

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA JANUARY 12, 2001 (Second Friday of Each Month) SCMTD ENCINAL CONFERENCE ROOM *370 ENCINAL STREET, SUITE 100* SANTA CRUZ, CALIFORNIA

SECTION I: OPEN SESSION - 8:30a.m.

1. ROLL CALL
2. SWEARING IN CEREMONY FOR NEW DIRECTORS
3. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
4. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION
5. ORAL AND WRITTEN COMMUNICATIONS: **(Not Prior to 9:00 a.m.)**
 - a. Goodwill Industries RE: MetroBase
 - b. Kenneth Burch, UCSC RE: Board Resignation
 - c. Scott Bugental, E&D TAC RE: ADA Contract Svcs. Percentages
 - d. John Mellon, SEIU Local 415 RE: Parts Personnel Petition
 - e. Bruce Arthur, Capitola City Council RE: Board Resignation
6. LABOR ORGANIZATION COMMUNICATIONS
7. METRO USERS GROUP (MUG) COMMUNICATIONS
8. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
9. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

CONSENT AGENDA

- 10-1. APPROVE REGULAR BOARD MEETING MINUTES OF 12/8/00 and 12/15/00
Minutes: Attached
- 10-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
Claims: Attached
- 10-3. PASSENGER LIFT REPORT FOR DECEMBER 2000
Staff Report: Attached
- 10-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Lee Akamichi

* Please note: Location of Meeting Place

- 10-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 12/14/00
Minutes: Attached
- 10-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 12/13/00
Minutes: To Be Included in the Add-On Packet
- 10-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR NOVEMBER 2000, APPROVAL OF BUDGET TRANSFERS
Staff Report: Attached
- 10-8. CONSIDERATION OF ADOPTION OF RESOLUTION INCREASING PETTY CASH FUND FOR ADMINISTRATION
Staff Report: Attached
- 10-9. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF VEHICLE #804
Staff Report: Attached
- 10-10. CONSIDERATION OF ADOPTION OF RESOLUTION AMENDING FY 00-01 BUDGET
Staff Report: Attached
- 10-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR NOVEMBER 2000
Staff Report: Attached
- 10-12. ACCEPT AND FILE STATUS REPORT ON ADA STATUS REPORT FOR NOVEMBER 2000
Staff Report: Attached
- 10-13. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT
Staff Report: Attached

REGULAR AGENDA

- 11. ELECTION OF DIRECTOR OFFICERS FOR THE YEAR 2001, TRANSPORTATION COMMISSION ASSIGNMENTS, AND METRO USERS GROUP (MUG) CHAIRPERSON
Presented by: Les White, General Manager
Staff Report: Attached
- 12. PRESENTATION OF EMPLOYEE LONGEVITY AWARDS
Presented by: Jan Beautz, Chairperson
Staff Report: Attached

13. CONSIDERATION OF INCREASING THE TORT LIABILITY SETTLEMENT AUTHORITY OF THE GENERAL MANAGER OR HIS/HER DESIGNEE AND DISTRICT COUNSEL TO \$10,000
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached
14. CONSIDERATION OF RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER AND DISTRICT COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
Presented by: Les White, General Manager
Staff Report: Attached
15. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWO STAFF VEHICLES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
16. CONSIDERATION OF AWARD OF CONTRACT FOR PRINTING OF *HEADWAYS*
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
17. CONSIDERATION OF AMENDING HAZARDOUS WASTE DISPOSAL CONTRACT WITH EVERGREEN ENVIRONMENTAL SERVICES
Presented by: Tom Stickel, Fleet Maintenance Manager
Staff Report: Attached
18. CONSIDERATION OF REPORT ON PASSENGER AMENITIES FOR HIGHWAY 17 BUSES
Presented by: Bryant Baehr, Operations Manager
Staff Report: Attached
19. PRESENTATION AND CONSIDERATION OF TASK 14 OF THE COMPREHENSIVE OPERATIONAL AND FINANCIAL AUDIT (COFA) OF THE ADA PARATRANSIT CONTRACT - MULTISYSTEMS
Presented by: Kim Chin, Planning and Marketing Manager
Staff Report: Attached
20. PRESENTATION AND CONSIDERATION OF RECOMMENDATIONS FROM THE ADA RECERTIFICATION STUDY - NELSON NYGAARD
Presented by: Kim Chin, Planning and Marketing Manager
Staff Report: Attached

21. A. CONSIDERATION OF UPDATED BUS FLEET PLAN
 - B. STATUS REPORT WITH REGARD TO DISCUSSION WITH THE CALIFORNIA AIR RESOURCES BOARD (CARB) CONCERNING REVIEW OF URBAN TRANSIT BUS FLEET RULE TO REDUCE HARMFUL ENGINE AND FUEL AIR EMISSIONS FOR URBAN TRANSIT BUSES
 - C. CONSIDERATION OF FUEL PATH SELECTION FOR THE CALIFORNIA AIR RESOURCES BOARD (CARB)
Presented by: Mark Dorfman, Assistant General Manager
Staff Report: To Be Included in the Add-On Packet
22. CONSIDERATION OF EXTENDING THE PARATRANSIT CONTRACT WITH FOOD AND NUTRITION SERVICES FOR ONE YEAR WITH CPI ADJUSTMENT OF 4% AND OTHER TERMS
Presented by: Margaret Gallagher, District Counsel
Staff Report: Attached

SECTION II: CLOSED SESSION - Immediately following Open Session

1. CONFERENCE WITH LABOR NEGOTIATOR
Subdivision Pursuant to Government Code Section 54957.6.
 - a. Agency Negotiator: Paul Chandley

Employee Organization: United Transportation Union (UTU)

SECTION III: RECONVENE TO OPEN SESSION

1. REPORT OF CLOSED SESSION: District Counsel

ADJOURN

NOTICE TO PUBLIC

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

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

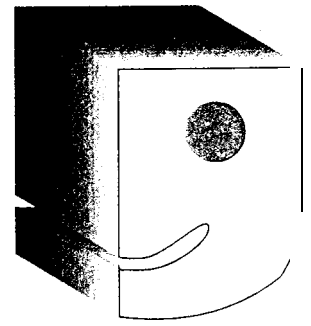
Regular Board Meeting Agenda

January 12, 2001

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The Santa Cruz Metropolitan Transit District does not discriminate on the basis of disability. The Encinal Conference Room is located in an accessible facility. If you wish to attend this meeting and require special assistance in order to participate, please contact Dale Carr at 426-6080 at least 72 hours in advance of the Board of Directors meeting.

The Smiling



PROVIDING EDUCATION, JOB TRAINING & EMPLOYMENT FOR PEOPLE WITH BARRIERS TO EMPLOYMENT

ISSUE THIRTY-FOUR

THIS IS OUR HOME. WE WANT TO STAY.

Goodwill Industries has managed to weather fires, floods and earthquakes. Today, we are faced with a man made disaster as a result of a decision by the Santa Cruz Metropolitan Transit District to take our home of forty years to make room for a bus yard.

Recently the Metro announced its intention to take away our property and home through the process of eminent domain. Prior to this decision and after years of careful deliberation, the bus company selected an undeveloped site on the west-side of Santa Cruz with a willing seller. That decision was strongly opposed by west-side residents. To avoid confrontation, the Transit District abandoned its first choice and expanded its search parameters from a property that had a willing seller to include taking property without the owner's consent.

Once its parameters were expanded the Metro quickly set its sight on 20 acres of fully developed industrial land that is the home of many businesses and residences, including our corporate headquarters. The Metro board has moved ahead with these plans. It has initiated an environmental impact report and received authority from the Santa Cruz City Council to take the property without our consent. Its goal is to complete the takeover within two years.

Our facility, located on five landscaped acres, includes 47,000 sq. ft. of buildings that house vocational services, administrative offices and a donated goods processing center. Replacing this facility would be a monumental task and deeply disruptive to the work we do.

Goodwill Industries does not wish to relocate its corporate headquarters. It is not in our long range plan to move. Our volunteer board of directors, comprised of civic leaders, spent considerable time developing this plan. It took into account our mission and our optimal ability to serve people with barriers to employment. In the board's opinion it is neither in the best interest of the organization nor in the best interest of the community for us to relocate. Nevertheless, in light of the Metro decision, the board revisited the long range plan and again concluded that Goodwill Industries should remain at its present site. We have therefore obtained professional consultation and representation to ensure our voice is heard.

Goodwill Industries appreciates the difficulties the Santa Cruz Metropolitan Transit District has in finding an appropriate site, but it will be much more difficult for Goodwill Industries to find a new home. As everyone knows there is a very limited amount of industrially-zoned property in Santa Cruz and none has been found that will enable us to operate efficiently or to provide vocational services to those in need. The Transit District's plan throws a huge wrench in our operations and continues to **take** its toll on staff-time and resources.

As we learn more we will keep you informed and let you know how you can help. **9**

*In the last decade alone,
Goodwill Industries assisted
3,035 people with barriers to
employment at our corporate
headquarters in Santa Cruz.*

*638 students came to
learn Office Skills.*

*351 students acquired
knowledge of Bookkeeping and
Accounting.*

*241 students became
electronic technicians.*

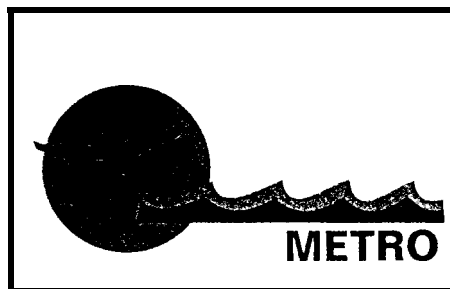
*1,393 clients received
vocational evaluations.*

*81 people with traumatic
brain injuries received support-
ive employment.*

*During the decade
Goodwill provided significant
reuse/recycling opportunities at
this same facility.*

*Over 8 million lbs. of
clothing was offered for sale at
\$ -1.00 per pound*

*Over 4 million lbs. of
cardboard was recycled*



AFFILIATED WITH
National Rehabilitation Association
Goodwill Industries Organization
Int'l Council of Goodwill Industries
Council of California Goodwill Industries
American Personnel & Guidance Association

Chambers of Commerce of Santa Cruz, Capitola, Watsonville,
Salinas, Seaside, Monterey, Pacific Grove,
Paso Robles, Atascadero, San Luis Obispo, Arroyo Grande &
Grover Beach
CERTIFIED BY
California State Dept. of Rehabilitation

ACCREDITED BY
CARF, The Rehabilitation Accreditation Commission
LICENSED BY
The Office of Private Postsecondary Education,
State of California



STUDENT UNION ASSEMBLY

STUDENT CENTER
SANTA CRUZ, CALIFORNIA 95064
(831)459-4838
(831)459-5187 Fax

December 14th, 2000

TO: Directors of the Santa Cruz Metro Transit District (SCMTD)

RE: Resignation as Ex-Officio Member

Dear Colleagues,

I regret to inform you I must resign from my position as the University's Ex-Officio board member. To complete my degree I must finish a thesis that requires me to travel to Stanford University on Friday's. This unfortunately means I will no longer be able to attend board meetings. I would like to thank those of you who helped me transition into my position, and especially those who have given me the support to make my job possible. I would like to thank the entire board for the opportunity to be a part of most of your decision-making processes. While enabling me to advocate on behalf of University affiliates, the position has also been a very good learning experience. Therefore, before leaving I would like to suggest the board allow future Ex-Officio members to be apart of closed sessions. This would provide the person with a better learning experience. Also since some of the decisions made in closed session directly effect the University (for instance location of the Metro Base or performance evaluations) it seems to only make sense to have this position if the person is allowed in closed session. While my time on the board was a learning experience, it was also quite time consuming. This made it difficult for me to perform my duties and has made it difficult to recruit other students and staff. Therefore I suggest the position also be paid. I thank you again for your time and consideration.

Sincerely,

Kenneth Burch
External Vice Chair
Student Union Assembly

NOV - 2 1999



SANTA CRUZ, CALIFORNIA 95064

October 29, 1999

Les White, General Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street
Santa Cruz, CA 95060

Re: Appointment of Kenny Burch as SCMTD Board Representative

Dear Mr. White:

On behalf of UC Santa Cruz, I am pleased to nominate Kenneth Burch as UCSC's Ex Officio representative to the Santa Cruz Metropolitan Transit District's Board of Directors. Kenny, a third-year undergraduate student and University of California Student Association Representative, is especially interested in transportation issues affecting both residential and commuting students. I believe Kenny will be an excellent representative of UCSC's interest and concerns regarding SCMTD transit services.

I ask that his appointment to the SCMTD Board of Directors be expedited as soon as possible. Please contact Kenny at 459-2189 for any specific information, or Candice Ward at 459-5495 if you have other questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Wes Scott".

Wes Scott
Director,
Transportation and Parking Services

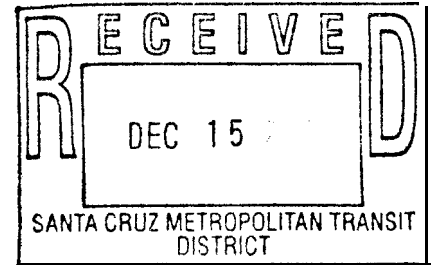
cc: Kenny Burch
Candice Ward

SCCRTC

SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION
1523 PACIFIC AVENUE, SANTA CRUZ, CALIFORNIA 95060-3911 (831) 460-3200 FAX (831) 460-3215 OR (831) 471-1290

SERVICE AUTHORITY
FOR FREEWAY
EMERGENCIES
(SAFE)

December 14, 2000



CONGESTION
MANAGEMENT
AGENCY

Jan Beautz, Chair
Santa Cruz Metropolitan Transit District
370 Encinal
Santa Cruz, CA 95060

COMMUTE
SOLUTIONS

RE: ADA Paratransit Contract Service Percentages

Dear Chair Beautz:

TRANSPORTATION
POLICY COMMITTEE

The Santa Cruz County Regional Transportation Commission's Elderly & Disabled Transportation Advisory Committee (E/D TAC) unanimously supports action to abolish of the percentage requirements for service providers of Americans with Disabilities Act (ADA) mandated paratransit.

RAIL OVERSIGHT
COMMITTEE

The committee agrees that the current 70% taxi, 30% Food & Nutrition Transportation split is outdated. Rather, the committee recommends that rides be allocated based on which entity which can provide the highest quality of service in the most cost effective manner.

BUDGET &
ADMINISTRATION
PERSONNEL
COMMITTEE

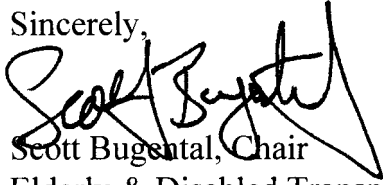
In addition, the E/D TAC unanimously recommended that the METRO Board work with Food & Nutrition Services Transportation Program -- as the ADA Paratransit Contractor and the Consolidated Services Transportation Agency -- to allocate vehicles it may receive for this program.

INTERAGENCY
TECHNICAL
ADVISORY
COMMITTEE

Thank you for the opportunity to provide input on this important matter.

BICYCLE COMMITTEE

ELDERLY & DISABLED
TRANSPORTATION
ADVISORY COMMITTEE

Sincerely,

Scott Bugental, Chair
Elderly & Disabled Transportation Advisory Committee

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WWW.SCCRTC.ORG
EMAIL:INFO@SCCRTC.ORG

MEMBER AGENCIES: SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, COUNTY OF SANTA CRUZ, CALTRANS
CITIES OF CAPITOLA, SANTA CRUZ, SCOTT'S VALLEY, WATSONVILLE



SEIU LOCAL 415

Service Employees International Union, AFL-CIO, CLC

5 17 B Mission Street, Santa Cruz, CA 95060 83 1-459-04 15 Fax: 83 1-459-0756

December 21, 2000

Mr. Tom Stickel, Fleet Maintenance Manager
Santa Cruz Metropolitan Transit District
370 Encinal Street
Santa Cruz CA 95060

Re: Parts Personnel Petition

Dear Mr. Stickel,

The Vehicle Maintenance Unit is requesting additional Parts Department personnel. We believe that adding Parts personnel during the hours that mechanics are normally scheduled to work would greatly increase the overall effectiveness and productivity of the Fleet Maintenance Department.

Since December of 1990 the Parts Department has had only three people and a supervisor to cover three facilities, including two full daytime shifts, a swing shift, a graveyard shift, and a weekend shift. The District has hired more mechanics and will hire more in the near future. The District has purchased new buses with new technology, older buses with old technology, and built-in problems. Future plans include more of the same, plus increased and expanded service. All of this adds up to major increases in the workload demanded of the Parts personnel.

The hiring of additional parts staff will accomplish the following items. It will free up the Parts Supervisor to perform more supervisory tasks rather than the parts man's work. It will reduce or eliminate the current ongoing need for overtime required now. It will provide more inventory control with fewer unaccounted/non-recorded and inaccurate parts transactions. It will also provide a more responsive parts department, with requests and most needs being entirely filled on each shift when they occur.

Other benefits include allowing mechanics to come to the parts counter, ask for and receive the needed parts. This would eliminate the current practice of the mechanics trying to look up the part in a book and then making sure it gets charged. This alone would free up a lot of time for the mechanics to make necessary repairs which is now being used to do a parts man's job. Nowhere

else in the District is this type of situation allowed to go on. The mechanic's job is and should be to repair District vehicles, and not to have to do another department's work due to a lack of staffing.

Additional Parts personnel would also boost morale of the department. Currently there are people in the department who go home exhausted every day because of non-stop workloads, including shorted or missed break periods and lunch times. These individuals, because of their work ethic, dedication and commitment, are hesitant to take any time off because they realize how devastating just one person being gone is on the rest of the employees.

Now is the time to address this long-standing problem. The District needs time to hire and train people before the Parts Department is completely overwhelmed. We are requesting to meet and discuss our concerns and issues with management as soon as possible so that new positions can be added into the new budget. Thank you.

Sincerely,

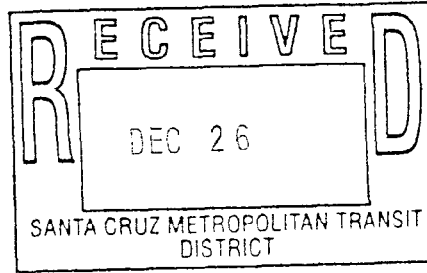
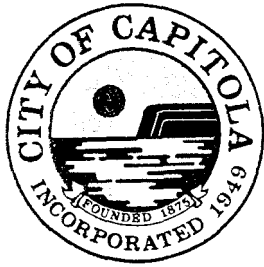
John Mellon, President
VMU Chapter/SCMTD

cc: Les White, SCMTD General Manager
Paul Chandley, SCMTD Human Resources Manager
SCMTD Board of Directors

Petition

We, the undersigned, support staff of the Fleet Maintenance Division's request for an Increase In staffing levels of the Parts Department. The Parts Department should be staffed by Parts personnel at all times when Mechanics are normally scheduled to work.

| <u>Name</u> | <u>Position</u> | <u>Facility</u> |
|------------------------|-------------------------|-----------------|
| <u>Rob Kelly</u> | <u>LEAD MECHANIC</u> | <u>SCM</u> |
| <u>Mark Thom</u> | <u>MECHANIC IT</u> | <u>SCM</u> |
| <u>James Hernandez</u> | <u>Mechanic I</u> | <u>SCM</u> |
| <u>Sam Clark</u> | <u>FI</u> | <u>SCM</u> |
| <u>Santiago Garcia</u> | <u>PARTS CLERK</u> | <u>SCM</u> |
| <u>Nenny Lee</u> | <u>LEAD MECH</u> | <u>SCM</u> |
| <u>Meriel Jesus</u> | <u>MECHANIC II</u> | <u>SCM</u> |
| <u>Pedro Garcia</u> | <u>detailer</u> | <u>SCM</u> |
| <u>Mark Fallon</u> | <u>MECHANIC II</u> | <u>SCM</u> |
| <u>Frank Blou</u> | <u>MECHANIC II</u> | <u>SCM</u> |
| <u>Randy Swart</u> | <u>Lead Mechanic</u> | <u>SCM</u> |
| <u>John Miller</u> | <u>Lead Parts Clerk</u> | <u>SCM</u> |



CITY COUNCIL

420 CAPITOLA AVENUE
CAPITOLA, CALIFORNIA 95010
TELEPHONE (408) 475-7300
FAX (408) 479-8879

The opinions contained herein
represent the viewpoint of the undersigned.

December 21, 2000

Jan Beautz, Chairperson
Santa Cruz Metropolitan Transit District
Board of Directors
370 Encinal St. Suite 100
Santa Cruz, CA 95060

Dear Jan,

Please accept this letter as my official resignation from the Santa Cruz Metropolitan Transit District Board of Directors. I wish that I could have found another solution to the vacancy caused by the rotation of the Capitola City Council member on the Transportation Commission. I have been informed that the only members that can appoint an alternate, other than another Transit Board Member, are the Board of Supervisors. As I explained Dennis Norton still has some unfinished business that he feels he needs to deal with on the commission. His need, and the fact that I just don't have the flexibility to serve on both organizations, has made it apparent that the only appropriate decision is for me to resign.

I don't believe I need to reiterate how I feel about the Transit District, so I will just say that I will miss everyone I have worked with these last two years, and will support the district at every opportunity that arises. People simply have to realize that to facilitate any real solution to the county's transportation problem they need to support, and use, the exceptional service the Transit District provides.

Sincerely,

Bruce R. Arthur

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

December 8, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 8, 2000 at the District Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Chairperson Beautz called the meeting to order at 8:37 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Jeff Almquist
Jan Beautz
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh

DIRECTORS ABSENT

Bruce Arthur
Sheryl Ainsworth (arrived at 8:42 a.m.)
Ex Officio Director Burch (arrived at 8:42)

STAFF PRESENT

Bryant Baehr, Operations Manager
Paul Chandley, Human Resource Manager
Kim Chin, Planning & Marketing Manager
Mark Dorfman, Asst. General Manager
Margaret Gallagher, District Counsel

David Konno, Facilities Maint. Manager
Elisabeth Ross, Finance Manager
Judy Souza, Base Superintendent
Tom Stickel, Fleet Maintenance Manager
Leslie R. White, General Manager

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

Mark Hartunian, Food & Nutrition Services
Patti Korba, SEA
Christopher Krohn
Lucy Maldonado, Prospective Lessor
Manny Martinez, PSA
Ian McFadden, UTU

John Mellon, VMU
Carolyn O'Donnell, TMA
Emily Reilly
Sam Storey, S.C. Transportation
Marion Taylor, League of Women Voters
Linda Wilshusen, SCCRTC

2. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION:

Chairperson Beautz reported that District Counsel would receive her annual performance evaluation in today's Closed Session which will be held at the end of Open Session.

The Consent Agenda was taken out of order.

CONSENT AGENDA

8-1. APPROVE REGULAR BOARD MEETING MINUTES OF 11/10/00 AND 11/17/00

No questions or comments.

8-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS

No questions or comments.

8-3. PASSENGER LIFT REPORT FOR NOVEMBER 2000

No questions or comments.

8-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF: ALLIED INSURANCE (SUBRO. THOMAS CONWAY)

No questions or comments.

8-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/16/00

No questions or comments.

8-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 11/15/00

No questions or comments.

8-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR OCTOBER 2000, APPROVAL OF BUDGET TRANSFERS

Les White explained that there are some transfers based on budgetary actions plus a budget amendment in the regular agenda. Elisabeth Ross added that these are routine transfers which have no overall affect on the budget. Last quarter's sales tax was up 11.7%; a 6% increase was budgeted. Ms. Ross further added that the paratransit figures are always one month behind due to FNS waiting for taxicab receipts to be turned in.

8-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER 2000

Mark Dorfman reported that ridership figures are ahead of last year: 18,600 vs. 16,000. Ridership is up 14.8% year-to-date.

8-9. ACCEPT AND FILE STATUS REPORT ON ADA STATUS REPORT FOR OCTOBER 2000

September and October ridership figures are below previous years. Mr. Dorfman surmises that this is probably temporary due to denials. An increase of approximately 25% is projected for this fiscal year. Mark Hartunian of Food & Nutrition Services recapped the ridership figures from July through October. Mr. Hartunian further commented that his staff is now in the "live" schedule mode utilizing the Trapeze software.

8-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT

Bryant Baehr reported that billable riders and trips for staff were down by 248 in November. Student ridership increased by 332 in November 2000 compared to November 1999. Mr. Baehr added that he is appealing the City Transportation Commission in January to overturn their decision to deny four bus stops on Western Drive. There are currently 44 passengers per hour on this route. Director Fitzmaurice requested that copies of the stops be sent to him. Mr. Baehr will do this.

8-11. CONSIDERATION OF DENTAL INSURANCE CONTRACT RENEWAL

Paul Chandley reported that this contract expires at the end of 2000. Staff is requesting a one-year extension with no rate increase.

8-12. CONSIDERATION OF 2001 BOARD MEETING DATES AND CHANGE IN LOCATION FROM JULY TO OCTOBER DUE TO CONSTRUCTION

Les White informed the Board that they might want to consider changing the meeting location to the County Building on a permanent basis to allow attendees to wait indoors during the Closed Session portion of the meetings.

8-13. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, FIRST QUARTER 2000/01

Mark Dorfman stated that this report is tied to the quarterly ridership report. Linda Wilshusen of the Transportation Commission questioned the average fare figures for Highway 17 and was informed that these figures are incomplete/inaccurate due to the turnover of service last year. Next quarter's report will be accurate. It was suggested that "N/A" be inserted instead of inaccurate figures.

8-14. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, FIRST QUARTER 2000/01

No questions or comments.

8-15. CONSIDERATION OF ONE-YEAR LEASE OF WATSONVILLE TRANSIT CENTER KIOSK TO LUCY MALDONADO FOR A ONE-CHAIR BEAUTY SALON

Margaret Gallagher asked that the Board approve a one-year lease of a Watsonville Transit Center kiosk space to Lucy Maldonado for a one-chair beauty salon. Ms. Maldonado requested that the District reconstruct the entryway to allow for a doorway at an estimated cost of \$4,000. The term of this lease would begin on December 16, 2000. Ms. Maldonado requested that the lease reflect that the District would pay for the door fixture.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR GABRIEL

Approve a one-year lease of the Watsonville Transit Center kiosk space #5 to Lucy Maldonado for a one-chair beauty salon.

Director Ainsworth requested that more research take place on the cost of the door modification. Margaret Gallagher will talk with the City of Watsonville and inform them of this tenant prior to the lease being signed.

MOTION PASSED UNANIMOUSLY WITH DIRECTOR ARTHUR ABSENT.

4. LABOR ORGANIZATION COMMUNICATIONS

No questions or comments.

5. METRO USERS GROUP (MUG) COMMUNICATIONS

No questions or comments.

6. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS

No questions or comments.

7. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

REGULAR AGENDA

9. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR KATHERINE BEIERS

No questions or comments.

10. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR OSCAR RIOS

No questions or comments.

11. **CONSIDERATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR MIKE ROTKIN**

No questions or comments.

12. **CONSIDERATION OF REQUEST FOR ADDITIONAL CAPITAL RESERVE FUNDS FOR 00-01 BUS STOP IMPROVEMENT PROGRAM**

Summary:

David Konno reported that the Bus Stop Advisory Committee (BSAC) is requesting additional capital reserve funds to complete the 2001 bus stop improvement project. A review of all bus stops in the system revealed the following: 46 bus stops need ADA improvements immediately; at 31 of the 46 bus stops, the new-style shelters would be installed. BSAC would also like to have funded two demonstration lighting projects: 1) Bus signalization project, 2) solar powered lighting for high ridership stops with no streetlights. Les White added that a reserve fund for bus stop improvements has been set up in the budget. Mr. Konno reported that the high cost at four of the shelters is due to turnouts being requested and utility modifications that are needed.

13. **CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 00-01 BUDGET**

Summary:

Elisabeth Ross commented that the budget revision reflects the new TDA amounts approved by the Board last month. Ms. Ross reviewed the changes to the revenue and expense sides of the budget and reported on new positions which will be included in the staffing tables.

Discussion:

There was discussion regarding media advertising for the transit centers. Margaret Gallagher added that Staff would bring a business plan to promote the transit centers before the Board shortly. Ian McFadden discussed outreach plans and suggested developing a children's video for community television about taking the bus. Director Fitzmaurice suggested outreaching to high schools as well. Kim Chin, David Konno, Mary Ferrick and Bryant Baehr are on a committee to promote use of the transit centers and are hoping for input from staff, the Board and advisory groups. Marion Taylor suggested lowering fares for kids.

14. **CONSIDERATION OF CABRILLO COLLEGE TRANSPORTATION STUDY STATUS REPORT WITH TIMELINES & OPTIONS FOR BOARD INPUT**

Summary:

Mark Dorfman reported that Cabrillo College formed a Transportation Planning Committee which includes staff from the METRO, the Transportation Commission and the Transportation Management Association (TMA). This committee would like to bring recommendations to Cabrillo's Board of Trustees in May. The METRO Board will have occasions throughout the process to comment on the transportation plan.

Discussion:

Les White informed the Board of numerous options available regarding Cabrillo's contract, as follows: a) Renew contract providing for bill back and access to the system. b) Declare the current contract expired, giving Cabrillo notice to inform students and staff of changes to system-wide access. c) Do not provide universal access but recognize passes to and from the campus. All other routes would need to be paid for by Cabrillo pass holders.

Carolyn O'Donnell asked staff to take into consideration students needing transportation at the end of late night classes.

15. a. **CONSIDERATION OF UPDATED BUS FLEET PLAN**
- b. **STATUS REPORT WITH REGARD TO DISCUSSIONS WITH THE CALIFORNIA AIR RESOURCES BOARD (CARB) CONCERNING REVIEW OF URBAN TRANSIT BUS FLEET RULE TO REDUCE HARMFUL ENGINE AND FUEL AIR EMISSIONS FOR URBAN TRANSIT BUSES**

Summary:

Les White stated that staff is continuing to discuss with CARB the issue of the District's fleet update plan. Staff also discussed the District's selection of CNG and acquiring vehicles on an interim basis which are plumbed for CNG, then converting when an infrastructure is in place to support them. Mr. White added that the CARB staff wants to be supportive of the District. However, their concern is that if they open this option up to the District, how do they close it for those not looking for solutions but to bypass CARB regulations.

Discussion:

Mark Dorfman reported that both Robert Nguyen and his superior wrote a memo supporting the District's desires, however, there is concern that a precedent would be created by allowing the District this option. CARB indicated that it would take an agreement between themselves and the District that commits the District to make modifications when the first overhaul is due.

16. **CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING REVENUE AND NON-REVENUE VEHICLE TIRES**

Summary:

Tom Stickel reported that the regular contract to supply tires to buses and non-revenue vehicles expires this month. Staff recommends awarding the contract to Dixon and Son Inc. of Watsonville, CA.

17. CONSIDERATION OF EXTENDING THE PARATRANSIT CONTRACT WITH FOOD AND NUTRITION SERVICES FOR ONE YEAR WITH CPI ADJUSTMENT OF 4% AND OTHER TERMS

Summary:

Staff is requesting approval to extend the paratransit contract with Food and Nutrition Services (FNS) for one year with a CPI adjustment of 4% and a reopener clause regarding the implementation of any District approved recommendation from the auditors, the potential increase in costs as a result of collective bargaining by FNS and/or the modification of the taxi percentage of total paratransit rides.

Discussion:

Sam Storey of Food and Nutrition Services asked for a reopener clause on three specific items: 1) current expressions by drivers to be represented by UTU; 2) recommendations from the audit on any issues beyond the current scope of work; 3) percentages of allocations between subcontractors and FNS. Mr. Storey informed the Board that his staff has begun addressing many of the issues that arose from the audit. He does not anticipate taking the entire year's extension to fix issues that can be addressed immediately. Mark Hartunian recapped the total number of rides performed from 1997 to present.

Director Almquist asked if the percentage on ridesharing could be changed right now. Les White responded that the Board could direct staff to modify the contract to reflect that 50% of the paratransit rides should go to taxicab companies instead of the current 70%, or the Board could eliminate the ridesharing entirely. Mr. Dorfman pointed out that input from MultiSystems is important so that the implications of these changes are known from a productivity perspective.

Linda Wilshusen stated that the Commission staff supports District staff's recommendation, as well as changing the percentage requirements between the subcontractors and Lift Line. Ian McFadden added that UTU also supports changing the percentage -- possibly to 50/50 or 70/30 in the other direction. Mr. McFadden would also like the issue of single vs. multiple rides addressed. Mr. White informed the Board that seven vans are arriving in January under the Van Procurement Program. If the percentage of ridesharing is changed, these vans will be assigned to Lift Line.

Sam Storey confirmed that the agreements with subcontractors are subject to District approval. The current agreements between Lift Line and the taxicab companies will be included in the Add-On Packet for the Directors' information.

18. CONSIDERATION OF NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS FOR THE YEAR 2001, TRANSPORTATION COMMISSION AND METRO USER GROUP CHAIRPERSON ASSIGNMENTS

No questions or comments.

19. CONSIDERATION OF RETURN OF GRANT TO THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT FOR FUNDS FOR HIGHWAY 17 CNG REPLACEMENT BUSES

Summary:

Mark Dorfman reported that these grant funds need to be returned to the Bay Area Air Quality Management District due to the District having no CNG fueling facilities at which to fuel CNG buses. Additionally, due to Senator McPherson obtaining funds for the Highway 17 buses, the District has enough funding to purchase these buses.

Discussion:

Les White added that these funds couldn't be used to purchase diesel buses that would be converted to CNG at a future date. The buses acquired with this funding would need to be purchased as CNG.

20. CONSIDERATION OF REMOVAL OF REDUCED FARE RESTRICTIONS ON THE HIGHWAY 17 EXPRESS FOR SENIORS AND DISABLED RIDERS

Summary:

Bryant Baehr stated that staff has been working to remove these restrictions since the District took over the operation of the Highway 17 Express. Neither VTA nor the District has any time restrictions on seniors and the disabled. Currently, the discounted fare is valid only from 9:30 a.m. to 2:30 p.m. At all other times, the full fare is required. Staff recommends lifting the restriction, effective January 1, 2001.

21. CONSIDERATION OF AWARD TO REPOWER UP TO 42 DIESEL ENGINES ASSEMBLIES

Summary:

Tom Stickel reported that repowering of 42 diesel engines is one avenue in which to bring the fleet up to emission level standards. Repowering is essential in order to keep these buses in the fleet for a while longer. The number of engines being repowered may change depending on how many buses are replaced. Two bids were received but only one of the bidders complied with the base items in the Invitation to Bid. Staff recommends that the contract be awarded to Complete Coach of Riverside, California.

CHAIRPERSON BEAUTZ RETURNED TO ORAL AND WRITTEN COMMUNICATIONS

3. ORAL AND WRITTEN COMMUNICATIONS

No questions or comments.

SECTION II: CLOSED SESSION - Immediately following Open Session

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Section 54957 of the Government Code

- a. Title: District Counsel

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 10:17 a.m.

Respectfully submitted,

DALE CARR

Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

December 15, 2000

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, December 15, 2000 at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Beautz called the meeting to order at 8:30 a.m.

SECTION 1: OPEN SESSION

1. ROLL CALL:

DIRECTORS PRESENT

Sheryl Ainsworth
Jeff Almquist
Bruce Arthur
Jan Beautz
Ken Burch (Ex Officio)
Tim Fitzmaurice
Bruce Gabriel
Michelle Hinkle
Mike Keogh

DIRECTORS ABSENT

None

STAFF PRESENT

| | |
|---------------------------------------|--------------------------------------|
| Bryant Baehr, Operations Manager | Margaret Gallagher, District Counsel |
| Paul Chandley, Human Resource Manager | Leslie R. White, General Manager |
| Mark Dorfman, Asst. General Manager | |

2. SWEARING IN CEREMONY FOR NEW DIRECTORS

The Honorable Harry Brauer, Associate Justice, Retired, performed the swearing in ceremony for Director Christopher Krohn and Director Emily Reilly. Directors Krohn and Reilly expressed their sentiments about serving on the Transit District Board and both are looking forward to the challenges that lie ahead.

3. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Margaret Gallagher reported that there will be a conference with Labor Negotiator Paul Chandley regarding the employee organization, United Transportation Union (UTU).

4. ORAL AND WRITTEN COMMUNICATION REGARDING CLOSED SESSION

None

SECTION II: CLOSED SESSION

Chairperson Beautz adjourned to Closed Session at 8:35 a.m. and reconvened to Open Session at 9:15 a.m.

SECTION III: RECONVENE TO OPEN SESSION

STAFF PRESENT

| | |
|--|--|
| Bryant Baehr, Operations Manager | Margaret Gallagher, District Counsel |
| Paul Chandley, Human Resource Manager | Mike Goodell, Sr. Database Administrator |
| Mark Dorfman, Asst. General Manager | Tom Hiltner, Grants/Legislative Analyst |
| Marilyn Fenn, Asst. Finance Manager | David Konno, Facilities Maint. Manager |
| Linda Fry, Service Planning Supervisor | Tom Stickel, Fleet Maintenance Manager |
| Terry Gale, IT Manager | Leslie R. White, General Manager |

EMPLOYEES AND MEMBERS OF THE PUBLIC WHO INDICATED THEY WERE PRESENT

| | |
|---|---------------------------------------|
| Sharon Barbour, MUG | Ian McFadden, UTU |
| Jim Bosso, S.C. Transportation | John Mellon, VMU |
| Wally Brondstatter, UTU | Bonnie Morr, UTU |
| Bart Cavallaro | Carolyn O'Donnell, TMA |
| Kassandra Fox, MASTF | Oscar Rios |
| Mark Hartunian, Food & Nutrition Services | Mike Rotkin |
| Patti Korba, SEA | Sam Storey, Food & Nutrition Services |
| Jeff LeBlanc, BSAC | Marion Taylor, League of Women Voters |
| Manny Martinez, PSA | Linda Wilshusen, SCCRTC |

5. REPORT OF CLOSED SESSION

Margaret Gallagher stated that there is nothing to report at this time.

6. ORAL AND WRITTEN COMMUNICATIONS:

- a. Linda Wilshusen, Santa Cruz County
Regional Transportation Commission
RE: Year 2001 Appointments to the Commission

b. LABOR ORGANIZATION COMMUNICATIONS

None

c. METRO USERS GROUP (MUG) COMMUNICATIONS

Sharon Barbour reported that the issue of Cabrillo College was discussed at the recent MUG meeting.

d. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)
COMMUNICATIONS

Kasandra Fox, MASTF Chairperson, displayed the new "I love my Metro Transit" buttons which will be handed out to transit passengers and the Board of Directors.

7. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

SECTION III

ORAL AND WRITTEN COMMUNICATIONS:

ADD TO ITEM #6 Written Communication from Linda Wilshusen of the Santa Cruz County Regional Transportation Commission
RE: Year 2001 Appointments to the Commission

CONSENT AGENDA:

ADD TO ITEM #8-3 PASSENGER LIFT REPORT FOR NOVEMBER 2000
(Add Staff Report)

ADD TO ITEM #8-4 CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF
MATHEW CRAIG SMITH
(Add Claim)

ADD TO ITEM #8-10 ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ
SERVICE STATUS REPORT
(Add Staff Report)

DELETE ITEM #8-15 CONSIDERATION OF ONE-YEAR LEASE OF WATSONVILLE
TRANSIT CENTER KIOSK TO LUCY MALDONADO FOR A ONE-
CHAIR BEAUTY SALON
(Action Taken at 12/8/00 Board Meeting)

REGULAR AGENDA:

ADD TO ITEM #14 CONSIDERATION OF CABRILLO COLLEGE TRANSPORTATION
STUDY STATUS REPORT WITH TIMELINES & OPTIONS FOR
BOARD INPUT
(Add Staff Report)

ADD TO ITEM #15 a. CONSIDERATION OF UPDATED BUS FLEET PLAN
(Staff Report to be distributed at Board Meeting of 12/15/00)

b. STATUS REPORT WITH REGARD TO DISCUSSIONS WITH THE CALIFORNIA AIR RESOURCES BOARD (CARB) CONCERNING REVIEW OF URBAN TRANSIT BUS FLEET RULE TO REDUCE HARMFUL ENGINE AND FUEL AIR EMISSIONS FOR URBAN TRANSIT BUSES
(Staff Report to be distributed at Board Meeting of 12/15/00)

ADD TO ITEM #17 CONSIDERATION OF EXTENDING THE PARATRANSIT CONTRACT WITH FOOD AND NUTRITION SERVICES FOR ONE YEAR WITH CPI ADJUSTMENT OF 4% AND OTHER TERMS
(Add Board-requested information: Taxicab Subcontracts)

ADD TO ITEM #21 CONSIDERATION OF AWARD TO REPOWER UP TO 42 DIESEL ENGINE ASSEMBLIES
(Add Staff Report)

CONSENT AGENDA

- 8-1. APPROVE REGULAR BOARD MEETING MINUTES OF 11/10/00 AND 11/17/00
- 8-2. ACCEPT AND FILE PRELIMINARY APPROVED CLAIMS
- 8-3. PASSENGER LIFT REPORT FOR NOVEMBER 2000
- 8-4. CONSIDERATION OF TORT CLAIMS: DENY THE CLAIM OF: ALLIED INSURANCE (SUBRO. THOMAS CONWAY); MATHEW CRAIG SMITH
- 8-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/16/00
- 8-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 11/15/00
- 8-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORTS FOR OCTOBER 2000, APPROVAL OF BUDGET TRANSFERS
- 8-8. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER 2000
- 8-9. ACCEPT AND FILE STATUS REPORT ON ADA STATUS REPORT FOR OCTOBER 2000
- 8-10. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE STATUS REPORT
- 8-11. CONSIDERATION OF DENTAL INSURANCE CONTRACT RENEWAL
- 8-12. CONSIDERATION OF 2001 BOARD MEETING DATES AND CHANGE IN LOCATION FROM JULY TO OCTOBER DUE TO CONSTRUCTION
- 8-13. ACCEPT AND FILE QUARTERLY PERFORMANCE REPORT, FIRST QUARTER 2000/01
- 8-14. ACCEPT AND FILE QUARTERLY RIDERSHIP REPORT, FIRST QUARTER 2000/01

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR GABRIEL

Approve Consent Agenda.

Motion passed unanimously.

REGULAR AGENDA

9. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR KATHERINE BEIERS

Summary:

Chairperson Beautz talked about Director Beiers' nine years of service and her dedication to transit issues. Ms. Beiers was unable to attend the meeting but will be honored with a commemorative plaque and a lifetime bus pass. Several Directors and members of the audience spoke of Katherine Beiers' term of office and her commitment to alternate transportation in Santa Cruz County.

10. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR OSCAR RIOS

Summary:

Chairperson Beautz presented Director Rios with a plaque of appreciation for his eleven years of service on the transit Board of Directors. She spoke of his determination to always remember South County and its transit needs. Oscar Rios also received his lifetime bus pass.

Discussion:

Mr. Rios expressed his gratitude to the Board, District Staff and attendees to the Board meetings. He spoke of how transit touches everyone's lives and how a commitment to transportation is the future. Several Directors and members of the audience spoke of the passion with which each of these outgoing Directors conducted themselves in regards to alternate transportation in the County.

11. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR DIRECTOR MIKE ROTKIN

Summary:

Chairperson Beautz presented Director Rotkin with a plaque of appreciation for his eighteen years of service on the transit Board and also with a lifetime bus pass. Mike Rotkin was commended for his efforts during the FEMA event and for his continued support of alternate transportation.

Discussion:

Mr. Rotkin stated that there is nothing he enjoyed more than his time on the Transit Board. He added that it was a pleasure working with all members of the Board and felt that the bus operators in Santa Cruz County are more public service oriented than anywhere else. Several Directors, members of the audience and labor union representatives expressed their appreciation for Mr. Rotkin's efforts over his eighteen years of service.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST

Approve the Resolutions of Appreciation for the services of Directors Beiers, Rios and Rotkin as members of the Board of Directors.

Resolutions passed unanimously.

12. CONSIDERATION OF REQUEST FOR ADDITIONAL CAPITAL RESERVE FUNDS FOR 00-01 BUS STOP IMPROVEMENT PROGRAM

Summary:

David Konno reported that the Bus Stop Advisory Committee (BSAC) is requesting additional capital funds for the Bus Stop Improvement Program for this fiscal year. An analysis of the system showed that 46 bus stops are non-ADA compliant. Of these 46 bus stops, 31 of them require new shelter installations. BSAC is also requesting funds for two demonstration programs: 1) a bus signalization program, 2) solar powered security lighting at ten rural bus stops.

Discussion:

Les White added that \$140,000 had been allocated in the budget for bus stop improvements. There is a \$300,000 reserve fund from which BSAC was instructed to develop programs. Of this \$300,000 reserve, BSAC is requesting \$248,500 to support the above-mentioned projects. The original allocation of \$140,000 plus the additional request for \$248,000 would bring the total funding amount for bus stop improvements to \$388,500.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR HINKLE

Approve request for additional \$248,500 for bus stop improvements for FY 00-01.

Motion passed unanimously

13. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 00-01 BUDGET

Summary:

Les White reported that this resolution would revise the current budget with an increase to operating expenses of \$838,000 and additional revenue from TDA in the amount of \$763,109. The capital improvement program would be updated to recognize the acquisition of 20 used buses from Foothill Transit and the associated costs to bring them up to revenue service.

NO ACTION WAS TAKEN AT THE MEETING.

14. CONSIDERATION OF CABRILLO COLLEGE TRANSPORTATION STUDY STATUS REPORT WITH TIMELINES & OPTIONS FOR BOARD INPUT

Summary:

Mark Dorfman reported that there was a meeting of the Transportation Management Planning Committee held at Cabrillo. This task force includes members of the Transportation Management Association, the Transit District, and the Transportation Commission. A survey of students and the faculty and staff has been completed. Preliminary results of this survey will, hopefully, be given at the next meeting of the Planning Committee at which time Michael Moss, Facility Planner, will advise of all projects coming on line. Cabrillo is willing to look at the implications of their actions and how they can encourage alternative transportation.

Discussion:

District Staff stressed to Cabrillo representatives that someone needs to be responsible for parking at the college. Carolyn O'Donnell of TMA will also work with Cabrillo staff on this issue. Director Fitzmaurice suggested that Cabrillo be informed that the District would change their past structure and passes would only cover trips to and from campus. He asked that the issue of satellite campuses be included in the conversation as well. Sharon Barbour of MUG suggested that a student bus pass program be implemented that would allow the students a discount on their bus pass. This would be an alternative to only offering rides to and from the campus since some students are in the San Lorenzo Valley area and there is no direct route to Cabrillo.

Jeff LeBlanc of BSAC discussed the Board of Governor students at Cabrillo who are low income and receive a free bus pass. Cabrillo is looking at ways to cut expenses for the Board of Governor's program and elimination of the bus pass would be one way to reduce expenses.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Approve continued staff participation on the Study Task Force at Cabrillo College and prepare comments for the Board at the appropriate times during the study and public input process.

Motion passed unanimously

15. a. CONSIDERATION OF UPDATED BUS FLEET PLAN

- b. STATUS REPORT WITH REGARD TO DISCUSSIONS WITH THE CALIFORNIA AIR RESOURCES BOARD (CARB) CONCERNING REVIEW OF URBAN TRANSIT BUS FLEET RULE TO REDUCE HARMFUL ENGINE AND FUEL AIR EMISSIONS FOR URBAN TRANSIT BUSES**

Summary:

Mark Dorfman requested that this item be deferred until the January Board meeting. Mr. Dorfman reported that staff has been working with the California Air Resources Board (CARB) to pursue the convertible diesel process. Robert Nguyen and other CARB staff are in favor of this approach. The Executive Director of the Monterey Bay Unified Air Pollution Control District (MBUAPCD) also indicated his support. It was further explained that future Moyer funds are eligible to use for bus purchases if the District is on the alternative fuel path. If the District is on the diesel path, there will be no further funds available.

16. CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING REVENUE AND NON-REVENUE VEHICLE TIRES

Summary:

Staff recommends awarding the tire contract to Dixon and Son Inc.

ACTION: MOTION: DIRECTOR KEOGH SECOND: DIRECTOR ALMQUIST

Authorize the General Manager to enter into a contract with Dixon and Sons for the purchase of revenue and non-revenue tires.

Motion passed unanimously

17. CONSIDERATION OF EXTENDING THE PARATRANSIT CONTRACT WITH FOOD AND NUTRITION SERVICES FOR ONE YEAR WITH CPI ADJUSTMENT OF 4% AND OTHER TERMS

Summary:

Margaret Gallagher reported that language has been worked out on all issues except the written certification monthly report from the contractor to ensure that ADA mandates are being met. Ms. Gallagher will meet with Sam Storey on these language issues.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR GABRIEL

Direct Staff to extend the existing contract with Food and Nutrition Services under the same terms and conditions for one month to allow service to continue.

Director Almquist asked that staff report back at the January Board meeting whether it would be feasible to eliminate the requirement that a certain number of trips be allocated to the taxi fleet and that Food and Nutrition would retain a percentage of the savings realized by doing that.

Les White reported that Task 14 which is specific recommendations would be brought before the Board in January as well. Ian McFadden reported that UTU would like a chance to work with the drivers at Lift Line for a while longer. Contract negotiations will take place at the end of January or early February. Mark Hartunian recapped the recognized turndowns or denied rides

from August to the present. He also confirmed that subcontractors are getting 70% of the ADA rides.

ACTION: AMENDMENT TO MOTION:

Ask Lift Line to provide information in written report formats to Staff to alleviate any misunderstandings in the interpretive process.

Motion passed unanimously

18. CONSIDERATION OF NOMINATION OF DIRECTORS TO SERVE AS BOARD OFFICERS FOR THE YEAR 2001, TRANSPORTATION COMMISSION AND METRO USER GROUP CHAIRPERSON ASSIGNMENTS

Summary:

The following Directors were nominated for Board officers and Committee positions:

Board Chairperson - Directors Ainsworth, Fitzmaurice, Keogh.

Board Vice-Chairperson - Directors Almquist, Fitzmaurice, Reilly.

Transportation Commission appointees - Directors (Capitola Representative), Gabriel, Keogh, Krohn, Reilly.

Transportation Commission Alternate appointees - Directors Reilly, Hinkle, Krohn, (Watsonville Representative)

MUG Chairperson - Director Gabriel

Discussion:

Les White reported that a Watsonville representative would be appointed to the Transit Board on January 9 and sworn in on the Transit Board at the Board meeting of 1/12/01. Director Arthur reported that he will tender his resignation from the Transit District Board and will send a letter in this regard. Director Arthur anticipates that his replacement will be appointed by the Capitola City Council prior to the next Transit District Board meeting.

19. CONSIDERATION OF RETURN OF GRANT TO THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT FOR FUNDS FOR HIGHWAY 17 CNG REPLACEMENT BUSES

Summary:

Mark Dorfman reported that grant funds are being returned to the Bay Area Air Quality Management District for CNG replacement buses. The return of these funds is due to the District's inability to utilize them in the required timeframe since, at this time, there is no facility at which to fuel CNG buses.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: FITZMAURICE

Approve the return of Bay Area Air Quality Management District grant unsigned.

Motion passed unanimously

20. CONSIDERATION OF REMOVAL OF REDUCED FARE RESTRICTIONS ON THE HIGHWAY 17 EXPRESS FOR SENIORS AND DISABLED RIDERS

Summary:

Bryant Baehr stated that staff is requesting permission to remove the restrictions of senior and disabled passes on the Highway 17 Express.

ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST

Remove the reduced fare restrictions on the Highway 17 Express for seniors and the disabled riders.

Motion passed unanimously

21. CONSIDERATION OF AWARD TO REPOWER UP TO 42 DIESEL ENGINES ASSEMBLIES

Summary:

Tom Stickel reported that in order to keep a portion of the fleet legal to operate, engines need to be brought up to the current year model to buy some time to keep service on the road. Specifically, 1984 Gilligs, High Flier Coaches and 1989 New Flyer 40' Highway 17 coaches need to have their engines repowered. Two responses were received to the District's Invitation to Bid. Staff recommends that Complete Coach Works of Riverside, California, be awarded the contract. If less than 25 engines are repowered, there will be an adjustment to the price quoted by Complete Coach Works.

ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR FITZMAURICE

Motion passed unanimously.

Director Fitzmaurice and several other Directors expressed their appreciation to Ex-Officio Director Ken Burch for his commitment to the Board and to the needs of his constituency at UCSC. Ex-Officio Director Burch submitted his resignation. He also recommended that the position of Ex-Officio be allowed into Closed Session and be compensated for Board meeting attendance. This will be agendized at a later Board meeting for a full discussion.

Suggestions were given for Highway 17 Express Bus options: restrooms, cup holders, arm rests, power cords for laptop computers, fold-down tables similar to those on airplanes.

Director Almquist and other Directors expressed their thanks to Director Bruce Arthur for his service on the Board.

ADJOURN

There being no further business, Chairperson Beautz adjourned the meeting at 11:15 a.m.

Respectfully submitted,

DALE CARR
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS F O R COAST COMMERCIAL BANK

DATE: 12/01/00 THRU 12/31/00

| CHK SER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|------------|---------------|------------------------|---------------------------------|------------------------------|----------------------------|-----------------------|---------|
| 2082 | 12/01/00 | 3,233.41 001 | PACIFIC BELL/SAC | 71492 | NOV SUMMARY PHONES | 2,652.03 | |
| | | | | 71493 | NOV PHONE LINE | 245.92 | |
| | | | | 71494 | NOV PHONE LINE | 335.46 | |
| 2083 | 12/01/00 | 544.38 001052 | MID VALLEY SUPPLY | 71495 | CLEANING SUPPLIES | 312.66 | |
| | | | | 71496 | CLEANING SUPPLIES | 231.72 | |
| 2084 | 12/01/00 | 294.84 001112 | BRINK'S TROPHY SHOPPE | 71497 | 3 FLACQUES- ADMIN | 294.84 | |
| 2085 | 12/01/00 | 1,272.82 001119 | MADERICH PARTNERSHIP, LP, T H E | 71499 | DEC LEASE-CAP. MALL | 1,272.82 | |
| 2086 | 12/01/00 | 467.05 001296 | FENDER & CO. INC., MATTHEW | 71587 | EMP LAW DESKBOOK LEG | 467.05 | |
| 2087 | 12/01/00 | 174.75 001331 | RIDS, OSCAR | 71585 | NOVEMBER MEETINGS | 50.00 | |
| | | | | 71598 | TRAVEL EXPENSES APTA | 124.75 | |
| 2088 | 12/01/00 | 1,185.37 001346 | CITY OF SANTA CRUZ | 71559 | STORK WATER USE:: CHG | 1,185.37 | |
| 2089 | 12/01/00 | 390.00 001365 | BORTWICK, ROBERT S. & ASSOC. | 71590 | 10/12-11/6 INVESTIG. | 390.00 | |
| 2090 | 12/01/00 | 261.56 001503 | SAFELITE GLASS CORP. | 71591 | OUT REPAIR OTHER VEH | 261.56 | |
| 2091 | 12/01/00 | 1,380.00 001573 | SCOTT P.E., ROBERT W. | 71501 | OCT PROJECT MNGMNT | 1,380.00 | |
| 2092 | 12/01/00 | 352.40 001645 | ERIK'S DELICAFE INC | 71592 | DEC BID LUNCH - OPS | 352.40 | |
| 2093 | 12/01/00 | 100.00 001675 | BEIERS, KATHERINE | 71580 | NOVEMBER MEETINGS | 100.00 | |
| 2094 | 12/01/00 | 130.68 001704 | SURTEC SYSTEM, INC | 71502 | VANDAL MARK REMOVER | 130.68 | |
| 2095 | 12/01/00 | 242.00 001711 | MOHAWK MFG. & SUPPLY C O. | 71503 | REV VEH PARTS 5 3 | 63.00 | |
| | | | | 71504 | DAMPER ASSEMBLY | 179.00 | |
| 2096 | 12/01/00 | 39,150.00 001762 | FOOD & NUTRITION SERVICES, INC | 71505 | NOV DISPATCH | 39,150.00 | |
| 2097 | 12/01/00 | 5,950.00 001774 | EDS CLAIMS SERVICES, INC. | 71506 | DEC/JAN W/C SVC F E E | 5,950.00 | |
| 2098 | 12/01/00 | 4,164.16 001800 | THERMO KING OF SALINAS, INC | 71507 | OUT REPAIR REV VEH | 4,164.16 | |
| 2099 | 12/01/00 | 100.00 001824 | GABRIEL, BRUCE | 71582 | NOVEMBER MEETINGS | 100.00 | |
| 2100 | 12/01/00 | 100.00 001829 | ROTKIN, MICHAEL | 71586 | NOVEMBER MEETINGS | 100.00 | |
| 2101 | 12/01/00 | 397.69 001844 | BRINKS INCORPORATED | 71508 | NOVEMBER SECURITY | 397.00 | |
| 2102 | 12/01/00 | 900.00 001887 | HUMPHREY, YVONNE A. | 71509 | DEC LEASE-VERNON ST. | 900.00 | |
| 2103 | 12/01/00 | 100.00 001956 | HINKLE, MICHELLE | 71583 | NOVEMBER MEETINGS | 100.00 | |
| 2104 | 12/01/00 | 1,896.48 001964 | PIZAZZ PRINTING INC. | 71510 | PRINTING PLANNING | 1,896.48 | |
| 2105 | 12/01/00 | 698.50 001991 | BAY STAFFING | 71511 | TEMPS W/E 11 /5 HRD | 698.50 | |
| 2106 | 12/01/00 | 671.88 002005 | TRANSIT RESOURCES, INC. | 71512 | REV VEH PARTS | 671.88 | |
| 2107 | 12/01/00 | 46.00 002077 | TERMINIX INTERNATIONAL | 71593 | NOV PEST CONTROL-WTC | 46.00 | |
| 2108 | 12/01/00 | 181.50 002084 | BIG SUR BOTTLED WATER, INC | 71594 | OCT & NOV WATER-ADMIN | 181.50 | |
| 2109 | 12/01/00 | 27,262.06 002116 | HINSHAW, EDWARD & BARBARA | 71514 | LEASE- 370 ENCINAL | 21,706.43 | |
| | | | | 71515 | DEC LEASE-120 DUBOIS | 5,555.63 | |
| 2110 | 12/01/00 | 9,886.58 002117 | IULIANO, NICK | 71516 | DEC LEASE-111 DUBOIS | 9,886.58 | |
| 2111 | 12/01/00 | 50.00 002167 | BEAUTZ, JAN | 71579 | NOVEMBER MEETINGS | 50.00 | |
| 2112 | 12/01/00 | 296.97 002245 | STAPLES CREDIT PLAN | 71517 | PALM PILOT-MIS | 296.97 | |
| 2113 | 12/01/00 | 450.00 002361 | SANTA CRUZ COUNTY SHERIFF | 71518 | PRINT BUS STOP SIGNS | 450.00 | |
| 2114 | 12/01/00 | 398.52 002369 | CSES-COMARK GOVERNMENT AND | 71519 | LASER PRINTER-IT | 398.52 | |
| 2115 | 12/01/00 | 55.00 002388 | DOGHERRA'S | 71520 | OUT REPAIR OTHER VEH | 55.00 | |
| 2116 | 12/01/00 | 100.00 002452 | ALMQUIST, JEFF | 71577 | NOVEMBER MEETINGS | 100.00 | |
| 2117 | 12/01/00 | 5,707.00 002495 | CURIALE DELLAVERSON HIRSCHFELD | 71595 | 10/10-10/26 PROF SVC | 5,707.00 | |
| 2118 | 12/01/00 | 172.91 002514 | APEX WELDING SUPPLIES, INC. | 71521 | REPAIRS/MAINT SUPPLY | 172.91 | |
| 2119 | 12/01/00 | 2,639.57 002609 | CLEANSOURCE | 71596 | CLEANING SUPPLIES | 2,639.57 | |
| 2120 | 12/01/00 | 1,520.00 002610 | FREDERICK ELECTRONICS CORP. | 71522 | LEASE - 375 ENCINAL | 1,520.00 | |
| 2121 | 12/01/00 | 5,339.13 002626 | NELSON WYGAARD | 71523 | ADR CERT-TO 10/31 | 5,339.13 | |
| 2122 | 12/01/00 | 4,350.00 002627 | HOLIDAY INN OF SANTA CRUZ | 71597 | HOLIDAY DINNER 12/2 | 4,350.00 | |
| 2123 | 12/01/00 | 253.80 002643 | IOS CAPITAL | 71524 | 11/22-12/21 COPIER | 253.80 | |
| 2124 | 12/01/00 | 1,392.00 002654 | VNA OF SANTA CRUZ | 71598 | ELI4 IMMUNIZATIONS | 1,392.00 | |
| 2125 | 12/01/00 | 17,212.92 002684 | WATERLEAF ARCHITECTURE | 71599 | PROF SVCS TO 10/27 | 17,212.92 | |

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

DATE: 12/01/00 THRU 12/31/00

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | TRANSACTION COMMENT |
|-----------------|---------------|--------------|----------------------------------|---------------------------------|----------------------------|-----------------------|------------------------|
| 2126 | 12/01/00 | 1,395.80 | 002713 SANTA CRUZ AUTO TECH, INC | 71525 | OUT REPAIR OTHER VEH | 445.53 | |
| | | | | 71527 | OUT REPAIR OTHER VEH | 261.06 | |
| | | | | 71529 | OUT REPAIR OTHER VEH | 290.83 | |
| | | | | 71530 | OUT REPAIR OTHER VEH | 375.38 | |
| 2127 | 12/01/00 | 810.06 | 009 PACIFIC GAS & ELECTRIC | 71531 | 10/11-11/09 KINGS VG | 97.18 | |
| | | | | 71532 | 10/11-11/09 KINGS VG | 620.20 | |
| | | | | 71533 | 10/11-11/09 KINGS VG | 22.09 | |
| | | | | 71534 | 10/13-11/13 FAUL SWT | 70.59 | |
| 2128 | 12/01/00 | 297.00 | 037 USOP NORTHERN CALIFORNIA | 71601 | OFFICE SUPPLY-ADMIN | 297.00 | |
| 2129 | 12/01/00 | 360.40 | 041 MISSION UNIFORM | 71602 | OCT UNIFORMS/LAUNDRY | 360.40 | |
| 2130 | 12/01/00 | 61.56 | 042 ORCHARD SUPPLY HARDWARE | 71535 | OCT SUPPLY-FAC | 61.56 | |
| 2131 | 12/01/00 | 3,599.09 | 057 U.S. BANK | 71603 | 4251-2400-0574-2697 | 60.92 | |
| | | | | 71604 | 4251-2400-0554-7229 | 3,538.17 | |
| 2132 | 12/01/00 | 100.00 | 064 KEOGH, MICHAEL | 71584 | NOVEMBER MEETINGS | 100.00 | |
| 2133 | 12/01/00 | 46.09 | 079 SANTACRUZ MUNICIPAL UTILITY | 71605 | OCT DUMP FEES | 45.04 | |
| 2134 | 12/01/00 | 768.33 | 081 KAR PRODUCTS | 71536 | REV VEH PARTS | 768.33 | |
| 2135 | 12/01/00 | 117.13 | 083 THYSSEN DOVER ELEVATOR | 71537 | NOV ELEVATOR MAINT. | 117.13 | |
| 2136 | 12/01/00 | 2,100.00 | 110 TRANSMART | 71538 | DEC CUSTODIAN SVCS | 2,100.00 | |
| 2137 | 12/01/00 | 90.07 | 113 SCMTD PETTY CASH - FLEET | 71539 | PETTY CASH-FLEET | 90.07 | |
| 2138 | 12/01/00 | 2,381.47 | 134 DAY WIRELESS SYSTEMS | 71606 | OUT REPAIR EQUIPT | 2,381.47 | |
| 2139 | 12/01/00 | 246.73 | 147 ZEE MEDICAL SERVICE | 71541 | SAFETY SUPPLIES | 237.92 | |
| | | | | 71542 | SAFETY SUPPLIES | 8.81 | |
| 2140 | 12/01/00 | 75.00 | 150 UNIVERSITY OF CALIFORNIA | 71543 | OCT ROOM RENTAL | 75.00 | |
| 2141 | 12/01/00 | 98.16 | 172 CENTRAL WELDERS SUPPLY, INC. | 71607 | PARTS & SUPPLIES | 98.16 | |
| 2142 | 12/01/00 | 55.00 | 184 DEPARTMENT OF MOTOR VEHICLES | 71544 | EKP TEST PROGRAM | 55.00 | |
| 2143 | 12/01/00 | 135.09 | 186 WILSON, GEORGE H., INC. | 71545 | PLUMBING SUPPLIES | 135.09 | |
| 2144 | 12/01/00 | 100.00 | 209 FITZMAURICE, TIW | 71581 | NOVEMBER MEETINGS | 100.00 | |
| 2145 | 12/01/00 | 50.00 | 222 ARTHUR, BRUCE | 71578 | NOVEMBER MEETINGS | 50.00 | |
| 2146 | 12/01/00 | 388.17 | 282 GRAINGER, INC, W. W. | 71546 | AIRCIRCULATOR HEADS | 266.94 | |
| | | | | 71547 | COMPRESSOR OIL | 96.69 | |
| | | | | 71548 | AIR CIRCULATOR MOUNT | 24.54 | |
| 2147 | 12/01/00 | 128.00 | 291 STANLEY MAGIC DOOR, INC | 71608 | REPAIR DOOR WTC | 128.00 | |
| 2148 | 12/01/00 | 444.00 | 315 JB ASSOCIATES | 71549 | 10/7-11/6 CONSULTING | 444.00 | |
| 2149 | 12/01/00 | 224.00 | 345 SANTA CRUZ COUNTY OFFICE OF | 71609 | OCT FINGERPRINTS | 224.00 | |
| 2150 | 12/01/00 | 100.00 | 363 AINSWORTH, SHERYL | 71576 | NOVEMBER MEETINGS | 100.00 | |
| 2151 | 12/01/00 | 39,883.70 | 376 MULTISYSTEMS, INC | 71551 | ADA AUDIT- SEPT | 39,883.70 | |
| 2152 | 12/01/00 | 7,551.28 | 378 STEWART & STEVENSON | 71552 | REV VEH PARTS | 3,725.45 | |
| | | | | 71553 | TURBO CORE CREDIT | -405.00 | |
| | | | | 71554 | REV VEH PARTS | 192.76 | |
| | | | | 71555 | REV VEH PARTS | 765.82 | |
| | | | | 71556 | REV VEH PARTS | 1,320.88 | |
| | | | | 71557 | REV VEH PARTS | 1,951.37 | |
| 2153 | 12/01/00 | 1,391.00 | 382 AIRTEC SERVICE | 71558 | INSTALL CEILING FAN | 1,391.00 | |
| 2154 | 12/01/00 | 960.00 | 385 WESTAFF | 71559 | TEMPS W/E 11/4 FAC | 480.00 | |
| | | | | 71610 | TEMPS W/E 11/11 FAC | 480.00 | |
| 2155 | 12/01/00 | 592.52 | 422 IMAGE SALES INC. | 71560 | OFFICE SUPPLY- HRD | 592.52 | |
| 2156 | 12/01/00 | 2,505.09 | 432 EXPRESS PERSONNEL SERVICES | 71561 | TEMPS W/E 11/8 FLEET | 1,662.38 | |
| | | | | 71562 | TEMPS W/E 11/8 FLT | 842.71 | |
| 2157 | 12/01/00 | 2,000.00 | 433 AMPAC BUILDING MAINTENANCE | 71563 | OCT-MAINTENANCE-SVTC | 2,000.00 | |
| 2158 | 12/01/00 | 82.50 | 440 RUNFOROFFICE.COM | 71564 | LEGISLATIVE SVCS | 82.50 | |

