

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA  
FEBRUARY 8, 2002 (Second Friday of Each Month)  
SCMTD ENCINAL CONFERENCE ROOM  
\*370 ENCINAL STREET, SUITE 100\*  
SANTA CRUZ, CALIFORNIA  
9:00 a.m. - Noon**

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
  - a. J. R. Whiteagle RE: Paratransit Service Area
  - b. Lorraine Washington, City of Watsonville RE: Appointment to Board
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

## **CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 1/11/02 and 1/18/02  
Minutes: Attached
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE JANUARY 2002 RIDERSHIP REPORT  
Report: Page 1 to be included in the Add-On Packet  
Balance of report is attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Marcos Hernandez, Enedina Santos, Brian Hernandez, Brandon Hernandez  
Claims: Attached
- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 1/17/02  
Minutes: Attached

\* Please note: Location of Meeting Place

- 7-6. MINUTES OF MUG COMMITTEE MEETING: No Meeting in January due to lack of quorum
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2001, APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE  
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR DECEMBER 2001  
Staff Report: To be included in the Add-On Packet
- 7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2001  
Staff Report: Attached
- 7-11. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL  
Staff Report: Attached
- 7-12. ACCEPT AND FILE UPDATE ON STATUS OF CALL STOP ISSUE  
Staff Report: Attached
- 7-13. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS: NINE GILLIG BUSES; ONE BASE STATION; 108 CLEVELAND FAREBOXES, 183 VAULTS AND RELATED PARTS  
Staff Report: Attached
- 7-14. CONSIDERATION OF AUTHORIZATION FOR GENERAL MANAGER TO EXECUTE ADDENDUM TO STATE OF CALIFORNIA PURCHASE CARD PROGRAM MASTER SERVICE AGREEMENT  
Staff Report: Attached
- 7-15. ACCEPT AND FILE NOTICE OF ACTION IN REGARD TO SETTLEMENT OF THE CHRISTIAN FLORIN V. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT CASE  
Notice of Action: Attached

#### **REGULAR AGENDA**

- 8. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 01-02 BUDGET  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached

9. CONSIDERATION OF REVISING POLICY REGARDING BIKES INSIDE BUSES  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached
10. CONSIDERATION OF SECURITY ISSUES AT THE WATSONVILLE TRANSIT CENTER  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached
11. CONSIDERATION OF AMENDMENT TO WARRANTY SECTION OF REPOWER CONTRACT 00-07 WITH COMPLETE COACH WORKS  
Presented by: Tom Stickel, Fleet Maintenance Manager  
Staff Report: Attached  
**ACTION REQUIRED ON 2/8/02**
12. CONSIDERATION OF AMENDING BYLAWS TO DELETE REQUIREMENT FOR OFF-CITY ROTATION FOR BOARD REPRESENTATIVE TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
Presented by: Margaret Gallagher, District Counsel  
Staff Report: Attached
13. CONSIDERATION OF REAPPORTIONMENT TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BOARD OF DIRECTORS AS A RESULT OF THE FINDINGS OF THE COUNTY CLERK  
Presented by: Margaret Gallagher, District Counsel  
Staff Report: Attached
14. CONSIDERATION OF APPLICATIONS TO PARTICIPATE ON THE METRO USERS GROUP (MUG) COMMITTEE UNDER THE MEMBERSHIP CATEGORY OF "TRANSIT USER"  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached  
**ACTION REQUIRED ON 2/8/02**
15. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO CALTRANS FOR FY2002 NON-URBANIZED AREA OPERATING ASSISTANCE  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: Attached
16. CONSIDERATION OF NOMINATION AND ELECTION OF DIRECTORS TO SERVE AS ALTERNATE REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE YEAR 2002  
Presented by: Les White, General Manager  
Staff Report: Attached

17. CONSIDERATION OF HOW TO PROVIDE TRANSIT SERVICE TO THE BEACH FLATS AFFORDABLE HOUSING PROJECT  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be included in the Add-On Packet
18. CONSIDERATION OF PROPOSAL FROM CITY OF SANTA CRUZ TO PURCHASE ONE RUBBER-TIRED TROLLEY  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be included in the Add-On Packet
19. CONSIDERATION OF STATUS REPORT ON AMERICANS WITH DISABILITIES (ADA) PARATRANSIT PROCUREMENT  
Presented by: Mark Dorfman Assistant General Manage  
Staff Report: To be included in the Add-On Packet
20. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
21. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

## **SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Pursuant to Subdivision (a) of Section 54956.9)
  - a. Name of Case: Sonya McClure v. Santa Cruz Metropolitan Transit District

## **SECTION III: RECONVENE TO OPEN SESSION**

22. REPORT OF CLOSED SESSION

## **ADJOURN**

## **NOTICE TO PUBLIC**

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

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.

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.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**BOARD OF DIRECTORS REGULAR MEETING AGENDA  
FEBRUARY 15, 2002 (Third Friday of Each Month)  
CITY HALL COUNCIL CHAMBERS  
\*809 CENTER STREET\*  
SANTA CRUZ, CALIFORNIA  
9:00 a.m. - Noon**

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

1. ROLL CALL
2. ORAL AND WRITTEN COMMUNICATION
  - a. J. R. Whiteagle RE: Paratransit Service Area
  - b. Lorraine Washington, City of Watsonville RE: Appointment to Board
  - c. **T. Anand** RE: **Highway 17 Increase**
  - d. **Piet Canin** RE: **Bikes Inside Buses**
3. LABOR ORGANIZATION COMMUNICATIONS
4. METRO USERS GROUP (MUG) COMMUNICATIONS
5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS
6. ADDITIONAL DOCUMENTATION TO SUPPORT EXISTING AGENDA ITEMS

## **CONSENT AGENDA**

- 7-1. APPROVE REGULAR BOARD MEETING MINUTES OF 1/11/02 and 1/18/02  
Minutes: 1/11/02 - Attached  
**1/18/02 - To be included in the Add-On Packet**
- 7-2. ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS  
Report: Attached
- 7-3. ACCEPT AND FILE JANUARY 2002 RIDERSHIP REPORT  
Report: Page 1 to be included in the Add-On Packet  
Balance of report is attached
- 7-4. CONSIDERATION OF TORT CLAIMS: Deny the claim of: Marcos Hernandez, Enedina Santos, Brian Hernandez, Brandon Hernandez; **Ted Lahti**  
Claims: Attached

\* Please note: Location of Meeting Place

- 7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 1/17/02  
Minutes: Attached
- 7-6. MINUTES OF MUG COMMITTEE MEETING: No Meeting in January due to lack of quorum
- 7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2001, APPROVAL OF BUDGET TRANSFERS  
Staff Report: Attached
- 7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATE  
Staff Report: Attached
- 7-9. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR DECEMBER 2001  
Staff Report: To be included in the Add-On Packet
- 7-10. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR DECEMBER 2001  
Staff Report: Attached
- 7-11. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL  
Staff Report: Attached
- 7-12. ACCEPT AND FILE UPDATE ON STATUS OF CALL STOP ISSUE  
Staff Report: Attached
- 7-13. CONSIDERATION OF AUTHORIZATION FOR DISPOSAL OF ASSETS: NINE GILLIG BUSES; ONE BASE STATION; 108 CLEVELAND FAREBOXES, 183 VAULTS AND RELATED PARTS  
Staff Report: Attached
- 7-14. CONSIDERATION OF AUTHORIZATION FOR GENERAL MANAGER TO EXECUTE ADDENDUM TO STATE OF CALIFORNIA PURCHASE CARD PROGRAM MASTER SERVICE AGREEMENT  
Staff Report: Attached
- 7-15. ACCEPT AND FILE NOTICE OF ACTION IN REGARD TO SETTLEMENT OF THE CHRISTIAN FLORIN V. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT CASE  
Notice of Action: Attached

- 7-16. CONSIDERATION OF AMENDING BYLAWS TO DELETE REQUIREMENT FOR OFF-CITY ROTATION FOR BOARD REPRESENTATIVE TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION  
**(Moved to Consent Agenda at 2/8/02 Board Meeting. Staff Report retained original numbering as Item #12)**
- 7-17. CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO CALTRANS FOR FY2002 NON-URBANIZED AREA OPERATING ASSISTANCE  
**(Moved to Consent Agenda at 2/8/02 Board Meeting. Staff Report retained original numbers as Item #15)**

### REGULAR AGENDA

8. CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 01-02 BUDGET  
Presented by: Elisabeth Ross, Finance Manager  
Staff Report: Attached
9. **DELETED – DEFERRED TO THE MARCH 15, 2002 BOARD MEETING**
10. CONSIDERATION OF SECURITY ISSUES AT THE WATSONVILLE TRANSIT CENTER  
Presented by: Bryant Baehr, Operations Manager  
Staff Report: Attached  
**Supplemental Staff Report: To be included in the Add-On Packet**
11. **DELETED**
12. **MOVED TO CONSENT AGENDA AS ITEM 7-16**
13. **DELETED – DEFERRED TO THE MARCH 15, 2002 BOARD MEETING**
14. **DELETED**
15. **MOVED TO CONSENT AGENDA AS ITEM 7-17**
16. CONSIDERATION OF NOMINATION AND ELECTION OF DIRECTORS TO SERVE AS ALTERNATE REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE YEAR 2002  
Presented by: Les White, General Manager  
Staff Report: Attached



17. CONSIDERATION OF HOW TO PROVIDE TRANSIT SERVICE TO THE BEACH FLATS AFFORDABLE HOUSING PROJECT  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be included in the Add-On Packet
18. CONSIDERATION OF PROPOSAL FROM CITY OF SANTA CRUZ TO PURCHASE ONE RUBBER-TIRED TROLLEY  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be included in the Add-On Packet
19. CONSIDERATION OF STATUS REPORT ON AMERICANS WITH DISABILITIES (ADA) PARATRANSIT PROCUREMENT  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be included in the Add-On Packet
20. **CONSIDERATION TO USE FEDERAL GRANTS PROGRAMMED FOR PURCHASE OF BUSES TO INSTEAD PURCHASE TALKING BUS SYSTEM**  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be included in the Add-On Packet
21. **CONSIDERATION OF A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE CALIFORNIA ENERGY COMMISSION FOR CAPITAL ASSISTANCE TO BUILD THE COMPRESSED NATURAL GAS (CNG) FUELING STATION**  
Presented by: Mark Dorfman, Assistant General Manager  
Staff Report: To be included in the Add-On Packet
22. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION: District Counsel
23. ORAL AND WRITTEN COMMUNICATIONS REGARDING CLOSED SESSION

## **SECTION II: CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
(Pursuant to Subdivision (a) of Section 54956.9)
  - a. Claims of Lisa Gonzales 4 claims
  - b. Claim of Randi Yagi 1 claim
  - c. Claims of Adela Bates 3 claims
  - d. Claim of Carlos Carrera 1 claim
  - e. Claims of Guillermo Chavez 2 claims
  - f. Claim of Manuel Martinez 1 claim
  - g. Claims of Sonya McClure 2 claims
  - h. Claim of Frank Townsend 1 claim
  - i. Claim of Carrie Weech 1 claim
  - j. Claim of Chris Williams 1 claim

2. CONFERENCE WITH LEGAL COUNSEL - THREATENED LITIGATION  
Pursuant to Government Code Section 54957.5. (§ 54956.9 (b)(3)(C).)

a. Proposed Claim of Deborah Lane & Joshua Loya

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
Pursuant to Section 54957 of the Government Code

Title: District Counsel

**SECTION III: RECONVENE TO OPEN SESSION**

24. REPORT OF CLOSED SESSION

**ADJOURN**

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A Spanish Language Interpreter will be available during "Oral Communications" and for any other agenda item for which these services are needed.

This meeting WILL NOT be filmed or broadcast due to renovation of the filming facilities at the Council Chambers.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2001  
**TO:** Board of Directors  
**FROM:** General Manager  
**SUBJECT: ADDITIONAL MATERIAL TO THE FEBRUARY 15, 2002 BOARD MEETING AGENDA**

## SECTION 1:

**ADD TO ITEM #2** ORAL AND WRITTEN COMMUNICATIONS:

- c. T. Anand RE: Highway 17 Increase
  - d. Piet Canin RE: Bikes Inside Buses
- (Insert written communication as Items c and d)**

## CONSENT AGENDA:

**ADD TO ITEM #7-1** APPROVE REGULAR BOARD MEETING MINUTES OF 1/11/02 AND 1/18/02  
**(Insert Minutes of 1/18/02)**

- **Distributed to Board at February 8, 2002 meeting**

**ADD TO ITEM #7-3** ACCEPT AND FILE JANUARY 2002 RIDERSHIP REPORT  
**(Will be distributed at the 2/15/02 Board Meeting)**

**ADD TO ITEM #7-4** CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Ted Lahti  
**(Insert Claim)**

**ADD TO ITEM #7-9** ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR DECEMBER 2001  
**(Insert Report)**

- **Distributed to Board at February 8, 2002 meeting**

## REGULAR AGENDA:

**ADD TO ITEM #8** CONSIDERATION OF ADOPTION OF RESOLUTION REVISING FY 01-02 BUDGET  
**(Replace Page 8-A-2)**

**DELETE ITEM #9** CONSIDERATION OF REVISING POLICY REGARDING BIKES INSIDE BUSES  
**(Deferred to March 15, 2002 Board Meeting)**

**ADD TO ITEM #10** CONSIDERATION OF SECURITY ISSUES AT THE WATSONVILLE TRANSIT CENTER  
**(Insert Attachment to Staff Report)**

- DELETE ITEM #11**            CONSIDERATION OF AMENDMENT TO WARRANTY SECTION OF REPOWER CONTRACT 00-07 WITH COMPLETE COACH WORKS  
**(Action taken at Board Meeting of February 8, 2002)**
- DELETE ITEM #13**            CONSIDERATION OF REAPPORTIONMENT TO THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BOARD OF DIRECTORS AS A RESULT OF THE FINDINGS OF THE COUNTY CLERK  
**(Deferred to March 15, 2002 Board Meeting)**
- DELETE ITEM #14**            CONSIDERATION OF APPLICATIONS TO PARTICIPATE ON THE METRO USERS GROUP (MUG) COMMITTEE UNDER THE MEMBERSHIP CATEGORY OF "TRANSIT USER"  
**(Action taken at Board Meeting of February 8, 2002)**
- ADD TO ITEM #17**            CONSIDERATION OF HOW TO PROVIDE TRANSIT SERVICE TO THE BEACH FLATS AFFORDABLE HOUSING PROJECT  
**(Insert Staff Report)**
- **Distributed to Board at February 8, 2002 meeting**
- ADD TO ITEM #18**            CONSIDERATION OF PROPOSAL FROM CITY OF SANTA CRUZ TO PURCHASE ONE RUBBER-TIRED TROLLEY  
**(Insert Staff Report)**
- **Distributed to Board at February 8, 2002 meeting**
- ADD TO ITEM #19**            CONSIDERATION OF STATUS REPORT ON AMERICANS WITH DISABILITIES (ADA) PARATRANSIT PROCUREMENT  
**(Insert Staff Report)**
- **Distributed to Board at February 8, 2002 meeting**
- ADD TO ITEM #20**            CONSIDERATION TO USE FEDERAL GRANTS PROGRAMMED FOR PURCHASE OF BUSES TO INSTEAD PURCHASE TALKING BUS SYSTEM  
**(Insert Staff Report)**
- ADD TO ITEM #21**            CONSIDERATION OF A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE CALIFORNIA ENERGY COMMISSION FOR CAPITAL ASSISTANCE TO BUILD THE COMPRESSED NATURAL GAS (CNG) FUELING STATION  
**(Insert Staff Report)**

Santa Cruz Metropolitan  
Transit District  
Board of Directors  
Santa Cruz, Ca.

1-29/02

Dear Sir / Madam,

I'm writing to petition you  
to reverse or mellow your  
harsh, cruel and inhuman  
Dec. 18, 2001 decision to no  
longer serve, to abandon, the  
Seniors & Disableds who need  
Lift Line beyond 3/4 mile of  
bus lines.

Sincerely

J.R. Whiteagle

P.O. Box 795, Santa Cruz, CA 95061-0795

# CITY OF WATSONVILLE

*"Opportunity through diversity; unity through cooperation"*



## ADMINISTRATION BUILDING

715 Union Street  
Second Floor  
Fax 831.761.0736

## MAYOR & CITY COUNCIL

215 Union Street  
831.728.6006

CITY MANAGER  
831.728.6011

CITY ATTORNEY  
831.728.6013

CITY CLERK  
831.728.6005

PERSONNEL  
831.728.6012

## CITY HALL OFFICES

250 Main Street

COMMUNITY  
DEVELOPMENT  
831.728.601x

Fax x.31.728.6173

FINANCE  
831.728.6031

Fax 831.763.4066

HOUSING & ECONOMIC

DEVELOPMENT  
831.728.6014

Fax 831.763.4114

PUBLIC WORKS &

UTILITIES  
831.728.6049

Fax 831.763.4065

PURCHASING  
831.728.6029

Fax x.31.763.4066

## AIRPORT

100 Aviation Way  
831.728.6075

Fax x.31.763.4058

## FIRE

115 Second Street  
831.728.6060

Fax 831.763.4054

## LIBRARY

310 Union Street  
x.31.728.6040

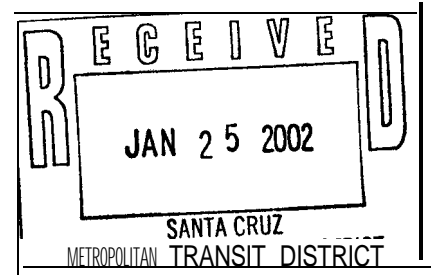
Fax X31.763.4015

## PARKS, RECREATION & NEIGHBORHOOD SERVICES

30 Maple Avenue  
831.728.6081

Fax 831.763.4078

January 24, 2002



Santa Cruz Metropolitan Transit District  
Les White, General Manager  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

Dear Mr. White:

Enclosed is a copy of Resolution No. 25-02 (CM) which appoints City Council Member Ana Ventura Phares to the Santa Cruz Metropolitan Transit District Board of Directors. This action was taken at the City Council meeting on January 22, 2002.

If you have any questions, please contact me at 728-6005.

Sincerely,

Lorraine Washington  
City Clerk

Enc.

c: Council Member Ana Ventura Phares

RESOLUTION NO. 25-02 (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WATSONVILLE APPOINTING CITY COUNCIL MEMBER ANA  
VENTURA PHARES TO THE SANTA CRUZ METROPOLITAN  
DISTRICT BOARD OF DIRECTORS

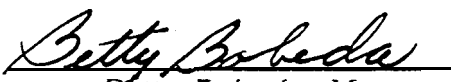
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATSONVILLE,  
CALIFORNIA, AS FOLLOWS:

That City Council Member Ana Ventura Phares is hereby appointed to the Santa  
Cruz Metropolitan District Board of Directors.

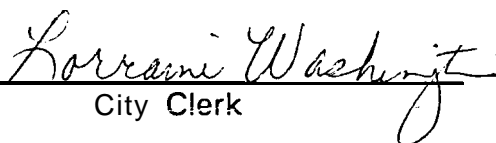
\*\*\*\*\*

The foregoing resolution was introduced at a regular meeting of the Council of the City of Watsonville, held on the 22 day of January, 2002, by Council Member Phares, who moved its adoption, which motion being duly seconded by Council Member Lopez, was upon roll call carried and the resolution adopted by the following vote:

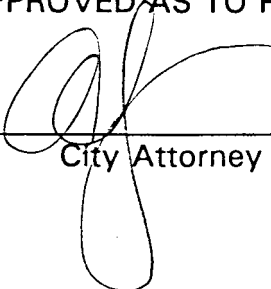
AYES:	COUNCIL MEMBERS:	<b>Carter, Doering-Nielsen, Gomez, Lopez, Phares, de la Paz, Bobeda</b>
NOES:	COUNCIL MEMBERS:	<b>None</b>
ABSENT:	COUNCIL MEMBERS:	<b>None</b>

  
Betty Bobeda, Mayor

ATTEST:

  
City Clerk

APPROVED AS TO FORM:

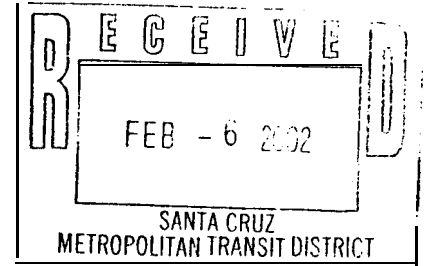
  
City Attorney



02/02/2002

Dear Metro Board of Directors,

Sheryl Ainsworth, C  
Emily Reilly, VC  
Michael Rotkin  
Michelle Hinkle  
Tim Fitzmourice  
Dennis Norton  
Patricia Spence  
Jan Beautz  
Christopher Krolin  
Jeff Almquist  
Anna Phares  
Mike Keogh



I appeal to you all to help me in a very financially difficult time. I have three part-time jobs, no car, and sometimes ride up to ten buses per day. (Two VTA, two Hwy 17, two 35, two University, and two UCSC shuttles) I am having trouble paying all of my bills and cannot afford housing in Santa Cruz county—closer to work. The fare increase you have recently passed, on the Highway 17 bus, is the straw that is breaking my back.

I have no room in my tight budget to accommodate this increase.

Would you please, kindly, consider awarding me a Highway 17 pass, at least until May? It would really help me to get through this winter. They say, "there's no harm in asking." I hope that there is no harm in begging either.

T. Anand  
POB 2106  
San Jose 95109

2-c.1



# BIKE-TO-WORK

PO Box 8402 • Santa Cruz, CA 95061 • 423-3773  
email: bike2wrk@cruzio.com • website: www.bike2work.com

*Bicycle for a cleaner, healthier, & less congested Santa Cruz County*

TO: Metro Board of Directors

From: Peter Canning, Bike to Work  
3 pgs total w/ cover sheet

Please Distribute to Board  
prior to their Friday 2/15/02  
meeting

Thank you

2-d.1



# BIKE-TO-WORK

PO Box 8402 • Santa Cruz, CA 95061 • 423-3773  
 email: bike2wrk@cruzio.com • website: www.bike2work.com  
*Bicycle for a cleaner, healthier, & less congested Santa Cruz County*

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2/11/02

Santa Cruz Metropolitan Transit District  
 Board of Directors  
 370 Encinal Street, Suite 100  
 Santa Cruz, CA 95060

Dear Chairperson,

Bike to Work is very pleased to hear that the Metro staff is recommending that bikes be allowed on buses when the outside bike racks are full, and the wheelchair containment area is unoccupied. This additional capacity for buses to carry bikes is crucial as the racks for bikes on buses are often full and therefore cannot meet the demand to carry more bikes. Because of this demand we applaud the Metro's willingness to expand this much needed service.

By doubling the capacity to carrying bikes on buses, the service becomes much more reliable and allows those travelling within the county to combine the best of biking with the best of busing. Someone can have the flexibility and door-to-door efficiency of a bicycle along with long distance travel offered by a bus without driving.

At the present time it doesn't make sense to promote the bikes on buses program since there is currently more demand than capacity. With the expanded carrying space for bikes, the service can be promoted, giving more people viable alternatives to driving.

We realize that this increased capacity has its limitation and bus users who bring a bike, on board must be ready to get off the bus if someone in a wheelchair or cart comes on board. We believe that bicyclists will remove their bike and selves from the bus when the wheelchair location on the bus is needed by someone in a wheelchair. It is obvious this spot is for wheelchairs and it is the priority and first use of that location. Bike to Work would offer its services to communicate this to the bike community.

We hope the use of the wheelchair area would not be opposed by the disabled community, in Santa Cruz County. We realize that activists have fought hard to increase services for this segment of the population and we don't want this to be viewed as a reduction in service. We believe that bicyclists use of the wheelchair space will not create conflict if a cyclist has to leave the bus.

2-d.2

We strongly support the Metro staff's recommendation to allow bikes on buses if the bike racks are full. Thank you for your consideration of his important issue.

Sincerely,

Piet Canin  
Program Director  
Bike II, Work



2-d.3

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

Minutes- Board of Directors

January 11, 2002

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A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 11, 2002 at the District's Administrative Office, 370 Encinal Street, Santa Cruz, CA.

Vice-Chairperson Reilly called the meeting to order at 9:00 a.m.

## SECTION 1: OPEN SESSION

### 1. ROLL CALL:

#### DIRECTORS PRESENT

Tim Fitzmaurice  
Michelle Hinkle  
Mike Keogh  
Dennis Norton  
Emily Reilly  
Pat Spence  
Ex-Officio Mike Rotkin

#### DIRECTORS ABSENT

Sheryl Ainsworth (arrived at 9:02)  
Jeff Almquist (arrived at 9:07)  
Jan Beautz (arrived at 9:36)  
Christopher Krohn

#### STAFF PRESENT

Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Manager  
Mark Dorfman, Asst. General Manager  
Marilyn Fenn, Asst. Finance Manager  
Margaret Gallagher, District Counsel  
Tom Hiltner, Grants/Legis. Analyst  
David Konno, Fac. Maint. Manager

Ian McFadden, Transit Planner  
Gillian McGlaze, Acting Base Superintendent  
Elisabeth Ross, Finance Manager  
Robyn Slater, Asst. H.R. Manager  
Tom Stickel, Fleet Maint. Manager  
Leslie R. White, General Manager

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

Linda Clayton, SEA  
Pat Dellin, SCCRTC  
Steve Marcus, UTU  
Carolyn O'Donnell, TMA

Kathy O'Mara, Schedule Analyst  
Steve Paulson, UTU  
Will Regan, VMU  
Sam Storey, Community Bridges  
Will Regan, VMU

### 2. ORAL AND WRITTEN COMMUNICATION

- a. Rafael Lopez
- b. Tom Gestri
- c. Batya Kagan

RE: Resignation as Director  
RE: Hwy. 1 Widening  
RE: Bikes on Buses

3. **LABOR ORGANIZATION COMMUNICATIONS**

None

4. **METRO USERS GROUP (MUG) COMMUNICATIONS**

None

5. **METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

Director Spence, on behalf of MASTF, distributed awards to the Directors who voted in favor of the Paratransit Sensitivity Awareness Project and to the Board and Staff members who participated in this project. A binder is available which delineates the specifics of this project, and includes responses from the participants regarding the services provided, and suggestions for improvements to the paratransit program.

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

None

**CONSENT AGENDA**

7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 11/9/01, 11/16/01 AND 12/14/01**

No questions or comments.

7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR NOVEMBER AND DECEMBER 2001**

No questions or comments.

7-3. **ACCEPT AND FILE NOVEMBER AND DECEMBER 2001 RIDERSHIP REPORT**

No questions or comments.

7-4. **CONSIDERATION OF TORT CLAIMS: Deny the Claims of: AmCom Insurance Service; Nina Carlotta; Clairedene Mary K. Smith; Kathleen Smith; Jeff Long**  
**ACTION REQUIRED AT 1/11/02 MEETING**

Action is required at today's meeting due to the cancellation of the December 21, 2001 Board Meeting.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR ALMQUIST**

**Approve Staff recommendations.**

**Motion passed unanimously.**

Ex Officio Director Rotkin requested a report of the amount of claims being received and whether they are increasing, decreasing or remaining the same.

**7-5. ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/15/01 AND 12/20/01**

No questions or comments.

**7-6. ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 11/14/01 AND 12/19/01**

No questions or comments.

**7-7. ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER AND NOVEMBER 2001, APPROVAL OF BUDGET TRANSFERS**

No questions or comments.

**7-8. ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATES FOR OCTOBER AND NOVEMBER 2001**

Director Reilly confirmed that the meetings between METRO staff and UCSC representatives are still occurring.

**7-9. ACCEPT AND FILE STATUS REPORT FOR DECEMBER AND JANUARY FOR CALL STOP ISSUE PROGRESS**

No questions or comments.

**7-10. ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR OCTOBER AND NOVEMBER 2001**

No questions or comments.

**7-11. ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER AND NOVEMBER 2001**

No questions or comments.

**7-12. ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL**

No questions or comments.

**7-13. CONSIDERATION OF FINAL REPORT ON THE “IBUS” TDA-DEMONSTRATION PROJECT**

No questions or comments.

**REGULAR AGENDA**

**8. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR BRUCE GABRIEL**

This resolution will be presented at the January 18, 2002 Board meeting.

**9. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR PAUL CHANDLEY**

This resolution will be presented at the January 18, 2002 Board meeting.

**10. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

Awards will be presented at the January 18, 2002 Board meeting

**11. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE**

**Summary:**

Mark Dorfman explained that this item was carried over from December due to the December 21<sup>st</sup> meeting being cancelled. METRO staff continued to receive correspondence regarding the proposed fare increase after the closing period. This correspondence is included with the staff report as Attachment E. Staff is proposing to move the implementation date to February 1, 2002.

**Discussion:**

There was discussion regarding the cost of the day pass and lowering the proposed cost so it would be less expensive than a round-trip bus fare. Mr. Dorfman stated that the day pass is for the convenience of eliminating the need for exact fare and also so that the holder has access to both the METRO and VTA's systems. The issue of San Jose State University's (SJSU) eco pass was addressed. It is unknown if the eco pass was extended to the Highway 17 service. However, this issue is between SJSU and VTA. METRO is reimbursed \$2.25 for each eco pass that is accepted on its system.

Staff is waiting for direction from the Board as to responding to the correspondence received regarding the proposed fare increase. A fact sheet will be provided to the ridership on the Highway 17 Express. Mr. White added that adjustments to the local fares would be on the schedule of events to present to the Board this year.



Director Fitzmaurice asked for a report on how much the ridership would need to decrease to break even as the fare increases. Mr. Dorfman will provide a calculation to address this. There was discussion of proposing a lesser increase at this time then to increase fares on an incremental basis going forward. However, the budget has been calculated for an increase of \$28,000 in revenues based on the current proposed fares.

Ex Officio Director Rotkin requested a staff recommendation on the following: a) what would the subsidy be for the rest of the system, b) calculations to incrementally increase the fare over time. Director Ainsworth requested a breakdown outlining the percentage of the Highway 17 ridership that are SJSU students. There was a discussion regarding the need for a semester pass for SJSU students. Mr. Dorfman will provide historical ridership numbers to the Board.

There was discussion regarding Scotts Valley companies subsidizing passes for their employees who use the Highway 17 Express service. It was determined that a separate meeting should be held to discuss company subsidies for their employees.

## **12. CONSIDERATION OF NOMINATION AND ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2002, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS**

### **Summary:**

Director Almquist nominated Directors Ainsworth and Reilly to continue as Chairperson and Vice Chairperson, respectively, for the Year 2002. Nomination of Directors Keogh, Reilly, and Spence as Transportation Commission assignees were made. Nominations for Transportation Commission alternates will be made at the 1/18/02 Board Meeting.

### **Discussion:**

Director Keogh nominated Director Hinkle as the Metro Users Group (MUG) Chairperson.

## **13. CONSIDERATION OF APPROVAL OF 2002 FEDERAL LEGISLATIVE PROGRAM**

### **Summary:**

Les White reviewed the six goals of the Federal Legislative program. He added that he continues to reiterate to the Federal Government that the complimentary paratransit service is still unfunded. Mr. White asked if the Board would like Staff to request earmark funding from Congressman Sam Farr for either the first phase of the radio system upgrade and vehicle monitoring system, or to step aside and allow the Transportation Commission to request funding for the right-of-way acquisition, or to allow Monterey to request funds for their Ft. Ord operating facility.

Ex-Officio Director Rotkin inquired as to the status of the MetroBase project and whether Congressman Farr could help with this funding. Mr. White responded that the draft report on the financial feasibility impact report would be brought to the Board shortly. Staff from Congressman Farr's office gave the impression that they didn't want to look at this project until it is more defined. Mr. White added that he has opened discussions with Congressman Eschu's

office. Mr. White confirmed that Staff would need to talk with Congressman Farr prior to April when he submits his list of funded projects. Director Fitzmaurice asked to see the verbiage on how we would communicate our needs to Congressman Farr. Director Ainsworth added that Staff might look at Federal funding for the project to install piping under the road to the District's proposed CNG facility and was informed that Congressman Farr's office thought this should be funded at the State level. However, Mr. White will discuss this again with Congressman Farr's office.

**ACTION: MOTION: DIRECTOR ALMQUIST SECOND: DIRECTOR SPENCE**

**Move Items 15 – 18 to the Consent Agenda. Approve Item #17**

**Motion passed with Director Keogh voting “no”.**

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR NORTON**

**Move Item #13 to the Consent Agenda.**

**Motion passed unanimously.**

Les White stated that Josh Shaw, Executive Director of California Transit Association, would be at the Board meeting on January 18, 2002 to present the State Legislative goals.

**14. CONSIDERATION OF AWARD OF CONTRACT FOR ELIGIBILITY SOFTWARE FOR PARATRANSIT RIDES**

This staff report will be included in the Add-On Packet. There were no questions or comments.

**15. MOVED TO CONSENT AGENDA AS ITEM #7-15**

**16. MOVED TO CONSENT AGENDA AS ITEM #7-16**

**17. CONSIDERATION OF MODIFICATION TO THE PROPOSED MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PLANNING AND DESIGN OF THE PROJECT TO REHABILITATE AND REDESIGN THE SANTA CRUZ METRO CENTER (TO INCLUDE MUTUAL INDEMNIFICATION CLAUSES)**

This Item was approved as stated above.

**18. MOVED TO CONSENT AGENDA AS ITEM #7-18**

**19. REVIEW OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Margaret Gallagher outlined the cases of Existing Litigation and Anticipated Litigation to be discussed along with the General Manager's Performance Evaluation.

**SECTION II: CLOSED SESSION**

Vice Chairperson Reilly adjourned to Closed Session at 10:25 a.m. and reconvened to Open Session at 12:00 noon.

**SECTION III: RECONVENE TO OPEN SESSION**

**20. REPORT OF CLOSED SESSION**

Margaret Gallagher stated that there was nothing to report from Closed Session.

**ADJOURN**

There being no further business, Vice-Chairperson Reilly adjourned the meeting at 12:00 noon.

Respectfully submitted.

DALE CARR  
Administrative Services Coordinator

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**Minutes- Board of Directors**

**January 18, 2002**

---

A Regular Meeting of the Board of Directors of the Santa Cruz Metropolitan Transit District met on Friday, January 18, 2002, at the City Hall Council Chambers, 809 Center Street, Santa Cruz, California.

Chairperson Ainsworth called the meeting to order at 9:23 a.m.

## **SECTION 1: OPEN SESSION**

### **1. ROLL CALL:**

#### **DIRECTORS PRESENT**

Sheryl Ainsworth  
Jan Beautz  
Tim Fitzmaurice  
Michelle Hinkle  
Christopher Krohn  
Dennis Norton  
Emily Reilly  
Pat Spence

#### **DIRECTORS ABSENT**

Jeff Almquist  
Mike Keogh  
Ex-Officio Mike Rotkin

#### **STAFF PRESENT**

Bryant Baehr, Operations Manager  
Kim Chin, Planning & Marketing Manager  
Mark Dorfman, Asst. General Manager  
Marilyn Fenn, Asst. Finance Manager  
Margaret Gallagher, District Counsel  
Harlan Glatt, Sr. Database Administrator

Tom Hiltner, Grants/Legis. Analyst  
David Konno, Fac. Maint. Manager  
Ian McFadden, Transit Planner  
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**

Dorice Ann, Bus Operator  
Bart Cavallaro, Bus Rider  
Linda Clayton, SEA  
Mary Ferrick, PSA  
Bruce Gabriel, Former Director  
Ed Kramer, Bus Rider  
Fahmey Ma'Awad, Bus Rider  
Carmen Magdaleno, Interpreter

Steve Marcus, UTU  
Bonnie Morr, UTU  
Carolyn O'Donnell, SC TMA  
Steve Paulsen, UTU  
Will Regan, VMU  
Denise Rossi, Transit Supervisor  
John Shaw, Shaw/Yoder, Inc.  
Linda Wilshusen, SCCRTC

**2. ORAL AND WRITTEN COMMUNICATION**

- |    |                                |                             |
|----|--------------------------------|-----------------------------|
| a. | Rafael Lopez                   | RE: Resignation as Director |
| b. | Tom Gestri                     | RE: Hwy. 1 Widening         |
| c. | Batya Kagan                    | RE: Bikes on Buses          |
| d. | Richard W. Bedal, County Clerk | RE: Apportionment           |

Les White asked the Board if there is any staff action required to respond to the Richard Bedal letter concerning Apportionment. Chairperson Ainsworth asked for an analysis on what the possible choices might be in the apportionment and also requested a staff report regarding bikes on buses in response to Batya Kagan's communication.

**3. LABOR ORGANIZATION COMMUNICATIONS**

None

**4. METRO USERS GROUP (MUG) COMMUNICATIONS**

None

**5. METRO ACCESSIBLE SERVICES TRANSIT FORUM (MASTF) COMMUNICATIONS**

None

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

**SECTION 1:**

**ADD TO ITEM #2**

ORAL AND WRITTEN COMMUNICATIONS:

1. Richard W. Bedal, County Clerk RE: Apportionment  
**(Add written communication as Item d)**

**CONSENT AGENDA:**

**ADD TO ITEM #7-4**

CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Katrina Nakata  
**(Insert Claim)**

**ADD TO ITEM #7-5**

ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/15/01 AND 12/20/01  
Attachments: A, C, D, E, F, G, H, I, J, K, L, M, N, O  
**(Insert Attachments)**

**ADD TO ITEM #7-15**      CONSIDERATION OF APPROVAL OF AMENDMENT TO LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND TRUCK DRIVERS INSTITUTE TO ALLOW THE DISTRICT TO HAVE EXCLUSIVE USE OF PREMISES FOR THE PURPOSE OF TRAINING NEW BUS OPERATORS  
**(Replace Staff Report and attachments under original number of Item 15)**

**REGULAR AGENDA:**

**ADD TO ITEM #8**      CONSIDERATION OF RESOLUTION OF APPRECIATION FOR BRUCE GABRIEL  
**(Insert Resolution)**

**ADD TO ITEM #9**      CONSIDERATION OF RESOLUTION OF APPRECIATION FOR PAUL CHANDLEY  
**(Insert Resolution)**

**ADD TO ITEM #11**      CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE  
(Insert Attachment F)  
**(Replace Page 11-E-1)**  
**(Add Page 11-E-19)**

**ADD TO ITEM #12**      CONSIDERATION OF ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2002, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHARIPERSON ASSIGNMENTS  
**(Insert Attachment B)**

**ADD TO ITEM #14**      CONSIDERATION OF AWARD OF CONTRACT FOR ELIGIBILITY SOFTWARE FOR PARATRANSIT RIDES  
**(Add Staff Report)**

**DELETE ITEM #17**      CONSIDERATION OF MODIFICATION TO THE PROPOSED MEMORANDUM OF UNDERSTANDING WITH THE CITY OF SANTA CRUZ FOR PLANNING AND DESIGN OF THE PROJECT TO REHABILITATE AND REDESIGN THE SANTA CRUZ METRO CENTER (TO INCLUDE MUTUAL INDEMNIFICATION CLAUSES)  
**(Action taken at 1/11/02 Board Meeting)**

**ADD TO ITEM #19**      CONSIDERATION OF RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SCCRTC FOR TDA DEMONSTRATION PROGRAM FUNDS  
**(Insert Staff Report)**

**ADD TO ITEM #20** PRESENTATION OF STATE LEGISLATIVE ISSUES  
**(Oral Presentation Only)**

**ADD TO ITEM #21** CONSIDERATION OF LEASE EXTENSIONS FOR MARKET  
SPACE AND OFFICE SPACE FOR BOB TOTT, D/B/A  
METROPOLITAN MARKET  
**(Insert Staff Report)**

An additional letter concerning the proposed Highway 17 fare increase and a letter from the Watsonville City Manager regarding appointments of alternates to the Regional Transportation Commission were distributed to the Board at this meeting.

