



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT (METRO)
BOARD OF DIRECTORS AGENDA
REGULAR MEETING
SEPTEMBER 25, 2015 – 8:30 AM
WATSONVILLE CITY COUNCIL CHAMBERS
275 MAIN STREET
WATSONVILLE, CA**

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 at 110 Vernon Street, Santa Cruz, California.

This document has been created with accessibility in mind. With the exception of the Structural Deficit Workshop materials, certain 3rd party and other attachments, it passes the Adobe Acrobat XI Accessibility Full Check. If you have any questions about the accessibility of this document, please email your inquiry to accessibility@scmttd.com

BOARD ROSTER

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

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

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

AMERICANS WITH DISABILITIES ACT

The Board of Directors meets in an accessible facility. Any person who requires an accommodation or an auxiliary aid or service to participate in the meeting, or to access the

agenda and the agenda packet (including a Spanish language copy of the agenda packet), should contact the Executive Assistant, at 831-426-6080 as soon as possible in advance of the Board of Directors meeting. Hearing impaired individuals should call 711 for assistance in contacting Santa Cruz METRO regarding special requirements to participate in the Board meeting. For information regarding this agenda or interpretation services, please call Santa Cruz METRO at 831-426-6080.

SECTION I: OPEN SESSION

NOTE: THE BOARD CHAIR MAY TAKE ITEMS OUT OF ORDER

1 CALL TO ORDER

2 ROLL CALL

3 ANNOUNCEMENTS

- 3-1. Spanish language interpretation will be available during "Oral Communications" and for any other agenda item for which these services are needed.
- 3-2. Today's meeting is being broadcast by Community Television of Santa Cruz County.

4 COMMUNICATIONS TO THE BOARD OF DIRECTORS

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

5 WRITTEN COMMUNICATIONS FROM MAC

6 LABOR ORGANIZATION COMMUNICATIONS

7 ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

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

- 8-01 RECOMMENDED ACTION ON TORT CLAIMS**
Liseth Guizar, Safety, Security and Risk Manager
- 8-02 NOTIFICATION OF ACTIONS TAKEN IN CLOSED SESSION**
Leslyn Syren, District Counsel
- 8-03 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS REGULAR MEETING OF AUGUST 28, 2015**
Alex Clifford, CEO/General Manager
- 8-04 ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTH OF JULY 2015**
Carolyn Derwing, Schedule Analyst/Acting Planner
- 8-05 ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR MAY, JUNE AND JULY 2015**
April Warnock, Paratransit Superintendent
- 8-06 ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCRTC) MEETING MINUTES REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**
Alex Clifford, CEO/General Manager
- 8-07 ADOPTION OF THE PUBLIC RECORDS REQUEST POLICY TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S ADMINISTRATIVE CODE**
Leslyn Syren, District Counsel
- 8-08 CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S AMENDED ADA POLICY AND COMPLAINT PROCEDURES**
Leslyn Syren, District Counsel
- 8-09 CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE AN EXTENSION AMENDMENT FOR THE CONTRACT AGREEMENT WITH MONTEREY-SALINAS TRANSIT FOR ITS USE OF THE WATSONVILLE TRANSIT CENTER**
Leslyn Syren, District Counsel
- 8-10 ACCEPT AND FILE THE CURRENT VACANT POSITIONS REPORT**
Robyn D. Slater, Human Resources Manager
- 8-11 APPROVE AN OUT OF CLASS ASSIGNMENT TO A POSITION THAT IS NOT BUDGETED IN FY16 AND FY17**
Robyn D. Slater, Human Resources Manager

8-12 CONSIDERATION OF METROBASE MONTHLY CHANGE REPORT
Andy Kreck, Project Manager, Hill International

REGULAR AGENDA

- 9 RESOLUTION OF APPRECIATION FOR JANIE McDONALD**
Chair Dene Bustichi
- 10 OUTSTANDING SERVICE COMMENDATION FOR PEDRO GARCIA**
Chair Dene Bustichi
- 11 BOARD AGENDA EFFICIENCIES**
Alex Clifford, CEO/General Manager
- 12 ADOPTION OF THE ADVERTISING POLICY TO CHAPTER 6 TO TITLE I OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S ADMINISTRATIVE CODE**
Alex Clifford, CEO/General Manager
- 13 AMENDMENTS TO TITLE II OF THE ADMINISTRATIVE CODE – PROCUREMENT POLICY**
Leslyn Syren, District Counsel
- 14 CONSIDER A STRATEGY FOR ADDING ELECTRIC BUSES TO THE METRO FLEET**
Tom Hiltner, Acting Planning and Dev. Manager
- 15 ACCEPT THE WATSONVILLE TRANSIT CENTER CONCEPTUAL DESIGN FINAL REPORT**
Erich Friedrich, Sr. Transportation Planner
- 16 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH TRANSPORTATION MANAGEMENT & DESIGN, INC. FOR COMPREHENSIVE OPERATIONAL ANALYSIS TO INCREASE THE CONTRACT TOTAL BY \$66,964 FOR LINE-BY-LINE DATA COLLECTION AND ANALYSIS**
Erich Friedrich, Sr. Transportation Planner
- 17 DISCUSSION: SANTA CRUZ COUNTY SALES TAX MEASURE**
Alex Clifford, CEO/General Manager
- 18 CEO TO GIVE ORAL REPORT**
Alex Clifford, CEO/General Manager
- 19 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
Leslyn Syren, General Counsel

- 20 ANNOUNCEMENT OF NEXT MEETING/BOARD HIGH IMPACT GOVERNING WORK SESSION: FRIDAY, OCTOBER 9, 2015 AT 8:30 AM, SALVATION ARMY REDWOOD GLEN CAMP AND CONFERENCE CENTER, 3100 BEAN CREEK ROAD, SCOTTS VALLEY**
Chair Dene Bustichi
- 21 RECESS TO CLOSED SESSION**

SECTION II: CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (c) of Government Code Section 54956.9: 1 case

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: NIAC Building: 333 Front Street, Santa Cruz, CA
Agency Negotiators: Alex Clifford, CEO/General Manager
Leslyn Syren, District Counsel

3. CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Alex Clifford, CEO/General Manager
Leslyn Syren, District Counsel
Organization: SEIU

SECTION III: RECONVENE TO OPEN SESSION

- 22 REPORT OF CLOSED SESSION ITEMS**
Leslyn Syren, General Counsel
- 23 ADJOURNMENT**
Chair Dene Bustichi

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.

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DATE: September 25, 2015
TO: Board of Directors
FROM: Liseth Guizar, Safety, Security and Risk Manager
SUBJECT: RECOMMENDED ACTION ON TORT CLAIMS

I. RECOMMENDED ACTION

That the Board of Directors Reject the Attached Claims for the Months of August and September 2015

II. SUMMARY

This staff report provides the Board of Directors with recommendations on claims submitted to the Santa Cruz Metropolitan Transit District (METRO).

III. DISCUSSION/BACKGROUND

METRO's Risk Department received four claims for the months of August and September for money or damages. As a public entity, METRO must act "within 45 days after the claim has been presented" (Govt C §912.4(a)). Staff has attached a recommendation with the claim.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

Within the 45-day period, the Board of Directors may take the following actions:

- Reject the claim entirely;
- Allow it in full;
- Allow it in part and reject the balance;
- Compromise it, if the liability or amount due is disputed (Govt C §912.4(a)); or
- Do nothing, and allow the claim to be denied by operation of law (Govt C §912.4 (c)).

VI. ATTACHMENTS

Attachment A: Claim and Recommended Actions for Accelerated Recovery Services, Inc.; #15-0010

Attachment B: Claim and Recommended Actions for Sandt, Frank; #15-0011

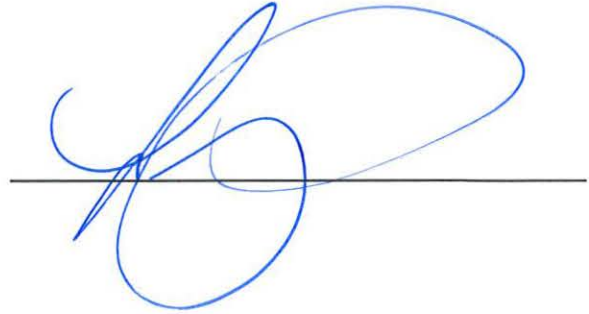
Attachment C: Claim and Recommended Actions for Batt, Angel, #15-0012

Attachment D: Claim and Recommended Actions for Abundiz, Mario; #15-0013

Prepared by: Liseth Guizar, Safety, Security and Risk Manager

VII. APPROVALS:

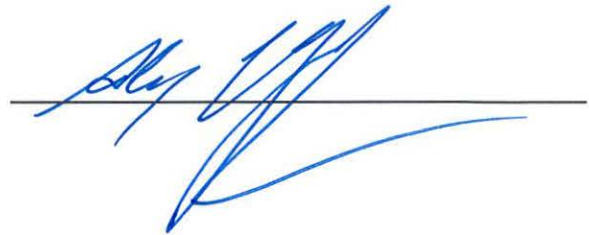
Liseth Guizar
Safety, Security and Risk Manager



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



Alex Clifford, CEO/General Manager



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Fax

Accelerated Recovery Services, Inc.

Post Office Box 2368, Redwood City, CA 94064
Telephone: (800) 335-9474 Fax: (650) 299-9191

A

Subrogation Demand

To:	PATRICK HAYS	From:	Dora Mendez
Company:	SANTA CRUZ METRO TRANSIT DISTRICT	Pages:	11
Telephone:	(831) 426-6080 1606	Date:	August 20, 2015
Fax:	(831) 469-3658	Date Of Loss:	March 9, 2015

Your Claim:

AAA NCNU IE Claim: 1000-83-3280-CSA7-45108

Urgent
 For Review
 Please Comment
 Please Reply
 Please Recycle

Your Insured: **GUSTAVO RAUL CORTES**

Dear PATRICK HAYS:

This firm represents AAA Northern California Nevada Utah Insurance Exchange ("AAA NCNU IE") in reference to a subrogation claim regarding an accident that happened on March 9, 2015. Our investigation reveals that your insured is responsible for the damages incurred by the AAA NCNU IE insured.

I have a subrogation demand in the amount of **\$2,410.59**. Enclosed you will find documentation to substantiate the damages and the payments made by AAA NCNU IE on behalf of their insured.

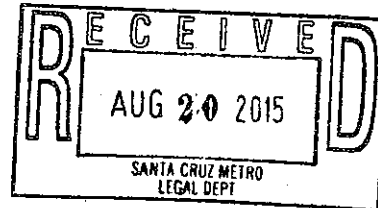
Please make your draft payable to AAA Northern California Nevada Utah Insurance Exchange and send it to: PO Box 2368, Redwood City, CA 94064, Attn: Dora Mendez. Reference claim # 1000-83-3280-CSA7-45108.

Should you have any questions please contact me at (800) 335-9474 ext. 219. Your prompt attention in resolving this claim is appreciated.

Very truly yours,

Dora Mendez

Subrogation Specialist
(800) 335-9474 ext. 219
dora@accrecover.com



This electronic transmission contains information from the subrogation department of Accelerated Recovery Services, Inc. that is confidential and privileged. The information is intended solely for the intended recipient. Use by any other party is not authorized. If you are not the intended recipient, be aware that disclosure, copying, distribution or any other use of the contents of this information is prohibited. If you have received this electronic transmission in error, please call (800) 335-9474.

Attachment A

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Accelerated Recovery Services Received: 8/20/15
Claim #: 15-0010
Date of Incident: 3/9/15 Occurrence Report No.: SC 03-15-06

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

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

By _____ Date: _____
Liseth Guizar
Safety, Security and Risk Manager

I, Gina Pye, 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 September 25, 2015.

By _____ Date: _____
Executive Assistant to CEO

Attachment(s)

Attachment B

B

Claim for Damages Against the Santa Cruz Metropolitan Transit District

Please submit claim and supporting documentation to:

Santa Cruz Metropolitan Transit District (METRO), Risk Department, 110 Vernon Street, Santa Cruz, CA 95060

Untimely or insufficient (incomplete) claims will be returned.

* = Required ** = Required if known

Please print or type clearly

<p>1. *Claimant's Name and Street Address:</p> <p>Name: <u>FRANK R. SANDT</u></p> <p>Address: _____</p> <p>City: _____ Telephone Numbers: _____</p> <p>Home: _____</p>	<p>2. *Send Official Notices and Correspondence to:</p> <p>Name: <u>FRANK R. SANDT</u></p> <p>Address: _____</p> <p>City: _____ State _____ Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Home: _____</p>
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3. *Medicare Reporting

Are you presently, or have you ever been, enrolled in Medicare Part A or B? Y

IF YES please provide the following information- Medicare Claim Number _____

Date of Birth: _____ Social Security Number: _____

4. Incident Information

*Date of Incident: 7-14, 2015 **Time of Incident: 4 PM (AM/PM) **Location: DOWNTOWN METRO CENTER

Weather Conditions: good Bus Number: _____ Route: 35

**Name or ID of METRO Employee who allegedly caused injury or loss: A WOMAN

5. Witnesses involved:

Name	Address
1) _____	_____
2) <u>4 OTHER PEOPLE FILLED OUT A CARD PROVIDED</u>	_____
3) <u>BY THE BUS DRIVER</u>	_____

6. *Amount Claimed- Property damage or loss and method of computation.
Attach supporting documentation (see instructions)

<u>KAISER HOSPITAL</u>	\$	<u>5.00</u>
<u>LIFE SCAN</u>	\$	<u>4900</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Amount Claimed:	\$	<u>104.00</u>

METRO USE ONLY:

Claim # _____

Date Received (date stamp): _____

RECEIVED

AUG 20 2015

SANTA CRUZ METRO
LEGAL DEPT

IF amount claimed over \$10,000, check the following:

Limited (up to \$25,000) Unlimited (over \$25,000)

Attachment B

Claim for Damages Against the Santa Cruz Metropolitan Transit District

7. *Basis of Claim: State in detail the facts and circumstances of the incident. Identify all persons, entities and property involved. State why you believe METRO is responsible for the alleged injury, property damage or loss (use a separate sheet of paper if necessary).

THE BUS UNLOADED BY THE BUS-BENCH AT THE METRO CENTER IN DOWNTOWN SANTA CRUZ.

I WAS SITTING AT THE BUS BENCH. AN ELDERLY WOMAN WAS GETTING OFF THE BUS IN AN ELECTRICAL WHEEL CHAIR. COMING OFF THE RAMP COULD NOT STOP. SHE HIT THE RIGHT CALE OF MY LEG. PINNED ME BETWEEN THE WHEEL CHAIR AND THE BUS BENCH. I WAS IN PAIN, BUT STILL ABLE TO STAND UP. SO I THOUGHT I WOULD BE OK. SEVERAL SEVERAL HOURS LATER I COULD HARDLY WALK. THIS HAPPENED ON JULY 14, 2015 AT 4 PM

8. *Description of Claimant's Injury, Property Damage or Loss:

BRUISED ~~MUSCLE~~ MUSCLE IN RIGHT LEG. HEMATOMA IN RIGHT LEG. BRUISED BONE IN RIGHT LEG. HAD X RAYS DONE. THEY THOUGHT I HAD A BLOOD CLOT. LEG. MY ULTRA SCAN WAS OK. THEY TOLD ME WAS IT OUT FOR BLOOD CLOTS. ~~2 WEEKS LATER~~ MY ~~ANKLE~~ ANKLE AND TOES TURNED BLACK + BLUE I WENT TO LIFE SCAN TO CHECK FOR BLOOD CLOTS AGAIN. I ALSO HAVE OTHERS OF MY LEG

9. *SIGNATURE

Frank D. Sant

Claimant or Representative's Signature

FRANK D. SANT

Print Name

July 17, 2015

Date

CRIMINAL PENALTY FOR PRESENTING A FALSE OR FRAUDULENT CLAIM IS IMPRISONMENT OR FINE OR BOTH (PENAL CODE §72)

Additional Information:

If claim is for property damage, please include the following documentation:

- o Vehicle registration (if applicable)
- o Two repair estimates



Attachment B

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Sandt, Frank Received: 8/20/15 Claim #: 15-0011
Date of Incident: 7/14/15 Occurrence Report No.: SC 07-15-13

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 _____ Date: _____
Liseth Guizar
Safety, Security and Risk Manager

I, Gina Pye, 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 September 25, 2015.

By _____ Date: _____
Executive Assistant to CEO

Attachment(s)

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Attachment C

C



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

CLAIM FOR DAMAGES

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

Claim # 15-0012
(To be completed by METRO staff)

Please Print or Type:

The name and post office address of the claimant:

Claimant's Legal First Name: Angel

Claimant's Legal Last Name: BdH

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

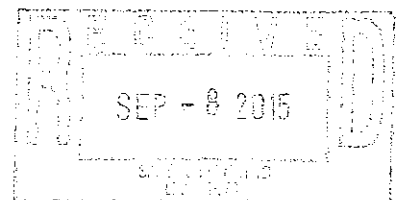
IF YES, please provide the following information:

Medicare Claim Number: _____

Date of Birth: _____

Social Security Number: _____

Gender: M or F



45-102315

Attachment C



Claimant Name: Batt, Angel

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: 6/6/15

Time of Incident/Accident: 1:40 AM PM

Location of Incident/Accident

Street/City: intersection of Capitola Rd. : 41st in
Capitola, CA

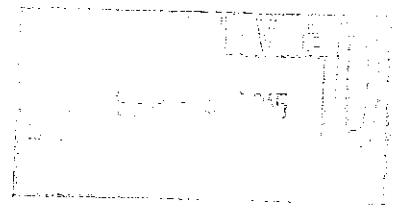
A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known at the at the time of presentation of the claim. Please state the known facts surrounding the loss and use additional paper if needed:

Rear bumper damage

At approximately 1:40 pm I approached the intersection of 41st, Capitola. My car was traveling east on 41st. I stopped at the red light. I was the first vehicle @ that intersection. A moment later, I felt a huge jolt. I heard a loud bang. I saw my fathers body & head jolt forward. I looked in the rear view mirror

I saw a bus & a driver on the phone. I got out & saw that my rear bumper had been hit. The bus crossed the intersection and pulled over. I called 911. The bus driver →

8-01C.2



Called to me. He apologize profusely. He was nervous & stressed. He stated

"I forgot the bike rack was in front. I just let a passenger out and he removed the bike and I forgot the rack was in front"; he showed me his drivers license & told me he had called his supervisor. Supervisor came, took pictures, and obtained our information.

Attachment C



Claimant Name: Batt, Angel

CLAIM FOR DAMAGES

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

[Empty rectangular box for listing employee names]

If the claim totals less than \$10,000, the amount claimed as of the date of the presentation of the claim: \$ 3,000

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

Claimant: ABT Angel Batt
Signature/Print Name

Date: 8/31/15

Attorney or Representative: _____
Signature/Print Name

Date: _____

Attachment C

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Batt, Angel Received: 9/8/15 Claim #: 15-0012
Date of Incident: 6/6/15 Occurrence Report No.: SC 06-15-06

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

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

By _____ Date: _____
Liseth Guizar
Safety, Security and Risk Manager

I, Gina Pye, 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 September 25, 2015.

By _____ Date: _____
Executive Assistant to CEO

Attachment(s)

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Attachment D

D

Claim for Damages Against the Santa Cruz Metropolitan Transit District

Please submit claim and supporting documentation to:

Santa Cruz Metropolitan Transit District (METRO), Risk Department, 110 Vernon Street, Santa Cruz, CA 95060

Untimely or insufficient (incomplete) claims will be returned.

* = Required ** = Required if known Please print or type clearly

<p>1. *Claimant's Name and Street Address:</p> <p>Name: <u>Mario Abundiz</u></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Home: _____ Cell: _____</p>	<p>2. *Send Official Notices and Correspondence to:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone Numbers: _____</p> <p>Home: _____ Cell: _____</p>
---	---

3. *Medicare Reporting

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

4. Incident Information

* Date of Incident: 6/23/15 **Time of Incident: 1:00pm ^{around} (AM/PM) **Location: Capitola CA.

Weather Conditions: Sunny Bus Number: 71 Route: _____

**Name or ID of METRO Employee who allegedly caused injury or loss: Unknown

5. Witnesses involved:

	Name	Address	Telephone:
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

6. *Amount Claimed- Property damage or loss and method of computation. Attach supporting documentation (see instructions)

<u>Hospital Expenses</u>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Amount Claimed:	\$ _____

METRO USE ONLY:

Claim # 15-0013

Date Received (date stamp):

RECEIVED

SEP - 9 2015

SANTA CRUZ METRO
RISK DEPT.

10/24/15

IF amount claimed over \$10,000, check the following:

Limited (up to \$25,000) Unlimited (over \$25,000)

Attachment D

Claim for Damages Against the Santa Cruz Metropolitan Transit District

7. *Basis of Claim: State in detail the facts and circumstances of the incident. Identify all persons, entities and property involved. State why you believe METRO is responsible for the alleged injury, property damage or loss (use a separate sheet of paper if necessary).

Mario Abundiz Claims that he fallett in the gro floor of the bus and hit his head started to bleeding, went to the hospital for stiches. He claims that the bus stop rapetly and hard, because of this action Mario sees in the ground and got hit, and injure. Seens this incident he had been in the hospital a couple times.

8. *Description of Claimant's Injury, Property Damage or Loss:

The injury that he had been complaining is head aches and been hospitalize several times.

9. *SIGNATURE

Mario Abundiz
Claimant or Representative's Signature

Mario Abundiz
Print Name

9/2/15
Date

CRIMINAL PENALTY FOR PRESENTNG A FALSE OR FRAUDULENT CLAIM IS IMPRISONMENT OR FINE OR BOTH (PENAL CODE §72)

Additional Information:

If claim is for **property damage**, please include the following documentation:

- o Vehicle registration (if applicable)
- o Two repair estimates



Attachment D

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

FROM: Liseth Guizar, Safety, Security and Risk Manager

RE: Claim of: Abundiz, Mario Received: 9/9/15 Claim #: 15-0013
Date of Incident: 6/23/15 Occurrence Report No.: SC 06-15-25

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 _____ Date: _____
Liseth Guizar
Safety, Security and Risk Manager

I, Gina Pye, 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 September 25, 2015.

By _____ Date: _____
Executive Assistant to CEO

Attachment(s)


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SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

NOTICE OF ACTION TAKEN IN CLOSED SESSION MEMORANDUM

DATE: September 25, 2015

TO: Board of Directors

FROM: Leslyn K. Syren, District Counsel 

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following Claim:

EEOC Complaint No. 556-2015-00345

1. Settlement of the above EEOC matter:

On August 14, 2015, in closed session you authorized a settlement of this matter in the amount of Sixty Thousand dollars (\$60,000), for a complaint filed with the EEOC on or about, March 11, 2015. The following directors authorized the settlement: Bottorff, Bustichi, Chase, Dutra, Friend, Hagen, Lane, Leopold, McPherson and Rotkin. Director Cervantez was absent. Pursuant to this direction, fully executed releases were received from the claimant and District warrants were issued in accordance with this direction.

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DATE: September 25, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO

**SUBJECT: ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD
OF DIRECTORS REGULAR MEETING OF AUGUST 28, 2015**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz Metropolitan Transit District (METRO) Regular Board of Directors Meeting of August 28, 2015

- Staff is providing minutes from the Santa Cruz Metropolitan Transit District (METRO) Board of Directors Regular Meeting of August 28, 2015
- Each meeting, staff will provide minutes from the previous METRO Board of Directors meeting

II. DISCUSSION/BACKGROUND

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

III. FINANCIAL CONSIDERATIONS/IMPACT

None

IV. ALTERNATIVES CONSIDERED

None

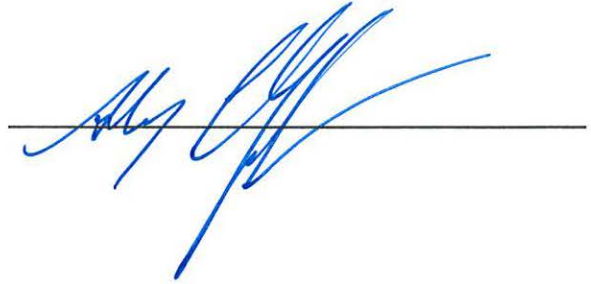
V. ATTACHMENTS

Attachment A: Draft minutes for the Regular Board of Directors Meeting of August 28, 2015

Prepared by: Gina Pye, Executive Assistant

VI. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
REGULAR MEETING
AUGUST 28, 2015 – 9:00 AM
SCOTTS VALLEY CITY COUNCIL CHAMBERS
1 CIVIC CENTER DRIVE
SCOTTS VALLEY, CA 95066**

A regular meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District (METRO) was convened on Friday, August 28, 2015, at the Scotts Valley City Council Chambers at One Civic Center Drive in Scotts Valley, CA.

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

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

SECTION I: OPEN SESSION

1 CALL TO ORDER at 9:00A by Chair Bustichi

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

Director Dene Bustichi, Chair	City of Scotts Valley
Director Ed Bottorff	City of Capitola
Director Zach Friend	County of Santa Cruz
Director Donald "Norm" Hagen	County of Santa Cruz
Director Bruce McPherson	County of Santa Cruz
Director Mike Rotkin, Vice Chair	County of Santa Cruz
Director Jimmy Dutra	City of Watsonville

The following Directors were absent:

Ex-Officio Director Donna Blitzer	UC Santa Cruz
Director Cynthia Chase	City of Santa Cruz
Director Don Lane	City of Santa Cruz
Director John Leopold	County of Santa Cruz
Director Karina Cervantez	City of Watsonville

STAFF PRESENT:

Alex Clifford, CEO
Leslyn Syren, District Counsel

DRAFT

8-03A.1

Attachment A

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

Angela Aitken, METRO
Erron Alvey, METRO
Maria Granados-Boyce, METRO
Sandra Howard, METRO
Debbie Kinslow, METRO
Carolyn Derwing, METRO
Christine Holeman, Self
James Holeman, Self

Martin McElvoy, METRO
Suzanne Silva, METRO
John Thomas, METRO
Sharon Toline, METRO
April Warnock, METRO
Eliza Yu, AMBAG
Daniel Zaragoza, METRO

3 ANNOUNCEMENTS

Chair Bustichi acknowledged Carlos Landaverri's presence and noted his availability for Spanish Language Interpretation as needed. Carlos introduced himself and announced his services in Spanish.

Chair Bustichi announced today's Community Television technician is Renee Sheets.

Vice Chair Rotkin announced he had newly sized confidential Board contact cards available for interested Board Members.

4 COMMUNICATIONS TO THE BOARD OF DIRECTORS

Chair Bustichi announced the following items were distributed to Board members and available for public review at the sign-in table:

- Item 8-17: The Contract between UCSC and METRO is now signed by UCSC rep
- Item 9: The corrected Certificate of Appreciation for Manuel Martinez is being presented. The correction(s) were the spelling of his first name (Manuel) and his title (Transit Supervisor)
- Item 14: District Syren's oral report on PEPR 13(c) will now be accompanied by a presentation

An updated Board of Directors Meeting Schedule for the remaining months of 2015, reflecting the once a month meeting frequency approved at the August 14, 2015 Board Meeting

Chair Bustichi opened the floor to public comment. Hearing none, the meeting moved to the next item.

Safety, Security and Risk Manager, Liseth Guizar, announced a non-METRO sponsored event: a fund raiser picnic scheduled for September 19th from 11 to 4 at the Harvey West Friendship Park. Donations are accepted. Gina Pye will provide the announcement flyer to the Board Members under separate cover.

Ciro Aguirre, COO, welcomed METRO's Bus Operators Class of June 15, 2015. Frank Bauer, Safety and Training Coordinator, introduced the drivers. He then introduced Sharon Toline, Assistant Safety and Training Coordinator, who will be taking over when Mr. Bauer retires later in 2015.

Attachment A

The drivers listed below introduced themselves and thanked METRO, the Board and the staff for the opportunity.

- Amy Espinoza
- Juan Garcia
- Lanea Hightower
- Araseli Rubio
- Julio Perez
- Francisca Felix
- Carlos Ruffin
- Juan Castillo

COO Aguirre recognized Mr. Bauer for his efforts and referenced the recent compliment received from the DMV wherein they thanked Mr. Bauer and Ms. Toline for their training skills with the Operators.

Chair Bustichi thanked everyone and hoped they would be with METRO for many years.

Director McPherson expressed his thanks to Mr. Bauer for his 35 years of leadership and wished Ms. Toline the best of luck in her new role. He also thanked METRO's maintenance team for "sprucing up" the stops in the San Lorenzo Valley. He's received many compliments from constituents.

Director Dutra thanked the team for their assistance in Watsonville and noted that the new stop at Holohan Road and Green Valley Road has been great with its added accessibility.

Director Hagen said he looks forward to seeing the new Operators in his travels 3-5 days a week.

5 WRITTEN COMMUNICATIONS FROM MAC

Given there were no written communications from MAC, the meeting moved to the next item.

6 LABOR ORGANIZATION COMMUNICATIONS

Chair Bustichi opened the floor to public comment. Hearing none, the meeting moved to the consent agenda.

CONSENT AGENDA

8-01 ACCEPT AND FILE MINUTES OF THE SANTA CRUZ METRO BOARD OF DIRECTORS REGULAR MEETING OF AUGUST 14, 2015

8-02 ACCEPT AND FILE MINUTES FOR THE METRO ADVISORY COMMITTEE (MAC) MEETING OF JUNE 17, 2015

8-03 ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTH OF JUNE 2015 AND THE END OF FY15

8-04 ACCEPT AND FILE STATUS REPORT OF ACTIVE GRANTS AND SUBMITTED GRANT PROPOSALS FOR AUGUST 2015

Attachment A

- 8-05 ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION (SCCRTC) MEETING MINUTES REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO APPOINTEES**
- 8-06 CONSIDERATION OF METROBASE MONTHLY CHANGE ORDER REPORT**
- 8-07 RENEWAL OF PROPERTY INSURANCE COVERAGE FOR FY16 WITH ZURICH AMERICAN INSURANCE COMPANY**
- 8-08 CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT EXTENSION WITH AIRTEC SERVICE FOR HVAC MAINTENANCE SERVICES, INCREASING THE CONTRACT TOTAL BY \$22,000**
- 8-09 CONSIDERATION OF ISSUING A FORMAL INVITATION FOR BIDS FOR PURCHASE AND INSTALLATION OF ANTI-CLIMB FENCING PANELS AT THE NEW OPERATIONS FACILITY**
- 8-10 RECEIVE A SEMI-ANNUAL REPORT ON THE STATUS OF METRO'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**
- 8-11 CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSAL FOR STATE LEGISLATIVE REPRESENTATIVE SERVICES**
- 8-12 CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSAL FOR FEDERAL LEGISLATIVE REPRESENTATIVE SERVICES**
- 8-13 EXTENSION OF PROVISIONAL EMPLOYMENT**

At the request of Carolyn Derwing, SEA President, and consent of the Board, this item was pulled from Consent and discussed as the second item in the Regular Agenda.
- 8-14 CONSIDERATION OF ISSUING A FORMAL REQUEST FOR PROPOSALS FOR FINANCIAL SYSTEM SOFTWARE**
- 8-15 CONSIDERATION OF PROVISION OF A BUS, PARACRUZ VEHICLE AND OPERATOR TO SUPPORT THE UNITED TRANSPORTATION UNION LOCAL 23 SENIOR LUNCHEON**
- 8-16 CONSIDERATION OF APPROVAL OF A REVISED CLASS SPECIFICATION FOR THE PLANNING AND DEVELOPMENT MANAGER**
- 8-17 CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE AN EXTENSION AMENDMENT TO THE CONTRACT FOR TRANSIT SERVICES WITH THE UNIVERSITY OF CALIFORNIA SANTA CRUZ (UCSC) BEGINNING SEPTEMBER 1, 2015**
- 8-18 LEADERSHIP SANTA CRUZ CLASS #31**

Attachment A

8-19 CONSIDERATION OF APPROVING REVISIONS TO METRO'S PARACRUZ CUSTOMER GUIDE

At the request of Chair Bustichi and consent of the Board, this item was pulled from Consent and discussed as the first item in the Regular Agenda.

Chair Bustichi opened the floor to public and Board member comment. Hearing none, the Board moved to make a motion.

ACTION: MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 7 AYES (Directors Bustichi, Bottorff, Dutra, Friend, Hagen, McPherson and Rotkin). Directors Cervantez, Chase, Lane and Leopold were absent.

REGULAR AGENDA

G1. (PREVIOUSLY 8-19) CONSIDERATION OF APPROVING REVISIONS TO METRO'S PARACRUZ CUSTOMER GUIDE

April Warnock, Paratransit Superintendent, provided commentary and highlighted the changes to the ParaCruz Guide. She requested Board approval and direction, noting that the door-to-curb service will be added. This will not replace door-to-door service. Door-to-curb service will require an assessment before implementation.

Chair Bustichi opened the floor to public comment.

James Holeman spoke on behalf of his daughter, Breanna Holeman, regarding the service cuts to the Lompico area. He thanked Directors McPherson and Leopold for their efforts extending the services during the summer months. He doesn't see the savings obtained by reducing the ParaCruz services and the new schedule does not work for his family. He asked the Board to reconsider the changes.

Christine Holeman also spoke on behalf of her daughter, Breanna Holeman, stating the disabled population often have medical situations which do not allow them to utilize the fixed route service. And, they may not have other options such as assistance from family and friends. She asked the Board to reconsider the changes.

Becky Taylor, Vice Chair of Commission on Disabilities, referenced a Paratransit rider who spoke at a recent meeting, who said she spends \$250 per week on taxi services to get to doctor appointments out of the county and can't wait for hours before and after her appointment. She asked the Board to consider this as an issue of freedom and equality.

Vice Chair Rotkin wished this was an easier issue to discuss and make decisions. Unfortunately, when the Federal government doesn't have adequate funding for transit, it comes down to this reality. Paratransit service costs 5-10 times more per ride than fixed route. It is impossible to make cuts that won't affect someone. The disabled also ride fixed route and are dependent on that service.

MOTION TO APPROVE THE REVISIONS TO METRO'S PARACRUZ CUSTOMER GUIDE, INCLUDING THE ADDITION OF DOOR-TO-CURB SERVICE AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR BOTTORFF

DRAFT

8-03A.5

Attachment A

MOTION PASSED WITH 7 AYES (Directors Bustichi, Bottorff, Dutra, Friend, Hagen, McPherson and Rotkin). Directors Cervantez, Chase, Lane and Leopold were absent.

G2. (PREVIOUSLY 8-13) EXTENSION OF PROVISIONAL EMPLOYMENT

Ms. Derwing spoke in favor of the Board's approval with the following comments: The District must be aware of its own rules and regulations; e.g., this has been a 2.5 year appointment. She cautioned it is difficult to assess the needs of the new facility until it is up and running. CEO Clifford acknowledged the error and said staff will strive to do a better job in the future.

Vice Chair Rotkin expressed his appreciation for the Union's understanding of the situation.

Hearing no public comment, the Board moved to make a motion.

MOTION TO APPROVE THE EXTENSION OF PROVISIONAL EMPLOYMENT AS PRESENTED

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR BOTTORFF

MOTION PASSED WITH 7 AYES (Directors Bustichi, Bottorff, Dutra, Friend, Hagen, McPherson and Rotkin). Directors Cervantez, Chase, Lane and Leopold were absent.

9 PRESENTATION OF EMPLOYEE LONGEVITY AWARD FOR FRANCISCO F. ESTRADA, JOHN THOMAS, ANDREW HILL, DARRYL S. JUAN, MANUEL MARTINEZ, ERRON ALVEY, LISETH GUIZAR, MARISELA MENDOZA, SHAWN O'DONNELL

Chair Bustichi noted the absence of Francisco F. Estrada, Andrew Hill, and Darryl S. Juan.

Chair Bustichi thanked Erron Alvey for her 10 years of service. He added that he has had the pleasure of working with her on projects; e.g., the painting of the Scotts Valley Transit Center. Ms. Alvey thanked the assembly and said she never would have thought, when she began her career with METRO as a temp, that she'd be part of developing and running the Parts and Purchasing Departments.

Chair Bustichi thanked Mr. Shawn O'Donnell, Fleet Maintenance Supervisor, for his efforts and service in keeping the buses on the road. Mr. O'Donnell thanked Chair Bustichi and noted that he'd actually been with METRO in the 1980's as a mechanic, then supported METRO through his role as an engine vendor, rejoining METRO when they converted to CNG. He looks forward to experiencing the fuel alternatives.

Chair Bustichi praised Liseth Guizar, Safety, Security and Risk Manager, for her contributions and has appreciated her skills as an organizer. Ms. Guizar thanked the Board and METRO for providing good service to the community. She, too, began as a temp moving on to Investigator, Risk Manager, Safety Manager and now the "all-in-one" Safety, Security and Risk Manager.

Chair Bustichi recognized Manuel Martinez from their working together through past labor negotiations. He appreciates Mr. Martinez' straight forward approach. Mr. Martinez welcomed the new class of Bus Operators to METRO, saying the core of the organization is its people.

John Thomas thanked everyone for the invite and the certificate, saying it's one of his happiest hours at METRO and in life. He comes from a bus family; his father and his

Attachment A

siblings owned a transit (15 bus) operation in India. He asked to meet with CEO Clifford to explore some suggestions for generating additional revenue.

10 CONSIDERATION OF RESOLUTIONS OF APPRECIATION FOR KEVIN WALTER

As Mr. Walter was not present to be recognized by the Board, Chair Bustichi asked that the Board make a motion.

MOTION TO ACCEPT THE RESOLUTION OF APPRECIATION FOR KEVIN WALTER AS PRESENTED.

MOTION: DIRECTOR ROTKIN

SECOND: DIRECTOR HAGEN

MOTION PASSED WITH 7 AYES (Directors Bustichi, Bottorff, Dutra, Friend, Hagen, McPherson and Rotkin). Directors Cervantez, Chase, Lane and Leopold were absent.

11 INTRODUCTION OF NEW OPERATOR GRADUATING CLASS

This agenda item was taken out of order. See Item 4, Communications to the Board of Directors above.

12 CONSIDERATION TO ADOPT THE BUS STOP GUIDE

Erich Friedrich, Sr. Transportation Planner, provided commentary to the presentation. He noted that today's document is a "living" document which will be updated as standards and needs change, etc. The technical portions are intended to help other agencies address improvements throughout the area. The next step will be to work with local jurisdictions to insert this document in the process to aid in consistency.

Director Hagen thanked Erich for his efforts and contributions.

Vice Chair Rotkin appreciated the clear, detailed detail in the document.

Director McPherson requested that he be notified of METRO encounters any problems between the four cities, the county and the developers.

Chair Bustichi appreciates the partnership with METRO when working on new developments, citing the new bus stop in Scotts Valley. This partnership contributes to savings for all.

Tom Hiltner, Acting Planning and Development Manager, acknowledged the importance of the document and the technical work contributed to specify steps taken for new bus stops and/or turnouts.

Hearing no public comment, the Board moved to make a motion.

MOTION TO ADOPT THE BUS STOP GUIDE AS PRESENTED.

MOTION: DIRECTOR FRIEND

SECOND: DIRECTOR ROTKIN

MOTION PASSED WITH 7 AYES (Directors Bustichi, Bottorff, Dutra, Friend, Hagen, McPherson and Rotkin). Directors Cervantez, Chase, Lane and Leopold were absent.

13 INFORMATION TECHNOLOGY (IT) STAFF RESTRUCTURE

Isaac Holly, IT Manager, provided commentary to the presentation.

Attachment A

Chari Bustichi asked if the savings would be directed to the structural deficit. CEO Clifford responded that METRO will manage this carefully. Given the recent experience last week when the entire Outlook system crashed for ¾ of one workday, causing major disruption, there is a new determination to spend funds to ensure the safety of our system.

Vice Chair Rotkin noted METRO cannot afford to be cavalier about savings even when cost neutral. We don't seem to have an option in this situation.

Chair Bustichi voiced his support for the motion but requested the savings to be set aside. CEO Clifford noted that monthly budget reports are provided and are an indicator of how judicious METRO is with funds.

In response to Director McPherson's request, CEO Clifford will provide a monthly report on vacant positions.

Chair Bustichi opened the floor to public comment.

MOTION TO APPROVE THE IT STAFF RESTRUCTURE AS PRESENTED
MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR DUTRA
MOTION PASSED WITH 7 AYES (Directors Bustichi, Bottorff, Dutra, Friend, Hagen, McPherson and Rotkin). Directors Cervantez, Chase, Lane and Leopold were absent.

14 ORAL REPORT ON PEPRA 13(c)

Leslyn Syren, District Counsel, noted that this presentation was requested by Chair Bustichi at a recent meeting. The implications of this affect many organizations and transit in California, not just METRO; as such, this is the beginning of many discussions we will have with the public and the Board.

The presentation was distributed to the Board with copies available at the back of the room.

Chair Bustichi opened the floor for Board comment.

Vice Chair Rotkin thanked Leslyn for her presentation. He requested METRO continue to work with the unions as they have.

Chair Bustichi opened the floor for public comment.

Eduardo Montesino, Bus & Van Operators Representative, agreed with Counsel Syren. This is bigger than METRO; it's affecting all of California. Some agencies are working towards stop gap legislation as the Department of Labor (DOL) is planning on filing another challenge in California. The good news is other regions' funding will be affected earlier than METRO.

CEO Clifford noted union's recent opposition to METRO's grant application would have resulted in a potential emergency hearing to trim approx \$5.5M in addition to the \$5M structural deficit shortage. Fortunately, this opposition was reversed and we anticipate receiving the \$5.5M which covers a limited amount of time. In February 2016, METRO will file for another \$5.5M in funding. There is a chance the 5339 capital grant which would fund over \$1M of super high priority capital projects may be withheld within the next couple of months. The DOL missed the opportunity to file an appeal and another litigation could take

Attachment A

Board of Directors Meeting Minutes
August 28, 2015
Page 9 of 9

years to resolve. METRO cannot hold on through an extended litigation period. Our reserves will be gone shortly; we don't have \$15M in reserves. There are no clear answers or solutions at the current time. METRO is in the middle of the battle between the DOL and the State of California.

15 CEO ORAL REPORT

CEO Clifford had nothing additional to report.

16 REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Leslyn Syren, District Counsel, announced the topics to be discussed during the Closed Session:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (c) of Government Code Section 54956.9: 2 cases

Ms. Syren did not anticipate a report after the Closed Session.

17 ANNOUNCEMENT OF NEXT MEETING: FRIDAY, SEPTEMBER 25, 2015 AT 8:30 AM, WATSONVILLE CITY CHAMBERS, 275 MAIN STREET, WATSONVILLE

Chair Bustichi announced the next meeting above.

The Board adjourned to Closed Session at 10:45A.