DATE: 12/01/00 THRU 12/31/00

| CHECK NUMBER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION COMMENT AMOUNT |
|-----------------|---------------|------------------------|--------------------------------|------------------------------|----------------------------|-------------------------------|
| 2159 | 12/01/00 | 780.00 450 | ADECCO EMPLOYMENT SERVICES | 71611 | TEMPS W/E 10/8 LEGAL | 780.00 |
| 2160 | 12/01/00 | 49.99 454 | TSI | 71612 | REG FTA TRANS SAFETY | 40.00 |
| 2161 | 12/01/00 | 1,178.07 460 | SAFETY ENVIRONMENTAL CONTROL | 71565 | SMITTY GLOVES | 392.67 |
| | | | | 71566 | SMITTY GLOVES | 785.38 |
| 2162 | 12/01/00 | 3,730.21 4813 | DIESEL MARINE ELECTRIC | 71567 | REV VEH PARTS | 3,730.21 |
| 2163 | 12/01/00 | 225.80 482 | WILSHIRE GRAND HOTEL & CENTRE | 71613 | NTI CONF 1/17-18 | 225.80 |
| 2164 | 12/01/00 | 33.65 486 | BRENTON SAFETY, INC. | 71568 | SAFETY SUPPLIES | 33.66 |
| 2165 | 12/01/00 | 1,050.00 497A | APTA - MEETINGS DEPARTMENT | 71614 | RESIST APTA SEMINAR | 1,050.00 |
| 2166 | 12/01/00 | 325.00 497B | APTA - MEETINGS DEPARTMENT | 71615 | REG- TRANSITECH CONF | 325.00 |
| 2167 | 12/01/00 | 24,092.96 500 | PAIGE'S SECURITY SERVICES, INC | 71569 | OCTOBER SECURITY | 24,092.96 |
| 2168 | 12/01/00 | 88.64 579 | LAB SAFETY SUPPLY INC. | 71570 | CLEANING SUPPLY 73 | 62.64 |
| 2169 | 12/01/00 | 67.55 667 | CITY OF SCOTTS VALLEY | 71571 | 9/15-11/15 KINGS VLG | 67.55 |
| 2170 | 12/01/00 | 36.61 E021 | HILTNER, THOMAS | 71616 | TRAVEL X F CALTRANS | 36.81 |
| 2171 | 12/01/00 | 139.55 E054 | WILLIS, DARRELL | 71617 | TRAVEL EXP - S.F. | 139.55 |
| 2172 | 12/01/00 | 80.00 E077 | VAN DYKE, CURTIS | 71572 | TRAINING - SALINAS | 80.00 |
| 2173 | 12/01/00 | 100.00 E087 | CLAYTON, LINDA | 71618 | DEC BID LUNCH - OPS | 100.00 |
| 2174 | 12/01/00 | 80.00 E088 | O'DONNELL, SHAWN | 71573 | TRAINING - SALINAS | 80.00 |
| 2175 | 12/01/00 | 146.35 E103 | LONGNECKER, LLOYD | 71574 | OAKLAND - RTCC MTG | 44.85 |
| | | | | 71619 | TRAVEL EXF' - CTA | 101.50 |
| 2176 | 12/01/00 | 64.79 E303 | MCGLAZE, GILLIAN | 71620 | RAIN GEAR | 64.79 |
| 2177 | 12/01/00 | 80.00 E521 | HERNANDEZ, JAIME | 71575 | TRAINING - SALINAS | 80.00 |
| 2178 | 12/01/00 | 36.45 E522 | CARR, DALE | 71621 | TRAVEL EXF - S.J. | 36.45 |
| 2179M | 12/01/00 | 595.00 174 | SAYLOR & HILL COMPANY | 71624 | INS COV 11/00-11/01 | 595.00 MANUAL |
| | | | VISIONSERVICEPLAN | 71625 | DEC VISION INS. | 8,672.44 |
| 2180 | 12/08/00 | 8,672.44 001043 | VISIONSERVICEPLAN | 71626 | DEC LTD INSURANCE | 31,678.33 |
| 2181 | 12/08/00 | 31,678.33 001616 | UNUM | 71627 | DEC LIFE INSURANCE | 4,223.75 |
| 2182 | 12/08/00 | 4,223.75 001745 | ITT HARTFORD | 71628 | EXCESS W/C 10/00-01 | 31,399.00 |
| 2183 | 12/08/00 | 31,399.00 001774 | EDS CLAIMS SERVICES, INC. | 71629 | DEC MEDICAL INS. | 6,037.60 |
| 2184 | 12/08/00 | 6,037.60 002287 | CALIFORNIA SERVICEEMPLOYEE | 71630 | NOV TURST ACCT. | 59,689.73 |
| 2185 | 12/08/00 | 59,689.73 101 | EDS CLAIMS SERVICES, INC. | 71631 | DEC MEDICAL INS. | 139,175.12 |
| 2186 | 12/08/00 | 139,175.12 502 | PUBLIC EMPLOYEES' | 71632 | DEC DENTAL INS. | 40,339.29 |
| 2187 | 12/08/00 | 40,339.29 533 | PRUDENTIAL HEALTHCARE | lib33 | REIMBURSE PETTY CASH | 162.65 |
| 2188 | 12/08/00 | 162.55 788 | SCMTD PETTY CASH - FINANCE | 71634 | 7/1-11/15 PROP RELOC | 1,704.03 |
| 2189 | 12/15/00 | 1,704.03 001025 | COUNTY OF SANTA CRUZ | 71635 | REV VEH PARTS 3414 | 3,412.74 |
| 2190 | 12/15/00 | 14,753.95 001063 | NEW FLYER INDUSTRIES LIMITED | 71636 | REV VEH PARTS 514 | 513.50 |
| | | | | 71637 | REV VEH PARTS 1878 | 1,878.20 |
| | | | | 71638 | REV VEH PARTS 89 | 88.56 |
| | | | | 71639 | REV VEH PARTS 635 | 635.36 |
| | | | | 71640 | REV VEH PARTS 356 | 356.44 |
| | | | | 71641 | REV VEH PARTS 21 | 21.10 |
| | | | | 71642 | REV VEH PARTS 680 | 679.84 |
| | | | | 71643 | REV VEH PARTS 5848 | 5,848.30 |
| | | | | 71644 | REV VEH PARTS 1319 | 1,318.71 |
| 2191 | 12/15/00 | 45.36 001112 | BRINK'S TROPHY SHOPPE | 71645 | NAMEPLATES-ADMIN | 45.36 |
| 2192 | 12/15/00 | 50.76 001230 | CAPITOL CLUTCH AND BRAKE, INC | 71646 | REV VEH PARTS | 50.76 |
| 2193 | 12/15/00 | 1,200.00 001257 | DOMINICAN HOSPITAL OF S C | 71731 | DCT MEDICAL EXAMS | 1,200.00 |
| 2194 | 12/15/00 | 108.67 001315 | WASTE MANAGEMENT OF S C | 71732 | NOV KINGS VLG | 108.67 |
| 2195 | 12/15/00 | 108,297.70 001316 | DEVCO OIL | 71733 | NOVEMBER FUEL | 108,297.70 |
| 2196 | 12/15/00 | 2,250.00 001332 | LIEBERT, CASSIDY & FRIERSON | | MEMBERSHIP 2001 | 2,250.00 |

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

DATE: 12/01/00 THRU 12/31/00

| CHK SER | CHECK DATE | CHECKVENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|------------|---------------|-----------------------|--------------------------------|------------------------------|----------------------------|-----------------------|----------|
| 2197 | 12/15/00 | 247.89 001349 | FRY'S ELECTRONICS, INC. | 71500 | OFFICESUPPLIES-MIS | 247.89 | |
| 2198 | 12/15/00 | 8.00 001374 | SANTA CRUZ COUNTY SHERIFF | 71734 | REPORT #SC 11-00-25 | 8.00 | |
| 2199 | 12/15/00 | 12.31 001648 | STEVE'S UNION | 71735 | NOV FUEL - FLEET | 12.31 | |
| 2200 | 12/15/00 | 10,800.00 001708 | SANTA CRUZ AREA TMA | 71736 | TDA DEMO PROGRAM | 10,800.00 | |
| 2201 | 12/15/00 | 547.50 001711 | MOHAWK MFG. 2 SUPPLY CO. | 71647 | REV VEH PARTS 220 | 220.20 | |
| | | | | 71648 | REV VEH PARTS | 327.30 | |
| 2202 | 12/15/00 | 143,917.39 001762 | FOOD & NUTRITION SERVICES, INC | 71649 | OCT ADA PARATRANSIT | 143,917.39 | |
| 2203 | 12/15/00 | 500.00 001857 | SWRCB/AFRS FEES | 71737 | STORM WATER PERMIT | 500.00 | |
| 2204 | 12/15/00 | 189.00 001896 | NATIONAL BUSINESS INSTITUTE | 71736 | SEMINAR 1-9-01 | 189.00 | |
| 2205 | 12/15/00 | 345.48 001900 | AM-SAFE COMM. PRODUCTS INC. | 71650 | REV VEH PARTS | 345.48 | |
| 2206 | 12/15/00 | 15.00 001932 | WATSONVILLE POLICE DEPARTMENT | 71739 | REPORT # SC 11-00-17 | 15.00 | |
| 2207 | 12/15/00 | 615.01 001936 | WORLDCOM TECHNOLOGIES, INC. | 71740 | NOVEMBER LONG DIST. | 615.01 | |
| 2208 | 12/15/00 | 2,028.60 001991 | BAY STAFFING | 71651 | TEMPS W/E 11/12 FLT | 940.80 | |
| | | | | 71652 | TEMPS W/E 11/13 HRD | 774.20 | |
| | | | | 71653 | TEMPS W/E 11/20 HRD | 313.60 | |
| 2209 | 12/15/00 | 1,183.28 002005 | TRANSIT RESOURCES, INC. | 71654 | REV VEH PARTS | 1,183.28 | |
| 2210 | 12/15/00 | 1,434.72 002021 | HALL KINION | 71655 | TEMPS W/E 11/21 LESL | 1,434.72 | |
| 2211 | 12/15/00 | 485.00 002035 | BOWMAN 2 WILLIAMS | 71656 | 9/26-10/25 INSPECT. | 485.00 | |
| 2212 | 12/15/00 | 905.86 002063 | COSTCO | 71513 | PHOTO PROCESS-OPS | 29.41 | |
| | | | | 71657 | FOLDING CHAIRS | 623.82 | |
| | | | | 71658 | PHOTO PROCESS OPS | 16.57 | |
| | | | | 71659 | PHOTO PROCESS OPS | 31.43 | |
| | | | | 71660 | OFFICE SUPPLIES OPS | 188.21 | |
| | | | | 71741 | PHOTO PROCESS-LEGAL | 16.42 | |
| 2213 | 12/15/00 | 58.00 002084 | BIG SUR BOTTLED WATER, INC | 71742 | NOV WATER - PLANNING | 58.00 | |
| 2214 | 12/15/00 | 1,129.45 002117 | IULIANO, NICK | 71743 | PROP TAX 111 DUBDIS | 1,129.45 | |
| 2215 | 12/15/00 | 2,000.00 002267 | SHAW & YODER | 71661 | NOV LEGISLATIVE REP | 2,000.00 | |
| 2216 | 12/15/00 | 1,884.91 002363 | BATTERIES FLUS | 71662 | PARTS & SUPPLIES | 1,884.91 | |
| 2217 | 12/15/00 | 135.00 002380 | MOBILE STORAGE GROUP, INC. | 71744 | 11/20-12/18 CONTAINR | 135.00 | |
| 2218 | 12/15/00 | 130,634.75 002485 | STATE OF CALIFORNIA | 71745 | SETTLEMENT AGREEMENT | 130,634.75 | |
| 2219 | 12/15/00 | 22.25 002512 | SANTA CRUZ TRANSPORTATION, INC | 71746 | TAXI SERVICE 11/17 | 22.25 | |
| 2220 | 12/15/00 | 1,480.95 002609 | CLEANSOURCE | 71747 | CLEANING SUPPLY | 1,480.95 | |
| 2220P | 12/01/00 | -1,480.95 002609 | CLEANSOURCE | 71827 | VOID CHECK | -1,480.95 | PRE-PAID |
| | | | | | VOID CHECK | | |
| 2221 | 12/15/00 | 9,691.84 002626 | NELSON NYGAARD | 71663 | ADA CERT TO 9/30/00 | 9,691.84 | |
| 2222 | 12/15/00 | 215.00 002634 | PITNEY BOWES | 71664 | POSTAGE RESET PLANNG | 215.00 | |
| 2223 | 12/15/00 | 532.84 002639 | NEXTEL COMMUNICATIONS | 71748 | 10/26-10/25 PHONES | 532.84 | |
| 2224 | 12/15/00 | 2,138.28 002643 | IOS CAPITAL | 71665 | 11/22-12/21 COPIER | 266.49 | |
| | | | | 71749 | 10/00-10/01 MAINT. | 1,871.79 | |
| 2224P | 12/01/00 | -2,138.28 002643 | IOS CAPITAL | 71829 | VOID CHECK | -2,138.28 | PRE-PAID |
| | | | | | VOID CHECK | | |
| 2225 | 12/15/00 | 300.00 002683 | TRUCK-TRAILER-TRANSIT | 71666 | REV VEH PARTS 300 | 300.00 | |
| 2226 | 12/15/00 | 265.00 002687 | PACIFIC PUBLISHING | 71750 | ADVERT. DISTRICT PRG | 265.00 | |
| 2227 | 12/15/00 | 40.00 002688 | NCC-IPMA | 71751 | ANNUAL MEMBERSHIP | 40.00 | |
| 2228 | 12/15/00 | 56.80 002689 | B & B SMALL ENGINE REPAIR | 71752 | SMALL TOOLS - FAC | 56.80 | |
| 2229 | 12/15/00 | 25.99 002707 | PITNEY BOWES CREDIT CORP | 71667 | EQUIPT RENTAL PLANB | 25.99 | |
| 2230 | 12/15/00 | 1,601.68 002713 | SANTA CRUZ AD TO TECH, INC | 71526 | OUT REPAIR OTHER VEH | 319.03 | |
| | | | | 71528 | OUT REPAIR OTHER VEH | 212.06 | |
| | | | | 71668 | OUT REPAIR OTHER VEH | 502.69 | |
| | | | | 71669 | OUT REPAIR OTHER VEH | 567.90 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
 CHECK JOURNAL DETAIL BY CHECK NUMBER
 ALL CHECKS F O R COAST COMMERCIAL BANK

DATE: 12/01/00 THRU 12/31/00

| CHK BER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|------------|---------------|------------------------|-----------------------------|------------------------------|----------------------------|-----------------------|---------|
| 2231 | 12/15/00 | 248.00 002720 | METRO SANTA CRUZ NEWSPAPER | 71670 | DISPLAY AD 11/8 ISSU | 248.00 | |
| 2232 | 12/15/00 | 1,383.38 004 | NORTH BAY FORD LINC-MERCURY | 71671 | REV VEH PARTS | 1,383.38 | |
| 2233 | 12/15/00 | 242.50 007 | UNITED PARCEL SERVICE | 71753 | FREIGHTOUT-FLEET | 242.50 | |
| 2235 | 12/15/00 | 10,651.59 009 | PACIFIC GAS & ELECTRIC | 71672 | 11/01-12/02 GOLF CLB | 1,310.37 | |
| | | | | 71673 | 11/1-12/2 GOLF CLUE | 1,046.33 | |
| | | | | 71674 | 11/1-12/2 RIVERST | 259.75 | |
| | | | | 71675 | 11/1-12/2 RIVER ST | 1,057.12 | |
| | | | | 71676 | 10/31-11/30 BEACH ST | 80.38 | |
| | | | | 71677 | 10/31-12/01 RODRIGUZ | 240.95 | |
| | | | | 71678 | 10/31-12/1 ENCINAL | 1,472.47 | |
| | | | | 71679 | 10/31-12/1 ENCINAL | 649.12 | |
| | | | | 71680 | 10/31-12/1 DUBOIS | 1,849.26 | |
| | | | | 71681 | 10/31-12/1 DUBOIS | 502.42 | |
| | | | | 71682 | 10/26-11/28 SAKATA | 81.58 | |
| | | | | 71683 | 10/26-11/28 SAKATA | 10.50 | |
| | | | | 71754 | 11/6-12/6 PACIFIC | 423.63 | |
| | | | | 71755 | 11/6-12/6 PACIFIC | 400.61 | |
| | | | | 71756 | 11/6-12/6 PACIFIC | 854.21 | |
| | | | | 71757 | 11/6-12/6 PACIFIC | 399.45 | |
| | | | | 71758 | NOV NATURAL GAS | 13.42 | |
| 2236 | 12/15/00 | 2,129.76 013 | MCI SERVICE PARTS, INC. | 71684 | REV VEH PARTS | 195.16 | |
| | | | | 71685 | REV VEH PARTS | 1,417.37 | |
| | | | | 71666 | REV VEH PARTS | 517.21 | |
| 2237 | 12/15/00 | 1,425.40 018 | SALINAS VALLEY FORD SALES | 71759 | REV VEH PARTS | 3,010.45 | |
| | | | | 71760 | TURBOCHARGER-FLEET | 957.63 | |
| | | | | 71761 | REV VEH PARTS | 2,857.32 | |
| | | | | 71762 | CORE CREDIT - FLEET | -5,400.00 | |
| 2238 | 12/15/00 | 306.81 020 | ADT SECURITY SYSTEMS, | 71687 | DEC ALARMS - OPS | 40.33 | |
| | | | | 71688 | DEC ALARM - MDF | 87.54 | |
| | | | | 71689 | DEC ALARMS - DUBOIS | 30.41 | |
| | | | | 71690 | DEC ALARMS - SVTC | 27.93 | |
| | | | | 71691 | DEC ALARMS - SMC | 42.00 | |
| | | | | 71692 | DEC ALARMS - MMF | 48.29 | |
| | | | | 71193 | DEC ALARMS - WTC | 30.41 | |
| 2239 | 12/15/00 | 114.86 036 | KELLY-MOORE PAINT CO INC. | 71763 | NOV REPAIR/MAINT | 43.28 | |
| | | | | 71764 | NOV REPAIR/MAINT | 71.58 | |
| 2240 | 12/15/00 | 3,574.38 039 | KINKO'S INC. | 71765 | PRINTING - OPS | 418.50 | |
| | | | | 71766 | PRINTING- ADMIN | 2,643.35 | |
| | | | | 71767 | PRINTING - PLANNING | 203.04 | |
| | | | | 71768 | PRINTING PLANNING | 105.47 | |
| | | | | 71769 | PRINTING HRD | 3.21 | |
| | | | | 71770 | PRINTING FLEET | 200.79 | |
| 2241 | 12/15/00 | 1,668.68 041 | MISSION UNIFORM | 71771 | NOV UNIFORMS/LAUNDRY | 1,668.68 | |
| 2242 | 12/15/00 | 1,558.33 043 | FALACE ART & OFFICE SUPPLY | 71772 | OFFICE SUPPLY ELEFT | 23.74 | |
| | | | | 71773 | OFFICE SUPPLY OPS | 50.19 | |
| | | | | 71774 | OFFICE SUPPLY HRD | 56.25 | |
| | | | | 71775 | OFFICE SUPPLY OPS | 206.76 | |
| | | | | 71776 | OFFICE SUPPLY FLEET | 73.40 | |
| | | | | 71777 | OFFICE SUPPLY PLANG | 42.62 | |
| | | | | 71778 | OFFICE SUPPLY PLANNG | 5.39 | |

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

DATE: 12/01/00 THRU 12/31/00

| CK SER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. T Y P E | TRANSACTION NUMBER DESCRIPTION | TRANSACTION COMMENT AMOUNT |
|-----------|---------------|------------------------|--------------------------------|--------------------------|-----------------------------------|-------------------------------|
| | | | | 71779 | OFFICESUPPLYPLANNG | 27.78 |
| | | | | 71780 | OFFICE SUPPLYHRD | 309.98 |
| | | | | 71781 | OFFICE SUPPLY FAC | 125.59 |
| | | | | 71782 | OFFICE SUPPLY FLEET | 85.74 |
| | | | | 71783 | OFFICE SUPPLY FLEET | 71.55 |
| | | | | 71784 | OFFICE SUPPLY OPS | 279.34 |
| 2243 | 12/15/00 | 102.32 045 | ROYAL WHOLESALE ELECTRIC | 71785 | ELECTRICAL SUPPLY | 102.32 |
| 2244 | 12/15/00 | 1,047.60 059 | BATTERIES U.S.A. INC. | 71694 | REV VEH PARTS | 1,047.60 |
| 2245 | 12/15/00 | 526.95 061 | RESISTER PAJARONIAN | 71695 | LEGALADS-FURCH | 112.72 |
| | | | | 71786 | ADVERTISING - ADMIN | 414.23 |
| 2246 | 12/15/00 | 146.00 067 | ROTO-ROOTER SEWER/PLUMBING | 71787 | PLUMBING SUPPLIES | 146.00 |
| 2247 | 12/15/00 | 2,023.88 068 | UNITED LABORATORIES | 71696 | REPAIRS & MAINT. | 2,023.88 |
| 2248 | 12/15/00 | 192.99 074 | KENVILLE & SONS LOCKSMITH | 71697 | MECHANICALSUPPLIES | 192.99 |
| 2249 | 12/15/00 | 115.39 081 | KAR PRODUCTS | 71698 | PARTS & SUPPLIES | 115.39 |
| 2250 | 12/15/00 | 258.83 083 | THYSSEN DOVER ELEVATOR | 71099 | REPAIRELEVATOR | 258.83 |
| 2251 | 12/15/00 | 9,609.48 085 | DIXON & SON, INCORPORATED | 71788 | NOV TIRES & TUBES | 9,609.48 |
| 2252 | 12/15/00 | 216.75 090 | CRYSTAL SPRINGS WATER CO. | 71789 | NOV WATER - FLEET | 216.75 |
| 2253 | 12/15/00 | 130.91 095 | SCMTD PETTY CASH/ B&S | 71790 | PETTY CASHFACMAINT | 130.91 |
| 2254 | 12/15/00 | 895.21 107 | SAN LORENZO LUMBER CO., INC. | 71791 | NOV SUPPLIES FAC | 814.84 |
| | | | | 71772 | NOV SUPPLIES FLEET | 80.37 |
| 2255 | 12/15/00 | 4,669.86 117 | GILLIG CORPORATION | 71700 | REV VEH PARTS | 587.01 |
| | | | | 71701 | REV VEH PARTS | 4,082.85 |
| 2256 | 12/15/00 | 67.04 123 | BAY PHOTO LAB INC | 71540 | PHOTO PROCESS-PLANNG | 67.04 |
| 2257 | 12/15/00 | 1,748.74 130 | WATSONVILLE CITY WATER DEPT. | 71703 | 9/6-11/RODRIGUEZ | 62.35 |
| | | | | 71704 | 9/6-11/1 RODRIGUEZ | 55.82 |
| | | | | 71705 | 9/6-11/1 RODRIGUEZ | 468.57 |
| | | | | 71706 | RODRIGUEZ ST. | 1,162.00 |
| 2258 | 12/15/00 | 7,629.59 134 | DAY WIRELESS SYSTEMS | 71793 | DIGITAL VOICE RECORD | 7,629.59 |
| 2259 | 12/15/00 | 3,020.79 135 | SANTA CRUZ AUTO PARTS, INC. | 71794 | REV VEH PARTS/SUPPLY | 3,020.79 |
| 2260 | 12/15/00 | 32.00 136 | DANCING MAN IMAGERY | 71795 | PHOTO PROCESS/SUPPLY | 32.00 |
| 2261 | 12/15/00 | 139.47 144 | BOSS MANUFACTURING CO. | 71702 | UNIFORMS/LAUNDRY | 139.47 |
| 2262 | 12/15/00 | 411.70 147 | ZEE MEDICAL SERVICE | 71707 | SAFETY SUPPLIES | 97.85 |
| | | | | 71796 | SAFETY SUPPLIES | 313.85 |
| 2263 | 12/15/00 | 579.15 148 | ZEP MANUFACTURING COMPANY | 71708 | CLEANING SUPPLIES | 579.15 |
| 2264 | 12/15/00 | 693.67 149 | SANTACRUZSENTINEL | 71797 | ADVERTISING - NOV | 693.67 |
| 2265 | 12/15/00 | 130.70 161 | OCEAN CHEVROLET INC | 71798 | REV VEH PARTS | 130.70 |
| 2266 | 12/15/00 | 889.17 166 | HOSESHOP, INC., THE | 71709 | PLUMBING SUPPLIES | 31.43 |
| | | | | 71799 | REV VEH PARTS/SUPPLY | 857.74 |
| 2267 | 12/15/00 | 3,435.92 191 | GOLDEN GATE PETROLEUM | 71800 | FUELS - FLEET | 3,435.92 |
| 2268 | 12/15/00 | 1,977.49 196 | LIFT-U-INC. | 71710 | REV VEH PARTS | 1,977.49 |
| 2269 | 12/15/00 | 1,149.65 211 | BOWMAN DISTRIBUTION | 71711 | PARTS & SUPPLIES | 1,149.65 |
| 2270 | 12/15/00 | 1,913.88 220 | JONES COMPANY, THE ED | 71801 | EMP INCENTIVE OPS | 1,913.88 |
| 2271 | 12/15/00 | 59.40 225 | MISSION PRINTERS | 71802 | BUSINESS CARDS-BAEHR | 59.40 |
| 2272 | 12/15/00 | 909.00 231 | CARLSON, BRENT D., M.D., INC. | 71712 | OCT/NOV DRUG TESTING | 909.00 |
| 2273 | 12/15/00 | 237.30 282 | GRAINGER INC, W. W. | 71713 | REPAIRS & MAINT. | 85.20 |
| | | | | 71714 | REPAIRS & MAINT. | 123.50 |
| 2274 | 12/15/00 | 375.00 292 | NORTH COUNTY RECOVERY & TOWING | 71803 | OUT REPAIR REV VEH | 375.00 |
| 2275 | 12/15/00 | 1,389.98 294 | ANDY'S AUTO SUPPLY | 71804 | REV VEH PARTS | 1,389.98 |
| 2276 | 12/15/00 | 247.87 331 | PHIL'S SMOG | 71550 | OUT REPAIR OTHER VEH | 97.10 |
| | | | | 71715 | OUT REPAIR OTHER VEH | 150.77 |

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

DATE: 12/01/00 THRU 12/31/00

| CHK # | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR NAME | VENDOR TRANS. TYPE NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|----------|---------------|-----------------|----------------|---------------------------------|------------------------------|----------------------------|-----------------------|---------|
| 2277 | 12/15/00 | 32.52 | 372 | FEDERAL EXPRESS | 71716 | POSTAGE & MAILING | 32.52 | |
| 2278 | 12/15/00 | 561.50 | 384 | DIRECT SAFETY | 71717 | PARTS&SUPPLIES | 561.50 | |
| 2279 | 12/15/00 | 2,099.80 | 410 | TRANSITINFORMATION PRODUCTS | 71718 | GRAPHIC SERVICES | 2,099.80 | |
| 2280 | 12/15/00 | 2,233.00 | 422 | IMAGE SALES INC. | 71719 | PHOTO I D SYSTEM | 2,189.60 | |
| | | | | | 71805 | BLUE BACK DROP-HRD | 43.40 | |
| 2281 | 12/15/00 | 1,209.27 | 432 | EXPRESS PERSONNEL SERVICES | 71720 | TEMPS W/E 11/20 F L T | 1,209.27 | |
| 2282 | 12/15/00 | 300.84 | 434 | VERIZON WIRELESS MESSAGING | 71806 | DEC REPEATER ANTENNA | 150.00 | |
| | | | | | 71807 | DEC PAGERS | 150.84 | |
| 2283 | 12/15/00 | 112.00 | 455 | CREATE A CHECK, INC. | 71808 | DIGITIZEDLOGWIN | 112.00 | |
| 2284 | 12/15/00 | 225.00 | 458 | AZZIE'S STORAGE | 71721 | OUT REPAIR BLDGS/IMP | 225.00 | |
| 2285 | 12/15/00 | 90.00 | 459 | MOUNTAIN CABLE & | 71722 | OUT REPAIR EQUIPT | 90.00 | |
| 2286 | 12/15/00 | 322.95 | 479 | INTERNATIONALDIVERSIFIED | 71723 | REPAIRS & MAINT. | 322.95 | |
| 2287 | 12/15/00 | 666.15 | 469 | ORBIT DATA SYSTEMS, INC. | 71724 | COMPUTER SUPPLIES | 666.15 | |
| 2288 | 12/15/00 | 1,125.00 | 490 | FAST RESPONSE ON-SITE | 71725 | PROF/TECH SVCS | 1,125.00 | |
| 2289 | 12/15/00 | 4,007.00 | 492 | SOUTH CAROLINA INSURANCE CO. | 71809 | FLOOD INSURANCE 1 YR | 4,007.00 | |
| 2290 | 12/15/00 | 141.60 | 524 | JIM'S BUSINESS MACHINES CO. | 71726 | OUTREPAIREQUIPT | 141.60 | |
| 2291 | 12/15/00 | 80.02 | 534 | CEB | 71811 | DUES&SUBSCRIPTIONS | 80.02 | |
| 2292 | 12/15/00 | 4,326.57 | 546 | GRANITE ROCK COMPANY | 71727 | REPAIRS & MAINT. | 25.70 | |
| | | | | | 71726 | FLANTRONICSLOT | 4,300.87 | |
| 2293 | 12/15/00 | 18.00 | 708 | CALIFORNIA HIGHWAY PATROL | 71810 | REPORT#SC11-00-19 | 6.00 | |
| | | | | | 71812 | REPORT #SC 11-00-13 | 6.00 | |
| | | | | | 71813 | REPORT # S C 11-00-02 | 6.00 | |
| 2294 | 12/15/00 | 855.25 | 932 | LEASE CO., A. L. INC. | 71614 | EQUIPT RENTAL FAC | 855.25 | |
| 2295 | 12/15/00 | 102.95 | 973 | SANTA CRUZ DODGE | 71729 | REV VEH PARTS | 102.95 | |
| 2296 | 12/15/00 | 34.00 | E064 | DROZCO, RICHARD | 71730 | DMV/VTT FEES - DPS | 34.00 | |
| 2297 | 12/15/00 | 64.00 | E089 | MENDOZA, MARISELA | 71815 | DMV RENEWAL FLEET | 64.00 | |
| 2298 | 12/15/00 | 64.00 | E090 | CALLEJAS, LETICIA | 71816 | DMV/VTT FEES OPS | 64.00 | |
| 2299 | 12/15/00 | 64.00 | E092 | YED, BILL | 71617 | DMV/VTT FEES OPS | 64.00 | |
| 2300 | 12/15/00 | 64.00 | E098 | OTTO, JOHN | 71818 | DMV/VTT FEES OPS | 64.00 | |
| 2301 | 12/15/00 | 65.73 | E131 | CHIN, KIM | 71819 | REIMBURSE MASTF EXP | bj.73 | |
| 2302 | 12/15/00 | 46.30 | E176 | DAUGHERTY, JOHN | 71820 | FRAMES MASTF | 4b.30 | |
| 2303 | 12/15/00 | 3,650.00 | R330 | LACOMB, RACHAEL | 71621 | CLAIM 2/25/99 GAY | 150.00 | |
| | | | | | 71822 | CLAIM 2/25/99 GAY | 3,500.00 | |
| 2304 | 12/15/00 | 6,250.00 | R331 | GAY, SANDRA GAIL | 71823 | CLAIM 2/25/99 GAY | 6,250.00 | |
| 2305 | 12/15/00 | 1,102.40 | R332 | REINBACHS, NAMEJS | 71824 | CLAIM SC 04-00-22 | 1,102.40 | |
| 2306M | 12/19/00 | 235.27 | R333 | VERCAUTEREN, LISA | 71826 | SETTLEMENT CLAIM | 235.27 | MANUAL |
| | | | | | | SETTLEMENT AGREEMENT | | |
| 2307M | 12/20/00 | 1,394.00 | 080 | STATE BOARD OF EQUALIZATION | 71825 | NDV USE TAX PREPAY | 1,394.00 | MANUAL |
| | | | | | | NDV USE TAX PREPAY | | |
| 2308 | 12/21/00 | 1,480.95 | 001052 | MID VALLEY SUPPLY | 71828 | CUSTODIAL SUPPLIES | 1,480.95 | |
| 2309 | 12/21/00 | 266.49 | 002643 | IOS CAPITAL | 71831 | 12/22-1/21 COPIER | 266.49 | |
| 2310 | 12/21/00 | 1,871.79 | 215 | IKON OFFICE SOLUTIONS | 71830 | 10/00-10/01 CANON | 1,871.79 | |
| 2311 | 12/29/00 | 3,326.18 | 001 | PACIFIC BELL/SAC | 71832 | DEC PHONE LINE MIS | 335.46 | |
| | | | | | 71833 | DEC PHONE LINE MIS | 335.46 | |
| | | | | | 71834 | DEC PHONES SUMMARY | 2,655.26 | |
| 2312 | 12/29/00 | 9,429.38 | 001063 | NEW FLYER INDUSTRIES LIMITED | 71835 | DEDALS REV VEH 30 | 29.72 | |
| | | | | | 71836 | REV VEH PARTS 1188 | 1,188.02 | |
| | | | | | 71837 | REV VEH PARTS 907 | 906.60 | |
| | | | | | 71838 | REV VEH PARTS 4751 | 4,750.62 | |
| | | | | | 71839 | REV VEH PARTS 1279 | 1,279.22 | |

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

DATE: 12/01/00 THRU 12/31/00

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|-------------|--------------------------------|---------------|-------------------------|--------------------|---------|
| | | | | | 71840 | REV VEH PARTS 2 6 2 | 281.70 | |
| | | | | | 71841 | REV VEH PARTS 860 | 860.26 | |
| | | | | | 71842 | REV VEH PARTS 133 | 133.24 | |
| 2313 | 12/29/00 | 1,326.28 | 001119 | MACERICH PARTNERSHIP, LP, THE | 71964 | LEASE-CAPITOLA MALL | 1,326.28 | |
| 2314 | 12/29/00 | 136.79 | 001187 | JOHNSTONE SUPPLY | 71843 | DIGITAL THERMOSTAT | 136.70 | |
| 2315 | 12/29/00 | 753.49 | 991497 | RED WING SHOE STORE | 71965 | NOV BOOTS-FAC/FLEET | 753.48 | |
| 2316 | 12/29/00 | 2,169.25 | 991492 | EVERGREEN | 71844 | HAZ WASTE DISPOSAL | 810.00 | |
| | | | | | 71845 | HAZ WASTE DISPOSAL | 1,359.25 | |
| 2317 | 12/29/00 | 198.17 | 991593 | SAFELITE GLASS CORP. | 71846 | OUT REPAIR OTHER VEH | 198.17 | |
| 2318 | 12/29/00 | 1,300.00 | 001573 | SCOTT P.E., ROBERT W. | 71847 | NOV PROJ MANAGEMENT | 1,300.00 | |
| 2319 | 12/29/00 | 236.68 | 001676 | AUTOMOTIVE RESOURCES INC | 71848 | PARTS & SUPPLIES 237 | 236.68 | |
| 2320 | 12/29/00 | 502.59 | 991683 | WEBB ENTERPRISES | 71849 | PRINTING - FLEET | 502.59 | |
| 2321 | 12/29/00 | 1,806.83 | 991711 | MOHAWK MFG. & SUPPLY C O . | 71859 | REV VEH PARTS 146 | 146.00 | |
| | | | | | 71851 | REV VEH PARTS 1476 | 1,475.85 | |
| | | | | | 71852 | R E V VEH PARTS 185 | 184.98 | |
| 2322 | 12/29/00 | 39,150.00 | 001762 | FOOD & NUTRITION SERVICES, INC | 71966 | DEC DISPATCH FEE | 39,150.00 | |
| 2323 | 12/29/00 | 5,950.00 | 991774 | E O S CLAIMS SERVICES, INC. | 71653 | 1/24-2/23 W/C FEE | 5,950.00 | |
| 2324 | 12/29/00 | 100.00 | 001824 | GABRIEL, BRUCE | 71961 | DECEMBER MEETINGS | 100.00 | |
| 2325 | 12/29/00 | 421.99 | 001844 | BRINKS INCORPORATED | 718 % | DEC SECURITY | 421.00 | |
| 2326 | 12/29/00 | 63.64 | 001856 | BAY COMMUNICATIONS | 71855 | NOV PHONE REPAIRS | 83.64 | |
| 2327 | 12/29/00 | 900.00 | 001887 | HUMPHREY, YVONNE A. | 71967 | LEASE-VERNON ST. LOT | 900.00 | |
| 2328 | 12/29/00 | 199.09 | 001956 | HINKLE, MICHELLE | 71962 | DECEMBER MEETINGS | 100.00 | |
| 2329 | 12/29/00 | 7,394.76 | 001964 | PIZAZZ PRINTING INC. | 71856 | PRINTING -PLANNING | 7,394.76 | |
| 2330 | 12/29/00 | 3,604.08 | 001976 | SPORTWORKS NORTHWEST, INC. | 71857 | BIKE RACKS 3509 | 3,604.08 | |
| 2331 | 12/29/00 | 3,846.78 | 001991 | BAY STAFFING | 71858 | TEMPS W/E 12 11 9 HRD | 784.00 | |
| | | | | | 71859 | TEMPS W/E 11/26 HRD | 470.40 | |
| | | | | | 71860 | TEMPS W/E 11/19 FLT | 1,034.88 | |
| | | | | | 71861 | TEMPS W/E 12/3 ADMIN | 560.00 | |
| | | | | | 71862 | TEMPS W/E 11/26 FLT | 997.50 | |
| 2332 | 12/29/00 | 2,976.43 | 992995 | TRANSIT RESOURCES, INC. | 71863 | REV VEH PARTS | 2,976.43 | |
| 2333 | 12/29/00 | 439.20 | 002021 | HALL KINION | 71864 | TEMPS W/E 11/30 LBL | 439.20 | |
| 2334 | 12/29/00 | 925.67 | 002063 | cosico | 71865 | PHOTO PROCESSING | 85.39 | |
| | | | | | 71866 | WINTER BID CHANGE | 337.41 | |
| | | | | | 71867 | PHOTO PROCESS - OPS | 14.19 | |
| | | | | | 71868 | PHOTO PROCESS - OPS | 50.69 | |
| | | | | | 71869 | WORKSTATION - FAC | 437.99 | |
| 2335 | 12/29/00 | 69.00 | 002077 | TERMINIX INTERNATIONAL | 71870 | NOV SMC PEST CONTROL | 69.00 | |
| 2336 | 12/29/00 | 444.42 | 002106 | AMERICAN SUPPLY COMPANY | 71871 | CUSTODIAL SUPPLIES | 444.42 | |
| 2337 | 12/29/00 | 27,262.06 | 002116 | HINGSHAW, EDWARD & BARBARA | 71968 | LEASE-120 DUBOIS | 5,555.63 | |
| | | | | | 71969 | LEASE-370 ENCINAL ST | 21,706.43 | |
| 2338 | 12/29/00 | 9,886.58 | 002117 | IULIANO, NICK | 71970 | LEASE-111 DUBOIS | 9,886.58 | |
| 2339 | 12/29/00 | 34.75 | 002162 | ALEXANDER HAMILTON | 71872 | RECORD KEEPING BOOK | 34.75 | |
| 2340 | 12/29/00 | 100.00 | 002167 | BEAUTZ, JAN | 71959 | DECEMBER MEETINGS | 100.00 | |
| 2341 | 12/29/00 | 505.00 | 002168 | DSL.NET | 71873 | DEC CENTREX LINE | 505.00 | |
| 2342 | 12/29/00 | 2,964.42 | 002192 | BAY EQUIPMENT & REPAIR | 71874 | OUT REPAIR REV VEH | 2,964.42 | |
| 2343 | 12/29/00 | 7,500.00 | 002346 | CHANEY, CAROLYN & ASSOC., INC. | 71971 | NOV&DEC LEGISLATIVE | 7,500.00 | |
| 2344 | 12/29/00 | 2,000.00 | 002352 | UNITED STATES POSTAL SERVICE | 71972 | POSTAGE-ADMIN | 2,000.00 | |
| 2345 | 12/29/00 | 900.00 | 002362 | RDP | 71875 | FAINT-BUS STOP SIGNS | 900.00 | |
| 2346 | 12/29/00 | 271.50 | 002394 | MULTI TRONICS | 71876 | OUT REPAIR EQUIPT | 271.50 | |
| 2347 | 12/29/00 | 67.62 | 002447 | SETON IDENTIFICATION PRODUCTS | 71877 | NAME PLATES | 67.62 | |