### **CONSENT AGENDA**

- 7-1. **APPROVE REGULAR BOARD MEETING MINUTES OF 11/9/01, 11/16/01 AND 12/14/01**
- 7-2. **ACCEPT AND FILE PRELIMINARILY APPROVED CLAIMS FOR NOVEMBER AND DECEMBER 2001**
- 7-3. **ACCEPT AND FILE NOVEMBER AND DECEMBER 2001 RIDERSHIP REPORT**
- 7-4. **CONSIDERATION OF TORT CLAIMS: Deny the Claim of: Katrina Nakata**
- 7-5. **ACCEPT AND FILE MINUTES OF MASTF COMMITTEE MEETING OF 11/15/01 AND 12/20/01**
- 7-6. **ACCEPT AND FILE MINUTES OF MUG COMMITTEE MEETING OF 11/14/01 AND 12/19/01**
- 7-7. **ACCEPT AND FILE MONTHLY BUDGET STATUS REPORT FOR OCTOBER AND NOVEMBER 2001, APPROVAL OF BUDGET TRANSFERS**
- 7-8. **ACCEPT AND FILE UNIVERSITY OF CALIFORNIA, SANTA CRUZ SERVICE UPDATES FOR OCTOBER AND NOVEMBER 2001**
- 7-9. **ACCEPT AND FILE STATUS REPORT FOR DECEMBER AND JANUARY FOR CALL STOP ISSUE PROGRESS**
- 7-10. **ACCEPT AND FILE STATUS REPORT ON ADA PARATRANSIT PROGRAM FOR OCTOBER AND NOVEMBER 2001**
- 7-11. **ACCEPT AND FILE HIGHWAY 17 STATUS REPORT FOR OCTOBER AND NOVEMBER 2001**
- 7-12. **ACCEPT AND FILE STAFF REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL**
- 7-13. **CONSIDERATION OF FINAL REPORT ON THE "IBUS" TDA-DEMONSTRATION PROJECT**
- 7-14. **CONSIDERATION OF APPROVAL OF 2002 FEDERAL LEGISLATIVE PROGRAM**
- 7-15. **CONSIDERATION OF APPROVAL OF AMENDMENT TO LEASE AGREEMENT BETWEEN SANTA CRUZ METROPOLITAN TRANSIT DISTRICT AND TRUCK DRIVERS INSTITUTE TO ALLOW THE DISTRICT TO HAVE EXCLUSIVE USE OF PREMISES FOR THE PURPOSE OF TRAINING NEW BUS OPERATORS**  
**Revised Staff Report will be included in the Add-On Packet**
- 7-16. **CONSIDERATION OF ADOPTION OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S AMENDED RECORDS RETENTION SCHEDULE**
- 7-17. **CONSIDERATION OF APPROVAL OF LEASE FOR WATSONVILLE TRANSIT CENTER KIOSK #6 FOR FLOR BELLA**

**ACTION: MOTION: DIRECTOR REILLY SECOND: DIRECTOR SPENCE**

**Approve the Consent Agenda.**

**Motion passed unanimously with Directors Almquist and Keogh absent.**

#### **REGULAR AGENDA**

#### **8. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR BRUCE GABRIEL**

**Summary:**

Chairperson Ainsworth read the Resolution of Appreciation for Bruce Gabriel for his contributions to the Board. Mr. Gabriel also received a lifetime bus pass.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR REILLY**

**Approve the Resolution of Appreciation for Bruce Gabriel.**

**Motion passed unanimously by a roll call vote with Directors Almquist and Keogh absent.**

#### **9. CONSIDERATION OF RESOLUTION OF APPRECIATION FOR PAUL CHANDLEY**

**Summary:**

Chairperson Ainsworth acknowledged Paul Chandley in absentia for his contributions to METRO from 1988 to 2001.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR SPENCE**

**Approve the Resolution of Appreciation for Paul Chandley**

**Motion passed unanimously by a roll call vote with Directors Almquist and Keogh absent.**

#### **10. CONSIDERATION OF PRESENTATION OF EMPLOYEE LONGEVITY AWARDS**

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

#### **TEN YEAR**

Mark Dorfman, Assistant General Manager



**TWENTY YEARS**

Dorice Ann, Bus Operator

**TWENTY-FIVE YEARS**

John (J.J.) Perez, Transit Supervisor  
Denise Rossi, Transit Supervisor

**ITEM #20 WAS TAKEN OUT OF ORDER**

**20. PRESENTATION OF STATE LEGISLATIVE ISSUES**

**Summary:**

Josh Shaw, Executive Director of the California Transit Association, made a presentation to the Board on the State Legislative Issues for 2002. He also passed a copy of the Governor's proposed State budget to the Board for review. Items discussed were: the decline in the state of revenues, proposed revenues for FY 02/03, FY 01/02 cutbacks but none in transportation, the General Fund and special funds.

**Discussion:**

Mr. Shaw stated that Proposition 42 would dedicate the sales tax to transportation and asked for support of this Proposition. A proposal was made for FY 02/03 for \$115M in funds for the STA Program, however, this could shrink in the next few months. The Governor does not propose major cuts in transportation. Chairperson Ainsworth asked for an annual presentation on the State legislative program. Mr. Shaw added that the sales tax reductions would begin on July 1, 2002.

**11. CONSIDERATION OF ADOPTION OF REVISED FARE ORDINANCE FOR HIGHWAY 17 EXPRESS SERVICE**

**Summary:**

Mark Dorfman outlined the process taken for the proposed fare increase on the Highway 17 Express service. This action was proposed in an effort to contribute towards balancing METRO's budget for FY 02/03. This service currently generates approximately \$380,000 in revenue. With no change in the ridership levels, METRO would increase its revenue by \$104,000 annually with the fare increase. Staff projects a 10% ridership loss with the fare increase which would equate to a positive cash flow of \$56,000 on an annual basis. In response to Board direction, monthly pass rates were outlined in Attachment F of the staff report and estimated at \$40 for a regular pass, \$30 for a student pass, \$14 for a senior/disabled pass and \$65 for a Highway 17 monthly pass.

**Discussion:**

Staff advised the Board that they would return in February with more recommendations for changes in the budget to accommodate for the revenue shortfall. Director Fitzmaurice expressed interest in providing a student pass for the Highway 17 ridership. Mr. Dorfman replied that Staff may need to add trips to accommodate the increase in ridership that a monthly student pass might require. Director Reilly suggested that part of the discussion with the San Jose State University should be for SJSU to schedule classes based on bus capacity. Mr. Dorfman said Staff will open up discussion with SJSU and VTA regarding this. She also suggested that discussions take place with the Santa Clara University as well. In response to a query from Director Spence, Mark Dorfman will obtain information from VTA on how many riders transfer from VTA's system to METRO's.

Staff will also review VTA's analysis mechanism that they will use to adjust their fares on an annual basis. Eleanor Stitt, a bus rider with a bicycle, expressed concern about not being able to return to retrieve her bicycle at Dominican Hospital after taking the Highway 17 Express. Staff will find out why we cannot return riders to the Dominican Hospital area. Gene Solomon, a bus rider, asked for more consideration of the riders when there are detours as several people have been left standing at a bus stop when the bus was redirected around construction. He stated that METRO should work with VTA in these instances to ensure riders have a way back to Santa Cruz. There was discussion regarding riders having to pay a fare to ride the bus to the Scotts Valley Park & Ride to board the Highway 17 bus. Les White outlined the numerous challenges related to bringing the Highway 17 service to Metro Center, first and foremost being that METRO has no buses to place on this service. The current buses that run to the Metro Center cannot be utilized due to Caltrans' and Amtrak's requirement for luggage capabilities. If Amtrak gives METRO relief on the luggage requirement, Les White informed the Board that staff could come back to them with a service plan to implement by Fall 2002.

Director Reilly requested a copy of the "true cost of driving" brochures which Kim Chin will provide. Mr. Dorfman will provide the ridership figures for the Highway 17 Express.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR KROHN**

**Direct Staff to bring back information within 3 months on: extension of bus service to Metro Center, development of proposal and budget implications for student and senior/disabled fare on pass basis as well as individual cash basis, evaluate deadhead miles from Scotts Valley to Dominican, and report as to why day passes from METRO and VTA do not give full credit for that value when using the Highway 17 Express. Direct Staff to do a careful tracking over the next four months of ridership.**

**Motion passed unanimously by a roll call vote and with Directors Almquist and Keogh absent.**

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR KROHN**

**Adopt the revised fare ordinance that will increase fares on the Highway 17 Express effective February 1, 2002.**

**Motion passed by a roll call vote with Directors Krohn and Norton opposed and Directors Almquist and Keogh absent.**

**12. CONSIDERATION OF ELECTION OF DIRECTORS TO SERVE AS BOARD MEMBERS FOR THE YEAR 2002, TRANSPORTATION COMMISSION AND METRO USERS GROUP CHAIRPERSON ASSIGNMENTS**

**Summary:**

The following nominations were made at the January 11, 2002, Board Meeting: Sheryl Ainsworth, Chair; Emily Reilly, Vice Chair; Michelle Hinkle, MUG Chair; Mike Keogh/Emily Reilly/Pat Spence SCCRTC Representatives.

**ACTION: MOTION: DIRECTOR FITZMAURICE SECOND: DIRECTOR NORTON**

**Elect the following Directors for the following positions, wait one month to nominate alternates to the SCCRTC:**

**Sheryl Ainsworth - Chairperson**

**Emily Reilly - Vice Chair**

**Michelle Hinkle - MUG Chair**

**Mike Keogh, Emily Reilly, Pat Spence – SCCRTC Representatives**

**Motion passed unanimously with Directors Almquist and Keogh absent.**

**13. MOVED TO CONSENT AGENDA AS ITEM 7-14**

**14. CONSIDERATION OF AWARD OF CONTRACT FOR ELIGIBILITY SOFTWARE FOR PARATRANSIT RIDES**

**Summary:**

Tom Stickel reported that this contract is for the purchase and installation of an eligibility software program for the ADA paratransit eligibility certification process. Staff received three responses to the Request for Proposal and recommends awarding the contract to the Orthopaedic Hospital. This contract includes training of staff and has been used in the certification of over 150,000 paratransit riders.

**Discussion:**

Director Spence confirmed with Staff that this software would tie into the Trapeze Software currently being used. The Orthopaedic Hospital is the developer of this software and has been using it for six years. Kim Chin reported that there is an acceptance period in which the software will be set up and tested with a period to iron out the difficulties.

**ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR FITZMAURICE**

**Authorize the General Manager to enter into a contract with Orthopaedic Hospital for the purchase and installation of an eligibility software program for the ADA Paratransit eligibility certification process.**

**Motion passed unanimously with Directors Almquist and Keogh absent.**

**15. MOVED TO CONSENT AGENDA AS ITEM 7-15**

**16. MOVED TO CONSENT AGENDA AS ITEM 7-16**

**17. DELETED**

**18. MOVED TO CONSENT AGENDA AS ITEM 7-17**

**19. CONSIDERATION OF RESOLUTION AUTHORIZING AN APPLICATION AND CLAIM TO THE SCCRTC FOR TDA DEMONSTRATION PROGRAM FUNDS**

**Summary:**

Mark Dorfman commented that this item is in response to a call for demonstration projects. Staff is proposing to put in a project for \$20,000 which is the maximum amount. The project is implementation of magnetic card technology which would utilize the magnetic encoding devices on the fareboxes. The second phase of this project would be to move into employer/sponsor-type passes that agencies could give to their employees. The price would be capped no matter how many times the passes are used by the employee.

**Discussion:**

Mr. Dorfman added that a monthly pass would turn into a 30 day pass becoming valid on the first day of use. Mr. White further added that the swiping function of the card would be tested in a “test” market to ensure that it wouldn’t impede the boarding and deboarding of passengers. The tracking of these passes would be done by the fareboxes.

**ACTION: MOTION: DIRECTOR NORTON SECOND: DIRECTOR FITZMAURICE**

**Adopt the resolution authorizing the Secretary/General Manager to submit an application to the Regional Transportation Commission for TDA Program funds to implement magnetic card technology.**

**Motion passed unanimously by a roll call vote with Directors Almquist and Keogh absent.**

**21. CONSIDERATION OF LEASE EXTENSIONS FOR MARKET SPACE AND OFFICE SPACE FOR BOB TOTT, D/B/A METROPOLITAN MARKET**

**Summary:**

Margaret Gallagher reported that Bob Tott, who currently leases the market and office space at Metro Center, is requesting that the lease be extended for an additional two-year term for each space.

**ACTION: MOTION: DIRECTOR BEAUTZ SECOND: DIRECTOR FITZMAURICE**

**Authorize extension of the leases between Bob Tott d/b/a Metropolitan Market and METRO for office space and market space to February 1, 2004.**

**Motion passed unanimously with Directors Almquist and Keogh absent.**

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

Margaret Gallagher reported that the first two items on the Closed Session agenda do not need to be discussed in Closed Session.

The Board deferred Margaret Gallagher's performance evaluation to the February meeting.

**ADJOURN**

There being no further business, Chairperson Ainsworth adjourned the meeting at 11:35 a.m.

Respectfully submitted

DALE CARR  
Administrative Services Coordinator

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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DATE: 01/01/02 THRU 01/31/02

CHK NUMBER	CHECK DATE	CHECK AMOUNT	VENDOR NAME	VENDOR TYPE	TRANS. NUMBER	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	COMMENT
5642	01/03/02	2,362.24	U.S. BANK 4251-2400-0554-7229		76666	4251-2400-0554-7229	2,362.24	MANUAL
5643	01/03/02	1,427.70	U.S. BANK 4251-2400-0574-2697		76667	4251-2400-0574-2697	1,427.70	MANUAL
5644	01/08/02	170.257.44	PUBLIC EMPLOYEES'		76669	JAN MEDICAL INS	170.257.44	
5645	01/11/02	12,120.85	NEW FLYER INDUSTRIES LIMITED		76670	REV VEH PARTS 156	156.01	
					76671	REV VEH PARTS 2115	2,114.73	
					76672	REV VEH PARTS 3346	3,346.04	
					76673	REV VEH PARTS 1274	1,273.75	
					76674	REV VEH PARTS 376	377.56	
					76675	REV VEH PARTS 164	164.05	
					76676	REV VEH PARTS 235	234.70	
					76677	REV VEH PARTS (12)	-11.74	
					76678	REV VEH PARTS 987	986.58	
					76679	REV VEH PARTS 2296	2,296.32	
					76680	REV VEH PARTS 1095	1,182.85	
5646	01/11/02	775.76	CAPITOL CLUTCH AND BRAKE INC		76681	REV VEH PARTS	176.67	
					76682	REV VEH PARTS	399.09	
5647	01/11/02	419.60	WASTE MANAGEMENT OF S C		76683	JAN-MAR FREEDOM/AIRF	221.65	
					76684	JAN-MAR LOMOND/HWY 9	34.80	
					76685	DEC MT HERMON/KING V	16.40	
					76686	DEC KINGS VILLAGE	111.95	
					76687	JAN-MAR BIG BASIN/HW	34.80	
5648	01/11/02	54,788.42	DEVCO OIL		76688	DECEMBER FUEL	54,788.42	
5649	01/11/02	2,456.18	CITY OF SANTA CRUZ		76689	PARKING DEF FEES	1,182.30	
					76690	2ND INSTALL COOP	1,273.88	
5650	01/11/02	742.70	SAFETY-KLEEN CORP		76691	HAZ WASTE DISP	742.70	
5651	01/11/02	1,790.00	SANTA CRUZ MEDICAL CLINIC		76692	NOV EMP EXAMS	1,790.00	
5652	01/11/02	1,258.75	SCOTT F.E., ROBERT W.		76693	PROF SVCS 7/1-11/30	1,258.75	
5653	01/11/02	355.23	MOHAWK MFG. & SUPPLY CO.		76694	REV VEH PARTS 355	355.23	
5654	01/11/02	4,533.70	ITT HARTFORD		76695	JAN LIFE/AD&D INS.	4,533.70	
5655	01/11/02	164,596.53	COMMUNITY BRIDGES		76696	NOV ADA PARATRANSIT	164,596.53	
5656	01/11/02	20.86	KURT INTERNATIONAL TRUCKS		76697	REV VEH PARTS	20.86	
5657	01/11/02	70.00	BAY COMMUNICATIONS		76698	NOV PHONE REPAIRS	70.00	
5658	01/11/02	2,100.00	BAY STAFFING		76699	TEMPS W/E 12/9 FLEET	1,120.00	
					76700	TEMPS W/E 12/23 FLT	980.00	
5659	01/11/02	1,614.74	TRANSIT RESOURCES, INC.		76701	REV VEH PARTS	1,614.74	
5660	01/11/02	1,157.46	HALL KINION		76702	TEMPS W/E 12/16 HRD	1,157.46	
5661	01/11/02	141.91	AMERICAN SUPPLY COMPANY		76703	CLEANING SUPPLY	141.91	
5662	01/11/02	3,087.00	TOXSCAN, INC.		76704	STORM ANALYSIS	3,087.00	
5663	01/11/02	144.00	MTA US&C		76705	MEMBERSHIP DUES	144.00	
5664	01/11/02	2,197.30	SHAW & YOSER, INC.		76706	NOV LEGISLATIVE REF	2,197.30	
5665	01/11/02	834.63	CINCO GROUP, INC.		76707	REV VEH PARTS	834.63	
5666	01/11/02	70.00	SCHICK, ELIZABETH		76708	SPANISH INTERF.	70.00	
5667	01/11/02	134.69	MOBILE STORAGE GROUP, INC.		76709	12/17-1/14 CONT.	134.69	
5668	01/11/02	315.00	SOLARI RANCH		76710	WEED ABATEMENT-SKTA	315.00	
5669	01/11/02	329.12	SCOTTS VALLEY WATER DISTRICT		76711	10/9-12/11 KINGS VLG	28.70	
					76712	10/9-12/11 KINGS VLG	300.42	
5670	01/11/02	394.80	PULDNE & STROMBERG		76845	PROF SVCS-SHORTHAND	394.80	
5671	01/11/02	1,917.38	NELSON NYGAARD		76712	ADA CERT TO 11/30/01	1,917.38	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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5672	01/11/02	647.81 002639	NEXTEL COMMUNICATIONS	76713	PHONES 11/26-12/25	647.81
5673	01/11/02	253.80 002643	IOS CAPITAL	76314	1/22-2/21 COPIER	253.80
5674	01/11/02	417.50 002676	SKILLCHECK, INC.	76715	UPGRADE TEST PROGRAM	417.50
5675	01/11/02	300.00 002683	TRUCK-TRAILER-TRANSIT	76716	REV VEH PARTS 300	300.00
5676	01/11/02	344.50 002707	PITNEY BOWES CREDIT CORP	76717	12/30-3/30 RENTAL	344.50
5677	01/11/02	2,699.31 002713	SANTA CRUZ AUTO TECH. INC	76718	OUT REPAIR OTHER VEH	1,229.05
				76719	OUT REPAIR OTHER VEH	196.76
				76720	OUT REPAIR OTHER VEH	891.39
				76721	OUT REPAIR OTHER VEH	158.08
				76722	OUT REPAIR OTHER VEH	224.03
5678	01/11/02	6,312.12 009	PACIFIC GAS & ELECTRIC	76723	11/30-12/29 BEACH ST	83.92
				76724	11/30-12/29 RODRIGZ	1,246.43
				76725	11/28-12/28 SAKATA	10.80
				76726	11/30-12/29 RODRIGZ	41.80
				76727	11/28-12/28 SAKATA	10.50
				76846	12/1-1/3 ENCINAL ST	576.00
				76847	12/1-1/3 HARVEY WEST	33.45
				76848	11/30-1/3 111 DUBOIS	654.04
				76849	11/30-1/3 111 DUBOIS	1,613.56
				76850	12/1-1/3 ENCINAL	2,041.62
5679	01/11/02	2,634.01 013	MCI SERVICE PARTS, INC.	76728	REV VEH PARTS	120.74
				76729	REV VEH PARTS	739.65
				76730	REV VEH PARTS	1,773.54
5680	01/11/02	20,628.74 016	SALINAS VALLEY FORD SALES	76731	REV VEH PARTS	20,628.74
5681	01/11/02	323.69 020	ADT SECURITY SYSTEMS,	76732	JAN SECURITY	323.69
5683	01/11/02	4,242.54 043	PALACE ART & OFFICE SUPPLY	76733	OFFICE SUPPLY MIS	649.52
				76734	OFFICE SUPPLY HRD	258.60
				76735	OFFICE SUPPLY OPS	147.62
				76736	OFFICE SUPPLY PLNG	11.15
				76737	OFFICE SUPPLY PLNG	313.92
				76738	OFFICE SUPPLY ADMN	998.53
				76739	OFFICE SUPPLY OPS	438.55
				76740	OFFICE SUPPLY PLNG	141.31
				76741	OFFICE SUPPLY FLEET	83.69
				76742	OFFICE SUPPLY HRD	125.21
				76743	OFFICE SUPPLY FLEET	555.79
				76744	OFFICE SUPPLY OPS	227.92
				76745	OFFICE SUPPLY OPS	191.13
				76746	OFFICE SUPPLY PLNG	8.07
				76747	OFFICE SUPPLY FLEET	84.13
5684	01/11/02	632.95 074	KENVILLE & SONS LOCKSMITH	76748	REPAIRS/MAINT	632.95
5685	01/11/02	14,109.97 079	SANTA CRUZ MUNICIPAL UTILITY	76749	11/1-12/28 PACIFIC	62.88
				76750	11/1-12/28 PACIFIC	6,611.68
				76751	10/31-12/27 GOL F CLB	1,405.84
				76752	10/31-12/27 DUBOIS	1,183.60
				76753	10/31-12/27 RIVER	3,258.62
				76754	10/31-12/27 ENCINAL	154.55
				76155	10/31-12/27 ENCINAL	1,432.80
5686	01/11/02	2,365.43 030A	STATE BOARD OF EQUALIZATION	76756	OCT-DEC FUEL TAX	2,365.43
5687	01/11/02	31.67 030B	STATE BOARD OF EQUALIZATION	76251	UNDERGROUND FUEL TNK	31.87

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5688	01/11/02	259.65	DIXON&SON,INCORPORATED	76757	OUT REPAIR REV VEH	259.65	
5689	01/11/02	235.08	RECOGNITION SERVICES LTD.	76758	EMPL INCENTIVE 217	235.08	
5690	01/11/02	124.64	SCMTD PETTY CASH - FACILITIES	76759	7/1-12/28PETTYCASH	124.64	
5691	01/11/02	89,453.86	EQS CLAIMS SERVICES, INC.	76760	DEC TRUST ACCT	89,453.86	
5692	01/11/02	268.96	STATE STEEL COMPANY	76761	PARTS/SUPPLIES	268.96	
5693	01/11/02	506.83	SAN LORENZO LUMBER CO., INC.	76762	SAFETY SUPPLIES	15.51	
				76763	PARTS/SUPPLIES DEC	491.32	
5694	01/11/02	11,088.99	BILLIG CORPORATION	76764	REV VEH PARTS	4,797.49	
				76765	REV VEH PARTS	805.33	
				76766	REV VEH PARTS	605.60	
				76767	REV VEH PARTS	1,617.09	
				76769	REV VEH PARTS	1,003.86	
				76769	REV VEH PARTS	431.66	
				76770	REV VEH PARTS	677.51	
				76771	REV VEH PARTS	992.33	
				76772	REV VEH PARTS	98.77	
				76775	REV VEH PARTS	59.33	
5695	01/11/02	2,045.69	SANTA CRUZ AUTO PARTS, INC.	76774	DEC PARTS/SUPPLIES	1,237.63	
				76775	REV VEH PARTS	807.86	
5696	01/11/02	175.00	DANCING M N IMAGERY	76776	PHOTO SUPPLY/PROCESS	175.00	
5697	01/11/02	275.84	BOSS MANUFACTURING C O.	76777	SAFETY SUPPLY	275.84	
5698	01/11/02	641.12	ZEE MEDICAL SERVICE	75778	SAFETY SUPPLY	541.12	
5699	01/11/02	754.18	SANTA CRUZ SENTINEL	76868	NOV ADVERTISING	754.18	
5700	01/11/02	75.00	U.C.REGENTS	76779	NOV ROOM RENTAL	75.00	
5701	01/11/02	1,675.73	PRINTGALLERY.THE	76852	PRINTING-PLANNING	1,675.73	
5702	01/11/02	126.77	OCEANCHEVROLETINC	76780	SERVI CE MANUALS	126.77	
5703	01/11/02	1,547.97	HOSESHOP,INC.,THE	76781	DEC PARTS/SUPPLY	1,525.00	
				73782	REPAIRS/MAINT	22.97	
5704	01/11/02	68.30	CENTRAL WELDERS SUPPLY, INC.	76783	PARTS/SUPPLIES	68.30	
5705	01/11/02	2,060.80	MANPOWER TEMPORARY SERVICE INC	76784	TEMPS W/E 12/21 HRD	2,060.80	
5706	01/11/02	812.74	GOLDEN GATE PETROLEUM	76785	DEC FUELS	812.74	
5707	01/11/02	428.65	ALWAYS UNDER PRESSURE	76786	REPAIRS/MAINT	428.85	
5708	01/11/02	728.48	BOWMAN DISTRIBUTION	76787	PARTS/SUPPLIES 695	728.48	
5709	01/11/02	2,650.60	IKON OFFICE SOLUTIONS	76788	OUT REPAIR EQUIPT	2,439.56	
				76789	1/1-2/1 MAINTENANCE	211.04	
5710	01/11/02	1,044.21	VEHICLE MAINTENANCE PROGRAM	76790	REV VEH PARTS 1044	1,044.21	
5711	01/11/02	1,621.63	BUDGET OFF ICE FURN I TURE	76791	PARTITIONS 6'	1,621.63	
5713	01/11/02	32.86	MUNCIE RECLAMATION & SUPPLY	76792	REV VEH PARTS	32.86	
5713	01/11/02	128.00	STANLEY ACCESS TECHNOLOGIES	76793	OUT REPAIR BLDG/IMP	128.00	
5714	01/11/02	500.00	WORTH COUNTY RECOVERY & TOWING	76794	OUT REPAIR REV VEH	500.00	
5715	01/11/02	1,020.00	ANDY 'S AUTO SUPPLY	76795	DEC PARTS/SUPPLY	1,020.00	
5716	01/11/02	171.90	FEDERAL EXPRESS	76853	POSTAGE/MAILING DEC	171.90	
5717	01/11/02	186.50	DAYTECH MFG, INC.	76796	REPAIRS/MAINT 164	186.50	
5718	01/11/02	998.08	S TEWART & STEVENSON	76797	PARTS/SUPPLY	787.51	
				76798	PARTS/SUPPLIES	47.09	
				76799	REV VEH PARTS	169.58	
5719	01/11/02	356.00	AIRTEC SERVICE	76800	QTRLY SVC HVAC	356.00	
5720	01/11/02	202.00	APPLIED DIGITAL SOLUTIONS	76801	PRINTER MAINT.	202.00	
5721	01/11/02	2,648.16	TRANSIT INFORMATION PRODUCTS	76802	GRAPHIC SVCS	2,648.16	
5722	01/11/02	223.81	VERIZON WIRELESS-PAGERS	76804	JAN PAGERS	223.81	



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5723	01/11/02	152.50	434A VERIZON WIRELESS	76803	JAN ANTENNA REF.	152.50	
5724	01/11/02	365.36	460 SAFETY ENVIRONMENTAL CONTROL	76854	CLEANING SUPPLIES	365.36	
5725	01/11/02	1,914.61	461 VULTRON INC.	76805	REV VEH PARTS	1,914.61	
5726	01/11/02	134,553.00	508 COMPLETE COACH WORKS	76806	GUT REPAIR REV VEH	134,553.00	
5727	01/11/02	479.00	531 KATHY'S LIFT TRUCK AND	76807	GUT REPAIR BLDG/IMP	479.00	
5728	01/11/02	2,160.39	583 SBC DATACOMM	76855	INSTALL CISCO ROUTER	2,160.39	
5729	01/11/02	7,436.76	587 JAGUAR DESIGN STUDIO	76808	PRINTING-BUS CARDS	4,922.02	
				76809	GRAPHIC SVCS	340.00	
				76810	PRINTING - BUS CARD	2,174.74	
5730	01/11/02	2,970.00	592 R & S ERECTION OF	76811	REMOVE ROLLUP DOORS	2,970.00	
5731	01/11/02	728.68	600 VALLEY TRANSIT AUTHORITY	76856	PRINTING OF BUSBOARD	728.68	
5732	01/11/02	10,861.19	618 CITY OF WATSONVILLE	76812	MAY-NOV SECURITY WTC	10,861.19	
5733	01/11/02	280.00	535 MAGDALENO, CARMEN	76813	PROF SVCS 8/17-11/28	280.00	
5734	01/11/02	3,137.60	647 GFI BENFARE	76814	REV VEH PARTS/MANUAL	3,098.95	
				76815	FUELS & LUBRICANTS	38.65	
				76816	SERVICE MANUAL	7.53	
5735	01/11/02	1,175.00	650 CENTRAL COAST LANDSCAPE	76817	DEC LANDSCAPING	1,175.00	
5736	01/11/02	35.00	703 SANTA CRUZ AIRPORTER	76818	PICK UP AT AIRPORT	35.00	
5736P01/11/02		-95.00	703 SANTA CRUZ AIRPORTER	77063	VOID CHECK	-35.00	PRE-PAID
					VOID CHECK		
5737	01/11/02	1,612.75	704 PLANT & ASSOCIATES	76857	FRDF SVCS-INVESTIGTV	1,612.75	
5738	01/11/02	14,722.00	705 BUSTICHI CONSTRUCTION, INC.	76819	BUS STOP IMPR.	14,722.00	
5739	01/11/02	12.00	706 HAYWARD POLICE DEPARTMENT	76858	POLICE REPORT	12.00	
5739P01/11/02		-12.00	706 HAYWARD POLICE DEPARTMENT	77064	VOID CHECK	-12.00	PRE-PAID
					VOID CHECK		
5740	01/11/02	21.01	707 WALTERS MANUFACTURING COMPANY	76859	REPAIRS & MAINT	21.01	
5741	01/11/02	84.35	709 PRENTICE HALL DIRECT	76860	BOOK - IT DEFT	84.35	
5742	01/11/02	681.83	771 STAR MACHINE & TOOL CO.	76820	PARTS & SUPPLIES 212	217.23	
				76821	PARTS & SUPPLIES 458	464.60	
5743	01/11/02	262.10	792 DAVENPORT'S UNION 76	76822	PUT REPAIR VEH	146.75	
				76823	GUT REPAIR REV VEH	115.35	
5744	01/11/02	34.00	884 UNITED STATES POSTAL SERVICE	76861	POSTAGE STAMPS	34.99	
5745	01/11/02	121.80	973 SANTA CRUZ DODGE	76824	REV VEH PARTS	121.80	
5746	01/11/02	80.00	E238 PALACIOS, HERBERT	76825	NBI SEMINAR 1/31/02	80.00	
5747	01/11/02	10.00	E495 EDWARDS, BEVERLY	76862	DMV/VTT FEES - QFS	10.00	
5748	01/11/02	306.00	M001 HORTON, JOSEPH	76826	JAN MEDICAL PREMIUM	306.00	
5749	01/11/02	306.00	M002 RACKLEY, EARL	76827	JRN MEDICAL PREMIUM	306.00	
5750	01/11/02	153.00	M003 WYANT, JUDI	76828	JAN MEDICAL PREMIUM	153.00	
5751	01/11/02	153.00	M005 ROSS, EMERY	76829	JAN MEDICAL PREMIUM	153.00	
5752	01/11/02	397.00	M006 VAN DER ZANDE, ED	76830	JAN MEDICAL PREMIUM	397.00	
5753	01/11/02	298.00	M007 BLAIR-ALWARD, GREGORY	76831	JAN MEDICAL PREMIUM	298.00	
5754	01/11/02	298.00	M008 CAMPOS, ARVILLA	76832	JAN MEDICAL PREMIUM	298.00	
5755	01/11/02	567.00	M009 FREEMAN, MARY	76833	JAN MEDICAL PREMIUM	567.00	
5756	01/11/02	170.00	M010 SHORT, SLOAN	76834	JAN MEDICAL PREMIUM	170.00	
5757	01/11/02	178.00	M011 LAWSON, LOIS	76835	JAN MEDICAL PREMIUM	178.00	
5758	01/11/02	178.00	M012 ROSE, JACK	76836	JAN MEDICAL PREMIUM	178.00	
5759	01/11/02	170.00	M013 JAHNKE, EILEEN	76837	3% MEDICAL PREMIUM	170.00	
5760	01/11/02	242.00	M014 HARRELL, LAURA	76838	JAN MEDICAL PREMIUM	242.00	
5761	01/11/02	50.00	M015 HETH, KATHRYN	76838	JAN MEDICAL PREMIUM	50.00	
5762	01/11/02	25.00	M016 HICKLIN, DONALD	76839	JAN MEDICAL PREMIUM	25.00	

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5763	01/11/02	25.00	M017 PORTILLA, EARLENE		76840	JAN MEDICAL PREMIUM	25.00	
5764	01/11/02	25.00	M018 SANDRETTI, ALFRED		76841	JAN MEDICAL PREMIUM	25.00	
5765	01/11/02	342.00	M019 WILLIAMS, ROBERT		76842	JAN MEDICAL PREMIUM	342.00	
5766	01/11/02	146.46	R357 CITY OF SANTA CRUZ		76864	SETTLEMENT PROP DMG	73.23	
					76865	SETTLEMENT PROP DMG	73.23	
5767	01/11/02	1,086.39	R366 GARRISON, JERRY		76866	SETTLEMENT PROP DMG	1,086.39	
5768	01/11/02	2,254.43	R367 BARRY, MICHAEL		76867	SETTLEMENT PROP DMG	2,254.43	
5769	01/14/02	980.00	002563 RUTGERS UNIVERSITY - NTI		76872	REGISTRATION 4/14-17	980.00	MANUAL
5770	01/16/02	120.75	576 TARANTELLA		76870	LUNCH PARATRANSIT IN	120.75	MANUAL
5771	01/16/02	339.48	007 UNITED PARCEL SERVICE		76671	REPLENISH FREIGHT	339.48	MANUAL
						REPLENISH FREIGHT		
5772	01/18/02	7,911.70	002287 CALIFORNIA SERVICE EMPLOYEE		76869	JAN MEDICAL INS.	7,911.70	
5773	01/25/02	3,705.27	001 PACIFIC BELL/SAC		76873	JAN SUMMARY BILL	2,312.24	
					76874	JAN PHONE LINE - MIS	339.56	
					76575	JAN PHONE LINE - MIS	93.19	
					76876	JANPHONE LINE - MIS	339.56	
					76877	JAN PHONE LINE - MIS	620.72	
5774	01/25/02	9,357.80	001043 VISION SERVICE PLAN		76378	JAN VISIONINS.	9,357.80	
5775	01/25/02	1,408.53	001052 MID VALLEY SUPPLY		76885	CLEANING SUPPLIES	1,408.53	
5776	01/25/02	6,026.74	001063 NEW FLYER INDUSTRIES LIMITED		76879	REV VEH PARTS 125	145.83	
					76880	REV VEH PARTS 376	376.11	
					76881	REV VEH PARTS 3905	3,905.43	
					76882	REV VEH PARTS 1202	1,202.16	
					76683	REV VEH PARTS 19	18.62	
					76884	REV VEH PARTS 164	164.05	
					77042	REV VEH PARTS (64)	-84.20	
					77043	REV VEH PARTS 296	295.74	
5777	01/25/02	1,366.07	991119 MACERICH PARTNERSHIP, LP. THE		76886	FEB - CAPITOLA MALL	1,366.07	
5778	01/25/02	167.61	001296 BENDER & CO. INC., MATTHEW		76887	W/C LAWS OF CA- HR	56.83	
					76888	W/C HANDBOOK - HR	110.78	
5779	01/25/02	110.17	001433 MOORE MATERIAL HANDLING GROUP		76889	REPAIR FORKLIFT	110.17	
5780	01/25/02	167.56	001471 CALIFORNIA CHAMBER OF COMMERCE		76890	EMPLOYEE POSTERS-HR	141.14	
					76891	EMPLOYEE POSTERS- HR	26.42	
5781	01/25/02	1,267.00	001492 EVERGREEN		76892	HAZ WASTE DISP	1,267.00	
5782	01/25/02	406.00	001523 SANTA CRUZ MEDICAL CLINIC		76893	DEC EMPLOYEE EXAMS	406.00	
5783	01/25/02	35,938.93	001616 UNUM		76894	JAN LTD INSURANCE	35,938.93	
5784	01/25/02	15.39	001646 STEVE'S UNION		76895	DEC FUELS - FLEET	15.39	
5785	01/25/02	1,663.00	001708 SANTA CRUZ AREA TMA		77044	ANNUAL MEMBERSHIP	1,663.00	
5786	01/25/02	7,333.00	001774 EOS CLAIMS SERVICES, INC.		76896	2/24-3/23 W/C SVC FE	7,333.00	
5787	01/25/02	369.72	001800 THERMO KING OF SALINAS, INC		76897	DUT REPAIR REV VEH	369.72	
5788	01/25/02	517.80	001837 VIKING OFFICE PRODUCTS		76898	COPY PAPER -PLANNING	258.90	
					76899	COPY PAPER - OPS	258.90	
5789	01/25/02	1,000.00	001857 SWRCB/AFRS FEES		77045	STORM WATER PERMITS	1,000.00	
5790	01/25/02	999.99	001887 HUMPHREY, YVONNE A.		76900	FEB - VERNON ST. LOT	900.00	
5791	01/25/02	2,608.75	001931 LITTLER MENDELSON		77046	PROF SVCS TD 12/31	2,608.75	
5792	01/25/02	515.44	001936 WORLD COM TECHNOLOGIES, INC.		76901	DEC LONG DISTANCE	515.44	
5793	01/25/02	1,631.00	001991 BAY STAFFING		76902	TEMPS W/E 1/6 FLEET	675.50	
					77047	TEMPS W/E 12/24 FLNS	955.50	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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5794	01/25/02	350.94	002012 CARTER, H.V CO. INC	76903		REPAIRS & MAINT.	350.94	
5795	01/25/02	1,197.57	002021 HALL KINTON	76904		TEMPS W/E 1/6 HRD	1,197.57	
5796	01/25/02	1,234.79	002063 COSTCO	76905		OFFICE SUPPLY/FILM	212.24	
				76906		FILM PROCESS - OPS	26.04	
				76907		PHOTO PROCESS - OPS	27.65	
				76908		PHOTO PROCESS - OPS	27.19	
				76909		DESKS - FINANCE	875.98	
				76910		VCR - HRD	65.69	
5797	01/25/02	28,864.04	002116 HINSHAW, EDWARD & BARBARA	76911		FEB - 120 DUBDIS	5,861.19	
				76912		FEB - 370 ENCINAL	22,900.28	
				77061		ADDITIONAL RENT-FEB	102.57	
5798	01/25/02	10,173.30	002117 IULIANO, NICK	76913		FEB - 111 DUBDIS	10,173.30	
5799	01/25/02	33.90	002323 NORTHERN SAFETY CO., INC.	76914		SAFETY SUPPLIES 28	33.90	
5800	01/25/02	3,750.00	002346 CHANEY, CAROLYN & ASSOC., INC.	76915		JAN LEGISLATIVE REP	3,750.00	
5801	01/25/02	2,000.00	002352 UNITED STATES POSTAL SERVICE	77048		POSTAGE FOR METER	2,000.00	
5802	01/25/02	96.00	002567 DEPARTMENT OF JUSTICE	76916		DEC FINGERPRINTING	96.00	
5803	01/25/02	2,328.16	002610 FREDERICK ELECTRONICS CORP.	76917		FEB - 375 ENCINAL	2,328.16	
5804	01/25/02	749.86	002627 CDW GOVERNMENT, INC.	76918		COMPUTER SUPPLIES	749.86	
5805	01/25/02	601.05	002683 TRUCK-TRAILER-TRANSIT	76919		REV VEH PARTS 301	301.05	
				76920		REV VEH PARTS 300	300.00	
5806	01/25/02	790.00	002720 METRO SANTA CRUZ NEWSPAPER	76921		11/14 & 1/2 ADS	790.00	
5807	01/25/02	266.34	004 NORTH BAY FORD LINC-MERCURY	76922		REV VEH PARTS	266.34	
5808	01/25/02	7,537.27	009 PACIFIC GAS & ELECTRIC	76923		11/30-1/2 GOLF CLUB	1,594.58	
				76924		11/30-1/2 BOLF CLUB	1,015.28	
				76925		11/30-1/2 RIVER ST	1,771.23	
				76926		11/30-1/2 RIVER ST	232.26	
				76927		12/4-1/5 PACIFIC AVE	1,433.81	
				76928		12/4-1/5 PACIFIC	576.04	
				76929		12/4-1/5 PACIFIC AVE	213.74	
				76930		12/11-1/11 KINGS VLG	15.57	
				76931		12/11-1/11 KINGS VLG	560.73	
				76932		12/11-1/11 KINGS VLG	110.61	
				76933		11/30-12/31 CNG	13.42	
5809	01/25/02	34.00	014 CABRILLO COLLEGE	76934		DEC FINGERPRINTING	34.00	
5810	01/25/02	3,732.64	018 SALINAS VALLEY FORD SALES	76935		REV VEH PARTS	2,575.44	
				76936		REV VEH PARTS	640.76	
				76937		REV VEH PARTS	496.44	
5811	01/25/02	1,560.90	039 KINKO'S INC.	77049		DEC PRINTING	1,560.90	
5812	01/25/02	2,355.91	041 MISSION UNIFORM	76938		DEC UNIFORMS/LAUNDRY	424.89	
				76939		DEC UNIFORMS/LAUNDRY	1,931.02	
5813	01/25/02	66.53	042 ORCHARD SUPPLY HARDWARE	76940		DEC PARTS/SUPPLIES	66.53	
5814	01/25/02	96.92	045 ROYAL WHOLESALE ELECTRIC	76941		DEC SUPPLIES	96.92	
5815	01/25/02	163.97	061 REGISTER PAJARONIAN	76943		CLASSIFIED ADS	163.97	
5816	01/25/02	234.44	075 COAST PAPER & SUPPLY INC.	76942		CUSTODIAL SUPPLIES	234.44	
5817	01/25/02	2,185.00	080 STATE BOARD OF EQUALIZATION	76944		OCT-DEC USE TAX	2,185.00	
5818	01/25/02	120.00	083 THYSSENKRUPP ELEVATOR -042	76945		JAN MAINTENANCE	120.00	
5819	01/25/02	17,497.56	085 DIXON & SON, INCORPORATED	76946		DEC TIRES & TUBES	11,218.35	
				76947		DEC TIRES & TUBES	6,279.21	
5820	01/25/02	235.25	090 CRYSTAL SPRINGS WATER CO.	76948		DEC WATER - FLEET	235.25	
5821	01/25/02	266.65	097 SCOTTS VALLY BA NER/	77050		11/28 ADVERTISING	266.65	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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5822	01/25/02	2,238.60	TRANSMART		76949	FEB CUSTODIAN SVCS	2,238.60	
5823	01/25/02	247.42	SNAP-ON TOOLS CORPORATION		76950	SAFETY SUPPLIES	184.64	
					76951	SMALL TOOLS - FLEE?	62.78	
5824	01/25/02	2,450.00	SANTA CRUZ COMMUNITY		76952	9/1-11/30 PROF SVCS	2,450.00	
5825	01/25/02	34.48	OFFICE DYNAMICS INC.		76953	OUTREPAIREQUIPT	12.93	
					76954	OUT REPAIR EQUIPT	at .55	
5625	01/25/02	194.41	SCMTD PETTY CASH - OPS		77051	11/28-1/18 PETTY CSH	194.41	
5827	01/25/02	1,965.31	WATSONVILLE CITY WATER DEPT.		76955	11/2-1/4 RODRIGUEZ	471.86	
					76956	CONT. RODRIGUEZ	1,287.50	
					76957	11/2-1/4 RODRIGUEZ	55.66	
					76958	11/2-1/4 RODRIGUEZ	57.56	
					16959	12/1-1/1 SAKATA LN	12.80	
					76960	12/1-1/1 RODRIGUEZ	9.05	
					76961	12/3-1/2 SAKATA LN	69.87	
5828	01/25/02	4,456.39	DAY WIRELESS SYSTEMS		76962	OUT REPAIR EQUIPT	4,456.39	
5829	01/25/02	143.85	BOSS MANUFACTURING CO.		76963	SAFETY SUPPLIES	143.85	
5830	01/25/02	334.03	ZEE MEDICAL SERVICE		77052	SAFETY SUPPLIES	334.03	
5831	01/25/02	571.81	ZEP MANUFACTURING COMPANY		76964	CLEANING SUPPLIES	577.81	
5832	01/25/02	977.37	SANTA CRUZ SENTINEL		77053	DEC ADVERTISING	977.31	
5833	01/25/02	1,264.X	TOWNSEND'S AUTO PARTS		76965	REV VEH PARTS/SUPPLY	1,214.58	
5834	01/25/02	85.63	CENTRAL WELDERS SUPPLY, INC.		76966	PARTS & SUPPLIES	85.63	
5835	01/25/02	1,442.56	MANPOWER TEMPORARY SERVICE INC		76967	TEMPS W/E 12/30 HR?	1,442.56	
5836	01/25/02	714.64	GOLDEN GATE PETROLEUM		76968	DEC FUELS - FLEET	714.64	
5837	01/25/02	182.20	BOWMAN DISTRIBUTION		76969	PARTS & SUPPLIES 32	38.20	
					76970	PARTS & SUPPLIES 144	144.00	
5838	01/25/02	1,057.84	VEHICLE MAINTENANCE PROGRAM		76971	REV VEH PARTS 975	1,057.84	
5839	01/25/02	1,505.25	MISSION PRINTERS		76972	PRINTING-PLANNING	1,505.25	
5840	01/25/02	184.00	CARLSON, BRENT D., M.D., INC.		76973	DEC DRUG TESTING	184.00	
5841	01/25/02	589.60	GRAINGER INC, W. W.		76974	SAFETY SUPPLIES	589.60	
5842	01/25/02	188.44	STANLEY ACCESS TECHNOLOGIES		75915	OUT REPAIR BLDG/IMP	188.44	
5843	01/25/02	800.00	SANTA CRUZ CHAMBER OF COMMERCE		77054	ANNUAL MEMBERSHIP	800.00	
5844	01/25/02	391.00	GOOD TIMES		76976	ADVERTISING 12/27	381.00	
5845	01/25/02	42.20	PHIL'S SMOG		77055	OUTREPAIR OTHER VEH	42.20	
5846	01/25/02	27,540.00	GRANITE CONSTRUCTION CO, INC		76977	BUS STOP IMPROVEMENT	27,540.00	
5847	01/25/02	1,203.03	TENNANT COMPANY		76978	REV VEH PARTS	1,203.03	
5848	01/25/02	342.97	AIRTEC SERVICE		16979	REPLACETHERMOSTAT	342.97	
5849	01/25/02	328.80	KENS AUTO PARTS, INC.		76980	REV VEH PARTS	328.80	
5850	01/25/02	1,713.25	APPLIED GRAPHICS, INC.		76981	LEGAL SIZE ENVELOPES	103.35	
					76982	PROPERTY RECEIPTS	352.81	
					76983	LETTERHEAD - DUBOIS	298.28	
					76984	WORK ORDER FORMS	783.07	
					77056	BUSINESS CARDS	176.54	
5851	01/25/02	172.11	IMAGESALES INC.		76985	PHOTO SUPPLY/PROCESS	172.11	
5852	01/25/02	2,062.00	AMPAC BUILDING MAINTENANCE		76986	DEC SYTG MAINT.	2,062.00	
5853	01/25/02	1,941.12	DIESEL MARINE ELECTRIC		76987	REV VEH PARTS	1,941.12	
5854	01/25/02	35.18	BRENTON SAFETY, INC.		76988	SAFETY SUPPLIES	35.18	
5855	01/25/02	21,263.55	PAIGE'S SECURITY SERVICES, INC		76989	DEC SECURITY	21,263.55	
5856	01/25/02	269,106.00	COMPLETE COACH WORKS		76990	OUT REPAIR REV VEH	201,827.50	
					76991	OUT REPAIR REV VEH	67,276.50	
5857	01/25/02	725.00	THE ONHOLD EXPERIENCE		76992	PRODUCTION AGREEMENT	725.00	

