brent Fouse, PSA
Bonnie Morr, UTU
Eduardo Montesino, UTU
Lisa Akeson, UCSC

Ryan Harms, UCSC

3. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

WRITTEN:

- | | | |
|----|------------------------|-------------------------------|
| a. | WANDIS WILCOX | RE: AIR CONDITIONING ON BUSES |
| b. | SIERRA CLUB-SANTA CRUZ | RE: SERVICE TO BIG BASIN |
| c. | PEDRO VALDEZ | RE: TORT CLAIM |

ORAL:

None.

4. LABOR ORGANIZATION COMMUNICATIONS

None.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

Margaret Gallagher noted that there were additional documents in support of item #9.0.

CONSENT AGENDA

- 5-1. TORT CLAIMS: REJECT THE CLAIM OF ERNEST HARDY, CLAIM #11-0023**
Submitted by: Margaret Gallagher, District Counsel
- 5-2. NOTICE OF ACTIONS TAKEN IN CLOSED SESSION REGARDING SETTLEMENT WITH COMMERCE WEST INSURANCE (SUBROGATING FOR VINCE TABULA AND ERIKA GUIDO); THE CASE OF JOSEPH BLAIR V. SANTA CRUZ METRO; THE CASE OF MARIO DE LA GARZA V. SANTA CRUZ METRO; THE CASE OF GOODWILL INDUSTRIES OF MONTEREY AND SAN LUIS OBISPO COUNTIES, ET AL V. SANTA CRUZ METRO; SIDE AGREEMENT WITH UNITED TRANSPORTATION UNION (UTU) LOCAL 23; SIDE AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 521**
Submitted by: Margaret Gallagher, District Counsel
- 5-3. ACCEPT AND FILE METRO ADVISORY COMMITTEE AGENDA FOR OCTOBER 2011, ACCEPT AND FILE WITHDRAWAL OF MAC REQUEST TO MOVE LOCATION OF FIRST BOARD MEETING OF THE MONTH**
Submitted by: Tony Tapiz, Administrative Services Coordinator
- 5-4. CONSIDERATION OF ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REQUEST A LETTER OF NO PREJUDICE (LONP) AND SIGN NECESSARY AGREEMENTS WITH THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) AND CALTRANS IN ORDER TO PROCEED WITH THE PURCHASE OF 11 NEW FIXED-ROUTE CNG-FUELED BUSES WITH STATE AND LOCAL PARTNERSHIP PROGRAM MATCHING FUNDS SECURED, IF NEEDED, PRIOR TO CTC ALLOCATION**
- 5-5. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR JULY 2011**
This item was moved to the next Agenda.

- 5-6. ACCEPT AND FILE METROBASE STATUS REPORT**

- 5-7. CONSIDERATION OF AWARD OF CONTRACT WITH NATIONWIDE BIRD CONTROL, INC. FOR BIRD ABATEMENT SERVICES**

- 5-8. CONSIDERATION OF AWARD OF CONTRACT WITH STATE ELECTRIC GENERATOR FOR REMOVAL OF AN EXISTING ROOF-TOP GENERATOR AND INSTALLATION OF TWO TRANSFER SWITCHES AND A SANTA CRUZ METRO SUPPLIED GENERATOR FOR AN AMOUNT NOT TO EXCEED \$17,412.05**
Director Leopold said it was nice that the generator was being re-used.

- 5-9. CONSIDERATION OF AWARD OF CONTRACT WITH AIRTEC SERVICE FOR HEATING VENTILATION AND AIR CONDITIONING MAINTENANCE SERVICE**

- 5-10. CONSIDERATION OF CONTRACT RENEWAL FOR EMPLOYEE DENTAL INSURANCE WITH DELTA DENTAL THROUGH THE CALIFORNIA STATE ASSOCIATION OF COUNTIES EXCESS INSURANCE AUTHORITY (CSAC-EIA)**

- 5-11. CONSIDERATION OF 2012 BOARD OF DIRECTORS MEETING SCHEDULE**
Chair Pirie noted that the listing for January 21 should actually be January 27.

- 5-12. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES**

- 5-13. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR JULY 2011**

- 5-14. ACCEPT AND FILE MINUTES REFLECTING VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS**

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR LEOPOLD

Approve Consent Agenda as amended.

Motion passed unanimously with Director Dodge being absent.

REGULAR AGENDA

- 6. ACCEPT AND FILE REPORT ON THE DEPARTMENT OF COMMERCE RESPONSE TO COMMENTS ON THE U.S. CENSUS BUREAU GEOGRAPHY DIVISION'S PROPOSED URBAN AREA CRITERIA**

Leslie R. White commended Tove Beatty, Erich Friedrich, and Claire Fliesling for their work on the US Census response, and noted that METRO staff exposed flaws in the methodology used by the US Census/Department of Commerce.

6-6.12

7. CONSIDERATION OF NOMINATIONS OF MEMBERS TO THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION FOR ONE-YEAR TERMS

Angela Aitken reported that nominations are needed for the Santa Cruz Civic Improvement Corporation.

ACTION: MOTION: DIRECTOR BRYANT SECOND: DIRECTOR

Approve re-nomination of current members of SCCIC.

Motion passed unanimously with Director Dodge being absent.

8. CONSIDERATION OF STAFF REPORT REGARDING METRO/SCCRTC MERGER

There was a discussion about the options for a merger between METRO and the SCCRTC.

ACTION: MOTION: DIRECTOR PIRIE SECOND: DIRECTOR HAGEN

Defer discussion of METRO/SCCRTC MERGER.

Motion passed unanimously with Director Dodge being absent.

9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LICENSE AND INDEMNITY AGREEMENT WITH THE UNIVERSITY OF CALIFORNIA AT SANTA CRUZ (UCSC) FOR THE USE OF METRO BUS STOPS FOR THE “NIGHT OWL” SERVICE

Leslie R. White reported that UCSC needed to agree to indemnification in order to use METRO bus stops for their Night Owl service. Bonnie Morr, UTU, raised concerns over the use of so many bus stops. Larry Pageler, UCSC, said that because the University is concerned over the safety of riders, Community Service Officers will be riding along. Bonnie Morr, UTU, said that the agreement should be limited. Leslie R. White noted that the agreement terms are for one year, and that any service additions would be considered if necessary. Will Regan, VMU, asked if any additional costs would result from the agreement. Leslie R. White stated that the issue could be revisited if any incidental costs arose.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BUSTICHI

Authorize the General Manager to execute a License and Indemnity Agreement with the University of California at Santa Cruz (UCSC) for the use of METRO bus stops for the “Night Owl” service.

Motion passed unanimously.

10. CONSIDERATION OF THE DEPARTMENT OF TRANSPORTATION (DOT) FINAL RULE EFFECTIVE OCTOBER 19, 2011 REGARDING AMENDMENTS TO THE AMERICANS WITH DISABILITIES ACT (ADA) REGULATIONS FOR THE TRANSPORTATION OF WHEELCHAIRS ON SANTA CRUZ METRO’S FIXED ROUTE AND PARATRANSIT SERVICES

Leslie R. White reported that the federal Department of Transportation was implementing changes to the rules governing the transportation of riders in mobile devices and suggested a committee be formed to examine the issue. Margaret Gallagher said that there are concerns with the exceptions allowed by the proposed new rules, and she agreed that a committee should be formed. There was a discussion about the impact of the proposed rules.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR BUSTICHI

Authorize the formation of a committee to study the impact of the proposed DOT rule changes, including the METRO Operations Manager, the METRO Accessible Services Coordinator, and a representative from UTU Local 21.

Motion passed unanimously.

11. ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE ON FRIDAY, OCTOBER 28, 2011 AT 9:00 A.M. AT THE SANTA CRUZ CITY COUNCIL CHAMBERS LOCATED AT 809 CENTER STREET, SANTA CRUZ

12. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

13. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
(Pursuant to Government Code Section 54956.9)

Name of Case: Linda Burke v. Santa Cruz Metro
(Before the Workers’ Compensation Appeals Board)

2. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION
(Pursuant to Government Code Section 54957.5)

Number of Potential Cases: One

SECTION III: RECONVENE TO OPEN SESSION

14. REPORT OF CLOSED SESSION

15. ADJOURNMENT
ADJOURN TO THE NEXT REGULARLY SCHEDULED BOARD MEETING ON FRIDAY, OCTOBER 28, 2011 AT 9:00 A.M.

ADJOURN

There being no further business, Vice Chair Robinson adjourned the meeting at 9:35 a.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Services Coordinator

DRAFT



A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, October 28, 2011 at the Santa Cruz City Chambers, located at 809 Center Street in Santa Cruz, California.

Chair Pirie called the meeting to order at 9:00 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Margarita Alejo
Hilary Bryant
Dene Bustichi
Daniel Dodge
Ron Graves
Donald Hagen
Michelle Hinkle
John Leopold
Ellen Pirie
Lynn Robinson
Ex-Officio Donna Blitzer

DIRECTORS ABSENT

Mark Stone

STAFF PRESENT

Pat Aviles, Asst Human Resources Manager
Frank Cheng, IT & MB Project Manager
Bob Cotter, Maintenance Manager
Margaret Gallagher, District Counsel

Debbie Kinslow, Asst Finance Manager
Robyn Slater, Human Resources Manager
Leslie R. White, General Manager

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

Will Regan, VMU/SEIU

2. ORAL ANNOUNCEMENT: SPANISH LANGUAGE INTERPRETATION

Amy Weiss announced that she was available for Spanish language interpretation.

3. ORAL AND WRITTEN COMMUNICATION TO THE BOARD OF DIRECTORS

WRITTEN:

A. Bill Delaney RE: Routing of Buses on 41st Ave. Northbound

ORAL:

None.

4. LABOR ORGANIZATION COMMUNICATIONS

None.

5. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

None..

CONSENT AGENDA

- 6-1. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR THE MONTH OF JUNE 2011
- 6-2. CONSIDERATION OF TORT CLAIMS: REJECT THE CLAIM OF JOYCE SMITH, CLAIM #11-0025, REJECT THE CLAIM OF AAA (SUBROGATING FOR CYNTHIA SAMMET, CLAIM #11-0024
- 6-3. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF JULY 2011
- 6-4. ACCEPT AND FILE PARACRUZ OPERATIONS STATUS REPORT FOR THE MONTH OF AUGUST 2011
- 6-5. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR JULY 2011
- 6-6. ACCEPT AND FILE RIDERSHIP AND PERFORMANCE REPORT FOR AUGUST 2011
- 6-7. ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR OCTOBER 2011
- 6-8. ACCEPT AND FILE STATUS REPORT OF FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES

- 6-9. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH GIRO, INC. TO THE HASTUS LICENSE AND AGREEMENT IN THE AMOUNT OF \$197,890 FOR APPROVED CUSTOMIZATIONS, ONSITE GO-LIVE SUPPORT VISITS, REMOTE SUPPORT SESSIONS, AND ANNUAL MAINTENANCE COVERING ALL OF 2012, AND PART OF 2013**

- 6-10. CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A CONTRACT AMENDMENT WITH TRAPEZE SOFTWARE GROUP, INC. FOR SUPPORT MAINTENANCE OF TRAPEZE PASS, PASS-CERT, PASS IVR (CALLBACKS), IVR (CANCEL/CONFIRM), AND VOICE GENIE MODULES IN THE AMOUNT OF \$18,448.00 WITH EXPIRATION DATE OF JUNE 30, 2012**

- 6-11. NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION**

- 6-12. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR MONTH OF JULY 2011**

- 6-13. CONSIDERATION OF AWARD OF CONTRACT with AAA FENCE COMPANY, INC. TO PROVIDE AND INSTALL WROUGHT IRON FENCING AT THE 425 FRONT STREET LOT FOR AN AMOUNT NOT TO EXCEED \$22,669**

- 6-14. ACCEPT AND FILE ACCESSIBLE SERVICES REPORT FOR MONTH OF AUGUST 2011**

ACTION: MOTION: DIRECTOR GRAVES SECOND: DIRECTOR ROBINSON

Approve Consent Agenda as presented.

Motion passed unanimously with Director Stone being absent.

REGULAR AGENDA

7. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS

Chair Ellen Pirie presented Certificates of Appreciation and Ten-Year Pins to Robyn D. Slater, Human Resources Manager and Efrain U. Hernandez, Vehicle Service Worker II for ten years of service; and a Certificate of appreciation to Maria P. Hernandez, Customer Service Representative for fifteen years of service

8. CONSIDERATION OF A RESOLUTION OF APPRECIATION AND REMEMBRANCE FOR THE SERVICES OF DELORIS LAUTNER AS A RESERVATIONIST FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR GRAVES

Approve Resolution of Appreciation and Remembrance for the services of Deloris Lautner as a Reservationist for the Santa Cruz Metropolitan Transit District.

Motion passed unanimously with Director Stone being absent.

9. CONSIDERATION OF ADOPTING ANOTHER RESOLUTION AT THE REQUEST OF CALTRANS AUTHORIZING THE GENERAL MANAGER TO REQUEST A LETTER OF NO PREJUDICE (LONP) AND SIGN NECESSARY AGREEMENTS WITH THE CALIFORNIA TRANSPORTATION COMMISSION (CTC) AND CALTRANS IN ORDER TO PROCEED WITH THE PURCHASE OF 11 NEW FIXED-ROUTE CNG-FUELED BUSES WITH LOCAL SALES TAX MATCHING FUNDS, IF NECESSARY, PRIOR TO CTC ALLOCATION OF STATE AND LOCAL PARTNERSHIP PROGRAM (SLPP) FUNDING

Tove Beatty, Grants/ Legislative Analyst, reported that the Resolution was no longer needed. Director Leopold thanked Staff for their efforts, said that although working with Caltrans may be difficult, the funds are important to METRO.

NO ACTION TAKEN.

10. CONSIDERATION OF AWARD TO CONTRACT FOR PURCHASE AND INSTALLATION OF INFRARED I.S. NATURAL GAS SENSORS AND LEL REMOTE CALIBRATION ADAPTOR KITS WITH COATS CONSTRUCTION COMPANY FOR AN AMOUNT NOT TO EXCEED \$64,750

Robert Cotter, Maintenance Manager, reported that the gas sensors at the Fleet Maintenance Building required retrofitting. Vice Chair Robinson new sensors were needed. Mr. Cotter said that the new sensors are controlled remotely, so the added effort and risk of renting a scissers lift is eliminated. Leslie R. White said that the first sensors installed were now obsolete. There was a discussion about the lack of bids received.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR LEOPOLD

Authorize the General Manager to sign a contract for purchase and installation of infrared I.S. Natural Gas Sensors and LEL Remote Calibration Adaptor Kits with Coats Construction Company for an amount not to exceed \$64,750.00.

Motion passed unanimously with Director Stone being absent.

11. CONSIDERATION OF AWARD TO CONTRACT FOR RENOVATION OF PACIFIC STATION LANE 4 AWNING WITH COATS CONSTRUCTION COMPANY FOR AN AMOUNT NOT TO EXCEED \$96,705

Robert Cotter, Maintenance Manager, said that the Pacific Station Lane 4 awning has deteriorated and is in need of replacement. There was a discussion about Sole Bid Analysis. Director Leopold asked if the RFP had been posted in the Builder's Exchange. Mr. Cotter said that it had. There was a discussion about outreach to local contractors and about the general lack of interest in bidding on government jobs. Director Bustichi asked if the project could be put back out to bid. Leslie R. White said that there was a deadline for using the funds, but that the point was well-taken. John Daugherty asked if the Grant funds could possibly be used for bus stop improvements.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR HAGEN

Authorize the General Manager to sign a contract for Renovation of the Pacific Station Lane 4 awning with Coats Construction Company for an amount not to exceed \$96,705.

Motion passed unanimously with Director Stone being absent.

12. MONTHLY BUDGET STATUS REPORTS FOR JUNE 2011 AND APPROVAL OF BUDGET TRANSFERS

Angela Aitken, Acting Asst. General Manager & Finance Manager, presented the staff report. Director Leopold said he understood the need to be conservative in budgeting, but to not be overly conservative in the future. Ms. Aitken said that the last year had been very volatile and that the best decisions were made with the best information available. Leslie R. White said that METRO would return to a 5-year Budget plan. Director Dodge said he was confused by the doom and gloom, and said that projections need to be on-target. Director Dodge said that he was concerned that the public was losing faith.

There was a discussion about the nature of federal Transit funding. Bonnie Morr, UTU, requested that the Board look at past financial reports when considering current finances.

ACTION: MOTION: DIRECTOR HAGEN SECOND: DIRECTOR LEOPOLD

Accept and file the fiscal year end monthly Budget Status Reports for June 30, 2011, and approve the June 2011 Budget Transfers.

Motion passed with Director Dodge voting no and Director Stone being absent.

CHAIR PIRIE ANNOUNCED THAT THE SANTA CRUZ CIVIC IMPROVEMENT CORPORATION WOULD NOT BE HOLDING IT'S ANNUAL MEETING UNTIL NOVEMBER 18, 2011.

13. CONSIDERATION OF INTERIM SERVICE INCREASES TO ADDRESS OVERLOADS AND SERVICE DELAYS EXPERIENCED SINCE IMPLEMENTATION OF SERVICE REDUCTION ON SEPTEMBER 15, 2011

Ciro Aguirre, Operations Manager, presented his staff report on service delays and interim service increases. There was a discussion about the staffing needs for maintaining current and future levels of service.

DIRECTOR BUSITCHI LEFT THE ROOM

ACTION: MOTION: DIRECTOR HAGEN SECOND: DIRECTOR ROBINSON

Accept and file staff report on interim service increases to address overloads and service delays experienced since implementation of service reduction on September 15, 2011.

Motion passed unanimously with Director Stone being absent.

DIRECTOR BUSITCHI RETURNED.

14. CONSIDERATION OF RESTORING FIXED ROUTE AND PARATRANSIT SERVICE POSITIONS NECESSARY TO MEET PASSENGER VOLUMES

Leslie R. White, General Manager, presented his staff report on the restoration of Fixed Route and Paratransit positions. There was a conversation about the positions to be restored and the need to correct service shortcomings. Director Leopold said that it was important to restore service levels, even if it meant putting off the hiring of management staff. Director Bryant asked if there were concerns of not having enough applicants. Mr. White said there were no concerns.

Eduardo Montesino, UTU, asked the Board to look at the service and said that whatever needed to be done to fix the service would be done. Mr. Montesino urged the Board to consider a discounted Cabrillo fare. John Daugherty, SEA, asked the Board to consider augmenting the staff at the Customer Service booth at Pacific Station. Will Regan, VMU, reported that the Fleet Maintenance Department was understaffed and he encouraged that the Board authorize the hiring of more mechanics. Bonnie Morr, UTU, said she was thankful that bus operators were being consulted on the issue and spoke about correcting the current service. Director Dodge asked about ridership studies. Leslie R. White described recent ridership studies.

ACTION: MOTION: DIRECTOR LEOPOLD SECOND: DIRECTOR ROBINSON

Approve the restoration of Fixed Route and Paratransit positions necessary to meet passenger volumes; direct staff to report back on the status of Mechanics in November; and direct staff to report back on status of restored positions and service in January.

Motion passed unanimously with Director Stone being absent.

15. CONSIDERATION OF RESTORATION OF THE FUNDING FOR THE FOLLOWING POSITIONS FOR THE FISCAL YEAR 2012 BUDGET: ASSISTANT GENERAL MANAGER, ASSISTANT HUMAN RESOURCES MANAGER, PURCHASING ASSISTANT AND PARACRUZ CLERK III

Leslie R. White, General Manager, presented the staff report on restoring funding for the Assistant General Manager, Assistant Human Resources Manager, Purchasing Assistant and Paracruz Clerk III positions. Director Bustichi asked that the issue of the Assistant General Manager be pulled. Director Leopold said that he was concerned about the sustainability of the positions being authorized. Leslie R. White said that the positions were sustainable. Director Leopold said he was uneasy hiring so many when District finances are so tentative.

ACTION: MOTION: DIRECTOR BUSTICHI SECOND: DIRECTOR ROBINSON

Approve the restoration of FY 2012 funding for the Assistant Human Resources Manager, Purchasing Assistant and Paracruz Clerk III positions.

Motion passed with Directors Dodge and Leopold voting no, and Director Stone being absent.

16. CONSIDERATION OF EXECUTION OF A LETTER OF AGREEMENT TO EXTEND THE CURRENT EMPLOYMENT AGREEMENT WITH LESLIE R. WHITE TO SERVE AS GENERAL MANAGER FOR THE PERIOD JANUARY 1, 2013 THROUGH DECEMBER 31, 2014

Chair Pirie moved item #16 to Closed Session.

17. ORAL ANNOUNCEMENT: THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, NOVEMBER 18, 2011 AT 9:00 A.M. AT THE WATSONVILLE CITY COUNCIL CHAMBERS LOCATED AT 275 MAIN STREET, WATSONVILLE

Presented by: Ellen Pirie, Chair

18. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

19. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

Bonnie Morr, UTU, said that METRO was lucky to have Les White. Ms. Morr said that Les White understands the System, the Industry, and the Community, and she supported extending his contract.

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – [EXISTING] LITIGATION

(Pursuant to Government Code Section 5495[6.9])

- a. Existing Litigation: Zonia Waldon v. Santa Cruz Metro: Santa Cruz Superior Court Case No. 167503
- b. Existing Litigation: Estate of Salvador Chipres and heirs of Salvador Chipres v. Santa Cruz Metro
- c. Existing Litigation: Goodwill Industries/De La Garza v. Santa Cruz Metro

SECTION III: RECONVENE TO OPEN SESSION

20. REPORT OF CLOSED SESSION

Margaret Gallagher stated that the Board had authorized the execution of a Letter of Agreement to extend the current employment agreement with Leslie R. White to serve as General Manager for the period January 1, 2013 through December 31, 2014. Ms. Gallagher announced that Ron Graves, Daniel Dodge, Hilary Bryant, Dene Bustichi, Ellen Pirie, Lynn Robinson, Donald Hagen, Margarita Alejo, and Michelle Hinkle voted yes, that John Leopold voted no, and that Director Mark Stone was absent.

Will Regan, VMU, said that he supported Leslie R. White continuing as General Manager. Bonnie Morr asked about the Assistant General Manager position. Chair Pirie said that it would be re-visited.

21. ADJOURNMENT

ADJOURN TO THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE HELD FRIDAY, NOVEMBER 18, 2011 AT 9:00 A.M. AT THE WATSONVILLE CITY COUNCIL CHAMBERS LOCATED AT 275 MAIN STREET, WATSONVILLE

ADJOURN

There being no further business, Chair Pirie adjourned the meeting at 10:55 a.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Services Coordinator

DRAFT

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011
TO: Board of Directors
FROM: John Daugherty, METRO Accessible Services Coordinator
SUBJECT: ACCESSIBLE SERVICES REPORT FOR OCTOBER 2011

I. RECOMMENDED ACTION

This report is informational only. No action required.

II. SUMMARY OF ISSUES

- After a demonstration project, the Accessible Services Coordinator (ASC) position became a full time position to organize and provide METRO services to the senior/older adult and disability communities.
- Services include the METRO Mobility Training program and ongoing public outreach promoting METRO's accessibility. The ASC also participates in METRO's staff training and policy review regarding accessibility.
- Two persons have served in the ASC position from 1988 to today. In 2002 the ASC position was moved into the newly created Paratransit Department. On May 27, 2011 the Board approved the staff recommendation to receive monthly reports on the activity of the ASC.

III. DISCUSSION

The creation of the Accessible Services Coordinator (ASC) position was the result of a successful demonstration project funded through the Santa Cruz County Regional Transportation Commission. Two persons have served in the ASC position from 1988 to today. Both hiring panels for the ASC included public agency representatives serving older adults and persons with disabilities.

The first ASC, Dr. Pat Cavataio, served from April 1988 through December 1998. The second ASC, John Daugherty, began serving in December 1998.

Under direction, the Accessible Services Coordinator: 1) Organizes, supervises, coordinates and provides METRO services to the older adult and disability communities; 2) Organizes, directs and coordinates the activities and operation of METRO's Mobility Training function; 3) Promotes and provides Mobility Training and outreach services; 4) Acts as information source to staff, Management, funding sources, clients, community agencies and organizations, and the general public regarding Mobility Training and accessibility; 5) Works with Department Managers to ensure compliance with METRO's accessibility program and policies.

During 2002 the ASC position was moved from Customer Service to the newly created Paratransit Department. Mr. Daugherty was the first employee. His placement was followed by hiring of the first Paratransit Superintendent, Steve Paulson and the current Eligibility Coordinator, Eileen Wagley.

On May 27, 2011 the Board approved the following recommendation: "Staff recommends that this position be reinstated in FY 12 budget with the requirement that this position be evaluated during FY12 to make sure the service items that are being requested by the Community are being carried out by this position. Additionally, staff recommends that this position be required to provide a monthly activity report to the Board of Directors during FY12."

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Accessible Services Coordinator (ASC) Activity Tracking Report for October 2011

Prepared by: John Daugherty, METRO Accessible Services Coordinator
Date Prepared: December 8, 2011

Attachment A

Accessible Services Coordinator (ASC) Activity Tracking Report for October 2011

What is Mobility Training?

Mobility Training is customized support to allow access to METRO services. It can include:

- **An Assessment:** The ASC meets the trainee to assess the trainee's capabilities to use METRO services. They discuss the trainee's experience using public transit and set goals for training sessions.
- **Trip Planning:** Practice to use bus route schedules, maps, online resources and other tools to plan ahead for trips on METRO fixed route and METRO ParaCruz services. All Mobility Training includes some trip planning.
- **Boarding/Disembarking Training:** Practice to board, be secured, and then disembark (get off) METRO buses. This training has been requested by persons using walkers, wheelchairs, scooters and service animals. The training session includes work with an operator and out of service bus and lasts three to five hours.
- **Route Training:** Practice using METRO buses to travel to destinations chosen by trainees. The training session includes practice on handling fares, bus riding rules and emergency situations. One training session can take two to eight hours. One or two sessions to learn one destination is typical. The number of training sessions varies with each trainee.

There was progress with training 28 individuals:

- **Six individuals were new referrals:** Three persons were referred by the Eligibility Coordinator and received phone calls from the ASC. Assessment of their needs is not complete. One person was referred by his mother: There was a first in person meeting to begin an Assessment. One person referred himself, and received a phone call from the ASC. One person was referred by a school counselor; the Assessment is being set up.
- **Training with five persons progressed:** One person completed her second route training. Four persons were either met in person or contacted by phone to set up appointments.
- **Training with 17 individuals is almost complete:** October activity included checking on whether further training is needed and preparation to close their files or complete their referral sheets.

Attachment A

Training Overview for October 2011:

- Amount of time dedicated to training sessions and follow up activity: At least 60 hours
- Tracking of scheduled appointments vs. cancelled:
Four appointments scheduled, no appointments cancelled

Highlights of Other Activity - Outreach performed in the community:

- October 18 Seniors Commission meeting

Meetings are usually scheduled for two hours. Total ASC time spent includes preparation for the meeting, the meeting itself and follow up activity. ASC activity for each meeting can take four to nine hours.

The total audience for October meeting was 15 persons. Questions on METRO service varied. Information was provided during meetings and follow up phone calls.

Requests from the community and METRO staff:

- There were at least 22 individual contacts in person and/or over the phone. Most contacts regarded the status of training (setting up sessions or cancelling sessions).
- There were also contacts because persons asked for trip planning assistance with METRO service.
- On October 5 ASC met with Robyn Slater and April Warnock to finalize Customer Service Training for METRO ParaCruz reservationists and dispatchers. Training sessions took place October 14 and 19 at METRO ParaCruz offices. One more training session pending.
- Per METRO Board direction, on October 25 ASC met with Les White, Peggy Gallagher, Ciro Aguirre and Bonnie Morr to review impacts of new ADA regulations. Follow up activity includes development of an outreach plan that includes METRO employee assistance with Stokes Straps and securement location marking and public demonstration of METRO vehicle access for passengers.
- After the October 28 METRO Board meeting ASC talked with Ciro Aguirre and Mary Ferrick regarding service closures for METRO Customer Service. ASC noted that he had emailed an offer to help. Ciro stated he would check regarding ASC assistance.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: April Warnock, Paratransit Superintendent

SUBJECT: METRO PARACRUZ OPERATIONS STATUS REPORT–OCTOBER 2011

I. RECOMMENDED ACTION

This report is for information only - no action requested

II. SUMMARY OF ISSUES

- METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Transit District, providing shared ride, door-to-door demand-response transportation to customers certified as having disabilities that prevent them from independently using the fixed route bus.
- METRO assumed direct operation of paratransit services November 1, 2004. This service had been delivered under contract since 1992.
- Discussion of ParaCruz Operations Status Report.
- Attachment A1: On-time Performance Chart displays the percentage of pick-ups within the “ready window” and a breakdown in 5-minute increments for pick-ups beyond the “ready window”. The monthly Customer Service Reports summary is included.
- Attachment B1: Report of ParaCruz’ operating statistics. Performance Averages and Performance Goals are reflected in the Comparative Operating Statistics Table in order to establish and compare actual performance measures, as performance is a critical indicator as to ParaCruz’ efficiency.
- Attachments C and D: ParaCruz Performance Charts displaying trends in rider-ship and mileage spanning a period of three years.
- Attachment E: Current calendar year’s statistical information on the number of ParaCruz in-person eligibility assessments, including a comparison to past years, since implementation in August of 2002.