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

DATE: 12/01/00 THRU 12/31/00

| CHECK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|------------|--------------|---------------------------------------|--------------------|-------------------------|--------------------|----------|
| 2348 | 12/29/00 | 250.00 | 002451 PARMA | 71973 | REGISTRATION CONF. | 250.00 | |
| 2349 | 12/29/00 | 100.00 | 002452 ALMQUIST, JEFF | 71957 | DECEMBER MEETINGS | 100.00 | |
| 2350 | 12/29/00 | 497.16 | 002458 EASTERDAY JANITORIAL SUPPLY CO | 71878 | CLEANING SUPPLY | 497.16 | |
| 2351 | 12/29/00 | 734.00 | 002564 WESTERN DESIGN FLOOR | 71879 | OUTREPAIRBLDG/IMP | 934.00 | |
| 2352 | 12/29/00 | 96.00 | 992567 DEPARTMENT OF JUSTICE | 71880 | NOV FINGERPRINTS | 96.00 | |
| 2353 | 12/29/00 | 890.25 | 992697 CTC ANALYTICAL SERVICES INC. | 71881 | OUT REPAIR REV VEH | 890.25 | |
| 2354 | 12/29/00 | 2,420.21 | 992697 CLEANSOURCE | 71882 | CUSTODIAL SUPPLY | 2,420.21 | |
| 2355 | 12/29/00 | 1,520.00 | 002610 FREDERICK ELECTRONICS CORP. | 71974 | LEASE-375 ENCINAL | 1,520.00 | |
| 2356 | 12/29/00 | 233.77 | 992027 CDW GOVERNMENT, INC. | 71883 | OFFICE SUPPLIES MIS | 233.77 | |
| 2357 | 12/29/00 | 5,163.75 | 002686 WATERLEAF ARCHITECTURE | 71884 | PROF/TECH SVCS 11 /30 | 5,163.75 | |
| 2358 | 12/29/00 | 325.75 | 002707 PITNEYBOWES CREDIT CORP | 71885 | COPIER/RENTAL | 325.75 | |
| 2359 | 12/29/00 | 1,142.07 | 999 PACIFIC GAS & ELECTRIC | 71886 | 11/9-12/8 KINESVLG | 217.41 | |
| | | | | 71887 | 11/6-12/6 PACIFIC | 348.52 | |
| | | | | 71888 | 11/9-12/8 KINGS VLG | 502.99 | |
| | | | | 71889 | 11/9-12/8 KINGS VLG | 1b.39 | |
| | | | | 71890 | 11/13-12/13 PAUL SWT | 56.85 | |
| 2360 | 12/29/00 | 7,237.65 | 018 SALINAS VALLEY FORD SALES | 71891 | REV VEH PARTS | 354.99 | |
| | | | | 71892 | PARTS MANUAL | 118.01 | |
| | | | | 71893 | REV VEH PARTS FLEET | 717.27 | |
| | | | | 71894 | REV VEH PARTS | 4,845.77 | |
| | | | | 71895 | REV VEH PARTS | 1,201.61 | |
| 2360P | 12/29/00 | -7,237.65 | 018 SALINAS VALLEY FORD SALES | 71894 | VOID CHECK & REISSUE | -7,237.65 | PRE-PAID |
| | | | | | VOID CHECK & REISSUE | | |
| 2361 | 12/29/00 | 258.54 | 923 PACIFIC TRUCK PARTS, INC. | 71896 | BRAKE ADJUSTER KIT | 258.54 | |
| 2362 | 12/29/00 | 520.52 | 941 MISSION UNIFORM | 71897 | NOV UNIFORMS/LAUNDRY | 520.52 | |
| 2363 | 12/29/00 | 674.45 | 042 ORCHARD SUPPLY HARDWARE | 71898 | NOV PARTS/SUPPLIES | 440.14 | |
| | | | | 71899 | SMALL TOOLS OPS | 234.31 | |
| 2364 | 12/29/00 | 1,425.06 | 057 U.S. BANK | 71775 | 4251-2400-0574-2697 | 53.13 | |
| | | | | 71983 | 4251-2400-0554-7229 | 1,361.93 | |
| 2365 | 12/29/00 | 454.68 | 059 BATTERIES U.S.A. INC. | 71900 | REV VEH PARTS | 454.68 | |
| 2366 | 12/29/00 | 30.00 | 060 CITY OF SANTA CRUZ | 71901 | BIKE LOCKER AGREEMNT | 30.00 | |
| 2367 | 12/29/00 | 100.00 | 064 KEOGH, MICHAEL | 71963 | DECEMBER MEETINGS | 100.00 | |
| 2368 | 12/29/00 | 182.00 | 974 KENVILLE & SONS LOCKSMITH | 71902 | MECHANICAL SUPPLIES | 182.00 | |
| 2369 | 12/29/00 | 29.63 | 979 SANTA CRUZ MUNICIPAL UTILITY | 71903 | NOV LANDFILL | 29.63 | |
| 2370 | 12/29/00 | 117.13 | 082 THYSSEN DOVER ELEVATOR | 71904 | DEC SERVICE | 117.13 | |
| 2371 | 12/29/00 | 152.22 | 087 RECOGNITION SERVICES LTD. | 71905 | EMPLOYEE INCENTIVE | 152.22 | |
| 2372 | 12/29/00 | 116.61 | 194 STATE STEEL COMPANY | 71906 | PARTS&SUPPLIES | 116.61 | |
| 2373 | 12/29/00 | 2,100.00 | 110 TRANSMART | 71976 | CUSTODIAN SVCS | 2,100.00 | |
| 2374 | 12/29/00 | 268.17 | 115 SNAP-ON TOOLS CORPORATION | 71907 | EMP TOOL REPLACEMNT | 53.57 | |
| | | | | 71908 | EMP TOOL REPLACEMNT | 214.60 | |
| 2375 | 12/29/00 | 538.73 | 117 GILLIG CORPORATION | 71909 | REV VEH PARTS | 538.73 | |
| 2376 | 12/29/00 | 88.52 | 130 WATSONVILLE CITY WATER DEPT. | 71910 | 11/1-12/1 RODRIGUEZ | 8.80 | |
| | | | | 71911 | 11/1-12/1 SAKATA LN | 12.45 | |
| | | | | 71912 | 11/1-12/1 SAKATA LN | 67.27 | |
| 2377 | 12/29/00 | 1,672.71 | 134 DAY WIRELESS SYSTEMS | 71913 | OUT REPAIR EQUIPT | 1,672.71 | |
| 2378 | 12/29/00 | 524.60 | 144 BOSS MANUFACTURING CO. | 71914 | CLEANING SUPPLY 525 | 524.60 | |
| 2379 | 12/29/00 | 853.21 | 148 ZEPHMANUFACTURING COMPANY | 71916 | REV VEH PARTS | 853.21 | |
| 2380 | 12/29/00 | 1,596.67 | 156 PRINT GALLERY, THE | 71915 | PRINTING - PLAINNING | 1,016.06 | |
| | | | | 71917 | PRINTING PLANNING | 580.61 | |
| 2381 | 12/29/00 | 1,671.69 | 170 TOWNSEND 'S AUTO PARTS | 71918 | REV VEH PARTS | 1,671.69 | |

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

DATE: 12/01/00 THRU 12/31/00

| CHK NUMBER | CHECK DATE | CHECK VENDOR AMOUNT | VENDOR NAME | VENDOR TRANS. TYPE | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|---------------|---------------|------------------------|----------------|-----------------------|---|-----------------------|---|
| 2332 | 12/29/00 | 40.69 | 172 | | CENTRAL #ELDERS SUPPLY, INC. | 71919 | PARTS & SUPPLIES 40.69 |
| 2333 | 12/29/00 | 3,233.x | 153 | | BAYSHORE TRUCK EQUIPMENT C O , | 71920 | GUT REFGIR REV VEH 3,233.50 |
| 2334 | 12/29/00 | 100.00 | 209 | | FITZMAURICE, TIM | 71960 | DECEMBER MEETINGS 100.00 |
| 2335 | 12/29/00 | 211.20 | 215 | | IKON OFFICE SOLUTIONS | 71921 | DEC COPIER RENTAL 211.20 |
| 2336 | 12/29/00 | 1,636.70 | 221 | | VEHICLE MAINTENANCE PROGRAM | 71922 | REV VEH PARTS 1637 1,636.70 |
| 2337 | 12/29/00 | 50.00 | 222 | | ARTHUR, BRUCE | 71953 | DECEMBER MEETINGS 50.00 |
| 2338 | 12/29/00 | 681.80 | 396 | | MINT COMPUTER RESOURCES | 71923 | OFFICE SUPPLIES MIS 681.80 |
| 2339 | 12/29/00 | 626.50 | 369 | | GOOD TIMES | 71924 | ADVERTISING 625.X |
| 2390 | 12/29/00 | 194.01 | 316 | | WATSONVILLE AUTO SUPPLY | 71925 | REV VEH PARTS 194.01 |
| 2391 | 12/29/00 | 300.70 | 331 | | PHIL'S SMDS | 71926 | OUT REFGIR OTHER VEH 157.70 |
| | | | | | | 71927 | OUT REPAIR OTHER VEH 143.00 |
| 2392 | 12/29/00 | 75.00 | 360 | | BUSMART/FRIENDSHIP PUBLICATION | 71928 | CLASSIFIED ADS 75.00 |
| 2393 | 12/29/00 | 100.00 | 363 | | AINSWORTH, SHERYL | 71956 | DECEMBER MEETINGS 100.00 |
| 2394 | 12/29/00 | 3,382.50 | 375 | | STERTIL-KONI | 71929 | FLUORESCENT LIGHTS 3,382.50 |
| 2395 | 12/29/00 | 1,106.84 | 378 | | STEWART & STEVENSON | 71930 | REV VEH PARTS 708.98 |
| | | | | | | 11931 | REV VEH PARTS 397.86 |
| 2395F | 12/29/00 | -1,106.84 | 378 | | STEWART & STEVENSON VOID CHECK & REISSUE | 71985 | VOID CHECK & REISSUE -1,106.84 PRE-PAID |
| 23% | 12/29/00 | 1,344.00 | 335 | | WESTAFF | 71932 | TEMPS W/E 11/25 FAC 864.00 |
| | | | | | | 71933 | TEMPS W/E 11/30 FAC 480.00 |
| 2397 | 12/29/00 | 29.00 | 416 | | MAXIMUM LINUX | 71934 | SUBSCRIPTION MIS 29.00 |
| 2393 | 12/29/00 | 1,332.59 | 432 | | EXPRESS PERSONNEL SERVICES | 71935 | TEMPS W/E 11/26 FLT 1,332.59 |
| 2399 | 12/29/00 | 2,000.00 | 433 | | AMPAC BUILDING MAINTENANCE | 71936 | NOV SVTC MAINTENANCE 2,000.00 |
| 2400 | 12/29/00 | 435.01 | 447 | | FERRIS HOIST & REPAIR INC. | 71937 | PARTS & SUPPLIES 48.09 |
| | | | | | | 71938 | OUT REPGIR EQUIPT 386.92 |
| 2401 | 12/29/00 | 15,806.00 | 451 | | MARKOWITZ, PAUL | 71939 | REPAIR PRY ROT SCMC 15,806.00 |
| 2402 | 12/29/00 | 209.00 | 456 | | CLARK, MIKE | 71940 | GE TRANSLATION 209.00 |
| 2403 | 12/29/00 | 1,461.78 | 480 | | DIESEL MARINE ELECTRIC | 71941 | REV VEH FGRTS 1,461.78 |
| 2404 | 12/29/00 | 160.00 | 481 | | PIED PIPER EXTERMINATORS, INC. | 71942 | DEC PEST CONTROL 160.00 |
| 2405 | 12/29/00 | 495.00 | 483 | | COMPLIANCE INFORMATION SYSTEMS | 71943 | DRUG TEST SOFTWARE 495.00 |
| 2406 | 12/29/00 | 732.48 | 437 | | MODESTO COURTYARD BY MARRIOTT | 71977 | HOTEL-4 DAYS-2 EA 732.48 |
| 2407 | 12/29/00 | 263.95 | 433 | | LESS-EMF | 71944 | ELECT SUPPLIES 257 263.95 |
| 2408 | 12/29/00 | 26.97 | 494 | | PC MAGAZINE | 71945 | ONE YR SUBSCRIPTION 26.97 |
| 2409 | 12/29/00 | 164.16 | 496 | | TRIFORCE SOLUTIONS, INC. | 71946 | POSTAGE SUPPLIES 164.16 |
| 2410 | 12/29/00 | 300.00 | 497A | | GFTG - MEETINGS DEPARTMENT | 71978 | REGISTRATION SEMINAR 300.00 |
| 2411 | 12/29/00 | 1,485.00 | 497B | | GPTG - MEETINGS DEPARTMENT | 71979 | REGISTRATION CONF. 1,485.00 |
| 2412 | 12/29/00 | 100.00 | 497C | | GPTG - TRANSIT INDUSTRY | 71947 | NEWSLETTER ADVERTS. 100.00 |
| 2413 | 12/29/00 | 22,425.72 | 500 | | PAIGE'S SECURITY SERVICES, INC | 71948 | NOV SECURITY 22,425.72 |
| 2414 | 12/29/00 | 580.38 | 503 | | HILTON SAN DIEGO RESORT | 71949 | HOTEL 3 NIGHTS 580.38 |
| 2415 | 12/29/00 | 233.26 | 570 | | SCMTD PETTY CASH -CUST SVC | 71950 | JULY-DEC PETTY CASH 233.26 |
| 2416 | 12/29/00 | 195.00 | 615 | | CALPELRA | 71951 | ANNUAL MEMBERSHIP 195.00 |
| 2417 | 12/29/00 | 387.71 | 779 | | STAR MACHINE & TOOL CO. | 71952 | PARTS & SUPPLIES 382 387.71 |
| 2418 | 12/29/00 | 160.00 | E059 | | LEF, HENRY | 71980 | TRAINING 1/8-11 160.00 |
| 2419 | 12/29/00 | 80.00 | E103 | | LONSNECKER, LLOYD | 71953 | TRAINING 1/17-19 80.00 |
| 2420 | 12/29/00 | 64.00 | E140 | | CARLSON, JACOB | 71954 | DHV/VTT FEES OPS 64.00 |
| 2421 | 12/29/00 | 120.00 | E323 | | GALE, TERRY | 71955 | APTA CONF 120.00 |
| 2422 | 12/29/00 | 160.00 | E521 | | HERNANDEZ, JAIME | 71981 | TRAINING 1/8-11 160.00 |
| 2423 | 12/29/00 | 1,750.00 | R334 | | HOFFSPIEGEL, GARY | 71982 | SETTLEMENT 1,750.00 |
| 2424 | 12/29/00 | 1,556.60 | 018 | | SALINAS VALLEY FORD SALES | 71986 | REV VEH PARTS 354.99 |
| | | | | | | 71997 | REV VEH PARTS 1,201.61 |

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

DATE: 12/0 /00 THRU 12/3 /00

| CK NUMBER | CHECK DATE | CHECK AMOUNT | VENDOR NAME | VENDOR NAME | TRANS. TYPE | TRANS. NUMBER | TRANSACTION DESCRIPTION | TRANSACTION AMOUNT | COMMENT |
|--------------|---------------|-----------------|----------------|-----------------------|----------------|------------------|----------------------------|-----------------------|---------|
| 3425 | 12/29/00 | 6,787.89 | 378 | STEWART STEVENSON | | 71988 | REV VEH PARTS | 708.98 | |
| | | | | | | 71989 | REV VEH PARTS | 377.86 | |
| | | | | | | 71990 | REV VEH PARTS | 4,845.77 | |
| | | | | | | 71991 | REV VEH PARTS | 717.27 | |
| | | | | | | 71992 | PARTS MANUALS FLEET | 118.01 | |
| TOTAL | | ,347,878.66 | | COAST COMMERCIAL BANK | | TOTAL CHECKS | 347 | 1,347,878.66 | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LIFT REPORT
(Passenger Lift Problems)

MONTH OF DECEMBER 2000

| DATE | DAY | BUS # | REASON |
|----------|-----------|--------|---|
| 12/01/00 | FRIDAY | 8088F | Problem with lift |
| 12/01/00 | FRIDAY | 8076F | Lift is sluggish, stopped midway down with chair in it |
| 12/01/00 | FRIDAY | 8087F | Lift had trouble starting up 3 separate times |
| 12/04/00 | MONDAY | 8098F | Lift when stowing hits frame of bus about 5 inches |
| 12/05/00 | TUESDAY | 8096F | Problem with Lift |
| 12/06/00 | WEDNESDAY | 8056G | Barrier will not go down |
| 12/09/00 | SATURDAY | 8088F | Lift doesn't want to stow |
| 12/12/00 | TUESDAY | 8112C | Lift doesn't deploy up |
| 12/12/00 | TUESDAY | 8095C | Lift moves very slowly and has difficulty stowing |
| 12/13/00 | WEDNESDAY | 8050G | Lift will not go down to ground when there is no curb |
| 12/15/00 | FRIDAY | 8079F | Lift will not stow |
| 12/15/00 | FRIDAY | 8060G | Outer barrier doesn't work |
| 12/17/00 | SUNDAY | 8076F | No power to the lift |
| 12/18/00 | MONDAY | 80596 | Lift won't enter bus properly unless stowed from upper position |
| 12/21/00 | THURSDAY | 9822LF | Ramp needs manual pull to deploy, after cycle seems to be ok |
| 12/27/00 | WEDNESDAY | 98336 | Kneel will not stow |
| 12/27/00 | WEDNESDAY | 8080F | Does not stow |
| 12/28/00 | THURSDAY | 8050G | Lift deploys but then won't go up/outer barrier won't go down |
| 12/28/00 | THURSDAY | 8081 G | Lift won't move |
| 12/29/00 | FRIDAY | 80546 | Lift barrier will not come down |
| 12/29/00 | FRIDAY | 8050G | Lift has trouble stowing |
| 12/30/00 | SATURDAY | 9801 F | Lift has to be stowed by hand |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

LIFT REPORT
(Passenger Lift Problems)

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

- F New Flyer
- G Gillig
- GR Grumman
- C Champion
- LF Low Floor Flyer
- GM GMC

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

DECEMBER 2000

printed 01/02/2001

SERVICE INTERRUPTION SUMMARY REPORT
 L I F T P R O B L E M S
 12/01/2000 TO 12/31/2000

| DATE | BLOCK | ROUTE | TIME | DIRBUS | REASON | N:BUS | A:BUS | HR:MN | MILE | LOST | DELAY |
|------------|-------|-------|-------|--------|----------------------|-------|-------|----------|-------|-------|-------|
| 12/17/2000 | 7503 | 73 | 0115P | 08076 | NO P/L RND FRONT DOO | 8078 | | 00:43 | | | |
| | | | | | | | | | 18.38 | 0043 | 0000 |
| | | | | | | | | 00:43 | 18.38 | | |
| | | | | | | | | AM Peak | 00:00 | 00.00 | |
| | | | | | | | | Midday | 00:00 | 00.00 | |
| | | | | | | | | PM Peak | 00:00 | 00.00 | |
| | | | | | | | | Other | 00:00 | 00.00 | |
| | | | | | | | | Weekday | 00:00 | 00.00 | |
| | | | | | | | | Saturday | 00:00 | 00.00 | |
| | | | | | | | | Sunday | 00:43 | 18.38 | |

GOVERNMENT TORT CLAIM

RECOMMENDED ACTION

TO: Board of Directors

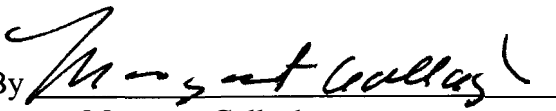
FROM: District Counsel

RE: Claim of: Akamichi, Lee
Date of Incident: 11/15/00

Received: 12/26/00 Claim #: 00-0030
Occurrence Report No.: MISC 00-12

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

- 1. Deny the claim.
- 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. Approve the claim in the amount of \$_____ and reject it as to the balance, if any.

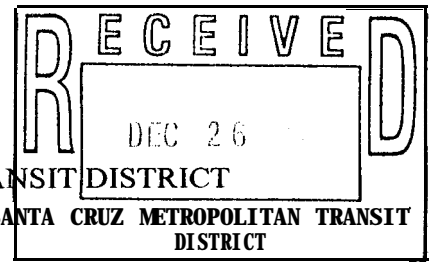
By 
Margaret Gallagher
DISTRICT COUNSEL

Date: January 8, 2001

I, Dale Carr, 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 January 19, 2001.

Dale Carr
Recording Secretary

Date



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

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

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

1. Claimant's Name: MR. LEE AKAMICHI

Claimant's Address/Post Office Box: NEW ADDRESS: 230-3 WILDROSE COMMON, LIVERMORE CA 94550

Claimant's Phone Number: (925) 449-9193

2. Address to which notices are to be sent: SAME AS ABOVE

3. Occurrence: WINDSHIELD DAMAGE CAUSED BY SANTA CRUZ METRO BUS

Date: 1-15-00 Time: EARLY MORNING Place: HIGHWAY 17 COMMUTING NORTH

Circumstances of occurrence or transaction giving rise to claim: SEE ATTACHED LETTER

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: SEE ATTACHED ESTIMATE

5. Name or names of public employees or employees causing injury, damage, or loss, if known: NOT AVAILABLE

6. Amount claimed now \$ 425.94
Estimated amount of future loss, if known \$ 0
TOTAL \$ 425.94

7. Basis of above computations:

Lee Akamichi (handwritten signature)

12-22-00
DATE

CLAIMANT'S SIGNATURE OR
COMPANY REPRESENTATIVE'S SIGNATURE OR
PARENT OF MINOR CLAIMANT'S SIGNATURE

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

Date: December 14, 2000

To: BOARD OF DIRECTORS
Santa Cruz Metropolitan Transit District
@Secretary to the Board of Directors

From: Lee Akamichi (new address)
230 – 3 **Wildrose** Common
Livermore, CA 94550

Re: Windshield damage

During my regular, early morning commute on Highway 17 driving north, I was following a Santa Cruz Metro bus when the bus wheel kicked up a small stone or object into the windshield of my vehicle. I cursed my luck but didn't put any significance into the resulting small chip in the glass. Unfortunately, before I could treat the damage, our county was soon hit with a brief period of extreme, cold evening temperatures. To my shock, I discovered the small chip had grown into a 34 inch, horizontal crack.

The occurrence happened during the week of Wednesday, November 15, 2000, between the hours of **4:45am** and 6:00am. Forgive my broad time span. My departure time regularly varies Mondays through Friday. My commute, until my recent move, was from **Felton** to the Los Gatos exit for the last 12 years.

Thank you for your consideration,

Mr. Lee Akamichi
230 – 3 **Wildrose** Common
Livermore, CA 94550
(925)449-9193
lakamich@fuhdsd.org
Art Dept. Chair
Lynbrook High
San Jose

ABSOLUTE AUTO GLASS
4362. DAFFODILWAY
LIVERMORE CA 94550
(925)455-4127 Fax:(925)455-8216
Tax# 55-8378075

Quote: 17
 Date: 12/21/2000

Customer

LISA AKAMICHA
 LIVERMORE CA 94550

H (925)449-9193 W (408)356-6676

Csr: 1 Tech: Terms: C.O.D

Vehicle: 1992 NISSAN 300ZX 2 DOOR COUPE ^

| <u>Qty</u> | <u>Part / Description</u> | <u>List Price</u> | <u>Material</u> | <u>Labor</u> | <u>Item Total</u> |
|------------|---|-------------------|-----------------|--------------|-------------------|
| 1 | FW00630GBN Windshield Green Tint/Blue Shad | 552.60 | 276.30 | 50.00 | 326.30 |
| 1 | HWAH00022 Adhesive(2.0 Urethane,dam,primer) | 47.00 | 20.00 | 0.00 | 20.00 |
| 1 | PCK-630-90 Clip(S)(Kit) | 11.92 | 11.92 | 0.00 | 11.92 |
| 1 | PCK-630-90 Clip(S)(Kit) | 11.92 | 11.92 | 0.00 | 11.92 |
| 1 | WFT F630 Moulding(Black)(Reveal Upper) | 27.15 | 27.15 | 0.00 | 27.15 |

Quote Message - Auto

Signature _____

| <u>Material</u> | <u>Labor</u> | <u>Tax</u> | <u>Total</u> | <u>Payments</u> | <u>Balance</u> |
|-----------------|--------------|------------|--------------|-----------------|----------------|
| 347.29 | 50.00 | 28.65 | 425.94 | 0.00 | 425.94 |

Store Copy

Page: 1

METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF)*

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

MINUTES

The Metro Accessible Services Transit Forum met for its monthly meeting on Thursday December 14, 2000 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: Sharon Barbour, Jim Bosso, Ted Chatterton, Martha Chesson, Connie Day, Shelley Day, Michael Doern, Glen Eldred, Kasandra Fox, Bruce Gabriel, Mark Hartunian, Michelle Hinkle, Will Hogan, Ed Kramer, Deborah Lane, Jeff LeBlanc, Bruce McPherson, J.J. Nash, Brad Neily, Thom Onan, Dennis Papadopulo, Barbara Schaller, Liz Sparks, Patricia Spence, Dave Vercauteren, Michael Warren and Lesley Wright.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager
Dennis Baldwin, Bus Operator
Kim Chin, Planning and Marketing Department Manager
John Daugherty, Accessible Services Coordinator
Mark Dorfman, Assistant General Manager
Jim Hobbs, S.E.I.U. Representative
David Konno, Facilities Maintenance Department Manager
Gillian McGlaze, Transit Supervisor
Ian McFadden, U.T.U. Representative
Tom Stickel, Fleet Maintenance Department Manager
Lisa Vercauteren, Bus Operator
Les White, General Manager

BOARD MEMBERS PRESENT:

Bruce Gabriel
Michelle Hinkle

***** MASTF MOTIONS RELATED TO THE METRO BOARD OF DIRECTORS**

None.

RELEVANT ATTACHMENTS: B, C, D, E, F, G, H, I, J, K, L, M, N, O and P

***MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Kasandra Fox called the meeting to order at 2:03 p.m. She asked that audience members be careful to speak one person at a time since she is hard of hearing. She also requested that persons speaking raise their voices so that they will be heard by everyone and properly recorded for the Minutes.

Ms. Fox noted that an Agenda item had been added to New Business, "Inspection of Visiting Bus."

II. APPROVAL OF THE NOVEMBER 16, 2000 MASTF MINUTES

MASTF Motion: That the November 16, 2000 MASTF Minutes be approved.
M/S/PU: LeBlanc, C. Day

III. AMENDMENTS TO THE AGENDA

The New Business item, "Inspection of Visiting Bus", was noted by Ms. Fox during Introductions.

IV. ORAL COMMUNICATION AND CORRESPONDENCE

John Daugherty shared that MASTF member Christina Adams was featured in a front page *Santa Cruz Sentinel* article on December 3rd. The Sentinel profiled Ms. Adams because she had sued businesses that did not comply with physical accessibility requirements of the Americans with Disabilities Act (ADA). Mr. Daugherty circulated copies of the article, one correction and one response letter from Santa Cruz resident Joseph Leone.

Note: After the meeting the MASTF Executive Committee approved including three additional response letters with those materials (Attachment A).

Deborah Lane announced that the American Civil Liberties Union (ACLU) had initiated a lawsuit on behalf of paratransit users in Los Angeles. She circulated copies of the ACLU Press Release and commentary on paratransit service from activist Marilyn Golden (Attachments B and C). Ms. Lane described the lawsuit as "interesting and somewhat chilling."

Kim Chin shared that the *I Love My Metro Bus* Buttons designed by Ms. Fox are now available. He presented to her the first Button available to the MASTF group and thanked her for her work. Ms. Lane noted that Lesley Wright had suggested the text for the Buttons.

Michael Doern stated: "It is a pleasure to go through another year of excellent service with a smile."

Barbara Schaller read her recent Customer Service Report to the group:

"On 12/2 the bus driver of the (Route 71) leaving the Metro at 8:15 a.m., when requested, did his best to get me directions to the Westview Presbyterian Church in Watsonville. He kept calling folks from his (bus phone) until he succeeded, which I appreciate very much. He was also solicitous about a bike which "wobbled". (He) sought out the passenger who owned the bike and told that passenger, who reassured the driver that the bike has a habit of "wobbling" on the bike stands on buses and thanked the driver for his concern.

The same driver apologized to another older passenger because he wasn't able to let her off closer to her destination.

When I disembarked from the bus, the driver pointed me in the right direction and was concerned about the 6 to 7 blocks I would need to walk to the church. I assured him I am an excellent walker and enjoy it.

What a nice man your driver is!"

Ms. Fox noted that several MASTF name badges are missing. She guessed that people might find badges pinned to their clothing. She asked that badges be turned in at the end of the meeting.

V. ONGOING BUSINESS

5.1 Presentation of MASTF Certificates of Appreciation (Kasandra Fox)

Ms. Fox presented Certificates of Appreciation (Attachments C-P) to the following sub committee and individuals on behalf of MASTF:

- * Bus Stop Advisory Committee (BSAC) Sub Committee Members:
Michael Boyd, Wally Brondstatter, Floyd Crawford, David Konno and Gillian McGlaze
- | | |
|--------------------|---------------------------------------|
| * Beverly Edwards | Bus Operator |
| * Maria Hernandez | Customer Service Representative |
| * Jeff LeBlanc | MASTF Member and one term Chairperson |
| * Ian McFadden | Bus Operator |
| * Bruce McPherson | State Senator |
| * David Moreau | Bus Operator |
| * Lisa Vercauteren | Bus Operator |
| * Les White | General Manager |

Mr. McPherson came in during a later agenda item and received his Certificate of Appreciation from Ms. Fox.

5.2 Paratransit Update

a) Paratransit Audit Report

This item was postponed until the MASTF meeting next month. Note: A summary of recommendations from consultants will be mailed out with these Minutes.

b) ADA Paratransit Report (Mark Hartunian)

Mark Hartunian reported several developments:

- The number of denied rides, or turn downs, has dropped. Mr. Hartunian noted that consultants preparing the audit for METRO had reported as many as 250 turn downs or denied rides per month earlier this year. During November the reported number was 100. As of December 14th the number reported for December is two. Mr. Hartunian attributed the decline to a cooperative effort between Lift Line staff and subcontractors and greater use of Trapeze software to schedule paratransit trips.
- The number of active complaints has also changed. Last month there were 21 active complaints about performance failures and client concerns. As of today, four complaints were active during December. Mr. Hartunian observed that Lift Line staff is taking “great pride” in resolving quality concerns.

- Mr. Hartunian also shared that Lift Line has “invited a cooperative effort” between Ian McFadden and other United Transportation Union (UTU) representatives and drivers employed by Lift Line. He noted that Lift Line drivers are now represented by the UTU.
- It was also noted that Lift Line now employs 40 drivers. Mr. Hartunian said that recruiting efforts have been getting good results. He also noted that ongoing concern about vehicle acquisition could be worked out. “I trust that the outcome will be very positive,” he concluded.
- Mr. Hartunian concluded his report by noting that Lift Line’s performance level of paratransit trips has increased. Last month Lift Line vehicles provided 27% of the paratransit trips. So far this month 41-46% of paratransit rides have been delivered by Lift Line. “It’s been a very exciting 37 working days for me,” he shared.

Pat Spence reported that she has seen a big improvement in service since Mr. Hartunian began working at Lift Line. She observed that most of her recent paratransit rides have arrived within 10 minutes of their appointed times.

c) Transportation Advocacy (Thom Onan)

Thom Onan reported that consumers have brought two specific issues to his attention since the last meeting. Besides those issues, Mr. Onan noted that he looks forward to audit results including a new procedure for paratransit riders to convey their comments. Currently he did not know if all rider comments are getting back to Lift Line staff.

Mr. Hartunian noted that comments about service need a uniform means to reach Lift Line staff. He said that Lift Line takes responsibility for comments about service.

Ms. Spence praised the recent efforts of Yellow Cab staff. She recalled that she had left her walker inside a vehicle. The dispatcher (“Robin”) made sure that the walker was driven back to Ms. Spence during the next available paratransit trip going back toward Ms. Spence in Watsonville.

Ms. Lane asked Mr. Hartunian if “denied rides” were the same as “turn downs.” Mr. Hartunian responded that both terms were used in the past which led to an “interpretation problem” between Lift Line and METRO. He noted that assistance from Mr. Chin clarified that the terms describe the same activity – denial of a paratransit trip as requested by a paratransit user – according to ADA standards. He stated that the past practice of recording denials two different ways has been corrected.

5.3 MASTF Recommendation: High Floor or Low Floor Model Bus

This item was postponed until the meeting next month.

VI NEW BUSINESS

6.1 Inspection of Visiting Bus

The bus was inspected after conclusion of the business Agenda.

MASTF COMMITTEE REPORTS

6.2 Training and Procedures Committee Report (Dennis Papadopulo)

Dennis Papadopulo reported that new bus operators were starting to work for METRO this month. Mr. Daugherty announced that a sensitivity training for new bus operators was set for Thursday December 21st from 1 to 4 p.m. at the Operations facility on River Street. He asked that MASTF members planning to attend notify him so that transportation arrangements could be made.

6.3 Bus Service Committee Report (Sharon Barbour)

Sharon Barbour had no report. Ms. Spence noted that an article published in the *Sentinel* on December 2nd reported on holiday bus shuttle service in Watsonville. She asked Mark Dorfman to explain his statement in the article that the “pressing need” for Watsonville residents was bus service to Santa Cruz.

Mr. Dorfman and Mr. White explained that City of Watsonville had requested a second year of shuttle service to take residents between downtown and shopping centers. The service was carrying approximately 15 passengers per hour, compared to the 40 passengers per hour for other routes. Mr. White

noted that ridership numbers showed there was a need for shuttle service, yet there are bus routes (such as Route 71 service) where passengers are being left behind at bus stops. “In our view,” he said, “it’s more important to get the people that are at the bus stop on the bus, and then add new service for shuttle routes, than the other way around.”