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
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5858	01/25/02	682.45	LUMINATOR		76993	REV VEH PARTS 258	263.37	
					76994	REV VEH PARTS 210	209.54	
					76995	REV VEH PARTS 210	209.54	
5859	01/25/02	184.09	NECK DIRECT		76996	COMPUTER SUPPLY	184.09	
5860	01/25/02	208.35	CALISTOGA SPRING WATER CO.		76997	DEC WATER PLANNING	69.17	
					76998	DEC WATER - ADMIN	139.18	
5861	01/25/02	90.33	BLOCK AND COMPANY, INC.		76999	EVIDENCE BAGS 80	90.33	
5562	01/25/02	24.20	YENGLE, PATRICIA		77000	SPANISH TRANSLATIONS	24.20	
5863	01/25/02	2,810.64	6FI GENFARE		77001	REV VEH PARTS	52.90	
					77002	REV VEH PARTS	2,702.92	
					77003	PARTS & SUPPLIES	54.82	
5864	01/25/02	145.54	SHIF-IT		77004	FREIGHTSCALE 136	145.54	
5865	01/25/02	1,344.72	BAY COUNTIES PITCOCK PETROLEUM		77005	DEC FUELS	1,344.72	
5856	01/25/02	44.48	COMPUTER BOOK DIRECT		77006	SQL SERVER BACKUP	44.48	
5867	01/25/02	6.00	CALIFORNIA HIGHWAY PATROL		77951	POLICE REPORT	6.00	
5867P01	01/25/02	-6.00	CALIFORNIA HIGHWAY PATROL		7706j	VOIDCHECK	-6.00	PRE-PAID
			VOID CHECK					
5868	01/25/02	190.00	STUDENT UNION, INC. OF		77007	RENT-PUBLIC HEARING	190.00	
5869	01/25/02	30.00	ROSE PRINTING		77058	JAN/JULY RULES COURT	30.00	
5870	01/25/02	250.34	SCMTD PETTY CASH - FINANCE		77062	PETTY CASH 11129-1 /2	250.34	
5871	01/25/02	36.37	MCMASTER-CARR SUPPLY CO		77008	REPAIRS/MAINT	36.37	
5872	01/25/02	100.00	AINSWORTH, SHERYL		77009	JAW BOARD MEETINGS	100.00	
5873	01/25/02	50.00	ALMQUIST, TEFF		77010	JAN BOARD MEETINGS	50.00	
5874	01/25/02	100.00	BEAUTZ, JAN		77011	JAN BOARD MEETINGS	100.00	
5875	01/25/02	100.00	FITZMAURICE, TIM		77012	JAN BOARD MEETINGS	100.00	
5876	01/25/02	50.00	HINKLE, MICHELLE		77013	JAN BOARD MEETINGS	50.00	
5877	01/25/02	50.00	KEOSH, MICHAEL		77014	JAN BOARD MEETINGS	50.00	
5878	01/25/02	50.00	KROHN, CHRISTOPHER		77015	JAN BOARD MEETINGS	50.00	
5879	01/25/02	100.00	HORTON DENNIS		77016	JAW BOARD MEETINGS	100.00	
5880	01/25/02	100.00	REILLY, EMILY		77017	JAW BOARD MEETINGS	100.00	
5881	01/25/02	100.00	SPENCE, PAT		77018	JAN BOARD MEETINGS	100.00	
5882	01/25/02	226.11	FLASS, PAULA R.		77019	FILM/PARKING FEES	226.11	
5883	01/25/02	300.00	CANALES, DONNA		77020	OCT-DEC MEDICAL INS.	300.00	
5884	01/25/02	300.00	MILBURN, PETER		77021	OCT-DEC MEDICAL INS.	300.00	
5885	01/25/02	472.50	FIKE, LOUIS		77059	SUPPLEMENTAL LIFE	472.50	
5886	01/25/02	300.00	TRAYLOR, SDOZIE		77022	OCT-DEC MEDICAL INS.	300.00	
5887	01/25/02	34.00	MILLER, MICHAEL		77060	DMV/VIT FEES	34.00	
5888	01/25/02	93.51	WHITE, LES		77023	APTA CONF. 12/5-9	93.51	
5889	01/25/02	71.30	CARR, DALE		77024	BOD MTE/SUPPLIES	71.30	
5890	01/25/02	306.00	HORTON, JOSEPH		77025	FEB MEDICAL INS PREM	306.00	
5891	01/25/02	306.00	RACKLEY, EARL		77026	FEB MEDICAL INS PREM	306.00	
5892	01/25/02	153.00	WYANT, JUDI		77027	FEB MEDICAL INS PREM	153.00	
5893	01/25/02	153.00	ROSS, EMERY		77028	FEB MEDICAL INS PREM	153.00	
5894	01/25/02	397.00	VAN DER ZANDE, ED		77029	FEB MEDICAL INS PREM	397.00	
5895	01/25/02	298.00	BLAIR-ALWARD, GREGORY		77030	FEB MEDICAL INS PREM	298.00	
5896	01/25/02	298.00	CAMPOS, ARVILLA		77031	FEB MEDICAL INS PREM	298.00	
5897	01/25/02	567.00	FREEMAN, MARY		77032	FEB MEDICAL INS PREM	567.00	
5898	01/25/02	170.00	SHORT, SLOAN		77333	FEB MEDICAL INS PREM	170.00	
5899	01/25/02	178.00	LAWSON, LOIS		77034	FEB MEDICAL INS PREM	178.00	
5900	01/25/02	178.00	ROSE, JACK		77035	FEB MEDICAL INS PREM	178.00	

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5901	01/25/02	170.00	M013	JAHNKE, EILEEN	77036		FEB MEDICAL INS PREM	170.00	
5902	01/25/02	50.00	M015	HETH, KATHRYN	77037		FEB MEDICAL INS PREM	50.00	
5903	01/25/02	25.00	M016	HICKLIN, DONALD	77038		FEE; MEDICAL INS PREM	25.00	
5904	01/25/02	25.00	M017	PORRILLA, EARLENE	77039		FEB MEDICAL INS PREM	25.00	
5905	01/25/02	25.00	M018	SANDRETTI, ALFRED	77040		FEE; MEDICAL INS PREM	25.00	
5906	01/25/02	342.00	M019	WILLIAMS, ROBERT	77041		FEB MEDICAL INS PREM	342.00	
5907	01/28/02	191.92	510	ASCOM HASLER LEASING POSTAGE METER-ADMIN	77046		POSTAGE METER-ADMIN	191.92	MANUAL
TOTAL		1,340,043.85		COAST COMMERCIAL BANK			TOTAL CHECKS	268	1,340,043.85

## Santa Cruz METRO January Ridership Report

### REVENUE AND RIDERSHIP SUMMARY BY ROUTE

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	UC		S/D		S/D		S/D		Monthly Pass
				Student	Faculty	Day Pass	Riders	W/C	Day Pass	Cabrillo	Bike	
10	\$ 2,150.92	32,984	\$ 0.07	27,359	1,930	46	57	15	19	87	517	1,549
13	\$ 947.09	19,794	\$ 0.05	17,488	943	20	15	1	6	26	289	439
15	\$ 2,795.04	48,995	\$ 0.06	42,139	2,090	52	50	14	18	108	942	1,975
16	\$ 5,610.88	78,416	\$ 0.07	66,856	2,881	85	83	25	28	246	1,390	3,012
19	\$ 1,817.79	28,565	\$ 0.07	22,590	1,089	38	41	11	32	105	528	1,071
2	\$ 2,128.17	6,705	\$ 0.32	2,106	334	76	66	10	34	57	188	2,256
3A	\$ 1,521.77	3,825	\$ 0.40	410	119	71	131	5	53	82	85	1,823
3B	\$ 2,152.57	5,112	\$ 0.42	624	103	74	133	46	27	70	154	2,295
3N	\$ 242.15	677	\$ 0.36	153	17	-	17	-	-	3	42	253
4	\$ 1,018.75	4,132	\$ 0.25	119	27	33	152	32	53	30	47	2,960
6	\$ 1,076.90	2,873	\$ 0.37	707	118	41	43	7	16	12	55	1,039
7	\$ 679.08	2,183	\$ 0.31	353	22	47	55	27	54	19	16	1,214
7N	\$ 1,190.30	2,269	\$ 0.52	365	34	-	11	4	-	9	137	678
8	\$ 1,213.25	4,363	\$ 0.28	610	92	64	95	9	46	48	53	2,524
9	\$ 19.80	67	\$ 0.30	4	-	-	-	1	-	-	11	44
12A	\$ 375.97	7,754	\$ 0.05	6,803	503	7	5	1	1	2	153	90
12B	\$ 240.95	5,134	\$ 0.05	4,566	253	-	1	-	-	2	40	74
20	\$ 453.99	8,583	\$ 0.05	7,163	725	8	3	-	1	8	143	251
22	\$ 397.90	7,198	\$ 0.06	6,365	288	10	2	1	1	24	166	145
25	\$ 64.75	2,001	\$ 0.03	1,862	37	3	-	1	-	1	43	45
30	\$ 2,476.72	4,691	\$ 0.53	130	97	39	36	9	21	42	126	2,044
31	\$ 899.80	1,754	\$ 0.51	73	60	20	9	-	19	7	45	764
33	\$ 457.65	781	\$ 0.59	-	-	4	-	-	-	1	27	339
34	\$ 343.90	666	\$ 0.52	-	-	2	3	1	-	-	5	328
35	\$ 24,732.69	44,663	\$ 0.55	1,024	339	796	590	50	288	247	1,328	20,246
36	\$ 428.09	626	\$ 0.52	55	38	30	4	-	1	15	36	355
40	\$ 1,183.41	1,995	\$ 0.59	92	34	44	13	6	15	20	133	785
41	\$ 937.01	1,704	\$ 0.55	182	40	14	3	3	12	15	107	582
42	\$ 529.23	881	\$ 0.60	120	6	5	6	4	-	14	88	229
52	\$ 894.15	2,033	\$ 0.44	41	10	20	71	19	29	35	20	1,072
54	\$ 3,348.20	6,829	\$ 0.49	111	37	106	192	33	121	517	160	3,016
58	\$ 109.75	249	\$ 0.44	-	1	6	-	-	-	-	10	151
59	\$ 459.61	1,091	\$ 0.42	43	8	21	52	6	18	10	13	601
60	\$ 358.91	594	\$ 0.60	16	2	20	25	2	2	2	9	251
61	\$ 105.15	250	\$ 0.42	-	-	5	8	-	2	1	5	154
63	\$ 969.93	1,675	\$ 0.54	27	10	26	102	113	52	24	26	789
65	\$ 4,833.84	10,578	\$ 0.46	722	110	163	308	117	104	131	221	5,067
66	\$ 9,281.57	17,766	\$ 0.52	1,485	192	360	284	100	153	239	366	7,385
67	\$ 5,685.46	11,313	\$ 0.50	1,301	202	207	142	89	83	135	273	4,444
69	\$ 7,688.20	15,739	\$ 0.49	1,604	348	316	330	61	110	146	373	6,552
69A	\$ 10,419.80	16,961	\$ 0.55	1,466	203	317	330	90	160	179	503	7,431
69N	\$ 1,439.50	3,319	\$ 0.42	673	67	-	13	8	-	52	128	1,126
69W	\$ 14,773.59	26,722	\$ 0.55	1,904	250	239	447	104	189	799	625	9,686
70	\$ 2,342.63	4,945	\$ 0.47	1901	22	101	93	26	46	566	137	2,002
71	\$ 45,720.46	74,577	\$ 0.61	2,572	640	1,049	1,519	246	609	1,907	2,190	25,839
72	\$ 4,605.98	7,484	\$ 0.62	14	113	127	205	171	111	59	140	3,059
73	\$ 4,562.22	6,466	\$ 0.71	9	16	73	234	51	119	13	52	2,017
75	\$ 5,651.27	7,756	\$ 0.73	9	20	128	201	13	93	43	108	2,327
78	\$ 104.49	147	\$ 0.71	-	-	4	13	-	3	1	2	46
79	\$ 1,653.63	2,925	\$ 0.57	11	3	11	173	18	149	47	39	1,290
91	\$ 4,207.37	7,575	\$ 0.56	974	260	137	62	29	33	406	327	2,056
Unknown	\$ 125.12	761	\$ 0.16	441	22	6	1	2	1	2	11	164
<b>TOTAL</b>	<b>\$ 187,347.72</b>	<b>557,574</b>	<b>\$ 0.34</b>	<b>223,933</b>	<b>14,666</b>	<b>5,201</b>	<b>6,427</b>	<b>1,430</b>	<b>2,932</b>	<b>6,636</b>	<b>12,692</b>	<b>135,934</b>

ROUTE	REVENUE	RIDERSHIP	Revenue/ Passenger	VTA/SC		17		S/D		ECO		Monthly Pass
				Day Pass	CallTrain	Day Pass	Riders	W/C	None	Fees	Bike	
17	\$ 12315.72	13,043	\$ 0.94	23	66	707	429	8	40	689	462	7,831

RIDERSHIP	
Shuttles	-
<b>TOTAL</b>	<b>-</b>

January Ridership	570,617
January Revenue	\$ 199,663.44

ACCESS IN AND OUT

JANUARY 2002

**BUS OPERATOR LIFT TEST \*PULL-OUT\* (ACCESSIBLE FLEET ONLY)**

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	16	47	46	1	46	100%
GILLIG	48	13	35	25	10	25	100%
GMC	8	2	6	4	2	4	100%
CHAMPION	2	1	1	1	0	1	100%

**BUS OPERATOR LIFT TEST \*PULL-IN\* (ACCESSIBLE FLEET ONLY)**

VEHICLE CATEGORY	TOTAL BUSES	AVG # DEAD IN GARAGE	AVG # AVAIL. FOR SERVICE	AVG # IN SERVICE	AVG # SPARE BUSES	AVG # LIFTS OPERATING	% LIFTS WORKING ON PULL-OUT BUSES
FLYER	63	N/A	N/A	44	N/A	44	100%
GILLIG	48	N/A	N/A	14	N/A	14	100%
GMC	8	N/A	N/A	4	N/A	4	100%
CHAMPION	2	N/A	N/A	1	N/A	1	100%



JANUARY 2002

printed 02/01/2002

SERVICE INTERRUPTION SUMMARY REPORT  
L I F T P R O B L E M S  
01/01/2002 TO 01/31/2002

DATE	BLOCK ROUTE	TIME	DIRBUS	REASON	N:BUS	A:BUS	HR:MN	N I L E	LOST	DELAY
------	-------------	------	--------	--------	-------	-------	-------	---------	------	-------

00:00 00.00

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 00:00 00.00

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

PASSENGER LIFT PROBLEMS

MONTH OF JANUARY, 2002

DATE	DAY	BUS #	REASON
01/03/02	THURSDAY	8098F	Passenger lift will not stow unless manually pushed in
01/03/02	THURSDAY	8919G	Barrier down not working
01/07/02	MONDAY	80626	Lift broken
01/07/02	MONDAY	8916LF	Lift won't stow
01/07/02	MONDAY	9837G	Lift won't stow
01/09/02	WEDNESDAY	8085F	Problem with lift
01/09/02	WEDNESDAY	98366	Passenger lift not working
01/11/02	FRIDAY	8065G	Real slow, hard to stow
01/12/02	SATURDAY	8109C	No lift
01/12/02	SATURDAY	8078F	Lift would not stow
01/14/02	MONDAY	8061G	No lift
01/14/02	MONDAY	8077F	Lift got stuck while stowing
01/15/02	TUESDAY	8087F	W/C lift shakes when lowering W/C passenger
01/16/02	WEDNESDAY	8108GR	Lift does not stow unless pushed from outside
01/16/02	WEDNESDAY	811 OC	No power to lift
01/17/02	THURSDAY	80546	Lift won't extend all the way out
01/19/02	SATURDAY	9812LF	Lift ramp is bent & sticking up inside coach
01/19/02	SATURDAY	8094F	Kneel doesn't stay down, intermittent
01/20/02	SUNDAY	8081 F	Kneel lower but won't stay down
01/21/02	MONDAY	8096F	Severe loss of pressure when running lift
01/22/02	TUESDAY	8080F	W/C ramp sticks
01/22/02	TUESDAY	8105GR	Problem with kneel
01/23/02	WEDNESDAY	9823LF	Ramp sometimes must be manually stowed
01/24/02	THURSDAY	8087F	Lift is not working
01/25/02	FRIDAY	8086F	Lift will not raise
01/25/02	FRIDAY	8087F	No lift
01/26/02	SATURDAY	8080F	Lift stuck out
01/26/02	SATURDAY	8083F	No power to lift
01/26/02	SATURDAY	8085F	No power to lift
01/26/02	SATURDAY	8094F	Kneel doesn't stay down
01/29/02	TUESDAY	8080F	Sticky "stow" switch
01/29/02	TUESDAY	8081 F	Will not stay in kneel
01/29/02	TUESDAY	89066	Passenger lift failed-will not return to "steps" position
01/30/02	WEDNESDAY	8092F	No power to lift
01/30/02	WEDNESDAY	9839G	Coach doesn't raise properly from kneel
01/31/02	THURSDAY	8081 F	Kneel switch must be held down.
01/31/02	THURSDAY	8076F	Problem with lift

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.



**GOVERNMENT TORT CLAIM**

**RECOMMENDED ACTION**

TO: Board of Directors  
FROM: District Counsel  
RE: Claim of: Marcos Hemandez, Enedina Santos, Brian Hemandez, Brandon  
Hemandez Received: 01/15/02 Claim #: 02-0002  
Date of Incident: 07/17/01 Occurrence Report No.: SC 07-01-13

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  
Margaret Gallagher  
DISTRICT COUNSEL

Date: January 22, 2002

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 February 15, 2002.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

MG/hp

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
(Pursuant to Section 910 et Seq., Government Code)  
Claim # 02-0002

TO: BOARD OF DIRECTORS, Santa Cruz Metropolitan Transit District

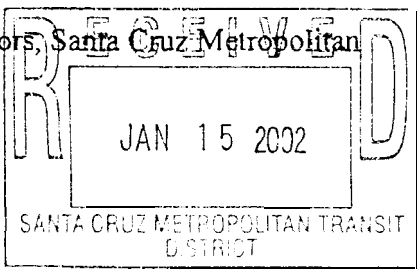
ATTN: Secretary to the Board of Directors  
370 Encinal Street, Suite 100  
Santa Cruz: CA 95060

- Claimant's Name: MARCUS HERNANDEZ ENFEDINA SANTOS' BRIAN HERNANDEZ (A MINOR); BRANDON HERNANDEZ (A MINOR)  
Claimant's Address/Post Office Box: A/C KATE WELLS, 2600 FRESNO ST, SANTA CRUZ, CA 95062  
Claimant's Phone Number: (831) 479-4473
- Address to which notices are to be sent: 2600 FRESNO ST, SANTA CRUZ, CA 95062
- Occurrence: CLAIMANTS WERE RIDING A BUS THAT HIT OR WAS STRUCK BY ANOTHER VEHICLE  
Date: 7/17/01 Time: UNKNOWN Place: WATSONVILLE  
Circumstances of occurrence or transaction giving rise to claim: CLAIMANTS SUFFERED INJURIES & HAVE MEDICAL BILLS AND LOSS OF WAGES. MS SANTOS WAS PREGNANT WITH BRANDON - SHE WENT INTO LABOR PREMATURELY AND SHE & THE BABY SUFFERED COMPLICATIONS
- General description of indebtedness, obligation, injury, damage, or loss incurred so far as is known: MEDICAL BILLS & LOSS OF WAGES
- Name or names of public employees or employees causing injury, damage, or loss, if known: UNKNOWN
- Amount claimed now ..... \$100,000  
Estimated amount of future loss, if known ..... \$100,000  
TOTAL..... \$200,000
- Basis of above computations: MEDICAL BILLS, LOSS OF WAGES PAIN AND SUFFERING

Kate Wells Attorney for  
CLAIMANT'S SIGNATURE OR  
COMPANY REPRESENTATIVE'S SIGNATURE OR  
PARENT OF MINOR CLAIMANT'S SIGNATURE

1/15/02  
DATE

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



GOVERNMENT TORT CLAIM



RECOMMENDED ACTION

TO: Board of Directors

FROM: District Counsel

RE: Claim of: Ted Lahti Received: 01/30/02 Claim #: 02-0004  
Date of Incident: 01/24/02 Occurrence Report No.: SC 01-02-1 9

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  
Margaret Gallagher  
DISTRICT COUNSEL

Date: February 5, 2002

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 February 15, 2002.

\_\_\_\_\_  
Dale Carr  
Recording Secretary

\_\_\_\_\_  
Date

MG/hp

370 Encinal St, Ste 100 - Herbert Palacios

CLAIM AGAINST THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
(Pursuant to Section 910 et Seq., Government Code)  
Claim # 02-0004

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

claim # SC 01-02-19

1. Claimant's Name: Ted Lahti

Claimant's Address/Post Office Box: 314 Laurel  
Santa Cruz Calif 95060

Claimant's Phone Number: 831 425-1500

2. Address to which notices are to be sent: 314 Laurel

3. Occurrence: Santa Cruz Calif 95060  
Bus hits hole in road and large  
vibration shatters large window

Date: 1/24/02 Time: 11-11:15 Place: 314 Laurel, Santa Cruz

Circumstances of occurrence or transaction giving rise to claim:  
Transit bus moving at high speed hits  
recessed area in roadway at Laurel  
and cedar causing building to shake  
and a large plate glass window shatters

4. General description of indebtedness, obligation, injury, damage, or loss incurred so far as known: glass breakage - two estimates  
to replace at \$563 and 425

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

6. Amount claimed now ..... \$ 563  
Estimated amount of future loss, if known ..... \$ 0  
TOTAL ..... \$ 563

7. Basis of above computations: bid on replacing window

Ted Lahti

11/30/2002  
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

Ed Nelson interviewed witnesses  
on 1/24/02 . 7-4.4

GALVAN GLASS CO  
4960 SOQUEL DR  
SOQUEL CA 95073-2431  
Phone: 831-479-8218  
Fax: 831-479-8216



Total. \$ 563.32

# Fax

Quote # 3568

**To:** Ted Labti \_\_\_\_\_ **From:** MANUEL GALVAN \_\_\_\_\_  
**Fax:** 425-1036 \_\_\_\_\_ **Date:** 1/28/2002 \_\_\_\_\_  
**Phone:** 425-1500 \_\_\_\_\_ **Pages:** 1 \_\_\_\_\_  
**Re:** quote \_\_\_\_\_ **CC:** \_\_\_\_\_

Urgent     For Review     Please Comment     Please Reply     Please Recycle

**•Comments:**

Remove and install 38 x 84 1/4 tempered

1 - 38 x 84 1/4 tempered	184.00
	tax 14.72
	1-mish. 25.00
labor 4.0	340.00
	-----
total	563.32

job- 314 laurel santa cruz, ca. 95060

Thank you  
Manuel

7-4.5

AAA Glass  
 110 Cayuga 340360  
 Santa Cruz Ca 95062  
 831 426 0221

CUSTOMER'S ORDER NO. <i>Estimate</i>		DATE <i>2-29-02</i>				
NAME <i>Soul Team - Lead</i>						
ADDRESS <i>314 Laurel - 425-1500</i>						
CITY, STATE, ZIP <i>Santa Cruz Ca 95062</i>						
SOLD BY	CASH	C.O.D.	CHARGE	ON ACC	DISC. RETD.	PAID OUT
						<i>425.1257</i>
QUAN.	DESCRIPTION		PRICE	AMOUNT		
1	Measure and					
2	install safety					
3	tempered glass					
4						
5	1	36" x 84"				
6		1/4 clear temp		225.00		
7						
8	Clean up remove					
9	call & labor					
10	2	Men Labor		200.00		
11		uninstall		425.00		
12	Thank You					
RECEIVED BY <i>Estimate</i>						

4705 KEEP THIS SLIP FOR REFERENCE

7-4.6



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 January 17, 2002 in Room 223 of the University Town Center, 1101 Pacific Avenue, Santa Cruz CA.

MASTF MEMBERS PRESENT: April Axton, Sharon Barbour, Tim Balthrope, Richard Camperud, Ted Chatterton, Bonita Cramer, Connie Day, Shelley Day, Kasandra Fox, Michelle Hinkle, Batya Kagan, Ed Kramer, Deborah Lane, Kurtis Lemke, Stella Martinez, John McCauley, Thom Onan, Pop Papadopulo, Gary Peterson, Camille Pierce, Barbie Schaller, Patricia Spence and John Wood.

METRO STAFF PRESENT:

Bryant Baehr, Operations Department Manager  
Michael Boyd, SEIU/SEA Representative  
Kim Chin, Planning and Marketing Department Manager  
A. John Daugherty, Accessible Services Coordinator  
David Konno, Facilities Maintenance Department Manager  
Steve Marcus, UTU Representative  
Tom Stickel, Fleet Maintenance Department Manager  
Les White, General Manager

BOARD MEMBERS PRESENT:

Michelle Hinkle  
Patricia Spence

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

None.

RELEVANT ATTACHMENTS FORWARDED TO THE BOARD: None.

**\*MASTF MOTIONS RELATED TO METRO MANAGEMENT**

None.

I. CALL TO ORDER AND INTRODUCTIONS

Chairperson Deborah Lane called the meeting to order at 2:04 p.m.

II. APPROVAL OF THE DECEMBER 20, 2001 MASTF MINUTES

**MASTF Motion: That the December 20, 2001 MASTF Minutes be approved as submitted.  
M/S/PU: Papadopulo, Fox**

III. AMENDMENTS TO THE AGENDA

None.

#### IV. ORAL COMMUNICATION AND CORRESPONDENCE

Kassandra Fox reported that she had learned during the recent Santa Cruz County Commission on Disabilities meeting that the city government of Visalia, California had just passed an ordinance requiring accessible features (doorways and bathrooms) for housing. She believed that such an ordinance would be useful for Santa Cruz.

Batya Kagan asked for MASTF's recommendation on her request to allow bicycles inside buses serving Route 35. Ms. Kagan noted that she is a Felton resident who has waited hours for a bus with available bike rack space. Ms. Lane noted that giving priority-seating space to bicycles made any METRO policy change "not just a question of wheelchairs alone." Ted Chatterton asked that the request from Ms. Kagan be placed on the Agenda for the next MASTF meeting.

Kurtis Lemke asked if METRO could possibly add just one day of weekend bus service travelling by the Pleasant Care facility in Live Oak. Ms. Lane noted that the issue of transit access to Pleasant Care would be addressed later in the meeting during discussion of MASTF goals.

Pop Papadopulo noted that getting rides for Pleasant Care residents has been an ongoing concern of MASTF. He suggested that persons holding extra taxi scrip consider donating the extra taxi scrip to Pleasant Care.

Mr. Lemke asked if METRO could arrange a visit to Pleasant Care so those residents could receive Discount Fare Photo ID Cards. John Daugherty noted that he had joined Customer Service staff to visit Pleasant Care in the past. Kim Chin noted that time to visit Pleasant Care residents would be arranged.

Les White reported on the status of the Metro Base project. He shared that METRO staff had just received a draft copy of consultants' financial impact and feasibility study for Metro Base in the Harvey West area. He noted that the staff would request that consultants include more information on alternatives than the draft now contains. Mr. White noted that a presentation to the METRO Board could occur during March 2002.

Mr. White explained that the draft study was not optimistic. He shared that the gap between estimated costs at the Harvey West site and available funds to build Metro Base is "tens of millions of dollars" wide.

"We are coming to a point where the debates are useful, but not all that helpful anymore," Mr. White stated, "As we get to 2005, if we are not able to begin to convert the fleet to CNG, then the Board at that time and the system at that time (will) have to look at strategies to begin to discontinue public transit service in Santa Cruz County."

Mr. White also shared that the "re powering" of several buses has kept a majority of the fleet available for service this year. He noted that keeping service on the street is important to METRO staff and Board. "No service cuts ... that is our priority," he stated.

During discussion that followed his remarks, Mr. White covered other transit topics and answered questions. For example, possible alternative sites for Metro Base and the prospect that METRO would build separate facilities were discussed. After hearing requests from several other MASTF members, Ms. Lane noted that the issue of Metro Base would be on the Agenda for the meeting next month.

Gary Peterson asked about possible Watsonville bus service changes that he had read about. Ms. Lane noted that the topic would be covered in the next Agenda item.

## V. ONGOING BUSINESS

### 5.1 Status of Ridership Survey and Prioritization of Changes for Watsonville Bus Service

Mr. Chin reported that METRO was preparing to work with consultants on a multi year service plan. He noted that changes for service in Watsonville would also be studied. Mr. Peterson, noting that he worked for the San Andreas Regional Center (SARC), offered office space and other assistance with the customer outreach portion of the plan.

Mr. White shared that the Board had filled a \$1,500,000 "hole" in the budget a few months ago. He noted that another hole might need to be dealt with before the end of June. He estimated that 70% of the bus service added into the system over the last three years was Watsonville or Watsonville connected bus service.

## VI NEW BUSINESS

### 6.1 MASTF Goals for 2002 – First Look (Deborah Lane)

Ms. Lane introduced the draft list of goals (Attachment A) to the group. She noted that the list assembled last week by the MASTF Executive Committee

was not prioritized and was intended to be a list of achievable goals. Mr. Daugherty read the following list aloud:

- Membership development/ outreach and networking to the Senior, Disability and Latino communities.
- Advocate for a talking sign system for buses and bus stops.
- MASTF participation at the Santa Cruz County Fair.
- Continue working to resolve bicycle capacity constraints in the SCMTD system.
- Review bus service changes in a timely manner.
- Restore more Holiday bus service.
- Continue to participate in the development of the paratransit recertification program.
- Transit access for extremely low-income riders.
- Aggressive METRO programs to hire qualified persons with disabilities.
- Stipends for participants in METRO training activities.

Ms. Lane asked that MASTF members study the list and then bring all suggestions to the next meeting when a list of goals for 2002 would be adopted.

Patricia Spence and Ms. Lane noted that draft MASTF outreach materials had been prepared for review. A draft brochure produced by Ms. Spence (Attachment B) and a draft flyer created by Ms. Fox (Attachment C) would both be included in the February MASTF packet. Ms. Spence asked Ms. Lane, Mr. Daugherty and other interested person for more accomplishments to list in the MASTF brochure.

Ms. Lane shared that a task force was forming as a result of one proposed goal, "Transit access for extremely low income riders." MASTF members, Central Coast Center for Independent Living (CCCIL) staff and residents of Pleasant Care were being invited to form the task force to "deal with unmet needs around public transit." She noted that persons interested in joining the task force could phone her at 471-9062 or Mr. Daugherty at 423-3868 for more information.

#### MASTF COMMITTEE REPORTS

##### 6.2 Training and Procedures Committee Report (Pop Papadopulo)

Mr. Papadopulo reported that fieldwork and sensitivity training of new bus operators begins next month. He noted that February 22, 2002 was the date for the next new bus operator sensitivity training.

##### 6.3 Bus Service Committee Report (Kasandra Fox)

###### a) Bus Services Changes for Spring 2002 Bid Change – Action Item

Ms. Fox had no report on the two items above. Michelle Hinkle noted that there had not been a quorum present at the Metro Users Group (MUG) meeting yesterday.

##### 6.4 Bus Stop Improvement Committee Report (Ed Kramer)

David Konno reported that METRO has sample "transit tubes" with tactile signage that could be tried out at Cabrillo College and transit centers in the future. He offered to bring one sample transit tube to the next MASTF meeting. He also noted that bus stop improvements along the Green Valley Road corridor would be reviewed soon. Mr. Konno then answered questions from the group. For example, in response to a question from Mr. Papadopulo, Mr. Konno shared that a bus stop has been "conditioned" as part of the construction work at the Sesnon House at Cabrillo College.

##### 6.5 Paratransit Services Committee Report (Pat Spence)

Ms. Spence reported that the finishing the award and certificate presentations for the Living the Paratransit Experience participants during the Board meeting last Friday was "quite a bit of fun."

She also noted that yesterday she participated in a meeting with the two bidders for the next paratransit service contract due to begin in July. Ms. Lane shared that she also participated in the six-hour meeting, along with a dozen other persons.

#### OTHER REPORTS

##### 6.6 Paratransit Update

###### a) ADA Paratransit Report (April Axton)

April Axton reported:

- 1) That the third vehicle bought through Section 5310 grant funds arrived yesterday.
- 2) That Lift Line (Community Bridges) is waiting for the results of fingerprinting of the 15 drivers performing Americans with Disabilities Act (ADA) rides.

- 3) That the medical voucher program is being reorganized so that more persons outside the ADA paratransit service area can have medical trips covered.
- 4) Deana Davidson is submitting two grant proposals to assist persons living outside the ADA paratransit service area: One grant is for vehicle acquisition, the other grant is to help with operating costs.
- 5) Community Bridges is working to implement its contract with the United Transportation Union (UTU) Local 23.

b) CCCIL Transportation Advocacy (Thom Onan)

Thom Onan reported that he had received no phone calls or complaints about paratransit service.

Mr. Onan noted that he has received phone calls from concerned riders who are no longer receiving ADA paratransit rides outside the service area. He noted that the ride requests for some persons had been “grandfathered in” and now that practice had stopped. “That seems to be the biggest concern I’m hearing right now,” he stated.

Mr. Onan shared that he refers callers to the *Guide to Specialized Transportation in Santa Cruz County* and works with them to solve problems. He noted that some people may find “not great, but livable solutions.” His remarks on paratransit began a discussion of several paratransit-related issues and problems. For example, Camille Pierce shared that the American Red Cross of Santa Cruz County has assisted her in providing trips outside the ADA paratransit service area for medical appointments.

6.7 UTU Report (Steve Marcus)

Steve Marcus reported that all bus operators on active duty status have completed the new training on Call Stops. He noted that other operators would be trained when they return to work.

Discussion of Call Stops followed the report from Mr. Marcus. For example, Ed Kramer asked if bus operators were instructed to announce bus routes outside their buses at transit centers such as the Capitola Mall. Bryant Baehr responded that the ADA requires such announcements.

6.8 SEA/SEIU Report (Michael Boyd)

Michael Boyd reported on bus stop improvements at various locations throughout Santa Cruz County. For example, he noted that accessible pads had been installed at bus stops near Aptos High School, the Above the Line office and the Dakota Apartments. He also noted that METRO was monitoring the progress of road projects. For example, bus stop improvements are being made along Mission Street in Santa Cruz as road project work wraps up there.

6.9 Next Month’s Agenda Items

Noted: Bikes inside buses request, Metro Base, MASTF Goals for 2002 and the task force on unmet needs.

VII ADJOURNMENT

**The meeting was adjourned at 3:16 p.m.**  
**M/S/PU: Papadopulo, Fox**

Respectfully submitted by: A. John Daugherty, Accessible Services Coordinator

**NOTE: NEXT MASTF MEETING IS: Thursday February 14, 2002 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 February 8, 2002 at 9:00 a.m. at the S.C.M.T.D. Administrative Offices, 370 Encinal Street, Santa Cruz, CA.**

**NOTE: THE FOLLOWING S.C.M.T.D. BOARD OF DIRECTORS MEETING IS: Friday February 15, 2002 at 9:00 a.m. at the Santa Cruz City Council Chambers, 809 Center Street, Santa Cruz, CA.**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: MONTHLY BUDGET STATUS REPORT FOR DECEMBER 2001, AND APPROVAL OF BUDGET TRANSFERS**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors approve the budget transfers for the period of January 1 - 31, 2002.**

## II. SUMMARY OF ISSUES

- Operating revenue for the year to date totals \$15,361,138 or \$91,138 under the amount of revenue expected to be received during the first six months of the fiscal year, based on the budget revised in October.
- Total operating expenses for the year to date, in the amount of \$13,534,379, are at 42.8% of the revised budget, with 50% of the year elapsed.
- A total of \$1,871,894 has been expended through December 31<sup>st</sup> for the FY 01-02 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 01-02 budget as of December 31, 2001. The fiscal year is 50% elapsed.

### A. Operating Revenues

Revenues are \$91,138 or 0.6% under the amount projected to be received for the period. In reality, the shortfall exceeds \$91,138 because the sales tax payment for December has been artificially inflated by the State. To correct last month's erroneous deduction in the District's sales tax advance, the State increased the December payment by \$312,694. While this action gives the District extra funds temporarily, the revenue for the July-December sales period actually fell by 4.5% from the previous year. Sales tax revenue is actually \$190,865 below budget for the first six months. 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 \$13,534,379 or 42.9% of the revised budget, with 50% of the year elapsed. Variances are explained in the notes following the report.