III. DISCUSSION

From September 2011 to October 2011, ParaCruz rides decreased by 228 rides. This decrease does trend with the previous two years, both of which experienced a slight decrease in the number of rides from the month of September to the month of October. The number of rides performed in October 2011 was exactly the same as the number of rides in October 2010.

Call Center statistics are available only on a monthly basis at this time, reflecting that we experienced problems with the phone system attributed to wiring issues that have been identified. Corrective measures have been taken, but the disruption to the system makes cumulative data unavailable at this time.

IV. FINANCIAL CONSIDERATIONS

NONE

V. ATTACHMENTS

- Attachment A1:** ParaCruz On-time Performance Chart
- Attachment B1:** Comparative Operating Statistics Table
- Attachment C:** Number of Rides Comparison Chart and Shared vs. Total Rides Chart
- Attachment D:** Mileage Comparison Chart and Year to Date Mileage Chart
- Attachment E:** Eligibility Chart

ATTACHMENT A

Board of Directors
Board Meeting December 16, 2011

ParaCruz On-time Performance Report		
	Oct 2010	Oct 2011
Total pick ups	8471	8471
Percent in “ready window”	95.15%	95.28%
1 to 5 minutes late	1.76%	1.81%
6 to 10 minutes late	.91%	1.42%
11 to 15 minutes late	.53%	.60%
16 to 20 minutes late	.28%	.40%
21 to 25 minutes late	.18%	.33%
26 to 30 minutes late	.12%	.07%
31 to 35 minutes late	.06%	.05%
36 to 40 minutes late	.00%	.04%
41 or more minutes late (excessively late/missed trips)	.01%	.01%
Total beyond “ready window”	4.85%	4.72%

During the month of October 2011, ParaCruz received seven (7) Customer Service Reports. Two (2) of the reports were valid complaints, three (3) of the reports were not valid, and two (2) of the reports were compliments.

ATTACHMENT B

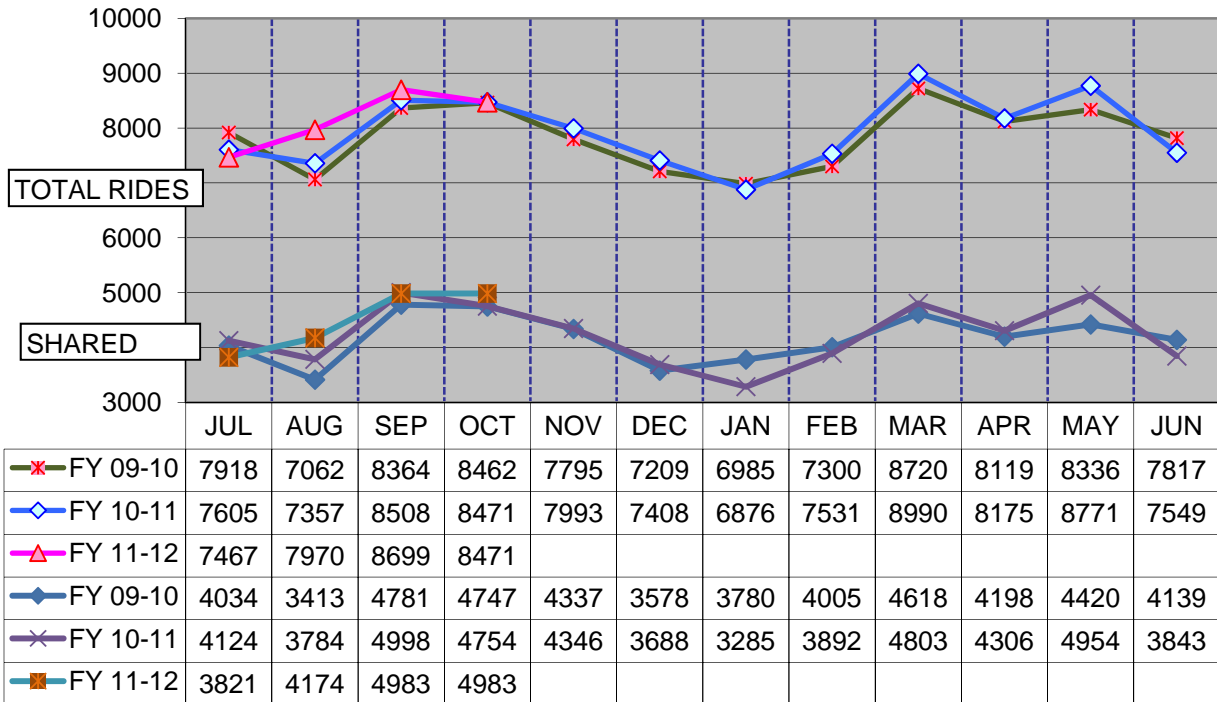
Board of Directors
Board Meeting December 16, 2011

Comparative Operating Statistics This Fiscal Year, Last Fiscal Year through October 2011.

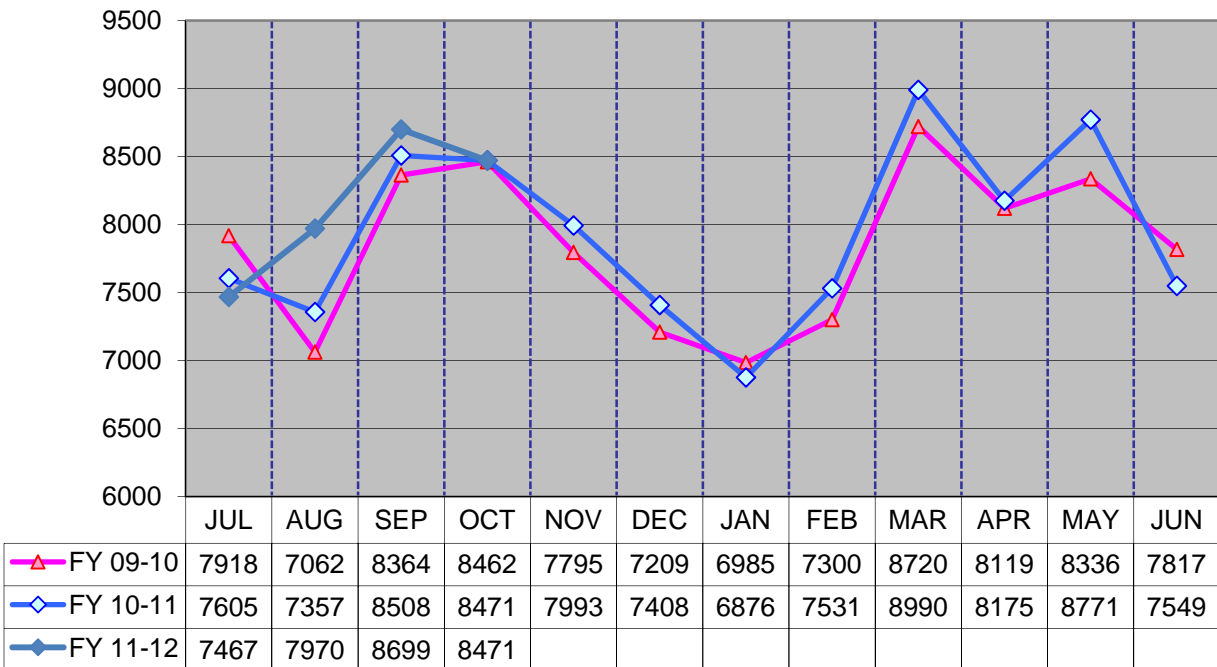
	Oct 10	Oct 11	Fiscal 10-11	Fiscal 11-12	Performance Averages	Performance Goals
Requested	8844	9009	33,149	34,048	8580	
Performed	8471	8471	31,938	32,607	7392	
Cancels	16.80%	16.62%	16.60%	16.76%	18.39%	
No Shows	1.67%	3.31%	2.15%	3.08%	2.58%	Less than 3%
Total miles	53,758	54,363	207,828	220,227	53,635	
Av trip miles	5.17	4.72	4.95	4.84	4.89	
Within ready window	95.15%	95.28%	96.30%	94.90%	95.05%	92.00% or better
Excessively late/missed trips	1	1	9	8	2.42	Zero (0)
Call center volume	6137	5997	23,106	24,050	N/A	
Call average seconds to answer	57	32	1 min: 54 secs	29.76	N/A	Less than 2 minutes
Hold times less than 2 minutes	95.01%	95.25%	94.42%	95.27%	N/A	Greater than 90%
Distinct riders	829	799	1307	1074	793	
Most frequent rider	67 rides	49 rides	245 rides	186 rides	53 rides	
Shared rides	66.2%	68.3%	64.2%	64.1%	62.43%	Greater than 60%
Passengers per rev hour	2.3	2.06	2.25	2.04	2.01	Greater than 1.6 passengers/hour
Rides by supplemental providers	8.21%	15.69%	8.79%	12.14%	10.73%	No more than 25%
Vendor cost per ride	\$20.56	\$22.69	\$21.75	\$20.82	\$21.66	
ParaCruz driver cost per ride (estimated)	\$22.20	\$25.90	\$26.06	\$24.22	\$23.39	
Rides < 10 miles	70.09%	68.56%	69.25%	69.11%	68.62%	
Rides > 10	29.91%	31.44%	30.75%	30.89%	31.2%	

ATTACHMENT C

TOTAL RIDES vs. SHARED RIDES

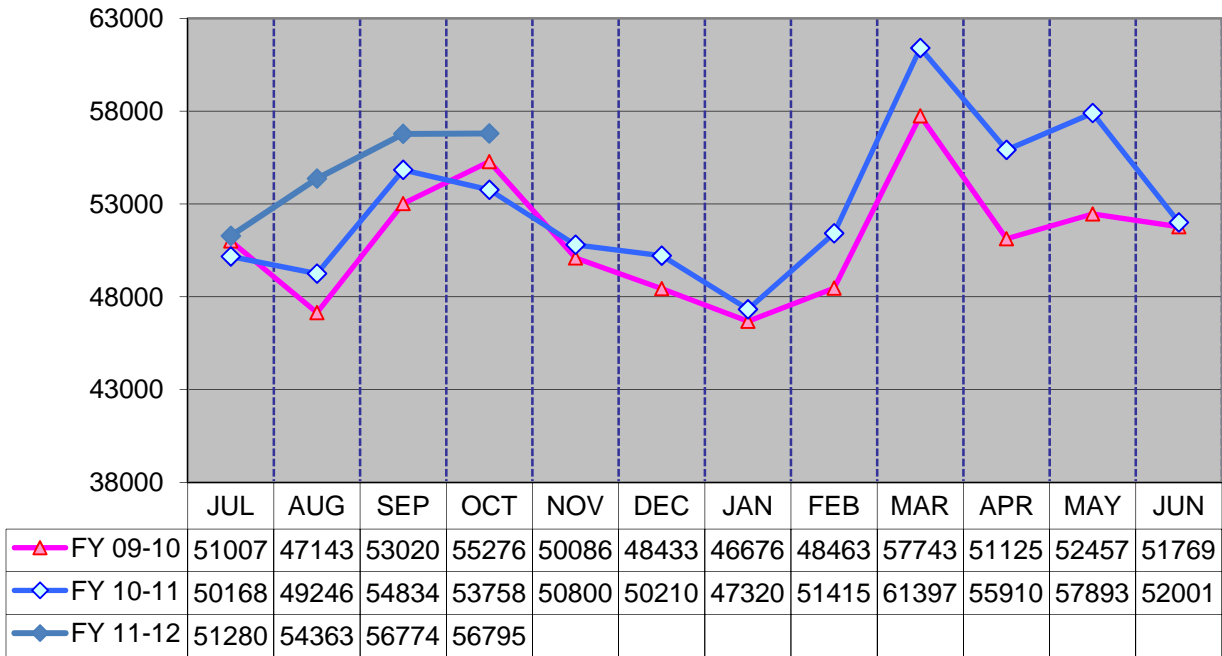


NUMBER OF RIDES COMPARISON CHART

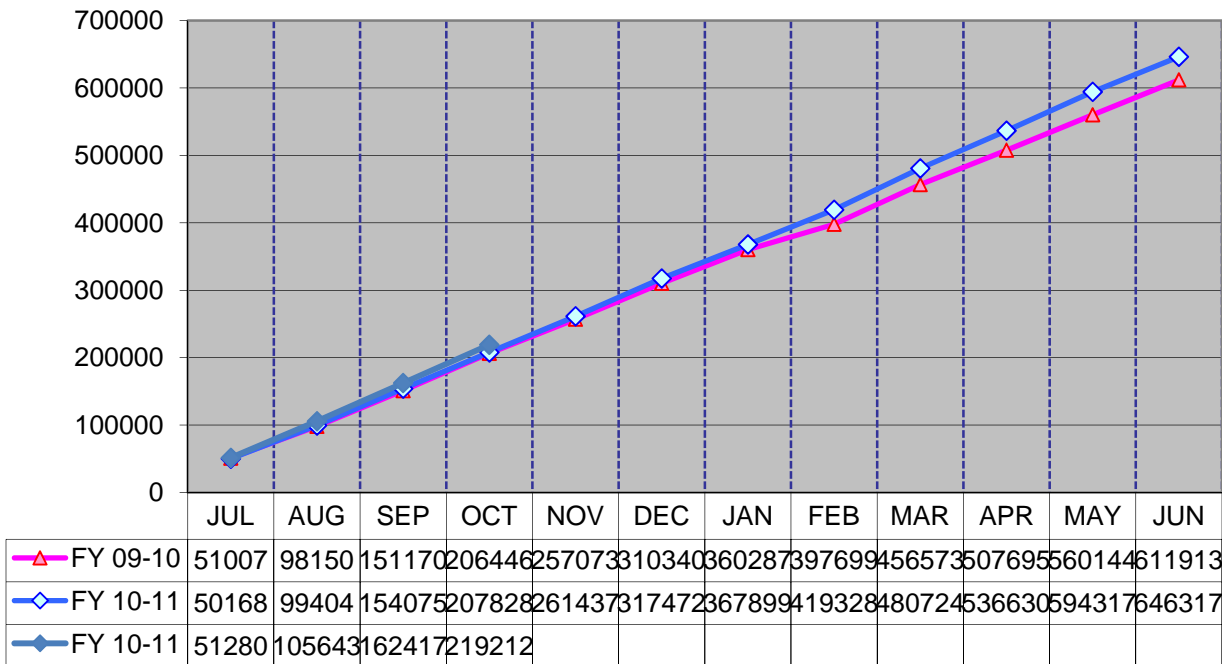


ATTACHMENT D

MILEAGE COMPARISON



YEAR TO DATE MILEAGE COMPARISON CHART



ATTACHMENT E

MONTHLY ASSESSMENTS						
	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
OCTOBER 2010	58	1	10	2	0	71
NOVEMBER 2010	45	0	4	5	1	55
DECEMBER 2010	32	0	7	5	0	44
JANUARY 2011	43	3	4	4	0	54
FEBRUARY 2011	41	2	14	4	0	61
MARCH 2011	43	3	5	7	0	58
APRIL 2011	44	0	3	4	0	51
MAY 2011	49	1	4	2	0	56
JUNE 2011	48	0	4	0	0	52
JULY 2011	54	0	0	1	0	55
AUGUST 2011	66	0	3	0	1	70
SEPTEMBER 2011	48	0	7	2	0	57
OCTOBER 2011	59	0	4	0	0	63

NUMBER OF ELIGIBLE RIDERS	
YEAR	ACTIVE
2006	5315
2007	4820
2008	4895
2009	5291
2010	3314

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager
SUBJECT: SANTA CRUZ METRO SYSTEM RIDERSHIP REPORT FOR OCTOBER 2011

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- Total ridership for the month of October 2011 was 608,418, which is a decrease of 23,940 riders or 3.79% versus October 2010. System Daily Averages for October include:
 - 23,517 riders per Weekday, a loss of 4.57% (1,126 riders)
 - 12,961 riders per Saturday, a loss of 0.41% (54 riders)
 - 9,950 riders per Sunday, a loss of 0.04 % (4 riders)
- Highway 17 Express ridership for the month of October 2011 was 31,608, which is a increase of 5,823 riders, or 22.58%, from October 2010. Daily averages include:
 - 1,146 riders per Weekday, a gain of 21.83% (205 riders)
 - 758 riders per Saturday, a gain of 36.35% (202 riders)
 - 751 riders per Sunday, a gain of 15.39% (100 riders)
- UCSC students and staff/faculty generated 326,618 rides in October 2011, a loss of 1.29%. Revenue generated from UCSC was \$414,547.46, a 1.30% decrease from October 2010.
- Overall, system wide ridership experienced a small YTD decrease of 1.82% in part due to a service reduction that was implemented on September 15, 2011 which resulted in 8.2% less service than in the prior year.

III. DISCUSSION

In the twenty-one (21) weekdays, five (5) Saturdays, and five (5) Sundays of October 2011, Santa Cruz METRO's total ridership was 608,418 riders. This was a loss from the previous year, decreasing by 23,940 riders or 3.79%. The month over month loss in ridership was expected considering that transit service available to the public is 8.2% less than in October 2010. FY12 YTD ridership is almost flat, with a slight loss of 1.82% over FY11.

Attachment A shows that during October 2011, Santa Cruz METRO averaged 23,517 riders per Weekday. This was a loss from the previous October of 4.57% which is most likely due to recently implemented service reductions. Weekends experienced small losses of 0.41% and 0.04% on Saturdays and Sundays respectively, as fall weather altered commute habits.

Attachment A also shows Highway 17 Express total ridership at 31,608 riders, a new all time monthly record. This was a gain from the previous year, increasing by 5,823 riders or simply 22.58%.

FY12 average weekday ridership on the Highway 17 Express was 1,146 riders per weekday, a 21.83% increase per weekday in FY11. Simultaneously Highway 17 Express has seen gains of 36.35% in riders on Saturdays and 15.39% in riders on Sundays. These variations in ridership could possibly be due to sustained higher gas prices leading to changing commute patterns, and weekend travel demands from UCSC students and tourism. Also these increases are inflated in part due to undercounts in the FY11 Highway 17 Express ridership figures. FY11 ridership figures were artificially low due to farebox programming problems. This now leads to artificially high ridership increases when FY11 and FY12 figures are compared. The programming issue was resolved with the installation of the new GFI Odyssey fareboxes in December 2010.

Attachment B shows UCSC ridership decrease over October 2010, mainly due to less transit service available to the university. In October 2011, UCSC generated 326,618 rides between students and staff/faculty. This accounts for 53.7% of Santa Cruz METRO's total ridership count. On School Term Days and Weekdays, ridership decreased 2.11% while Weekends also saw a loss of 2.72% in ridership. Total revenue derived from UCSC in October 2011 was \$414,547.46, a 1.30% decrease from October 2010.

Attachment C depicts Weekday, Saturday, and Sunday ridership by route. Many of Santa Cruz METRO's main-lines service are well ridden while overall ridership remains flat. Overall, system wide ridership experienced a small YTD decrease of 1.82% in part due to a service reduction that was implemented on September 15, 2011 which resulted in 8.2% less service than in the prior year.

IV. FINANCIAL CONSIDERATIONS.

Revenue derived from passenger fares and passes is reflected in the FY12 Revenue.

V. ATTACHMENTS

Attachment A: Monthly Ridership Summary

Attachment B: UCSC Ridership Summary

Attachment C: Ridership by Route

Prepared by: Erich Friedrich, Jr. Transportation Planner.
Date Prepared: December 6, 2011

Monthly Ridership Summary

OCTOBER 01, 2011 - OCTOBER 31, 2011

Calendar Operating Days

	This Year	Last Year
Weekdays	21	21
Saturdays	5	5
Sundays	5	5

Bikes and Mobility Devices

	This Year	Last Year
Bikes	18,510	20,403
Mobility Dev.	1,583	2,166

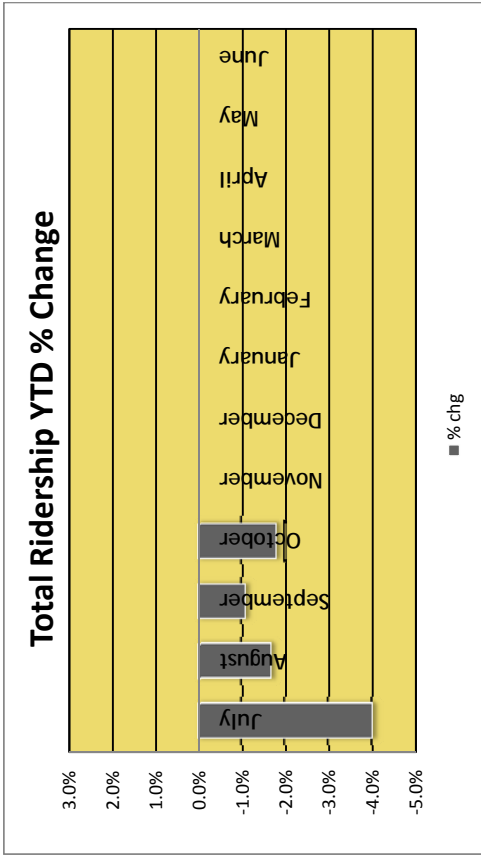
Monthly System Totals

	Monthly Totals		
	This Year	Last Year	% Change
Local Fixed Route	576,810	606,573	-4.91%
AMTRAK/Highway 17 Express	31,608	25,785	22.58%
System Total	608,418	632,358	-3.79%

System Daily Averages

	Weekdays			Saturday			Sunday		
	This Year	Last Year	% Change	This Year	Last Year	% Change	This Year	Last Year	% Change
Local Fixed Route	22,372	23,703	-5.62%	12,202	12,458	-2.05%	9,199	9,303	-1.12%
AMTRAK/Highway 17 Express	1,146	940	21.83%	758	556	36.35%	751	651	15.39%
System Total	23,517	24,644	-4.57%	12,961	13,014	-0.41%	9,950	9,954	-0.04%

	Year to Date Totals		
	This Year	Last Year	% Change
	1,591,150	1,643,885	-3.21%
	114,551	93,374	22.68%
System Total	1,705,701	1,737,259	-1.82%



UCSC Ridership Summary

OCTOBER 01, 2011 -OCTOBER 31, 2011

Calendar Operating Days

	This Year	Last Year
School Term Days	21	21
Weekdays	21	21
Weekend Days	10	10

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$397,816.45	\$391,142.75	\$6,673.70	1.71%
Staff Billing	\$15,681.94	\$16,516.19	-\$834.25	-5.05%
Night Owl Service	\$0.00	\$11,720.34	-\$11,720.34	-100.00%
Route 20D Service	\$1,049.07	\$618.35	\$430.72	69.66%
Total	\$414,547.46	\$419,997.63	-\$5,450.17	-1.30%

UCSC Monthly System Totals

	Monthly Totals		
	This Year	Last Year	% Change
Students	314,231	317,486	-1.03%
Staff & Faculty	12,387	13,406	-7.60%
Total	326,618	330,892	-1.29%

Year to Date Totals

	This Year	Last Year	Difference	% Change
Students	556,076	554,007	2,069	0.37%
Staff & Faculty	54,820	51,724	3,096	5.99%
Total	610,896	605,731	5,165	0.85%

UCSC Service

	METRO	UCSC	Proportion
Service Hours	16,860	4,292	25.5%
Ridership	608,418	326,618	53.7%

UCSC System Daily Averages

	School Term Days			Weekdays		
	This Year	Last Year	% Change	This Year	Last Year	% Change
Students	12,274	12,517	-1.94%	12,274	12,517	-1.94%
Staff & Faculty	534	567	-5.91%	534	567	-5.91%
Total	12,808	13,084	-2.11%	12,808	13,084	-2.11%

	Weekend Days		
	This Year	Last Year	% Change
Students	5,648	5,464	3.37%
Staff & Faculty	118	149	-21.08%
Total	5,766	5,613	2.72%

Attachment C
Ridership by Route

OCTOBER 01, 2011 - OCTOBER 31, 2011

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
10	UCSC via High St.	35,560	1,693	3,650	730	2,482	496	41,692
15	UCSC via Laurel West	55,857	2,660					55,857
16	UCSC via Laurel East	101,054	4,812	15,667	3,133	10,034	2,007	126,755
19	UCSC via Lower Bay	37,469	1,784	8,642	1,728	6,488	1,298	52,599
3	Mission/Beach	2,929	139					2,929
4	Harvey West/Emeline	4,529	216	96	19	151	30	4,776
8	Emeline	173	8					173
12A	UCSC East Side District	1,289	61					1,289
20	UCSC via West Side	24,356	1,160	6,138	1,228	4,390	878	34,884
20D	UCSC via West Side Supp.	12,566	598					12,566
30	Graham Hill/Scotts Valley	778	37					778
33	Lompico SLV/Felton Faire	489	23					489
34	South Felton	61	3					61
35/35A	Santa Cruz/Scotts Valley/SLV	31,814	1,515	5,047	1,009	4,354	871	41,215
40	Davenport/North Coast	1,351	64	44	9	70	14	1,465
41	Bonny Doon	2,275	108	84	17	56	11	2,415
42	Davenport/Bonny Doon	230	11	90	18	86	17	406
54	Capitola/Aptos/La Selva Beach	272	13	86	17	52	10	410
55	Rio Del Mar	4,066	194					4,066
56	La Selva Beach	483	23					483
66	Live Oak via 17th	12,920	615	3,316	663	2,263	453	18,499
68	Like Oak via Broadway/Portola	8,298	395	752	150	566	113	9,616
69A	Cap. Road/Cabrillo/Watsonville	19,602	933	2,395	479	1,861	372	23,858
69W	Capitola Road/Watsonville	25,522	1,215	2,758	552	2,471	494	30,751
71	Santa Cruz to Watsonville	68,524	3,263	10,736	2,147	9,330	1,866	88,590
72	Corralitos	2,209	105					2,209
74	Ohlone Parkway/Rolling Hills	1,519	72					1,519
75	Green Valley Road	6,313	301	1,510	302	1,339	268	9,162
79	East Lake	2,063	98					2,063
91x	Santa Cruz/Watsonville Express	5,235	249					5,235
Hwy 17	AMTRAK/Hwy 17 Express	24,060	1,146	3,792	758	3,756	751	31,608
Monthly Total		493,866	23,517	64,803	12,961	49,749	9,950	608,418
Previous Year		517,515	24,644	65,072	13,014	49,771	9,954	632,358
% Change		-4.57%	-4.57%	-0.41%	-0.41%	-0.04%	-0.04%	-3.79%

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Tove Beatty, Grants/Legislative Analyst
Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR DECEMBER 2011

I. RECOMMENDED ACTION

This report is for informational purposes only. Active grants and grant proposals are current as of December 8, 2011. No action is required.

II. SUMMARY OF ISSUES

- Santa Cruz METRO relies upon grant funding from other agencies for more than 25% of its FY12 operating revenue and nearly 80% of its FY12 capital funding.
- A list of Santa Cruz METRO's active grants (Attachment A) and a list of grant proposals for new funds (Attachment B) are provided monthly in order to apprise the Board of the status of grants funding.
- Santa Cruz METRO has active grant awards totaling \$44,469,006.
- Items in **bold** on Attachments A and B depict changes from last month's report.
- Santa Cruz METRO staff is developing new operating and capital projects for approximately \$12,047,369 in grant program funding.

III. DISCUSSION

Santa Cruz METRO relies upon grants from a number of other entities throughout the year for more than 25% of its FY12 operating revenue and over 80% of its FY12 capital funding. Programs such as the Transportation Development Act (TDA) and the Federal Transit Administration (FTA) urbanized area program annually allocate funds by formula while others such as the Monterey Bay Unified Air Pollution Control District's AB2766 Motor Vehicle Emissions Reduction Program and the California Department of Transportation (Caltrans) discretionary planning grants are competitively awarded based on merit. Santa Cruz METRO relies on both formula and discretionary grant revenue to support its operating and capital budgets.