Ms. Spence responded that her concern was that METRO staff asks Watsonville ridership what the ridership wants. She suggested the use of questionnaires as one tool. Discussion following her remarks included Bryant Baehr’s observation that drivers of Watsonville bus routes could gather customer information that customers might not forward themselves. Discussion concluded after Jeff LeBlanc asked that “Consideration of Service Priorities” be added to the next MASTF Agenda.

a) Metro Users Group (MUG)

6.4 Bus Stop Improvement Committee Report (Jeff LeBlanc)

a) Bus Stop Advisory Committee (BSAC)

There was no report on the two items above.

b) Accessible Bus Stop at Capitola Road and Clares Street

Mr. LeBlanc offered a “Thank You” to Ms. Lane for her work to organize a site inspection of the inbound bus stop. He noted that effort to change the bus stop had been “wobbling around” until Ms. Lane took action. Ms. Lane thanked Gillian McGlaze for bringing the bus stop to her attention. Ms.

Fox noted that a picture taken during the site inspection would be featured in the first issue of the MASTF newsletter expected to be published next month.

OTHER COMMITTEE REPORTS

6.5 U.T.U. Report (Ian McFadden)

Ian McFadden reported:

- He was looking forward to a cooperative relationship between Mr. Hartunian and the newly organized Lift Line drivers.
- He was working with colleagues on the Service Review Committee to “find something for everybody” as METRO improves bus service during the next year and a half.
- Expected bus service improvements include two early Route 35 bus runs and Route 71 service running four times an hour beginning in the afternoon. Those improvements could begin next spring.
- Other service improvements being discussed include more bus service for UCSC, Route 69 service running four times an hour on weekends and the creation of a Route 68 that would serve Live Oak more frequently than current service.
- “It’s a dynamic time for us,” he noted. Mr. McFadden praised the work of Mr. White and other METRO staff who have secured funds and shown commitment to improving service.

Discussion following Mr. McFadden’s report included questions about Holiday bus service and First Night bus service. Mr. Baehr noted that Holiday bus service was “in the mix” and that late night bus service would be available during First Night in Santa Cruz.

6.6 S.E.I.U. Report (Jim Hobbs)

6.7 Commission on Disabilities Report

6.8 Elderly and Disabled Transportation Advisory Committee

6.9 Board Meeting Reports (Kasandra Fox)

No reports on the four items above.

6.10 Next Month’s Agenda Items

Items noted during the meeting: Report on Paratransit Audit, MASTF Recommendation: High Floor or Low Floor Model Buses, MASTF Consideration of Service Priorities.

Mr. Papadopulo suggested that the shelter he saw at a deactivated inbound bus stop at 30th Avenue and Portola Drive be transferred to the outbound bus stop at 17th Avenue and Tremont. Ms. Wright explained that a semi truck had accidentally knocked down the Tremont bus stop shelter months ago. She shared that she lived in the apartment building next to the bus stop. She noted that several senior citizens living there had expressed concern about the loss of the bus stop shelter due to the approach of rainy season. David Konno responded that he would look into the situation.

Ms. Fox shared that the MASTF Anniversary cake featured a Happy 53rd Birthday inscription to Les White. While the group sang a chorus of “Happy Birthday!” Mr. McPherson joined the festivities.

After receiving his Certificate of Appreciation he thanked Ms. Fox and other MASTF members for their dedicated efforts.

VII ADJOURNMENT

The meeting was adjourned at 3:05 p.m.

NOTE: NEXT MAST MEETING IS: Thursday January 18, 2001 from 2:00-4:00 p.m., in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz, CA.

NOTE: NEXT S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday January 12, 2001 at 8:30 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street in Santa Cruz, CA.

NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday January 19, 2001 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: MONTHLY BUDGET STATUS REPORT FOR NOVEMBER 2000, AND APPROVAL OF BUDGET TRANSFERS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors approve the budget transfers for the period of December 1 - 31, 2000.

II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$12,008,808 or \$256,475 over the amount of revenue expected to be received during the first five months of the fiscal year, based on the revised budget.
- Total operating expenses for the year to date, including grant programs, in the amount of \$10,541,835, are at 35.9% of the revised budget. Day to day operating expenses total \$10,531,840 or 36.6% of the revised budget.
- A total of \$253,943 has been expended through November 30th for the FY 00-01 Capital Improvement Program.

III. DISCUSSION

An analysis of the District's budget status is prepared monthly in order to apprise the Board of Directors of the District's actual revenues and expenses in relation to the adopted operating and capital budgets for the fiscal year. The attached monthly revenue and expense report represents the status of the District's FY 00-01 budget as of November 30, 2000. The fiscal year is 41.7% elapsed.

A. Operating Revenues

Revenues are \$256,475 over the amount projected to be received for the period. Sales tax revenue is \$181,284 ahead of budget projections as of November 30th due to a higher quarterly wrap-up payment than projected. Variances are explained in the notes following the report.

B. Operating Expenses

Day to day operating expenses for the year to date (excluding grant-funded programs, capital transfers and pass-through programs) total \$10,531,840 or 36.6% of the revised budget, with 41.7% of the year elapsed. Variances are explained in the notes following the report.

C. Capital Improvement Program

For the year to date, a total of \$253,943 has been expended on the Capital Improvement Program.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Revenue and Expense Report for November 2000, and Budget Transfers

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING REVENUE - NOVEMBER 2000**

| Operating Revenue | FY 00-01 Budgeted for Month | FY 00-01 Actual for Month | FY 00-01 Budgeted YTD | FY 99-00 Actual YTD | FY 00-01 Actual YTD | YTD Variance from Budgetec | |
|--------------------------------|-----------------------------------|---------------------------------|--------------------------|------------------------|------------------------|-------------------------------|------------|
| Passenger Fares | \$ 240,725 | \$ 262,695 | \$ 1,349,725 | \$ 1,298,377 | \$ 1,369,359 | \$ 19,634 | See Note 1 |
| Paratransit Fares | \$ 22,223 | \$ 17,136 | \$ 85,052 | \$ 49,436 | \$ 69,764 | \$ (15,288) | See Note 1 |
| Special Transit Fares | \$ 179,426 | \$ 173,524 | \$ 602,378 | \$ 608,509 | \$ 628,441 | \$ 26,063 | See Note 1 |
| Highway 17 Revenue | \$ 73,103 | \$ 73,578 | \$ 336,251 | \$ 308,922 | \$ 359,473 | \$ 23,222 | See Note 1 |
| Advertising Income | \$ 12,000 | \$ 12,000 | \$ 60,000 | \$ 50,000 | \$ 60,000 | \$ - | |
| Other Aux Transp Rev | \$ 917 | \$ 1,024 | \$ 4,583 | \$ 3,934 | \$ 5,347 | \$ 764 | |
| Rent Income | \$ 10,629 | \$ 18,232 | \$ 55,645 | \$ 44,995 | \$ 59,429 | \$ 3,784 | |
| Interest - General Fund | \$ 100,486 | \$ 104,669 | \$ 506,900 | \$ 329,670 | \$ 525,201 | \$ 18,301 | See Note 2 |
| Non-Transportation Rev | \$ 533 | \$ 133 | \$ 2,667 | \$ 785 | \$ 1,378 | \$ (1,289) | |
| Sales Tax Income | \$ 1,381,400 | \$ 1,380,100 | \$ 6,239,725 | \$ 5,886,486 | \$ 6,421,009 | \$ 181,284 | See Note 3 |
| TDA Funds | \$ 1,249,303 | \$ 1,249,303 | \$ 2,498,607 | \$ 2,337,032 | \$ 2,498,607 | \$ - | |
| MBUAPCD Funding | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Other Local Funding - TDA | \$ 10,800 | \$ 10,800 | \$ 10,800 | \$ - | \$ 10,800 | \$ - | |
| State Guideway Funding | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Other State Funding | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| FTA Op Asst - Sec 5303 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| FTA Op Asst - Sec 5307 | \$ - | \$ - | \$ - | \$ 505,614 | \$ - | \$ - | |
| FTA Op Asst - Sec 5311 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Other Federal Grants | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| Other Revenue | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | | | | | | | |
| | | | | | | | |
| Total Operating Revenue | \$ 3,281,545 | \$ 3,303,194 | \$ 11,752,332 | \$ 11,423,760 | \$ 12,008,808 | \$ 256,475 | |

**MONTHLY REVENUE AND EXPENSE REPORT
OPERATING EXPENSE SUMMARY - NOVEMBER 2000**

| | FY 00-01 Final Budget | FY 00-01 Revised Budget | FY 99-00 Expended YTD | FY 00-01 Expended YTD | Percent Expended of Budget | |
|---|--------------------------|----------------------------|--------------------------|--------------------------|----------------------------------|------------|
| PERSONNEL ACCOUNTS | | | | | | |
| Administration | \$ 586,021 | \$ 554,021 | \$ 157,404 | \$ 202,514 | 36.6% | |
| Finance | \$ 526,041 | \$ 506,041 | \$ 154,387 | \$ 181,496 | 35.9% | |
| Planning & Marketing | \$ 799,773 | \$ 858,773 | \$ 279,450 | \$ 278,069 | 32.4% | |
| Human Resources | \$ 419,954 | \$ 424,454 | \$ 132,028 | \$ 174,271 | 41.1% | |
| Information Technology | \$ 346,012 | \$ 346,012 | \$ 82,132 | \$ 125,836 | 36.4% | |
| District Counsel | \$ 294,577 | \$ 271,576 | \$ 76,034 | \$ 72,241 | 26.6% | |
| Facilities Maintenance | \$ 955,338 | \$ 947,838 | \$ 316,690 | \$ 339,635 | 35.8% | |
| Operations | \$ 1,785,628 | \$ 1,706,628 | \$ 611,841 | \$ 660,326 | 38.7% | |
| Bus Operators | \$ 10,088,130 | \$ 10,159,750 | \$ 3,599,896 | \$ 4,072,495 | 40.1% | |
| Fleet Maintenance | \$ 3,371,075 | \$ 3,525,025 | \$ 1,048,977 | \$ 1,192,560 | 33.8% | |
| Retired Employees Benefits | \$ 354,602 | \$ 354,602 | \$ 88,877 | \$ 136,127 | 38.4% | |
| Total Personnel | \$ 19,527,151 | \$ 19,654,720 | \$ 6,547,716 | \$ 7,435,570 | 37.8% | |
| NON-PERSONNEL ACCOUNTS | | | | | | |
| Administration | \$ 539,600 | \$ 546,465 | \$ 181,872 | \$ 204,741 | 37.5% | |
| Finance | \$ 464,325 | \$ 464,460 | \$ 170,063 | \$ 189,521 | 40.8% | |
| Planning & Marketing | \$ 188,425 | \$ 188,425 | \$ 56,575 | \$ 43,349 | 23.0% | |
| Human Resources | \$ 92,740 | \$ 104,960 | \$ 38,557 | \$ 33,412 | 31.8% | |
| Information Technology | \$ 95,925 | \$ 95,925 | \$ 37,776 | \$ 43,571 | 45.4% | See Note 4 |
| District Counsel | \$ 311,405 | \$ 184,405 | \$ 47,698 | \$ 45,351 | 24.6% | |
| Facilities Maintenance | \$ 201,791 | \$ 215,791 | \$ 75,617 | \$ 67,494 | 31.3% | |
| Wats TC Operation | \$ 89,244 | \$ 88,994 | \$ 25,849 | \$ 26,449 | 29.7% | |
| Santa Cruz Metro Center | \$ 253,030 | \$ 253,280 | \$ 75,121 | \$ 76,346 | 30.1% | |
| Scotts Valley TC | \$ 122,535 | \$ 122,535 | \$ 46,626 | \$ 36,904 | 30.1% | |
| Paratransit Program | \$ 3,244,666 | \$ 3,244,666 | \$ 609,373 | \$ 956,541 | 29.5% | See Note 5 |
| Operations | \$ 201,891 | \$ 201,791 | \$ 496,980 | \$ 74,177 | 36.8% | |
| Bus Operators | \$ 6,000 | \$ 6,000 | \$ - | \$ 2,872 | 47.9% | See Note 6 |
| Fleet Maintenance | \$ 2,747,222 | \$ 3,223,032 | \$ 803,104 | \$ 1,363,612 | 42.3% | See Note 7 |
| Op Prog/SCCIC | \$ 1,300 | \$ 8,054 | \$ 10 | \$ 2,570 | 31.9% | |
| Reserve for Service Additions | \$ 150,000 | \$ 150,000 | \$ - | \$ - | 0.0% | |
| Pre-Paid Exp Adj/Incurred W/C | \$ - | \$ - | \$ (68,101) | \$ (70,640) | | See Note 8 |
| Total Non-Personnel | \$ 8,710,099 | \$ 9,098,783 | \$ 2,597,120 | \$ 3,096,270 | 34.0% | |
| Subtotal Operating Expense | \$ 28,237,250 | \$ 28,753,503 | \$ 9,144,836 | \$ 10,531,840 | 36.6% | |
| Grant Funded Studies/Programs | \$ 43,750 | \$ 97,496 | \$ 25,248 | \$ 9,995 | 10.3% | |
| Transfer to/from Cap Program | \$ - | \$ - | \$ 4,242 | \$ - | 0.0% | |
| Pass Through Programs | \$ 450,000 | \$ 480,000 | \$ - | \$ - | 0.0% | |
| | \$ - | \$ - | \$ - | \$ - | | |
| Total Operating Expense | \$ 28,731,000 | \$ 29,331,000 | \$ 9,174,326 | \$ 10,541,835 | 35.9% | |
| YTD Operating Revenue Over YTD Expense | | | | \$ 1,466,973 | | |

**CONSOLIDATED OPERATING EXPENSE
NOVEMBER 2000**

| | FY 00-01 Final Budget | FY 00-01 Revised Budget | FY 99-00 Expended YTD | FY 00-01 Expended YTD | % Exp YTD of Budget | |
|--------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|---------------------------|-------------|
| LABOR | | | | | | |
| Operators Wages | \$ 5,275,946 | \$ 5,357,442 | \$ 1,956,265 | \$ 2,183,439 | 40.8% | |
| Operators Overtime.. | \$ 687,958 | \$ 691,378 | \$ 290,841 | \$ 346,687 | 50.1% | See Note 9 |
| Other Salaries & Wages | \$ 5,551,026 | \$ 5,509,174 | \$ 1,759,632 | \$ 1,954,331 | 35.5% | |
| Other Overtime | \$ 211,271 | \$ 211,271 | \$ 110,832 | \$ 105,037 | 49.7% | See Note 10 |
| | | | | | | |
| Medicare/Soc Sec | \$ 11,726,200 | \$ 11,769,265 | \$ 4,117,570 | \$ 4,589,49 | | |
| FRINGE BENEFITS | | | | | | |
| Medica | \$ 96,120 | \$ 112,450 | \$ 33,783 | \$ 42,054 | 31.4% | |
| PERS Retirement | \$ 855,952 | \$ 864,508 | \$ 282,098 | \$ 316,589 | 36.6% | |
| Medical Insurance | \$ 1,858,621 | \$ 1,886,341 | \$ 580,125 | \$ 719,239 | 38.1% | |
| Dental Plan | \$ 501,187 | \$ 507,171 | \$ 145,888 | \$ 187,730 | 37.0% | |
| Vision Insurance | \$ 122,065 | \$ 123,541 | \$ 39,625 | \$ 43,912 | 35.5% | |
| Life Insurance | \$ 64,318 | \$ 64,318 | \$ 19,821 | \$ 21,074 | 32.5% | |
| State Disability Ins | \$ 106,904 | \$ 108,896 | \$ 12,658 | \$ 31,736 | 29.1% | |
| Long Term Disability Ins | \$ 444,702 | \$ 447,894 | \$ 81,299 | \$ 155,941 | 34.8% | |
| Unemployment Insurance | \$ 27,692 | \$ 28,208 | \$ 2,239 | \$ 1,352 | 4.8% | |
| Workers Comp/Incurred WC | \$ 1,373,821 | \$ 1,391,821 | \$ 452,823 | \$ 411,032 | 29.5% | |
| Absence w/Pay | \$ 2,325,929 | \$ 2,325,929 | \$ 773,417 | \$ 906,795 | 39.0% | |
| Other Fringe Benefits | \$ 23,640 | \$ 23,740 | \$ 6,370 | \$ 8,622 | 36.3% | |
| | | | | | | |
| | \$ 7,800,951 | \$ 7,885,457 | \$ 2,430,146 | \$ 2,846,077 | 36.1% | |
| SERVICES | | | | | | |
| Acctng/Admin/Bank Fees | \$ 413,210 | \$ 413,010 | \$ 62,956 | \$ 145,376 | 35.2% | |
| Prof/Legis/Legal Services | \$ 284,475 | \$ 342,501 | \$ 57,205 | \$ 76,928 | 22.5% | |
| Temporary Help | \$ 12,534 | \$ 103,598 | \$ 51,716 | \$ 67,523 | 65.2% | See Note 11 |
| Uniforms & Laundry | \$ 38,497 | \$ 38,497 | \$ 11,533 | \$ 15,537 | 40.4% | |
| Security Services | \$ 297,843 | \$ 297,843 | \$ 87,179 | \$ 95,956 | 32.2% | |
| Outside Repair - Bldgs/Eqmt | \$ 160,444 | \$ 160,314 | \$ 53,424 | \$ 47,559 | 29.7% | |
| Outside Repair - Vehicles | \$ 245,000 | \$ 245,000 | \$ 90,301 | \$ 272,291 | | |
| Waste Disp/Ads/Other | \$ 163,855 | \$ 162,895 | \$ 48,200 | \$ 48,480 | 29.8% | |
| | | | | | | |
| | \$ 1,615,858 | \$ 1,763,658 | \$ 462,514 | \$ 569,650 | 32.3% | |
| CONTRACT TRANSPORTATION | | | | | | |
| Contract Transportation | \$ 400 | \$ 400 | \$ - | \$ 22 | 5.5% | |
| Paratransit Service | \$ 3,033,966 | \$ 3,033,966 | \$ 609,373 | \$ 843,803 | 27.8% | See Note 5 |
| Hwy 17 Service | \$ - | \$ - | \$ 412,827 | \$ - | 0.0% | |
| | | | | | | |
| | \$ 3,034,366 | \$ 3,034,366 | \$ 1,022,200 | \$ 843,825 | 27.8% | |
| MOBILE MATERIALS | | | | | | |
| Fuels & Lubricants | \$ 1,190,637 | \$ 1,628,567 | \$ 326,661 | \$ 530,166 | 32.6% | |
| Tires & Tubes | \$ 150,000 | \$ 150,000 | \$ 85,870 | \$ 42,724 | 28.5% | |
| Body/Upholstery Supplies | \$ 7,500 | \$ 7,500 | \$ 986 | \$ 831 | 11.1% | |
| Revenue Vehicle Parts | \$ 603,885 | \$ 603,885 | \$ 182,136 | \$ 282,880 | 46.8% | See Note 12 |
| Inventory Adjustment | \$ - | \$ - | \$ (51,677) | \$ 201,085 | | See Note 13 |
| | | | | | | |
| | \$ 1,952,022 | \$ 2,389,952 | \$ 543,976 | \$ 1,057,686 | 44.3% | |

CONSOLIDATED OPERATING EXPENSE
NOVEMBER 2000

| | FY 00-01 Final Budget | FY 00-01 Revised Budget | FY 99-00 Expended YTD | FY 00-01 Expended YTD | % Exp YTD of Budget | |
|---------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|---------------------------|-------------|
| OTHER MATERIALS | | | | | | |
| Postage & Mailing/Freight | \$ 17,100 | \$ 17,600 | \$ 5,802 | \$ 5,618 | 31.9% | |
| Printing | \$ 86,411 | \$ 85,911 | \$ 21,450 | \$ 23,475 | 27.3% | |
| Office/Computer Supplies | \$ 68,318 | \$ 68,183 | \$ 26,889 | \$ 27,860 | 40.9% | |
| Safety Supplies | \$ 17,928 | \$ 17,928 | \$ 5,222 | \$ 4,342 | 24.2% | |
| Cleaning Supplies | \$ 70,400 | \$ 70,400 | \$ 31,332 | \$ 20,511 | 29.1% | |
| Repair & Maint Supplies | \$ 72,780 | \$ 79,980 | \$ 26,604 | \$ 28,811 | 36.0% | |
| Parts, Non-Inventory | \$ 50,000 | \$ 50,000 | \$ 17,624 | \$ 24,126 | 48.3% | See Note |
| Tools/Tool Allowance | \$ 19,780 | \$ 20,380 | \$ 3,391 | \$ 2,854 | 14.0% | |
| Photos/Mktg/Other Supplies | \$ 15,862 | \$ 15,862 | \$ 3,821 | \$ 5,746 | 36.2% | |
| | \$ 418,579 | \$ 426,244 | \$ 142,135 | \$ 143,343 | 33.6% | |
| UTILITIES | | | | | | |
| | \$ 312,079 | \$ 312,079 | \$ 116,172 | \$ 102,811 | 32.9% | |
| CASUALTY & LIABILITY | | | | | | |
| Insurance - Prop/PL & PD | \$ 175,000 | \$ 175,000 | \$ 43,972 | \$ 58,030 | 33.2% | |
| Settlement Costs | \$ 250,000 | \$ 100,000 | \$ 27,976 | \$ 11,934 | 11.9% | |
| Repairs to Prop | \$ 11,750 | \$ 11,750 | \$ (3,632) | \$ (1,847) | | See Note 15 |
| Prof/Other Services | \$ 30,500 | \$ 30,500 | \$ 13,396 | \$ 7,601 | 24.9% | |
| | \$ 467,250 | \$ 317,250 | \$ 81,712 | \$ 75,717 | 23.9% | |
| TAXES | | | | | | |
| | \$ 41,872 | \$ 42,072 | \$ 20,237 | \$ 20,529 | 48.8% | See Note 16 |
| MISC EXPENSES | | | | | | |
| Dues & Subscriptions | \$ 50,564 | \$ 43,164 | \$ 12,200 | \$ 14,147 | 32.8% | |
| Media Advertising | \$ 46,400 | \$ 49,400 | \$ 7,969 | \$ 1,573 | 3.2% | |
| Employee Incentive Program | \$ 15,000 | \$ 15,135 | \$ 5,000 | \$ 7,241 | 47.8% | See Note 17 |
| Training | \$ 42,170 | \$ 42,170 | \$ 14,006 | \$ 13,546 | 32.1% | |
| Travel & Local Meetings | \$ 61,025 | \$ 64,125 | \$ 21,438 | \$ 20,119 | 31.4% | |
| Other Misc Expenses | \$ 13,500 | \$ 13,500 | \$ 5,056 | \$ 8,536 | 63.2% | See Note 18 |
| | \$ 228,659 | \$ 227,494 | \$ 65,669 | \$ 65,162 | 28.6% | |
| OTHER EXPENSES | | | | | | |
| Leases & Rentals | \$ 533,164 | \$ 533,164 | \$ 164,399 | \$ 227,543 | 42.7% | See Note 19 |
| Service Reserve | \$ 150,000 | \$ 150,000 | \$ - | \$ - | 0.0% | |
| Transfer to Capital | \$ - | \$ - | \$ 7,599 | \$ - | 0.0% | |
| Pass Through Programs | \$ 450,000 | \$ 480,000 | \$ - | \$ - | 0.0% | |
| | \$ 1,133,164 | \$ 1,163,164 | \$ 171,998 | \$ 227,543 | 19.6% | |
| Total Operating Expense | \$ 28,731,000 | \$ 29,331,000 | \$ 9,174,326 | \$ 10,541,835 | 35.9% | |

**MONTHLY REVENUE AND EXPENSE REPORT
FY 00-01 CAPITAL IMPROVEMENT PROGRAM**

| CAPITAL PROJECTS | Program Budget | Expended in November | YTD Expended |
|---|-----------------------|---------------------------------|---------------------|
| | " | | |
| <u>Grant Funded Projects</u> | | | |
| Consolidated Operating Facility | \$ 8,104,770 | \$ 20,741 | \$ 89,689 |
| Urban Bus Replacement | \$ 7,600,591 | | |
| Engine Repower Project | \$ 3,037,000 | | |
| ADA Paratransit Vehicles | \$ 287,500 | | |
| Farebox Replacement | \$ 1,000,000 | | |
| Computer System | \$ 152,500 | \$ 721 | \$ 45,846 |
| Benches with Bike Storage (MBUAPCD) | \$ 30,000 | | \$ 19,164 |
| Non-Revenue Vehicle Replacement CNG | \$ 130,000 | | |
| Talking BUS | \$ 4,500 | | \$ 4,500 |
| | \$ 20,346,861 | | |
| <u>District Funded Projects</u> | | | |
| Bus Stop Improvements | \$ 203,600 | | \$ 3,538 |
| Yield Signs for Buses | \$ 56,000 | | |
| Radio Replacement | \$ 12,000 | | |
| Software for HR, Fac Mnt, Flt Mnt | \$ 75,000 | | |
| Bike Racks for Buses | \$ 4,500 | | |
| Scotts Valley Transit Center Construction | \$ 9,000 | | |
| Facilities Repair & Improvements | \$ 199,023 | | \$ 13,648 |
| Machinery/Equipment Repair/Impr | \$ 47,100 | | \$ 53,942 |
| Non-Revenue Vehicle Replacement | \$ 160,000 | | \$ 19,827 |
| Office Equipment | \$ 8,500 | \$ 2,190 | \$ 3,789 |
| | \$ 774,723 | | |
| TOTAL CAPITAL PROJECTS | \$ 21,121,584 | \$ 23,651 | \$ 253,943 |
| | | | |
| CAPITAL FUNDING SOURCES | Budget | Received in November | YTD Received |
| Federal Capital Grants | \$ 14,554,489 | \$ 68,016 | \$ 68,016 |
| State Capital Grants | \$ - | | |
| STA Funding | \$ 787,198 | \$ 206,708 | \$ 206,708 |
| Local Capital Grants | \$ 60,481 | \$ 481 | \$ 481 |
| Transfer from Operating Budget | \$ - | | |
| Interest Income | \$ - | | |
| District Reserves | \$ 5,719,416 | \$ - | \$ - |
| TOTAL CAPITAL FUNDING | \$ 21,121,584 | \$ 275,205 | \$ 275,205 |

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

1. Passenger fares (farebox and pass sales) are \$19,634 or 1.5% over the revised budget amount for the year to date. Paratransit fares are \$15,288 or 18% under budget for the period. Special transit fares (contracts) are \$26,063 or 4% over the budgeted amount. Highway 17 Express revenue is \$23,222 or 7% over the year to date budgeted amount. Together, all four passenger revenue accounts are over the budgeted amount for the first five months of the fiscal year by a net \$53,631 or 2%.
2. Interest income is \$18,301 or 3.6% over budget for the year to date due to a higher treasury balance than projected since some capital projects have been delayed.
3. Sales tax income is \$181,284 or 2.9% over budget for the first five months of the fiscal year due to a higher quarterly wrap-up payment than projected. The budget projected a 6% increase over the previous year for the April-June sales period, while the receipts actually increased 11.7%.
4. Information Technology non-personnel expenses are at 45.4% of the budget due to quarterly maintenance agreement payments, volume purchase of computer supplies, and purchase of computer training vouchers.
5. Paratransit program expense is only at 29.5% of the budget because the November contractor billing was not available by the report deadline. If the November payment was included, year-to-date expense would be closer to 35% of the budget.
6. Bus Operator non-personnel expense is at 47.9% of the budget due to the annual purchase of safe driving awards.
7. Fleet Maintenance non-personnel expense is at 42.3% of the budget due to purchase of replacement engines.
8. Pre-paid expense adjustment provides for allocating large annual payments, such as casualty and liability insurance, over the entire year so that the total expenses District-wide for the month and year to date are not skewed.
9. Bus Operator overtime is at 50.1% of the revised budget to cover shifts of several operators on long-term absence.
10. Other overtime is at 49.7% of the budget due to high overtime in Operations as a result of Transit Supervisor absences. Total payroll for non-Operators is within budget.
11. Temporary help is at 65.2% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance, and a long-term absence in Human Resources.
12. Revenue vehicle parts expense is at 46.8% of the budget due to purchase of replacement engines.

13. Each month, the change in the Fleet Maintenance inventory value is recorded as either an expense or credit depending on whether the inventory increased or decreased.
14. Non-inventory parts expense is at 48.3% of the budget due to volume purchases.
15. Repairs to property is a casualty and liability account to which repairs to District vehicles and property are charged when another party is liable for the damage. All collections made from other parties for property repair are applied to this account to offset the District's repair costs. Collections have been applied for the year to date, but some repairs have yet to be charged to the account.
16. Taxes are at 48.8% of the budget due to annual payment of special tax assessments on the Scotts Valley Transit Center.
17. Employee incentive program expense is at 47.8% of the budget due to annual purchase of safe driving awards and payments for the annual holiday event.
18. Other miscellaneous expense is at 63.2% of the budget due to write-offs of uncollectable debts.
19. Leases and rentals are at 42.7% of the budget due to the annual payment of pro rata property taxes for one facility.

FY 00-01 BUDGET TRANSFERS
12/1/00 - 12/31/00

| ACCOUNT # | ACCOUNT TITLE | AMOUNT |
|-----------------------------|--|-------------|
| TRANSFER # 01-020 | | |
| TRANSFER FROM: 4 100-501021 | Other Salaries | \$ (7,500) |
| TRANSFER TO: 4 100-503041 | Temporary Help | \$ 7,500 |
| REASON: | To cover overruns in Temp Help until Acctg. Tech position is filled in the Fleet Maintenance Department. | |
| TRANSFER # 01-021 | | |
| TRANSFER FROM: 1100-501021 | Other Salaries | \$ (3,000) |
| TRANSFER TO: 1100-503041 | Temporary Help | \$ 3,000 |
| REASON: | To cover overruns in Temp Help account for Administration for two months during employee absence. | |
| TRANSFER # 01-022 | | |
| TRANSFER FROM: 1100-503031 | Professional & Technical | \$ (3,000) |
| TRANSFER TO: 1100-509125 | Local Meeting Expenses | \$ 3,000 |
| REASON: | To cover account overrun and anticipated costs for Board workshop meetings in Administration Dept. | |
| TRANSFER # 01-023 | | |
| TRANSFER FROM: 2200-501021 | Other Salaries | \$ (6,000) |
| TRANSFER TO: 2200-503041 | Temporary Help | \$ 6,000 |
| REASON: | To cover account overrun until recruitment is completed in the Facilities Maintenance Department. | |
| TRANSFER # 01-024 | | |
| TRANSFER FROM: 2200-I 10001 | Bus Lift System | \$ (15,088) |
| TRANSFER TO: 2200-221201 | Ops Replace epower Generator | \$ 15,088 |
| REASON: | To increase e-power capabilities to handle new farebox system. | |
| TRANSFER # 01-025 | | |
| TRANSFER FROM: 1700-504011 | Fuels & Lubricants | \$ (70) |
| TRANSFER TO: 1700503352 | Outside Repair - Equipment | \$ 70 |
| REASON: | To cover costs for Outside Repair - Equipment in the Legal Deoartment. | |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: RESOLUTION INCREASING THE PETTY CASH FUND FOR THE ADMINISTRATIVE OFFICES

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution increasing the petty cash fund for the Administrative Offices from \$200 to \$300.

II. SUMMARY OF ISSUES

- For many years, the Administrative Offices of the District have maintained a petty cash fund in the amount of \$200 for small purchases.
- Due to price increases over the years, the fund currently needs to be replenished at every bi-weekly check run.
- An increase in the fund amount to \$300 will allow the fund to be replenished every four to six weeks and will ensure that cash is always available for such purchases.

III. DISCUSSION

A petty cash fund is maintained at the Administrative Offices at the 370 Encinal facility which is administered by Finance Department staff. The fund is used to reimburse designated departmental employees for small purchases under \$30 that are required to be made immediately, rather than waiting for the bi-weekly check run. In the past, the fund was replenished every two or three months. Currently, due to price increases and an increase in the purchase limit from \$20 to \$30, the fund must be replenished every two weeks, and cash is not always available for purchases near the end of the two week period. A \$100 increase in the fund to \$300 will allow the fund to be replenished every four to six weeks and will ensure that cash is always available for needed purchases.

IV. FINANCIAL CONSIDERATIONS

Since purchases from the petty cash fund are charged against the appropriate department and account, there is no budgetary impact from this action. The \$100 increase will simply reside in the fund instead of in the treasury.

V. ATTACHMENTS

Attachment A: Resolution Increasing the Petty Cash Fund for the Administrative Offices.

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 INCREASING THE PETTY CASH FUND
FOR ADMINISTRATIVE OFFICES**

WHEREAS, the Santa Cruz Metropolitan Transit District has established a petty cash fund for the District Administrative Offices at 370 Encinal Street, Santa Cruz, CA; and

WHEREAS, it is to the best interest of the Santa Cruz Metropolitan Transit District to increase the petty cash fund due to increased usage of said fund.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that this Board does hereby authorize an increase in the petty cash fund for the District Administrative Offices containing a maximum amount of \$300.00;

BE IT FURTHER RESOLVED AND ORDERED, that the General Manager is hereby authorized and directed to prepare a warrant to be drawn on the District Treasury in order to increase the petty cash fund.

PASSED AND ADOPTED this 19th day of January 2001, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____

Chairperson

ATTEST _____

LESLIE R. WHITE

General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER

District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: AUTHORIZATION FOR DISPOSAL OF VEHICLE #804

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors declare Vehicle #804 as excess and authorize disposal.

II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- Vehicle #804 is a 1979 Chevrolet flat-bed truck assigned to the Facility Maintenance Department. The vehicle has exceeded its useful life and is operable, but in poor condition, and is therefore recommended for disposal.

III. DISCUSSION

The estimated current market value of the vehicle recommended for disposal is \$300. Upon the Board's declaration of the vehicle as excess, it will be offered for sale by the District's Purchasing Office. It has a recent smog certificate and is ready to be sent to auction.

IV. FINANCIAL CONSIDERATIONS

The current net book value of the vehicle is zero. Any proceeds from the sale will be recorded as income to the District.

V. ATTACHMENTS

None.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Elisabeth Ross, Manager of Finance
SUBJECT: RESOLUTION AUTHORIZING A REVISION TO THE FY 2000-01 BUDGET

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution revising the FY 00-01 budget in accordance with Exhibit A, and approve the revised staffing tables in Attachment B.

II. SUMMARY OF ISSUES

- This item appeared on the Board agenda for December 15, 2000. However, although the item was publicly discussed, through an oversight no motion was actually made to approve the staff recommendation adopting the budget resolution.
- The full staff report on this item is contained in the December Board agenda packet.

III. DISCUSSION

None.

IV. FINANCIAL CONSIDERATIONS

Adoption of the resolution will increase the total FY 00-01 operating budget by \$838,000, and will increase the FY 00-01 capital improvement program by \$605,780.

V. ATTACHMENTS

- Attachment A:** Resolution Authorizing a Revision to the FY 00-01 Budget, followed by a list of specific changes (Exhibit A.)
- Attachment B:** Revised Departmental Staffing Tables.

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

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

**A RESOLUTION OF THE
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
AUTHORIZING A REVISION TO THE FY 2000-01 BUDGET**

WHEREAS, it is necessary to revise the adopted 2000-01 budget of the Santa Cruz Metropolitan Transit District to provide for changes in operating revenue, operating expense, and the capital improvement program.