**C. Capital Improvement Program**

For the year to date, a total of \$1,871,894 has been expended on the Capital Improvement Program. The largest expenditure to date is for the Engine Repower Project in the amount of \$1,439,680.

**D. Top 25 Retailers**

The District has received the periodic report from the State Board of Equalization listing the top 25 retailers paying the District's half-cent sales tax for the period July 2000 through September 2001. They are listed below in alphabetical order:

Albertson's  
Beacon Service Station  
Big Creek Lumber Company  
Circuit City Stores  
Costco Wholesale Corporation  
Dell Marketing L P  
Dept of Motor Vehicles Allocation Account for BOE  
Gottschalks Inc.  
Granite Rock Co.  
K-Mart Corporation  
Long's Drug Store  
Marina Motor Company  
Mervyn's  
North Bay Ford, Lincoln, Mercury  
Ocean Chevrolet  
Orchard Supply Hardware  
Pacific Coast Imports Inc.  
Ross Stores Inc.  
Safeway Inc.  
San Lorenzo Lumber Co. Inc.  
Santa Cruz Datsun  
Sears-Roebuck & Co.  
Target Stores  
Texas Instruments Incorporated  
Toyota of Santa Cruz

**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 December 2001, and Budget Transfers



MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING REVENUE - DECEMBER 2001

Operating Revenue	FY 01-02	FY 01-02	FY 01-02		FY 00-01		FY 01-02		YTD Variance from Budgeted
	Budgeted for Month	Actual for Month	Budgeted	YTD	Actual	YTD	Actual	YTD	
Passenger Fares	\$ 248,276	\$ 208,591	\$ 1,658,028	\$ 1,610,404	\$ 1,564,906				\$ (93,122)
Paratransit Fares	\$ 18,154	\$ 17,964	\$ 96,749	\$ 69,764	\$ 90,567				\$ (6,182)
Special Transit Fares	\$ 88,712	\$ 76,091	\$ 761,195	\$ 710,062	\$ 747,722				\$ (13,473)
Highway 17 Revenue	\$ 69,945	\$ 68,224	\$ 441,794	\$ 426,074	\$ 442,895				\$ 1,101
<i>Subtotal Passenger Rev</i>	<i>425,087</i>	<i>\$ 370,870</i>	<i>\$ 2,957,766</i>	<i>\$ 2,816,304</i>	<i>\$ 2,846,090</i>				<i>\$ (111,676) See Note 1</i>
Advertising income	\$ 14,000	\$ 14,000	\$ 84,000	\$ 72,000	\$ 84,000				\$
Other Aux Transp Rev	\$ 1,000	\$ 996	\$ 6,000	\$ 6,227	\$ 5,683				\$ (317)
Rent Income	\$ 10,621	\$ 10,821	\$ 68,827	\$ 69,085	\$ 73,130				\$ 4,303
Interest - General Fund	76,778	\$ 54,184	\$ 494,938	\$ 587,361	\$ 456,847				\$ (38,091) See Note 2
Non-Transportation Rev	\$ 150	\$ 7,075	\$ 750	\$ 4,844	\$ 45,240				\$ 44,490 See Note 3
Sales Tax Income	\$ 1,620,072	\$ 2,054,601	\$ 8,199,499	\$ 8,260,282	\$ 8,321,328				\$ 121,829 See Note 4
TDA Funds	\$ -	\$ -	\$ 3,023,206	\$ 2,498,607	\$ 3,023,206				\$
MBUAPCD Funding									
Other Local Funding	\$ -		\$ -	\$ 16,534					\$
State Guideway Funding	\$ -		\$ -						\$
Other State Funding									
FTA Op Asst - Sec 5303	\$		\$						\$
FTA Op Asst - Sec 5307	\$ -	\$ -	\$ 505,614		\$ 505,614				\$
FTA Op Asst - Sec 5311	\$		\$ -						\$
Other Federal Grants									
Other Revenue									
<b>Total Operating Revenue</b>	<b>\$ 2,147,708</b>	<b>\$ 2,512,547</b>	<b>\$ 15,340,600</b>	<b>\$ 14,331,244</b>	<b>\$ 15,361,138</b>				<b>\$ (91,138)</b>

MONTHLY REVENUE AND EXPENSE REPORT  
OPERATING EXPENSE SUMMARY - DECEMBER 2001

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	Percent Expended of Budget
<b>PERSONNEL ACCOUNTS</b>					
Administration	\$ 590,330	\$ 579,830	\$ 241,309	\$ 256,069	44.2%
Finance	\$ 544,423	\$ 526,355	\$ 216,736	\$ 233,373	44.3%
Planning & Marketing	\$ 928,464	\$ 913,943	\$ 331,610	\$ 398,168	43.6%
Human Resources	\$ 472,659	\$ 390,363	\$ 200,574	\$ 164,654	42.2%
Information Technology	\$ 355,728	\$ 347,835	\$ 151,090	\$ 161,699	46.5%
District Counsel	\$ 317,568	\$ 310,813	\$ 88,295	\$ 130,732	42.1%
Facilities Maintenance	\$ 1,033,696	\$ 1,023,346	\$ 402,630	\$ 461,809	45.1%
Paratransit Program	\$ 147,345	\$ 99,009	\$ -	\$ -	0.0% See Note 5
Operations	\$ 1,883,433	\$ 1,875,694	\$ 804,436	\$ 881,771	47.0%
Bus Operators	\$ 11,273,632	\$ 11,475,732	\$ 4,881,610	\$ 5,406,634	47.1%
Fleet Maintenance	\$ 3,883,760	\$ 3,862,934	\$ 1,436,990	\$ 1,650,123	42.7%
Retired Employees Benefits	\$ 433,892	\$ 433,892	\$ 162,288	\$ 193,188	44.5%
<b>Total Personnel</b>	<b>\$ 21,864,930</b>	<b>\$ 21,839,746</b>	<b>\$ 8,917,568</b>	<b>\$ 9,938,222</b>	<b>45.5%</b>
<b>NON-PERSONNEL ACCOUNTS</b>					
Administration	\$ 604,207	\$ 600,177	\$ 247,551	\$ 265,254	44.2%
Finance	\$ 524,400	\$ 512,665	\$ 235,852	\$ 282,181	55.0% See Note 6
Planning & Marketing	\$ 219,901	\$ 234,993	\$ 61,263	\$ 130,383	55.5% See Note 7
Human Resources	\$ 105,117	\$ 163,617	\$ 39,840	\$ 77,384	47.3%
Information Technology	\$ 122,125	\$ 130,225	\$ 45,440	\$ 72,453	55.6% See Note 8
District Counsel	159,405	\$ 184,405	\$ 65,585	\$ 72,289	39.2%
Facilities Maintenance	\$ 489,234	\$ 531,426	\$ 267,005	\$ 230,241	43.3%
Paratransit Program	\$ 3,445,805	\$ 3,445,915	\$ 1,001,108	\$ 1,185,466	34.4% See Note 9
Operations	\$ 435,240	\$ 485,445	\$ 87,720	\$ 182,151	37.5%
Bus Operators	\$ 6,040	\$ 6,040	\$ 2,872	\$ 2,363	39.1%
Fleet Maintenance	\$ 3,633,153	\$ 3,402,165	\$ 1,563,333	\$ 1,165,964	34.3%
Op Prog/SCCIC	\$ 2,445	\$ 2,695	\$ 2,728	\$ 557	20.7%
Prepaid Expense	\$ -	\$ -	\$ (57,456)	\$ (70,531)	0.0% See Note 10
<b>Total Non-Personnel</b>	<b>\$ 9,747,070</b>	<b>\$ 9,700,254</b>	<b>\$ 3,562,841</b>	<b>\$ 3,596,157</b>	<b>37.1%</b>
<b>Subtotal Operating Expense</b>	<b>\$ 31,612,000</b>	<b>\$ 31,540,000</b>	<b>\$ 12,480,409</b>	<b>\$ 13,534,379</b>	<b>42.9%</b>
Grant Funded Studies/Programs	\$ 70,000	\$ 70,000	\$ 9,995	\$ -	0.0%
Transfer to/from Cap Program	\$ -	\$ -	\$ -	\$ -	0.0%
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Operating Expense</b>	<b>\$ 31,682,000</b>	<b>\$ 31,610,000</b>	<b>\$ 12,490,405</b>	<b>\$ 13,534,379</b>	<b>42.8%</b>
YTD Operating Revenue Over YTD Expense				\$ 1,826,759	

CONSOLIDATED OPERATING EXPENSE  
DECEMBER 2001

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
<b>LABOR</b>						
Operators Wages	\$ 5,838,840	\$ 6,038,840	\$ 2,584,919	\$ 2,922,997	48.4%	
Operators Overtime	\$ 1,001,812	\$ 1,001,812	\$ 415,278	\$ 509,809	50.9%	See Note 11
Other Salaries & Wages	\$ 6,297,182	\$ 6,055,660	\$ 2,295,134	\$ 2,617,536	43.2%	
Other Overtime	\$ 254,900	\$ 287,147	\$ 129,919	\$ 161,537	56.3%	See Note 12
	\$ 13,392,734	\$ 13,383,459	\$ 4,425,250	\$ 6,211,879	46.4%	
<b>FRINGE BENEFITS</b>						
Medicare/Soc Sec	\$ 124,935	\$ 131,935	\$ 50,284	\$ 62,908	47.7%	
PERS Retirement	\$ 954,700	\$ 945,440	\$ 379,246	\$ 424,499	44.9%	
Medical Insurance	\$ 2,056,360	\$ 2,047,203	\$ 865,352	\$ 940,633	45.9%	
Dental Plan	\$ 507,311	\$ 503,703	\$ 227,705	\$ 234,733	46.6%	
Vision Insurance	\$ 114,499	\$ 113,615	\$ 52,517	\$ 56,089	49.4%	
Life Insurance	\$ 60,639	\$ 60,639	\$ 25,298	\$ 26,224	43.2%	
State Disability Ins	\$ 137,494	\$ 137,494	\$ 29,148	\$ 64,553	46.9%	
Long Term Disability Ins	\$ 499,190	\$ 499,192	\$ 187,619	\$ 212,162	42.5%	
Unemployment Insurance	\$ 27,692	\$ 27,692	\$ 5,706	\$ 1,918	6.9%	See Note 13
Workers Comp	\$ 1,438,541	\$ 1,438,541	\$ 522,011	\$ 471,991	32.8%	
Absence w/Pay	\$ 2,522,426	\$ 2,522,426	\$ 1,138,194	\$ 1,221,252	48.4%	
Other Fringe Benefits	\$ 28,408	\$ 28,408	\$ 9,238	\$ 9,379	33.0%	
	\$ 8,472,195	\$ 8,456,286	\$ 3,492,318	\$ 3,726,343	44.1%	
<b>SERVICES</b>						
Acctng/Admin/Bank Fees	\$ 325,220	\$ 287,586	\$ 187,439	\$ 131,531	45.7%	
Prof/Legis/Legal Services	\$ 376,400	\$ 390,597	\$ 99,013	\$ 108,859	27.9%	
Temporary Help	\$ 19,340	\$ 118,642	\$ 79,240	\$ 93,054	78.4%	See Note 14
Uniforms & Laundry	\$ 34,496	\$ 34,496	\$ 17,242	\$ 13,886	40.3%	
Security Services	\$ 277,438	\$ 327,438	\$ 119,133	\$ 122,054	37.3%	
Outside Repair - Bldgs/Eqmt	\$ 195,261	\$ 195,261	\$ 53,179	\$ 86,387	44.2%	
Outside Repair - Vehicles	\$ 272,600	\$ 267,600	\$ 84,689	\$ 117,710	44.0%	
Waste Disp/Ads/Other	\$ 168,947	\$ 201,847	\$ 61,755	\$ 90,793	45.0%	
	\$ 1,669,702	\$ 1,823,467	\$ 701,690	\$ 764,274	41.9%	
<b>CONTRACT TRANSPORTATION</b>						
Contract Transportation	\$ 300	\$ 300	\$ 22	\$ -	0.0%	
Paratransit Service	\$ 3,297,605	\$ 3,297,605	\$ 882,953	\$ 1,131,996	34.3%	See Note 9
	\$ 3,297,905	\$ 3,297,905	\$ 882,975	\$ 1,131,996	34.3%	
<b>MOBILE MATERIALS</b>						
Fuels & Lubricants	\$ 1,881,130	\$ 1,631,130	\$ 627,246	\$ 461,576	28.3%	
Tires & Tubes	\$ 160,000	\$ 160,000	\$ 49,780	\$ 57,258	35.8%	
Other Mobile Supplies	\$ 8,500	\$ 8,500	\$ 873	\$ 3,242	38.1%	
Revenue Vehicle Parts	\$ 745,000	\$ 745,000	\$ 339,331	\$ 278,459	37.4%	
Inventory Adjustment			\$ 195,515			
	\$ 2,794,630	\$ 2,544,630	\$ 1,212,745	\$ 800,534	31.5%	

**CONSOLIDATED OPERATING EXPENSE  
DECEMBER 2001**

	FY 01-02 Final Budget	FY 01-02 Revised Budget	FY 00-01 Expended YTD	FY 01-02 Expended YTD	% Exp YTD of Budget	
<b>OTHER MATERIALS</b>						
Postage & Mailing/Freight	\$ 19,522	\$ 19,822	\$ 8,308	\$ 8,719	44.0%	
Printing	\$ 113,031	\$ 117,731	\$ 33,059	\$ 46,860	39.8%	
Office/Computer Supplies	\$ 76,495	\$ 76,495	\$ 32,989	\$ 34,190	44.7%	
Safety Supplies	\$ 31,713	\$ 31,713	\$ 4,627	\$ 11,838	37.3%	
Cleaning Supplies	\$ 86,556	\$ 86,556	\$ 25,922	\$ 23,941	27.7%	
Repair/Maint Supplies	\$ 77,404	\$ 77,404	\$ 43,754	\$ 31,280	40.4%	
Parts, Non-Inventory	\$ 58,000	\$ 58,000	\$ 30,444	\$ 26,442	45.6%	
Tools/Tool Allowance	\$ 23,467	\$ 27,467	\$ 4,164	\$ 7,988	29.1%	
Promo/Photo Supplies	\$ 19,355	\$ 19,379	\$ 6,202	\$ 8,435	43.5%	
	\$ 505,543	\$ 514,567	\$ 189,468	\$ 199,694	38.8%	
<b>UTILITIES</b>	\$ 335,310	\$ 346,929	\$ 107,566	\$ 156,719	45.2%	
<b>CASUALTY &amp; LIABILITY</b>						
Insurance - Prop/PL & PD	\$ 215,200	\$ 215,200	\$ 73,953	\$ 89,497	41.6%	
Settlement Costs	\$ 100,000	\$ 100,000	\$ 27,694	\$ 16,082	16.1%	
Repairs to Prop	\$ 11,750	\$ 11,750	\$ (3,266)	\$ (681)	0.0%	See Note 15
Prof/Other Services	\$ 30,000	\$ 55,000	\$ 7,664	\$ 48,816	88.8%	See Note 16
	\$ 356,950	\$ 381,950	\$ 106,045	\$ 153,714	40.2%	
<b>TAXES</b>	\$ 45,280	\$ 45,280	\$ 22,303	\$ 22,500	49.7%	
<b>MISC EXPENSES</b>						
Dues & Subscriptions	\$ 46,093	\$ 58,593	\$ 17,091	\$ 29,265	49.9%	
Media Advertising	\$ 50,000	\$ 37,476	\$ 4,450	\$ 19,240	51.3%	See Note 17
Employee Incentive Program	\$ 15,892	\$ 15,892	\$ 7,603	\$ 5,678	35.7%	
Training	\$ 45,615	\$ 51,615	\$ 16,485	\$ 11,670	22.6%	
Travel & Local Meetings	\$ 74,354	\$ 68,354	\$ 24,489	\$ 17,419	25.5%	
Other Misc Expenses	\$ 13,500	\$ 13,500	\$ 9,358	\$ 4,398	32.6%	
	\$ 245,454	\$ 245,430	\$ 79,475	\$ 87,673	35.7%	
<b>OTHER EXPENSES</b>						
Leases & Rentals	\$ 566,298	\$ 570,098	\$ 270,570	\$ 279,054	48.9%	
Transfer to Capital	\$ -	\$ -	\$ -	\$ -	0.0%	
Pass Through Programs	\$ -	\$ -	\$ -	\$ -	0.0%	
	\$ 566,298	\$ 570,098	\$ 270,570	\$ 279,054	48.9%	
<b>Total Operating Expense</b>	\$ 31,682,000	\$ 31,610,000	\$ 12,490,405	\$ 13,534,379	42.8%	

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

<b>CAPITAL PROJECTS</b>	<b>Program Budget</b>	<b>Expended in December</b>	<b>YTD Expended</b>
	□		
<b><u>Grant Funded Projects</u></b>			
Consolidated Operating Facility	\$ 7,948,083	\$ 1,934	\$ 43,184
Urban Bus Replacement	\$ 8,246,472		\$ 23,020
Engine Repower Project	\$ 3,037,000	\$ 403,659	\$ 1,439,680
ADA Paratransit Vehicles	\$ 149,000		
Computer System	\$ 115,000		
CNG Facilities for SCM, Ops	\$ 632,000		\$ 8,500
Exhaust Replacement (CO)	\$ 60,000	\$ 7,135	\$ 63,751
	\$ 20,187,555		
<b><u>District Funded Projects</u></b>			
Bus Stop Improvements	\$ 375,622	\$ 17,547	\$ 25,498
ADA Recertification Program	\$ 65,000		
Ridecheck Upgrade Project	\$		
Facilities Repair & Improvements	\$ 229,950	\$ 2,970	\$ 157,236
Machinery/Equipment Repair/Impr	\$ 66,500		\$ 24,378
Non-Revenue Vehicle Replacement	\$ 147,000		\$ 54,644
Office Equipment	\$ 5,000	\$ 3,179	\$ 3,179
IT Projects	\$ 90,000		\$ 28,825
Automated Telephone Info System	\$ 35,000		
Foothill Bus Improvements	\$ 85,143		
SVTC Tenant Improvements	\$ -		
Metro Center Improvements	\$ 25,000		
Reserve for CNG Conversion	\$ -		
Contingency for District Funded Projects	\$ 1,070		
Transfer to Operating Budget	\$ 735,280		
	\$ 1,860,565		
<b>TOTAL CAPITAL PROJECTS</b>	\$ 22,048,119	\$ 436,423	\$ 1,871,894
<b>CAPITAL FUNDING SOURCES</b>	<b>Budget</b>	<b>Received in December</b>	<b>YTD Received</b>
Federal Capital Grants	\$ 14,561,939		\$ 255,972
State Capital Grants	\$ -		
STA Funding	\$ 1,540,466	\$ 351,912	\$ 351,912
Local Capital Grants	\$ 719,631		
District Reserves	\$ 4,977,583	\$ 84,511	\$ 1,264,010
Transfer from Bus Stop Improvement Reserve	\$ 248,500		
<b>TOTAL CAPITAL FUNDING</b>	\$ 22,048,119	\$ 436,423	\$ 1,871,894

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

1. Passenger fares (farebox and pass sales) are \$93,122 or 6% under the revised budget amount for the year to date. For the past two months, passenger fares have been below the amount received for November and December one year ago. This drop is apparently due to a decrease in ridership, which is also being experienced by other California transit properties. Paratransit fares are \$6,182 or 6% under budget for the period due to fewer rides for the year to date than projected. Special transit fares (contracts) are \$13,473 or 2% under the budgeted amount. Highway 17 Express revenue is \$1,101 or 0.2% over the year to date budgeted amount. Together, all four passenger revenue accounts are under the budgeted amount for the first six months of the fiscal year by a net \$111,676 or 3.8%.
2. Interest income is \$38,091 under the revised budget amount due to lower interest rates. The funds earned interest at a rate of 2.8% in October, while a rate of 4.0% was projected.
3. Non-transportation revenue is \$44,490 over budget largely due to a refund from Community Bridges for last fiscal year in the amount of \$36,268.
4. Sales tax income is \$121,829 or 1.5% over the revised budget amount due to a \$312,694 increase in the December payment to correct a deduction in a previous advance made in error by the State Board of Equalization. Actually, the District experienced a 4.5% drop in sales tax revenue for the July-September sales period while the revised budget forecast no change from the previous year. Since the December payment to the District is overstated by \$312,694, sales tax income for the year to date is actually \$190,865 under budget. However, aside from the extra payment made by the State, the first advance for the next quarter is 4.8% over the previous year, which is encouraging.
5. Paratransit program personnel expense is at zero for the year-to-date since program staff has not yet been hired.
6. Finance non-personnel expense is at 55.0% of the budget due to the annual payment of insurance premiums.
7. Planning & Marketing non-personnel expense is at 55.5% of the budget due to one-time expenses for graphic services.
8. Information Technology non-personnel expense is at 55.6% of the budget due to purchase of computer supplies and computer maintenance services.
9. Paratransit program expense is only at 34.4% of the budget because the December billing information was not available by the report deadline and no paratransit personnel costs have been incurred to date.
10. 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.

11. Operators' overtime is at 50.9% of the budget due to extensive employee medical absences. Overall, Bus Operator payroll expense is within budget.
12. Other overtime is at 56.3% of the budget due to high overtime costs in Planning & Marketing, Facilities Maintenance, Information Technology, and Operations due to employee absences and staff vacancies.
13. State unemployment insurance is only at 6.9% of the budget because the payment is capped when each employee reaches \$7,000 in gross wages, beginning January 1<sup>st</sup>. Most of these costs are expended in January – March of each year.
14. Temporary help is at 78.4% of the budget due to hire of temporary workers during recruitment of new employees in the departments of Human Resources and Facilities Maintenance and during employee absences in the Planning & Marketing Department. Savings in wage and benefit accounts will off-set this expense.
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. Professional/other services for casualty and liability expense is at 88.8% of the budget due to unanticipated costs related to new lawsuits.
17. Media advertising is at 51.3% of the budget due to television advertising and the UCSC bi-directional service publicity campaign.

**FY 00-01 BUDGET TRANSFERS  
1/1/02 - 1/31/02**

	ACCOUNT #	ACCOUNT TITLE	AMOUNT
<b>TRANSFER # 02-031</b>			
TRANSFER FROM:	505031-1500	Telecommunications	\$ (1,473)
TRANSFER TO:	503031-I 500	Professional/Technical & Fees	\$ 1,473
REASON:	To cover cost to install and configure Pac Bell internet connection.		
<b>TRANSFER # 02-032</b>			
TRANSFER FROM:	50431 I-1300	Office Supplies	\$ (110)
TRANSFER TO:	50431 I-31 00	Office Supplies	\$ 110
REASON:	To cover cost of Paratransit Experience awards out of correct account.		
<b>TRANSFER # 02-033</b>			
TRANSFER FROM:	501021-I 400	Other Salaries	\$ (10,000)
TRANSFER TO:	503041-I 400	Temporary Help	\$ 10,000
REASON:	To cover expected expenditures for temporary help in the Human Resources Department during recruitment process.		



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT: UNIVERSITY OF CALIFORNIA - SANTA CRUZ SERVICE UPDATE**

## I. RECOMMENDED ACTION

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

## II. SUMMARY OF ISSUES

- Student billable trips for December 2001 decreased by (20.9%) versus December 2000. Year to date student billable trips have increased by 10.7%.
- Faculty / staff billable trips for December 2001 decreased by (4.8%) versus December 2000. Year to date faculty / staff billable trips have increased by 18.5%.
- Revenue received from UCSC for December 2001 was \$38,394 versus \$47,272 a (19.2%) decrease.
- December 2001 had one (1) fewer day of instruction versus December 2000. The decrease in instruction days is directly relational to the ridership and billing decrease.

## III. DISCUSSION

Full school-term transit service to the University of California – Santa Cruz started on September 19, 2001. Attached are charts detailing student and faculty / staff billable trips. A summary of the results is:

- Student billable trips for the month of December 2001 were 32,526 vs. 41,111 for December 2000 a decrease of (20.9%).
- Faculty / staff billable trips for the month of December 2001 were 5,868 vs. 6,161 for December 2000 a decrease of (4.8%).
- Year to date Student billable trips increased by 10.7% and faculty / staff billable trips increased by 18.5%.
- In December 2001 the charge for service was \$38,394. The charge for December 2000 was \$47,272. This represents a (19.2%) decrease in revenue for December 2001 versus December 2000.

**IV. FINANCIAL CONSIDERATIONS**

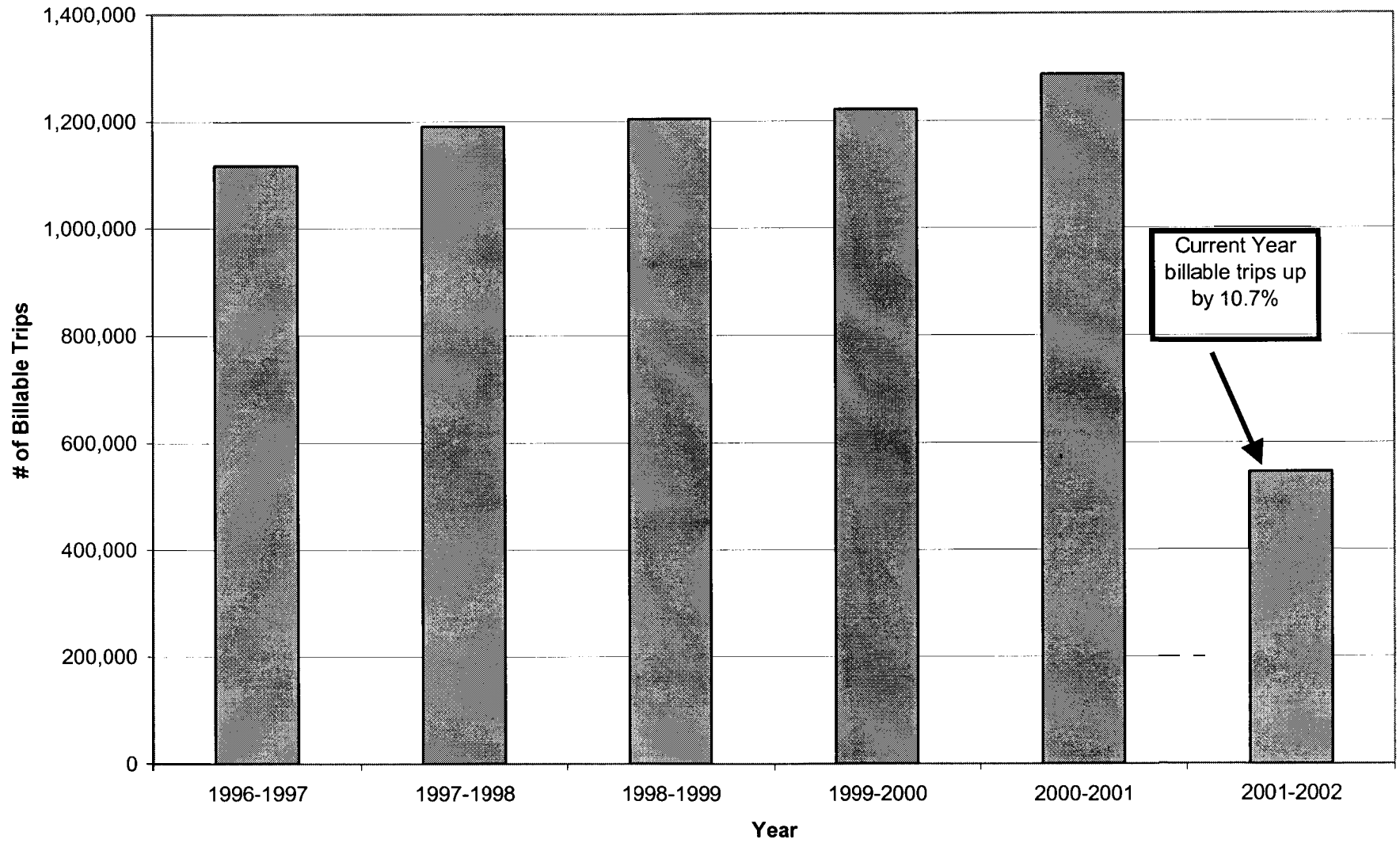
NONE

**V. ATTACHMENTS**

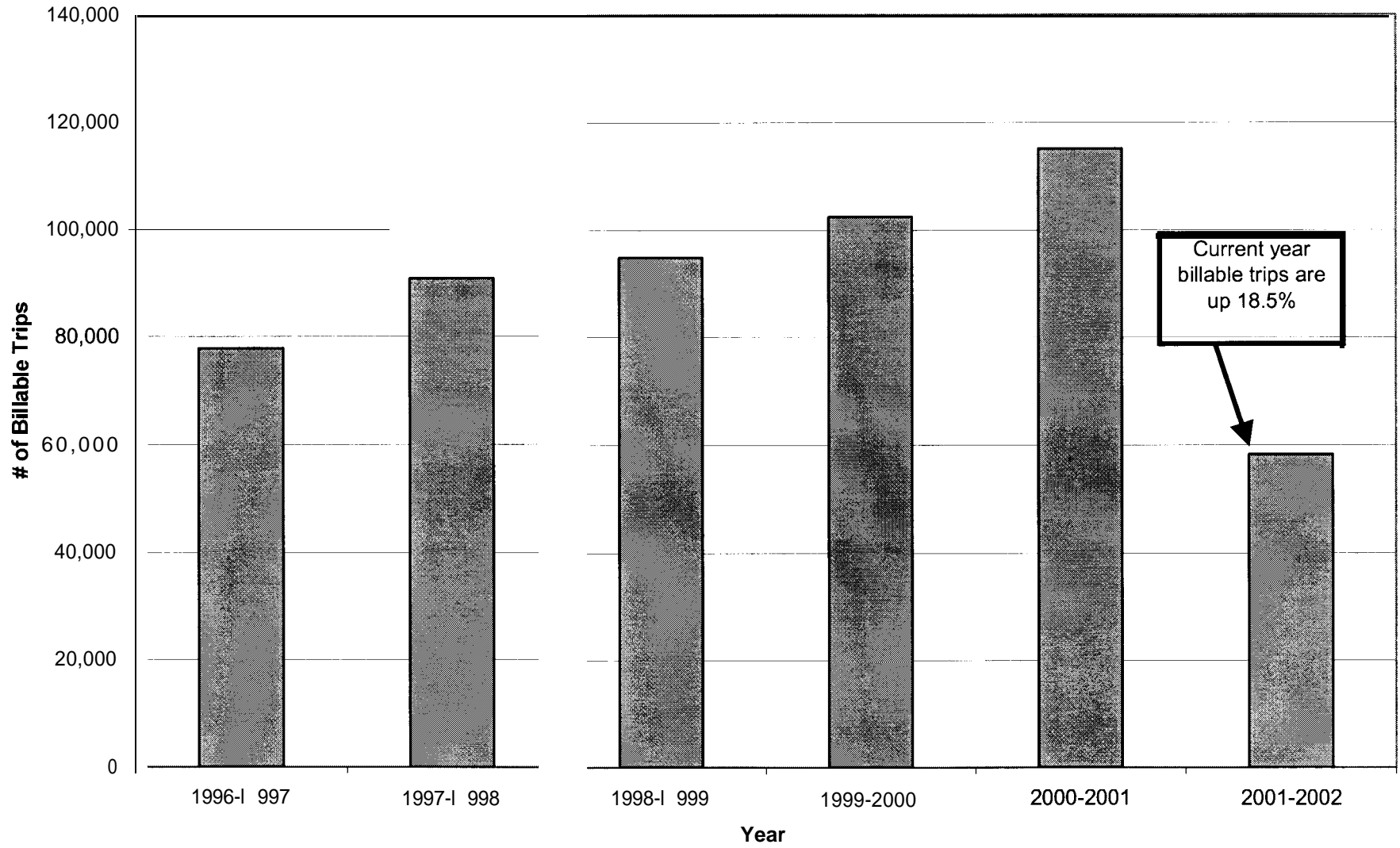
**Attachment A: UCSC Student Billable Trips**

**Attachment B: UCSC Faculty / Staff Billable Trips**

### UCSC Student Billable Trips

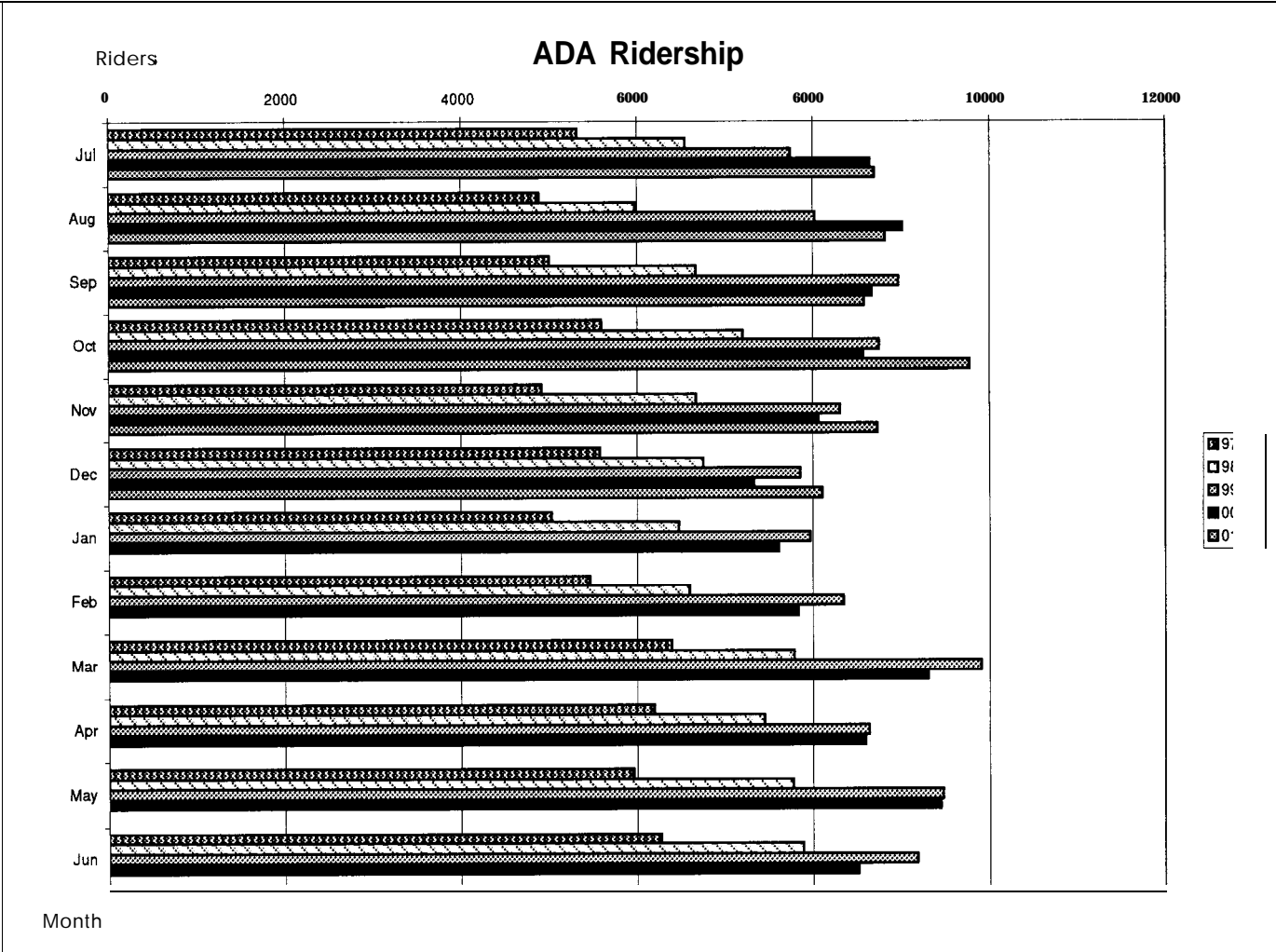


### UCSC Faculty / Staff Billable Trips



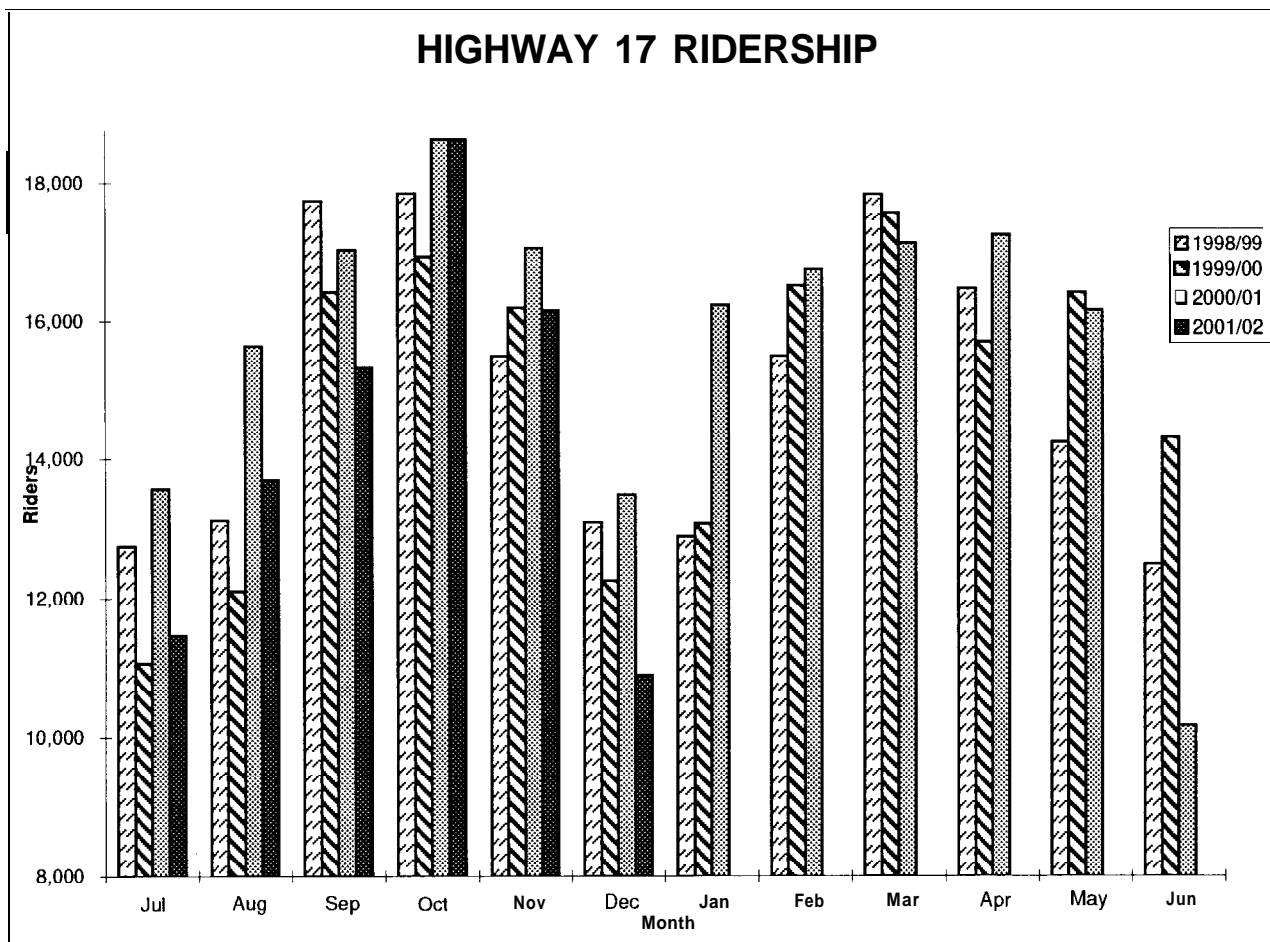
**ADA Paratransit Program  
Monthly Status Report**

	This December	Last December	% Change	This YTD	Last YTD	% Change
Cost	\$ 210,577	\$ 171,927	22.5%	\$ 1,298,269	\$ 1,160,981	11.8%
Revenue	\$16,198	\$14,652	10.6%	\$105,338	\$100,530	4.8%
Subsidy	\$194,379	\$157,275	23.6%	\$1,192,931	\$1,060,451	12.5%
Passengers	8,099	7,326	10.6%	52,669	50,265	4.8%
Cost/Ride	\$26.00	\$23.47	11.8%	\$24.65	\$ 23.10	7.4%
Subsidy/Ride	\$24.00	\$21.47	11.8%	\$22.65	\$21.10	7.4%
Operating Ratio	7.7%	8.5%	-9.7%	8.1%	8.7%	-6.3%
% Rides on Taxi	70.1%	65.7%	6.7%	67.9%	69.3%	-2.0%
Program Registrants	9,173	8,065	13.7%	9,173	8,065	13.7%
Rides/Registrant	0.8829	0.9084	-2.8%	5.7417	6.2325	-7.9%



# HIGHWAY 17 - DECEMBER 2001

	November			YTD		
	2000/01	1999/00	%	2000/01	1999/00	%
<b>FINANCIAL</b>						
Cost	\$ 105,915	\$ 99,718	6.2%	\$ 672,562	\$ 628,223	7.1%
Farebox	\$ 27,193	\$ 31,751	(14.4%)	\$ 195,657	\$ 211,780	(7.6%)
Operating Deficit	\$ 75,884	\$ 66,234	14.6%	\$ 463,090	\$ 404,966	14.4%
Santa Clara Subsidy	\$ 37,942	\$ 33,117	14.6%	\$ 231,545	\$ 202,483	14.4%
METRO Subsidy	\$ 37,942	\$ 33,117	14.6%	\$ 231,545	\$ 202,483	14.4%
San Jose State Subsidy	\$ 2,838	\$ 1,733	63.8%	\$ 13,815	\$ 11,476	20.4%
<b>STATISTICS</b>						
Passengers	10,896	13,488	(19.2%)	86,157	95,391	(9.7%)
Revenue Miles	29,925	29,925	0.0%	191,520	190,024	0.8%
Revenue Hours	1,164	1,164	0.0%	7,448	7,390	0.8%
<b>PRODUCTIVITY</b>						
Cost/Passenger	\$ 9.72	\$ 7.39	31.5%	\$ 7.81	\$ 39.96	(80.5%)
Revenue/Passenger	\$ 2.50	\$ 2.35	6.0%	\$ 2.27	\$ 13.30	(82.9%)
Subsidy/Passenger	\$ 7.22	\$ 5.04	43.4%	\$ 5.54	\$ 26.66	(79.2%)
Passengers/Mile	0.36	0.45	(19.2%)	0.45	3.01	(85.1%)
Passengers/Hour	9.36	11.59	(19.2%)	11.57	77.43	(85.1%)
Recovery Ratio	25.7%	31.8%	(19.4%)	29.1%	33.7%	(13.7%)



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Fleet Maintenance Manager  
**SUBJECT: ACCEPT AND FILE STATUS REPORT ON THE INVESTIGATION OF BIO-DIESEL AS AN INTERIM FUEL**

## I. RECOMMENDED ACTION

**This is a status report only, no action required at this time.**

## II. SUMMARY OF ISSUES

- In January 2001, the Board of Directors selected the alternate fuel path in compliance with regulations issued by the California Air Resources Board (CARB).
- On May 23, 2001, the Board of Directors instructed staff to investigate the feasibility of using biodiesel as an interim fuel to meet CARB requirements.
- In June 2001, District staff reported to the Board of Directors their initial findings regarding using biodiesel as an interim fuel.
- Cummins engine company recently issued a Field Announcement, stating the company's position on the use of biodiesel.