Respectfully submitted,

Gina Pye
Executive Assistant

DRAFT

8-03A.9

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DATE: September 25, 2015
TO: Board of Directors
FROM: Carolyn Derwing, Schedule Analyst/Acting Planner
SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTH OF JULY 2015

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains Ridership Summaries and Ridership Statistics for Santa Cruz Metropolitan Transit District's (METRO) fixed route bus service for the month of July 2015.
- July was the first month of FY16 so all Year-to-Date totals mirror the monthly totals.
- Hwy 17 Ridership was up 2.1% in July 2015 compared to the same month in 2014.
- UCSC Ridership was up 2.6% in July 2015 compared to the same month in 2014.
- System-wide ridership was down 0.5% in July 2015 compared to the same month in 2014.
- A new set of statistical tables have been added to Attachment "B" that displays the use of Discounted fares.
- Total Discounted fare usage increased 0.7% in July 2015 as compared to July 2014.
- Year-to-Date percent usage of Discount fares increased slightly by 0.3% so far in FY16 as compared to FY15.

III. DISCUSSION/BACKGROUND

Ridership reports are prepared monthly in order to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends. The attached Ridership Summaries and Ridership by Route report reflect ridership statistics for METRO's fixed route bus service for the month of July 2015.

Attachment "A" shows system-wide ridership statistics for July 2015 and compares them to July 2014. System-wide, July 2015 ridership was down 0.5% as compared to the same month in 2014. Local fixed route service was down 0.7% as compared to July 2014. However, Hwy 17 Express service was up 2.1% in July 2015 as compared to June 2014. Since July was the first month of FY16, all Year-to-Date totals mirror the monthly totals.

Attachment “B” shows UCSC ridership statistics for the month of July 2015 and compares them to the same month in 2014. UCSC experienced an overall increase in ridership of 2.6% for the month of July 2015 as compared to July 2014. Since July was the first month of FY16, all Year-to-Date totals mirror the monthly totals.

A new set of statistical tables have been added to Attachment “B” that displays the use of Discounted fares by older adults and people with disabilities (as specifically described on page 7 of the Santa Cruz METRO Headways). One table shows the number of Discounted local single cash fares; Discounted Hwy 17 single cash fares; and Discounted local pass usage (there is no Discounted Hwy 17 pass) for July 2015 and compares them to July 2014. Discounted single cash fare ridership was up 2.0% and Discounted Hwy 17 single cash fare ridership was up 9.7% for the month of July 2015 as compared to July 2014. Discounted local pass usage was down slightly by 0.5% in July 2015 as compared to the same month last year. Total Discounted fare usage is up slightly at 0.7% for July 2015 as compared to July 2014.

The second new table that displays Year-to-Date Discounted fare and pass totals. Since July was the first month of FY16, the Year-to-Date totals mirror the monthly totals.

The third new table displays the Year-to-Date Discounted local single cash fare usage and Discounted local pass usage as a percentage of overall local ridership and compares it to Year-to-Date totals from the same month of the previous year. This table also shows the Discounted Hwy 17 single cash fare as a percentage of the overall Hwy 17 ridership and compares it to the same month from the previous year. Finally, this table shows the total Discount ridership usage system-wide as a percentage of system-wide ridership and compares it to the previous year.

In July 2015, the percentage of Discounted local single cash fare increased slightly from 6.9% to 7.0% as compared to 2014. The percentage of Discounted local pass usage also increased slightly from 14.1% to 14.2%. The percentage of Discounted Hwy 17 single cash fare ridership increased slightly from 7.7% to 8.3%. Year-to-Date total percentage of Discounted ridership usage increased from 19.7% to 20.0% for the first month of the fiscal year.

Attachment “C” shows weekday, Saturday and Sunday ridership by route for the month of July 2015. Overall, monthly ridership was down slightly by 0.5% in July 2015 as compared to the same month in the previous year. Total UCSC ridership is always greatly reduced during the summer months and the monthly increase in UCSC ridership and Hwy 17 ridership was not enough to offset the monthly decrease in other local ridership. The routes with the highest ridership for the month of July were the Route 71, the Route 35 and the Route 16.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY16 budget.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

VI. ATTACHMENTS

Attachment A: Monthly Ridership Summary for July 2015

Attachment B: Monthly UCSC Ridership and Discounted Fare Summary for July 2015

Attachment C: Monthly Ridership by Route Report for July 2015


Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner

VII. APPROVALS:

Thomas Hiltner, Acting Planning and
Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Monthly Ridership Summary

JULY 01, 2015 - JULY 31, 2015

Calendar Operating Days

	This Year	Last Year
Weekdays	23	23
Saturdays	4	4
Sundays	4	4

Bikes and Mobility Devices

	This Year	Last Year*
Bikes	17,127	16,770
Mobility Dev.	2,104	2,136

Monthly System Totals

	This Year	Last Year*	Difference	% Change
Local Fixed Route	286,706	288,854	-2,148	-0.7%
AMTRAK/Highway 17 Express	30,527	29,904	623	2.1%
System Total	317,233	318,758	-1,525	-0.5%

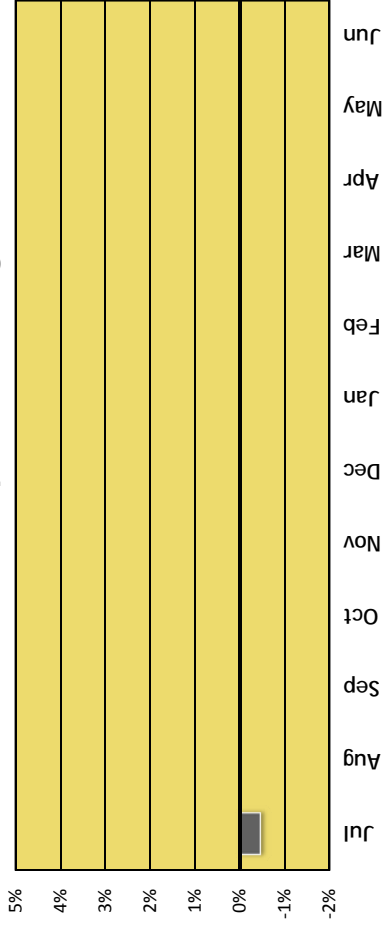
System Daily Averages

	This Year	Last Year*	Difference	% Change
Local Fixed Route	10,699	10,471	228	2.2%
AMTRAK/Highway 17 Express	1,083	1,048	35	3.3%
System Total	11,782	11,519	263	2.3%

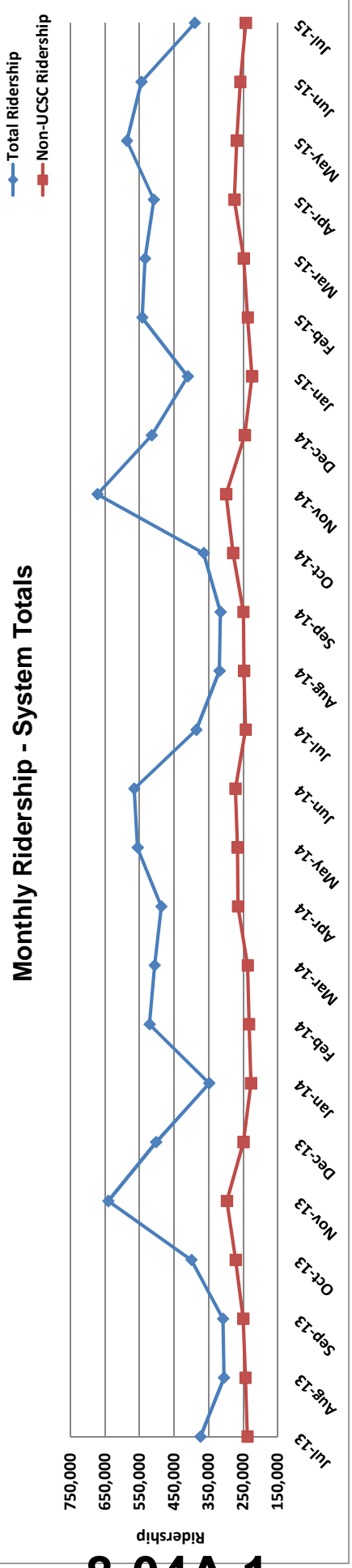
Year to Date Totals

	This Year	Last Year*	Difference	% Change
Local Fixed Route	286,706	288,854	-2,148	-0.7%
AMTRAK/Highway 17 Express	30,527	29,904	623	2.1%
System Total	317,233	318,758	-1,525	-0.5%

Total Ridership YTD % Change



Monthly Ridership - System Totals



8-04A.1

*Previous year statistics may have been updated since last year's ridership report was produced

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UCSC Ridership and Discounted Fare Summary

JULY 01, 2015 - JULY 31, 2015

Calendar Operating Days

	This Year	Last Year		This Year	Last Year	\$ Difference	% Change
School Term Days	0	0		\$84,400.24	\$75,458.63	\$8,941.61	11.8%
Weekdays	23	23		\$14,288.16	\$18,138.33	-\$3,850.17	-21.2%
Weekend Days	8	8		\$0.00	\$0.00	\$0.00	0.0%
Total				\$98,688.40	\$93,596.96	\$5,091.44	5.4%

UCSC Revenue

	This Year	Last Year	\$ Difference	% Change
Student Billing	\$84,400.24	\$75,458.63	\$8,941.61	11.8%
Staff Billing	\$14,288.16	\$18,138.33	-\$3,850.17	-21.2%
Route 20D	\$0.00	\$0.00	\$0.00	0.0%
Total	\$98,688.40	\$93,596.96	\$5,091.44	5.4%

UCSC Monthly

	Monthly Totals			Year to Date Totals				
	This Year	Last Year*	Difference	% Change	This Year	Last Year*	Difference	% Change
Students	62,059	57,036	5,023	8.8%	62,059	57,036	5,023	8.8%
Staff & Faculty	10,506	13,710	-3,204	-23.4%	10,506	13,710	-3,204	-23.4%
Total	72,565	70,746	1,819	2.6%	72,565	70,746	1,819	2.6%

UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days					
	This Year	Last Year*	Difference	% Change	This Year	Last Year*	Difference	% Change	This Year	Last Year*	Difference	% Change
Students	0	0	0	0.0%	2,423	2,196	227	10.3%	791	837	-46	-5.4%
Staff & Faculty	0	0	0	0.0%	420	531	-111	-20.9%	105	190	-86	-45.1%
Total	0	0	0	0.0%	2,843	2,728	116	4.2%	896	1,027	-131	-12.8%

Discounted Fare and Pass Usage

	Monthly Totals			Year to Date Totals				
	This Year	Last Year	Difference	% Change	This Year	Last Year	Difference	% Change
Dis. Local Single Cash Fare	20,194	19,792	402	2.0%	20,194	19,792	402	2.0%
Dis. Hwy 17 Single Cash Fare	2,523	2,300	223	9.7%	2,523	2,300	223	9.7%
Dis. Local Pass Usage	40,581	40,788	-207	-0.5%	40,581	40,788	-207	-0.5%
Total Dis. Fare & Pass Usage	63,298	62,880	418	0.7%	63,298	62,880	418	0.7%

*Previous year statistics may have been updated since last year's ridership report was produced

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Ridership by Route

Attachment C

JULY 01, 2015 - JULY 31, 2015

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
3	Mission/Beach	4,486	195	137	34	292	73	4,915
4/4W	Harvey West/Emeline	4,474	195	55	14	66	17	4,595
8	Emeline	168	7					168
10	UCSC via High St.	7,438	323	395	99	380	95	8,213
12	UCSC East Side District							0
15	UCSC via Laurel West							0
16	UCSC via Laurel East	28,254	1,228	1,720	430	1,854	464	31,828
19	UCSC via Lower Bay	21,446	932	1,030	258	1,272	318	23,748
20	UCSC via West Side	11,609	505	685	171	801	200	13,095
20D	UCSC via West Side Supp.							0
30	Graham Hill/Scotts Valley	418	18					418
33	Lompico SLV/Felton Faire							0
34	South Felton							0
35/35A	Santa Cruz/Scotts Valley/SLV	28,391	1,234	2,780	695	2,968	742	34,139
40	Davenport/North Coast	981	43	60	15	98	25	1,139
41	Bonny Doon	1,110	48	34	9	38	10	1,182
42	Davenport/Bonny Doon	255	11	23	6	55	14	333
54	Capitola/Aptos/La Selva Beach	156	7	55	14	96	24	307
55	Rio Del Mar	2,739	119					2,739
56	La Selva Beach	355	15					355
66/66N	Live Oak via 17th	11,166	485	1,185	296	1,407	352	13,758
68	Like Oak via Broadway/Portola	8,002	348	690	173	828	207	9,520
69A	Capitola Road/Watsonville	18,040	784	1,691	423	1,977	494	21,708
69W	Cap. Road/Cabrillo/Watsonville	20,541	893	2,079	520	2,376	594	24,996
71	Santa Cruz to Watsonville	48,158	2,094	4,886	1,222	6,490	1,623	59,534
72	Corralitos	3,237	141					3,237
74	Ohlone Parkway/Rolling Hills	2,043	89	127	32	155	39	2,325
75	Green Valley Road	5,250	228	551	138	853	213	6,654
77	Civic Plaza / Pajaro	1,000	43					1,000
79	East Lake	1,852	81	211	53	220	55	2,283
91X	Santa Cruz/Watsonville Express	14,517	631					14,517
Hwy 17	Hwy 17 Express/AMTRAK	24,911	1,083	2,943	736	2,673	668	30,527
Monthly Total		270,997	11,782	21,337	5,334	24,899	6,225	317,233
Previous Year*		264,947	11,519	27,386	6,847	26,425	6,606	318,758
% Change		2.3%	2.3%	-22.1%	-22.1%	-5.8%	-5.8%	-0.5%

*Previous year statistics may have been updated since last year's ridership report was produced

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DATE: September 25, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR MAY, JUNE AND JULY 2015

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Metro ParaCruz Operations Status Report for May, June and July 2015

II. SUMMARY

- Summary review of monthly operational statistics for ParaCruz.
- Summary of monthly operational information about ParaCruz.

III. DISCUSSION/BACKGROUND

Comparing April 2015 statistics to May 2015, ParaCruz rides increased by 88 rides.

Comparing May 2015 statistics to June 2015, ParaCruz rides decreased by 874 rides.

Comparing June 2015 statistics to July 2015, ParaCruz rides decreased by 73 rides.

Comparing the monthly statistics of 2014 to the monthly statistics of 2015, for the month of May the number of ParaCruz rides decreased by 405. For the month of June, ParaCruz rides decreased by 402. For the month of July, ParaCruz rides decreased by 508. These decreases follow the general trend line for the two previous years.

For the past six weeks, ParaCruz has worked diligently to provide information about the September 10, 2015, changes the Board approved on April 10, 2015. ParaCruz has distributed brochures, mass mailed an informational letter, and spoken with clients whenever they called to book a ride or ask questions. ParaCruz staff has provided individualized information for clients regarding the costs and availability of their specific rides after the changes would be implemented. All media has been distributed in Spanish and English.

ParaCruz Operators have distributed the revised Customer Guides to clients on the vehicles, and staff has visited over 20 different facilities, senior centers, dialysis centers, and schools, distributing the Customer Guide at each.

Translation of the Guide into Spanish is in progress, and should be finished before too long, and then we will be mailing Customer Guides out to those clients who haven't received one from an Operator already.

Santa Cruz Metropolitan Transit District (METRO) ParaCruz is the federally mandated ADA complementary paratransit program of the METRO, 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.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations for this report

V. ALTERNATIVES CONSIDERED

Not applicable

VI. ATTACHMENTS

- Attachment A:** ParaCruz On-time Performance Chart for May, June & July 2015
- Attachment B:** Comparative Operating Statistics Tables for May, June & July 2015
- Attachment C:** Number of Rides Comparison Chart and Data Table
- Attachment D:** Shared vs. Total Rides Chart and Data Tables
- Attachment E:** Mileage Comparison Chart and Mileage Data Tables
- Attachment F:** Monthly Assessments

Prepared By: April Warnock, Paratransit Superintendent

VII. APPROVALS:

April Warnock, Paratransit Superintendent 

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

Approved as to fiscal impact:
Angela Aitken, Finance Manager 

Alex Clifford, CEO/General Manager 

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Attachment A

Board Meeting September 25, 2015

ParaCruz On-time Performance Report

	May 2014	May 2015
Total pick ups	8915	8210
Percent in “ready window”	93.31%	90.05%
1 to 5 minutes late	2.66%	3.95%
6 to 10 minutes late	1.79%	2.68%
11 to 15 minutes late	.89%	1.46%
16 to 20 minutes late	.61%	.89%
21 to 25 minutes late	.22%	.40%
26 to 30 minutes late	.25%	.28%
31 to 35 minutes late	.15%	.15%
36 to 40 minutes late	.07%	.12%
41 or more minutes late (excessively late/missed trips)	.06%	.02%
Total beyond “ready window”	6.69%	9.95%

During the month of May 2015, ParaCruz received seven (7) Customer Service Reports. Three (3) reports were compliments. Four (4) of the reports were not verifiable or valid.

	June 2014	June 2015
Total pick ups	8038	7636
Percent in “ready window”	92.61%	90.78%
1 to 5 minutes late	2.96%	3.70%
6 to 10 minutes late	1.82%	2.33%
11 to 15 minutes late	.89%	1.01%
16 to 20 minutes late	.56%	.69%
21 to 25 minutes late	.18%	.29%
26 to 30 minutes late	.12%	.21%
31 to 35 minutes late	.10%	.19%
36 to 40 minutes late	.02%	.11%
41 or more minutes late (excessively late/missed trips)	.01%	.04%
Total beyond “ready window”	7.39%	9.22%

During the month of June 2015, ParaCruz received six (6) Customer Service Reports. Four (4) reports were valid. Two (2) of the reports were not verifiable or valid.

Attachment A

Board Meeting September 25, 2015

	July 2014	July 2015
Total pick ups	8071	7563
Percent in “ready window”	90.61%	88.88%
1 to 5 minutes late	3.89%	4.40%
6 to 10 minutes late	2.48%	2.79%
11 to 15 minutes late	1.25%	1.66%
16 to 20 minutes late	.85%	.93%
21 to 25 minutes late	.40%	.58%
26 to 30 minutes late	.26%	.33%
31 to 35 minutes late	.17%	.16%
36 to 40 minutes late	.06%	.10%
41 or more minutes late (excessively late/missed trips)	.02%	.04%
Total beyond “ready window”	9.39%	11.12%

During the month of July 2015, ParaCruz received seven (7) Customer Service Reports. One (1) report was valid. Two (2) of the reports were compliments. Four (4) of the reports were not verifiable or valid.

ParaCruz’ on-time performance was lower than usual in July, it was 88.88%. This is attributed to being down Operators, and the high level of traffic congestion that occurred.

In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC’s) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC’s. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The ‘on-time’ statistics reflected utilizing the ‘real-time’ equipment reflects a lower level of ‘on time’ performance than previously realized, as shown in the chart above.

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY15.

Attachment B

Board Meeting September 25, 2015

Comparative Operating Statistics through May 2015.

	May 2014	May 2015	Fiscal 13-14	Fiscal 14-15	Performance Averages	Performance Goals
Requested	9490	9059	94,943	97,753	8847	
Performed	8915	8210	88,810	90,460	8209	
Cancel	19.92%	19.44%	19.69%	20.62%	20.46%	
No Shows	3.15%	3.47%	2.97%	3.00%	3.04%	Less than 3%
Total miles	64,339	63,353	634,848	665,306	60,215	
Av trip miles	4.92	5.67	4.78	5.40	5.12	
Within ready window	93.31%	90.05%	95.07%	90.72%	90.84%	92.00% or better
Excessively late/missed trips	5	2	32	44	3.92	Zero (0)
Call center volume	5615	5779	N/A	68,528	6264	
Hold times less than 2 minutes	97.1%	94.0%	N/A	95.4%	95.58%	Greater than 90%
Distinct riders	852	820	1845	1894	824	
Most frequent rider	61 rides	61 rides	474 rides	502 rides	59 rides	
Shared rides	65.5%	66.2%	64.5%	65.2%	65.09%	Greater than 60%
Passengers per rev hour	2.01	1.98	1.98	2.00	2.00	Greater than 1.6 passengers/hour
Rides by supplemental providers	5.52%	7.97%	9.48%	7.49%	6.58%	No more than 25%
Vendor cost per ride	\$24.07	\$23.76	\$24.02	\$24.25	\$24.48	
ParaCruz driver cost per ride (estimated)	\$30.71	\$27.61	\$30.69	\$30.67	\$29.60	
Rides < 10 miles	62.19%	67.81%	63.21%	64.07%	64.26%	
Rides > 10 miles	37.81%	32.19%	36.79%	35.93%	35.75%	
Denied Rides	0	0	0	0	0	Zero

Attachment B

Board Meeting September 25, 2015

Comparative Operating Statistics through June 2015.

	June 2014	June 2015	Fiscal 13-14	Fiscal 14-15	Performance Averages	Performance Goals
Requested	8414	8267	103,357	106,020	8835	
Performed	8038	7636	96,848	98,096	8175	
Cancel	19.13%	17.96%	19.65%	20.42%	20.37%	
No Shows	3.39%	3.53%	3.00%	3.04%	3.05%	Less than 3%
Total miles	59,974	60,397	694,821	725,703	60,250	
Av trip miles	5.31	5.86	4.83	5.43	5.16	
Within ready window	92.61%	90.78%	95.26%	90.73%	90.68%	92.00% or better
Excessively late/missed trips	3	3	27	47	3.92	Zero (0)
Call center volume	5541	5566	N/A	70,742	6266	
Hold times less than 2 minutes	96.8	96.8%	N/A	95.5%	95.58%	Greater than 90%
Distinct riders	818	804	1780	1972	824	
Most frequent rider	55 rides	56 rides	440 rides	531 rides	59 rides	
Shared rides	63.5%	63.3%	64.4%	65.1%	65.08%	Greater than 60%
Passengers per rev hour	1.97	1.93	1.98	2.00	2.00	Greater than 1.6 passengers/hour
Rides by supplemental providers	2.45%	4.77%	8.90%	7.25%	6.77%	No more than 25%
Vendor cost per ride	\$23.85	\$26.31	\$24.02	\$24.35	\$24.44	
ParaCruz driver cost per ride (estimated)	\$30.47	N/A	\$30.48	N/A	N/A	
Rides < 10 miles	62.42%	66.88%	63.14%	64.29%	64.63%	
Rides > 10	37.58%	33.12%	36.86%	35.71%	35.37%	
Denied Rides	0	0	0	0	0	Zero

Attachment B

Board Meeting September 25, 2015

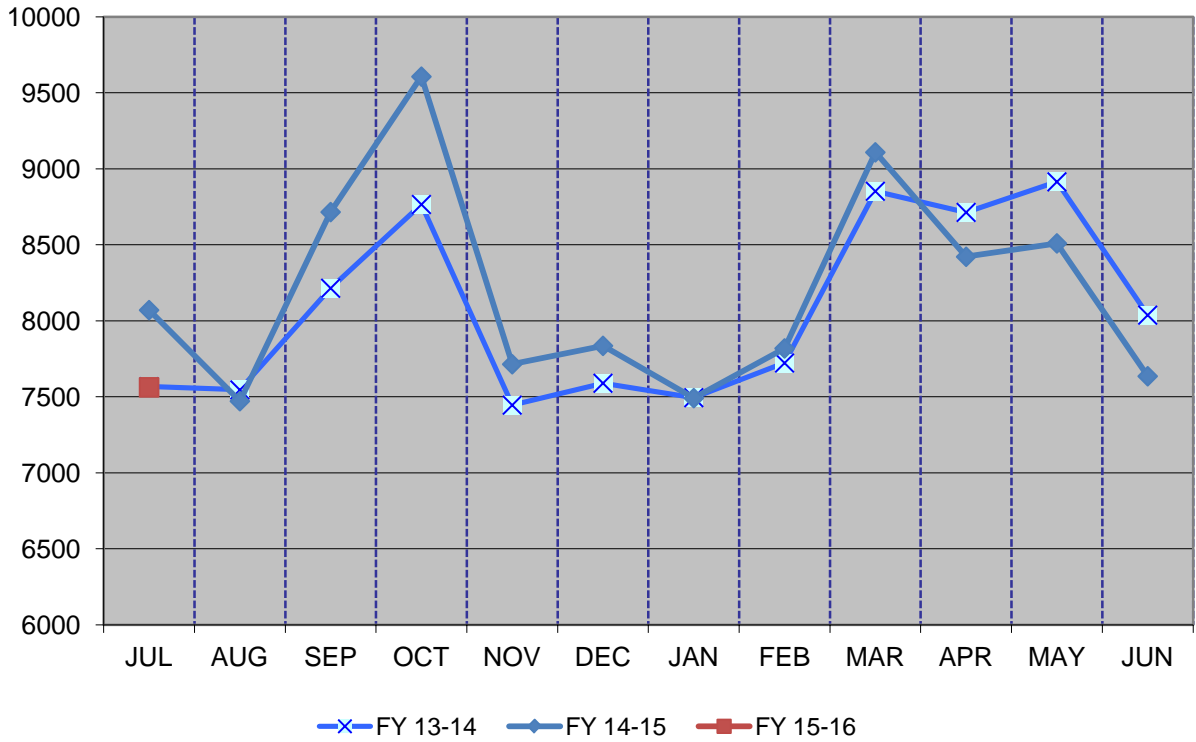
Comparative Operating Statistics through July 2015.

	July 2014	July 2015	Fiscal 14-15	Fiscal 15-16	Performance Averages	Performance Goals
Requested	8323	8302	8323	8302	8833	
Performed	8071	7563	8071	7563	8133	
Cancel	19.04%	19.67%	19.04%	19.67%	20.42%	
No Shows	3.11%	3.25%	3.11%	3.25%	3.06%	Less than 3%
Total miles	58,954	62,287	58,954	62,287	60,528	
Av trip miles	5.28	6.04	5.28	6.04	5.23	
Within ready window	90.61%	88.88%	90.61%	88.88%	90.54%	92.00% or better
Excessively late/missed trips	2	5	2	5	4.17	Zero (0)
Call center volume	6049	6231	6049	6231	6282	
Hold times less than 2 minutes	96.9%	92.0%	96.9%	92.0%	95.17%	Greater than 90%
Distinct riders	795	807	795	807	825	
Most frequent rider	58 rides	58 rides	58 rides	58 rides	59 rides	
Shared rides	63.2%	63.7%	63.2%	63.7%	65.12%	Greater than 60%
Passengers per rev hour	1.96	1.90	1.96	1.90	2.00	Greater than 1.6 passengers/hour
Rides by supplemental providers	5.81%	4.84%	5.81%	4.84%	6.69%	No more than 25%
Vendor cost per ride	\$22.99	\$22.00	\$22.99	\$22.00	\$24.36	
ParaCruz driver cost per ride (estimated)	\$32.35	N/A	\$32.35	N/A	N/A	
Rides < 10 miles	67.03%	67.30%	67.03%	67.30%	64.65%	
Rides > 10 miles	32.97%	32.70%	32.97%	32.70%	35.35%	
Denied Rides	0	0	0	0	0	Zero

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Attachment C

NUMBER OF RIDES COMPARISON CHART



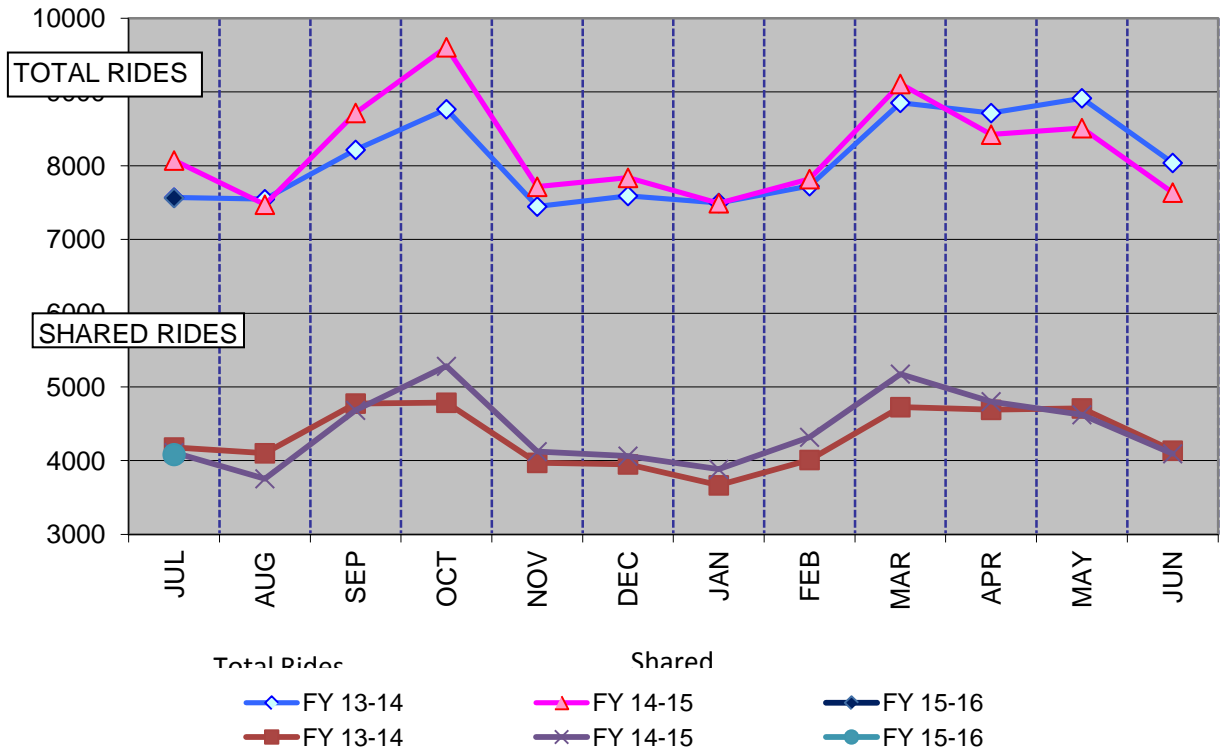
Data Table for Number of Rides performed monthly.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836	7492	7819	9109	8422	8510	7636
FY 15-16	7563											

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Attachment D

TOTAL RIDES vs. SHARED RIDES



Data table for total number of rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836	7492	7819	9109	8422	8510	7636
FY 15-16	7563											

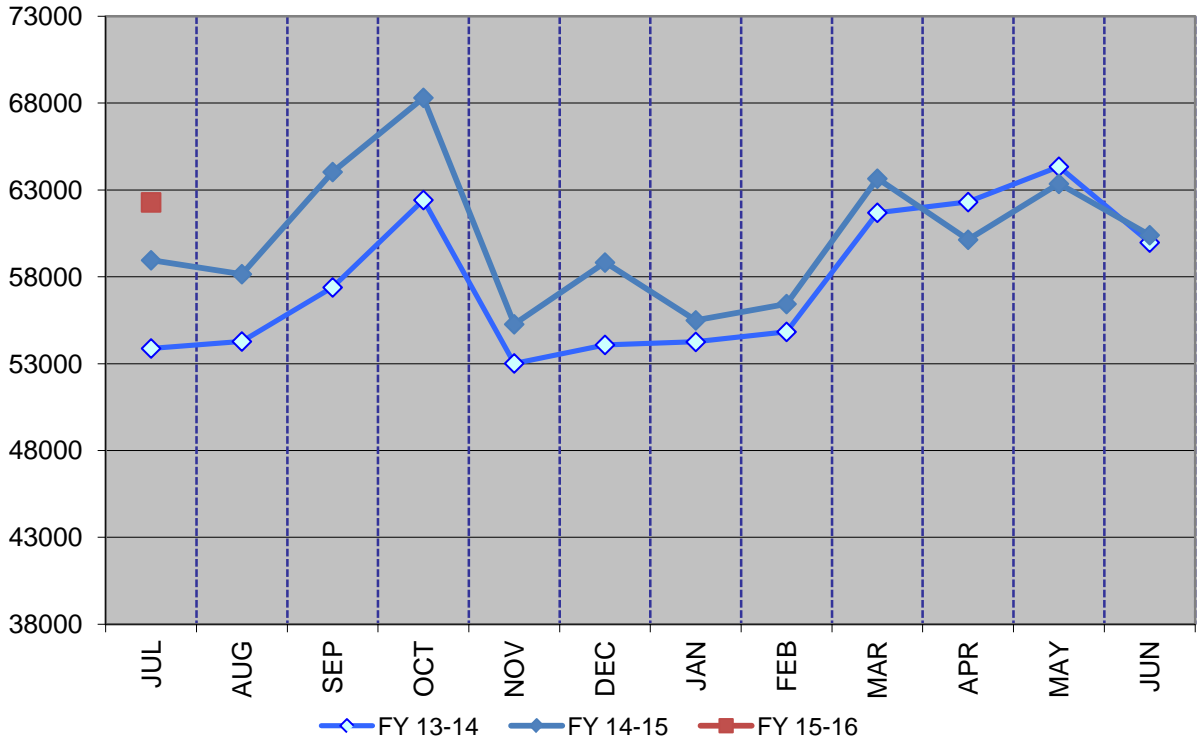
Data table for total number of shared rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	4179	4101	4775	4786	3971	3950	3666	4010	4726	4690	4709	4136
FY 14-15	4110	3755	4683	5280	4123	4063	3883	4318	5175	4801	4623	4094
FY 15-16	4083											

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Attachment E

MILEAGE COMPARISON



Data table for monthly mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	53878	54278	57391	62420	53017	54083	54255	54833	61690	62304	64339	59974
FY 14-15	58954	58154	64034	68305	55269	58823	55495	56434	63651	60135	63353	60397
FY 15-16	62287											

Data table for year-to-date mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 13-14	53878	108156	165547	227877	280894	334976	391682	446515	508205	570509	634848	694822
FY 14-15	58954	117108	181142	249415	304685	363487	419053	475529	539180	599315	665306	725703
FY 15-16	62287											

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Attachment F

Board Meeting September 25, 2015

Monthly Assessments

	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
MAY 2014	27	2	2	1	1	33
JUNE 2014	45	1	3	5	1	55
JULY 2014	32	3	3	2	1	41
AUGUST 2014	52	6	4	0	0	62
SEPTEMBER 2014	62	0	9	3	0	74
OCTOBER 2014	51	5	7	7	0	70
NOVEMBER 2014	34	0	2	4	1	41
DECEMBER 2014	89	3	2	2	0	96
JANUARY 2015	28	1	3	11	1	44
FEBRUARY 2015	34	0	2	5	0	41
MARCH 2015	35	0	3	1	0	39
APRIL 2015	52	1	0	0	0	53
MAY 2015	39	0	0	2	0	41
JUNE 2015	36	0	4	4	0	44
JULY 2015	40	0	0	5	0	45

Number of Eligible Riders for the month of May 2015 = 3617

Number of Eligible Riders for the month of June 2015 = 3671

Number of Eligible Riders for the month of July 2015 = 3736

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DATE: September 25, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO

**SUBJECT: ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION (SCCRTC) MEETING MINUTES
REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO
APPOINTEES**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz County Regional Transportation Commission (SCCRTC).

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

VI. ATTACHMENTS

Attachment A: Minutes of the August 6, 2015 Regular SCCRTC Meeting

Prepared by: Gina Pye, Executive Assistant

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment A



Santa Cruz County Regional Transportation Commission

MINUTES

**Thursday, August 6, 2015
9:00 a.m.**

**Scotts Valley City Council Chambers
1 Civic Center Drive
Scotts Valley, CA**

1. Roll call

The meeting was called to order at 9:03 a.m.

Members present:

John Leopold	Dennis Norton
Randy Johnson	Don Lane
Ed Bottorff	Jimmy Dutra
Cynthia Chase	Greg Caput
Bruce McPherson	Ryan Coonerty
Zach Friend	Aileen Loe (ex-officio)

Staff present:

George Dondero	Jennifer Rodriguez
Luis Mendez	Cory Caletti
Yesenia Parra	Kim Shultz

2. Oral communications

None

3. Additions or deletions to consent and regular agendas

A handout for Item 22 was distributed.

CONSENT AGENDA

Commissioner Norton moved and Commissioner McPherson seconded the consent agenda. The motion passed unanimously with Commissioners Leopold, Johnson, Lane, Friend, Coonerty, Caput, McPherson, Dutra, Norton, Chase, and Bottorff voting "aye."

8-06A.1

MINUTES

4. Approved draft minutes of the June 4, 2015 Regional Transportation Commission meeting
5. Approved draft minutes of the June 4, 2015 Service Authority for Freeway Emergencies meeting
6. Accepted draft minutes of the June 8, 2015 Bicycle Advisory Committee meeting
7. Accepted draft minutes of the June 9, 2015 Elderly & Disabled Transportation Advisory Committee meeting
8. Accepted draft minutes of the June 18, 2015 Interagency Technical Advisory Committee meeting
9. Approved draft minutes of the June 25, 2015 Transportation Policy Workshop meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

No consent items

BUDGET AND EXPENDITURES ITEMS

10. Accepted status report on Transportation Development Act (TDA) revenues
11. Approved Amendment #3 of the Central Coast Coalition MOU

ADMINISTRATION ITEMS

12. Approved Elderly and Disabled Transportation Advisory Committee (E&D TAC) Appointments
13. Approve out of state travel authorization – *Moved to regular agenda as Item 19.1 at the request of Commissioner Johnson*

INFORMATION/OTHER ITEMS

14. Accepted monthly meeting schedule
15. Accepted correspondence log
16. Accepted letters from RTC committees and staff to other agencies

- a. Letter to the County of Santa Cruz Public Works Department regarding the County of Santa Cruz's rail-with-trail grant application from the RTC Bicycle Advisory Committee
 - b. Letter to Caltrans District 5 regarding the City of Santa Cruz grant application for the Bay Street Bicycle and Pedestrian Safety Project from the RTC Bicycle Advisory Committee
 - c. Letter to RTC Commissioners regarding the recommendation for the development of a Santa Cruz Yacht Harbor Transportation Plan from the RTC Bicycle Advisory Committee
 - d. Letter to RTC Commissioners regarding the request for the Bicycle Advisory Committee's 40th year anniversary celebration from the RTC Bicycle Advisory Committee
17. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
18. Accept information items
- None

REGULAR AGENDA

19. Commissioner reports – oral reports

Commissioner Johnson welcomed everyone to Scotts Valley.

Commissioner Caput inquired about the railroad tracks on Walker Street and Riverside.

In response to Commissioner Caput's question, Commissioner Friend stated that bids for the project have been solicited and are due soon. Brett Wallace, General Manager for Iowa Pacific, said that the main line was taken care of and the siding will be taken care of by the end of next week.

- 19.1 Approve out of state travel – *Formerly Item 13 on the consent agenda.*

Commissioners asked several questions about the request for out of state travel that included: the need to send 2 staff members, whether this type of training was available on-line and the benefits to the RTC. They also noted that payroll was a significant function for the agency.

George Dondero, Executive Director, stated that the payroll function is a necessary function for the agency and that having 2 staff members trained was important to ensure payroll was processed efficiently and correctly.

Commissioner Johnson moved and Commissioner Friend seconded to authorize out-of-state travel for 2 RTC staff members to attend the Paylocity Client Conference on October 21-23, 2015 in Rosemont, Illinois. The motion passed

with Commissioners Leopold, Johnson, Lane, Friend, Coonerty, McPherson, Dutra, Norton, Chase, and Bottorff voting "aye" and Commissioner Caput voting "nay."

20. Director's Report – oral report
(George Dondero, Executive Director)

George Dondero, Executive Director, reported on the Passenger Rail Feasibility Study and the over 3 thousand responses that were received during the comment period: staff will provide a summary at the September or October RTC meeting. He also noted that staff received requests to explore "trail only" alternatives and said the research process would require funding and time and that the commission would receive reports regularly on the request for "trail only."

Mr. Dondero said that the Golden Gate Railroad Museum (GGRM) had secured donated materials and equipment, which are currently being stored on the rail line property. RTC staff is still negotiating a lease agreement with GGRM.

Mr. Dondero also reported that he participated in the July 28th Aspiring Counties meeting in Sacramento and relayed information received on several bills affecting transportation.

Commissioners discussed the fact that the RTC has already voted not to include a "trail only" option; the difficulty in securing funding for the original purchase; and the cost of the research. They also discussed the need to become a self-help county to be competitive for grants, given the current funding situation.

21. Caltrans report and consider action items

Aileen Loe distributed the 2015 *Mile Marker report*. She also reported that the Americans with Disability Act was celebrating 25 years and that Caltrans received a 1.1 billion dollar grant to spend over 30 years for upgrades to pedestrian facilities and to remove barriers for people with disabilities. Ms. Loe announced that Caltrans is currently accepting nominations for their newly formed State Wide Technical Advisory Committee "Active Transportation Program (ATP).

22. Federal Land Grants Application (FLAP) for a north coast rail trail segment of the Monterey Bay Sanctuary Scenic Trail (MBSST) Network
(Cory Caletti and Ginger Dykaar, Senior Transportation Planner)

Cory Caletti, Senior Transportation Planner, presented her staff report. She reported that the RTC was awarded a 6.3 million dollar grant from the California Federal Lands Access Program (FLAP) for the Monterey Bay Scenic Sanctuary Trail (MBSST) project's 5-mile segment in the north coast. In order to receive the award, the RTC must commit to an additional match of \$300,000. The RTC secured this grant thanks to the contributions made by both the Land Trust of Santa Cruz County and the California Coastal Conservancy who provided a total match of \$3,950,000. If the RTC accepts the grant a review committee would need to be established to ensure proper oversight and ensure all requirements are met. Ms. Caletti noted that the Land Trust of Santa Cruz County would be taking a request to their board asking for funding to assist the RTC with the required \$300,000 match.

Commissioners thanked RTC staff, the Land Trust of Santa Cruz County and the Coastal Conservancy for their work and funding allocation to secure this grant. They discussed options for funding other segments and the need for on-going maintenance for each segment.

Amelia Conlen, Bike Santa Cruz County, urged the commission to approve the resolution and thanked the Land Trust of Santa Cruz County and the Coastal Conservancy for their contributions.

Piet Canin, Ecology Action, said the trail is a great asset for Santa Cruz County and a safe alternative along Highway 1 for cyclists. He would like the City of Santa Cruz to accelerate permits and noted that the proposed sales tax measure is important to have funding for transportation needs.

Stephen Slade, Deputy Director of Land Trust for Santa Cruz County, confirmed that the request for additional funding will be discussed at the next board meeting.