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

PASSED AND ADOPTED this 19th day of January, 2001, by the following vote:

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

Approved _____
Chairperson

Attest _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 00-01
January 2001

| | DEPT | ACCOUNT | AMOUNT | TOTALS |
|--|------|---------|-------------------|-------------------|
| <u>OPERATING REVENUE</u> | | | | |
| Decrease Cabrillo College contract revenue | | | \$ (27,109) | |
| Increase special shuttle revenue | | | \$ 27,000 | |
| Increase interest income | | | \$ 25,000 | |
| Increase sales tax revenue | | | \$ 50,000 | |
| Increase TDA allocation | | | <u>\$ 763,109</u> | |
| TOTAL | | | | \$ 838,000 |
| <u>OPERATING EXPENSE</u> | | | | |
| Increase bus op costs for service improvements | 3300 | various | \$ 385,109 | |
| Increase bus op costs for shuttle service | 3300 | 501011 | \$ 27,000 | |
| Add reserve for new positions | | | \$ 73,498 | |
| Increase LTD expense for Finance Dept. | 1200 | 502061 | \$ 4,622 | |
| Add paratransit workshop Trapeze presentation | 3100 | 503031 | \$ 1,970 | |
| Increase IT software maintenance contract | 1500 | 503352 | \$ 675 | |
| Increase printing for no smoking signs at stops | 2200 | 504215 | \$ 10,000 | |
| Add replacement refrigerator for Encinal | 2200 | 504311 | \$ 534 | |
| Add outdoor tables for Watsonville TC | 2400 | 504311 | \$ 2,500 | |
| Add baserock for bus parking lot | 2200 | 504409 | \$ 8,000 | |
| Increase employee tool replacement expense | 4100 | 504515 | \$ 1,600 | |
| Increase fuel tax | 4100 | 507051 | \$ 2,200 | |
| Add transit center business plan promotions | 2400 | 509081 | \$ 3,500 | |
| Add transit center business plan promotions | 2500 | 509081 | \$ 3,500 | |
| Add transit center business plan promotions | 2600 | 509081 | \$ 3,500 | |
| Increase lease expense for larger bus pkg lot | 4100 | 512011 | \$ 4,882 | |
| Increase lease expense for taxes on 111 Dubois | 4100 | 512011 | \$ 1,130 | |
| Increase travel for transporting Foothill buses | 4100 | 509123 | \$ 4,000 | |
| Add transfer to capital improvement program for Foothill buses | | | <u>\$ 299,780</u> | |
| TOTAL | | | | \$ 838,000 |

**EXHIBIT A
RECOMMENDED BUDGET REVISIONS
FY 00-01
January 2001**

| | DEPT | ACCOUNT | AMOUNT | TOTALS |
|---|--------|---------|-----------------|-------------------|
| <u>CAPITAL FUNDING</u> | | | | |
| Add transfer from operating budget for Foothill buses | | | \$ 299,780 | |
| Add funding from bus stop improvement reserve | | | \$ 248,500 | |
| Add interest income for hoist purchase | | | \$ 50,750 | |
| Increase funding from District reserves | | | <u>\$ 6,750</u> | |
| TOTAL | | | | \$ 605,780 |
| <u>CAPITAL PROJECTS</u> | | | | |
| Add purchase of 20 buses from Foothill Transit and improvements | 121101 | 514030 | \$ 254,000 | |
| Add reserve for tie-downs for Foothill buses | 121101 | 514030 | \$ 45,780 | |
| Increase bus stop improvement project | 150010 | 504409 | \$ 248,500 | |
| Add purchase of portable hoists | 100001 | 514020 | \$ 50,750 | |
| Delete radio installation project | 911000 | 514020 | \$ (12,000) | |
| Increase cost of repainting Watsonville TC | 931101 | 514010 | \$ 8,750 | |
| Add lighting at leased bus parking lot | | 514015 | \$ 8,500 | |
| Add steam cleaner accessory for SCMC | 100001 | 514020 | <u>\$ 1,500</u> | |
| TOTAL | | | | \$ 605,780 |

FY 2000-01 REVISED BUDGET
 Authorized Personnel
 District Counsel - 1700

| Position | Authorized FY 98-99 | Authorized FY 99-00 | Authorized FY 00-01 |
|------------------------------------|------------------------|------------------------|------------------------|
| District Counsel | 1 | 1 | 1 |
| Paralegal (confidential) | 1 | 1 | 0 |
| Claims Investigator (confidential) | 0 | 0 | 1 |
| Legal Secretary (confidential) | 1 | 1.5 | 1.5 |
| Total Full-Time Equivalents | 3.00 | 3.50 | 3.50 |

FY 2000-01 REVISED BUDGET

Authorized Personnel Operations - 3200/3300

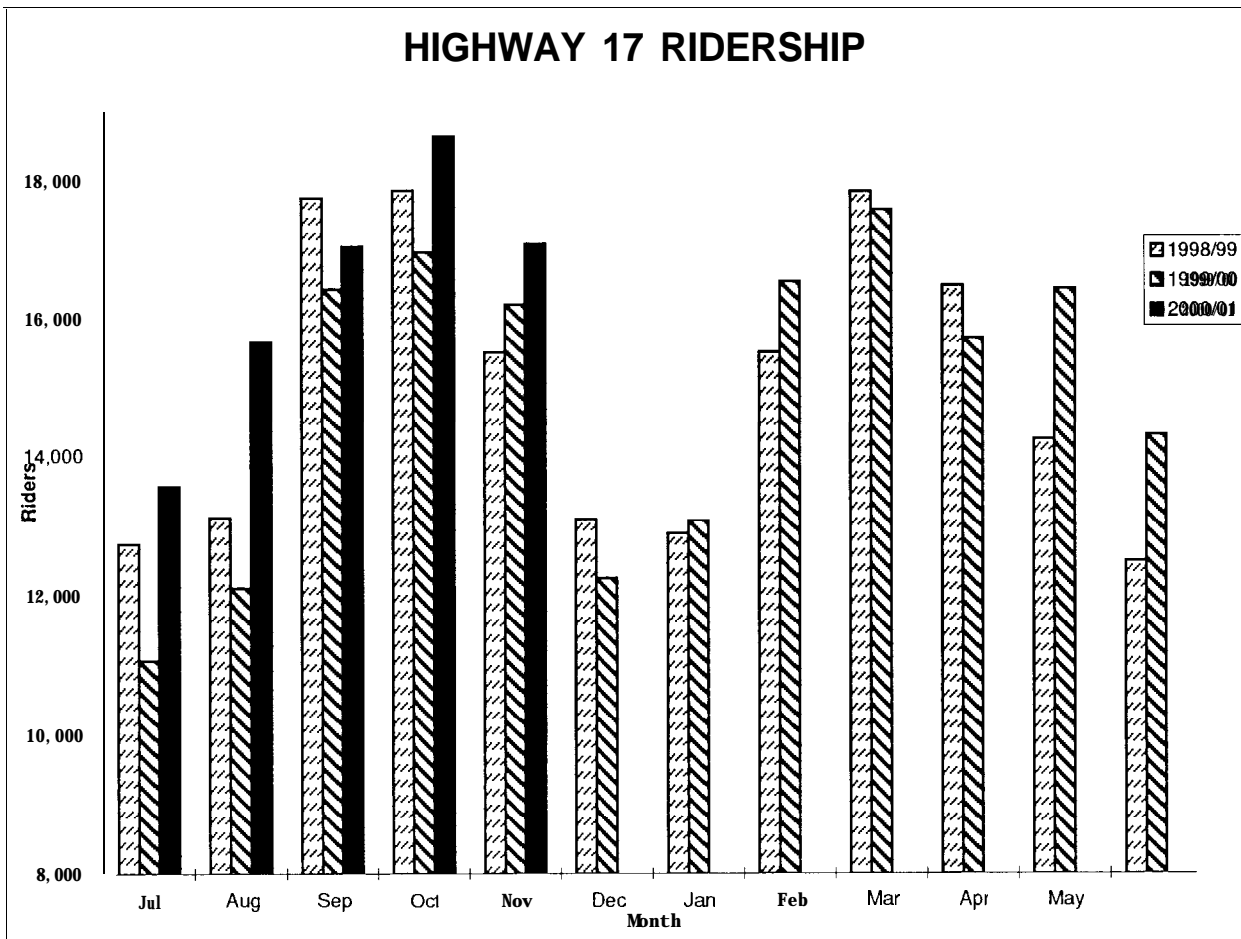
| Position | Authorized FY 98-99 | Authorized FY 99-00 | Authorized FY 00-01 |
|------------------------------------|------------------------|------------------------|------------------------|
| Manager of Operations | 1 | 1 | 1 |
| Base Superintendent | 1 | 1 | 1 |
| Transit Supervisor | 13 | 14 | 14 |
| Schedule Analyst | 1 | 1 | 1 |
| Supervisor of Revenue Collection | 1 | 1 | 1 |
| Safety & Training Coordinator | 1 | 1 | 1 |
| Admin Secretary/Supervisor | 1 | 1 | 1 |
| Administrative Clerk I | 1 | 1 | 1 |
| Payroll Specialist | 1 | 1 | 1 |
| Revenue Specialist | 0 | 1 | 1 |
| Bus Operator (total on payroll) | 156 | 174 | 180 |
| Total Full-Time Eauivalents | 177.00 | 197.00 | 203.00 |

FY 2000-01 REVISED BUDGET
Authorized Personnel
Fleet Maintenance - 4100

| Position | Authorized FY 98-99 | Authorized FY 99-00 | Authorized FY 00-01 |
|-------------------------------------|------------------------|------------------------|------------------------|
| Manager of Fleet Maintenance | 1 | 1 | 1 |
| Fleet Maint Supervisor | 2 | 2 | 2 |
| Lead Mechanic | 5 | 6 | 6 |
| Mechanic III | 4 | 4 | 4 |
| Mechanic I - II | 11 | 14 | 16 |
| Body Repair Mechanic | 1 | 1 | 1 |
| Upholsterer I - II | 1 | 1 | 1 |
| Supervisor of Parts & Materials | 1 | 1 | 1 |
| Lead Parts Clerk | 1 | 1 | 1 |
| Parts Clerk | 1 | 1 | 1 |
| Receiving Parts Clerk | 1 | 1 | 1 |
| Admin Secretary/Supervisor | 1 | 1 | 1 |
| Accounting Tech | 1 | 1 | 1 |
| Admin Clerk I | 1 | 1 | 1 |
| Buyer | 1 | 1 | 1 |
| Senior Accounting Tech | 1 | 1 | 1 |
| Vehicle Service Technician | 2 | 2 | 2 |
| Detailer | 2 | 2 | 2 |
| Vehicle Service Worker I - II | 8 | 12 | 12 |
| Total Full-Time Eaquivalents | 46.00 | 54.00 | 56.00 |

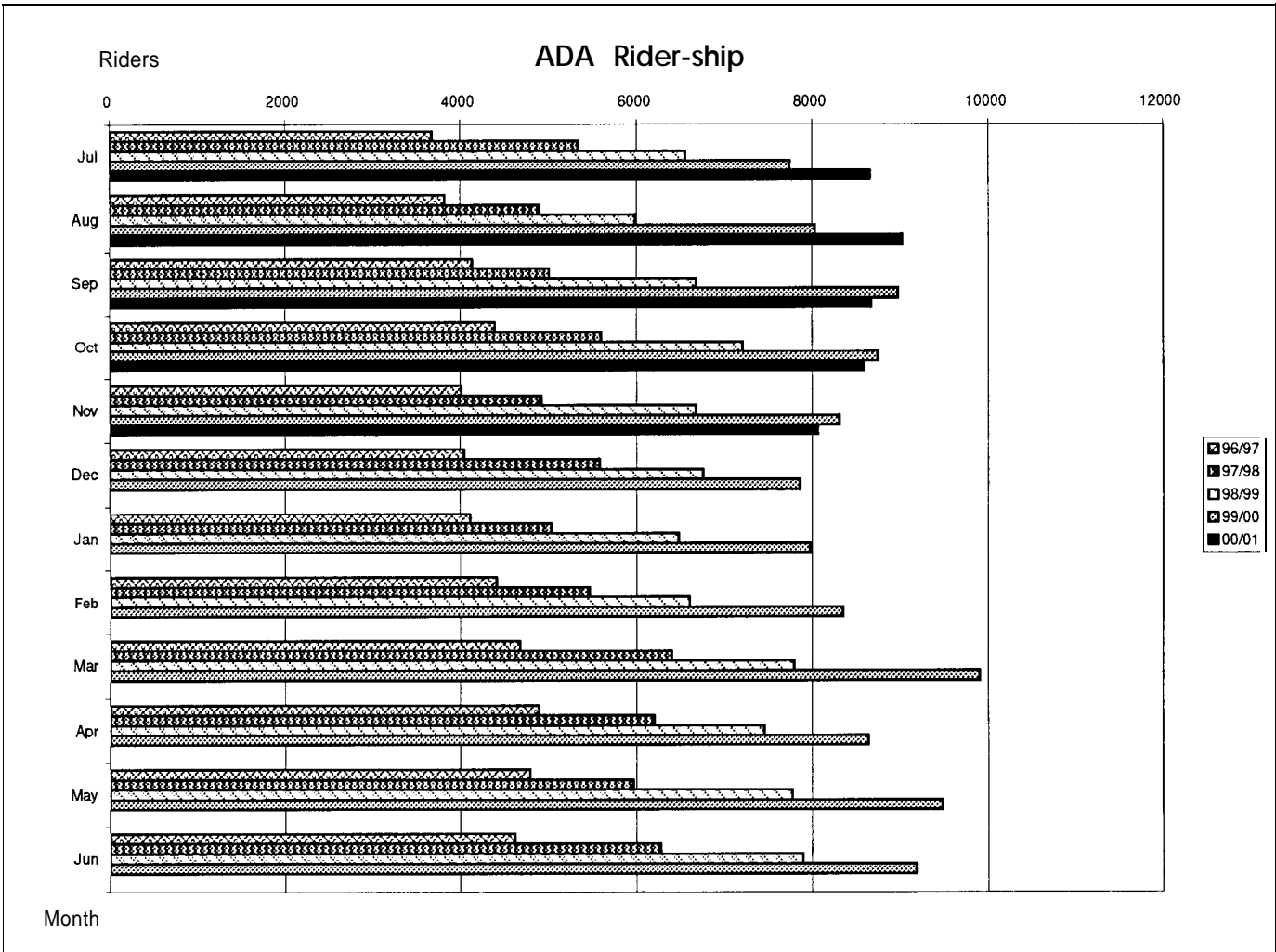
HIGHWAY 17 - NOVEMBER 2000

| | November | | | YTD | | |
|------------------------|------------|-----------|---------|------------|------------|---------|
| | 2000/01 | 1999/00 | % | 2000/01 | 1999/00 | % |
| FINANCIAL | | | | | | |
| Cost | \$ 109,690 | \$ 98,289 | 11.6% | \$ 528,505 | \$ 580,733 | (9.0%) |
| Farebox | \$ 41,848 | \$ 42,344 | (1.2%) | \$ 180,030 | \$ 173,206 | 3.9% |
| Operating Deficit | \$ 65,012 | \$ 52,481 | 23.9% | \$ 338,732 | \$ 396,497 | (14.6%) |
| Santa Clara Subsidy | \$ 32,506 | \$ 21,006 | 54.7% | \$ 169,366 | \$ 187,781 | (9.8%) |
| METRO Subsidy | \$ 32,506 | \$ 31,474 | 3.3% | \$ 169,366 | \$ 330,237 | (48.7%) |
| San Jose State Subsidy | \$ 2,830 | \$ 3,465 | (18.3%) | \$ 9,743 | \$ 11,030 | (11.7%) |
| STATISTICS | | | | | | |
| Passengers | 18,626 | 16,932 | 10.0% | 81,903 | 72,686 | 12.7% |
| Revenue Miles | 32,918 | 31,421 | 4.8% | 160,099 | 157,106 | 1.9% |
| Revenue Hours | 1,280 | 1,222 | 4.8% | 6,226 | 6,110 | 1.9% |
| PRODUCTIVITY | | | | | | |
| Cost/Passenger | \$ 5.89 | \$ 5.80 | 1.4% | \$ 6.45 | \$ 7.99 | (19.2%) |
| Revenue/Passenger | \$ 2.25 | \$ 2.50 | (10.2%) | \$ 2.20 | \$ 2.38 | (7.8%) |
| Subsidy/Passenger | \$ 3.64 | \$ 3.30 | 10.2% | \$ 4.25 | \$ 5.61 | (24.1%) |
| Passengers/Mile | 0.57 | 0.54 | 5.0% | 0.51 | 0.46 | 10.6% |
| Passengers/Hour | 14.55 | 13.86 | 5.0% | 13.15 | 11.90 | 10.6% |
| Recovery Ratio | 38.2% | 43.1% | (11.4%) | 34.1% | 29.8% | 14.2% |



**ADA Paratransit Program
Monthly Status Report**

| | This November | Last November | % Change | This YTD | Last YTD | % Change |
|---------------------|------------------|------------------|-------------|-------------|-------------|-------------|
| Cost | \$ 187,444 | \$ 178,789 | 4.8% | \$ 992,097 | \$ 902,539 | 9.9% |
| Revenue | \$16,114 | \$16,600 | -2.9% | \$85,878 | \$83,522 | 2.8% |
| Subsidy | \$171,330 | \$162,189 | 5.6% | \$906,219 | \$819,017 | 10.6% |
| Passengers | 8,057 | 8,300 | -2.9% | 42,939 | 41,761 | 2.8% |
| Cost/Ride | \$23.26 | \$21.54 | 8.8% | \$23.10 | \$ 21.61 | 7.6% |
| Subsidy/Ride | \$21.26 | \$19.54 | 8.8% | \$21.10 | \$19.61 | 7.6% |
| Operating Ratio | 8.6% | 9.3% | -7.4% | 8.7% | 9.3% | -6.5% |
| % Rides on Taxi | 70.5% | 70.2% | 0.5% | 69.9% | 71.7% | -2.6% |
| Program Registrants | 7,968 | 6,602 | 20.7% | 7,968 | 6,602 | 20.7% |
| Rides/Registrant | 1.0 | 1.3 | -19.6% | 5.4 | 6.3 | -14.8% |



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: UNIVERSITY OF CALIFORNIA – SANTA CRUZ SERVICE UPDATE

I. RECOMMENDED ACTION

This report is information only. No action is required.

II. SUMMARY OF ISSUES

- UCSC service started on September 18, 2000.
- There are several issues relating to the service that we provide to the university. They include; Construction projects, Bi-directional service, Bus stop capabilities, service that UCSC is providing, enrollment composition, and ridership.
- Billable trips increased by +248 (staff) and decreased by -10,625 (student) in the month of December 2000 compared to December 1999.
- This report is for discussion only. No action is required.

III. DISCUSSION

Full transit service to the University of California – Santa Cruz started on September 18, 2000. Classes started on September 21, 2000. Full service to the campus starts earlier than classes so students and staff can become familiar with the service. Several issues have arisen and are described below.

Construction projects

Currently, Mission Street and High Street are under construction. Mission Street is currently being widened causing traffic delays and High Street is restricted to one (1) lane between Storey and Laurent. The Mission street-widening project will be an issue for the next year or so and the Storey construction is scheduled to be completed by December 2000. These projects have caused major delays for vehicles traveling through the area, including buses. Buses have reported being stalled in traffic for up to 35 minutes during peak travel times. Transit Supervisors, in conjunction with SCPD and the construction crews, are working to move the buses through the area effectively.

Construction along the Mission Street corridor will be slowing during the rainy season. Construction crews will be working on miscellaneous projects until approximately April 01.

Bi-directional service

Meetings with UCSC occurred in mid 1999 investigating the possibility of bi-directional service. The meetings were attended by UCSC staff and a member of the disabled community. The end result was that UCSC was going to invest in upgrading the bus stops on campus to ADA standards. This is significant when you look at the number of buses and trips the District provides to UCSC. There are 181 trips scheduled through UCSC per day. We use 22 buses to accomplish those trips.

UCSC reports that they are in the design process. UCSC is planning to bid the project in Spring 2001 with construction in Summer 2001. Bi-directional stops should be available for Fall 2001.

Current Campus Bus Stop Capability

Many of the bus stops on campus only have the capability of holding one or two buses. If the bus stop is being occupied, with another bus or campus shuttle, cue lines form in the street. District safety policy prohibits the boarding / deboarding of passengers in the street.

No new developments in this area.

Enrollment

According to the Registrars office as of October 17, 2000 student enrollment has increased by 845 students (a 7% increase from last fall) to a total of 12,124.

Ridership

December 2000 ridership decreased by a total of -10,380 billable rides from December 1999. Year to date, billable rides trips are up by 1,642 for staff and 14,490 for students from 1999 to 2000.

December 2000

| | <i>December 1999</i> | <i>December 2000</i> | <i>Difference</i> |
|-----------------|----------------------|----------------------|-------------------|
| Student | 51,736 | 41,111 | -10,625 |
| Staff | 5,916 | 6,161 | +245 |
| Total Ridership | 57,652 | 47,272 | -10,380 |

Twenty (20) days of service were provided in December 2000.

IV. FINANCIAL CONSIDERATIONS

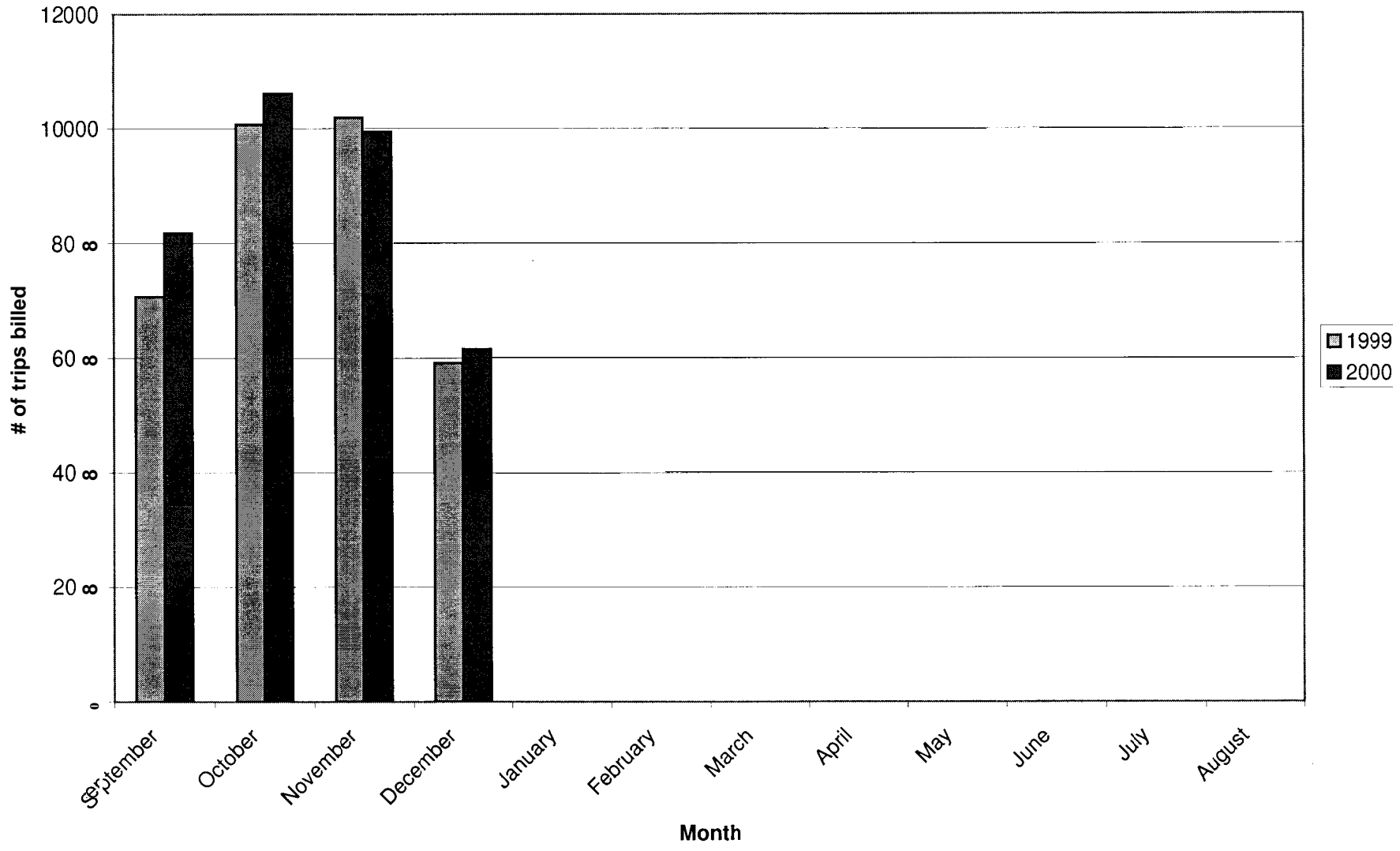
NONE

III. ATTACHMENTS

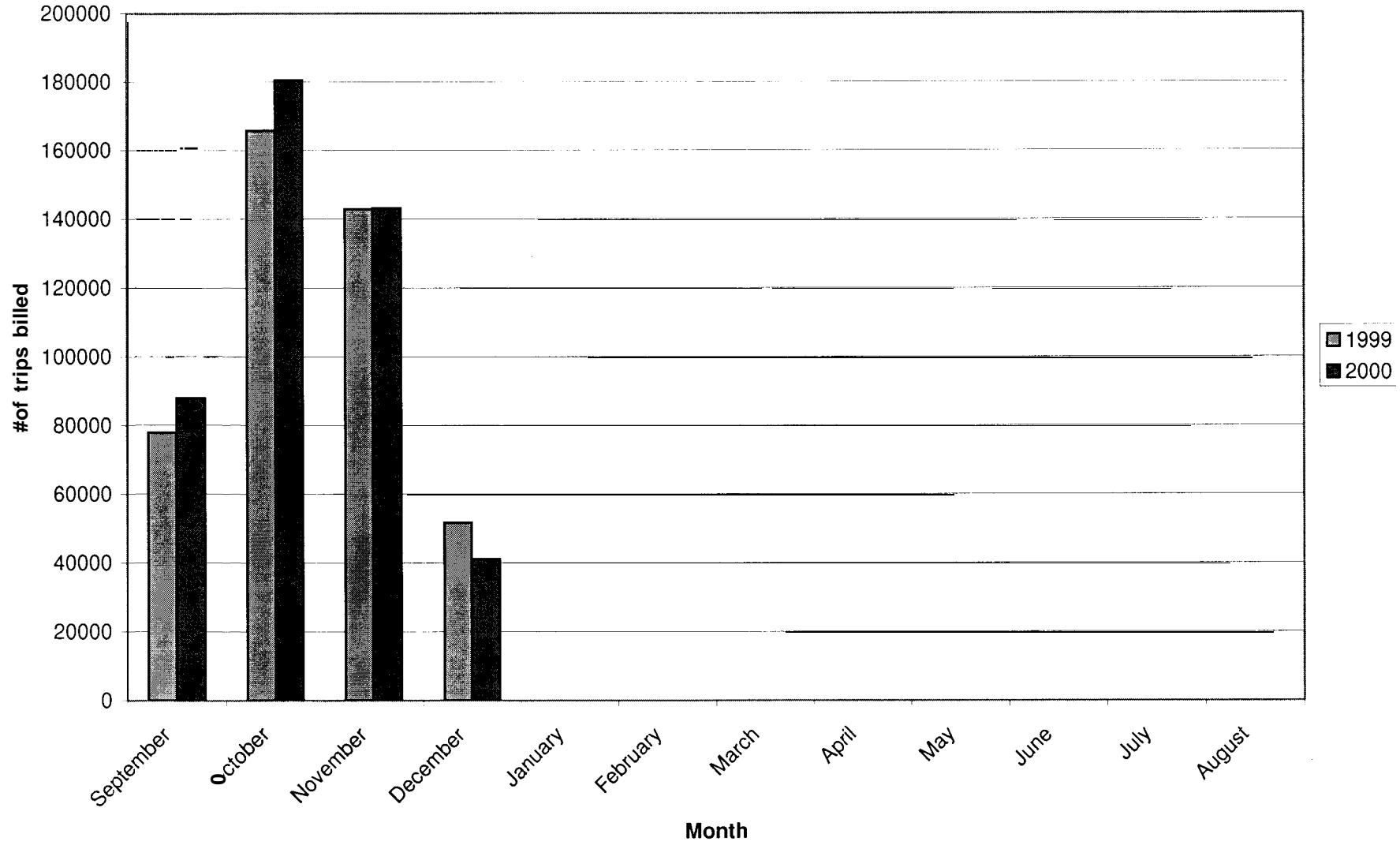
ATTACHMENT A: STAFF RIDERSHIP GRAPH

ATTACHMENT B: STUDENT RIDERSHIP GRAPH

UCSC Staff Ridership 1999 - 2000



UCSC Student Ridership 1999 - 2000



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001

TO: Board of Directors

FROM: Leslie White, General Manager

SUBJECT: CONSIDERATION OF ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2001, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS

I. RECOMMENDED ACTION

That the Board of Directors elect members of the Board to serve in the positions of Chair and Vice-Chair for the year 2001 and elect members to serve as representatives to the Transportation Commission and elect a member to chair the Metro Users Group.

II. SUMMARY OF ISSUES

- Article 6 of the Metro bylaws outlines that the Directors shall, in December, nominate members of the Board of Directors to serve as Chair and Vice-Chair.
Article 14.02 of the Metro bylaws indicates that the Board of Directors shall annually in January appoint three of its members to represent the Transit District on the Santa Cruz County Regional Transportation Commission.
- Article 3 of the bylaws of the Metro Users Group states that the Chair of the committee shall be a member of the Metro Board of Directors, appointed by the Board of Directors.
- On December 15, 2000, the Board of Directors nominated members to serve in the positions of Chair, Vice-Chair, Transportation Commission Representative, and MUG Chairperson (list of nominees attached to the staff report)
- In order to conform to the provisions of the Metro bylaws and the Metro Users Group, it is appropriate that the Board of Directors conduct elections to fill the positions of Chair, Vice-Chair, Transportation Commission Representative, and MUG Chair on January 19, 2001.

III. DISCUSSION

The current terms of officers of the Board of Directors are set to expire in January 2001. Additionally, it is necessary for the Board of Directors to elect representatives from the Board to sit as members of the Santa Cruz County Regional Transportation Commission. New members of the Regional Transportation Commission will be seated on February 1, 2001. Currently, the Metro bylaws provide that in addition to the three representatives to

the Regional Transportation Commission, the Board shall also select three alternates designated in priority. The bylaws further outline that “it is the policy of the Board of Directors of establishing as a priority for SCCRTC appointments, appointment of a Board member from an ‘off-rotation city’, taking into consideration other factors at the time of appointment.” In 2001, the City of Capitola will be the “off-rotation city.”

The bylaws of the Metro Users Group indicate that the Chair shall be a member of the Metro Board of Directors and shall be appointed by the Board of Directors.

The staff recommends that the Board of Directors conduct formal elections to fill the various offices and appointments identified in this staff report at the January 19, 2001 meeting.

IV. FINANCIAL CONSIDERATIONS

Funding support for the positions identified in this staff report are contained in the adopted operating budget for 2000/2001.

V. ATTACHMENTS

Attachment A: Board Nominations for 2001

BOARD NOMINATIONS FOR 2001

| Office | Nominees |
|-------------------|---|
| Board Chairperson | Sheryl Ainsworth Tim Fitzmaurice Mike Keogh |
| Board Vice-Chair | Jeff Almquist Tim Fitzmaurice Emily Reilly |
| SCCRTC | Dennis Norton Bruce Gabriel Mike Keogh Christopher Krohn Emily Reilly |
| SCCRTC-Alternates | Emily Reilly Michelle Hinkle Christopher Krohn Rafael Lopez |
| MUG Chairperson | Bruce Gabriel |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 8, 2001
TO: Board of Directors
FROM: Paul Chandley, Human Resources Manager
SUBJECT: PRESENTATION OF ANNIVERSARY AWARDS

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors recognize the anniversaries of those District employees named on the attached list and that the Chairperson present them with awards.

II. SUMMARY OF ISSUES

- None.

III. DISCUSSION

Many employees have provided dedicated and valuable years to the Santa Cruz Metropolitan Transit District. In order to recognize these employees, anniversary awards are presented at five-year increments beginning with the tenth year. In an effort to accommodate those employees that are to be recognized, a limited number will be invited to attend Board meetings from time to time to receive their awards.

IV. FINANCIAL CONSIDERATIONS

None.

V. ATTACHMENTS

Attachment A: Employee Recognition List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

EMPLOYEE RECOGNITION

TEN YEAR

None

FIFTEEN YEARS

Walter Davila - Custodial Service Worker I

Ian McFadden - Bus Operator

Peter Milburn - Bus Operator

Eduardo Silva - Bus Operator

Serena Tover - Bus Operator

TWENTY YEARS

Roland Owens - Vehicle Service Technician

TWENTY-FIVE YEARS

None

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF INCREASING THE TORT LIABILITY SETTLEMENT AUTHORITY OF THE GENERAL MANAGER OR HIS/HER DESIGNEE AND DISTRICT COUNSEL TO \$10,000.

I. RECOMMENDED ACTION

Approve the attached Resolution, which allows the general manager or his/her designee and District Counsel to authorize tort liability settlements up to \$10,000.

II. SUMMARY OF ISSUES

- Currently the tort liability settlement authority for the District Counsel with the approval of the general manager or his/her designee is \$2500.
- Given the high cost of vehicle repairs and medical treatment it is appropriate to increase the settlement authority.
- The Board of Directors will still be able to review potential claims, claims and litigation during District Counsel's personnel evaluation and when a claim is placed on the consent agenda for Board action.

III. DISCUSSION

In 1989, the Board of Directors authorized District Counsel with the approval of the general manager or his/her designee to settle tort liability claims or legal actions up to a maximum amount of \$2500. Any settlement over that amount had to receive specific Board of Director approval. At this time District staff is requesting that settlement authority be increased to \$10,000 for tort liability potential claims, claims and/or legal actions.

Most of the potential claims, claims and litigation against the Transit District involve motor vehicle accidents. Therefore, it is appropriate to increase the amount of settlement authority. The cost of car repairs has increased over the years to the point that minor vehicle damage can range from \$1000-\$1500. An ambulance ride can cost over \$800.

An additional consideration is that the Board of Directors only meets twice a month. Oftentimes, if cases can be settled promptly the Transit District can obtain a more favorable settlement.

Generally, at the end of the year, during District Counsel's personnel evaluation the Board of Directors has the opportunity to review all the potential claims, claims and litigation that have occurred over the previous year. The Board of Directors would also still review claims that are filed against the Transit District and that are placed on the consent agenda for Board of Director action.

IV. FINANCIAL CONSIDERATIONS

None

V. ATTACHMENTS

Attachment A: Resolution No. 89-12-1

Attachment B: Resolution Authorizing the Secretary/General Manager and District Counsel to Compromise and/or Settle Potential Claims, Claims or Legal Actions

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER
AND DISTRICT COUNSEL TO COMPROMISE AND/OR SETTLE
POTENTIAL CLAIMS, CLAIMS OR LEGAL ACTIONS**

WHEREAS, no suit for money or damages may be brought against the Santa Cruz Metropolitan Transit District, unless a written claim has been timely presented to the Transit District and rejected in whole or in part;

WHEREAS, the Santa Cruz Metropolitan Transit District has an obligation to vigorously defend its interest by thoroughly investigating all claims and lawsuits filed against it;

WHEREAS, the Santa Cruz Metropolitan Transit District is charged with the responsibility to bring about satisfactory resolution to all potential claims, claims and lawsuits filed against it;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the District Counsel of the Santa Cruz Metropolitan Transit District is authorized to compromise or settle any tort liability potential claim, claim or legal action that is filed against the Santa Cruz Metropolitan Transit District, its officers or employees, provided the amount to be paid pursuant to such allowance, compromise or settlement does not exceed Ten Thousand Dollars (\$10,000.00); and the allowance compromise or settlement is approved by the Secretary/General Manager or his/her designee. If the amount to be paid exceeds Ten Thousand Dollars (\$10,000.00), the allowance, compromise or settlement must be approved by the Board of Directors.