## III. DISCUSSION

Staff is continuing to research the bio-diesel issue. There are no new developments to report at this time.

## IV. FINANCIAL CONSIDERATIONS

Nothing to report at this time.

## V. ATTACHMENTS

**Attachment A:** None

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT:** ACCEPT AND FILE STATUS ON CALL STOP ISSUE PROGRESS

## I. RECOMMENDED ACTION

**This report is for information purposes only. No Action is required.**

## II. SUMMARY OF ISSUES

- On August 17, 2001 the Board of Directors adopted a series of action items relating to call stops.
- Listed below is an update on each of the action items.

## III. DISCUSSION

On August 17, 2001 the Board of Director adopted a series of action items relating to call stops. This report will detail the status of those items.

### Action items:

**Recommend that the Board of Directors move to obtain funding for and arrange for the purchase of the "Talking Buses" technology as soon as possible and provide a timeline for when the technology might be in place.**

- The General Manager and Assistant General Manager are working on obtaining the funding. Several potential sources have been identified. Staff will report to the Board of Directors on a monthly basis and MASTF Executive Committee on a bi-monthly basis concerning funding progress and implementation schedule. Specifications for the "Talking Bus" have been developed and the Purchasing Department reports that the bid will be distributed by late January 2002. Currently the Purchasing Department is working on the para-transit, re-certification and bus procurement specifications.

**Recommend that the expanded list of call stops be implemented as soon as possible, and that an assessment be arranged through FTA, or some other source, to ensure that the list meets the ADA requirements.**

- The call stop list adopted by the Board of Directors on August 17, 2001 has been distributed to the bus operators with instructions on ADA compliance. District Counsel



did receive confirmation from FTA that only major transfer points are required to be called.

- The Legal Department did receive a proposed claim on behalf of Deborah Lane and Joshua Loya for damages as a result of alleged violations of the call stop regulations (Attachment A). It is being asserted that on numerous and repeated occasions that bus operators have failed to announce bus stops; failed to announce stops in an intelligible and audible manner; and failed to identify the route driven at bus stops serving more than one route. The proposed claim has been returned because of insufficiencies and because portions of it are untimely.

**Recommend that the public be informed of the changes to call stops and that the changes be advertised as soon as possible through Headways and other sources of advertising.**

- **Completed.** The Marketing Department has completed the internal posters, notification of the press and the call stop list is now listed in “Headways.”

**Recommend that the bus stop signage be delegated to the Bus Stop Advisory Committee with the request for participation from John Wood (Doran Center for the Blind) for input.**

- **Completed.** The Bus Stop Advisory Committee has been advised to address this issue.

**Recommend that a bus operator training program be implemented as soon as possible in order to create awareness of the need for ADA compliance.**

- **Completed.** Bus Operators on extended leaves of absence will receive their training once they return to duty.

#### **IV. FINANCIAL CONSIDERATIONS**

NONE

#### **V. ATTACHMENTS**

**Attachment A:** Proposed claim for damages filed on behalf of Deborah Lane and Josh Loya

FOX & ROBERTSON, P.C.

ATTORNEYS AT LAW  
9 1 0 1 6TH STREET  
SUITE 6 1 0  
DENVER, CO 8 0 2 0 2

INTERNET WWW.FOXROB.COM  
E-MAIL TFOXI@FOXROB.COM

TIMOTHY P. FOX  
AMY F. ROBERTSON\*  
MICHAEL W. BRESKIN, COUNSEL\*

VOICE 3 0 3 5 9 5 9 7 0 0  
TTY 3 0 3 5 9 5 9 7 0 3  
FAX 3 0 3 5 9 5 9 7 0 5

\* NOT LICENSED IN CALIFORNIA

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January 14, 2002

**VIA CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Margaret Gallagher, Esq.  
District Counsel  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060

Re: *Claims **of** Deborah A. Lane and Joshua E. Loya  
Pursuant to California Government Code § 910, et seq.*

*Injury to Civil Rights, Emotional Distress, and Violations of Civil Rights Laws  
Pertaining to the Rights **of** People with Disabilities*

*Notice **of** Alleged Violations **of** Consumers Legal Remedies Act  
Pursuant to California Civil Code § 1782*

Dear Ms. Gallagher:

We are sending these notices directly to you, as we know that you represent the Santa Cruz Metropolitan Transit District ("METRO") in connection with our clients' public transportation problems. Please provide a copy of this claim to the Metro Board or any other person or entity that you believe appropriate.

1. Claimants DEBORAH A. LANE and JOSHUA E. LOYA (hereafter "LANE" or "LOYA" respectively, or CLAIMANTS collectively), by and through their counsel Fox & Robertson, P.C., hereby submit the following Public Entity Claim against METRO pursuant to Cal. Gov't Code § 910, et seq., and notice of alleged violations of the Consumers Legal

Remedies Act pursuant to Cal. Civ. Code § 1752

2. CLAIMANTS names and addresses:

Deborah A. Lane  
417 Cliff St. #10  
Santa Cruz. CA 95060

Mr. Joshua Loya  
2 10 Locust St., #3  
Santa Cruz, CA 95060

CLAIMANTS may be contacted through their counsel as follows:

Timothy P. Fox, Esq.  
Fox & Robertson, P.C.  
910 - 16th Street, Suite 610  
Denver, CO 80202  
Telephone: (303) 5959700  
Facsimile: (303) 5959705  
E-mail: tfox@foxrob.com

3. CLAIMANTS seeks damages in an amount that exceeds \$10,000 for violations of their right to be free of discrimination on the basis of disability and unfair and deceptive business practices under California and federal civil rights statutes, and for civil rights and emotional distress injuries resulting from such violations. Consequently, jurisdiction over these claims rests in the Superior Court. Jurisdiction may also rest in U.S. District Court pursuant to supplemental jurisdiction afforded under 28 U.S.C. § 1367(a) for state law claims so related to federal claims that they form part of the same case or controversy.

4. CLAIMANTS are residents of Santa Cruz, California.

5. Claimant LANE has multiple sclerosis, and multiple, congenital foot, leg and spinal deformities. She also has end-stage, traumatic arthritis in both feet, requiring adaptive shoes with braces. In addition, her right ankle has been amputated, and she requires the use of a Canadian crutch for mobility. As a result of her multiple sclerosis, she has, among other difficulties, periodic bouts of double vision. Claimant LOYA was born with a visual impairment. Thus, at birth, he had congenital folds, making him more prone to retinal detachment. He lost the ability to see in his right eye when he was approximately two years old and lost the ability to see in his left eye at the age of 15. Mr. Loya is now blind. Among other things, he requires the use of a white cane for mobility.

6. METRO operates a public transportation system that is available to, and advertised as being available to, the general public.

7. CLAIMANTS rely on METRO's public transportation system as their principal means of transportation.

8. CLAIMANTS, on numerous and repeated occasions, have encountered discrimination on the basis of disability and unfair and deceptive business practices throughout METRO's public transportation system, including but not limited to bus operator failure to announce bus stops; failure to announce stops in an intelligible and audible manner; and failure to identify the route driven at bus stops serving more than one route.

9. As a result of the above-referenced discriminatory, unfair, and deceptive business practices, METRO has been and continues to be in violation of California civil rights and other statutes, including, but not limited to, Cal. Bus. & Prof. Code § 17200, et seq.; Cal. Civ. Code § 51, et seq.; Cal. Civ. Code § 54, et seq.; Cal. Civ. Code § 1770; Cal. Civ. Code § 3345; Cal. Gov't Code § 814, et seq.; and Cal. Gov't Code § 11135, et seq. As a result of the above-referenced discriminatory, unfair and deceptive business practices, METRO has been and continues to be in violation of federal civil rights statutes including, but not limited to, the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, et seq., and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794. As a result of the above-referenced discriminatory, unfair and deceptive business practices, METRO has also subjected and continues to subject CLAIMANTS to emotional distress and civil rights injuries in violation of California common law.

10. The above-referenced discriminatory, unfair and deceptive business practices have been ongoing, including, but not limited to, the time period covering the previous six months. CLAIMANTS seek declaratory and injunctive relief and damages based on the legal violations herein alleged. The injury and damages sustained by CLAIMANTS include: denial of their civil rights; interference with their ability to access benefits to which they are entitled; injury and risk of injury to health and safety; and inconvenience, annoyance, distress, and humiliation. These injuries and damages are ongoing due to the continuing legal violations described above.

11. CLAIMANTS do not know the names of all of the specific public employees who are responsible for the above-described legal violations. Ultimate authority and responsibility for these violations rests with METRO.

12. CLAIMANTS demand that METRO correct or otherwise rectify the services that are in violation of Cal. Civ. Code § 1770.

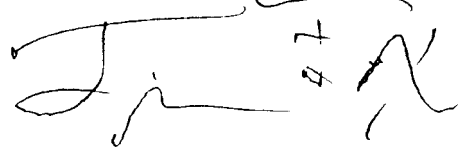
13. All notices and communications concerning this claim should be sent to

CLAIMANTS' attorneys at the contact information set out above.

14. CLAIMANTS respectfully request your prompt attention to this matter

Sincerely,

FOX & ROBERTSON, P.C.

A handwritten signature in black ink, appearing to read 'Timothy P. Fox', with a stylized flourish at the end.

Timothy P. Fox

cc: Ms. Deborah A. Lane (via first class mail)  
Mr. Joshua E. Loya (via first class mail)

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002

**TO:** Board of Directors

**FROM:** Elisabeth Ross, Finance Manager

**SUBJECT: AUTHORIZATION FOR DISPOSAL OF ASSETS: NINE GILLIG BUSES;  
ONE BASE STATION; 108 CLEVELAND FAREBOXES, 183 VAULTS  
AND RELATED PARTS**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors declare the attached list of assets as excess and authorize disposal; and authorize disposal of the excess 108 Cleveland fareboxes, 183 vaults, and related parts.**

## II. SUMMARY OF ISSUES

- In accordance with the District's policy on disposal of fixed assets and inventoriable items, at least once per year the Finance Manager shall recommend to the Board of Directors a list of items to be declared excess with appropriate action for disposal.
- The buses and two way radio base station listed on Attachment A are either obsolete or beyond their useful life and are of no useful value to the District.
- The District's Cleveland fareboxes and vaults have exceeded their useful life and have been replaced.

## III. DISCUSSION

The estimated current market value of the nine buses recommended for disposal is \$500 each. The base station has no resale value.

The District's old fareboxes have been replaced by the registering fareboxes purchased and installed in 2001. Although the Board is not required to declare the fareboxes as excess since their initial acquisition cost was less than \$5,000 each, staff is requesting Board approval to offer the fareboxes for sale through eBay, since they may have value to collectors. If the condition of any of the fareboxes is too poor to be sold, they will be disposed of through other appropriate means in accordance with District policy.

Upon the Board's declaration of the vehicles as excess, they will be offered for sale by the District's Purchasing Office. The other items will be disposed of by the Facilities Maintenance Department through recycling or at a County disposal site.

**IV. FINANCIAL CONSIDERATIONS**

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

**V. ATTACHMENTS**

**Attachment A:** List of Assets Designated for Disposal as of February 15, 2002

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
 Assets Designated For Disposal As Of February 15, 2002

<b>ASSET NUMBER</b>	<b>DESCRIPTION</b>	<b>PURCHASE DATE</b>	<b>ACQUISITION C O S T</b>	<b>NET BOOK VALUE</b>	<b>MARKET VALUE</b>	<b>REASONFOR DISPOSAL</b>
B8050.00C/I	81 Gillig BusNIN 80038	12/04/84	\$128,192.26	\$0.00	\$500.00	BEYOND USEFUL LIFE
88051 .00C/I	81 Gillig BusNIN 80039	12/04/84	\$128,187.09	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8052.00C/I	81 Gillig BusNIN 80040	12/04/84	\$128,274.95	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8053.00C/I	81 Gillig BusNIN 80041	12/04/84	\$128,269.78	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8054.00C/I	81 Gillig BusNIN 80042	12/04/84	\$128,120.77	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8055.00C/I	81 Gillig BusNIN 80043	12/04/84	\$128,192.26	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8056.00C/I	81 Gillig BusNIN 80044	12/04/84	\$128,120.77	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8057.00C/I	81 Gillig BusNIN 80045	12/04/84	\$128,237.05	\$0.00	\$500.00	BEYOND USEFUL LIFE
B8058.00C/I	81 Gillig BusNIN 80046	12/04/84	\$128,192.26	\$0.00	\$500.00	BEYOND USEFUL LIFE
00374.00A	Base Station / 15 Radio	02/01/75	\$24,999.04	\$0.00	\$0.00	OBSOLETE
TOTALS			<b>\$1,178,786.23</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002

**TO:** Board of Directors

**FROM:** Elisabeth Ross, Finance Manager

**SUBJECT: AUTHORIZATION FOR GENERAL MANAGER TO EXECUTE  
ADDENDUM TO STATE OF CALIFORNIA PURCHASE CARD  
PROGRAM MASTER SERVICE AGREEMENT**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors authorize the General Manager to execute the addendum to the State of California Purchase Card Program Master Service Agreement with U.S. Bank.**

## II. SUMMARY OF ISSUES

- The State CAL-Card purchase card program is available to State and local agencies and is similar to credit card programs with added benefits.
- The Board of Directors authorized District participation in the program on November 16, 2001.
- The District must execute an agreement with U.S. Bank in order to initiate program participation.

## III. DISCUSSION

At the November Board meeting, the Board authorized District participation in the CAL-Card program, since it would benefit the District's purchasing, accounts payable and administrative functions. Payment terms for the CAL-Card program are 45 days from the statement date, which better fits the District's fourteen day payables cycle. In addition, the CAL-Card program provides itemized expenses (available on-line) with various controls and limits set by the individual agencies. This will allow for better budgetary control and account coding. The District currently uses credit cards for travel expenses and limited purchasing. Execution of the attached agreement is the next step in the process.

## IV. FINANCIAL CONSIDERATIONS

The District will realize a slight savings in administrative fees and late charges currently being imposed by bank card companies and could qualify for prompt payment rebate revenue.

## V. ATTACHMENTS

**Attachment A:** Addendum to State of California Purchase Card Program Master Service Agreement

ADDENDUM TO STATE OF CALIFORNIA PURCHASE CARD PROGRAM  
MASTER SERVICE AGREEMENT (DGS MSA 5-00-CC-02)

This Addendum to the State of California Purchase Card Program Master Service Agreement (DGS MSA 5-00-CC-02), as amended (the "Agreement") between the Department of General Services ("DGS") on behalf of the State of California, and I.M.P.A.C. Government Services, a division of U.S. Bank National Association ("US Bank"), is made this \_\_\_ day of \_\_\_\_\_, 2001, by the Santa Cruz Metropolitan Transit District ("District") for the purpose of becoming a "Participating Subdivision" as that term is defined in the Agreement.

RECITALS:

- A. DGS has entered into the Agreement for the purpose of making available for Participants' use a procurement card program as described in the Agreement; and
- B. The Agreement contemplates the inclusion of Participants by a process of voluntary execution of an addendum; and
- C. The District has received a copy of the Agreement and **after** thorough review of the Agreement desires to become a Participating Subdivision as that term is defined in the Agreement.

AGREEMENT:

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by reference, the mutual promises and covenants set forth in the Agreement, which is incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District, and US Bank agree as follows:

1. The District agrees to accept and perform all duties, responsibilities and obligations required of a Participating Subdivision as set forth in the Agreement. I.M.P.A.C. Cards shall be issued to Designated Employees of the District upon execution of a Primary Contact Reference form (in **substantially** the form set forth in Rider A attached hereto and incorporated herein) by departments and administrative units of the District. The District authorizes such departments and administrative units to act on its behalf with respect to I.M.P.A.C. Cards issued to Designated Employees of the respective departments and administrative units. US Bank shall submit invoice(s) to the office(s) designated in the Primary Contact Reference forms provided by departments and administrative units executing Rider A and shall report to the Billing Office Contact at the departments and administrative units executing Rider A.
2. US Bank is authorized to place the seal or logo of the District on the I.M.P.A.C. cards issued to Designated Employees of the District for the sole purpose of identifying the card for official use only and if consistent with the final card design. Such seal or logo shall be subject to use limitations as apply to the State seal under paragraph 4 (a) of the Agreement.
3. The District shall make monthly payments as provided in the Agreement to US Bank of the full amount of the Total Participant Monthly Balance by causing a check or checks or a warrant or warrants to be issued payable to the order of US Bank on demand.
4. The District shall provide US Bank with a copy of its audited financial statements within 60 days of completion and, upon request of US Bank, such other financial information as may be reasonably requested.

5. Delivery of I.M.P.A.C. Cards to Designated Employees of the District shall be within ten (10) business days **after** receiving completed I.M.P.A.C. Account set-up forms, but in no case earlier than ten (10) business days **after** the Initial Implementation Meeting.

6. The District declares that I.M.P.A.C. Cards shall be used for official District purchases only, and shall not be used for individual or consumer purchases nor to incur consumer debt. The District warrants that it possesses the financial capacity to perform all of its obligations under the Agreement and this Addendum and the District will not allow purchases to be made with I.M.P.A.C. Cards or incur any other financial obligation hereunder or under the Agreement prior to determining that existing appropriations available therefore are sufficient in amount to pay for such purchases or such other financial obligations.

7. The notice address for the District is:

Elisabeth Ross  
Santa Cruz Metropolitan Transit District  
370 Encinal Street # 100  
Santa Cruz, CA 95060

8. The agreements of the District set forth in this Addendum and the Agreement constitute valid, binding and enforceable agreements of the District and all extensions of credit made pursuant to this Addendum and the Agreement to the District will be valid and enforceable obligations of the District in accordance with the terms of the Agreement and this Addendum. The execution of this Addendum and the performance of the obligations hereunder and under the Agreement are within the powers of the District, have been authorized by all necessary action and do not constitute a breach of any agreement to which the District is a party or is bound.

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

By: \_\_\_\_\_

Approved as to form:

Title: \_\_\_\_\_

\_\_\_\_\_  
Attorney for Santa Cruz Metropolitan Transit District

Date: \_\_\_\_\_

U.S. BANK NATIONAL ASSOCIATION

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## NOTICE OF ACTION-CLOSED SESSION MEMORANDUM

DATE: February 8, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: Notification Of Actions Taken In Closed Session Regarding The Following Claims On The Dates Indicated:

1. Settlement with Christian Florin on October 19, 2001
- 

1. Settlement with Christian Florin

On October 19, 2001, in closed session you authorized a settlement in the above referenced worker's compensation matter in the amount of Fifteen Thousand dollars (\$15,000.00), of which \$1,380 had been advanced.

The following directors authorized the settlement: Directors Ainsworth, Almquist, Beutz, Fitzmaurice, Gabriel, Hinkle, Krohn and Reilly. The motion passed unanimously. Directors Keogh, Lopez and Norton were absent.

Pursuant to this direction, the claim was settled via Compromise and Release. According to Joelynn Billeci from EOS Claims Services, this Award was paid in full and the file was closed.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Elisabeth Ross, Finance Manager  
**SUBJECT: RESOLUTION REVISING FY 01-02 BUDGET**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors adopt the attached resolution revising the FY 01-02 budget in accordance with Exhibit A and revise the employee incentive program.**

## II. SUMMARY OF ISSUES

- As a result of projected major decreases in operating funding and required adjustments to operating expenses, the operating budget is recommended to be decreased by a net \$761,000 for a new total of \$30,849,000.
- The projected operating revenue shortfall is primarily a result of decreases in four revenue sources: passenger revenue, interest income, sales tax revenue and Transportation Development Act (TDA) funding.
- Farebox revenue is not recovering from its downward trend started last spring, necessitating a reduction in the projected revenue.
- The District's interest rate at the County has continued to drop below the rate of 4.0% projected in the October budget revision, requiring a decrease in expected interest income.
- The District's sales tax revenue was revised in October to project no increase for the balance of the fiscal year. In December, the July – September sales came in at a 4.5% decrease from the same period one year ago. Staff is recommending that the sales tax revenue be reduced to reflect the shortfall from that quarter, but that no further decrease be budgeted at this time. Since TDA funding is based on sales tax revenue, staff recommends that TDA funding projections also be further reduced at this time.
- Three minor expense adjustments are required at this time, as delineated in Attachment A. To fund these additional costs and the revenue shortfall, a number of expense reductions have been identified. However, no staffing reductions are proposed in the revised budget.
- Updating the capital improvement program results in a net increase of \$245,000. The changes consist of adding the grant-funded Phase 1 of the Metro Center Renovation Project, adjusting two small carryover projects, decreasing the State Transit Assistance (STA) funding to reflect the most recent estimate from the State, and deferring purchase of four non-revenue vehicles to allow a transfer to the operating budget. The revised capital improvement program totals \$22,293,119.

### **III. DISCUSSION**

#### **A. Operating Revenue**

The detailed list of changes to the FY 01-02 operating revenues is shown on Attachment A, Exhibit A, following the budget resolution. The revised operating budget totals \$30,849,000.

##### **I. Operating Revenue Shortfall**

The projected operating revenue shortfall is primarily a result of decreases in four revenue sources: passenger revenue, interest income, sales tax revenue and Transportation Development Act (TDA) funding.

##### **Passenger Revenue**

- For the first six months of the fiscal year, farebox revenue is not achieving the 3% revenue increase projected in the October revised budget. The current trend is a 1.1% drop from revenue received one year ago, which staff is proposing for the balance of the fiscal year. This will reduce the budget by \$159,500.
- Cabrillo College revenue is also down for the first six months of the year. Every month has been lower than the same month one year ago except for December, which was up slightly. Staff is proposing a decrease in this revenue source in the amount of \$20,000.
- Employer bus pass revenue is also down from a year ago for each employer. Staff is proposing that this revenue source be decreased for a reduction of \$1,993.
- December receipts for passenger revenue were especially low. Other transit properties have indicated that recently, ridership has dropped significantly.

##### **Interest Income**

Under State law, the District's investments are handled by the County Treasurer. The funds are pooled to maximize interest income. In the October budget revision, interest income was budgeted at an interest rate of 4.0% for FY 01-02, down from the average rate of 6.3% for FY 00-01. However, the interest rate has continued to drop to a low of 2.8% in December. Staff is now projecting an interest rate of 2.5% for the next six months, for a reduction of \$234,000.

##### **Sales Tax Revenue**

The District's sales tax revenue was flat for the first quarter of the fiscal year and down 4.5% for the second quarter (July – September sales period). Staff had projected no increase for FY 01-02 in the October budget revision. Staff is proposing at this time that sales tax revenue for the fiscal year be budgeted to match the year-to-date receipts with no increase or decrease over the previous year for the next six months, for a reduction of \$269,760.

**TDA Funding**

Since TDA funding is based on sales tax revenue, staff recommends that TDA funding projections also be reduced at this time to reflect the drop in receipts for the past quarter. This will provide a reduction of \$228,000.

**2. Other Revenue Changes**

The District's allocation for FTA Section 5311 rural operating assistance has been approved at the level of \$46,701 for an increase of \$4,253.

**3. Balancing Actions**

Staff is proposing two revenue-related actions to assist with balancing the operating budget as follows.

**Add Transfer from Capital Program**

The District will defer the purchase of four replacement non-revenue vehicles to a future fiscal year to obtain \$113,000 in funds to transfer to the operating budget.

**Add Transfer from Insurance Reserves**

To fund the additional costs related to lawsuits in the amount of \$35,000, that amount will be transferred from the insurance reserves.

**B. Operating Expense**

**1. Required Expense Adjustments**

Detailed expense adjustments are listed in Attachment A, Exhibit A. The expense changes required, which total \$52,000, are as follows:

- State Disability Insurance (SDI) must be increased by \$12,500 to cover payments that were mistakenly not processed by the payroll contractor in the last fiscal year.
- Professional services for Information Technology must be increased by \$4,500 to cover the unanticipated increase in the Multisystems maintenance contract.
- Other casualty expense for lawsuits and claims must be increased by \$35,000 to cover additional unanticipated costs in the current fiscal year.

**2. Balancing Actions**

A total of \$813,000 in expense reductions has been identified to assist with meeting the revenue shortfall.

- Personnel accounts for pay and benefits have been reduced in several departments to reflect staff vacancies and some delays in hiring. No changes are being proposed to current authorized staffing levels.

- Dental insurance expense and long term disability insurance expense have been decreased to reflect favorable renewal rates.
- Workers' compensation expense has been reduced to reflect year to date actual expenses through December.
- Four Fleet Maintenance accounts have been reduced to reflect year to date trends: outside vehicle repair, fuels and lubes, tires and tubes, and revenue vehicle parts.
- Diesel fuel expense has been reduced based on the lower fuel prices for the year to date.
- Cleaning supplies for Facilities Maintenance have been reduced to reflect year to date expenses.
- The holiday dinner dance, which did not take place, has been deleted from the Employee Incentive Program.
- Telecommunications expense has been reduced in four departments to reflect savings obtained from a cost audit by Facilities Maintenance.

**C. Capital Improvement Program**

**1. Program Update**

Updating the capital improvement program results in a net increase of \$245,000. The changes consist of adding the new Metro Center Renovation Project, for which Phase 1 is 100% funded by the State; increasing the Metro Center repaint carryover project to reflect the bid price; and adding a carryover project for purchase of one staff vehicle that was completed in July. The District's State Transit Assistance (STA) allocation has been decreased by \$132,816, based on a November estimate from the State. Use of District reserves is increased to cover the carryover projects and the STA reduction.

**2. Balancing Actions**

In order to assist with the operating revenue shortfall, the purchase of four replacement non-revenue vehicles will be deferred. The vehicles are three driver relief vans and one Facilities Maintenance truck. This action totals \$113,000 which is being transferred to the operating budget, since the funding consists of excess sales tax monies retired to reserves in previous years.

The revised capital improvement program totals \$22,293,119.

**D. Employee Incentive Program**

The annual Employee Incentive Program, which is adopted by the Board each year, contains two proposed changes which require adoption of a revised program by the Board (Attachment B). The first change is the deletion of the holiday dinner dance which did not take place this year. The second change is the increase in the expense for safe driver pins and certificates, which



exceeded the original budgeted amount of \$2,000 by \$402 due to the increase in the number of drivers receiving the awards this year. The revised program totals \$10,992.

#### **IV. FINANCIAL CONSIDERATIONS**

Adoption of the resolution with the budget revisions as presented will decrease the total FY 01-02 operating budget by \$761,000, and increase the capital improvement program by \$245,000.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing a Revision to the FY 01-02 Budget, followed by a list of specific changes (Exhibit A).

**Attachment B:** Revised FY 01-02 Employee Incentive Program.

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 01-02 BUDGET**

**WHEREAS**, it is necessary to revise the adopted FY 01-02 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 15<sup>th</sup> day of February, 2002, by the following vote:

AYES: Directors -

NOES: Directors -

ABSENT: Directors -

ABSTAIN: Directors -

Approved \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

Attest \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Margaret Gallagher  
District Counsel

**EXHIBIT A  
RECOMMENDED BUDGET REVISIONS  
FY 01-02  
FEBRUARY 2002**

	<b>AMOUNT</b>	<b>TOTALS</b>
<b><u>OPERATING REVENUE</u></b>		
Decrease passenger fares based on YTD	\$ (159,500)	
Decrease Cabrillo College contract revenue based on YTD	\$ (20,000)	
Decrease employer bus pass revenue based on YTD	\$ (1,993)	
Decrease interest income for year to reflect lower rates	\$ (234,000)	
Decrease sales tax revenue based on actual received to date and no increase for remainder of fiscal year	\$ (269,760)	
Decrease TDA allocation to reflect lower sales tax collections	\$ (228,000)	
Increase FTA Sec 5311 Rural Op Assistance	<u>\$ 4,253</u>	
<b>TOTAL</b>		<b>\$ (909,000)</b>
<b><u>Balancing Actions:</u></b>		
Transfer from capital budget	\$ 113,000	
Transfer from insurance reserves	<u>\$ 35,000</u>	
		<b>\$ 148,000</b>
<b>TOTAL</b>		<b>\$ (761,000)</b>

**EXHIBIT A**  
**RECOMMENDED BUDGET REVISIONS**  
**FY 01-02**  
**FEBRUARY 2002**

	DEPT	ACCOUNT	AMOUNT	TOTALS
<b><u>OPERATING EXPENSE</u></b>				
Increase State Disability Insurance (SDI) expense	all	502060	\$ 12,500	
Increase Multisystems computer maint contract cost	1500	503031	\$ 4,500	
Increase other casualty expense for lawsuits, claims	1700	506999	\$ 35,000	
				\$ 52,000
<b><u>Balancing Actions:</u></b>				
Adjust personnel accounts to reflect staff vacancies:				
- Paratransit		3100	\$ (59,000)	
- Human Resources		1400	\$ (85,000)	
- Information Technology		1500	\$ (4,000)	
- Legal		1700	\$ (8,000)	
- Fleet Maintenance		4100	\$ (103,100)	
Reduce dental insurance expense	all	502041	\$ (35,000)	
Reduce long term disability insurance expense	all	502061	\$ (15,000)	
Reduce workers comp expense through December	all	502081	\$ (140,000)	
Reduce outside vehicle repair - other vehicles	4100	503354	\$ (15,000)	
Reduce fuels and lubes	4100	504011	\$ (15,000)	
Reduce diesel fuel expense through February	4100	504012	\$ (244,000)	
Reduce tires and tubes	4100	504021	\$ (5,000)	
Reduce revenue vehicle parts	4100	504191	\$ (50,000)	
Reduce cleaning supplies	2200	504317	\$ (16,000)	
Delete holiday event from employee incentive program	1100	509101	\$ (4,900)	
Reduce telecommunications expense:				
- Admin		1100	\$ (7,000)	
- Planning & Marketing		1300	\$ (1,500)	
- Human Resources		1400	\$ (1,500)	
- Facilities Maintenance		2200	\$ (4,000)	
				\$ (813,000)
<b>TOTAL</b>				\$ (761,000)

**EXHIBIT A**  
**RECOMMENDED BUDGET REVISIONS**  
**FY 01-02**  
**FEBRUARY 2002**

	DEPT	AMOUNT	TOTALS
<b><u>CAPITAL FUNDING</u></b>			
Add State funding for Metro Center Renovation Project		\$ 200,000	
Decrease STA allocation to latest estimate of \$1,407,650		\$ (132,816)	
Increase use of District reserves for carryover projects and to cover estimated STA shortfall		\$ 177,816	
<b>TOTAL</b>			<b>\$ 245,000</b>
<b><u>CAPITAL PROJECTS</u></b>			
Increase Metro Center repaint project to reflect bid price		\$ 25,000	
Add carryover project of purchase of one staff vehicle		\$ 20,000	
Add Metro Center renovation project (Phase I)		\$ 200,000	
<b>TOTAL</b>			<b>\$ 245,000</b>
<b><u>Balancing Actions:</u></b>			
Defer purchase of four non-revenue vehicles		\$ (113,000)	
Transfer to operating budget		\$ 113,000	
<b>TOTAL</b>			<b>\$ -</b>

EMPLOYEE INCENTIVE PROGRAM  
FY 01-02

<u>EVENT/ACTIVITY</u>	<u>BUDGET</u> <u>ALLOCATION</u>	<u>DEPT/ACCOUNT</u>
District Service Awards	\$ 2,000	1200-509101
Certificates of Commendation	\$ 50	1100-509101
Newsletter Prizes	\$ 120	1100-509101
Holiday Dinner Dance	\$	1100-509101
Safe Driver Pins and Certificates	\$ 2,402	3300-509101
Departmental Programs		
<b><u>Administrative Facility (370 Encinal)</u></b>		
Employee Recognition/Appreciation Events	\$ 560	1100-509101
<b><u>Planning &amp; Marketing</u></b>		
Employee Recognition/Appreciation Events	\$ 300	1300-509101
<b><u>Facilities Maintenance</u></b>		
Employee Recognition/Appreciation Events	\$ 340	2200-509101
<b><u>Operations</u></b>		
Employee Recognition/Appreciation Events and Shift Bid Refreshments	\$ 4,100	3200-509101
<b><u>Fleet Maintenance</u></b>		
Employee Recognition/Appreciation Events and Shift Bid Refreshments	\$ 1,120	4100-509101
<b>TOTALS</b>	<b>\$ 10,992</b>	

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT: CONSIDERATION OF REVISING POLICY REGARDING BIKES  
INSIDE BUSES**

## I. RECOMMENDED ACTION

**Staff is recommending that the Bicycles on Buses program be expanded to include all routes.**

## II. SUMMARY OF ISSUES

- On December 12, 2001 The Board of Directors received a letter from Batya Kagan, representing People Power, requesting that the Board of Directors consider expanding the bicycles on buses policy to include the Route 35.
- Bicycles are allowed inside the bus on the Routes 40, 41, 42 and the last departure point on Highway 17. No complaints have been received concerning this policy in the last three (3) years.
- The Transit District is required by the Americans with Disabilities act to provide wheelchair securement positions on each bus and to reserve that location for seniors and persons with disabilities.
- For November 2001 there were a total of 1,876 wheelchair and 13,654 bicycle boardings. For December 2001 there were a total of 1,533 wheelchair and 8,648 bicycle boardings. Route summaries are attached.

## III. DISCUSSION

On December 12, 2001 the Board of Directors received a letter from Batya Kagan, representing People Power, requesting the Board of Directors consider allowing bikes inside buses on the Route 35. At the January 2002 Board of Director's meeting, staff was asked to provide information relating to this request.

The Transit District has equipped each bus with a bicycle rack that can hold a maximum of two (2) bicycles on the front bumper. Customers bring their bicycles to the bus stop, lower the bicycle rack, place their bicycle in the bike rack and board the vehicle. Once the bicycle rack is full, customers that arrive with their bicycles must wait for the next bus.

According to the current bicycle rack program, customers are not allowed to bring bicycles on board the bus when the bicycle rack is full unless they are riding Routes 40,41,42 and the last departure point of the Highway 17. These routes are considered lifeline service and run infrequently. If bicycle customers were prohibited from bringing their bicycle inside the bus this would have created a hardship. Bikes have been allowed on the Routes 40, 41 and 42 for several years. The Board of Directors approved bicycles on buses on the Highway 17 route on January 21, 2000. No complaints have been received concerning bikes on buses in the past three (3) years.

On November 15, 1999 a survey of Transit Agencies in close proximity to the Transit District was conducted. The results of this survey showed that most of the local transit agencies do allow bicycles on bus when the bicycle rack is full. Normally this is allowed only when the bus is not crowded and at the bus operator's discretion. No unusual lawsuits or claims have been filled against any of the surveyed Transit Agencies.

The Transit District is required by the Americans with Disabilities Act (ADA) to provide for a wheelchair securement area on each transit vehicle. This space must be reserved for wheelchairs and persons with disabilities. The Metro Accessible Service Transit Forum (MASTF), the advisory body to the Board of Directors on disability issues, has not adopted an official position concerning bikes on buses. MASTF will be reviewing this issue on February 14, 2002 and will report their position to the Board of Directors on February 15, 2002.

Ridership / Wheelchair – Bicycle use information:

For the month November the statistics are:

Total Ridership:	562,151
Total Wheelchairs:	1,876
Total Bicycles:	13,654

For the month December (data attached) the statistics are:

Total Ridership:	363,812
Total Wheelchairs:	1,533
Total Bicycles:	8,648

For consistency, staff would recommend that should the Board of Directors consider expanding the bikes on buses policy, that all routes be included in the policy. This would eliminate bus operator and customer confusion.

The bikes on buses policy is:

1. When the exterior bike rack is full, up to two (2) bicycles will be allowed inside the bus.



2. When loading / unloading your bike please use the front door and exercise extreme caution. Please be aware that other customers need to board / deboard the bus and / or may be sitting in adjoining seats.
3. The bicycle must be secured in the wheelchair area using the straps provided by the bus operator.
4. Should a wheelchair user wish to board the vehicle, you must immediately remove your bicycle from the bus. The wheelchair positions are for wheelchair customers.
5. If the bus is crowded and the additional seating is needed, you may be asked to remove your bicycle from the bus to board more passengers.
6. SCMTD is not responsible for loss or damages to or by bicycles on transit system property or buses.

#### **IV. FINANCIAL CONSIDERATIONS**

None

#### **V. ATTACHMENTS**

- Attachment A:** Letter received from Batya Kagan on December 12, 2002
- Attachment B:** Ridership / Wheelchair / Bicycle usage for December 01, 2001 through December 31, 2001
- Attachment C:** Bikes on Buses Survey (November 1999)



# People Power!

224 Walnut Avenue . Santa Cruz, CA 95060 . (831) 4250665

December 11, 2001

To the Board of Directors of the SCMTD.

I am writing on behalf of many cyclists that use the bus system in Santa Cruz. First I want to thank you for the commitment you have made both financially and logistically- so that it is possible to have bicycles on all buses of the SCMTD. That has made a big difference for all of us in terms of how much we can rely on public transportation and not be so dependent on all people having cars in order to get around. Your efforts are definitely noted and applauded.

I am also grateful that there has been a policy set that, at the driver's discretion, the Bonnie Doon and Davenport routes allow bicycles on the bus because there are often more bicyclists than space on the racks.

I am requesting that this option be extended to route 35. My reasons are as follows:

1) There is often a low ridership on this route so there are plenty of spaces for bicycles on the bus. (I have heard from some bus driver's that the ridership is comparable to the Bonnie Doon and Davenport routes.) When ridership is high (such as during the San Lorenzo Valley School commute) the driver would know this and would not permit extra bicycles on at that time.

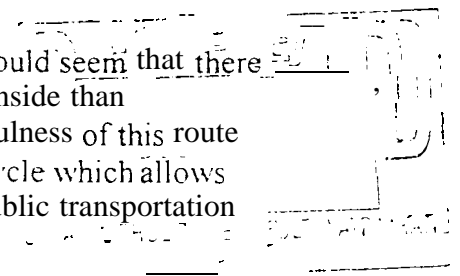
2) I have only once, in a year and a half of riding this route, seen a wheelchair use the area that bicycles would be put in. Of course, as the policy states, should a wheelchair person need this space they would be given priority.

3) There are almost always more bicycles than spaces on the rack. For people going to the Mountain Store area beyond Boulder Creek, this means waiting another hour for a daytime bus and two hours for an evening bus.

4) This is a long and dangerous commute to do on a bicycle, and especially at night and even more so during the rainy season so riding the bike rather than waiting isn't a very safe option.

5) In order to insure a space for one's bike on the next bus, it is essential to be there, right at the curb or someone else may put his or her bike on the rack first. At night and in the cold. (not to mention the rain) this can be a very uncomfortable and long wait.

Unless there is something I don't understand about this situation, it would seem that there are many more reasons to add the 35 to the buses that allow bicycles inside than deterrents: (a) It serves the SCMTD in that it would increase the usefulness of this route so ridership could increase (b) it would encourage more people to bicycle which allows for less cars on the road and less pollution in the air and (c) it gives public transportation



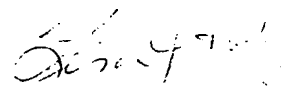
a better public image when there is more flexibility and understanding of what ridership needs really are.

Thank you for considering my request. Below are a number of individuals who work in the field of bicycle advocacy and endorse this request. I hope to be presenting this request during the Open Session of your next Board Meeting and look forward to your response.