Commissioner Coonerty moved and Commissioner Chase seconded to approve the resolution (**Resolution 32-15**):

1. Authorizing the Executive Director to accept the grant award of \$6.3 million in FLAP grant funds from the Federal Highway Administration (FHWA) Central Federal Lands (CFL) Division for design, environmental review and construction of a 5-mile segment of the Monterey Bay Sanctuary Scenic Trail in the north coast; and
2. Committing the RTC to provide an additional \$300,000 in matching funds for the 5-mile segment of the Monterey Bay Sanctuary Scenic Trail in the north coast to complete the funding need for the \$10,550,000 project; and
3. Authorizing the Executive Director to enter into any necessary agreements to fund and implement the project.

The motion passed unanimously with Commissioners Leopold, Johnson, Lane, Friend, Coonerty, Caput, McPherson, Dutra, Norton, Chase, and Bottorff voting "aye."

23. State Legislative Update

George Dondero, Executive Director, presented his staff report on several state legislative actions impacting transportation, including: no new funding this year through the Statewide Transportation Improvement Program (STIP) and the impact due to the reduction on the excise tax on gasoline. The RTC continues to closely monitor other legislation that could potentially impact transportation funding, which includes Senate Bill X1-1.

Commissioners discussed the importance of becoming a self-help county and the need to write to legislators communicating the transportation concerns in Santa Cruz County.

24. Commuter Committee

Luis Mendez, Deputy Director, presented his staff report.

Commissioner Johnson expressed his concern that motorist needs and concerns are not being heard and that his request for a commuter committee would have addressed this.

Commissioners also discussed the additional staff time and associated cost needed for another committee; the fact that existing committees have the ability to incorporate a member to represent motorists; and the difficulty staff already faces in maintaining members on existing committees.

Aileen Loe, Caltrans stated that the RTC addresses all forms of transportation needs and that the current Caltrans grant awarded to the RTC for public outreach would be a good tool to ensure all concerns are heard.

Commissioner Caput moved and Commissioner Lane seconded to accept the report. The motion passed with Commissioners Leopold, Caput, Lane, Friend, Coonerty, McPherson, Dutra, Norton, Chase, and Bottorff voting "aye" and Commissioner Johnson voting "nay."

25. Review of items to be discussed in closed session

Commissioners adjourned to closed session at 10:53 a.m.

CLOSED SESSION

26. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: one case

27. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one case

OPEN SESSION

28. Report on closed session

Commissioners reconvened to open session at 11:40 a.m. and there was no closed session report.

29. Next meeting

The next RTC meeting is scheduled for Thursday, October 1, 2015 at 9:00 a.m. at the County Board of Supervisors Chambers, 701 Ocean Street, 5th floor, Santa Cruz, CA.

The meeting adjourned at 11:41 a.m.

Respectfully submitted,

Yesenia Parra
Staff

Attendees:

Heather Adamson
Piet Canin
Stephen Slade
Amelia Conlen
Gine Johnson
Brett Wallace
Mark Westerfield
Alex Clifford

Association of Monterey Bay Area Governments
Ecology Action
Land Trust
Bike Santa Cruz County
County of Santa Cruz
Iowa Pacific
Iowa Pacific
Metro

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DATE: September 25, 2015
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
SUBJECT: **ADOPTION OF THE PUBLIC RECORDS REQUEST POLICY TO THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S
ADMINISTRATIVE CODE**

I. RECOMMENDED ACTION

That the Board of Directors Adopt a Resolution to Establish Chapter 5 to Title I of the Santa Cruz Metropolitan Transit District's (METRO's) Administrative Code.

II. SUMMARY

- As a public agency, Santa Cruz Metropolitan Transit District (METRO) is required to follow the provisions of the California Public Records Act (*Gov't Code §6250 et seq.*). METRO's Public Records Request Policy was established in 2010 to fulfill such requests.
- METRO has created an Administrative Code to codify policies enacted by the Board of Directors. Staff requests that the Board adopt the proposed Resolution which will add the Public Records Request Policy to its Administrative Code.

III. DISCUSSION/BACKGROUND

The California Public Records Act (*Gov't Code §6250 et seq.*) was designed to give the public access to information in possession of public agencies. The Act requires METRO to make public records available for inspection and/or copying, upon request. METRO may refuse disclosure of those records, in whole or in part, which are exempt from disclosure under the Public Records Act.

This action is required to allow formatting changes to METRO's current policy so that it will fit into the current Administrative Code. No substantive changes have been made to the Public Records Request Policy.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations at this time.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative, but staff does not recommend this action as we are trying to consolidate these policies into the Administrative Code.

VI. ATTACHMENTS

Attachment A: Resolution adopting Chapter 5 to Title I of the Santa Cruz Metropolitan Transit District's Administrative Code.

Exhibit A: METRO's Public Records Request Policy

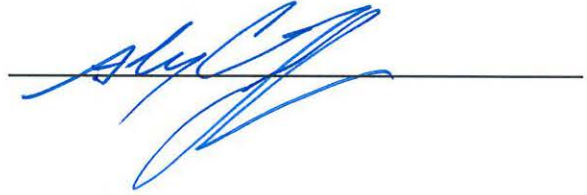
Prepared By: Rickie-Ann Kegley, Paralegal
Leslyn K. Syren, District Counsel

VII. APPROVALS:

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



Alex Clifford, CEO/General Manager



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Attachment A

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

Resolution No.
On the Motion of Director:
Duly Seconded by Director:
The Following Resolution is Adopted:

ADOPTION OF CHAPTER 5 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) is a public agency, which is required to follow State and Federal laws; and

WHEREAS, METRO is required to follow the provisions of the California Public Records Act (*Gov't Code §6250 et seq.*); and

WHEREAS, on October 8, 2010, the District's Public Records Request Policy (AR-1030) was established to set procedures for the processing of requests for public documents; and

WHEREAS, this action shall establish METRO's Public Records Request Policy as part of its Administrative Code; and

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

1. The METRO Public Records Request Policy (AR-1030) previously adopted is hereby rescinded.
2. The above is placed with Chapter 5 to Title I, as adopted and set forth in Exhibit A to this Resolution.

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

AYES: DIRECTORS –

8-07A.1

Attachment A

Resolution No. _____
Page 2

NOES: DIRECTORS –

ABSTAIN: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

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

METRO PUBLIC RECORDS REQUEST POLICY

(Attached)

8-07A.3

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Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE I - ADMINISTRATION

CHAPTER 5

PUBLIC RECORDS REQUEST

(This Chapter replaces AR-1030)

Table of Contents:

Article I	General Requirements
Article II	Records Request Procedures
Article III	Administrative Process
Article IV	Appendices

Article 1

General Requirements

§1.5.101 Definitions

The following capitalized words and phrases whenever used in this Chapter shall be construed as defined below:

MEMBER OF THE PUBLIC means any person, organization or entity.

METRO means the Santa Cruz Metropolitan Transit District.

PUBLIC RECORD includes any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency, including METRO, regardless of physical form of characteristics.

STATUTORY FEE refers to the copying costs (\$0.10/page) which METRO charges for public records requests.

UNUSUAL CIRCUMSTANCES resulting from a request in which the requested records are from field facilities or other establishments that are separate from the office processing the request; the need to search for, collect and examine a voluminous amount of records that are requested; the need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the agency.

Exhibit A

WRITING means any handwriting, typewriting, printing, Photostatting, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, videos, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Article II

Records Request Procedures

§1.5.201 Purpose

- A. It is the policy of the Santa Cruz Metropolitan Transit District (METRO) that public records shall be available for inspection and/or copying in accordance with the California Public Records Act (*Gov't Code §6250 et. seq.*) and the procedures contained herein. METRO will not unnecessarily delay or obstruct the inspection or copying of public records.
- B. Public Records shall be maintained by METRO as required by federal and state laws and METRO's Administrative Code, Title I, Chapter 4.
- C. A copy of this regulation shall be provided upon request.

§1.5.202 Applicability

- A. This regulation is applicable to members of the public who wish to inspect and/or copy public records maintained by METRO.
- B. METRO employees shall comply with these procedures in the processing of public records requests.

§1.5.203 Process for Requesting Records

- A. Public Records are available for inspection during regular business hours, Monday through Friday, 8:00 a.m. – 5:00 p.m. at METRO's Administrative Offices located at 110 Vernon Street, Santa Cruz, CA.
- B. Requests for inspection or copying of public records shall conform to the following requirements:
 1. The Request must be specific, focused and not interfere with the ordinary business operations of METRO. When a request is not specific and focused, METRO staff will assist the Requester to identify the requested information, describe the technology or physical location of the record, and provide suggestions on how to overcome practical barriers to disclosure. The operational functions of METRO will not be suspended to permit inspection of records during periods in which such records are reasonably required by

Exhibit A

METRO personnel in the performance of their duties. If the request requires review of numerous records, a mutually agreeable time shall be established for the inspection of the records.

2. The Request must sufficiently describe the records so that they can be identified, located, and retrieved by METRO personnel.
 3. The Request can be made orally or in writing, but METRO encourages written requests (see attached form that may be used) unless the request seeks records that are maintained by METRO for immediate public inspection. A written request may be submitted electronically to mailto:public_records@scmttd.com
 4. Online requests for records can be made through METRO's website, <http://www.scmttd.com> by clicking on the link on the Public Records Requests page. Click here to submit an online request to METRO staff <http://www.scmttd.com/en/sign-in?return=L2VuL3B1YmxpYy1yZWNVcmRzLXJlcXVlc3Q=>
- C. METRO may refuse to disclose any records, which are exempt from disclosure under the Public Records Act (*Gov't Code §6250 et seq.*) in which case METRO will provide a written explanation regarding why the requested records will not be disclosed. Any portion of a record, which can be reasonably segregated, will be made available for inspection or copying by any person requesting the record after deletion of the portions that are exempted by law.
- D. Inspection of records will be allowed upon conditions determined by METRO. Upon the completion of the inspection, the person conducting the inspection shall relinquish physical possession of the records.
- E. Persons inspecting METRO records shall not destroy, mutilate, deface, alter or remove any such record(s) from METRO. METRO reserves the right to have METRO staff present during the inspection of records in order to prevent the loss or destruction of the records.
- F. Requests for documents or records which would cause METRO to spend an inordinate amount of time to find or which request the production of so many documents as to be unreasonable will be responded to by a letter indicating that the request is overbroad and offering to provide reasonable assistance so that the request can be framed in a way which permits METRO to provide access to the information sought.

§1.5.204 Responsive Records

- A. Upon a request for a copy of records that reasonably describes an identifiable record or records, METRO's Legal Department staff shall make copies of records that are not exempt from disclosure upon pre-payment of fees covering direct

Exhibit A

costs of duplication or a statutory fee, if applicable. Generally, the statutory fee for METRO records will be 10 cents per page plus the actual costs of postage. The cost of copying may not include personnel time retrieving, inspecting or handling the file from which the copy is extracted. Upon request, an exact copy shall be provided unless impracticable to do so.

- B. Information that constitutes an identifiable public record not otherwise exempt from disclosure that is in an electronic format must be made available in an electronic format when requested by any person. The Requester bears the cost of programming and computer service necessary to produce a record not otherwise readily produceable.
- C. If METRO no longer has the record available in electronic format, METRO is not required to reconstruct a record in electronic format.
- D. Information does not need to be released in the electronic form in which it is held, if its release would jeopardize or compromise the security or integrity of the original record or any proprietary software in which it is maintained.

§1.5.205 Disclosure of Records

- A. METRO may justify withholding disclosure of public records if it determines that the public interest in confidentiality clearly outweighs the public interest in disclosure (*Gov't Code §6254*).

Article III

Administrative Process

§1.5.301 Processing a Records Request

- A. When an individual makes a request to inspect METRO records, the legal department will be notified and will work with the individual to identify the requested records, which are not exempt from disclosure. If the records requested are not exempt from disclosure, legal department staff will assist with the facilitation of the inspection in accordance with this regulation.
- B. Upon receipt of a request for copies of public records, the METRO employee receiving the request shall notify METRO's legal department.
- C. Within 10 days of receipt of a request for a copy of records, METRO will determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of METRO and will notify the Requester in writing of both the determination and the reasons therefore. The 10-day limit may be extended if "unusual circumstances" as described in *Gov't Code §6253(c)* are found to exist. The Requester must be given written notice, which sets forth the reasons for the extension and the date on which a determination is expected to be dispatched. Such extension cannot be more than fourteen (14) days.

Exhibit A

- D. If METRO determines that a Requester is seeking records in its possession that are wholly or partly disclosable, the notification will be made in writing to the Requester and must state the estimated date and time when the records will be made available.
- E. The Requestor will be notified in writing within the time allowed by California law whether the requested records are exempt from public disclosure. The reasons that the records are exempt will also be provided. Any notification of denial of any request for records must state the names and titles or positions of each person responsible for the denial.
- F. METRO's Legal Department shall notify the pertinent METRO department(s) that will be required to locate the records, if they exist, documenting the notification in writing.
- G. The Legal Department retains copies of all documents provided to Requestor for a period of ten (10) years, three years in active status, seven years in inactive status.

Article IV

Appendices

- A. Public Records Request Form

Exhibit A

APPENDIX A

PUBLIC RECORDS REQUEST

Date: _____

To: Santa Cruz METRO

From: _____

ACTION:

The record(s) listed below or named in the attached document have been requested under the California Public Records Act.

RECORDS REQUESTED: (if extra space needed, please provide in attachment)

Please be as specific as possible. If the request is ambiguous, Santa Cruz METRO may ask you to be more specific.

Please deliver copies of the record(s) and/or materials requested to Requestor as follows:

Name of Company:	Name of individual requesting records:
Address:	
Email Address or telephone number:	

Please check box to indicate if you prefer to receive the document electronically, if available.

Hard copies are charged at the rate of \$0.10 per page. If mailing records, Santa Cruz METRO will advise of all copying and postage costs and will require payment for such costs before records are provided.

METRO will only provide existing documents and is not responsible for creating new documents, such as summaries or lists.



DATE: September 25, 2015

TO: Board of Directors

FROM: Leslyn Syren, District Counsel

**SUBJECT: CONSIDERATION OF ADOPTION OF SANTA CRUZ METRO'S
AMENDED ADA POLICY AND COMPLAINT PROCEDURES**

I. RECOMMENDED ACTION

That the Board of Directors Approve the Resolution to Adopt Santa Cruz METRO's Amended ADA Policy and Complaint Procedures.

II. SUMMARY

- Title II and III of the Americans with Disabilities Act (ADA) requires transportation agencies to provide a service that is accessible to individuals with disabilities.
- Santa Cruz Metropolitan Transit District (METRO) recently made revisions to its ADA Policy and Complaint Procedures to incorporate a reasonable modification process.
- The METRO ParaCruz "No-Show" policy has been added to Article VI and removed from the ParaCruz Guide.
- Door-to-Curb service has been added to Article VII.
- METRO's ADA Policy has been amended to include several definitions in Article II.
- Staff requests that the Board approve the Resolution to adopt the amended ADA Policy and Complaint Procedures to incorporate the changes outlined above.

III. DISCUSSION/BACKGROUND

In order to meet its legal obligations to disabled patrons, METRO has established an ADA Policy and Complaint Procedures (ADA Policy) to assist individuals with a disability in filing a formal complaint with METRO. In June of this year, METRO revised its ADA Policy to incorporate a process for reasonable modifications/accommodations to those individuals with disabilities.

METRO staff recently took on the task of revising the ParaCruz Guide, which has not been amended since December 2013. Staff is attempting to condense the ParaCruz Guide so that it is user friendly and less daunting to our passengers. The ParaCruz "No-Show" policy has been removed from the Guide and added to

Article VI of the ADA Policy. Additionally, "Door-to-Curb" service has been added to Article VII of the ADA Policy (See *Exhibit A*).

METRO staff felt it was necessary to define certain terms that were previously used in the ParaCruz Guide and added to the ADA Policy. A section of definitions has been added to Article II of the ADA Policy.

There are no substantive changes that have been made to the procedures found within the ADA Policy. This Administrative Code is designed to complement the ParaCruz Guide that is currently under revision.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations at this time.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative, but staff does not recommend this action, as these items are referenced in the ParaCruz Guide.

VI. ATTACHMENTS

Attachment A: Resolution adopting the Amended ADA Complaint Policy and Procedures, Chapter I to Title VII of the Santa Cruz METRO Administrative Code.

Exhibit A: METRO's Amended ADA Policy and Complaint Procedures

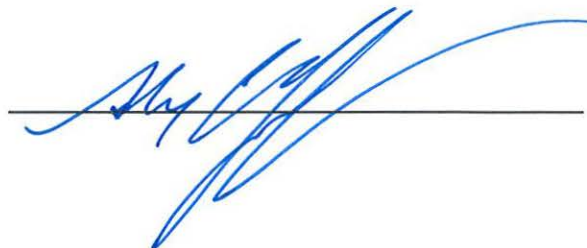
Prepared By: Rickie-Ann Kegley, Paralegal
Leslyn Syren, District Counsel
April Warnock, Paratransit Superintendent

VII. APPROVALS:

Leslyn K. Syren, District Counsel



Alex Clifford, CEO/General Manager



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Attachment A

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

Resolution No.
On the Motion of Director:
Duly Seconded by Director:
The Following Resolution is Adopted:

ADOPTION OF THE AMENDED ADA POLICY AND COMPLAINT PROCEDURES TO CHAPTER 1 TO TITLE VII OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE

WHEREAS, Title II and Title III of the Americans with Disabilities Act (ADA) requires the Santa Cruz Metropolitan Transit District (District) provide a service that is accessible to individuals with disabilities; and

WHEREAS, on June 12, 2015, the Board of Director's adopted Chapter 1 to Title VII of METRO's Administrative Code; and

WHEREAS, this action shall establish METRO's Amended ADA Policy and Complaint Procedures as part of its Administrative Code; and

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

1. The METRO ADA Policy and Complaint Procedures previously adopted on June 12, 2015 are hereby rescinded.
2. The above is placed with Chapter 1 to Title VII, as adopted and set forth in Exhibit A to this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Santa Cruz Metropolitan Transit District on September 25, 2015, by the following vote:

AYES: DIRECTORS –

NOES: DIRECTORS –

Attachment A

Resolution No. _____
Page 2

ABSTAIN: DIRECTORS –

ABSENT: DIRECTORS –

DENE BUSTICHI
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

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

METRO'S ADA POLICY AND COMPLAINT PROCEDURES

(Attached)

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Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE VII – ADA POLICY AND COMPLAINT PROCEDURES

CHAPTER 1

ADA COMPLAINT PROCEDURE

(This Chapter replaces AR-1002)

Table of Contents:

Article I	General Requirements
Article II	Definitions
Article III	Purpose and Applicability
Article IV	Designation of Responsible Employee, Communication and Auxiliary Aids
Article V	Reasonable Modifications/Accommodations
Article VI	METRO ParaCruz No-Show Policy
Article VII	Transportation Services
Article VIII	Evaluation of Services, Programs and Activities
Article IX	Grievance Procedure
Article X	Appendices

Article 1

General Requirements

- § 7.1.101** It is the policy of the Santa Cruz Metropolitan Transit District (hereinafter Santa Cruz METRO) that all its services, programs, and activities when viewed in their entirety, are readily accessible in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended (hereinafter “ADA/504”).
- §7.1.102** It is the policy of the Santa Cruz METRO that in accordance with ADA/504, no qualified individual with a disability shall, on the basis of disability be excluded from participation in or be denied the benefits of the services, programs, or activities of

Exhibit A

EXHIBIT A

Santa Cruz METRO or be subjected to discrimination. Santa Cruz METRO will make reasonable modifications, provide auxiliary aids, and remove barriers in order to provide a transit service that is accessible to and usable by individuals with disabilities.

- §7.1.103** Santa Cruz METRO is adopting this policy in order to affirm its commitment to the ADA/504 statutes and regulations with regard to its services, programs, and activities.
- §7.1.104** Neither Santa Cruz METRO nor its employees or contractors shall retaliate, coerce, intimidate, threaten or interfere with any individual in the exercise of his/her rights pursuant to ADA/504 statutes and regulations or because that individual aided or encouraged any other individual in the exercise or enjoyment of any right granted or protected by the ADA/504 statutes and regulations.
- §7.1.105** Neither Santa Cruz METRO nor its employees or contractors shall discriminate against any individual because that individual has opposed any act or practice made unlawful by the ADA/504 statutes or regulations or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under the ADA/504 statutes or regulations.

Article II

Definitions

- §7.1.201** “**Door-to-Curb service**” refers to the service provided on METRO ParaCruz. The driver will escort the ParaCruz passenger from the entrance of the building from which he/she is being picked up from, and drop the passenger at the curb, as close as possible to the designated entrance of his/her destination.
- §7.1.202** “**Ready window**” refers to the 30-minute period of time that begins ten (10) minutes before a passenger’s scheduled pickup time, and ends twenty (20) minutes after the scheduled pickup time for METRO ParaCruz passengers.
- §7.1.203** “**Reasonable Accommodations**” to make changes to policies, practices, and procedures if needed by an individual with a disability to enable him/her to participate in Santa Cruz METRO’s program or activity, unless providing such accommodation creates an undue financial and administrative burden, or constitutes a fundamental alteration of the program or activity.

Article III

Purpose and Applicability

- § 7.1.301** Every Santa Cruz METRO employee and contractor must adhere to this Policy and procedures, adopted to implement this policy.

Exhibit A

EXHIBIT A

§7.1.302 Following this Policy does not relieve a Santa Cruz METRO employee or contractor of complying with applicable Federal and California laws and regulations.

§7.1.203 Members of the public may utilize this Policy to either make a complaint or to request a reasonable modification.

Article IV

Designation of Responsible Employee, Communication

And Auxiliary Aids

§7.1.401 The Chief Operating Officer (hereinafter "COO") or his/her designee shall coordinate Santa Cruz METRO's efforts to comply with and carry out its responsibilities pursuant to the ADA/504, including any investigation of any complaint alleging Santa Cruz METRO's noncompliance with the ADA/504 or actions on the part of Santa Cruz METRO that are prohibited by the ADA/504.

§7.1.402 The COO or his/her designee shall ensure that all Santa Cruz METRO's services, programs, and activities when viewed in their entirety, are readily accessible to those individuals with disabilities as defined in the ADA/504 statutes and regulations and that reasonable modifications are available.

§7.1.403 Should an employee become aware that a Santa Cruz METRO service, program, or activity is out of compliance with the ADA/504, he/she is strongly encouraged to immediately inform his/her supervisor, manager, the COO, District Counsel, or the Chair of the Board of Directors of the noncompliance. Upon receipt of such notification, the investigative procedure set forth in Article IX shall be followed.

§7.1.404 The COO or his/her designee shall make information available to individuals including individuals with disabilities, concerning Santa Cruz Metro's duties under the ADA/504 and how the ADA/504 applies to Santa Cruz METRO's services, programs and activities.

§7.1.405 The COO or his/her designee shall take steps to ensure that Santa Cruz METRO can effectively communicate with individuals with disabilities (including applicants, participants and members of the public) as it does with others. Auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program or activity conducted by Santa Cruz METRO shall be provided in accordance with the ADA/504 statutes and regulations. In determining the type of auxiliary aid and service necessary, Santa Cruz METRO will give primary consideration to the requests of the individual with disabilities.

§7.1.406 The COO or his/her designee shall ensure that when Santa Cruz METRO employees communicate with individuals with impaired hearing or speech by telephone that

Exhibit A

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telecommunication devices for the deaf or equally effective telecommunications systems are in place in accordance with ADA/504.

- §7.1.407** The COO or his/her designee shall ensure that interested persons including persons with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities and facilities in accordance with ADA/504.
- §7.1.408** Santa Cruz METRO shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.
- §7.1.409** The COO or his/her designee shall utilize appropriate Santa Cruz Metro employees or consultants necessary to fulfill Santa Cruz METRO responsibilities pursuant to this policy/procedure.
- §7.1.410** The COO or his/her designee shall ensure that Santa Cruz Metro employees are trained on this policy/procedure in order to ensure compliance.

Article V

Reasonable Modifications/Accommodations

- §7.1.501** Santa Cruz METRO's Fixed Route Operators and Paracruz Operators will provide a reasonable modification at the request of an individual with a disability, provided that the requested accommodation does not fundamentally alter the nature of the service, program or activity, or result in an undue financial and administrative burden.
- §7.1.502** An individual with a disability who wishes to make a request for a reasonable modification shall submit their request to Santa Cruz METRO's Chief Operating Officer (COO). An ADA Request for Reasonable Modification Form (Appendix A) may be used to facilitate this request.
- A. Whenever feasible, requests for reasonable modifications shall be submitted, evaluated and responded to before Santa Cruz METRO is expected to provide the modified service.
- §7.1.503** The COO will evaluate all requests for reasonable modifications, and provide a written response to the individual requestor within ten (10) business days.
- §7.1.504** An individual requesting a reasonable modification shall describe why the requested modification is needed in order to use Santa Cruz METRO's transit services.
- §7.1.505** A request for reasonable modification may be denied only for one or more of the following reasons:

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- A. Granting the request would fundamentally alter the nature of the service, activity, or program;
- B. Granting the request would create a direct threat to the health or safety of others (including the driver and/or other passengers);
- C. Without the requested modification, the individual with a disability is able to fully use Santa Cruz METRO's service, activity, or program for their intended purpose; or
- D. Granting the request would cause an undue financial and administrative burden.

§7.1.506 If a request for a reasonable modification is denied, Santa Cruz METRO shall take, to the maximum extent possible, alternative actions (that would not result in a fundamental alteration) to ensure that the individual with a disability receives the services or benefit provided by Santa Cruz METRO.

§7.1.507 If an individual with a disability does not agree with Santa Cruz METRO's decision, he/she may file a grievance with Santa Cruz METRO, as outlined in Article IX of this policy.

§7.1.508 Either the CEO/GM or the District's Board of Directors may respond to a grievance filed under this part that concerns a request for modification.

Article VI

METRO ParaCruz No-Show Policy

§7.1.601 A "No-Show" is defined as follows:

- A. After scheduling a trip, you realize that you no longer need the ride and you fail to call and cancel at least one (1) hour before the start of your Ready Window;
- B. The ParaCruz vehicle arrives within the Ready Window, but the Operator cannot locate you at the requested pick-up location within five (5) minutes; or
- C. The vehicle arrives within your Ready Window but you are not ready to go within five (5) minutes and you do not board the vehicle.

§7.1.602 In the event that you "No-Show" for the first leg of a trip, any subsequent leg or return trip will not be cancelled automatically and may result in an additional "No-Show" assessment if not cancelled as required by this policy.

§7.1.603 In the event that you miss a scheduled ride for any reason, be sure to call METRO ParaCruz to let them know whether or not you still want to keep your other trips on that day.

§7.1.604 If a schedule delay, bad weather, or breakdown causes the METRO ParaCruz service to be late or to miss a pick-up, and you decide to find another way to your

Exhibit A

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appointment, please call METRO ParaCruz and tell them you would still like your return ride.

§7.1.605 If it is determined by METRO ParaCruz that your “No-Show” was assessed appropriately you shall be notified and shall be advised of the No-Show Policy and the consequences of excessive “No-Shows”.

§7.1.606 If your ridership establishes a pattern and practice of “No-Shows,” METRO shall provide you with a letter warning that further “No Shows” may result in the loss of service and explaining the terms under which any additional “No-Shows” within the following 30 days may result in a suspension of Paratransit service. If additional “No-Shows” are incurred during the 30-day warning period, METRO may issue a Letter of Intent to Suspend your Paratransit service for a fourteen (14) day period.

§7.1.607 **How to Request an Appeal Hearing**

A. You may appeal this determination before any suspension would be imposed and may do so by providing either a written or oral request for an Appeal Hearing to:

METRO ParaCruz
2880 Research Park Drive, Suite 160
Soquel, CA 95073

B. Or you may telephone **(831) 425-4664**

C. The request for an Appeal Hearing must be made within ten (10) days from the postmark date on the Letter of Intent to Suspend METRO ParaCruz service.

§7.1.608 If the customer does not appeal the suspension, the suspension shall be scheduled and the customer shall be notified of the dates of the suspension. The customer will be given notice ten (10) days prior to the suspension date.

Article VII

Transportation Services

§7.1.701 METRO ParaCruz provides Door-to-Curb service upon request. The driver will escort the ParaCruz passenger from the entrance of the building from which he/she is being picked up from, and drop the passenger at the curb, as close as possible to the designated entrance of his/her destination. Door-to-Curb service must be requested at the time a passenger books his/her ride.

§7.1.702 If a ParaCruz Operator has concerns about a passenger’s ability to get to the door of his/her destination, the Operator may elect to escort the passenger.

§7.1.703 Neither Santa Cruz METRO nor its employees will discriminate against an individual with a disability in connection with the provision of transportation service.

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§7.1.704 Neither Santa Cruz METRO nor its employees will on the basis of disability, deny to any individual with a disability the opportunity to use its public transportation service if the individual is capable of using that service with or without a reasonable modification.

§7.1.705 The COO or his/her designee shall ensure that its public transportation service meets the standards and requirements set forth in the ADA/504 statutes and regulations.

Article VIII

Evaluation of Services, Programs and Activities

§7.1.801 The COO or his/her designee shall periodically, but not less than every 2 years, conduct an evaluation of Santa Cruz METRO's current services, programs, and activities and the effects thereof, that may or may not meet the requirements of the ADA/504 statutes and regulations.

§7.1.802 The COO or his/her designee shall review the Santa Cruz METRO's services, programs and activities and prepare an evaluation report for the Board of Directors' review.

§7.1.803 The COO or his/her designee shall provide an opportunity to interested persons, including individuals with disabilities and other organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments, to a draft evaluation report.

§7.1.804 The Evaluation Report for the Board of Directors shall include the following:

- A. A list of the interested persons consulted;
- B. A description of areas examined and any problems identified;
- C. If problems are identified, a description of the proposed modification; and
- D. An implementation schedule to ensure that the modifications are made in a timely fashion.

§7.1.805 Once the Board of Directors has accepted the Evaluation Report, the COO or his/her designee shall ensure that the implementation schedule for the necessary modifications is followed in accordance with the adopted schedule.

§7.1.806 This policy/procedure does not require Santa Cruz METRO to take any action that it can demonstrate would result in a fundamental alteration in the nature of its service, program, or activity or in undue financial and administrative burdens. The COO or his/her designee shall make the decision that compliance would result in such alteration or burdens after considering all resources available for use in the funding and operation of the service, program, or activity and such decision must be accompanied by a written statement of the reasons for reaching that conclusion. If

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an action would result in such an alteration or such burdens, Santa Cruz METRO shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that, to the maximum extent possible, individuals with disabilities receive the benefits or services provided by the Santa Cruz METRO.

Article IX

Grievance Procedure

§7.1.901 Any person with a disability or his/her authorized representative (family member, caregiver, disability advocate, or disability organization, i.e. Central Coast Center for Independent Living, Community Bridges, Senior Network Services, or the like) who believes that Santa Cruz METRO's programs, activities or services are not in compliance with the ADA/504 statutes or regulations shall put his/her concerns in writing, with the complainant signing the document to attest to the accuracy of the complaint (if possible)¹. The complaint can then be directed to any of the following individuals who are required to keep the information contained in the complaint confidential:

1. Santa Cruz METRO
110 Vernon Street
Santa Cruz, California 95060
Attention: Chief Operating Officer
(831) 426-6080-phone (TDD 711 (TTY/Voice))
(831) 426-6117-facsimile
caguirre@scmtd.com
2. Pacific Station
920 Pacific Avenue, Suite 21
Santa Cruz, California 95060
Attention: Accessible Services Coordinator
(831) 423-3868-phone (TDD 711 (TTY/Voice))
(831) 423-1024-facsimile
jdaughert@scmtd.com
3. Customer Service
Pacific Station 920 Pacific Avenue
Santa Cruz, CA 95060
Attention: Supervisor of Customer Service
(831) 425-8600-phone (TDD 711 (TTY/Voice))
(831) 423-1024-facsimile

¹ Representative may sign on behalf of a complainant whose disabilities prevent him/her from being able to execute the document.

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mboyce@scmttd.com

- §7.1.902** If an individual is unable to utilize a written complaint format, because of a disability, he/she may contact Santa Cruz Metro's Customer Service Supervisor at (831) 425-8600, who will tape record the conversation with the individual's knowledge and consent. The individual making the complaint must identify himself/herself (for verification purposes only) and provide all other necessary information in order for the complaint to be processed. The complaint will be mailed to the individual for verification and signature (if possible). The complaint will not be processed until the complaint is received back by Santa Cruz Metro, signed by the individual or, if unable because of a disability to sign the form, by the representative, as verification of its accuracy.
- §7.1.903** The complaint shall identify the service, program or activity, which is alleged to be out of compliance with ADA/504 statutes or regulations. The complaint shall set forth the time, date, place and the circumstances giving rise to the alleged violation and shall identify those individuals who are believed to have information regarding the alleged violation. A complaint must be filed no later than 90 days from the date of the alleged discrimination unless the time for filing is extended by the COO or his/her designee for good cause.
- §7.1.904** A complaint form², which is attached to this policy, can be used for this grievance procedure or to appeal a decision related to a request for modification. Complaint forms shall be made available in accessible formats upon request. A complaint form can be obtained by the following methods:
- A. At the Santa Cruz METRO Website, www.scmttd.com;
 - B. By calling Santa Cruz METRO's Executive Assistant at (831) 426-6080, (TDD 711 (TTY/ voice)) a complaint form can be mailed;
 - C. By calling Santa Cruz METRO's Accessible Services Coordinator at (831) 423-3868, (TDD 711 (TTY/voice)) a complaint form can be mailed;
 - D. Complaint forms can be picked up at the following locations:
 - 1. Customer Service Booth at Pacific Station;
 - 2. Watsonville Transit Center, 475 Rodriguez Street, Watsonville;
 - 3. Santa Cruz METRO's Administrative Offices, 110 Vernon Street, Santa Cruz;
or
 - 4. Accessible Services Coordinator at Pacific Station, 920 Front Street, Suite 21, Santa Cruz.
- §7.1.905** If the complaint is received by anyone other than the COO, a METRO employee in receipt of the complaint shall forward it to the COO or his/her designee within 2 working days of receipt. The COO shall immediately provide a copy to the Chair of

² The form is not required to process a complaint. Any written format is acceptable or tape recording as provided in Article 9.02.

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the Board of Directors, the Chief Executive Officer (CEO)/General Manager, District Counsel, and the Santa Cruz METRO Manager who is responsible for the program, service or activity that is identified as being out of compliance.

- §7.1.906** The identity of complainants shall be kept confidential, at their election, during the conduct of an investigation, hearing or proceeding conducted pursuant to this grievance procedure. However, when such confidentiality is likely to hinder the grievance investigation, or proceeding, the complainant will be advised for the purpose of waiving the privilege.
- §7.1.907** The Santa Cruz METRO Manager who is responsible for the program, service or activity that is alleged to be out of compliance shall promptly investigate the alleged complaint and shall prepare a written response within 10 working days of his/her receipt of the complaint. The Manager may consult with appropriate Santa Cruz METRO staff in the preparation of his/her response to the complaint.
- §7.1.908** The COO or his/her designee shall then speak (meeting or telephone conversation) with the complainant, at which time the complainant may give written or oral evidence supporting the allegation that provisions of the ADA/504 have been violated. The COO shall review and consider the response prepared by the Manager identified in Article 9.07, all the information provided by the complainant and any other evidence available regarding the allegations in the complaint. The COO shall prepare a written report of his/her findings and if corrective action is required a timetable for the completion of such action.
- §7.1.909** Within 15 working days following receipt of the initial complaint, the COO shall inform the complainant of his/her findings and any corrective action to be taken as a result of the complaint together with the timetable for completion of such action.
- §7.1.910** If the complainant is not satisfied with the findings and/or action of the Chief Operating Officer or his/her designee, then the complainant may file his/her complaint together with any other supporting documentation within 5 working days of his/her receipt of the results of the Chief Operating Officer's investigation, with the Chair of the Board of Directors by providing it to the Executive Assistant, 110 Vernon Street, Santa Cruz, CA, 95060. The Chair of the Board of Directors upon review of the entire file, shall take appropriate action in order to insure ADA/504 compliance. The Complainant shall be notified of what actions, if any, will be taken as a result of the review by the Chair within 10 working days of the Chair's notification that the complainant is not satisfied with the results of the Chief Operating Officer's investigation.
- §7.1.911** The timelines applicable to this procedure may be waived by the COO if he/she finds that there is good cause for a waiver.

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§7.1.912 Santa Cruz METRO shall retain documents arising out of the grievance procedure for at least three (3) years and the COO or his/her designee shall maintain relevant information in a database in a confidential manner.

§7.1.913 Participation in this Grievance Procedure is voluntary. Nothing contained herein shall preclude a complainant from taking any other appropriate legal or administrative action against Santa Cruz Metro, should its programs, services or activities be out of compliance with the ADA/504.

Article X

Appendices

- A. ADA Complaint Form
- B. Complaint Procedures
- C. Notice Under ADA
- D. Request for Reasonable Modification Form

Exhibit A
APPENDIX A

COMPLAINT FORM

(For Americans with Disabilities Act (ADA)
Rehabilitation Act of 1973 (504) Complaints)

Please indicate by checking the box, if you wish to have your identity kept confidential

Name of Complainant: _____
Address of Complainant: _____

Telephone Number: _____
E-mail Address: * _____
Date of Complaint: _____
Date of Violation: _____
Time of Violation: _____
Place of Violation: _____
Bus/Van Number:** _____
Bus/Van Route:** _____
General physical description of driver** _____

Identify service, program or activity out of ADA/504 compliance: _____

Summary of violation (attach additional sheets as necessary): _____

Identify individuals by name and address that have information relating to the violation:

Signature of Complainant/Representative

Date

*Optional
** if applicable

Exhibit A

APPENIDX B

COMPLAINT PROCEDURE

1. Return completed Complaint Form within 90 days of the alleged violation to any of the following:

<p>1. Santa Cruz METRO 110 Vernon Street Santa Cruz, CA 95060 Attention: Chief Operating Officer (831) 426-6080-phone (TDD 711 (TTY/Voice)) (831) 426-6117-facsimile caguirre@scmtd.com</p>	<p>2. Pacific Station 920 Pacific Avenue, Suite 21 Santa Cruz, CA 95060 Attn: Accessible Services Coordinator (831) 423-3868-phone (TDD 711 (TTY/Voice)) (831) 423-1024-facsimile jdaugher@scmtd.com</p>	<p>3. Customer Service Pacific Station 920 Pacific Avenue Santa Cruz, CA 95060 Attn: Supervisor of Customer Service (831) 425-8600-phone (TDD 711 (TTY/Voice)) (831)423-1024-facsimile mboyce@scmtd.com</p>
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2. The Chief Operating Officer (COO)/designee shall conduct an investigation into the alleged violation. The complainant may be contacted during the course of the investigation;
3. The COO/designee shall notify the complainant of the results of the investigation within 15 working days;
4. If the Complainant is not satisfied with the response from the COO/designee, the complainant may file the complaint, together with any supporting documentation with the Chair of the Board of Directors by providing it to the Executive Assistant, 110 Vernon Street, Santa Cruz, California 95060 within 5 working days of receipt of the response from the COO/designee; and
5. The Chair shall have 10 working days to review the complaint and the investigation and report prepared by the COO/designee and to determine if any additional action needs to occur to ensure compliance with the ADA/504.

Exhibit A

APPENDIX C

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973, as amended (504) the Santa Cruz Metropolitan Transit District (Santa Cruz METRO) will not discriminate against qualified individuals with disabilities on the basis of disability in Santa Cruz METRO's services, programs, or activities. Santa Cruz Metro will not tolerate acts of retaliation against anyone exercising his/her rights under the ADA/504.

Santa Cruz METRO does not discriminate on the basis of disability in its hiring or employment practices. Santa Cruz METRO will not ask a job applicant about the existence, nature, or severity of a disability. Applicants may be asked about their ability to perform specific job functions. Medical examinations or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position. Santa Cruz METRO will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of Santa Cruz METRO's business. Santa Cruz METRO will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent its selection criteria for employment decisions have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity.

Santa Cruz METRO will provide transportation services in accordance with the ADA/504 statutes and regulations. Santa Cruz METRO will provide appropriate auxiliary aids and services, including qualified sign language interpreters and assistive listening devices, whenever necessary to ensure effective communication with members of the public who have hearing, sight, or speech impediments, unless to do so would result in a fundamental alteration of its programs or an undue administrative and financial burden. A person who requires an accommodation or an auxiliary aid or service to participate in a Santa Cruz METRO program, service, or activity, should contact METRO's Executive Assistant at (831) 426-6080 (TDD 711 (TTY/voice)) for assistance as far in advance as possible but not later than 48 hours before the scheduled event.

Santa Cruz METRO will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

In order to satisfy itself that it is meeting its obligations under the ADA/504, Santa Cruz METRO has established a grievance procedure for persons with a disability who allege that METRO's services, programs or activities are out of compliance. Should you need a complaint form, to file a grievance, or if you have questions or concerns regarding METRO's compliance with the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973 please contact the Chief Operating Officer at (831) 426-6080 (TDD 711 (TTY/voice)).

Exhibit A
APPENDIX D

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT



REQUEST FOR REASONABLE MODIFICATION

This form is to be completed in full by the Customer or his/her Representative.

Customer's Name: _____ Date: _____

Telephone No.: _____ Best time to contact: _____ AM/PM

I am a: (Circle one) ParaCruz client Fixed Route customer

List the Route Number (if applicable): _____

Describe the specific modification to service, program or activity being requested: _____

Will this modification allow you to use the Fixed Route service or ParaCruz service effectively?

Has this modification previously been requested?

****(Remainder of form to be completed by METRO Staff)***

Check here if this form was completed by a METRO Employee.

Employee Name: _____ Signature: _____

<p>REQUEST FOR REASONABLE MODIFICATION: GRANTED ____ DENIED ____</p> <p>If granted, indicate what modification will be provided. If denied, explain the rationale for this decision:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><u>Management Review:</u></p> <p>Date Completed: _____</p> <p>Manager who assisted in process: _____ Initials: _____</p> <p style="text-align: center;"><i>Signature</i></p> <p>Approved by Chief Operating Officer: _____ Date: _____</p>
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DATE: September 25, 2015

TO: Board of Directors

FROM: Leslyn Syren, General Counsel

SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO/GENERAL MANAGER TO EXECUTE AN EXTENSION AMENDMENT FOR THE CONTRACT AGREEMENT WITH MONTEREY-SALINAS TRANSIT FOR ITS USE OF THE WATSONVILLE TRANSIT CENTER

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO/General Manager to execute an Extension Amendment to the Contract Agreement with Monterey-Salinas Transit for its use of the Watsonville Transit Center

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) has had a written contract agreement with Monterey Salinas Transit (MST) since 1995 for their use of the Watsonville Transit Center.
- MST utilizes the Watsonville Transit Center for the boarding and de-boarding of its passengers.
- An Amendment of the Contract Agreement was entered in on June 25, 2010 for a term of five (5) years, terminating on September 30, 2015, but allowed for an extension by agreement of the parties.
- METRO and MST would like to extend this Agreement for an additional ten (10) years, as detailed in the First Amendment to the Agreement for use of Watsonville Transit Center (Attachment A).