BE IT FURTHER RESOLVED AND ORDERED, in all potential claims, claims or legal actions that are allowed, compromised or settled, the District's Manager of Finance will be responsible, upon written order of District Counsel and the Secretary/General Manager and in accordance with the terms of such allowance, compromise or settlement, to cause the necessary warrant to be issued upon the treasury of the Santa Cruz Metropolitan Transit District in any amount for which such tort liability potential claim, claim or legal action has been allowed, compromised or settled pursuant to this Resolution.

BE IT FURTHER RESOLVED AND ORDERED, through approval of this Resolution the Board of Directors hereby nullifies Resolution No. 89-12-1.

Resolution No. _____
Page 2

PASSED AND ADOPTED this 12th day of January, 2001, by the following vote:

AYES: Directors –

NOES: Directors –

ABSTAIN: Directors –

ABSENT: Directors –

APPROVED _____
Chair of the Board of Directors

ATTEST _____
Secretary/General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001

TO: Board of Directors

FROM: Leslie White, General Manager

SUBJECT: RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER AND DISTRICT COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

I. RECOMMENDED ACTION

Staff recommends that the Board of Directors adopt the attached resolution authorizing the Secretary General Manager and District Counsel to allow, compromise, and or settle any workers' compensation claim or case filed against the District.

II. SUMMARY OF ISSUES

- The District maintains a self-insured workers' compensation program which is budgeted at \$1,391,821 in the current fiscal year.
- The Manager of Human Resources directs the program through a third-party administrator selected by the Board of Directors.
- From an internal control perspective, staff is proposing several changes in administration of the program so that total authority for the program is not vested in any one individual.
- The attached resolution provides for review and approval of all workers' compensation claims by District Counsel and the General Manager or his/her designee, with approval by the Board of Directors of any settlement in excess of \$25,000.

III. DISCUSSION

The District has maintained a self-insured workers' compensation program for many years. Due to the nature of the District's operation and the number of claims filed by employees, it is financially more beneficial for the District to self-insure.

In the past, District Counsel has not been involved in workers' compensation litigation. In order to provide more direct legal oversight to the program, it is proposed that when the third-party administrator employs a legal team and develops legal strategies, that they work in consultation with District Counsel and that District Counsel recommend settlements to the General Manager.

It is also proposed that the District Counsel and the General Manager or his/her designee review and approve all claims filed. The Human Resources Manager will generate a report to the General Manager and District Counsel at the time each claim is filed, outlining the specific details and recommending the amount of reserves to be established for the claim.

Any claim that is recommended to be settled in excess of \$25,000 will be brought to the Board of Directors for approval in accordance with the attached resolution.

IV. FINANCIAL CONSIDERATIONS

There is no budgetary impact from this action.

V. ATTACHMENTS

Attachment A: Resolution Authorizing the Secretary/General Manager and District Counsel to Allow, Compromise, and/or Settle Any Workers' Compensation Claim or Case Filed Against the District.

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER AND
DISTRICT COUNSEL TO ALLOW, COMPROMISE, AND/OR SETTLE ANY
WORKERS' COMPENSATION CLAIM OR CASE FILED AGAINST
THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

WHEREAS; the Santa Cruz Metropolitan Transit District maintains a self-insured workers' compensation program in accordance with California State law; and

WHEREAS, all District employees making a claim for workers' compensation benefits under the provisions of Division 4 (commencing with Section 3200) of the Labor Code shall file such claims with the District's Human Resources Manager, or the Workers' Compensation Appeals Board pursuant to Division 4, Chapter 3 of the Labor Code and Title 8, Administrative Code, Section 10400; and

WHEREAS, the Santa Cruz Metropolitan Transit District is charged with the responsibility to bring about satisfactory resolution to all claims filed against it;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the District Counsel of the Santa Cruz Metropolitan Transit District is authorized to allow, compromise or settle any workers' compensation claim or case that is filed against the Santa Cruz Metropolitan Transit District, provided the amount to be paid pursuant to such allowance, compromise or settlement does not exceed Twenty Five Thousand Dollars (\$25,000.00); and the allowance, compromise or settlement is approved by the Secretary/General Manager or his/her designee; and further provided that the claim or action is for benefits as defined under the workers' compensation laws of the State; that the claim or action is not subject to the terms of an insurance policy wherein the insurer is granted the authority to allow, deny, compromise or settle claims or actions within the scope of such policy; and that any such compromise or settlement is approved by the Workers' Compensation Appeals Board. If the amount to be paid exceeds Twenty Five Thousand Dollars (\$25,000.00), the allowance, compromise or settlement must be approved by the Board of Directors.

BE IT FURTHER RESOLVED AND ORDERED, in all workers' compensation claims or actions that are allowed, compromised or settled, District Counsel shall provide a written order to either the District's third-party claims administrator, or to the District's Manager of Finance, to cause the necessary check to be issued in accordance with the terms of such allowance, compromise or settlement, in an amount for which any workers' compensation claim or action has been allowed, compromised or settled and approved by the Workers' Compensation Appeals Board.

PASSED AND ADOPTED this 19th day of January 2001, by the following vote:

AYES: Directors -

NOES: Directors -

ABSTAIN: Directors -

ABSENT: Directors -

APPROVED _____
Chairperson

ATTEST _____
LESLIE R. WHITE
General Manager

APPROVED AS TO FORM:

MARGARET GALLAGHER
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR FURNISHING TWO STAFF VEHICLES

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with S & C Ford for purchase of two staff vehicles.

II. SUMMARY OF ISSUES

- The District has budgeted for the purchase of two staff vehicles.
- The Purchasing Office sent out an Invitation for Bid 00-10, and received responses from five firms to provide two staff vehicles.
- It is requested that the Board of Directors approve this contract and authorize the General Manager to execute the necessary contract to procure these vehicles.

III. DISCUSSION

Transit Supervisors work a ten-hour shift and spend a considerable portion of that time in a staff car. The staff car is essential to performing their job responsibilities and becomes their traveling office. The current Transit Supervisor cars have attained very high mileage and have been problematic, especially in terms of driver comfort and storage space. Transit Supervisors formed a committee that surveyed other transit properties. Working in cooperation with Fleet Maintenance, a set of specifications was developed that indicated a sport-utility type vehicle would be a better work platform than a regular sedan.

On November 9, 2000, an Invitation for Bid, 00-10, was released for the purchase of two staff vehicles. Bids were mailed out to several vendors and legally advertised.

On December 15, 2000, bids were received and opened from five responsive bidders. They are Lasher Auto Center, S & C Ford, Falore Chrysler Plymouth Jeep Eagle, Santa Cruz Dodge and Senator Ford. A summary of the bids received is enclosed as Attachment A. District Staff recommends that the Board of Directors approve a contract with S & C Ford to purchase two staff vehicles for a total amount of \$ 55,806.00.

IV. FINANCIAL CONSIDERATIONS

The total cost of both vehicles requested is \$ 55,806.00. Funds were budgeted for this purchase under Non-Revenue Vehicle Replacement, budget department #410001, budget account #514070.

V. ATTACHMENTS

Attachment A: Summary of bids received for IFB 00-10

ATTACHMENT A

Summary of bids for IFB 00-10, Two Staff Vehicles

| Bidder | Vehicle Offered | Total Bid |
|--|------------------------|------------------|
| Lasher Auto Center Woodland, CA | 2001 Jeep Cherokee | \$46,861.20 |
| Unit offered was rejected for not meeting specifications | | |
| Falore Chrysler Plymouth Jeep Eagle Sunnyvale, CA | 2001 Jeep Cherokee | \$54,929.60 |
| Unit offered was rejected for not meeting specifications | | |
| S & C Ford San Francisco, CA | 2002 Ford Explorer XLT | \$55,806.00 |
| Santa Cruz Dodge Santa Cruz, CA | 2000 Dodge Durango | \$58,537.84 |
| Senator Ford Sacramento, CA | 2001 Ford Explorer | \$62,395.20 |

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
**SUBJECT: CONSIDERATION OF AWARD OF CONTRACT FOR PRINTING OF
*HEADWAYS***

I. RECOMMENDED ACTION

District staff is recommending that the Board of Directors authorize the General Manager to enter into a contract with Southwest Offset Printing Company, Inc. for the printing of *Headways*.

II. SUMMARY OF ISSUES

- The contract with Pizazz Printing has been terminated as Pizazz Printing has closed its doors and declared bankruptcy.
- The Purchasing Office sent out an Invitation for Bid 00-12, and received responses from four firms for the printing of *Headways*.
- It is requested that the Board of Directors approve this contract and authorize the General Manager to execute the necessary contract to print *Headways*.

III. DISCUSSION

Headways is the quarterly schedule book published by METRO to provide passengers and members of the public with current route and timetable information. METRO's contract with Pizazz Printing has been terminated as the company has closed its doors and declared bankruptcy.

On December 8, 2000, an Invitation for Bid, IFB 00-12, for the printing of four quarterly issues of *Headways* was mailed out to several vendors and legally advertised. The bid identified several base options for paper (recycled newsprint or 50# offset), color (one or two colors), and quantities (current 33,000 or additional 5,000copies) as well as the number of pages (additional four and eight pages) over what is currently being printed (80 pages).

On January 4, 2001, bids were received and opened from four responsive bidders. They are Southwest Offset Printing Company, Inc. of Gardena, Sonoma Valley Publishing of Sonoma, Paradise Post Printing of Paradise, and Folger Graphics of Hayward. A summary of the bids received is enclosed as Attachment A. Southwest Offset Printing Company, Inc. submitted the lowest responsive bid for four issues.

District Staff recommends that the Board of Directors approve a contract with Southwest Offset Printing Company, Inc. for the printing of *Headways*.

IV. FINANCIAL CONSIDERATIONS

Costs for printing *Headways* for four issues range from \$22,400 to \$41,140 depending on the paper and color selections. These costs are included as part of the Planning and Marketing budget.

V. ATTACHMENTS

Attachment A: Summary of bids received for IFB 00-12

| Attachment A - Recap of IFB 00-12 Printing of Headways | | | | | | |
|---|---|-------------------------|--|--|--|---|
| Item NO. | Item Description | Quantity | SW Offset Printing Price per Production Run | Sonoma Valley Publishing Price per Production Run | Paradise Post Printing Price per Production Run | Folger Graphics Price per Production Run |
| 1 | Run of 33,000, quote price for recycled newsprint and one-color soy-based ink with grey-screen, 80 pages | Up to 4 production runs | \$ 5,600.00 | \$ 5,746.00 | \$ 6,790.00 | \$ 8,982.00 |
| 2 | Run of 33,000, quote price for 50# offset paper and one-color soy-based ink with grey-screen, 80 pages - OPTION 1 | Up to 4 production runs | \$ 9,482.00 | \$ 13,364.00 | \$ 12,891.00 | \$ 17,196.00 |
| 3 | Run of 33,000, quote price for recycled newsprint and two-color soy-based ink with grey-screen, 80 pages - OPTION 2 | Up to 4 production runs | \$ 6,664.00 | \$ 5,862.00 | \$ 7,950.00 | \$ 13,259.00 |
| 4 | Run of 33,000, quote price for 50# offset paper and two-color soy-based ink with grey screen, 80 pages - OPTION 3 | Up to 4 production runs | \$ 10,285.00 | \$ 13,480.00 | \$ 14,051.00 | \$ 20,019.00 |
| 5 | Cost for an additional 4 pages | 1 | \$ 200.00 | \$ 199.00 | \$ 415.00 | \$ 11,034.00 |
| 6 | Cost for an additional 8 pages | 1 | \$ 400.00 | \$ 385.00 | \$ 543.00 | \$ 10,152.00 |
| 7 | Cost for an additional 4 pages - OPTION 1 | 1 | \$ 406.00 | \$ 575.00 | \$ 788.00 | \$ 18,317.00 |
| 8 | Cost for an additional 8 pages - OPTION 1 | 1 | \$ 812.00 | \$ 1,149.00 | \$ 1,031.00 | \$ 18,132.00 |
| 9 | Cost for an additional 4 pages - OPTION 2 | 1 | \$ 208.00 | \$ 199.00 | \$ 486.00 | \$ 15,054.00 |
| 10 | Cost for an additional 8 pages - OPTION 2 | 1 | \$ 416.00 | \$ 385.00 | \$ 620.00 | \$ 14,748.00 |
| 11 | Cost for an additional 4 pages - OPTION 3 | 1 | \$ 414.00 | \$ 575.00 | \$ 859.00 | \$ 22,058.00 |
| 12 | Cost for an additional 8 pages - OPTION 3 | 1 | \$ 820.00 | \$ 1,149.00 | \$ 1,096.00 | \$ 22,381.00 |
| 13 | Cost for an Additional 5,000 Copies - | 1 | \$ 650.00 | \$ 675.00 | \$ 715.00 | \$ 10,342.00 |
| 14 | Cost for an Additional 5,000 Copies - OPTION 1 | 1 | \$ 1,120.00 | \$ 1,830.00 | \$ 1,556.00 | \$ 19,801.00 |
| 15 | Cost for an Additional 5,000 Copies - OPTION 2 | 1 | \$ 670.00 | \$ 675.00 | \$ 815.00 | \$ 15,267.00 |
| 16 | Cost for an Additional 5,000 Copies - OPTION 3 | 1 | \$ 1,160.00 | \$ 1,830.00 | \$ 1,666.00 | \$ 23,973.00 |

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

Resolution No. _____

On the Motion of Director: _____

Duly Seconded by Director: _____

The Following Resolution is Adopted:

**RESOLUTION AUTHORIZING THE SECRETARY/GENERAL MANAGER
AND DISTRICT COUNSEL TO COMPROMISE AND/OR SETTLE
POTENTIAL CLAIMS, CLAIMS OR LEGAL ACTIONS**

WHEREAS, no suit for money or damages may be brought against the Santa Cruz Metropolitan Transit District, unless a written claim has been timely presented to the Transit District and rejected in whole or in part;

WHEREAS, the Santa Cruz Metropolitan Transit District has an obligation to vigorously defend its interest by thoroughly investigating all claims and lawsuits filed against it;

WHEREAS, the Santa Cruz Metropolitan Transit District is charged with the responsibility to bring about satisfactory resolution to all potential claims, claims and lawsuits filed against it;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the District Counsel of the Santa Cruz Metropolitan Transit District is authorized to compromise or settle any tort liability potential claim, claim or legal action that is filed against the Santa Cruz Metropolitan Transit District, its officers or employees, provided the amount to be paid pursuant to such allowance, compromise or settlement does not exceed Ten Thousand Dollars (\$10,000.00); and the allowance compromise or settlement is approved by the Secretary/General Manager or his/her designee. If the amount to be paid exceeds Ten Thousand Dollars (\$10,000.00), the allowance, compromise or settlement must be approved by the Board of Directors.

BE IT FURTHER RESOLVED AND ORDERED, in all potential claims, claims or legal actions that are allowed, compromised or settled, the District's Manager of Finance will be responsible, upon written order of District Counsel and the Secretary/General Manager and in accordance with the terms of such allowance, compromise or settlement, to cause the necessary warrant to be issued upon the treasury of the Santa Cruz Metropolitan Transit District in any amount for which such tort liability potential claim, claim or legal action has been allowed, compromised or settled pursuant to this Resolution.

BE IT FURTHER RESOLVED AND ORDERED, through approval of this Resolution the Board of Directors hereby nullifies Resolution No. 89-12-1.

Resolution No. _____
Page 2

PASSED AND ADOPTED this 12th day of January, 2001, by the following vote:

AYES: Directors –

NOES: Directors –

ABSTAIN: Directors –

ABSENT: Directors –

APPROVED _____
Chair of the Board of Directors

ATTEST _____
Secretary/General Manager

APPROVED AS TO FORM:

Margaret Gallagher
District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Tom Stickel, Manager of Fleet Maintenance
SUBJECT: CONSIDER AMENDING HAZARDOUS WASTE DISPOSAL CONTRACT WITH EVERGREEN ENVIRONMENTAL SERVICES

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The District has a contract (#98-27) with Evergreen Environmental for hazardous waste disposal.
- At the option of the District, this contract may be renewed for four (4) additional one-year terms under the same terms and conditions.
- Environmental Evergreen has indicated that they are interested in extending the contract to January 31, 2002.

III. DISCUSSION

The District currently has a contract (#98-27) with Evergreen Environmental for hazardous waste disposal. Under the contract the District has the option to renew the contract under the same terms and conditions. Evergreen Environmental has indicated that they are interested in extending the contract for one additional year. The District has been very successful in increasing its hazardous waste recycling capabilities utilizing Evergreen Environmental's services.

IV. FINANCIAL CONSIDERATIONS

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

V. ATTACHMENTS

Attachment A: Letter from Evergreen Environmental



Evergreen Environmental Services
dedicated to the protection of the environment

ATTACHMENT A

December 27, 2000

Santa Cruz Metropolitan Transit District
Attn: Lloyd Longnecke
120 Du Bois Street
Santa Cruz, CA 95060

Dear Lloyd,

Per your letter dated December 18, 2000, to Evergreen Holdings, Inc. explaining your second amendment to (District Contract #98-27) Hazardous Waste Disposal Services. We would like to extend the contract for a one-year period beginning February 1, 2001 and ending January 31, 2002 continuing with the same terms and conditions.

We appreciate the opportunity to service Santa Cruz Metropolitan Transit District. If any additional information is needed please feel free to contact me at (5 10) 795-4400 ext. 155.

Thank you, , ,


Brian Higgins
General Manager

CC: Vickie Magnusson

Headquarters
2355 Main Street Suite 230
Irvine, CA 92614
Tel: (949) 757-7770 Fax: (949) 474-9149
Customer Service: (800) 972-5284

Operations - North
6880 Smith Avenue
Newark, CA 94560-4224
Tel: (5 10) 795-4400
Fax: (5 10) 796-2559

Website: www.evergreenoil.com



SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Bryant J. Baehr, Manager of Operations
SUBJECT: REPORT ON PASSENGER AMENITIES FOR HIGHWAY 17 BUSES

I. RECOMMENDED ACTION

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

II. SUMMARY OF ISSUES

- The District is in the position to procure ten (10) new buses for Highway 17 service.
- There has been interest in the amenities that will be procured with the bus specifically laptop receptacles, padded armrests, restrooms, seatback trays and cup holders.
- Several Transit Systems were contacted concerning the commuter service they provide and if they had restrooms on board the bus.
- The engine / transmission package specified will need to be able to perform on Highway 17.
- Costs for the laptop receptacles, padded armrests, footrests, seatback trays and cup holders are available for approximately \$5,000 - \$15,000 per bus. Restroom costs range from \$15,000 to \$25,000 per bus to acquire and \$57,000 to \$116,900 per year to operate.

III. DISCUSSION

The District is in the position to procure ten (10) new buses for the Highway 17 service. Nine buses will be used to replace existing buses currently in service and one (1) will be used for service expansion. Highway 17 service is a specialized type of service attracting customers that commute from Santa Cruz to San Jose.

There has been interest in the types of buses that the District will procure for the Highway 17 service. Listed below are some of the items that are considered when procuring a bus for service type of service.

Engine / Transmission performance

Highway 17 presents some unique operating challenges for a bus. The engine / transmission package designed will need to produce enough power to accommodate steep grades and heavy

traffic conditions. Fleet Maintenance has been reviewing various engine / transmission combinations and has evaluated two (2) different styles of buses on Highway 17.

Amenities

Seatback trays, Padded Armrests, Footrests, Cup Holders and Laptop plugs can be specified when the bus is ordered. This equipment is available on the market for a cost. The Maintenance Department is investigating the additional cost for these items but it is estimated to range from \$5,000 - \$15,000 per bus.

Restrooms

The scheduled travel time for a Highway 17 trip is currently 1 hour and 20 minutes. Under heavy traffic conditions, the travel time may extend to 1 hour and 40 minutes. A question has been raised regarding the advisability of procuring buses with restrooms due to the travel time. Transit systems identified in a recent APTA survey stating that they use buses with restrooms were contacted with the following results:

| <i>Property</i> | <i># of Buses with Restrooms</i> | <i>Charging station on site</i> |
|---------------------------|----------------------------------|---------------------------------|
| Santa Monica | 3 – Charters Only | Yes – Public Works Yard |
| Antelope Valley Transit | 19 – Commuter | Yes |
| University of Connecticut | 2 – Charter Only | Yes – Public Works Yard |
| New Jersey Transit | 20 – Commuter | Yes |
| Long Beach Transit | No | N/A |
| SunLine Transit | 5 – Commuter | Yes |
| Houston Metro | No | N/A |
| Dallas Area Rapid Transit | No | N/A |

Issues that were raised when talking with the above listed transit systems include:

- Charging station. This includes discharging waste material
- Ensuring that the restrooms are kept to a high cleanliness standard
- Ensuring that the ventilation system is properly installed and in working order
- Loss of seating due to the restroom
- Wheelchair accessibility
- Availability in the marketplace for transit buses
- One system, New Jersey Transit was looking to remove the restrooms from route service and confine them to charter service due to operational problems

Charging Station. The District could build a charging station on site. Permits are required but, from the information available, it is not considered hazardous material. However, finding space to locate a charging station on-site would be an issue to overcome. If the District did not build a charging station on site one would have to be found locally. Guaranty RV Sales and Service in Scotts Valley had a charging station until it was shut down.

Cleanliness standard. Buses with restrooms require a complete cleaning and a restroom charging every day in which the bus is used. Additional Vehicle Service Worker staff would be necessary to ensure that the restrooms are cleaned to high standard.

Ventilation system. Pre-delivery inspections will ensure that the ventilation system is properly installed and in good working order. Additional time during normal service periods would be required to check and maintain the ventilation system.

Loss of seating. Motor Coach Industries (MCI) reports that there is a loss of anywhere from two (2) to four (4) passenger seats to accommodate the restroom.

Wheelchair Accessibility. Motor Coach Industries reports that the restrooms available are wheelchair accessible, however the wheelchair user must enter the bus using a rear door lift. This would be a change in operating procedures for the fleet. The District has not ever purchased rear door lift equipped buses.

Availability – Restrooms are only available on “over-the-road” or intercity type buses like those manufactured by MCI. One difficulty with purchasing this type of bus is that the cost of CNG in this model bus is prohibitive. The District was offered an opportunity to purchase MCI buses under an existing New Jersey Transit contract in October of this year. The cost differential was over \$125,000 per bus without restrooms. Commuter style buses, similar to the demo bus from Golden Gate Transit, do not offer a restroom option. All of the other amenities are possible.

IV. FINANCIAL CONSIDERATIONS

The cost to include laptop plugs, seatback trays, padded armrests and cup holders would add approximately \$5,000 - \$15,000 per bus in additional costs.

The cost for the restroom is harder to define. Installation of the restroom could be approximately \$15,000 to \$25,000 per bus that includes modifications required for the rear door lift. A charging station located on property could cost approximately \$10,000 with a monthly maintenance fee of approximately \$500.00 that includes chemicals for the restroom. If the District should decide not to build a charging station on site, travel to an off-site charging station and the charging station fee's could exceed \$50,200 for labor and \$25,100 for the charging station fee. That is assuming that it takes approximately one (1) hour of travel / charging time at \$20 per hour and a fee of \$10 per bus for ten (10) buses per day for 251 service days. Additional Vehicle Service Worker Staff will be necessary to ensure that the restrooms are cleaned to a high standard that may cost approximately \$41,600.

Summary of Costs:

- Approximate Bus Procurement cost \$15,000 to \$25,000 per bus

- Approximate cost charging station on-site with associated labor / maintenance \$51,600 1st per year. Second year approximate costs are \$41,600.
- Approximate cost charging station off-site with associated labor / maintenance cost \$116,900 per year.

V. ATTACHMENTS

Attachment A: NONE

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Kim Chin, Planning and Marketing Manager
SUBJECT: **Presentation and Consideration of Task 14 of the Comprehensive and Operational Financial Audit (COFA) of the ADA Paratransit Contract**

I. RECOMMENDED ACTION

That the Board of Directors receive and approve the Paratransit Comprehensive Operational and Financial Audit, and to seek Board approval of the report.

II. SUMMARY OF ISSUES

- The Board of Directors approved the selection of MultiSystems to complete the Comprehensive Operational and Financial Audit (COFA) of paratransit services comprising 14 Tasks on June 16, 2000. (Task outline attached)
- MultiSystems previously presented Tasks 1 - 13 at a community workshop and Board meeting on November 17, 2000 to gain public input and comments from the Board.
- The consultant has completed the remaining work element, Task 14 "Recommendations and Best Practices", which includes estimates on costs; ridership and demand, as well as service allocation model options and "Best Practices".
- MultiSystems will present the results of the COFA and respond to any questions or comments from the Board and members of the public.

III. DISCUSSION

METRO has utilized a comprehensive community outreach process to ensure a high degree of public participation in this project. Over 70 different agencies, organizations and individuals were contacted to invite their comments and suggestions on developing tasks contained in the scope of work for the Requests for Proposals. This was to provide important opportunities for the inclusion of areas in the audit that the community was interested in having reviewed. Subsequently, a nine-member selection committee comprising representatives from the Metro Accessible Services Transit Forum (MASTF), the Metro Users Group (MUG), the Central Coast Center for Independent Living, the Senior's Council, the Elderly and Disabled Technical Advisory Committee (E&D TAC), the METRO Board and METRO staff interviewed and selected MultiSystems to complete the project.

MultiSystems has provided periodic updates to the user groups and to the Board on its progress. Most recently, MultiSystems reviewed the draft of Tasks 1 - 13 with the board and the public at a workshop meeting on Friday, November 17, 2000. At this meeting, the Board and the public provided suggestions that have been incorporated into the respective tasks.

MultiSystems has now completed the remaining work element, Task 14 "Recommendations and Best Practices". This task includes the following:

- Review and assess existing services to make recommendations for: cost effectiveness, service quality, service delivery, compliance with ADA mandates, and service responsiveness.
- Review and prepare ridership demand estimates, fare and service cost projections for paratransit services for FY 2000 –FY 2005.
- Review “Best Practices” in paratransit and comment on applicability of various service delivery models including but not limited to: directly operated, brokerage, broker-operator, broker-operator-subcontracted.
- Review and make recommendations for cost allocation strategies – cost per trip, cost per hour.
- Assess and review current technology to recommend applicability to paratransit services in Santa Cruz County.
- Develop draft and final comprehensive operational and financial audit report with appropriate community input.
- Develop draft and final comprehensive operational and financial audit report recommendations for staff and board review and approval.

MultiSystems will present the findings of the audit including Task 14 to the Board and the community on January 19, 2001.

IV. FINANCIAL CONSIDERATIONS

Funds for this project have been budgeted in METRO's FY 2000/2001 budget. However, additional tasks outside the attached task list will involve additional costs.

V. ATTACHMENTS

Attachment A: COFA Task List

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

ATTACHMENT A

Comprehensive Operational and Financial Audit of Paratransit Services

Task List

Task 1: Passenger Intake and Customer Service

- Review service requests and application procedures to determine convenience to customer and compliance with ADA requirements.
- Review procedures for eligibility determinations, certification and appeal process.
- Review passenger database management, passenger identification numbers, passenger records and communication with contract provider.
- Review paratransit customer service contact and problem resolution procedures for METRO, Lift Line and taxi subcontractors.
- Review Ombudsman role of Central Coast Center for Independent Living (CCCIL) in problem resolution and passenger representation.

Task 2: Trip Booking

- Review advance and same-day trip reservation procedures.
- Review advance, same-day and late trip cancellation, trip confirmation and will-call procedures.
- Review trip denial parameters and alternative ride provision.
- Review implementation of late cancellation policy.
- Review passenger handling and quality assurance procedures used by trip reservationists and Lift Line personnel.

Task 3: Trip Scheduling

- Review use of Trapeze software for trip reservation and automated scheduling efficiencies.
- Review use of real-time trip booking/scheduling/vehicle manifest procedures.
- Review use of Trapeze in assigning ambulatory and non-ambulatory trips to Lift Line and taxi subcontractor fleets.
- Review how missed trips, vehicle no-shows are handled and alternative trips accommodated.
- Review distribution of subcontracted trips to taxi providers and how 70% subcontracted goal is maintained and monitored.
- Review pick up, drop off and return trip procedures for taxi subcontractors using sedans and vans in transporting ambulatory and non-ambulatory passengers between Watsonville and Santa Cruz.
- Review City of Santa Cruz and City of Watsonville taxi regulations and licensing requirements as they apply to pick-ups and drop-offs of ADA passengers (ambulatory and non-ambulatory) by taxi subcontractors in non-home jurisdictions.

Task 4: Dispatch Procedures

- Review dispatch procedures for Lift Line vehicles.
- Review dispatch communications and radio monitoring between Lift Line and taxi subcontractors.
- Review dispatch procedures for taxi subcontractors.
- Review emergency communications and coordination efforts for/between Lift Line and taxi subcontractors.
- Review use of Mobile Display Terminals (MDT) in Lift Line vehicles and taxi subcontractor dispatch.

Task 5: Paratransit Vehicle Operations

- Review management and maintenance of vehicle standards for Lift Line and taxi subcontractors.
- Review management and provision of vehicle spare ratio for Lift Line and taxi subcontractors.
- Review preventative maintenance, vehicle repair, vehicle quality assurance programs and records for Lift Line and taxi subcontractors.
- Review pre and post trip inspection procedures and record for Lift Line and taxi subcontractors.

Task 6: Paratransit Operator Standards

- Review uniform and professional appearance standards for Lift Line and taxi subcontractors.
- Review initial hire and on-going operator sensitivity training programs for Lift Line and taxi subcontractors.
- Review operator licensing and DMV records for Lift Line and taxi subcontractors.
- Review pre-employment, post-accident drug testing and procedures for Lift Line and taxi subcontractors.
- Review post-accident investigative procedures for Lift Line and taxi subcontractors.
- Review operator safety and accident prevention programs for Lift Line and taxi subcontractors.

Task 7: Paratransit Service Delivery

- Review efficiency measures for: on-time, trip completion, maximum trip time, passenger productivity and other service delivery indicators.
- Review on-street supervision procedures for Lift Line and taxi subcontractors.
- Review vehicle breakdown/replacement procedure for Lift Line and taxi subcontractors.

Task 8: Administration and Project Management

- Review project management and service coordination procedures between Lift Line and taxi subcontractors.
- Review administrative, personnel management and staffing procedures for Lift Line.
- Review performance reporting and accountability procedures of Lift Line to METRO.
- Review National Transit Database (NTD) Reporting procedures and records.

Task 9: Subcontractor Management and Monitoring Financial Records and Controls

- Verify that Lift Line's financial statements are audited annually by an independent firm with preparation of the appropriate reports.
- Review Lift Line's internal control system to determine if proper segregation of duties is present and if generally accepted accounting procedures are followed.
- Review procedures for computing ride costs for trips provided by Liftline and its taxi subcontractors.

Task 10: Fare Accounting

- Review Lift Line's fare collection activities to measure integrity of fare collection system.

Task 11: Billings and Reconciliation

- Review Lift Line's procedures for auditing and billing contract taxi trips to the District.
- Review Lift Line's procedures for billing directly operated trips to the District.
- Review Lift Line's required documentation from taxicab operators to support billed trips to the District.
- Review Lift Line's billing format and spreadsheets submitted to the District to ensure proper reconciliation with back-up documentation.
- Review Lift Line's timelines for submitting billings to the District to determine if they can be shortened.
- Determine if Lift Line's billing procedures meet District's contract requirements.

Task 12: Insurance Coverage

- Review Lift Line's insurance coverage to determine if scope and limits meet contract requirements.
- Review District's contractual insurance requirements to determine if they are sufficient.
- Review certificates of insurance from Lift Line's contract taxicab operators to determine if they meet contract requirement.

Task 13: Computerized Scheduling and Management Information System

- Evaluate feasibility, mechanisms and cost for METRO to have access to Lift Line's data such as 1) daily downloads of vehicle manifests and trip assignments and 2) real-time read/write access by METRO.
- Review management and maintenance of ADA passenger database, trip histories, landmarks, disability status, eligibility status, eligibility period, special requirements.
- Review efficiency of Lift Line's application of Trapeze software in scheduling, trip booking and management reports.
- Review computerized/automated links between Lift Line and taxi subcontractors.

Task 14: Recommendations/Best Practices

- Review and assess existing services to make recommendations for: cost effectiveness, service quality, service delivery, compliance with ADA mandates, and service responsiveness.
- Review and prepare ridership demand estimates, fare and service cost projections for paratransit services for FY 2000 –FY 2005.
- Review “Best Practices” in paratransit and comment on applicability of various service delivery models including but not limited to: directly operated, brokerage, broker-operator, broker-operator-subcontracted.
- Review and make recommendations for cost allocation strategies – cost per trip, cost per hour.
- Assess and review current technology to recommend applicability to paratransit services in Santa Cruz County.
- Develop draft and final comprehensive operational and financial audit report with appropriate community input.
- Develop draft and final comprehensive operational and financial audit report recommendations for staff and board review and approval.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001
TO: Board of Directors
FROM: Kim Chin, Planning and Marketing Manager
SUBJECT: PRESENTATION AND CONSIDERATION OF RECOMMENDATIONS FROM THE ADA RECERTIFICATION STUDY - NELSON NYGAARD

I. RECOMMENDED ACTION

The purpose of this staff report is to provide an opportunity for the community to comment on the work elements completed to date as part of the ADA Recertification project, and to receive direction from the Board on remaining elements to be presented to the community in February, and to the Board for action in March.

II. SUMMARY OF ISSUES

- On Friday, November 17, 2000, the Board and the community received a presentation at a workshop from Nelson Nygaard, the consultants selected to evaluate and develop recommendations for a revised paratransit recertification program. The input received has been incorporated by the consultants into the appropriate tasks.
- The consultant has completed additional tasks identified in the work scope, and will be presenting their findings and recommendations at this board meeting in January to receive input and direction. The consultants will then make the appropriate modifications before presenting them to the community, the Metro User's Group (MUG), the Metro Accessible Services Transit Forum (MASTF) and the Elderly and Disabled Technical Advisory Committee in February for additional review.
- The consultant will present the community's input in a final report to the Board scheduled for action in March 2001.

III. DISCUSSION

At the workshop on Friday, November 17, 2001, the consultants reviewed a series of problem areas connected with the current certification program for persons applying for paratransit service in Santa Cruz County. These included:

- Duplication of efforts by Metro and Lift Line staff,
- Duration of eligibility,
- File and data maintenance,

- Staffing issues,
- Accuracy and adequacy of passenger file information.

In addition, the consultant also reviewed four service models including:

- Self certification,
- Interview,
- Full functional testing, and
- A Hybrid system.

At today's board meeting, the consultant will discuss in greater detail, the four possible service models to get further input. Other areas for review are:

- Should the current registrants automatically receive eligibility, or should they be recertified?
- Paper or in-person interviews?
- If there are in-person interviews, should everyone be subject to the interview, or can some applicants' eligibility be determined by a paper process?
- If there are in-person interviews, should there be full-functional testing for everyone?
- Should the 30-day temporary eligibility be continue as a "safety net"?
- Should eligibility have term limits?
- Should the eligibility determinations be conducted in-house or contracted out?

The consultants are seeking input from the board on the above areas, and will incorporate comments and suggestions before proceeding to present them to the public in February. The consultants will then receive public input and return in March with a full report and a request for Board approval.

IV. FINANCIAL CONSIDERATIONS

Funds have been budgeted for this project, but actions taken as a result of this study will have budgetary impact.