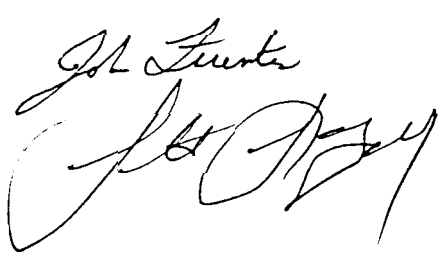
Sincerely,



Batya Kagan  
P.O. Box 14  
Mt. Hermon, CA 95041



2. PLEASE CONSIDER A BIKE ~~LANE~~ ON HIGHWAY 9 OR BIKES ON BUSES  
ALFRED COMTOIS &L---P---  
CEO ACWELDING SCOTTS VALLEY - 430-9374

 WK: 429-2080

November 2001			
Route	Total Ridership	Wheelchair Usage	Bicycle Usage
71	82,652	321	2,349
16	69,534	22	1,401
15	44,438	14	993
<b>35</b>	<b>43,614</b>	<b>53</b>	<b>1,352</b>
69W	28,593	155	712
10	27,635	12	593
19	23,515	6	558
69A	19,605	99	<b>524</b>
66	17,249	140	345
17	16,146	24	372
13	15,856	0	256
69	15,575	79	391
67	11,308	87	306
65	10,381	129	240
75	9,341	21	102
91	9,185	13	317
72	8,449	13	<b>126</b>
20	8,002	0	132
54	7,824	90	185
73	6,590	100	<b>62</b>
<b>2</b>	<b>6,930</b>	<b>9</b>	<b>162</b>
70	6,595	48	<b>207</b>
12A	6,591	2	<b>154</b>
22	6,340	1	217
3B	5,280	17	116
30	5,251	19	146
12B	4,594	4	42
8	3,973	17	43
4	3,773	73	33
3A	3,659	11	72
69N	3,371	14	128
79	3,240	37	63
40	2,605	0	143
<b>6</b>	<b>2,572</b>	<b>9</b>	<b>62</b>
52	2,487	35	21
7N	2,321	26	127
41	2,068	1	161
25	<b>1,828</b>	<b>1</b>	<b>46</b>
63	1,646	141	25
31	1,588	17	68
<b>36</b>	1,061	0	39
42	1,009	1	94
33	1,005	0	55
59	994	4	17
34	635	0	9
3N	562	0	36
60	512	2	10
61	372	3	2
58	199	0	0
9	185	0	10
78	177	0	5
<b>Totals</b>	<b>562,151</b>	<b>1,876</b>	<b>13,654</b>

December 2001

Route	Total Ridership	Wheelchair Usage	Bicycle Usage
Route 71	68,375	311	1,793
<b>Route 35</b>	<b>40,081</b>	<b>41</b>	<b>961</b>
Route 69W	25,074	154	538
Route 16	22,676	14	620
Route 69A	19,079	103	496
Route 66	16,243	102	285
Route 69	13,871	73	349
Highway 17	10,896	8	283
Route 67	10,343	91	217
Route 10	10,134	2	252
Route 65	9,549	119	180
Route 15	7,484	0	143
Route 75	7,336	15	104
Route 19	7,293	6	242
Route 91	7,011	16	244
Route 72	6,810	8	116
Route 54	6,780	46	129
Route 2	6,312	5	151
Route 73	5,870	72	56
Route 70	5,361	16	126
Route 3B	4,697	12	156
Route 30	4,238	22	102
Route 4	4,035	61	31
Watsonville t t t	3,950	3	20
Route 3A	3,706	10	80
Route 69N	3,205	11	108
Route 8	3,191	6	47
Route 79	2,725	22	36
Route 13	2,299	1	26
Route 4 0	2,219	0	104
Route 7N	2,137	4	116
Route 7	2,110	20	24
Route 6	2,099	4	42
Route 52	2,061	13	18
Route 63	1,644	124	27
Route 41	1,586	0	123
Route 31	1,432	3	30
Route 20	1,169	2	13
Route 59	969	3	12
Route 12A	936	0	17
Route 42	895	0	64
Route 22	843	0	22
Route 12B	759	0	7
Route 36	726	1	29
Route 33	711	0	19
Route 34	589	0	7
Route 3N	564	3	43
Route 60	504	0	13
Route 61	308	1	5
Armory Shuttle	246	0	0
Route 78	195	4	6
Route 58	179	1	3
Route 25	179	0	4
Route 9	69	0	6
Route 18	59	0	3
<b>Totals</b>	<b>363,812</b>	<b>1,533</b>	<b>8,648</b>

## Bikes on Buses Survey

<b><i>Transit Property</i></b>	<b><i>Bikes allowed on the bus</i></b>	<b><i>Lawsuits</i></b>
Sam Trans	Yes, Operator discretion, if bus is less than 50% full. – Secured in wheelchair area	NO
A/C Transit	Yes, System not fully equipped with Bike Racks, Operator discretion – Lifeline and non-peak service only. Bus must be close to empty	NO
VTA	Yes, 2 additional bikes, Back Door entry and held by passenger	NO
MST	Yes, secured in wheelchair area	NO
San Francisco (Muni)	Yes, Operator discretion – bus must not be crowded.	NO
Golden Gate	Yes, 1 Route only – Lifeline service – passenger must supply restraint	NO
Sacramento	Yes, 1 -bike only – non-peak times.	NO
Stockton	Yes, Lifeline service – Last trip of the day	NO
CCCTA – Concord	Yes, Operator discretion, bus must not be crowded. Placed in W/C area	NO
Tri Delta – Antioch	Yes, 2 bikes at operator discretion – Off peak service	NO
Golden Empire – Bakersfield	Yes, Operator discretion – back of bus – held in-between seats	NO
Long Beach	No, bike racks – only allow folding bikes	NO
Santa Barbara	No, only allowed on bike racks	NO
Santa Monica	No bike racks	NO
Foothill	No, Not allowed at all inside bus	NO

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Bryant J. Baehr, Manager of Operations  
**SUBJECT: CONSIDERATION OF SECURITY ISSUES AT THE WATSONVILLE TRANSIT CENTER**

## I. RECOMMENDED ACTION

**Staff is recommending, due to budgetary constraints, that customers who need immediate assistance contact the Watsonville Police Department directly.**

## II. SUMMARY OF ISSUES

- Since 1994 the Transit District has contracted with the City of Watsonville for the provision of security services at the Watsonville Transit Center. The arrangement allowed for the security officer stationed at the Watsonville Parking Garage to patrol the Watsonville Transit Center every hour for 15 minutes from 7:00am to 10:00pm (M-F), 7:30am-8:00pm (Saturday) and 9:00am – 8:00pm (Sunday). For this agreement the Transit District paid the City of Watsonville \$16,000 per year.
- The Watsonville Police Department expressed concern about vandalism that may have occurred when the security officer left the parking garage for the transit center.
- In January 02 the Watsonville City Council voted to end the agreement with the Transit District effective January 31, 2002.
- To provide forty (40) hours of security coverage at the Watsonville Transit Center the 1<sup>st</sup> year cost would be \$35,000 annually. The current budget does not provide for this additional expense.

## III. DISCUSSION

Since 1994 the Transit District has contracted with the City of Watsonville for the provision of security services at the Watsonville Transit Center. This arrangement provided for a City of Watsonville contracted security officer stationed at the downtown Watsonville Parking Garage to transition to the Watsonville Transit Center once an hour for a period of fifteen (15) minutes from 7:00am to 10:00pm (M-F), 7:30am-8:00pm (Saturday) and 9:00am – 8:00pm (Sunday). For this service the Transit District paid the City of Watsonville \$16,000 per year.

December 2001 the Transit District received notice from the City of Watsonville that they intended to terminate the security agreement. It is the desire of the Watsonville Police Department to keep the security officer at the parking garage due to the suspicion that vandalism

is created when the security officer leaves for the Watsonville Transit Center. In January 2002 the Watsonville City Council voted to terminate the agreement with the Transit District effective January 31, 2002.

Staff contacted the owner of the property located across the street that contains the Longs Drug Store in an effort to see if there was interest in combining security functions. The owner of the property did not want to share security services with the Transit Center. The Watsonville Transit Center is open from 7am to 9pm Monday through Sunday and has two (2) businesses located inside the facility. They are McDonalds and a general market. Restrooms are available during the same hours. Customers who need immediate assistance can contact the Watsonville Police Department or call 911 from pay phones located at the transit facility.

To provide a security officer at the Watsonville Transit Center forty (40) hours a week 52 weeks a year the 1<sup>st</sup> year cost would be \$35,000.00.

#### **IV. FINANCIAL CONSIDERATIONS**

\$35,000 would be 1<sup>st</sup> year cost to provide a security officer at the Watsonville Transit Center forty (40) hours per week 52 weeks a year. This existing budget does not accommodate this additional expense.

#### **V. ATTACHMENTS**

**Attachment A: Resolution from the Watsonville City Council**



Post-it Date of Mailing  
 Fee No. 19 R7673 1/29/02 014  
 To: **BRYAN BAEHR**  
 Fax: 426-9471  
 From: **LUPITA**  
 Phone: 728-6005

**Watsonville Police Department**

**CITY COUNCIL #4. 6**

Endorsed for presentation  
to the city Council

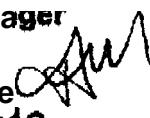
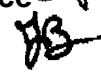
**MEMORANDUM.**

  
 \_\_\_\_\_  
 City Manager



**DATE:** December 18, 2001

**TO:** Carlos J. Palacios, City Manager

**FROM:** Terry Medina, Chief of Police   
 Jim Brown, Police Captain 

**SUBJECT:** AMENDMENT TO RESOLUTION #77-01,  
 AGREEMENT WITH MONTEREY BAY SECURITY

**AGENDA ITEM:** January 8, 2002 City Council

**RECOMMENDATION:**

Amend Resolution # 77-01, approving agreement for consultant services between the City of Watsonville and BRG Services, Inc. DBA Monterey Bay Security, to require guard to remain at the parking garage 100% Of the time. This will provide better protection for the garage and accountability of the guard service.

**DISCUSSION:**

Resolution # 77-01, approved by City Council on April 10, 2001, authorized the City Manager to execute an agreement with Monterey Bay Security to provide private security at the Beach Street parking garage, the area adjacent to the garage, and the Santa Cruz Transit Metropolitan District (SCMTD), Watsonville Transit Center located an Rodriguez Street. The scope of services of the agreement requires the guard to monitor the Transit Center at least once per hour, spending 25% of his time at the Transit Center, for which the Transit District compensates the City. The absence of the guard, once each hour, from the parking garage creates a lapse in security. Unscrupulous individuals have found it easy to monitor the guards' schedule and commit thefts in the unprotected garage during his absence.

**RESOLUTION NO. 77-01 (CM)**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING AGREEMENT F O R CONSULTANT SERVICES BETWEEN THE CITY OF WATSONVILLE AND BRG SERVICES, INC., DBA MONTEREY BAY SECURITY, FOR THE CONTINUATION OF PRIVATE SECURITY FOR THE BEACH STREET PARKING GARAGE AREA AND THE WATSONVILLE TRANSIT CENTER AND AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:**

1. That the Agreement for Consultant Services between the City of Watsonville and BRG Services, Inc., DBA Monterey Bay Security. for the continuation of private security for the Beach Street Parking Garage area and the Watsonville Transit Center, a copy of which is attached hereto and incorporated herein by this

~~reference. A copy of the Agreement for Consultant Services between the City of Watsonville and BRG Services, Inc., DBA Monterey Bay Security is attached hereto and directed to~~

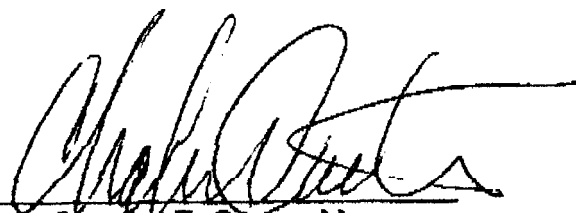
**ATTACHMENT**  
Page 1 of 15

Reso No 77-01 (CM)  
L:\COUNCIL\2001 Meetings\041001\Beach Garage Security 2001 .wpd  
bvf 8:30 am 4/12/01

AJS 


The foregoing resolution was introduced at a regular meeting of the Council of the City of Watsonville, held on the 10th day of April, 2001, by Council Member Bobeda, who moved its adoption, which motion being duly seconded by Council Member Phares, was upon roll call carried and the resolution adopted by the following vote:

AYES:	COUNCIL MEMBERS:	<b>Bobeda, de: la Paz, Doering-Nielsen, Gomez, Lopez, Phares, Carter</b>
NOES:	COUNCIL MEMBERS:	<b>None</b>
ABSENT:	COUNCIL MEMBERS:	<b>None</b>



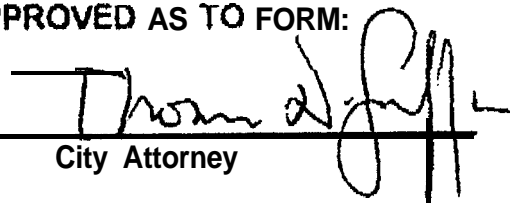
Charles E. Carter, Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:



City Attorney

ATTACHMENT 1  
Page 2 of 15

## **Attachment to Staff report on Watsonville Security**

At the February 11, 2002 Board of Directors meeting staff was asked to investigate the costs of a direct dial line to the Watsonville Police Department and what type of security functions could be performed with funds that were allocated to the security arrangement with the Watsonville Police Department.

### **Direct Line Costs:**

Phone Dialer:	\$150.00
Enclosure and Phone:	\$100.00
Pacific Bell Line:	<u>\$20 monthly</u> (\$240 – yearly)
Total First Year Cost	\$490.00

### **Security Services:**

Providing a variable security schedule at the Watsonville Center can take many forms. Staff is recommending that proposals be solicited from multiple vendors to determine which company can provide the maximum amount of security coverage within the allowable budget. Staff would report the results for the Board of Directors consideration on March 15, 2002.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 8, 2002  
**TO:** Board of Directors  
**FROM:** Tom Stickel, Manager of Fleet Maintenance  
**SUBJECT:** CONSIDERATION OF AMENDMENT TO WARRANTY SECTION OF REPOWER CONTRACT 00-07 WITH COMPLETE COACH WORKS

## RECOMMENDED ACTION

**Staff recommends that the Board authorize the General Manager to execute a contract amendment to amend the warranty section of Contract 00-07.**

## II. SUMMARY OF ISSUES

- The District has a contract 00-07 with complete coach works (CCW), to repower 42 diesel buses.
- Warranty work was performed by District staff and is subject to reimbursement from the contractor.
- Complete Coach Works has made an offer to provide in-lieu-of services to satisfy the accrued warranty claims.

## III. DISCUSSION

The District entered into a contract with Complete Coach Works (CCW), to replace the diesel engines in forty-two (42) buses. This repower project was necessary to help bring the District's fleet emissions levels into compliance with California Air Resources Board Regulations. An amendment dated November 1, 2001 extended the ending date of the contract to February 28, 2002. The last bus is scheduled for completion on February 18, 2002.

Repair work, performed by District staff under warranty, is subject to reimbursement by the Contractor. Warranty claims, primarily accrued during the early phases of the project, amount to a claim balance of \$17,318.03 as of January 11, 2002.

Complete Coach Works has presented an offer to repaint and upgrade the lighting on four (4) buses, at a represented value of \$5,000 per bus. This would leave a surplus of \$2,681.97 to offset future warranty claims.

Board is requested to approve a change in the contract to allow "in-lieu-of services" language as a means of reimbursement, approve the reimbursement plan to repaint and upgrade the lighting on four buses as described above, and extend the contract through March 31, 2002.

#### **IV. FINANCIAL CONSIDERATIONS**

The offer from CCW represents a savings to the District for this service, and would satisfy the warranty claims accrued thus far. The paint and light upgrade is needed to extend the useful life of these buses, as the new engines will allow them to be operated in California.

#### **V. ATTACHEMENTS**

Attachment A - Letter from Complete Coach Works.

Attachment -A



Renovation • Parts • Modification

January 30, 2002

Mr. Tom Stickel  
Santa Cruz Metropolitan Transit District  
120 Dubois Street  
Santa Cruz, CA 95060

Dear Mr. Stickel;

Thank you for your cooperation and assistance in reviewing and finalizing the warranty claims accumulated thus far in the repower project we have been completing for you.

We have reviewed the claims and agree with you that the outstanding claim balance as of January 1<sup>st</sup> 2002 is \$17,318.03. Per our earlier conversation Complete Coach Works would propose to pay off this amount with an in kind offer to paint four of your New Flyer buses to your new paint layout.

**Our** scope of work would include sanding and prepping the buses, removing the windows and molding strips including wheelwell flares, repairing minor rust and corrosion and performing up to \$1,000.00 worth of bodywork. We will then paint the buses using a high quality PPG base coat/clear coat process and reinstall the windows using new seals to be provided by the District.

In addition we will apply all decals supplied by the District and install new LED lights as provided by the district.

We believe that this represents and value of \$5,000.00 per bus, leaving a surplus of \$2,681.97 that will be used as future warranty offsets.

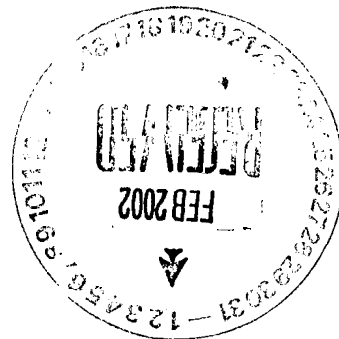
We hope you agree that this provides you with a valuable in-kind compensation that helps expedite the Districts efforts to apply fresh new paint jobs to their fleet.

Should you have any questions or require any further detail or clarification to this proposal, please do not hesitate to ask. We look forward to your favorable response.

Sincerely,

A handwritten signature in black ink, appearing to read 'Macy Neshati', is written over a horizontal line.

Macy Neshati  
Vice President,  
Sales and Marketing



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002

**TO:** Board of Directors

**FROM:** Margaret Gallagher, District Counsel

**SUBJECT: CONSIDER AMENDING THE TRANSIT DISTRICT'S BYLAWS TO DELETE THE REQUIREMENT FOR OFF-CITY ROTATION FOR REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION**

## I. RECOMMENDED ACTION

Amend the Bylaws of the Santa Cruz Metropolitan Transit District to delete the requirement for off-City rotation for representatives to the Santa Cruz County Regional Transportation Commission.

## II. SUMMARY OF ISSUES

- The Board of Directors reviews the Bylaws annually to determine whether modifications are necessary.
- The only modification requested at this time is to delete the requirement that a Metro representative to the Santa Cruz County Regional Transportation Commission come from the City who has no representatives on the Commission.

## III. DISCUSSION

The Santa Cruz Metropolitan Transit District's enabling statutes authorize the Board of Directors to make its own rules of procedure (Public Utilities Code Section 98105). Towards that end the Board of Directors have set forth rules of procedures for the conduct of its meetings and the management of the Board itself in Resolution No. 69-2-1. Generally, the Board of Directors reviews the Bylaws annually to determine if any changes or modifications need to be incorporated into the rules. I distributed the Bylaws to each Director in January and asked for assistance in determining whether any language required modifications.

The only proposed modification to the current Bylaws is to delete the requirement that the city who has no representatives on the Santa Cruz County Regional Transportation Commission (SCCRTC) be provided with a representative through the Metro's representatives. This provision is no longer necessary because the state legislature recently increased the Commission representative to include all the cities. The proposed



language in Section 14.02(a) to delete the requirement of the off-city rotation for representatives to SCCRTC is as follows:

14.02 Appointment to the Santa Cruz County Regional Transportation Commission

- a) 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 (SCCRTC) for a one year term commencing in February. These directors shall be nominated by the Board Chair. Three alternates to this Commission designated in priority order shall also be selected by the Board of Directors. ~~It is the policy of the Board of Directors of establishing as a priority for SCCRTC appointments, appointment of a Board member from the “off rotation city” taking into consideration other factors at the time of appointment.~~

**IV. FINANCIAL CONSIDERATIONS**

None

**V. ATTACHMENTS**

**Attachment A: Resolution No. 69-2-1, as proposed.**

**RESOLUTION NO. 69-2-1  
Amended 1-21-83, 6-16-89, 8-21-92,  
4-15-94, 4-21-95, 4-27-97, 9-18-98,  
4-16-99, 11-19-99, 6-16-00, 6-08-01,  
6-15-01, 9-21-01, 02-08-02**

**On the Motion of Director:  
Duly Seconded by Director:  
Is Hereby Amended:**

**A RESOLUTION OF THE  
SANTA CRUZ METROPOLITAN TRANSIT DISTRICT BOARD OF DIRECTORS  
ESTABLISHING RULES, REGULATIONS, AND PROCEDURES FOR,  
AND THE TIME AND PLACE OF MEETINGS OF THE BOARD; AND  
CREATION OF OTHER OFFICES**

**I. REGULAR MEETINGS**

**1.01 Regular Meetings; Time**

- (a) Regular meetings of the Board of Directors shall be held on the second Friday of each month from 9:00 a.m. to not later than 11:00 a.m. and on the third Friday of each month from 9:00 a.m. to not later than noon. The Board of Directors may extend the meeting times as necessary through Board action.
- (b) The regular meeting on the second Friday of the month shall primarily be in a workshop format to review matters that may be agendaized for the Regular Board Meeting scheduled for the third Friday of the month. However, the Board of Directors may take action at either regular Board meeting pursuant to the agenda prepared in accordance with California law and these Bylaws.

**1.02 Regular Meetings; Place**

- (a) The Regular meeting of the Board of Directors on the second Friday of the month shall be convened in the Encinal Conference Room at Santa Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. The Regular meetings of the Board of Directors on the third Friday of the month shall be convened in the Santa Cruz City Council Chambers, City Hall, 809 Center Street, Santa Cruz, California, except that in the following months the meetings will be held at the specified locations: May: Capitola City Council Chambers located at 420

Capitola Avenue, Capitola, California; August: Scotts Valley City Council Chambers located at 1 Civic Center Drive, Scotts Valley, California; November: Watsonville City Council Chambers located at 250 Union Street, Watsonville, California.

- (b) If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the place designated above, the meeting shall be held for the duration of the emergency or unsafe condition at the place designated by the Chair of the Board of Directors in a notice to the local media that have requested notice in writing, by the most rapid means of communication available at the time. A notification advising the public of the changed meeting location during the emergency or unsafe condition shall be posted on the door of the regular meeting room by the Secretary/General Manager, unless circumstances prevent her/him from doing so.
- (c) The Board of Directors shall not conduct any meeting in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, age, marital status, sexual orientation, veteran status, or which is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase.

### **1.03 Regular Meetings; Open to the Public**

- (a) Meetings of the Board of Directors shall be open and public and all persons shall be permitted to attend except as otherwise allowed by law or when a closed session is authorized pursuant to applicable state law and properly noticed in accordance therewith.
- (b) A Spanish-bilingual interpreter shall be present and available for translations at the Regular Board Meeting held on the third Friday of the month.

### **1.04 Closed Sessions: State Reasons and Legal Authority; Scope of Coverage; Notice; Reporting Out**

- (a) Prior to holding any closed session, the Board of Directors shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosures may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed

session, the Board of Directors may consider only those matters covered in its statement. Nothing in this section shall require or authorize a disclosure of information prohibited by state or federal law.

- (b) After any closed session, the Board of Directors shall convene into open session prior to adjournment and shall make any disclosures required by state law of action taken in the closed session.

## **II. AGENDA**

### **2.01 Agenda; Notification and Posting**

- (a) In order to facilitate the orderly conduct of the business of the Board of Directors, all reports, communications, resolutions, or other matters to be submitted to the Board of Directors shall be submitted to the Secretary/General Manager not later than 12:00 noon on the Friday two weeks prior to the date of the regular Board of Director's meeting scheduled for the second Friday of the month.
- (b) The Chair, in consultation with the Secretary/General Manager, shall arrange the agenda and shall furnish a copy of it to each member of the Board, to the District Counsel, to the County Administrative Officer, and to the City Manager of Santa Cruz, Capitola, Watsonville and Scotts Valley not later than the Tuesday in the week of a Regular Board meeting; the agenda shall be posted on the Official Bulletin Board for the public at the Administrative Office of the Santa Cruz Metropolitan Transit District at least 72 hours preceding each regular Board meeting.
- (c) The agenda shall contain a brief description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

### **2.02 Agenda; Public Input**

Every agenda for regular open meetings shall provide an opportunity for members of the public to directly address the Board of Directors on items of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of Santa Cruz Metropolitan Transit

District, provided that no action shall be taken on any item not appearing on the agenda unless the Board complies with Section 2.03 below.

**2.03 Agenda; Action Taken Not on Agenda**

- (a) No action or discussion shall be taken on any item not appearing on the posted agenda except that members of the Board of Directors present at the meeting or District staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights. In addition, on their own initiative, or in response to questions posed by the public, Directors or District staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a Director or the Board itself may, subject to the District's rules and regulations, provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or, take action to direct staff to place a matter of business on a future agenda.
- (b) Notwithstanding subdivision (a) above, the Board of Directors may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this section, the Chair of the Board of Directors shall publicly identify the item.
  - (i) Upon a determination by a majority vote of the Board of Directors that an emergency situation exists, as defined in Section 4.01(b) herein;
  - (ii) Upon a determination by a two-thirds vote of the Directors present at the meeting, or, if less than two-thirds of the members present at the meeting, a unanimous vote of those member present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted; or
  - (iii) The item was posted pursuant to a prior meeting of the Board of Directors occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

**2.04 Agenda; Other Distributed Writings**

- (a) Agendas and any other writings when distributed to all or a majority of all, the members of the Board of Directors by any person in connection with a matter subject to discussion or consideration at a public meeting are public records and shall be made available without delay unless the writing is exempt from disclosure pursuant to the Public Records Act.
- (b) Writings which are public records as set forth above and which are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the District or a Director or after the meeting if prepared by some other person.

### **III. SPECIAL MEETINGS**

#### **3.01 Special Meetings; Notice and Purpose**

A special meeting may be called at any time by the Chair or by a majority of the members of the Board of Directors, by delivering personally or by any other means, at least 24 hours in advance, written notice to each member of the Board of Directors, and to each local newspaper of general circulation, radio or television station requesting notice in writing. The call and written notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at the special meeting. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Every notice for a special meeting at which action is proposed to be taken on an item shall provide an opportunity for members of the public to directly address the Board of Directors concerning that item prior to action on that item. The written notice may be dispensed with by any member of the Board of Directors, who at or prior to the time of the meeting convenes, files with the Secretary/General Manager a written waiver of notice. The waiver may be given by telegram. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Notice shall be required pursuant to this section regardless of whether any action is taken at the special meeting.

### **IV. EMERGENCY MEETINGS**

#### **4.01 Emergency Meetings; Notice and Purpose**

- (a) In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency open meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 3.01 herein.
- (b) For purposes of this section, "emergency situation" means any of the following:
  - (i) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
  - (ii) Crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board of Directors.
- (c) Although no notice to the public is required, each local newspaper of general circulation and radio or television station which has requested notice of special meetings shall be notified by the presiding Chair of the Board of Directors, or designee thereof, one hour prior to the emergency meeting by telephone and all telephone numbers provided in the most recent request of such newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the Chairperson of the Board of Directors, or designee thereof, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

#### **4.02 Emergency Meetings; Open to the Public**

Emergency meetings are always open meetings regardless of the subject matter.

#### **4.03 Emergency Meetings; Requirements**

All special meetings requirements, as prescribed in Section 3.01 herein, shall be applicable to a meeting called pursuant to this section, with the exception of the

24-hour notice requirement.

#### **4.04 Emergency Meetings; Minutes**

The minutes of a meeting called pursuant to this section, a list of persons who the presiding chair of the Board of Directors, or its designee notified or attempted to notify, a copy of the roll call vote and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

### **V. DIRECTORS**

#### **5.01 The Board of Directors**

The District shall be governed by a Board of Directors of eleven members because such membership is necessary to insure adequate representation to all of the areas in the County of Santa Cruz.

#### **5.02 Appointment**

The membership of the Board of Directors shall be composed of one member appointed by each City Council of Santa Cruz, Capitola, Scotts Valley, Watsonville and any other incorporated area of the District to represent the incorporated area and one member appointed by the Board of Supervisors of the County of Santa Cruz to represent the unincorporated area. Other appointments shall be made in accordance with the proportionate population within the District. The apportionment shall be based upon the population distribution within the District and the Board shall reapportion its membership whenever any part of the District is excluded or new territory is added or unincorporated territory within the District incorporates and as a result of the exclusion, annexation, or incorporation, representation on the Board no longer reflects the population distribution within the District. The Board shall also reapportion whenever the County Clerk advises the Board that the latest official census indicates a need for reapportionment.

#### **5.03 Term of Office**

(a) The term of office for each Director shall be four years.



- (b) If the appointee of any legislative body is one of its own members the appointee may serve only as long as the appointee is a member of the legislative body.
- (c) An appointment to fill a vacancy on the Board or an appointment made after the expiration of the preceding term shall be for the unexpired portion of the term.
- (d) The failure of a Board member to attend three consecutive meetings of the Board without good cause shall create a vacancy in the office of the Board member.

#### **5.04 Directors' Code of Ethics**

A Directors' Code of Ethics is attached as Exhibit A to these Bylaws and shall serve as a guideline for the Directors in the work that they perform on behalf of the District.

#### **5.05 Director Compensation**

Each Director shall receive \$50 for attendance at a meeting of the Board of Directors, attendance as a committee member at a committee meeting of the Board of Directors, attendance as a Board member at an Advisory Committee, attendance at an American Public Transit Association meeting, attendance at a California Transit Association meeting or when performing District business in lieu of attendance at any of the above-stated meetings, up to a maximum of \$100 per month.

#### **5.06 District Travel And Personal Expenditures**

A District Director shall obtain Board authorization to perform or participate in District business prior to actual attendance if such involves the expenditure of District funds. A Director shall receive reimbursement for meals, transportation and other expenses incurred on behalf of the District in accordance with the District's expense list which is attached hereto as Exhibit B. Invoices shall be submitted to the Chair of the Board of Directors for approval. After approval is obtained from the Chair the reimbursement request shall be forwarded to the Finance Department for reimbursement. Reimbursement shall not be necessary when a District staff member pays directly for a Director's expenses. Advances based on internal revenue service rates will be made upon a director's request, however, receipts of expenditures must be provided to the

Chair of the Board of Directors for approval. All advanced funds shall be returned to the Administrative Services Coordinator if the trip is cancelled or the funds are not used. A complete report of all expenses incurred by the Director while engaging in District business shall be submitted by the Director to the Board of Directors for review. Such report may be prepared by District staff upon request. District Directors shall not include any expenditure for spouses, friends, or others as a District expense. The District's Administrative Services Coordinator shall schedule all conferences, hotel accommodations and transportation for a Director.

## **VI. PRESIDING OFFICERS**

### **6.01 Election**

- (a) The Directors shall in December nominate members of the Board of Directors to serve as Chair and as Vice-Chair of the Board of Directors. The Board of Directors shall, at their first regular meeting in January of each year, choose one of its members to serve as Chair and one of its members to serve as Vice-Chair to serve for the balance of the calendar year or until the selection of their successors.
- (b) Should the office of Chair or Vice-Chair become vacant during the calendar year, the Board of Directors shall choose a successor to fill the vacancy for the balance of that calendar year, or until the selection of a successor.
- (b) In the event of a vacancy of both the Chair and Vice-Chair positions, the Directors shall meet in order to nominate members of the Board of Directors for the vacant positions.

### **6.02 Chair to Preside**

The Chair shall preside at all meetings of the Board of Directors. The Chair shall have authority to preserve order at all meetings and to remove or cause the removal of any person from any meeting of the Board of Directors for disorderly conduct, to enforce the rules of the Board of Directors and to determine the order of business under the rules of the Board of Directors.

**6.03 Absence of Chair**

If the Chair is absent or unable to act, the Vice-Chair shall serve until the Chair returns or is able to act. The Vice-Chair has all of the powers and duties of the Chair while acting as Chair. In the absence of both the Chair and the Vice-Chair, the Directors shall nominate and elect a director to serve as chair pro tempore during such absences.

**VII. CONDUCT OF MEETING**

**7.01 Call to Order**

The Chair shall at the hour appointed for the meeting immediately call the Board of Directors to order when a quorum is present. The Chair shall preserve strict decorum at all meetings. She/he shall state every question coming before the Board of Directors, call for the vote, announce the decisions of the Board of Directors, and decide all questions of order, subject, however, to an appeal to the Board of Directors, in which a majority vote of the Board of Directors shall govern and conclusively determine such question of order.

**7.02 Rights of Chair**

The Chair, or such other member of the Board as may be presiding, may second and debate, subject only to such limitation of debates as are by these rules imposed on all members; the Chair shall not be deprived of any of the rights and privileges of a Director by reason of holding the position of Chair.

**7.03 Rules of Debate**

- (a) Every Director desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall be confined to the question under debate, avoiding all references to personalities and indecorous language.
- (b) A Director, once recognized, shall not be interrupted when speaking unless it is to call her/him to order. If a Director, while speaking, is called to order, she/he shall cease speaking until a question of order is determined and, if in order, she/he shall be permitted to proceed.

- (c) A Director may request, through the presiding officer, the privilege of having an abstract of her/his statement on any subject under consideration by the Board of Directors entered into the minutes. If the Board of Directors consents thereto, such statement shall be entered; provided, however, that any Director, without the Board's consent, shall have the right to have the reasons for her/his dissent from, or protest against, any action of the Board of Directors entered into the minutes.
- (d) The Secretary/General Manager may be directed by the Chair, with the consent of the Board, to enter in the minutes a synopsis of the discussion of any question coming properly before the Board of Directors.

#### **7.04 Disruption of Meeting; Clearing Room**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board of Directors conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. In order to readmit individuals who were not disruptive, the following procedure shall be used:

- a. When a meeting is disrupted to the point that it cannot be continued, the Chair shall order those persons causing the disruption to leave the meeting.
- b. If those causing the disruption fail or refuse to leave the meeting, the Chair shall recess the meeting, order the meeting room cleared and summon law enforcement.
- c. Upon the arrival of law enforcement, the Chair shall reconvene the meeting.
- d. District Staff shall be directed to readmit those members of the public who did not engage in the disorderly conduct on an individual and intermittent basis.
- e. If the meeting is again disrupted, the Chair shall cause the meeting room to be cleared and the meeting will continue with only the press in attendance if

they have not engaged in any disruption.

## VIII. QUORUM

### 8.01 Transaction of Business; Quorum

A six member majority of the regular members of the Board of Directors shall constitute a quorum for the transaction of business.

## IX. ADJOURNMENT/CONTINUANCES

### 9.01 Adjournment of Meeting

- (a) The Board of Directors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.
- (b) Less than a quorum may adjourn any meeting.
- (c) In the absence of all Directors from any meeting, the Secretary/General Manager may declare the meeting adjourned to a stated day and hour. If she/he does, she/he shall then cause written notice of the adjournment to be given in the same manner as provided for Special Meetings set forth herein.
- (d) A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regularly adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of adjournment.
- (e) When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned meeting is a regular meeting for all purposes.
- (f) When an order of adjournment of any meeting fails to state the hour which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings of the Board of Directors.
- (g) Any hearing being held, or noticed or ordered to be held, by the Board of

Directors at any meeting may by order or notice of continuance be continued or recontinued to any subsequent meeting of the Board of Directors in the same manner and to the same extent set forth above for the adjournment of meetings; provided that, if the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted immediately following the meeting at which the order or declaration of continuance was adopted or made.

## **X. MINUTES**

### **10.01 Minute Book Record of Open Sessions**

- (a) The Secretary/General Manager, or her/his designee, shall attend all open meetings of the Board of Directors and record and maintain a full and true record of all of the proceedings of the Board of Directors in books that shall bear appropriate titles and be devoted to such purpose. Such books shall have a general index sufficiently comprehensive to enable a person readily to ascertain matters contained therein.
- (b) Unless reading of the minutes of a Board of Directors meeting is requested by the Board of Directors by a majority vote, such minutes may be approved without reading if the Secretary/General Manager has previously furnished each member with a synopsis thereof.

### **10.02 Minute Book Record of Closed Sessions**

The Secretary/General Manager shall attend each closed session of the Board of Directors unless otherwise directed by the Board of Directors and shall keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The closed session minute book is not a public record and shall be kept confidential. This minute book shall be available only to members of the Board of Directors of Santa Cruz Metropolitan Transit District or, if a violation of the Ralph M. Brown Act is alleged to have occurred at a closed session, to a court of general jurisdiction.

### **10.03 Protests and Dissents by Directors Entered in Minutes**

Any Director shall have the right to have the reasons for the Director's dissent from, or protest against any action of the Board entered in the minutes.

## **XI. PUBLIC'S ROLE IN MEETINGS/PUBLIC HEARINGS**

### **11.01 Public Addressing the Board**

Each person addressing the Board may but is not required to give his/her name and shall speak in an audible tone of voice for the record, and unless further time is granted by the Board, shall limit his/her address to five minutes; if more than five people wish to address the Board of Directors on any one issues, each individual shall be limited to three minutes. All remarks shall be addressed to the Board of Directors as a body and not to any member thereof. No person, other than the Chair and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Board, without permission of the Chair. No question shall be asked of a Board member except through the Chair. Additionally, any person may submit written materials to the Board of Directors for its consideration.

### **11.02 Public Hearings**

- a) Requests for public hearings shall be in writing and shall be submitted to the Administrative Services Coordinator no later than five (5) days before the last day permitted for announcing the public hearing. All public hearings shall be noticed in local newspaper(s) of general circulation by the Administrative Services Coordinator at the direction of the Secretary/General Manager.
- b) The department manager requesting the public hearing shall investigate all applicable requirements for posting of public hearing notices and shall communicate such requests to the Administrative Services Coordinator to ensure that all public hearings are noticed sufficiently in advance of the date of consideration by the Board of Directors.
- c) A public hearing will be held before the Board of Directors when required by federal, state, or local laws or regulations or when it is asked to take action on any of the following projects:
  - (i) A change in 25% or more to the service mileage of any route.
  - (ii) A change in District fares.
  - (iii) Adoption of a Resolution authorizing application for federal funds, state or local funds when required by the funding source.
  - (iv) Adoption of any action taken relating to the adoption of any plan, environmental document, property acquisition, resolution,

condemnation resolution or other action relating to a project or property where such public hearing is required by state, federal or local law.

- (v) Adoption of the Annual Budget.
- (vi) Adoption of the Short Range Transit Plan.
- (vii) Adoption of an Ordinance.

## **XII. RESOLUTIONS, ORDINANCES AND MOTIONS**

### **12.01 Acts of Board**

The acts of the Board of Directors shall be expressed by Motion, Resolution or Ordinance. No Ordinance, Resolution or Motion shall have any validity or effect unless passed by the affirmative votes of six directors. The Board of Directors shall not take action by secret ballot, whether preliminary or final in an open or closed session.

### **12.02 Resolution**

No resolution shall be adopted by the Board unless it is presented before the Board in writing or read aloud. Where copies of the resolution have been presented to each Director, the reading of the resolution is automatically waived unless a Director specifically requests that it be read. Resolutions must be adopted by a roll call vote; however, routine resolutions may be placed on the consent agenda. In the event that a Director wishes to dissent or abstain, the resolution will be removed from the consent agenda and be placed on the Regular Agenda. Resolutions may also be passed by unanimous voice vote.

### **12.03 Ordinance**

- (a) No ordinance shall be passed until a public hearing has been held on it, which hearing shall be advertised in a newspaper of general circulation or posted in at least three public places at least 15 days prior to the hearing. No ordinance shall be adopted by the Board of Directors on the day of introduction. Ordinances must be adopted by a roll call vote.
- (b) All ordinances shall be printed after passage, and maintained in the District Administrative Offices.



- (c) The enacting clause of all ordinances shall be as follows:

"Be it enacted by the Board of Directors of the Santa Cruz Metropolitan Transit District:..."

- (d) All ordinances shall be signed by the Chair of the Board or Vice-Chair and attested by the Secretary/General Manager.

### **XIII. METHOD OF VOTING**

#### **13.01 Voice Vote**

Unless a roll call vote is specifically requested by a Director, all matters, except the voting on Resolutions and Ordinances, shall be decided by voice vote. All actions of the Board of Directors shall be approved by affirmative vote of a minimum of six voting members of the Board of Directors unless otherwise specifically required.

#### **13.02 Silence Recorded as Affirmative Vote**

A member's silence shall be recorded as an affirmative vote.

#### **13.03 Duty to Vote**

Each Director has a duty to vote when present at a meeting on matters coming before the Board of Directors or a Board Committee unless he/she has notified the Board of Directors of a legal conflict of interest in accordance with California state law and has made a full public disclosure regarding such conflict of interest. If a conflict of interest is disclosed, the Director shall abstain from voting, unless otherwise required by law to vote.

#### **13.04 Unanimous Voice Votes in Lieu of Roll Call for Resolutions**

A Director can move the passage of a Resolution by a unanimous voice vote in lieu of a roll call. If a dissent is registered then a roll call vote shall be taken.