III. DISCUSSION/BACKGROUND

METRO and MST entered into a written Amended Contract Agreement for MST's use of the Watsonville Transit Center on June 25, 2010. The Contract Agreement states that MST will pay METRO an annual rent of \$10,382.00 commencing the effective date of the agreement.

The Contract Agreement also requires on an annual basis, beginning with the second year of the agreement and each year thereafter, that the rental amount is subject to adjustment based upon the increase in the Consumer Price Index (CPI).

While the term of the Contract Agreement was for five (5) years, terminating on September 30, 2015, it allowed for renewals by the parties executing extensions to the Contract.

Presently METRO and MST would like to execute an Extension Amendment to their Agreement, setting a new annual rental amount as set forth in the attached Extension Amendment for the updated term of October 1, 2015 through September 30, 2025. The parties also wish to extend the term of the Contract Agreement for a period of ten (10) years, which is set to expire on September 30, 2025.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The new annual base rent will be \$11,837.80 (currently \$10,382.00) for the period from October 1, 2015 through September 30, 2016. Each year thereafter commencing October 1, 2016 the annual rent shall be subject to the Cost of Living Adjustment in accordance with Section 3.02 of the Agreement.

V. ALTERNATIVES CONSIDERED

- The alternative would be to not extend the Contract Agreement, which terminates on September 30, 2015. This is not recommended by staff as METRO receives significant revenue for MST's use of the Watsonville Transit Center.

VI. ATTACHMENTS

Attachment A: Extension Amendment to the Agreement for Use of the Watsonville Transit Center

Prepared By: Jessica Yanez, Legal Administrative Assistant

VII. APPROVALS:

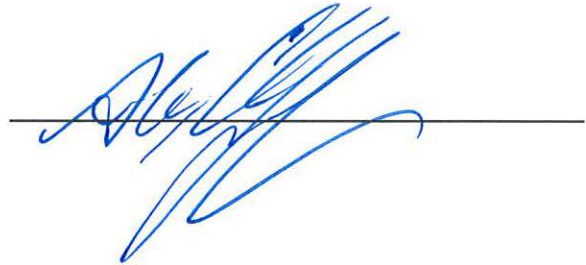
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager

allow for AA

Alex Clifford, CEO/General Manager



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ATTACHMENT A

FIRST AMENDMENT TO THE AGREEMENT FOR USE OF THE WATSONVILLE TRANSIT CENTER WITH MONTEREY SALINAS TRANSIT

The First Amendment to the Contract for use of the Watsonville Transit center is entered on September _____, 2015, and made effective October 1, 2015 by and between the **Santa Cruz Metropolitan Transit District**, a political subdivision of the State of California, (hereinafter Santa Cruz "METRO"), and **Monterey Salinas Transit**, (hereinafter "MST"), who agree as follows:

I. RECITALS

- 1.01 Where as Santa Cruz METRO entered into an Contract Agreement for the use of the Watsonville Transit Center, hereinafter "Agreement" effective June 25, 2010 through September 30, 2015;
- 1.02 Whereas, Paragraph 3.01 of the Agreement requires on an annual basis, beginning October 1, 2011, the annual rent is to be adjusted according to the increase in the Consumer Price Index (CPI), as outlined in Paragraph 3.02; and
- 1.03 Whereas, Paragraph 4.02 of the Agreement allows for the parties to renew the term of the Agreement by the parties executing extensions to the Agreement.

Now therefore, Santa Cruz METRO and MST amend specific sections of the Contract Agreement by deleting the current language and implementing the language set forth below:

III. COMPENSATION

- 3.01 Commencing with the effective date of the Agreement, MST shall pay Santa Cruz METRO an annual rent of \$11,837.80 which is due and payable on October 1, 2015, and each year thereafter as adjusted by Section 3.02 of the Agreement.

IV. TERM AND TERMINATION

- 4.01 The term of this Agreement is from October 1, 2015 through September 30, 2025.

VII. MISCELLANEOUS PROVISIONS

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

Attachment A

7.02 All other terms and conditions of the Contract Agreement shall remain the same and each party further agrees to be bound by those terms and conditions during the Extension period.

IN WITNESS THEREOF, this Agreement is executed by the Santa Cruz Metropolitan Transit District, and Monterey-Salinas Transit, the day and year first hereinabove written.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:

BY: _____
ALEX CLIFFORD, CEO/General Manager

Approved as to form:

BY: _____
Leslyn K. Syren, District Counsel
Santa Cruz Metropolitan Transit District

MONTEREY-SALINAS TRANSIT (MST)

BY:  _____
CARL SEDORYK, General Manager/CEO

Approved as to form:

BY: _____
Counsel
Monterey-Salinas Transit (MST)



DATE: September 25, 2015
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: ACCEPT AND FILE THE CURRENT VACANT POSITIONS REPORT

I. RECOMMENDED ACTION

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

II. SUMMARY

- At the August 28, 2015 Board of Directors meeting, Director McPherson asked for a report of the current, budgeted, vacant positions.
- Attached is a list of the current, budgeted, vacant positions.
- The vacant positions are sorted by recruitment status.

III. DISCUSSION/BACKGROUND

At the August 28, 2015 Board of Directors meeting, it was requested that the Board approve a revision to the class specification of the Planning and Development Manager. During the discussion related to the approval of the changes to that job description, Director McPherson requested a list of all vacant, budgeted positions.

Attached is a list of current, vacant, budgeted positions. The list is sorted by recruitment status.

IV. FINANCIAL CONSIDERATIONS/IMPACT

There has been some cost savings as a result of the current vacant positions since budgeted positions are fully funded for the entire fiscal year (wages and fringe benefits). Due to the many variables of having vacant positions, such as the length of time the positions are open, when in the year the position is filled or vacated, whether or not some of the cost savings are used to fund overtime and/or for temporary staff, it is difficult to provide a specific cost savings amount. Ongoing year to date savings will be reflected in the monthly financial report under Labor and Fringe Benefits.

V. ALTERNATIVES CONSIDERED

- There are no alternatives to consider


VI. ATTACHMENTS

Attachment A: Recruitment Status Report as of September 11, 2015

Prepared by: Robyn D. Slater, HR Manager

VII. APPROVALS:


Robyn D. Slater, HR Manager



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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A - REVISED

Santa Cruz METRO Recruitment Status Report FY16, Week Ending 09/11/2015

CURRENT OPEN POSITIONS				
Department	Position	Vacant FTE's	Union Affiliation	Notes
Fleet Maintenance	Electronic Technician	1	SEIU/VMU	Testing Pending
Fleet Maintenance	Mechanic III	1	SEIU/VMU	Testing Continues
Fleet Maintenance	Administrative Specialist	1	SEIU/SEA	Testing. (2nd Recruitment)
Information Technology	Database Administrator	1	MGMT	Accepting Applications
Operations	Asst. Sup./Fixed Route	1	MGMT	Applications sent to Mgr. 8/27-Selecting test. (2nd Recruitment)
Operations	Payroll Specialist	1	SEIU/SEA	Testing.
Operations	Transit Supervisor	1	SEIU/PSA	Accepting Applications
Planning & Grants	Planning & Develop. Mgr.	1	MGMT	Revised class specs. (2nd Recruitment)
Planning & Grants	Transit Surveyor	0.5	SEIU/SEA	ON HOLD
Planning & Grants	Schedule Analyst	1	SEIU/SEA	ON HOLD
Planning & Grants	Jr. Transp. Planner	1	SEIU/SEA	ON HOLD
Customer Service	Customer Service Rep.	1	SEIU/SEA	Reclassification in progress/ON HOLD
Operations	Bus Operator	3	UTU/FR	ON HOLD
Fleet Maintenance	Vehicle Svc. Worker I	1	SEIU/SEA	ON HOLD
	Total Vacancies	15.5		
				Rev. 9/11/2015

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DATE: September 25, 2015
TO: Board of Directors
FROM: Robyn D. Slater, Human Resources Manager
SUBJECT: APPROVE AN OUT OF CLASS ASSIGNMENT TO A POSITION THAT IS NOT BUDGETED IN FY 16 AND FY17

I. RECOMMENDED ACTION

That the Board of Directors approve a part time out of class assignment in the unfunded position of Transportation Planner.

- The current Schedule Analyst is being paid out of class for 50% of her work time as a Transit Planner, however the vacant Transportation Planner position was not funded for FY16.
- A Jr. Transportation Planner position is budgeted for FY16 and FY17 which is currently vacant.
- Staff is requesting that the Board approve a part time out of class assignment in the unfunded position of Transportation Planner.

II. DISCUSSION/BACKGROUND

In 2014, the District Counsel took over responsibility for the grants, planning and scheduling function. Plans were developed to reorganize the functions within the department and review the class specifications with a projected completion date of December 2014.

While the reorganization was reviewed, the Schedule Analyst was assigned work outside the scope of her class specification and was placed in an out of class status as a Transportation Planner for 50% of her work time. The Jr. Transportation Planner position was the funded, vacant position that would usually be used for the out of class assignment. In this situation, the wage scale of the Jr. Transportation Planner was less than the Schedule Analyst wage scale. To provide the Schedule Analyst with additional compensation as required by the Collective Bargaining Agreement, she was placed in out of class status as a Transportation Planner. Funding for the out of class position was provided from the Jr. Transportation Planner position salary savings.

Difficulty in hiring a Planning and Development Manager has extended the time frame for consideration of reorganizing the Planning, Grants, and Governmental Affairs Department. Nevertheless, additional work assignments were delegated to the Schedule Analyst to take the burden off the Sr. Transportation Planner within the Department. The Planning tasks reassigned relate to ridership reports,

route changes, and some other planning functions necessary for the day to day operations of the bus system.

Staff is requesting authorization to continue to employ the Schedule Analyst in an out of class status as the Transportation Planner for 50% of regular work time for up to one additional year. During the extension period, it is anticipated that a Planning and Development Manager will be hired and will be provided with sufficient time to review the department and the reorganization. The Jr. Transportation Planner position will not be filled until the out of class assignment for the Schedule Analyst ends.

III. FINANCIAL CONSIDERATIONS/IMPACT

The Jr. Transportation Planner position is funded in the amount of \$101,000 in FY16 and \$109,000 in FY17 (wages and fringe benefits). Savings from the vacant Jr. Transportation Planner position will fund the out of class expenses incurred by placing the Schedule Analyst in the 50% out of class assignment as Transportation Planner for regular work time. The estimated cost of funding the out of class assignment is approximately \$1,010 per year.

IV. ALTERNATIVES CONSIDERED

- Deny approval for the Schedule Analyst to continue to work out of class as the Transit Planner.

Staff does not recommend this option. The tasks performed by the Schedule Analyst in the out of class assignment provides valuable information to METRO and, due to other work load constraints, cannot be assigned to the Senior Transportation Planner. Additionally, the Planning, Grants, and Governmental Affairs Department currently has 3.5 FTEs vacant.

V. ATTACHMENTS

None

VI. APPROVALS:


Robyn D. Slater, HR Manager




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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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DATE: September 25, 2015
TO: Board of Directors
FROM: Andrew Kreck, Project Manager, Hill International
SUBJECT: CONSIDERATION OF METROBASE MONTHLY CHANGE REPORT

I. RECOMMENDED ACTION

That the Board of Directors accept and file the MetroBase Monthly Change Report.

II. DISCUSSION/BACKGROUND

The Santa Cruz Metropolitan Transit District (METRO) has a contract with Lewis C. Nelson and Sons, Inc. for the construction of the Judy K. Souza Operations Building.

Per the Board's request, the Project Manager is to provide a monthly summary of change orders. Since the Report to the Board on August 28, 2015, the Contractor has not signed any contract change orders. Therefore, no change orders have been executed by METRO in the last month. Change orders are continuing to be negotiated, written, and transmitted to the Contractor for direct costs with a deferred determination of time adjustment. The Contractor is requesting time be extended for the transmitted change orders, prior to signing the change orders. The determinations of time extensions are unresolved and are disputed between the parties. Until August 2015, the Contractor had proposed and agreed that Change Orders were to be issued for direct costs and that the determination of time would be deferred. In August 2015 the Contractor notified the Project Manager that the deferment of time was no longer acceptable to him.

III. FINANCIAL CONSIDERATIONS/IMPACT

See attached. This listing is the same as the August 28, 2015 listing.

IV. ATTACHMENTS

Attachment A: Executed Change Orders Table

Prepared by: Andrew Kreck, Project Manager

V. APPROVALS:

Andrew Kreck, Project Manager



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



Approved as to fiscal impact:
Angela Aitken, Finance Manager

dk for AA

Alex Clifford, CEO/General Manager



Attachment A - REVISED

Executed Change Orders

Contract No. 12-23

Original Contract Amount:	\$13,572,000.00	Revised Contract Amount:	\$14,440,916.18
Original Contract Time (Days):	668	Revised Contract Time (Days):	779
Total Construction Contingency:	\$1,724,773.00	Contingency Remaining:	\$855,856.82

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
001	5/16/13	Site improvements at 135 Dubois	\$ 200,586.00	-0-	Board/Les White
002	6/4/13	Extend completion date by 49 days	\$ -	49	Board/Les White
003	6/4/13	Additional site improvements at 135 Dubois	\$ 36,369.00	-0-	Les White
004	6/4/13	Demolish concrete sound wall; Provide Pile Driving Notification	\$ 17,297.00	-0-	Les White
005	6/4/13	Demolish CPU planter wall, trees, shrubs, and chain link fencing	\$ 8,905.00	-0-	Les White
006	7/25/13	Expose tops of overdriven piles	\$ 2,324.00	-0-	Les White
007	8/7/13	Cut off prestressed concrete piles 54 ft. long or less	\$ 50,000.00	-0-	Les White
007 S1	4/21/15	Cut off prestressed concrete piles 54 ft. long or less	\$ -	16	Board/Alex Clifford
008	9/26/13	Cut off prestressed concrete piles longer than 54 ft. to achieve correct elevation	\$ 26,000.00	-0-	Les White
009	9/26/13	Provide labor, equipment, and materials to modify pile caps	\$ 18,994.00	-0-	Les White
010	9/15/14	Fire Service Backflow Preventor (FD #17)	\$ 10,621.00	-0-	Alex Clifford
011	2/25/14	Weather & Misc. Delay	\$ -	13	Board/Alex Clifford
012	11/20/14	Differing site condition encountered during parking lot demolition.	\$ 49,777.00	-0-	Alex Clifford
013	11/20/14	Modification of parking deck storm drain piping at grid lines E/1 on ground floor	\$ 1,920.00	-0-	Alex Clifford
014	3/17/15	Add battery backups/delete overhead coils	\$ -	-0-	Alex Clifford
015	12/8/14	Partnering sessions (METRO's one half share of cost)	\$ 10,000.00	-0-	Alex Clifford
016	1/6/15	Furnishing and installing of epoxy-coated rebar dowels	\$ 3,798.68	-0-	Alex Clifford
017	1/14/15	Additional vehicular PCC pavement	\$ 15,182.00	-0-	Alex Clifford

Attachment A - REVISED

No.	Effective Date	Description	Increase in Contract Amount	Increase in Contract Time (in Days)	Approved By
018	6/16/15	Aluminum Brake Metal	\$ 28,280.50	Deferred	Alex Clifford
019	6/26/15	CalTrans Encroachment Permit	\$ 23,523.00	Deferred	Alex Clifford
020	6/16/15	Relocate Firewall - Door Louvers and FSDs	\$ (803.00)	Deferred	Alex Clifford
022	6/16/15	Elevator Penthouse	\$ 23,870.00	Deferred	Alex Clifford
023	5/4/15	Stair Gate	\$ 4,446.00	-0-	Alex Clifford
025	6/16/15	Illuminated Handrail	\$ 21,668.00	Deferred	Alex Clifford
026	6/16/15	Plumbing Changes	\$ 6,740.00	Deferred	Alex Clifford
027	6/8/15	Security Camera Conduits	\$ 55,616.00	Deferred	Alex Clifford
028	6/8/15	Future Car Charging Conduits	\$ 21,399.00	Deferred	Alex Clifford
029	6/16/15	Contaminated Soil Abatement	\$ 32,011.00	Deferred	Alex Clifford
030	6/16/15	HVAC Revisions - Split System	\$ 14,385.00	Deferred	Alex Clifford
031	3/17/15	Pile Redesign	\$ 62,942.00	12	Board/Alex Clifford
032	3/17/15	Pile Cap Redesign	\$ 31,717.00	21	Board/Alex Clifford
033	3/17/15	Additional Sitework	\$ 12,799.00	-0-	Alex Clifford
035	6/16/15	Provide Cut Metal Letters	\$ 19,467.00	Deferred	Alex Clifford
036	4/8/15	Dwarf Wall & 6 Inch Sill Curb	\$ 6,712.00	-0-	Alex Clifford
039.S1	7/10/15	Buy America FRC Panels	\$ -	Deferred	Alex Clifford
040	6/16/15	Added Motor Operated Solar Shades	\$ 20,199.00	Deferred	Alex Clifford
043	6/16/15	PG&E Gas and Electric Substructures	\$ 2,499.00	Deferred	Alex Clifford
047	7/7/15	Concrete Backfill at Waterline in River Street	\$ 28,444.00	Deferred	Alex Clifford
048	6/25/15	Boulder Removal	\$ 632.00	Deferred	Alex Clifford
051	6/16/15	Delete Fixture Type DD at Transformer Enc.	\$ (905.00)	Deferred	Alex Clifford
052	6/16/15	Relocate Fixture Type WE	\$ 352.00	Deferred	Alex Clifford
053	7/6/15	Delete Grout Bed	\$ (2,382.00)	Deferred	Alex Clifford
054	7/10/15	Edge of Slab Revision	\$ 1,297.00	Deferred	Alex Clifford
062	7/30/15	Chain Link Fence on Retaining Wall	\$ 2,234.00	Deferred	Alex Clifford

Totals: \$ 868,916.18 111

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 OF APPRECIATION FOR THE SERVICES OF JANIE MCDONALD AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) was formed to provide public transportation to all of the residents of Santa Cruz County, and

WHEREAS, the provision of public transportation service requires a competent, dedicated workforce, and

WHEREAS, METRO, requiring an employee with expertise and dedication appointed Janie McDonald to serve in the position of Bus Operator, and

WHEREAS, Janie McDonald served as a member of the Operations Department of METRO for the time period of December 19, 2006 to August 1, 2015, and

WHEREAS, Janie McDonald provided METRO with dedicated service and commitment during the time of employment, and

WHEREAS, Janie McDonald served METRO with distinction, and

WHEREAS, the service provided to the residents of Santa Cruz County by Janie McDonald resulted in reliable, quality public transportation being available in the most difficult of times, and

WHEREAS, during the time of Janie McDonald's service, METRO expanded service, improved existing and built new operating facilities, converted the fleet to a CNG propulsion system, developed accessible bus stops, improved ridership, responded to adverse economic conditions, assumed direct operational responsibility for the Highway 17 Express service and the Amtrak Connector service, and assumed direct operational responsibility for the ParaCruz service, and

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

NOW, THEREFORE, BE IT RESOLVED, that upon her retirement as Bus Operator, the Board of Directors of METRO does hereby commend Janie McDonald for her efforts in advancing public transit service in Santa Cruz County and expresses sincere appreciation on behalf of itself, METRO staff and all of the residents of Santa Cruz County.

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

PASSED AND ADOPTED this 25th Day of September, 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

*Santa Cruz Metropolitan
Transit District*



September 25, 2015

Mr. Eleuterio (Pedro) S. Garcia-Sumano
91 Little Creek Road
Soquel, CA 95073

Dear Mr. Garcia-Sumarno,

It has been brought to the attention of the Santa Cruz Metropolitan Transit District (METRO) that you performed a heroic and commendable act at approximately 5:25 a.m., on August 19, 2015.

While deadheading to the Watsonville Transit Center, your awareness and skill of always driving defensively while operating your coach, was a necessity as you noticed a small child wandering in the middle of a dark street unattended. Your first instinct was to protect the child by immediately parking the coach and attending to the child. Your quick actions and awareness of the situation are heroic and commendable. An outcome that could have been devastating for any parent resulted in a happy ending due to your diligence in performing your duties as a professional Bus Operator.

Just as you take pride in performing your duties as a Bus Operator, METRO also takes pride in knowing you are an employee who will be diligent in performing your duty to protect the public when necessary. You are indeed an asset to this organization and METRO is honored to commend your actions on this day.

Thank you for all you do daily as a Bus Operator for METRO.

Sincerely,

A blue ink signature of Alex Clifford, consisting of a stylized 'A' and 'C' followed by a long horizontal flourish.

Alex Clifford
CEO/General Manager

A blue ink signature of Dene Bustichi, featuring a large, sweeping 'D' and 'B' with several horizontal strokes.

Dene Bustichi
Board Chair

/gmp



*Santa Cruz Metropolitan Transit District
Outstanding Service Commendation*

Eleuterio (Pedro) S. Garcia-Sumano

BUS OPERATOR

Has received Customer Recognition for providing Outstanding Service and is hereby provided this certificate of Commendation for dedication and commitment in the delivery of Santa Cruz Metropolitan Transit District (METRO) services.

Awarded on this 25th day of September, 2015


Alex Clifford, CEO/General Manager


Dene Bustichi, Board Chair



DATE: September 25, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: BOARD AGENDA EFFICIENCIES

I. RECOMMENDED ACTION

That the Board of Directors approve:

- 1. Changing the current monthly ParaCruz Operations and the monthly Ridership reports to quarterly reports; and,**
- 2. Completely eliminate from the Santa Cruz Metropolitan Transit District (METRO) Monthly Agenda the monthly Santa Cruz County Regional Transportation Commission (SCCRTC) Minutes and voting results.**

II. SUMMARY

- The CEO has previously reported to the Board that he has been reviewing the Board Agenda process and looking for efficiencies.
- Convert to quarterly reports certain monthly Board reports noted in item one of the recommendation section above.
- Eliminate the SCCRTC minutes and voting results from the METRO monthly Agenda.

III. DISCUSSION/BACKGROUND

The CEO has previously reported to the Board that he has been reviewing the Board Agenda process and looking for efficiencies. As a result of this review, the Board recently adopted a reduction of Board meetings to once-a-month through the end of the year. In December of this year the Board will evaluate the once-a-month meetings and determine if they wish to continue them going forward.

Late last year, at the request of the CEO, the Board converted the Accessible Services report to a quarterly report. Then, on August 28, 2015 the Board approved the conversion of the monthly Status Report of Active Grants and Submitted Grant Proposals to a quarterly report.

In an effort to capture and reinvest additional staff hours, the CEO is recommending approval of converting the current monthly ParaCruz Operations and the monthly System Ridership reports to quarterly reports. Samples of these reports can be found as Attachments to this report. The CEO believes that these reports generally reflect relatively stable and recurring information and that such

reports to the Board on a quarterly basis should be sufficient. Further, should new, significant or fast moving information occur in either of these two reporting areas, the CEO will move to agendize the report(s) earlier than their scheduled frequency.

The CEO is also recommending the elimination of the monthly SCCRTC minutes and voting results report. Doing so will save some front office administrative time and some nominal paper savings. Additionally, of the twelve SCCRTC Board members, METRO appoints three and three other METRO Board members are appointed to the SCCRTC because they are on the Board of Supervisors. These six SCCRTC Board members receive the SCCRTC meeting minutes in their SCCRTC meeting packets. For the remaining METRO Board members, SCCRTC voting results and minutes are readily available at <http://www.sccrtc.org/meetings/commission/agendas/>. While not a guarantee of the future, the current SCCRTC Board is composed of eight METRO Board members due to the overlap between City appointments to the SCCRTC and their appointment to the METRO Board.

IV. FINANCIAL CONSIDERATIONS/IMPACT

It is difficult to quantify a dollar savings that might result from the above actions. The CEO believes there will be some staff time savings as a result of drafting certain Board reports quarterly instead of once-a-month. It is the CEO's intent that if the recommendations are adopted, these staff time savings will be reinvested in other mission critical tasks.

V. ALTERNATIVES CONSIDERED

- Do nothing and continue to receive the referenced reports monthly.
- Decide which of the recommendations the Board wishes to adopt and leave the remaining as they are today.

VI. ATTACHMENTS

- Attachment A:** Sample June 26, 2015 ParaCruz Operations Status Report
Attachment B: Sample August 28, 2015 Ridership Report
Attachment C: Sample August 28, 2015 SCCRTC Meeting Report

Prepared By: Alex Clifford, CEO/General Manager

VII. APPROVALS:

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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Attachment A

*Santa Cruz Metropolitan
Transit District*



DATE: June 26, 2015
TO: Board of Directors
FROM: April Warnock, Paratransit Superintendent
SUBJECT: ACCEPT AND FILE THE METRO PARACRUZ OPERATIONS STATUS REPORT FOR APRIL 2015

I. RECOMMENDED ACTION

That the Board of Directors accept and file the Metro ParaCruz Operations Status Report for April 2015

II. SUMMARY

- Summary review of monthly operational statistics for ParaCruz
- Summary of monthly operational information about ParaCruz

III. DISCUSSION/BACKGROUND

Comparing March 2015 statistics to April 2015, ParaCruz rides decreased by 687 rides. March 2015 had a record-breaking number of rides (9101) for any March historically.

Comparing April 2014 statistics to April 2015, ParaCruz rides decreased by 292 rides.

In April 2015, the cost of a ParaCruz ride dips down slightly, this is attributed to having 3 vacant Operator positions, with 2 newly hired Operators in training, not in revenue service quite yet.

METRO ParaCruz is the federally mandated ADA complementary paratransit program of the Santa Cruz Metropolitan 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.

IV. FINANCIAL CONSIDERATIONS/IMPACT

None

V. ALTERNATIVES CONSIDERED

Not applicable

Attachment A

VI. COORDINATION

This staff report has been coordinated with statistics provided by the Finance and Fleet Departments. Additional data was provided by the Eligibility Coordinator.

VII. ATTACHMENTS

ATTACHMENT A: ParaCruz On-time Performance Chart

ATTACHMENT B: Comparative Operating Statistics Tables for April

ATTACHMENT C: Number of Rides Comparison Chart and Data Table

ATTACHMENT D: Shared vs. Total Rides Chart and Data Tables

ATTACHMENT E: Mileage Comparison Chart and Mileage Data Tables

ATTACHMENT F: Monthly Assessments

Prepared By: April Warnock, Paratransit Superintendent

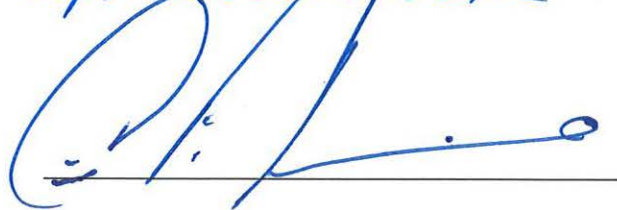
Attachment A

VIII. APPROVALS:


April Warnock,
Paratransit Superintendent



Ciro Aguirre, COO



Alex Clifford, CEO/General Manager



Attachment A

ParaCruz On-time Performance Report

	April 2014	April 2015
Total pick ups	8717	8422
Percent in “ready window”	94.43%	89.24%
1 to 5 minutes late	2.07%	4.52%
6 to 10 minutes late	1.46%	2.55%
11 to 15 minutes late	.83%	1.53%
16 to 20 minutes late	.46%	.96%
21 to 25 minutes late	.31%	.65%
26 to 30 minutes late	.16%	.28%
31 to 35 minutes late	.11%	.08%
36 to 40 minutes late	.10%	.11%
41 or more minutes late (excessively late/missed trips)	.07%	.06%
Total beyond “ready window”	5.57%	10.76%

During the month of April 2015, ParaCruz received six (6) Customer Service Reports. Two (2) reports were compliments. Four (4) of the reports were not verifiable or valid.

In March of 2014, METRO ParaCruz received an upgrade to their scheduling software, Trapeze. The upgrade was needed to prepare Trapeze for the addition of Mobile Data Computers (MDC's) to the system, those installations happened in mid-May. July 2014 was the first full month of real-time data entered by Operators into the MDC's. Recognizing that data was manually entered previously, from handwritten manifests, by Operators and Reservationists, it is not surprising that there is a shift in the data being gathered and compiled. The 'on-time' statistics reflected utilizing the 'real-time' equipment reflects a lower level of 'on time' performance than previously realized, as shown in the chart above.

This more accurate data is providing staff the opportunity to focus on the late pick-ups and to work incrementally towards achieving a target of 95% in “ready window” with an initial goal of achieving 92% by the end of FY15.

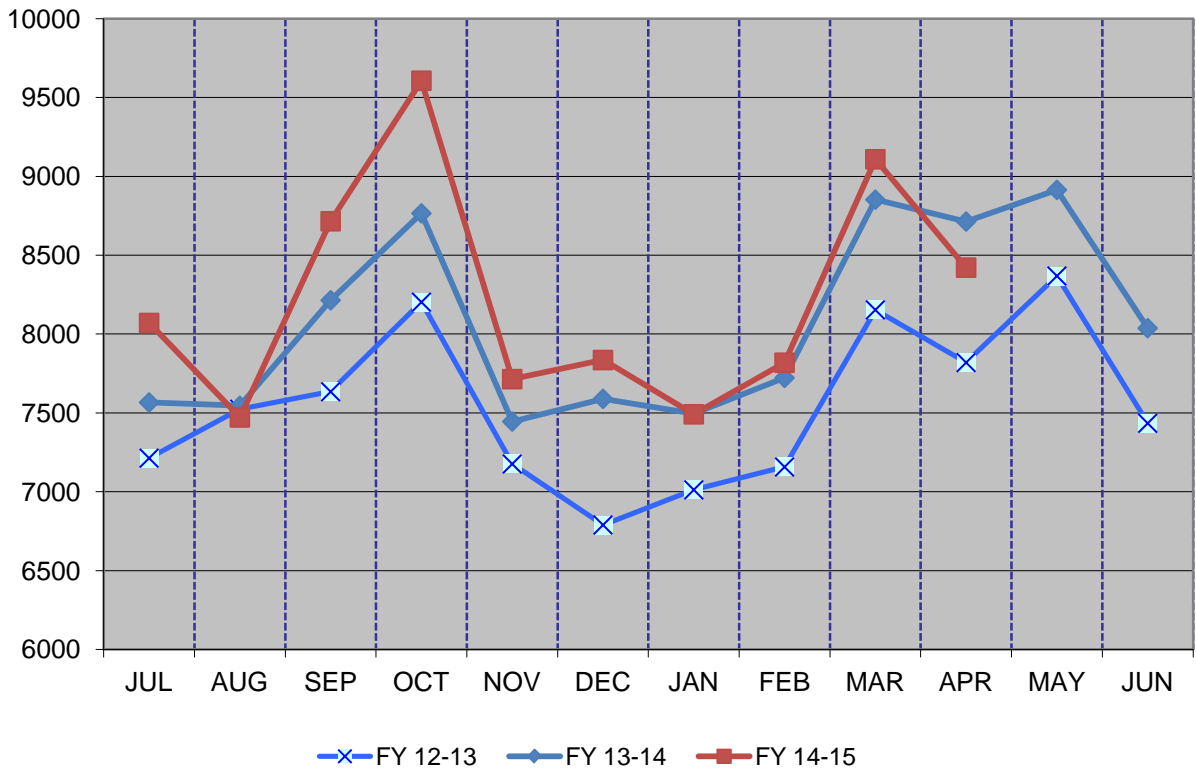
Attachment A

Comparative Operating Statistics through April 2015.

	April 2014	April 2015	Fiscal 13-14	Fiscal 14-15	Performance Averages	Performance Goals
Requested	9324	9319	85,453	88,694	8883	
Performed	8714	8422	79,895	82,252	8268	
Cancels	20.28%	20.94%	19.67%	20.74%	20.50%	
No Shows	3.3%	2.85%	2.95%	2.96%	3.01%	Less than 3%
Total miles	62,304	60,135	570,502	599,315	60,297	
Av trip miles	4.8	5.29	4.77	5.34	5.06	
Within ready window	94.43%	89.24%	95.26%	90.79%	91.11%	92.00% or better
Excessively late/missed trips	6	5	27	42	4.17	Zero (0)
Call center volume	6473	6496	N/A	13,332	6251	VOIP being UPDATED
Hold times less than 2 minutes	95.2	95.6%	N/A	95.6%	95.78%	Greater than 90%
Distinct riders	836	837	1780	1826	828	
Most frequent rider	60 rides	58 rides	440 rides	464 rides	59 rides	
Shared rides	65.9%	67.8%	64.4%	65.2%	65.03%	Greater than 60%
Passengers per rev hour	2.04	2.07	1.97	2.01	2.01	Greater than 1.6 passengers/hour
Rides by supplemental providers	7.7%	11.35%	9.92%	7.51%	6.37%	No more than 25%
Vendor cost per ride	\$24.48	\$23.82	\$24.02	\$24.30	\$24.51	
ParaCruz driver cost per ride (estimated)	\$30.20	\$26.30	\$30.20	\$30.64	\$29.86	
Rides < 10 miles	61.05%	65.38%	63.32%	63.69%	63.79%	
Rides > 10	38.95%	34.62%	36.68%	36.31%	36.21%	
Denied Rides	0	0	0	0	0	Zero

Attachment A

NUMBER OF RIDES COMPARISON CHART

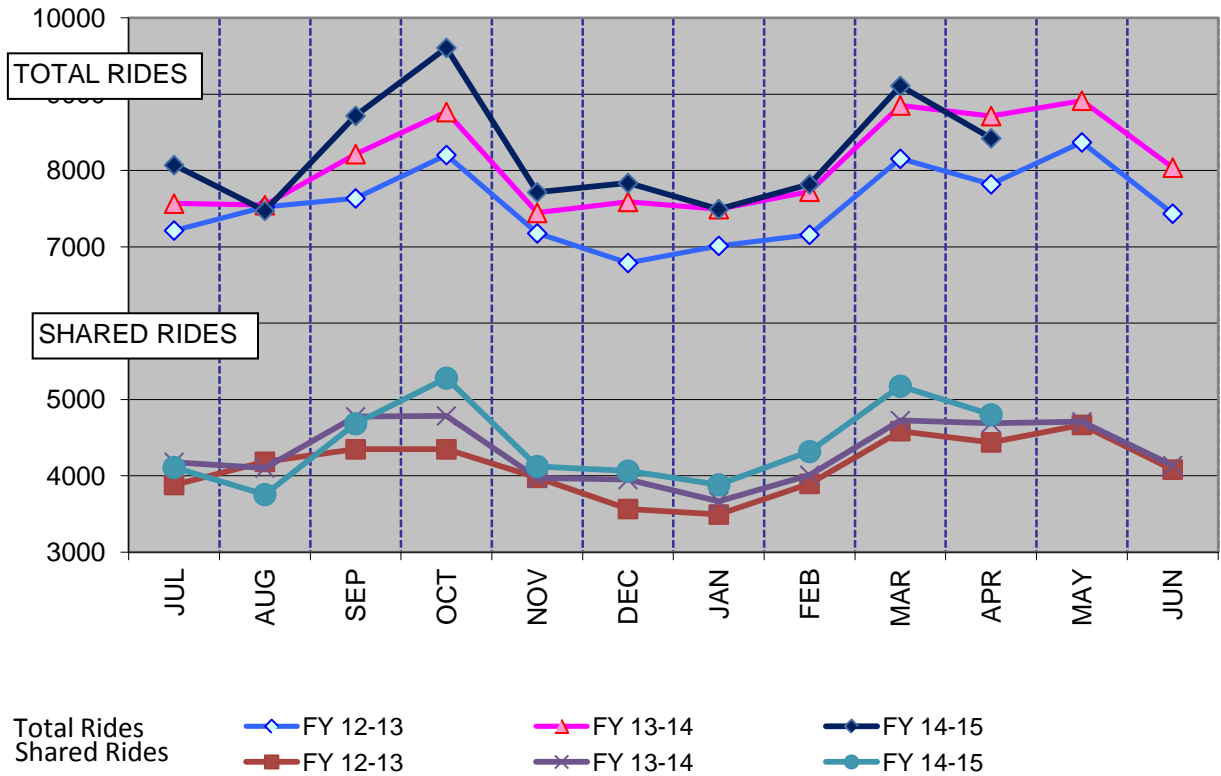


Data Table for Number of Rides performed monthly.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	3881	4185	4348	4348	3975	3566	3494	3896	4586	4439	4668	4082
FY 13-14	4179	4101	4775	4786	3971	3950	3666	4010	4726	4690	4709	4136
FY 14-15	4110	3755	4683	5280	4123	4063	3883	4318	5175	4801		

Attachment A

TOTAL RIDES vs. SHARED RIDES



Data table for total number of rides provided.

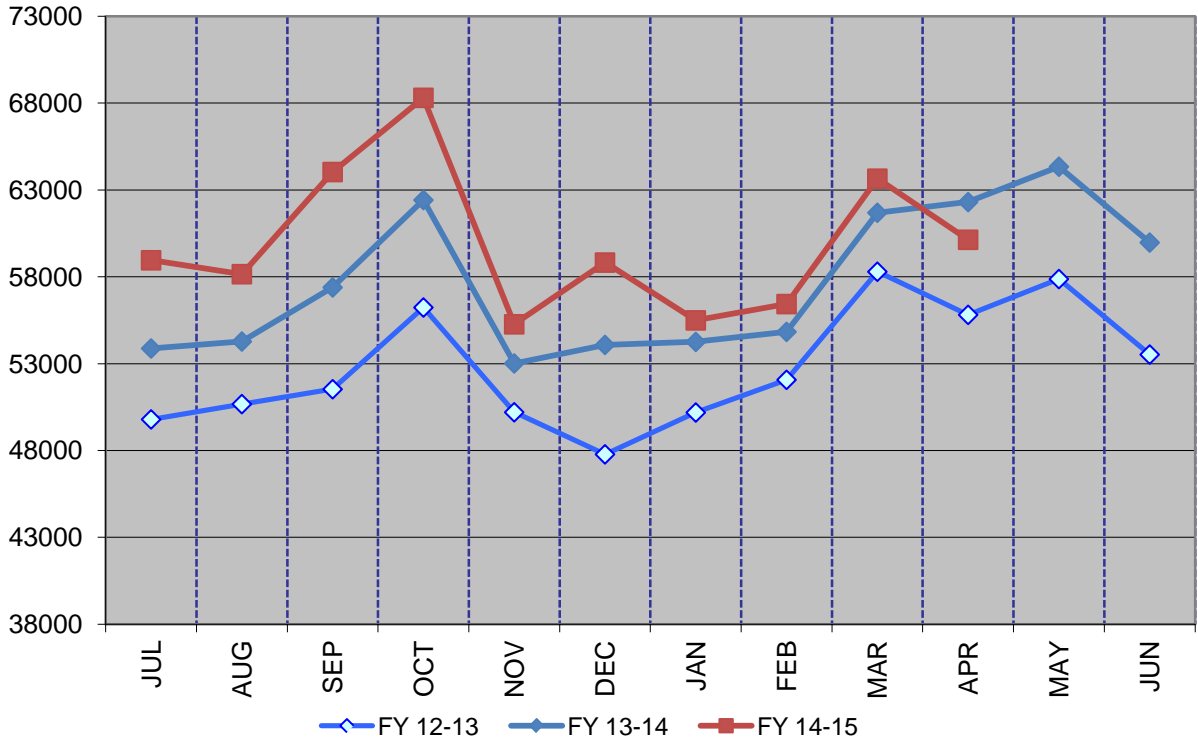
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	7214	7524	7635	8203	7177	6790	7013	7158	8154	7820	8369	7435
FY 13-14	7567	7546	8215	8766	7446	7590	7495	7723	8853	8714	8915	8038
FY 14-15	8071	7472	8716	9607	7715	7836	7492	7819	9109	8422		

Data table for total number of shared rides provided.

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	3881	4185	4348	4348	3975	3566	3494	3896	4586	4439	4668	4082
FY 13-14	4179	4101	4775	4786	3971	3950	3666	4010	4726	4690	4709	4136
FY 14-15	4110	3755	4683	5280	4123	4063	3883	4318	5175	4801		

Attachment A

MILEAGE COMPARISON



Data table for monthly mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	49795	50675	51532	56236	50205	47783	50191	52073	58295	55814	57874	53528
FY 13-14	53878	54278	57391	62420	53017	54083	54255	54833	61690	62304	64339	59974
FY 14-15	58954	58154	64034	68305	55269	58823	55495	56434	63651	60135		

Data table for year-to-date mileage

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY 12-13	49795	100470	152002	208238	258443	306223	356414	408491	466786	522551	580425	633953
FY 13-14	53878	108156	165547	227877	280894	334976	391682	446515	508205	570509	634848	694822
FY 14-15	58954	117108	181142	249415	304685	363487	419053	475529	539180	599315		

Attachment A

Board Meeting June 26, 2015

Monthly Assessments

	UNRESTRICTED	RESTRICTED CONDITIONAL	RESTRICTED TRIP BY TRIP	TEMPORARY	DENIED	TOTAL
MAY 2014	27	2	2	1	1	33
JUNE 2014	45	1	3	5	1	55
JULY 2014	32	3	3	2	1	41
AUGUST 2014	52	6	4	0	0	62
SEPTEMBER 2014	62	0	9	3	0	74
OCTOBER 2014	51	5	7	7	0	70
NOVEMBER 2014	34	0	2	4	1	41
DECEMBER 2014	89	3	2	2	0	96
JANUARY 2015	28	1	3	11	1	44
FEBRUARY 2015	34	0	2	5	0	41
MARCH 2015	35	0	3	1	0	39
APRIL 2015	52	1	0	0	0	53

Number of Eligible Riders for the month of April 2015 = 3795

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Attachment B

*Santa Cruz Metropolitan
Transit District*



DATE: August 28, 2015
TO: Board of Directors
FROM: Carolyn Derwing, Schedule Analyst/Acting Planner
SUBJECT: ACCEPT AND FILE SANTA CRUZ METRO SYSTEM RIDERSHIP REPORTS FOR THE MONTH OF JUNE 2015 AND THE END OF FY15

I. RECOMMENDED ACTION

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

II. SUMMARY

- This report contains Ridership Summaries and Ridership Statistics for Santa Cruz Metropolitan Transit District's (METRO) fixed route bus service for the month of June 2015.
- June was the last month in FY15 so all Year-To-Date totals are for the entire fiscal year and can be used to make comparisons to FY14.
- System-wide ridership was up 1.2% in June 2015 compared to the same month in 2014.
- UCSC Ridership was up 3.7% in June 2015 compared to the same month in 2014.
- Year-to-date ridership totals, and FY15 totals, for local fixed route service are up 3.2% as compared to FY14.
- Year-to-date ridership totals, and FY15 totals, for the Highway 17 Express are up 3.6% as compared to FY14.
- Year-to-date ridership totals, and FY15 totals, for UCSC are up 6.3% as compared to FY14.
- Year-to-date totals, and FY15 totals, for non-UCSC local ridership (ridership figures that do not include Hwy 17 or UCSC ridership) are only up 0.2% as compared to FY14.
- Total system ridership for FY15 was 5,703,998, up 3.2% from FY14.