This staff report is to apprise the Board of Directors of active grants funding current projects and proposed grants for new projects and ongoing operating costs. **Attachment A** lists all of Santa Cruz METRO's active grants with the award amount, the remaining balance and the status of the

projects funded by the grant. **Attachment B** lists Santa Cruz METRO's open grant applications with a brief description, source and status of proposed funds. Items in **bold** on Attachments A and B depict changes from last month's report.

IV. FINANCIAL CONSIDERATIONS

Active grant awards for operating and capital projects total \$44,469,006 with an unspent balance of \$25,771,512. The total amount of active grant awards declined from November because a completed project with all funds expended was removed from the list, leaving the unspent balance unchanged from last month.

Current grant applications request \$12,047,369, the same as November's total requests. Santa Cruz METRO staff is pursuing a new discretionary grant for Environmental Protection Agency (EPA) technical assistance for a potential project to renovation or redevelop Pacific Station. The award amount is unknown.

V. ATTACHMENTS

Attachment A: Santa Cruz METRO Active Grants Status Report as of December 8, 2011

Attachment B: Santa Cruz METRO Grant Applications as of December 8, 2011

Attachment A

Santa Cruz METRO Active Grants as of December 8, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
1	Smartcard Farebox; ParaCruz Vans; IT Upgrades; Operating Assistance	Upgrade dispatch, scheduling and customer information software; purchase 27 replacement paratransit vans; purchase new fareboxes with magnetic card readers; operating assistance.	\$ 4,909,939	\$ 519,218	Federal Transit Administration (FTA) 5307 American Recovery and Reinvestment Act (ARRA) funds	Project funding from ARRA through FTA urbanized area formula program. Santa Cruz METRO has received and installed fareboxes and ticket vending machines; has accepted paratransit vans and expects to complete the Giro/Hastus roll-out by early 2012.
2	Bus Stop Improvements	Improve bus stops in Santa Cruz METRO service area	\$ 500,000	\$ 476,189	Caltrans from State Transportation Improvement Program	Construction projects started 5/27/11. This project is on schedule.
3	CT Transit Planning - Watsonville	18-month transit planning study of Watsonville service as subrecipient of MPO (AMBAG).	\$ 100,000	\$ 48,505	Caltrans (FTA 5304)	Outreach meetings with transit stakeholders are NGOs is completed. Second round of surveys is complete. Report is being drafted. This project is on task and on scheduled for delivery by 3/31/12.
4	County of Santa Cruz Prop 84 Challenge Grant	Discretionary grant proposals for planning/zoning of unincorporated areas (Live Oak, Soquel Dr. corridor) w/ County of Santa Cruz; and sustainable growth communities grant w/ AMBAG. All need METRO as a partner.	\$ 10,000	\$ 10,000	Funding from Proposition 84 Planning Grants from the State of California Strategic Growth Council.	County received \$500K for Prop. 84 Sustainable Communities Planning Grant Program for a project entitled "The Santa Cruz County Sustainable Community and Transit Corridors Plan" on December 6, 2010. Notification of award 6/3/11. Discussion of an RFP for a consultant will begin in November and the selection process complete by December 2012.

Attachment A

Santa Cruz METRO Active Grants as of December 8, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
5	AMBAG Sustainable Communities Planning Grant	Discretionary grant sub-award.	\$ 10,000	\$ 10,000	AMBAG sub-award.	Participating in development of Sustainable Communities Strategies, awaiting letter of award from AMBAG at 10/14/11, expect MOU within 60 days per AMBAG.
6	SCCRTC Caltrans Small Urban Transit Planning Grant	Discretionary grant.	\$ 8,204	\$ 8,204	State of California	Grant awarded July 2011; METRO to participate with RTC on on-board ridership survey to inform RTP update; budget is final and MOU is being reviewed by METRO by 12/16/11.
7	Section 5309 Bus/Facilities State of Good Repair	Discretionary, competitive grant program.	\$ 2,814,538	\$ 2,814,538	FTA Section 5309	New grant to finance capital projects: ~42 mobile data terminals for ParaCruz and approximately 4-5 new CNG buses. Will be programmed into MTIP on January 2012.
8	MBUAPCD AB2766 FY12 Grant	Discretionary Grant	\$ 160,000	\$ 160,000	MBUAPCD (Air District)	Conversion of non-revenue vehicles (staff/supervisor vehicles and forklift) to alternative fuel path. Award notification in August 2011. Santa Cruz METRO's project was recommended for award.

Attachment A

Santa Cruz METRO
Active Grants as of December 8, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
9	Proposition 1B - State and Local Partnership Program	Proposition 1B Formula Funds	\$ 427,000	\$ 427,000	State of California FY11-12; of \$5,060,000 available, requested \$427,000 as part of match for State of Good Repair grant (capital bus purchase) to be matched 50/50 with local sales tax revenues. Request allocated on 10/27/11 by CTC. Waiting for contract from Caltrans DMT.	Requires 50% local sales tax match.
10	Comprehensive Security & Surveillance (LMR)	Continue LMR upgrade.	\$ 440,505	\$ 26,374	FY09 CTSGP funds from Cal EMA	Day Wireless work on \$530,000 contract halted pending FCC license approval. Extension approved 10/28/11. Grant expires 9/30/12. \$ Grant Balance as of 11/8/11.
11	Comprehensive Security & Surveillance: CCTV; LMR; EG	Continue video surveillance, LMR upgrade and install emergency generator.	\$ 440,505	\$ 440,476	FY10 CTSGP funds from Cal EMA	Generator relocation contract approved 10/14/11 with State Electric Generator for \$17,412. \$ Grant Balance as of 11/8/11. Expires 3/31/13.

Attachment A

Santa Cruz METRO Active Grants as of December 8, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
12	FY10 Discretionary Bus/Facilities Program	Purchase 11 new CNG replacement buses from FTA discretionary grant program.	\$ 4,830,600	\$ 4,830,600	FTA 5309 Bus & Bus Facilities/State of Good Repair Program	11 New Flyer low-floor 40' CNG Buses entered production 11/30/11. METRO contracted inspection services for \$29K. \$ No Expiration. Grant Balance as of 11/8/11.
13	FY11 FTA Operating Assistance	Operating Assistance 7/1/10 - 6/30/11	\$ 4,727,487	\$ 4,727,487	FTA FY11 5307 urbanized area formula funds + STIC	Grant contract executed 8/22/11. METRO will draw the funds after the FY11 financial audit concludes in December. Grant balance as of 12/8/11.
14	FY11 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	\$ 156,312	Caltrans (FTA 5311)	Grant contract executed 7/27/11. METRO will draw the funds after the FY11 financial audit concludes in December. Grant balance as of 12/8/11.
15	FY12 TDA Operating Assistance	FY12 Transportation Development Act (TDA) revenue for public transit operations.	\$ 5,244,963	\$ 3,933,722	SCCRTC	RTC paid the first quarter's amount on 9/1/11.
16	FY12 STA Funds	FY12 State Transit Assistance (STA) operating revenue for public transit.	\$ 2,851,031	\$ 2,284,272	SCCRTC	The RTC will pay STA to METRO quarterly. The first quarter's STA payment of \$566,759 on 11/3/11 was \$246,000 below the anticipated amount and will be paid together with the 2nd quarter's payment. \$ Grant Balance as of 12/8/11.

Attachment A

Santa Cruz METRO
Active Grants as of December 8, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
17	FY09 Operating/MetroBase const.	Operating Assistance and MetroBase construction funding.	\$ 4,753,504	\$ 1,108,062	FTA 5307 urbanized area formula funds and Small Transit Intensive Cities (STIC) funds, both now for operating assistance.	FY09 transit operations are complete. Remaining funds for the Operations Building construction. No expiration. \$ Grant Balance 12/8/11.
18	FY11 AB2766	MetroBase construction of second L/CNG storage tank.	\$ 200,000	\$ 200,000	AB2766 Monterey Bay Unified Air Pollution Control District (Air District) AB 2766 Motor Vehicle Emissions Reduction Program	METRO contracted Tank purchase with Chart for \$291K. Grant expires 2/11/13. \$ Grant Balance as of 12/8/11.
19	MetroBase Development	MetroBase design and construction.	\$ 9,540,751	\$ 2,689,152	FY08, FY09, FY10 Prop. IB Public Transportation Modernization and Service Enhancement Account (PTMISEA) through Caltrans	AAA Fencing completed Maintenance Bldg. perimeter fence except for final closure. The BPD contracted LNG Tank #2 with Chart Inc. bid for \$291K on 11/18/11. Tank delivery is anticipated in Spring 2012. LONP is requested at 12/16/11 BOD meeting for obligation of remaining balance. FY11 \$11,010,047 payment anticipated by 1/31/12. Expires 6/30/15. \$ Grant Balance as of 11/8/11.

Attachment A

Santa Cruz METRO
Active Grants as of December 8, 2011

#	Grant	Description	\$ Grant Awarded	\$ Grant Balance	Funding Source	Grant Status
20	Pacific Station Land	Purchase Greyhound property for Pacific Station (Metro Center) renovation	\$ 1,457,667	\$ 15,401	FY05 FTA 5309 Bus and Bus Facilities program - legislative earmark.	METRO awarded wrought iron fence contract to AAA Fencing on 10/28/11 for \$22,669, significantly under budget estimate of \$35,000. Completion anticipated by 2/28/12. \$ Grant balance as of 11/8/11.
21	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 396,000	\$ 396,000	FY06 FTA 5309 Bus and Bus Facilities program - legislative earmark.	The FTA will begin monitoring progress on Metro Center Design/Engineering in 2012 since the first grant (2006) has aged more than 5 years without implementation. No expiration.
22	Pacific Station Design Engineering	Contract architectural and engineering services for Pacific Station expansion and renovation	\$ 490,000	\$ 490,000	FY08 FTA 5309 Bus and Bus Facilities program - legislative earmark.	The FTA will begin monitoring progress on Metro Center Design/Engineering in 2012 since the first grant (2006) has aged more than 5 years without implementation. No expiration.
Total			\$ 44,469,006	\$ 25,771,512		

Attachment B

Santa Cruz METRO Grant Applications as of December 8, 2011

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
1	TBD	California Energy Commission AB118 Program	Implementation plan; then grants	unknown	CEC	AB118 grants to be announced in summer; plus rebates on purchase of CNG buses (looking into for last 5 purchased through VTA).
2	10/24/2011	EPA Technical Assistance Program	0	Technical Assistance Only	EPA	Applied to EPA for Building Blocks for Sustainable Communities and Smart Growth Implementation technical assistance program for re-evaluation of the Pacific Station project going forward. LOI submitted 10/24/11. Must be invited to apply.
3	10/31/2012	FY12 Rural Operating Assistance	Operating assistance for public transit service in rural areas of Santa Cruz County.	\$ 156,312	Caltrans (FTA 5311)	Simplified application due 12/15/11.
4	3/15/2012	FY12 Transit Security Projects	TBD	\$ 440,505	FY12 CTSGP funds from Cal EMA	The State Controller's Office provided an allocation estimate of \$440,505 to Santa Cruz METRO for FY12. Cal-EMA approved LONP for FY12 projects and beyond. Transit Security projects to be defined by January.
5	3/15/2011	FY11 Transit Security Project	Santa Cruz METRO video surveillance projects	\$ 440,505	FY11 CTSGP funds from Cal EMA	Application submitted 3/11/11. Modification request approved 11/2/11 to remove security fencing and shift all funds to the video surveillance project. Funds anticipated in Spring 2012. Expiration 3/31/14.

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Attachment B

Santa Cruz METRO Grant Applications as of December 8, 2011

#	Application Date	Grant	Description	\$ Grant	Funding Source	Status of Award
6	6/1/2011	FY11 PTMISEA	FY11 Public Transportation Modernization Improvement and Service Enhancement Activity (PTMISEA) funding for the MetroBase Operations Building.	\$ 11,010,047	FY11 PTMISEA funds from Caltrans Division of Mass Transit	State Controller's Office estimated FY11 allocation to Santa Cruz METRO is \$11,010,047. METRO anticipates the FY11 cash disbursement by 1/31/12. This cash wil help fund the \$18M Operations Building.
Total				\$ 12,047,369		

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: November 30, 2011

TO: Board of Directors

FROM: Tove Beatty, Grants/Legislative Analyst

SUBJECT: STATUS REPORTS OF PROPOSED FEDERAL AND STATE LEGISLATION AND CURRENT LEGISLATIVE ISSUES

I. RECOMMENDED ACTION

That the Board of Directors accept and file the status reports of proposed Federal and State legislation and current legislative issues through November 30, 2011.

II. SUMMARY OF ISSUES

- Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO.
- This month's State and Federal reports reflect pertinent legislative activities which occurred November 9, 2011 – November 30, 2011.
- The bipartisan debt reduction commission did not succeed in specification of the second round of mandatory budget cuts, so pre-determined cuts to Defense and social programs will be triggered.
- Congress passed the eighth extension of SAFETEA-LU, through March 31st, 2012. House Transportation and Infrastructure Committee Chair John Mica (R-FL) says this is the final extension and a new act must be passed. Senator Boxer agrees. This extension is linked to the gas tax—if it expires, so does the tax.
- The Senate Environment and Public Works Committee released its version of S1381 or MAP-21, the two-year new surface transportation act, after a unanimous vote out of Chair Boxer's (D-CA) committee. Transit funding is at \$24 billion, or roughly the same as current levels. Still to come is the release of the Finance Committee's plan to offset the additional \$12 billion needed in financing.
- House Speaker Boehner (R-OH) announced HR7 last week, The American Energy and Infrastructure Jobs Act, the five-year version of a surface transportation act, proposed to be funded by HR3410, The Energy Security and Transportation Jobs Act (Stivers, R-OH), which proposes to generate \$70 billion through expanded oil drilling leases in places like California and the Arctic National Wildlife Reserve.
- The California Legislature will reconvene on January 4, 2012. Thus, there is no Attachment D to this report, it will return in January.

- In September, the State held its first bond sale since spring 2010 in order to meet California's cash flow needs. A second bond sale in early November may produce the financing of Proposition 1B job-creating projects such as our Operations Building. At the time of this report, Santa Cruz METRO is awaiting news of the possible release of funds. If released, checks could be cut by March 2012.

III. DISCUSSION

Status reports on Federal House of Representatives' and Senate's proposed legislation and related issues at the state level are provided monthly to inform the Board of the status of legislation of interest to Santa Cruz METRO. The purpose of this report is to inform the Board of Directors of the current status of pending legislation which may be of interest to or have an eventual impact on Santa Cruz METRO and/or the transit industry. The Federal and State Legislation Status Reports are updated monthly for this purpose.

This month's State and Federal reports reflect pertinent legislative activities which occurred between October 22, 2011 – November 9, 2011. Status reports on Congress's, the State Assembly's and Senate's legislative issues are provided monthly to inform the Board of the status of Federal and State legislation of interest to Santa Cruz METRO. This month's State and Federal reports reflect pertinent legislative activities which occurred November 9, 2011 – November 30, 2011.

The bipartisan debt reduction commission did not succeed in the specification of the second round of mandatory budget cuts by November 18th, so pre-determined cuts have been triggered, including big cuts to the Department of Defense and social programs. An interesting collection of characters are already speaking out against Defense cuts, and it is possible that many of the measures will be contested over the next 10 years, the designated "roll-out" period for the entire lot of deficit-reducing measures.

Congress passed the eighth extension of SAFETEA-LU through March 31st, 2012. House Transportation and Infrastructure Committee Chair John Mica (R-FL) says this is the final extension and a new act must be passed. Senator Boxer agrees. This extension is linked to the gas tax—if it expires, so does the tax. The Senate Environment and Public Works Committee released its version of S1381 or MAP-21, the two-year new surface transportation act, after a unanimous vote out of Chair Boxer's (D-CA) committee. Transit funding is at \$24 billion, or roughly the same as current levels. Still to come is the release of the Finance Committee's plan to offset the additional \$12 billion needed in financing. In addition, program consolidation and simplification still needs to be hammered out.

House Speaker Boehner (R-OH) announced HR7 last week, The American Energy and Infrastructure Jobs Act, the five-year version of a surface transportation act, proposed to be funded by HR3410, The Energy Security and Transportation Jobs Act (Stivers, R-OH), which proposes to generate \$70 billion through expanded oil drilling leases in places like California and the Arctic National Wildlife Reserve. There are many problems with this proposal, not the least of which is that it will never pass the Senate. Additionally, the bipartisan Taxpayers for Common Sense (TCS) in their analysis say, "this is likely take many years to get rolling and is not a

responsible budget approach.” TCS also recommends raising the gas tax as the best funding mechanism for a long-term act.

The California Legislature will reconvene on January 4, 2012. Thus, there is no Attachment D to this report, it will return in January. However, there is some State news. In September, the State held its first bond sale since spring 2010 in order to meet California’s cash flow needs. A second bond sale in early November may produce the financing of Proposition 1B job-creating projects such as our Operations Building. At the time of this report, Santa Cruz METRO is anxiously awaiting news of the possible release of funds for the Operations facility. If released, the check could be cut by March 2012.

IV. FINANCIAL CONSIDERATIONS

As most potential legislation carries a fiscal impact, staff will report on a monthly basis of newly implemented federal and/or State legislation which financially impacts Santa Cruz METRO.

The extension of SAFETEA-LU’s authorization through March 31, 2012 secures transportation funding and the related gas tax until then. Transportation advocates are watching both Barbara Boxer’s bill (with funding at current levels, indexed for inflation), and for the House to address funding shortfalls in the Highway Trust Fund. Appropriations bills in the House are being watched closely, and government is funded through the date of this Board meeting via a Continuing Resolution. The FY12 federal budget was not passed by the end of the federal fiscal year at September 30, 2011 and is being passed in a series of “mini-bus” bills, with the potential of one large sweeping-up omnibus bill at the end of the session, prior to holiday break.

Santa Cruz METRO is expecting word by early December as to whether or not the additional required bond funding (approximately \$11 million) for the Operations Building project will be approved and released by early 2012.

V. ATTACHMENTS

- Attachment A:** Federal Legislative Issues and Status Report, November 30, 2011
- Attachment B:** Federal House and Senate Bills Status Report, November 30, 2011
- Attachment C:** State of California Legislative Issues and Status Report, November 30, 2011
- Attachment D:** State of California Assembly and Senate Bills Status Report*
**This attachment will return in January, when the Legislature reconvenes.*

ATTACHMENT A

Federal Legislative Issues and Status Report November 30, 2011

Current Legislative Issues

FY12 Federal Budget

Update at 11/30/11: The so-called “Super Committee” made no new recommendations for an additional \$1.5 trillion in budget cuts by their November 18th deadline, triggering the threatened massive cuts to defense and other programs over the next 10 years. Battle lines are drawn in this and future Congresses with the unlikely character of Secretary Panetta standing up for Defense. Congress passed another Continuing Resolution to fund government through December 16th, 2011, Both houses now focused on passing “mini-buses” or bills such as HR2112, which contains House transportation funding, onto conference with the Senate. Whether the twain shall meet remains to be seen, but both Houses are suffering a 9% approval rating and (some) lawmakers are anxious to move something, *anything* along.

Update at 10/21/11: Unable to pass one large omnibus spending bill, the Senate is working on what are called “mini-buses” at this time (passed to them piecemeal by the House). Congress has passed a Continuing Resolution (CR) funding the government through November 18th at the level agreed to in the debt ceiling vote (\$1.043 trillion).

Long Term Surface Transportation Act (HR7, S1381 or MAP-21) and S1648

Update at 11/30/11: Last week, Speaker Boehner introduced “The American Energy and Infrastructure Jobs Act”, or HR7, the House version of a five-year surface transportation act, with very little in the way of program or transit title detail. It was introduced along with HR3410, the Energy Security and Transportation Jobs Act (Stivers, R-OH), which proposes to generate up to \$70 billion by capturing royalty payments via expanded on-shore and off-shore oil drilling leases in places like California and the Arctic National Wildlife Reserve. According to the non-partisan group, Taxpayers for Common Sense (TCS), this proposal, “will likely take many years to get rolling and is not a responsible budget approach.” TCS also recommends raising the gas tax as a funding mechanism. Some states are also up in arms, as much of the proposed drilling revenues may not be returned to the area of origin under this bill. In addition, there are simply not enough votes in the Senate to pass either of these measures.

The Senate Environment and Public Works Committee’s released S 1813, otherwise known as MAP-21, Senator Boxer’s two-year surface transportation bill on November 9th, 2011. In early December, the transit portion of the bill is expected to be marked up. Early indications are that transit will receive about \$24 billion out of the \$109 billion bill, or roughly at current levels. There is some program consolidation to be hammered out, and the bill also maintains operating flexibility (funding use) in urban areas, as well as the STIC program.

Update at 10/21/11: On 9/13/11, the House passed the eighth extension of SAFETEA-LU through March 31st, 2012. House Chair Mica says that this is the final extension and a new act

ATTACHMENT A

must be passed by the time this extension expires. This extension is also tied to the gas tax expiration—in other words, a greater incentive than any to get a new act passed.

The NAT GAS (New Alternative Transportation to Give Americans Solutions) Act (HR1380)

Updates at 11/30/11, 11/9/11 and 10/21/11: Natural gas advocates expect this tax to expire, then be reinstated as part of another bill in the new year. The scuttlebutt is that it will be a retroactive credit and cover quarters that have lapsed since the tax credit expired. This is much like what Santa Cruz METRO experienced last year. This bill is sitting in the Subcommittee on Energy and Power of the Committee on Energy and Commerce and the House Science, Space and Technology Committee. Santa Cruz METRO's Alternative Fuel Tax Credit for CNG fuel (50 cents per gallon equivalent tax credit) is rolled into HR1380. This bill extends the credit through 2016 and has bipartisan support.

House Resolution 5 (HR5)

Update at 11/30/11, 11/9/11 and 10/21/11: We are still monitoring potential effects of HR5, which will probably be seen after the FY12 budget “mini-buses” and possibly one large omnibus bill are passed, sweeping up appropriations by the end of the year. **How** funds are appropriated will indicate the potential impact of HR5. So far, no one's saying much.

Update at 1/18/11: In a secret caucus held on January 4th, House GOP members held an unrecorded vote on a proposed Rules package. Passed in this package was H.R. 5, a separation of the authorization and appropriations processes in regard to infrastructure funding.

American Infrastructure Investment Fund Act of 2011 (S936)

Update at 11/30/11, 11/9/11, 10/21/11, 10/5/11, 8/16/11: No change at this time. Read twice. Upstaged by the President's Jobs Bill.

Update at 5/19/11: Senators Rockefeller (D-WV) and Lautenberg (D-NJ) introduced this act to create a \$5 billion fund to drive private investment in transportation infrastructure. This allows better leveraging of federal funds for infrastructure investments, using a variety of means (loans, loans guarantees) to encourage private, regional, state and federal investment and authorizes \$5 billion a year for 2012 and 2013. It is intended to also provide states with greater flexibility for the types of projects they may fund with federal dollars.

Santa Cruz METRO
Federal House and Senate Bills
Status Report
November 30, 2011

ATTACHMENT B

Federal Bills House	Subject	Introduced	Status
HR7: The American Energy and Infrastructure Jobs Act	This is the House version of a five-year long-term surface transportation act with very little detail available at this time, other than the proposed funding mechanism of HR3410 (see below). The budget is being considered in "mini-buses" which are in lieu of one large spending bill, which would be called an omnibus. The CR to fund government at FY11 levels (with a few tweaks) expires on 12/16/11. The debt ceiling vote increased the debt limit by \$2.4 trillion in 10 years. These cuts are backloaded, so may not immediately occur and may be impacted by future Congresses. The 12-member bipartisan panel tasked with an additional \$1.5 trillion in cuts over 10 years did not reach agreement and triggered cuts across the board will go into effect by November 23, 2011. Expect the FY12 appropriations bills (or "budget" per se) to pass in mini-buses and possibly one large "sweep up" omnibus bill by the end of the year.	11/22/2011	No specific program or title details were available at the time of this report. See HR3410 for proposed funding mechanism. The Senate version of transportation funding keeps FY12 spending at current levels, with a bump in FY13 for inflation. Now that the Super Committee has failed, the battle lines will be drawn for budgeting and appropriations, as well as the triggered future cuts.
Federal Budget FY12		Week of 4/4/11	Natural gas advocates believe that this tax credit will expire and then be reinstated. Stay tuned. 4/6/11: Referred to House Energy & Commerce Committee's Subcommittee on Energy and Power and the House Committee on Science, Space and Technology.
HR 1380: New Alternative Transportation to Give Americans Solutions Act (NAT GAS Act) (Sullivan, R-OK)	Promotes the use of natural gas as fuel with an emphasis on heavy-duty and fleet vehicles, and includes various credits and incentives to promote production and use of such vehicles and fueling stations/pumps and discretionary/competitive grants for development of new technologies re: natural gas vehicles.	4/6/2011	This bill has many issues, not the least of which is the fact that the revenue will likely take many years to come in. Some states (those most impacted) are up in arms because not all funds are returned to the area of origin. In addition, there are not enough Senate votes to pass this funding mechanism.
HR3410: Energy Security and Transportation Jobs Act (Stiver-OH)	Proposes to generate up to \$70 billion for a long-term surface-transportation act by capturing royalty payments via expanded on-shore and off-shore drilling leases in places like California and the Arctic National Wildlife Refuge.	11/22/2011	

Santa Cruz METRO
Federal House and Senate Bills
Status Report
November 30, 2011

Federal Bills	Subject	Introduced	Status
S936: American Infrastructure Investment Fund Act of 2011 (Rockefeller, D-WV)	Creates \$5 billion fund to drive private investment in transportation infrastructure in 2012 and 2013, creates leveraging ability at both federal and state levels for transportation projects.	5/10/2011	Easily upstaged by the President's Jobs Bill. Introduced in Senate Science, Commerce and Transportation Committee on 5/10/11, read twice @ 8/16/11.
S1381: MAP-21 (Moving Ahead for Progress in the 21st Century = New name for long-term surface transportation act) (Boxer, D-CA)	Because of time spent on the debt ceiling issue, as well as time lost on other legislation such as the FAA reauthorization bill (due in part to the insertion of some anti-Labor provisions), on September 13th, the House passed the eighth extension of SAFETEA-LU through March 31, 2012. Senator Boxer has released the highway markup of MAP-21 at November 9th, 2011, which was passed unanimously out of committee (18-0). Still in the works are the transit, rail and safety titles as well as the Banking Committee's recommendations for an additional \$12 billion to fund the two-year act. A long-term act is not expected until next year as we are still waiting for the House to release their proposed legislation.	Marked up and released from Senate EPW Committee 11/9/11	Extensions were passed through 11/18/11 for the entire government, and 3/31/12 for SAFETEA-LU. What remains to be seen is whether the House releases a two- or six-year bill and whether or not consensus can be reached with the Senate on this and other appropriations bills needing to be finished by the end of session.
S1660: American Jobs Act of 2011 (Reid, D-NV)	The legislation includes the following job-creating provisions: payroll tax exemption for previously unemployed workers; employer credit of \$1,000 for every new employee that works at least a year; closing of various tax loopholes, creation of small-business loan programs, and provisions to convert tax credit bonds to Build America Bonds. For transportation, the bill includes a transfer of \$19.5 billion from the General Fund to the HTF to finance infrastructure job-creating projects and halts the repayments that the HTF makes to the General fund for tax-exempt users of the highway program (including transit). The bill extends some unemployment benefits, and extends expiring health care provisions. The bill is financed by various IRS code adjustments and changes designed to raise \$9 billion, tightens standards and credits for biofuels (raising \$24 billion); some basically incomprehensible changes to the Economic Substance Doctrine (\$5 billion) and a reduction in the Medicare Improvement Fund worth \$8 billion.	9/12/2011	This is the President's "Jobs Bill" which is in the process of being debated section by section. The whole bill cannot be passed as is. However, many components are things that the GOP has agreed with in the past and now that the GOP Presidential "primary season" has been moved up to January, it may behoove the party to actually enact at least some parts of the legislation.
S1648: A bill to Terminate the Transportation Enhancements Program (Paul, R-KY)	This legislation is, as it is titled, a bill to terminate the Transportation Enhancements (TE) program, which funds things like bicycle and pedestrian related projects, etc., and redirect the funding to "emergency infrastructure repairs" that enhance "roads and bridges." Co-sponsored by Senate Minority Leader Mitch McConnell (R-KY), who says, "Kentuckians are tired of financing every turtle tunnel and solar panel company, and not using the funds to repair our bridges and roads."	10/3/2011	In Senate Environment and Public Works Committee; Senator John McCain (R-AZ) also picked this up and ran with it in October, railing against bike paths through national parks, etc. His amendment was canned.