### **XIV. COMMITTEES AND APPOINTMENTS**

#### **14.01 Creation of Committees**

The Board of Directors may establish committees for a stated purpose. All committees and their members shall comply with the Ralph M. Brown Open Meeting Act and these Rules and Regulations. The Secretary/General Manager shall provide adequate staffing to assist the committees in doing their work. Directors who are not committee members may attend committee meetings as long as they attend only as observers when a majority of the Board of Directors is in attendance at the committee meeting. The committees shall include the following:

- (a) Working committees or subcommittees of the Board of Directors analyze, review, and make recommendations to the Board of Directors on items to be presented to the full Board. The Chair of the Board shall appoint members of the Board to such committees or subcommittees and shall also appoint a Board member to chair the committees or subcommittees. If a vacancy occurs, the Board Chair shall appoint a Director to fill the vacancy.
- (b) Minutes shall be taken at each committee and shall be prepared and distributed to the Directors at least two days prior to the regular Board meeting.
- (c) The Board of Directors may from time to time create advisory committees who shall be charged with giving advice to the Board of Directors regarding an issue relevant to the Transit District's business. Appointments to advisory committees may be made by the Chair, or the Board of Directors. Directors, employees or members of the public may sit on an advisory committee. The following are permanent advisory committees of the Board of Directors:

#### **(i) Metro Accessible Services Transit Forum (MASTF)**

The Metro Accessible Services Transit Forum (MASTF) is an

independent volunteer organization that advises the Santa Cruz Metropolitan Transit District Board of Directors and District management and staff regarding the best methods and resources for providing accessible transportation services to the public. MASTF reviews Metro programs for compliance with §504 of the Vocational Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and all other appropriate local, state and federal laws and regulations.

**(ii) Metro Users Group (MUG)**

The Metro Users Group (MUG) is an official advisory committee of the Santa Cruz Metropolitan Transit District Board of Directors. Its purpose is to review, advise, and recommend to the Board of Directors on issues pertaining to the Transit routes , schedules, marketing and other issues pertaining to the provision of transit services and support services from the users' perspective. MUG shall make recommendations to the Board of Directors for its membership appointments.

**14.02 Appointment to Santa Cruz County Regional Transportation Commission**

- a) 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 (SCCRTC) for a one year term commencing in February. These Directors shall be nominated by the Board Chair. Three alternates to this commission designated in priority order shall also be selected by the Board of Directors.
- b) The Board of Directors may provide its transportation Commission representatives with guidance on issues coming before the Commission to assist the director/commissioner in serving the best interests of the Transit District.

**XV. OFFICIAL BULLETIN BOARD**

**15.01 Posting of Notices**

For purposes of posting official notices of the Board of Directors, notices of public hearings, and any other official papers of the Santa Cruz Metropolitan

Transit District where posting is required by the law, the Official Bulletin Board of the Santa Cruz Metropolitan Transit District shall be the bulletin board at the entrance of the District Administrative Office. Should the Board of Directors hold a public hearing at any location other than its regular place of meeting, then, in addition to the posting of the notice on the Official Bulletin Board above listed, posting shall also be made upon or near the door of the place of meeting.

- 15.02 All advisory committees created by the Board of Directors are required to post any and all official notices including those notices required by law at the official bulletin board so designated for that purpose at the Santa Cruz Metro Center, 920 Pacific Avenue, Santa Cruz, CA 95060.

## **XVI. OTHER OFFICES**

### **16.01 General Manager; Powers and Duties**

In addition to the powers, duties and obligations of the General Manager, as set forth above, and the applicable Public Utilities Code pertaining to the Santa Cruz Metropolitan Transit District, the powers and duties of the General Manager shall include the following:

- (a) To have charge, subject to the direction and control of the Board of Directors, of the acquisition, construction, maintenance, and operation of the facilities of the District.
- (b) To have charge, subject to the direction and control of the Board of Directors, of the administration of the business affairs of the District.
- (c) To insure that all ordinances of the District are enforced.
- (d) To administer the personnel system and collective bargaining agreements adopted by the Board of Directors and, except for officers appointed by the Board, to appoint, discipline or remove all officers and employees subject to the rules and regulations adopted by the Board, and the applicable provisions of any adopted collective bargaining agreement.
- (e) To prepare and submit or cause to be prepared and submitted to the Board of Directors within 90 days after the end of each fiscal year a complete report of the finances and the administrative activities of the

District for the preceding year, and the financial status of the District on the last day thereof.

- (f) To keep the Board of Directors advised as to the needs of the District.
- (g) To formulate and present to the Board of Directors all plans and specifications for the construction of the works of the District and the means to finance them.
- (h) To have no business interest which interferes with his/her duties and responsibilities to the District.
- (i) To cause to be installed and maintained a system of auditing and accounting which shall completely and at all times show the financial condition of the District.
- (j) Attend meetings of the Board of Directors as directed by the Board, and act as Secretary to the Board.
- (k) To perform such other and additional duties as the Board may require.

#### **16.02 General Manager; Qualifications and Experience**

The General Manager shall be chosen on the basis of his/her qualifications with special reference to his/her actual experience in or knowledge of accepted practices and respect to the duties of his/her office as herein above set forth.

#### **16.03 General Manager; Pro Tempore Appointments**

The Board of Directors may appoint a General Manager pro tempore during any absence or disability of the General Manager.

#### **16.04 General Manager; Resident Requirement**

The General Manager need not be a resident of this State at the time of his/her appointment, however /he/she shall establish a California residency within 30 days of the commencement of his or her duties with the Transit District.

#### **16.05 District Counsel; Appointment, Powers and Duties**

The District Counsel shall be admitted to the practice of law in all courts of this State. The District Counsel shall have the power and be required to:

- (a) Represent and advise, if authorized and directed by the Board of Directors, the Board of Directors and all District officers, committees or departments in all matters pertaining to their office.
- (b) Represent and appear, if authorized and directed by the Board of Directors, for the District and any officer or employee, in any and all actions and proceedings in which the District or any officer or employee, in or by reason of their official capacity, is concerned or is a party; however, the Board of Directors shall have control of all legal business and proceedings and may employ other attorneys to take charge of any litigation or matter, or to assist the District Counsel therein.
- (c) Attend all meetings of the Board of Directors as directed by the Board of Directors and give legal advice or opinions in writing whenever requested to do so by the Board of Directors, or by any of the committees or officers of the District.
- (d) Review all contracts to be made by the District and provide the Board of Directors, its officers and staff with legal advice regarding same.
- (e) Prepare any and all proposed ordinances or resolutions for the District and amendments thereto.
- (f) Perform such other acts relating to the office as the Board of Directors shall require; and
- (g) On vacating the office, surrender all books, papers, files, and documents pertaining to the District's affairs.

**PASSED AND ADOPTED** this 8th day of February 2002, 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

Regulation Number: 1004

Computer Title: Director’s Code of Ethics

Effective Date: April 16, 1999

Pages: 4

**TITLE: Santa Cruz Metropolitan Transit District Director’s Code of Ethics**

Procedure History		
<b>REVISION DATE</b>	<b>SUMMARY OF REVISION</b>	<b>APPROVED</b>
April 16, 1999	Policy Implemented	

**I. POLICY**

**1.01** District Directors are public servants and, as such, are expected to be impartial and responsible in fulfilling the public trust placed in them. The public expects the highest standard of ethical conduct from all those in public service. District Directors are expected to demonstrate personal integrity, honesty, and truthfulness in all their public activities in order to inspire public confidence and trust in the District.

**II. APPLICABILITY**

**2.01** This policy is applicable to all District Directors.

**2.02** Notwithstanding any provision of this Code every District Director shall comply with applicable Federal, State and local laws.

**III. RESPONSIBILITIES OF PUBLIC SERVICE**

**3.01** District Directors are bound to discharge faithfully the duties of their offices, recognizing that the lives, safety, health, and welfare of the general public must be their primary concern. Their conduct in their official and private affairs should be above reproach to assure that their public office is



not used for personal gain.

#### **IV. CONFLICT OF INTEREST**

**4.01** District Directors are prohibited from making, participating in, or in any way attempting to use their District offices to influence a District decision in which they know or have reason to know they have a financial interest.

**4.02** District Directors shall not engage in outside employment, activities, or enterprises for compensation that are inconsistent with, incompatible to, or in conflict with their duties as District Directors. The outside employment, activities or enterprises inconsistent with, incompatible to, or in conflict with an Director's District duties include those which:

- (1) involve the use for private gain or advantage of (a) a Director's District work, District facilities, District equipment and District supplies; or (b) the influence or prestige of his or her position with the District; or
- (2) involve receipt or acceptance by a District Director of any money or other consideration from anyone other than the District for the performance of an act which the Director would be required or expected to render in the regular course of his or her District obligations as a Director; or
- (3) involve the performance of an act in other than his or her capacity as a District Director which act may later be subject directly or indirectly to control, inspection, review, audit, or enforcement by the District.

**4.03** No District Director shall solicit or accept gratuities, favors or anything of monetary value including personal loans, from contractors, subcontractors, consultants, potential contractors, potential consultants, or potential subcontractors, except an unsolicited gift of nominal intrinsic value. "Nominal intrinsic value" for purposes of this section shall mean a value of less than \$250, within a twelve-month period from a single source.

**4.04** No current or former District Director shall disclose, permit disclosure or otherwise use confidential information acquired by virtue of his or her position with the District for his or her or another person's private gain or for any purpose except in the performance of his/her official duties and responsibilities for the District or as may be required by law. No District Director shall reveal information received in a lawful closed session of the

District's Board of Directors unless such information is required by law to be disclosed. No District Director shall take any action or provide any information for or on behalf of any prospective contractor or vendor that interferes with free and open competition for District contracts.

- 4.05** No District Director shall engage in or permit the unauthorized use of District-owned property, including but not limited to facilities, vehicles, materials, equipment, licensed software and information. Use of District property for purposes other than District business shall be considered an unauthorized use unless a Director has received prior approval for such use by the Board of Directors. Use of District property for non-District business will only be authorized when the Board of Directors determines it is in the best interest of the District to do so.
- 4.06** District Directors shall immediately report to the Board of Directors the existence of a conflict of interest, including a financial interest in making or participating in making of any governmental decision, so that appropriate action be taken.

## **V. POLITICAL ACTIVITY**

- 5.01** Except as herein otherwise provided, or as necessary to meet requirements of federal or state law, no restriction shall be placed on the political activities of any District Director.
- 5.02** No District Director who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any person, or to aid, obstruct, or to prevent any person from securing, any position, nomination, confirmation, promotion, or change in compensation or position within the District.
- 5.03** No District Director shall directly or indirectly solicit a political contribution from a District employee, except if such solicitation is part of a solicitation made to a significant segment of the public, which may include District employees.
- 5.04** No District Director who holds, or is seeking election or appointment to, any office shall offer or arrange for any increase in compensation or salary for a District employee in exchange for, or promise of, a contribution or loan for the person who holds, or who is seeking election or appointment to

such office.

- 5.05** No District Director shall engage in political activity while acting in his/her capacity as a Director for the District.

## **VI. NONDISCRIMINATION**

- 6.01** District Directors shall not, in the performance of their District responsibilities, engage in unlawful discrimination of any sort under any applicable federal, state, county or municipal law or ordinance, including without limitation discrimination against any person on the basis of race, sex, color, national origin, religion, disability, age, marital status, sexual orientation, or veteran status, and they shall make good faith efforts to support and comply with the District's equal opportunity and affirmative action goals and objectives.

## **VII. STATEMENTS OF ECONOMIC INTEREST**

- 7.01** Directors shall file assuming office statements, annual statements and leaving office statements of economic interests with the District as required by state law. Assuming office statements for Directors shall include disclosure of investments and interests in real property and business but also income, gifts and loans income received during the 12 months prior to the date of assuming office. Upon receipt of these statements the District shall make and retain a copy and forward the original of these statements to the appropriate public agency.

## **VIII. REPORTING OF IMPROPER GOVERNMENT ACTIVITIES**

- 8.01** District Directors are encouraged to serve the public interest by disclosing to the Board of Directors to the extent not in conflict with the attorney-client privilege or the physician-patient privilege, information concerning District activities where the Director has reasonable cause to believe that the information discloses a violation of state or federal statute, or violation or noncompliance with state or federal regulation. No Director of the District shall use or attempt to use his or her authority to interfere with such disclosure made by another Director or a District employee or to retaliate against a Director or District employee for such disclosure.

## Santa Cruz Metropolitan Transit District Expense List

<b>Authorized</b>
<b>Transportation:</b>
Airporter (e.g. shuttle)
Bridge tolls
Cab (to/from hotel)
Cab (to/from meetings & meals)
Parking at airport
Parking at hotel, conference center
Personal vehicle mileage to/from airport @ .345/mile
Public transportation (e.g. bus, subway)
Rental Car with prior approval by General Manager
Transportation tickets (e.g. airline, train)
Coffee break expenses
Meal beverages (non-alcoholic)
Reasonable cost meals for self
Tips for meals (15% maximum)
<b>Personal Sundries:</b>
Daily newspaper
Personal telephone calls (reasonable and customary, one per day)
Required seminar materials
Telephone calls (SCMTD business)
Travelers check fee on travel advance
<b>Lodging:</b>
Self
<b>Not Authorized</b>
<b>Transportation:</b>
Baggage Claims
Cab (personal)
Tips to cabs
Tips for luggage handling
<b>Meals:</b>
Bar expenses
Meals for others (e.g. spouses, personal guests)
Meals upon return to Santa Cruz County
Snacks
Meals prior to departure
<b>Personal Sundries:</b>
Housekeeping tips
Clothes cleaning
Clothing
Entertainment (e.g. in room pay per view, movies, video rentals)
Hair care
Personal items (e.g. toothpaste)
Shoeshine
Souvenirs/Gifts
Trip Insurance
<b>Lodging:</b>
Other than self (e.g. spouse, personal guests)

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

DATE: February 15, 2002

TO: Board of Directors

FROM: Margaret Gallagher, District Counsel

SUBJECT: **CONSIDER REAPPORTIONMENT OF THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT'S BOARD OF DIRECTORS AS A RESULT OF THE FINDINGS OF THE COUNTY CLERK**

## **I. RECOMMENDED ACTION**

**Reapportion the Board of Directors' membership based upon the population distribution of the appointing authorities as set forth in a letter received from Richard Bedal, the Santa Cruz County Clerk.**

## **II. SUMMARY OF ISSUES**

- Santa Cruz Metropolitan Transit District's enabling statute creates a Board of Directors through appointments by the four cities (Capitola, Santa Cruz, Scotts Valley, and Watsonville) and the County. The number of appointments per entity, to a certain extent, is based on its proportionate population.
- The County Clerk issued a letter stating that the results of the 2000 Census indicated a need to reapportion the Board of Director membership.

## **III. DISCUSSION**

You have inquired regarding what duties and obligations, if any, are required of the District's Board of Directors as a result of the Santa Cruz County Clerk, Richard Bedal's letter dated January 4, 2002 (Attachment A), which advised that the results of the 2000 census indicates a need for Board reapportionment. Mr. Bedal also provided the results of the 2000 census figures for the County of Santa Cruz and the four cities (Capitola, Santa Cruz, Scotts Valley, and Watsonville).

The District's enabling statute (Public Utilities Code Section 98000 et seq.) provides for the creation and operation of the District. These statutes provide that the District will be governed by a Board of Directors composed of representatives appointed by the four cities and the County of Santa Cruz. Specifically, Public Utilities Code §98100 provides:

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

The district shall be governed by a Board of Directors of seven members, which may be increased to 9 or 11 members if the board find that an increase in the membership of the board is necessary to insure adequate representation to all of the areas in the County of Santa Cruz served by the district. The membership shall be composed of one member appointed by the City Council of Santa Cruz, one member appointed by the City Council of Capitola, one member appointed by the City Council of Scotts Valley, one member appointed by the City Council of Watsonville, one member appointed by the governing bodies of any other incorporated areas in the county within the district to represent those incorporated areas, one member appointed by the Board of Supervisors of the County of Santa Cruz, and other members to be appointed by the above entities in accordance with their proportionate population within the district. However, the membership of the board shall not exceed the number determined by the board. (emphasis added)

The apportionment shall be based upon the population distribution within the district, and the board shall reapportion its membership whenever any part of the district is excluded or new territory is added or unincorporated territory within the district incorporates, and, as a result of the exclusion, annexation, or incorporation, representation on the board no longer reflects the population distribution within the district. The board shall also reapportion whenever the county clerk advises the board that the latest official census indicates a need for reapportionment. (emphasis added)

The word “shall” as used in the statute constitutes a mandatory directive (Public Utilities Code Section 14). Therefore, because the Board has received Mr. Bedal’s letter, which indicates a need for reapportionment based on the latest official census, the Board is required to reapportion its membership. There is, however, no further statutory guidance provided.

Originally, Public Utilities Code Section 98100 created a Board of Directors with seven members, the City of Santa Cruz appointed 4 representatives, the Board of Supervisors appointed 2 representatives and the City of Capitola appointed 1 representative. In 1972, the Board of Directors annexed Aptos-La Selva Beach area and, thereafter, sought an amendment to Section 98100, which allowed for the membership on the Board to increase to nine or eleven members depending on the population. The statute was amended in 1973 to allow for the expansion of the Board and has not been amended since that time.

In 1973, a Santa Cruz Metro Reapportionment Committee was formed in order to determine if the number of directors should be increased from seven and, if so, how to redistribute the appointments based on the population from each appointing authority. The Committee issued a report with recommendations on November 28, 1973 (Attachment B). On December 21, 1973, the Board of Directors approved a resolution (Attachment C) expanding its membership to nine members effective January 1, 1974. This occurred after the Watsonville Annexation became official. With the expansion of the Board, distribution of the representation was modified so that the City of Santa Cruz appointed 3 members; the City of Capitola appointed 1 member, the

# **SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

County of Santa Cruz appointed 4 members and the City of Watsonville appointed 1 member. It appears that the decrease in appointments made by the City of Santa Cruz was made to coincide with the expiration of the term of one of the City of Santa Cruz' appointments on December 31, 1974, so no one was displaced (Attachment D).

On December 20, 1974, the Board of Directors approved Resolution 74-12-3 (Attachment E) which became effective January 1, 1975. It expanded the Boards' membership to 11 members with 5 members appointed by the Board of Supervisors, 3 members appointed by the City of Santa Cruz, one member appointed by each of the remaining cities, Watsonville, Capitola and Scotts Valley.

In 1984, Richard Bedal, the Santa Cruz County Clerk-Recorder reported to the Board of Directors the results of the 1980 Census although he made no recommendation at that time for reapportionment. (Attachment F).

The current Board membership is attached for your review and consideration (Attachment G).

## **IV. FINANCIAL CONSIDERATIONS**

None

## **V. ATTACHMENTS**

- Attachment A: Letter dated January 4, 2002 from Richard Bedal, County Clerk**
- Attachment B: Reappointment Report, November 23, 1973**
- Attachment C: Resolution No. 73-12-2**
- Attachment D: Letter dated October 17, 1974 from Walter R. Keller**
- Attachment E: Resolution No. 74-12-3**
- Attachment F: Letter dated January 17, 1984 from Richard Bedal, County Clerk**
- Attachment G: Current Board Membership Terms Report**

# County of Santa Cruz



Richard W. Bedal  
County Clerk-Recorder  
Gail Pellerin  
Elections Manager

## ELECTIONS DEPARTMENT

701 Ocean Street, Suite 210  
Santa Cruz, CA 95060  
(831) 454-2060  
FAX: (831) 454-2445 TDD: (831) 454-2123  
E-MAIL: [gail.pellerin@co.santa-cruz.ca.us](mailto:gail.pellerin@co.santa-cruz.ca.us)  
Web Site: [www.votescount.com](http://www.votescount.com)

January 4, 2002

Board of Directors  
Santa Cruz Metropolitan Transit District  
370 Encinal, Suite 100  
Santa Cruz, CA 95060

Re: REAPPORTIONMENT

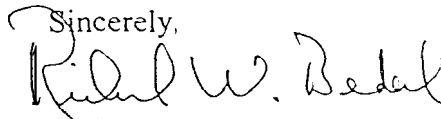
Dear Members of the Board,

The Mayor of the City of Watsonville has requested that this office provide your Board with the latest census figures as they relate to the apportionment of your membership. Section 98 100 of the Public Utilities Code that governs the Santa Cruz Metropolitan Transit District provides as follows:

“The apportionment shall be based upon the population distribution within the district, and the board shall reapportion its membership whenever any part of the district is excluded or new territory is added or unincorporated territory within the district incorporates, and, as a result of the exclusion, annexation, or incorporation, representation on the board no longer reflects the population distribution within the district. The board shall also reapportion whenever the county clerk advises the board that the latest official census indicates a need for reapportionment.”

Attached to this letter is a table indicating the 2000 census figures for each of the cities and the unincorporated area of the county. Included are the current membership representation of your Board and the corresponding percentages. Unlike reapportionment for the county and other districts where district lines are moved to equalize the number of voters in each district, the transit district must reapportion its board membership to properly reflect population distribution. It is not an exact science.

The census figures, however, indicate a need for reapportionment. How your Board makes the changes is certainly in your discretion. If I can be of any assistance in this matter, please do not hesitate to contact me.

Sincerely,  
  
Richard W. Bedal  
County Clerk-Recorder

cc: Mayor Betty Bobeda





## 2000 Census Numbers for the County of Santa Cruz

Entity	Population	% Of total Population	Current Membership on SCMT Board	Current % Representation on SCMT Board
City of Capitola	10,033	3.9%	1	9.1%
City of Santa Cruz	54,593	21.4%	3	27.3%
City of Scotts Valley	11,385	4.5%	1	9.1%
City of Watsonville	44,265	17.3%	1	9.1%
Unincorporated county population	135,326	53%	5	45.5%
Total	<b>255,602</b>	<b>100%</b>	11	100%

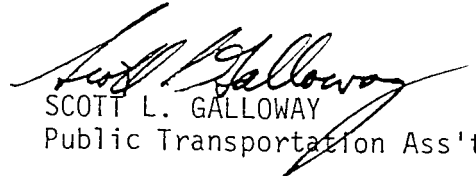
## REAPPORTIONMENT COMMITTEE REPORT

A meeting of the Reapportionment Committee was held at 10:00 a.m. on November 28, 1973. Directors Richard Werner and Dr. McKee Fisk were in attendance.

The Committee discussed Transit District Board size and apportionment of members. The following recommendations are made:

1. That the number of Board members remain seven until the Watsonville Annexation becomes official. Upon completion of the annexation the membership should be increase to nine members.
2. That the apportionment of members be as submitted on the attached sheet.
3. That Staff prepare a report to the Board concerning the legal procedure with regards to filling the Board.

The Committee discussed the lack of attendance of the Board Chairman and recommended no action be taken at this time.

  
SCOTT L. GALLOWAY  
Public Transportation Ass't

**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT****Distribution of Population**

		<b>Suggested Board Eienbership</b>	
<b>City of Santa Cruz</b>	<b>34,503</b>	<b>3</b>	<b>3</b>
<b>City of Capitola</b>	<b>7,150</b>	<b>1</b>	<b>1</b>
<b>County Area</b>	<b>38,350</b>	<b>3</b>	<b>3</b>
(Mid County)	(23,223)		
(Aptos-LaSelva Beach)	(15,127)		
<b>District Total</b>	<b>80,000</b>	<b>7</b>	
<b>7 member Board - 11,430 per Director</b>			
<b>Watsonville Area</b>	<b>27,000</b>		<b>2</b>
<b>City of Watsonville</b>	<b>(16,000)</b>		
<b>County Area</b>	<b>(11,000)</b>		
<b>District Total</b>	<b>107,030</b>		<b>9</b>

**9 Member Board - 11,890 per Director**

**Note: Present Board has 4 members from the City of Santa Cruz,  
1 from Capitola, and 2 from Mid County.**

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

RESOLUTION NO. **73-12-2**

On the motion of Director  
duly seconded by Director  
the following resolution is adopted:

A RESOLUTION ESTABLISHING A NINE-MEMBER BOARD OF DIRECTORS  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, 1973-1974 Statutes, Chapter 615, will amend  
Public Utilities Code Section 98100, and

WHEREAS, Public Utilities Code Section 98100 allows the  
Santa Cruz Metropolitan Transit District to expand its board  
of directors to nine members if the board of directors deter-  
mines that such an increase in membership is necessary to  
insure adequate representation to all areas in the County of  
Santa Cruz served by the district, and

WHEREAS, the Santa Cruz Metropolitan Transit District  
has determined that it is desirable to expand the membership  
of the board of directors of Santa Cruz Metropolitan Transit  
District to nine members;

NOW, THEREFORE, BE IT RESOLVED by the directors of the  
Santa Cruz Metropolitan Transit District that the board of  
directors be expanded to a nine-member board and that this  
expansion be effective on January 1, 1974.

PASSED AND ADOPTED this 21st day of December, 1973, by  
the following vote:

AYES: DIRECTORS **Fisk, Werner, Wicklund, Wood**  
NOES: DIRECTORS **None**  
ABSENT: DIRECTORS Findlay, Forbus, Mayer

Loretta M. S. Wood  
CHAIRMAN, Santa Cruz Metropolitan  
Transit District Board of Directors

ATTEST: Walter R Keller  
WALT KELLER, Acting Secretary  
and General Manager

Approved as to form:

James M. Ritchey  
JAMES M. RITCHEY  
Assistant County Counsel

**SANTA CRUZ METROPOLITAN  
TRANSIT DISTRICT**

*809 Center St. Room 201 Santa Cruz, California 95060*  
426-5000 *Ext. 217*

**October 17, 1974**

**Dale H. Dawson, Chairman  
Board of Supervisors  
County Governmental Center  
701 Ocean Street  
Santa Cruz, Ca. 95060**

**Dear Mr. Dawson:**

**There will be an opening on the Board of Directors of the Santa Cruz Metropolitan Transit District created by expiration on December 10, 1974 of the term of Richard Werner. Mr. Werner was one of four appointees of the City of Santa Cruz. Because of reapportionment of the Board due to our recent annexations the City of Santa Cruz is now entitled to only three appointments.**

**The County of Santa Cruz is entitled to an additional appointee that should be a resident of the Cabrillo-LaSalva Beach area. It would be desirable if the appointment could be made prior to December 20, 1974. (Transit Board meeting date).**

**Very truly yours,**

*Walter R. Keller*  
**WALTER R. KELLER, Acting  
Secretary/General Manager**

WRK/jm

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

Resolution No. 74-12-3

On the motion of Director  
duly seconded by Director  
the following resolution is adopted:

A RESOLUTION ESTABLISHING AN ELEVEN MEMBER BOARD OF DIRECTORS  
FOR THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

WHEREAS, Public Utilities Code Section 98100 allows the Santa Cruz Metropolitan Transit District to expand its Board of Directors to eleven members if the Board of Directors determines that such an increase in membership is necessary to insure adequate representation to all areas in the County of Santa Cruz served by the District, and

WHEREAS, Public Utilities Section 98100 requires that apportionment of the Board of Directors be based upon population distribution within the District, and

WHEREAS, the Santa Cruz Metropolitan Transit District has determined that it is desirable to expand the membership of the Board of Directors of Santa Cruz Metropolitan Transit District to eleven members;

NOW THEREFORE, BE IT RESOLVED by the Directors of the Santa Cruz Metropolitan Transit District that the Board of Directors be expanded to an eleven-member board, that this expansion be effective on January 1, 1975, and that said reapportionment shall be based upon population data from the last official census.

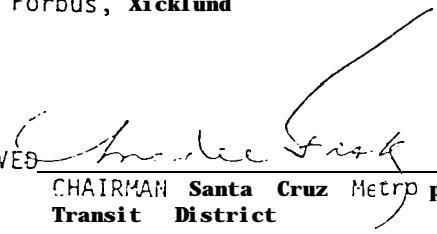
BE IT FURTHER RESOLVED that the Board of Directors of the Santa Cruz Metropolitan Transit District be composed of five members appointed by the Board of Supervisors, three members appointed by the City of Santa Cruz, one member appointed by the City of Watsonville, one member appointed by the city of Capitola and one member appointed by the City of Scotts Valley.

PASSED AND ADOPTED this 20th day of December, 1974, by the following vote:

AYES: DIRECTORS Fisk, Wood, Morton, Forbus, Xicklund

NOES: DIRECTORS

ABSENT: DIRECTORS McNeil, Mello

APPROVED   
CHAIRMAN Santa Cruz Metropolitan  
Transit District

ATTEST:   
WALTER R. KELLER, Acting Secretary  
and General Manager

COUNTY CLERK



## COUNTY OF SANTA CRUZ

GOVERNMENTAL CENTER

(408) 4X-2171

RICHARD BEDAL  
COUNTY CLERK

ROOM 110, 701 OCEAN STREET

SANTA CRUZ, CALIFORNIA 95060

January 17, 1984

Mayor Ron Graves  
Chairman, Mayors' Selection Committee  
City of Capitola  
420 Capitola Avenue  
Capitola, CA 95010

Re: Membership of the Santa Cruz Metropolitan Transit  
District Board of Directors

Dear Mayor Graves.

At your meeting of December 15, 1983, the City Selection Committee requested a report on the membership of the Santa Cruz Metropolitan Transit District Board of Directors. In a letter dated January 10, 1984, George Newell advised your committee of the current allocation of appointments, and requested that I review the 1980 census and report on any need for reapportionment.

Section 98100 of the Public Utilities Code requires reapportionment whenever "representation on the board no longer reflects the population distribution within the district" because of specified changes in boundaries, or whenever the "County Clerk advises the board that the latest official census indicates a need for reapportionment."

The most current official census for cities and counties, to my knowledge, is the 1980 U.S. Census. The attached report is based on those figures. Please accept and file this report. If I can be of any further assistance, please do not hesitate to contact me.

Sincerely,

Richard W. Bedal  
County Clerk-Recorder

enclosure

cc: Michael Rotkin ✓  
Chairman, Transit District

POPULATION DISTRIBUTION  
 WITHIN THE  
 SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

	*Population	% of Total Population	Present Allocation
City of Santa Cruz	41,483	22%	3
City of Watsonville	23,543	13%	1
City of Capitola	9,095	5%	1
City of Scotts Valley	<u>6,891</u>	4%	1
Total Incorporated	81,012	43%	6
Unincorporated Area	<u>107,129</u>	57%	<u>5</u>
Total Countywide Area	188,141	100%	11

\*Population based on U.S. 1980 Census.



and that such raking or acquisition will not unreasonably impair the ability of the railroad corporation involved to provide safe, adequate, economical, and efficient service  
(Amended by Stats.1975, c. 1176, p. 2900, § 10.)

Law Revision Commission Comment  
1975 Amendment

The deleted portions of Section 96002 are superseded by provisions of the Eminent Domain Law. See Code Civ.Proc. §§ 1230.020 (uniform procedure), 1240.510 et seq. (compatible use), 1240.610 et seq. (more necessary public use), 1250.210 and Comment thereto (identification of plaintiff). See also Code Civ.Proc. §§ 1235.070 ("property" defined) and 1240.110 (right to acquire my necessary right or interest in any type of property).

1975 Amendment. Substituted "may" for "shall have or- proceeding "exercise the right to eminent domain" and substituted "to" for "in the manner provided by law for the condemnation of private property for public use. The district my- thereafter, and deleted the words following "part" in the first sentence and all of the second sentence in the first paragraph.

Operative effect of 1975 amendment, see note under § 25703.

Cross References

Eminent domain, see Code of Civil Procedure § 1230.010 et seq.

Library References

Eminent domain law. 13 Cal.L.Rev.Comm. Reports 1001 (1975).

ARTICLE 3. PURCHASES [REPEALED]

Article 3 was repealed by Stats.1982, c. 465, p. —, § 24.

§§ 96060 to 96062. Repealed by Stats.1982, c. 465, p. —, § 24

See, now, Pub.Con.C. §§ 20281 to 20283.

ARTICLE 6. INDEBTEDNESS

§ 9615LL Repealed by Stats.1979, c. 373, p. 1364, § 266

PART 10. SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
CHAPTER 3. INTERNAL ORGANIZATION OF DISTRICT

§ 98100. Board

The district shall be governed by a . . . board of directors . . . of . . . seven members, which may be increased to 9 or 11 members if the board finds that such an increase in the membership of the board is necessary to insure adequate representation to all of the areas in the County of Santa Cruz served by the district. The membership shall be composed of one member appointed by the City Council of . . . Santa Cruz, . . . one member appointed by the City Council of . . . Capitola, one member appointed by the governing bodies of any other incorporated areas in the county within the district to represent such incorporated areas, one member appointed by the Board of Supervisors of the County of Santa Cruz for the unincorporated areas of the county in the district, and other members to be appointed by the above entities in accordance with their proportionate population within the district. However, the membership of the board shall not exceed the number determined by the board.

. . . The apportionment . . . shall be based upon the population distribution within the district, and the board shall reapportion its membership whenever any part of the district is excluded or new territory is added or unincorporated territory within the district incorporates, and, as a result of such exclusion, annexation, or incorporation, representation on the-board no longer reflects the population distribution within the district. The board shall also reapportion whenever the county clerk advises the board that the latest official census indicates a need for reapportionment.

(Amended by Stats.1973, c. 615, p. 1140, § 1)

Underline indicates changes or additions by amendment

## SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

## CURRENT BOARD MEMBERSHIP TERMS

1/02

	SEAT #	Appointing Authority	Term Began	Term Expires
Emily Reilly	1	City of Santa Cruz	12/00	11/04
Christopher Krohn	2	City of Santa Cruz	12/00	11/04
Patricia Spence	3	County of Santa Cruz	1/02	12/05
Tim Fitzmaurice	4	City of Santa Cruz	1/01	12/04
Mike Keogh	5	County of Santa Cruz	1/99	12/03
Jeff Almquist	6	County of Santa Cruz	1/01	12/04
Jan Beautz	7	County of Santa Cruz	1/98	12/05
Michelle Hinkle	8	County of Santa Cruz	1/99	12/02
Dennis Norton (completing term of Bruce Arthur)	9	City of Capitola	1/01	12/02
Ana Ventura Phares (completing term of Rafael Lopez)	10	City of Watsonville	2/01	12/04
Sheryl Ainsworth (completing term of Bart Cavallaro)	11	City of Scotts Valley	4/00	12/02
Mike Rotkin*	12	u c s c	1/01	12/01

\*Interim Es-Officio Director from UCSC

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 8, 2002  
**TO:** Board of Directors  
**FROM:** Mark Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF APPOINTMENT OF SHELLY DAY AND VIRGINIA KIRBY TO THE METRO USERS GROUP UNDER THE MEMBERSHIP CATEGORY OF "TRANSIT USERS"**

## I. RECOMMENDED ACTION

**Staff recommends that the Board of Directors appoint Shelly Day and Virginia Kirby to the Metro Users Group. Action is required at the February 8, 2002 Board Meeting as the next Metro Users Group (MUG) meeting is scheduled for February 6, 2002.**

## II. SUMMARY OF ISSUES

- Twenty members are authorized to serve on MUG
- Six vacancies exist under the "Transit Users" category
- One vacancy exists under the Cabrillo College Staff/Student category

## III. DISCUSSION

The composition of MUG was designed to provide representation for the entirety of Santa Cruz County. Shelly Day and Virginia Kirby would be included in the "Transit Users" category.

## IV. FINANCIAL CONSIDERATIONS

None

## V. ATTACHMENTS

**Attachment A:** Application of Shelly Day  
**Attachment B:** Application of Virginia Kirby  
**Attachment C:** MUG Membership Breakdown

**Application for Participation  
in the Metro Users Group Committee**

Name Shelly Day

Address (with zip code) 19 55 Parado Lane # 313  
Freeda, CA 95019

Day Time Phone 763-9111

How Often do you use the Metro? Every day

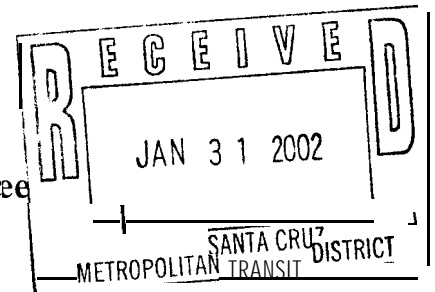
What are your Particular Transit Interests?

Schedule of Buses  
Bicycles on the Buses  
Safety of System  
Customer Service

Shelly Day

1/15/02

**Application for Participation  
in the Metro Users Group Committee**



Name VIRGINIA M. KIRBY

Address (with zip code) 739 N BRANCIORTE AVE

SANTA CRUZ CA 95062 1046

Day Time Phone (831) 423 3422

How Often do you use the Metro? ALMOST EVERY DAY

What are your Particular Transit Interests? HOLIDAY SERVICE SCHEDULES,  
EARLY A.M. + LATER P.M. SERVICE PLACEMENT OF  
SHELTERS SCHEDULES ON POLES AT BUS STOPS  
TOO HIGH TO READ AND T NITE CANT READ AT ALL  
(NO LIGHT) IF PRINT WERE DARKER AND NOT SO CLOSE  
TOGETHER IT WOULD HELP IF # 70 B US WOULD RUN  
IN SUMMER IT WOULD HELP OVERCROWDING ON # 71

## MUG MEMBERSHIP BREAKDOWN

As of 2/1/02

Membership on the Metro Users Group shall consist of twenty (20) members. Membership is encouraged but not limited to from the following groups and organizations.

1. Transit Users – currently 5 positions filled leaving 6 positions vacant
2. University of California Santa Cruz Staff/Student – Position filled
3. Cabrillo College Staff/Student – Position filled
4. MASTF Member – Position filled
5. Seniors Council Representative – Position Filled
6. Santa Cruz County Regional Transportation Commission Representative – Position filled
6. Transportation Management Association (2 **representatives**) – Two positions filled
7. One Board Member and Alternate – Chairperson position filled
8. One bicycle/transit user – Position filled

Note: David Moreau is Rep. for UTU for which there is no category.

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002

**TO:** Board of Directors

**FROM:** Mark J. Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION OF A RESOLUTION AUTHORIZING AN APPLICATION TO CALTRANS FOR FY2002 NON-URBANIZED AREA OPERATING ASSISTANCE**

## I. RECOMMENDED ACTION

**Adopt a resolution authorizing the Secretary/General Manager to submit a grant application to the California Department of Transportation to assist funding public transit operations in the non-urbanized part of Santa Cruz County.**

## II. SUMMARY OF ISSUES

- Each year, the Federal Transit Administration apportions federal funds through the states to assist public transit operators in non-urbanized areas.
- This year, \$46,701 has been apportioned by formula to Santa Cruz County.
- The District must submit an application to the Caltrans Region 5 office to receive the apportionment.
- The attached resolution authorizes the Secretary/General Manager to coordinate with public transit providers and users, submit an application and execute a grant agreement for financial assistance under the FTA Section 5311 program for public transit operation in the non-urbanized area of Santa Cruz County.

## III. DISCUSSION

Under Chapter 49, United States Code Section 5311, the Federal Transit Act provides grants to the state for public transit operations in non-urbanized areas. The State of California determines by formula the amount of FTA Section 5311 funds to be apportioned each year to the counties. For Santa Cruz County, the apportionment for FY 2002 is \$46,701. Caltrans administers the FTA §5311 program in California.

The Section 5311 funds are available only for public transit operating assistance in non-urbanized areas, those areas within the county that lie outside of designated urban areas with over 50,000 population. As part of the grant application, the District prepares a program of public transit service to be operated in the non-urbanized areas of Santa Cruz County. METRO's non-urbanized area transit service includes segments of Routes 33, 40, 41, 42, 60 and 72. The

District will make reasonable efforts to coordinate the program of projects with public transit providers and users within the service area, although no public hearing is required.

Adopting the attached resolution will authorize the General Manager to submit an application to the Caltrans District 05 Office for FTA §5311 funds. METRO staff will request that the Santa Cruz County Regional Transportation Commission adopt the non-urbanized area transit project into the Regional Transportation Improvement Plan to be incorporated into the State Transportation Improvement Program as required by the Section 5311 program.

#### **IV. FINANCIAL CONSIDERATIONS**

This grant will provide \$46,701 to the District for non-urbanized area public transit service. The District will fund the remaining cost of non-urbanized operations from the existing FY2002 operating budget.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing FTA Section 5311 application



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  
AUTHORIZING AN APPLICATION  
TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION  
FOR  
FY2002 FTA SECTION 5311 RURAL OPERATING ASSISTANCE**

**WHEREAS**, the Federal Transit Act authorizes federal grants for public transportation projects in non-urbanized areas; and

**WHEREAS**, all contracts for financial assistance impose certain obligations upon the applicant, including the provision of local share costs of the project.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:**

1. That the Secretary/General Manager is authorized to submit an application to the State of California Department of Transportation on behalf of the Santa Cruz Metropolitan Transit District for financial assistance to operate public transit service in non-urbanized portion of Santa Cruz County.
2. That the Secretary/General Manager is authorized to submit and file with this application all assurances and all supplemental information as required by the California Department of Transportation.
3. That the Secretary/General Manager is designated to execute standard grant agreements with the California Department of Transportation on behalf of the Santa Cruz Metropolitan Transit District to obtain \$46,701 in federal funds to assist public transit operations during FY 2002 in the non-urbanized portion of Santa Cruz County costing as authorized by 49 U.S.C. Section 5311.
4. That the District has committed \$382,269.41 in local matching funds to the project.
5. That the Santa Cruz Metropolitan Transit District has, to the extent feasible, coordinated this project with other transportation providers and users in the region, including social service agencies capable of purchasing public transit service.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of February, 2002, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002

**TO:** Board of Directors

**FROM:** Leslie R. White, General Manager

**SUBJECT: CONSIDERATION OF NOMINATION AND ELECTION OF DIRECTORS TO SERVE AS ALTERNATE REPRESENTATIVES TO THE SANTA CRUZ COUNTY REGIONAL TRANSPORTATION COMMISSION FOR THE YEAR 2002**

## I. RECOMMENDED ACTION

**That the Board of Directors identify and elect members from the Board to serve as alternate representatives to the Santa Cruz County Regional Transportation Commission for the Year 2002.**

## II. SUMMARY OF ISSUES

- Article VI of the METRO bylaws outlines the process by which the Board of Directors elects officers and representatives each year.
- On January 18, 2002, the Board elected members to represent it on the Santa Cruz County Regional Transportation Commission.
- On January 18, 2002, the Board indicated that it would elect alternate representatives for the Santa County Regional Transportation Commission at its meeting on February 15, 2002.