III. DISCUSSION/BACKGROUND

Ridership reports are prepared monthly in order to keep the Board of Directors apprised of METRO's ridership statistics and ridership trends. The attached Ridership Summaries and Ridership by Route report reflect ridership statistics for METRO's fixed route bus service for the month of June 2015.

Attachment "A" shows system-wide ridership statistics for June 2015 and compares them to June 2014. System-wide, June 2015 ridership was up 1.2% as compared to the same month in 2014. Local fixed route service was up 1.0% as compared to June

Attachment B

2014. Highway 17 Express service was up by 4.3% in June 2015 as compared to June 2014.

This report also compares complete year-to-date totals for FY15 as compared to FY14. By the end of June, overall ridership for FY15 was up 3.1% compared to FY14. Local fixed route was up by 3.1% for FY15 and Highway 17 was up 3.6% for FY15. Most of these increases in year-to-date totals are reflected in UCSC (6.3%) and Hwy 17 ridership (3.6%) with the rest of the local ridership remaining basically flat with only a very slight 0.2% increase for the year.

Attachment “B” shows UCSC ridership statistics for the month of June 2015 and compares them to the same month in 2014. UCSC experienced an overall increase in ridership of 3.7% for the month of June.

This report also compares UCSC complete year-to-date totals for FY15 as compared to FY14. By the end of FY15, UCSC ridership was up 6.3% as compared to the end of FY14. The increase in overall student enrollment at UCSC is strongly reflected in an increase in UCSC ridership. For FY15 UCSC accounted for 46.1% of the total METRO ridership.

Attachment “C” shows weekday, Saturday and Sunday ridership by route for the month of June 2015. Overall, monthly ridership was up 1.2% in June 2015 as compared to the same month in the previous year. The routes with the highest ridership for the month of June were the Route 71, the Route 16 and the Route 35.

The total system ridership for FY15 was 5.7 million and the Route 16 alone accounted for just over 1 million passengers – roughly 18% of the total system ridership. The Route 71 accounted for 13.6% of the total ridership, followed by the Route 19 with 8.2%. The Hwy 17 had the seventh highest ridership of METRO's routes accounting for 6.6% of the total ridership.

IV. FINANCIAL CONSIDERATIONS/IMPACT

Revenue derived from passenger fares and passes is reflected in the FY15 revenue. While year to date system-wide ridership is up, net passenger fare revenues are down when compared to budget. The adopted FY15 passenger fares budget was based on the FY14 passenger fares budget, plus a 3% increase, because actual year to date revenues were not yet available.

V. ALTERNATIVES CONSIDERED

There are no alternatives to consider.

Attachment B

VI. ATTACHMENTS

- Attachment A:** Monthly Ridership Summary for June 2015
Attachment B: Monthly UCSC Ridership Summary for June 2015
Attachment C: Monthly Ridership by Route Report for June 2015

Prepared By: Carolyn Derwing, Schedule Analyst/Acting Planner

Attachment B

Board of Directors
August 28, 2015
Page 4 of 4

VII. APPROVALS:


Thomas Hiltner, Acting Planning and
Development Manager



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Monthly Ridership Summary

JUNE 01, 2015 - JUNE 30, 2015

Calendar Operating Days

	This Year	Last Year
Weekdays	22	21
Saturdays	4	4
Sundays	4	5

Bikes and Mobility Devices

	This Year	Last Year*
Bikes	16,910	17,239
Mobility Dev.	1,962	2,112

Monthly System Totals

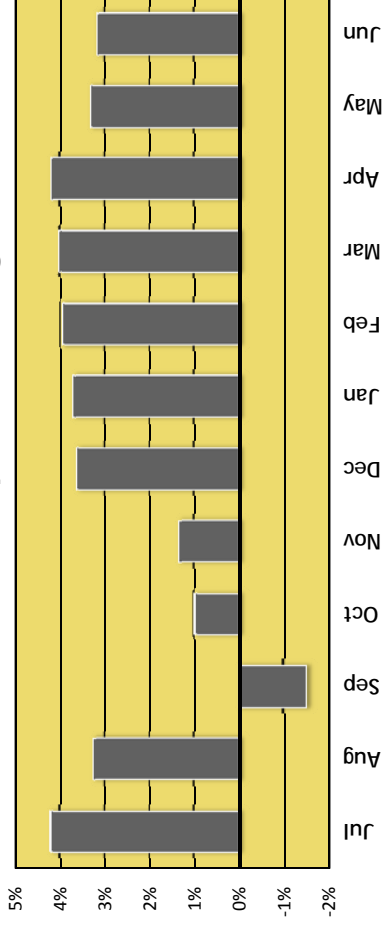
	Monthly Totals		
	This Year	Last Year*	% Change
Local Fixed Route	360,428	356,931	1.0%
AMTRAK/Highway 17 Express	30,010	28,764	4.3%
System Total	390,438	385,695	1.2%

System Daily Averages

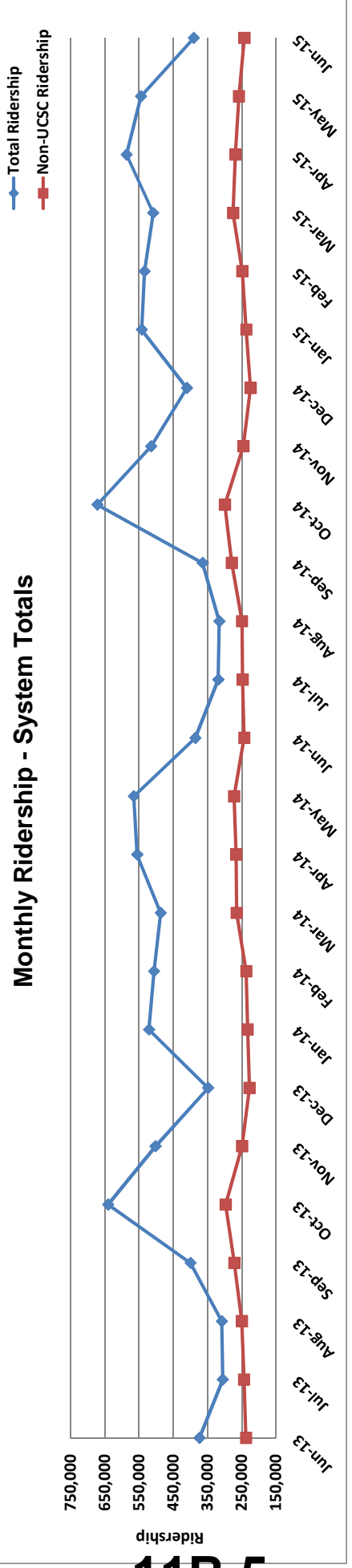
	Weekdays			Saturday			Sunday		
	This Year	Last Year*	% Change	This Year	Last Year*	% Change	This Year	Last Year*	% Change
Local Fixed Route	13,692	13,802	-0.8%	7,702	7,629	1.0%	7,099	7,315	-3.0%
AMTRAK/Highway 17 Express	1,097	1,056	3.9%	741	760	-2.5%	727	709	2.5%
System Total	14,789	14,858	-0.5%	8,443	8,389	0.6%	7,826	8,024	-2.5%

Attachment B

Total Ridership YTD % Change



Monthly Ridership - System Totals



11B.5

*Previous year statistics may have been updated since last year's ridership report was produced

UCSC Ridership Summary

JUNE 01, 2015 - JUNE 30, 2015

Calendar Operating Days

	This Year	Last Year		This Year	Last Year	\$ Difference	% Change
School Term Days	9	9		\$184,954.56	\$172,845.98	\$12,108.58	7.0%
Weekdays	22	21		\$16,296.88	\$16,017.56	\$279.32	1.7%
Weekend Days	8	9		\$7,025.12	\$9,202.68	-\$2,177.56	-23.7%
Total				\$208,276.56	\$198,066.22	\$10,210.34	5.2%

UCSC Revenue

UCSC Monthly System Totals

	Monthly Totals			Year to Date Totals		
	This Year	Last Year*	% Change	This Year	Last Year*	% Change
Students	135,996	130,647	4.1%	2,474,300	2,317,614	6.8%
Staff & Faculty	11,983	12,107	-1.0%	152,325	153,869	-1.0%
Total	147,979	142,754	3.7%	2,626,625	2,471,483	6.3%

UCSC System Daily Averages

	School Term Days			Weekdays			Weekend Days		
	This Year	Last Year*	% Change	This Year	Last Year*	% Change	This Year	Last Year*	% Change
Students	9,681	9,135	6.0%	5,329	5,172	3.0%	2,348	2,449	-4.1%
Staff & Faculty	556	537	3.5%	491	509	-3.5%	148	158	-6.2%
Total	10,237	9,672	5.8%	5,820	5,681	2.5%	2,496	2,607	-4.2%

11B.6

*Previous year statistics may have been updated since last year's ridership report was produced

Attachment B Ridership by Route

JUNE 01, 2015 - JUNE 30, 2015

Route	Corridor	Weekday Ridership	Weekday Average	Saturday Ridership	Saturday Average	Sunday Ridership	Sunday Average	Monthly Ridership
3	Mission/Beach	3,455	157	198	50	163	41	3,816
4/4W	Harvey West/Emeline	3,888	177	124	31	88	22	4,100
8	Emeline	126	6					126
10	UCSC via High St.	15,263	694	1,053	263	892	223	17,208
12	UCSC East Side District	527	59					527
15	UCSC via Laurel West	16,915	1,879					16,915
16	UCSC via Laurel East	50,313	2,287	5,014	1,254	4,629	1,157	59,956
19	UCSC via Lower Bay	25,888	1,177	3,014	754	2,387	597	31,289
20	UCSC via West Side	13,343	607	1,732	433	1,745	436	16,820
20D	UCSC via West Side Supp.	6,346	705					6,346
30	Graham Hill/Scotts Valley	589	27					589
33	Lompico SLV/Felton Faire	128	14					128
34	South Felton	35	4					35
35/35A	Santa Cruz/Scotts Valley/SLV	29,090	1,322	3,669	917	3,064	766	35,823
40	Davenport/North Coast	1,339	61	56	14	76	19	1,471
41	Bonny Doon	1,281	58	59	15	32	8	1,372
42	Davenport/Bonny Doon	246	11	38	10	37	9	321
54	Capitola/Aptos/La Selva Beach	128	6	52	13	49	12	229
55	Rio Del Mar	2,485	113					2,485
56	La Selva Beach	412	19					412
66/66N	Live Oak via 17th	11,475	522	1,547	387	1,412	353	14,434
68	Like Oak via Broadway/Portola	7,837	356	945	236	963	241	9,745
69A	Capitola Road/Watsonville	17,115	778	2,375	594	2,061	515	21,551
69W	Cap. Road/Cabrillo/Watsonville	19,889	904	2,715	679	2,413	603	25,017
71	Santa Cruz to Watsonville	47,108	2,141	6,857	1,714	6,941	1,735	60,906
72	Corralitos	3,332	151					3,332
74	Ohlone Parkway/Rolling Hills	1,763	80	168	42	142	36	2,073
75	Green Valley Road	5,088	231	922	231	1,120	280	7,130
77	Civic Plaza / Pajaro	953	43					953
79	East Lake	2,013	92	271	68	180	45	2,464
91X	Santa Cruz/Watsonville Express	12,855	584					12,855
Hwy 17	Hwy 17 Express/AMTRAK	24,139	1,097	2,963	741	2,908	727	30,010
Monthly Total		325,364	14,789	33,772	8,443	31,302	7,826	390,438
Previous Year*		312,022	14,858	33,555	8,389	40,118	8,024	385,695
% Change		4.3%	-0.5%	0.6%	0.6%	-22.0%	-2.5%	1.2%

*Previous year statistics may have been updated since last year's ridership report was produced

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Attachment C

*Santa Cruz Metropolitan
Transit District*



DATE: August 28, 2015

TO: Board of Directors

FROM: Alex Clifford, CEO

**SUBJECT: ACCEPT AND FILE SANTA CRUZ COUNTY REGIONAL
TRANSPORTATION COMMISSION (SCCRTC) MEETING MINUTES
REFLECTING VOTING RESULTS FROM SANTA CRUZ METRO
APPOINTEES**

I. RECOMMENDED ACTION

That the Board of Directors Accept and File the Minutes for the Santa Cruz County Regional Transportation Commission (SCCRTC).

II. SUMMARY

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

III. DISCUSSION/BACKGROUND

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

IV. FINANCIAL CONSIDERATIONS/IMPACT

None.

V. ALTERNATIVES CONSIDERED

None.

VI. ATTACHMENTS

Attachment A: Minutes of the May 7, 2015 Regular SCCRTC Meeting

Attachment B: Minutes of the June 4, 2015 Regular SCCRTC Meeting

Prepared by: Gina Pye, Executive Assistant

Attachment C

Board of Directors
August 28, 2015
Page 2 of 2

VII. APPROVALS:

Alex Clifford, CEO/General Manager



Attachment C



Santa Cruz County Regional Transportation Commission

MINUTES

Thursday, May 7, 2015

**Capitola City Council Chambers
420 Capitola Avenue
Capitola, CA 95010**

1. Roll Call

The meeting was called to order at 9:06 a.m.

Members Present:

Aileen Loe (ex-officio)
Andy Schiffrin (alt.)
Bruce McPherson
Cynthia Chase
Dennis Norton
Don Lane

Ed Bottorff
Greg Caput
Jimmy Dutra
John Leopold
Randy Johnson
Zach Friend

Staff Present:

George Dondero
Luis Mendez
Yesenia Parra
Cory Caletti
Karena Pushnik

Rachel Moriconi
Kim Schultz
Jennifer Rodriguez

2. Oral Communications

Jack Nelson, Campaign for Sensible Transportation, questioned whether there is evidence that highway construction leads to congestion relief.

3. Additions or deletions to consent and regular agendas

Replacement page for Item 12, and additional pages for Items 18, 21, and 22 were distributed.

CONSENT AGENDA

Commissioner Schiffrin moved and Commissioner Lane seconded the consent agenda. The motion passed unanimously, with Commissioners Norton, Lane, Johnson, Dutra, Caput, Friend, Leopold, McPherson, Chase, Bottorff and

Attachment C

Commissioner Alternate Schiffrin **voting "aye"**. Commissioner Friend and Commissioner Alternate Schiffrin abstained from Item 4.

MINUTES

4. Approved draft minutes of the April 2, 2015 Regional Transportation Commission meeting
5. Accepted draft minutes of the April 13, 2015 Bicycle Committee meeting
6. Accepted draft minutes of the April 14, 2015 Elderly and Disabled Transportation Advisory Committee meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

7. FY15-16 Transportation Development Act (TDA) Article 8 claims for the Community Traffic Safety Coalition, the Ride 'n' Stride program, and the Bike to work program (**Resolutions 22-15 and 23-15**)

Item pulled by Commissioner Johnson. Chair Leopold placed the item on the regular agenda as item 17.1

8. Received Monterey Bay Region 2015 Public Participation Plan
9. Approved consultant contract for federal transportation/legislative assistant (**Resolution 24-15**)

BUDGET AND EXPENDITURES ITEMS

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

ADMINISTRATION ITEMS

11. Approved appointment of members to the Elderly and Disabled Transportation Advisory Committee

INFORMATION/OTHER ITEMS

12. Accepted monthly meeting schedule
13. Accepted correspondence log
14. Accepted letters from RTC committees and staff to other agencies

Attachment C

- a. Letter to the Honorable William Monning regarding Support for SB 344: Commercial Driver Safety Training
 - b. Letter to the Honorable Jean Fuller regarding Support for SB 516 Transportation: Motorist Aid Services
 - c. Letter to the Honorable Jim Frazier regarding Support for ACA 4, Local Government Transportation Projects: Special Taxes: Voter Approval
 - d. Letter to Caltrans regarding City of Santa Cruz Active Transportation Program Grant Application for Branciforte Creek Pedestrian and Bicycle Bridge from the Elderly and Disabled Transportation Advisory Committee
 - e. Letter to Caltrans regarding City of Scotts Valley Active Transportation Program Grant Application from the Elderly and Disabled Transportation Advisory Committee
15. Accepted miscellaneous written comments from the public on RTC projects and transportation issues
16. Accepted information items
- a. Letter from the Coast Rail Coordinating Council (CRCC)
 - b. Local Groups MAP 21 Renewal letter
 - c. Central Coast Coalition letter
 - d. Grant Confirmation letter from CalTrans

Commissioner Norton pulled item 16a. Chair Leopold placed the item on the regular agenda as item 17.2

REGULAR AGENDA

17. Commissioner reports

Commissioner Norton welcomed all. He shared his vision for the future of transportation stating that 40 feet behind the Capitola chambers, the rail corridor would be built to allow bicycle and pedestrian access and an option for a trolley.

- 17.1 Previously Item 7. In response to questions, Deputy Director Luis Mendez explained the process for putting items on the consent agenda versus the regular agenda, and the invoicing and monitoring process for the projects requesting funding.

Commissioner Johnson moved and Commissioner Alternate Schiffrin seconded to adopt resolutions **(Resolutions 22-15 and 23-15)** approving claims for the FY 2015-16 TDA Article 8 funds for the Community Traffic Safety Coalition, **Ride 'n Stride** and **Bike to Work** programs. The motion passed unanimously, with Commissioners Norton, Lane, Johnson, Dutra, Caput, Friend, Leopold, McPherson, Chase, Bottorff and Commissioner Alternate Schiffrin **voting "aye"**.

- 17.2 Previously Item 16a. Commissioner Norton asked staff to provide an update on the status of the Pajaro train station at a future meeting and directed staff to send a support letter for the Transportation Agency for Monterey County's **Tiger Grant** application.

Attachment C

Commissioner Caput asked for an update on the needed track crossing repairs at Riverside Drive in Watsonville. Executive George Dondero responded that there are discussions with Iowa Pacific, the City of Watsonville and Caltrans currently underway.

18. Director's Report – oral report

Executive Director George Dondero reported the following:

- The RTC was selected as a finalist for a \$5 million Federal Lands Access Program (FLAP) grant award for a rail trail segment west of Santa Cruz. He thanked The Santa Cruz County Land Trust and the Coastal Conservancy for their contribution to the required grant match.
- The RTC received a \$230,000 Caltrans grant for community outreach using computer simulation and 3D software.
- Three agencies will receive Section 5310 grant funding thanks to the work of Transportation Planner Grace Blakeslee on the applications.
- **Governor Brown's new emission target will have an impact on RTC projects and impact other agencies.**
- As part of Bike to Work Week, Ecology Action and Save- our- Shores sponsored a rail line clean up day with RTC staff participation.
- RTC provided funding for the Watsonville Open Streets event that will take place May 17, 2015;
- The RTC would be advertising for a paid intern for the summer

In addition, Mr. Dondero **welcomed the RTC's new Administrative Assistant, Jennifer Rodriguez**

Commissioners congratulated staff on seeking and receiving several grants.

19. Caltrans report and consider action items

Aileen Loe noted the new issue of The Mile Marker Report: Caltrans Performance Report, 3rd edition was released. She noted the short fall in funding for projects under the State Highway Operation and Protection Program (SHOPP). She said the need is about \$8 billion dollars just to preserve the current transportation system. However, the allocation of funds to the SHOPP is only \$2 billion.

Commissioners thanked Caltrans for current safety projects in Ben Lomond; the process for median cleaning; City of Watsonville discussion on roundabouts; and crosswalks by St. Francis High School.

20. **9:30 PUBLIC HEARING** 2015 Unmet Paratransit and Transit Needs

Senior Transportation Planner Karena Pushnik presented the staff report. The RTC regularly solicits input to assess and prioritize the transportation needs of seniors, people with disabilities and low income individuals.

Attachment C

The Public Hearing was opened at 10:03 a.m. There were no public comments. Public hearing was closed at 10:04 a.m.

Commissioners discussed crossings at bus stops and analysis to compare previous years unmet needs.

Commissioner Friend moved and Commissioner Schiffrin seconded to adopt the 2015 Unmet Paratransit and Transit needs report and to consider unmet paratransit and transit needs as funding becomes available. The motion passed unanimously with Commissioners Norton, Lane, Johnson, Dutra, Caput, Friend, Leopold, **McPherson, Chase, Bottorff and Commissioner Alternate Schiffrin voting "aye"**.

21. Bicycle Route Signage Program

Senior Transportation Planner Cory Caletti presented the staff report. Public outreach will be scheduled after phase 1 has been implemented.

Commissioners discussed the fine line between signs that serve as information and visual pollution; sign color requirements; total cost for sign implementation; including parallel routes; number of riders Santa Cruz County serves; changes to the proposed signs and presenting information to the Commission about the proposed grant application.

Eric Child, Santa Cruz pedestrian, said that the report seemed to ignore pedestrian needs and requested that the report make it clear that bicycle paths can and should be shared with pedestrians. He asked that funding be allocated for education so that the rules of the road would be better followed.

Jack Nelson, experienced bike rider, said that good signage would serve both bicycle riders and motorist. He also shared a letter from Amelia Conlen of Bike Santa Cruz County supporting the final report.

Dan Attema, asked if any of the signs would have to be redone once the Monterey Bay Sanctuary Scenic Trail was completed.

Commissioner Friend motioned and Commissioner Alternate Schiffrin second to adopt the Santa Cruz County Bicycle Route Signage program-2015 Implementation Plan. Staff recommendation to adopt a resolution was delayed for the next upcoming RTC meeting.

The motion passed unanimously with Commissioners Norton, Lane, Johnson, Dutra, Caput, Friend, Leopold, McPherson, Chase, Bottorff and Commissioner Alternate **Schiffrin voting "aye"**.

22. Fiscal Year 2015-16 Transportation Development Act (TDA) claims for the Volunteer Center, Community Bridges and Santa Cruz Metro

Senior Transportation Planner Karena Pushnik presented the staff report.

Attachment C

Kirk Ance, Community Bridges, Program Director said Lift Line provides 80 thousands rides per year.

Debbie Brooks, Volunteer Center Transportation Program, said that the program runs on volunteers who use their own vehicles. The service offers door to door rides for the most vulnerable seniors.

Alex Clifford, CEO of Metro, and **Tom Hiltner**, Grants/Legislative Analyst for METRO thanked the RTC for continued support and funding.

Commissioners discussed the effects on riders due to the METRO budget deficit; possible service cuts; sales tax measure to help with budget deficit; labor cost increases, concern for burdening the most vulnerable in the community and appreciation for the service that METRO provides.

Commissioner McPherson moved and Commissioner Friend seconded to adopt resolutions **(Resolutions 24-15, 25-15, 26-15)** to approve the FY 2015-16 Transportation Development Act (TDA) Article 8 funds claim in the amount of \$626,561 from Community Bridges to provide transportation for seniors and people with disabilities, contingent on approval from the City of Santa Cruz to act as the claimant; and approving the FY 2015-16 TDA Article 8 funds claim in the amount of \$74,591 from the Volunteer Center to administer the volunteer driver transportation program primarily serving seniors, contingent on approval from the City of Santa Cruz to acts as the claimant. The motion passed unanimously with Commissioners Norton, Lane, Johnson, Dutra, Caput, Friend, Leopold, McPherson, **Chase, Bottorff and Commissioner Alternate Schiffrin voting "aye"**.

23. Highway 17 Wildlife Crossing Project

Executive Director George Dondero presented the staff report. He noted that Highway 17 traffic will not be disrupted as the tunneling will be done underneath the highway. Caltrans is working on the project initiation document while the Land Trust of Santa Cruz County is committed to raise \$1 million dollars to complete the project.

Commissioner Caput departed the meeting.

Commissioners discussed the importance of making safe passages for wildlife and thanked the Land Trust of Santa Cruz County for their leadership on the project.

Commissioner Lane moved and Commissioner Schiffrin seconded to direct staff to send a letter of support to Caltrans to include the Highway 17 Wildlife Crossing project on the 2016 State Highway Operations and Protection Program (SHOPP) project list.

The motion passed unanimously with Commissioners Norton, Lane, Johnson, Dutra, Friend, Leopold, McPherson, Chase, Bottorff and Commissioner Alternate Schiffrin **voting "aye"**.

Attachment C

24. Federal Legislative Update

Commissioner Johnson departed the meeting.

Executive Director Dondero introduced Chris Giglio of Capital Edge. Mr. Giglio indicated that this is a critical time for transportation in Washington DC. He gave an update on legislation related to transportation and noted that having staff in Washington helps move projects forward.

25. Fiscal Year 2015-16 Overall Work Program

Deputy Director Luis Mendez presented the staff report.

Commissioner Schiffrin moved and Commissioner Lane seconded to approve the FY 2015-16 RTC Work Program and authorize the Executive Director to make revisions in response to comments from Caltrans consistent with the approved RTC budget. The motion passed unanimously with Commissioners Norton, Lane, Dutra, Caput, Friend, Leopold, McPherson, Chase, Bottorff and Commissioner Alternate Schiffrin **voting "aye"**.

26. Review of items to be discussed in closed session

Commissioners adjourned to closed session at 10:45 a.m.

CLOSED SESSION

27. Conference with legal counsel—anticipated litigation. Significant Exposure to Litigation to be considered for one case pursuant to Government Code Section 54956.9 (d)(2).

28. Public Employee Performance Review: Executive Director pursuant to Government Code Section 54957(b)

OPEN SESSION

29. Report on closed session

Commissioners reconvened to open session at 11:30 a.m. and there was no closed session report.

30. Meeting adjourned at 11:35 a.m. Next meetings

The next RTC meeting is scheduled for Thursday, June 4, 2015 at 9:00 a.m. at the Watsonville City Council Chambers, 275 Main Street, Suite 400, Watsonville, CA.

The next Transportation Policy Workshop meeting is scheduled for Thursday, May 21, 2015 at 9:00 a.m. at the RTC Offices, 1523 Pacific Avenue, Santa Cruz, CA.

Attachment C

Respectfully submitted,

Yesenia Parra, Staff

Attendees:

Eric Child	
Tom Hiltner	METRO
Ray Cancino	Community Bridges
Dan Medeiros	Land Trust of Santa Cruz County
Lynn Lauridsen	Health Services Agency
Kirk Ance	Community Bridges/CTSA
Jack Nelson	Campaign for Sensible Transportation
Theresa Rogerson	County of Santa Cruz HSA/CTSC
Selena Garcia	County of Santa Cruz HAS/CTCS
Brian Peoples	
Alex Clifford	METRO
Debbie Brooks	Volunteer Center
Dan Attema	

Attachment C



Santa Cruz County Regional Transportation Commission

Minutes

**Thursday, June 4, 2015
9:00 a.m.**

**Watsonville City Council Chambers
275 Main Street, Suite 400
Watsonville, CA**

1. Roll call

The meeting was called to order at 9:06 a.m.

Members present:

Karina Cervantez	Cynthia Chase
Ed Bottorff	Zach Friend
Don Lane	Jimmy Dutra
Greg Caput	John Leopold
Ryan Coonerty	Aileen Loe (ex-officio)
Dennis Norton	Randy Johnson

Staff Present:

George Dondero	Karena Pushnik
Luis Mendez	Rachel Moriconi
Yesenia Parra	Ginger Dykaar
Jennifer Rodriguez	Cory Caletti

2. Oral communications

Lowell Hurst, Watsonville City Council, thanked Caltrans for fixing roads in Watsonville and mentioned that a tourist was recently amazed that Santa Cruz County has working railroad with economic possibilities due to its connection to the outside world.

William Menchine, said the Monterey Bay Sanctuary Scenic Trail master plan and the Rail Feasibility Study document should be merged as one plan.

3. Additions or deletions to consent and regular agendas

A replacement page for Item 10 and two handouts for Item 16 were distributed.

Attachment C

CONSENT AGENDA

Commissioner Lane moved and Commissioner Coonerty seconded the consent agenda. The motion passed unanimously with Commissioners Cervantez, Johnson, Lane, Coonerty, Chase, Dutra, Leopold, Bottorff, Caput, Friend, and Norton voting "aye".

MINUTES

4. Approved draft minutes of the May 7, 2015 Regional Transportation Commission meeting
5. Approved draft minutes of the May 21, 2015 Transportation Policy Workshop meeting

POLICY ITEMS

No consent items

PROJECTS and PLANNING ITEMS

6. Received information on the Unified Corridors Investment Study – Phase 1 Update

BUDGET AND EXPENDITURES ITEMS

7. Accepted status report on Transportation Development Act (TDA) revenues
8. Approved amendments to the Fiscal Year 2014-15 Budget and Work Program
(Resolution 29-15)

ADMINISTRATION ITEMS

9. Approved Executive Director's Employment Agreement

INFORMATION/OTHER ITEMS

10. Accepted monthly meeting schedule
11. Accepted correspondence log
12. Accepted letters from RTC committees and staff to other agencies
 - a. Letter to Caltrans regarding City of Santa Cruz Active Transportation Program Grant Application for Branciforte Creek Pedestrian/Bicycle Bridge from the RTC Bicycle Advisory Committee
 - b. Letter to Caltrans regarding City of Watsonville Active Transportation Program Grant Application for Rail Trail Walker Street Project from the RTC Bicycle Advisory Committee

Attachment C

- c. Letter to Caltrans regarding RTC Active Transportation Program Grant Application for Santa Cruz County Bicycle Route Signage Program from the RTC Bicycle Advisory Committee

13. Accepted miscellaneous written comments from the public on RTC projects and transportation issues

14. Accept information items

None

REGULAR AGENDA

15. Commissioner reports – oral reports

None

16. Director's Report – oral report

George Dondero, Executive Director, reported that the Cruz511 website is now live and a demonstration would be given at an RTC meeting in the fall. The Monterey Bay Scenic Sanctuary Trail (MBSST) Planning Award from the American Trails Organization was passed around for the Commissioners to view. Mr. Dondero noted that Jeff Weeks, General Manager for Iowa Pacific, accepted a position with Caltrain and thanked Mr. Weeks for his work with the RTC. He also said that Brett Wallace is now the General Manager and the RTC contact. Mr. Dondero also reported that President Obama signed a two-month federal transportation funding extension; and noted some RTC projects that align with National Safety Month.

17. Caltrans report and consider action items

Aileen Loe stated that in 2014 Caltrans reduced their water consumption by 32% and that Caltrans is working to develop a Class 4 bike ways plan that includes guidelines.

18. Appreciation for completed murals on Santa Cruz Branch Rail Line

Luis Mendez, Deputy Director, thanked Arturo Tomei, Steven Allen, John Ton and Mya Negre for their mural work along the Santa Cruz and Monterey Bay rail line in Capitola and Aptos. Mr. Mendez noted that murals deter graffiti, which is a big concern along the rail line property.

Commissioners extended their appreciation of the murals and the significance of the depicted images, and commended the commission and community members for beautifying the community. Commissioner Norton said that the City of Capitola is interested in extending the Capitola mural onto the railroad bridge.

Attachment C

Commissioner Friend presented certificates to Arturo Tomei and Steven Allen for the Aptos mural. Commissioner Norton presented certificates to John Ton and Mya Negre for the Capitola mural.

John Ton, Capitola mural artist, stated that murals are a great deterrent to graffiti. He also presented proposed images for the railroad bridge in Capitola.

Chair Leopold called for a break at 9:47 a.m.

The commission reconvened at 10:03 a.m.

19. Draft Passenger Rail Feasibility Study

George Dondero, Executive Director, presented the staff report. He said that the final document will be available in the fall after all public comments are compiled.

Mr. Dondero introduced consultant team members Bob Grandy, Steve, Crosley and Buzz Burger. The consultant team gave a PowerPoint presentation summarizing the feasibility study findings, highlighting the status of the study, and describing and clarifying options from an engineering stand point.

Commissioner Cervantez left the meeting.

Commissioners discussed: the feasibility study estimated costs, ridership forecasts, hybrid studies, agency comparisons, quiet zones, safety, environmental impact cost, capital cost, Federal Rail Administration compliance, options of building in phases, impacts of alternative technologies, community outreach, fare options, funding and the importance of including service to the City of Watsonville.

Bud Colligan, Santa Cruz resident, stated his concerns on: costs for rail operations, climate change, CO2 emissions, the viability of commuter options on the bike path proposed, and the Monterey Bay Sanctuary Scenic Trail (MBSST) master plan. He asked that RTC staff explore issues and understand economic, environmental, and commute benefits of a trail only option; and understand viability vs. feasibility and that the RTC consider rail banking.

Heather Adamson, Association of Monterey Bay Area Government (AMBAG) staff, clarified that the demand model is a 3 county model, which is updated every 5 years.

Cliff Walters, Roaring Camp, communicated that Roaring Camp would like to continue services to the Boardwalk, and noted that some expenses in the plan may not be quite as stated.

Paul Elerick, Campaign for Sensible Transportation, supports rail service and a sales tax measure.

Attachment C

Brian Peoples, Aptos Rail Trail, said he's not sure if the plan is feasible, and is concerned about the speed of the train going through communities.

Rick Longinotti, wants the feasibility study to include electrification on the rail line because it's quieter and reduces pollution. He said the diesel trains are dependent on fuel sources that will rise in price.

Eli Puglizevich, Seacliff resident, is concerned with the noise level when the trains honk at rail crossings.

Steve Hill, Vice President of Engineering for Iowa Pacific, stated that Iowa Pacific could provide more reasonable and cost effective service as stated in Scenario S. He also noted that they are very interested in continued efforts in the development of freight service.

Nancy Bilicich, Mayor of Watsonville, supports Scenario G and said that the City of Watsonville needs to be included from the start of the project in order for the city to give its support. The roads in Watsonville need repair and there is a need for funding and alternative transportation.

Lowell Hurst, Watsonville City Council, said that while there are many unknowns, the RTC should be brave and think big.

Barry Scott, Rio del Mar resident, said the RTC needs to keep in mind that the rail corridor is a piece of a bigger transportation system that could link with other transportation corridors and should keep in mind the costs of not having this rail corridor. He also noted that rail banking is not a secure option.

Trina Coffman-Gomez, Watsonville City Council, stated that rail transportation alternatives to Watsonville will provide relief on highways and supports the project but it must include Watsonville.

Ronald Caplan, Seascape resident, said his commute to Scotts Valley via Soquel Avenue is comparable to a Highway 1 commute. The rail option is needed and will help connect to other transportation options. The cost is also 15% less than widening Highway 1.

Commissioners directed RTC staff to extend the comment period until July 31st, 2015. Karena Pushnick, Senior Transportation Planner invited all to the Rail Study Open House being held this evening starting at 6:30 pm at the Simpkins Swim Center in Live Oak.

20. The meeting adjourned to a special meeting of the Service Authority for Freeway Emergencies at 12:21 p.m.

Attachment C

Next meetings

The next RTC meeting is scheduled for Thursday, August 6, 2015 at 9:00 a.m. at the Scotts Valley City Council Chambers, 1 Civic Center Drive, Scotts Valley, CA.

A special meeting of the Transportation Policy Workshop is scheduled for Thursday, June 25, 2015 at 9:00 a.m. at the City of Santa Cruz Council Chambers, 809 Center Street, Santa Cruz, CA.

Respectfully submitted,

Yesenia Parra, Staff

Attendees:

Heather Adamson	Association of Monterey Bay Area Government
Lowell Hurst	City of Watsonville
Trina Coffman-Gomez	City of Watsonville
Dr. Nancy A. Billich	City of Watsonville
Murray Fontes	City of Watsonville
Angela Aitken	Santa Cruz Metro
Kimberly Ferm	Pajaro Valley Shelter Services
Paul Elerick	Campaign for Sensible Transportation
Donald Miller	Valley Heights resident
Cliff Waters	Roaring Camp Railroads
Barry Scott	Rio del Mar resident
Eli Puglitech	Seacliff resident
Ursula Puglitech	Seacliff resident
Buzz Burger	Fehr & Peers
Steve Crosley	Fehr & Peers
Bob Grandy	Fehr & Peers
Brian Peoples	Aptos resident
Steve Hill	Iowa Pacific
Ronald Caplan	Seascape resident
Bud Colligan	Santa Cruz resident
John Ton	
Mya Negre	
Arturo Tomei	
Steven Allen	
Brandon Kett	
Eric Child	
Trevor Park	
William Menchine	
Rick Longinotti	



DATE: September 25, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
**SUBJECT: ADOPTION OF THE ADVERTISING POLICY TO CHAPTER 6 TO
TITLE I OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S
ADMINISTRATIVE CODE**

I. RECOMMENDED ACTION

That the Board of Directors Adopt a Resolution to Establish Chapter 6 to Title I of the Santa Cruz Metropolitan Transit District's (METRO's) Administrative Code.

II. SUMMARY

- In 2002, the Board adopted a policy regarding commercial advertising on all transit facilities owned and/or managed by METRO.
- METRO would like to expand its advertising policy to include the use of bus wraps, bus cards (inside fixed route buses), electronic advertising through multi-media flat screens and to allow advertising on the outside and inside of METRO ParaCruz vehicles.
- Encourage advertising in METRO's transit centers (i.e., Watsonville, Pacific Station and Cavallaro).
- Staff requests that the Board adopt the proposed Resolution which will add the Advertising Policy and Regulations to its Administrative Code.

III. DISCUSSION/BACKGROUND

METRO's Advertising Policy was adopted to facilitate the use of space on METRO's transit buses and transit facilities to increase communication by METRO with its passengers, without creating a public forum. All accepted advertising contains a neutral point of view, so that passengers will not find it offensive. Advertising permitted under the policy is limited to commercial advertising.

Historically, METRO has limited the space inside its buses and transit centers for its own communication with its passengers and refrained from allowing commercial advertising in these locations. This policy would permit commercial advertising inside fixed route buses and paratransit vehicles, and advertising at any of METRO's transit centers.

METRO staff brainstormed possible methods to increase our advertising revenue by expanding the locations in which we allow advertising. The use of advertisements placed on bus cards inside our transit buses and Paratransit vehicles would provide an opportunity for commercial advertising directly with our passengers. In addition, allowing Bus Wraps and advertisements at the three transit centers (i.e., Pacific Station, Watsonville and Cavallaro) may increase METRO's advertising revenue. Also, staff will seek opportunities to use banner ads on METRO's website, and potential electronic advertising in our fixed route buses and transit centers.

Staff recommends that the Board adopt the amended Advertising Policy, with these changes, and approve the Resolution establishing Chapter 6 to Title I of Santa Cruz METRO's Administrative Code (*Attachment A*).

IV. FINANCIAL CONSIDERATIONS/IMPACT

There are no financial considerations at this time.

V. ALTERNATIVES CONSIDERED

- Do nothing is an alternative, but staff does not recommend this action as we are trying to expand the use of commercial advertising throughout our fleet and transit centers. Additionally, we are trying to consolidate our administrative policies into the Administrative Code.

VI. ATTACHMENTS

Attachment A: Resolution adopting Chapter 6 to Title I of the Santa Cruz Metropolitan Transit District's Administrative Code.

Exhibit A: Advertising Policy, Chapter 6 to Title I of METRO's Administrative Code.

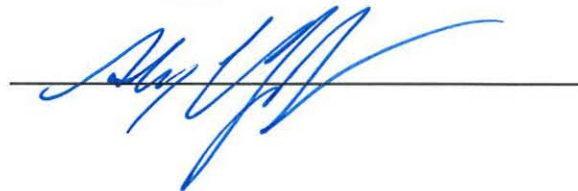
Prepared By: Rickie-Ann Kegley, Paralegal
Leslyn K. Syren, District Counsel

VII. APPROVALS:

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



Alex Clifford, CEO/General Manager



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Attachment A

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

Resolution No.
On the Motion of Director:
Duly Seconded by Director:
The Following Resolution is Adopted:

ADOPTION OF CHAPTER 6 TO TITLE I OF THE SANTA CRUZ METRO ADMINISTRATIVE CODE

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) is a public agency, which is required to follow State and Federal laws; and

WHEREAS, the administrative policy listed below shall be incorporated into METRO's Administrative Code; and

WHEREAS, this action shall establish METRO's Advertising Policy and Regulations as part of its Administrative Code; and

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

1. The METRO Advertising Policy (AR-1006) previously adopted is hereby rescinded.

2. The above is placed with Chapter 6 to Title I, as adopted and set forth in Exhibit A to this Resolution.

PASSED AND ADOPTED this 25th Day of September, 2015 by the following vote:

AYES: Directors -

NOES: Directors –

ABSTAIN: Directors -

Attachment A

Resolution No. _____
Page 2

ABSENT: Directors -

DENE BUSTICHI
Chairperson

ATTEST:

ALEX CLIFFORD
CEO/General Manager

APPROVED AS TO FORM:

LESLYN K. SYREN
District Counsel

Attachment A

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

ADVERTISING POLICY AND REGULATIONS

(Attached)

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Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE I – ADMINISTRATION

CHAPTER 6

ADVERTISING POLICY AND REGULATIONS

(This Chapter replaces AR-1006)

Table of Contents:

Article I	General Requirements
Article II	Permitted Advertising
Article III	Excluded Advertising
Article IV	Use of Santa Cruz METRO’s Name
Article V	Administrative Process and Procedures

Article 1

General Requirements

§ 1.6.101 Santa Cruz METRO sells space on the outside and inside of its buses, ParaCruz vehicles, and on its website, for the display of commercial advertising (“Permitted Advertising”). In addition, Santa Cruz METRO has extended its commercial advertising at its transit centers located in Scotts Valley, Santa Cruz, and Watsonville. This Advertising Policy (Policy) shall apply to the sale of all forms of current and future advertising on all transit facilities owned and/or managed by Santa Cruz METRO. By allowing limited types of advertising on or within the transit facilities, Santa Cruz METRO does not intend to create a public forum for public discourse or express activity, or to provide a forum for all types of advertisements. All advertising shall be subject to this uniform viewpoint-neutral Policy.

Exhibit A

§ 1.6.102 The interior areas of Santa Cruz METRO’s rolling stock and its facilities shall be primarily used for communication by Santa Cruz METRO to its passengers, or by partnering government agencies within the jurisdiction of Santa Cruz METRO to provide information regarding programs and services in conformance with this Policy. Notwithstanding the above Santa Cruz METRO authorizes the use of bus cards, electronic advertising through multi-media flat screens, and bus wraps for “Permitted Advertising” only.