ATTACHMENT B

ATTACHMENT C

State of California Legislative Issues and Status Report November 30, 2011

FY12 State Budget and Proposition 1B Bond Sale

Update at 11/30/11 and 11/9/11: The State held the first “cash flow” bond sale since Spring 2010 in mid-September and one in November, ostensibly to finance Proposition 1B projects that are queued up (such as our Operations Building). We are expecting news on a possible \$11 million allocation any minute, according to our advocates at the California Transit Association. Theoretically, checks will be cut by March 2012 (according to the California Transit Association, November bond sale proceeds would be approved for allocation at the December California Transit Commission (CTC) meeting). A Spring bond sale is planned to finance new projects. Much of this is still dependent on revenue and budget projections meeting their targets (which it appears is not happening as planned) and the Governor’s reaction in January 2012. Santa Cruz METRO also received its FY10 Proposition 1B allocation of \$2.49 million in early November and scheduled projects are now underway.

Update at 8/16/11: When the state budget was finally passed, it included increased revenue projections to fill some budget gaps and additional triggers for more. Transit remained unscathed, but if revenues are not up (which they are not @ 11/30/11), bets are off. The new fees required for California’s RDAs are draconian at best. For Santa Cruz METRO, State Transit Assistance funding increased.

The California Legislature: Bills of Interest

Update at 11/30/11 and 11/9/11: Bill status is described in Attachment D. Of note is that the former SB791 (initially a Senator Steinberg transit vehicle, now a vetoed Senator Simitian mammogram bill—in legislative parlance, this is called “gutting and stuffing” a bill), which is not included on the attached matrix and will be reintroduced next session with a new number. It will be a proposal to implement some sort of regional fee to finance the ongoing statewide mandated implementation of SB375 (Sustainable Communities Strategies—an “unfunded mandate” that the President Pro Tem is attempting to address via this bill.) Other bills of interest which were enrolled and passed to the Governor this session include AB147, AB427, AB650, AB1097 and SB565, which includes language to extend STA flexibility for operational use through 2015.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Les White, General Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO PARTICIPATE IN THE PLANNING AND IMPLEMENTATION OF THE ON-BOARD TRANSIT RIDERSHIP STUDY FUNDED BY CALTRANS

I. RECOMMENDED ACTION

That the Board of Directors consider authorizing the General Manager to sign a Memorandum of Understanding between Santa Cruz Metropolitan Transit District and the Santa Cruz Regional Transportation Commission to participate in the planning and implementation of the On-Board Transit Ridership Study funded by Caltrans.

II. SUMMARY OF ISSUES

- On July 26, 2011, the Santa Cruz County Regional Transportation Commission (SCCRTC) received a FY12 Caltrans Small Urban or Rural Planning Grant in the amount of \$49,909 to fund an on-board ridership study to inform AMBAG's Regional Travel Demand Model.
- In addition, this process will inform the state-wide Sustainable Communities Strategies' development as required by greenhouse-gas-reducing legislation AB32 and SB375.
- Santa Cruz METRO is a sub-awardee on this grant, and will receive \$8,204 for participation in the preparation of the request for proposal and the selection of the study consultant. Santa Cruz METRO is also contributing an in-kind labor match worth \$1,740 to augment the grant budget.
- Santa Cruz METRO will also participate in formulating the questions to be included on the on-board survey in order to include inquiries addressing Limited English Proficiency and Title VI issues through survey questions to be discussed with SCCRTC.
- SCCRTC has prepared a Memorandum of Understanding (Attachment A) for Santa Cruz METRO's General Manager to sign in regard to this sub-award on this Caltrans Planning grant. Staff recommends that the Board of Directors consider authorizing the General Manager to sign this agreement.

III. DISCUSSION

On July 26, 2011, the Santa Cruz County Regional Transportation Commission (SCCRTC) received a FY12 Caltrans Small Urban or Rural Planning Grant in the amount of \$49,909 to fund an

on-board ridership study to inform AMBAG's Regional Travel Demand Model. AMBAG has an internal deadline for the compilation of data for the model of August 2012. As a result, SCCRTC has a very tight schedule on this grant and planning has already begun, with major activities (developing and issuing a Request for Proposals for a study consultant) scheduled for early January 2012. Santa Cruz METRO staff will be participating mostly in these activities. The majority of the study will be carried out by the selected consultant firm.

In addition to gathering data for AMBAG's model and other purposes at SCCRTC, this process will inform the state-wide Sustainable Communities Strategies' development as required by greenhouse-gas-reducing legislation AB32 and SB375. Santa Cruz METRO is involved in two other studies—one with the County of Santa Cruz, the other with AMBAG—which will also help meet the requirements of this legislation.

Santa Cruz METRO is a sub-awardee on this grant with SCCRTC, and will receive \$8,204 for participation in the preparation of the request for proposals and the evaluation and selection of the study consultant. The main personnel involved are the Finance Manager/Acting Assistant General Manager (Project Manager); Transit Planner and Grants Administrator. Santa Cruz METRO is also contributing an in-kind labor match worth \$1,740 to augment the grant budget, as required by Caltrans.

Santa Cruz METRO will participate in formulating the questions to be included on the on-board survey in order to include inquiries addressing Limited English Proficiency and Title VI issues through survey questions to be discussed with SCCRTC. This is as a result of Santa Cruz METRO's Title VI review earlier this year, with the intent of gathering the information required to assess the linguistic composition of the local populace and address any unmet needs, if any emerge.

SCCRTC has prepared a Memorandum of Understanding (Attachment A) for Santa Cruz METRO's General Manager to sign in regard to this sub-award on this Caltrans Planning grant and staff recommends that the Board of Directors consider authorizing the General Manager to sign this agreement.

IV. FINANCIAL CONSIDERATIONS

Once the Memorandum of Understanding is executed, Santa Cruz METRO will be a sub-awardee on the above-mentioned FY12 Small Urban or Rural Transit Study grant in the amount of \$8,204 with an in-kind (non-cash) labor match of \$1,740.

V. ATTACHMENTS

Attachment A: Memorandum of Understanding Between the Santa Cruz Metropolitan Transit District and the Santa Cruz County Regional Transportation Commission Regarding Planning, and Implementation of the On-Board Transit Ridership Study

ATTACHMENT A

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AND
THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
REGARDING , PLANNING, AND IMPLEMENTATION of the
ON-BOARD TRANSIT RIDERSHIP STUDY**

WHEREAS, the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) and the Santa Cruz County Regional Transportation Commission (SCCRTC) have a cooperative working relationship for planning and implementation of an On-Board Transit Ridership Survey;

WHEREAS, METRO and SCCRTC received a Rural or Small Urban Transit Planning Studies Grant in the amount of \$49,705 from the California Department of Transportation planning and implementation of an On-Board Transit Ridership Survey;

WHEREAS, the On-Board Transit Ridership Survey is needed to enhance the transit function of the Regional Travel Demand Model and transit planning efforts for Santa Cruz County; and,

WHEREAS, the Santa Cruz METRO has determined that it is cost-effective to combine a Limited English Proficiency Survey with the On-Board Transit Ridership Survey;

NOW, THEREFORE, the parties hereto agree as follows:

1. SCCRTC and Santa Cruz METRO agree to collectively manage the On-Board Transit Ridership Survey, herein referred to as "Project". Project activities include the following, but are not limited to: agency coordination, conducting background research to prepare a comprehensive scope of work, identifying data collection methods, developing a Request for Proposals and Scope of Work for the On-Board Transit Study, presenting the Final On-Board Transit Ridership Study Report and mapping and sharing data with partner agencies.
2. This Memorandum of Understanding is effective on November 1, 2011 and shall remain in force until August 31, 2012, unless extended by mutual consent of both parties in a written agreement. Either party hereto may terminate this Memorandum of Understanding at any time by giving 90 days written notice to the other party.
3. Santa Cruz METRO and SCCRTC will select a consulting firm to conduct the On-Board Transit Ridership Survey at a cost of up to \$21,540. Activities within the consultant's Scope of Work include, but are not limited to the following: evaluate data collection methods, review historical transit ridership data, develop data collection plan, schedule and implementation data collection, and produce draft and final report. Selection of the consultant shall be through full, open competition and in accordance with applicable federal and state laws and regulations.
4. The remaining grant funds of \$28,165 will be distributed amongst the agencies as follows: \$19,961 allocated to SCCRTC and \$8,204 to Santa Cruz METRO for project activities. Based on the distribution of work tasks, SCCRTC will provide \$4,743 and Santa Cruz METRO \$1,740 in local in-kind match required by the California Department of Transportation.
5. If mutually agreed, SCCRTC and Santa Cruz METRO will include a Limited English Proficiency survey in the On Board Transit Ridership Study Scope of Work. Any additional cost to complete the work required to integrate the Limited English Proficiency (LEP) survey questions into the Project will be the responsibility of Santa Cruz METRO.

ATTACHMENT A

6. SCCRTC will be the lead project implementing agency. The SCCRTC shall act as a liaison between project consultant, partner agencies, and California Department of Transportation. Additionally, SCCRTC will be responsible for managing the contractual and administrative aspects of agreements with the project consultant and California Department of Transportation.
7. SCCRTC shall pay consultant for performance of the scope of work that will be developed in partnership with Santa Cruz METRO upon satisfactory completion. Santa Cruz METRO will be a key partner in approving any work products. Additionally, SCCRTC shall ensure that consultant and its sub-consultants, if any, carry out tasks listed in the scope of work.
8. Santa Cruz METRO shall submit invoices to the SCCRTC on a quarterly basis. The first quarter invoice shall cover all allowable costs incurred prior to December 31, 2011. Subsequent invoices shall cover work completed on a quarterly basis beginning January 1, 2012. Santa Cruz METRO invoices submitted to SCCRTC shall identify the task completed, consistent with the tasks identified in the Caltrans funding agreement, the total cost per task, and the total staff hours worked for each task. SCCRTC shall remit payments to METRO within 30 days after receipt of payment from California Department of Transportation for project development activities or 30 days after the receipt of Santa Cruz METRO's invoice, whichever is later.
9. If applicable, SCCRTC will invoice Santa Cruz METRO for all costs associated with integrating the LED survey questions into the Project during the quarter in which the work is completed.
10. The SCCRTC will be responsible for preparing and submitting the required quarterly project progress reports, as well as the project's final report and close-out form to California Department of Transportation.
11. This Memorandum constitutes the entire agreement and understanding between SCCRTC and Santa Cruz METRO, and supersedes any prior or contemporaneous agreement, or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representatives of the parties.
12. In the event of a dispute arising out of the performance of this Memorandum, both of the parties may send a written notice of dispute to the other party. Within seven working days of receipt of such notice, the notified party shall respond and agree to a meeting for the purpose of negotiating a settlement or procedure for settlement of the dispute.
13. SCCRTC and Santa Cruz METRO shall defend, indemnify and hold each other and their respective officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages arising out of the performance of this Memorandum of Understanding, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent acts or omissions or willful misconduct of their respective officers, agents, or employees.
14. Each party to this Memorandum shall maintain books, accounts, records and data related to this Memorandum in accordance with federal and/or state requirements and shall maintain those books, accounts, records and data for three (3) years after termination of this Memorandum. For the duration of this Memorandum, and for a period of three (3) years thereafter, either party's representatives and representatives of the California Department of Transportation, the Auditor General of the State of California shall have the right to examine these books, accounts, records, data and other information

ATTACHMENT A

relevant to this Memorandum for the purpose of auditing and verifying statements, invoices, bills and revenues pursuant to this Memorandum.


Any notice to be given to the parties hereunder shall be addressed as follows (until notice of a different address is given to the parties):

- a. Santa Cruz Metropolitan Transit District
Leslie White
General Manager
110 Vernon Street
Santa Cruz, CA 95060

- b. Santa Cruz County Regional Transportation Commission
George Dondero
Executive Director
1523 Pacific Avenue
Santa Cruz, CA 95060

In witness whereof, the parties hereto have executed this Memorandum of Understanding as set forth below:

Santa Cruz County Regional Transportation Commission

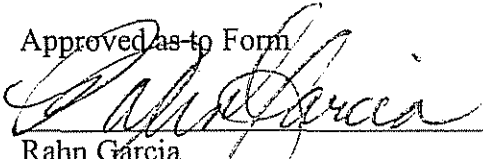


George Dondero
Executive Director

11/8/11

Date

Approved as to Form



Rahn Garcia
SCCRTC Legal Counsel

11/8/11

Date

Santa Cruz Metropolitan Transit District

Leslie White
General Manager
Approved as to Form

Date

Margaret Gallagher
Santa Cruz METRO Legal Counsel

Date

ATTACHMENT A

RESOLUTION NO. 20-11

Adopted by the Santa Cruz County Regional Transportation Commission
on the date of March 3, 2011
on the motion of Commissioner Leopold
duly seconded by Commissioner Nicol

A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TWO
FY 11-12 CALTRANS PLANNING FUNDING REQUESTS FOR A TRANSIT PLANNING STUDENT
INTERNSHIP AND A TRANSIT PLANNING STUDIES GRANT

BE IT RESOLVED BY THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION:

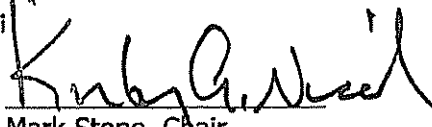
1. The Regional Transportation Commission hereby authorizes the Executive Director to:
 - a. Submit a grant application not to exceed \$20,000 to the FY 2011-12 Caltrans Planning Grant Program for a Transit Planning Intern for the purpose of supporting data collection and analysis for the 2012 Regional Transportation Plan (RTP) update;
 - b. Submit a grant application not to exceed \$50,000 to the FY 2011-12 Caltrans Transit Planning Studies Grant Program for the purpose of collecting transit ridership data to support the transit function of the Regional Travel Demand Model (RTDM) and transit planning within the RTP; and
 - c. Enter into the necessary agreement with Caltrans for the acceptance and use of the Planning Grant funds in the event that the above described applications are successful.

AYES: COMMISSIONERS Caput, Coonerty, Hagen, Johnson, Lane, Leopold,
Montesino, Musitelli, Nicol, Robinson, Stone

NOES: COMMISSIONERS

ABSTAIN: COMMISSIONERS

ABSENT: COMMISSIONERS Bustichi


Mark Stone, Chair
NICE CHAIR

ATTEST:

George Dondero, Secretary

Distribution:

Grace Blakeslee, RTC Transportation Planner
Daniel Nikuna, RTC Fiscal Officer

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Thomas Hiltner, Grants/Legislative Analyst

SUBJECT: CONSIDER ADOPTING A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REQUEST A LETTER OF NO PREJUDICE (LONP) FROM CALTRANS, SUBMIT AN ALLOCATION REQUEST FOR THE BALANCE OF PTMISEA FUNDS AND SIGN NECESSARY AGREEMENTS IN ORDER TO BEGIN CONSTRUCTION OF THE METROBASE OPERATIONS FACILITY.

I. RECOMMENDED ACTION

Adopt a Resolution authorizing the General Manager to request a Letter of No Prejudice (LONP) from Caltrans, submit an allocation request and sign necessary agreements to begin construction of the MetroBase Operations Facility using available federal, state and local funds.

II. SUMMARY OF ISSUES

- Proposition 1B of 2006 created the Public Transportation Modernization and Service Enhancement Account (PTMISEA) and authorized \$3.6 Billion from the sale of California Bonds to build new public transit infrastructure.
- The State Controller's Office estimated that PTMISEA allocations to Santa Cruz METRO would total \$26.2 Million, which Santa Cruz METRO designated for the MetroBase project.
- To date, Caltrans has disbursed \$9,376,352 of the \$26,262,377 in estimated allocations to Santa Cruz METRO.
- Santa Cruz METRO has completed a new Bus Fuel and Wash Facility, a new Maintenance Facility and a new Administration Facility using Federal, State and local funds. A new Operations Facility is the final component needed to complete MetroBase.
- Due to the unpredictable allocations and disbursement of PTMISEA funds, Santa Cruz METRO has not had sufficient funding to construct a new Operations Facility.
- Santa Cruz METRO needs the remainder of PTMISEA funds not yet allocated to fully fund the estimated \$18 million cost of the Operations Building but cannot incur contractual obligations against these unallocated PTMISEA funds without a Letter of No Prejudice (LONP) from Caltrans.

- An LONP will authorize Santa Cruz METRO to commit its local reserves and other revenue to fully fund construction of the Operations Facility with repayment of expended local reserves from future PTMISEA allocations.
- With a combination of local cash reserves, an anticipated early 2012 disbursement of \$11,010,047 from the FY11 PTMISEA allocation and currently available federal grant funds, Santa Cruz METRO can sustain the cash flow needed to build the Operations Facility now.
- Staff recommends that the Board of Directors adopt the attached resolution authorizing the General Manager to request an LONP from Caltrans, submit an allocation request for all remaining PTMISEA funds and sign necessary agreements to initiate construction of the Operations Facility.

III. DISCUSSION

The Highway Safety, Traffic Reduction, Air Quality and Port Security Bond Act, approved as Proposition 1B in 2006, created the Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) to be funded with \$3.6 billion in revenue from the sale of California State Bonds. As the name implies, the intention of Proposition 1B was to upgrade California's aging public infrastructure; now, it is also seen as a means to create jobs and stimulate the economy. Caltrans administers the PTMISEA program.

PTMISEA funds are allocated by the same formula as State Transit Assistance funds, and the State Controller's Office estimated Santa Cruz METRO's share of PTMISEA funds at \$26.3 million over the life of Proposition 1B. Santa Cruz METRO designated the entire allocation of PTMISEA funds for MetroBase projects. To date, Santa Cruz METRO has built the Bus Fuel and Wash Facility, the Maintenance Building and completed a building renovation for Administration at 110 Vernon Street. Replacing the River Street Operations Facility is the final project needed to complete MetroBase.

Unpredictable disbursement of PTMISEA funds and State Transportation Improvement Program funds before that complicated MetroBase implementation. The original 2005 comprehensive MetroBase plan had to be fragmented into smaller projects limited by the funds available, which required multiple contracts at higher cost than initially programmed. The replacement MetroBase Operations Facility will be the largest and most expensive component of MetroBase, and PTMISEA funds account for 93% of the revenue programmed for this project.

The current Operations Facility at 1200 River Street has long been inadequate and substandard for Santa Cruz METRO's service needs. The aging facility requires ongoing, excessive maintenance to keep it functioning, even though it is too small for the existing operation. Replacing the Operations Facility is now an urgent necessity, and Santa Cruz METRO desires to initiate construction as soon as possible to take advantage of the full 2012 construction season.

Santa Cruz METRO will need the entire amount of PTMISEA funds to build the new, \$18 million Operations Facility. Caltrans anticipates disbursing the approved FY11 PTMISEA allocation of \$11,010,047 to Santa Cruz METRO in early 2012. The remaining, unallocated \$5,875,978 PTMISEA balance is also required to fully fund construction; however, PTMISEA guidelines prohibit contractual obligations against funds which have not yet been allocated. In order to initiate construction now using a combination of available Federal, State and local reserves, Santa Cruz METRO needs a Letter of No Prejudice (LONP) from Caltrans. The LONP will authorize future allocation(s) of PTMISEA funds to reimburse any expended local reserves.

Adopting the attached Resolution will authorize the General Manager to request an LONP, submit an allocation request for the remaining \$5.8 million in PTMISEA funds and sign necessary agreements with Caltrans in order to begin building the MetroBase Operations Facility.

IV. FINANCIAL CONSIDERATIONS

Santa Cruz METRO must commit approximately \$5.8 million of its local capital reserves to contract construction of the new Operations Facility. Together with \$1.1 million in FTA revenue and the anticipated \$11 million disbursement of PTMISEA funds in early 2012, Santa Cruz METRO can fully fund the construction contract. Unallocated PTMISEA funds from FY12 and beyond will repay any spending from Santa Cruz METRO's local reserves.

V. ATTACHMENTS

Attachment A: Resolution authorizing the General Manager to request a Letter of No Prejudice (LONP) from Caltrans, submit an allocation request and sign necessary agreements in order to begin construction of the MetroBase Operations Building using federal and local funds.

Attachment A

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REQUEST A LETTER OF NO PREJUDICE (LONP) FROM CALTRANS, SUBMIT AN ALLOCATION REQUEST AND SIGN AGREEMENTS NECESSARY TO PROCEED WITH CONSTRUCTION OF THE METROBASE OPERATIONS BUILDING.

WHEREAS Proposition 1B of 2006 authorized the creation of the Public Transportation Modernization, Improvement and Service Enhancement Account to be funded with \$3.6 billion in revenue from California bond sales; and

WHEREAS the State Controller's Office estimated that Santa Cruz METRO would receive \$26.3 million in PTMISEA funds over the life of the program; and

WHEREAS Santa Cruz METRO designated all of its estimated PTMISEA revenue to fund construction of the critically needed MetroBase consolidated operating facility which includes a new Operations Building; and

WHEREAS the current River Street Operations Facility is inadequate, substandard and beyond repair, and the new MetroBase Operations Building which will replace it at an estimated cost of approximately \$18.0 million is the largest, most costly and final component needed to complete MetroBase; and

WHEREAS Santa Cruz METRO out of necessity desires to initiate construction of the Operations Building in March 2012; and

WHEREAS PTMISEA disbursements have been inconsistent and unpredictable due to a weakened economy, and Santa Cruz METRO has expended all of the PTMISEA revenue received to date for construction of MetroBase exclusive of the Operations building; and

WHEREAS Santa Cruz METRO anticipates receiving \$11,010,047 in early 2012 from the FY11 PTMISEA appropriation and anticipates receiving a final appropriation of \$5,875,978 in PTMISEA funds at an unknown future date; and

WHEREAS the PTMISEA will not fund contractual obligations incurred prior to the date of appropriation; and

Attachment A

Resolution No. _____

Page 2

WHEREAS a Letter Of No Prejudice (LONP) from Caltrans will authorize Santa Cruz METRO to incur contractual obligations against future years' PTMISEA appropriations by using its local capital reserves with repayment of the local capital reserves from the future PTMISEA disbursements; and

WHEREAS Santa Cruz METRO has adequate federal funds, capital reserves and a current PTMISEA appropriation of \$11,010,047 to fully fund construction of the Operations Building;

NOW, THEREFORE, BE IT RESOLVED that the General Manager of Santa Cruz METRO is authorized to request an LONP from Caltrans, submit an allocation request for \$5,875,978 in remaining PTMISEA funds and to sign necessary agreements in order to proceed with construction of the MetroBase Operations Building prior to the future appropriation of PTMISEA funds to Santa Cruz METRO.

PASSED AND ADOPTED this 16th Day of December, 2011 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
ELLEN PIRIE
Board Chair

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011
TO: Board of Directors
FROM: Angela Aitken, Finance Manager & Acting Assistant General Manager
SUBJECT: CONSIDERATION OF DECLARING TWO (2) CHEVROLET VENTURES AS EXCESS FOR PURPOSES OF DISPOSAL OR AUCTION

I. RECOMMENDED ACTION

That the Board of Directors declare two (2) Chevrolet Ventures as excess for purposes of disposal or auction and direct staff to use appropriate action for disposal.

II. SUMMARY OF ISSUES

- In accordance with Santa Cruz METRO'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.
- Two (2) Chevrolet Ventures are no longer required by Santa Cruz METRO.
- Staff recommends that the Board of Directors declare the above items as excess and direct staff to use appropriate action for disposal.

III. DISCUSSION

In accordance with Santa Cruz METRO'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.

Two (2) Chevrolet Ventures are no longer required by Santa Cruz METRO.

Staff recommends that the Board of Directors declare the items on **Attachment A** as excess and direct staff to use appropriate action for disposal.

The current market value of these items is \$500 each and they are in poor condition.

IV. FINANCIAL CONSIDERATIONS

None of these items have any remaining book value. Any revenue generated from the sale of these items will be recorded as income in the current operating budget.

V. ATTACHMENTS

Attachment A: Excess Vehicle Listing – Disposal or Auction as of December 16, 2011.

Attachment A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EXCESS ASSET LISTING AS OF 12/16/11

Vehicle #	Manufacturer	LTD Miles	Year	VIN	License #	Model	Residual Value	Condition
104	CHEVROLET	N/A	2001	1GNDX03E71D157031	E-1060819	VENTURE	\$500.00	Poor
108	CHEVROLET	N/A	2001	1GNDX03E31D162095	E-1060821	VENTURE	\$500.00	Poor

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: December 16, 2011

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 2011, which includes a Determination that METRO does not Own, Lease or Control any Property which is in Excess of its Foreseeable Needs.

II. SUMMARY OF ISSUES

- Santa Cruz Metropolitan Transit District is required on an annual basis to prepare an inventory of properties it holds, owns and controls to determine if any properties are in excess of its foreseeable needs.
- All properties currently leased by Santa Cruz METRO are being used in transit operation for bus maintenance, bus parking, administration and/or facilities maintenance activities.
- All properties currently leased, owned or controlled by Santa Cruz METRO are in transit uses and none of these properties are in excess of METRO's foreseeable needs.

III. DISCUSSION

Government Code Section 50569 requires that on or before December 31st of each year, Santa Cruz METRO, a local public 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, are 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, prepared by the Legal Department and reviewed by the Finance Department is set forth in Attachment A. There have been no changes in this list during the calendar year of 2011, except for the purchase of the property located at 425 Front Street, which closed escrow on December 29, 2010. This property has been transferred from the List of Properties Leased by METRO from the 2010 inventory to the SCMTD DEEDS (List of Properties Owned by METRO) which is attached as Attachment A.

METRO will contact the County to combine the first three properties (APNs 005-152-05, 005-152-31 and 005-152-30) into one APN, now that the Greyhound property is owned by METRO and will be used to renovate and enlarge Pacific Station. Also, APNs 008-013-07 and 008-013-08 will be combined and included into the current APN 008-013-09 to encompass the entire site for the Fleet Maintenance Facility, once construction is completed on that project. In this way, each separate property site for each facility will have its own APN, rather than several APNs for each facility. The properties purchased by METRO for the MetroBase Project were each individual parcels with separate APNs at the time of sale. However, as the MetroBase Project continues and facilities are completed, each facility will have one APN, combining several parcels (APNs) into one APN for a more concise property list and in order to better organize METRO's properties.

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 related support functions. Since last year, the only change in the inventory list of leased properties during the calendar year of 2011 is the termination of the 111 Dubois lease on December 31, 2010. This property is no longer needed because of the construction of the Maintenance Building.

According to the applicable statute, any citizen, limited dividend corporation, housing corporation or nonprofit corporation, shall upon request, be provided with a list of the parcels found to be in excess without charge. Because METRO uses all of its leased and owned property in transit or transit related purposes, no list of excess properties was prepared for adoption.

The Federal Transit Administration Circular 5010.1C requires METRO to prepare and keep up to date an excess property utilization plan for all property that is no longer needed to carry out the original intended purpose including an explanation for the excess property. METRO is also required to notify FTA when property is removed from the service originally intended at grant approval and put to additional or substitute uses. At this time, METRO has no excess property and, therefore, will not be preparing an excess property utilization plan.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: SCMTD Deeds (List of Properties Owned by METRO)

Attachment B: Properties Leased by Santa Cruz Metropolitan Transit District

SCMTD DEEDS

APN NO.	PARCEL LOCATION	DATE OF ACQUISITION BY SCMTD	ACQUIRED FROM	DESCRIPTION	STATUS OF USE
005-152-05	Santa Cruz, CA 912 Pacific Ave. Santa Cruz	07/16/80	Peerless Stages, Inc.	Pacific Station Multi-Modal Facility	Active transit center
005-152-31	Santa Cruz, CA 920 Pacific Avenue Santa Cruz	09/22/80	Reward Enterprises	Pacific Station Multi-Modal Facility	Active transit center
005-152-30	Santa Cruz, CA 425 Front Street Santa Cruz	12/29/10	Transportation Realty Income Partners, L.P., a Delaware Limited Partnership and Greyhound Lines, Inc., a Delaware Corporation	Paved Parking lot adjacent to Pacific Station	Recent Greyhound Bus Depot; Currently being used for overflow parking of METRO's buses and vehicles; Possible Future Site of renovated and enlarged Pacific Station
008-011-14	Santa Cruz, CA 110 Vernon Street Santa Cruz	08/01/07	Mindi Broughton and Paul Broughton, Broughton Land LLC, A California Limited Liability company	MetroBase Project	Current General Administration offices, IT offices and Facilities Maintenance department and storage
008-013-07	Santa Cruz, CA 1217 River Street, Santa Cruz	2/29/08	R. Dennis Stewart and Martha A. Stewart, Trustees of the R. Dennis Stewart and Martha A. Stewart Family Trust	MetroBase Project	Previously four empty residential units purchased for the MetroBase project; Currently two remaining houses that will be used for outside contractors' offices during the building phase of the new Operations Building; Future site of a METRO Maintenance Facility that adjoins to the current facility.