## III. DISCUSSION

Each year the Board of Directors identifies representatives from the Board to sit as members of the Santa Cruz County Regional Transportation Commission (SCCRTC) representing METRO. On January 18, 2002, the Board of Directors nominated and elected three members to be the representatives of METRO for the Santa Cruz County Regional Transportation Commission. The Board deferred action on identifying and electing members to serve as alternates for the representatives to the SCCRTC. The Board of Directors indicated on January 18, 2002, that it would identify and elect alternate representatives to the SCCRTC at the February 15, 2002 meeting. The bylaws of the Board of Directors provide that in addition to selecting three representatives to the Transportation Commission, the Board shall select three alternates designated in priority.

Staff recommends that the Board of Directors give consideration to identifying and electing nominees for the three alternate representative positions for the Santa Cruz County Regional Transportation Commission.

**IV. FINANCIAL CONSIDERATIONS**

Funding support for the positions identified in this memo are contained in the adopted operating budget for FY 2002/2003.

**V. ATTACHMENTS**

**Attachment A: None**

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Leslie R. White, General Manager  
**SUBJECT: CONSIDERATION OF HOW TO PROVIDE TRANSIT SERVICE TO THE BEACH FLATS AFFORDABLE HOUSING PROJECT**

## I. RECOMMENDED ACTION

The purpose of this staff report is to request that the Board of Directors authorize that a letter of support be written for the Mercy Housing California Beach Flats affordable housing project subject to whatever assistance is required from the City of Santa Cruz and/or the developer of the project.

## II. SUMMARY OF ISSUES

- The District was recently contacted by Mercy Housing California regarding a request for a letter that will assist them in getting funding through the California Tax Credit Allocation Committee.
- If the proposed project is part of a transit-oriented development strategy (located within 500 feet of a regular bus stop), the project will qualify for approximately \$6 million.
- District staff first became aware of this project in October of 2001 when Mike Ferry from the City regarding this project contacted us.
- The footprint of the proposed project requires that Leibrandt Street be closed.
- The closure will result in residents of the area having to go to a different location to board the bus, as the route can no longer use Leibrandt Street.
- Options are available to continue service to residents of the area with assistance of the City of Santa Cruz.

## III. DISCUSSION

Recently, the District was contacted by Mercy Housing California for a letter to support their affordable housing project in the Beach Flats Neighborhood. The current route (#7 – Beach) uses Leibrandt Street and when the project is built, Leibrandt Street will be closed. The current bus stop is in the area of the project. The closing of the street will cause the stop to be vacated. It also causes some operational difficulties for the District. Currently, this is the only bus stop in the immediate area to service the residents of the neighborhood. There are at least 3 disabled passengers regularly request courtesy stops at Raymond and Leibrandt.

The closest existing bus stop at Second and Leibrandt is approximately 633 feet from the proposed project.

Among the options that can be used are:

a) Re-route the bus onto Third Street to Riverside Avenue and then on the regular route. This option adds extra mileage to the routing, approximately .5 miles. Timing the time for the extra distance and turns, it takes about 2.5 minutes to complete the additional route. Staff believes from a routing standpoint the current time allotted for that route would accommodate the additional distance. If a stop were placed at Beach and Leibrandt, it would be 261 feet from the development, complying with the transit oriented development guidelines. The problem is that the sidewalk is only 6 feet wide and a stop would likely require a 2-foot encroachment onto Boardwalk property to make it ADA compliant. In addition it would require the removal of some parking spaces. The District would need the support of the City to place the stop in this area.

A stop could also be constructed at Beach and Park Place, but this stop would be 439 feet from the development. It also requires a 2-foot encroachment due to the width of the sidewalk, as well as the removal of parking spaces.

On the northeast side, if a bus stop were to be placed at the corner of Kaye and Third, it would be 365 feet from the development. It looks like it would be difficult to get a bus stop there due to the configuration of the road. Ninety-one feet to the southeast is a spot that might be used. There are issues with the sidewalk being narrow and a chain link fence abutting the sidewalk.

b) While Leibrandt Street will be closed to traffic, it might be possible to design the project in such a way as have a gated access point that allow buses to enter the project providing direct access to the project. This type of arrangement would make the project truly a transit-oriented development, as priority would be given to transit to the detriment of automobile traffic. This option would also have minimal impact on the residents of the area. For this to occur, the City would have to work with the developers to ensure that this approach is implemented.

Staff recommends that the Board of Directors select a preferred option for implementation to address the problem. Staff further recommends that the Board of Directors ask the Chair to write a letter of support for the project contingent upon receiving approval of the selected option by the City of Santa Cruz.

#### **IV. FINANCIAL CONSIDERATIONS**

The additional cost from rerouting onto 3<sup>rd</sup> Street can be absorbed into the operation of the existing route. Until a bus stop is selected, construction costs are not known. If the City and/or the developer were responsible for the bus stop improvements then the impact on the District's budget would be minimal.

**V. ATTACHMENTS**

**Attachment A:** October 24, 2001 Letter from Mike Ferry, City of Santa Cruz

**Attachment B:** January 30, 2002 Letter from Elisabeth Vogel, Mercy Housing California

TOTAL P. 01

Santa Cruz Metropolitan  
Transit **D i s t r i c t**



Santa Cruz Metropolitan Transit District  
Facilities Maintenance Department  
370 Encinal, Suite 100  
Santa Cruz, Ca. 95060

Date: October 24 2001  
Street: Liebrandt/Beach  
Planner: Mike Ferry  
APN: 005-236-01  
Applicant: Santa Cruz  
Project: Liebrandt Redevelopment  
Request: Closure of Liebrandt

Post-it® Fax Note	7671	Date	# of pages ▶
To	MIKE FERRY	From	DAVID
Co./Dept		CO.	
Phone #		Phone #	
Fax #		Fax #	

In its current routing, the Beach route has been a main stay of the Liebrandt St./Beach Flats community for over 20 years. When the Beach St. barriers were installed in the late 80's the District met with City staff to develop a plan for continuing the service to the Liebrandt corridor. The City granted passage through the barrier providing easy access to the transit system for the local residents. Just last Summer, during meetings with City staff on the contra flow bike lanes, WC took a look at the Liebrandt/Beach intersection to make sure that the access was taken into consideration for the bike lane project.

Many residents of the Liebrandt St. corridor rely on the Route 7. In fact just recently I have had conversations with Ralph Porras, principal of Delaveaga Elementary School, who asked that the District investigate upgrading the bus stops in the area because so many of his students/parents use that route to get to school and work.

With the closure of Liebrandt St., many of these residents will be required to walk to either Cliff St. or 3<sup>rd</sup> St. The District is requesting that City staff work with us to provide; 1) alternative service to the Liebrandt area and 2) establish ADA compliant bus stops near Liebrandt St. for the Beach Flats community.

Sincerely,

David J. Konno  
Manager of Facilities Maintenance  
SCMTD

370 Encinal Street, Suite 100, Santa Cruz, CA 95060 (831) 426-6080 FAX (831) 426-6117  
METRO OnLine at <http://www.scmtd.com>

17-A-1



## ATTACHMENT B



Mercy Housing California  
MERCY HOUSING SYSTEM

January 30, 2002

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

VIA FAX @ 426-6117

Re: Beach Flats Affordable Housing, Childcare and City Community Center

Dear Mr. White:

Thank you for talking with me today. As we discussed, Mercy Housing has been working with the City of Santa Cruz for the past couple of years to develop 48 new affordable apartments, a childcare center and a City community center on the lower portion of Leibrandt Avenue in Beach Flats. The design of the project involves the abandonment of a portion of Leibrandt Avenue to allow that portion of the street to be incorporated into the development. In this way we are able to increase the number of apartments within the development. This portion of the street only provides access to the parcels that are included within the development (a site plan is attached for your information).

As an affordable housing development for very low-income households, the project requires funding through the California Tax Credit Allocation Committee. This is an extremely competitive funding source that is awarded based on a scoring system. The development is anticipating receiving almost \$6 million dollars from this program and without these funds, the project cannot be built. One of the items that is required in order to submit a competitive application is that the project be "part of a transit-oriented development strategy (located within 500 feet of a regular bus stop, next to a rapid transit system stop, etc)." In order to evidence this we must include a map showing the bus stop and a letter from the transit district stating that the bus stop is within 500 feet of the project site.

The present bus stop in Beach Flats is located on the **lower** portion of Leibrandt Avenue. Currently the bus turns left off Beach Street onto Leibrandt. When the new development is built, the street will no longer be a through street. As I'm sure you know, many people in Beach Flats rely on the bus as a primary source of transportation. Therefore, we hope a new bus route and bus stop can be located close to where the current stop is, and more



Mercy Housing is co-sponsored by several communities of Catholic women religious.

Mercy Housing California was formed by a merger between Mercy Charities Housing California and Rural California Housing Corporation.

609 PACIFIC AVENUE, SUITE 101 • SANTA CRUZ, CA 95060 • 831.471.1914 • FAX 831.471.1917  
1038 HOWARD STREET • SAN FRANCISCO, CALIFORNIA 94103 • 415.487.6825 • FAX 415.487.6834

17-B-1


Leslie White  
Page 2

specifically, within 500 feet of the affordable housing development.

The funding application is submitted in mid-March which is when we would need the letter from the transit district. We hope we can work with you to find a viable solution. Please give me a call at 471-1914 if I can provide additional information.

Thanks very much for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Elisabeth Vogel". The signature is written in a cursive, flowing style.

Elisabeth Vogel  
Senior Housing Developer

attachment

17-B-2



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF PROPOSAL FROM CITY OF SANTA CRUZ TO PURCHASE ONE RUBBER-TIRED TROLLEY**

## I. RECOMMENDED ACTION

Staff recommends that the Board consider amending the existing grant contracts to purchase one rubber-tired CNG trolley and to direct staff to take the necessary steps to order a trolley using an existing contract.

## II. SUMMARY OF ISSUES

- The District is currently in the procurement process to purchase buses.
- Members of the Board have in the past expressed an interest in having the District operate a rubber-tired trolley for shuttle services.
- The City of Santa Cruz has indicated that they are interested in providing the local share for a trolley.
- Our existing grants can be amended to allow for this to occur.

## III. DISCUSSION

The District currently has procurement on the street to purchase low-floor transit buses. Based upon budget projections we expect to purchase eighteen 35-foot buses and up to fourteen 40-foot buses. A review of the existing grants indicate that the District could amend the grants to “trade” for one CNG rubber-tired trolley. Based upon the above information, this is the time to make a decision concerning this issue.

In the past, the Board has indicated a desire for the District to try operating a rubber-tired trolley vehicle for shuttle operations. The City of Santa Cruz has expressed interest in this project and has indicated that they would be interested in providing the local match for the trolley over a multi-year year period, if the District would advance the purchase.

Staff has identified an existing contract for CNG rubber-tired trolleys that we could “piggy-back” onto similar to what was done for the recent purchase of eight CNG low-floor buses. This would allow for the purchase of a rubber-tired trolley from Chance Bus of Wichita, Kansas. Based upon an existing contract the vehicle is expected to cost \$366,769. Attachment A shows how the vehicle would be configured. The local share for the purchase is \$73,354. Delivery for

this vehicle would be in July/August timeframe. The benefit of this approach is that we would not have to do a separate procurement, saving both time and money.

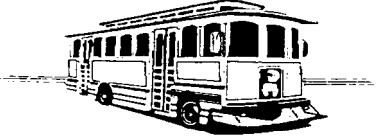
A rubber-tired trolley could be used for the existing Beach Shuttle. At other times during the year the trolley could be made available for other cities to use for their shuttles such as the Capitola Art and Wine Festival and the Watsonville Christmas Shuttle.

#### **IV. FINANCIAL CONSIDERATIONS**

The financial impact from this recommendation is that one less 35-foot bus will be purchased.

#### **V. ATTACHMENTS**

**Attachment A:** Pricing for CNG Rubber-Tired Trolley Options

CHANCE COACH, INC.		Oklahoma City Consortium Pricing	
		Customer: Santa Cruz Metropolitan Transit District	
		Quotation Date: 2-1-02	
America's Master Coachmakers		Quoted by: Diane Hawkins	
American Heritage Streetcar			
1	Base Price (Includes 185 h.p. Diesel Engine & AT-545 Transmission)	\$218,214	\$218,214
ENGINE			
1	Compressed Natural Gas (Includes MT-643 Transmission)	\$47,878	\$47,878
TRANSMISSION			
	Allison B-300 w/ Diesel Engine	\$12,493	
	Allison B-300R w/ Diesel Engine	\$15,667	
1	Allison B-300 w/CNG or Propane Engine	\$5,018	\$ 5,018
	Allison B-300R w/ CNG or Propane Engine	\$8,192	
	Transmission MT-643 Ovtion (Diesel Only)	\$7,475	
	225 HP Engine Option -With MT-643, B300, B300R Only	n/c	
OPTIONS (May be selected)			
1	Wheelchair Lift	\$23,040	\$ 23,040
	Fast Idle	n/c	
1	R-134A Air Conditioning - Standard Capacity	\$12,794	\$ 12,794
	R-134A Air Conditioning - Extra High Capacity	\$13,613	
	Public Address System	\$796	
1	Public Address System w/AM&FM Cassette	\$1,536	\$ 1,536
1	Gooseneck Microphone	\$256	\$ 256
1	Headset Mic Inst'l	\$256	\$ 256
1	External Speaker Inst'l	\$230	\$ 230
	Roller Curtain Destination Signs	n/c	
1	Electronic Destination Signs - Luminator	\$3,839	\$ 3,839
	Manual Curtain Dash Mounted Run Number Sign	\$2911	
	Electronic Dash Mounted Run Number Sian	\$920	
1	GFI Cents-a-bill Fare Box	\$10,663	\$ 10,663
	GFI Odyssey Fare Box	\$13,824	
1	Drivers Seat - Standard Recaro Ergo Metro - Black Cloth	n/c	
	USSC Driver's Seat 9 100 ALX - Black Cloth	\$358	
1	Drop Sash Windows		
	Verticle Slider Windows		
1	Four Group 31 Batteries		
	8D Batteries	n/c	
1	Engine Coolant Filter System	\$549	\$ 549
1	Engine Compartment Fire Alarm	\$219	\$ 219
	Auxiliary Engine Coolant Heater	\$3,949	
	Engine Oil Bypass Filter System	\$1,270	
1	Deceleration Alarm	\$538	\$ 538
1	Kneeling	\$1,646	\$ 1,646
	Stepwell Heater	\$461	
	Automatic Traction Control	\$401	
	Exterior Ad Panels	\$582	
	Air Filter Restrictor Gauge	\$72	
1	Oil Pressure & Water Temperature Gauges	\$422	\$ 422

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02/07/2002

ATTACHMENT A

1	Public Notice Holder	\$44	\$ 44
1	Intermittent Wipers	\$274	\$ 274
1	Ziebart Process <i>(to the interior of all structural tubing)</i>	\$1,326	\$ 1,326
1	Incandescent Exterior Lights	n/c	
1	LED Light Package (4" Rear Lights)	\$691	\$ 691
	LED Light Package (7" Rear Lights)	\$756	
	Fast Fuel Inlet (Wheaton) For Diesel Only	\$796	
	Standard Fuel System For Diesel Only	n/c	
1	Remote Control & Heated Mirrors	\$686	\$ 686
	Standard Manual Mirrors	n/c	
1	RCA Ribbed Flooring	n/c	
	Altro Smooth Flooring	n/c	
1	27 Passenger Seating Arrangement	n/c	
	"Q"-Strait Tie-Down System	n/c	
1	Telescoping Arm Tie-down System (American Seating)	\$1,343	\$ 1,343
1	Radio Lock Box	\$570	\$ 570
1	Seat Cushions	\$1,434	\$ 1,434
1	Drivers Storage Box	\$219	\$ 219
1	Drivers Shade Screen	\$225	\$ 225
1	Drivers Controlled A/C Thermostat	\$443	\$ 443
1	Radio Antenna Conduit & Pull Wire	\$107	\$ 107
1	Coolant level Automatic Engine Shutdown	\$205	\$ 205
1	Engine Oil Sampling Valve <b>Probalizer fitting</b>	\$51	\$ 51
1	Skirts With Out Wood (Rubber Rubrails) - <i>Credit</i>	-\$1,229	\$ (1,229)
1	Lift Warning Light and Buzzer	\$286	\$ 286
	Special Paint (3 Tone or More)	\$1,426	
1	Spare Wheel & Tire	\$521	\$ 521
	Spare Wheel (Customer Furnished Tire)	\$198	
	Customer Furnished Tires - <i>Credit</i>	-\$1,229	
1	Chance Furnished Tires	n/c	
		Sub-total	\$ 334,291
		Delivery	\$ 5,310
		Total	\$ 339,601
		Qty	\$ 1
		Sub Total	\$ 339,601
		Tax (8%)	\$ 27,168
		TOTAL	\$ 366,769
		Federal	\$ 293,415
		Local	\$ 73,354

18-A-2

02/07/2002

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002  
**TO:** Board of Directors  
**FROM:** Mark J. Dorfman, Assistant General Manager  
**SUBJECT: CONSIDERATION OF STATUS REPORT ON AMERICANS WITH DISABILITIES (ADA) PARATRANSIT PROCUREMENT**

## I. RECOMMENDED ACTION

The purpose of this staff report is to advise the Board of Directors on the status of the procurement for the ADA Paratransit Services, and to advise the Board of the relative ranking of the proposals received and to notify the Board that negotiations will proceed with the American Transit Corporation (ATC) for the provision of ADA Paratransit Service.

## II. SUMMARY OF ISSUES

- On October 22, 2001 the District issued a Request for Proposal (RFP) for the provision of ADA Paratransit Services.
- Two proposals were received in response to the RFP.
- An evaluation committee was put together to interview and rank the proposals.
- 7 out of 10 members of the committee selected the American Transit Corporation (ATC) as the preferred provider.
- The original schedule called for staff to negotiate with the number one ranked firm and to bring a complete contract back to the Board for the March meeting.
- A protest has been received from Community Bridges regarding the process.

## III. DISCUSSION

For the past few years the Board of Directors has directed significant resources to the ADA Paratransit Program. Two separate contracts were issued to:

- (1) Address the registration and certification of ADA Paratransit Riders, and
- (2) Address the operation and efficiency of the way the program had been operated.

As a result of these studies, the Board approved a complete re-certification program for all ADA Riders, and also approved policies, procedures and specifications for re-bidding the service. On October 22, 2001, the District issued a Request for Proposal (RFP) for ADA Paratransit Service. On October 26, 2001, a pre-proposal conference was held to allow potential bidders to ask questions and request clarifications to the specifications. There were



representatives from 5 firms that attended the pre-proposal meeting. On November 30, 2001, the District received proposals from Community Bridges and the American Transit Corporation (ATC). Per the specifications, District staff met to do an initial pass/fail assessment of the proposals. Both firms passed this portion of the evaluation.

An Evaluation Committee was put together consisting of the following individuals:

Les White, SCMTD	Kim Chin, SCMTD
Mark Dorfman, SCMTD	Bryant Baehr, SCMTD
Peg Gallagher, SCMTD	Carolyn Bliss-Isberg
Pat Spence, Board	Pat Dellin, SCCRTC
Debra Lane, MASTF	Emily Reilly, Board

The Evaluation Committee met on January 16, 2002, and interviewed the two firms. At the conclusion of the interviews, all participants were asked to rank the proposals according to the criteria from the RFP. Score sheets were received from all participants with the exception of Emily Reilly (was unable to attend the full interviews for both firms) and Carolyn Bliss-Isberg who did not agree with the recommendation of the Committee. Of the remaining score sheets, all but one individual recommended the selection of ATC as the preferred provider. Both firms were advised of their ranking.

The original schedule laid out in the RFP called for staff to begin negotiations with the preferred provider and bring back a proposed contract for the March Board Meeting. The District has received a Letter of Protest from Community Bridges on Friday, February 2, 2002 (Attachment A). The District has a Formal Protest Procedure that is required by the Federal Transit Administration. It is attached as Exhibit B. As a result of the timelines required by the process staff is formally advising the Board of Directions of the relative rankings of the proposals and advising the Board that negotiations with ATC will commence with the intention of bringing a contract and recommendation for award to the Board of Directors for the March Board Meeting.

#### **IV. FINANCIAL CONSIDERATIONS**

The full impact of the financial impact will be provided at the time the contract is negotiated with the preferred provider.

#### **V. ATTACHMENTS**

**Attachment A:** February 2, 2002 Letter of Protest

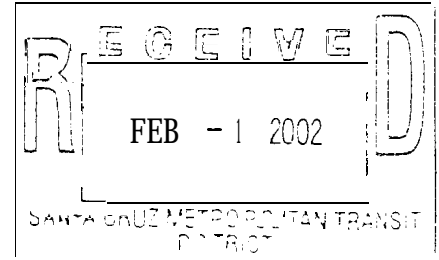
**Attachment B:** SCMTD Formal Protest Procedure



**COMMUNITY BRIDGES**  
Puentes de la Comunidad

January 31, 2001

Assistant General Manager  
Santa Cruz Metropolitan Transit District  
370 Encinal Street, Suite 100  
Santa Cruz, CA 95060



RE: NOTICE OF PROTEST  
DISTRICT RFP #01- 12 PARATRANSIT SERVICES

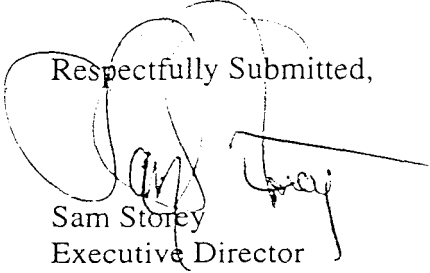
This letter is in response to the notice of ranking from Mr. Lloyd Longnecker received on January 29, 2002. Community Bridges hereby submits this Notice of Protest to the ranking by the Evaluation Committee based upon the following grounds:

1. The Evaluation Committee failed to follow the Selection Criteria specified in the RFP, Part III, Section 4 – Proposal Evaluation.
2. The Evaluation Committee failed to apply the Selection Criteria in a consistent and equitable manner among the applicants.
3. The Selection Criteria failed to specify a point score for each of its elements so that each proposal could be judged consistently and equitably.
4. The Evaluation Committee considered facts and information which were outside of the scope of the proposals submitted.
5. The Evaluation Committee knew or should have known that one of the proposed subcontractors was included in the number 1 ranked proposal and/or the oral interviews under false pretenses.
6. The RFP and the Evaluation Committee's selection process was not in compliance with the SCMTD Paratransit Plan, 1992
7. The District has failed and refused to open to the public the competing proposals, to disclose the specifics of the scoring process, and the aggregate scores for each of the Selection Criteria. This information is necessary for Community Bridges to present and argue its protest before the District and its Board. Therefore, demand is made that this information be provided to Community Bridges.

[www.communitybridges.org](http://www.communitybridges.org)

19-A-1

8. On any other grounds that may come to Community Bridges attention after the submission of this protest.

Respectfully Submitted,  
  
Sam Storey  
Executive Director

Cc: Lloyd Longnecker

19-A-2

## PART VII

SANTA CRUZ METROPOLITAN TRANSIT DISTRICT  
PROTEST BIDDING PROCEDUREPROCUREMENT PROTESTS

All protests shall be filed, handled and resolved in a manner consistent with the requirements of Federal Transit Administration (FTA) Circular 4220.1D Third Party Contracting Guidelines dated April 15, 1996 and the Santa Cruz Metropolitan Transit District's (SCMTD) Protest Procedures which are on file and available upon request.

Current FTA Policy states that: "Reviews of protests by FTA will be limited to a grantee's failure to have or follow its protest procedures, or its failure to review a complaint or protest. An appeal to FTA must be received by the cognizant FTA regional or Headquarters Office within five (5) working days of the date the protester knew or should have known of the violation. Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of State or local law or regulations will be under the jurisdiction of State or local officials." (FTA Circular 4220.1D, Section 7, paragraph 1., Written Protest Procedures)

Protests relating to the content of this bid package (IFB) must be filed within ten (10) calendar days after the date the IFB is first advertised. Protests relating to a recommendation for award solicited by this IFB must be filed by an interested party within five (5) calendar days after the staff's written recommendation and notice of intent to award is issued to the bidders. The date of filing shall be the date of receipt of protests or appeals by the SCMTD.

All Protests shall be filed in writing with the Assistant General Manager, Santa Cruz Metropolitan Transit District, 370 Encinal Street, Suite 100, Santa Cruz, CA 95060. No **other location shall be acceptable**. The SCMTD will respond in detail to each substantive issue raised in the protest. The Assistant General Manager shall make a determination on the protest normally within ten (10) working days from receipt of protest. Any decision rendered by the Assistant General Manager may be appealed to the Board of Directors. The Protester has the right within five (5) working days of receipt of determination to file an appeal restating the basis of the protest and the grounds of the appeal. In the appeal, the Protester shall only be permitted to raise factual information previously provided in the protest or discovered subsequent to the Assistant General Manager's decision and directly related to the grounds of the protest. The Board of Directors has the authority to make a final determination and the Board of Director's decision shall constitute the SCMTD's final administrative remedy.

In the event the protestor is not satisfied with the SCMTD's final administrative determination, they may proceed within 90 days of the final decision to State Court for judicial relief. The Superior Court of the State of California for the County of Santa Cruz is the appropriate judicial authority having jurisdiction over Bid Protest(s) and Appeal(s). Bid includes the term "offer" or "proposal" as used in the context of negotiated procurements.

The Bidder may withdraw its protest or appeal at any time before the SCMTD issues a final decision.

Should the SCMTD postpone the date of bid submission owing to a protest or appeal of the solicitation specifications, addenda, dates or any other issue relating to this procurement, the SCMTD shall notify, via addendum, all parties who are on record as having obtained a copy of the solicitation documents that an appeal/protest had been filed, and the due date for bid submission shall be postponed until the SCMTD has issued its final decision.

A letter of protest must set forth the grounds for protest and shall be fully supported with technical data, test results, or other pertinent information related to the subject being protested. The Proposer is responsible for adhering to the SCMTD's protest procedures.

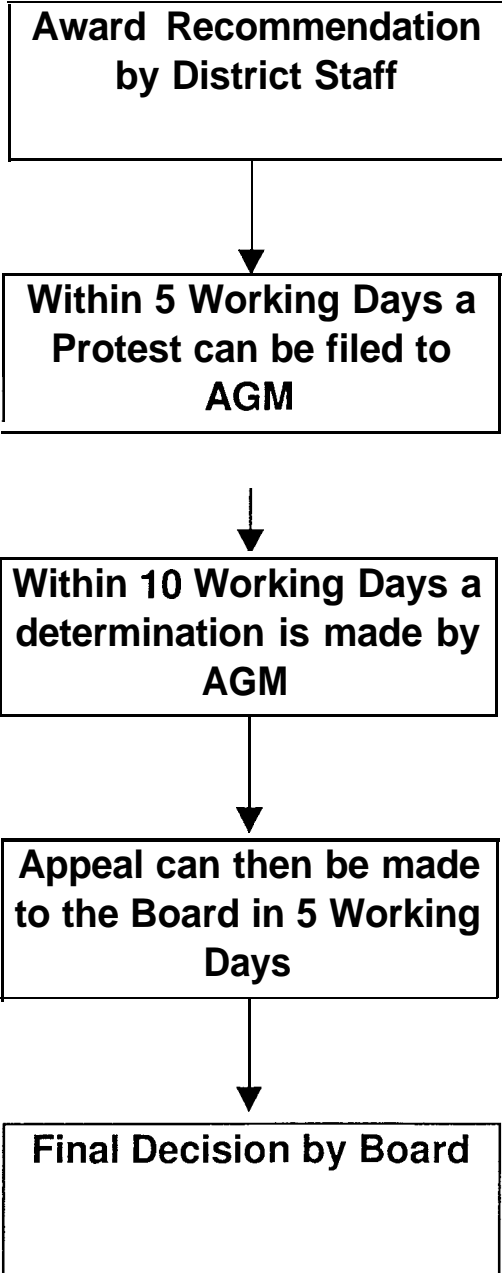
19-B-1

A Bidder may seek FTA review of the SCMTD's decision. A protest appeal to the FTA must be tiled in accordance with the provisions of FTA circular 4220.1D. Any appeal to the FTA shall be made not later than five (5) working days after a final decision is rendered under the SCMTD's protest procedure. Protest appeals should be tiled with:

Federal Transit Administration  
Regional Administrator Region IX  
211 Main Street, Suite 1160  
San Francisco, CA 94 105

19-B-2

# SCMTD PROTEST PROCEDURE



# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002

**TO:** Board of Directors

**FROM:** Mark J. Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION TO USE FEDERAL GRANTS PROGRAMMED FOR PURCHASE OF BUSES TO INSTEAD PURCHASE TALKING BUS SYSTEM**

## I. RECOMMENDED ACTION

**The purpose of this staff report is to request that the Board of Directors consider a proposal to purchase two (2) less transit buses currently programmed to purchase a talking bus system for the entire system.**

## II. SUMMARY OF ISSUES

- The Board of Directors has previously indicated a desire for staff to bring a funding proposal to purchase the talking bus system for the entire fleet.
- Previously, the Board directed staff to include the talking bus feature on all new buses purchased.
- This approach will leave a substantial portion of the fleet that is not covered.
- The District currently has procurement on the street for the purchase of Highway 17 buses and for low-floor transit buses.
- Staff has identified that some of the funds for the low floor procurement can be reallocated through an FTA budget amendment to allow for the purchase of the remaining talking bus units.
- This is the time to take this action as once the buses are purchased the District will not have this flexibility with these funds for at least 8 months.

## III. DISCUSSION

In the past year the Board of Directors has considered the inclusion of talking bus technology on future bus orders as well as retrofitting the existing fleet to achieve 100% of the fleet. Funding is in place for the new buses being purchased. The Board of Directors has requested that staff look into available grant funds.

Currently, the eight buses being built will have this technology, as well as the buses currently being procured at this time. This will leave a substantial portion of the fleet that will not have this technology. Staff has identified that some of the funds for the low floor procurement can be

reallocated through an FTA budget amendment to allow for the purchase of the remaining talking bus units. Staff is estimating that this can be accommodated by purchasing two less buses in the pending order. With the pending bus order, this opportunity exists to make the change now. It will be at least eight months before another opportunity such as this exists.

#### **IV. FINANCIAL CONSIDERATIONS**

The only impact to the District is the further delay of replacing buses. The grant funds have local matching funds whether they are used for talking bus units or for buses.

#### **V. ATTACHMENTS**

**Attachment A:** Previous Staff Report dated June 15, 2001



**SANTA CRUZ METROPOLITAN TRANSIT DISTRICT**

**DATE:** June 15, 2001

**TO:** Board of Directors

**FROM:** Bryant J. Baehr, Manager of Operations

**SUBJECT:** CONSIDERATION OF COMPLIANCE WITH FEDERAL REGULATIONS REGARDING BUS STOP ANNOUNCEMENTS (SUPPLEMENTAL II)

**I. RECOMMENDED ACTION**

Staff is recommending that the Board of Directors authorize the General Manager to retro-fit thirty (30) 1998 New Flyer Low Floor buses and the forty-two (42) re-powered New Flyer / Gillig buses with an automated announcement system.

**II. SUMMARY OF ISSUES**

- At the May 18, 2001 Board of Directors meeting, staff was asked to provide additional information concerning the reliability of the "Talking Bus" technology, additional cost information and how the District would ensure compliance with this technology.
- Several transit agencies that use the automated talking bus technology were contacted and overall they found the technology reliable. Houston Metro conducted an extensive pilot program with findings that showed a 99.9% reliability factor.
- Cost ranges vary based on manufacturer and options ordered. Estimates to retro-fit 30 New Flyer Low Floor buses range from \$235,000 to \$367,000. The estimates to retrofit 42 re-powered buses range from \$398,388 to \$548,072.
- There are several ways to monitor the system and bus operator compliance. They include: on-board supervisor evaluations, public outreach, MUG and MASTF involvement, operator controls and independent evaluations.

**III. DISCUSSION**

At the May 18, 2001 Board of Directors meeting, staff was asked to provide additional information concerning the reliability of the "Talking Bus" technology, additional cost information and how the District would ensure compliance with this technology.

**Reliability of "Talking Bus" technology**

There are two (2) companies that produce "Talking Bus" technology. They are Digital Recorders and Clever Devices. Each company was asked to submit a listing of clients with similar systems under consideration by the District. The following contacts were made:

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<b>Digital Recorders</b>	<b>Clever Devices</b>
Miami – Dade Transit Agency	Dallas Area Rapid Transit
Metro Transit Authority of Harris County	Santa Monica
Charlotte Transit	Oahu Transit
San Francisco Muni	

Each system contacted reported that the system performed reliably. The contact for the Metro Transit Authority of Harris County reported that the “Talking Bus” system had 99.99% accuracy rate. Harris County conducted an extensive pilot program of the “Talking Bus” system detailing unit performance. Overall, the transit systems contracted were happy with the technology and reported that no major complaints were received concerning reliability.

**Additional cost information for retrofitting thirty (30) New Flyer Low floor buses:**

Description	Approximate Cost (variable based on vendor)
Recorder – computer	\$189,000 - \$276,000 (27 – 30 units at \$7,000 to \$9,200each)
Installation	\$22,000 to 35,000 (27 – 30 units at \$814 to \$1,166 per unit)
Portable Mapping Equipment	<b>\$24,000</b> to 3 1,000
Recording Station	\$0 to \$25,000 (one (1) vendor recommended the unit the other did not)

The cost for retrofitting 30 low floor New Flyer buses will range from approximately \$235,000 to \$367,000. There would be a competitive procurement and costs may be lower, or higher, based on the options ordered. A complete specification would be developed detailing the components desired which will produce accurate costs. Detailed costs, should a Request for Proposal be completed, would be returned to the Board of Directors for award.

**Additional cost information for retrofitting forty-two (42) I-e-powered New Flyer High Floor / Gillig buses (these buses will remain in active service for a period exceeding two (2) years):**

Description	Approximate Cost (variable based on vendor)
Recorder – computer	\$294,000 - \$386,400 (42 units at \$7,000 to \$9,200each)
Installation	\$80,388 to 105,672 (42 units at \$1,100 to \$1,350 per unit for speakers, microphone and amplifier) - (42 units at \$8 14 to \$1,166 per unit for Automated Announcement system)
Portable Mapping Equipment	<b>\$24,000</b> to 3 1,000
Recording Station	\$0 to \$25,000 (one (1) vendor recommended the unit the other did not)

20-A-2

The cost for retrofitting forty-two (42) re-powered New Flyer and Gillig buses will range from \$398,388 to \$548,072. The cost is approximately \$1,100 to \$1,350 higher because these buses do not have internal / external speakers, microphone or an amplifier installed. These buses were produced prior to the Americans with Disabilities Act. There would be a competitive procurement and costs may be lower, or higher, based on the options ordered. A complete specification would be developed detailing the components desired which will produce accurate costs. Detailed costs, should a Request for Proposal be completed, would be returned to the Board of Directors for award.

**Cost Summary:**

Cost range for twenty-seven to thirty (27-30) Low Floor New Flyer buses:

**\$235,000** to \$367,000

Cost range for forty-two (42) High-floor New Flyer / Gillig buses:

**\$398,388** to \$548,072.

**Compliance issues**

Bus Operators are required to ensure that call stops are made, as detailed in the Americans with Disabilities Act, whether technology or the bus operator performs this function. Current methods of ensuring compliance are as follows:

**On-board supervisor evaluations -**

Supervisors ride the bus and ensure that call-stops are conducted along with other performance criteria.

**Encouraging the public to report call stops compliance -**

Providing internal signage that encourages customers to call if call stops are not made. Also encouraging customers to call when the job is performed well.

**Working with user groups to audit call stop announcements -**

Provide training to the user groups so information can be received concerning compliance. This includes positive and negative comments.

**Wiring the control unit so the bus operator does not have the ability to turn off the automated announcement system --**

Staff can work with the automated announcement vendor to investigate the possibility of not allowing the operator to turn off the announcement system.

**Mystery riders or "Spotters" -**

Hiring specifically trained individuals, or a company, to randomly ride buses documenting call stops announcement compliance and report the results to staff.

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**IV. FINANCIAL CONSIDERATIONS**

Cost range for twenty-seven to thirty (27-30) Low Floor New Flyer buses:

**\$235,000** to \$367,000

Cost range for forty-two (42) High-floor New Flyer / Giiiig buses:

**\$398,388** to \$548,072.

This is an un-funded project. Should the Board of Directors decide to proceed, staff will look for funding sources.

**V. ATTACHMENTS**

**Attachment A:** Consideration of Compliance with Federal Regulations regarding Bus Stop Announcements (Supplemental) -- May 18, 2001

20-A-4

# SANTA CRUZ METROPOLITAN TRANSIT DISTRICT

**DATE:** February 15, 2002

**TO:** Board of Directors

**FROM:** Mark J. Dorfman, Assistant General Manager

**SUBJECT: CONSIDERATION OF A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE CALIFORNIA ENERGY COMMISSION FOR CAPITAL ASSISTANCE TO BUILD THE CNG FUELING STATION**

## I. RECOMMENDED ACTION

**Adopt a resolution authorizing the Secretary/General Manager to submit a grant application to the California Energy Commission to assist funding the CNG fueling station.**

## II. SUMMARY OF ISSUES

- The California Energy Commission (CEC) has solicited applications for \$1 million in grant funds to build alternative fuels infrastructure.
- The District has a contract to design the CNG fuel station. Additional funds could augment the minimum configuration under consideration to build a more robust fueling station.
- The District must submit its application to the California Energy Commission by February 15, 2002. The CEC will rank applications and award grants in March, 2002.
- Adopting the attached resolution will authorize the Secretary/General Manager to submit a grant application and, if awarded, execute a grant agreement with the CEC for financial assistance to build the CNG fueling station.

## III. DISCUSSION

In January, 2002, the California Energy Commission (CEC) announced a competitive, statewide grant program to assist public agencies with installation of alternative fuel dispensing and storage facilities. Up to \$1 million will be awarded in California through the FY2002 Budget Act. Grant funds can be used only to purchase equipment to store and dispense alternative fuels such as CNG.

In June, 2001, the District awarded a contract for the purchase of 8 CNG fueled buses which are anticipated to be delivered by July, 2002. In order to establish CNG fueling infrastructure for the new buses, the District awarded a contract in November, 2001 to Blymyer Engineers, Inc. to design and manage construction of a CNG fueling station at the River Street Operations Facility. Blymyer has now completed 60% of the design engineering for the fuel station. Augmenting the

existing budget with additional grant funds would enable the District to buy higher-capacity CNG compressors to reduce fueling time and improve system reliability.

The schedule for the CNG fueling station is well timed to qualify for funding assistance from the CEC. Since this grant funds only equipment purchases, facility design must be essentially complete in order to request funding for specific equipment by brand name and model. Blymyer has provided drawings and equipment specifications for the CNG fuel station. Applications are due February 15, 2002. The CEC will rank the proposed projects by competitive criteria and recommend grant awards in March 2002. If a grant is awarded, new equipment could be purchased in time for the scheduled installation prior to June.

The attached resolution authorizes the General Manager to submit an application to the CEC for the Alternative Fuels Infrastructure Program. The CEC will accept the authorizing resolution as an addendum to the application.

#### **IV. FINANCIAL CONSIDERATIONS**

If awarded, this grant will provide up to \$100,00 to the District to assist purchasing equipment for the CNG fueling station. Local funding and other grants already in the budget will match the CEC grant.

#### **V. ATTACHMENTS**

**Attachment A:** Resolution Authorizing an application to the CEC

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  
AUTHORIZING AN GRANT APPLICATION  
TO THE CALIFORNIA ENERGY COMMISSION  
FOR THE  
ALTERNATIVE FUELS INFRASTRUCTURE PROGRAM**

**WHEREAS**, Chapter 52, Statutes of 2000 (Budget Act of 2000) included appropriations from the Petroleum Violation Escrow Account to the California Energy Commission to assist public agencies to establish an infrastructure for dispensing low-polluting motor vehicle fuels; and

**WHEREAS**, the California Energy Commission to achieve its transportation energy program objectives provides funds to cost-share the establishment of Alternative Fuels Infrastructure; and

**WHEREAS**, the Santa Cruz Metropolitan Transit District desires to implement a project with Energy Commission Alternative Fuels Infrastructure Program funds for the construction of a CNG fueling station;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE SANTA CRUZ METROPOLITAN TRANSIT DISTRICT:**

1. That the Secretary/General Manager is hereby authorized and empowered to apply to the California Energy Commission for funds from the Alternative Fuels Infrastructure Program to assist construction of a CNG fueling station, and
2. That the Secretary/General Manager is authorized and empowered to execute a grant agreement and all other necessary documents with the California Energy Commission on behalf of the Santa Cruz Metropolitan Transit District to obtain up to \$100,000 from the Petroleum Violation Escrow Account to implement the purposes of this resolution.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of February, 2002, by the following vote:

**AYES:** Directors -

**NOES:** Directors -

**ABSTAIN:** Directors -

**ABSENT:** Directors -

**APPROVED** \_\_\_\_\_  
SHERYL AINSWORTH  
Chairperson

**ATTEST** \_\_\_\_\_  
LESLIE R. WHITE  
General Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
MARGARET GALLAGHER  
District Counsel