§ 1.6.103 In order to realize the maximum benefit from the sale of advertising space, the program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising does not discourage the use of Santa Cruz METRO’s transit system or web pages, does not diminish Santa Cruz METRO’s reputation in the community it serves or the good will of its patrons, and is consistent with Santa Cruz METRO’s principal purpose of providing safe, comfortable, efficient, and affordable public transportation. To attain these objectives, Santa Cruz METRO’s Board of Directors has established these regulations for the advertising displayed in and upon its buses and on its website.

Definitions

§1.6.104 Commercial advertising:

- A. Advertising the sole purpose for which is to sell or rent real estate or personal property for profit, or to sell services for profit.
- B. Shall not include any advertising that both offers to sell property or services and also conveys information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing.
- C. Does not convey whether expressly or implied, intentionally or unintentionally, by inference or innuendo, the religious, social, political, legal or moral view of any person or entity as such views are generally understood in Santa Cruz County community.
- D. Does not cause the vehicles, if posted individually or in combination with other advertisements, to become a public forum for the dissemination, debate, and/or discussion of public issues.

Exhibit A

§1.6.105 Operations Advertising:

- A. Any advertisement that promotes Santa Cruz METRO or its services or programs.
- B. Any advertisement by either the federal, state, county, or municipal governments within the jurisdiction of Santa Cruz METRO, the primary purpose of which is to inform citizens of services and programs provided by these government partners.

§1.6.106 Political Advertising:

- A. Any advertising that supports or opposes the election of any candidate or group of candidates for election to any federal, State, or local government office;
- B. Any advertising that supports or opposes any referendum conducted by the federal or State government, or by any local government, such as referenda on constitutional amendments, on bond issues, or on local legislation; or
- C. Any advertising that features any person whose prominence is based wholly or in part upon his or her past or present activity in political affairs, or that represents or implies any such person's approval or endorsement of the subject matter of advertising.

§1.6.107 Religious Advertising:

- A. Any advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristic of any deity or deities, or to any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. This prohibition shall include the depiction of text, symbols, or images commonly associated with any religion or with any deity or deities, or any religious creed, denomination, belief, tenet, cause of issue relating to (including opposing or questioning any religion).

§1.6.104 Applicability

This procedure is applicable to all District employees and all independent contractors who contract with Santa Cruz Metro, for the placement of advertisement on the outside of Santa Cruz METRO's buses and on its website.

Exhibit A

Article II

Permitted Advertising

§1.6.201 The display of Permitted Advertising on or within Santa Cruz METRO's transit facilities is intended only to supplement fare revenue, and other income that fund the District's operations and to promote METRO's transit operations. Santa Cruz METRO desires that its passengers not be subject to advertisements containing material relating to political, religious, or issue advocacy about which public opinion can be widely divergent and which some passengers may, therefore, find offensive. If passengers are so offended, it could adversely affect the ridership and revenue of Santa Cruz METRO. In order to realize the maximum benefit from the sale of advertising space, the advertising program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising is of a type that: (1) does not discourage the use of the transit system; (2) does not diminish METRO's reputation in the communities it serves or the good will of its customers; and (3) is consistent with the principal purposes of providing safe and efficient public transportation.

§1.6.202 **Permitted Advertising includes advertising in the following categories:**

- A. Commercial Advertising.
- B. Operations Advertising.

§1.6.203 Notwithstanding any other provision in this policy, advertising for METRO's transit buses, paratransit services, Headways publication, and METRO's website shall be allowed. METRO also retains the right to communicate with its passengers and the public on transit issues, to seek input and participation from its passengers and to provide its passengers with notifications of meetings, hearings and other transit-related issues.

Article III

Excluded Advertising

§1.6.301 Advertising cannot be displayed or maintained on transit facilities if information in the advertisement falls within one or more of the following categories of Excluded Advertising:

- A. False, misleading deceptive or relates to illegal activity.
- B. Advocacy of violence or crime.
- C. Infringement of copyright, service mark, title or slogan.
- D. Defamatory or likely to hold up to scorn or ridicule a person or group of persons
- E. Unauthorized Endorsement.

Exhibit A

- F. Obscene (i.e. patently offensive sexual material lacking in literary, social artistic and/or political value, that appeals to the prurient interest of a person of average sensibilities) or pornographic.
- G. Promotes alcohol or tobacco products.
- H. Religious.
- I. Political.

Article IV

Use of Santa Cruz METRO's Name

- §1.6.401** Use of Santa Cruz METRO's name, logo, slogans, or other graphic representations is subject to advance approval by Santa Cruz METRO. Santa Cruz METRO does not endorse or imply endorsement of any product or service.

Article V

Administrative Process and Procedures

- §1.6.501** If advertising space on Santa Cruz Metro's buses or METRO's website is sold through an independent Contractor, the Contractor shall comply with the foregoing policies, and review all advertising with reference to them. They shall refer all such advertising that falls or may fall into any of the categories defined above to Santa Cruz Metro's designated representative responsible for administering the advertising program, who shall determine whether the proposed advertising will be accepted. If the proposed advertising is rejected, the party or parties proposing it may request that this decision be reconsidered. Upon such request, Santa Cruz Metro's representative shall consult with Santa Cruz Metro's District Counsel and with its CEO/General Manager or the officer designated by him/her for this purpose. The CEO/General Manager or his/her designee, on the basis of such consultation, shall determine whether the proposed advertising will be accepted or rejected.
- §1.6.502** Santa Cruz Metro will cooperate with the party or parties proposing the advertising, and with the independent contractor (if applicable) through whom it has been proposed, in a reasonable effort to revise it in order to produce advertising that can be accepted and displayed consistently with the foregoing policies.

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DATE: September 25, 2015
TO: Board of Directors
FROM: Leslyn K. Syren, District Counsel
**SUBJECT: AMENDMENTS TO TITLE II OF THE ADMINISTRATIVE CODE –
PROCUREMENT POLICY**

I. RECOMMENDED ACTION

**That the Board of Directors Adopt a Resolution to Amend Title II of the
METRO Administrative Code – Procurement Policy**

II. SUMMARY

- The Amendments proposed by this action will assure compliance with the provision of the Public Contract Code as it relates to Santa Cruz Metropolitan Transit District (METRO).
- In addition, the Amendments will provide a streamlined process for the District Counsel to use to procure Professional Services when deemed necessary.
- The Board is asked to approve these amendments to its Procurement Policy, which make changes to Articles IV, V and VI as set forth in the Exhibit to the Resolution provided for consideration by the Board.

III. DISCUSSION/BACKGROUND

In April of 2014, the Board of Directors adopted its Procurement Policy as Title II to the District's Administrative Code. Since that time, the CEO/General Manager and District Counsel have sought ways of streamlining the procurement procedures, especially as they relate to the procurement of Professional Services that are needed on an expedited basis.

With the assistance of our outside counsel, Julie Sherman of Hanson-Bridgett and District staff, the revisions proposed accomplish several objectives. Each revision is noted in italicized type in Exhibit A to the Resolution. First, they bring the policy (Section 1.601) in conformance with California Public Contract Code section 20291, which states:

The purchase of all supplies, equipment and materials, when the expenditure required exceeds fifty thousand dollars (\$50,000), and construction of facilities and works, when the expenditure required exceeds ten thousand dollars (\$10,000), shall be by contract let to the lowest responsible bidder. Notice requesting bids shall be published at least once in a newspaper of general circulation, which publication shall be made at least 10 days before bids are received.

Second, the procurement processes set forth in Section 1.507 of Article V, are intended to allow the District Counsel to procure specialists in particular fields to assist the District with time sensitive matters. For contracts under \$10,000, a proposal will be obtained for the service provider and a determination made as to its reasonableness. For contracts that will exceed \$10,000, but not exceed \$50,000 (which is below the small purchases threshold established by the FTA), an informal process will be utilized to receive oral or written quotes from at least three (3) qualified bidders, and awarded to the bidder who most closely meets the needs of the District.

Finally, a provision is added to the Procurement Policy (Section 1.505), that would allow either the CEO/General Manager (for contracts within his authority) or the Board to waive the requirements of a formal procurement when a determination is made that the formal process would be unavailing or in instances where there is inadequate time for a formal procurement process. Notwithstanding the above Amendments, the District will continue to comply with all applicable Federal and State procurement requirements.

Staff believes that these changes to the procurement processes of the District are necessary in order to avoid operational delays and respond timely and appropriately to several scenarios that may arise and require expedited procurements. Additionally, in the event the Board elects to continue to have meetings only once a month, these streamlined policies and procedures will allow the District to respond appropriately to situations in which time is of the essence.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This action will not have an effect on budget as all the procurements that are authorized under the Procurement Policy require approved and budgeted funding. These are simply an alteration to the procedures in which to obtain such budgeted services.

V. ALTERNATIVES CONSIDERED

The Board could choose to make no changes to the Procurement Policy. Staff does not recommend this approach, as the current Policy requires changes to conform to State law. Further, the suggested changes are necessary to allow staff authority to procure Professional Services in a timely and efficient manner.

VI. ATTACHMENTS

Attachment A: Resolution to Amend Articles IV, V and VI of Title II to the Santa Cruz METRO Administrative Code

Exhibit A: Title II revisions

Prepared By: Leslyn K. Syren, District Counsel

VII. APPROVALS:

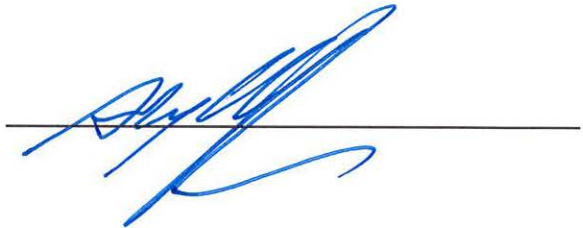
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



Attachment A

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 OF THE BOARD OF DIRECTORS OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AMENDING TITLE II - PROCUREMENT POLICY OF THE ADMINISTRATIVE CODE

WHEREAS, the Santa Cruz Metropolitan Transit District (METRO) was created pursuant to and codified in Public Utilities Code sections 98000, et seq.; and

WHEREAS, the Board of Directors of METRO may take all actions necessary for the proper administration of the affairs of the District; and

WHEREAS, the Board of Directors established METRO's Procurement Policy in Title II, Chapter One of the Administrative Code; and

WHEREAS, the Board of Directors desires to the Amend the Administrative Code to assure compliance with applicable State law and provide staff with more flexibility in procuring time-sensitive professional services.

NOW THEREAFTER BE IT RESOLVED by the Santa Cruz Metropolitan Transit District as follows:

Title II of the Administrative Code of the Santa Cruz Metropolitan Transit District is hereby amended as set forth in Exhibit A to this Resolution.

PASSED AND ADOPTED this 25th Day of September 2015 by the following vote:

AYES: Directors -

NOES: Directors -

Attachment A

Resolution No. _____
Page 2

ABSTAIN: Directors -

ABSENT: Directors -

Approved:
Dene Bustichi, Chair

Attest:
Alex Clifford, CEO/General Manager

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

Exhibit A

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ADMINISTRATIVE CODE

TITLE II – PROCUREMENT POLICY

CHAPTER 1

SOLICITATION AND AWARD OF CONTRACTS

Article IV

Solicitation Procedures

§ 1.401 Santa Cruz METRO's Current Needs

Santa Cruz METRO staff may contract/purchase only for Santa Cruz METRO's current and reasonably expected public transportation needs and may not add quantities or options to its third party contracts solely to permit assignment to another party at any time.

§ 1.402 Approval of Solicitations

With the exception of contracts procured pursuant to Section 1.507, for a PROCUREMENT expected to be awarded for an amount equal to or greater than the amount set out in Section 1.403 for a CONTRACT for PUBLIC WORKS, SUPPLIES, EQUIPMENT AND MATERIALS, NONPROFESSIONAL SERVICES or PROFESSIONAL SERVICES, respectively, a written IFB or RFP must be prepared and thereafter authorized for issuance by either the BOARD or the CEO/GENERAL MANAGER or his/her designee prior to its release. BOARD approval for the release of the IFB or RFP is required if the resulting contract would require BOARD approval as set forth in Section 1.603 of this Chapter.

§ 1.403 Submittal of Sealed Bids and Proposals

With the exception of contracts procured pursuant to Section 1.507, all bids/proposals for CONTRACTS expected to be awarded for an amount in excess of Ten Thousand Dollars (\$10,000) for PUBLIC WORKS, and Twenty-Five Thousand Dollars (\$25,000) for SUPPLIES, EQUIPMENT AND MATERIALS, and Fifty Thousand (\$50,000) for NONPROFESSIONAL SERVICES or PROFESSIONAL SERVICES, shall be sealed, identified as a bid/proposal on the envelope, and shall be submitted to the CEO/GENERAL MANAGER or his/her designee at the place and time specified in the public notice inviting bids/proposals. The time specified in the public notice may be extended and notice of the extension may be given by addendum. Submittals received after the time shall not be accepted and shall be returned to the bidder or proposer unopened.

The CEO/GENERAL MANAGER shall issue procurement policies for the procurement of PUBLIC WORKS, SUPPLIES, EQUIPMENT AND MATERIALS, , NON-PROFESSIONAL

ADMINISTRATIVE CODE

TITLE II, CHP. 1 – PROCUREMENT POLICY

Page 1 of 9

13.Exhibit A.1

Exhibit A

and PROFESSIONAL SERVICES in excess of the amounts set forth above, which shall include provisions for procurement procedures that require a price or cost analysis/independent cost estimate and the acquisition of quotes, bids or proposals.

§ 1.406 Opening of Bids

Bids shall be opened by the CEO/GENERAL MANAGER or his/her designee, in public, at the time and place designated in the notice inviting bids or any extension that may be given by addendum to the bid documents.

Article V Evaluation of Bids and Proposals

§ 1.501 Responsibility Factors

In determining whether a bidder is responsible, consideration shall be given to each of the following factors:

- A. The ability, capacity and skill of the bidder to satisfactorily perform the CONTRACT;
- B. The ability of the bidder to perform the CONTRACT within the time specified, without delay;
- C. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
- D. The bidder possesses the required licenses/certifications and is not on any suspended or debarment list; and
- E. The quality of bidder's performance on previous CONTRACTS with Santa Cruz METRO.

§ 1.502 Responsiveness

- A. A bid/proposal is responsive if the bidder/proposer submits all information and documents required by the IFB, RFP, or RFQ in the form and at the time required by the IFB, RFP or RFQ, and the bidder/proposer is offering to perform pursuant to the IFB, RFP, or RFQ requirements.
- B. The BOARD may adopt programs or procedures to promote the participation and use of minority, women-owned or disadvantaged business enterprises, and/or small business enterprises.

§ 1.503 Application of Responsibility Factors

The BOARD or CEO/GENERAL MANAGER shall award CONTRACTS for PUBLIC WORKS, SUPPLIES, or NONPROFESSIONAL SERVICES to the lowest bidder submitting a responsive bid as provided by Section 1.601 of this Chapter, unless the BOARD or CEO/GENERAL MANAGER makes a finding that such bidder is not responsible based upon its failure to satisfy one or more of the criteria set forth in Section 1.501 of this Chapter.

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§ 1.504 Evaluation of Professional Service Proposals

Proposals for PROFESSIONAL SERVICES shall be evaluated based upon the criteria set out in the RFP. Santa Cruz METRO may reject any proposer that is nonresponsible or any proposal that is nonresponsive, it may waive any required information for all proposers, and it may waive minor irregularities in any proposal as provided in Section 1.609 of this Chapter.

§ 1.505 Noncompetitive and Sole Source Procurement

A noncompetitive or sole source PROCUREMENT is the award of CONTRACT to only one source. An amendment to an existing CONTRACT to include PUBLIC WORKS, SUPPLIES, or SERVICES outside the scope of that CONTRACT is also deemed a sole source PROCUREMENT. Noncompetitive and sole source PROCUREMENTS are not permitted unless at least one of the following circumstances occurs:

- A. The BOARD or CEO/GENERAL MANAGER, as applicable, has determined that the PUBLIC WORKS, SUPPLIES, or SERVICES can be provided only by one firm and that efforts to seek competition would be futile. The CEO/GENERAL MANAGER may not delegate his/her authority to make such a determination. However, if the CEO/GENERAL MANAGER is unavailable and has delegated authority for execution of CONTRACTS, such delegation may also include his/her authority under this paragraph.
- B. For PROCUREMENT involving an expenditure in excess of Fifty Thousand Dollars (\$50,000) for SUPPLIES or Ten Thousand Dollars (\$10,000) for PUBLIC WORKS, upon four-fifths (4/5) vote of the BOARD if it finds that an emergency exists and that it is in the best interests of Santa Cruz METRO to suspend competitive bidding.
- C. Noncompetitive PROCUREMENT is otherwise authorized under applicable federal and state statutes and/or case law.

The Board of Directors, or the CEO/GENERAL MANAGER for procurements within his or her procurement authority, may waive the requirements for formal competitive bidding or other procedures set forth in this Procurement Policy when permissible under applicable law, when the best interests of the District would be served by waiving such requirements under the circumstances, and when a determination is made that competitive bidding procedures would be unavailing, not in furtherance of the purposes of the competitive bidding statutes and the District's procurement policy. These circumstances shall be evaluated on a case-by-case basis, keeping in mind the fundamental principles of procurement followed by the District. In circumstances where services are needed on an expedited basis that do not permit the time required for the RFP or Simplified Negotiations Procurement process, and such circumstances were not caused by the District's action(s), e.g., lack of planning, the CEO/GENERAL MANAGER may waive such procedures, provided there is adequate documentation of

Exhibit A

the need for such services in accordance with Federal and State procurement requirements.

§ 1.506 Alternative Procurement Methods

The CEO/GENERAL MANAGER may establish procedures for Santa Cruz METO's participation in Joint Procurements, State and Local Government Purchasing Schedules or Contracts and use of existing contract rights for the purchase of SUPPLIES, MATERIALS or SERVICES.

§ 1.507 Simplified Negotiations for Professional Service Contracts.

1. Professional Services Not Exceeding \$10,000 Annually.

Professional services may be retained without obtaining competitive quotations, if the estimate does not exceed \$10,000 annually up to a maximum total contract amount of \$50,000. Work should not be arbitrarily segmented or split in order to avoid the requirements for competition.

a. Procurement and Evaluation Process.

When the District Counsel determines that a need exists for professional services not exceeding \$10,000, it will request that the consultant submit in writing a brief proposal that includes (a) a description of the services to be provided; (b) an estimated schedule for completion; (c) fee structure, including a total all-inclusive sum including hourly rates and expenses; and (d) indemnification and insurance requirements as prescribed by the District. (A separate description of the District's insurance and indemnification requirements is available to be used for this purpose.)

The District Counsel must evaluate the proposed price and determine if it is fair and reasonable, and may negotiate final terms and conditions of the engagement with the proposer. Upon review and acceptance of the proposal, the District Counsel will create a Requisition and submit it to procurement staff. The consultant's written proposal shall be attached to the requisition.

The Requisition will indicate that the District Counsel has determined that the scope of work is suitable for a noncompetitive approach and that the cost is fair and

Exhibit A

reasonable. The Purchasing Department will process a purchase order, and the Legal Department will prepare a Professional Services Agreement to formalize the engagement.

2. *Simplified Negotiations for Professional Service Contracts Over \$10,000 but not Exceeding \$50,000.*

To retain professional services over \$10,000 annually but not exceeding a total contract value of \$50,000, a simplified negotiations process may be used in lieu of the formal competitive procurement process. To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral. Generally, this process consists of the District issuing a written request for quotations to an adequate number of qualified sources, describing, to the extent practicable, the scope of services required, time frame, and deliverables. Formal advertising is not required, but the District will always endeavor to maximize competition. On a case-by-case basis, it may choose the appropriate method of publicizing procurements —such a method may, when appropriate, include posting on the District's website and/or formal advertisement. Selection is made based upon the proposer's qualifications and experience, timeliness, approach, and, for non-architectural/engineering services, cost. The District may negotiate the terms and conditions of the engagement with the highest ranked proposer, or may award the contract without negotiations.

The District shall not arbitrarily split work so as to avoid formal Request for Proposals process described in Section 1.403.

a. *Procurement Process.*

The District Counsel shall initiate the simplified negotiations process by creating a Requisition and submitting it to Procurement staff specifying the services desired and the estimated cost. The District Counsel should verify that funds are available within the approved budget. District Counsel shall prepare a simple written request for quotations describing the scope of services requested, time for completion, minimum qualifications, and selection criteria in relative order of importance, and attach a sample Professional Services Agreement that will apply to the engagement.

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District Counsel, in consultation with the District's risk management department, will determine what types and levels of insurance, if any, shall apply, taking into consideration the risk factors associated with the engagement. Typically the consultant shall be required to have a minimum of \$1,000,000 per occurrence general and automobile liability insurance, and may be required to maintain professional liability insurance.

To the extent practicable, such a method shall involve obtaining a minimum of three quotations, either written or oral, but generally in writing, utilizing names obtained from locator files, internet, trade journals, trade sources, and the DBE Vendor Lists. Written proposals shall be submitted within the time frame specified in the request for quotations and shall describe the proposer's qualifications and experience, approach to the work, and cost proposal (for non-architectural/engineering contracts).

b. *Evaluation and Award of Contract.*

Proposals shall be evaluated by District Counsel. The proposer that best meets the District's needs in accordance with the selection criteria identified in the request for quotations shall be selected for award or for further negotiations as to the final scope of work and price, if necessary in order to reach agreement. Legal Department staff will draft the Professional Services Agreement for execution by the consultant and the District's authorized representative. If the service contract is over \$25,000 but does not exceed \$50,000, the Legal Department staff shall prepare and circulate a staff report to the BOARD OF DIRECTORS for review. The executed agreement will be retained by the Procurement Staff. Required insurance coverage shall be verified before the District issues the Notice to Proceed for all Simplified Negotiations.

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Article VI

Awarding Procurements and Issuing Change Orders

§1.601 Award to Lowest Responsive Bidder (IFB)

CONTRACTS involving expenditures in excess of Ten Thousand Dollars (\$10,000) for PUBLIC WORKS and Twenty-Five Thousand Dollars (\$25,000) for SUPPLIES, EQUIPMENT AND MATERIALS shall be awarded to the responsible bidder submitting the lowest responsive bid. Routine NONPROFESSIONAL SERVICES may also utilize an IFB process.

§1.602 Award of Contracts (RFP)

With the exception of routine NONPROFESSIONAL SERVICES procured pursuant to Section 1.601, a CONTRACT for SERVICES shall be awarded to the responsible firm whose proposal is deemed responsive and with the highest rank based on evaluation criteria. Neither the CEO/GENERAL MANAGER nor the BOARD is required to award the CONTRACT to the proposer offering the lowest price.

§ 1.603 Authority to Award Procurements Exceeding \$50,000

Unless otherwise provided herein, all PROCUREMENTS involving an expenditure exceeding Fifty Thousand Dollars (\$50,000) shall be subject to award and/or approval by the BOARD. Said PROCUREMENTS shall be formal written CONTRACTS executed by the BOARD Chair and/or CEO/GENERAL MANAGER on behalf of Santa Cruz METRO as set out in the authorizing resolution.

§ 1.604 Authority to Award Procurements of \$50,000 or less

Subject to the availability of funds and the procedures set forth in this Chapter, the CEO/GENERAL MANAGER is authorized to award and bind Santa Cruz METRO to PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less. *DISTRICT COUNSEL is authorized to award and bind Santa Cruz METRO to Professional Service contracts obtained through the Simplified Negotiated PROCUREMENTS involving a total expenditure of Fifty Thousand Dollars (\$50,000) or less.*

§ 1.605 Authority to Approve Amendments to SUPPLY and SERVICE CONTRACTS

The CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to amendments to BOARD approved SUPPLIES or SERVICE CONTRACTS provided that the sum of all such amendments for any single CONTRACT shall not exceed: \$50,000.

§ 1.606 Authority to Issue Change Orders for Public Works CONTRACTS

Subject to the availability of funds, the CEO/GENERAL MANAGER is authorized to bind Santa Cruz METRO to change orders for work being performed under a PUBLIC

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WORKS CONTRACT provided that the change order meets all of the following requirements:

- A. For CONTRACTS originally awarded for a price of One-Hundred Thousand Dollars (\$100,000) or less, the CEO/GENERAL MANAGER shall have authority to issue change orders, provided that the sum of all such change orders does not exceed Fifty Thousand Dollars (\$50,000).
- B. For CONTRACTS originally awarded for a price of greater than One Hundred Thousand Dollars (\$100,000) but less than One Million Dollars (\$1,000,000) the CEO/GENERAL MANAGER shall have authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed ten percent (10%) of the original CONTRACT price.
- C. For CONTRACTS originally awarded for a price of Million Dollars (\$1,000,000) or more, the CEO/GENERAL MANAGER shall have the authority to issue change orders up to \$50,000, provided that the sum of all such change orders for any single CONTRACT shall not exceed the following percentages of the original CONTRACT amount: ten percent (10%) of the first Million Dollars, plus eight percent (8%) of the next Nine Million Dollars, plus six percent (6%) of the balance.
- D. Notwithstanding the foregoing, any single change order which exceeds Fifty Thousand Dollars (\$50,000) shall require BOARD approval.
- E. Notwithstanding the foregoing, the CEO/GENERAL MANAGER shall have authority to issue change orders in such sums as may reasonably be necessary if the CEO/GENERAL MANAGER determines a change order is required to:
 1. Prevent interruption of the work which would result in a substantial increase in cost to Santa Cruz METRO; or
 2. Protect the work, or equipment or materials to be used in the work, human safety, or the environment at or near the site of the work from substantial and immediate danger or injury; or
 3. Protect the work, or equipment or materials to be used in the work, or human safety or the environment at or near the work site where damage or injury has occurred from further or additional damage or injury or deterioration caused by man, nature or other source.

The CEO/GENERAL MANAGER shall report such action to the BOARD as soon as reasonably possible but in no event more than thirty (30) days after the action is taken.

§ 1.607 Delegation of Authority

- A. Notwithstanding anything to the contrary herein, the BOARD may by resolution delegate authority to the CEO/GENERAL MANAGER to bind Santa Cruz METRO

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to a CONTRACT for any amount under the terms and conditions set forth in the resolution delegating such authority.

- B. The CEO/GENERAL MANAGER may delegate his or her power under Sections 1.604, 1.605, 1.606 and 1.607 A, to bind Santa Cruz METRO by CONTRACT. The delegation shall be made in writing and shall specifically designate the Santa Cruz METRO employee(s) who may act for the CEO/GENERAL MANAGER. Santa Cruz METRO employees who are authorized to act for the CEO/GENERAL MANAGER to bind Santa Cruz METRO by CONTRACT shall be bonded for the faithful performance of their duties in such amounts as the CEO/GENERAL MANAGER reasonably determines to be adequate. A copy of the written delegation shall be retained in Santa Cruz METRO's official files. Upon request, the Finance Manager shall certify the continuing validity of a written delegation made pursuant to this Section.

§ 1.608 Award in Case of Identical Bids

The CEO/GENERAL MANAGER or the BOARD shall determine by lot which bid shall be accepted when two (2) or more responsible bidders submit responsive bids in the same amount. (*Government Code Section 53064.*)

§ 1.609 Rejection of Bids/Proposals; Waiver of Minor Irregularities

The CEO/GENERAL MANAGER or the BOARD, as appropriate, may reject any and all bids or proposals and may waive minor irregularities in the bids or proposals. An irregularity in a bid or proposal may be waived if such waiver does not give the bidder/proposer an unfair advantage. If the CEO/GENERAL MANAGER or the BOARD rejects all bids or proposals, the CEO/GENERAL MANAGER or BOARD shall re-evaluate the cost estimates for the project. The project shall then either be abandoned, a new solicitation issued in the manner prescribed in Article IV. If a new solicitation is issued and the CEO/GENERAL MANAGER or BOARD again rejects all bids and proposals submitted, the CEO/GENERAL MANAGER or BOARD may proceed with the project using Santa Cruz METRO personnel, or issue another SOLICITATION.

§ 1.610 Alternative Award; Failure to Enter Into Contract

If the bidder or proposer to whom the CONTRACT is awarded fails to enter into the CONTRACT as required, the CEO/GENERAL MANAGER or BOARD, as appropriate, may declare the award to that bidder or proposer a nullity and award the CONTRACT to the next lowest responsible and responsive bidder or proposer, or re-advertise.

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DATE: September 25, 2015
TO: Board of Directors
FROM: Thomas Hiltner, Acting Planning & Dev. Manager
SUBJECT: CONSIDER A STRATEGY FOR ADDING ELECTRIC BUSES TO THE METRO FLEET

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to seek grant opportunities to add zero-emission buses to the METRO fleet

II. SUMMARY

- Santa Cruz Metropolitan Transit District (METRO) Board Chair Bustichi has urged staff to evaluate deployment of electric buses at METRO.
- Electric battery technology has evolved to the point where all-electric buses have the range and power to deliver effective public transit service.
- Electric buses are expensive, but they have lower operating costs than CNG or diesel buses.
- The current regulatory and grant-funding environment in California supports deployment of electric buses to further stimulate production of electric vehicles for heavy-duty applications.
- Transit agencies offer a favorable operating environment for heavy-duty electric vehicles because of their central operations, overnight yard storage and fixed routes.
- Staff recommends that the Board consider METRO's Electric Bus Implementation Strategy (Attachment A) and adopt a resolution (Attachment B) authorizing the CEO to pursue grant funding to deploy electric buses.

III. BACKGROUND/DISCUSSION

Chair Bustichi has given staff direction to evaluate implementation of electric buses at METRO, and the Board has approved prior grant applications for feasibility studies which included electric buses as an option. The Downtown Circulator feasibility study initially awarded in July 2014 (now METRO Forward) included an assessment of electric buses as a shuttle option. Last year, the Board approved a grant application to study the feasibility of operating Bus Rapid Transit in the Santa Cruz Branch Rail right-of-way, and the Board Chair offered that the equipment analysis could consider electric buses. In June, staff submitted a grant application to the Monterey Bay Unified Air Pollution Control District (Air District) for AB2766 funds to purchase an electric non-revenue vehicle with associated charging equipment.

Battery technology has improved tremendously since Proterra introduced its first electric bus in 2010 with a maximum serviceable range of 40 miles between charges. In 2015, at least three manufacturers have commercially available 40- and 45-foot buses with a consistent 180 - 200 mile range between charges. Fast charging on-route enables buses to deliver uninterrupted service with 6 - 8 minute charges to 80% capacity between runs. While battery technology will continue to improve, the currently sustainable 200-mile range meets the need of 90% of all METRO's local weekday bus assignments and 100% of Highway 17 Express weekend service.

Electric buses are expensive, but the cost continues to decline as more manufacturers enter the market to meet increasing demand. The 35' Proterra bus with a 40-mile range cost \$1.3 million; in 2015, a 35' bus with 125-mile range costs about \$700,000. New Flyer Industries and BYD have brought the next generation of electric buses to market which deliver a better passenger experience, longer-life batteries, greater range and better reliability at a lower cost. Data from recent electric bus operations indicate that fuel and operating costs are about 65% that of a CNG bus, and the California Air Resources Board anticipates that electric and CNG bus lifecycle costs will become comparable within a few years.

The California Global Warming Solutions Act of 2006 (AB 32) enacted ambitious goals to reduce greenhouse gas (GHG) emissions to 1990 levels by 2020. AB 32 set the framework for the Cap and Trade program to limit and then reduce allowable emissions using market strategies. The first auction of carbon emission credits in 2014 generated \$872 million for projects to reduce emissions from the transportation sector. That amount is projected to double in 2015, with subsequent rapid increases in revenue as emission credits become more valuable with shrinking allowances. The California Air Resources Board (CARB) rolled out the "Transit Fleet Rule" in 2000 which set METRO on the alternative fuel path to replace diesel with CNG fuel. CARB is now circulating its "Advanced Clean Transit" regulation which will introduce more emphatic requirements to transition public transit fleets to low- and zero-emission buses beginning in 2018 with complete elimination of all fossil-fuel buses by 2040. Public transit is seen as the vehicle to stimulate market development and widespread deployment of heavy-duty zero-emission vehicles.

At the national level, the Federal Transit Administration supports low- and zero-emission buses to improve air quality and reduce energy dependence; unfortunately, the federal programs are less aggressive and contain less grant incentives than California's. The FTA's Transit Investments for Greenhouse Gas and Energy Reduction program awarded \$54 million nationwide to 10 low-emission bus projects in 2014, seven of which were all-electric bus deployments. While the intention and policy support is there, federal funding for zero-emission transit buses is not.

Transit agencies are ideally placed to deploy zero-emission buses. Transit operates from a central depot which can accommodate recharging infrastructure. Buses operate on fixed-routes of known distance that can be structured to keep electric buses within their maximum serviceable range and, as a government agency, can be enticed to deploy new technology with funding incentives and operating requirements, thus spurring competition in the commercial supply of heavy-duty electric vehicles.

Staff recommends that the Board consider the METRO Electric Bus Implementation Strategy (Attachment A) which documents a favorable technological, regulatory, operating and financial environment for electric bus deployment and proposes a timeline to implement electric buses incrementally beginning with a first acquisition in 2016. Staff further recommends that the Board adopt a Resolution (Attachment B) authorizing the CEO to submit grant applications to acquire and operate electric buses.

IV. FINANCIAL CONSIDERATIONS/IMPACT

METRO's FY16 and FY17 capital budgets do not include funds for electric buses. METRO initially would pursue only grants which provide 100% funding and require no local capital funds.

V. ALTERNATIVES CONSIDERED

Alternative 1: Do nothing. Continue operating a mixed fleet of diesel and CNG buses. This is not recommended. The funding environment is especially favorable now for electric bus deployment, and that assistance may not be available after 2018 when the transition to zero-emission buses becomes mandatory.

Alternative 2: Allocate local capital funds from other projects to expedite deployment of electric buses. This is not recommended because METRO has many essential capital improvements underway or unfunded. While zero-emission bus deployment may become mandatory in the future, METRO can avail itself of grant funding now to pursue electric bus implementation without affecting existing capital project priorities.

VI. ATTACHMENTS

Attachment A: METRO Electric Bus Implementation Strategy

Attachment B: Resolution Authorizing the CEO to Pursue Grants to Implement Electric Buses at METRO

Attachment C: PowerPoint Presentation to be Provided at the 9/25/15 Meeting

Prepared by: Tom Hiltner, Acting Planning and Dev. Manager

VII. APPROVALS:

Thomas Hiltner, Acting Planning
Manager



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



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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Electric Bus Implementation Strategy

September 25, 2015

Attachment A

Project Staff

Ciro Aguirre, Chief Operating Officer

Al Pierce, Maintenance Manager

Thomas Hiltner, Acting Planning Manager

Cayla Hill, Administrative Specialist

Attachment A

Electric Bus Implementation Strategy

Summary

Electric buses are now a viable option for public transit service. The continuous evolution in battery technology, composite materials engineering and electric recharging infrastructure has enabled development of electric buses which have demonstrated adequate power, range and passenger handling capabilities necessary for routine public transit operations. The initial capital cost of an electric bus (\$750,000 - \$900,000) commands a 60% premium over the cost of a new CNG bus (\$460,000 for METRO's last acquisition); however, increasing competition on the supply side suggests that this purchase premium will continue to decline. In addition, electric bus operating data over the past 10 years documents lower fuel and maintenance costs for the battery-electrics, producing a lifecycle cost which offsets the higher capital cost of the battery-electric buses.

Electric bus performance is a function of route topography, cycle times and maximum required range. Modeling route performance characteristics and local utility rates will enable informed decisions on selecting the correct bus specifications and recharging configuration to deliver METRO's service within current cost constraints. Outside technical assistance may help METRO to mate available equipment with its service requirements and to assess infrastructure upgrades and staffing requirements needed to support electric bus operation.

The current grant-funding environment is showing signs of growing grant opportunities with which to fund electric buses. Federal emphasis areas in energy security, environmental protection and transportation have resulted in programs which provide funds to develop, produce, and test new technologies to reduce dependence upon foreign and domestic fossil fuels, reduce environmental impacts and improve transportation effectiveness. These programs currently subsidize hybrid and battery-electric bus development.

California's regulatory environment for public transit since the late 1990s spurred a movement away from the ubiquitous diesel-fueled public transit bus into alternative fuels and stimulated commercial production of buses powered by "clean" diesel, Compressed Natural Gas, Liquefied Natural Gas, biofuels, hybrid diesel-electric motors and most recently, fully electric buses. California's aggressive goals to reduce climate change have created multiple programs within the California Air Resources Board, the Cap and Trade Program, Caltrans, the California Energy Commission, the California Transportation Commission and the California Environmental Protection Agency to offer incentives and grants to spur deployment of zero-emission buses.

Implementing an electric bus fleet requires strategic planning to match METRO capabilities with acquisition of a new transit bus technology. Lifecycle costs, financial capacity, re-charging stations, fleet management, training and the ability to deliver various program criteria for receiving grants, some of which are unknown, can be characterized in advance to frame an orderly transition to zero emission bus operations. The following sections elaborate on the technology, capital costs, operating experience, regulatory environment and grant opportunities, all of which are favorable for electric bus deployment. The final section then suggests a timeline to effectively map implementation to available resources.

Attachment A

Technology

Proterra introduced the first commercially viable battery-electric bus in the United States. In 2010, the EcoRide BE35 was implemented into Foothill Transit's fleet. The 35-foot bus had a seating capacity of 35 and the capability to travel 30-40 miles on a single charge, using a proprietary fast charger to restore a minimum 50% State of Charge in less than 10 minutes, enabling continuous service on routes less than 20 miles. Completion of FTA's mandatory 12 year/500,000 mile performance test at the Bus Research and Testing Center at Altoona, Pennsylvania (Altoona Testing) demonstrated that the bus had an average, combined fuel economy of 1.81 kWh/mi; an improvement in fuel efficiency of up to 600 percent compared to a diesel or CNG bus.

The development and demonstration of battery-electric vehicles is underway worldwide largely due to advancements in energy storage options which have finally achieved the level needed for sustainable, all-day transit service. Commonly, lead-acid batteries are deployed for use in vehicles, and their commercial availability makes them a lower cost option. However, the developments achieved in lithium-ion battery technology in recent years provided the impetus for more widely available, cheaper and better performing re-chargeable batteries. Electric bus manufacturers are applying this technology by utilizing variants of lithium-ion batteries in their electric vehicles. U.S. manufacturers BYD, New Flyer and Proterra are now using Lithium Iron Phosphate (LFP), Lithium Nickel Manganese Cobalt (NMC), and Lithium Titanate (LTO) batteries, respectively. Table 1 shows the progression in performance across the evolving battery types:

Table 1: Battery Performance

Battery Type	Voltage (nominal)	Energy Density (Wh/kg)	Working Temp.	*Cycle Life
Lead Acid	2.0V	>35	-20 – 40 °C	>200
LFP	3.4V	>120	-20 – 60 °C	>2000
NMC	3.7V	>160	-20 – 40 °C	>500
LTO	2.4V	>60	-20 – 55 °C	>5000

*The cycle life is the number of complete **charge/discharge cycles** that the battery is able to support before its capacity falls under 80% of its original capacity.

Proterra has deployed at least 56 EcoRide BE35 buses across nine transit agencies within the U.S. and in 2015 they introduced their new model the Proterra Catalyst. Since Proterra entered the market, there have been other U.S. manufacturers introducing electric buses with innovative battery and charging technologies. In 2015, New Flyer's 40-foot battery-electric bus Xcelsior XE40 passed the FTA's Altoona Testing, demonstrating an average, combined fuel economy of 1.84 kWh/mi. The bus provides an overhead fast charge system that can achieve a 95 percent state of charge (SOC) in 6 minutes. In 2015, New Flyer introduced two of its electric buses to Chicago Transit Authority's fleet.

In 2014, BYD's 40-foot battery-electric bus passed the FTA's Altoona Testing and demonstrated an average, combined fuel economy of 1.98 kWh/mi. The BYD bus is equipped with a plug-in charger that can provide a full charge in less than 5 hours. In FY14, Stanford University (Stanford) deployed three, 40-foot BYD buses. In FY15 Stanford announced that they would be adding 10 more electric buses to their shuttle fleet for FY16, delivering 708,246 miles or 58% of

Attachment A

the annual route miles with electric buses. Stanford reports the average range of their electric buses to be 128.37 miles with an average life cycle cost of 2.28 kWh/mi. Antelope Valley Transit Authority (AVTA) purchased two 40-foot BYD electric buses in 2014 and announced their plan in 2015 to deploy 29 more 40-foot BYD electric buses over the next three years. Currently, AVTA is only utilizing depot charging. However, they are in the process of procuring a bid for the construction of two inductive charging stations at two of their main transfer centers. Electric bus deployment is rapidly increasing, and Santa Cruz METRO would have the combined experiences of the early adopters to guide its first electric bus fleet specifications. Figure 1 illustrates the rapid deployment of electric bus in California from 2010 to 2016 (2015 procurements).

Table 2: Vehicle Specifications

Company	Fuel Economy (kWh/mi.)	Advertised Range	Advertised Fuel Cost Savings	Advertised Maintenance Cost Savings	Battery Capacity (kWh)	Charge Time (Fast)	Charge Time (Depot)
Proterra	1.70	≥155 mi.	≥\$365k	≥\$135k	74	6 minutes	2 hrs
New Flyer	1.84	120 mi.	≥\$400k	≥\$195k	120	6 minutes	2-4.5 hrs
BYD	1.98	155 mi.	≥\$345k	≥\$150k	360	6 minutes	2-4.5 hrs

AVTA reports that the range of their BYD buses is even greater than advertised averaging 200 mi./day at 2.25 kWh/mi. Table 3 compares the vehicle specifications of Proterra, New Flyer, and BYD.

Earlier this year, METRO’s Maintenance Manager oversaw a test run of the BYD 40 ft. bus on a loop from METRO’s Pacific Station over Highway 17 and back. The results indicated that the bus’ performance can exceed BYD’s advertised specifications. Based upon this test run, the estimated average fuel economy was 1.80 kWh/mi with a projected full range of 202.78 miles.

A brief overview of the battery technology illustrates that the electric transit bus has come a long way from a maximum serviceable range of 40 miles per day in 2010 to a sustainable 180 - 200 mile per day range demonstrated in 2015 by the newest iron phosphate variant lithium-ion batteries. While further battery improvement is inevitable, the currently sustainable 200-mile range exceeds the daily range required by 90% of all METRO’s local weekday bus assignments. Electric buses meet the range required for all bus blocks assigned to weekend Highway 17 Express service, but due to longer bus blocks on the weekends, 31% of the weekend local service bus assignments exceed 200 miles. As METRO approaches its first electric bus acquisition, more than one manufacturer will meet the minimum daily range requirement. In addition, a scheduler can adjust bus blocking, if efficient, to accommodate the reduced range of electric buses if that is efficient.