Attachment A SCMTD DEEDS

008-013-08	Santa Cruz, CA 1211 River Street, Santa Cruz	1/31/08	Jan Van Boeschoten, as Trustee of the Jan Van Boeschoten Trust dated October 23, 2006	MetroBase Project	Previously an empty residential unit purchased for the MetroBase project; Currently a paved parking lot being utilized for METRO owned vehicles.
008-013-09 previously 008-013-04 008-013-05 008-013-06	Santa Cruz, CA 120 Golf Club Dr. 138 Golf Club Dr. Santa Cruz	1. 6/24/05 2. 05/19/71 3. 07/7/71	1. The Estate of Yvonne A. Humphrey; Brent J. Bouchard, executor 2. Cecil E. and Minnie M. Woolsey 3. Sally Anne Smith	MetroBase Project Minor Maintenance Shop Location	Active Maintenance Shop; Active Maintenance Facility being retrofitted for CNG repairs; Current Fleet Maintenance administration offices
008-032-05 A- formerly 008-032-06	Santa Cruz, CA 1200-A River St. 1200-B River St. Santa Cruz	06/15/77 - A 06/25/05 - B	Warren R. French (A) Mabel L. French (A) The 2004 Jeannine M. Gibson, Family Trust, Jeannine Marie Gibson, Trustee (B)	Operations Dept. Location MetroBase Project (A) MetroBase Project (B)	(A) Active Operations dept. and offices; Bus Parking when vehicles are not being used. (B) Current site of MetroBase Fueling Facility and Bus Wash Facility
Bus Stop #2551. No APN listed	Santa Cruz, CA 17 th Ave./Tremont Santa Cruz	09/5/89	No. Calif. VOE Elderly Housing, Inc.	17 th & Tremont Bus Stop Donation Live Oak Location	Active bus stop with shelter
022-211-91	Scotts Valley, CA 425 King's Village Bart Cavallaro Transit Center	011/15/96	Church of Latter-Day Saints 13.87% ownership by Scotts Valley Redevelop. Agency	Bart Cavallaro Transit Center Park and Ride Lot Multi-Modal Facility	Active Transit Center
017-011-54	Borders West Lake Ave. & Rodriguez St., Watsonville, CA -Watsonville Transit Center	05/9/86	Crocker National Bank	Watsonville Transit Center Multi-Modal Facility	Active transit center

Attachment A

SCMTD DEEDS

017-011-57 and 017-011-58 (formerly 51 & 52)	Watsonville, CA Watsonville Transit Center	10/06/88	Allan Louis Alexander Ann Alexander Rando John M. Batislich Joan M. Batislich Janet F. Ryan	Transit-Oriented Mixed Use Facility which includes a Child Care Center	99-year lease with City of Watsonville for \$1.00 per year.
086-102-14	Boulder Creek, CA 17835 China Grade Boulder Creek	04/7/05	Santa Cruz County/The Henry F. Plummer Trust, Henry F. Plummer, Trustee	Easement at China Grade & Hwy 236	Bus Turnaround
No APN # listed	Intersection of Soquel Ave., Soquel Dr. and Highway 1 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

Attachment B
PROPERTIES LEASED BY
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PROPERTY ADDRESS/ LESSOR	TERM/ NOTICE/ BOARD ACTION	CURRENT MONTHLY LEASE AMT.	USE OF PROPERTY
115 Dubois IULIANO 1977 TRUST	02/01/05-Beginning 12/31/10 – Ending 01/01/11 –Lease begins 12/31/13 – Lease ends	\$3,470.85/mo \$41,650.20/yr	Bus and vehicle parking
2880 Research Park Drive, Soquel, CA Soquel III Associates	09/01/04-Beginning 08/31/09-Ending 09/01/09- Ext. begins 08/31/14- Ext. ends	\$12,474.97/mo \$149,699.64/yr	ParaCruz Operations Facility
1200 River Street (small portion) City of Santa Cruz	10/01/04- Beginning 09/30/44- Ending	\$1.00/Annually *100% of taxes and assessments	Future MetroBase facility

Grant of Easement and Agreement

Capitola Mall Macerich Partnership, LP	Perpetual	\$1,710.38/mo \$20,524.56/yr.	Active Transit Center
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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011
TO: Board of Directors
FROM: Leslie R. White, General Manager
SUBJECT: ACCEPT AND FILE VOTING RESULTS FROM APPOINTEES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR PREVIOUS MEETINGS

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

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

III. DISCUSSION

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

IV. FINANCIAL CONSIDERATIONS

There is no cost impact from this action.

V. ATTACHMENTS

Attachment A: Minutes of the October 2011 Regular SCCRTC Meeting
Attachment B: Minutes of the November 2011 Regular SCCRTC Meeting

Prepared by: Tony Tapiz, Administrative Services Coordinator.

Date Prepared: December 5, 2011

Attachment A



Santa Cruz County Regional Transportation Commission

MINUTES

Thursday
October 6, 2011
9:00 a.m.

Board of Supervisors Chambers
701 Ocean St
Santa Cruz CA 95060

1. Roll call

The meeting was called to order at 9:03 am.

Members present:

Dene Bustichi	John Leopold
Martin Garcia (Alt)	Don Lane
Neal Coonerty	Kirby Nicol
Eduardo Montesino	Ellen Pirie
Donald Hagen	Lynn Robinson
Aileen Loe (ex officio)	Donna Ziel (Alt)
Randy Johnson	

Member absent:

Staff present:

George Dondero	Luis Mendez
Gini Pineda	Yesenia Parra
Karena Pushnik	Rachel Moriconi
Kim Shultz	Ginger Dykaar

2. Oral communications

Jack Nelson said that although it has been alleged that environmentalists are not attuned to the needs of working people, he thinks it is pragmatic to address climate change since millions of people will be affected by its impacts. He referred to a book titled Flooded Earth which focuses on sea level rise and the resulting storm surge.

3. Additions or deletions to consent and regular agendas

Chair Nicol communicated that a replacement page for Item 10 and handout for Item 19 were distributed to the Commissioners.

CONSENT AGENDA
(Pirie/Hagen unanimous)

MINUTES

4. Approved draft minutes of the special September 15, 2011 SCCRTC meeting
5. Accepted draft minutes of the September 8, 2011 Budget & Administration / Personnel Committee meeting
6. Accepted draft minutes of the September 22, 2011 Interagency Technical Advisory Committee (ITAC) meeting

POLICY ITEMS

7. Approved the Central Coast Coalition (CCC) membership MOU

PROJECTS and PLANNING ITEMS

8. Accepted social media use policy follow up

BUDGET AND EXPENDITURES ITEMS

9. Accepted status report on Transportation Development Act (TDA) revenues
10. Accepted FY 10-11 annual internal financial statements (enclosed separately for Commissioners)

ADMINISTRATION ITEMS

11. Approved the Regional Transportation Commission meeting schedule for 2012

INFORMATION/OTHER ITEMS

12. Accepted monthly meeting schedule
13. Accepted correspondence log
14. Accepted letters from SCCRTC committees and staff to other agencies - none
15. Accepted miscellaneous written comments from the public on SCCRTC projects and transportation issues

16. Accepted information items

- a. Article by Gary Richards from *Mercury News.com* dated 9/21/11 titled "Raising the gas tax to fix potholes has supporters"

REGULAR AGENDA

17. Commissioner reports-oral reports

Commissioner Leopold said that the Bike to Work site he stopped by was well attended in spite of the rain.

Commission Alternate Garcia thanked Caltrans for the work being done on Highway 152 at College and Hollihan Roads in Watsonville.

18. State legislative update

Assemblymember Luis Alejo, whose district includes the City of Watsonville, reported on his activity in the legislature. Mr. Alejo noted the bill he co-authored to help streamline the permitting process. He said he was glad that the rail line project is moving forward; that he toured the SCMTD and understands the need for proceeding with bond measures; that he supported the gas tax swap; and is looking to see if a smaller regional Caltrans office could help move transportation projects forward more quickly.

Several Commissioners thanked him for his support for the rail line acquisition and for his interest in Santa Cruz Metro.

Commissioner Leopold praised his leadership and commitment in taking a stance to defend redevelopment agencies. He asked him to advocate on the RTC's behalf with the California Transportation Commission to allow using State Transportation Improvement Program (STIP) funds for local road repair in the face of the flood damage incurred last winter and FEMA's refusal to provide funding. He also asked him to comment on using social media.

Assemblymember Alejo said that social media plays a key part in his efforts to keep his constituents informed.

19. Director's report – oral report

Executive Director Dondero announced the retirement of Administrative Assistant III Gini Pineda and thanked her for her contributions to the RTC. Ms. Pineda praised the RTC staff and said that her 9 ½ years with the agency have been a wonderful experience.

Mr. Dondero said that representatives of the RTC's Budget & Administration/Personnel Committee will attend a meeting today with the Executive Committees of AMBAG, TAMC and San Benito Council of

Governments to discuss the future of AMBAG. He reported that there has been no response from the Surface Transportation Board to approve changes in ownership of the Santa Cruz Branch Rail Line. Mr. Dondero said that the Pedestrian Safety Workgroup is midway through a highly successful outreach campaign highlighting sidewalk maintenance and the importance of safe, accessible sidewalks. Director Dondero announced a presentation on October 12th at the Monterey Bay Chapter of the American Public Works Association on how planning for Complete Streets could be integrated into the regional transportation planning process. In addition, he announced that the date for the "Designing for Pedestrian and Bicycle Safety" workshop was moved to December 6th and will be held at the Ecology Action offices from 8:30am to 4:30 pm.

20. Welcome Captain Matt Olson - new Commander for California Highway Patrol in Santa Cruz County

Executive Director George Dondero introduced CHP Commander Matt Olson and welcomed him to the Santa Cruz County area.

Commander Olsen thanked the Commission for the continued funding for extra enforcement on Highway 17 and for the FSP program. He also said that the callbox program is still very important, even in the age of cell phones and said that he is impressed with the improvements the Safe on 17 program has brought to Highway 17.

21. Caltrans report and consider action items

Aileen Loe, Caltrans District 5, said that the California Transportation Commission will visit Caltrans during its meeting in Santa Barbara. She said that the Highway 101 improvement project through Prunedale is extensive and thanked everyone for their patience with the detours and inconvenience. She added that Highway 101 will remain open throughout the entirety of the project.

22. Highway 1 Soquel/Morrissey Auxiliary Lanes Project – authorization to advertise for bids

Executive Director George Dondero introduced Bruce Shewchuk, Parsons Brinckerhoff, the construction management consultant for the Highway 1 Soquel/Morrissey Auxiliary Lanes project.

Senior Planner Kim Shultz said that it is time critical to solicit bids for the construction contract for the project due to environmental constraints and the schedules of nearby schools. He said that landscaping will be done as part of the construction project and that open graded asphalt will be used. Mr. Shultz said that plans are proceeding for public outreach efforts which will include direct leafleting to those directly impacted and continuing to work closely with Santa Cruz City schools. Construction is scheduled to begin in early 2012.

Commissioners discussed the open grade asphalt, frequency of updates from the consultant and lane closures. It was noted that even though the RTC is the lead agency for the project, Highway 1 is a state highway project and Caltrans must approve all plans.

Jack Nelson said that the fact sheet on page 22-7 is viewed by him as a "fantasy sheet" as it suggests a reduction of congestion and assumes no induced traffic.

Commissioner Pirie moved and Commissioner Montesino seconded to approve the staff recommendations that the Regional Transportation Commission (RTC) approve a resolution authorizing the Executive Director to:

1. Publicly advertise the call for bids for the Highway 1 Soquel/Morrissey Auxiliary Lanes project in accordance with the provisions of the Public Contract Code; and,
2. Approve changes and issue addenda to the bidding documents during the advertising period, if needed; and,
3. Publicly open all bids received in accordance with state and federal requirements and direct staff to return in December with a recommendation for the award of contract.

The motion (Resolution 05-12) passed unanimously.

23. 2012 Regional Transportation Improvement Program (RTIP) development

Executive Director George Dondero reviewed reasons why it is recommended to take a tiered approach to the Highway 1 HOV Widening project saying it will keep the project moving forward since it allows for a "pay as you go" process. It will also allow the RTC to move forward with environmental work and positions the RTC well for future funding opportunities. He said that STIP funds can possibly be used for roads but must be approved by CTC and their position is to first fund state highways.

Commissioners discussed the Chanticleer overcrossing, whether the RTC received a written notice to return any funds already spent on the environmental document, and when the timeline requested at the September 15th meeting will be available for the Commission.

Aileen Loe said that there is a lack of stable funding sources at the local, state and federal levels and that the best course is to proceed and preserve the investment already made. She said that the RTC needs to be in a position to be able to receive funding that is now unforeseen, that assumptions have changed and that the RTC must be able to adapt.

Commissioner Coonerty suggested changing language in the staff recommendation to be more specific and consistent with language on page 23-3 of the staff report.

Commissioners discussed funding recommended for the rail project. It was noted that the CTC will either approve or deny the entire RTIP.

Commissioner Pire moved and Commissioner Montesino seconded to approve the staff recommendations that the Regional Transportation Commission (RTC):

1. Provide direction to staff on development of the 2012 Regional Transportation Improvement Program (RTIP); and
2. Indicate its intent to program Regional Surface Transportation Program (RSTP) funds to regional projects that require funds for completion and reserve the remainder of the RSTP funds for future programming, following California Transportation Commission (CTC) actions on proposals for State Transportation Improvement Program (STIP) funds.

Commissioners asked for clarity regarding the language used to describe programming the \$2.5 million of RSTP funds.

The motion was clarified to program \$1.3 million of RSTP funds to regional projects that require funding for completion such as the Highway 1 HOV lanes tiered environmental document, final design of the Santa Cruz Branch Rail Line structures improvements, and matching funds for the Santa Cruz Branch Rail Line structures improvements and to reserve the remaining \$1.2 million for local projects.

Commissioners discussed options for programming STIP funds, the HOV Lanes project timeline and the RTC's intent to seek voter approval of a \$10 vehicle registration fee.

The motion passed with Commissioners Bustichi voting "no" and Commissioner Hagen abstaining.

Commissioner Bustichi departed the meeting.

24. Rail line design consultant agreement

Deputy Director Luis Mendez reviewed the process that the evaluation committee used to select JL Patterson and Associates to proceed with engineering work for structures rehabilitation and other improvements on the Santa Cruz Branch Rail Line. He said that the RTC is working to complete the engineering and design work by August 2012 in order to meet the California Transportation Commission (CTC) deadline for allocation of the \$5.35 million in construction funds.

Commissioners discussed typical costs for design and engineering work, the amount of work needed for the structures including seismic retrofit, permitting

costs, and the state requirements for selection of a contractor. It was noted that there will be some analysis where a cantilevered bike/pedestrian access would be adjacent to the trestles.

Commissioner Pirie moved and Commissioner Leopold seconded to approve the Santa Cruz Branch Rail Line Engineering Services evaluation committee and staff recommendation that the Santa Cruz County Regional Transportation Commission approve a resolution authorizing the Executive Director to negotiate and execute a consultant agreement with JL Patterson & Associates for engineering work for structures and other improvements to the Santa Cruz Branch Rail Line.

The motion (Resolution 06-12) passed with Commissioner Johnson voting "no".

Commissioner Johnson departed the meeting.

25. Amendments to the Fiscal Year (FY) 11-12 budget and work program

Deputy Director Luis Mendez p said that the proposed amended budget is balanced and that actual revenues are higher than the estimates. He added that the budget includes carry over funds and additional State Transit Assistance funding for the Santa Cruz Metropolitan Transit District.

Commissioner Leopold moved and Commissioner Pirie seconded to approve the The Budget and Administration/Personnel (B&A/P) Committee and staff recommendations that the Regional Transportation Commission (RTC) approve:

1. A resolution amending the FY11-12 Budget and Work Program as proposed; and
2. Out-of-state travel for two RTC staff members to attend the Transportation Research Board (TRB) Conference in Washington DC.

The motion (Resolution 07-12) passed unanimously.

26. Review of items to be discussed in closed session

The Commission adjourned into closed session at 11:58 am.

CLOSED SESSION

27. Conference with legal counsel pursuant to Government Code 54956.9(c) to consider initiation of litigation for one potential case

OPEN SESSION

28. Report on closed session

Attachment A

The Commission reconvened into open session at 12:13 pm. There was nothing to report.

29. Adjourn to special meeting of the Service Authority for Freeway Emergencies

a. No agenda items this month

30. Next Meetings

The meeting adjourned at 12:14 pm.

The next Transportation Policy Workshop meeting is scheduled for Thursday, October 20, 2011 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

The next SCCRTC meeting is scheduled for Thursday, November 3, 2011 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, CA.

Respectfully submitted,

Gini Pineda, Staff

ATTENDEES

Jackie Patterson
Jay Craft
Matt Olson
Jack Nelson
Bruce Shewchuk
Angela Aitken
Dan Herron
Steve Wiesener
Cliff Walters

JL Patterson and Associates
JL Patterson and Associates
CHP

Parsons Brinckerhoff
SCMTD
Caltrans
County of Santa Cruz Public Works
Sierra Railroad

Attachment B



Santa Cruz County Regional Transportation Commission SPECIAL MEETING

MINUTES

**Thursday, November 17, 2011
9:00 a.m.**

Scotts Valley City Council Chambers
One Civic Center Dr
Scotts Valley, CA

1. Roll call

The meeting was called to order at 9:01 am.

Members present:

Dene Bustichi	John Leopold
Greg Caput	Don Lane
Andy Schiffrin (Alt.)	Kirby Nicol
Daniel Dodge (Alt.)	Ellen Pirie
Donald Hagen	Lynn Robinson
Brandy Rider (ex officio)	Mark Stone
Randy Johnson	

Staff present:

George Dondero	Yesenia Parra
Luis Mendez	Kim Shultz
Rachel Moriconi	Ginger Dykaar

2. Oral communications

Jack Nelson noted that the automobile is an object that takes up a lot of space but can only move very few people at any one time. He also noted the proposal from the City of Santa Cruz regarding the change to Pacific Ave and said they faced a similar issue as the RTC on Hwy 1. The RTC is proposing a project that promotes more vehicle use but does not have the infrastructure to support all the additional needs that come with vehicle congestion.

3. Additions or deletions to consent and regular agendas

Executive Director George Dondero noted that there were handouts for items 15, 18 and 2 pages of flyers for upcoming public workshops.

Chair Mark Stone moved item 23 of the regular agenda to right before item 20.

CONSENT AGENDA
(Nicole/Leopold, unanimous)

MINUTES

4. Approved draft minutes of the October 6, 2011 regular SCCRTC meeting
5. Approved draft minutes of the October 20, 2011 Transportation Policy Workshop (TPW) meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

6. Accepted first quarter quarterly Regional Transportation Commission (RTC) work program progress report

BUDGET AND EXPENDITURES ITEMS

7. Accepted status report on Transportation Development Act (TDA) revenues

ADMINISTRATION ITEMS

8. Approved 2012 RTC health insurance contribution amounts for active and retired RTC employees (Resolution)

INFORMATION/OTHER ITEMS

9. Accepted monthly meeting schedule
10. Accepted correspondence log
11. Accepted letters from SCCRTC committees and staff to other agencies
 - a. Letter from Executive Director George Dondero to Governor, Jerry Brown regarding Senate Bill (SB) 293 requesting a veto.
12. Accepted miscellaneous written comments from the public on SCCRTC projects and transportation issues
13. Accepted information items

- a. Article-“California Turns to China for New Bay Bridge” by Richard Gonzales
- b. Article- “Alarming State Report Predicts \$294 Billion Shortfall for Transportation Over Next Decade” by Gary Richards, San Jose Mercury News
- c. Letter from Assembly Member Luis Alejo regarding information on Senate Bill (SB) 436
- d. Letter to Bimla Rhinehart, California Transportation Commission regarding 2011 Statewide Transportation System Needs Assessment

REGULAR AGENDA

14. Commissioner reports

Chair Mark Stone said that at the last Transportation Policy Work Shop (TPW) meeting the Commission approved the creation of 2 ad hoc committees, one for the polling survey proposal and the second to determine the feasibility of the RTC becoming a congestion management agency. Staff will send an email to Commissioners and Commissioners interested in serving on either of these committees should respond to staff.

15. Director's report

Executive Director Dondero reported that the RTC Transportation Café will be taping a session on Friday in Spanish. Commissioner Eduardo Montesino, Luis Mendez and Yesenia Parra will be the participants. These shows are posted on the RTC website, RTC facebook and Community TV's website. He also noted that the RTC facebook page has 60 “likes” so far and that a more detailed report will be provided to the Commissioners at a future RTC meeting.

Mr. Dondero reported that the Surface Transportation Board indicated that the RTC application for the rail line purchase is still under review.

He also noted that he attended the Focus on the Future Conference in San Francisco where counties who are not yet self-help counties held a meeting. The group agreed to meet on a regular basis. The meetings will probably be held at the same time as CTC meetings. He also reported that Napa will be taking a ballot measure for transportation to its voters in 2012.

Mr. Dondero noted several upcoming workshops and invited Commissioners and the public to participate. The workshop schedule is as follows:

- November 17, 2011 from 6:00-9:00 pm- Sustainability workshop at the Live Oak Senior Center. Information obtained will provide guidance for the 2014 RTP project and policies. A survey will also be available on the RTC website that will ask how the RTC should evaluate sustainability.
- Monterey Bay Sanctuary Scenic Trail public informational workshops
 - December 13, 2011 at the Davenport Pacific Elementary School
 - December 14, 2011 at the Live Oak Simpkins Swim Center

Attachment B

- December 15, 2011 at the City of Watsonville Civic Plaza Community room.
- December 6, 2011 from 8:00 am to 6:00 pm-Designing for Bicycles and pedestrians planning workshop at the Ecology Action conference room.

He also reported that on November 29, 2011 RTC staff will meet with staff from TAMC, AMBAG and SaCOG to discuss ways to improve efficiencies, collaboration and resources sharing. This will be the first of several meeting.

Commissioner Nicol asked staff to provide the RTC with more information on self help counties to include how long they have been self help counties, and if the status has helped them obtain funding. Commissioner Nicol noted that he conducted an informal poll of the public works departments in the county to determine the backlog of road maintenance, which he discovered to be at about \$100 million.

Commissioner Leopold said that the County Supervisors received a presentation regarding the state of local roads in the unincorporated areas. He also noted the report prepared by The California Association of Counties (CSAC) and the League of California cities that documented the state of local roads throughout the state. He noted that the County would need \$12 million just to maintain its current infrastructure.

Commissioner Dodge arrived.

16. Caltrans report and consider action items

Brandy Rider, Caltrans District 5 said that the guardrail and concrete median barrier of a 14 mile stretch of highway 1 (Trafton Rd to N. of 41st Ave) had begun and will go through February 2012. She also noted that Caltrans awarded 66 million for Safe Routes to School funding which included \$1.1 million to Santa Cruz for projects that include sidewalks, curb ramps and traffic enforcement among a few. Grant deadlines for Federal discretionary and planning grants are coming up.

17. Appoint nominating committee for RTC Chair and Vice-chair

Chair Mark Stone appointed, Commissioners, Pirie, Leopold, Lane and Commissioner Alternate Dodge. The committee will make a recommendation for Chair and vice-chair at the December 1, 2011 meeting.

18. 2012 Regional Transportation Improvement Program (RTIP): Preliminary Staff Recommendations

Rachel Moriconi reviewed the criteria used to determine which projects to recommend for funding and reminded the commissioners that the amount of funding needed for proposed projects far exceeds the \$9 million in State Transportation Improvement Program (STIP) and \$1.4 million in Regional

Surface Transportation Program (RSTP) funds currently available for programming.

She noted the public hearing at the December 1, 2011 RTC meeting which will be held at the County Government Center, where the RTC will select projects to receive the STIP and RSTIP funds.

Commissioners discussed several projects on the proposed list and reiterated their direction to staff to work with the CTC to allow STIP funds for local road projects.

Commissioner Robinson arrived.

Martha Kaufeldt, Nelson Rd. resident thanked the Commission for listening to the Nelson Rd. residents' concerns and said that the current road condition does not allow for emergency vehicle access. She shared that just recently a vehicle went over the embankment and that the tow truck was unable to drive to the scene due to its size and that the residents pulled the vehicle out.

Jack Nelson said that it is the Commissioners responsibility to determine priorities and make the tough decisions.

Commissioner Alternate, Schiffrin motioned to direct staff to provide a list of project options that could be funded if the 4 million dollars currently recommended for the Hwy1 Auxiliary Lanes project was not approved. Commissioner Caput seconded the motion. After significant discussion and clarification the motion failed on a 5 to 7 vote.

19. Highway 1 Corridor future funding scenarios

Executive Director George Dondero said that this information item was requested by Commissioners at the October 6, 2011 RTC meeting. Commissioners discussed the various project costs and funding options listed on the staff report. Some Commissioners suggested that the project title be changed.

Jack Nelson asked if the auxiliary lanes would be designed to more easily accommodate HOV lanes in the future.

23. Adjourn to special meeting of the Service Authority for Freeway Emergencies (Moved up by Chair Stone) – Taken out of order prior to item 20.

The Commission adjourned the regular RTC meeting at 10:35 to convene the special meeting of the Service Authority for Freeway Emergencies and reconvened to the regular RTC meeting at 10:50 am.

20. Review of items to be discussed in closed session

CLOSED SESSION

21. Conference with legal counsel pursuant to Government Code 54956.9(c) to consider initiation of litigation for one potential case

Commission convened into closed session at 10:52 am

OPEN SESSION

22. Report on closed session

Commission reconvened to open session at 11:45 am. There were no reports on the closed session item.

Meeting adjourned at 11:46 am.

24. Next Meetings

The next SCCRTC meeting is scheduled for Thursday, December 1, 2011 at 9:00 a.m. at the Board of Supervisors Chambers, 701 Ocean St., Santa Cruz, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, December 15, 2011 at 9:00 a.m. at the SCCRTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Respectfully submitted,

Yesenia Parra, Staff

ATTENDEES

Scott Wood	California Highway Patrol
Les White	SCMTC
Steve Wiesener	Santa Cruz County Public Works
Jack Nelson	
Bob Orser	
Jeri Davis	Nelson Rd resident
Dan Herron	Caltrans
Mark Dettle	City of Santa Cruz
Chris Schneiter	City of Santa Cruz
Martha Kaufeldt	Nelson Rd resident

**AGENDA
METRO ADVISORY COMMITTEE (MAC)
MEETING OF DECEMBER 21, 2011
6:00 PM**



NAOMI GUNTHER – CHAIR
CRAIG AGLER
ROSEANN MARQUEZ
DENNIS "POPS" PAPADOPULO

DAVE WILLIAMS - VICE CHAIR
BOB GEYER
MARA MURPHY
CHARLOTTE WALKER


**PACIFIC STATION CONFERENCE ROOM
920 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA
6:00 PM – 7:55 PM**

**THE AGENDA PACKET FOR THE SANTA CRUZ METRO ADVISORY COMMITTEE MEETING
CAN BE FOUND ONLINE AT WWW.SCMTD.COM AND IS AVAILABLE FOR INSPECTION AT
SANTA CRUZ METRO'S ADMINISTRATIVE OFFICES, 110 VERNON ST., SANTA CRUZ, CA**

NOTICE TO PUBLIC

Members of the public may address the Metro Advisory Committee on a topic not on the agenda but within the jurisdiction of MAC by approaching the Committee during consideration of Agenda Item #4 "Oral and Written Communications." Presentations may be limited in time in accordance with the Bylaws of MAC. Members of the public may address the Metro Advisory Committee on a topic on the agenda by approaching the Committee immediately after presentation of the staff report but before the Committee's deliberation on the topic to be addressed. Presentations may be limited in time in accordance with the Bylaws of MAC.

AMERICANS WITH DISABILITIES ACT

 *The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Pacific Station 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, or to access the agenda and the agenda packet, should contact [Tony Tapiz, Administrative Services Coordinator](#), at 831-426-6080 as soon as possible in advance of the MAC meeting. Hearing impaired individuals should call 711 for assistance in contacting METRO regarding special requirements to participate in the MAC meeting.*

INTERPRETATION SERVICES / SERVICIOS DE TRADUCCIÓN

Spanish language translation is available on an as needed basis. Please make advance arrangements with [Tony Tapiz, Administrative Services Coordinator](#) at 831-426-6080. Traducción al español está disponible de forma según sea necesario. Por favor, hacer arreglos por adelantado con Tony Tapiz, Coordinador de Servicios Administrativos al numero 831-426-6080.