V. ATTACHMENTS

Nelson Nygaard November 9, 2000 Technical Memorandum

MEMORANDUM

To: Les White

From: Richard Weiner

Date: November 9, 2000

Subject: ADA Paratransit Certification: Key Issues and Recommendations

This technical memorandum is a companion to the previous memorandum which identified the problems with the current eligibility certification process. In this document, we present the four main models of paratransit eligibility certification that are used nationwide, and discuss the key elements of these models that must be addressed in the proposed recertification program for Santa Cruz METRO. For each element, we discuss the policy tradeoffs that should be considered by the Board in order to provide direction to the consultant team in the development of the final package. We also include the team's recommendation for each element.

Following direction from the Board, the team plans to more fully develop the recommended model and present this to a community forum for final input from the community. We will incorporate these final modifications, develop the materials associated with the final model, and present the whole program to the Board for final approval.

ELIGIBILITY MODELS IN OTHER TRANSIT SYSTEMS

In 1997 the consultant conducted a national study of ADA paratransit eligibility certification models in which four primary models were identified. In order to understand the distinctions among the different approaches that are being considered in the development of a certification process for Santa Cruz, the four models are described briefly below.

The "Self-Certification Plus Professional Verification" Model

In this model, eligibility is determined based on an application form and verification with a professional on an as-needed basis. The Santa Cruz certification process most closely follows this model, although, as mentioned in the previous memorandum, there is almost no follow-up verification with professionals. At the time of the study, this

model remained the most prevalent throughout the country. In the past three years, however, there has been a definite trend away from this model, as transit systems have understood its limited ability to provide accurate eligibility information.

The “Interview” Model

Eligibility is based on an in-person interview. Physical and cognitive tests of functional ability are limited to the appeals process. The underlying assumption of this model is that the information available on an application form is too limited to provide an accurate determination, and there is no need for every applicant to undergo a functional test.

The “Full Functional Assessment” Model

Eligibility is based on in-person functional assessments for all applicants. The assessment is conducted by a physical therapist (PT) in a room with a mock-up of a curb cut, a ramp, and a flight of stairs that are exact replicas of those found on a fixed-route bus. The PT also accompanies the applicant on a walk over rough terrain around the building where the process occurs. Pittsburgh, which pioneered this model, has also developed a test for those with cognitive disabilities that can be conducted by transit agency staff with no formal training as psychiatric professionals.

The “Hybrid” Model

This approach was first implemented in Las Vegas in the late 1990’s. Rather than have all applicants undergo the functional assessment, they are first interviewed by transit staff to determine if they are clearly eligible or ineligible. Those whose eligibility cannot be clearly determined on the basis of the interview are referred to rehabilitation professionals in the same building to undergo the functional assessment, which is a process similar to Pittsburgh’s. Only one visit is necessary for this process, and eligible individuals are photographed and given an ID card during the same visit.

The eligibility outcomes of these various models indicate that, where an in-person component is incorporated into the process, there are more likely to be individuals who are determined to be conditionally eligible or denied eligibility.

WHAT WE HEARD FROM THE COMMUNITY IN RESPONSE TO VARIOUS ELIGIBILITY PROPOSALS

The consensus of community forum participants, in addition to those who were interviewed on an individual basis, is that there is a need for more accurate eligibility determinations. There was strong support for an in-person component, although opinions varied widely in how this should be implemented. Following is a sampling of some of the views that were expressed on the proposed eligibility models (some points are contradictory when there was no consensus or an important dissenting viewpoint was expressed):

- Keep the application form short.

ADA Paratransit Certification: Key Issues and Recommendations

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- Make the process user-friendly. People are tired of being forced to go through many hoops.
- In-person interview is a good opportunity to inform applicants of other services that may be available to them.
- Combine interview with other agency screenings to ensure “one-stop shop”.
- Consider existing paperwork from other agencies.
- Don’t require everyone to come in as some people’s disabilities will never change.
- Some people’s disabilities may change over time, so there shouldn’t be permanent eligibility for anyone.
- In-person may be too overwhelming
- A combination of a simple question and answer form and functional assessment would be preferable
- The applicant should just have to call for an appointment without filling out a form first.
- The interview can provide different options to the applicant that can’t be done with a paper application alone.
- Making the interview mandatory may be intimidating
- Interviews for all is preferred except in cases of severe mental conditions such as Alzheimer’s, when the applicant should not be required to come in.
- Getting turned down on the basis of a paper application may provide an incentive for an in-person interview.
- Use Community Based Organizations/social service providers as evaluators to increase comfort level of applicants.
- Having a very brief one-page application with general information will first provide a paper trail, then this can be followed through by an interview.
- There are misperceptions about credibility of community input – will it really be used?
- Photo ID on-the-spot would be a good incentive to come in
- Make sure that if someone is determined temporarily eligible they are immediately offered mobility training

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- Increased marketing will make buses more attractive
- Grandparenting is OK
- Everyone should have to re-certify, you can phase it in slowly. The time frame should depend on how complex the new certification process is
- It is only fair to re-certify and renew all
- A new re-certification and renewal system should be phased in slowly so that current service is not negatively impacted.
- When those who have other transportation options use the system (fixed route, driving, and rides from others), it degrades service for those who do not have other options and must use Lift Line
- A postcard should be mailed to each registrant to see how many are actually still here in the service area and still need the service.
- Important to provide multiple sites for in-person assessments
- 30-day grace period should continue - without the 30-day grace period, there would be pressure on other service providers (medical trips)
- It should be made clear that it is only for 30 days and the certification decision should be made within that time.
- 30-day temporary registration can give service to those who do not qualify and less service for those who need it.
- The 30-day service is for those who have no other options and by the time they apply they need the service immediately, usually that day.
- Three year intervals are appropriate for eligibility renewal
- There should be some recognition that there are certain medical conditions that will never change and will prevent some people from ever using a fixed route bus – people with these conditions should have permanent certification to reduce the burden on the passenger and on the certification system.

KEY ISSUES THAT NEED TO BE ADDRESSED

The next step for the consulting team will be to recommend a conceptual eligibility certification process to the Board before soliciting final input from the community. Based on community input, we will then present a comprehensive eligibility determination process to the Board early in 2001.

Before developing the conceptual model, the consulting team seeks input from the Board regarding some of the key issues described below. On a practical level, we would like to determine the District's position regarding expanded community education (on fixed-route accessibility) and an expanded travel-training program.

Guidance from the Board may be influenced by the following important consideration: Since METRO's goal is to expand transportation opportunities to seniors and people with disabilities, it should be recognized that a more accurate (or "strict") certification process will inevitably result in some current registrants being denied future access to the ADA paratransit program. Since there are limited alternatives for senior transportation in the community, the District may need to seriously consider providing additional service, such as a senior shuttle or community bus route, in order to serve the needs of the non-ADA eligible seniors. The cost implications of providing such alternatives weighed against the savings from more accurate screenings will be examined further in the Final Report.

However, in order to provide an order of magnitude of the cost reductions that could result from more accurate eligibility screenings, we offer the following two examples. In Tacoma, Washington, where the paratransit budget was approaching 25% of the total budget for Pierce Transit in the mid-1990's, the agency implemented in-person assessments for a portion of the applicants, with a greater emphasis on conditional eligibility determinations. As a result, 10 percent of the applicants were denied eligibility and 9 percent were granted eligibility for feeder service only. The annual cost savings were estimated at \$826,000, or 7.3% of the total ADA paratransit budget.

In Las Vegas, when the transit agency recertified all 18,000 registrants, close on one-half did not reapply or were denied eligibility. Although ridership in the year following recertification was only about eight percent less than the previous year, it was significantly less than had been projected with the high registration base. We may conclude that a certain portion of the previous registrants had either moved out of the county or were deceased; many decided they would not be eligible; some may have been intimidated by the more rigorous process; and those who were recertified were actually able to take more trips than before. The agency implemented community bus routes to address the needs of some of those who were not recertified. The lower rate of ridership than had been previously projected represented a savings of \$1.1 million.

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Issue #1: Should current registrants be granted automatic eligibility rather than requiring all registrants to undergo a recertification process?

| Arguments in Favor | Arguments Against |
|--|---|
| "Grandparenting" (automatic eligibility for current registrants) would be administratively simpler | Unfair to future applicants who would have to undergo a more rigorous test. Also unfair to current registrants who receive less than full ADA service due to capacity constraints |
| Less likely to encounter community opposition | For each applicant who is currently using paratransit rather than the fixed-route system, the cost to METRO is very significant |
| A proportion of the applicants would probably be found eligible anyway | As registrations continue to grow, the capacity of the system to provide ADA level of service will become increasingly constrained |

Recommendation #1: All current registrants should be required to undergo the recertification process. Priority should be given to the most frequent users of the program. The recertification process should be completed within a reasonable period of time, say one year.

Issue #2: Should the eligibility process continue to be limited to paper applications?

| Arguments in Favor | Arguments Against |
|--|--|
| Process is familiar | Paper applications provide very limited information to make accurate determinations |
| Reorganization of Certification Office and improved training could enhance accuracy of certifications | Useful follow-up with professionals to verify certification can be just as time-consuming to staff as an in-person interview |
| Politically (potentially) less challenging to grassroots community as process won't appear to be significantly changed | Agency does not have the opportunity to inform applicants about other services and to accurately determine candidacy for mobility training |
| Possibly easier to administer | Increased accuracy will result in far greater cost savings that could be used to enhance service to those who truly need it |

ADA Paratransit Certification: Key Issues and Recommendations

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| | |
|---|--|
| In-person assessments can be intimidating to some applicants, particularly seniors or those with depression | |
| Cheaper to implement in short-term | |

Recommendation #2: Certification should be based on an in-person assessment rather than a paper application

Issue #3: If a form of in-person assessment is selected, should all applicants (or those being recertified) be required to come in for the assessment rather than allowing some to be certified through a paper process?

| Arguments in Favor | Arguments Against |
|--|---|
| Requiring all current registrants to come in is more equitable and avoids getting into arguments of why one person's application is more clearly eligible than another's | Some individuals have disabilities, which will always prevent them from riding fixed-route. Why put them through the bother of an in-person assessment? |
| Allows everybody to hear about other services available to them | Universal in-person assessments is more costly (at least in the short term) than selective interviews |
| Paratransit eligibility is so valuable that it is not too much to expect an individual to come in for one interview | It would lengthen the process of recertification to have everyone come in |
| If the person is unable to come in for an interview, how will they be able to use paratransit service if they are found eligible? | |

Recommendation #3: All applicants should be required to come in for an in-person assessment, with the exception of a small number of hardship cases (criteria to be determined later). METRO should provide free transportation to the assessment site.

Issue #4: Should an in-person process entirely eliminate the need for a paper application?

| Arguments in Favor | Arguments Against |
|--|--|
| Major benefit of in-person assessment is that evaluator can assist the applicant in filling out the form | Paper application could be very short and create a paper trail |

ADA Paratransit Certification: Key Issues and Recommendations

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| | |
|---|---|
| Elimination of paper application will assist those with language disabilities | Applicants should be willing to at least take the step of filling out a form since they will not be required to go to a doctor as under current process |
|---|---|

Recommendation #4: There should be no requirement for applicants to fill out an application form before coming in for the assessment. A different process for the small number of hardship cases may involve the use of a application form or a fax from a health care professional

Issue #5: Should an in-person process be limited to those who have appealed a determination?

| Arguments in Favor | Arguments Against |
|---|---|
| Substantially limits the scope of the eligibility infrastructure that would need to be set up | Requiring all current registrants to come in is more equitable |
| If paper process is thorough enough, would be using in-person assessment dollars in a much more targeted manner | Allows everybody to hear about other services |
| | Would greatly expand the need to conduct an appeals process |
| | Generally a limited percentage of applicants are likely to be denied certification, so the benefits of in-person assessments would be significantly limited |
| | Could be considered in conjunction with an interview if a full-fledged functional assessment is not selected |

Recommendation #5: The in-person assessment should not be limited to those who have appealed their determination. However, the use of a more accurate certification process reinforces the need for a well-developed appeals process.

Issue #6: If an in-person process is selected, should it be limited to an interview or should the assessment include actual functional tests such as mock-ups or the presence of a METRO bus?

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| Arguments in Favor | Arguments Against |
|--|--|
| An interview provides sufficient information to make a determination | Verbal discussion does not get to the heart of the issue, which is the person's ability to actually ride the bus |
| Does not require arranging a bus or creating a whole setup with simulated rides | Functional assessments have been proven to be extremely accurate |
| Can be more easily provided in a number of decentralized locations in the county | Systems such as L.A. that used interviews have moved to a more functional assessment mode |
| Full functional assessment has greater capital costs | Reinforces the concept of this being a transit ability assessment rather than a medical diagnosis |

Recommendation #6: The in-person assessment should be based on an interview rather than a full functional assessment. METRO may want to consider the installation of the appropriate accessories (or making a bus available) for functional assessments at one site that can be used for appeals.

Issue #7: Should METRO continue the practice of providing 30-day temporary eligibility certifications?

| Arguments in Favor | Arguments Against |
|--|---|
| Considered a high community value | Huge opportunity for abuse of the system |
| Provides a valuable emergency service to small number who really need it | Other alternatives could be created to serve those with immediate needs |
| | Creates significant administrative confusion |
| | Creates customer confusion |
| | Not required under the ADA |

Recommendation #7: METRO should discontinue the practice of providing 30-day temporary eligibility certifications in its current form. For those individuals who need emergency next day service on a one-time or short term basis, a waiver of the certification process may be allowed. This decision will be made by the eligibility

ADA Paratransit Certification: Key Issues and Recommendations

November 9, 2000

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certification coordinator, and may require other supporting documentation.

Issue#8: Should eligibility continue to be indefinite rather than setting term limits?

| Arguments in Favor | Arguments Against |
|-------------------------|---|
| Familiar to the public | Eligibility term limits are standard practice throughout the country |
| Administratively easier | Persons who have been incorrectly certified will be able to use this valuable service for the rest of their lives |
| | Allows the opportunity to purge files of those who are deceased or have left the county |
| | Fails to recognize METRO's efforts to increase the accessibility of fixed-route service, which could result in a change in eligibility status |
| | Fails to recognize individual's changing ability to use fixed-route transit |

Recommendation #8: Eligibility should be limited to three year term limits, with a simple renewal process available in the majority of cases. This could take the form of submission of a one-page form indicating that there have been no changes in the registrants' functional ability or residential location that would impact on their ADA eligibility status.

Issue #9: Should the process be conducted by METRO staff rather than contracting some or all of this function out to an outside agency/ies?

| Arguments in Favor | Arguments Against |
|---|---|
| Using METRO staff would be consistent with current practice | Using outside agency could have greater credibility in the disability community (e.g. CCCIL) and address potential political concerns |
| Could result in greater control of eligibility outcomes | Outside agencies already have trained staff in place with expertise in rehabilitation therapy |
| Would avoid adding administrative burden | Allows for greater geographic |

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| | |
|---|--|
| associated with contract selection and monitoring | decentralization of certification process |
| | Need to hire and train additional METRO staff could significantly delay the process |
| | Keeps METRO staff at arms length from issue of the accuracy of specific determinations |

Recommendation #9: The eligibility certification function should be contracted out to an agency that has rehabilitation professionals on staff and credibility in the disability or senior community. This agency may need to subcontract out certain functions such as review of applications from individuals with visual or cognitive impairments if the appropriate expertise is unavailable in-house. Further, METRO must hire a staff person (or dedicate a significant portion of an existing staff person's time) to monitor the eligibility screening contract and oversee the appeals function.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

DATE: January 19, 2001

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: CONSIDERATION OF EXTENDING THE PARATRANSIT CONTRACT WITH FOOD AND NUTRITION SERVICES FOR ONE YEAR WITH CPI ADJUSTMENT OF 4% AND OTHER TERMS

I. RECOMMENDED ACTION

Approve extending the Paratransit Contract with Food and Nutrition Services for one year with a CPI adjustment of 4% and a reopener clause regarding the implementation of any District approved recommendations from the Auditors, the potential increase in costs as a result of collective bargaining by Food and Nutrition and /or the modification of the taxi percentage of total paratransit rides, including a monthly certification statement and implementation of certain tasks recommended by the ADA paratransit consultants.

II. SUMMARY OF ISSUES

- Food and Nutrition Services entered into a contract with the Santa Cruz Metropolitan Transit District for paratransit brokerage and administration services commencing on January 1, 1998 and which was set to expire on December 31, 2000. The parties agreed at the December Board meeting to extend the contract for thirty days pending negotiations regarding the contract extension. The contract allows for two 1-year extensions.
- The Transit District has retained consultant firms to conduct a comprehensive operational and financial audit and a certification study of the Transit District's ADA paratransit program.
- The final audit and study recommendations will be presented to the Board of Directors at the January 19, 2001 meeting.
- Because more time is needed to review and consider the final audit recommendations and to prepare an implementation plan for the accepted recommendations, it is appropriate to extend Food and Nutrition Services for one-year.

III. DISCUSSION

Food and Nutrition Services entered into a contract with the Santa Cruz Metropolitan Transit District for paratransit brokerage and administration services commencing on January 1, 1998 and which was set to expire on December 31, 2000. The parties agreed at the last Board meeting to extend the contract for thirty days pending negotiations

between the parties regarding the one-year proposed contract extension. The contract allows for two 1-year extensions.

The Transit District is currently reviewing the entire Paratransit Program through a Comprehensive Operational and Financial Audit and a certification study. The Multi-Systems' consultants will be presenting their final recommendations (Task 14) to the Board of Directors at the January 19, 2001 meeting.

Because of the comprehensive nature of the two studies, it is anticipated that it may take staff a full year to review, consider, and implement the consultants' findings and recommendations. Therefore, it is necessary to extend the Food and Nutrition Services contract for one-year in order to allow for the results and implementation of the consultants' findings.

If the Board of Directors allows for the requested contract extension, a cost of living increase adjustment must be calculated into the fee structure. The Manager of Finance has determined that the CPI is 4.7%. Because the contract only allows for a CPI adjustment of a maximum of 4%, only 4% will be implemented.

Food and Nutrition Services has also agreed to a reopener clause in the contract regarding any audit finding and approved recommendation. Therefore, the Transit District would not have to wait a full year for implementation of any of the approved recommendations. Approval of this contract amendment may also include certain recommendations from the consultants. These tasks have been set forth in Exhibit C to the contract extension. Food and Nutrition is currently reviewing Exhibit C.

Additionally, Food and Nutrition Services has asked that the reopener clause contain a provision that it be allowed to negotiate with the Transit District over potential increase costs depending on the results of their collective bargaining negotiations with the United Transportation Union.

Food and Nutrition Services and Transit District staff will be negotiating regarding the percentage of rides that are required to be assigned to the taxicab owners. Currently, according to the contract, the taxicabs are suppose to receive at least 70% of the paratransit rides. The consultants are recommending that new contract requirements allow for flexibility in trip assignment to take advantage of cost and service quality benefits. At this time the consultants have not provided District staff with cost benefit provisions which can be negotiated with Food and Nutrition in order to modify the 30/70 ride-share with the taxicabs.

This Amendment also provides specific provisions regarding the manner in which ADA rides and non-ADA rides are billed. This language is also currently been reviewed by Food and Nutrition.

Food and Nutrition and District staff worked out acceptable language regarding the monthly certification. That language is incorporated in Exhibit B which is attached to the contract extension.

IV. FINANCIAL CONSIDERATIONS

According to the Finance Manager, a 4% increase in the costs for the Food and Nutrition Services calculate to be approximately \$55,000 a year.

V. ATTACHMENTS

Attachment A Contract Extension including Exhibits B and C

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

EFFECTIVE FEBRUARY 1, 2001, THIS FIRST AMENDMENT TO THE PARATRANSIT SERVICES CONTRACT between the SANTA CRUZ METROPOLITAN TRANSIT DISTRICT, 370 Encinal Street, Suite 100, Santa Cruz, California, a political subdivision of the State of California, hereinafter called "District"; and FOOD & NUTRITION SERVICES, INC., hereinafter called "Contractor" is entered into by the parties who agree as follows:

I. RECITALS

- 1.1 District and Contractor entered into a Contract, hereinafter "Contract" on January 1, 1998, whereby Contractor agreed to fulfill District's obligation to provide paratransit services pursuant to the American with Disabilities Act which Contract is attached hereto as Exhibit A and incorporated herein by reference.

- 1.2 The purpose of this First Amendment is to amend the Contract in the following manner:
 - a. to extend the term of the Contract for one additional year;
 - b. to provide a monthly written certification filed with District by Contractor providing assurances that the ADA paratransit program is in compliance with federal regulations for required ADA complimentary paratransit services;
 - c. to provide a cost of living increase of 4% to the cost of an ADA ride provided by Lift Line and the Dispatch rate only;
 - d. to allow for a reopener clause which would include implementation of District Board approved recommendations from the District sponsored paratransit program audit and study;
 - e. to allow for negotiations between Contractor and District over potential increases in the costs of the Contract depending on the results of the labor negotiations between Contractor and the United Transportation Union, Local 23; and
 - f. to allow for the District to modify the percentage of rides required to be allocated to the taxi cab owners.
 - g. to incorporate Exhibit C which contains some of the ADA paratransit Consultants recommendations.

- 1.3 Article 5 of the Contract requires that any amendment to the contract be in writing and signed by duly authorized representatives of both parties.

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

Therefore, District and Contractor amend the Agreement as follows:

II. TERM

- 2.1 The term of the Contract is extended for one year commencing on January 1, 2001 and extending through December 31, 2001.

III. COST INCREASE OF CONTRACT

- 3.1 The costs paid to the Contractor for the dispatch rate and for an ADA ride provided by Lift line rendered pursuant to this paratransit services contract and this amendment shall be increased by 4%.
- 3.2 Contractor shall be allowed to negotiate with District for potential cost increases depending on the results of the labor negotiations between Contractor and the United Transportation Union, Local 23.
- 3.3 Contractor shall bill all third party transportation service providers for any applicable ADA ride and shall pass such savings onto the District. District's funding for the ADA paratransit program shall be considered as a last resort. Contractor shall provide District with monthly reports identifying the ADA riders whose trips are also funded by other sources, the entity who is being billed for the ride and the amount billed. The report shall also include the amount of monies received by the contractor from other sources for ADA rides. Contractor shall deduct the amount of money received from other sources for ADA rides from the invoices forwarded to the District for the paratransit program.

IV. MONTHLY COMPLIANCE CERTIFICATION

- 4.1 District has prepared a document entitled Monthly Compliance Certification, which is attached hereto as Exhibit B and incorporated herein by reference. By the terms of the Paratransit Services Contract and this amendment, Contractor is required to meet or exceed the legal requirements mandated by the ADA and its implementing regulations for required Paratransit Programs.

Contractor shall complete the Monthly Compliance Certification on the attached form Exhibit B and shall provide it to District with the monthly billings. If the Certification establishes that Contractor has failed to meet

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

one or more legal requirements of the program, Contractor shall provide District with a written explanation of its failure(s) and a written implementation plan to correct any deficiencies including a timeline. After a review of the presented documentation the General Manager of the District shall determine whether Contractor should be penalized in a reasonable amount not to exceed \$1000 for such failure taking into account Contractor's past performance and any other information that Contractor wishes to provide. If the Contractor objects to the General Manager's determination, the matter shall be agendized at the next available Board of Directors' meeting for their review and consideration. The Board of Directors shall determine whether the penalty should be imposed. The determination of the Board of Director's shall be final. If Contractor has three or more violations wherein it failed to provide comparable paratransit services as required to fulfill the District's legal obligation under the ADA and its implementing regulations then the matter shall be agendized at the next available Board of Director's meeting for its review and consideration.

V. AUDIT AND STUDY APPROVED RECOMMENDATIONS IMPLEMENTATION

- 5.1 Contractor agrees to allow District to implement District Board of Director approved recommendations from the Paratransit Operational and Financial Study Audit and Paratransit Recertification Study as they are approved. Contractor shall be allowed to negotiate increasing the costs of this contract for any recommendation that includes additional work beyond the current scope of work and which actually increases Contractor's expenses. Upon notification of the approved recommendation, Contractor shall at the discretion of the District have 15 days to implement recommendation or provide a timetable for its implementation. Such implementation shall be verified through the monthly compliance certification.

- 5.2 Contractor agrees to implement the ADA paratransit consultant's recommendations set forth in Exhibit C which is attached hereto and incorporated herein by reference.

VI. DISTRICT DISCRETION

- 6.1 District, with input from the Contractor, shall have the discretion to modify the percentage of rides required to be allocated to the taxi cab

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
FIRST AMENDMENT TO AGREEMENT FOR PARATRANSIT SERVICES
PROVIDED BY FOOD & NUTRITION SERVICES, INC.**

owners, and Contractor shall have a reasonable time for implementation of any such modification considering the magnitude of the change.

VII. REMAINING TERMS AND CONDITIONS.

7.1 All other provisions of the Agreement and the First Amendment that are not affected by this amendment shall remain unchanged and in full force and effect.

VIII. AUTHORITY

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

IN WITNESS THEREOF, this First Amendment to the Paratransit Service Contract is executed by the District and the Contractor has affixed his or her signature the day and year first hereinabove written.

FOOD AND NUTRITION SERVICES, INC.

BY: _____
Sam Storey, Executive Director

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

BY: _____
Leslie White, General Manager

Approved as to form:

BY: _____
Margaret Gallagher, District Counsel

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT
MEMORANDUM
Exhibit B

Date:

To: Margaret Gallagher, District Counsel

From: Sam Storey, General Manager, Food and Nutrition Services, Inc.

Subject: Paratransit Services Monthly Compliance Certificate

Food and Nutrition certifies as follows:

Yes No

1. Food and Nutrition Services, Inc. provided complementary paratransit service to the ADA paratransit eligible individuals, those certified by the Transit District within the County of Santa Cruz to receive the service, described in paragraph (e) of Section 37.123 of the Code of Federal Regulations.

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes No

2. Food and Nutrition Services, Inc. provided complementary paratransit service to one other individual, not a personal care attendant, when accompanying the ADA paratransit eligible individual.

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes No

3. Food and Nutrition Services, Inc. made the paratransit service available to visitors as provided for in Code of Federal Regulation section 37.127.

If not, please attach a written explanation including the date, time and explanation why service was not made available and a correction and implementation plan with a timeline.

Yes No

4. Food and Nutrition Services, Inc. provided paratransit service pursuant to Transit District's Board adopted Paratransit Plan and its amendments and updates within the County of Santa Cruz as provided for in the Food and Nutrition Services Paratransit Contract with the Transit District.

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes No

5. Food and Nutrition Services, Inc. made reservation services available during at least all normal business hours of the Santa Cruz Metropolitan Transit District's administration offices (Monday through Friday, 8:00am-5:00pm) as well as during times, comparable to normal business hours, on a day when the Transit District's administration offices were not open before a service day.

If not, please attach a written explanation including the date, time and explanation why reservation service was not provided and a correction and implementation plan with a timeline.

Yes No

6. Food and Nutrition Services, Inc. while allowed to negotiate pickup times with the ADA individual, did not require an ADA paratransit eligible individual to schedule a trip to begin more than one hour before or after the individual's desired departure time.

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes No

7. Food and Nutrition Services, Inc. charged an ADA paratransit eligible user of the complementary paratransit service not more than twice the fare that would be charged to an individual paying full fare (i.e., without regard to discounts) for a trip of similar length, at a similar time of day, on the Transit District's fixed route system which is \$1.00.

If not, please attach a written explanation including the date, time and explanation why service was not provided and a correction and implementation plan with a timeline.

Yes No

8. Food and Nutrition Services, Inc. charged an individual, not a personal care attendant, accompanying an ADA paratransit eligible individual, who are provided service under Code of Federal Regulations Section 37.123 (f), the same as for the ADA paratransit eligible individual(s) they were accompanying.

If not, please attach a written explanation including the date, time and explanation why such fare was not charged appropriately and a correction and implementation plan with a timeline.

Yes No

9. Food and Nutrition Services, Inc. did not charge a personal care attendant for complementary paratransit services.

If a fare was charged, please attach a written explanation including the date, time and explanation why a fare was charged and a correction and implementation plan with a timeline.

Yes No

10. Food and Nutrition Services, Inc. did not impose restrictions or priorities based on trip purpose.

If restrictions on trip purpose were imposed, please attach a written explanation including the date, time and explanation why such restrictions were imposed and a correction and implementation plan with a timeline.

Yes No

11. Food and Nutrition Services, Inc. made the complementary paratransit service available throughout the same hours and days as the Transit District's fixed route service. The District's fixed route service does not operate on Christmas, New Years Day, Thanksgiving Day, Memorial Day, 4th of July, and Labor Day otherwise it operates seven days a week. The Transit District expects that Food and Nutrition will operate the paratransit service on Memorial Day, 4th of July, and Labor Day. Weekday and weekend service operates on the days and hours set forth in the Headways which is attached hereto and incorporated herein by reference.

If not, please attach a written explanation including the date, time and explanation why service was not made available throughout

the same hours and days as the Transit District's fixed route service and a correction and implementation plan with a timeline.

Yes No

12. Food and Nutrition Services, Inc. did not limit the availability of complementary paratransit service to ADA paratransit eligible individuals by any of the following: 1) restrictions of the number of trips an individual was provided; 2) waiting lists for access to the service; or 3) any operational pattern or practice that significantly limited the availability of service to ADA paratransit eligible persons. Such patterns or practices include, but are not limited to, the following A) substantial numbers of significantly untimely pickups for initial or return trips; B) substantial numbers of trip denials or missed trips; C) Operational problems attributable to causes beyond the control of the entity (including, but not limited to, weather or traffic conditions affecting all vehicular traffic that were not anticipated at the time a trip was scheduled) shall not be a basis for determining that such a pattern or practice exists.

If the complementary paratransit service was limited for any reason including those described above, please attach a written explanation including the date, time and explanation why service was limited and a correction and implementation plan with a timeline if the limitations imposed were in violation of the ADA and/or its federal implementing regulations.

I, Sam Storey, have read and reviewed the completed responses set forth above and any additional written explanations attached and provided hereto and have reviewed all relevant and appropriate documentation in good faith and certify to the best of my ability based on information I have received that the information provided is true and correct.

Date _____

Sam Storey
Executive Director
Food and Nutrition Services

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Exhibit C

Contractor shall perform the following tasks at no extra charge to District during the term of this contract amendment:

1. Contractor shall utilize the Trapeze PASS program's capabilities to its full capacity including for reconciling trips and accounting for number of passengers, fares collected, Personal Care Attendants, and companions. Contractor's employees shall be properly trained in utilization of the Trapeze PASS program capabilities.
2. Contractor shall require all drivers, including the subcontractors, in the paratransit program to submit driver manifests to dispatch at the end of the day for reconciliation purposes.
3. Contractor shall verify the appropriateness, accuracy, and reasonableness of trips billed by the subcontractors.
4. Contractor shall in conjunction with District and the subcontractors agree on a standard "wait time" charge for the taxicabs which shall be implemented as soon as possible. Contractor shall work with the District to determine a verifiable method for taxicab charges such as straight mileage, or a flat per-trip or per-passenger rate. When this determination is completed Contractor shall implement it as soon as possible but no later than 30 days after such determination is agreed upon.
5. Contractor, subject to District's approval, shall within 10 days design a Lift Line Charge Slip that will be used by all subcontractors in the paratransit program which shall include, in addition to the information already required, actual pick-up and drop-off addresses and times for each passenger as well as the actual mileage utilized for each passenger. Contractor shall require the Lift Line Charge Slips to be completely filled out by the subcontractors in order to receive reimbursement for the trip. Additionally, the ADA passenger shall be required to sign his/her name where indicated on the slip including their paratransit program eligibility number. A separate Lift Line Charge Slip shall be completed for each passenger.
6. Contractor shall require subcontractors to utilize available technology to print receipts for each trip that show miles and times. These receipts shall be attached to the corresponding Lift Line Charge Slip.
7. Contractor shall include in all the subcontractors' contracts sufficient language to expect performance of service within acceptable standards of quality. Specific reporting, management and dispatch standards shall also be included.

8. Contractor shall insure that all drivers including those who work for the subcontractors are held to the same standard. Specific language setting forth driver performance standards shall be included within the subcontractors' contracts. If a driver is not meeting the standards either the District or the Contractor shall have the ability to prohibit him/her from performing work in the paratransit program.
9. Contractor shall collect more detailed trip information that can be used to validate trip charges. Contractor shall conduct a review during each two-week billing period. One day shall be selected at random and the trip charges shall be checked against the Contractor-provided trip list to ensure that all trips billed have been authorized. This review shall also include a review of trip miles and times and the total meter charges to verify that charges are reasonable and accurate.
10. Contractor shall use the capabilities of the new scheduling software to assist with trip charge validation. The master trip lists generated by Contractor and delivered to the subcontractors shall contain the "estimated miles" for each trip assigned. The current software can easily generate this mileage. Contractor shall then check the mileage against the mileage reported by the drivers for significant variations. All documentation shall be copied to the District.
11. Contractor shall enter actual trip information into the Trapeze PASS system to generate monthly reports.
12. Before changing from manual to computer assisted scheduling, Contractor shall establish a simulation environment (SE) in accordance with Multisystems' recommendations. In that environment, Contractor can experiment with software parameters that affect scheduling, with affecting trips in real-time. Once Contractor and District are satisfied with changes made to the scheduling software, the transition shall be made to using PASS for live scheduling.
13. Contractor shall use PASS for the following tasks: analyzing subscription (perm) trips; tracking and analyzing trip denials; calculating on-time performance; examining on-board ride time and ensuring reasonable travel times for trips; and tracking cancellations and no-shows and implementing the late cancellation and no-show policies.
14. Contractor shall use the Trapeze reports package.
15. Contractor shall review templates for subscription trips on a monthly basis to improve efficient grouping of regular passengers and vehicle deployment to the service area where demand requests are most likely to occur during off-peak times.

16. Contractor shall use the Trapeze On-time Performance Report and shall provide District with a copy every month.
17. Contractor shall track cancellations and no-show regularly. Contractor shall use the Cancel and No-show Report. Contractor shall provide a copy to District each month.
18. Contractor shall run the following reports monthly and shall provide a copy to District: Trip Hours Productivity Report, Daily Operations Report, Trip Miles Productivity Report, Trip Miles Productivity Report, Denials Report, Ride Length Report, and Optimizer Report. Contractor shall also run these reports after each change in parameters on the simulation environment to determine the impact of proposed changes on their service with a copy to the District.
19. After each day has been completed, Contractor shall run the Slack Report to determine when cancellations occur throughout the day. Contractor shall increase booking to routes to match the time of day where free time on routes has been identified.
20. Contractor shall perform a study to determine whether actual hours exceed scheduled hours. The study shall examine specific days of the week, specific routes and the gaps identified between actual and scheduled hours. The study shall be reported to District.
21. Contractor shall incorporate settings for Speed by Distance and Time as recommended by Multisystems. Contractor shall customize each distance to take full advantage of the speed by distance factor. Contractor shall audit the driver manifests to determine the optimal speed area for each setting. Optimal speeds shall be obtained from a driver who exhibits average speeds.
22. Contractor shall use the MAX OBT table to set the times for clients in accordance with the Multisystems' recommendations.
23. Contractor shall use Group Scheduling whenever feasible.
24. Contractor shall encourage its reservations staff to use the "help" files located in the software. Contractor shall also take advantage of the Trapeze training center and the 6 training days associated with the maintenance agreement. Contractor shall join and participate in the Trapeze Users E-mail group. Contractor shall have its employees participate in refresher training for Trapeze.
25. Contractor shall perform the following tasks: begin using batch automated scheduling features of PASS; begin better reconciliation of manifests to PASS data;

establish a simulation environment to test scheduling theories; begin using Trapeze Reports package to address District concerns; and investigate feasibility of acquiring Trapeze Pass CERT module to run the District's certification process.

26. Contractor shall authorize the District to purchase PASS modules utilizing the software licenses of Contractor to facilitate the District being able to connect to the PASS server at Contractor's office.