Electric bus deployments are increasing at a rate commensurate with technological advances. Figure 1 shows accelerating acquisitions which match the increase in range to the 180 – 200 mile mark.

Attachment A

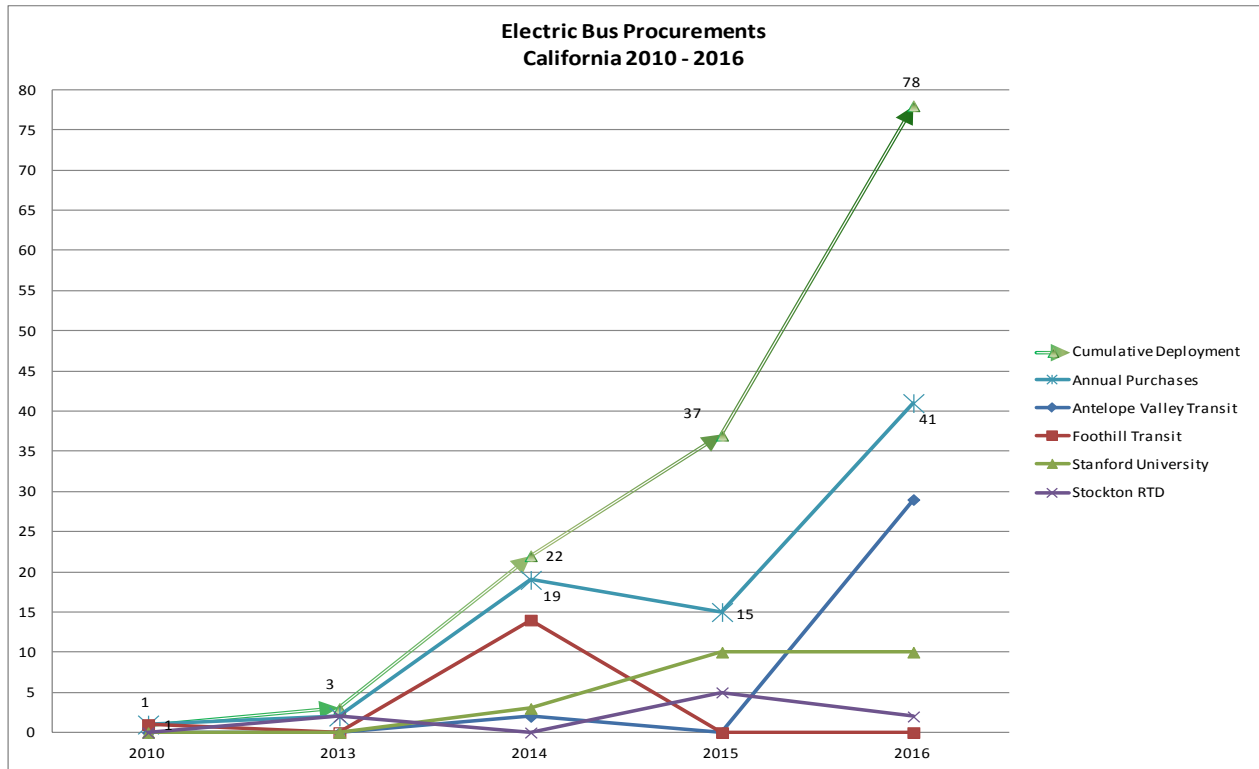


Figure 1: Trajectory of electric bus procurement in California 2010-2016

In August, METRO established membership with the Center for Transportation and the Environment (CTE) in Atlanta, Georgia which conducted the earliest research and development leading to a capable battery-electric bus. CTE has established partnerships with the U.S. Departments of Defense, Energy, Interior, and Transportation, the U.S. Armed Forces, and NASA, among others. As a member-based non-profit, non-governmental organization, CTE serves as an intermediary to facilitate the use of innovative and environmentally sustainable transportation technology. Since their founding in 1993, CTE has assisted over 200 U.S. companies with research, development and demonstration projects. As such, CTE will offer consultation services to aid in evaluating the technical viability of the available battery-electric buses and their relative compatibility with METRO’s service requirements.

Attachment A

Electric Bus Costs

Electric buses are expensive, but the capital cost is declining steadily as the technology improves and demand rises. METRO’s last fleet of 35-foot CNG buses purchased in 2013 cost \$460,000 each. A 35’ electric bus from Proterra, a bus manufacturer in South Carolina, costs about \$700,000, down from \$1.2 million in 2010. New Flyer Industries and BYD, a Chinese subsidiary now manufacturing in the US, are its top competitors with comparable prices.

The initial capital cost of a bus varies according to specifications for size, power, battery life, range, charging equipment and passenger amenities. The following table compares costs of 40- and 45-foot low-floor and over-the-road coaches which METRO would operate on local routes and the Highway 17 Express, respectively. Sixty-foot articulated buses, which have just appeared in the last year, would be considered for the UCSC service. Associated charging components are listed separately. Table 2 compares the costs and equipment for each of the three manufactures with the largest deployment in the U.S.

Table 2: Electric Bus Cost Comparisons: Proterra, New Flyer, BYD

Bus MFG.	Cost (Base)	Curb Weight	Battery kWh Storage & Life	Depot Charger Cost	Route Charger Cost	Range (Miles)	Fuel Cost \$/Mile
40' Low Floor (Local Service)							
New Flyer	100 kWh \$750k 200 kWh \$850k 300 kWh \$950k	N/A	120 kWh Est. 8 Yrs.	\$45,000	300 kW \$450k.	86	\$0.35
BYD	\$800k	30,865	324 kWh 15 Yrs.	Included	250 kW Inductive \$500k Receiver \$50k	165	\$0.32
Proterra	\$749k	27,370	Up to 257 kWh 8 Yrs.	\$40,000	500 kW Conductive \$349k	146	\$0.33
60' Low Floor (Local Service)							
BYD	\$1.200k	47,400	547 kWh Est. 12 Yrs.	Included in Bus Price	200 kW Inductive \$300k Receiver \$50k	170	\$0.40
40', 45' Over the Road Coach (Intercity, Highway 17 Express)							
BYD	\$800k	NA	Est. 12 Yrs.	Included in Bus Price	250 kW Inductive \$500k Receiver \$50k	190	\$0.36
BYD	\$850k	NA	394 kWh 591 kWh Est. 12 Yrs.	Included in Bus Price	250 KW Inductive \$500k Receiver \$50k	193 @ 394 kWh 289 @ 591 kWh	\$0.38

Charging infrastructure depends upon the maximum allowable recharge times for all day service or for partial charges while in-service. The most expensive technology restores a partial charge in minutes while a bus either parks over a wireless charger (an inductive coil) or docks with a conductive charger, enabling the bus to operate continuously without returning to the garage.

Attachment A

The least expensive infrastructure would be a generic power terminal (3-phase, 480 VAC) powering a secondary charger installed on the bus for overnight charging.

Cost Savings can be achieved in two ways:

1. Make the initial bus purchases with battery leasing from the manufacturer. BYD offers the option of purchasing a bus at the diesel price (\$460,000) and leasing the electric batteries. The ongoing battery lease would be paid from the operating budget at an estimated \$25,000 annually.
2. Retrofit an existing bus with electric propulsion motor(s). This would conserve the cost of a new chassis and coach, estimated at about 60 percent of the purchase price of a new electric bus. METRO's fleet maintenance manager has concerns about the reliability of a diesel bus retrofit and does not recommend this option.

The recommended grant-funding strategy is outright ownership of the bus and batteries for the initial fleet. Grant sponsors typically request scalable, operable projects so that the applicant can deliver a sub-project if the award is less than requested. Battery leasing would provide a fallback option to fit an operable electric bus deployment within the awarded revenue but results in added financial stress to an already strained operating budget.

After operating the first new ElectricBus fleet(s) for an appropriate period to gain experience and accomplish maintenance training, METRO could embark upon the retrofit pathway for a limited set of buses. Complete Coach Works is currently the only vendor in the market doing retrofits, and until METRO gains operating experience with electric buses, this approach would carry greater risk with the lower cost. This strategy is not recommended in the near term.

Operating and Maintenance/Lifecycle Cost

Stanford University provided operating data from its first three electric buses in FY14 which indicate significant savings in fuel costs versus its renewable diesel-fueled buses. Operating 2,270 combined weekly route miles, the electric buses consumed 5,108 KWh of electricity, costing \$536 at \$.105/KWh. Diesel buses running the same service consumed 613 gallons of diesel, \$2,454 at \$4 per gallon for renewable diesel (bio-diesel); thus showing a fuel savings of \$102,709 per year across three buses.

Fuel cost/mile is the standard metric for comparing the costs of different fuels. Figure 2 compares the fuel cost per mile of diesel and Compressed Natural Gas versus electricity at meter rates of \$.10, \$.05 and \$.20 per kWh.

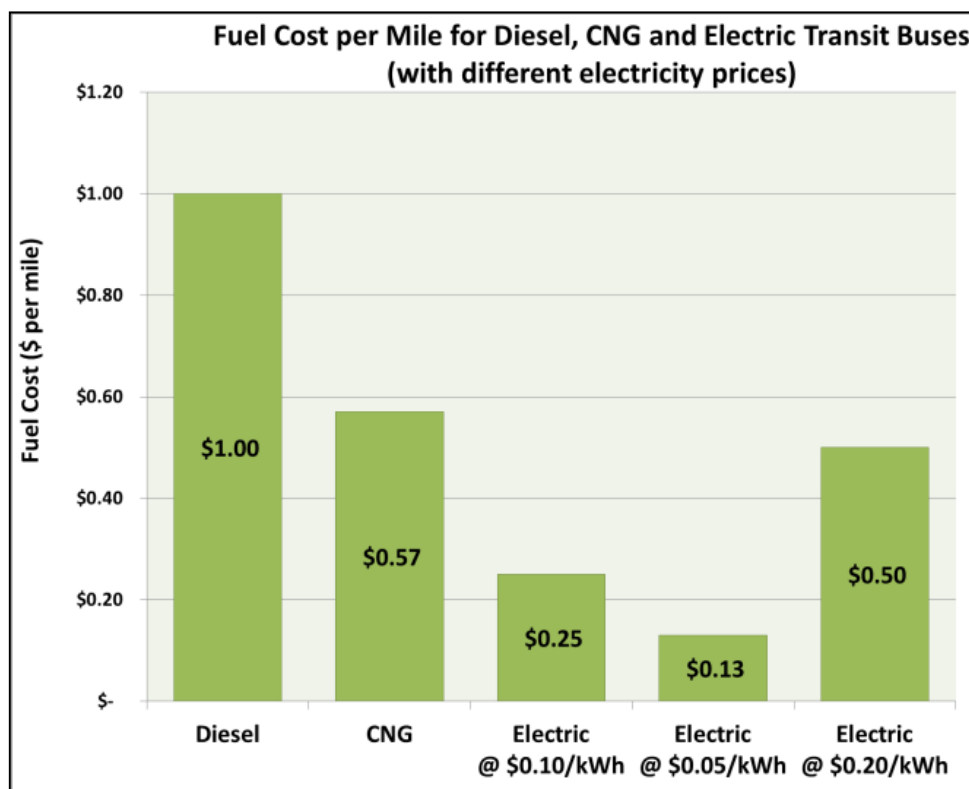


Figure 2: Impact of time of use pricing on electric transit bus fuel cost

Gallo, J.B, Bloch-Rubin, T. and Tomic, J. (2014). [Fuel Cost per Mile for Diesel, CNG and Electric Transit Buses (with different electricity prices)]. In *Peak demand charges and electric transit buses*. U.S Department Transportation: Federal Transit Administration.

Clearly, battery-electric offers the lowest fuel cost even at the highest cost of \$.20/kWh; however, this comparison does not account for more common rate structures which vary by time of use, season, peak demand periods with peak 15-minute Time of Use rates as high as \$59.24 / kWh! Given an analysis of METRO's billing rates (Table 4) and the average electric rates shown above, **\$.20/kWh** is a reasonable average rate to use for METRO's fuel cost comparisons.

All three primary manufacturers offer variants of the on-route and depot chargers. On-route charging allows an electric bus to charge in a short time period (<10 min.) while in operation,

Attachment A

typically at layover at the end of the line. Proterra offers only on-route charging, while New Flyer and BYD offer it as an option. On-route charging lends itself to operating without long service interruptions but comes with high infrastructure costs and generally higher operating costs from charging during peak rates. Because peak demand charges are calculated from the maximum power demand during a 15-minute period, however, using on-route charging across multiple buses attenuates the premium on a per-bus basis. With an on-route, six-minute charge to 80% state of charge, eight buses could conceivably use one fast charger without activating a peak-period premium in any one 15-minute interval. On-route charging offers the added benefits of a lower bus costs from smaller battery capacity, reduced curb weight and increased passenger capacity.

Depot charging, the standard BYD and New Flyer offering, involves recharging an electric bus while not in operation over a longer period of time (<6.9 hrs.). BYD's electric bus is designed to replace fossil-fueled buses by providing a battery that can meet the daily range of a diesel bus. The greater range of these buses necessitates a larger battery, potentially reducing passenger capacity and increasing vehicle curb weight. Depot charging infrastructure is less expensive and takes advantage of lower off-peak charging rates, potentially yielding significant life-cycle costs. While demand charges for on-route charging can be spread across multiple buses, depot charging will increase demand charges by the summed increments of the nominal power for each charger, resulting in higher peaks in any one 15-minute period.

The price of the electricity used to recharge an electric transit bus determines its fuel cost. Charging off peak when electricity prices are low can lead to significant operating savings. On the other hand, charging during peak demand periods, most likely with on-route charging, can dramatically increase fuel costs to the point where it is no longer economically viable for the transit operator to pursue an electric bus strategy.

Costs and service trade-offs must be considered to determine the most efficient, cost-effective method. A critical step in the electric bus implementation plan is to mate the most effective charging scheme i.e., in-route or overnight, with the PG&E rate structure to produce the overall lowest electricity cost per mile. Table 4 evaluates PG&E rates at METRO's Fueling and Maintenance Facilities during winter and summer season.

Attachment A

Table 4: PG&E Electricity Rates and Usage at METRO Facilities

1200 River Street (Fuel Station)						
February Billing 2015 *				July Billing 2015 **		
Charge Type	kW	\$ Rate	\$ Cost	kW	\$ Rate	\$ Cost
Peak	-	-	-	605.44	\$ 0.26	\$ 158.87
Part Peak	3,750.64	\$ 0.17	\$ 651.15	2,740.96	\$ 0.25	\$ 693.68
Off Peak	7,319.20	\$ 0.15	\$ 1,125.62	5,987.52	\$ 0.22	\$ 1,345.28
Total kWh	11,069.84	-	\$ 1,776.77	9,333.92	-	\$ 2,197.83
Avg. cost/kWh	-	-	\$ 0.16	-	-	\$ 0.24
Energy Comm. Tax	-	-	\$ 3.21	-	-	\$ 2.71
City SC Utility Tax	-	-	\$ 152.70	-	-	\$ 188.44
Connection Fee/day	30	\$ 0.66	\$ 19.71	29	\$ 0.66	\$ 19.06
Total Charge	-	-	\$ 1,952.39	-	-	\$ 2,408.04
138 Golf Club Dr (Fleet Maintenance)						
February Billing 2015 *				July Billing 2015 **		
Charge Type	kW	\$ Rate	\$ Cost	kW	\$ Rate	\$ Cost
Max Peak	-	-	-	64	\$ 19.04	\$ 1,219
Max Part Peak	69.00	\$ 0.24	\$ 16.56	60.00	\$ 4.42	\$ 265.20
Max Demand	76.00	\$ 13.67	\$ 1,038.92	64.00	\$ 15.07	\$ 964.48
Peak	-	-	-	6,065.00	\$ 0.16	\$ 984.35
Part Peak	12,478.00	\$ 0.10	\$ 1,308.32	6,896.00	\$ 0.11	\$ 751.18
Off Peak	18,620.00	\$ 0.08	\$ 1,507.66	16,567.92	\$ 0.07	\$ 1,225.53
Total kWh	31,243.00	-	\$ 3,871.46	29,716.92	-	\$ 5,409.30
Avg. cost/kWh	-	-	\$ 0.12	-	-	\$ 0.18
Energy Comm. Tax	-	-	\$ 9.02	-	-	\$ 8.56
City SC Utility Tax	-	-	\$ 340.25	-	-	\$ 471.22
Connection Fee/day	30	\$ 4.60	\$ 137.99	29	\$ 4.60	\$ 133.40
Total Charge	-	-	\$ 4,358.72	-	-	\$ 6,022.48
* Winter Billing Rate				** Summer Billing Rate		
1,041/43***				1025/43***		

As shown in Table 4, METRO can reach an off-peak rate as low as \$.07/kWh, which would translate into a fuel cost of \$.19/mile compared to diesel fuel costs of approximately \$1.00/mile at current prices. CNG fuel cost/mile would be roughly \$.75/mile.

Adding the estimated fuel cost/mile, maintenance cost/mile and the capital cost amortized over a 500,000-mile lifetime service produces a lifecycle total cost/mile as a basis of comparison. Only data for CNG buses is used as a comparison because METRO cannot purchase diesel buses. Figure 3 portrays the relative lifecycle cost per unit mile for electric, diesel and CNG buses

Stanford's operating cost of \$2.26/mile including capital costs, for its 40-foot buses. This does not include infrastructure. AVTA reports fuel and maintenance cost, excluding capital, of \$.36/mi.

Attachment A

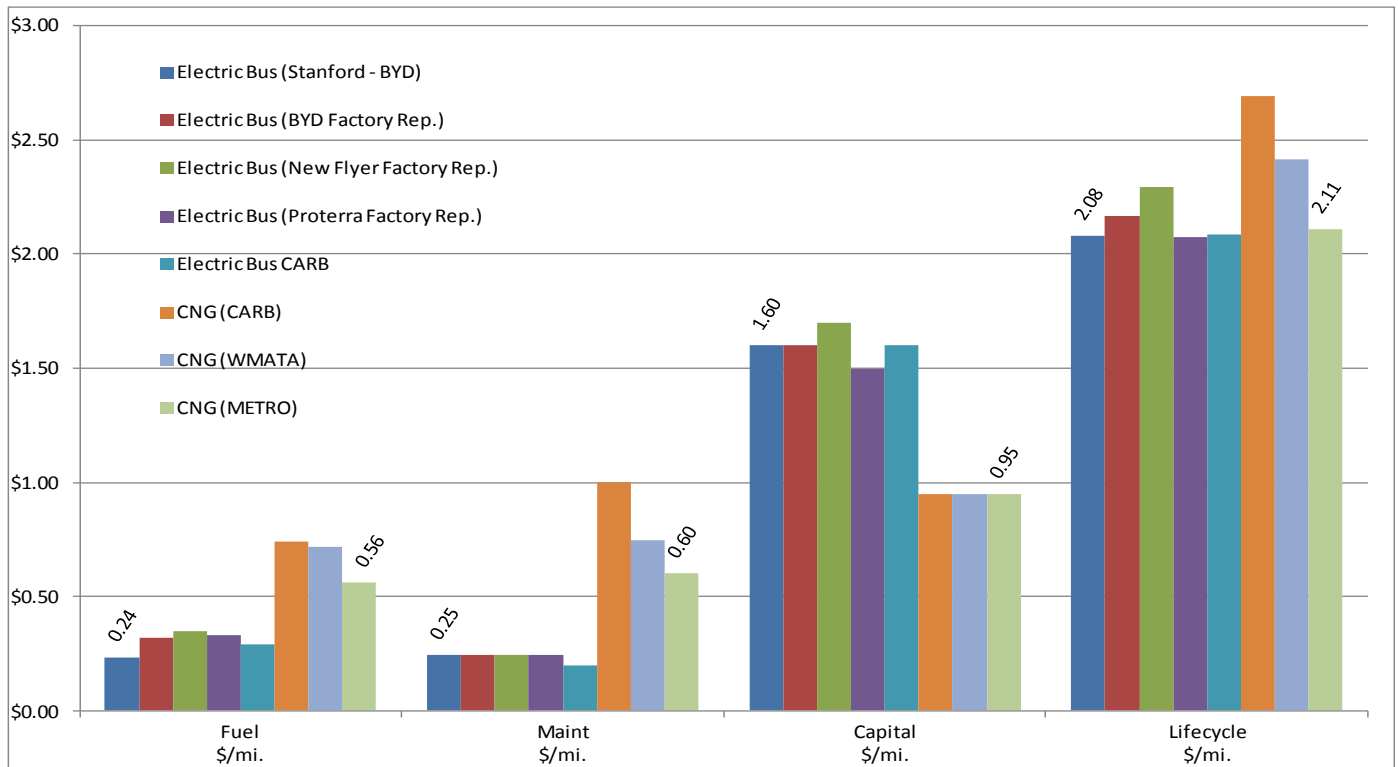


Figure 3: Operating Cost Comparison, Electric Bus vs. CNG Bus

Sources:

- 1) *Transit Bus Life Cycle Cost and Year 2007 Emissions Estimation*, U.S. Department of Transportation, Federal Transit Administration (2007).
- 2) *Public Workshop on the Development of the Advanced Clean Transit Regulation*, California Environmental Protection Agency and California Air Resources Board (2015).
- 3) *Washington Metropolitan Area Transit Authority: Compressed Natural Gas Transit Bus Evaluation*, National Renewable Energy Laboratory, (2014).

Figure 3 shows the components of an overall lower lifecycle cost from multiple data sources for an Electric Bus vs. a CNG bus. All data is for 40' Low-floor coach with assumptions of 36,400 annual miles per bus. CNG capital costs are based upon METRO's last CNG bus purchase in 2013 (\$460,000) inflated to 2015.

All Operating Cost data in Figure 3 was adjusted by CPI to 2015 from base year 2007, 2010 and 2014, however, fuel costs can fluctuate wildly as evidenced by the currently very low CNG price resulting from the application of new drilling technology (hydraulic fracturing) which created abundant supply. The fuel costs in Figure 3 are slightly higher than that shown in Figure 2 using 2014 data because it was inflated from relatively higher prices in 2007, 2010 prior to the major expansion in supply after that.

Regardless of fuel costs, the greatest lifecycle cost saving from Electric Buses vs. CNG fueled buses comes from the lower maintenance costs. Electric buses do not have transmissions, massive cooling systems to remove the heat of combustion, do not have to filter and remove combustion byproducts from much larger lubricating systems, and, most importantly for GhG reduction, don't require emission catalysts or traps because there are no emissions. Furthermore,

Attachment A

CNG buses weigh about 3,000 pounds less than a CNG bus, although the distribution by axle is not available. Due to a lower overall weight, electric buses may be less likely to exceed axle-weight limits.

The data in Figure 3 yields an overall lifecycle cost savings of about \$ 131,535.31 per bus over the 500,000-mile useful lifespan as defined by FTA.

Battery recharging infrastructure is another factor which must be considered in the Electric Bus vs. CNG cost comparison. The strategy proposed here recommends depot charging at the bus yard rather than in-route charging. In-route chargers, which cost ten times more for each instance, can be considered later. Using in-route chargers is also a major decision factor for choosing bus manufacturers

Plug-in depot chargers use 480 Volts, 100 – 300 Amperes. Three factors need be considered in depot charging costs.

1. The cost of the depot charger
2. Rate of charge
3. Number of buses charged per night per charger

The calculation here assumes each bus will return to the depot with a remaining 20% battery charge remaining. On average, a bus will charge for 1.75 hours. Using a 10-hour charging window, up to six buses can be charged per night per charger. With the proposed bus purchase strategy of five-six per grant cycle, two chargers will be needed with each electric bus procurement.

Infrastructure costs include: a power feed from PG&E sufficient to charge 30-50 buses per night with a minimum of 2,000 Amperes at 480 Volts; the conduit and wiring from the power panel to two charging stations; and the construction cost for two charging stations.

Table 5: Recharging Infrastructure Costs

Item	Cost
Transformer and Feed From PG&E	\$ 60,000
2000 amp. Electrical Panel, Conduit, Wiring	95,000
Charger Installation	50,000
Total Estimate	\$ 205,000

The infrastructure costs above would be amortized over the life of the first set of six buses, reducing the lifecycle savings to \$97,369 per bus. Subsequent fleet purchases would not require the \$60,000 transformer and feed from PG&E, increasing the lifecycle savings per electric bus to \$107,369 .

Attachment A

Operator Training

Coach operators have a significant impact on the performance of an electric bus. Operators must be trained to be an active participant to optimize energy consumption. Gradual acceleration with the use of regenerative braking is a key to success. Drivers must be attuned to the need for heating and air conditioning and switch it on/off rather than setting it and forgetting it. All of the passenger amenities drain energy from the batteries, so minimizing the controllable drains will extend the maximum range. Battery management software can keep the driver informed, and drivers will need to monitor performance indicators continuously to stay within optimal parameters. Proficient operating techniques can be learned within the first month of operations.

The Regulatory Environment

Federal Transit Administration programs support acquisition of low-emission buses. The FTA established its “Clean Fuels” program in 2005 to support emerging alternative fuel technology in an effort to speed deployment of transit vehicles which would decrease foreign oil dependence and improve air quality. The program supported development of biodiesel, hybrid diesel-electric buses, CNG buses, all-electric vehicles, fuel cell buses and any technology which exhibited the same or greater emission potential than hybrids.

With the new surface transportation act, MAP-21 in 2013, the FTA upgraded the Clean Fuels program to the Low and No-emission bus program (LoNo). The intent of the LoNo program is to deploy the cleanest and most energy efficient U.S.-made transit buses that have been largely proven in testing and demonstrations but are not yet widely deployed in transit fleets. The LoNo Program provides funding to transit agencies for acquisition of zero-emission transit buses and supporting infrastructure.

In order to reduce particulate exhaust emissions, the California Air Resources Board introduced a “transit fleet rule” in 2000 to regulate the transition of public transit fleets from diesel fuel to alternative fuels such as bio-diesel, ultra-low sulfur diesel (“clean” diesel), Compressed Natural Gas (CNG) and hydrogen fuel cells. CARB considered diesel fuel to be carcinogenic and set policies to reduce long-lived particulate emissions from diesel engines. Each transit operator had to select a fuel path which would eventually eliminate diesel operation, and METRO chose the alternative fuel path in 2001 to replace diesel with CNG fueled buses by 2016. Due to the lack of funding, excessive maintenance for CNG buses and the inability of manufacturers to rectify deficiencies, CARB relaxed the rule to allow continued diesel operations after 2016, although METRO can purchase no more. METRO currently operates 60 of its 102 buses on CNG.

CARB is now circulating its “Advanced Clean Transit” regulation which will introduce more emphatic requirements to transition public transit fleets to low- and zero-emission buses. In the effort to meet the Governor’s goal to cut fossil fuel consumption in half by 2030 and to reduce GhG to 80% below 1990 levels by 2050, the Advanced Clean Transit regulation seeks to eliminate fossil-fuel buses by 2040. The new regulation is based upon the premise that public transit buses have demonstrated the commercial viability of all-electric propulsion for heavy-duty application and that market incentive and regulatory guidelines will spur the transit industry to lead further zero-emission technology advances for all heavy-duty vehicles. The Advanced Clean Transit regulation initiates the transition to zero-emission buses in 2018.

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California enacted the Global Warming Solutions Act of 2006 (AB 32) to reduce emission of Greenhouse Gases (GhG) to 1990 levels by 2020. Power production, oil refining and building environmental control (HVAC) produce the majority of emissions; the transportation sector contributes an additional 40%. AB 32 established ambitious short- and long-term goals to be achieved with through the Cap and Trade market for the exchange and reduction of allowable carbon emission “credits.” Revenue from Cap and Trade auctions is used to fund infrastructure and transportation projects which reduce GhG.

In 2014, Governor Brown signed the first California State Budget which established an investment plan for Cap and Trade Auction revenue. Cap and Trade trailer bill SB 862 established the Greenhouse Gas Reduction Fund to receive all revenue generated from the auction of carbon emission credits in the Cap and Trade program and specified four programs to fund public transit operations and infrastructure projects which would reduce transportation sector GhG emissions. SB 862 specified four programs to receive continuous appropriations of Cap and Trade revenue:

- Affordable Housing and Sustainable Communities: funds public transit infrastructure projects which encourage compact development, reduce travel demand, support non-motorized, active transportation and increase ridership. This program can fund new service operated with zero-emission buses.
- Transit and Intercity Rail Capital Program: funds capital and operating improvements to improve intercity rail service, including intercity bus feeder service. This program funds zero-emission buses.
- Low Carbon Transit Operations Program: funds new transit service and low-emission vehicles and infrastructure improvements. This program funds zero-emission buses.
- Air Resources Board clean vehicle program: This program grants vouchers to offset the higher cost of zero-emission buses.

In brief, the regulatory environment at the Federal and State level is extremely favorable for the deployment of electric buses. The FTA and CARB have incentivized clean fuel buses for economic and air quality benefits for 10 and 15 years, respectively, and current policies to reduce greenhouse gas emissions and slow global warming are driving an even stronger push toward zero-emission transit bus deployment now.

Emphasis areas shift over time; the current regulatory environment signals that now is an especially advantageous time to solicit grant funds for electric buses. As the Air Resources Board staff acknowledges in its Fiscal Year 15-16 Funding Plan for Low Carbon Transportation Investments and the Air Quality Improvement Program, “ARB expects production costs to decline as hybrid driveline and battery production volumes increase. When this occurs, the fuel economy payback period should shorten to the point where a hybrid or zero-emission truck purchase is economical without incentives” (p. 57). ARB will provide \$60 million in incentives and vouchers for FY16, exclusively for buses.

Attachment A

Funding

Table 6 lists the array of federal and state grant Programs available to fund electric buses either as the program purpose or as an eligible project within the program. Source indicates the sponsoring agency. Program Amount is the total available funding statewide or nationwide. The METRO Request is a suggested amount based upon the need to combine a state and federal program in some cases, the individual grantee award limit of some programs, assumptions about the reasonable project size that METRO could implement during the grant expenditure period, and, in the case of LCTOP funding, the amount allocated to METRO by formula. Other variables, such as a requirement to deploy buses in new service or only in service that directly benefits a disadvantaged community can also limit METRO's maximum grant request. For every program listed, METRO would request funds for electric buses and chargers, as needed.

Table 6: Grant Funding for Electric Buses, 2016 and 2017

Program	Source	% Local Match	Program Amount (\$000s)	METRO Request
Low Carbon Transit Operations Program	Caltrans (Cap & Trade)	0	\$100,000	\$720
Low or No-Emission Vehicle Deployment Program (LoNo)	Federal Transit Administration	17	\$54,000	\$5,000
Zero Emission Bus Pilot Commercial Deployment Project	CA Air Resources Board (Cap & Trade)	0	\$45,000	TBD
Medium and Heavy-Duty Vehicle Powertrain Electrification	US Dept. of Energy	0	\$10,000	TBD
Hybrid and Zero Emission Truck and Bus Voucher Incentive Project	CA Air Resources Board (Cap & Trade)	0	\$10,000	\$650
Electric Charging Infrastructure	California Energy Commission	50	\$20,000	TBD
Transit Intercity Rail Capital Program	CA Trans. Commission (Cap & Trade)	0	\$200,000	\$6,600
AB 2766 Motor Vehicle Emission Reduction Vehicle Registration Subvention Fund	Air Pollution Control District (AB 2766: Motor Vehicle Emission Reduction)	0	\$1,000	\$400
Transportation Investment Generating Economic Recovery (TIGER)	Federal Transit Administration	17	\$400,000 (est)	\$5,000
Affordable Housing Sustainable Communities	CA Strategic Growth Council (Cap & Trade)	11	\$400,000	\$2,000

In the previous round of funding for LCTOP, the Low or No-Emission Vehicle Deployment Program (LoNo), and the Transit Intercity Rail Capital Program (TIRCP) significant funding was allocated to applications for electric buses and electric charging infrastructure. AVTA utilized over \$24 million of TIRCP funding to purchase 29 electric buses and received about \$40,000 in

Attachment A

LCTOP funding for charging infrastructure. Of the ten applications approved for funding in the LoNo program, seven were for the request of five or more electric buses.

METRO recently submitted a proposal to the Santa Clara Valley Transportation Authority (VTA) to replace Highway 17 Express buses with electric, 45' over-the-road coaches at no cost to METRO. If the Envision Silicon Valley tax measure in 2016 is adopted, METRO requests that VTA furnish new buses to METRO according to the terms of the Highway 17 Express Joint Powers Agreement wherein VTA provides the capital and METRO operates the service. Table 7 shows the breakdown of the \$6.6 million proposal for electric replacement buses and charging infrastructure:

Table 7: Envision Silicon Valley: Over-the-Road Bus Request

Description	Cost/Unit	#	Total Requested
Electric 45' Over-the-Road coaches	\$ 850,000	6	\$ 5,100,000
Secondary chargers (on bus)	\$ 50,000	6	\$ 300,000
Primary 250 kW on-route inductive quick charger	\$ 500,000	2	\$ 1,000,000
Primary depot charging station installations	\$ 100,000	2	\$ 200,000
		Total	\$ 6,600,000

If the Envision Silicon Valley tax measure is successful and VTA furnishes these six buses and chargers, applications to other currently active grant programs for Highway 17 Express buses will augment the initial six towards replacing all 14 buses needed for Highway 17 Express on a daily basis. The application was submitted in July 2015, procurement of electric buses will begin in January of 2017 and implementation is expected by January 2018.

Attachment A

The federal government and the State of California offer ample funding opportunities to lower the capital costs of procuring electric buses. Currently, METRO's Planning Department is developing grant applications for the Affordable Housing and Sustainable Communities Program, the Low Carbon Transit Operations Program (LCTOP), and anticipate the notice of funding availability for the Low or No Emission Vehicle Deployment Program (LoNo) by the end of September. All other state and federal funding opportunities from 2015-2018 are detailed within Table 8.

Upon the acceptance of successful grant applications, the first phase of METRO's electric bus procurement will begin in March of 2016. At this time, the LCTOP and LoNo grants will be awarded and METRO, utilizing the combined grant funding, will begin the procurement of six electric buses. Implementation of these buses into METRO's fleet is anticipated to begin in April 2017. The second phase of procurement will begin in April of 2016, assuming METRO submits successful grant applications for the following programs: Zero Emission Bus Pilot Commercial Deployment Projects, the Medium-and Heavy-Duty Vehicle Technology Demonstration and Scale-up, and the Hybrid and Zero Emission Truck and Bus Voucher Incentive Project. METRO hopes to utilize funding from these three programs to obtain six electric buses; implementation into the fleet is expected in May of 2017.

The third phase of procurement will begin in June of 2016 upon approval of METRO's grant application for the Transit Inter-City Rail Capital Program and receipt of award. METRO will request funds for the purchase of six electric buses and expect implementation to occur in July 2017. Funds will be sought from the California Energy Commissions' Electric Charging Infrastructure program; this award will be used to offset the cost of charging technology.

In September of 2016, the fourth phase of METRO's electric bus procurement of 12-14 buses will begin upon successful submission of grant applications for the following programs: AB2766 Emission Reduction (AB2766), Transportation Investment Generating Economic Recovery, Affordable Housing and Sustainable Communities, and Envision Silicon Valley. Funding for electric charging infrastructure will also be sought through the AB2766 grant program. Implementation will begin in January of 2018.

Assuming that there are no drastic changes to the solicitation dates for these grants METRO will produce grant applications following this schedule seeking funding for electric buses and charging infrastructure through 2018. In total, METRO hopes to obtain funding to aid in the procurement and deployment of 29-31 electric buses. Current grant requests are structure in such a way that state grant funds will furnish the local match for federal grants, which typically require 17-20 percent local chare for capital funds. These grant programs will enable METRO to leverage the combined sources of state and federal funding to purchase electric buses to be implemented in 2016, 2017, and 2018.

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Attachment B

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

Resolution No. _____
On the Motion of Director: _____
Duly Seconded by Director: _____
The Following Resolution is Adopted:

A RESOLUTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AUTHORIZING THE CEO/GENERAL MANAGER TO SUBMIT APPLICATIONS AND EXECUTE AGREEMENTS FOR CAPITAL AND OPERATING ASSISTANCE TO DEPLOY ELECTRIC BUSES AT SANTA CRUZ METRO

WHEREAS, the Governor of the State of California signed the Global Warming Solutions Act of 2006 to reduce the emission of greenhouse gases and slow the rate of climate change by developing new programs and funding incentives; and,

WHEREAS, SB 862, Greenhouse Gases: Emission Reductions of 2014 created and funded a number of grant programs from the Greenhouse Gas Reduction Fund to reduce greenhouse gas emissions from the transportation sector; and,

WHEREAS, various programs may be created in the future through state and federal legislation which provide financial assistance for the procurement of electric buses, recharging infrastructure and electricity generating infrastructure from renewable resources, including solar power; and,

WHEREAS, Santa Cruz Metropolitan Transit District intends to fully participate in efforts to reduce transportation sector greenhouse gas emissions; and,

WHEREAS, it is in the interest of the Santa Cruz Metropolitan Transit District to submit applications for financial assistance to support its vision to replace its fossil-fuel bus fleet with electric buses; and,

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

The CEO/General Manager of Santa Cruz Metropolitan Transit District is authorized to submit grant applications and to sign all

Attachment B

Resolution No. _____

Page 2

agreements necessary to obtain funding for the acquisition and operation of electric buses and associated electrical infrastructure for public transit service.