**AGENDA
METRO ADVISORY COMMITTEE (MAC)
MEETING OF DECEMBER 21, 2011
PAGE 2 OF 3**

6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. AGENDA ADDITIONS/DELETIONS

Consideration of Late Additions to the Agenda. The Committee may take action on items not appearing on the posted agenda under any of the following conditions:

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

4. ORAL/WRITTEN COMMUNICATIONS

This time is set aside for MAC members and the general public to address the METRO Advisory Committee on matters of interest to the public not listed on the agenda but within the jurisdiction of the Committee. Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. When addressing the Committee, the individual may, but is not required to, provide his/her name and address in an audible tone for the record.

5. APPROVE MINUTES OF MAC MEETING OF NOVEMBER 2011

(MOTION TO APPROVE REQUIRED)

Submitted by: METRO Admin Department

6. ACCEPT & FILE RIDERSHIP REPORT FOR SEPTEMBER 2011

(MOTION TO APPROVE REQUIRED)

Submitted by: METRO Planning Department

7. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORT FOR SEPTEMBER 2011

(MOTION TO APPROVE REQUIRED)

Submitted by: METRO Paracruz

8. ACCEPT AND FILE LEGISLATIVE AND GRANTS REPORT FOR OCTOBER AND NOVEMBER 2011 (MOTION TO ACCEPT AND FILE REQUIRED)

Submitted by: METRO Grants Department

6-18.2

**AGENDA
METRO ADVISORY COMMITTEE (MAC)
MEETING OF DECEMBER 21, 2011
PAGE 3 OF 3**

- 9. DISCUSSION OF CHAIR AND VICE CHAIR ELECTIONS**
- 10. INTRODUCTION AND WELCOME OF STEVE JOHNSON**
- 11. DISCUSSION OF BY-LAWS**
- 12. DISCUSSION OF BUS STOPS**
- 13. DISCUSSION OF ADOPT-A-BUS SHELTER**
- 14. Q'POD RESTRAINT SYSTEM – GILLIG BUS DEMONSTRATION**
- 15. DISCUSSION OF CONTINUING SERVICE REDUCTIONS AND CHANGES**
- 16. COMMUNICATIONS TO METRO GENERAL MANAGER**
- 17. COMMUNICATIONS TO METRO BOARD OF DIRECTORS**
- 18. ITEMS FOR NEXT MEETING AGENDA**
- 19. ADJOURNMENT**
ADJOURN TO THE NEXT MEETING OF THE METRO ADVISORY COMMITTEE ON WEDNESDAY, FEBRUARY 15, 2012, AT 6:00 P.M., IN THE PACIFIC STATION CONFERENCE ROOM, 920 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA.

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day.

The agenda packet and materials related to an item on this Agenda submitted after distribution of the agenda packet are available for public inspection in the Santa Cruz METRO Administrative Office (110 Vernon Street, Santa Cruz) during normal business hours. Such documents are also available on the Santa Cruz METRO website at www.scmttd.com subject to staff's ability to post the document before the meeting.

Attachment A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

September 21, 2011

The METRO Advisory Committee (MAC) met on Wednesday, September 21, 2011 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1. CALL TO ORDER

Chair Gunther called the meeting to order at 6:09 p.m.

2. ROLL CALL

MEMBERS PRESENT

Naomi Gunther, Chair
Dennis "Pops" Papadopulo
Charlotte Walker
Bob Geyer
Roseann Marquez
Mara Murphy

MEMBERS ABSENT

Craig Agler
Dave Williams, Vice Chair

VISITORS PRESENT

Stewart Rosenstein

STAFF PRESENT

Angela Aitken, Finance Manager and Acting Assistant General Manager
Ciro Aguirre, Operations Manager
Mary Ferrick, Fixed Route Superintendent
April Warnock, Paratransit Superintendent
Erich Friedrich, Jr. Transit Planner
Tony Tapiz, Administrative Services Coordinator / MAC Secretary

3. AGENDA ADDITIONS/DELETION

None.

4. ORAL/WRITTEN COMMUNICATION

Pops Papadopulo wanted to thank the METRO Board of Directors for the bus service to the Santa Cruz County Fair. Stewart Rosenstein recounted a recent experience riding the bus, and said it was confusing because he had not heard about the service reductions or fare increase. Chair Naomi Gunther asked that Service Reductions be placed on the next Agenda. Ms. Gunther said that she has noticed a great deal of comments from riders about the lack of postings to announce that the recent service reductions and fare changes we about to take effect, as had happened in the past. Ms. Gunther also said that the new signage should be put up as soon as possible.

5. APPROVAL OF MINUTES OF JUNE 15, 2011

ACTION: MOTION: BOB GEYER

SECOND: CHARLOTTE WALKER

6-18.a1

Approve the minutes of June 15, 2011.

Motion passed with Dennis Papadopulo abstaining, and Craig Agler and Dave Williams being absent.

6. ACCEPT & FILE RIDERSHIP REPORTS FOR JUNE 2011

NO ACTION TAKEN

7. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORTS FOR MAY & JUNE 2011

Bob Geyer stated that he appreciated the charts that were provided and he noted that they were very consistent. Naomi Gunther said that the tour of the ParaCruz facility was very helpful. Pops Papadopulo asked if there were any mini-vans in the fleet. April Warnock said that there were 6 mini-cans remaining as part of an emergency contingency.

ACTION: MOTION: BOB GEYER SECOND: ROSEANN MARQUEZ

Accept & file Ridership Reports for May and June 2011.

Motion passed unanimously with Craig Agler and Dave Williams being absent.

8. ACCEPT & FILE LEGISLATIVE & GRANTS REPORT FOR JUNE, JULY, & AUGUST 2011

Angela Aitken said the Jobs Bill could have \$30 million for Santa Cruz METRO. Chair Naomi Gunther asked what any new monies would be used for. Angela Aitken said that the Board had not given direction yet, but that a list of needs would be created.

ACTION: MOTION: BOB GEYER SECOND: ROSEANN MARQUEZ

Accept and file Legislative and Grants Report.

Motion passed unanimously with Craig Agler and Dave Williams being absent.

9. DISCUSSION OF BUS STOPS

- a. There was a discussion about the bus stop at Bronte and Bridge, on Route 79. Roseann Marquez distributed photos of the bus stop in question and said that there have been problems unloading buses at this stop.

Chair Naomi Gunther noted that the bench in front of COSTCO has been returned. Angela Aitken said that progress was being made on bus stop improvements. Pops Papadopulo noted that the outbound stop at Corralitos Road and Freedom Boulevard is still without a bench. Chair Naomi Gunther asked if reducing bus stops has been considered to improve run times. Mary Ferrick said that even inactive bus stops are kept so that they are given grandfathered

6-18.a2

Attachment A

status when reactivated. Charlotte Walker said there were some problems with the signage at Frederick Street and Soquel Avenue. Chair Naomi Gunther said that there were some problem with the Route 66 (inbound) signage at Capitola and 7th Avenue.

- b. Mara Murphy offered to gather some information on Adopt-a-Bus Stop programs at other agencies for the next meeting.

10. COMMUNICATIONS TO METRO GENERAL MANAGER

- a. Discussion of MAC recommendation to move the location of the first Board meeting of the month from the current 110 Vernon location to a location that is more accessible by public transportation.

ACTION: MOTION: CHARLOTTE WALKER SECOND: DENNIS PAPADOPULO

Withdraw recommendation to move the location of the first Board of Directors meeting of the month from the current 110 Vernon Street location to a location that is more accessible by public transportation.

Motion passed unanimously with Craig Agler and Dave Williams being absent.

11. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

The METRO Advisory Committee withdraws its recommendation to move the location of the first Board of Directors meeting of the month from the current 110 Vernon Street location to a location that is more accessible by public transportation, and wishes to express its thanks for the bus service to the Santa Cruz County Fair.

12. ITEMS FOR NEXT MEETING AGENDA

Service Reductions and Changes

Adopt-a-Bus Stop

ADJOURN

There being no further business, Chair Gunther adjourned the meeting at 7:03 p.m.

Respectfully submitted,

ANTHONY TAPIZ
Administrative Services Coordinator

6-18.a3

Attachment 6
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes - METRO Advisory Committee (MAC)

October 19, 2011

The METRO Advisory Committee (MAC) met on Wednesday, October 19, 2011 in the Pacific Station Conference Room located at 920 Pacific Avenue in Santa Cruz, California.

1. CALL TO ORDER

Mara Murphy called the meeting to order at 6:15 p.m.

2. ROLL CALL

MEMBERS PRESENT

Dennis "Pops" Papadopulo
Bob Geyer
Roseann Marquez
Mara Murphy

MEMBERS ABSENT

Naomi Gunther, Chair
Charlotte Walker
Craig Agler
Dave Williams, Vice Chair

VISITORS PRESENT

STAFF PRESENT

Angela Aitken, Finance Manager and Acting Assistant General Manager
Ciro Aguirre, Operations Manager
Mary Ferrick, Fixed Route Superintendent
Frank Bauer, Safety & Training Coordinator
Sherri Escobedo, Administrative Assistant/ MAC Secretary

3. AGENDA ADDITIONS/DELETION

There were none, there was a REVISED Agenda that did not make it to the meeting due to Tony Tapiz being ill. The Wheelchair Securement Presentation was Item 11 on the Revised Agenda.

4. ORAL/WRITTEN COMMUNICATION

5. APPROVAL OF MINUTES OF SEPTEMBER 21, 2011

ACTION: MOTION: DENNIS "POP" PAPADOPULO SECOND: BOB GEYER

Approve the minutes of September 21, 2011.

Motion passed unanimously, with Craig Agler, Naomi Gunther, Charlotte Walker and Dave Williams being absent.

6. ACCEPT & FILE RIDERSHIP REPORTS

NO ACTION TAKEN

6-18.b1

7. ACCEPT & FILE PARACRUZ OPERATIONS STATUS REPORT

NO ACTION TAKEN

8. ACCEPT & FILE LEGISLATIVE & GRANTS REPORT FOR SEPTEMBER 2011

Angela Aitken said that we just received a \$2.8 Million Grant for 4-6 Mobile Data Terminal Devices for the Paracruz Vehicles which will enhance their routes as they get realtime information, the remaining funds will be applied to obtaining 3-4 new Buses.

Bob asked the price of a new bus, and Ciro replied about 1/2 million per bus.

Angela asked if the committee still wanted to receive Legislative & Grants information and Mara answered that Naomi Gunther should really make that decision.

ACTION: MOTION: BOB GEYER SECOND: DENNIS “POP” PAPADOPULO

Accept and file Legislative and Grants Report.

Motion passed unanimously, with Craig Agler, Naomi Gunther, Charlotte Walker and Dave Williams being absent.

9. DISCUSSION OF BUS STOPS

a. Adopt-a-Bus Stop Program

Mara said that she did some research on the internet. Mara brought in agreements from 3 agencies, Durham, North Carolina, Metropolitan Atlanta Rapid Transit Authority (MARTA), and one from VTA, San Jose. This would be for volunteers or organizations, once or twice a month to maintain and clean the bus stop. The ones she has seen have green signs stating the adoption of the bus stop. Reimbursement for this would be perhaps a transit voucher once a month. She would be very active in starting the adopt-a-bus stop programs but not sure how it would be funded for. This would basically be for volunteers to clean and watch over the bus stop, reporting graffiti, etc. to local law enforcement. The materials were handed out for consideration of implementing this type of program at Metro. Angela stated that our Legal Dept. would have to take a look into this, as well as approval by the Board.

10. DISCUSSION OF SERVICE REDUCTIONS AND CHANGES

Ciro said that we had an 8% service cut in September based on budget forecasts of economic funding. While there is no crystal ball, we actually received additional funding in sales tax, and fuel tax credit that legislation re-enacted that was not anticipated. We also had more vacancies in our staff than we expected, so there were more funds available on the labor side. This means we will now be able to hire more drivers and restore some service where it is most needed. Route 71, the UC system, as well as Route 69, and Hwy 17 are areas that will be revisited. There was some discussion

6-18.b2

Attachment 6

about the 35 route, and the night trip changing and Mary acknowledged that there were some changes made and they have received some customer service comments about that. Mary also mentioned that we had complaints about the bus stop stickers not being updated, and that this has now been resolved.

11. DISCUSSION OF WHEELCHAIR SECUREMENT

Ciro Aguirre stated that this presentation is to give the Community time to review all the information regarding Wheelchair Securement and to decide whether to keep the current set-up or to move to a more technologically advanced securement area in the buses. This would be for future bus builds not changes to current buses. Frank Bauer, Safety & Training Coordinator was introduced and presented a slide presentation of the QPOD Set-Up for future bus builds. We currently have a bus build that will involve 12 buses. If it is decided to go ahead with the QPOD Set-up, the Santa Cruz ARM will go away. The presentation showed the progression of wheelchair securement at METRO and where we can go in the future. The QPOD Set-up will have perimeter seating, low profile, and more aisle room. There is also greater ease of movement within the bus for all styles of wheelchairs. This is a modular unit, the straps are self-tensioning and the whole system is very flexible. The Operator will only have to hook the straps to the wheels on the chair and the system will retract and pull the chair securely against the bumper. It is all mechanical so there is no worry about electrical outage. There is a shoulder strap as well to secure the rider, so it's a 4-point system. There is also a scooter ring to secure larger mobility devices. Lap belt is easier to access for the operator and the user. Wheelchair capacity can be increased by 50% with the QPOD System; it's faster and easier to operate. The intent behind this device is to have the greatest flexibility for a variety of mobility devices and to provide securement for the user's of the mobility devices as well as the passengers around the mobility devices. It will also give the buses more space for loading and unloading of mobility devices as well as more room in the aisle of the buses. The compromise is that there will be approximately 4-5 less seats in the bus, but more aisle room for standing. Currently there is room for 39 seated passengers, with this mobility device the seating will be reduced to 34 seated passengers. (This is estimation.)

The committee needs to decide:

1. Do you want to eliminate the Santa Cruz Arm from future builds?
2. Do you want Perimeter Seating?
3. Do you want 3 positions for Securement Area?
4. Do you want the implementation of the QPOD System in Future Bus Builds?

Questions asked: Bob asked if Paracruz would still be eligible for riders that want to use it? Ciro explained that this would not replace any Paracruz riders due to the fact that Paracruz basically brings the bus stop to people who cannot get to the regular bus stop.

Mara asked if this would be implemented on the Hwy 17 buses, and Ciro said that this would only be for future buses in the local area, not on the 17 buses.

Mara also asked if this would prevent bicycles from being able to occupy the securement areas. Ciro said that this is an added accomodation at the moment, if there is no mobility device, 2 bicycles can be stored in the securement area. If there are more people standing the bicyclists would be asked to move their bikes.

6-18.b3

Attachment 6

Minutes – METRO Advisory Committee
October 19, 2011
Page 4 of 4

Bob asked if we will be getting feedback from Mobility Device Users on this subject. Ciro said that he will be working on this subject and how to go about it, either by staging a field trip or obtaining video from the manufacturer.

Mara suggested to continue this discussion due to the fact that there are members missing and would like to get their input. Bob mentioned that perhaps QPOD could provide a video of the device being used, and Ciro suggested staging a field trip to view a bus with the set-up already in use.

ACTION: MOTION: DENNIS “POP” PAPADOPULO SECOND: ROSEANN MARQUEZ

To consider securement changes for future bus builds.

Motion passed unanimously, with Craig Agler, Naomi Gunther, Charlotte Walker and Dave Williams being absent.

12. COMMUNICATIONS TO METRO GENERAL MANAGER

Mara would like Les to stay on a few more years at Metro, as was stated in the article in the Sentinel.

13. COMMUNICATIONS TO METRO BOARD OF DIRECTORS

14. ITEMS FOR NEXT MEETING AGENDA

Recruitment Process and Qualifications Necessary for Fixed Route & Paracruz Operators

Adopt-a-Bus Stop – Legal Feedback

Continuing Service Reductions and Changes

Changing Frequency of MAC Meetings to Quarterly or Every Other Month

Development of New Transit Center at METRO Center – Architectural Design

Metrobase Construction Update

ADJOURN

There being no further business, Mara Murphy adjourned the meeting at 7:55 p.m.

Respectfully submitted,

SHERRI ESCOBEDO
Administrative Assistant

6-18.b4

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF APPOINTMENT OF STEVE JOHNSON TO THE METRO ADVISORY COMMITTEE (MAC) AND CONSIDERATION OF REAPPOINTMENT OF NAOMI GUNTHER AND DENNIS PAPADOPULO TO THE METRO ADVISORY COMMITTEE (MAC) FOR TERMS OF OFFICE ENDING DECEMBER 31, 2013.

I. RECOMMENDED ACTION

That the Board approve the appointment of Steve Johnson to the Metro Advisory Committee (MAC) as the appointment of Director Ellen Pirie, and approve the reappointment of Naomi Gunther and Dennis Papadopulo to the Metro Advisory Committee (MAC).

II. SUMMARY OF ISSUES

- There is currently a vacancy on the Metro Advisory Committee (MAC) for an appointment by Director Ellen Pirie.
- Director Pirie is nominating Steve Johnson for appointment to the MAC.
- Pursuant to Section 3.2 of the MAC Bylaws the appointment of Steve Johnson would be eligible for a term that would commence January 1, 2012 and end December 31, 2013.
- There are currently two Members of the Metro Advisory Committee (MAC) whose terms expire on December 31, 2011 who have indicated a desire to be reappointed.
- Director Bryant is nominating Naomi Gunther for reappointment to the MAC.
- Director Hinkle is nominating Dennis Papadopulo for reappointment to the MAC
- The terms for Naomi Gunther and Dennis Papadopulo, if approved by the Board of Directors would commence January 1, 2012 and end December 31, 2013.

III. DISCUSSION

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

The Board of Directors appointed the individuals that they wanted to serve as members of the MAC. Each member of the Board provided the name of the individual that they wanted to nominate and the Board of Directors then confirmed the individuals. In the past few years there have been vacancies on the MAC that have resulted from the resignations of some Members. A committee such as the MAC is most effective when it is comprised of a full compliment of Members. One of the current vacancies is the position responsible to Director Ellen Pirie.

Director Pirie has indicated that she would like the Board of Directors to consider the nomination of Steve Johnson to serve as a Member of the MAC. The application of Steve Johnson is attached to this report. There are also two current Members of the MAC who have indicated that they would like to be reappointed and who have Board Directors who want to nominate them.

Director Bryant has indicated that she would like the Board of Directors to consider the nomination of Naomi Gunther to be reappointed to serve as a Member of the MAC. Director Hinkle has indicated that she would like to nominate Dennis Papadopulo to be reappointed as a Member of the MAC.

If approved by the Board of Directors, the terms for Steve Johnson, Naomi Gunther and Dennis Papadopulo would commence January 1, 2012 and conclude December 31, 2013.

IV. FINANCIAL CONSIDERATIONS

Funds to support the membership of Steve Johnson, Naomi Gunther, Dennis Papadopulo on the MAC are provided for in the FY 2012 METRO Operating Budget.

V. ATTACHMENTS

Attachment A: MAC Application of Steve Johnson

Attachment B: MAC Bylaws

Prepared by: Tony Tapiz, Administrative Services Coordinator

Date Prepared: December 5, 2011

Attachment A

From: [Santa Cruz METRO Customer Service](#)
To: [Tony Tapiz](#)
Subject: [MAC-0000000004] Volunteer to serve on MAC
Date: Thursday, November 10, 2011 7:08:25 PM

METRO Staff: Please do not reply to this email.

This is a new report from Stephen Johnson.

To view and/or reply again to your reports, [click here to sign in to the website](#), with the user name and password above, then follow the link to Customer Service Reports, and choose either "Reports" or "My Reports" tab.

Contact Name: Steve Johnson
Street Address:
Street Address:
City: APTOS
State: CA
Zip Code: 95003-3916
Day Phone: 831685
Do you ride METRO fixed route or Paracruz Service: METRO fixed route
How often do you use METRO/Paracruz Service: Monthly
What are your particular transit interests?: Accessibility & Convenience for More County Residents
What do you think are the biggest challenges for METRO?: Providing the Service Quality necessary to attract riders in a time of decreasing budgets
What do you believe that you will contribute to MAC & METRO if appointed?: 40+ years of service business experience in

Stephen Johnson:
I would like to utilize my business experiences (including Senior Executive Management positions at IBM and other Silicon Valley companies) to help Santa Cruz County solve problems in the current complex financial environment. I have lived in Rio Del Mar since 1998. My community service includes Santa Cruz County Grand Jury, Rio Del Mar Improvement Associations, Grey Bears weekly food distribution driver, Santa Cruz County Cycling Club (Secretary 5 years, Membership 2 years).

Attachment B

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

BYLAWS FOR THE METRO ADVISORY COMMITTEE

Article I GENERAL PROVISIONS

§1.1 Purpose

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

§1.2 Construction of Bylaws

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

§1.3 Definitions

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

Attachment B

Article II DUTIES AND AUTHORITY

§2.1 Duties

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

§2.2 Limitations on Authority

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

Article III MEMBERSHIP

§3.1 Membership

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

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

All members shall be residents of the County of Santa Cruz. When making its appointments, the Board shall strive to balance the membership to reflect the ethnic, gender, and geographic diversity of the County. At least 4 of the individuals appointed to the Committee shall be persons with disabilities as evidenced by possession of a METRO Discount Photo Identification Card. No member of the Board of Directors or other elected

Attachment B

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

§3.2 Members' Terms

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

§3.3 Absences

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

§3.4 Vacancies

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

Article IV OFFICERS

§4.1 Chair and Vice Chair

Attachment B

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

§4.2 Staff Support

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

Article V MEETINGS

§5.1 Regular Meetings

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

§5.2 Special Meetings

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

§5.3 Calling and Noticing of Meetings

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

Attachment B

§5.4 Quorum; Vote

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

§5.5 Thirty Minute Rule

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

§5.6 Matters Not Listed On the Agenda Requiring Committee Action

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

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

§5.7 Time Limits for Speakers

Each member of the public appearing at a Committee meeting shall be limited to three minutes in his or her presentation, unless the Chair, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions or other documents to complement his or her presentation. Public presentations that have been scheduled prior to the meeting with the Committee Chair shall not be subject to the time limits contained in this section.

§5.8 Impertinence; Disturbance of Meeting

Attachment B

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

§5.9 Access to Public Records Distributed at Meeting

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

Article VI AGENDAS AND MEETING NOTICES

§6.1 Agenda Format

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

§6.2 Public Communications

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

Attachment B

§6.3 Agenda Preparation

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

§6.4 Agenda Posting and Delivery

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

§6.5 Meeting Notices

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

Article VII MISCELLANEOUS

§7.1 Adoption and Amendment of Bylaws

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

§7.2 Committee Process

Attachment B

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

Approved by Board of Directors: December 19, 2003.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF AMENDING ARTICLE V, SECTION 5.1 OF THE METRO ADVISORY COMMITTEE (MAC) BYLAWS TO MODIFY THE FREQUENCY OF MAC MEETINGS TO NOT LESS THAN ONCE PER CALENDAR QUARTER.

I. RECOMMENDED ACTION

That the Board of Directors approve the Metro Advisory Committee (MAC) recommendations to amend Article V, Section 5.1 of the MAC Bylaws to modify the frequency of MAC meetings to not less than once per calendar quarter.

II. SUMMARY OF ISSUES

- On December 19, 2003 the Board of Directors approved the creation and structure of the Metro Advisory Committee (MAC).
- Each member of the Board nominated the name of an individual that they wanted to appoint for membership on the MAC.
- The MAC has been meeting regularly since its inception.
- On Wednesday June 16, 2010 the MAC discussed the meeting schedule issue and to evaluate the impact on the ability of the MAC to provide timely advice on current issues facing METRO. At that time, administrative staff indicated that the frequency of the meeting schedule could be changed to either bi-monthly or quarterly, depending on the amount of business brought before the committee.
- On June 16, 2010 the MAC voted to recommend that the Board of Directors amend Article V, Section 5.1 of the current MAC Bylaws to modify the frequency of meetings to not less than once per quarter.
- After several months of observation, administrative staff has determined that a bi-monthly meeting schedule would best accommodate the Metro Advisory Committee (MAC).

III. DISCUSSION

On December 19, 2003 the Board of Directors approved the creation, structure, and bylaws of the Metro Advisory Committee (MAC). As the Board of Directors approved the MAC Bylaws, the Board of Directors must also approve any amendments to the Bylaws.

The MAC has been meeting regularly since its inception with good attendance. However, over the past two years numerous MAC meetings have been cancelled for a lack of agenda items, and at the time, staff reductions impacted the ability of the Admin Department to provide an Administrative Assistant to serve as the MAC recording secretary. The Members of the MAC were concerned that the cancellation of meetings for lack of agenda items made it difficult to provide advice to the Board of Directors and METRO staff members on a timely basis.

On Wednesday June 16, 2010 the MAC met to discuss the monthly schedule issue and to evaluate the impact on the ability of the MAC to provide timely advice on current issues facing METRO. As a result of the discussions, the MAC voted to recommend that the Board of Directors amend the current MAC Bylaws to provide that the MAC meet no less than once per calendar quarter.

As a part of the discussions regarding the modification of the MAC meeting schedule, Staff indicated that the frequency of the meeting schedule could be changed to either bi-monthly or quarterly depending on the amount of business brought before the committee. After several months of observation, Staff has determined that, for the time being, a bi-monthly meeting schedule would best suit the Metro Advisory Committee (MAC). However, for continued flexibility in the future, Staff agrees with the MAC recommendation to amend section 5.1 of the MAC Bylaws to modify the frequency of MAC meetings to not less than once per calendar quarter.

IV. FINANCIAL CONSIDERATIONS

Potential savings due to reduced printing costs and Staff time associated with monthly MAC meetings.

V. ATTACHMENTS

- Attachment A:** Existing and proposed language of Article V, Section 5.1 of the MAC Bylaws
- Attachment B:** Draft 2012 MAC Meeting Schedule

Prepared by: Tony Tapiz, Administrative Services Coordinator
Date Prepared: December 5, 2011

Attachment A

Proposed MAC Bylaws Amendment

December 16, 2011

Article V, Section 5.1 - Existing Language

§5.1 Regular Meetings

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

Article V, Section 5.1 - Proposed Language

§5.1 Regular Meetings

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



MAC (METRO Advisory Committee) **2012 Meeting Schedule**

The Metro Advisory Committee will meet the 3rd Wednesday of every other month at 6:00 p.m. at the METRO Center Conference Room, 920 Pacific Ave, Santa Cruz, unless otherwise indicated.

February 15

April 18

June 20

August 15

FACILITY TOUR

October 17

December 19

Questions? Please call 426-6080

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Leslie R. White, General Manager

SUBJECT: CONSIDERATION OF AUTHORIZING THE GENERAL MANAGER TO EXECUTE A LETTER OF AGREEMENT WITH THE ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS (AMBAG) THAT RESTRICTS CALVANS, A VANPOOL OPERATOR BASED IN KINGS COUNTY, FROM COMPETING FOR FUNDS THAT METRO IS ELIGIBLE TO RECEIVE.

I. RECOMMENDED ACTION

That the Board of Directors authorize the General Manager to execute a Letter of Agreement with AMBAG that restricts the ability of CalVans to compete for funds that METRO is eligible to receive.

II. SUMMARY OF ISSUES

- The Association of Monterey Bay Area Governments has received an invitation to join the California Vanpool Authority (CalVans) Joint Powers Authority that is operated by the Kings County Area Public Transit Agency.
- Currently, CalVans operates two vanpools from Santa Cruz County to Monterey County.
- The CalVans Agency has indicated to AMBAG that they will discontinue supporting the current vanpools if AMBAG does not become a Member of their Joint Powers Authority (JPA).
- METRO and Monterey-Salinas Transit (MST) have expressed concerns to AMBAG about the potential loss of state and federal funds if CalVans begins competing for the same funds that METRO and MST are eligible to receive.
- As a result of the concerns that were expressed regarding the competition for funds AMBAG has developed a Letter of Agreement that would restrict the ability of Calvans to compete with METRO for funding.
- The proposed Letter of Agreement between METRO and AMBAG is attached to this Staff Report. A similar Letter of Agreement has been transmitted to Monterey-Salinas Transit for consideration by their Board of Directors.
- Staff recommends that the Board of Directors authorize the General Manager to execute the attached Letter of Agreement with AMBAG.

III. DISCUSSION

Currently, METRO does not directly operate vanpool service. There are a number of privately sponsored vanpools operating in Santa Cruz County as well as UCSC sponsored vanpools. There are also two vanpools that originate in Santa Cruz County and travel to Monterey County. These two vanpools are sponsored by the California Vanpool Authority (CalVans).

The Association of Monterey Bay Area Governments has received an invitation to join the California Vanpool Authority (Joint Powers Authority that is operated by the Kings County Area Public Transit Agency). The CalVans Agency has indicated to AMBAG that they will discontinue supporting the current vanpools if AMBAG does not become a Member of their Joint Powers Authority (JPA).

METRO and Monterey-Salinas Transit (MST) have expressed concerns to AMBAG about the potential loss of state and federal funds if CalVans begins competing for the same funds that METRO and MST are eligible to receive. Additionally, a long-term commitment to CalVans could preclude METRO, MST, or Community Bridges from instituting a locally based van pool program. Therefore, METRO has requested that AMBAG review this program annually to determine the most effective method of service delivery.

As a result of the concerns that were expressed regarding the competition for funds AMBAG has developed a Letter of Agreement that would restrict the ability of CalVans to compete with METRO for funding. The proposed Letter of Agreement between METRO and AMBAG is attached to this Staff Report. A similar Letter of Agreement has been transmitted to Monterey-Salinas Transit for consideration by their Board of Directors.

Staff recommends that the Board of Directors authorize the General Manager to execute the attached Letter of Agreement with AMBAG. Staff also recommends that METRO monitor the CalVans program and meet with AMBAG annually to discuss the most effective method of delivering vanpool services in Santa Cruz County.

IV. FINANCIAL CONSIDERATIONS

Execution of the Letter of Agreement with AMBAG will not have an impact on the METRO Operating or Capital Budget.

V. ATTACHMENTS

Attachment A: Proposed Letter of Agreement with AMBAG



ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS

Les White, General Manager
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

2011 NOV 23 PM 2 05

SANTA CRUZ METRO
ADMIN DEPARTMENT

November 22, 2011

Dear Mr. White,

At their November 9, 2011 meeting, the AMBAG Board of Directors approved a series of actions regarding the California Vanpool Authority (CalVans) and the provision of vanpool services in the region. In accordance with the meetings from September 1 and October 27 between AMBAG and the Transit Providers in the region (Monterey-Salinas Transit, Santa Cruz County Metropolitan District, San Benito County Local Transportation Authority, and Community Bridges), our staff prepared a Letter of Agreement incorporating your organization's suggestions and AMBAG Board actions. The key provisions include:

- AMBAG will sign the attached Letter of Agreement and receive all the signatures from the above Transit Providers before signing the Joint Powers Authority (JPA) Agreement to become a member of CalVans.
- AMBAG will initiate a Vanpool Advisory Committee to review service levels, funding sources and routes and to ensure that the Transit Providers have a voice in the provision of vanpool services in the region.
- AMBAG, through a FY 12 AB2766 grant from the Monterey Bay Unified Air Pollution Control District, will provide partial funding for new vanpools to other interested vanpool providers, in addition to CalVans.
- CalVans funding and levels of service in the region will generally remain similar to their current levels, unless otherwise agreed to by AMBAG and the Transit Providers.

We believe we have heard your concerns and addressed most of them, while still ensuring economic alternatives for transportation services that reduce emission levels as called for in the AB2766 grant program. Please, execute the Letter of Agreement and return it to Sasha Tepedelenova, Planner, at AMBAG. Once we have all the signatures of the listed above transit Providers, we will advise you and send you copies of the signature pages. AMBAG will then advise CalVans to process our request to be a signatory to the JPA Agreement.

Sincerely,

Les White,
Interim Executive Director



Les White, General Manager
Santa Cruz Metropolitan Transit District
110 Vernon Street
Santa Cruz, CA 95060

RE: California Vanpool Authority Membership – Letter of Agreement

November 22, 2011

Dear Mr. White,

AMBAG is in the process of becoming a member of a Joint Powers Authority (JPA) to be known as “California Vanpool”, hereinafter referred to as “CalVans”, which is being formed pursuant to the California Government Code. CalVans is being created with a stated purpose of operating vanpool services and related activities, including but not limited to, obtaining grant funds and borrowing funds for purchasing and leasing vans, within its defined boundaries. The primary purpose in AMBAG becoming a Member Agency of CalVans is to assist in the planning and implementation of providing vanpool services to continue to meet the needs of the Monterey, San Benito, and Santa Cruz tri-county area population and to supplement transportation options in the region.

It is not the intent of AMBAG to compete with, or to replace any service currently offered by the Monterey-Salinas Transit, San Benito County Local Transportation Authority, Santa Cruz Metropolitan Transit District, and Community Bridges (hereinafter referred to as “Transit Providers”). The CalVans Joint Powers Authority Agreement contains language to insure that CalVans will not apply for grant funds that would impact its Member Agencies without their prior approval.

Article III Sections 3 & 4 of the CalVans Joint Powers Agreement read as follows:

“3. Non-Competition for Funds.

The Transit Authority shall not compete with any of its Member Agencies for state or federal funding without the prior written consent of the Member Agency.

4. Approval of Funding Applications.

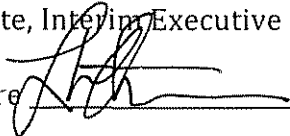
The Transit Authority shall receive approval from a Member Agency prior to applying for federal, state or local funds within the jurisdiction of said Member Agency.”

Further, as a CalVans Member Agency, AMBAG agrees to:

1. Create a Vanpool Advisory Committee consisting of representatives from Transit Providers, AMBAG and CalVans within 90 days of finalizing membership in the JPA. The Vanpool Advisory Committee will meet twice a year or on as needed basis to make recommendations regarding vanpool routes, levels of service, applications for federal, state and local funds in the AMBAG region, and other applicable issues pertaining to CalVans membership.
2. Refuse to provide CalVans with written permission to apply for funding that exceeds current funding levels that compete with the interests of Transit Providers, following the recommendations of the Transit Providers representatives at the Vanpool Advisory Committee.
3. Withdraw from the JPA with an advance written notice of 180 days, should CalVans violate the above mentioned Article III, Sections 3 & 4 of the CalVans Joint Powers Agreement.
4. Notify Transit Providers and seek their input immediately if a funding application for CalVans needs to be submitted in before the next scheduled Vanpool Advisory Committee meeting.
5. Through the Vanpool Advisory Committee, explore alternative options to CalVans for the provision of vanpool services in the region and report to the AMBAG Board within 180 days of finalizing membership in CalVans. The Committee will explore the availability of alternative vanpool providers in the region and the cost and value of their services.
6. Provide additional organizations the opportunity to utilize a subsidy through the AMBAG FY 12 AB2766 regional vanpool program grant partially funding new vanpool starts for the first year of their operation. Currently, CalVans operates thirty-seven traditional and agricultural vanpools serving the tri-county area. Nine traditional vanpools receive monthly subsidy for the first year of their operation through an AMBAG FY 10 AB2766 grant. In addition, AMBAG received a FY 12 AB2766 grant to fund a monthly subsidy for the first year of operation for thirty new vanpools. Unless and until AMBAG and Transit Providers agree otherwise, the number of CalVans vanpools using AB2766 funds in the tri-county area at any given time is not to exceed fifty-five vanpools.

The right is reserved by any or all of the PARTIES to this Agreement to terminate or suspend this Agreement with or without cause at any time by giving sixty (60) days written notice to the other PARTIES.

Les White, Interim Executive Director, AMBAG

Signature  _____ Date 11/22/11

Les White, General Manager, Santa Cruz Metropolitan Transit District

Signature _____ Date _____

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

STAFF REPORT

DATE: December 16, 2011

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF ADOPTING A RESOLUTION AMENDING THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT RECORDS RETENTION SCHEDULE

I. RECOMMENDED ACTION

Adopt the attached Resolution, which sets forth the Amended Records Retention Schedule.

II. SUMMARY OF ISSUES

- Authority for the disposition of the Santa Cruz Metropolitan Transit District's (METRO) records rests with the Board of Directors by statute.
- METRO has had a Records Retention Schedule since 1998.
- A consistent approach to the disposition of records is necessary for legal compliance and is a good business practice.
- From time to time, the Records Retention Schedule is reviewed and updated to reflect the current needs of METRO. The last time the schedule was updated was in May of 2009.
- METRO managers and staff have reviewed and modified the schedule and are requesting Board approval of those modifications.

III. DISCUSSION

Public Utilities Code Section 98234 vests authority with the METRO Board of Directors to determine if and when a record, map, book or paper in the possession of the METRO or any officer or employee thereof is of no further value to the METRO. When a METRO record is of no further value, the Board of Directors may authorize by resolution its sale, destruction or other disposition. In August 1998, the Board of Directors adopted the METRO's first Records Retention Schedule. Since that time, Santa Cruz METRO managers have determined that additional records should be added to or substituted from the schedule and have brought amendments to the attention of the Board of Directors for appropriate action. METRO's Records Retention Schedule specifically identifies the record at issue, the department that is designated as responsible for the record and the length of time that the record is to be maintained.

Numerous federal and state statutes require that employers retain certain employment records for various periods of time. California law requires that the bulk of personnel records be kept for a minimum of 4 years except that pension and welfare plan information must be kept for 6 years, first-aid records of job injuries causing loss of work time must be kept for 5 years and safety and toxic/chemical exposure records including material safety data sheets must be kept for the duration of employment plus 30 years.

It is important to note that, irrespective of any legal requirement to retain employment records, a public agency may have a particularized need to do so. Certain records relating to the governance of the METRO and the ownership of real property are kept indefinitely. Other records are kept for the periods of time set forth in various federal and state statutes, which specifically require that certain records be retained for defined periods of time. For records in general, good business practices recommend that they be maintained for a minimum of two years. Another consideration in the establishment of the period of time records should be retained is the statute of limitations for legal actions, which may be impacted by the documents, especially employees' claims and contracts. Each METRO Manager, with input from their staff, has closely reviewed the records retention schedule for their departments to insure it accurately reflects the records they maintain and to insure that METRO is in compliance with its requirements for retention and disposal of records.

An additional issue, which bears on the retention and disposition of records, are that certain records must be kept in a confidential manner and must be disposed of in a confidential manner. Therefore, language was added to the resolution adopted on May 22, 2009 to require that confidential records be kept in a protected manner.

Through adoption of the attached Resolution, METRO records will be maintained and destroyed in accordance with federal and state law, in a consistent manner, in accordance with good business practices and as authorized by the Board of Directors.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Resolution Adopting an Amended Records Retention Schedule for the Santa Cruz Metropolitan Transit District (red-lined showing changes)

Attachment A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Regulation Number: AR- 1019

Computer Title: Recrtsdl.doc

Effective Date: August 21, 1998

Pages: 16

TITLE: RECORDS RETENTION SCHEDULE

Procedure History

REVISION DATE	SUMMARY OF REVISION	APPROVED
August 21, 1998	Implementation of Policy	J. A.
September 17, 1999	Add Amendments to Schedule	J. B.
January 18, 2002	Add Amendments to Schedule	S. A.
March 25, 2005	Add Amendments to Schedule, including title change	M.K.
May 22, 2009	Add ParaCruz records; Revise records and retention periods	D.B.

I. POLICY

- 1.01 It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that records be retained in accordance with federal and state requirements or when it is in the best interest of METRO to do so.
- 1.02 Attached is METRO's Records Retention Schedule which details the length of time each record series is to be maintained in department files; how long it is to be maintained in inactive status, if and when such record can be destroyed and the department which is the keeper of the official copy of the record.
- 1.03 In accordance with California State law, the Board of Directors is solely vested with the power and authority to authorize destruction of METRO's records, maps, books or paper that is of no further value to the District.

II. APPLICABILITY

- 2.01 The Records Retention Schedule shall be followed by every METRO employee so that METRO will have a consistent policy and procedure for managing its records.
- 2.02 Specific categories control over the general categories.

Attachment A
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

III. STANDARDS

3.01 Employee personnel files, employee medical files and other similar files or records in the possession of the METRO that contain confidential information will be kept and maintained in a confidential manner, on a need to know basis only and in accordance with Federal and California laws and regulations and sound business practices. Confidential files and records may not be disclosed except:

- a) To METRO Directors, officers, and employees as required in the ordinary course of business (including disclosure during the grievance and/or disciplinary process);
- b) Upon written consent by the affected employee or other proper written authorization; or
- c) Where compelled by law, such as by subpoena, court order or search warrant.

Attachment A
Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
APPLICABLE TO ALL DEPARTMENTS:					
DEPARTMENT WORKING PAPERS & DRAFTS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
E-MAIL MESSAGES ON SERVERS	WU	NA	APPLICABLE GENERATING/ RECEIVING DEPT.	WU	
EMPLOYEE FIELD FILE	ACT	02	APPLICABLE GENERATING DEPT.	ACT +02	
GENERAL (DEPARTMENT FILES)	03	02	APPLICABLE GENERATING DEPT.	05	
PROJECT FILES	ACT	06	APPLICABLE GENERATING DEPT.	ACT+06	PA,GR
SUBJECT AND REFERENCE MATERIALS	ACT	NA	APPLICABLE GENERATING DEPT.	ACT	
ADMINISTRATION RECORDS:					
AGENDA PACKETS/MINUTES – OTHER AGENCIES & ORGANIZATIONS	ACT	03	ADM	ACT+03	
BOARD OF DIRECTOR AGENDA PACKETS (METRO)	02	IND	ADM	IND	V, PA
BOARD OF DIRECTOR MEETING AUDIO AND VIDEO TAPE RECORDINGS (METRO)	ACT	IND	ADM	IND	
CONFLICT OF INTEREST (BOARD/STAFF)	02	05	ADM	07	
CONTRACT COMPLIANCE FILE	ACT	06	ADM	ACT+06	GR
CONTRACT PAYMENT/PERF ADMIN DOCUMENTS	ACT	IND	ADM	IND	
CONTRACTED SERVICE RECORDS	04	03	ADM	07	
CONTRACTS/AGREEMENTS	ACT	IND	ADM	IND	V
CONTRACTS – REAL PROPERTY IMPROVEMENTS	ACT	IND	ADM	IND	
COPYRIGHT/TRADEMARK PATENT RECORDS	ACT	IND	ADM	IND	

Attachment A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
ADMINISTRATION RECORDS (CONTINUED):					
CORRESPONDENCE FILES	ACT	IND	ADM	IND	
DISTRICT-WIDE REGULATIONS	ACT	IND	ADM	IND	
ENGINEERING/CONSTRUCTION TECH DOCUMENTS (MOVED FROM OLD PLANNING/MARKETING ENTRY)	ACT	LOS+10	ADM	LOS+10	To be stored on CD or zip disk
ETHICS TRAINING PARTICIPATION CERTIFICATES	ACT	05	ADM	ACT+05	
GENERAL SVCS (MAIL/ SUPPLIES/ GRAPHICS)	03	NA	ADM	03	
GRANT MANAGEMENT FILES	ACT	03	ADM (Grants)	ACT+03	GR
GRANT RECORDS (GRANT-FUNDED PROJECTS)	ACT	03	ADM (Grants)	ACT+03	GR
INSURANCE – CALTIP STUDY SESSION PACKETS, AUDIT REPORTS, AGENDA PACKETS	ACT	03	ADM	ACT+03	
INTERNAL AUDITS	03	IND	ADM	IND	
INVESTIGATION FILES (INSPECTOR GENERAL)	ACT	IND	ADM	IND	
JOINT DEVELOPMENT PROJECT FILES	ACT	IND	ADM	IND	
LEASE FILES (INCLUDES PROPERTY MGMT.)	ACT	06	ADM	ACT+06	
LEGAL COMPLIANCE DOCS (FTA)	06	IND	ADM (GRANTS)	IND	GR
MARKETING ACTIVITY RECORDS MOVED FROM OLD PLANNING/MARKETING ENTRY	03	NA	ADM	03	GR - To be stored on CD or zip disk
PUBLIC HEARING NOTICES	ACT	IND	ADM	IND	3.02
RTC TRIENNIAL REVIEWS, FTA TRIENNIAL REVIEWS, CUSTOMER SERVICE COMPLAINTS	ACT	IND	ADM	IND	3.03
PLANNING/FORECASTING (5-YR/30-YR.)- MOVED FROM OLD PLANNING/MARKETING ENTRY	ACT	IND	ADM	IND	PA - To be stored on CD or zip disk
PROPERTY ACQUISITION (APPRAISAL)	ACT	IND	ADM	IND	
PROTEST FILE (CONTRACTS)	ACT	03	ADM	ACT+03	GR

Attachment A
Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
ADMINISTRATION RECORDS (CONTINUED):					
PUBLIC AFFAIRS (PRESS RELEASES, PHOTOS)	05	IND	ADM	IND	
PUBLIC COMMENT LETTERS	01	IND	ADM	IND	PA,GR
PUBLIC MEETING FILES	01	IND	ADM	IND	PA,GR
PURCHASE ORDERS (REGULAR/YEARLY)	03	03	ADM/PURCH	06	GR
PURCHASING (UNSUCCESSFUL BIDS & PROPOSALS)	03	NA	ADM/PURCH	03	GR
REAL ESTATE GENERAL FILES	ACT	IND	ADM	IND	
SRTP MOVED FROM PREVIOUS PLANNING/MARKETING ENTRY	IND	IND	ADM	IND	PA - To be stored on CD or zip disk
TAPE RECORDINGS OF PUBLIC HEARINGS, COMMITTEE MEETINGS AND OTHER MEETINGS OTHER THAN BOARD OF DIRECTORS' MEETINGS (IF RECORDED)	60 DAYS	0	ADM	60 DAYS	
TRAINING/TRAVEL PACKETS (EMPLOYEE)	ACT	03	ADM	ACT+03	
TRAINING ANNOUNCEMENT	ACT	0	ADM	ACT	
UNIONS – GRIEVANCES, CORRESPONDENCE, ARBITRATION PROCEEDINGS, LABOR AGREEMENTS	ACT	IND	ADM	IND	
VEHICLE REHAB & PURCHASE	ACT	04	ADM	ACT + 04	
WARRANTIES	ACT	IND	ADM	IND	

Attachment A
Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FACILITY MAINTENANCE RECORDS:					
AIR COMPRESSOR CERTIFICATION	05	01	MAINT	06	
BUILDING BLUEPRINTS AS BUILTS	ACT	01	MAINT	ACT +01	GR
BUILDING SPECS	ACT	01	MAINT	ACT +01	GR
BUILDING WARRANTIES	ACT	01	MAINT	ACT +01	GR
BUS STOP BLUEPRINTS AS BUILTS	ACT	01	MAINT	ACT +01	GR
CONSTRUCTION/ENCROACHMENT PERMITS/RIDERS	ACT	LOS + 10	MAINT	LOS + 10	LOS
EMPLOYEE MEDICAL RECORDS – HAZARD EXPOSURE	ACT	IND	MAINT	IND	
ENVIRON/ TESTING/ EXPOSURE/ MONITORING REPORT	01	29	MAINT	30	
EQUIPMENT WARRANTIES	ACT	LOS	MAINT	LOS	GR
HAZARDOUS MAT. CHEM INV. FORMS (HCS-88)	ACT	IND	MAINT	IND	
HAZARDOUS WASTE MANIFEST FORMS	03	IND	MAINT	IND	
HAZCOM TRAINING RECORDS	IND	IND	MAINT	IND	
MATERIAL SAFETY DATA SHEETS	ACT	IND	MAINT	IND	
NOISE EXPOSURE/AUDIOMETRIC TESTING	02	IND	MAINT	IND	
RELEASE REPORT	03	01	MAINT	04	
UNDERGROUND STORAGE TANK PERMITS	ACT	LOS	MAINT	LOS	

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Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS:					
ACCOUNTING INFORMATION RPTS	01	06	FINANCE	07	
ACCOUNTING JOURNAL/ LEDGERS	01	06	FINANCE	07	V
ACCOUNTS PAYABLE & RECEIV VOUCHERS/ INVOICES	01	06	FINANCE	07	GR
ACCRUAL ADJUSTMENT REPORTS	01	06	FINANCE	07	
ADMIN COMP TIME, FLOATING HOLIDAY BALANCE REPORT	01	06	FINANCE	07	
ANNUAL LEAVE, SICK LEAVE, PERSONAL LEAVE BALANCE REPORT	01	06	FINANCE	07	
ASSETS RECONCILIATION TO PHYSICAL COUNT	ACT	03	FINANCE	ACT +03	GR
ATTENDANCE REGISTER/PAYROLL	02	05	FINANCE	07	
ATTRIBUTABLE INCOME REPORTS	02	05	FINANCE	07	
BAD DEBTS/UNCOLLECTABLE ACCT RECORDS	01	06	FINANCE	07	
BANK STATEMENTS	01	06	FINANCE	07	
BANKING (DEPOSITS/CANCELLED CHECKS)	01	06	FINANCE	07	
BOND/DEBENTURE/INVESTMENT RECORDS	ACT	IND	FINANCE	IND	V
BUDGET (ANNUAL)	02	IND	FINANCE	IND	PA
BUDGET (ANNUAL) SUPPORT DOCUMENTS	02	08	FINANCE	10	
CASH RECEIPT LEDGER	01	06	FINANCE	07	
DBE CERTIFICATION RECORDS – APPROVED	ACT	06	FINANCE/ PURCH	ACT+06	MOVED FROM ADM
DBE CERTIFICATION RECORDS – DENIED	02	01	FINANCE/ PURCH	03	MOVED FROM ADM
DEDUCTIONS LIST	02	05	FINANCE	07	
DEDUCTIONS MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
DEEDS OF TRUST	IND	NA	FINANCE	IND	LOS
DEPOSIT SLIP BOOKS	02	05	FINANCE	07	

Attachment A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS (CONTINUED):					
EARNINGS HISTORY	02	05	FINANCE	07	
EARNINGS LIST	02	05	FINANCE	07	
EMPLOYEE MASTER LOG FILE SUMMARY	01	01	FINANCE	02	
EMPLOYEE PAYROLL DATA	02	05	FINANCE	07	
EMPLOYEE PAYROLL FILE	ACT	07	FINANCE	ACT+07	
FINANCE GENERAL	01	02	FINANCE	03	
FINANCIAL AUDITS (EXTERNAL)	01	IND	FINANCE	IND	V
FIXED ASSET INVENTORY LISTING	ACT	03	FINANCE	ACT +03	GR
FIXED ASSET RECORDS – PERMANENT	ACT	IND	FINANCE	IND	
GFI REPORTS	02	05	FINANCE	07	
HOURS ACCUMULATOR REPORT	02	05	FINANCE	07	
INSURANCE (POLICIES/AMENDMENTS)	ACT	IND	FINANCE	IND	V
LOBBYIST REPORTS (QUARTERLY)	02	05	FINANCE	07	
MASTER FILE	02	05	FINANCE	07	
METRO HOURS REPORT	02	05	FINANCE	07	
NOTICE – PAY RATE FOR BUS OPERATORS	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR MANAGEMENT	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR PSA	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR SEA	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
NOTICE – PAY RATE FOR VMU	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
PAYROLL ADJUSTMENTS REPORTS	02	05	FINANCE	07	
PAYROLL INTERFACE	02	05	FINANCE	07	
PAYROLL REGISTER	02	05	FINANCE	07	

Attachment A
Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FINANCE RECORDS (CONTINUED):					
PURCHASING (IFB/RFP/SUCCESS BIDS & PROPS)	03	IND	FINANCE/ PURCH	IND	MOVED FROM ADM
SALES TAX ALLOCATION	01	IND	FINANCE	IND	
SIGNATURE LOG FOR PAY WARRANTS	01	01	FINANCE	02	
SUPPLEMENTAL LIFE DEDUCTIONS RECORDS	02	05	FINANCE	07	
TIME BANK RECORDS	02	05	FINANCE	07	
TIME SHEETS	03	04	FINANCE	07	GR
TIME SHEETS – DUBOIS	ACT	07	FINANCE	ACT+07	
TRUST WARRANT CLAIMS	02	05	FINANCE	07	
UNION BILL BACKS RECORDS	01	01	FINANCE	02	
UNION COPE DEDUCTIONS	02	05	FINANCE	07	
UNION CORRESPONDENCE	02	05	FINANCE	07	
UNION DUES NOTICES	ACT	07	FINANCE	ACT+07	SEE EMPLOYEE FILE
UNION INSURANCE NOTICES	02	05	FINANCE	07	
UNION TPEL NOTICES	02	05	FINANCE	07	
VAULT ROOM DAILY DATA BALANCE SHEETS	02	05	FINANCE	07	
VEHICLE TITLES	IND	NA	FINANCE	IND	LOV
WIRE TRANSFER BOOKS	02	05	FINANCE	07	V

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Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
FLEET MAINTENANCE RECORDS:					
ACCIDENT APPRAISAL REPORTS (COPIES)	01	06 MO	MAINT	18 MO	
AIR COMPRESSOR CERTIFICATION	05	01	MAINT	06	
BLUE FUEL CARDS	03 MO	10 MO	MAINT	13 MO	
BUS MAINTENANCE AND REPAIR RECORDS (BUS #2210-2238 AND BUS #2301-2311)	IND	IND	MAINT	IND	
CALLSTOP MAINTENANCE REQUEST FORMS	ACT	02	MAINT	ACT+02	
DAILY FUEL/SERVICING	03 MO	10 MO	MAINT	13 MO	
DAILY SHIFT ATTENDANCE RECORD (DSAR'S) ORIGINALS IN FLEET	01-02	04-05	MAINT	13-07	
DRIVER'S LICENSE PULL NOTICE & DMV RECORDS	ACT	01	OPS, MAINT	ACT+01	
DRIVER VEHICLE CHECK SHEET ORIGINALS	0306 MO	NA	MAINT	0306 MO	
EMPLOYEE ATTENDANCE RECORDS	01	07	MAINT	08	
FLEET MAINTENANCE PLAN ONLY	05	IND	MAINT	IND	
INSPECTION FORMS (A-E) ORIGINALS	03 MO	02	MAINT	27 MO	
INVENTORY COUNTS	01	07	MAINT	08	
INVENTORY VALUATIONS (MO END/YR END)	01	07	MAINT	08	
LICENSES/PERMITS (VEHICLES)	ACT	03	MAINT	ACT+03	
MONTH END REPORTS	01	07	MAINT	08	
REQUESTS FOR TIME OFF (RTO'S)	03-02	0405	MAINT	15-07	
UNDERGROUND STORAGE TANK REPORTS	01	IND	MAINT	IND	
VEHICLE HISTORIES	ACT	05	MAINT	ACT +05	
VEHCILE OPACITY READINGS	01	01	MAINT	02	
VEHICLE REGISTRATION	ACT	N/A	MAINT	ACT	
VEHICLE WARRANTIES IN VEHICLE FILES	ACT	05	MAINT	ACT + 05	
WORK ORDERS	03 MO	03	MAINT	03+03 MO	DISCARDED

Attachment A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
HUMAN RESOURCES RECORDS:					
BENEFITS/INSURANCE PLANS	ACT	10	HR	ACT+10	V
COMPLAINT FILES EEOC/DFEH	ACT	05	HR	ACT+05	
DISCIPLINARY APPEALS/GRIEVANCES (LEVELS 1 AND 2; ARBITRATION)	ACT	04	HR	ACT+04	
DOCUMENTATION OF REFUSALS OF REQUIRED ALCOHOL/DRUG TESTS	05	01	HR	06	
DRUG & ALCOHOL COLLECTION & EMPLOYEE TRAINING	02	01	HR	03	
DRUG & ALCOHOL FOLLOW-UP TEST RESULTS AND SCHEDULES	05	01	HR	06	
DRUG & ALCOHOL INSPECTION, MAINTENANCE AND CALIBRATION OF EBTS	02	01	HR	03	
DRUG & ALCOHOL NEGATIVE TEST RESULTS	01	01	HR	02	V
DRUG & ALCOHOL POSITIVE TEST RESULTS	05	01	HR	06	
DRUG & ALCOHOL SAP & MIS REPORTS SUBMITTED TO FTA	05	01	HR	06	
DRUG & ALCOHOL TEST RESULTS FROM PREVIOUS EMPLOYERS	03	01	HR	04	
EEO/AA PLAN	ACT	05	HR	ACT+05	
EMPLOYEE ACCIDENT/INJURY (W/C)	ACT	05	HR	ACT+05	
EMPLOYEE BENEFIT FILES	ACT	10	HR	ACT+10	
EMPLOYEE PERSONNEL FILES	ACT	07	HR	ACT +07	
EMPLOYEE SELECTION LISTS	03	07	HR	10	
HEALTH DEDUCTIONS RECORDS	ACT	10	HR	ACT+10	
I-9 FORMS	ACT	03	HR	ACT +0 3	
JOB FLYERS	02	02	HR	04	
LABOR CONTRACTS	ACT	IND	HR	IND	V
LABOR NEGOTIATION FILES	ACT	IND	HR	IND	
OSHA 300 LOG & SUMMARY	06	NA	HR	06	