PASSED AND ADOPTED this 25th day of September 2015 by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

Approved:

Dene Bustichi, Chair

Attest:

Alex Clifford, CEO/General Manager

Approved as to form:

Leslyn K. Syren, District Counsel

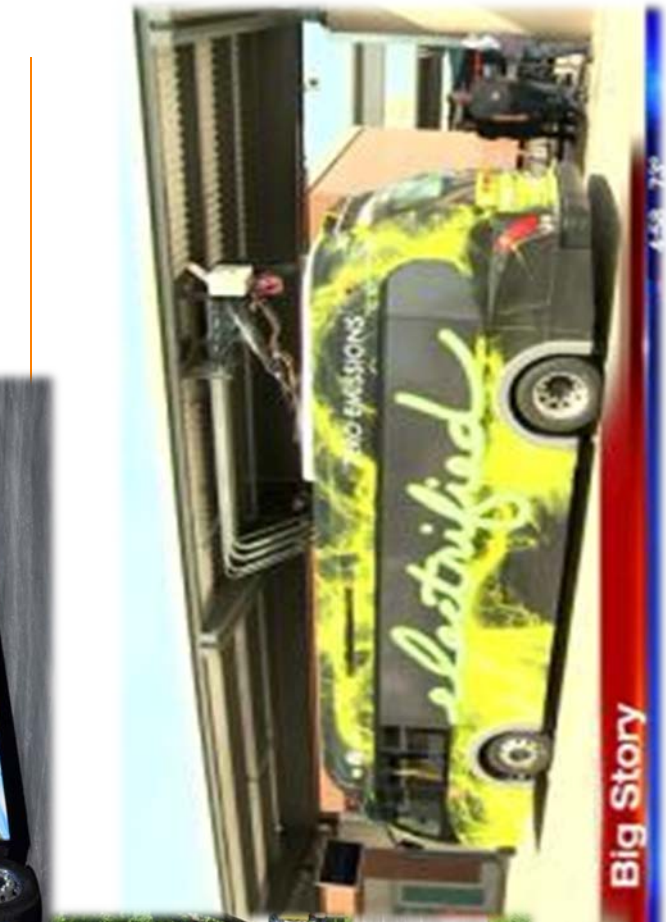


Electric Bus Implementation Strategy

September 25, 2015

Ciro Aguirre, Chief Operating Officer
Al Pierce, Maintenance Manager
Thomas Hiltner, Acting Planning Manager
Cayla Hill, Administrative Specialist

Charge Into the Future



Big Story

Depot vs. On-Route Charging

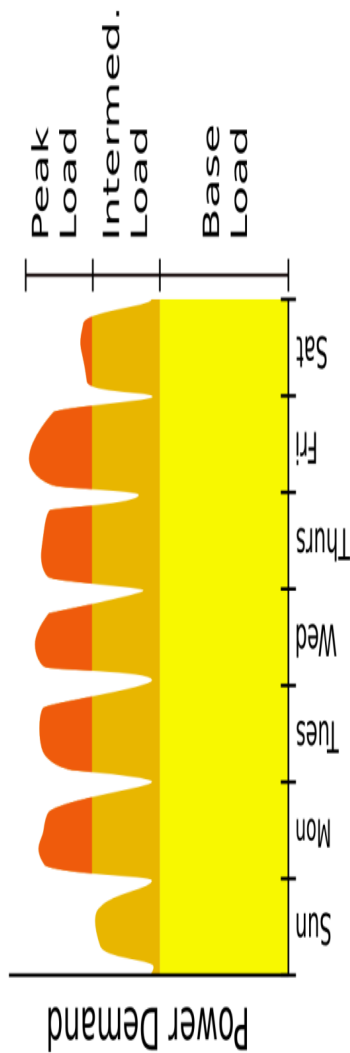
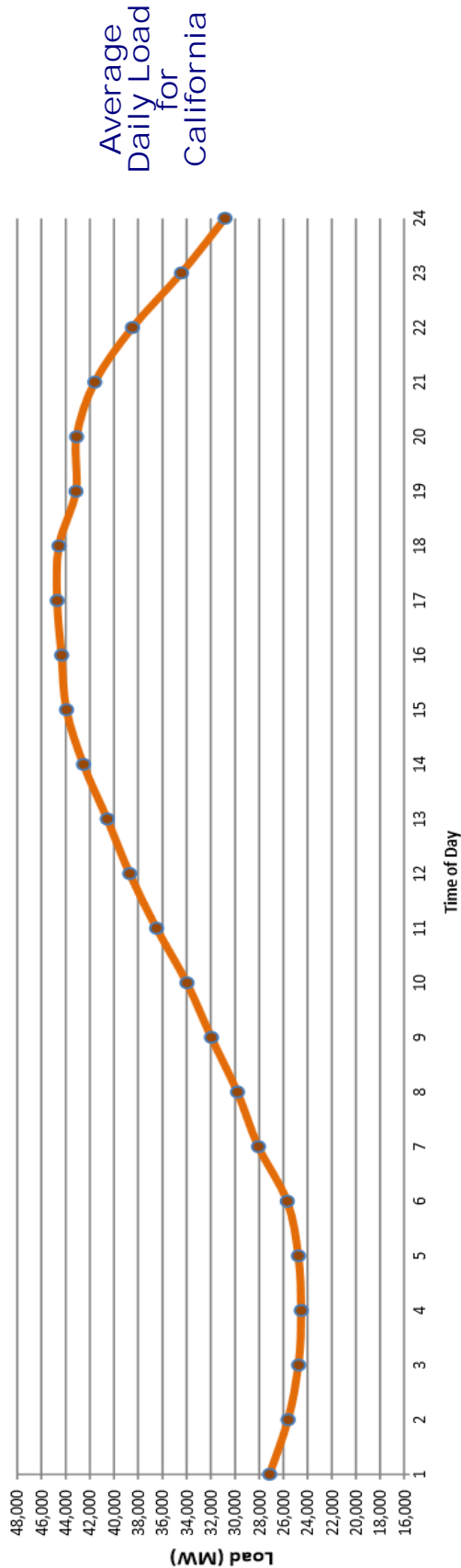
Depot Charging



On-Route (Fast Charge)

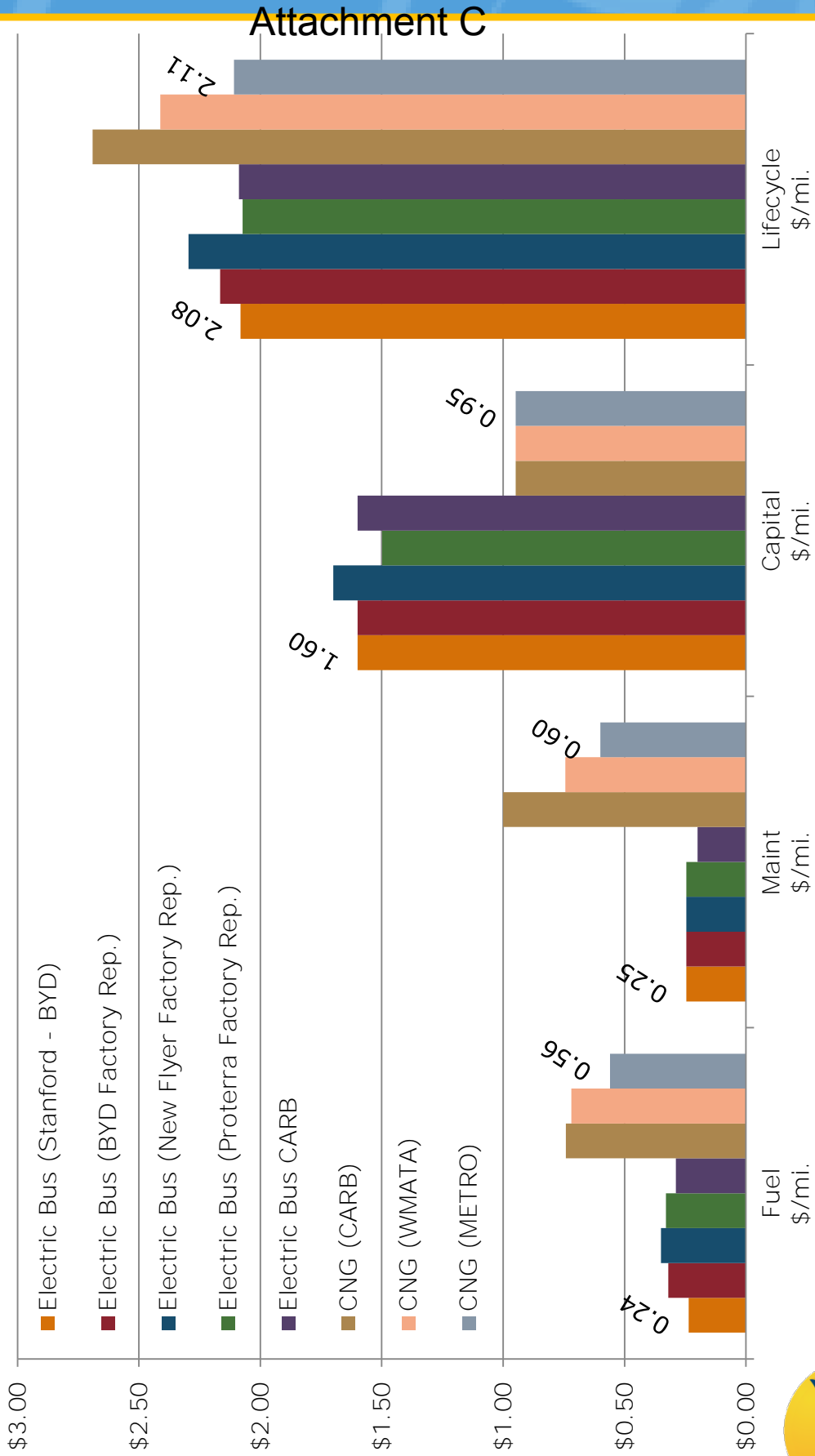


Time of Use and Peak Demand Rates



Operating Cost Comparison

Electric vs. CNG



Grant Funding

Annual Grant Funding for Electric Buses, 2016 & 2017 (\$000s)

Source	Program Amount	METRO Request
Federal	\$ 464,000	\$ 11,000
State	\$ 775,000	\$ 10,970
Local	\$ 1,000	\$ 400
Total	\$ 1,240,000	\$ 22,370

Schedule

Electric Bus Implementation Schedule																												
Funding Source	2015				2016				2017				2018															
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J				
Phase 1																												
Low Carbon Transit Operations Program (LCTOP)																												
Low or No Emission Vehicle Deployment Program (LONO)																												
Envision Silicon Valley																												
Bus Procurement (2017: 11 buses; 2018: 5 buses)																												
Accept and Test																												
Training and Implementation																												
Phase 2																												
Zero Emission Bus Pilot Commercial Deployment Projects																												
Medium-and-Heavy-Duty Vehicle Technology Demonstration and Scale-Up																												
Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP)																												
Bus Procurement (2016: 6 buses; 2017: 6 buses)																												
Accept and Test																												
Training and Implementation																												
Phase 3																												
Electric Charging Infrastructure																												
Transit Inter-City Rail Capital Program (TIRCP)																												
Bus Procurement (2016: 6 buses; 2017: 6 buses)																												
Accept and Test																												
Training and Implementation																												
Phase 4																												
AB2766 Emission Reduction Grant Program																												
Transportation Investment Generating Economic Recovery (TIGER)																												
Affordable Housing and Sustainable Communities Program (AHSC)																												
Bus Procurement (2016: 6-8 buses; 2017: 6-8 buses)																												
Accept and Test																												
Training and Implementation																												

Discussion





DATE: September 25, 2015
TO: Board of Directors
FROM: Erich R. Friedrich, Senior Transportation Planner
**SUBJECT: ACCEPT THE WATSONVILLE TRANSIT CENTER CONCEPTUAL DESIGN
FINAL REPORT**

I. RECOMMENDED ACTION

That the Board of Directors accept the Watsonville Transit Center Conceptual Design Final Report including the preferred design alternative

II. SUMMARY

- On September 23, 2013, the Board awarded a contract to B + U Architects (B + U) to produce alternative designs for the redevelopment of the Watsonville Transit Center.
- Santa Cruz Metropolitan Transit District (METRO) Staff, along with B+U, conducted broad public outreach to solicit input on design features and functions of a renovated transit center.
- The Watsonville Transit Center Conceptual Design Final Report recommends a preferred alternative based on public input.
- The preferred alternative on an expanded site calls for:
 - A terminal building centrally located on the site;
 - A new community room as part of the terminal;
 - 15 design principles based on issues with the current center; and
 - Improved and expanded tenant spaces.
- The Ad Hoc Committee and Staff recommend that the Board of Directors accept the Watsonville Transit Center Conceptual Design Final Report with the preferred alternative.
- Moving the project towards implementation requires several additional steps, including developing a potentially costly Environmental Impact Review.

III. DISCUSSION/BACKGROUND

Background

Watsonville Transit Center opened in the renovated Crocker Bank building in 1995 and will require renovation to improve its operating tarmac as well as its fit and function in downtown Watsonville. On September 23, 2013, the METRO Board of

Directors awarded a contract to B+U, LLP, an architecture firm, to produce alternative conceptual designs from which the Board can select for the transit center renovation.

In their initial analysis, B+U determined that the current footprint of the transit center limits future service expansion, as any renovations to the existing site would only increase capacity by two bus bays. B+U proposed that METRO explore expanding the project footprint into the adjacent parcels to increase bus bay capacity. The Board approved this additional work on an expanded site to develop further alternatives for their consideration.

The concept of an expanded the site was supported by the Watsonville City Council when METRO Staff presented the idea at the May 13, 2014 City Council meeting. After a first round of public outreach concluded in October of 2014, there was an overwhelming support for expanding the footprint of the Watsonville Transit Center.

Over the winter of 2014-2015, B+U and staff designed several options for tarmac and building designs. These configurations and designs along with a summary of the public engagement were presented to the Board on March 27, 2015. At that meeting, the Board directed Staff to continue developing the conceptual design with a 12 bus bay tarmac design along with a new building.

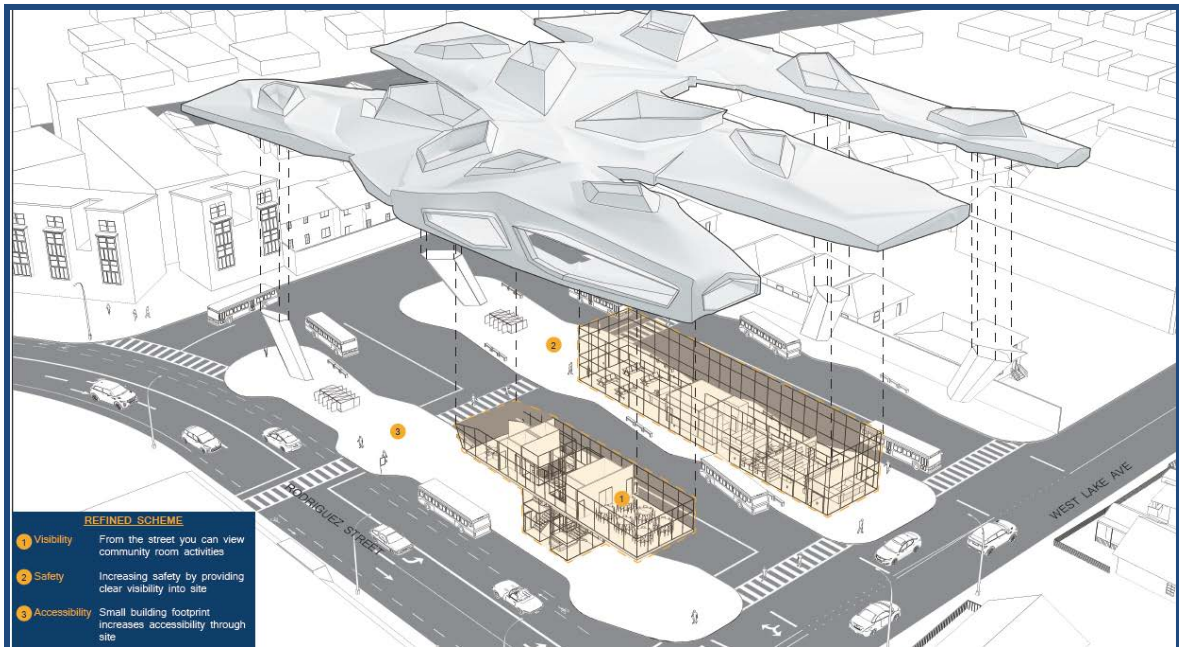
Further Public Outreach

A second round of outreach was conducted this summer to gain community feedback on specific building designs and to educate the public on the broader site improvements being planned for the center. B+U and Staff presented three well defined build configurations for the community to discuss and voice their preferences. The project team performed the following public outreach:

- Presented to the Watsonville City Council
- Held an open house community meeting on July 8th
- Conducted a pop-up style outreach event at the existing Watsonville Transit Center
- Stationed an outreach booth at the Watsonville Farmers Market
- Posted an online presentation and survey
- Presented to the SCCRTC Bicycle Committee

Preferred Design Alternative

Based on the public outreach efforts the project team is recommending the following design alternative:



The preferred design/configuration consists of having the main body of the terminal centrally located on the site. This allows for all island and transit lane components to have equidistant contact with the main station. This design places the planned Community Room along the main thoroughfare of Rodriguez Street to create a sense of place and destination as well as a visual indicator of an activity center. The preferred design/configuration will address the major issues on the existing site as discussed in earlier reports to the Board.

At the September 11th meeting of the Watsonville Transit Center Ad Hoc Committee, the overall final report and preferred design alternatives were discussed. The Ad Hoc Committee, along with METRO Staff, recommends that the Board of Directors accept the Watsonville Transit Center Conceptual Design Final Report including the preferred design alternative.

Next Steps

In taking the recommended action, the conceptual design phase will come to a close. Discussion among the Ad Hoc Committee and Staff will now be focused on the next steps needed to get to project implementation. At a high level, the following steps are needed:

- Determine the City's capacity to fund public parking adjacent to the project site
- Explore design modifications that include public parking
- Create an overall project plan and funding strategy
- Secure funding for the Environmental Impact Review
- Perform preliminary engineering and Environmental Impact Review
- Secure project funding

- Acquire Right-of-Way
- Produce construction level engineering documents
- Construct the new Watsonville Transit Center

Currently the most significant obstacle that could inhibit this project's current momentum is identifying funding necessary to perform the Environmental Impact Review (EIR). For a project of this type and size, an EIR could potentially cost up to \$350,000. Traditional grant funds for capital projects have become increasingly focused on "shovel ready" projects which already have completed preliminary engineering and EIR's, leaving it up to agencies to fund an EIR locally or through other funding measures.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The total project budget for the Watsonville Transit Center redesign is \$190,000. The total contract amount awarded to B+U for conceptual design is \$185,329. To date METRO has been invoiced \$165,626.87.

V. ALTERNATIVES CONSIDERED

- Do not accept the Watsonville Transit Center Conceptual Design Final report. This is not recommended because B+U has completed the scope of work for this phase of the project.

VI. ATTACHMENTS

Attachment A: Watsonville Transit Center Conceptual Design Final Report – Executive Summary

Prepared By: Erich R. Friedrich, Senior Transportation Planner

VII. APPROVALS:

Thomas Hiltner, Acting Planning
and Development Manager



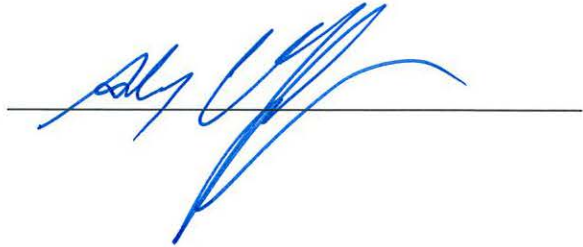
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager



Alex Clifford, CEO/General Manager



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WATSONVILLE TRANSIT CENTER

Conceptual Design Final Report



Attachment A

WATSONVILLE PROJECT TEAM

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Scott Uriu Principal

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Attachment A

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Attachment A

EXECUTIVE SUMMARY



Watsonville transit center

Introduction and brief background of Watsonville Transit Center Conceptual Design

The Watsonville Transit Center, located downtown Watsonville, is currently an underutilized bus station with issues of safety, maintenance, and overall disrepair. The Watsonville Transit Center has now been envisioned to reach its potential to transform into a vibrant central hub for regional and local transit connections. Its location on the corners of Lake Avenue and Rodriguez Street is key to its potential as a crux between the edge of residential parts of Watsonville, surrounded by Commercial components on two sides, and a school across the street. The Transit Center neighbors a 40 unit multi story housing development immediately to the South of the project.

The Watsonville Transit Center represents a rare opportunity to demonstrate the optimism of all parts of the surrounding community, to show the potential of a progressive thinking public transportation, not only for the immediate community itself, but also for those transferring between modes and lines at the station.

The Watsonville Transit Center Conceptual Design has undergone multiple examinations of configurations, including multiple studies of working within the existing site and tarmac. In March of 2014 Santa Cruz Metro and the City of Watsonville reached a joint decision that the team would study the expansion of the site, increasing the capacity for the new station from the existing 8-9 buses to 12-14 buses.

Existing site



Expanded site

The design timeline was as follows;

Jan 2014 – Feb 2014

- The original tarmac and site was studied by the team with emphasis from ARUP Transportation to hone in on the optimal bus traffic conditions for the site. Working with Metro Staff of with over 20 design investigations, 3 design tarmacs were chosen for further exploration.

Feb 2014 – Mar 2014

- Designs were generated working with reconfiguring the existing building or exploring a new building on the existing tarmac.

Mar 2014 – Sept 2014

- In March 2014 the A/E team were directed by staff to explore configurations for expanded Tarmacs. The A/E team did not move forward with the design until after the Santa Cruz Metro Board reviewed and approved the scope increase on April 25th, and after the Watsonville City Council approved the decision to explore the expanded sites on September 7th.

Attachment A

Sept 2014 – Oct 2014

- Working with metro staff, the designs were honed down to one which worked with the existing building and the existing site, one which proposed a new building and worked with the existing site, and one proposing a new building on an expanded site. These were presented at Community Meeting 1 on October 25th, where the vast majority of participants voted to expand the site.

Oct 2014 – June 2015

- The Community Outreach findings were presented to the Santa Cruz Metro Board in March 27th of 2015, and on June 23rd the findings were presented to the Watsonville City council. The A/E team proceeded to explore the expansion of the site with 3 different configurations for the Tarmacs. The final Tarmac Configuration consisted of a Tarmac that allowed for 12 buses with definitive parking and full independent movement.

June 2015 – July 2015

- Once the preferred Tarmac was determined, the A/E team worked with Santa Cruz Metro staff to explore a number of different designs for the Transit Center Buildings and Layout. Three designs of the new Transit Center were chosen to be presented at the Second Community Outreach Meeting.

June - July 2015

- During June and July community outreach included outreach via placards on buses themselves, electronic media including a Facebook website, Survey via Survey Monkey, a presence on the Santa Cruz Metro website (in English and Spanish), along with a video on youtube. July 8th 2015, outreach took place on the Watsonville Tarmac itself and in the evening the Second Community Meeting took place where the three designs for the Transit Center Building (with the preferred tarmac) were presented to the Community. On July 17th outreach took place at the Watsonville Farmer's market. Survey and presentation material were both in English and in Spanish.

The preferred configuration consists of having the main body of the terminal centrally located on the site, allowing for all island components of the terminal to have equidistant visual contact with the station. This configuration also places a major component of the design, the Community Room, along the main thoroughfare of Rodriguez Street allowing for the surrounding neighborhood to have a visual indicator when there is activity within the community room. The strong visual ties directly with the neighborhood and the immediate adjacency to multifamily housing are contributing factors that can influence the competitiveness of the station for local, regional, and federal funding.

The process of the Conceptual Design is coming to a close but the overall process of the project, its design, and implementation is far from over. Many of the next steps in the process will be focused on local, regional, and federal funding. The development of the preferred design will need to be completed

Attachment A

in order to make the project "shovel ready", which will consist of having the A/E team develop the Conceptual Design from Schematic Design through Construction Documents. Once "shovel ready" documents are generated, the project will be able to compete for regional and federal funding.

The expanded site, along with the reconfiguration of Rodriguez Street will need to take place in order for the project to occur, which will require a close collaboration with the City of Watsonville, its Public Works Department, and the owner of the neighboring properties to the West. After funding is procured, the construction will take place, which will include a temporary relocation of the existing Transit Center during an estimated 18 months of construction.

Having spent over 18 months working in close collaboration with the Watsonville Community, the Santa Cruz Metro staff, its board of directors, Watsonville City staff, and Watsonville's City Council, the A/E team have gained an in-depth understanding of the needs of the community and Watsonville's outlook for the future. We see the remaining design work as an extension of this collaboration, and a process that will be hard to duplicate without spending that much time and energy on the design. It should be noted that the Preferred Conceptual Design is a concept design, and much of the design will be developed in the next phase of the project; continuity with the design, and the design team would be an important factor in moving forward into the next phase. All members of the current A/E team are excited to see the next phase of the project and have made themselves available for the future work on the Watsonville Transit Center.

Attachment A

Existing Site and Issues

Although improved recently through the demolition of a number of the infill storage areas located on the tarmac, the issues of the existing site are still quite apparent. Having originally been designed to be a bank and converted to a station in 1994, not only is the station showing its two decade age but its configuration is also problematic. Major issues with the existing building include but are not limited to:

1. Left turns out of the transit center are prohibited for safety
2. Wide turn for inbound buses
3. Jaywalking locations
4. No public kiss-and-ride
5. Indirect pedestrian path
6. Crosswalk and bus traffic are not well controlled
7. Service driveway goes against flow of buses
8. Blind corner
9. Multiple areas of low visibility
10. Low visibility crosswalk
11. Capacity of 8 buses may limit future service expansion
12. No public, police, or service vehicle parking
13. Short intersection spacing: queues block bus exit
14. Rodriguez Street narrows north of West Lake Avenue
15. Existing building does not properly handle the function of a transit center

Figure A Existing Site and Issues

Attachment A

Goals of the Project

Our general project goals are to expand the service, create a more visually open design, foster smoother operating, ensure safety and functionality and look to the future of Watsonville. We hope to create a transit center that will become an asset to the community, improving security, improving pedestrian access, streamlining vehicular access, aesthetics and ambiance. Improvements include new lighting, new well defined crossing signals, new tarmac, new street furniture, and improved signage. One of the chief strategies for the site is to have the site as transparent as possible from Rodriguez street, with many of the structures encased in glass or as open as possible. Our improvement design proposal includes:

1. Enhanced mid-block crossing with LED embedded light
2. Continuous pedestrian pathway, allowing a direct path of travel
3. Signage with directional arrows
4. Real time signage, LED
5. Island furniture, seating etc
6. Landscaping, to break up hardscape
7. Roof with added skylight allowing for natural ventilation and daylight
8. Bike Lockers
9. Pedestrian crossing light
10. Graphic wall
11. Additional bus capacity, increases from 8 to 12
12. New police and staff parking, 5 on site
13. New community room, for 75 people
14. New kiss and ride
15. New terminal, a more efficient and transparent layout

Figure B Improvement Design Proposal (Roof Not Shown for Clarity)





DATE: September 25, 2015
TO: Board of Directors
FROM: Erich Friedrich, Senior Transportation Planner
SUBJECT: CONSIDERATION OF AUTHORIZING THE CEO TO EXECUTE A CONTRACT AMENDMENT WITH TRANSPORTATION MANAGEMENT & DESIGN, INC. FOR COMPREHENSIVE OPERATIONAL ANALYSIS TO INCREASE THE CONTRACT TOTAL BY \$66,964 FOR LINE-BY-LINE DATA COLLECTION AND ANALYSIS

I. RECOMMENDED ACTION

That the Board of Directors authorize the CEO to execute a contract amendment with Transportation Management & Design, Inc. for Comprehensive Operational Analysis to increase the contract total by \$66,964 for Line-by-Line Data Collection and Analysis, bringing the contract not-to-exceed to \$166,951.

II. SUMMARY

- The Santa Cruz Metropolitan Transit District (METRO) established a two-year contract with Transportation Management & Design, Inc. (TMD) for Comprehensive Operational Analysis on August 17, 2015.
- An optional line-by-line analysis was not originally included in the project due to funding limitations.
- The COA Ad-HOC committee, appointed at the time of original contract award, concurs that METRO should execute this optional task.
- As grant funds have now been successfully repurposed to augment the project budget, a contract amendment to add services to include a line-by-line analysis is recommended.

III. DISCUSSION/BACKGROUND

METRO established a two-year contract with TMD for Comprehensive Operational Analysis on August 17, 2015. METRO's Request for Proposals included an optional line-by-line data collection and analysis, and TMD included this optional task in their proposal. The optional line-by-line analysis was not recommended during the contract award due to a lack of funding.

Grant funds have now been successfully repurposed to augment the Comprehensive Operational Analysis project budget, which will allow this optional task to be executed. Allowing the project team to conduct a thorough and

detailed review of existing fixed route service will lead to a stronger foundation for adjusting fixed route service. The Ad-HOC committee for this project, appointed at the time of original contract award, concurs that METRO should execute this optional task.

Staff recommends that the Board of Directors authorize the CEO to execute a contract amendment on behalf of METRO to include a line-by-line data collection and analysis in this project. Erich Friedrich, Senior Transportation Planner, will continue to serve as the Contract Administrator/Project Manager and will ensure contract compliance.

IV. FINANCIAL CONSIDERATIONS/IMPACT

This contract has a total not-to-exceed value of \$99,987. Additional funds in an amount of \$66,964 are requested for approval at this time. The new contract total not-to-exceed value would be \$166,951.

Funds to support this contract amendment are available through reallocating \$74,749 in Caltrans Planning Grant funds; the reallocation of grant funds was approved by Caltrans on August 17, 2015. Combining the new grant funds with the Board-approved reserve funds of \$100,000 allocated to the COA project on May 8, 2015, the project total budget increases to \$174,749. The contingency amount of \$7,789 (the difference between the new project total budget and the new contract not-to-exceed amount) will be used for project-related expenses as needed.

V. ALTERNATIVES CONSIDERED

- Do not amend this contract to include a line-by-line data collection and analysis. Staff does not recommend this option. METRO may be facing the necessity of significant service cuts in the near future, and having a strong set of data will be a critical component in METRO's ability to obtain community support when making service changes.

VI. ATTACHMENTS

Attachment A: Transportation Management & Design, Inc.'s Project Cost Proposal

Attachment B: Contract Amendment with Transportation Management & Design, Inc.

Prepared By: Erich Friedrich, Senior Transportation Planner
Joan Jeffries, Administrative Assistant

APPROVALS:

Tom Hiltner, Acting Planning and
Development Manager

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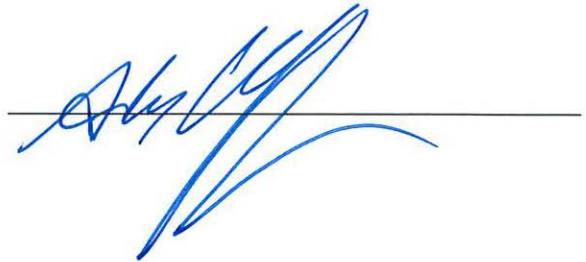
Approved as to form:
Leslyn K. Syren, District Counsel

A handwritten signature in blue ink, appearing to read "Leslyn K. Syren", written over a horizontal line.

Approved as to fiscal impact:
Angela Aitken, Finance Manager

A handwritten signature in blue ink, appearing to read "Angela Aitken", written over a horizontal line.

Alex Clifford, CEO/General Manager

A handwritten signature in blue ink, appearing to read "Alex Clifford", written over a horizontal line.

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Attachment A

September 15, 2015



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United States

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Carlsbad, CA 92008
760.476.9600 tel
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www.tmdinc.net

MELBOURNE
Australia

Erich Friedrich
Senior Transportation Planner, SCMTD
110 Vernon Street
Santa Cruz, CA 95060

Subject: **Optional Line-by-Line Analysis Task**

Dear Mr. Friedrich:

Transportation Management & Design, Inc. (TMD) is pleased to submit a scope of work to complete the Line-by-Line Analysis (including ridecheck) as part of the METRO Comprehensive Operational Analysis study. This information was included as part of the original proposal submitted to METRO, outlined under "Task 4 - Optional: Line-by-Line Analysis".

Santa Cruz METRO does not currently have APC data to provide detailed operational data for the METRO system. As a result, METRO is seeking assistance in collecting specific ridership and on-time performance data for specified routes and corridors throughout the system, as a means to ensure a thorough analysis of the existing fixed route system is completed. The following is a summary of the work originally proposed and revised based on direction from METRO Staff.

Purpose: Collect a set of boarding and alighting counts for each route on weekdays and weekends, as well as arrival and departure times at each time point.

Methodology: The TMD team will survey select METRO routes, as designated by METRO staff, to obtain detailed ridership and on-time performance data. Information collected will include boarding and alightings at each stop (including bike and wheelchair activity), as well as arrival and departure time at each stop including key time points. The routes proposed for observation are as follows:

100% Route Surveys

- Route 3
- Route 4/4W
- Route 8
- Route 19
- Route 33
- Route 40
- Route 41
- Route 42
- Route 54
- Route 55
- Route 56
- Route 72
- Route 74/74S
- Route 75
- Route 77
- Route 79

Select Corridor Surveys

- Route 10: Between Mission/Highland and Bay/High
- Route 12: From 41st Avenue to Metro Center
- Route 35/35A: All variants past downtown Boulder Creek
- Route 68: Between Metro Center and East Cliff Village
- Route 71: From Freedom/Soquel to Watsonville Transit Center

Attachment A



While only select portions of the routes listed above will be surveyed, every run will be surveyed to capture 100 percent of the service operated within these corridors. This information will provide insight on specific areas of a route where there may be questions regarding performance or ridership, or where potential issues have been raised during initial information gathering activities.

TMD will utilize the services of a local temporary staffing firm (to be determined) to complete the ridecheck. The temporary firm will provide field staff required, and TMD will train all personnel and will provide each member of the team with a METRO-specific training manual. The TMD team will employ and train a sufficient number of checkers to complete the ridership count over a one week period, with additional make-up checks as needed. TMD staff will work with the temporary firm in managing the check and in reviewing all data collected for accuracy and completeness.

Information collected will allow TMD to:

- Create visual maps illustrating boardings and alightings for each bus stop for each route.
- Identify all trips and trip segments that exceed seating capacity.
- Identify trips that vary more than five (5) minutes from scheduled times, where the bus was delayed and why, and whether the bus was able to get back on time.
- Determine major passenger generators.
- Determine trip patterns and how passengers are utilizing each of the routes.

The data collected will be input into the firm's proprietary Service Analysis System (SAS) software, and will generate a variety of tables, charts and graphs that present the collected information on a route, route segment, individual trip, direction and time of day basis. This information will feed into the Fixed Route Service Evaluation, as described in the original proposal submitted to METRO, and will allow for an expanded and thorough evaluation of the current services operated. The end result is detailed and vetted information that will be used to validate potential service changes that may include service cuts, route restructuring or increased/decreased frequency, to name a few. Having a strong set of data is critical for METRO to obtain the community support when making changes to transit service.

Deliverables: Line-by-Line Analysis of the routes listed in the scope of work, supplemented by an enhanced Fixed Route Network Evaluation (as originally proposed). In addition, detailed route profiles and segment profiles will be presented, along with supporting graphics and tables.

Budget: The cost to perform the work is not to exceed \$66,964. A detailed budget is enclosed.

Respectfully Yours,

A handwritten signature in blue ink that reads "Kristina Svensk". The signature is written in a cursive, flowing style.

Kristina Svensk, AICP

Attachment B

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT FIRST AMENDMENT TO CONTRACT NO. 15-19 FOR COMPREHENSIVE OPERATIONAL ANALYSIS

This First Amendment to Contract No. 15-19 for Comprehensive Operational Analysis is made effective September 28, 2015 between the Santa Cruz Metropolitan Transit District ("Santa Cruz METRO"), a political subdivision of the State of California, and Transportation Management & Design, Inc. ("Contractor").

I. RECITALS

- 1.1 Santa Cruz METRO and Contractor entered into a Contract for Comprehensive Operational Analysis ("Contract") on August 17, 2015.
- 1.2 The Contract allows for amendment upon mutual written consent.
- 1.3 Santa Cruz METRO and Contractor desire to amend the Contract to add the optional line-by-line analysis task, and to increase the Contract total not-to-exceed amount.

Therefore, Santa Cruz METRO and Contractor amend the Contract as follows:

II. SCOPE OF WORK

- 2.1 The Scope of Work shall now include the line-by-line analysis (together with the corresponding deliverable), previously an optional task that was excluded from the original contract.

III. COMPENSATION

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

Santa Cruz METRO shall compensate Contractor in an amount not to exceed the rates agreed upon and set forth in Contractor's proposal dated September 15, 2015, Attachment A to the First Amendment. Santa Cruz METRO and Contractor agree that the total amount payable pursuant to the First Amendment shall not exceed \$66,964.

The new Contract total not-to-exceed amount is \$166,951. Contractor understands and agrees that if they exceed the \$166,951 maximum amount payable under this Contract, they do so at their own risk.

IV. REMAINING TERMS AND CONDITIONS

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

Attachment B

V. AUTHORITY

5.1 Article 7 is amended to include the following language:

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

Signed on _____

Santa Cruz METRO –
SANTA CRUZ METROPOLITAN
TRANSIT DISTRICT

Alex Clifford, CEO/General Manager _____

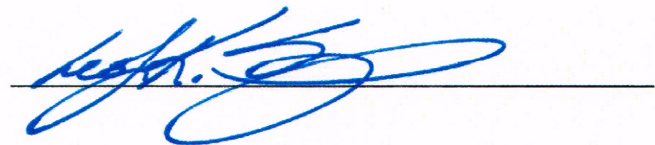
Contractor –
TRANSPORTATION MANAGEMENT
& DESIGN, INC.

Russell Chisholm, President



Approved as to Form:

Leslyn Syren, District Counsel



WTC Final Design Fly Through

You Tube Video Link

Distributed at 9/25/15 METRO Board Meeting

<http://youtu.be/QjBFJpc4FdU>





DATE: September 25, 2015
TO: Board of Directors
FROM: Alex Clifford, CEO/General Manager
SUBJECT: DISCUSSION: SANTA CRUZ COUNTY SALES TAX MEASURE

I. RECOMMENDED ACTION

That the Board of Directors:

- (1) Discuss and provide direction relative to the Board's preferred share for METRO of any new sales tax measure;**
- (2) Reaffirm the Board's 2008 position in support of High Occupancy Vehicle lanes on Highway 1; and,**
- (3) Discuss how best to distribute new sales tax measure revenues among the many financial needs within METRO fixed-route and paratransit operations.**

II. SUMMARY

- The Santa Cruz County Regional Transportation Commission (SCCRTC) continues to discuss the possibility of placing a county transportation sales tax measure on the ballot in November 2016.
- At a recent SCCRTC Commissioner Retreat, a survey of members and alternates present reflected that Santa Cruz Metropolitan Transit District's (METRO) share of a sales tax measure should be 14%.
- Given the discussion that took place at the SCCRTC Commissioner Retreat, Director Rotkin requested the topic of the sales tax measure and Highway 1 expansion be placed on the METRO Board Agenda for discussion.
- The CEO requests the METRO Board members discuss their preferred sales tax measure share for METRO.
- The sales tax measure will likely include a Highway 1 funding component.
- The Board should discuss how best to distribute new sales tax measure revenues among ParaCruz (paratransit) and fixed-route operations.
- The Board should discuss reaffirming the Board's 2008 action in support of adding High Occupancy Vehicle (HOV) Lanes to Highway 1 that will benefit transit and carpooling commuters in the corridor.

III. DISCUSSION/BACKGROUND

Sales Tax Measure – METRO Share

On September 17, 2015 the SCCRTC Board members and alternates discussed a sales tax measure for November 2016 and each member present provided their

view as to how the revenues from such a measure might be split up among five focus areas. The results of the SCCRTC Commissioner Retreat exercise are expressed in TABLE 1 below.

TABLE 1

34%	Local streets and roads
26%	Highway 1
14%	Transit/Bus
14%	Rail
12%	Bike/Pedestrian

Since coming aboard, the CEO has been advocating for a minimum 20% share of any new sales tax measure. The 20% minimum target is based on the bus transit needs of the county and METRO's current financial shortfalls which may soon result in a severe reduction of bus fixed-route and paratransit services within the county.

TABLE 2 represents an estimate of sales tax share that might come to METRO under four share scenarios. The figures represent a Gross estimate based on FY15 actual sales tax revenues (not escalated for future years' potential growth).

TABLE 2

Estimated Gross Annual Sales Tax Revenues to METRO from Potential SCCRTC Sales Tax Measure	
14%	\$2,621,446
15%	\$2,808,693
20%	\$3,744,924
25%	\$4,681,154

Gross estimates based on FY15 actual sales tax data

NOTE: A standalone METRO 1/8 cent sales tax measure would yield an estimated \$4,681,154/year (gross) to METRO.

As a subset of this discussion, the Board should consider how best to allocate within METRO operations new funds that might result from a successful sales tax measure. Two concepts to consider are as follows:

1. Dedicate 100% of new sales tax measure revenues to ParaCruz (paratransit) services.
2. Dedicated 50% of new sales tax measure revenues to fixed-route services and 50% to ParaCruz services.

Highway 1 – HOV Lanes

On October 24, 2008 the METRO Board of Directors took a position in support of the SCCRTC pursuing and obtaining approval of funding for construction of HOV lanes on Highway 1 from Santa Cruz to Watsonville. The vote was unanimous. However, since then the focus on Highway 1 has been to install auxiliary lanes.

METRO has a direct interest in the functionality of Highway 1. The 2008 METRO Board report suggested that such a project "...would benefit METRO by improving travel time by approximately 30%, increase ridership by approximately 40%, and increase the level of service reliability." A recent review by the scheduling department found 3,359 total hours annually added to the bus schedules for the lines 91X, inbound Highway 17 and 69 A/W as a result of weekday congestion (all day) on Highway 1. This data reflects scheduled and not actual outcomes. The team believes the actual outcomes are worse, but the lack of Automatic Vehicle Location (AVL) data makes it impossible to know the actual delays experienced in this corridor.

The METRO Board should consider reaffirming its prior position in support of obtaining funding for the construction of HOV lanes on Highway 1 from Santa Cruz to Watsonville and further consider recommending to the SCCRTC that a new sales tax measure include the widening of Highway 1 to accommodate HOV lanes.

IV. FINANCIAL CONSIDERATIONS/IMPACT

The actions requested have no immediate financial impact on METRO. However, the difference to METRO between a county sales tax measure that provides 14% of revenues to METRO versus 20% is over \$1,000,000/year.

V. ALTERNATIVES CONSIDERED

- The Board could choose to take no action. The CEO wishes to have Board direction on the share of a new sales tax measure he should advocate. Additionally, HOV lanes are of such paramount importance to bus transit and carpoolers in the Highway 1 corridor, it would be a missed opportunity not to strongly advocate for HOV lanes.
- The Board could choose to place a METRO sales tax measure on the November 2016 ballot, taking a similar approach as the recent Monterey - Salinas Transit (MST) ballot measure. A 1/8 cent sales tax measure for METRO services could gross approximately \$4,681,154/year, based on FY2015 sales tax data.

VI. ATTACHMENTS

ATTACHMENT A: METRO Board Minutes – October 24, 2008

Prepared by: Alex Clifford, CEO/General Manager

VII. APPROVALS:

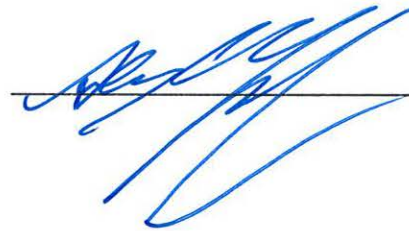
Approved as to form:
Leslyn K. Syren, District Counsel



Approved as to fiscal impact:
Angela Aitken, Finance Manager

d/allow for AA

Alex Clifford, CEO/General Manager



Summary:

Angela Aitken gave a brief summary of the status of the year end FY08 budget as of June 30, 2008.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR SKILLICORN

Accept the year end monthly budget status report for June 2008, designate net excess revenue and reductions to fund FY08 incurred expenses related to Capital reserves in the amount of (\$625,154), Cash Flow reserves in the amount of (\$165,978), Workers' Compensation reserves in the amount of (\$50,723), Liability Insurance reserves in the amount of (\$49,243); designate \$2,039,950 from net excess revenue from FY08 for carryover into FY09 budget; and designate the remainder of available net excess revenue, if any, for allocation to the Capital Reserves; and adopt the attached Schedule of Reserve Account Balances adopt the attached Schedule of Reserve Account Balances

Motion passed unanimously with Director Reilly being absent.

10. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF WILLIAM D. DEVIVO AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR HINKLE

Adopt Resolution of Appreciation for the services of William D. Devivo as Bus Operator for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with Director Reilly being absent.

11. CONSIDERATION OF APPROVAL OF RESOLUTION OF APPRECIATION FOR THE SERVICES OF BEVERLY A. EDWARDS AS BUS OPERATOR FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ACTION: MOTION: DIRECTOR HINKLE SECOND: DIRECTOR ROTKIN

Adopt Resolution of Appreciation for the services of Beverly A. Edwards as Bus Operator for the Santa Cruz Metropolitan Transit District

Motion passed unanimously with Director Reilly being absent.

ITEM #17 WAS TAKEN OUT OF ORDER

17. CONSIDERATION OF SUPPORTING THE ACTIONS NECESSARY FOR THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION TO OBTAIN APPROVAL OF AND FUNDING FOR THE CONSTRUCTION OF THE ADDITION OF HIGH OCCUPANCY VEHICLE LANES ON HIGHWAY 1 FROM SANTA CRUZ TO WATSONVILLE

Summary:

Les White reported that SCCRTC staff gave a presentation to the Board last month on the Highway 1 Corridor and asked METRO to support the HOV Lanes project from Santa Cruz to Watsonville. Mr. White said that staff recommends that METRO endorse the project because it is a transit project as much as it is a highway project that would benefit METRO by improving travel time by approximately 30%, increase ridership by approximately 40%, and increase the level of service reliability.

Discussion:

George Dondero, Kim Shultz, and Tony Campos thanked the Board for supporting this project which needs this kind of collaboration to make it possible.

ACTION: MOTION: DIRECTOR TAVANTZIS SECOND: DIRECTOR BUSTICHI

Support the actions of the Santa Cruz County Regional Transportation Commission in pursuing and obtaining approval of funding for the construction of High Occupancy Vehicle Lanes on Highway 1 from Santa Cruz to Watsonville

Motion passed unanimously with Director Reilly being absent.

12. CONSIDERATION OF A RESOLUTION DESIGNATING THE GENERAL MANAGER AS THE AUTHORIZED AGENT TO EXECUTE AGREEMENTS FOR PTMISEA FUNDS ON BEHALF OF SANTA CRUZ METRO

Summary:

Mark Dorfman reported that last year, California appropriated the first \$600 million in PTMISEA funds, with Santa Cruz METRO receiving \$4.4 Million for MetroBase. The FY 2009 California Budget appropriated \$350 million in PTMISEA funds, which will provide approximately \$2.5 Million more for MetroBase. The Guidelines for this year's Allocation Request require that the Recipient Agency, METRO, designate an Authorized Agent to execute agreements with Caltrans.

ACTION: MOTION: DIRECTOR ROTKIN SECOND: DIRECTOR TAVANTZIS

Adopt a resolution authorizing the General Manager to execute any actions and agreements necessary to obtain Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) funds for MetroBase

Motion passed unanimously with Director Reilly being absent.

13. ACCEPT & FILE REPORT ON 2008 APTA ANNUAL CONFERENCE

Angela Aitken, Ciro Aguirre, and Vice Chair Bustichi reported that they attended the 2008 APTA Annual Conference held October 4 – 9, 2008 in San Diego and found the program content and topics to be very relevant and well presented.