Attachment A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
HUMAN RESOURCES RECORDS (CONTINUED):					
PERS FILES INCLUDING VARIOUS MEMBER STATEMENT DATA	ACT	10	HR	ACT+10	
SALARY SCHEDULE RECORDS	03	03	HR	06	
STATUS CHANGE REPORTS	ACT	07	HR	ACT+07	
TRAINING/EMPLOYEE DEVELOPMENT FILES	ACT	03	HR	ACT+03	
Record Series Title					
Years Active					
Years Inactive					
Office of Record					
Total Yrs. Retention					
Comment					
IT RECORDS:					
BART CAVALLARO TRANSIT CENTER SURVEILLANCE VIDEO	30DAYS	11MO	Cavallaro Station	01	
ELECTRONIC BUILDING ACCESS RECORDS	30 DAYS	11 MO	Fueling Facility	01	
EMAIL MESSAGES ON SERVERS	01 MO	NA	IT	01 MO	
PACIFIC STATION SURVEILLANCE VIDEO	20DAYS	00	Pacific Station	20 DAYS	Stored on DVR until overwritten
VAULT ROOM/VIDEO SURVEILLANCE FUELING FACILITY	30 DAYS	11MO	Fueling Facility	01	MOVED FROM OPS
Record Series Title					
Years Active					
Years Inactive					
Office of Record					
Total Yrs. Retention					
Comment					
LEGAL RECORDS:					
ADA/504 COMPLAINTS	03	07	LEGAL	10	
ACTUARIAL REPORTS	03	07	LEGAL	10	
AUDITOR REPORTS	03	07	LEGAL	10	
BOARD OF DIRECTORS REPORTS ON OPEN/CLOSED CASE FILES	03	07	LEGAL	10	
CLAIM/LITIGATION CASE FILES	ACT	10	LEGAL	ACT+10	
COLLECTION FILES	ACT	05	LEGAL	ACT +05	
COURT ORDER/AGENCY COMPLIANCE DOCUMENTS	ACT	09	LEGAL	ACT+09	
FMLA/CFRA/PDL DOCUMENTS & NOTICES	ACT	10	LEGAL	ACT+10	
KINCARE DOCUMENTATION	ACT	10	LEGAL	ACT+10	

Attachment A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
LEGAL RECORDS (CONTINUED):					
LEGAL BEAGLE	ACT	03	LEGAL	ACT+03	
LEGAL OPINIONS	IND	IND	LEGAL	IND	
LEGAL SERVICE COPIES (SUBPOENAS; DECLARATIONS; RECORDS REQUESTS)	ACT	03	LEGAL	ACT +03	
NATIONAL TRANSIT DATABASE REPORTING	02	03	LEGAL	05	
<u>OCCURRENCE REPORT LOGGING PROCEDURES FORM</u>	<u>03</u>	<u>N/A</u>	<u>LEGAL</u>	<u>03</u>	
<u>OCCURRENCE REPORTS/INCIDENT REPORTS</u>	<u>03</u>	<u>N/A</u>	<u>LEGAL</u>	<u>03</u>	
ORIGINAL DISPOSITIONAL SUMMARY MEMORANDUMS/SETTLEMENT AGREEMENTS AND RELEASES	IND	IND	LEGAL	IND	
PUBLIC RECORDS REQUESTS	03	07	LEGAL	10	
RECORDS RETENTION SCHEDULE	ACT	IND	LEGAL	IND	
Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
OPERATIONS RECORDS:					
ACCIDENT REVIEW DATABASE	01	N/A	OPS	01	
BASE RADIO RECORDINGS (DISPATCH & TELEPHONE LINES)	60 DAYS	02	OPS	02+60 DAYS	
BSAC COMMITTEE RECORDS	01	N/A	OPS	01	
COPY OF DRIVER'S LICENSE, MEDICAL CARDS, VTT TRAINING RECORDS & PULL NOTICES	ACT	NA	OPS	ACT	
CUSTOMER SERVICE COMPLAINT	ACT	03	OPS	ACT+03	
CUSTOMER SERVICE COMPLAINT DATABASE	ACT	05	OPS	ACT+05	
DISCOUNT FARE POLICY DATABASE	ACT	05	OPS	ACT+05	
DISCOUNT FARE POLICY RECORDS	ACT	NA	OPS	ACT	
HEADWAYS-	ACT	IND	OPS	IND	
IIPP COMMITTEE RECORDS	01	N/A	OPS	01	
LABOR MANAGEMENT COMMITTEE RECORDS	01	N/A	OPS	01	
METRO CENTER BICYCLE ABATEMENT	30 DAYS	11 MO	OPS	01	

Attachment A

Santa Cruz Metropolitan Transit District

Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
OPERATIONS RECORDS (CONTINUED):					
OPERATIONS NEWSLETTERS / OPS STAFF MEMOS	ACT	03	OPS	ACT+03	
OPERATIONS PULLOUT SHEETS	01 MO	03	OPS	03+01MO	
OPERATIONS SAFETY & TRAINING RECORDS	05	NA	OPS	05	
OPERATIONS SCHEDULING RECORDS	02	05	OPS	07	
OPERATIONS YARD VIDEO SURVEILLANCE TAPES	31 DAYS	0	OPS	31 DAYS	
OPERATORS DAILY TIME RECORDS & PAYROLL	ACT	05	OPS	ACT+05	
PASS SELLERS RECORDS	01	02	OPS	03	To be stored on CD or zip disk
QUALITY OF WORK COMMITTEE RECORDS	01	N/A	OPS	01	
SAFETY AND HEALTH COMMITTEE RECORDS	01	N/A	OPS	01	
SECURITY – OFFICER DAILY LOGS	30 DAYS	30 DAYS	OPS	60 DAYS	
SECURITY – INCIDENT REPORTS	30 DAYS	11 MO	OPS	01	
SPARC COMMITTEE RECORDS	01	N/A	OPS	01	
VEHICLE ACCIDENT / INCIDENT REPORT PACKETS	ACT NA	06	OPS	ACT +06	
Record Series Title					
Years Active					
Years Inactive					
Office of Record					
Total Yrs. Retention					
Comment					
PARACRUZ RECORDS:					
ACCIDENT REPORTS	01 MON/A	06	OPS	06 +01MO06	
ADA FILES	03	02	OPS	05	
ALPHA LISTS OF ELIGIBLE PASSENGERS	01	02	OPS	03	
APPEALS RECORDS	ACT	04	OPS	ACT+04	
CUSTOMER SERVICE REPORTS	01	IND	OPS	IND	
DAILY ASSESSMENT CALENDAR	01	02	OPS	03	
DAILY PASSENGER LISTS	01	05	OPS	06	
EMPLOYEE PERSONNEL FILES	ACT	07	PARACRUZ	ACT+07	

Attachment A
Santa Cruz Metropolitan Transit District
Records Retention Schedule

Record Series Title	Years Active	Years Inactive	Office of Record	Total Yrs. Retention	Comment
PARACRUZ RECORDS (CONTINUED):					
IMMEDIATE NEED REQUESTS	01	02	OPS	03	
MANIFESTS	01	05	OPS	06	
MONTHLY RECERTIFICATION NOTICES	01	02	OPS	03	
PAYROLL RECORDS	ACT	IND	PARACRUZ	IND	
PROCESSED CERTIFICATIONS AND RECERTIFICATIONS	01	02	OPS	03	
SUBSCRIPTION RIDE RECORDS	02	06	OPS	08	STORED IN TRAPEZE
TELEPHONE RECORDINGS	01	01	OPS	02	
VIDEO RECORDINGS	03 DAYS	00	OPS	03 DAYS	Stored on DVR- until overwritten
VISITOR STATUS REQUESTS	01	02	OPS	03	

Attachment A

Santa Cruz Metropolitan Transit District Records Retention Schedule

<u>CODES:</u>	<u>DEFINITIONS:</u>
ACT	WHILE ACTIVE (INCLUDES "VEHICLE LIFE"; "EMPLOYMENT PERIOD")
ADM	ADMINISTRATION DEPARTMENT
CFRA	CALIFORNIA FAMILY RIGHTS ACT
DEPT	DEPARTMENT
FINANCE	FINANCE DEPARTMENT
FMLA	FAMILY MEDICAL LEAVE ACT
GR	IF GRANT-FUNDED (KEEP FOR MINIMUM OF 3 YEARS AFTER CLOSE OF GRANT AND 3 YEARS AFTER CLOSE OF ANY LITIGATION ON PROJECT)
HR	HUMAN RESOURCES DEPARTMENT
IND	INDEFINITE
LEGAL	LEGAL DEPARTMENT
LOS	LIFE OF SYSTEM
LOV	LIFE OF VEHICLE
IT	INFORMATION TECHNOLOGY
MAINT	MAINTENANCE DEPARTMENT
MO	MONTH
NA	NOT APPLICABLE
OPS	OPERATIONS DEPARTMENT
PA	POTENTIALLY ARCHIVAL
PDL	PREGNANCY DISABILITY LEAVE
PURCH	PURCHASING
UC	UPON COMPLETION
V	VITAL RECORD
WC	WHEN CREATED
WU	WHEN USEFUL
YRS	YEARS

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: December 16, 2011

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF CANCELLATION OF SELECTION OF CHART INC. AND SUBSTITUTE IN ITS PLACE PRENTEX ALLOY FABRICATORS AS THE CONTRACTOR FOR THE PURCHASE OF A 15,000 GALLON VERTICAL LNG FUEL STORAGE TANK IN AN AMOUNT NOT TO EXCEED \$657,975

I. RECOMMENDED ACTION

Cancel the Selection of Chart Inc. as the Contractor for the purchase of a 15,000 gallon vertical LNG Fuel Storage Tank, and authorize the General Manager to execute a contract with Prentex Alloy Fabricators in an amount not to exceed \$657,975 for the purchase of a 15,000 gallon vertical LNG Fuel Storage Tank

II. SUMMARY OF ISSUES

- Santa Cruz METRO has a need to expand its LNG fueling capacity as METRO's CNG powered buses continue to increase in numbers.
- A competitive procurement was conducted to solicit bids from qualified firms.
- Two firms submitted bids for Santa Cruz METRO's review. METRO staff and the engineering contractor reviewed the submitted bids.
- On November 18, 2011, Santa Cruz METRO's Board of Directors awarded the bid to Chart, Inc. in an amount not to exceed \$290,022.50. However, Chart, Inc. refused to execute the contract unless modifications were made to three sections of the contract which are considered substantial modifications.
- METRO staff recommends that the Board of Directors cancel the selection of Chart Inc. and substitute in its place Prentex Alloy Fabricators, Inc. as the Contractors for the purchase of the LNG fuel storage tank in an amount not to exceed \$657,975.

III. DISCUSSION

Santa Cruz METRO is in need to expand the CNG fueling capacities as METRO's fleet of CNG powered buses continues to increase in number. Currently the fueling station at 1200B River Street has only one storage tank for LNG fuel. This facility was designed for expansion and the addition of a second fuel storage tank. A second fuel tank is needed to insure adequate supply of LNG fuel for the increase in daily fueling requirements to the CNG bus fleet and to insure an adequate supply should any delivery problems arise.

On October 3, 2011, Santa Cruz METRO invitation for Bid No. 12-17 was mailed to eighteen firms, was legally advertised, and a notice was posted on Santa Cruz METRO's web site. On November 3, 2011, bids were received and opened from two firms. On November 18, 2011, the Board of Directors awarded the contract to Chart Inc. METRO's Purchasing Agent forwarded the contracts to Chart for execution. Instead of executing the contracts "as is", Chart modified the contract in three areas summarized as follows (See Attachment C for complete description of modifications):

1. **Warranty:** METRO's contract required a warranty for parts and labor for a period of one year from the date of acceptance. Chart modified the contract to include a warranty for equipment manufactured by Chart to be free from defects in material and workmanship for a period of one year after initial use or 18 months from shipment whichever expires first except that parts sold as spares or for replacement are only warranted for 90 days. Additionally, Chart indicated that its warranties would not cover "Buyer-furnished designs..." or if Chart determined that the tank was "improperly installed or repaired." These exceptions arguably eviscerated the required warranty. Chart also required METRO to defend, indemnify and hold Chart harmless from any third party claims arising out of the "use" of the furnished tank should any failure to conform to the applicable warranties stated above occur during the warranty periods.
2. **Limitation of Liability:** METRO's contract includes an indemnification and hold harmless provision against the contractor which is not limited to any amount. Chart modified the contract to limit its damages arising out of the contract and any provision thereof including for breach of warranty, negligence, tort, strict liability, and indemnification to the contract purchase price paid to Chart. This provision would cap Chart's potential liability to \$290,022.50.
3. **Termination for Convenience:** METRO's contracts generally are required to have a termination for convenience clause allows METRO to terminate a contract when it is in its best interest to do so. The contract also provides for what will happen if METRO takes this action. Chart wants to modify the contract to include language that will require METRO to pay Chart the contract price for the completed supplies and the total of the costs incurred in the performance of the work terminated including the costs of settling and paying terminated settlement proposals under terminated subcontracts, and a sum as profit and any storage transportation and other costs incurred reasonably necessary for the preservation, protection or disposition of any termination inventory.

These modifications change the scope of the contract placing the burden of liability on METRO rather than on the Contractor. Therefore, METRO staff is recommending that the Board of Directors cancel the selection of Chart Inc. as the Contractor for the purchase of the LNG tank and instead select Prentex Alloy Fabricators, Inc.

IV. FINANCIAL CONSIDERATIONS

Funds to support this contract are included in the Metro Base PTMISEA budget.

V. ATTACHMENTS

- Attachment A:** List of Bidders and Bid Summary
- Attachment B:** Contract with Prentex Alloy Fabricators, Inc.
- Attachment C:** Chart Inc.'s Contract Modifications

Note: the IFB along with its Exhibits and any addendum are available for review at the Santa Cruz METRO's Administration's Office located at 110 Vernon Street, Santa Cruz.

Attachment A

Bid Results for IFB No. 12-17 For 15,000 Gallon Vertical LNG Storage Tank

Opened November 3, 2011 at 2:00 PM

Bidder	Unit Price	Tax	Extended
Chart Inc. of New Prague, MN			
1. Tank	\$248,500	\$21,122.50	\$269,622.50
2. Freight Charges	\$10,400		\$10,400
3. Optional additional year of warranty	\$10,000		\$10,000
Total Base Bid (Items 1 and 2)			\$280,022.50
Prentex Alloy Fabricators of Dallas, TX			
1. Tank	\$585,000	\$49,725	\$634,725
2. Freight Charges	\$23,500		\$23,500
3. Optional additional year of warranty	Included		
Total Base Bid (Items 1 and 2)			\$657,975

Attachment B

CONTRACT FOR PROCUREMENT OF ONE 15,000 GALLON, VERTICAL LNG FUEL STORAGE TANK (12-17)

THIS CONTRACT is made effective on December 16, 2011 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO "), and PRENTEX ALLOY FABRICATORS, INC. ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need for one 15,000 Gallon, Vertical LNG Fuel Storage Tank

Santa Cruz METRO requires the purchase of one 15,000 Gallon, Vertical LNG Fuel Storage Tank to be used for standard purposes. In order to obtain said one 15,000 Gallon, Vertical LNG Fuel Storage Tank, Santa Cruz METRO issued an Invitation for Bids, dated October 3, 2011 setting forth specifications for such one 15,000 Gallon, Vertical LNG Fuel Storage Tank. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a supplier of one 15,000 Gallon, Vertical LNG Fuel Storage Tank desired by Santa Cruz METRO and whose principal place of business is 3108 Sylvan Avenue, Dallas, Texas. Pursuant to the Invitation for Bids by Santa Cruz METRO, Contractor submitted a bid for Provision of said one 15,000 Gallon, Vertical LNG Fuel Storage Tank, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On December 16, 2011, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said one 15,000 Gallon, Vertical LNG Fuel Storage Tank. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

2. INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

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

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated October 3, 2011 including Addendum No. 1 dated October 20, 2011.

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for one 15,000 Gallon, Vertical LNG Fuel Storage Tank, signed by Contractor and dated November 2, 2011.

2.02 Conflicts

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

2.03 Recitals

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

3. TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 2 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the execution of the contract and shall remain in force for a one (1) year period thereafter. Santa Cruz METRO and

Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Bid Form, Exhibit B, not to exceed \$657,975 for satisfactory completion of all work under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$657,975 maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the contract. Telephone call expenses shall show the nature of the call and identify location and individual called.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this contract; and (4) necessary for performance of the services. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this contract.

5. NOTICES

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

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

Prentex Alloy Fabricators, Inc.
3108 Sylvan Avenue
Dallas, TX 75212

Attention: David Wester

6. AUTHORITY

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

Signed on _____

SANTA CRUZ METRO—SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – PRENTEX ALLOY FABRICATORS, INC.

By _____
David Wester,
President

Approved as to Form:

Margaret Rose Gallagher
Santa Cruz METRO Counsel

ATTACHMENT C



Chart Inc.
Distribution & Storage Group

407 Seventh Street N.W.
New Prague, MN 56071-1000
Phone: 952.758.4484 Fax: 952.758.8255
www.chart-ind.com

December 2, 2011

Erron Alvery
Santa Cruz Metro
110 Vernon Street
Santa Cruz, CA 95060

Dear Erron,

Attached are five (5) signed copies of the contract between the Santa Cruz Metropolitan Transit District and Chart Inc. as requested.

Please note, *2.02 Conflicts*, has been changed and initialed by Roger W. Hansen.

Feel free to contact us with any questions.

Regards,

Kristi R. Reker

Kristi. R. Reker
Project Administration
Kristi.Reker@chartindustries.com
PH: 1-952-758-8258

Enclosures

cc:
Kevin Jirak
Gary Mikkelson

11.c1

ATTACHMENT C

CONTRACT FOR PROCUREMENT OF ONE 15,000 GALLON, VERTICAL LNG STORAGE TANK (12-17)

THIS CONTRACT is made effective on November 18, 2011 between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, a political subdivision of the State of California ("Santa Cruz METRO"), and CHART, INC. ("Contractor").

1. RECITALS

1.01 Santa Cruz METRO's Primary Objective

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

1.02 Santa Cruz METRO's Need for one 15,000 Gallon, Vertical LNG Storage Tank

Santa Cruz METRO requires the purchase of one 15,000 Gallon, Vertical LNG Storage Tank to be used for standard purposes. In order to obtain said one 15,000 Gallon, Vertical LNG Storage Tank, Santa Cruz METRO issued an Invitation for Bids, dated October 3, 2011 setting forth specifications for such one 15,000 Gallon, Vertical LNG Storage Tank. The Invitation for Bids is attached hereto and incorporated herein by reference as Exhibit A.

1.03 Contractor's Bid Form

Contractor is a supplier of one 15,000 Gallon, Vertical LNG Storage Tank desired by Santa Cruz METRO and whose principal place of business is 407 7th Street NW, New Prague, Minnesota. Pursuant to the Invitation for Bids by Santa Cruz METRO, Contractor submitted a bid for Provision of said one 15,000 Gallon, Vertical LNG Storage Tank, which is attached hereto and incorporated herein by reference as Exhibit B.

1.04 Selection of Contractor and Intent of Contract

On November 18, 2011, Santa Cruz METRO selected Contractor as the lowest responsive, responsible bidder to provide said one 15,000 Gallon, Vertical LNG Storage Tank. The purpose of this Contract is to set forth the provisions of this procurement.

1.05 Contractor and Supplier Synonymous

For the purposes of this Contract, the terms "contractor" and "supplier" are synonymous.

Santa Cruz METRO and Contractor agree as follows:

ATTACHMENT C

2 INCORPORATED DOCUMENTS AND APPLICABLE LAW

2.01 Documents Incorporated in This Contract

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

a) Exhibit A

Santa Cruz Metropolitan Transit District's "Invitation for Bids" dated October 3, 2011 including Addendum No 1 dated October 20, 2011.

b) Exhibit B (Bid Form)

Contractor's Bid Form to Santa Cruz METRO for one 15,000 Gallon, Vertical LNG Storage Tank, signed by Contractor and dated November 3, 2011.

2.02 Conflicts

*Rev'd
12-2-11*

Where in conflict, the provisions of this writing supersede those of the above-referenced documents, Exhibits A and B. Except for the terms contained in Chart Inc /Attachment #1 to Part 1 / Bid Form of Exhibit B (Bid Form) where in conflict the provisions of Exhibit A supersede Exhibit B.

2.03 Recitals

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

3 TIME OF PERFORMANCE

3.01 General

Contractor shall perform work under this Contract at such times to enable it to meet the time schedules specified in the Specifications Section of the IFB. The Contractor shall not be responsible for delays caused by force majeure events described in Section 2 of the General Conditions of the Contract.

3.02 Term

The term of this Contract commences on the execution of the contract and shall remain in force for a one (1) year period thereafter. Santa Cruz METRO and

ATTACHMENT C

Contractor may extend the term of this Contract at any time for any reason upon mutual written consent.

4. COMPENSATION

4.01 Terms of Payment

Upon written acceptance, Santa Cruz METRO agrees to pay Contractor as identified in the Bid Form, Exhibit B, not to exceed \$290,022.50 for satisfactory completion of all work under the terms and provisions of this Contract within thirty (30) days thereof. Contractor understands and agrees that if he/she exceeds the \$290,022.50 maximum amount payable under this contract, that it does so at its own risk.

4.02 Invoices

Contractor shall submit invoices with a purchase order number provided by Santa Cruz METRO on a monthly basis. Contractor's invoices shall include detailed records showing actual time devoted, work accomplished, date work accomplished, personnel used, and amount billed per hour. Expenses shall only be billed if allowed under the contract. Telephone call expenses shall show the nature of the call and identify location and individual called.

Said invoice records shall be kept up-to-date at all times and shall be available for inspection by Santa Cruz METRO (or any grantor of Santa Cruz METRO, including, without limitation, any State or Federal agency providing project funding or reimbursement) at any time for any reason upon demand for not less than four (4) years after the date of expiration or termination of the contract. Under penalty of law, Contractor represents that all amounts billed to Santa Cruz METRO are (1) actually incurred; (2) reasonable in amount; (3) related to this contract; and (4) necessary for performance of the services. No expenses shall be paid by Santa Cruz METRO unless specifically allowed by this contract.

5. NOTICES

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

Santa Cruz METRO

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

Attention: General Manager

CONTRACTOR

Chart, Inc.
407 7th Street NW
New Prague MN 56071

Attention: Kevin Jirak

ATTACHMENT C

6. AUTHORITY

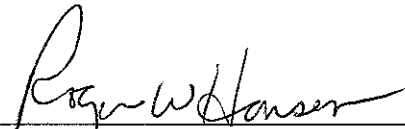
Each party has full power and authority to enter into and perform this Contract and the person signing this Contract on behalf of each has been properly authorized and empowered to enter into it. Each party further acknowledges that it has read this Contract, understands it, and agrees to be bound by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

Signed on _____


SANTA CRUZ METRO—SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Leslie R. White
General Manager

CONTRACTOR – CHART INC.

By  _____
Roger W. Hansen
Vice President-General Manager, Bulk Gas Products

Approved as to Form:

 _____
Margaret Rose Gallagher
Santa Cruz METRO Counsel

ATTACHMENT C

- **Chart Inc. / Attachment # 1 to Part I / Bid Form**

Warranty Unless a different warranty is agreed to in writing by Chart, Chart warrants to Buyer that all Equipment manufactured by Chart shall be free from defects in material and workmanship for a period of 1 year after initial use (or placement into storage) or 18 months after the date of shipment, whichever expires first, except that parts sold as spares or for replacement are warranted for 90 days after the date of shipment or until the expiration of the warranty offered by their original manufacturer, whichever expires first. All resale products and components only carry the warranty offered by their original manufacturer. Chart warrants Services against defects in workmanship for a period of 90 days from date of their completion. These warranties do not cover Buyer-furnished designs, goods, equipment, services or materials and do not apply to any Equipment or Services or parts thereof which Chart determines: (1) to have been improperly installed or repaired; (2) to have been altered or modified in any way without Chart's prior written approval; (3) to have been subjected to misuse, abuse, excessive external forces, negligence or accident; (4) to have been installed, stored, used, or operated in a manner contrary to Chart's instructions, specifications and drawings, outside the specified design conditions, or not used in accordance with normal operating and maintenance instructions; (5) are purchased as used Equipment, a prototype or a sample; or (6) resulted from normal wear and tear, corrosion or erosion. Each of the foregoing shall act to void any existing warranty. Proper installation of normal maintenance parts does not constitute a modification. Buyer agrees to defend, indemnify and hold Chart harmless from any third party claims arising out of the use, resale, or lease of said furnished Equipment or Services.

Should any failure to conform to the applicable warranties stated above occur during the warranty periods specified above then Buyer shall appropriately decontaminate the Equipment and provide Chart with prompt written notice identifying the problem, but in no event shall such notice be more than 30 days after discovery of such failure. Provided that Buyer has fulfilled all of its obligations under the Agreement and complied with the procedures set forth in this Section 7, Chart shall inspect said Equipment within 10 business days after receipt of Buyer's notice. Chart's sole obligation, and Buyer's sole remedy, is for Chart to correct such nonconformity by, at Chart's option: (1) repair or replacement of the nonconforming Equipment or parts thereof; or (2) refund the purchase price of the nonconforming Equipment or parts thereof; and (3) in the case of nonconforming Services, re-perform the Services or refund the price there for. Repairs or replacements made pursuant to warranty shall be warranted for the time remaining in the original warranty period or 30 days, whichever is longer. Chart will make all arrangements to either transport such Equipment to and from Chart's repair or factory facility or go to Buyer's site, at Chart's sole option; provided, however, that Chart shall not be responsible for providing working access to the defect, including disassembly and reassembly of Equipment or for transportation costs to and from Chart's repair or factory facility, all of which shall be at Buyer's risk and expense. If it is determined by Chart that such failure was not covered by the warranty stated above, then Chart will invoice Buyer, and Buyer agrees to pay, for all such inspection and other expenses. *THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER CLAIMS OF RELIEF AND WARRANTIES OF QUALITY, PERFORMANCE AND DESIGN, WRITTEN, ORAL OR IMPLIED, AND ALL OTHER WARRANTIES INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, OR THOSE ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, ALL OF WHICH ARE HEREBY EXPRESSLY DISCLAIMED BY CHART AND ALL EQUIPMENT MANUFACTURERS*

Limitation of Liability *NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, IN NO EVENT SHALL CHART, ITS AFFILIATES, SUPPLIERS AND SUBCONTRACTORS BE LIABLE TO BUYER OR TO ANY THIRD PARTY FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS, LOSS OF USE, COST OF CAPITAL, COST OF SUBSTITUTE EQUIPMENT, DOWNTIME COSTS, COST OF DELAYS, OR FOR ANY PENALTIES, WHETHER ANY SUCH CLAIM FOR THE SAME IS BASED ON CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY, INDEMNIFICATION OR OTHERWISE. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, CHART'S TOTAL LIABILITY ARISING OUT OF THIS AGREEMENT FOR ANY CLAIMS WHETHER IN CONTRACT, WARRANTY, NEGLIGENCE, TORT, STRICT LIABILITY, INDEMNIFICATION OR OTHERWISE, OR FOR ANY LOSS OR DAMAGE ARISING OUT OF, CONNECTED WITH THIS AGREEMENT OR THE PERFORMANCE OR BREACH THEREOF, OR FROM ANY DESIGN, SALE, INSTALLATION, OPERATION OR USE OF THE EQUIPMENT OR PERFORMANCE OF ANY SERVICES UNDER THIS AGREEMENT, SHALL IN NO EVENT EXCEED THE PURCHASE PRICE PAID TO CHART BY BUYER FOR THE SPECIFIC EQUIPMENT OR PART THEREOF OR FOR THE SERVICES GIVING RISE TO THE CLAIM*

PART IV GENERAL CONDITIONS OF CONTRACT

2. TERMINATION 2.01.01 TERMINATION FOR CONVENIENCE Add as a new sub section (10) Santa Cruz METRO shall pay Contractor the contract price for the completed supplies and the total of the costs incurred in the performance of the work terminated, the costs of settling and paying terminated settlement proposals under terminated subcontracts, a sum as profit and any storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of any termination inventory